



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, DECEMBER 6, 2016 at 7:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

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#### **AGENDA**

- 1. Call to Order**
- 2. Oath of Office – Eileen Wilke (Page 5)**
- 3. Approval of Agenda**
- 4. Public Participation**
- 5. Delegations**
- 6. Minutes**
  - A. Regular Council Meeting – November 15, 2016 (Page 7)  
THAT the Regular Council Meeting minutes of November 15, 2016 be approved as circulated.
- 7. Business Arising from the Minutes**
- 8. Unfinished Business**
  - A. Information and Resource Requests (IRRs) (Page 13)  
THAT the IRRs be updated in accordance with the following:
- 9. Reports**
  - A. Staff
    - i. CFO – Approval of Janitorial Services Contract (Page 27)
      - (1) THAT Executive Building Maintenance Inc. be awarded the Janitorial Services Contract for the Village of Lions Bay; and
      - (2) THAT the Mayor and Corporate Officer be authorized to execute a contract with Executive Building Maintenance Inc. in substantial accordance with the terms and conditions set out in the RFP.08.16 dated November 2, 2016.
    - ii. Public Works Manager – Canada’s New Railway Grade Crossing Regulations (Page 35)
      - (1) THAT Council direct staff to apply for grant funding for the improvement of the Kelvin Grove and Brunswick Beach railway grade

crossings through the Railway Safety Improvement Program by the December 23, 2016 deadline; and

(2) THAT the Chief Financial Officer ensure the Capital Works described in this report be included in the five year financial plan of the Village of Lions Bay.

- B. Mayor
  - C. Council
  - D. Committees
  - E. Emergency Services
    - i. Lions Bay Fire Rescue Monthly Report (Page 59)
    - ii. RCMP Monthly Report (Page 61)
- 10. Resolutions**
- A. Statutory Right of Way Agreement (Page 63)
    - (1) THAT the Statutory Right of Way Agreement (SRW) between Ronald and Vaike O’Dwyer and the Village of Lions Bay be approved; and
    - (2) THAT the Mayor and the Chief Financial Officer be authorized to execute the SRW; and
    - (3) THAT staff instruct legal counsel to attend to the registration of the agreement.

**11. Bylaws**

- A. Fees Bylaw No. 497, 2016 – Third Reading (Page 77)
  - THAT Fees Bylaw No. 497, 2016 be given third reading.
- B. Village of Lions Bay Development Application Procedures and Fees Bylaw No. 431, 2011, Amendment Bylaw No. 509, 2016 – Adoption (Page 99)
  - THAT Village of Lions Bay Development Application Procedures and Fees Bylaw No. 431, 2011, Amendment Bylaw No. 509, 2016 be adopted.
- C. Infrastructure Master Plan Financing Loan Authorization Bylaw No. 508, 2016 – Adoption (Page 123)
  - (1) THAT Infrastructure Master Plan Financing Loan Authorization Bylaw No. 508, 2016 be adopted.
  - (2) THAT, upon the expiry of 30 days, a certified copy of Infrastructure Master Plan Financing Loan Authorization Bylaw No. 508, 2016 as adopted, be forwarded to the Inspector of Municipalities, along with the Corporate Officer’s Certificate, to request a certificate of approval pursuant to the *Community Charter* and the *Local Government Act*, along with any other requisite supporting documents; and
  - (3) THAT the Chief Financial Officer ensure the Capital Works described in the Infrastructure Master Plan Financing Loan Authorization Bylaw No. 508, 2016 be included in the five year financial plan of the Village of Lions Bay.

**12. Correspondence**

- A. List of Correspondence to December 1, 2016 (Page 133)

**13. New Business****14. Public Questions & Comments****15. Closed Council Meeting**

THAT the meeting be closed to the public on the basis of matters to be considered under the following sections of the *Community Charter*:

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

- b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- c) labour relations or other employee relations;
- e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- g) litigation or potential litigation affecting the municipality;
- h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council;
- j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.

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

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

**16. Reporting Out From Closed Portion of Meeting****17. Adjournment**

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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## SOLEMN OATH OR AFFIRMATION OF OFFICE

I, Eileen Wilke, do solemnly swear or affirm that I am qualified to hold the office of Councillor for the Village of Lions Bay to which I have been elected;

I have not, by myself or any other person, knowingly contravened the *Local Government Act*, respecting vote buying or intimidation in relation to my election to public office;

I will faithfully perform the duties of my office and will not allow any private interest to influence my conduction in public matters;

As required by the *Community Charter*, I will disclose any direct or indirect pecuniary interest I have in a matter and will not participate in the discussion of the mater and will not vote in respect of the matter.

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Eileen Wilke, Councillor

Sworn or affirmed by the above named Councillor  
before me at Lions Bay, British Columbia  
this 6<sup>th</sup> day of December, 2016

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Peter DeJong, Corporate Officer and Chief Election Officer

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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**REGULAR MEETING OF THE COUNCIL  
OF THE VILLAGE OF LIONS BAY  
HELD ON TUESDAY, NOVEMBER 15, 2016 at 7:00 PM  
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

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**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 Works Manager Naizam Jaffer

Delegations: 0

Public: 5

**1. Call to Order**  
Mayor Buhr called the meeting to order at 7:00 p.m.

**2. Approval of Agenda**  
Moved/Seconded

THAT the agenda be approved as submitted.

**CARRIED**

**3. Public Participation**  
None

**4. Delegations**  
A. Mr. Connor Tremblay  
Moved/Seconded

THAT Council defer the delegation until the proponent arrives, provided that is before the end of the meeting.

**CARRIED**

**5. Minutes**

A. Regular Council Meeting – November 1, 2016

Item 9A: change Mayor's to read Mayors'.

Item 13: amend Ms. Deirdre Bain to read Mrs. Deirdre Bain

Moved/Seconded

THAT the Regular Council Meeting Minutes of November 1, 2016 be approved as amended.

**CARRIED**

*Audio: 00:06*

**6. Business Arising from the Minutes**

Item 12B – Councillor Bain queried the date of the immunization clinic. CAO DeJong advised it wasn't possible to hold it November 11<sup>th</sup>, so it will be November 18<sup>th</sup>, starting at 11 am.

**7. Unfinished Business**

A. Information and Resource Requests (IRRs)

Council reviewed the IRRs and discussed ID 110. CFO Rooke answered questions 1 and 2 of the IRR and explained that request number 3, dealing with PIDs and civic addresses, would take some time as it would require processing of BCAA data through our MAIS accounting software in order to be able to create a spreadsheet. The CFO offered that this will be worked on and delivered when ready.

*Audio: 00:18*

**8. Reports**

A. Staff

i. CFO – Municipal Grant Report

Moved/Seconded

THAT the Information Report "2017 Municipal Grant Processes and Timelines" be received for information purposes.

**CARRIED**

*Audio: 00:22*

ii. CFO – 2017 Finance Schedule

Moved/Seconded

THAT The Information Report "2017 Finance Work Plan" be received for information purposes.

**CARRIED**

*Audio: 00:31*

iii. CFO – Third Quarter Financial Review

Council reviewed the 3<sup>rd</sup> quarter financials and discussion was had on a few of the items. Public Works Manager Jaffer will review the scope of options regarding the SCADA item and report back to Council.

Moved/Seconded

THAT the Information Report “Third Quarter Financial Review” be received for information purposes.

**CARRIED**

B. Mayor

None

*Audio: 01:03*

C. Council

Councillor McLaughlin discussed the Remembrance Day ceremony acknowledgements and the location of the quilt which was donated.

Councillor McLaughlin discussed the Lions Bay Playschool Society who have asked for assistance from Council in waiving fees for the tables/chairs rental fee for Santa’s Breakfast and Public Works time for set up on the preceding Friday. Unfortunately, the tables are not available until Sunday morning because the quilting group is using them all during their hall rental on the Friday/Saturday in question.

Moved/Seconded

THAT Council repurpose the in-kind portion of the municipal grant for the Playschool group to cover the cost of tables and chairs for the Santa’s Breakfast function, with the understanding that the items are removed from and replaced back to the hall by the residents and that the group will apply for a 2017 Municipal Grant [deadline December 16, 2016] to cover any requests for materials and/or services related to the December 2017 Santa’s Breakfast event.

**CARRIED**

*Audio: 01:13*

D. Committees

i. Infrastructure Committee – Terms of Reference

Moved/Seconded

THAT Council approve the amended Infrastructure Committee Terms of Reference.

**CARRIED**

E. Emergency Services

i. Lions Bay Fire Rescue Monthly Report

Council reviewed the Lions Bay Fire Rescue monthly report.

Moved/Seconded

THAT the Lions Bay Fire Rescue monthly report be received for information.

**CARRIED**

*Audio: 01:15*

**9. Resolutions**

**A. Approval of Grant Application – On Table**

Moved/Seconded

WHEREAS Council has, on September 6, 2016, adopted an Infrastructure Master Plan aimed at ensuring the long-term sustainability of the Village of Lions Bay's infrastructure; and

WHEREAS the Infrastructure Master Plan has identified critical risks to the safety and security of Lions Bay's water storage system (Water Storage Tanks) and water distribution network (Pressure Reducing Valves Stations);

NOW THEREFORE the Council of the Village of Lions Bay:

- a) Authorizes staff to submit an application for grant funding through the Clean Water and Wastewater Fund for:
  - i) Replacement of Water Storage Tanks; and
  - ii) Replacement of Water Pressure Reducing Valves Stations;
- b) Supports and commits to its share of the eligible project costs, and any ineligible costs;
- c) Intends to pay for its share of project costs:
  - i) From the proceeds of a loan authorization bylaw being voted upon by the electors of the Village of Lions Bay on November 19, 2016; or
  - ii) If necessary, from capital reserves, supplemented through taxation; and
- d) Submits that these projects could not proceed without program funding through the Clean Water and Wastewater Fund.

**CARRIED**

**B. Acting Mayor Schedule Amendment**

Moved/Seconded

THAT Councillor Bain be appointed Acting Mayor effective November 15, 2016.

**CARRIED**

*Audio: 01:18*

**10. Bylaws**

**A. Village of Lions Bay Development Application Procedures and Fees Bylaw No. 431, 2011, Amendment Bylaw No. 509, 2016 – On Table**

CAO DeJong briefed Council on the Development Application Procedures and Fees Bylaw and the purposes of the amending bylaw, which was also discussed at the earlier Council Strategy Committee meeting, and it was recommended to pass first, second and third reading.

Moved/Seconded

THAT Village of Lions Bay Development Application Procedures and Fees Bylaw No. 431, 2011, Amendment Bylaw No. 509, 2016 be introduced and given first, second and third reading.

**CARRIED**

*Audio: 01:24*

**11. Correspondence**

Item G3: Lower Mainland Flood Management Strategy (LMFMS), Phase 2 Request

Moved/Seconded

THAT the Village of Lions Bay pay the Fraser Basin Council invoice for \$500 this year and next.

**CARRIED**

Item R6: Correspondence from Anne-Marie Halliday was discussed and Public Works Manager Jaffer will speak to the neighbour. Councillor McLaughlin will reply to Mrs. Halliday.

Moved/Seconded

THAT Council receive the correspondence.

**CARRIED**

**12. New Business**

None

**13. Public Questions & Comments**

Ms. Lisa Turpin

Ms. Turpin discussed Santa's Breakfast and was concerned that filling out a municipal grant to borrow tables and chairs is a lot of red tape and paperwork for a simple ask.

Correspondence – In the past, the CAO sent out correspondence rather than Mayor and Council.

**14. Closed Council Meeting**

Moved/Seconded

THAT the meeting be closed to the public on the basis of matters to be considered under the following sections of the *Community Charter*:

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

- c) labour relations or other employee relations;
- e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

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

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

**CARRIED**

*The meeting was closed to the public at 8:53 p.m.*

*The meeting was re-opened to the public at 9:15 p.m.*

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

Nothing to report.

Council acknowledged that the delegation did not show up but they can re-apply to be a delegation at a future meeting if they wish to come to Council.

**16. Adjournment**

Moved/Seconded

THAT the meeting be adjourned.

**CARRIED**

*The meeting was adjourned at 9:17 p.m.*

\_\_\_\_\_  
Mayor

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

Date Adopted by Council:	
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<b>REQUESTS FOR COUNCIL</b>
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Request ID	Date of Request	Requester	Subject	Issue and Information/Resources Requested	Requester's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requester	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
110	9/Nov/16	Buhr	BC Assessment Data	Please provide street address and PID data. 1. What are the rolls that have positive land + building assessments in earlier years and then go to 0? 2. Are the 8 lowest-value rolls, which have assessments ranging from just \$165 to 95,000, valid properties? 3. To be able to do the rest of the work I wanted (a heat map of property values, for example), I'm going to need the public addresses and PID data too, please, as Council expected. Is there data breaking down land and buildings, so that I can tell which lots have houses?			Significant staff time required to create the information in our MAIS accounting software before we can output it in a spreadsheet format. CFO will speak to this at meeting.	CFO	Questions 1 and 2 already answered. Request 3 being worked on by finance department.	
111	6/Dec/16	Buhr	Hall Sound Speakers	Please remove, or better yet repurpose the three large speakers in the hall (permanent leads from a mid-hall location to the amp location, for both of the two stage configurations?)				PWM/CAO		
112	6/Dec/16	Buhr	Salmon Fishing Anyone?	Please report on the DFO salmon-bearing stream sign on Harvey Creek at Lions Bay Ave.				PWM		
113	6/Dec/16	Buhr	Festive Lights	1. Pending Council's OK and my landing a sponsor, please ask MOTI whether they would be OK with us lighting the tall conical fir at the Lions Bay Ave. exit, and if they would allow a licensed electrician to tap power.			\$\$\$???	PWM		

## RESOLUTIONS

Request ID	Date of Request	Requester	Subject	Information Provided and/or Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requestor	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
1	1/Jan/15	Buhr	Oceanview creep	Can we install millimeter-accuracy survey markers on mid-Oceanview?	4	Infrastructure	Contractor, \$2000	PWM	PWM can obtain quotations; further road condition testing will be undertaken by AECOM as part of the IMP in April	THAT staff obtain quotes for installing millimeter-accuracy markers on mid-Oceanview Rd; and THAT staff bring the quotes back to Council if the cost is over the \$2000 allocated in the draft 2016 budget.
7	1/Aug/15	Buhr	Plaque screws	Can we replace the #12 Robertson screws in our \$1600 plaque with the manufacturer's recommendation, or at least decorative heads?	1	Showing pride in our Village		CAO		THAT Mayor Buhr discuss with Tony Cox
22	1/Jan/16	Buhr	SOFI changes	Can changes to wording of the SOFI report be accomodated?	2	Council priority (communication)		CFO	Please advise what changes are being requested. Legislation is very prescriptive.	THAT, if permitted, staff to add description of who are the payees on the list of contractors.
23	2/Jan/16	Buhr	Municipal land	Please report on Vestergaard land use application situation	2		Staff report	CAO	Investigating	THAT staff report back on the status of the Vestergaard Land Use Application by the April 19, 2016 Regular Council Meeting.
30	4/Jan/16	Buhr	Schedule of resolutions	I would like to see a rolling schedule of Council resolutions and their disposition, from 2 Dec. 2014.	3	Council priority (communication)	Staff time	CAO	This will be created soon for January 1, 2016 going forward.	THAT staff create a resolutions index for all resolutions passed since December 2, 2014.
35	5/Jan/16	Buhr	Municipal land	Can we please get a report summarizing BCAA's 2016 assessments for Lions Bay (eg: medians, averages, Lions Bay v. Province, long term changes, etc.)	1	Council priority (communication)	Staff report	CFO	Staff can complete a report after final roll is received (and after completion of budget and yearend audit).	THAT staff produce a report summarizing BCAA's 2016 assessments for Lions Bay to be added to the Supplementals section of the Annual Report
44	25/Jan/16	Buhr	Highway Water Tank	Please develop a plan to run a "Decorate the Tank" competition thru the Arts Council mural?	2	Showing pride in our Village	Staff report	CAO	Staff can prepare a report with options for Council to consider.	THAT staff be directed to prepare report and liaise with Arts Council
60	15/Feb/16	Buhr	Anti-encroachment marketing	Can we undertake an Anti-Encroachment campaign?	2		Staff time	CAO	Let's discuss what this should look like, resources to be devoted to it, timing, communication plan, etc.	THAT "anti-encroachment marketing" be dealt with in the larger context of a comprehensive anti encroachment policy.
61	15/Feb/16	Buhr	Deadfall fire hazard	Can we get a tracked chipper or other means to deal with deadfall and trimmings building up between the highway and the Centennial Trail over years of volunteer trail maintenance, not only on municipally-owned land, but on the school parcel to the south, and the MOTI lands to the north, which pose an imminent threat in the summer months?	3	Safety	Staff time and there should be grant funding for interface wildfire risk mitigation.	PWM	Perhaps a Firesmart Community Cleanup Day would be a good start. And maybe Trail Blazers could organize cutting up larger things to be dragged to roadside for disposal. Staff can look into funding for Interface Wildfire Risk Mitigation. Current grant funding appears to be limited to helping to fund Community Wildfire Protection Plans.	THAT "Deadfall Fire Hazard" be dealt with through discussions with MOTI and SD45.
63	15/Feb/16	Buhr	2016 water shortage plan	Please provide staff's recommendations for 2016 water contingency plans, and comments on 2015 Water Plan	4	Water supply	Staff time	PWM & CAO	Require confirmation whether this is in reference to an operational water contingency plan, or Village-wide. PWM can work with CAO to ensure that operational plans are referenced within the strategic plan for water contingency and conservation; and that the strategic plan is congruent with EMBC's plans	THAT the "2016 Water Shortage Plan" be referred to the Emergency Plan Steering Committee.
83	15/Feb/16	Buhr	Clean air 1	Learn to Burn campaign	2	Public health		CAO	Metro may have some materials. Once we have data from MAMU, we should discuss appropriate communication plan, resources, etc.	THAT "Clean Air Learn to Burn Campaign" be kept on the IRR sheet but tabled until Fall.

## RESOLUTIONS

Request ID	Date of Request	Requester	Subject	Information Provided and/or Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requestor	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
87	16/Feb/16	Buhr	Move Bear Smart sign	Can we move the Bear Smart Community sign to a more highly visible location?	3	Council priority (communication)		CAO	Requires investigation and consultation.	THAT staff consult with the Bear Smart Committee regarding the preferred location of the Bear Smart sign.
94	17/Feb/16	Buhr	Searchable minutes	Please report on what's involved in making all Council proceedings (agendas and Minutes) searchable on the website.	2	Council priority (communication)		CAO	A new website would take into account the desirability of having searchable materials. This factor is included in discussions with web designers.	THAT staff look into the options for making all Council proceedings searchable on the new website.
96	13/Apr/16	Buhr	Procedure Bylaw	Procedure Bylaw should be amended to allow Delegations to present to Council re. matters not on the Agenda.		Governance	Staff time	CAO	Agreed. Will review and bring recommendations in due course, if desired by Council, along with other potential changes to the Procedures Bylaw.	THAT staff amend the Council Procedures Bylaw for delegations, as time permits.
97	13/Apr/16	Buhr	Procedure Bylaw	Procedure Bylaw should be amended to allow Delegations to present to Council re. matters not on the Agenda; and remove 18(1)(d) so Mayor doesn't have to certify minutes.		Governance	Staff time	CAO	Mayor doesn't certify minutes - only CO does that. Mayor or Councillor presiding signs only after adoption of minutes by Council.	THAT staff amend Procedure Bylaw to allow Delegations to present to Council regarding matters not on the agenda.
98	14/Apr/16	Waterson	Office Hours	I would like to request a review of the hours that the office is open to the residents.				CAO	Will review with staff for discussion with Council.	THAT staff to bring a report to Council by the first week of June regarding office hours of operation.
102	25/Apr/16	Waterson	Volunteer Recognition	Request that a policy be drafted regarding Volunteer recognition. Willing to do the initial research to see what other municipalities do and consult with Volunteer organizations. Will report back to Council with a first draft for discussion.	?	Council Priority (Volunteers)	Time to check research and tweak/format draft policy. Consider if there should be any budget allocation.	CAO	Normally, staff would take direction from Council and report back with a draft, but I agree that this is important and support Councillor Waterson's proposed methodology, given my workload. If Council approves, please provide her with input at the outset regarding your thoughts so she can incorporate them early in the process.	THAT Councillor Waterson research Volunteer Recognition policies, obtain Council input and create a first draft for discussion.
103	12/May/16	Waterson	Communications Policy/Plan	Request that a policy/plan be drafted regarding communications.		Communications	Staff time required to properly draft a Communications Policy and Plan	CAO	Agreed that one is required, but this will take some time to pull together amidst all the other matters requiring my attention.	THAT the CAO work on a Communication Policy framework as time permits.
104	27/Oct/16	Buhr	Chambers Monitor & Whiteboard	60" TV or Monitor and 4'x4' Whiteboard for Chambers			This requires some further investigation, if necessary.	CAO and CFO	Logistics may not be feasible. What to do with flags? No wall space for whiteboard. When would a whiteboard even be used? Projector and screen work fine for anyone who wants/needs to use it.	defer to 2017 budget process
105	27/Oct/16	Buhr	Correspondence	Staff to bring draft Correspondence Policy to next meeting			Staff time to review current draft vs. other munis	CAO	I will try to elevate matter to get it done shortly.	correspondence policy to come to next meeting
106	27/Oct/16	Buhr	Emergency Notification System	Need a system that residents can subscribe to that will enable us to send out emergency notifications when necessary - eg: Harvey Water Offline: Conserve Water; or Power Outage: Check on Neighbours in Need			Staff speaking with providers and testing products	CAO and PWM	Hope to have a recommended solution shortly with reasonable price point.	Emergency Notification System continue to be researched
108	27/Oct/16	Buhr	Property Tax	Please report on the Softtrak/ Smart Consulting Group Inc. tax bill preparation opportunity, which they are prepared to offer free.			Staff time	CFO	Awaiting staff preliminary response.	CFO to review Mayor's suggestion of using property tax software from Softtrak/Smart Consulting Group Inc. and report back to Council

## RESOLUTIONS

Request ID	Date of Request	Requester	Subject	Information Provided and/or Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requestor	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
109	27/Oct/16	Buhr	Hydrology Grants	Can we seek Metro funding for the Watershed Hydrology Study (WHYS?) under their Climate Change Impacts & Adaption Strategy work? Green Municipal Fund: can it be used for the WHYS			Staff time	PWM		staff to review potential grants from Metro and FCM regarding hydrology study with UBC

## COMPLETED RESOLUTIONS

Request ID	Date of Request	Requester	Subject	Issue and Information/Resources Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requester	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition	Requestor satisfied and OKs archiving
2	1/Jan/15	Buhr	Illuminate flagpoles	Can we spotlight the flags, utilising either one of the existing soffit light sockets for a spotlight fixture, or from the base of the poles?	2	Showing pride in our Village	Staff, \$250	PWM	PWM can obtain quotations from electrical companies for wiring and installation of spotlights.	THAT staff investigate the cost of spotlights for the flags outside Village Hall, and if the cost is \$500 or less, to proceed.	Cost prohibitive (\$1500)
4	31/Jul/15	Buhr	Web stats	Track (and disseminate) web traffic and weekly ePost stats to influence development of the new website	3	Council's top priority, communication	Staff report	CAO		Staff report	DUPLICATE
5	1/Aug/15	Buhr	KPIs	Please report disposition of Council's resolution to publish certain KPIs by the end of 2015	2	Council priority (communication)	Staff report	CFO	Done - additional report on further KPIs to come in Q2-3.	Passed resolution	
6	1/Aug/15	Buhr	Hi-user water metering	Can staff look into feasibility of installing water meters at school and Marina?	3	Water supply	Contractor, \$4000	CAO	IMP noted that <u>each</u> meter would likely cost \$3,500 plus labour; must be integrated with strategic planning prior to execution; would require amendments to Bylaw No. 2, 1971 - entire bylaw should be re-written by new Public Works Manager.	THAT staff proceed to investigate the cost and feasibility of installing water meters at the school and marina, and report back to Council.	PWM provided report to Council - cost prohibitive
12	18/Dec/15	Buhr	Outdoor Water Use Signs for 2016	Please arrange for 2 more Outdoor Water Use signs for Brunswick Beach and Kelvin Grove for installation by the end of April and take down end of September	4	Council priority (communication)	Staff time and cost of signs (\$800?)	PWM	PWM can seek quote for 2 more signs to be made and installed or rely on the fact that all residents need to go past the current sign to get mail at PO Box.	THAT staff provide Council with quotes, final design options, and location options for the Outdoor Water Use signs.	DONE
14	18/Dec/15	Buhr	Lions Bay Field	Aerate Lions Bay field twice per year. Current SL is apparently once a year (but we didn't do even that). A field maintained to League standards can be offered to WVSC and WVLL, both to share in costs, and to add to the completeness of the Village by having League games	2		Staff time	PWM	Joint Use Agreement with SD45 provides for aeration 1x per year. Cost is not shared with SD45		PART OF 2016 BUDGET DISCUSSION
16	18/Dec/15	Buhr	Street Sweeping Service Level	Can we vacuum up needles etc. rather than sweep the roads?	2	Showing pride in our Village		PWM	We already sweep the streets; PWM can solicit quotes from contractors to do the same work with a different machine.	THAT staff pursue a quote for vacuuming the debris off the side of the roads within the Village.	THAT staff continue to perform the street sweeping work in-house using Lions Bay equipment and crews by removing sweepings

## COMPLETED RESOLUTIONS

Request ID	Date of Request	Requester	Subject	Issue and Information/Resources Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requester	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition	Requestor satisfied and OKs archiving
17	18/Dec/15	McLaughlin	Beach Trash and Washroom at Lions Bay Beach	Can we do twice daily trash pick-up at beaches in summer? Add: Regular, daily week end/holiday clean up and maintenance of the washroom is requested from May long weekend to the September Fireman's event.	4	Showing pride in our Village	Contractor	PWM	Most garbage is from weekends when PW staff unavailable - can get estimate re. garbage contract. See also: Request ID #101. I think we also need to consider what trash and recycling facilities are available and whether they are adequate. Perhaps more facilities will result in manageable containment until Mondays.	THAT staff obtain quotes from Smithrite for additional garbage pick-up on the weekends at the Lions Bay Beach Park from June to August; and THAT staff deal with the ants at the LB Beach washroom; and THAT staff explore all options to deal with summer garbage issues, including additional garbage/recycling bins at the LB Beach Park, and bring a report with recommendations.	DONE
18	18/Dec/15	Buhr	Festive Lighting	Can we consider permanent festive lighting in one designated Village tree (similar to Whistler but smaller scale).	4	Showing pride in our Village	Contractor, \$1500	CAO	Would lights be on throughout the year? Options for power source? Solar? Elec. backup? A tree in mind? Neighbour impacts? Consultation?	THAT staff take no action.	DONE
19	31/Dec/15	Waterson	Village News	Can we re-rename Municipal Update back to Weekly Village News? Will supply further input when requested	3	Council priority (communication)	Staff	CAO	Council has my suggestion and rationale in my email of February 22, 2016, to rename it the Village Update. Please review and vote at next opportunity.	THAT the ePost be renamed the Village Update	DONE
20	1/Jan/16	Buhr	Temp. PRV	Please report on the LT plan for the temporary PRV near the school. Can it be vinyl wrapped with a woodland pattern?	2	Showing pride in our Village	Contractor, \$500	PWM	The long term plan is to insulate the kiosk and maintain this PRV full-time. The PWM can check to see if DWV sign shop or CNV sign shop can vinyl wrap the kiosk (most cost effective solution)	THAT staff explore the cost and available designs for the vinyl wrap on the PRV and barrier protection near the school, and report back to Council.	PWM briefed on the PRV which is to be installed into the ground via grant funding, rather than doing a vinyl wrap
25	4/Jan/16	Buhr	Secondary Suites bylaw	Please report on how many people have filed for inspection of their Secondary Suite and how many have been done?	3	Council priority (communication)	Staff time	CAO	Reviewing with BI.	THAT staff report on how many people have filed for inspection of their Secondary Suite and how many have been done.	DONE

