



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, DECEMBER 19, 2017 at 7:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

AGENDA

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Public Participation (2 minutes per person totalling 10 minutes maximum)**
- 4. Public Delegation Requests Accepted by Agenda Deadline (10 minutes maximum)**
- 5. Review & Approval of Minutes of Prior Meetings**
 - A. Regular Council Meeting – December 5, 2017 (Page 5)
THAT the Regular Council Meeting Minutes of December 5, 2017 be adopted as circulated.
 - B. Council Strategy Committee Meeting – May 2, 2017 (Page 11)
THAT the Council Strategy Committee Meeting Minutes of May 2, 2017 be adopted as circulated.
- 6. Business Arising from the Minutes**
- 7. Unfinished Business**
 - A. Follow-Up Action Items from Previous Meetings

#	Meeting Date	Description of Action Item	Person Responsible
27	October 17, 2017	Correspondence G3: Salish Sea Heritage & House of Commons E-Petition 1269	Karl
30	December 5, 2017	Correspondence R1: Remembrance Day Veterans Memorial	Fred

- 8. Reports**
 - A. Staff
 - i. CAO: Parking and Traffic Signage Purchase Order Report (Page 13)
THAT Council approve the Preferred Options in each of Parts 1, 2 and 3 and 4 of this report.

- ii. CAO: Secondary Suite Surcharge Fees Report (Page 21)
 - (1) THAT staff create a communications campaign to educate residents about the requirements surrounding Secondary Suites, especially the safety requirements, and the municipality's willingness to assist property owners with options to meet those requirements;
 - (2) THAT staff undertake graduated enforcement of the municipality's bylaws against those Secondary Suite owners who fail to comply with the Secondary Suite requirements; and
 - (3) THAT Council direct staff to bring forward some amendments to Secondary Suite Surcharge Bylaw No. 513, 2017 to define a Secondary Suite in accordance with Zoning and Development Bylaw No. 520, 2017, clarify the requirement to register a Secondary Suite, and clarify the meaning of occupied in relation to an obligation to pay the surcharge.
- iii. CFO: Purchase of Bus Shelter (Page 29)
 - THAT Council approve an additional capital expenditure of up to \$29,000 for the purchase and installation of a bus shelter to be funded by a 2017 TransLink TRRIP grant in the amount of \$12,523 with the balance to be withdrawn from reserves.
- iv. Parking Meter Trial Period Report (Page 31)
 - (1) THAT the metered parking program with Precision Parklink be renewed for the 2018 summer season (mid-May to mid-September) using rented, refurbished DG4 pay and display meters;
 - (2) THAT staff further review the pricing structure from the trial period and recommend adjustments accordingly;
 - (3) THAT residents continue to be able to use their resident passes to park for free at the Sunset Trailhead and Kelvin Grove Lots, but not the Lions Bay Beach Park (LBBP) Lot;
 - (4) THAT staff consult with the operators of the Marina regarding boat trailers to seek a better solution than the current system in order to free up more parking spaces in the LBBP on weekends;
 - (5) THAT residents be requested to provide feedback to this report via the Village Update and Mayor's Message and that they

be surveyed regarding their preferences for style of resident parking passes;

(6) THAT additional Bearsmart garbage and recycling facilities be provided at the Kelvin Grove Beach Park Lot;

(7) THAT staff provide further review of the number of hours provided for parking bylaw compliance; and

(8) THAT staff further explore the idea of leasing the Brunswick offramp area from the Ministry of Transportation and Infrastructure (MOTI) with a view to installing a parking meter there.

B. Mayor – None

C. Council – None

D. Committees

i. Trees, Views & Landscapes Committee – Tree App #83 – 307 Bayview Place (Page 67)

THAT as requested, the applicant is permitted to cut and clean the specified trees. All wood and debris must be removed.

ii. Trees, Views & Landscapes Committee – Tree App #82 – 280 Mountain Drive (Page 75)

THAT as requested, the applicant is permitted to cut and clean the specified Australian Pines. All wood and debris must be removed; and

THAT re-planting is required with dwarf evergreens. Public Works to give the applicant three choices of dwarf evergreens. Cost consideration should be taken into account.

iii. Board of Variance Meeting – May 15, 2017 (Page 85)

THAT the adopted Board of Variance Meeting Minutes from May 15, 2017 be received for information.

E. Emergency Services – None

9. Resolutions

10. Bylaws

A. Fees Bylaw No. 497, 2016, Amendment Bylaw No. 534, 2017 – Adoption (Page 89)

THAT Fees Bylaw No. 497, 2016, Amendment Bylaw No. 534, 2017 be adopted.

11. Correspondence

A. List of Correspondence to December 14, 2017 (Page 127)

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

12. New Business

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

14. Closed Council Meeting

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

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

- a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- d) the security of the property of the municipality;
- g) litigation or potential litigation affecting the municipality;
- k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];

15. Reporting Out From Closed Portion of Meeting

16. Adjournment



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, DECEMBER 5, 2017 at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

MINUTES

In Attendance:

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

Regrets: Councillor Norm Barmeier

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

Delegations: 0

Public: 2

1. Call to Order

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

2. Adoption of Agenda

Moved/Seconded

THAT item 8Aii – 2018 Budget and LBFR Fire Report be added; and

THAT the agenda be adopted, as amended.

CARRIED

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

A. Tony Cox

Mr. Cox informed Council that in the past, the Historical Society have published two booklets on the history of Lions Bay with any excess money from sales given to the Village, they have supplied plaques at each end of Centennial Trail, placed a bench in

Wade Park, and are now proposing to install a bench at the bus stop at the top of Crosscreek Road (which may require Public Works to ensure the space is flat). The Historical Society presented this idea to Council last spring and Tony was unsure why their proposal had not been tended to yet. CAO DeJong explained that it has been looked into, and that he and Public Works Manager Jaffer will be meeting with a technician from Translink on Thursday, December 7th to determine the best location for a shelter, to try and take advantage of available funding before year end.

Mr. Cox also queried whether it was possible for Council to negotiate being associated with the West Vancouver Library, as it currently costs outside residents \$50 to obtain a West Vancouver Library Card. Similar considerations apply to the West Vancouver rec centre.

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

None

5. Review & Approval of Minutes of Prior Meetings

A. Regular Council Meeting – November 21, 2017

Moved/Seconded

THAT the Regular Council Meeting Minutes of November 21, 2017 be adopted as amended.

CARRIED

Audio: 00:07

6. Business Arising from the Minutes

CAO DeJong advised Council that the letter has been sent to the Department of Fisheries and Oceans regarding the Glass Sponge Reefs.