## COMPLETED RESOLUTIONS

Request ID	Date of Request	Requester	Subject	Issue and Information/Resources Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requester	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition	Requestor satisfied and OKs archiving
26	4/Jan/16	Buhr	Community Centre Renewal	Please advise if we have enough information to produce a final Community Centre Renewal project report?	2	Council priority (communication)	Staff report	CFO	We presented the final report last Fall with an estimate of the Fire Alarm costs which came in under budget. We have re-budgeted \$6k for light ballasts in the Village Hall.	THAT staff provide a final wrap up reporting on the Community Centre Renewal project for the 2015 Annual Report.	DONE
29	4/Jan/16	Buhr	Consent agendas	Can we change Council Procedures Bylaw to allow consent agendas?	2	Efficiency	Staff time	CAO	Will review and bring recommendations in due course, if desired by Council, along with other potential changes to the Procedures Bylaw	THAT no action be taken.	DONE
34	5/Jan/16	Buhr	Bylaws	Can we get a staff report and recommendations regarding regulation of marijuana facilities in Lions Bay?	3	Council priority (communication)	Staff report	CAO	This is a complicated issue requiring careful research and legal advice. I'll see what I can find out from colleagues at CAO Forum in Kelowna.	THAT staff report back to Council with recommendations for regulating marijuana facilities in Lions Bay.	Bylaw and Policy Ctte recommend' Council wait to see what the new federal laws will look like before attempting to regulate businesses operating in this field
38	8/Jan/16	Buhr	Tax bill	Can we effect any changes to the tax bill layout and wording?	2	Council priority (communication)	Staff time	CFO	Minimal changes only can be made in MAIS.	THAT "changes to tax bill" be removed from the IRR sheet.	
39	8/Jan/16	Buhr	Agendas, Minutes	Please advise on Minutes to reflect all the issues considered in reaching an action item or resolution	3	Council priority (communication)	Staff time	CAO	Per Mar.1st meeting, CAO will review along with Consent Agendas and other potential changes to Procedure Bylaw.	That CAO review potential changes.	Descriptive Minutes are now being done
43	25/Jan/16	McLaughlin	Financial Calendar	Please provide a calendar of financial due dates for 2016	2	Finance	Staff report	CFO		Receive information	DONE
46	4/Feb/16	Buhr	Business licenses	Can staff look into feasibility of business licences for the Village of Lions Bay?	3		Staff report	CAO	Staff can bring a report in due course, depending upon Council's priority.	THAT staff look into the feasibility of implementing business licenses for the Village	DONE - Bylaw & Policy Ctte recommended no action at this time
47	10/Feb/16	Buhr	Leak Rate Test	Is a leak rate test (to IC spec) in the workplan and budget or does PW need a resolution for budget add?	4		Staff time			Council res.	DONE
48	11/Feb/16	Buhr*	Municipal land	Remove medium tree stump fallen in the last 24-hours onto Centennial Trail 150 m south of Harrison Steps	4	Safety	Contractor			Done already by unknown party	DONE
55	15/Feb/16	Buhr	Rainfall data	Can we make public the rainfall data PW gathers?	2	Council priority (communication)	Staff time	CAO	Reviewing how much time is involved with adding this to website and in what format.	THAT staff add the rainfall data to the weekly water graph notes	DONE

## COMPLETED RESOLUTIONS

Request ID	Date of Request	Requester	Subject	Issue and Information/Resources Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requester	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition	Requestor satisfied and OKs archiving
58	15/Feb/16	Buhr	Communications	Refurbish notice boards at all Village gathering points	3	Council priority (communication)	Staff time	PWM	Clarification and resources required through budget process and/or review of Levels of Service report in Q2	THAT staff refurbish Village notice boards, as previously budgeted for	DONE
62	15/Feb/16	Buhr*	Temp. PRV	Report on the LT plan for the temporary PRV near the school.			Staff time				DUPLICATE
68	15/Feb/16	Buhr	Communications	1909 subdivision map for Chambers?	1	Taking pride in our Village			Size? Colour? Framed? Discussion?	Staff time, \$200	DON'T NEED MORE DECORATION
70	15/Feb/16	Buhr	Communications	Place large information signage at capital projects (to Communications Policy standard). For example, highway tank roof removal, Oceanview open culvert, mid-Bayview PRV installation	3	Council priority (communication)	Staff time, \$45 per project	CAO	We do not yet have a Communications Policy or standard for this, but can likely look to sign standards in other communities. Should be part of discussion around a larger Communications Strategy	THAT staff incorporate information signage at capital projects as standard operating procedure.	DONE
76	15/Feb/16	Buhr	Fire	Preliminary fire services Review, utilising in-house skills and existing reports	4	Fire	Staff report	CAO	Pending budget allocation	THAT "Fire Review" be removed from IRR sheet.	DONE
85	16/Feb/16	Buhr	Official noticeboard location change	Can we place the official noticeboard in the triangle formed by the ramp handrails, spotlight and rain sheltered	4	Council priority (communication)		CAO	I see some bulbs in the dirt there - would the gardeners be upset? Public consultation? Would have to assess electrical and possible interference with handrail	THAT staff examine the options for design, location, and lighting of the Village Office's official noticeboard	DONE
88	16/Feb/16	Buhr	AV suite	Do we want to televise Council meetings? If yes, can we work w. Telus, Shaw and/or Bell to sponsor an AV suite and provide a local cable channel to televise Council meetings.	3	Council priority (communication)		CAO	Need to consider desirability of televising meetings, logistics of filming in small space and personnel required to film and edit/upload to website. Would likely also require technical upgrade of website.	THAT staff forego further investigation of "AV Suite" item.	DONE
89	29/02/16	Buhr	Meeting Minute Enhancements	Can we please place approximate timestamps in the Minutes so that the pertinent section can be found on the audio?	4	Governance	Staff Time	CAO	Will review with staff for discussion with Council. See also ID 29		DONE
99	14/Apr/16	Waterson	Village Website	I would like a report regarding the status of the new website and amount budgeted/remaining.				CAO	Been trying to get to this. Will bring a report to next CSC.	THAT staff bring a report regarding the status of the new website to the May 17, 2016 Council Strategy Committee Meeting.	DONE

## COMPLETED RESOLUTIONS

Request ID	Date of Request	Requester	Subject	Issue and Information/Resources Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requester	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition	Requestor satisfied and OKs archiving
101	14/Apr/16	McLaughlin	Lions Bay Beach	Request that painting the washroom be undertaken before the May long weekend and that insect eradication is undertaken monthly.				CAO	Checking PW schedule. See also: Request ID #17	THAT staff undertake having the Lions Bay Beach Park washrooms painted before the May long weekend and to notify Councillor McLaughlin beforehand for input regarding paint color and other details.	DONE

## PRE-EMPTED REQUESTS

Request ID	Date of Request	Requester	Subject	Issue and Information/Resources Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requestor	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
3	1/Jan/15	Buhr	Annual report	My goal for the Annual Report, which is Council's report to the community, is that it is the document of record of the the year. To be frameworked by Council (Mayor), with KPIs supplied by staff	2	Mandatory. Buhr will do most of the work.	Staff time to fill in stats	CAO		Not required.
8	1/Oct/15	Buhr	Speakerphone	Can we make the conference phone work?	1	Council priority (communication)		CAO	I believe we have a new, working speakerphone.	Not required.
9	15/Dec/15	Buhr	Zoning Bylaw quick fix?	Is there a decimal point error in the zoning bylaw and if so, is there a quick fix for that? (i.e. 2.0 acre min. lot size vs. 0.2 acres) Can staff review the zoning bylaw(s) and advise next steps?	3	Future development	Staff report	CAO	We should undertake a zoning bylaw review in conjunction with subdivision servicing, building bylaw, development permits and ltd. OCP review. Need planning consultant to provide recommendations for public hearing(s). We'll want to bring Brunswick Beach Zoning under a single VoLB Zoning Bylaw. Secondary Suites are also covered under Zoning Bylaw so we'll want to consider if any changes required.	
10	15/Dec/15	Buhr	Encroachments	Request report on Council's denial of encroachments at 555 Upper Bayview. Have the encroachments been removed? Also, one on Lions Bay Ave?	3	Council resolution	Staff report	PWM	555 Bayview is no longer encroaching. Unsure of other reference re. Lions Bay Ave.	Not required.
11	15/Dec/15	Buhr	FD Fund	What is disposition of Council's passed resolution to handle FD accounting in a separate fund? Will supply further input when requested	4	Council resolution	Staff report	CFO	Need to clarify what is desired and how best to accomplish it. CFO will review with auditor and bring report.	Passed resolution - this may have come from a CLOSED meeting
13	18/Dec/15	Buhr	Air Quality	Can we clean Metro Visual camera lens monthly?	1	Having reliable VAQ images allows Lions Bay to address its OCP and RGS carbon targets, and improves quality of life in the Village and Howe Sound	Staff time	PWM	Metro should be responsible for upkeep of their own infrastructure	Not required.
15	18/Dec/15	Buhr	Park Irrigation	Please report why the grass at Main Beach died last year, even though OWU guidelines allow it to be irrigated as much as necessary?	5	Showing pride in our Village	Staff time	PWM	CAO will send PWM's answer to Mayor upon receipt.	Not required.
21	1/Jan/16	Buhr	PW service levels	Please report budget impact of changes to PW service levels per email to PW Manager	2		Staff report	PWM	No impact unless change in staffing levels. Otherwise, it's simply a question of priorities and having time to get done or not. Suggest bringin a report on Regulatory vs. Non-regulatory service levels in Q2.	Done - report brought to April 5, 2016 CSC meeting
24	4/Jan/16	Buhr	Development bylaws suite	Please review Building Bylaw, Development Charges Bylaw, Subdivision Bylaw, POL-0401, and more. See items 9 and Mayor's suggestions for Building Bylaw changes.	3	See item 9		CAO	We should undertake a zoning bylaw review in conjunction with subdivision servicing, building bylaw, development permits and ltd. OCP review. Need planning consultant to provide recommendations for public hearing(s)	
28	4/Jan/16	Buhr	Intake access	Please report on appropriateness of safety protocols at the intakes	4	Water supply	Staff report	PWM	Operational matter which has been asked and answered.	Not required.
32	4/Jan/16	Buhr	Smell	From the front counter, the Village office always smells like stew. Can we consider an extraction fan?	2	Showing pride in our Village	Contractor	CAO	An extraction fan would be expensive and noisy and staff do not have issues with smells in office.	Not required.

## PRE-EMPTED REQUESTS

Request ID	Date of Request	Requester	Subject	Issue and Information/Resources Requested	Requestor's Priority 1 (lo) - 5 (hi)	Rationale	Personnel and/or Financial Resources Est'd by Requestor	Admin Owner	Preliminary Administration Response	Committee Recommendation and/or Council Disposition
33	4/Jan/16	Buhr	Staff only in office	Please review, and then publish, the policy that dictates members of Council may not enter the office, etc. Review of policy is what I'm looking for. Maybe when it goes away of its own accord will be the day that we have fixed our organisation	1	Council priority (communication)	Staff time	CAO	Mayor and Council are welcome to come through the front entry to meet with me in my office.	Not required.
36	8/Jan/16	Buhr	Budget presentation	Please report which, if any, of the requests in my "My further asks for 2016 budget presentation" email can be done in time. Not a multi-request. Just want to know which will happen and which won't	4	Council priority (communication)	Staff report		Pam will review email to see if anything still relevant - if so, will give them new, unique Request IDs.	Not required.
37	8/Jan/16	Buhr	Utility bill	Can we affect the changes to the utility bill layout and wording I have requested?	2	Council priority (communication)	Staff time	CFO	Moot	Not required.
39	8/Jan/16	Buhr	Agendas, Minutes	Please advise on Minutes to reflect all the issues considered in reaching an action item or resolution	3	Council priority (communication)	Staff time	CAO	Needs review and consideration along with Consent Agendas and other potential changes to Procedure Bylaw. See also: #29 in Requests.	
40	11/Jan/16	Buhr	Building bylaw	As we commence work, please consider Incorporate the laundry list of items I provided, along with updates to accommodate the new Code and other legislation	3	Future of the Village	Staff time	CAO	We need to see how some of the other municipalities deal with the changes to the Building Code and the new Building Act. There are potential labour relations issues regarding "qualification" of Building Officials and the removal of our ability to rely upon a registered engineering professional (i.e. architect or structural engineer). This will have insurance implications which have not yet been worked out with MIA.	Not required.
41	11/Jan/16	Buhr	Tour	Let's have that backstage tour of the Village with all members of Staff, Council and ICYes, Council, IC AND inside staff. About 2 hours	4	Team building, awareness	Staff time	CAO	Asked and answered re. Council and IC - those that wanted to already did. Inside staff have various levels of interest and some already have seen what they wanted to see.	Not required.
42	12/Jan/16	Buhr	Approve agendas	Please have Mayor as Chair approve meeting agendas	2	Efficiency	Staff time	CAO	Yes, admin procedure needs to be ironed out to ensure it happens in a timely way	Not required.
43	25/Jan/16	McLaughlin	Financial Calendar	Please provide a calendar of financial due dates for 2016	2	Finance	Staff report	CFO	Done	Receive information
45	1/Feb/16	Buhr	IMP	Please report: honest assessment of the AECOM IMP. At what point do we draw a line? Why are we allowing AECOM to continually correct deficiencies? If they have not met the RFP, we need to move on, since the entire substance of the report will not adress our requirements?	5		Staff report	PWM	Discussed by CAO at Mar.2nd meeting	Not required.
49	11/Feb/16	Buhr	Municipal land	Please inspect large douglas fir 350 m south of Harrison Steps on municipal land that has started leaning off vertical, and from which bark has spalled in the last 24 hours (see video at <a href="https://www.dropbox.com/sh/rugfm1hp0rp88lh/AABTrNYAJJBBAiGCDXoSPdOoa?dl=0">https://www.dropbox.com/sh/rugfm1hp0rp88lh/AABTrNYAJJBBAiGCDXoSPdOoa?dl=0</a> )	3	Safety	Contractor	CAO	Operational matter - no Council resolution required. Thank you for the information. It is being or has been addressed.	Not required.

## PRE-EMPTED REQUESTS

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50	15/Feb/16	Buhr	Klatt Building National Flag	Can Klatt Building National Flag be fixed or removed?	3	Showing pride in our Village	Staff time	CAO	Will discuss with Fire Chief and others.	Not required.
51	15/Feb/16	Buhr	Remove RCMP sign from Klatt	<--Hasn't been an RCMP station for years	2	Showing pride in our Village	Staff time	CAO	Will discuss with FC	Not required.
52	15/Feb/16	Buhr	Sign removals	Can we implement my sign removal requests (email of Jan 18)	4	Council priority (communication)	Staff time	CAO	See Request ID 12	Not required.
53	15/Feb/16	Buhr	Municipal land	When does the Crystal Fall residents meeting happen?	3	Council's top priority, communication		CAO	Staff time	Not required.
56	15/Feb/16	Buhr	Communications	Community communication re. Lower-Oceanview. I'm talking about putting up a sign, and mailing all affected residents.	3	Council priority (communication)	Staff time	PWM	Communications is part of operational aspect of road work. Once actual work has been scheduled, appropriate signage and other communications will be implemented.	Temp paving project completed
57	15/Feb/16	Buhr	Communications	Plan location and training for wide-bed poster printer likely to come from 2016 budget; standard template for posters, and protocol for what information is posterised and where displayed.	3	Council priority (communication)	Staff time	CAO	Staff strongly recommend vs purchasing for a few reasons including lack of space and more suitable inexpensive alternatives	Superfluous to information in budget process
59	15/Feb/16	Buhr	Parking BB interchange	Data from Miller-Cap on cars towed at BB	2		Staff time	CAO	Not sure if they'll have this but we can inquire, although Mayor has just done so.	Not required.
65	15/Feb/16	Buhr	Bayview driveway bridge	Report on disposition of driveway bridge over Alberta. Salient issues: was it built to the design? If the design specified lumber bearing pads, that would be substandard. Whether MOTI ceded it de facto (it wasn't de jure) to us or the homeowner is irrelevant: we can't maintain a private bridge. They should have expropriated the property when they redesigned the channel.	2	infrastructure	Staff time	CAO	While the bridge may lead to private property, it leads from public property and for the most part spans public property. What the Province should have done doesn't help us much now, so we will need to look for options to deal with the issue. This will require staff time and ultimately, funding. In the interim, we need to consider the risks of doing nothing.	Already removed from 2016 budget process, other than minor risk mitigation
67	15/Feb/16	Buhr	Centennial users	Can Metro provide us some of the measuring units they use to measure traffic on hiking trails, for Centennial Trail? Staff time to make the ask, Metro for the units, volunteers to retrieve data	2	Community amenity (I saw 20 non-Lions Bay hiking parties on Family Day)		CAO	I'll send them an email to inquire.	Not required.
69	15/Feb/16	Buhr	Derelict cars	Can MOTI be asked to remove cars from their ROW at 10 Southview?	3	Showing pride in our Village	Staff time	CAO	Will review and send an email to MOTI - also will determine options for consideration.	Not required.
71	15/Feb/16	Buhr	Planning	Recommendation on securing a permanent, non-consultant planner. Staff? Shared with Anmore, Belcarra?	2		Staff time	CAO	Will review for potential discussion re. options, pros/cons, budget, etc.	Not required.
72	15/Feb/16	Buhr	NBCF funding impact	Please report on impact on NBCF funding, if any, of delay in start of project	4	Finance	Staff time	PWM	None	Not required.
73	15/Feb/16	Buhr	IPG/IMP	Please report why we did not apply for even the single IPG in the 2015 budget (the original plan for the IMP was to break it up into fundable projects)	4	Finance	Staff time	PWM	Not available at the time.	Not required.
74	15/Feb/16	Buhr	Revenue	Please report on Marina assessments per my email	2	Finance	Staff report	CFO	Email reply pending	Not required.
77	15/Feb/16	Buhr	Signage	Replace the handmade "Office" sign tacked to the outside wall and replace with fingerpost for Office/Hall/Chambers/Library	4	Showing pride in our Village	Staff time	CAO	What is a "fingerpost"? Details?	Not required.
78	15/Feb/16	Buhr	Signage	Replace the handmade office hours sign pinned to the door with something that looks a little more professional	3	Showing pride in our Village	Staff time	CAO	Replacement of front door signage already in progress	Not required.
79	15/Feb/16	Buhr	Generator location	Move the generator away from the front door: gives the wrong impression	2	Showing pride in our Village	Staff time	CAO	Where would we move it to? I think the idea is to have it close by in the event it's needed.	Not required.

## PRE-EMPTED REQUESTS

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80	15/Feb/16	Buhr	Leftover building material	Remove the pile of bricks outside Chambers: gives the wrong impression	1	Showing pride in our Village	Staff time	CAO	6-7 bricks being removed per CSR	Done - Not required.
81	15/Feb/16	Buhr	Mailroom	Work with strata to spruce up mailroom. May be, but neither is doing anything. Since it's a municipal amenity, and used by the municipality as an official notice area, can the municipality request it?	3	Showing pride in our Village	Volunteers	CAO	May be a matter between commercial landlord and Canada Post tenant, but I will ask. Concern they may start charging us for use if we are too demanding.	Not required.
84	16/Feb/16	Buhr	Harvey sign	Hang the mounted Harvey Creek sign in the office, Chambers or Hall	2	Council priority (communication)		CAO	??? Not sure what this sign is?	Not required.
86	16/Feb/16	Buhr	Move bus stop	Can we work with Translink to move the bus stop at the Hall 30 meters south in preparation for the Parking Plan recommendation, and to install a bus shelter	3	Parking plan		CAO	Too soon. We don't know what the PP recommendation will be or the logistics/rationale. Current location is close to stop sign. Suggested location may interfere with parking. Shelters cost about \$15,000.	No shelter in 2016 budget
92	17/Feb/16	Buhr	Parking plan	Please plan for implementation of initial phases of parking plan in time for summer	5	Council priority		CAO	Hard to plan for implementation without seeing a plan	Part of budget process
95	18/Feb/16	Buhr	ePost users	Please report how the 500+ ePost users reported in early 2015 has dropped to "300" reported today	4	Council priority (communication)		CAO	In January 2016, about 575 updates were sent each week but only about 375 opened each week	Not required.
107	27/Oct/16	Buhr	Canada Post Mailbox Area	Can staff take the lead with all stakeholders on getting it refurbished under a 2017 budget allowance or even with volunteer labour and materials?			Staff time to embark on matters not under our jurisdiction	CAO	Insufficient staff resources.	remove Canada Post Mailbox Area from the IRR

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Request for Decision Report</b>		
<b>Title</b>	<b>Award of Contract for Janitorial Services</b>		
<b>Author</b>	<b>Pamela Rooke</b>	<b>Reviewed By:</b>	<b>Peter DeJong</b>
<b>Date</b>	<b>November 30, 2016</b>	<b>Version</b>	
<b>Issued for</b>	<b>December 6, 2016 Regular Council Meeting</b>		

### RECOMMENDATION

- (1) THAT Executive Building Maintenance Inc. be awarded the Janitorial Services Contract for the Village of Lions Bay; and
- (2) THAT the Mayor and Corporate Officer be authorized to execute a contract with Executive Building Maintenance Inc. in substantial accordance with the terms and conditions set out in RFP.08.16 dated November 2, 2016.

### ATTACHMENTS

- RFP.08.16 Janitorial Services

### KEY INFORMATION

On November 2, 2016 a request for proposal (RFP) for the provision of janitorial services for the Village of Lions Bay was posted on BC Bid. The RFP outlined the scope of work for the janitorial services: weekly cleaning service for the Village Office/Council Chambers, the Community Hall, the Public Works Building and the Emergency Services Building and weekly cleaning of the public park washrooms from April to October.

The RFP closed on November 21, 2016 with a total of four proposals received. Proposals were evaluated by staff based upon criteria established and specifically documented within the RFP. The evaluation team concluded that the proposal provided by Executive Building Maintenance Inc. ranked first in scoring and should be awarded the contract.

### FINANCIAL CONSIDERATIONS

The total cost of the recommended janitorial services contract is within the Village's annual budget for janitorial services.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### Request for Proposal

RFP.08.16

## Janitorial Services

The Village of Lions Bay is primarily a residential community located on the Sea to Sky Highway corridor 13 km north of Horseshoe Bay and is part of the Metro Vancouver Regional District. The Village is requesting written proposals from qualified vendors to provide janitorial services for the Village's municipal buildings (Municipal Hall, Community Centre, Public Works Building, and Emergency Services Building). This is a request for proposals and is not a contract tender.

The Village welcomes potential contractors to attend an optional site visit on Monday, November 14, 2016 at 1:00 p.m. to better understand the dynamics, operations, locations and access throughout Lions Bay and to provide a better understanding on the scope of services.

For additional questions, please contact:

Nai Jaffer, Public Works Manager

Telephone: 604-921-9833

E-Mail: [works@lionsbay.ca](mailto:works@lionsbay.ca)

### I. INTENT OF SOLICITATION

The Village seeks a contractor who will work cooperatively with the Village to meet the objective to provide a high level of customer service in a timely and efficient fashion, at the Municipal Hall, the Community Centre, the Public Works Building and the Emergency Services Building, as follows:

#### 1. Weekly:

##### a. Carpeted floors – vacuuming

All accessible carpets, mats, and rugs will be substantially free of debris, stains, odors, and visible dirt. The appropriate techniques, equipment, and standards will be utilized to achieve appearance, aesthetics, clean/healthy environment, and maintain the life of the product. Stain treatment may be requested if and when it may become necessary.

##### b. Non-carpeted floors – swept and washed

All hard floors and baseboards will be substantially free of visible dirt, dust, debris, stains, traffic/scuff marks, aging marks, and wax buildup; all floor



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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surfaces will have a finish as appropriate to the floor type. The appropriate techniques and standards will be utilized to achieve appearance, aesthetics, clean/healthy environment, and maintain the life of the product.

c. Cleaning washrooms (excluding showers):

Municipal Hall:	1
Community Centre:	3
Public Works Building:	2
Emergency Services Building:	1

Sinks, mirrors, partitions, urinals, toilets, drains, and fixtures and all horizontal and vertical surfaces are substantially free of any residue build-up (e.g., calcium build-up, mildew), smudges, odors, and dust. All dispensers are stocked and operational.

All air fresheners/deodorizers are full and working. All vents and exhausts are free of dust. Trash cans are clean. There are no offensive odors, overflows or backflows.

d. Surface dusting

All exposed horizontal and vertical surfaces including all sills, furniture, fixtures and fittings, will be free of dust, dirt, marks, and stains. HVAC vents will be free of dust, dirt, and marks. Dusting will be performed to preserve air quality and remove dust. All common and conference (cubicle) areas telephones, handrails, door handles, push bars will be disinfected a minimum of once a week or as instructed.

e. Trash and recycling

All public trash and recycle receptacles will be clean, free of odors, and not overflowing. Remove and dispose of trash, organics and recycling in outside receptacles.

### 2. Monthly:

a. Cleaning showers

Public Works Building:	1 stall
Emergency Services Building:	1 stall



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **3. Semi-annually:**

- a. Cleaning accessible windows (inside only).

## **II. ADDITIONAL OPTIONS**

The Village asks that the RFP be submitted with an addendum to indicate the costing of the following additional option:

1. Weekly public park washroom cleaning (seasonal – April through October)

Lions Bay Beach Park: 2 stalls

Kelvin Grove Beach Park: 2 stalls

2. On call cleaning services (individual cleanings of the Community Centre after events)

Unit Price per clean after events.

## **III. SCOPE OF SERVICES**

### **1. Cleaning Management**

#### **A. Janitorial Services - Routine and Request**

The Contractor will perform outcome based cleaning as defined by the standards and schedule above for the spaces that are cleaned.

The Village of Lions Bay's expected outcomes are:

- Village facilities are clean, orderly and present a professional appearance.
- Cleaning will be scheduled in the late afternoons and early evenings so as not to interrupt daily office staff, public works employees, and customers of the Community Centre.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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This section is intended to encompass routine janitorial services that are typically performed on a scheduled basis to maintain or restore agreed upon standards of appearance to spaces after normal daily use.

- Contractor personnel performing work in any area of the facility or building are required to restore that area to a safe, compliant and otherwise as-found condition following completion of their work.
- Municipal Hall and all other high-use and visible customer areas will be maintained in a high level of service. The Village of Lions Bay will have zero tolerance for missed services in these areas.
- Cleaning practices will be conducted in an effort to maximize life of all furniture, carpets and fixtures where applicable.
- Indoor spaces affected by incidents or in which Village events have been held are rapidly restored to an appropriate condition.
- Safety and risk reduction guidelines will be strictly followed in all areas, with the goal of zero safety incidents resulting from custodial activities.
- The Contractor will use sustainable environmental practices where appropriate (green chemicals, energy conservation, etc.).
- All maintenance needs observed by Contractor's janitorial staff are to be promptly reported to Reception.

### **B. Provide User Requested Cleaning Services**

This section is intended to encompass event-driven janitorial needs as opposed to regularly scheduled cleaning. These services may be performed both during and after business hours and are generally requested on an as-needed basis:

- Restore space to pre-existing standards after an unusual event such as a spill in a trafficked area, a plumbing repair or cleanout of an office.
- Provide all Village request cleaning (e.g., after a special event in the Community Centre).
- Spill response cleaning: Mop up spills and provide wet-dry vacuuming, carpet drying, spot cleaning, disinfecting and deodorizing as required.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **C. Supplies and Equipment**

The Contractor will be expected to supply all equipment (vacuum, mops, brooms, brushes, dustpans) and cleaning supplies (cleaning liquids and/or powders, rags, paper towel). The Village will provide consumer supplies (hand soap, toilet paper, garbage bags).

### **IV. RESPONSIBILITY AND LIABILITY**

Contractor shall be solely responsible for the safety of Contractor's employees and others relative to Contractor's work, work procedures, transportation, signage and related activities. The Contractor and all janitorial staff working on-site in close proximity to Village staff are expected to adhere to the Village's Harassment Policy. The award of the contract will stipulate that the Contractor shall not sub-contract any part of the service agreement to a third party without the explicit consent of the client in writing.

The Contractor shall operate in compliance with all applicable regulations and requirements. Lubricants and chemicals will be disposed of as required within applicable law parameters and in consideration of Village septic requirements.

Contractor shall possess and keep in force all licenses, business permits, WorkSafe BC coverage, insurance and other permits required to perform the services of the contract.

### **V. SUBMITTAL REQUIREMENTS**

Each Contractor shall submit an electronic copy of their proposal in the following manner:

#### **1. Contractor Description**

Provide a description and history of the Contractor emphasizing the Contractor's resources and expertise in the area(s) relevant to this RFP.

#### **2. Proposal**

- Clearly identify the breakdown for each service provided.
- The total cost of janitorial must include breakdown of applicable taxes, fees and all other anticipated charges.
- Manner in which customer inquiries and complaints will be handled.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### VI. SELECTION CRITERIA

Each proposal shall be evaluated based on the following criteria:

1. Fees and cost(s): 60%
2. Understanding and responsiveness to the Village's objectives; 20%
3. Contractor's qualifications including company compliance history; 20%

All responsive submissions shall be reviewed in their entirety and all proposals will be ranked based on the criteria contained herein. The Village may conduct interviews of short-listed contractors.

The Village will attempt to reach a final contract with the first-ranked Contractor. If negotiations with the first-ranked Contractor fail, the Village will proceed with the next highest ranked Contractor.

Proposals will be received by email until **November 21, 2016 at 4:00 p.m.** and should be addressed to:

Nai Jaffer, Public Works Manager  
Village of Lions Bay  
PO Box 141 - 400 Center Road  
Lions Bay, BC V0N 2E0

Electronic submissions will be accepted at [works@lionsbay.ca](mailto:works@lionsbay.ca)

The Village anticipates awarding of the two-year contract by the end of November 2016, with service to commence shortly thereafter.

The Village of Lions Bay reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to make such investigation as it deems necessary to evaluate Contractor's qualifications, to accept any proposal that may be deemed in the best interest of the Village and to negotiate terms and conditions of any proposal leading to acceptance and final execution of the contract. The lowest or any proposal may not be accepted.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### Appendix 1

The following measurement information is being supplied in an effort to assist in the quoting process.

#### **Village Office/ Council Chambers:**

- Approximately 1200 square feet
- Approximately 90% carpeted; 10% tile and laminate flooring
- 1 kitchenette (fridge/sink/microwave)
- 1 powder room (1 toilet, 1 sink/mirror)

#### **Community Hall:**

- Approximately 2700 square foot gym with wooden floor
- 1 kitchen
- 1 handicapped washroom (1 toilet, 1 sink/mirror)
- 1 men's washroom (1 toilet stall, 1 sink/mirror, 2 urinals)
- 1 women's washroom (2 toilet stalls, 2 sinks/mirrors)

#### **Meeting Space:**

- Approximately 800 square feet, all carpeted
- 1 powder room (1 toilet, 1 sink/mirror)

#### **Public Works Yard (office area):**

- Approximately 500 square feet of non-carpeted flooring, including stairs
- 1 kitchenette (fridge/sink/microwave)
- 1 washroom (1 toilet, 1 sink/mirror, 1 shower stall)
- 1 powder room (1 toilet, 1 sink/mirror)

#### **Emergency Services Building:**

- Approximately 350 square feet of non-carpeted flooring in common areas
- 3 flights of stairs
- 1 washroom (toilet, sink/mirror), 1 shower stall

This listing is meant only to provide information on approximate square footage and layout. It does not list the full extent of cleaning services; those are listed in the original RFP document.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Request for Decision</b>		
<b>Title</b>	<b>Canada's New Railway Grade Crossing Regulations</b>		
<b>Author</b>	<b>Naizam Jaffer</b>	<b>Reviewed By:</b>	<b>Peter DeJong</b>
<b>Date</b>	<b>December 1, 2016</b>	<b>Version</b>	<b>3</b>
<b>Issued for</b>	<b>December 6, 2016 Council Meeting</b>		

### Recommendation:

- (1) THAT Council direct staff to apply for grant funding for the improvement of the Kelvin Grove and Brunswick Beach railway grade crossings through the Railway Safety Improvement Program by the December 23, 2016 deadline; and
- (2) THAT the Chief Financial Officer ensure the Capital Works described in this report be included in the five year financial plan of the Village of Lions Bay.

### Attachments:

- (1) Road Authority Crossing Information Sharing Forms
- (2) Cost Estimate for Grade Crossing Rehabilitation
- (3) Existing Rail Crossing Agreements

### Key Information:

On November 28, 2014, the Federal Government enacted new *Grade Crossing Regulations (GCR)* to establish new safety standards for federally regulated grade crossings. Under the authority of the *Railway Safety Act*, the proposed regulations are designed to improve safety by helping to reduce the frequency and severity of accidents, therefore saving lives and preventing injuries and derailments at federally regulated grade crossings.

The new *GRC* establishes two key requirements that must be met for existing grade crossings. The first *GCR* requirement is for the road authority to share and exchange information with the rail authority by November 28, 2016. The second requirement is to have all existing grade crossings comply with the safety standards of the *GCR* with regard to warning devices, sightlines, traffic signals, and crossing surface. This second requirement is to be phased in over five years and must be completed by November 28, 2021.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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Failure to comply with the *GCR* could lead to fines of up to \$125,000<sup>1</sup> per day that the standards are not met.

Under the *GCR*, a road authority must ensure that the requirements are met concerning:

- i. the design, construction and maintenance of a road approach including those parts of the surface of the road up to the ends of the railway ties, the elevation of the road in relation to the tracks, the drainage along the road right of way, and the removal of snow and ice from the road for the safe passage of vehicles, bicycles, and pedestrians,
- ii. traffic control devices including road markings, signs, and interconnected grade warning systems,
- iii. the design of a crossing surface, and
- iv. sightlines within the land on which the road is situated and over land in the vicinity of the grade crossing, including the removal of trees and brush that obstruct the sightlines.

All costs pertaining to the aforementioned responsibilities falls upon the Village of Lions Bay. In addition to this, cost apportionment is governed by the junior-senior rule which establishes that when a new crossing is constructed, the cost of construction of the crossing, and the cost of future maintenance of the crossing is to be borne by the junior party at a crossing.

This is confirmed by each agreement for our three municipal grade crossings and infers that we would also be responsible for all costs related to the operation, maintenance, and replacement of the crossing surface, the automated crossing signal systems, crossing related signage, and all vegetation management with respect to sightlines along the railway tracks and corridor.

Public Works staff have conducted a review of each crossing in relation to the new regulations and have determined that deficiencies exist at each of the grade crossings:

**Brunswick Beach:** This grade crossing consists of 2 tracks and uses a warning system with gates – as such, the sightline requirements identified in the *GCR* do not apply. The existing creosote timbers that comprise the crossing surface for one set of tracks are in good condition while the second track's timbers are badly deteriorated. The

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<sup>1</sup> [Railway Safety Administrative Monetary Penalties Regulations \(SOR/2014-233\)](#)



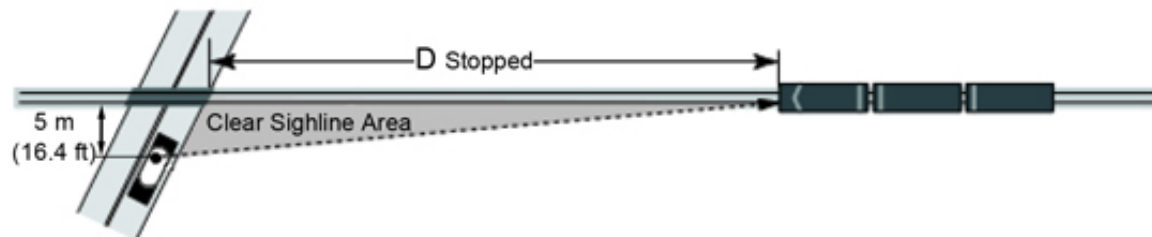
## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

asphalt approaches and centrepiece between the rails are in poor condition. Existing signage and road markings do not meet required standards. This grade crossing will need to be completely reconstructed during the phasing in period.

**Lions Bay Avenue:** This single track grade crossing is protected by a warning system without gates. The existing crossing surface was upgraded with a cast in place concrete crossing surface with rubber flangeways in 2014 and is in very good condition. Both approach surfaces are also in very good condition. Existing signage and road markings do not meet required standards and will require replacement during the phasing in period. Sightlines at this crossing will need to be addressed and are referenced below.

**Tidewater Way:** This single track grade crossing is protected by a warning system without gates. The existing creosote timbers that comprise the crossing surface are in poor condition and rapidly deteriorating. Both paved approaches are also in poor condition and exhibiting signs of cracking. Existing signage and road markings do not meet required standards and sightlines will need to be addressed. The existing drainage along the rail bed is not performing well and the rail ballast will likely require remedial works. This grade crossing will need to be completely reconstructed during the phasing in period.

Sightlines at both the Lions Bay Avenue and Tidewater Way crossings require improvement and ongoing maintenance. As a result of the presence of warning systems at both locations, the extent to which the sightlines must be maintained are somewhat reduced. Sightlines for both these locations must be as shown in the following figure:



The value  $D_{\text{Stopped}}$  is derived through calculations that consider the approach gradient, road design speeds, design vehicle classes, and design vehicle acceleration times. The values for each crossing are as follows:



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

- i. Lions Bay Avenue  $D_{\text{Stopped}} = 87.29$  metres
- ii. Tidewater Way  $D_{\text{Stopped}} = 83.31$  metres

The majority of the clearing works is situated on CN Rail ROW and discussions with the rail authority will be required to clarify the extent and cost of any regular maintenance activities.

Replacement of the rail crossing surface will likewise require discussion with the rail authority to determine capital costs and phasing of any construction works to fit within the prescribed phasing in period.

### Financial Considerations:

Excluding any vegetation management required by CN to clear sightlines along the railway tracks, preliminary estimates to bring each crossing into compliance are as follows:

Crossing	Description	Cost
Brunswick Beach	Crossing surface replacement, signage and pavement marking upgrades, approach paving, and vegetation management	64,890
Lions Bay Ave.	Signage upgrades, pavement markings, and vegetation management	2,015
Kelvin Grove	Crossing surface replacement, drainage improvements, signage and pavement marking upgrades, approach paving, and vegetation management	40,300
		<b>107,205</b>

These projects may be eligible for grant funding of up to 80% of the costs for any one project through Transport Canada's Rail Safety Improvement Program (RSIP). The program provides grant and contribution funding to improve rail safety and reduce injuries and fatalities related to rail transportation. Funding is available as follows:

- \$20 million in 2017/2018
- \$20 million in 2018/2019

Transport Canada is now accepting applications for projects to be considered for funding in the 2017-2018 fiscal year. The deadline for this round of funding is December 23, 2016; for the following fiscal years, applications must be received by August 1, 2017.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### Options:

- (1) Defer upgrades and maintenance of the Village of Lions Bay's existing grade crossings. While this option has immediate benefits in that capital and operating costs will be deferred, the future capital costs may not be offset by grant funding opportunities and the Village of Lions Bay taxpayers will have to fully fund upgrades to bring the crossings into compliance with the *GCR* in order to avoid punitive actions by Transport Canada.
- (2) Pursue grant funding through the RSIP program by the 2017/2018 funding eligibility deadline of December 23, 2016. While this could lead to a very busy calendar year for staff in terms of workload, the benefit is that should the applications be denied, we will have the opportunity to reapply for the August 1, 2017 deadline for eligibility of the 2018/2019 funding envelope. If successful, the Village of Lions Bay would offset 80% of the total costs of construction.
- (3) Pursue grant funding through the RSIP program by the 2018/2019 funding eligibility deadline of August 1, 2017. While this option would spare staff the additional workload during what could be a very busy calendar year, the Village of Lions Bay may forego a second opportunity to obtain grant funding should the RSIP be cancelled. Under this scenario the Village of Lions Bay's residents would be responsible for the full capital costs of the projects.

### Preferred Option:

As stated above, Option 2 provides the Village of Lions Bay another opportunity to try for grant funding through the RSIP 2018/2019 funding envelope.

### Strategic Relevance:

Improvement of the Kelvin Grove and Brunswick Beach railway grade crossings is consistent with the Village of Lions Bay's Official Community Plan, specifically:

- i. Section 4.5, g): Continue to work with CN Rail to provide vehicular and pedestrian safety,
- ii. Section 4.7, m): Seek out grants and cost sharing for upgrades and required improvements to community infrastructure, including electronic communications and energy, and



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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- iii. Section 4.8, a): Manage existing vegetation for safety and views in a manner that protects the treed character of the community.

**Follow Up Action:**

Staff to collaborate with CN authorities in order to finalize remedial measures and confirm and amend associated costs in order to incorporate them into the upcoming 5 year budget process.



## ROAD AUTHORITY CROSSING INFORMATION SHARING FORM

in accordance with Transport Canada's *Grade Crossings Regulations*

This form may be used by the Road Authority when sharing information with a Railway for the purpose of complying with Sections 12 to 18 of the *Grade Crossings Regulations* (GCR). The *Road Authority Crossing Information Sharing Form Job Aid* can be referenced to complete the forms.

### COVER FORM

SECTION 1 – GENERAL	
1. Road Authority <b>Village of Lions Bay</b>	2. Date of Submission (yyyy-mm-dd) <b>2016-11-25</b>
3. Road Authority Contact Information	
Title (Optional) <b>Public Works Manager</b>	Name <b>Naizam (Nai) Jaffer</b>
Address <b>PO Box 141 - 400 Centre Road</b>	
Email <b>works@lionsbay.ca</b>	Telephone number (999-999-9999) <b>604-921-9333</b>
Additional Road Authority Contact Information (in case of emergency)	
Title (Optional) <b>Chief Administrative Officer</b>	Name <b>Peter DeJong</b>
Address <b>PO Box 141 - 400 Centre Road</b>	
Email <b>cao@lionsbay.ca</b>	Telephone number (999-999-9999) <b>604-921-9333</b>
4. Railway Company <b>CN Rail</b>	

**CROSSING FORM**

Crossing Number 3	Of 3
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**SECTION 2 – GRADE CROSSING LOCATION**

At least two(2) of the four(4) fields must be completed to identify the grade crossing location

5. Railway Subdivision and mileage **Squamish 17.90**

6. Latitude and Longitude **49.451109, -123.239779**

7. Roadway Name **Tidewater Way**

8. City or Town Name **Village of Lions Bay**

**SECTION 3 – REASON(S) FOR SHARING INFORMATION WITH THE RAILWAY** (select all that apply and provide details below)

- 9. Information must be shared for existing public grade crossings no later than two years of the GCR coming into force. (i.e. by November 27, 2016) Ref. (GCR 12.(3))
- 10. Receipt of a notice from a railway company, under Section 3 of the **Notice of Railway Works Regulations**. Ref. (GCR 12.(2))
- 11. A change in the design vehicle and the sightlines at the grade crossing, which must meet the requirements in Section 20 of the GCR. Ref. (GCR 13 GCR 28.(c))
- 12. An increase in the design speed of the road crossing, which will result in a change to the road approach's classification as set out in column B of the Table 10-2 of the **Grade Crossings Standards** (GCS). Ref. (GCR 13 GCR 28.(d))
- 13. The location, gradient or crossing angle of a grade crossing has changed, and Articles 6 and 11 of the GCS must be applied in a manner that improves the overall safety of the grade crossing. Ref. (GCR 13 GCR 88.(1))
- 14. An increase of the absolute gradient of a road approach to an existing grade crossing which meets the standards set out in Article 6.3 of the GCS. Ref. (GCR 13 GCR 88.(2))
- 15. The number or width of traffic lanes of a road approach increases, or a shoulder is added or a shoulder's width is increased. The grade crossing must meet the standards set out in Articles 5.1 and 6.4 of the GCS. Ref. (GCR 13 GCR 89)
- 16. A traffic signal is installed at a grade crossing that corresponds to the specifications set out in Article 19.1 of the GCS, the warning system must be interconnected with the traffic signal, and the interconnection must meet the standards set out in Articles 19.2 to 19.4 of the GCS. Ref. (GCR 13 GCR 90)
- 17. A change in the design vehicle, which has resulted in a change to the period of time that the warning system must operate, before railway equipment reaches the crossing surface and therefore must meet the standards set out in Article 16.1 of the GCS. Ref. (GCR 13 GCR 91)

Details with respect to the change(s) selected:

**SECTION 4 – NOTIFICATION OF OTHER CHANGES** (select all that apply and provide details below)

- 18. An increase in the road crossing design speed at a public grade crossing. (If this change is selected, the following fields in this form must be completed: SECTION 2, SECTION 5 [26] and SECTION 6 [30 & 32].) Ref. (GCR 14)
- 19. An interconnected traffic signal referred to in Article 19 of the GCS, or a Prepare to Stop at Railway Crossing sign, is installed or is changed at a public grade crossing. (If this change is selected, the following fields in this form must be completed: SECTION 2, SECTION 6 [33] and SECTION 7 [34].) Ref. (GCR 15)
- 20. If a road at a public grade crossing is transferred from one road authority to another, the information below must be provided. Ref. (GCR 17)

Contact Information		
Name	Title	
Road Authority Name	Telephone number (999-999-9999)	Date of Transfer (yyyy-mm-dd)



Address

Email

Details with respect to the change(s) selected:

**SECTION 5 – RAILWAY CROSSING DETAILS**

21. Total Number of Traffic Lanes <b>2</b>	22. Annual Average Daily Traffic (AADT) <b>5</b>	23. Grade Crossing Angle (degree) <b>72.82</b>
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24. Existing Lane Width (metre)			
Approach 1		Approach 2	
Orientation / Direction <b>West</b>	Lane Width (m) <b>4.215</b>	Orientation / Direction <b>East</b>	Lane Width (m) <b>4.09</b>

25. Road Approach Information		
Column A	Column B	Column C
<input type="checkbox"/> Rural	<input checked="" type="checkbox"/> Local	<input type="checkbox"/> Divided
<input checked="" type="checkbox"/> Urban	<input type="checkbox"/> Collector	<input checked="" type="checkbox"/> Not Divided
	<input type="checkbox"/> Arterial	
	<input type="checkbox"/> Expressway	
	<input type="checkbox"/> Freeway	

26. Average Approach Gradient			
Approach 1		Approach 2	
Orientation / Direction <b>West</b>	Gradient (percentage) <b>3.70</b>	Orientation / Direction <b>East</b>	Gradient (percentage) <b>-3.40</b>

27. Existing Shoulder Width			
Approach 1		Approach 2	
Orientation / Direction <b>West</b>	Shoulder Width (m) <b>1.50</b>	Orientation / Direction <b>East</b>	Shoulder Width (m) <b>1.00</b>

28. Path or Sidewalk		
<input type="radio"/> Yes	<input type="checkbox"/> If yes, designated for persons using assistive devices	<input checked="" type="radio"/> No

**SECTION 6 – CROSSING USER DETAILS**

29. Design Vehicle <b>Passenger Vehicle</b>		30. Road Crossing Design Speed (km/h)	
		Approach 1 <b>40</b>	Approach 2 <b>40</b>

31. Departure Time (Sec)		32. Stopping Sight Distance (SSD)		33. Advanced Activation Time (sec)	
Approach 1 <b>7.49</b>	Approach 2 <b>7.49</b>	Approach 1 <b>43.00</b>	Approach 2 <b>43.00</b>	Approach 1 <b>N/A</b>	Approach 2 <b>N/A</b>

**SECTION 7 – INTERCONNECTED DEVICES**

34. Interconnection Time	<input type="radio"/> Yes if Yes, Time (sec): _____	<input checked="" type="radio"/> No Interconnection at Crossing
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## ROAD AUTHORITY CROSSING INFORMATION SHARING FORM

in accordance with Transport Canada's *Grade Crossings Regulations*

This form may be used by the Road Authority when sharing information with a Railway for the purpose of complying with Sections 12 to 18 of the *Grade Crossings Regulations* (GCR). The *Road Authority Crossing Information Sharing Form Job Aid* can be referenced to complete the forms.

### COVER FORM

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1. Road Authority <b>Village of Lions Bay</b>	2. Date of Submission (yyyy-mm-dd) <b>2016-11-25</b>
3. Road Authority Contact Information	
Title (Optional) <b>Public Works Manager</b>	Name <b>Naizam (Nai) Jaffer</b>
Address <b>PO Box 141 - 400 Centre Road</b>	
Email <b>works@lionsbay.ca</b>	Telephone number (999-999-9999) <b>604-921-9333</b>
Additional Road Authority Contact Information (in case of emergency)	
Title (Optional) <b>Chief Administrative Officer</b>	Name <b>Peter DeJong</b>
Address <b>PO Box 141 - 400 Centre Road</b>	
Email <b>cao@lionsbay.ca</b>	Telephone number (999-999-9999) <b>604-921-9333</b>
4. Railway Company <b>CN Rail</b>	

**CROSSING FORM**

Crossing Number 1	Of 3
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**SECTION 2 – GRADE CROSSING LOCATION**

At least two(2) of the four(4) fields must be completed to identify the grade crossing location

5. Railway Subdivision and mileage	Squamish 19.52
6. Latitude and Longitude	49.473135, -123.243218
7. Roadway Name	Brunswick Beach Road
8. City or Town Name	Village of Lions Bay

**SECTION 3 – REASON(S) FOR SHARING INFORMATION WITH THE RAILWAY** (select all that apply and provide details below)

- 9. Information must be shared for existing public grade crossings no later than two years of the GCR coming into force. (i.e. by November 27, 2016) Ref. (GCR 12.(3))
- 10. Receipt of a notice from a railway company, under Section 3 of the *Notice of Railway Works Regulations*. Ref. (GCR 12.(2))
- 11. A change in the design vehicle and the sightlines at the grade crossing, which must meet the requirements in Section 20 of the GCR. Ref. (GCR 13 GCR 28.(c))
- 12. An increase in the design speed of the road crossing, which will result in a change to the road approach's classification as set out in column B of the Table 10-2 of the *Grade Crossings Standards* (GCS). Ref. (GCR 13 GCR 28.(d))
- 13. The location, gradient or crossing angle of a grade crossing has changed, and Articles 6 and 11 of the GCS must be applied in a manner that improves the overall safety of the grade crossing. Ref. (GCR 13 GCR 88.(1))
- 14. An increase of the absolute gradient of a road approach to an existing grade crossing which meets the standards set out in Article 6.3 of the GCS. Ref. (GCR 13 GCR 88.(2))
- 15. The number or width of traffic lanes of a road approach increases, or a shoulder is added or a shoulder's width is increased. The grade crossing must meet the standards set out in Articles 5.1 and 6.4 of the GCS. Ref. (GCR 13 GCR 89)
- 16. A traffic signal is installed at a grade crossing that corresponds to the specifications set out in Article 19.1 of the GCS, the warning system must be interconnected with the traffic signal, and the interconnection must meet the standards set out in Articles 19.2 to 19.4 of the GCS. Ref. (GCR 13 GCR 90)
- 17. A change in the design vehicle, which has resulted in a change to the period of time that the warning system must operate, before railway equipment reaches the crossing surface and therefore must meet the standards set out in Article 16.1 of the GCS. Ref. (GCR 13 GCR 91)

Details with respect to the change(s) selected:

**SECTION 4 – NOTIFICATION OF OTHER CHANGES** (select all that apply and provide details below)

- 18. An increase in the road crossing design speed at a public grade crossing. (If this change is selected, the following fields in this form must be completed: SECTION 2, SECTION 5 [26] and SECTION 6 [30 & 32].) Ref. (GCR 14)
- 19. An interconnected traffic signal referred to in Article 19 of the GCS, or a Prepare to Stop at Railway Crossing sign, is installed or is changed at a public grade crossing. (If this change is selected, the following fields in this form must be completed: SECTION 2, SECTION 6 [33] and SECTION 7 [34].) Ref. (GCR 15)
- 20. If a road at a public grade crossing is transferred from one road authority to another, the information below must be provided. Ref. (GCR 17)

Contact Information		
Name	Title	
Road Authority Name	Telephone number (999-999-9999)	Date of Transfer (yyyy-mm-dd)



Address

Email

Details with respect to the change(s) selected:

**SECTION 5 – RAILWAY CROSSING DETAILS**

21. Total Number of Traffic Lanes <b>2</b>	22. Annual Average Daily Traffic (AADT) <b>125</b>	23. Grade Crossing Angle (degree) <b>98.31</b>
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24. Existing Lane Width (metre)			
Approach 1		Approach 2	
Orientation / Direction <b>West</b>	Lane Width (m) <b>4.52</b>	Orientation / Direction <b>East</b>	Lane Width (m) <b>3.075</b>

25. Road Approach Information		
Column A	Column B	Column C
<input type="checkbox"/> Rural	<input checked="" type="checkbox"/> Local	<input type="checkbox"/> Divided
<input checked="" type="checkbox"/> Urban	<input type="checkbox"/> Collector	<input checked="" type="checkbox"/> Not Divided
	<input type="checkbox"/> Arterial	
	<input type="checkbox"/> Expressway	
	<input type="checkbox"/> Freeway	

26. Average Approach Gradient			
Approach 1		Approach 2	
Orientation / Direction <b>West</b>	Gradient (percentage) <b>6.00</b>	Orientation / Direction <b>East</b>	Gradient (percentage) <b>-3.00</b>

27. Existing Shoulder Width			
Approach 1		Approach 2	
Orientation / Direction <b>West</b>	Shoulder Width (m) <b>1.00</b>	Orientation / Direction <b>East</b>	Shoulder Width (m) <b>1.00</b>

28. Path or Sidewalk		
<input type="radio"/> Yes	<input type="checkbox"/> If yes, designated for persons using assistive devices	<input checked="" type="radio"/> No

**SECTION 6 – CROSSING USER DETAILS**

29. Design Vehicle <b>Passenger Vehicle</b>	30. Road Crossing Design Speed (km/h)	
	Approach 1 <b>40</b>	Approach 2 <b>40</b>

31. Departure Time (Sec)	32. Stopping Sight Distance (SSD)	33. Advanced Activation Time (sec)
Approach 1 <b>12.32</b>	Approach 1 <b>43.00</b>	Approach 1 <b>N/A</b>
Approach 2 <b>14.1</b>	Approach 2 <b>43.00</b>	Approach 2 <b>Unknown</b>

**SECTION 7 – INTERCONNECTED DEVICES**

34. Interconnection Time	<input checked="" type="radio"/> Yes if Yes, Time (sec): <u>Owned/operated by CN</u>	<input type="radio"/> No Interconnection at Crossing
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## ROAD AUTHORITY CROSSING INFORMATION SHARING FORM

in accordance with Transport Canada's *Grade Crossings Regulations*

This form may be used by the Road Authority when sharing information with a Railway for the purpose of complying with Sections 12 to 18 of the *Grade Crossings Regulations* (GCR). The *Road Authority Crossing Information Sharing Form Job Aid* can be referenced to complete the forms.

### COVER FORM

SECTION 1 – GENERAL	
1. Road Authority <b>Village of Lions Bay</b>	2. Date of Submission (yyyy-mm-dd) <b>2016-11-25</b>
3. Road Authority Contact Information	
Title (Optional) <b>Public Works Manager</b>	Name <b>Naizam (Nai) Jaffer</b>
Address <b>PO Box 141 - 400 Centre Road</b>	
Email <b>works@lionsbay.ca</b>	Telephone number (999-999-9999) <b>604-921-9333</b>
Additional Road Authority Contact Information (in case of emergency)	
Title (Optional) <b>Chief Administrative Officer</b>	Name <b>Peter DeJong</b>
Address <b>PO Box 141 - 400 Centre Road</b>	
Email <b>cao@lionsbay.ca</b>	Telephone number (999-999-9999) <b>604-921-9333</b>
4. Railway Company <b>CN Rail</b>	

**CROSSING FORM**

**SECTION 2 – GRADE CROSSING LOCATION**

At least two(2) of the four(4) fields must be completed to identify the grade crossing location

5. Railway Subdivision and mileage **Squamish 18.27**

6. Latitude and Longitude **49.456216, -123.238824**

7. Roadway Name **Lions Bay Avenue**

8. City or Town Name **Village of Lions Bay**

**SECTION 3 – REASON(S) FOR SHARING INFORMATION WITH THE RAILWAY** (select all that apply and provide details below)

- 9. Information must be shared for existing public grade crossings no later than two years of the GCR coming into force. (i.e. by November 27, 2016) Ref. (GCR 12.(3))
- 10. Receipt of a notice from a railway company, under Section 3 of the **Notice of Railway Works Regulations**. Ref. (GCR 12.(2))
- 11. A change in the design vehicle and the sightlines at the grade crossing, which must meet the requirements in Section 20 of the GCR. Ref. (GCR 13 GCR 28.(c))
- 12. An increase in the design speed of the road crossing, which will result in a change to the road approach's classification as set out in column B of the Table 10-2 of the **Grade Crossings Standards** (GCS). Ref. (GCR 13 GCR 28.(d))
- 13. The location, gradient or crossing angle of a grade crossing has changed, and Articles 6 and 11 of the GCS must be applied in a manner that improves the overall safety of the grade crossing. Ref. (GCR 13 GCR 88.(1))
- 14. An increase of the absolute gradient of a road approach to an existing grade crossing which meets the standards set out in Article 6.3 of the GCS. Ref. (GCR 13 GCR 88.(2))
- 15. The number or width of traffic lanes of a road approach increases, or a shoulder is added or a shoulder's width is increased. The grade crossing must meet the standards set out in Articles 5.1 and 6.4 of the GCS. Ref. (GCR 13 GCR 89)
- 16. A traffic signal is installed at a grade crossing that corresponds to the specifications set out in Article 19.1 of the GCS, the warning system must be interconnected with the traffic signal, and the interconnection must meet the standards set out in Articles 19.2 to 19.4 of the GCS. Ref. (GCR 13 GCR 90)
- 17. A change in the design vehicle, which has resulted in a change to the period of time that the warning system must operate, before railway equipment reaches the crossing surface and therefore must meet the standards set out in Article 16.1 of the GCS. Ref. (GCR 13 GCR 91)

Details with respect to the change(s) selected:

**SECTION 4 – NOTIFICATION OF OTHER CHANGES** (select all that apply and provide details below)

- 18. An increase in the road crossing design speed at a public grade crossing. (If this change is selected, the following fields in this form must be completed: SECTION 2, SECTION 5 [26] and SECTION 6 [30 & 32].) Ref. (GCR 14)
- 19. An interconnected traffic signal referred to in Article 19 of the GCS, or a Prepare to Stop at Railway Crossing sign, is installed or is changed at a public grade crossing. (If this change is selected, the following fields in this form must be completed: SECTION 2, SECTION 6 [33] and SECTION 7 [34].) Ref. (GCR 15)
- 20. If a road at a public grade crossing is transferred from one road authority to another, the information below must be provided. Ref. (GCR 17)

Contact Information		
Name	Title	
Road Authority Name	Telephone number (999-999-9999)	Date of Transfer (yyyy-mm-dd)



Address

Email

Details with respect to the change(s) selected:

**SECTION 5 – RAILWAY CROSSING DETAILS**

21. Total Number of Traffic Lanes <b>2</b>	22. Annual Average Daily Traffic (AADT) <b>125</b>	23. Grade Crossing Angle (degree) <b>88.24</b>
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24. Existing Lane Width (metre)			
Approach 1		Approach 2	
Orientation / Direction <b>West</b>	Lane Width (m) <b>4.965</b>	Orientation / Direction <b>East</b>	Lane Width (m) <b>4.72</b>

25. Road Approach Information		
Column A	Column B	Column C
<input type="checkbox"/> Rural	<input checked="" type="checkbox"/> Local	<input type="checkbox"/> Divided
<input checked="" type="checkbox"/> Urban	<input type="checkbox"/> Collector	<input checked="" type="checkbox"/> Not Divided
	<input type="checkbox"/> Arterial	
	<input type="checkbox"/> Expressway	
	<input type="checkbox"/> Freeway	

26. Average Approach Gradient			
Approach 1		Approach 2	
Orientation / Direction <b>West</b>	Gradient (percentage) <b>13.60</b>	Orientation / Direction <b>East</b>	Gradient (percentage) <b>-2.30</b>

27. Existing Shoulder Width			
Approach 1		Approach 2	
Orientation / Direction <b>West</b>	Shoulder Width (m) <b>1.00</b>	Orientation / Direction <b>East</b>	Shoulder Width (m) <b>1.00</b>

28. Path or Sidewalk		
<input type="radio"/> Yes	<input type="checkbox"/> If yes, designated for persons using assistive devices	<input checked="" type="radio"/> No

**SECTION 6 – CROSSING USER DETAILS**

29. Design Vehicle <b>Passenger Vehicle</b>		30. Road Crossing Design Speed (km/h)	
		Approach 1 <b>40</b>	Approach 2 <b>40</b>

31. Departure Time (Sec)		32. Stopping Sight Distance (SSD)		33. Advanced Activation Time (sec)	
Approach 1 <b>7.85</b>	Approach 2 <b>7.39</b>	Approach 1 <b>46.00</b>	Approach 2 <b>46.00</b>	Approach 1 <b>N/A</b>	Approach 2 <b>Unknown</b>

**SECTION 7 – INTERCONNECTED DEVICES**

34. Interconnection Time	<input checked="" type="radio"/> Yes if Yes, Time (sec): <b>Owned/Operated by CN</b>	<input type="radio"/> No Interconnection at Crossing
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# JOB AID – ROAD AUTHORITY CROSSING INFORMATION SHARING FORM

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This Job Aid is to be used as a reference document when completing the ROAD AUTHORITY CROSSING INFORMATION SHARING FORM.