7. Unfinished Business

A. Follow-Up Action Items from Previous Meetings

#	Meeting Date	Description of Action Item	Action
27	October 17, 2017	Correspondence G3: Salish Sea Heritage & House of Commons E-Petition 1269	In progress
29	November 21, 2017	Correspondence R1: Letter from Victoria Rogers	Complete

Audio: 00:09

8. Reports

A. Staff

i. CFO: Accounts Payable Cheque Listing

Council queried a few items from the Accounts Payable Cheque Listing.

Moved/Seconded

THAT the report “Accounts Payable Cheque Listing” be received for information purposes.

CARRIED

Audio: 00:14

ii. 2018 Budget and LBFR Fire Report

CFO Rooke discussed the 2018 Budget schedule, explaining that it would come to Council for first and second reading on March 20, 2018, four weeks earlier than the 2017 budget (as requested by Council). The preliminary budget would be presented to Council at the January 9, 2018 Regular Council Meeting. The schedule could be shortened depending upon how many meetings were required to review the budget. In terms of the Fire Report, CFO Rooke informed Council that a complete operational and capital cost summary would be prepared at year end.

Moved/Seconded

THAT the verbal report “2018 Budget and LBFR Fire Report” be received for information.

CARRIED

B. Mayor

None

Audio: 00:26

C. Council

i. Fred Bain: Veteran’s Memorial Proposal

Councillor Bain proposed the idea of a Veteran’s Memorial at the Highway Water Tank location once the tank has been moved underground, and offered to assemble a select committee to establish the memorial.

Moved/Seconded

THAT Council consider the matter further in closed meeting under section 90 (1) (a) of the *Community Charter*.

CARRIED

D. Committees

i. Lions Bay Beach Park Advisory Committee Minutes – November 9, 2017

Council discussed the Survey Monkey that was sent out last Friday in the Village Update, reporting approximately 51 responses so far.

Moved/Seconded

THAT the Lions Bay Beach Park Advisory Committee Meeting Minutes of November 9, 2017 be received for information.

CARRIED

Audio: 00:39

ii. Infrastructure Committee Minutes – November 27, 2017

Council reviewed the draft Infrastructure Committee Meeting Minutes.

Moved/Seconded

THAT the draft Infrastructure Committee Meeting Minutes of November 27, 2017 be received for information.

CARRIED

E. Emergency Services

None

9. Resolutions

None

The recording device failed resulting in a recess of the meeting at 7:43 p.m. and continuing at 7:44 p.m.

Audio: 00:44

10. Bylaws

A. Fire Bylaw No. 428, 2011, Amendment Bylaw No. 535, 2017 – Adoption

CAO DeJong advised Council that Fire Chief Andrew Oliver was disappointed that Council was electing to raise the renovation value threshold for the sprinklering requirement from 50% to 75%. He felt it was important that more homes have sprinkler systems for safety reasons and to provide for a safer environment for fire fighters when responding to a residential fire. Council adopted the bylaw with a 75% renovation value.

Moved/Seconded

THAT Fire Bylaw No. 428, 2011, Amendment Bylaw No. 535, 2017 be adopted.

CARRIED

B. Fees Bylaw No. 497, 2016, Amendment Bylaw No. 534, 2017 – Third Reading
 One change was made since second reading, being the removal of Park Rental Fees, which require further analysis.

Moved/Seconded

THAT Fees Bylaw No. 497, 2016, Amendment Bylaw No. 534, 2017 be read a third time.

CARRIED*Audio: 00:49***11. Correspondence**

Moved/Seconded

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

- G1: UBCM Convention – no action
- G2: Passenger Directed Vehicle Services – Mayor Response – no further action
- G3: TransLink Winter 2017-18 Bus Service Changes – no action
- G4: Cannabis Consultation – Village of Lions Bay – no action
- R1: Remembrance Day Veterans Memorial – Councillor Bain to respond
- R2: Encroachment Agreement – CAO responded, no further action

CARRIED**12. New Business**

None

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

None

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:

- a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- c) labour relations or other employee relations;

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 7:54 p.m.

The meeting was re-opened to the public at 8:27 p.m.

15. Reporting Out From Closed Portion of Meeting

Moved/Seconded

THAT Councillor Bain research the idea of a Veteran’s Memorial at the Highway Tank location, once the tank has been moved underground, and provide a preliminary report back to Council at the next meeting.

CARRIED

16. Adjournment

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 8:28 p.m.

Mayor

Corporate Officer

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

**COUNCIL STRATEGY COMMITTEE
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, MAY 2, 2016 at 3:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

MINUTES

In Attendance:

Council: Councillor Fred Bain
Councillor Jim Hughes
Councillor Ron McLaughlin (Acting Mayor)

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

Regrets: Mayor Karl Buhr

Guests: Bill Cox, BDO Canada LLP

Public: 0

1. Call to Order

Acting Mayor McLaughlin called the meeting to order at 3:00 p.m.

2. Approval of Agenda

Moved/Seconded

THAT the agenda be approved as submitted.

CARRIED

3. Public Participation

None

4. Minutes

A. Council Strategy Committee Meeting – April 18, 2017

Moved/Seconded

THAT the Council Strategy Committee Meeting Minutes of April 18, 2017 be approved as circulated.

CARRIED

5. Business Arising from the Minutes

None

6. Unfinished Business

None

7. Reports

None

8. New Business

A. Audit Report – Bill Cox, BDO Canada LLP

Mr. Cox noted that the audit is 99% complete, and proceeded to review the BDO letter with Council. He advised that there were no concerns within the final report. Mr. Cox then discussed the financial statements, providing high level comments and explanations to various sections.

Moved/Seconded

THAT the Village of Lions Bay’s 2016 Audited Financial Statements be referred to the May 2, 2017 Council meeting.

CARRIED

9. Public Questions & Comments

None

10. Adjournment

Moved/Seconded

THAT the meeting be adjourned.

CARRIED

The meeting was adjourned at 3:42 p.m.

Mayor

Corporate Officer

Date Approved by Council:	
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Type	Request for Decision		
Title	Parking and Traffic Signage Purchase Order		
Author	Peter DeJong	Reviewed By:	Nai Jaffer
Date	December 7, 2017	Version	
Issued for	December 19, 2017 Council Meeting		

Recommendation:

THAT Council approve the Preferred Options in each of Parts 1, 2 and 3 and 4 of this report.

Attachments:

Parking Plan Signage Map

Key Information:

The 2017 budget included \$25,000 for the purchase of new parking signage with such purchase to be approved by Council prior to being ordered. At the July 4, 2017 Regular Meeting, Council adopted the Canadian Manual on Uniform Traffic Control Devices (MUTCD) with respect to all signage other than custom signage demonstrably necessary as a result of unique Lions Bay circumstances. Since that time staff have reviewed parking signage throughout the Municipality with a view towards supporting a consistent approach to municipal-wide signage.

Many of the existing signs throughout the Municipality are dated and no longer conform to the MUTCD; some of the issues include:

1. Deteriorated retroreflectivity ratings,
2. Non-standard, non MUTCD signage including signs purchased at hardware stores, and through online retailers,
3. Some subtle and non-subtle variations in wording leading to confusion when interpreting,
4. Incorrect spacing and locations, etc.



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Part 1 – Parking Signage:

The attached map shows 4 types of parking signs and a count of how many of each type of sign are required, along with how many new posts are required:

- a. No Parking (160);
- b. Parking Permit Required May-Sept (52);
- c. No Parking This Side Anytime (25); and
- d. No Parking – Unattended Vehicles Ticketed and Towed (6)
- e. New Posts (58)

Any existing signs inconsistent with these signs or faded and dilapidated will be removed and replaced with one of these 4 signs (or nothing at all). It should be noted that sign b, Parking Permit Required May-Sept, presupposes that a resident or other parking permit is not required anywhere in the Village at any other time of year. Council should address their minds to whether or not they agree with this statement. Specifically, this would include an assumption that residents within the Brunswick Beach neighbourhoods are amenable to non-residents parking within their areas between October and April.

The estimated cost for the Part 1 parking signage purchase order is approximately **\$6,520**, not including installation costs attributed to Public Works.

Options: Part 1:

- (1) Approve the Part 1 parking signage purchase order in accordance with the specified quantities set out in the Draft Parking Signage Purchase Plan;
- (2) Amend the Part 1 parking signage purchase order prior to approving it;
- (3) Send the Part 1 parking signage purchase order back to staff for further information/analysis.

Preferred Option: Option 1 - Approve the Part 1 parking signage purchase order in accordance with the specified quantities set out in the Draft Parking Signage Purchase Plan.

Part 2 – Additional Parking Related Signage

Staff also received suggestions for the addition of ‘tabs’ to existing sign posts as add-ons. A tab is usually a 15 cm x 30 cm rectangular sign appended to the base of an existing sign.



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Based upon 2015 figures, a tab costs \$14.95 whereas a new sign costs \$15.50. Each tab requires two brackets for a cost of \$4.75 whereas a new sign only requires 2 brackets. Considering this price difference staff recommend purchasing a new sign rather than tabs. Tabs will result in an inconsistent look and inconsistent retroreflectivity. Moreover, tabs also require additional hardware that increase variation in the type of signs located in the Municipality.

In terms of add-ons to introduce additional, different messaging, staff has the following comments:

- a. Insert 3 hour maximum at the lower municipal complex – this would create a significant issue for staff which regularly park in this location during the day. As well, many of the hall renters use the facility for the entire day and the 3 hour maximum would make it impractical for them to park at the facility. Overnight parking at the site is a rare occurrence and seldom causes significant hardship.
- b. 3 Minute Drop-off to be added to No Parking/Unattended Vehicles at the Lions Bay Beach Park and Kelvin Grove entrances – staff recommend using tabs for this option.
- c. Ambulance “Personnel Only” – staff recommend 2 new signs for this option.
- d. “Off Roadway Only” appended to “Parking” on Bayview Road from the Alberta Creek bridge to 265 Bayview Road – this area is a pedestrian walkway delineated by a fog line at the edge of the pavement. Due to inadequate boulevard space, vehicles are forced to park with their tires within this designated walkway area. To rectify this staff recommend widening the boulevard and placing compacted gravel road base to enable parking of vehicles completely off-road. This will make this section of roadway safer for pedestrians and cyclists, particularly those coming and going to school. This would negate the requirement for the suggested signage. The estimated cost of widening this shoulder area is \$3,940.
- e. “Police, Fire, SAR Only – Official Tag Required 24/7” – staff recommend 4 new signs for this option, IF Police and SAR are to be permitted to park at the fire hall. The Fire Chief is opposed to this option as Police and SAR do not respond to the hall – the signage should indicate “Fire Personnel Only 24/7”.



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- f. “New” – This standard MUTCD sign is used to demarcate significant changes to traffic flow or movement. Staff recommend the installation of this sign at the intersection of Bayview Place and Upper Bayview in conjunction with the relocation of the “Yield” sign currently located on the north-west side of Bayview Place prior to the intersection to the north-east side of Upper Bayview Road. This traffic pattern change warrants the installation of the “New” tab below the “Yield” sign to warn residents travelling westbound on Upper Bayview Road prior to entering the intersection.
- g. “Resident Permit Parking Only Beyond This Point May-Sep” – This slight change of wording makes obsolete 4 new signs purchased and installed this past summer at the entrances to Cloudview, Seaview, Lions Bay Ave (beachfront) and Brunswick Beach. Staff recommends retaining the existing signs which read: “No Visitor Parking Available Past This Point – Resident, Guest or Contractor Parking Permit Required At All Times”. Alternatively, “At All Times” could be covered over with “from May-Sep”, assuming Council wishes to implement the May-Sep policy in all locations for requiring permits. Replacement signage would cost approximately \$115.00.
- h. “Pay Parking May-Sep (Resident Permit Okay) – Staff note that pay parking has not yet been approved going forward and would not likely recommend this message for the LBBP lot in any event. Residents can be informed of pay parking exemptions if and when the time comes.
- i. Directional signage for Parking – This should be consistent with other wayfinding signage, to be dealt with outside of this report.

Options: Part 2:

- (1) Approve Part 2 at an approximate cost of **\$4,230**.
- (2) Provide staff with direction other than as recommended in Part 2, Option 1.

Preferred Option: Approve the Part 2 recommendation in Option 1 for new signage for b, c, e and f of Part 2 of the report and for widening the parking areas on the east side of Bayview Road as described.



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Part 3 – Traffic Signage

While reviewing parking signage throughout the Municipality, it was noted that the signage denoting the school zone on Bayview Road and at pedestrian crosswalks is not in accordance with MUTCD and is also outdated. As Council has already resolved that staff should follow the MUTCD manual for standardized signage and staff would like to proceed with updating the following changes:

1. Removal of non-MUTCD crosswalk signage – crosswalk signs are not required at controlled intersections. Staff propose removal of these signs and replacement of old signs, where required, with new.
2. Remove all non-compliant signage from the school zone and replace with MUTCD signs as follows:
 - a. new ‘School Zone Signs’ at the entrance to the school zone on Bayview Road,
 - b. new ‘School Crosswalk Signs’ at the 2 marked crosswalks in the school zone,
 - c. new bump ahead signs preceding each of the 2 speed bumps within the school zone, and
 - d. new 40 km/hr speed signs at the end of the school zones

It has also been brought to staffs’ attention that speed signage throughout the Municipality is deficient in that new residents and visitors do not know and are unaware of the 40km/hr speed limit in the Municipality. Since the existing signage is regulatory and does not meet current retroreflectivity ratings, staff recommend replacement of existing signs in this regard as well as the installation of new strategically placed signs.

The estimated costs for these signage improvements are **\$2,710**.