Road Authorities are required to share safety-related information with the Railways for all federally-regulated crossings in their jurisdiction by November 28th, 2016.

Additionally, it is the Road Authority's responsibility to provide notification of changes and share specific information related to these changes with the Railways in accordance with the requirements of the **Grade Crossings Regulations**.

The sharing of information will foster collaboration between the Road Authorities and Railway companies responsible for the safety at grade crossings. The ROAD AUTHORITY CROSSING INFORMATION SHARING FORM may be used by the Road Authority to share information or to provide notification of changes concerning construction and operations.

Once completed, the form should be sent to the appropriate Railway Company within the required timeframe indicated in the **Grade Crossings Regulations**. A courtesy copy may be sent to Transport Canada Rail Safety for information.

## Mailing Address:

Transport Canada  
Rail Safety Directorate  
Mailstop: ASR  
427 Laurier Street West,  
Ottawa, Ontario, K1A 0N5

Email: [RailSafety@tc.gc.ca](mailto:RailSafety@tc.gc.ca)

Fax: 613-990-7767

## COVER FORM

To be completed and used as a general cover page to which all Crossing Forms (page 2, 3 & 4) associated with the same Railway can be attached.

## SECTION 1 – GENERAL

General information to be completed by the Road Authority. All fields must be completed.

1. Road Authority: Full name of the Road Authority responsible for the maintenance and/or construction within the road approaches of the grade crossing.
2. Date of Submission: Date on which the form is sent. All information provided must be updated to reflect the actual conditions of the crossing on the date of submission.
3. Road Authority Contact Information:
  - Name: Full name of the individual responsible for completing the form.
  - Email: Email for the individual responsible for completing the form.
  - Telephone: Telephone number for the individual responsible for completing the form.
  - Address: Road Authority address for the individual responsible for completing the form.

**Note:** The **Grade Crossings Regulations** (GCR) require that contact information be provided for the purposes of information sharing (Section 12), planning maintenance (Section 102) and emergency notification (Section 103). While only one contact is required, Road Authorities may wish to provide one contact for information sharing and planning and a separate contact for emergency notifications in the additional field provided.

4. Railway Company: Name of appropriate Railway Company being notified.

## SECTION 2 – GRADE CROSSING LOCATION

At least two [2] of the four [4] fields should be completed to identify the grade crossing location.

5. Railway Subdivision & Mileage: Full name of railway subdivision and railway mileage point rounded to two [2] decimal places used to identify the location of the crossing within the Railway's network. *Example: Mile 102.91 Parry Sound Subdivision*
6. Latitude & Longitude: Latitude and longitude coordinates, in degrees to 4 decimal points, identifying the centre point of the crossing. The centre point can be defined as the intersection between the centreline axis of the railway tracks and the centreline axis of the roadway.
7. Roadway Name: Full name representing the most updated and commonly known road name. Typically the road name printed on the corresponding street sign. If a concession reference exists, this can also be provided. *Example: Murphy Road also-known-as (a.k.a.) County Road 21*
8. City or Town Name: Full name representing the City or Town in which the crossing is situated. Should the crossing not be situated in a City or Town, the common name of the Township, Village, or Hamlet can be entered.

## SECTION 3 – REASON(S) FOR SHARING INFORMATION WITH THE RAILWAY

This section should be completed to identify the reason(s) the corresponding information in SECTIONS 5, 6 & 7 of the Crossing Forms is being shared with the Railway. Check all that apply and include all relevant details in the fields provided.

**Note:** If any of the changes from ([10] to [17]) are selected, notification in writing of the change(s) must be provided to the Railway no later than 60 days before the day on which the change begins.

## SECTION 4 – NOTIFICATION OF OTHER CHANGES

This section should be completed to identify any changes that concern a public grade crossing which must be shared with the Railway in accordance with the requirements of Sections 14 to 18 of the GCR. Include all relevant details of the change(s) in the fields provided.

18. *Increase in the road crossing design speed:* When there is an increase in the road crossing design speed at a public grade crossing, the precise location of the grade crossing, the new road crossing design speed, the stopping sight distance and the average approach gradient must be indicated in the form. Fields which must be completed when there is an increase in the road crossing design speed include SECTION 2, SECTION 5 [26] and SECTION 6 [30 & 32] in the Crossing Forms.

Notice of this change, along with the required information must be given to the Railway in writing not later than 60 days before the day on which the increase takes effect.

19. *Installation (or change) of an Interconnected Traffic Signal or a Prepare to Stop at Railway Crossing sign:* When an interconnected traffic signal referred to in article 19 of the **Grade Crossings Standards** (GCS), or a prepare to stop at railway crossing sign is installed or changed, the precise location of the grade crossing must be indicated in the form as well as the activation time and the interconnection time. Fields which must be completed for these changes include SECTION 2, SECTION 6 [33] and SECTION 7 [34] in the Crossing Forms.

Notice of this change, along with the required information must be given to the Railway in writing not later than 60 days before the day on which the increase takes effect.

20. *Transfer of a road at a public grade crossing:* When a road at a public grade crossing is transferred from one Road Authority to another, the Road Authority to which the road is transferred must, within seven [7] days after the day on which the transfer takes effect, provide the Road Authority name, address, telephone number and email address of a contact person to the Railway.

## SECTION 5 – RAILWAY CROSSING DETAILS

Information specific to the crossing to be completed by the Road Authority.

21. **Total Number of Traffic Lanes:** The total number of existing lanes traversing the crossing (i.e. total number of lanes in both directions at the crossing).
22. **Annual Average Daily Traffic (AADT):** The total number of motor vehicles that cross a grade crossing in a year divided by the number of days in that year.
23. **Grade Crossing Angle:** Angle, in degrees, measured starting from the centreline axis of the railway tracks to the centreline axis of the roadway. See Appendix A, Figure 2. If there are multiple tracks at the crossing, the most acute (smallest) angle measured from the approaches would be reported for the purpose of the information sharing requirements.
24. **Existing Lane Width:** Existing lane width, in metres, of travelled lane measured from the outside lane edges. Appendix A, Figure 1(K).
25. **Roadway Approach Information:** To complete this field, refer to the specifications set out in columns A, B and C of Table 10-2 (Road Design Specifications) of the **GCS** to which the road approach corresponds, taking into account the characteristics set out for rural roads in Table 10-3 of the **GCS**, or the characteristics set out for urban roads in Table 10-4 of the **GCS**. (These Tables can be found at <http://www.tc.gc.ca/eng/railsafety/grade-crossings-standards-318.htm>)
26. **Average Approach Gradient:** Average slope (in percentage) of each corresponding road approach. The 'road approach' means the part of the road, other than the crossing surface, that lies between the point that marks the start of the stopping sight distance and the point that marks the front of the design vehicle when it is past the Clearance Point. The Clearance Point is shown in Appendix A Figure 3. The approach gradient for a road approach is always measured in the same direction approaching the crossing from the start of the stopping sight distance. A positive (+) slope represents an ascending slope and a negative (-) slope represents a descending slope.
- Approach 1 – Indicate the appropriate orientation / direction of traffic approach (i.e. Northbound (NB) or other) and the corresponding road approach gradient in the field provided.
  - Approach 2 – Indicate the appropriate orientation / direction of traffic approach (i.e. Westbound (WB) or other) and the corresponding road approach gradient in the field provided.
27. **Existing Shoulder Width:** Average existing shoulder width, in meters, measured from the outside lane edge to the outside edge of shoulder. If no shoulder exists, the field can be left blank. See Appendix A, Figure 1(L).
- Approach 1 – Indicate the appropriate orientation / direction of traffic approach (i.e. Northbound (NB) or other) and the corresponding shoulder width in the fields provided.
  - Approach 2 – Indicate the appropriate orientation / direction of traffic approach (i.e. Westbound (WB) or other) and the corresponding shoulder width in the fields provided.
28. **Path or Sidewalk:** Select whether or not a path and/or sidewalk exists, and whether it is designated for persons using assistive devices.

## SECTION 6 – CROSSING USER DETAILS

Information specific to the crossing to be completed by the Road Authority.

29. **Design Vehicle:** Establish what design vehicle is used for the road crossing. The design vehicle must correspond to one of the vehicles shown in Figures 1.2.4.1 to 1.2.4.11 of the Geometric Design Guide for Canadian Roads, published by the Transportation Association of Canada (September 1999), and the amendment dated January 2002. If you do not have access to this document, you may consult Table 1 of the Guide for Determining Minimum Sightlines at Grade Crossings: A Guide for Road Authorities and Railway Companies at the following site: <http://www.tc.gc.ca/eng/railsafety/railsafety-978.html#toc14>
30. **Road Crossing Design Speed:**
- (a) in the case of a new grade crossing, the motor vehicle's speed used in the design of the grade crossing; or
  - (b) in the case of an existing grade crossing, the motor vehicle's speed that corresponds to the current design of the grade crossing.
31. **Departure Time:** Departure time of the Design Vehicle, based on the accepted Design Vehicle, in seconds, as calculated by Article 10.3 of the GCS. Please note that the gradient (one per approach) used in the calculation of the Departure Time is the average gradient over the Vehicle Travel Distance. The Vehicle Travel Distance is the distance from the rear of the design vehicle at the stopped position to the point that marks the front of the design vehicle when it is past the Clearance Point.

32. Stopping Sight Distance (SSD): The distance calculated in accordance with Article 7.2 of the GCS (which can be found at <http://www.tc.gc.ca/eng/railsafety/grade-crossings-standards-321.htm>).

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33. Advanced Activation Time: The time calculated for a Prepare to Stop at Railway Crossing, in accordance with Article 18.2 of the GCS (which can be found at <http://www.tc.gc.ca/eng/railsafety/grade-crossings-standards-310.htm>).

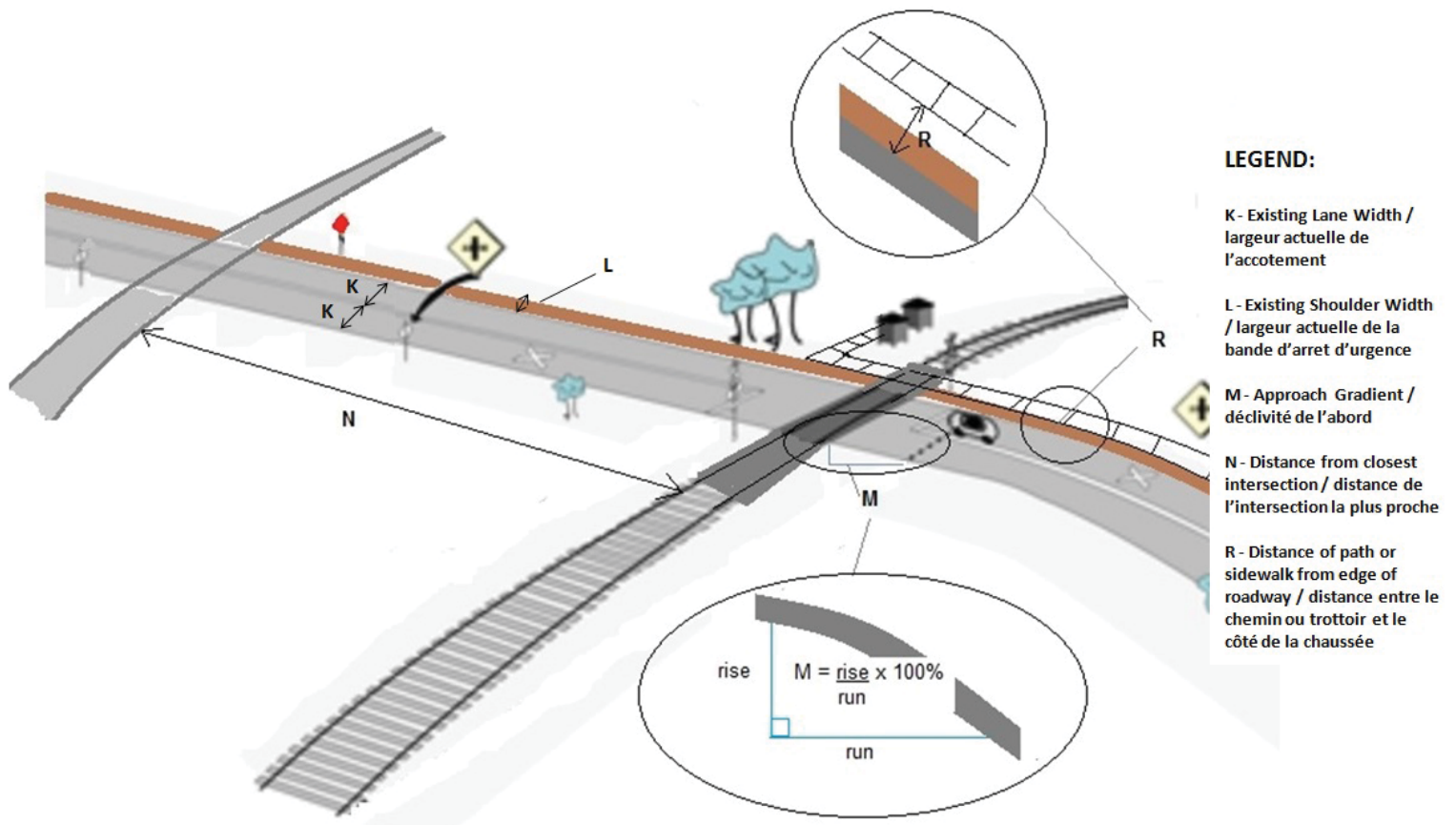
### SECTION 7 – INTERCONNECTED DEVICES

Information specific to the crossing to be completed by the Road Authority.

34. Interconnection Time: Select whether or not a warning system interconnected with nearby traffic signals exists at the crossing location. If 'yes', the interconnection time' must be provided, meaning the time for vehicles to clear the grade crossing before the arrival of railway equipment at the crossing surface in seconds.

## APPENDIX A

FIGURE 1 – GRADE CROSSING DETAILS



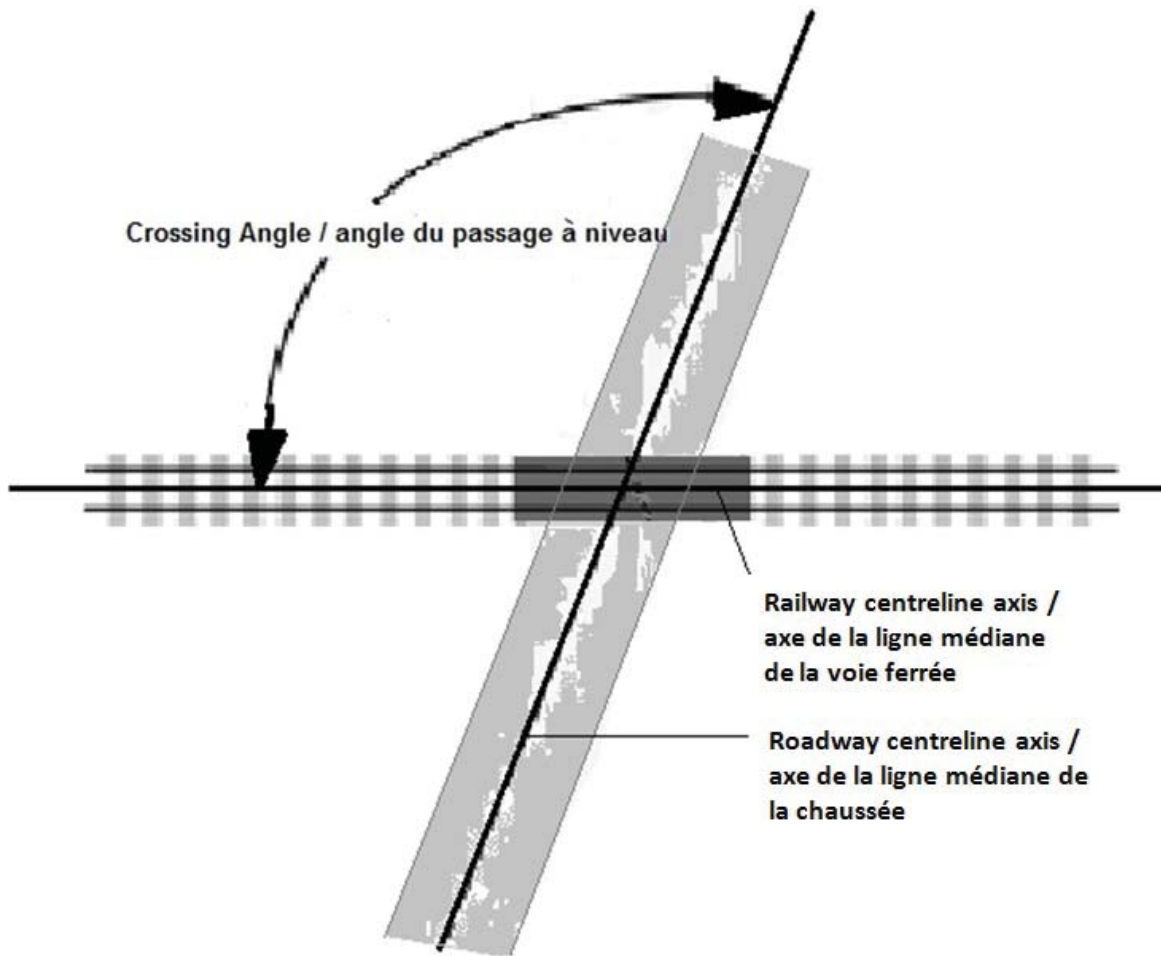
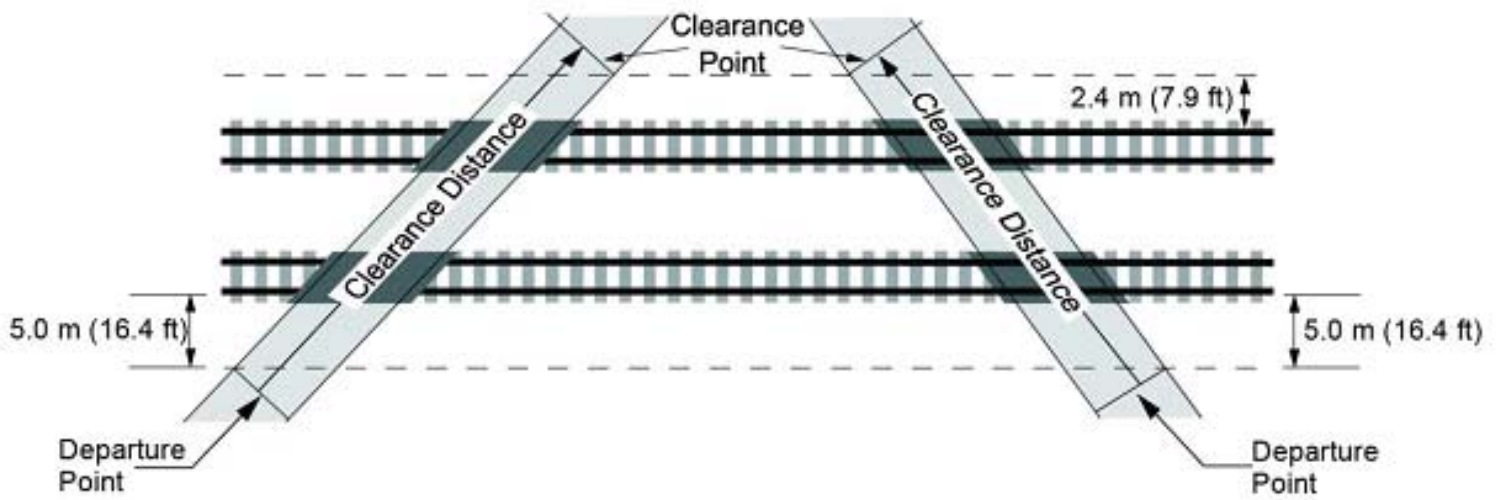


FIGURE 3 – GRADE CROSSING CLEARANCE POINT



## Preliminary Estimates for Railway Grade Crossing Upgrades (Class B Estimate)

### Brunswick Beach Crossing

Item	Description	Unit Rate	Measure	Quantity	Cost
West Approach	Full Depth Repave (10m x 5m)	\$ 55.00	m <sup>2</sup>	50	\$ 2,750.00
East Approach	Full Depth Repave (10m x 5m)	\$ 55.00	m <sup>2</sup>	50	\$ 2,750.00
Between Rails	Full Depth Repave (10m x 2.5m)	\$ 55.00	m <sup>2</sup>	25	\$ 1,375.00
Both Approaches	Vegetation Management	\$ 500.00	day	2	\$ 1,000.00
Signage	Stop Sign (ASTM3)	\$ 60.00	ea.	2	\$ 120.00
Signage	Rail Crossing Ahead (ASTM3)	\$ 90.00	ea.	3	\$ 270.00
Signage	Poles, brackets, installs	\$ 125.00	ea.	5	\$ 625.00
Precast Rail Bed	32.5 Track Feet inc. Rubber Flangeways	\$ 28,000.00	ea.	2	\$ 56,000.00
<b>Total (taxes extra)</b>					<b>\$ 64,890.00</b>

### Lions Bay Avenue Crossing

Item	Description	Unit Rate	Measure	Quantity	Cost
Both Approaches	Vegetation Management	\$ 500.00	day	2	\$ 1,000.00
Signage	Stop Sign (ASTM3)	\$ 60.00	ea.	2	\$ 120.00
Signage	Rail Crossing Ahead (ASTM3)	\$ 90.00	ea.	3	\$ 270.00
Signage	Poles, brackets, installs	\$ 125.00	ea.	5	\$ 625.00
<b>Total (taxes extra)</b>					<b>\$ 2,015.00</b>

### Tidewater Way Crossing

Item	Description	Unit Rate	Measure	Quantity	Cost
West Approach	Full Depth Repave (10m x 5m)	\$ 55.00	m <sup>2</sup>	50	\$ 2,750.00
East Approach	Full Depth Repave (10m x 5m)	\$ 55.00	m <sup>2</sup>	50	\$ 2,750.00
Both Approaches	Vegetation Management	\$ 500.00	day	2	\$ 1,000.00
Signage	Stop Sign (ASTM3)	\$ 60.00	ea.	2	\$ 120.00
Signage	Rail Crossing Ahead (ASTM3)	\$ 90.00	ea.	2	\$ 180.00
Signage	Poles, brackets, installs	\$ 125.00	ea.	4	\$ 500.00
Drainage	replace ballast, drainage install	\$ 500.00	m	10	\$ 5,000.00
Precast Rail Bed	32.5 Track Feet inc. Rubber Flangeways	\$ 28,000.00	ea.	1	\$ 28,000.00
<b>Total (taxes extra)</b>					<b>\$ 40,300.00</b>

Certificate No. 4144

RAILWAY ACT  
Chapter 354 R.S.B.C. 1979

Application having been made by the British Columbia Railway Company on behalf of the Village of Lions Bay, for leave to construct a public road crossing at Mile 17.61, British Columbia, as shown on Plan 4953, Drawing No. SK 10, and Form R.Y. 101, filed with the Ministry of Transportation and Highways in support of this application, and the Chief Inspecting Engineer having signified his consent:

NOW THEREFORE, I, ALEX V. FRASER, Minister of Transportation and Highways of the Province of British Columbia, hereby certify that pursuant to the provisions of Section 157 of the "Railway Act", I have approved the aforesaid application, subject to the following conditions:

- 1) That automatic railway warning signals with cross blocks be displayed to road traffic
- 2) That whistle boards and flanger signs be displayed to rail traffic
- 3) That Kelvin Grove Estates Ltd. be responsible for all costs of installation including automatic signal protection
- 4) That the applicant, Village of Lions Bay, be responsible for all costs of maintenance

IN WITNESS WHEREOF I )  
 have hereunto set my )  
 hand this 22nd day of )  
 December, in the year )  
 of our Lord, one )  
 thousand nine hundred )  
 and eighty )

  
 Minister

**RAILWAY ACT****CHAPTER 395, R.S.B.C. 1996**

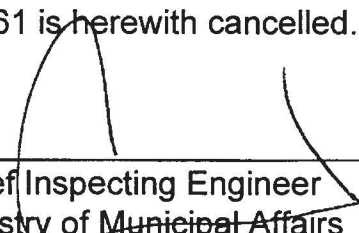
WHEREAS an existing highway crossing at Mile 18.27, Squamish Subdivision of **BC RAIL LTD.** has been transferred from the Ministry of Transportation and Highways to the Municipality of the Village of Lions Bay, and;

APPLICATION having been made by **BC RAIL LTD.** for approval of crossing signalization to meet the safety requirements of the Railway Safety Code Part 3, on an existing highway crossing at Mile 18.27, Squamish Subdivision as shown on Plan 2638, Drawing No. B1375 and documentation filed with the Ministry of Municipal Affairs in support of this Application, and the Chief Inspecting Engineer having signified consent:

NOW THEREFORE, pursuant to the provisions of Section 145 of the "RAILWAY ACT", this application is approved subject to the following conditions:

1. The crossing shall be maintained in accordance with the Railway Safety Code.
2. Automatic crossing signals and railway crossing signs are to be displayed to vehicular traffic.
3. Flanger and whistle signs are to be displayed to rail traffic.
4. The cost of installation of the automatic crossing signal system is the responsibility of the Municipality of the Village of Lions Bay.
5. The costs of maintenance of the crossing, automatic crossing signal system and signs, are the responsibility of the Municipality of the Village of Lions Bay.
6. Certificate No. 1084, dated August 31, 1961 is herewith cancelled.

APRIL 19, 2000  
Date:

  
Chief Inspecting Engineer  
Ministry of Municipal Affairs

**RAILWAY ACT****CHAPTER 395, R.S.B.C. 1996**

WHEREAS an existing highway crossing at Mile 19.52, Squamish Subdivision of **BC RAIL LTD.** has been transferred from the Brunswick Beach Improvement District to the Municipality of the Village of Lions Bay, and;

APPLICATION having been made by **BC RAIL LTD.** on behalf of the **MUNICIPALITY OF THE VILLAGE OF LIONS BAY** for approval of crossing signalization to meet the safety requirements of the Railway Safety Code Part 3, on an existing highway crossing at Mile 19.52, Squamish Subdivision as shown on Plan 5782, Drawing No. B1372 and documentation filed with the Ministry of Municipal Affairs in support of this Application, and the Chief Inspecting Engineer having signified consent:

NOW THEREFORE, pursuant to the provisions of Section 145 of the "RAILWAY ACT", this application is approved subject to the following conditions:

1. The crossing shall be maintained in accordance with the Railway Safety Code.
2. Automatic crossing signals and railway crossing signs are to be displayed to vehicular traffic.
3. Whistle signs are to be displayed to rail traffic.
4. The cost of installation of the automatic crossing signal system is the responsibility of the Municipality of the Village of Lions Bay.
5. The costs of maintenance of the crossing, automatic crossing signal system and signs, are the responsibility of the Municipality of the Village of Lions Bay.
6. Certificate No. 3034, dated January 30, 1975 is hereby cancelled.