Options: Part 3:

- (1) Approve upgrading of all crosswalk signage, regulatory school zone signage, and replacement and addition of 40 KMH signs;
- (2) Amend Option 1 prior to approving it;
- (3) Reject any upgrades under Part 3.

Preferred Option: Approve Option 1 of Part 3.



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Part 4 – additional supplies and labour costs

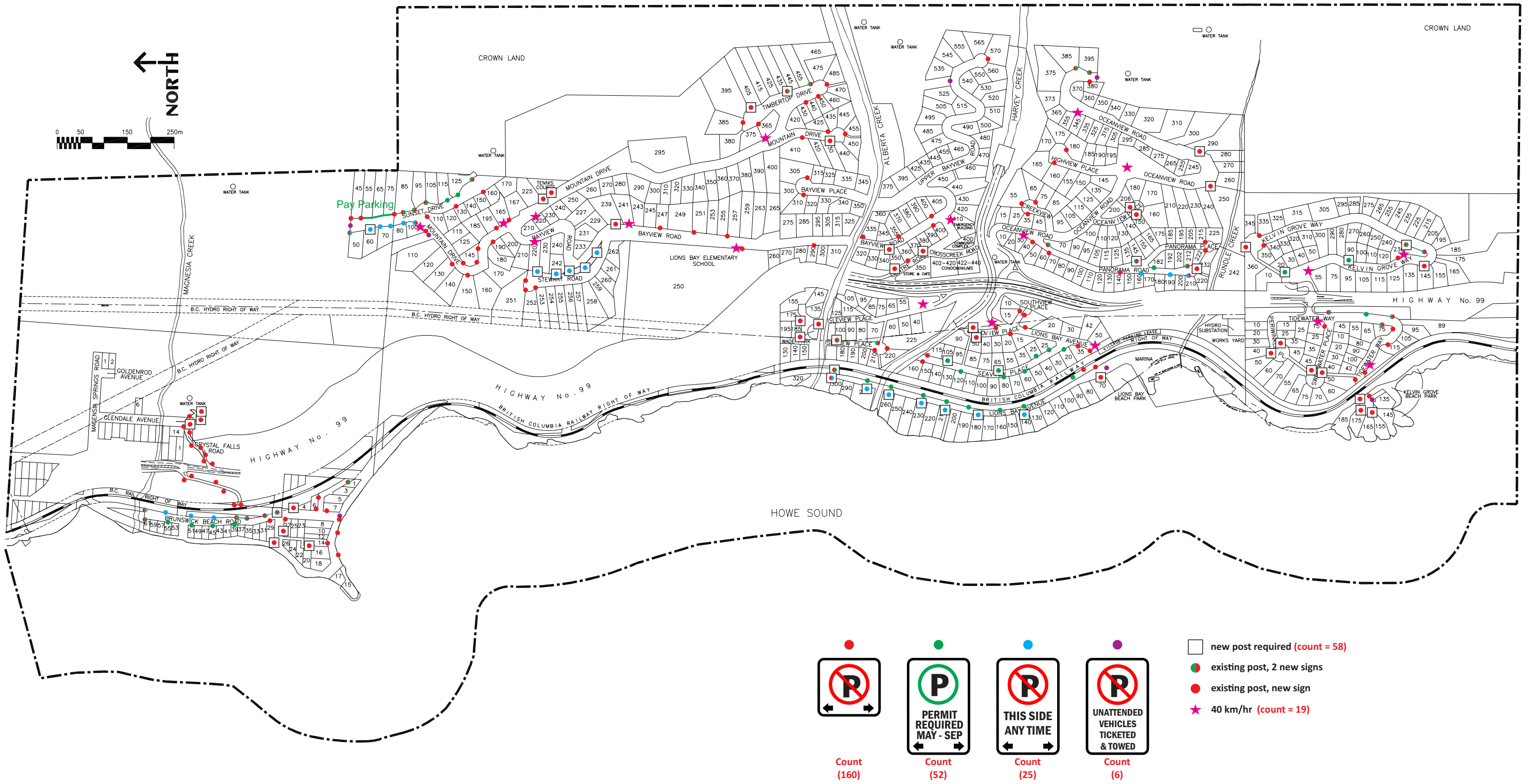
In addition to the signage required above, additional supplies such as spare signs, concrete sign bases, spare brackets, spare poles, galvanizing compound, sign sleeves, and post toggles (rebar) will be required. Staff estimate this cost to be \$3,000.

Finally, all of the costs for the signage work are exclusive of staff labour costs. This is squarely within the realm of union work so these costs would be included in our regular operating budget; however, the implementation of this plan internally will result in reduced hours spent at other core services. Tangentially, this may be mitigated if Council approves another crew member for Public Works.

Staff anticipate having to install 90 new poles and estimate it will take 1 hour per pole using two people for a total of 180 hours. For signage changes on existing poles, staff estimate being able to do 3 signs per hour including the removal of the old sign, installation of the new sign, and travel from one sign to the next. There are an estimated 300 signs to be installed in this project resulting in approximately 100 hours of time to install.

At a cost of \$42.00 per hour (includes fringe) per staff the total estimated staff costs are **\$11,760**.

Follow Up Action: In accordance with the directions of Council.



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Type	Request for Decision		
Title	Secondary Suite Surcharge Fees		
Author	Peter DeJong	Reviewed By:	
Date	December 6, 2017	Version	
Issued for	December 19, 2017 Council Meeting		

Recommendation:

1. THAT staff create a communications campaign to educate residents about the requirements surrounding Secondary Suites, especially the safety requirements, and the municipality's willingness to assist property owners with options to meet those requirements;
2. THAT staff undertake graduated enforcement of the municipality's bylaws against those Secondary Suite owners who fail to comply with the Secondary Suite requirements; and
3. THAT Council direct staff to bring forward some amendments to Secondary Suite Surcharge Bylaw No. 513, 2017 to define a Secondary Suite in accordance with Zoning and Development Bylaw No. 520, 2017, clarify the requirement to register a Secondary Suite, and clarify the meaning of *occupied* in relation to an obligation to pay the surcharge.

Attachments:

Secondary Suite Surcharge Bylaw No. 513, 2017;

Key Information:

Recently, staff were requested to provide a report to Council regarding Secondary Suites and whether the Municipality should continue to charge a utility based fee for those property owners who declare their Secondary Suites in accordance with Secondary Suite Surcharge Bylaw No. 513.



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Official recognition of Secondary Suites was originally brought in via Zoning Bylaw No. 362 in 2010 and revamped in 2014. On both occasions, a good deal of committee and consultation work was done to address the perceived issues surrounding Secondary Suites. This was preceded by public consultations on the matter in the context of the *Official Community Plan*, which states the following under section 4.3 – Managing Development:

Policies & Actions for Managing Development

- a) Secondary Suites: Provide for secondary suites within single family dwellings through changes to the Zoning Bylaw. Suites should be regulated to requirements for health, safety, on-site parking and adequate septic services and to ensure owners make a fair contribution to the cost of services through municipal taxes. A secondary suite should only be allowed if the owner lives on the property.

Zoning and Development Bylaw No. 520, 2017 provides for secondary suites in all parts of the municipality, including Brunswick Beach, which was not covered under the previous Zoning Bylaw No. 362. However, in the course of considering the new zoning bylaw, it was noted that a municipality cannot force a condition that the owner of the property live in the principal part of the dwelling if there is a Secondary Suite. As well, the minimum safety requirements were moved from the zoning bylaw to the building bylaw.

At the present time, there are 60 Secondary Suites registered with the municipality, but not all of them have passed inspection. Some people suggest that there are significantly more unregistered Secondary Suites operating throughout the Village. The rationale for Secondary Suite Surcharge Bylaw No. 513 and its predecessors is to have an official register of “approved” secondary suites and ensure that the owners of those properties have made “a fair contribution to the cost of services” provided to and used by the occupants of Secondary Suites.

From the start of 2011, that contribution has been assessed at 40% of the utility billing for the principle dwelling. Such fees are common throughout municipalities which regulate secondary suites. In 2017, the following utility rates applied:

Kelvin Grove: $\$2,639.40 \times 40\% = \$1,055.76$
 Rest of Lions Bay: $\$1,839.00 \times 40\% = \735.60
 Total Secondary Suite fees contributed: $\$20,685$.



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Whereas previous years utility billings did not accurately reflect the true cost of the services provided for a number of reasons, the 2017 utility billing was a much more accurate reflection of those costs. Generally speaking, the costs associated with the provision of water, wastewater and garbage/recycling services rises with the number of users of the service (eg: more kitchens and bathrooms in particular), although that may not appear to always be the case on the face of things in Lions Bay. One may also debate whether a home with a Secondary Suite will necessarily use more utilities than one without, depending on who is living in the principal residence, but unless the municipality wishes to start billing utilities by the number of occupants, it is reasonable to assume that a property with the Secondary Suite will use more utilities than if it did not have a Secondary Suite and that is really must be the key principle for triggering the requirement for a fair contribution to the cost of those services. Given this rationale, whether a suite *occupied by immediate family members* should remain exempt from the surcharge is a matter for Council's consideration.

The other key rationale for regulating, and inspecting Secondary Suites, has to do with life safety. This is generally not an issue for Secondary Suites installed in newly constructed homes with the benefit of a building permit. Inspections are carried out through the course of construction and such Secondary Suites are built fully in accordance with the BC Building Code.

But where Secondary Suites have been created after the fact in existing dwelling units, Building Code compliance may be lacking. The municipality has identified minimum safety requirements for Secondary Suites and incorporated them into the section 10.1 of Building Bylaw No. 234, 1994, as amended.

(d) Existing secondary suites must be brought into compliance with the following minimum safety requirements:

- (i) Installation of interconnected smoke alarms with CO2 detectors;
- (ii) Fire-rated doors separating the secondary suite from the principal building;
- (iii) Minimum rating requirements for ceilings as approved by the authority having jurisdiction;
- (iv) Mandatory bedroom exit route(s) to meet the BC Building Code or its regulations.



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If the municipality is to continue allowing retrofitted Secondary Suites, it is imperative that they be inspected and that they meet these requirements. At the present time, the municipality has a register of 60 Secondary Suites. All have been inspected but some still have deficiencies that have not been corrected and are awaiting re-inspection. Letters are in the process of being sent out and those who do not yet responded will soon be facing escalating levels of enforcement.

In considering why there are *allegedly* so many Secondary Suites which have not been registered, staff have come to the conclusion that it is not the 40% utility fee associated with registration (which is a fraction of one month's market rent), but rather the perceived costs of meeting the safety requirements of the Building Code. Complaints received are never about the fees; they are about the compliance requirements or the utility bill itself. Reluctance to come forward may also have previously been influenced by the parking requirements for Secondary Suites in Lions Bay, which have been softened under the new zoning bylaw to permit "tandem parking" in order to meet the parking requirements.

In order to address the life safety issue associated with retrofitted Secondary Suites, staff is recommending an educational campaign to stress the importance of the minimum safety requirements and that the municipality may be able to assist property owners with options to help them achieve the objectives of those safety requirements. This olive branch would be paired with a graduated enforcement stick that will be wielded if they don't come forward, but Council will need to consider allocating resources to such enforcement.

Desired Result: Registration of all Secondary Suites in the Village of Lions Bay, fully inspected and approved to meet the BC Building Code safety requirements highlighted in the municipality's building bylaw.

Options to Pursue Desired Result:

- (1) Repeal Secondary Suite Surcharge Bylaw No. 513, 2017;
- (2) Undertake an communications campaign to educate residents about Secondary Suites in Lions Bay, why having them registered and inspected is a good idea, and how the municipality is willing to provide advice on how to meet the safety requirements;
- (3) Undertake an enforcement campaign to weed out unregistered Secondary Suites and shut them down and/or register section 57 notices on title if they don't comply;



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(4) Do nothing – the owners of Secondary Suites have been registering them and the non-exempt owners have been paying their surcharge.

Recommendation: Pursue options 2 and 3, but ensure sufficient resources are dedicated to these options. Amend the Secondary Suite Surcharge Bylaw to correct some deficiencies in the language, but do not repeal it. It is felt that the fee is not the issue and that assisting Secondary Suite owners understand their obligations and their options for making their suites safe will lead to the desired result.

Follow Up Action: In accordance with the directions of Council.



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Secondary Suite Surcharge Bylaw No. 513, 2017

Adopted: February 7, 2017

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

Secondary Suite Surcharge Bylaw No. 513, 2017

A bylaw to provide for Secondary Suite utilities surcharges

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

Citation

1. This bylaw may be cited for all purposes as "Secondary Suite Surcharge Bylaw No. 513, 2017".

Repeal

2. Secondary Suite Surcharge Bylaw No. 442 is hereby repealed.

Definitions

3. In this bylaw:
 - (a) *immediate family members* means parents, brothers, sisters, children (including adopted and step children), father-in-law, mother-in-law, sister-in-law and brother-in-law, and in addition, other relatives in the case that they are being supported financially by the property owner;
 - (b) *occupied* means as occupied at any time during the calendar year.
4. If any section or other part of this bylaw is held invalid by a court, the invalid portion shall be severed and the remainder of this bylaw is deemed to have been adopted without the severed portion.
5. If a property contains a secondary suite, the property owner must pay a secondary suite surcharge. The property owner will be exempted from the surcharge if the secondary suite is not *occupied*, or if the suite is accommodating the property owner's *immediate family members*.
6. The secondary suite surcharge for an applicable property shall be based on and added to the property's annual municipal charges for utilities, before prompt payment discount. The rate of the surcharge shall be 40% of the property's utility billing for garbage and recycling collection, water and, where applicable, sewer.
7. When remitting annual Village utility charges, all property owners must certify:

- (a) whether the property contains a secondary suite;
- (b) if so, whether the secondary suite is occupied; and
- (c) if so, whether the secondary suite is accommodating the homeowner's *immediate family members*.