APRIL 19, 2000

Date:

Chief Inspecting Engineer

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**Lbfd Monthly Report – October 31<sup>st</sup> 2016****October 1<sup>st</sup> – October 31<sup>st</sup> call outs = 20**

Breakdown of call outs:

14 x MVA – Rescue Required, 1 x MVA, 1 x Assist, 2 x MESA D, 1 x MESA C, 1 x Hydro Pol Fire

**Incidents on the Highway**

10/28/2016 07:32:19	HWY 99	MVA - RESCUE REQUIRED
10/23/2016 12:16:14	HWY 99	MVA - RESCUE REQUIRED
10/21/2016 15:46:57	HWY 99	MVA - RESCUE REQUIRED
10/18/2016 16:34:02	HWY 99	MVA - RESCUE REQUIRED
10/18/2016 15:28:36	HWY 99	MVA - RESCUE REQUIRED
10/17/2016 22:16:08	HWY 99	MVA - RESCUE REQUIRED
10/16/2016 18:06:38	HWY 99	MVA - RESCUE REQUIRED
10/15/2016 14:00:12	HWY 99	MVA
10/14/2016 14:31:18	HWY 99	MVA - RESCUE REQUIRED
10/13/2016 19:14:52	HWY 99	MVA - RESCUE REQUIRED
10/08/2016 20:02:37	HWY 99	MVA - RESCUE REQUIRED
10/08/2016 17:44:07	HWY 99	MVA - RESCUE REQUIRED
10/06/2016 22:00:15	HWY 99	MVA - RESCUE REQUIRED
10/05/2016 04:30:39	HWY 99	MVA - RESCUE REQUIRED

**Incidents in the Village**

10/30/2016 19:48:40	OCEANVIEW	MVA - RESCUE REQUIRED
10/31/2016 04:18:08	BRUNSWICK BEACH	LIFT ASSIST
10/29/2016 13:34:57	CROSSCREEK	MESA-D
10/24/2016 11:05:42	SUNSET	MESA-C
10/14/2016 12:14:30	ISLEVIEW	MESA-D
10/05/2016 08:08:52	TIMBERTOP	HYDRO POLE FIRE

**Fundraising:**

- On-going

**Miscellaneous:**

- The department has currently 33 members (including those undergoing pre-response training)
- **2016 – approx. total claimed from sources OUTSIDE the village = \$30,129**
- *MESA is an acronym for Medical Emergency Service Assist. The letter denotes the seriousness of the incident. A is minor and E is serious.*
- *Pre-Recruits are members who are volunteering for LBFR while endeavoring to get hired by career departments*
- *Pre-Response training is required before new recruits respond to calls*

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Royal Canadian Mounted Police  
Gendarmerie royale du Canada

NOV 25 2016

Security Classification/Designation  
Classification/désignation sécuritaire

**Unclassified**

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

Your File      Votre référence

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

Our File      Notre référence

2016-11-18

To whom it may concern,

**Lions Bay Activity Report**  
**Report period: September and October 2016**

The following is a list describing Calls for Service to the RCMP from in and around the area of Lions Bay.

**HWY 99 (within jurisdiction of Lions Bay):**

- Traffic - Moving/Non-Moving Violations x 52
- Impaired Driving Investigations x 2
- Collision - Damage Over/Under \$1000 x 11
- Collision - Non-fatal x 10
- Collision - Fatal x 1
- Other x 8

**84 Calls for Service**

**Lions Bay Village:**

- Cause Disturbance/Breach of Peace x 2
- 911 - False/Abandoned x 1
- False Alarms x 3
- Suspicious Circumstances x 3
- Theft x 0
- Theft from Motor Vehicle x 0
- Theft of Vehicle x 1
- Break and Enter Residence/Business x 7
- Mischief x 0
- Bylaw x 1
- Other x 13

**31 Calls for Service**

**Total = 115**

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

Regards,

N.M. (Neil) Cross, Inspector  
OIC Sea to Sky RCMP

/hmckenzie

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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<b>Type</b>	Request for Decision		
<b>Title</b>	Statutory Right of Way Agreement		
<b>Author</b>	P. DeJong	<b>Reviewed By:</b>	
<b>Date</b>	December 2, 2016	<b>Version</b>	
<b>Issued for</b>	December 6, 2016 Regular Council Meeting		

### Recommendation:

- (1) THAT the Statutory Right of Way Agreement (SRW) between Ronald and Vaike O'Dwyer and the Village of Lions Bay be approved; and
- (2) THAT the Mayor and the Chief Financial Officer be authorized to execute the SRW; and
- (3) THAT staff instruct legal counsel to attend to the registration of the agreement.

### Attachments:

- (1) Form C Statutory Right of Way

### Key Information:

The SRW protects the rights of the Village with respect to the required drainage works running over a portion of the O'Dwyer's property, the costs for which the O'Dwyers are responsible.

Your electronic signature is a representation that you are a subscriber as defined by the Land Title Act, RSBC 1996 c.250, and that you have applied your electronic signature in accordance with Section 168.3, and a true copy, or a copy of that true copy, is in your possession.

1. APPLICATION: (Name, address, phone number of applicant, applicant's solicitor or agent)

Deduct LTSA Fees? Yes

2. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:  
[PID] [LEGAL DESCRIPTION]

STC? YES

3. NATURE OF INTEREST

CHARGE NO.

ADDITIONAL INFORMATION

4. TERMS: Part 2 of this instrument consists of (select one only)

(a) Filed Standard Charge Terms D.F. No.

(b) Express Charge Terms Annexed as Part 2

A selection of (a) includes any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument.

5. TRANSFEROR(S):

6. TRANSFEREE(S): (including postal address(es) and postal code(s))

7. ADDITIONAL OR MODIFIED TERMS:

8. EXECUTION(S): This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature(s)

Execution Date

Transferor(s) Signature(s)

Y	M	D

OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Officer Signature(s)

Execution Date

Transferor / Borrower / Party Signature(s)

Y	M	D

**OFFICER CERTIFICATION:**

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

**TERMS OF INSTRUMENT - PART 2  
STATUTORY RIGHT OF WAY AGREEMENT**

THIS AGREEMENT dated for reference the 16<sup>th</sup> day of November, 2016

BETWEEN:

**RONALD JAMES O'DWYER** and **VAIKE HELJU O'DWYER**, of PO Box 255,  
Lions Bay, British Columbia, V0N 2E0, as joint tenants

(the "**Grantor**")

AND:

**THE VILLAGE OF LIONS BAY**, a municipal corporation having its offices at  
PO Box 141, 400 Centre Road, Lions Bay, British Columbia, V0N 2E0

(the "**Grantee**")

WHEREAS:

A. The Grantor is the registered owner of the lands and premises (the "**Land**") in the Village of Lions Bay, British Columbia, legally described as:

PID: 029-897-475, LOT 1 (BEING A CONSOLIDATION OF LOTS B AND C,  
SEE CA5347684) BLOCK B DISTRICT LOTS 1575 AND 6396 PLAN 22745  
PLAN VAP22745;

B. There are presently two statutory rights of way registered against title to the Land in favour of the Grantee as instruments numbers J44369 and GD41232 (the "**Existing SRWs**");

C. The Grantor has agreed to grant to the Grantee a statutory right of way for the construction, installation, improvement, extension, removal, alteration, repair, maintenance, operation, replacement and use of certain works, including all appurtenances ancillary and incidental thereto, all generally described as follows:

all pipes, fittings, conduits, culverts, manholes and appurtenances necessary or convenient for the carrying of water or drainage as part of the Grantee's system of drainage works

(the "**Works**"); and

D. This statutory right of way is necessary for the operation and maintenance of the Grantee's Works and undertakings.

THIS AGREEMENT is evidence that, pursuant to s. 218 of the *Land Title Act*, and in consideration of \$2.00 paid by the Grantee to the Grantor, and other good and valuable consideration (the receipt and sufficiency of which the Grantor hereby acknowledges), the Grantor grants to and covenants with the Grantee as follows:

1. **Definitions** – In these Part 2 Terms of Instrument and Form C General Instrument Part 1 attached hereto:
  - (a) **“Agreement”** means the Form C General Instrument Part 1 attached hereto and these Part 2 Terms of Instruments and including all recitals, schedules and instruments attached hereto;
  - (b) **“Engineering Plans”** means the engineering plans and supporting documents and all other plans, specifications and supporting documents approved in writing by the Grantee;
  - (c) **“Existing SRWs”** has the meaning set forth in recital B;
  - (d) **“Grantee”** means the Village of Lions Bay;
  - (e) **“Grantor”** means the registered owner(s) of the Land;
  - (f) **“Land”** has the meaning set forth in recital A;
  - (g) **“Land Title Act”** means the *Land Title Act*, RSBC 1996, c. 250 as amended or replaced;
  - (h) **“Land Title Office”** has the meaning set forth in section 2;
  - (i) **“Manager”** has the meaning set forth in section 10;
  - (j) **“MMCD”** means the Master Municipal Construction Documents;
  - (k) **“Project Engineer”** means such professional firm of engineers as is retained by the Grantor to supervise the installation of the Works;
  - (l) **“Right of Way Area”** has the meaning set forth in section 2;
  - (m) **“Statutory Right of Way”** has the meaning set forth in section 2; and
  - (n) **“Works”** has the meaning set forth in recital C.
  
2. **Grant of Statutory Right of Way** - The Grantor for the purposes recited above, at its cost, hereby grants, conveys and confirms to the Grantee in perpetuity the full, free and uninterrupted right, liberty, easement and statutory right of way (**“Statutory Right of Way”**) for the Grantee, elected officials, its officers, employees, contractors, licensees, agents, invitees and others of the Grantee, in common with the Grantor, at all times hereafter from time to time at their will and pleasure, subject to section 3, to enter, go, be

on, pass and repass, with or without vehicles, personal property and equipment, upon, over, under and across that portion of the Land outlined in heavy black on the explanatory plan of statutory right of way prepared by William Ray Chapman, BCLS, deposited in the New Westminster/Vancouver Land Title Office ("**Land Title Office**") under number EPP67276 (the "**Right of Way Area**") a reduced paper print copy of which plan is attached hereto as Schedule "A" to enter on the Right of Way Area and to construct, install, replace, repair, alter, maintain, clean, inspect and operate the Works from time to time in the Grantee's discretion, and in that regard:

- (a) to have unobstructed access to and from the Right of Way Area at any and all times, subject to section 3;
  - (b) make surveys and tests;
  - (c) establish grades and levels;
  - (d) excavate or otherwise alter the contours of the Right of Way Area and to backfill trenches;
  - (e) remove from the Right of Way Area such structures, improvements, fixtures, fences, gates, trees, shrubs, plants, vehicles, mobile or manufactured homes, storage facilities and other obstructions whatsoever as, in the Grantee's reasonable opinion, is necessary in order to construct, install, remove, repair, alter, operate, maintain, clean, inspect, patrol or replace the Works; and
  - (f) do all other things on the Right of Way Area as may be reasonably necessary, desirable or incidental to the business and undertaking of the Grantee or in connection with the foregoing.
3. **Gate and Access** - The Grantor shall be entitled to install a locked gate at the entrance to the Land and prior to entry on the Right of Way Area, the Grantee shall give to the Grantor 24 hours' prior written notice to exercise its rights hereunder, except in emergency circumstances in which case the Grantee shall provide as much notice as it is reasonably able to provide in the circumstances.
4. **Grantor's Obligations Concerning Works** – The Grantor covenants and agrees pursuant to Section 219 of the *Land Title Act* to:
- (a) design, construct and install the Works within the Right of Way Area strictly in accordance with the Engineering Plans and to not deviate in any material way from the Engineering Plans or the construction and monitoring methods and procedures set out in the Engineering Plans which have been accepted by the Grantee unless any plans and specifications or other information with respect to any deviation are first approved by the Project Engineer and also submitted to the Manager for approval, such approval not to be unreasonably withheld and the Grantee shall make commercially reasonable efforts to deliver a decision regarding such approval as soon as is reasonably possible to the Grantor after

delivery of such plans, specifications or other information to the Grantee to reach a decision;

- (b) within 30 days of the completion of the construction and installation of the Works, the Grantor shall cause the Project Engineer to deliver to the Village a certificate evidencing the fact that:
  - (i) the construction and installation of the Works has been completed in accordance with the Engineering Plans in all material ways and the construction and construction monitoring methods and procedures which have been accepted by the Grantee;
  - (ii) the Project Engineer is not aware of any damage or prejudice to or adverse effect upon the Works or any other works or improvements located on the Land or the Grantee's property; and
  - (iii) any repair, movement, damage or adverse effects on any of the Works or any other works or improvements located on the Land or the Grantee's property have been completed in accordance with the directions and requirements of the Grantee and the Manager;
- (c) the Grantor will limit the installation and construction of the Works to those times which are in accordance with the bylaws of the Grantee;
- (d) any additional rock or retaining wall construction as may be or may become necessary, in the opinion of the Project Engineer, in the course of fulfilling the Works, will be constructed by the Grantor to ensure adequate support in accordance with MMCD standards;
- (e) cooperate with the Grantee in discharging the Existing SRWs from title to the Land concurrent with the registration of this Agreement at the Land Title Office and to assume the Land Title Office costs of discharge;
- (f) provide the Grantee with security for the due and proper performance by the Grantor of all of the covenants, agreements and obligations of the Grantor in this Agreement to complete the Works either by cash or letter of credit in form and substance satisfactory to the Grantee in the sum of \$60,000 (the "**Deposit**") a portion of which, subject to paragraph 4(g)(iv) shall be returned to the Grantor upon satisfactory completion of the Works in accordance with subsection (b) and the other terms of this Agreement;
- (g) ensure that the Works will be free of all defects, deficiencies, and problems arising from workmanship for a period of twelve (12) months from the date of approved final completion of the Works by the Grantee and in accordance with the following:

- (i) if, in the sole opinion of the Grantee defects, deficiencies or problems appear during the warranty period, the Grantor shall immediately remedy, replace, re-perform or correct the Works at no cost to the Grantee within a time fixed by the Grantee;
- (ii) if the Grantor fails to respond or remedy, replace, re-perform or correct the Works within the time fixed by the Grantee, the Grantee may remedy, replace, re-perform or correct the Works, and, any damage arising from it, by whatever means it chooses and the cost of same shall be paid by the Grantor;
- (iii) any Works which have been repaired, replaced, re-performed, remedied or corrected shall be free of defects, deficiencies or problems arising from faulty workmanship for a further period of twelve (12) months from the date of completion of the required repair, re-performance, remedy or correction; and
- (iv) the sum of \$9,000 from the Deposit shall be retained by the Grantee during the maintenance period set forth in this subsection (g) and upon expiry of the maintenance period, any remaining balance of the Deposit shall be refunded to the Grantor, and for greater certainty, the remaining deposit shall be retained for a period of 12 (twelve) months from the date of approved final completion of works by the Grantee and an additional period if there are any defects, deficiencies and problems arising from the workmanship which will run for a period of a further 12 (twelve) months from the date that the defect, deficiency or problem was resolved to the Grantee's satisfaction.
- (h) to provide a key, access code, or other means of bypassing any gate on the Land in the event of an emergency;
- (i) to be responsible for all costs incurred for the preparation and registration of this Agreement at the Land Title Office and to reimburse the Grantee for all costs it has incurred for this Agreement, such amount not to exceed \$3,500.

5. **Grantor's General Obligations** - The Grantor further covenants and agrees pursuant to Section 219 of the *Land Title Act* to:

- (a) not do or permit to be done anything which in the opinion of the Grantee may interfere with, injure or impair the operating efficiency of, or, subject to section 3, obstruct access to or the use of, the Right of Way Area, the Works or the rights granted under this Statutory Right of Way;
- (b) trim or, if the Grantee requires, permit the Grantee to trim or cut down any tree or other growth on the Land which in the opinion of the Grantee, acting reasonably, constitutes or may constitute a danger, impairment or obstruction to those using the Right of Way Area or to the Works;

- (c) permit the Grantee to peaceably hold and enjoy the rights hereby granted;
  - (d) permit the Grantee, at its sole discretion, acting reasonably, to maintain and clean the surface of the Right of Way Area and remove grass and other growth from the surface of the Right of Way Area and do all things which in the opinion of the Grantee are reasonably necessary for the safe use and preservation of the Right of Way Area and the Statutory Right of Way;
  - (e) not deposit or place garbage, debris or other refuse material on the Right of Way Area;
  - (f) not place, install or construct any building, structure, or manufactured home or other improvement (including any paving, walls or fences) on the Right of Way Area;
  - (g) not use the Right of Way Area for permanent storage or as a junk yard;
  - (h) not carry on blasting on or adjacent to the Right of Way Area without the Grantee's approval;
  - (i) not diminish or increase the soil cover over any Works installed in the Right of Way Area without the Grantee's approval acting reasonably;
  - (j) at their own expense, do or cause to be done all acts necessary to grant priority to the Statutory Right of Way over all charges and encumbrances which are registered, or pending registration, against title to the Land in the Land Title Office, save and except those as have been approved by the Grantee or have been granted in favour of the Grantee; and
  - (k) at their own expense, do or execute or cause to be done or executed all such further and other lawful acts, deeds, things, conveyances and assurances whatsoever for better assuring to the Grantee the rights, liberties and statutory right of way hereby granted.
6. **Grantor's Indemnity of Grantee** - The Grantor covenants to and does hereby indemnify and save harmless the Grantee, its elected officials, managers, employees, agents and contractors at all times from all losses, damages, actions, suits, claims, demands, costs, expenses, fees and liabilities of any nature whatsoever by whomsoever brought, made or suffered for which the Grantee is or may become liable, incur or suffer by reason of any injury to person (including death) or loss or damage to property or economic loss arising directly or indirectly from their design and installation of the Works, any breach or non-performance by the Grantor of their covenants or obligations in this Agreement, or arising directly or indirectly, or from any wrongful act, omission or negligence of the Grantor in, on, around and about the Land, the Right of Way Area or in any way connected to or relating to the Works, except to the extent caused or contributed by the Grantee.

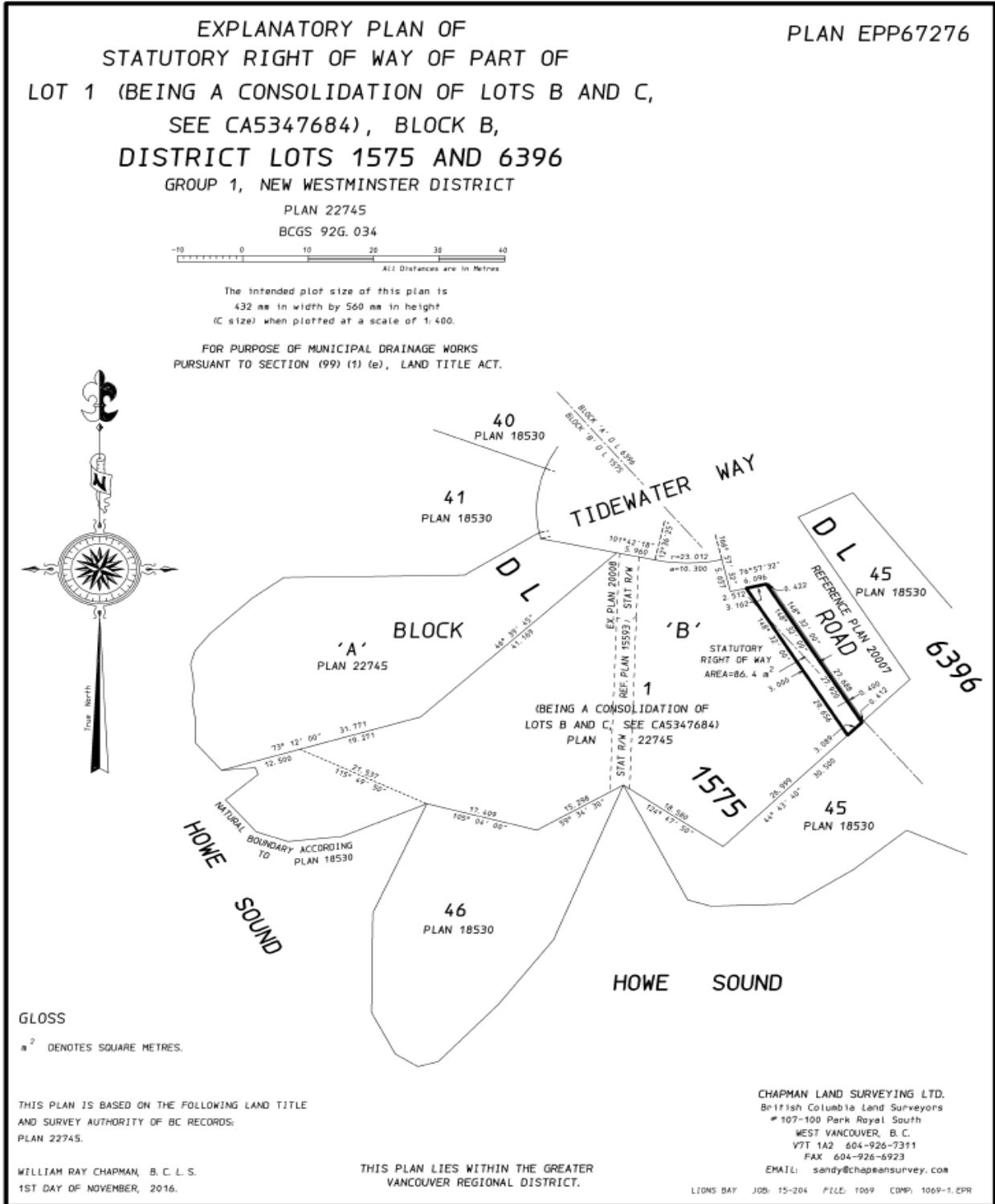
7. **Grantee's Obligations** - The Grantee shall:
- (a) do all Works and other things hereby authorized to be done by it, at its cost, over, through, under and upon the Right of Way Area in a good and workmanlike manner so as to cause no unnecessary damage or disturbance to the Right of Way Area or to any improvements thereon;
  - (b) ensure that the Works in the Right of Way Area are reasonably cleaned, repaired and maintained; and
  - (c) in exercising its rights under the Statutory Right of Way granted herein, take reasonable care to minimize any damage to the Land and improvements outside of the Right of Way Area and must remedy at its cost any damage so caused.
8. **Grantee's Rights** - The Grantee:
- (a) subject to section 3, is entitled to peaceably hold and enjoy the rights, liberties and Statutory Right of Way hereby granted without hindrance, molestation or interruption by the Grantor or any person, firm or corporation claiming by, through, under or in trust for the Grantor;
  - (b) may remove anything placed on the Right of Way Area by the Grantor, but must promptly restore the Right of Way Area to substantially its original condition, but for the Works, so far as is reasonably practicable; and
  - (c) on default by the Grantor of any of its obligations under this Agreement, may, but is not obliged to, rectify the default at the expense of the Grantor, provided that, except in the case of an emergency, the Grantee must first give 14 days prior notice to the Grantor specifying the default and requiring it to be remedied.
9. **No Waiver** - No waiver of default by either party is effective unless expressed in writing by the party waiving default, and no condoning, overlooking or excusing by either party of a previous default of the other is to be taken to operate as a waiver of any subsequent default or continuing default, or to in any way defeat or affect the rights and remedies of the non-defaulting party.
10. **Discretion** - Wherever in this Agreement the approval of the Grantee is required, some act or thing is to be done to the Grantee's satisfaction, the Grantee is entitled to form an opinion, or the Grantee is given a sole discretion:
- (a) the relevant provision is not deemed to have been fulfilled or waived unless the approval, opinion or expression of satisfaction is in writing signed by the Grantee's Public Works Manager ("**Manager**");
  - (b) the approval, opinion or satisfaction is in the discretion of the Manager acting reasonably in accordance with municipal engineering practice;

- (c) any discretion of the Manager is not subject to public law duties and the principles of procedural fairness and the rules of natural justice have no application; and
  - (d) the sole discretion of the Grantee is deemed to be the sole, absolute and unfettered discretion of the Grantee and the principles of procedural fairness and the rules of natural justice have no application.
11. **No Effect on Powers** - This Agreement does not:
- (a) affect or limit the discretion, rights, duties or powers of the Grantee under the common law or any statute, bylaw, or other enactment;
  - (b) affect or limit the common law or any statute, bylaw or other enactment applying to the Land; or
  - (c) relieve the Grantor from complying with the common law or any statute, bylaw or other enactment.
12. **Notice** - Any notice to be given pursuant to this Agreement must be in writing and may be delivered personally or sent by prepaid mail. The addresses of the parties for the purpose of notice are the addresses hereinbefore set out. If notice is delivered personally, it may be left at the relevant address in the same manner as ordinary mail is left by Canada Post and is to be deemed to have been given when delivered. If notice is mailed, it is to be deemed to have been given 5 days after mailing by deposit at a Canada Post mailing point or office. In the case of any strike or other event causing disruption of ordinary Canada Post operations, a party giving notice for the purposes of this Agreement must do so by delivery as provided in this section. Any party may at any time give notice in writing to the other of any change of address and from and after the receipt of notice the address therein specified is to be deemed to be the address of such party for the giving of notice.
13. **Severance** - If any section, subsection, sentence, clause or phrase in this Agreement is for any reason held to be invalid by the decision of a court of competent jurisdiction, the invalid portion is to be severed and the decision that it is invalid does not affect the validity of the remainder of this Agreement, the parties hereby agreeing that they would have entered into the Agreement without the severed provision.
14. **Entire Agreement** - This Agreement is the entire agreement between the parties and neither the Grantee nor the Grantor has given or made representations, warranties, guarantees, promises, covenants or agreements to the other except those expressed in writing in this Agreement, and no amendment of this Agreement, is valid or binding unless in writing and executed by the parties.
15. **Headings** - The headings in this Agreement are inserted for reference and convenience only and must not be used to construe or interpret the provisions hereof.

16. **Schedule** - Schedule "A", being a reduced copy of the Explanatory Plan delineating the Statutory Right of Way forms part of this Agreement.
17. **Interpretation** - In this Agreement:
  - (a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;
  - (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
  - (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
  - (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
  - (e) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided;
  - (f) reference to a "party" is a reference to a party to this Agreement and to their respective successors, assigns, trustees, administrators and receivers;
  - (g) reference to a "day", "month", "quarter" or "year" is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided; and
  - (h) where the word "including" is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word "including".
18. **Parties** - Every reference in this Agreement to a party is deemed to include the heirs, executors, administrators, successors, assigns, employees, agents, officers, and invitees of such party wherever the context so requires or allows.
19. **Interest In Land and Enurement** – This Agreement runs with the Land and each and every part into which the Land may be subdivided or consolidated by any means (including subdivision plan, reference or explanatory plan, strata plan, bare land strata plan or lease), but no part of the fee of the Land passes to or is vested in the Grantee under or by this Agreement and the Grantor may fully use the Right of Way Area and Land subject only to the common law and the rights, obligations and restrictions expressly set out in this Agreement. This Agreement enures to the benefit of and is binding on the parties notwithstanding any rule of law or equity to the contrary.
20. **Execution** - As evidence of their agreement to be bound by the above terms, the parties each have executed and delivered this Agreement by executing Part 1 of the *Land Title Act* Form C to which this Agreement is attached and which forms part of this Agreement.

**SCHEDULE "A"**

**EXPLANATORY PLAN**



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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Request for Decision</b>		
<b>Title</b>	<b>Fees Bylaw No. 497, 2016</b>		
<b>Author</b>	<b>Pamela Rooke</b>	<b>Reviewed By:</b>	<b>Peter DeJong</b>
<b>Date</b>	<b>December 1, 2016</b>	<b>Version</b>	
<b>Issued for</b>	<b>December 6, 2016 Regular Council Meeting</b>		

### RECOMMENDATION

THAT Fees Bylaw No. 497, 2016 be given third reading.

### ATTACHMENTS

- Draft Fees Bylaw No. 497, 2016

### KEY INFORMATION

Staff presented the “Proposed Amendments to Fees Bylaw No. 497” report at the November 15, 2016 Council Strategy Committee meeting requesting direction with respect to the proposed amended fees. Staff have incorporated the changes discussed at the Council Strategy Committee meeting into the attached draft Bylaw and recommend that Fees Bylaw No. 497, 2016 be given third reading.

### OPTIONS

(1) THAT Fees Bylaw No. 497, 2016 be given third reading.

(2) THAT Council give Fees Bylaw No. 497, 2016 third reading with amendments, if any. .

(3) THAT Council refer Fees Bylaw No. 497, 2016 back to staff for further review and amendments. This would preclude adoption of the bylaw prior to the intended “in force” date of January 1, 2017, unless a Special Meeting were to be convened.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **PREFERRED OPTION**

Option 1 is the preferred option and will enable Council to consider adoption at the December 20<sup>th</sup> regular meeting, which would enable us to meet the intended “in force” date of January 1, 2017.

### **FOLLOW UP ACTION**

Under Options 1 and 2, Fees Bylaw No. 497, 2016 will be presented for adoption on December 20, 2016. The fees will then be incorporated into the 2017 Budget.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



# Fees Bylaw No. 497, 2016

**Adopted:**

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

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

A bylaw to provide for the imposition of fees.

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

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

### **Part 1 – CITATION:**

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

### **Part 2 – SEVERABILITY:**

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

### **Part 3 – FEES AND CHARGES**

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

#### **Schedules**

Schedule 1: General Administration

Schedule 2: Development, Land and Building Services

Schedule 3: Engineering and Public Works

Schedule 4: Animal Control & Licencing

Schedule 5: Traffic & Parking Fees

Schedule 6: Community Facility Rentals

Schedule 7: Filming

Schedule 8: Fire Rescue / Emergency Permits & Fees

Schedule 9: Memorials and Dedications

Schedule 10: General

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

#### **Part 4 – REPEAL**

- 4.1 The following bylaws are hereby repealed:

1. Security Alarm System Regulation Bylaw No. 272, 1997;
2. Fees and Charges Bylaw No. 462, 2014;
3. Repeal of Prior Fees and Charges Bylaw No. 465, 2014;
4. Fees and Charges Amendment Bylaw No. 480, 2014; and
5. Fees and Charges Amendment Bylaw No. 490, 2015.

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

- 5.1 The following bylaws are hereby amended as follows:

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

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

- circumstances shall the building sewer be used for drainage purposes during construction.
- (e) Schedule A is hereby deleted.
3. Subdivision Bylaw No. 141, 1985, as amended:
- (a) Section 5 is amended to read: "Fees for services that may be or are provided under this Bylaw or Development Application Procedures and Fees Bylaw No. 431, 2011, as amended, shall be payable as set out in Fees Bylaw No. 497, 2016, as amended. These fees shall be in addition to any fees prescribed under the *Land Title Act*, RSBC 1996, Chapter 250".
4. Lions Bay Soil and Material Deposit Bylaw No. 157, 1987:
- (a) Section 6 is amended to read: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended".
5. Village of Lions Bay Blasting Bylaw No. 170, 1988:
- (a) Section 5 is amended to read: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended".
6. Building Regulation Bylaw 234, 1994:
- (a) The heading for Section 21 is hereby amended by adding the words: "and Fees" to the word: "Schedules";
- (b) The existing Section 21 is hereby renumbered as Section 21(b);
- (c) The following shall be inserted as Section 21(a): "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended"; and
- (d) Schedule D, Village of Lions Bay Permit Fees, is hereby deleted.
7. Animal Control and Licencing Bylaw No. 461, 2014:
- (a) All references in Sections 5, 11 and 12 to Village of Lions Bay Fees and Charges Bylaw No. 462, 2014 are hereby deleted and replaced with references to Fees Bylaw No. 497, 2016, as amended.
8. Village of Lions Bay Trees, Views and Landscapes Bylaw No. 393, 2007, as amended:
- (a) The reference in Section 3.4.1.4 to Fees and Charges Bylaw No. 462, 2014 is hereby replaced with a reference to Fees Bylaw No. 497, 2016, as amended.
9. Traffic and Parking Bylaw No. 413, 2009, as amended:

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

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

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

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

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

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

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

13. Board of Variance Bylaw No. 502, 2016:

- (a) The reference in Section 8.4 to Fees and Charges Bylaw No. 462, 2014 is hereby deleted and replaced with a reference to Fees Bylaw No. 497, 2016, as amended.

**Part 6 – EFFECTIVE DATE**

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

**READ A FIRST TIME**

**December 15, 2015**

**READ A SECOND TIME**

**December 15, 2015**

**READ A THIRD TIME**

**December 6, 2016**

**ADOPTED**

**December xx, 2016**

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

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

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

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**Corporate Officer**

**SCHEDULE 1 – GENERAL ADMINISTRATION**

<b>Description</b>	<b>Fee</b>
Freedom of Information and Protection of Privacy Act Fees payable for requests made under the <i>Freedom of Information and Protection of Privacy Act and Regulation</i>	As per <i>Freedom of Information and Protection of Privacy Act and Regulation</i> , Schedule of Maximum Fees.*  *Note: For commercial applicants, for each service listed, the actual cost to the public body of providing that service shall be determined at the rate of \$10.00 per ¼ hour.
Locating, retrieving, producing or preparing records for disclosure	\$7.50 per ¼ hour
Shipping documents	Actual cost of shipping method chosen by applicant
Photocopying / printing / scanning documents (FOI)	\$0.25 per page (black & white) \$1.65 per page (colour)
Copy of house plans	\$75 plus actual 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 (no charge for property owner)
Lions Bay Flag	\$100
Lions Bay Historical Society Booklet	\$10
Lions Bay stickers	\$2
Community Garden	\$25 per plot annually
Permit under Outdoor Water Use Bylaw No. 484	\$40

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

<b>Description</b>	<b>Fee</b>
Official Community Plan Amendment (Residential)	\$2500 or \$3000 if combined with rezoning application, plus actual advertising cost, plus 10% thereof, with \$700 refunded if no public hearing.
Zoning Bylaw Amendment (Residential)	\$2500, plus actual advertising cost, plus 10% thereof, with \$700 refunded if no public hearing.
OCP or Zoning Amendment (Non-Residential)	\$2500 for first 465 m2 of building area plus \$500 for each additional 100 m2 or part thereof.
Request for Preliminary Review of Subdivision Development Proposal (Initial Meeting)	\$250
Request for Preliminary Review of Subdivision Development Proposal (Preliminary Review Process)	\$2000 plus \$300 for each additional lot after first lot created. Additional expenses may apply per Bylaw No. 431, as amended.
Land Subdivision (Final Approval) Application	\$1000 plus \$200 for each additional lot after first lot created
Development Permit	\$1200
Development Variance Permit	\$750
Temporary Use Permit	\$1,000 plus \$750 for renewal application
Board of Variance	\$500
Building Permit Application Fee (non-refundable)	\$100
Pre-Building Permit Application Consultation Fee	\$75 per hour
Building Permits (based on value of construction):	
Minimum fee (<\$1,000)	\$150
• \$1,000-\$9,999	\$150 plus \$12 per \$1,000
• \$10,000-\$49,999	\$250 plus \$11 per \$1,000
• \$50,000-\$99,999	\$300 plus \$10 per \$1,000
• \$100,000 and greater	\$400 plus \$9 per \$1,000
<i>The minimum fee for a building permit for a <u>new dwelling</u> shall be not less than the fee for a building having a value of \$300,000 (\$3,100.00).</i>	<i>Building permits are valid for two years at which time a renewal permit is required.</i>
Permit renewals <i>A building permit is valid for two years at which time a renewal permit is required.</i>	75% of Building Permit Fee

<p>Damage Deposit (based on value of construction):</p> <ul style="list-style-type: none"> <li>• Up to \$10,000</li> <li>• Up to \$50,000</li> <li>• Up to \$250,000</li> <li>• Greater than \$250,000</li> </ul> <p><i>A Damage Deposit is required when taking out a Building Permit or a Demolition Permit, or when performing other works requiring an engineer's certificate or heavy machinery on Village highways. An occupancy certificate is needed with respect to a Building Permit and an inspection by the Public Works Manager is required prior to a Damage Deposit being returned.</i></p>	<p>\$500 \$1,500 \$3,000 \$5,000</p>
<p>Demolition fees:</p> <p>Accessory building or structure</p> <p>All other buildings</p>	<p>\$100 per building \$1000 per building</p>
<p>Site Alteration Permit (includes soil and other material deposit or removal and land clearing)</p> <p>Reconsideration by Council</p>	<p>\$250 \$750</p>
<p>Change of Address</p>	<p>\$500</p>
<p>Blasting permit application fee</p>	<p>\$250</p>
<p>Secondary suite surcharge</p>	<p>40% of Annual Utility Billing</p>
<p>Tree cutting permit applications</p>	<p>\$75 (non-refundable)</p>
<p>Lawn sprinkling permit application</p>	<p>\$40</p>
<p>Oil Tank Inspection Fee</p>	<p>\$250</p>
<p>Plumbing Fee</p>	<p>\$100 plus \$25 for each fixture</p>
<p>Sprinkler Permit Fee:</p> <p>New construction</p> <p>Renovations requiring sprinkling</p>	<p>\$125 plus \$2.50 per sprinkler head \$250 plus \$2.50 per sprinkler head</p>
<p>Alternate Solutions:</p> <p>Building Inspector (additional charge if required on more involved issues per Building Bylaw)</p> <p>Code Professional (additional charge if required on more involved issues per Building Bylaw)</p>	<p>\$75 per hour (\$225 minimum) Actual cost plus 10%</p>
<p>Extra Inspections (after second inspection)</p>	<p>\$100 per inspection</p>
<p>Lot grading (trucking receipt required)</p>	<p>\$250 (up to 10 loads) \$500 (11-20 loads) \$1000 (more than 20 loads)</p>
<p>Pre-inspection of a building being moved within the Village</p>	<p>\$500 per structure</p>

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 per hour
Transfer of building permit	\$125
Unregistered Encroachment Agreement	\$400
Review & registration of Section 219 covenant placed according to the Land Title Act	\$400
For discharge of Section 219 covenant placed according to the Land Title Act	\$100

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

**SCHEDULE 3 – ENGINEERING & PUBLIC WORKS**

<b>Description</b>	<b>Fee</b>
Water service connection fees	\$600 plus actual costs
Sewer service connection fees	\$600 plus actual costs
Locate water leak / water shutoff valve on private property / turn water on or off	Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs  After hours: \$115 per hour (3 hour minimum)
Locate Sewer Pipes / Connection	Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs  After hours: \$115 per hour (3 hour minimum)
Public Works hourly rate per worker (regular business hours)	\$75 per hour
Emergency after hours call-out	\$115 per hour (3 hour minimum)
Bear Smart garbage container	\$175
Composter Earth Machine	\$73.50
Composter turner	\$16.30
Carry box	\$6.50

**SCHEDULE 4 – ANIMAL CONTROL & LICENCING**

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

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

<b>Description</b>	<b>Fee</b>
Extra annual resident parking permit – obtainable by a resident, allows parking in “resident parking” zones	\$40 per year (1 free permit for each volunteer firefighter not otherwise receiving a free permit with a property tax notice)
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 Film worker’s personal vehicle Film company truck	Refer to Schedule 7: Filming
Visitor parking day pass – obtainable for visitors, allows parking for one day in “resident only” zones	\$15 per vehicle
Special occasion parking for visitors – obtainable by residents, allows parking for one day for guests	\$0 per vehicle
Operating a vehicle or combination of vehicles in excess of 63,500 kgs licensed gross vehicle weight on highway	\$35 per vehicle load
Monthly fee for parking of extraordinary vehicle or trailer on Village property, with permission of Council	
Extraordinary vehicle or trailer under 6.1 metres in length	\$80 per month
Extraordinary Vehicle or trailer 6.1- 6.5 metres in length	\$80 per month
Extraordinary Vehicle or trailer 6.5-7.7 metres in length	\$110 per month
Extraordinary 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 be charged as shown below, to cover staff time plus use of Village equipment. Actual extra costs to the Village for items such as fuel, materials, turf, plants, storage in commercial premises, and equipment rentals required for clean-up or remediation work, will also be charged, based on invoices or receipts for materials or equipment. If work is performed by a commercial contractor under contract to the Village, the actual cost of the contract will be charged, in addition to a \$150 flat fee for Village administration time.

Clean-up of spills or deposits on highway	Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs After hours: \$115 per hour (3 hour minimum)
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Remediation of damage to highway	Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs After hours: \$115 per hour (3 hour minimum)
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	Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs After hours: \$115 per hour (3 hour minimum) plus \$50 per day fee for storage
Towing of vehicle	Actual cost plus Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs After hours: \$115 per hour (3 hour minimum)\$100 per
Sale of chattels, obstructions and things seized from highway	\$1000 flat fee

**SCHEDULE 6 – COMMUNITY FACILITY RENTALS**

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

<b>Description</b>	<b>Fee*</b>
<b>Hall Rental for private events:</b> Examples of use: dances, weddings, ceremonies, etc.	\$220 if liquor being served \$110 if no liquor being served  <i>If event occurs over multiple days, the rate above applies per day</i>
<b>Hall Rental for children's Birthday parties</b>	\$60 per event (maximum 4 hours)
<b>Hall Rental for program use:</b> Examples of use: programs contracted through the Village.	20% of revenue per session, or minimum payment amount of \$40.00 per month, whichever is greater.
<b>Hall Rental for non-profit groups:</b> Community group activities, meeting a maximum of once per week to a maximum of 12 hours per month.  Additional fee for events exceeding the maximum  Non-profit community groups (single event)	\$40 per month  \$25 per event  \$25 per event  <i>This is the fee rate applicable to requests for fee waivers under the Municipal Grant program.</i>
<b>Hall Drop-In Rate:</b> Examples of use: drop in for casual sports and fitness use (drop in rate does not apply for programs).	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>
<b>Meeting Room Rental (accommodates up to 10 persons):</b> Meeting Room A (includes washroom) Meeting Room A and B	\$10 per hour (2 hour minimum) per room
<b>Rental of Tennis Courts for Program Use</b> (max 2 hours per day)	20% of revenue per session or minimum payment amount of \$40.00 per month, whichever is greater.
<b>Insurance costs (if required)</b>	Actual cost as determined by Village's insurer
<b>Cancellation Fee:</b>	Refer to policy: POL-1408 Refunds & Cancellations

<p><b>Staff Assistance (assemble/disassemble equipment on-site – excluding stage):</b></p> <p><b>Stage (assemble/disassemble):</b></p> <p><b>Sound System:</b></p> <p><i>No offsite rental for stage and sound equipment.</i></p>	<p>\$50 set up \$50 take down</p> <p>\$100</p> <p>\$50</p>
<p><b>Equipment Rental Rates (for off-site use):</b></p> <p>Table rental</p> <p>Chair rental</p> <p><i>Equipment not returned within 72 hours will result in forfeiture of deposit.</i></p>	<p>\$10 each</p> <p>\$1 each (\$10 minimum)</p>
<p><b>Projector and Laptop Rental:</b></p> <p><i>No offsite rental for projector and laptop.</i></p>	<p>\$25 per use</p>
<p><b>Deposit for facility / equipment rental:</b></p>	<p>Equal to rental fee or minimum of \$50, whichever is greater. Refundable in accordance with policy POL- 1407 Community Facility Rentals. Note: Liability for damage or loss is not limited to the deposit amount.</p>

*\*plus deposit*

**SCHEDULE 7 – FILMING**

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

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

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

*\*Note: all permits include one inspection*

**SCHEDULE 9 – MEMORIALS AND DEDICATIONS**

<b>Description</b>	<b>Fee</b>
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
Boat space rental permit at Lions Bay Beach Park	\$125 per calendar year if paid by March 31 <sup>st</sup> \$150 if paid after March 31 <sup>st</sup> , but before May 31 <sup>st</sup> (after May 31 <sup>st</sup> , boat will be seized and removed)  <i>*If a boat space is obtained after March 31<sup>st</sup>, the lesser permit fee shall apply if payment received within 30 days; the greater permit fee shall apply if payment received after 30 days.</i>
Seizure and removal of boat from boat space rental area for failure to pay annual fee by June 1 <sup>st</sup> .	\$100 plus \$20/day for storage
Sale of seized boat if unclaimed for 120 days after seizure.	\$500 flat fee



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Request for Decision</b>		
<b>Title</b>	<b>Village of Lions Bay Development Application Procedures and Fees Bylaw No. 431, 2011, Amendment Bylaw No. 509, 2016</b>		
<b>Author</b>	<b>Peter DeJong</b>	<b>Reviewed By:</b>	
<b>Date</b>	<b>November 30, 2016</b>	<b>Version</b>	
<b>Issued for</b>	<b>December 6, 2016 Regular Council Meeting</b>		

### Recommendation:

THAT Village of Lions Bay Development Application Procedures and Fees Bylaw No. 431, 2011, Amendment Bylaw No. 509, 2016 be adopted.

### Attachments:

- (1) Village of Lions Bay Development Application Procedures and Fees Bylaw No. 431, 2011, Amendment Bylaw No. 509, 2016, as at 3<sup>rd</sup> reading;
- (2) Draft Consolidated Development Application Procedures and Fees Bylaw No. 431, 2011.

### Key Information:

The purpose of the amendments to Village of Lions Bay Development Application Procedures and Fees Bylaw No. 431, 2011 is primarily to introduce a Preliminary Review Process for any applications dealing with OCP and zoning amendments, as well as for any applications dealing with development permits, development variance permits, temporary use permits and subdivisions. The current bylaw provides very little guidance for applicants or prospective applicants and what types of information, plans and reports will be required to be provided for consideration of these types of applications, particularly in the absence of a subdivision servicing bylaw.

### Options:

- (1) Accept the recommendation;



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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(2) Suggest amendments to the bylaw, which would delay adoption to the December 20, 2016 meeting;

(3) Send the bylaw back to staff for further consideration and amendments prior to bringing the bylaw back to Council for an amended 3<sup>rd</sup> reading on December 20, 2016, with adoption in the New Year.

**Preferred Option:** Option 1 will address the immediate need to provide guidance to applicants as aforesaid, particularly with the new owners of 175 and 185 Kelvin Grove Way having expressed interest in developing those lots. The fees associated with the Preliminary Review Process are addressed in Fee Bylaw No. 497, 2016, which is being presented for consideration of 3<sup>rd</sup> reading elsewhere on this Council Agenda.

**Follow Up Action/Communication:** The consolidated bylaw would be added to the website and parties interested in development applications will be referred to the bylaw.

PDJ



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



### **Village of Lions Bay Development Application Procedures and Fees Bylaw No. 431, 2011, Amendment Bylaw No. 509, 2016**

**Adopted: , 2016**

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

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## **Village of Lions Bay Development Application Procedures and Fees Bylaw No. 431, 2011, Amendment Bylaw No. 509, 2016**

A bylaw to amend Bylaw No. 431, 2011

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

1. "This bylaw may be cited for all purposes as "Village of Lions Bay Development Application Procedures and Fees Bylaw No. 431, 2011, Amendment Bylaw No. 509, 2016".
2. The recitals of Village of Lions Bay Development Application Procedures and Fees Bylaw No. 431, 2011 ("Bylaw No. 431") are hereby amended as follows:
  - (a) The references in the first recital to:
    - (i) Section 895 is replaced with Section 460; and
    - (ii) Part 26 is replaced with Part 14;
  - (b) The reference in the second recital to Section 931 is replaced with Section 462.
3. Section 1 of Bylaw No. 431 is amended by striking the words "Village of Lions Bay" from the citation of the bylaw.
4. Section 2 of Bylaw No. 431 is amended by:
  - (a) Deleting the existing subsection a) and replacing it with "amendments to the Official Community Plan (OCP)"
  - (b) Deleting the existing subsection b) and replacing it with "zoning bylaw or bylaws of the Village of Lions Bay"; and
  - (c) Deleting the existing subsection c) and replacing it with "issuance of a development variance permit, a development permit, or a temporary use permit.
5. Bylaw No. 431 is further amended by renumbering the existing sections 3 through 6 as sections 10 through 13.

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6. Bylaw No. 431 is further amended by adding the following as sections 3 through 5:

**“Development Procedures**

3. Before an application can be made under this bylaw, a prospective applicant must submit a Request for Preliminary Review of Development Proposal in accordance with Schedule A attached hereto and forming a part of this bylaw, pay the applicable fee set out in Schedule 2 of Fees and Charges Bylaw No. 462, 2014, as amended, and enter into a Preliminary Review Process with the Chief Administrative Officer and his or her designates.
  
4. The Preliminary Review Process may consider, but is not restricted to, the following matters:
  - a) presentation of concept proposal in writing;
  - b) review of intended legal status of the land for proposed use, including bare land strata, fee simple, RS-1 with or without a secondary suite, RM-1, or other zoning designations;
  - c) topographical survey and staking of existing lot boundaries;
  - d) preliminary concept plan showing:
    - (i) date, scale and north arrow;
    - (ii) dimensions and sizes of all proposed lots;
    - (iii) approximate location and sizing of all proposed dwelling units or other structures and any possible variances potentially required;
    - (iv) location of existing buildings, roads, trails, watercourses, wetlands, easements, rights of way and other covenanted areas;
    - (v) approximate location, width, grade and surface of all proposed road and parking allowances;
    - (vi) approximate location of accesses for proposed lots and legal status of lands required for accesses;
    - (vii) location of existing water, sewer or septic, streetlighting and utility systems;
    - (viii) approximate location of proposed water, sewer or septic, streetlighting and utility systems;
  - e) hydrological assessment of estimated potable water consumption for existing and proposed dwelling units or other structures in relation to estimated water supply for potable use and fire flows for existing and proposed dwelling units or other structures;
  - f) geohazard risk assessment;
  - g) geotechnical assessment of grading and soils for storm drainage and slope stability;
  - h) wildfire interface protection assessment;

- 
- i) environmental impact assessment, including Migratory Birds and Species at Risk, vegetation impacts, regulatory requirements and proposed mitigation;
  - j) description of water and energy conservation features and clean heating features of proposed development;
  - k) assessment of flood or inundation risks and appropriate minimum flood construction levels;
  - l) socio-economic analysis and/or commercial economic impact analysis, including market analysis of the quantity and type of development proposed;
  - m) suitability of site for age friendly and/or affordable housing development potential;
  - n) traffic and noise impact and mitigation study, including construction and highway noise mitigation measures and air quality considerations;
  - o) preliminary review of development siting, landscape and design for visual impact analysis, including the impacts on view corridors, the creation of shadows and other experiential characteristics;
  - p) developer's public information session; and
  - q) Preliminary Review Process summary report.
5. Council may approve policy guidelines to provide additional detail and scope to the matters considered in the Preliminary Review Process and such guidelines may be used to assist with the interpretation of the requirements of the Preliminary Review Process."
7. Bylaw No. 431 is further amended by renumbering the existing sections 7 through 9 as sections 6 through 8.
8. The renumber section 6 of Bylaw No. 431 is amended by striking the first two lines and substituting the following:
- "6. Every application pursuant to Section 2(a) and (b) shall be processed by staff with a report to be submitted to Council which may include:"
9. The renumber section 7 of Bylaw No. 431 is amended by adding the following after the words "Section 2(a)": "and (b), or either of them:"
10. The renumber section 8 of Bylaw No. 431 is amended by striking the reference to "2(b)" and substituting therefore "2(c)".
11. Bylaw No. 431 is further amended by adding a new section 9 as follows:

- 
- “9. Where an application for subdivision requires rezoning or amendment of the OCP, an application pursuant to Section 2(d) of this bylaw shall not be made to, or accepted by the Approving Officer, unless and until:
- a) an application for rezoning, and OCP amendment if applicable, has been considered and the associated bylaw or bylaws have been adopted by Council;
  - b) any applicable development cost charges, community amenity contributions, parkland dedication or cash in lieu provisions have been complied with or security taken in respect thereof;
  - c) any applicable development permits or variances have been issued;
  - d) any applicable subdivision servicing and development agreements have been executed;
  - e) any external agency approvals have been obtained; and
  - f) the Approving Officer’s detailed statement of conditions in the request for preliminary layout requirements have been fulfilled.”
12. The renumbered section 12 of Bylaw No. 431 is hereby amended by striking the words: “ Schedule B of this Bylaw” and replacing them with the words “Schedule 2 of Fees and Charges Bylaw No. 462, 2014, as amended”.
13. The renumbered section 13 of Bylaw No. 431 is hereby deleted and replaced with the following:
- “13. In the event that the Chief Administrative Officer or their designate determines that the matter is more than ordinarily complex such that the fee calculated hereunder will not cover the actual costs of processing the preliminary review or any subsequent application, the Chief Administrative Officer or their designate may request that the party enter into a cost recovery agreement to allow for recovery of extraordinary costs, including but not limited to staff costs and consultant engineering, planning, and legal costs, along with the costs of engaging peer reviews of any professional reports requested, which agreement shall provide that the Village will from time to time invoice the party for the excess amounts as incurred. If no such agreement is entered into, the Chief Administrative Officer or their designate may refer the matter to Council or the Approving Officer, as the case may be, with a recommendation that the matter not be advanced unless and until funding is in place to cover such extraordinary costs.”
14. Bylaw No. 431 is hereby further amended by renumbering the original sections 10 through 21 as sections 14 through 25.

- 
15. The renumbered section 14 of Bylaw No. 431 is amended by striking the fourth word: “of”, and substituting the word “for”, and by striking the number “15” and substituting therefore the number “30”.
16. The renumbered section 17 of Bylaw No. 431 is amended by striking the first 3 lines of section 17 and substituting the following:
- “A sign shall be prepared by a professional sign company as set out in Schedule C of this Bylaw, shall be posted on the property that is the subject of an application pursuant to subsections 2(a)-(d), and shall include the following information:”
17. Bylaw No. 431 is hereby further amended by adding the words “bond or” between the words “irrevocable” and “letter” in the renumbered section 23.
18. The renumbered section 25 of Bylaw No. 431 is amended by striking the words “to this Bylaw” immediately after the word “hereto”.
19. Bylaw No. 431 is hereby further amended by deleting from the renumbered section 25 Schedules A, B and C and replacing them with the Schedules A, B and C attached hereto and forming a part of this bylaw.
20. Bylaw No. 431 is hereby further amended by adding the following section:
- “Severability**
26. If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.”
21. Bylaw No. 431 is hereby further amended by deleting the citation reference printed immediately before the dates of the readings of the bylaw.

**READ A FIRST TIME****November 15, 2016****READ A SECOND TIME****November 15, 2016****READ A THIRD TIME****November 15, 2016****ADOPTED****December 6, 2016**

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

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

Certified a true copy of Village of Lions Bay Development Application Procedures and Fees  
Bylaw No. 431, 2011, Amendment Bylaw No. 509, 2016 as adopted

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

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**SCHEDULE A**

**File No.** \_\_\_\_\_

**VILLAGE OF LIONS BAY  
REQUEST FOR PRELIMINARY  
REVIEW OF DEVELOPMENT PROPOSAL**

**1. Please provide the following general information on your proposal:**

**(a) Type of development proposal:**

- Amendment to Official Community Plan (OCP)
- Amendment to Zoning Bylaw
- Subdivision

**(b) Legal Description of your lands, per State of Title Certificate:**

**PID:** \_\_\_\_\_

\_\_\_\_\_  
**(the "Lands")**

**(c) Civic Address:** \_\_\_\_\_

**(d) Existing Land Use:** \_\_\_\_\_

**(e) Existing Zoning:** \_\_\_\_\_

**(f) Number of Lots/Units Proposed for the Lands:** \_\_\_\_\_

**2. Please provide the following information about the owner(s)/agent:**

**(a) Owner Name(s):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**(b) Agent Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

---

**3. Please provide the following materials with this Request for Preliminary Review of Development Proposal:**

- 2 paper copies and a digital copy of an 11x17 Topographical Survey and Preliminary Concept Plan, along with a large scale survey and plan (the large scale survey and plan can wait until after your initial meeting noted in paragraph 5 below).
- 1 current (within 30 days) State of Title Certificate or Title Search
- The fee set out in Schedule 2 of Fees and Charges Bylaw No. 462, as amended, for the Request for Preliminary Review of Development Proposal
- An authorization letter from the Owner if the Requestor is not the Owner of the Lands
- A letter outlining the reasons and rationale for the Proposal and the intended legal status of the Lands for the proposed use

**4. Please ensure that your Preliminary Concept Plan includes the following material:**

- Date, scale and north arrow
- Dimensions and sizes of all proposed lots
- Approximate location and sizing of all proposed dwelling units or other structures
- Location of existing buildings, roads, trails, watercourses, wetlands, easements, rights of way, and other covenanted areas
- Approximate location, width, grade and surface of all proposed road and parking allowances
- Approximate location of accesses for proposed lots and legal status of lands required for accesses
- Location of existing water, sewer or septic, streetlighting, and utility systems
- Approximate location of proposed water, sewer or septic, streetlighting and utility systems

**5. Please note that, depending on your application, the matters referenced in subsections 4 e) – q) of Bylaw No. 431, as amended, may also be required.** This will be clarified in your initial meeting with the Chief Administrative Officer (CAO) or his/her designate. Your Topographical Survey and Preliminary Concept Plan need not be drawn by a registered professional for your initial meeting with the CAO, but will be required in order to move forward with the review of your proposal.

**6. Please read and sign below:**

I understand that I must submit this form and my Preliminary Concept Plan before my meeting can be scheduled with the CAO. I have read the Development Application Procedures and Fees Bylaw No. 431, 2014, as amended and will come prepared to discuss these matters.

The information on this form is collected under the authority of the Village of Lions Bay Development Application Procedures and Fees Bylaw No. 431, 2014 and is used to process your Request for Preliminary Review of Development Proposal and later statistical analysis. If you have questions about the collection and use of this information, please contact the Freedom of Information and Protection of Privacy Act Head for the Village of Lions Bay.

---

**Signature**

---

**Date**

---

**SCHEDULE B**

*Intentionally left blank*

**SCHEDULE C**

**DEVELOPMENT APPLICATION SIGN REQUIREMENTS**

**Specifications:**

These requirements and a Development Proposal Sign Format Sheet will be attached to applications for:

1. Official Community Plan Amendment;
2. Zoning Bylaw Amendment;
3. Development Permit;
4. Development Variance Permit;

Development proposal signage shall be a minimum of 1.22m x 1.22m (4 feet x 4 feet) in size and constructed of 1.3cm (1/2 inch) plywood or other durable material with a white background and black lettering. It will include a 40cm x 40cm (15.75 inches x 15.75 inches) Site Map that is white with black highlights. Lettering and map highlights will be in accordance with the following:

- Headings to be in block capitals no less than 6cm (2.36 inches) in height;
- Proposal description text to be not less than 2.5cm (0.98 inches) in height;
- Site Map to show adjacent property addresses in lettering not less than 2.5cm (0.98 inches) in height.