8. Every person who:

- (a) makes a false report under Section 7 of this bylaw, or
- (b) neglects to report under Section 7 and is later found to have a secondary suite on the property,

shall be deemed to have committed an offence and, upon a summary conviction, is liable to a minimum fine of \$2,000 and a maximum fine of \$10,000.

9. Despite section 8, this bylaw is designated under section 264(1)(a) of the *Community Charter* as a bylaw that may be enforced by means of a municipal ticket information under the *Community Charter*, and is also designated under section 4 of the *Local Government Bylaw Notice Enforcement Act* as a bylaw that may be enforced by means of a bylaw notice, in which case contravention of this bylaw shall not constitute the commission of an offence.

READ A FIRST TIME	January 24th, 2017
READ A SECOND TIME	January 24th, 2017
READ A THIRD TIME	January 24th, 2017
ADOPTED	February 7th, 2017

Mayor

Corporate Officer

Certified a true copy of Secondary Suite Surcharge Bylaw No. 513, 2017

Corporate Officer



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Purchase of Bus Shelter		
Author	Pamela Rooke	Reviewed By:	Peter DeJong
Date	December 15, 2017	Version	
Issued for	December 19, 2017 Regular Council Meeting		

RECOMMENDATION

THAT Council approve an additional capital expenditure of up to \$29,000 for the purchase and installation of a bus shelter to be funded by a 2017 TransLink TRRIP grant in the amount of \$12,523 with the balance to be withdrawn from reserves.

ATTACHMENTS

1. None

KEY INFORMATION

The 2012 capital budget included \$15,000 for the purchase of a bus shelter to be installed outside the Community Centre. In July 2012, Council agreed by consensus to delay the bus shelter project until after the Community Centre renovations were completed. As a result, the funds were not spent and they flowed to reserves.

OPTIONS

1. Approve the recommendation above;
2. Amend the recommendation and then approve;
3. Refer the report back to staff with further instructions;
4. Do not approve the recommendation and request staff include the bus shelter in the 2018 budget.



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PREFERRED OPTION

Approve the recommendation above. The Village has been approved for a TRRIP grant of \$12,523 which must be spent this year and has \$15,000 in reserves for the purchase of a bus shelter.

FOLLOW UP ACTION

Assuming the recommendation is approved, staff will proceed with the purchase and installation of the bus shelter.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Parking Meter Trial Period Report		
Author	Peter DeJong	Reviewed By:	
Date	December 13, 2017	Version	
Issued for	December 19, 2017 Council Meeting		

Recommendation:

- (1) THAT the metered parking program with Precision Parklink be renewed for the 2018 summer season (mid-May to mid-September) using rented, refurbished DG4 pay and display meters;
- (2) THAT staff further review the pricing structure from the trial period and recommend adjustments accordingly;
- (3) THAT residents continue to be able to use their resident passes to park for free at the Sunset Trailhead and Kelvin Grove Lots, but not the Lions Bay Beach Park (LBBP) Lot;
- (4) THAT staff consult with the operators of the Marina regarding boat trailers to seek a better solution than the current system in order to free up more parking spaces in the LBBP on weekends;
- (5) THAT residents be requested to provide feedback to this report via the Village Update and Mayor's Message and that they be surveyed regarding their preferences for style of resident parking passes;
- (6) THAT additional Bearsmart garbage and recycling facilities be provided at the Kelvin Grove Beach Park Lot;
- (7) THAT staff provide further review of the number of hours provided for parking bylaw compliance; and
- (8) THAT staff further explore the idea of leasing the Brunswick offramp area from the Ministry of Transportation and Infrastructure (MOTI) with a view to installing a parking meter there.

Attachments:

- (1) VoLB Pay Parking Information Brochure;
- (2) Trial Period Parking Meter Revenue;
- (3) Parkfolio Meter Usage Graphs.



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Key Information:

This report provides a summary of the information gleaned from the metered parking trial undertaken from mid-July to the end of September, 2017. Staff had put out an RFP in June, 2017 and received a number of proposals to conduct a trial program over a 10 week period. On staff's recommendation, Council resolved to proceed with the "no cost" trial program offered by Precise Parklink.

Three meters were installed on July 18th at the following locations:

1. Lions Bay Beach Park Lot
2. Kelvin Grove Beach Park Lot
3. Sunset Trailhead Lot

Slide 4 of the Information Brochure (Attachment 1) shows the pricing structure for the 3 locations. Residents were able to park free at the Kelvin Grove Lot and the Sunset Trailhead Lot, but not at the Lions Bay Beach Park Lot. The rationale here was that it was important to provide sufficient designated parking for visitors so that they would not park on the residential streets, which has in the past tended to cause numerous issues such as blocking resident driveways. Street parking in lower Lions Bay was reserved exclusively for residents. Vehicles parked in Resident Permit Only areas were ticketed, although staff is aware of some gaps in ensuring compliance at various points during the summer and this needs to be addressed going forward.

As Council will recall, the weather was hot and sunny for most of the summer right into September. This may have produced elevated numbers of visitors (and residents) utilizing Lions Bay's beautiful natural assets. On many days, the lots at the Lions Bay Beach Park and the Sunset Trailhead were full to bursting. As indicated in the "Usage by Day of Week" graphs in Attachment 3, the LBBP Lot saw the most action on Fridays, Saturdays and Sundays. Fridays and Saturdays appeared to have the longest average duration per parking transaction at 11 and 10 hours respectively, while Sundays had double the number of individual transactions vs. Fridays, but the average duration was more like 8 hours. Based on feedback from our Bylaw Enforcement Officers, this correlates to their observations that, on many weekends and especially long weekends, most of the spots were taken up by boaters out for 2-3 full days.



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While this is good for revenue purposes, it's not necessarily ideal for providing parking options for visitors. A few suggestions from displeased park patrons included allowing visitors to park along Lions Bay Avenue during non-peak hours, such as 8 am – 12 noon and 6 pm – 10 pm, or for 2 hour maximum periods. A further suggestion from one of the Bylaw Officers was that rates could be increased based on feedback from users of the lot that the rates were cheap.

The Sunset and Kelvin Grove Lots were much more consistent in terms of their "Usage by Day of Week", with elevated levels on Saturdays and Sundays at Kelvin. The Bylaw Officers had lots of issues at the Kelvin Grove Lot due to the number of young people congregating there and using the well-known cliff jumping location just down the tracks. Attempting to enforce was often an intimidating experience dealing with young males and alcohol. More garbage and recycling services, especially at Kelvin Grove, were also noted as needed by the Officers.