Where a sign is mounted on a building, it must be unobstructed from the street, and the bottom edge shall be a minimum of 1.22m (4 feet) from the ground.

**Locations:**

The signage shall be posted in a location unobstructed to view from the street and:

- No further than 6m (19.7 feet) from the property line abutting the street;
- Where no property abuts 2 or more streets, excluding lanes, a sign shall be posted no further than 6m (19.7 feet) from each property line abutting a street, or, alternatively, at a 45 degree angle from the intersection point of the 2 streets;
- Where placement of a required sign on a property is not feasible, the notice may be posted on an abutting road right of way, subject to approval by the Village of Lions Bay.

**Timing:**

The required signage must be posted no later than 10 days following submission of an application to the Village of Lions Bay and must be removed within 30 days following completion of the public hearing or withdrawal / rejection of the application.

**Posting:**

It is the responsibility of the applicant to ensure that signage is created and installed in accordance with the requirement of this bylaw. Failure to do so will result in a postponement in the processing of the application.

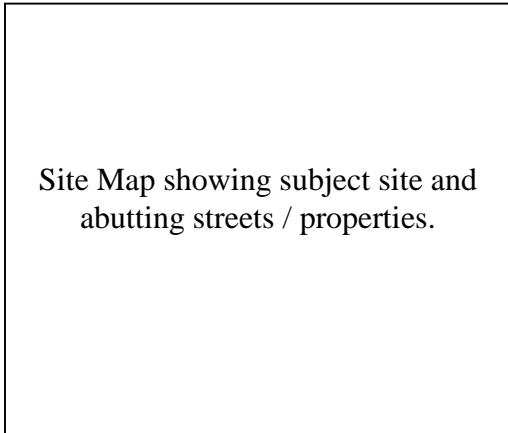
*\*Note: Village-initiated map amendments involving multiple properties, and text amendments affecting multiple properties, are exempt from requirements to install development proposal signage.*

EXAMPLE:  
**REZONING APPLICATION**

\_\_\_\_\_  
(Applicant's Name)

of

\_\_\_\_\_  
(Location)



has made an application to the Village of Lions Bay, which, if approved, would rezone this property

from \_\_\_\_\_

to \_\_\_\_\_.

For more information regarding the status of this proposal and the date, time, and location of the public hearing, please contact:

Chief Administrative Officer  
PO Box 141  
Lions Bay, BC V0N 2E0  
Tel: 604-921-9333 ext.101  
Email: cao@lionsbay.ca



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



# Development Application Procedures and Fees Bylaw No. 431, 2011

## Office Consolidation: December 6, 2016

This document is an office consolidation of Development Application Procedures and Fees Bylaw No. 431, 2011 (formerly Village of Lions Bay Development Application Procedures and Fees Bylaw No. 431, 2011) with subsequent amendments adopted by the Village of Lions Bay.

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

This is not the official version of Development Application Procedures and Fees Bylaw No. 431, 2011, as amended, nor is it admissible in a court of law. For such purposes, official certified copies of the original bylaws can be obtained from the Village Office or by contacting us at: [admin@lionsbay.ca](mailto:admin@lionsbay.ca)

### List of Amending Bylaws

Bylaw No.	Section	Description	Adopted or In Force
509	All	Various amendments to text and schedules	December 6, 2016
497	11	Amends references to applicable Fee Bylaw	January 1, 2017

# VILLAGE OF LIONS BAY

## BYLAW NO. 431, 2011

### A bylaw to establish procedures and a fee structure for development applications

WHEREAS Section 460 of the *Local Government Act* requires a local government by bylaw to establish procedures to:

- a) amend an official community plan, a zoning bylaw; or
- b) issue a permit pursuant to Part 14;

AND WHEREAS Section 462 of the *Local Government Act* authorizes a local government by bylaw to establish a fee structure for the following types of development applications:

- a) amendment to an official community plan or a zoning bylaw;
- b) issuance of a development permit or a development variance permit;
- c) granting of a variance by the Board of Variance; and
- d) subdivision approval including the administering and inspecting works and services;

the intent of which is for the amount of the application fee to not exceed the estimated costs of processing, advertising and administering the average application;

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

#### Title of Bylaw

1. This bylaw may be cited for all purposes as "Development Application Procedures and Fees Bylaw No. 431, 2011.

#### Scope

2. This Bylaw shall apply to applications for:
  - a) amendments to the Official Community Plan (OCP)
  - b) zoning bylaw or bylaws of the Village of Lions Bay;
  - c) issuance of a development permit or a development variance permit or a temporary use permit; and
  - d) subdivision approval.

#### Development Procedures

3. Before an application can be made under this bylaw, a prospective applicant must submit a Request for Preliminary Review of Development Proposal in accordance with Schedule A attached hereto and forming a part of this bylaw, pay the applicable fee set out in Schedule 2 of Fees and Charges Bylaw No. 462, 2014, as amended, and enter into a Preliminary Review Process with the Chief Administrative Officer and his or her designates.
4. The Preliminary Review Process may consider, but is not restricted to, the following matters:
  - a) presentation of the concept proposal in writing;

- b) review of intended legal status of the land for proposed use, including bare land strata, fee simple, RS-1 with or without a secondary suite, RM-1, or other zoning designations;
  - c) topographical survey and staking of existing lot boundaries;
  - d) preliminary concept plan showing:
    - (i) date, scale and north arrow;
    - (ii) dimensions and sizes of all proposed lots;
    - (iii) approximate location and sizing of all proposed dwelling units or other structures and any possible variances potentially required;
    - (iv) location of existing buildings, roads, trails, watercourses, wetlands, easements, rights of way and other covenanted areas;
    - (v) approximate location, width, grade and surface of all proposed road and parking allowances;
    - (vi) approximate location of accesses for proposed lots and legal status of lands required for accesses;
    - (vii) location of existing water, sewer or septic, streetlighting and utility systems;
    - (viii) approximate location of proposed water, sewer or septic, streetlighting and utility systems;
  - e) hydrological assessment of estimated potable water consumption for existing and proposed dwelling units or other structures in relation to estimated water supply for potable use and fire flows for existing and proposed dwelling units or other structures;
  - f) geohazard risk assessment;
  - g) geotechnical assessment of grading and soils for storm drainage and slope stability;
  - h) wildfire interface protection assessment;
  - i) environmental impact assessment, including Migratory Birds and Species at Risk, vegetation impacts, regulatory requirements and proposed mitigation;
  - j) description of water and energy conservation features and clean heating features of proposed development;
  - k) assessment of flood or inundation risks and appropriate minimum flood construction levels;
  - l) socio-economic analysis and/or commercial economic impact analysis, including market analysis of the quantity and type of development proposed;
  - m) suitability of site for age friendly and/or affordable housing development potential;
  - n) traffic and noise impact and mitigation study, including construction and highway noise mitigation measures and air quality considerations;
  - o) preliminary review of development siting, landscape and design for visual impact analysis, including the impacts on view corridors, the creation of shadows and other experiential characteristics;
  - p) developer's public information session; and
  - q) Preliminary Review Process summary report.
5. Council may approve policy guidelines to provide additional detail and scope to the matters considered in the Preliminary Review Process and such guidelines may be used to assist with the interpretation of the requirements of the Preliminary Review Process.

6. Every application pursuant to Section 2(a) and (b) shall be processed by staff with a report to be submitted to Council which may include:
  - a) a copy of the proposed bylaw amendment or proposed permit;
  - b) a review and analysis of the proposed bylaw amendment or proposed permit;
  - c) a recommended course of action for Council to consider; and
  - d) any additional relevant information.
  
7. The Council may, upon receipt of the staff report, regarding an application submitted pursuant to Section 2(a) and (b), or either of them:
  - a) proceed with an amendment bylaw;
  - b) refuse the application; or
  - c) refer the application back to staff for further analysis and information.
  
8. The Council may, upon receipt of the staff report, regarding an application submitted pursuant to Section 2(c):
  - a) authorize the issuance of the proposed permit;
  - b) authorize the issuance of the proposed permit as amended by Council;
  - c) refuse to authorize the issuance of the proposed permit; or
  - d) refer the application back to staff for further analysis and information.
  
9. Where an application for subdivision requires rezoning or amendment of the OCP, an application pursuant to Section 2(d) of this bylaw shall not be made to, or accepted by the Approving Officer, unless and until:
  - a) an application for rezoning, and OCP amendment if applicable, has been considered and the associated bylaw or bylaws have been adopted by Council;
  - b) any applicable development cost charges, community amenity contributions, parkland dedication or cash in lieu provisions have been complied with or security taken in respect thereof;
  - c) any applicable development permits or variances have been issued;
  - d) any applicable subdivision servicing and development agreements have been executed;
  - e) any external agency approvals have been obtained; and
  - f) the Approving Officer's detailed statement of conditions in the request for preliminary layout requirements have been fulfilled.

**Application Form**

10. An application shall be submitted in the prescribed form to the Chief Administrative Officer or their designate and shall include, but is not limited to, the information required by Schedule A of this Bylaw.
  
11. The application form shall be signed by the registered owner of the land to which it relates, or by an agent authorized in writing by the owner, and shall be accompanied by a written description of the purpose and reason for the application.

**Application Fee**

12. At the time of application for any of the types of application listed in Section 2, the applicant shall pay to the Village an application fee set out in Schedule 2 of Fees and Charges Bylaw No.462, 2014, as amended.
13. In the event that the Chief Administrative Officer or their designate determines that the matter is more than ordinarily complex such that the fee calculated hereunder will not cover the actual costs of processing the preliminary review or any subsequent application, the Chief Administrative Officer or their designate may request that the party enter into a cost recovery agreement to allow for recovery of extraordinary costs, including but not limited to staff costs and consultant engineering, planning, and legal costs, along with the costs of engaging peer reviews of any professional reports requested, which agreement shall provide that the Village will from time to time invoice the party for the excess amounts as incurred. If no such agreement is entered into, the Chief Administrative Officer or their designate may refer the matter to Council or the Approving Officer, as the case may be, with a recommendation that the matter not be advanced unless and until funding is in place to cover such extraordinary costs.
14. Where an application for an amending bylaw or a permit has been rejected or refused by Council, the Chief Administrative Officer shall notify the applicant in writing within 30 days following the date of rejection, including any reasons for rejection of a development permit and any application fees refunds that may be applicable.

**Notice**

15. Where pursuant to the *Local Government Act* or *Community Charter*, the Village is required to mail or otherwise deliver notice of intended action, notice shall be given to owners and occupants of all parcels of land, any part of which is the subject of an amending bylaw or is situated within 100 meters of the perimeter of the subject property.
16. Where pursuant to the *Local Government Act* or *Community Charter*, the Village is required to mail or otherwise deliver notice of intended action, notice shall be given to owners and occupants of all parcels of land, any part of which is the subject of a proposed permit or is situated within 50 meters of the perimeter of the subject property.

**Sign**

17. A sign shall be prepared by a professional sign company as set out in Schedule C of this Bylaw, shall be posted on the property that is the subject of an application pursuant to subsections 2(a)-(d), and shall include the following information:
  - a) that an application has been made;
  - b) name of the applicant or agent;
  - c) a map showing the subject property with surrounding properties;
  - d) the existing and proposed zoning classifications;
  - e) the particulars of the proposal; and
  - f) the location and time where the application can be viewed.
18. A draft of the sign content and its proposed location shall be submitted to the Chief Administrative Officer or his / her designate for approval prior to the erection of the sign along with a security deposit of \$500.00.

19. The sign shall be erected on the subject property within 10 days of submitting an application.
20. The Village may request that the information on the sign be amended during the application process.
21. The sign shall be removed within 30 days of the amending bylaw being either adopted or refused by Council at which time the security deposit will be returned to the applicant.

#### **Reapplication**

22. Subject to the *Local Government Act*, re-application for a bylaw amendment or a permit that has been refused by Council shall not be considered within a six month time period immediately following the date of refusal.

#### **Security Deposit**

23. In the case where a security deposit may be required by the Village, cash or an irrevocable bond or letter of credit in a form satisfactory to the Village and in amount of 125% of the value of the required works and services shall be required to ensure satisfactory completion of any and all conditions.
24. The security deposit shall be returned to the applicant upon satisfactory completion of any and all conditions to the satisfaction of the Village.

#### **Schedules**

25. Schedules A, B, and C are attached hereto and form a part of this Bylaw.

#### **Severability**

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

<b>READ A FIRST TIME</b>	<b>March 7, 2011</b>
<b>READ A SECOND TIME</b>	<b>April 18, 2011</b>
<b>READ A THIRD TIME</b>	<b>May 3, 2011</b>
<b>THIRD READING RESCINDED</b>	<b>May 16, 2011</b>
<b>AMENDED AND REREAD A THIRD TIME, AS AMENDED,</b>	<b>May 16, 2011</b>
<b>ADOPTED</b>	<b>June 6, 2011</b>

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**Mayor**

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**Village Manager**

**Certified a true copy of  
Bylaw No. 431, 2011 as adopted.**

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**Village Manager**

**SCHEDULE A**

**File No.** \_\_\_\_\_

**VILLAGE OF LIONS BAY  
REQUEST FOR PRELIMINARY  
REVIEW OF DEVELOPMENT PROPOSAL**

**1. Please provide the following general information on your proposal:**

**(a) Type of development proposal:**

- Amendment to Official Community Plan (OCP)
- Amendment to Zoning Bylaw
- Subdivision

**(b) Legal Description of your lands, per State of Title Certificate:**

**PID:** \_\_\_\_\_

\_\_\_\_\_  
**(the "Lands")**

**(c) Civic Address:** \_\_\_\_\_

**(d) Existing Land Use:** \_\_\_\_\_

**(e) Existing Zoning:** \_\_\_\_\_

**(f) Number of Lots/Units Proposed for the Lands:** \_\_\_\_\_

**2. Please provide the following information about the owner(s)/agent:**

**(a) Owner Name(s):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**(b) Agent Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

**3. Please provide the following materials with this Request for Preliminary Review of Development Proposal:**

- 2 paper copies and a digital copy of an 11x17 Topographical Survey and Preliminary Concept Plan, along with a large scale survey and plan (the large scale survey and plan can wait until after your initial meeting noted in paragraph 5 below).
- 1 current (within 30 days) State of Title Certificate or Title Search
- The fee set out in Schedule 2 of Fees and Charges Bylaw No. 462, as amended, for the Request for Preliminary Review of Development Proposal
- An authorization letter from the Owner if the Requestor is not the Owner of the Lands
- A letter outlining the reasons and rationale for the Proposal and the intended legal status of the Lands for the proposed use

**4. Please ensure that your Preliminary Concept Plan includes the following material:**

- Date, scale and north arrow
- Dimensions and sizes of all proposed lots
- Approximate location and sizing of all proposed dwelling units or other structures
- Location of existing buildings, roads, trails, watercourses, wetlands, easements, rights of way, and other covenanted areas
- Approximate location, width, grade and surface of all proposed road and parking allowances
- Approximate location of accesses for proposed lots and legal status of lands required for accesses
- Location of existing water, sewer or septic, streetlighting, and utility systems
- Approximate location of proposed water, sewer or septic, streetlighting and utility systems

**5. Please note that, depending on your application, the matters referenced in subsections 4 e) – q) of Bylaw No. 431, as amended, may also be required.** This will be clarified in your initial meeting with the Chief Administrative Officer (CAO) or his/her designate. Your Topographical Survey and Preliminary Concept Plan need not be drawn by a registered professional for your initial meeting with the CAO, but will be required in order to move forward with the review of your proposal.

**6. Please read and sign below:**

I understand that I must submit this form and my Preliminary Concept Plan before my meeting can be scheduled with the CAO. I have read the Village of Lions Bay Development Application Procedures and Fees Bylaw No. 431, 2014, as amended and will come prepared to discuss these matters.

The information on this form is collected under the authority of the Village of Lions Bay Development Application Procedures and Fees Bylaw No. 431, 2014 and is used to process your Request for Preliminary Review of Development Proposal and later statistical analysis. If you have questions about the collection and use of this information, please contact the Freedom of Information and Protection of Privacy Act Head for the Village of Lions Bay.

---

Signature

---

Date

**SCHEDULE B**

*Intentionally left blank*

**SCHEDULE C****DEVELOPMENT APPLICATION SIGN REQUIREMENTS****Specifications:**

These requirements and a Development Proposal Sign Format Sheet will be attached to applications for:

1. Official Community Plan Amendment;
2. Zoning Bylaw Amendment;
3. Development Permit;
4. Development Variance Permit;

Development proposal signage shall be a minimum of 1.22m x 1.22m (4 feet x 4 feet) in size and constructed of 1.3cm (1/2 inch) plywood or other durable material with a white background and black lettering. It will include a 40cm x 40cm (15.75 inches x 15.75 inches) Site Map that is white with black highlights. Lettering and map highlights will be in accordance with the following:

- Headings to be in block capitals no less than 6cm (2.36 inches) in height;
- Proposal description text to be not less than 2.5cm (0.98 inches) in height;
- Site Map to show adjacent property addresses in lettering not less than 2.5cm (0.98 inches) in height.

Where a sign is mounted on a building, it must be unobstructed from the street, and the bottom edge shall be a minimum of 1.22m (4 feet) from the ground.

**Locations:**

The signage shall be posted in a location unobstructed to view from the street and:

- No further than 6m (19.7 feet) from the property line abutting the street;
- Where no property abuts 2 or more streets, excluding lanes, a sign shall be posted no further than 6m (19.7 feet) from each property line abutting a street, or, alternatively, at a 45 degree angle from the intersection point of the 2 streets;
- Where placement of a required sign on a property is not feasible, the notice may be posted on an abutting road right of way, subject to approval by the Village of Lions Bay.

**Timing:**

The required signage must be posted no later than 10 days following submission of an application to the Village of Lions Bay and must be removed within 30 days following completion of the public hearing or withdrawal / rejection of the application.

**Posting:**

It is the responsibility of the applicant to ensure that signage is created and installed in accordance with the requirement of this bylaw. Failure to do so will result in a postponement in the processing of the application.

*\*Note: Village-initiated map amendments involving multiple properties, and text amendments affecting multiple properties, are exempt from requirements to install development proposal signage.*

**EXAMPLE:  
REZONING APPLICATION**

\_\_\_\_\_  
(Applicant's Name)

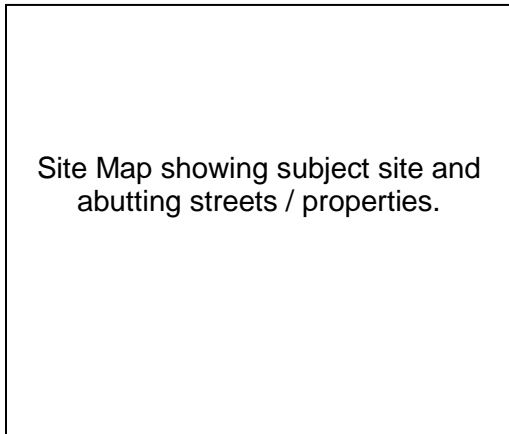
of

\_\_\_\_\_  
(Location)

has made an application to the Village of Lions Bay, which, if approved, would rezone this property

from \_\_\_\_\_

to \_\_\_\_\_.



For more information regarding the status of this proposal and the date, time, and location of the public hearing, please contact:

Chief Administrative Officer  
PO Box 141  
Lions Bay, BC V0N 2E0  
Tel: 604-921-9333 ext.101  
Email: cao@lionsbay.ca



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Request for Decision</b>		
<b>Title</b>	<b>Loan Authorization Bylaw No. 508, 2016</b>		
<b>Author</b>	<b>Peter DeJong</b>	<b>Reviewed By:</b>	
<b>Date</b>	<b>November 30, 2016</b>	<b>Version</b>	
<b>Issued for</b>	<b>December 6, 2016 Regular Council Meeting</b>		

### Recommendations:

- (1) THAT Infrastructure Master Plan Financing Loan Authorization Bylaw No. 508, 2016 be adopted;
- (2) THAT, upon the expiry of 30 days, a certified copy of Infrastructure Master Plan Financing Loan Authorization Bylaw No. 508, 2016 as adopted, be forwarded to the Inspector of Municipalities, along with the Corporate Officer's Certificate, to request a certificate of approval pursuant to the *Community Charter* and the *Local Government Act*, along with any other requisite supporting documents; and
- (3) THAT the Chief Financial Officer ensure the Capital Works described in Infrastructure Master Plan Financing Loan Authorization Bylaw No. 508, 2016 be included in the five year financial plan of the Village of Lions Bay.

### Attachments:

- (a) Infrastructure Master Plan Financing Loan Authorization Bylaw No. 508, 2016, as at 3<sup>rd</sup> Reading;
- (b) Chief Election Officer's Determination of Official Election Results;
- (c) Chief Election Officer's Declaration of Official Election Results;

### Key Information:

In 2015, the Village of Lions Bay commissioned an Infrastructure Master Plan to guide it in identifying existing and future risks to the condition, capacity and regulatory compliance of its water, sanitary, drainage and road infrastructure, and to guide infrastructure investment to manage those risks. The Plan identified many critical risks to the safety and security of infrastructure throughout the Village, particularly with respect to the Village's water works. Failure of water infrastructure could result in substantial damage to property and injury or death to



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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persons residing in the path of an incident or to staff working within the water system. Much of the water distribution system is undersized and does not meet the requirements of fireflow specifications. Necessary replacements of distribution network piping and valves running below many of the roads throughout the Village will also result in remediation of the associated roads and their drainage issues as these water works are upgraded.

The Village of Lions Bay water storage system requires high priority replacements and rehabilitation works, including structural modifications, seismic upgrading, increased storage capacity, and associated pipeworks to provide safe and adequate supply and meet requisite fireflows. There are also several moderate to high priority road and bridge repairs identified in the Infrastructure Master Plan.

The objective in seeking elector assent for borrowing is to address these critical risks by leveraging loan funds through federal and provincial infrastructure grants. By doing so, there is an opportunity to greatly reduce the tax burden to the residents of Lions Bay. More importantly perhaps, due to the costs of upgrading and replacing infrastructure, most if not all of these projects would not be possible without both grant and loan funding to lessen and spread out the financial impact of these investments in the safety and security of Lions Bay's critical water services.

To the extent that the Municipality is unsuccessful in pursuing infrastructure grants, there is a good possibility that the full amount of the loan funding authorized will not be borrowed. As grants are obtained and projects are finalized and approved, the Municipality will then request security issuing bylaws from the Greater Vancouver Regional District (Metro) in order to draw the requisite funds. Assuming the full amount is in fact borrowed, the carrying cost for the average household would be about \$267 per year.

Assent of the electors was sought in accordance with section 85 of the *Community Charter* [majority vote] and the electors provided the municipality with a resounding vote of support close to 93% in favour of the bylaw. Council is now in a position to adopt Infrastructure Master Plan Financing Loan Authorization Bylaw No. 508, 2016.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **Next Steps:**

Approve the recommendations as set out above. Staff have already submitted Council approved grant applications for Phase 1 of the Clean Water Wastewater Fund (CWWF) and will take some preliminary steps to prepare for approval of grant funding.

**Strategic Relevance:** The Village of Lions Bay has worked hard over the past year to produce a Strategic Plan and an Infrastructure Master Plan. Addressing critical infrastructure issues is a core component of the Strategic Plan and the authorization to borrow funds is integral to the ability to leverage the financing of infrastructure renewal through pending infrastructure grants from the federal and provincial governments.

**Communication Plan:** The adopted bylaw will be added to the Municipal website and will be noted in the Village Update.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



## **Infrastructure Master Plan Financing Loan Authorization Bylaw No.508, 2016**

**Adopted: December 6, 2016**

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

## **Infrastructure Master Plan Financing Loan Authorization Bylaw No. 508, 2016**

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A bylaw to authorize the borrowing of \$3,000,000.00 for the purpose of engineering, purchasing, and constructing Capital Works in the Infrastructure Master Plan, as described in this bylaw

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WHEREAS the Village of Lions Bay commissioned an Infrastructure Master Plan to guide it in identifying existing and future risks to the condition, capacity and regulatory compliance of its water, sanitary, drainage and road infrastructure, and to guide infrastructure investment to manage those risks;

AND WHEREAS the Council of the Village of Lions Bay has adopted the final version of the Infrastructure Master Plan on September 6, 2016, including its list of infrastructure projects for the Village of Lions Bay;

AND WHEREAS the Village of Lions Bay wishes to maximize the leverage of Federal and Provincial infrastructure grant funding by authorizing the borrowing of funds;

AND WHEREAS it is deemed desirable and expedient to engineer, purchase, and construct infrastructure projects as identified in this bylaw (the "Capital Works");

AND WHEREAS the maximum amount to be borrowed for the purpose of engineering, purchase, and construction of the Capital Works, including provision for costs associated with the engineering, purchase, and construction of the Capital Works, is \$3,000,000.00, which is the maximum amount of debt that may be created by this bylaw;

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

1. The Village of Lions Bay is hereby empowered and authorized to finance the engineering, purchase, and construction of the Capital Works described below, in accordance with the Infrastructure Master Plan on file in the office of the Municipality, and to do all things necessary in connection therewith, and without limiting the generality of the foregoing, to:
  - (a) borrow upon the credit of the Village of Lions Bay a sum not exceeding Three Million dollars (\$3,000,000.00) to fund the capital cost of engineering, purchase and construction of the Capital Works described below; and

- (b) acquire all such real personal property easements, rights of way, covenants, rights or authorities as may be necessary or desirable for, or in connection with, the Capital Works described below:

Project Name	Description of Capital Works	Amount of Borrowing
Safety and security of water and stormwater distribution network	Replacement of water and stormwater distribution network piping and valves on Bayview Road, Oceanview Road, Creekview Place, Highview Place, Upper Bayview Road, Bayview Place, Centre Road, Tidewater Way, and Kelvin Grove Way, including associated road rehabilitative works.	\$1,993,222.00
Safety and security of water storage system	High priority rehabilitative and replacement works of the Village's water storage system including structural modifications, seismic upgrading, increased storage capacity, and associated pipeworks to provide safe and adequate supply and meet requisite fireflows.	\$867,520.00
Prioritized road and bridge repairs	Includes rehabilitative works on fatigued asphalt and moderate to high priority bridge repairs that have been unattended to since 2004.	\$139,258.00
<b>Total</b>		<b>\$3,000,000.00</b>

2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 30 years.
3. This bylaw may be cited as "Infrastructure Master Plan Financing Loan Authorization Bylaw No. 508, 2016".

**READ A FIRST TIME**      this            6<sup>th</sup>            day of            September,    2016  
**READ A SECOND TIME**    this            6<sup>th</sup>            day of            September,    2016  
**READ A THIRD TIME**      this            6<sup>th</sup>            day of            September,    2016

**APPROVED BY THE INSPECTOR OF MUNICIPALITIES**    this            20<sup>th</sup>          day of            September,    2016

**APPROVED BY THE ASSENT OF THE ELECTORS OF THE VILLAGE OF LIONS BAY** this            19<sup>th</sup>          day of            November,    2016

**ADOPTED BY COUNCIL**    this            6<sup>th</sup>            day of            December,    2016

\_\_\_\_\_  
 Mayor

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



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY


Form No. 6-2  
Local Government Act, Section 145(8)

### DETERMINATION OF OFFICIAL ELECTION RESULTS

#### ASSENT VOTING – 2016

	YES	NO
Advance Voting Opportunity: November 9, 2016 Village Hall and Mail-In Opportunity: November 19, 2016 – Village Community Centre (combined per s.137(3) LGA)	65	4
General Voting: November 19, 2016 Village Community Centre	317	26
TOTAL NUMBER OF VALID VOTES CAST	382	30

This determination of official election results was made by the Chief Election Officer on November 22, 2016 at 4 p.m. and is based on ballot accounts as amended or prepared by the Chief Election Officer.

  
\_\_\_\_\_  
Chief Election Officer



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Form No. 6-2  
Local Government Act, Section 145(8)

### DETERMINATION OF OFFICIAL ELECTION RESULTS

#### GENERAL BYLAW ELECTION – 2016

	Turpin, Lisa	Wilke, Eileen			
Advance Voting Opportunity: November 9, 2016 Village Hall and Mail-In Opportunity: November 19, 2016 – Village Community Centre (combined per s.137(3) LGA)	21	48			
General Voting: November 19, 2016 Village Community Centre	157	185			
<b>TOTAL NUMBER OF VALID VOTES CAST</b>	<b>178</b>	<b>233</b>			

This determination of official election results was made by the Chief Election Officer on November 22, 2016 at 4 p.m. and is based on ballot accounts as amended or prepared by the Chief Election Officer.

Chief Election Officer



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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Form No. 6-3  
Local Government Act, Section 146(2)(a)

**DECLARATION OF OFFICIAL ELECTION RESULTS**

**GENERAL BY-ELECTION – 2016**

**OFFICE OF COUNCILLOR**

I, Peter DeJong, Chief Election Officer, do hereby declare elected, Eileen Wilke, who received the highest number of valid votes for the office of Councillor.

Dated at Lions Bay, BC  
this 22nd day of November, 2016.

  
\_\_\_\_\_  
Peter DeJong  
Chief Election Officer



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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Form No. 6-3  
Local Government Act, Section 146(2)(a)

**DECLARATION OF OFFICIAL ELECTION RESULTS**

**ASSENT VOTING – 2016**

I, Peter DeJong, Chief Election Officer, do hereby declare the question in the Assent Voting Opportunity, namely, “Are you in favour of the Village of Lions Bay borrowing up to \$3 million over the next five years, amortized for up to 30 years, to help fund the capital projects described in Infrastructure Master Plan Financing Loan Authorization Bylaw No. 508, 2016”, to have been answered in the affirmative with the highest number of valid votes for the matter subject to assent vote.

Dated at Lions Bay, BC  
this 22nd day of November, 2016.

  
\_\_\_\_\_  
Peter DeJong  
Chief Election Officer

## VILLAGE OF LIONS BAY

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### Incoming Correspondence - December 6, 2016

*General Correspondence:*

G-1: Short Term Rentals Harrison Hot Springs to Minister Fassbender (Page 1)

G-2: Municipal Smoke-Free Bylaws (Page 2)

G-3: George Massey Tunnel (Page 4)

G-4: Ministry of Community Sport & Culture Development (Page 10)

*Resident Correspondence:*

R-1: Lions Bay Block Watch (Page 13)

R-2: Anne-Marie Halliday (Page 15)

R-3: Scott Ando (Page 16)

R-4: Lions Bay Arts and Culture Centre (Page 17)

# HARRISON HOT SPRINGS

*Naturally Refreshed*

November 28, 2016

File: 0400-20

The Honourable Peter Fassbender  
Minister of Community, Sport and Cultural Development  
Minister Responsible for Translink  
PO BOX 9056, STN PROV GOVT  
Victoria, BC V8W 9E2

Dear Minister Fassbender:

Subject: Short Term Rentals in the Tourism Accommodation Sector

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Our Council appreciates that the Province is giving serious consideration to the 'sharing economy' in BC. We applaud the focus that your Ministry is bringing to these issues and to the impacts to communities arising from this new economy.

In Harrison Hot Springs, short term rentals within the tourism accommodation sector are of particular concern. This growing commercial activity within residential areas is problematic in terms of traffic, noise and security. While we work to amend our zoning regulations to recognise this activity, we ask that the Province also recognise the commercial nature of this new tourism accommodation sector through the sales tax system. These rental units represent direct competition with established hotels, motels and inns, which are properly regulated in terms of health & safety, zoning and taxation. We are particularly concerned that these units are not recognised as public accommodation for the purposes of fire protection requirements.

What we are seeing here in Harrison is a growing and lucrative commercial economy which is operating outside the established Provincial Sales Tax system, including the Municipal Regional District Tax (MRDT) which funds tourism marketing locally and on a provincial level. The best way to address this is to rescind Section 78(1)(b) of BC's PST Refund and Exemption Regulation, which exempts accommodation providers with fewer than 4 units of accommodation.

Short term rentals are not the bed & breakfasts of yesteryear, instead they are part of a growing economy which is operating outside of appropriate regulation and taxation. We look forward to your response to this issue of growing concern.

Yours truly,



Mayor Leo Facio

cc: Honourable Michael de Jong, Q.C., Minister of Finance  
Mr. Laurie Throness, MLA Chilliwack-Hope  
UBCM Member Municipalities  
Tourism Harrison  
Danny Crowell, General Manager, Harrison Hot Springs Resort & Spa

Municipal Office: P.O. Box 160, 495 Hot Springs Road, Harrison Hot Springs, BC V0M 1K0

E [info@harrisonhotsprings.ca](mailto:info@harrisonhotsprings.ca) W [www.harrisonhotsprings.ca](http://www.harrisonhotsprings.ca)

T 604 796 2171 F 604 796 2192

**From:** [Megan Klitch](#)  
**Cc:** [Megan Klitch](#)  
**Subject:** Municipal smoke-free bylaws: update and invitation  
**Date:** Tuesday, November 29, 2016 8:59:04 AM  
**Attachments:** [201611-MunicipalEndorsement-SVFLegislation.pdf](#)

---

Good morning,

The Canadian Cancer Society sent a letter to your Mayor and Council this past summer seeking endorsement of the Society's recommendation for provincial smoke and vape-free outdoor public places.

We welcome your community to join the twenty-eight communities that have, to date, endorsed this recommendation (see attached).

We also invite you join an upcoming webinar December 6, and to share this invitation with other people who may find it relevant in your community.

The webinar is titled: **Smoke and vape-free outdoor places: BC's municipal momentum**. Register here: <http://www.cleanaircoalitionbc.com/webinars> or email [jackboomer@shaw.ca](mailto:jackboomer@shaw.ca).

The webinar will share preliminary findings from interviews with BC municipalities that have tobacco bylaws, including impact, methods employed, cost, enforcement, and response to the Society's recommendation for provincial action. We will share helpful tools the Society has developed to support municipalities contemplating tobacco bylaws.

Please don't hesitate to contact me should you have any questions,

In best health,

Megan

**Megan Klitch**

Health Promotion Coordinator

**Canadian Cancer Society, BC and Yukon Division**

**Tel** 250-645-2369 **Fax** 250-563-0385

1100 Alward Street

Prince George, BC V2M 7B1

Connect with us online

[Cancer.ca](#) | [Facebook](#) | [Twitter](#) | [Youtube](#)

## **Smoke and Vape-free Outdoor Public Places BC municipal endorsement for provincial action**

Effective November 2016, twenty-eight BC municipalities have endorsed the Canadian Cancer Society’s recommendation that the BC government expand the scope of BC’s *Tobacco and Vapour Products Control Act* to prohibit use in outdoor public places.

Smoke and vape-free outdoor public places legislation would prohibit smoking and vaping in BC’s outdoor public places, including restaurant and bar patios, playgrounds, parks and beaches, with ministry guidelines legislated for post-secondary campuses. “Smoking” would include burning a cigarette or cigar, or burning any substance using a pipe, hookah pipe, lighted smoking device or electronic smoking device, with some exemptions for the ceremonial use of tobacco in relation to traditional aboriginal cultural activities.

### **This recommendation is endorsed by the following 28 BC municipalities:**

17 municipalities without outdoor tobacco bylaws

Ashcroft	Courtenay	Oliver
Campbell River	Golden	Parksville
Canal Flats	Kent	Prince George
Chase	Ladysmith	Rosland
Chetwynd	Lantzville	Smithers
Clearwater	Mackenzie	

11 municipalities currently protected with municipal or regional district bylaws that are more comprehensive than the *Tobacco and Vapour Products Control Act*

Colwood	Harrison Hot Springs	Summerland
Dawson Creek	Lake Country	Tofino
Duncan	Sidney	Ucluelet
Esquimalt	Squamish	

To endorse this recommendation, municipalities may email [mklitch@bc.cancer.ca](mailto:mklitch@bc.cancer.ca).

NOV 18 2016

✓ Agenda  
✓ Meeting



THE CORPORATION OF DELTA  
*Office of The Mayor, Lois E. Jackson*



November 8, 2016

Mr. Steve Carr, Chief of Staff  
Office of the Premier  
PO Box 9041, Stn Prov Govt  
Victoria BC V8W9E1

Dear Mr. Carr,

**RE: George Massey Tunnel – An Emergency Response Perspective**

Further to our meeting during the annual UBCM Convention in September, I am pleased to provide additional information, as requested, regarding the safety benefits of a bridge compared with the George Massey Tunnel from a safety and emergency response perspective.

At the November 7, 2017 Regular Meeting, Delta Council unanimously endorsed the enclosed report which describes some of the problems that Delta's first responders have experienced over the years in dealing with accidents in the George Massey Tunnel. The report highlights the significant safety benefits of a bridge when compared with the tunnel from an emergency response perspective.

I trust that you will find this information useful. If you have any questions, please do not hesitate to contact me at 604-946-3210.

Yours truly,

Lois E. Jackson  
Mayor

Enclosure

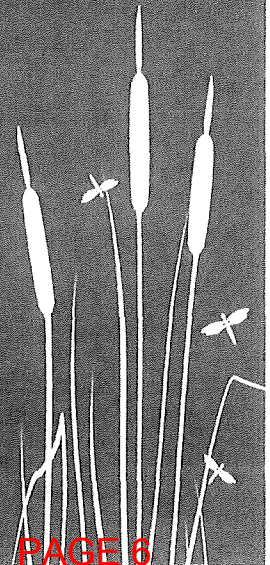
cc: The Honourable Christy Clark, Premier of British Columbia  
Michele Cadario, Deputy Chief of Staff, Office of the Premier  
The Honourable Todd Stone, Minister of Transportation and Infrastructure  
The Honourable Carla Qualtrough, PC, MP Delta  
Scott Hamilton, MLA Delta North  
Vicki Huntington, MLA Delta South  
Metro Vancouver Board of Directors  
Metro Vancouver Member Municipalities  
Delta Council  
George V. Harvie, Chief Administrative Officer  
Chief Constable Neil Dubord, Delta Police Department  
Fire Chief Dan Copeland, Delta Fire & Emergency Services  
Sean McGill, Director of Human Resources & Corporate Planning



## George Massey Tunnel Replacement Project

Safety benefits from an emergency response perspective.

# Delta



## George Massey Tunnel Replacement Project Safety Benefits from an Emergency Response Perspective

The announcement by Premier Christy Clark in September 2013 of plans to replace the George Massey Tunnel with a new bridge has prompted some debate regarding the respective advantages and disadvantages of bridges and tunnels. Although the Province and Delta have provided considerable evidence in support of a bridge, it is important to highlight some additional considerations from an emergency response perspective.

### ACCIDENTS IN TUNNELS ARE MORE FREQUENT AND MORE SEVERE:

Not only is there a higher than average accident rate for the George Massey Tunnel, vehicular accidents in tunnels also tend to be more severe and result in more significant injuries and deaths than accidents on open roads:

- The average accident rate for the George Massey Tunnel is 47% higher (0.44 collisions per million vehicle kilometres) than the provincial average of 0.30 collisions per million vehicle kilometres for a comparable highway classification. The average collision rate for northbound vehicles in this segment of Highway 99 is double the provincial average collision rate for this highway classification, 0.60 collisions per million vehicle kilometres (Delcan, 2015).
- Many accidents occur on the approach to the tunnel since drivers tend to reduce speed and move away from the side wall when entering a confined space. In combination with merging lanes, high traffic volumes and vehicles in close proximity, there is a higher likelihood of an accident. This is especially problematic when contra-flow lanes are used during peak hours and traffic is going in both directions through a single tunnel.
- A review of ICBC crashes from 2009 to 2013 found an average of more than 300 collisions annually at the George Massey Tunnel and adjacent interchanges. Of these, approximately 40% resulted in casualties (injury or death).
- Studies indicate that a bridge would reduce collision rates by more than 35% compared with the tunnel (based on traffic data at the new Port Mann Bridge (BC MoTI, 2015)).



### 3 GMTRP – An Emergency Response Perspective

#### EMERGENCY RESPONSE – DELAYS AND HAZARDS:

The heavy traffic congestion and lack of a shoulder lane for emergency vehicles make it difficult for first responders to reach and clear accidents, both within the tunnel itself and the entrance and exit areas. This presents a significant safety concern as there may be delayed emergency response times and provision of critical care.

- Delta firefighters responded to an accident inside the tunnel during the morning peak rush hour. The fire truck was unable to enter the tunnel due to traffic so two emergency responders proceeded on foot to the accident scene and provided medical assistance to the injured. Richmond Emergency Services was unable to enter the tunnel from the north side until traffic had been cleared.
- There was an early morning accident south-bound involving 5 vehicles. Emergency responders had to wait until the counterflow had been shut down in order to enter the tunnel and get to the accident.
- There was a north-bound head-on collision between a bus and SUV. The fire engine was unable to get close to the accident so the jaws of life and power unit were carried to the incident scene where one person was extracted from a vehicle.
- Three people were trapped in a car north-bound in the tunnel. The tunnel was full of vehicles so firefighters walked to the accident until access for the fire truck could be cleared.
- A peak-hour two-car collision heading north into the tunnel involved three children in one vehicle. Emergency responders had to wait on Highway 17 until access to the scene could be secured.
- Three peak-hour morning accidents, involving 2 vehicles north-bound in the slow lane, 4 vehicles north-bound in the counterflow lane, and an accident south-bound, effectively closed the tunnel completely.
- A fatal collision involving a car explosion filled the tunnel with smoke. Responding police officers could not breathe due to the smoke, resulting in delays and health concerns for officers.
- There are issues with communication in the tunnel, including radio systems which do not work.

Where a fire is involved in a tunnel incident, there are health and safety concerns for emergency personnel entering a confined space filled with smoke, as well as potential impacts on the people trapped in the tunnel. For example, a vehicle fire occurred north-bound in the tunnel and heavy black smoke was coming out of the tunnel entrance. A person was reported to be trapped inside a burning car. There was delayed emergency response due to traffic congestion. Two firefighters were sent into the tunnel with self-contained breathing apparatus (SCBA) and an extinguisher.

#### ECONOMIC IMPACT OF ACCIDENTS:

In addition to the costs associated with vehicle collisions, accidents in or near the tunnel often result in the closure of one, or even both, tunnels. The economic impacts of tunnel closures, even brief closures,



## 4 GMTRP – An Emergency Response Perspective

are considerable. Accidents on multi-lane bridges are less likely to result in complete closure since there are alternative routes around the scene of the accident.

### DISASTER MANAGEMENT IMPLICATIONS:

The George Massey Tunnel has approximately ten years left before major components, such as lighting, ventilation and pumping systems, need to be replaced. Seismic upgrades were completed in the early 2000s which will withstand smaller earthquakes; however, the tunnel will not withstand a major earthquake, and it is not feasible to upgrade it to modern seismic standards. A 1-in-275 year seismic event would lead to tunnel failure, which is far below current design standards of 1-in-2475 years (MOTI, 2015).

### CONCLUSIONS:

The replacement of the George Massey Tunnel with a bridge will result in improved emergency response capabilities and faster response times for fire, police and ambulance. A bridge, with extra lanes and shoulder lanes, would provide improved emergency vehicle access to accidents and allow vehicles to turn around and cross-over lanes in emergency situations. Furthermore, complete closure of the bridge is far less likely than tunnel closure. There are significant advantages of a bridge over a tunnel from an emergency response perspective.

### References:

BC MOTI (2015). George Massey Tunnel Replacement Project: Project Definition Report. Retrieved from: <https://engage.gov.bc.ca/masseytunnel/files/2015/12/GMT-Project-Definition-Report-Dec-2015.pdf>

Delcan. (2015). George Massey Tunnel Replacement Project: Collision Data Analysis. Retrieved from: <https://engage.gov.bc.ca/masseytunnel/files/2015/12/Collision-Data-Analysis-2015.pdf>

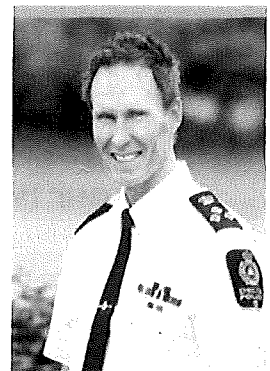
ICBC. (2016) Lower Mainland Crashes. Retrieved from: <http://www.icbc.com/about-icbc/newsroom/Pages/Lower-Mainland-Crash-Map.aspx>

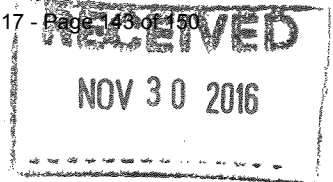


**Chief Dan Copeland,**  
Delta Fire & Emergency



**Chief Neil Dubord**  
Delta Police Department





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

November 24, 2016

Ref: 168954

His Worship Mayor John McEwen  
 and Members of Council  
 Village of Anmore  
 2697 Sunnyside Rd  
 Anmore BC V3H 5G9

His Worship Mayor Karl Buhr  
 and Members of Council  
 Village of Lions Bay  
 PO Box 141  
 Lions Bay BC V0N 2E0

His Worship Mayor Ralph Drew  
 and Members of Council  
 Village of Belcarra  
 4084 Bedwell Bay Rd  
 Belcarra BC V3H 4P8

His Worship Mayor Murray Skeels  
 and Members of Council  
 Bowen Island Municipality  
 981 Artisan Ln  
 Bowen Island BC V0N 1G2

Dear Mayors McEwen, Drew, Buhr and Skeels and Councillors:

As Minister of Community, Sport and Cultural Development and Minister responsible for TransLink, it was my pleasure to meet with your delegation during the 2016 Union of British Columbia Municipalities (UBCM) Convention, recently held in Victoria. In particular, I appreciated the opportunity to discuss in person the matters of importance to your communities.

I understand the fiscal realities faced by your communities and recognize that you have limited resources to meet your service and infrastructure needs. This is why it is part of our job to help you be successful with our capital funding programs. Ministry staff are pleased to answer any questions, whether specific to a project application, a current program inquiry, or a technical issue with a proposed or future project. If we can be of assistance, please contact Brian Bedford, Director, Infrastructure and Engineering Unit, by telephone at: 250 356-0700, or by email at: Brian.Bedford@gov.bc.ca.

When grant programs are available, it is important that you try and take advantage of them. In that respect, I note that only the Village of Lions Bay applied (and was successful) to the Small Communities Fund program. I encourage each of your communities to work with my staff to make sure you are aware of and consider any application to, this program. As well, on the closing day of convention, the Province of British Columbia, in conjunction with the Federal Government, launched the Clean Water and Wastewater Fund. I hope you have looked into this program and considered applying should you have relevant projects within your communities.

.../2

Mayors McEwen, Drew, Buhr and Skeels and Councillors  
Page 2

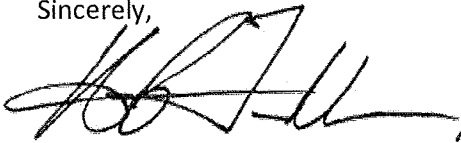
At our meeting, you expressed an interest in gaining access to existing Crown land that could be used to generate future revenue for your municipalities. I have asked Jacquie Dawes, Deputy Minister, to follow-up with the Ministry of Forests, Lands and Natural Resource Operations on the feasibility of Crown land grants for this purpose. As discussed, there may also be some value in exploring the current governance and service delivery model in your communities to determine if efficiencies could be gained, for example with fire protection or administrative services. Marijke Edmondson, Director, Governance and Structure, can be contacted in this regard. Ms. Edmondson can be reached by telephone at: 250 387-4058, or by email at: [Marijke.Edmondson@gov.bc.ca](mailto:Marijke.Edmondson@gov.bc.ca).

You also raised the matter of the Village of Anmore's transit services. As you likely know, as part of a package of proposed improvements for the Northeast sector, TransLink's draft Investment Plan includes a proposal to increase existing bus service to Anmore and Belcarra during weekday middays to operate every 30 minutes. As a member of the Mayors' Council on Regional Transportation, Anmore will have an opportunity to consider the draft Investment Plan this month. I look forward to learning the outcomes of that deliberation.

It is always valuable to hear directly from local governments regarding the challenges and opportunities in your communities. I look forward to continuing a productive dialogue over the coming months.

Thank you again to your delegation for taking the time to meet with me.

Sincerely,



Peter Fassbender  
Minister

pc: Linda Reimer, MLA  
Port Moody - Coquitlam

Jordan Sturdy, MLA  
West Vancouver – Sea to Sky

Jacquie Dawes  
Deputy Minister  
Ministry of Community, Sport and Cultural Development

Brian Bedford  
Director  
Infrastructure and Engineering Unit

Marijke Edmondson  
Director, Governance and Structure

**From:** [Karl Buhr](#)  
**To:** [MLA Jordan STURDY \(j.sturdy@leg.bc.ca\)](mailto:MLA Jordan STURDY (j.sturdy@leg.bc.ca))  
**Cc:** [Peter DeJong](#); [John McEwen](#); [Ralph Drew](#); [mskeels@bimbc.ca](mailto:mskeels@bimbc.ca); [Juli Kolby](#); [lydsart@belcarra.ca](mailto:lydsart@belcarra.ca); [klalonde@bimbc.ca](mailto:klalonde@bimbc.ca); [Council @ Lions Bay](#)  
**Subject:** Follow-up on UBCM asks  
**Date:** Monday, October 24, 2016 9:41:00 AM  
**Attachments:** [image002.jpg](#)  
[image001.jpg](#)

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Dear Jordan,

Following our discussion at UBCM, here are my succinct asks for Lions Bay (and by extension OBO the other three small semi-urban Metro municipalities) pertaining to the presentation we made to Minister Fassbender and MCSCD staff:

- Allow us to participate in the Gas Tax Strategic Priorities Fund, both jointly and individually, instead of allocating those funds to the GVRF.
- Allow us to apply for the Rural Dividend program (the current application intake closes Oct. 31, so time's of the essence if we're to gain immediate advantage).
- Uplift our Small Communities Grant to partly compensate for the fact that our proximity to Metro disproportionately increases our staffing and project costs.

Thanks and regards,  
Karl

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**Karl Buhr**

*Mayor of Lions Bay*

**The Village of Lions Bay** [www.lionsbay.ca](http://www.lionsbay.ca)

PO Box 141, 400 Centre Road, Lions Bay, British Columbia V0N 2E0 CANADA

Mobile +1(604) 562-8997, Village offices +1(604) 921-9333, Municipal fax

+1(604) 921-6643

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From: [REDACTED]  
To: [Shawna Gilroy](#)  
Subject: Fwd: Lions Bay Block Watch  
Date: Saturday, November 19, 2016 11:33:06 AM

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Hi Shawna,

I sent this email a while back and haven't heard anything. I don't know if this was passed along to you or not, but here it is.

If I need to send this in as incoming correspondence to Council I can do that too.

Thanks for your direction,

Ruth

----- Forwarded message -----

From: [REDACTED]  
Date: Thu, Oct 27, 2016 at 11:24 AM  
Subject: Lions Bay Block Watch  
To: Peter DeJong <[cao@lionsbay.ca](mailto:cao@lionsbay.ca)>, Karl Buhr <[mayor.buhr@lionsbay.ca](mailto:mayor.buhr@lionsbay.ca)>

Hello Peter and Karl,

Last night I gave a presentation about the Block Watch program to the neighbors on lower Lions Bay Avenue. Sally and Lucy had organized a neighborhood get together at a home on the street as an opportunity for a meet and greet and to learn more about Block Watch.

This was an opportunity for me to update my presentation and info. and to review the Village website. I have the following suggestions for the Village website that would be helpful for residents:

1. I would be happy to provide an overview of the Lions Bay Block Watch program to staff and Council anytime. You may already know, but we have a new RCMP Community Policing Coordinator Wendy Shard, and a joint meeting may be helpful.
2. I have coordinated the Community Safety Forums in the Village for the past four years in April. Happy to do so again next April with staff and Council support to promote the event and increase attendance and participation with advanced promotion.
3. The information on the Village website is very little information about the RCMP [The link to RCMP from the Village website](#) takes you to the Federal site and it would be better to direct people to [this specific page](#) or the excellent info on the District of Squamish [page](#). Even better if the Village duplicated the content.
4. On the Village website please change the following:  
Delete the [PDF found here](#) and replace with a link to this page: [http://www.lionsbay.ca/Community\\_Groups.html](http://www.lionsbay.ca/Community_Groups.html). I don't know where you find that page from the main menu but it should be a link under Resident Information.  
Also, please update the [content on this page](#) as follows:

## **BLOCK WATCH**

### **Creating Safer Neighbourhoods one block at a time**

[Block Watch Society of BC](#) provides a program where neighbours watch out for neighbours by discouraging and preventing crime at the local level. The ultimate success of Block Watch depends largely on a commitment to cooperate between area residents, the Squamish [RCMP](#) —

and more importantly, between residents themselves.

It also helps to promote community awareness and community pride. Block Watch encourages active participation in crime prevention. Captains and co-captains are needed for each of the 42 "Blocks" in Lions Bay.

To get involved or find out more, please contact Lions Bay Block Watch Coordinator Ruth Simons [ruthsimonslb@gmail.com](mailto:ruthsimonslb@gmail.com) or call [604 921-6564](tel:604-921-6564). Creating Safer Neighbourhoods one block at a time.

Thank you,  
Ruth

**From:** [Ron McLaughlin](#)  
**To:** [REDACTED] [Council @ Lions Bay](#)  
**Cc:** [REDACTED] [Agenda](#); [Shawna Gilroy](#); [Peter DeJong](#); [Naizam Jaffer](#)  
**Subject:** Re: Sunset Drive Street Frontage  
**Date:** Monday, November 21, 2016 10:38:23 AM

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Dear Anne-Marie: It was good to see you and [REDACTED] at [REDACTED] and [REDACTED] Farewell party at Broughton Hall on Thursday evening. What a wonderful event and send off!

There was discussion on your letter at the last Council meeting and I would refer you to the recording for greater detail. As to the "clean up" etc. , Public Works will be meeting with residents in the area to ensure no conflict to the work being done and ultimately attending to the area when it can be fit into their schedule. Best regards.....Ron

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**From:** Anne-Marie [REDACTED]  
**Sent:** Thursday, November 10, 2016 10:18 AM  
**To:** Council @ Lions Bay  
**Cc:** [REDACTED]  
**Subject:** Sunset Drive Street Frontage

Good Day Council Members:

Subsequent to some correspondence which I have exchanged with Mr Nai Jaffer, I am bringing my concerns before Council. This regards the unruly state of the sidewalks along the east side of Sunset Drive.

It has become more and more evident that the Works Yard staff are averse to, or even refusing to tackle the task of clearing the drainage/creek along the eastern street side of Sunset Drive, which has become very overgrown and unsightly. This is clearly Municipal property and as such, falls within the jurisdiction of the Works Yard who do their best to keep the rest of the Village in the best shape possible.

Whilst I strongly believe that the onus is on each property owner to maintain their own street frontage, unfortunately many others do not share my opinion.

As you are no doubt aware, that side of Sunset Drive is the entrance to the very popular Trudi's hiking trail, which is very well used by villagers and visitors alike. Several people have remarked on the very overgrown state of the entrance. Finding parking along this stretch of the road can also be challenging.

I would appreciate hearing from Council if we can anticipate some action being taken in this regard in the future?

Best regards.

Anne-Marie Halliday  
115 Sunset Drive

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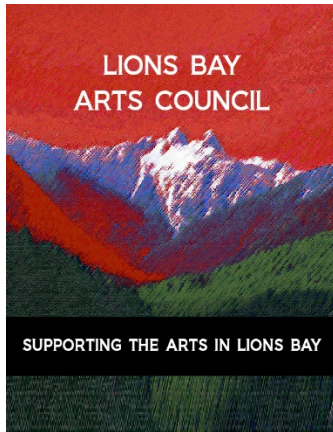
**From:** Scott Ando  
**Sent:** Friday, November 18, 2016 6:15 PM  
**To:** Capital Projects  
**Cc:** Council @ Lions Bay  
**Subject:** Referendum - Loan Authorization Bylaw

Good afternoon,

I support the Infrastructure Master Plan Financing Loan Authorization Bylaw No. 508, 2016. It is in the best interest of the Village and provides the most economical way to replace some of our aging infrastructure. I am disappointed in the Village's communications to the electorate to provide sufficient information to make an informed decision. The Village sent one planned information piece by mail, held one town meeting, and mention it in a few Village Updates. Although the Village has provided some valuable information on the website, I am concerned that the Village was not proactive enough to inform the residents. If the referendum is unsuccessful, I hope that people are held accountable.

Sincerely,

S. Ando



October 26, 2016

**Proposal for an Arts and Culture Centre to be established in the previous Library Space**

Lions Bay Arts Council would like to propose the creation of an Arts and Culture Centre in the old Library Space.

Lions Bay Arts Council has expressed for some time now the need for a physical location that anchors the Arts and Cultural activities of our community. While the closure of the Library will certainly be a loss for many Lions Bay residents, we hope that the establishment of an arts and culture centre might be able to retain some of the library programming that was popular with residents while at the same time introducing a number of new opportunities.

We would envision the following activities for this Arts and Culture Centre.

1. A permanent gallery for visual art – paintings, sculpture, photography etc.
2. An space for introducing new artists in the community and surrounding communities i.e. artists reception, opening of new shows
3. A permanent space for the historical society to display their photos and literature, videos etc.
4. A regular children’s reading program
5. Workshops for the arts – painting, photography, music etc.
6. A lending/exchange library for residents outside the Centre entrance

We would anticipate that workshops would be self-funding. Also, sale of artists work would involve a commission back to the Arts and Culture Centre.

The challenges we would face would be finding volunteers to preside over the gallery during open hours (likely only on weekends between April 1 and October 31), finding trained artists to provide workshops and finding volunteers to develop programs for the space.

We suggest forming a standing sub-committee of the Arts Council to oversee and manage the Arts and Culture Centre. We would also consider a survey of residents to determine other activities and uses that they may wish to see established.

We appreciate Council’s consideration of this proposal in principle and should we receive a positive response, we would wish to engage in further more detailed discussions as to how this plan could be implemented.