Total Parking Meter Net Revenues amounted to \$16,318.55 on gross revenues of \$21,717 [including credit card fees, GST (5%) and Translink (21%)]. Attachment 2 shows the breakdown of these revenues with approximately half derived from the LBBP Lot and the balance split about 55/45 between Sunset and Kelvin respectively. As indicated in the Parkfolio Graphs, credit cards were the payment method of choice by a margin of 88% vs. 12% for coins at LBBP Lot and 93% credit to 7% coins at Sunset. At Kelvin Grove, the split was much more even at 60% credit and 40% coins; this would be consistent with the advice of the Bylaw Officers regarding the demographic of many users of that location. Very few people used the Telepark option (pay by phone), which enables users to pay only for the time they use by "checking out" at the end of their stay, despite the fact that this feature would be particularly useful for hikers who may run into difficulties on the trails and wouldn't have to worry about their return time. Cell reception was spotty at the Sunset location and sometimes at Kelvin and LBBP too, but that issue affects credit card use as well, so it cannot be cited as the reason for lack of use of the Telepark option. If meters are to return, staff recommends providing much better communication materials regarding this option.

Generally speaking, the meters were easy to use and there were very few customer complaints or issues associated with the equipment. Staff were able to empty the machines quite easily (other than a glitch with one at end of season) and tracking of revenues was not



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too onerous, although we would look to some improvements in year 2 if the program is renewed. The “app” that provided the Bylaw Officers with the ability to see who had ‘paid by plate’ was somewhat difficult to use and not compatible with the Bylaw iPhone. This feature, and the wider array of reporting graphs, were the drivers behind opting for the DG7 meters for the trial period over the more basic DG4 ‘pay and display’ meters. Going forward, staff would take this information into account in selecting the lower cost DG4 if the meter program is renewed.

Other comments from the Bylaw Officers included their impressions that the metered parking was generally well received by users, that there was marked improvement in parking compliance in both the lots and the streets, and that some of the signage implemented in-season, such as “No Visitor Parking Past This Point”, was effective in lessening the amount of visitor traffic/parking issues on the streets. Additional hours on Fridays and Saturdays was also recommended to improve compliance and ensure effective transitioning between the two officers.

Feedback from residents was varied; some were generally supportive of the concept (eg: revenue to help pay for maintenance), but concerned about the details and seeking assurances that residents would not be adversely affected. Some had valid suggestions, like widening the parking spaces or taking into account hiker safety concerns vis-à-vis parking meters. Most wanted assurances of adequate resident parking; some asked for reserved or dedicated resident parking spaces. As noted near the beginning of this report, residents could park free in the Sunset and Kelvin Grove Lots, but not the LBBP Lot, as the street parking is reserved for residents of Lions Bay. Street parking for residents only is also available in the Sunset area and lower Kelvin Grove area.

It should also be noted that the metering trial did not include Brunswick Beach, which has no parking lot facility, other than the designated parking areas created by MOTI in their highway right of way at the Brunswick Beach northbound offramp. Staff notes MOTI would not agree to block all areas currently used for parking at the offramp due to concerns it would likely result in vehicles encroaching dangerously upon the highway. They also indicated that they could not assign parking enforcement to the Municipality in this area. However, staff is exploring the potential to “lease” this area from MOTI and meter it. Before getting too far down that path, staff would like to have Council’s feedback on this potential opportunity.



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Parking improvements at Brunswick Beach included new signage at the entrance indicating there was no visitor parking available past that point, which did seem to help in the latter part of the summer. New signage in the Parking Signage Purchase Plan (separate report) will also ensure that all signs in Brunswick are updated appropriately and any nooks or crannies where visitors tried to park will be properly signed for Permit Parking Only (May-Sep), if Council elects to proceed with that plan.

Options:

1. **Renew the metered parking program with Precision Parklink.** If Council does so, staff recommend using refurbished DG4 'pay and display' meters. These are capable of handling credit card and coin transactions, which proved to be adequate methods of payment over the course of the trial period. Staff would suggest implementing greater communication of the Telepark option, but this is not crucial. Costs associated with this option are estimated at about \$4350 for the season (May-Sep), including beginning of season commissioning and end of season decommissioning and storage et al. Alternatively, these meters could be purchased for \$18,000 (for 3), which would lower our annual costs by \$3,000 per year. Staff does not recommend this alternative as it would take 6 years to break even and the rental cost includes a parts exchange warranty.

Based on the trial period experience, staff estimates a full season from mid-May to mid-September (4 months) would produce net income of approximately \$24,000, less the \$4,350 seasonal costs. If 'pay by plate' is desired by renting the DG7 meters we had this summer, then the net would be further lowered by \$1,200.

If changes are made to allow residents to park for free in the Lions Bay Beach Park Lot, which earns about 50% of the revenue, then the net revenue would be further reduced - staff cannot say by how much but visitors parking in resident only parking on the streets will increase accordingly, along with the issues that creates.

Council may want to consider changes with respect to boaters and their trailers. In the past, they have been permitted in the LBBP Lot and for the past two years, such customers have had to purchase a separate parking pass for their trailer, whether disconnected or not. Staff note that 2016 parking revenue for this Lot was about \$8400, split 50/50 between the Marina, which sold almost all passes to boaters, and the Municipality. Therefore, banning



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boat trailers from the LBBP Lot could have a very severe effect on the revenues earned from this lot. While revenues are not necessarily the driver of the parking program, they could certainly be used to help cover the costs of maintaining parking availability for all, including enforcement and improvements.

With respect to improvements required, the Municipality needs to erect a fence between the rail line and the LBBP Lot. A preliminary estimate of this cost is in the neighbourhood of \$5-6,000. As well, staff expects that any metered program going forward will necessarily result in CN seeking a renegotiated annual lease rate, so if revenues are to be earned they will need to be sufficient to cover this expected increase. If Council is inclined to renew the meter program, staff will commence discussions with CN on an appropriate lease adjustment.

(2) **Don't renew the metered parking program.** If this option is chosen, the CN lease may not be a concern, although the Municipality will still need to erect a fence. The larger issue is whether, absent a cost of parking in the LBBP Lot, it will likely fill much faster with residents vehicles and visitors will have no where acceptable to park, assuming the residential streets of lower Lions Bay should not be subject to the issues associated with non-resident parking.

(3) **Choose another course of action and direct staff accordingly.** There are still matters that staff are working on which are associated with parking, such as the resident parking passes. These need to be much more visible going forward as the Bylaw Officers had a hard time seeing them in the windows of vehicles this past year. Staff recommends surveying residents on various options for this pass (eg: "Void if peeled" stickers for rear windows or bumpers vs. a pass which can hang from the rear view mirror or sit on the dashboard).

Preferred Option: Option 1 as staff is of the opinion it provides the best means by which to control the distribution of parking availability in Lions Bay. However, this also requires that residents are fully compliant with clearly displaying their resident parking passes. Staff is concerned that past issues and feedback regarding any kind of pass that must be stuck to a resident's vehicle will continue to result in a high incidence of residents failing or refusing to affix the sticker to the vehicle. There have also been many comments about retaining the ability to give the sticker to their kids or friends when they come to visit, which is much



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more convenient than trying to get hold of staff for free Guest Passes. This is why staff is inclined toward a dashboard or rearview mirror pass.

Follow Up Action: Per Council direction.

Communication Plan: Website, Village Update, Surveys.



PAY PARKING TRIAL

Coming Soon to the Village of Lions Bay!





Pay Parking Stations



INNOVATION | EXPERIENCE | QUALITY | VALUE

Pay by Licence Plate DG7 Meter

Commencing the week of July 17, 2017, there will be a 10 week trial of pay parking at select locations in Lions Bay:

The Lions Bay and Kelvin Grove Beach Park lots and the Sunset Trailhead parking area.

EXCLUSION OF LIABILITY

We accept no responsibility for loss, theft or damage to vehicles or contents. We do not take custody of vehicle, but rent space only.

By this sign, we offer space for public parking. You accept this offer by parking on this lot. Do not park on this lot if you do not agree to these terms & conditions. All requirements of notice and acceptance are hereby waived. If you park and do not display a valid ticket or parking pass the rate is \$100.00/day or portion thereof. In addition, your vehicle may be subject to being issued a violation and/or towed.

Public Notice: for the purpose of collecting unpaid parking fees and/or violation fees in respect of a vehicle on this lot, the Insurance Corporation of British Columbia will provide the name and address of the registered owner of the vehicle to the operator of this lot and it's agents.

Inquiries: 604-235-1380





How to Use the Meters



INNOVATION | EXPERIENCE | QUALITY | VALUE

The meters are easy to use and customers will be able to pay by coin, credit card, or the TelePark app at improved and clearly marked parking lots.

PRECISE PARKLINK™

INSTRUCTIONS FOR PAYMENT

COINS

INSERT COINS IN SLOT → PRINT TICKET

CREDIT CARD

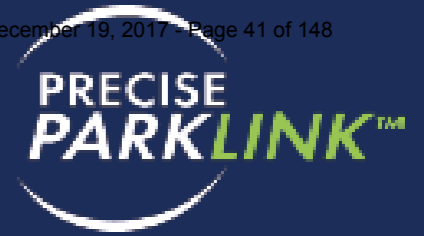
INSERT & REMOVE CREDIT CARD → TIME → PRINT TICKET

DISPLAY TICKET ON DASHBOARD WITH TIME VISIBLE

CANCEL COIN RETURN

THIS MACHINE DOES NOT GIVE CHANGE

CUSTOMER INQUIRIES
604.235.1380



Parking Rates

INNOVATION | EXPERIENCE | QUALITY | VALUE

Sunset Trailhead:

\$1/hr - /\$8 max/day (24 hrs/72 hr.max)

Residents park free with Resident Parking Permit

Kelvin Grove Beach Park:

\$1/hr - /\$8 max/day (8 am – 10 pm)

Residents park free with Resident Parking Permit

Lions Bay Beach Park:

\$2/hr - /\$16 max/day (24 hrs/72 hr.max)

Residents won't be able to park free and are encouraged to use Resident Only On-Street Parking



Parking Enforcement



INNOVATION | EXPERIENCE | QUALITY | VALUE

- Enforcement officers will check for current Resident Parking Permits (including Guest & Contractor Permits to park in Resident zones) and will have smartphone access to valid meter purchases.
- Failure to pay the parking fee will result in the issuance of a parking ticket.
- Payments and enquiries can be made through the Village Office at: 400 Center Rd. (604-921-9333)
 - Or pay by mail: Box 141, Lions Bay, BC, V0N 2E0
 - Or pay online at: www.lionsbay.ca



Pay Parking Rationale



INNOVATION | EXPERIENCE | QUALITY | VALUE

- Our 2016 Parking Survey showed there's a strong desire to be more welcoming to visitors by increasing visitor parking.
- Improving the standards and availability of our parking areas is not without costs – the objective is to strike a balance that will benefit all.



Pay Parking Feedback



INNOVATION | EXPERIENCE | QUALITY | VALUE

- A post-trial analysis will be shared with the community and feedback is always welcome via:
 - ✓ our new website at: www.lionsbay.ca
 - ✓ and through: feedback@lionsbay.ca



July Parking Meter Revenue

	GROSS	Revenue	GST	TLT	Fees	Received	Net Revenue	
KG - Credit	609.30	485.39	29.01	100.71	24.55	590.57	454.99	584.75
KG - Telepay	2.70	1.98	0.13	0.45	0.67	1.88	1.46	456.45
GST on fees			0.03					
LBBP - Credit	2,119.30	1,678.87	100.92	350.30	86.81	2,043.28	1,581.19	
LBBP - Telepay	53.75	40.14	2.56	8.88	1.67	49.91	40.64	1,621.83
GST on fees			0.08					
Sunset - credit	1,048.95	852.83	49.95	173.38	44.19	1,031.97	781.35	
	27.75	20.60	1.32	4.59	1.67	24.84	20.17	801.52
GST on fees			0.08					
test						- 40.45		
	3,861.75	3,079.81	184.08	638.31	159.56	3,702.00	Net Revenue	2,879.80

3,742.45

August Parking Meter Revenue

	TOTAL	Revenue	GST	TLT	Fees	Received	Net Revenue	
KG - Credit	1,368.00	1,076.74	65.14	226.12	54.77	1,313.23	1,021.97	
KG - Telepay	5.35	4.22	0.25	0.88	0.56	4.79	3.66	1,025.63
LBBP - Credit	4,794.00	3,773.31	228.29	792.40	192.02	4,601.98	3,581.29	
LBBP - Telepay	212.20	167.03	10.10	35.07	13.99	198.21	153.04	3,734.33
Sunset - credit	2,408.00	1,895.31	114.67	398.02	95.73	2,312.27	1,799.58	1,799.58
						8,430.48	6,559.54	

September Parking Meter Revenue

	TOTAL	Gross Revenue	GST	TLT	Fees	Received	Net Revenue	
KG - Credit	759.00	597.41	36.14	125.45	30.27	728.73	567.14	
KG - Telepay	-	-	-	-	-	-	-	567.14
LBBP - Credit	2,624.00	2,065.33	124.95	433.72	104.14	2,519.86	1,961.19	
LBBP - Telepay	23.40	18.42	1.11	3.87	2.30	21.10	16.12	1,977.31
Sunset - credit	1,974.00	1,553.72	94.00	326.28	79.00	1,895.00	1,474.72	1,474.72
						5,164.69	4,019.17	

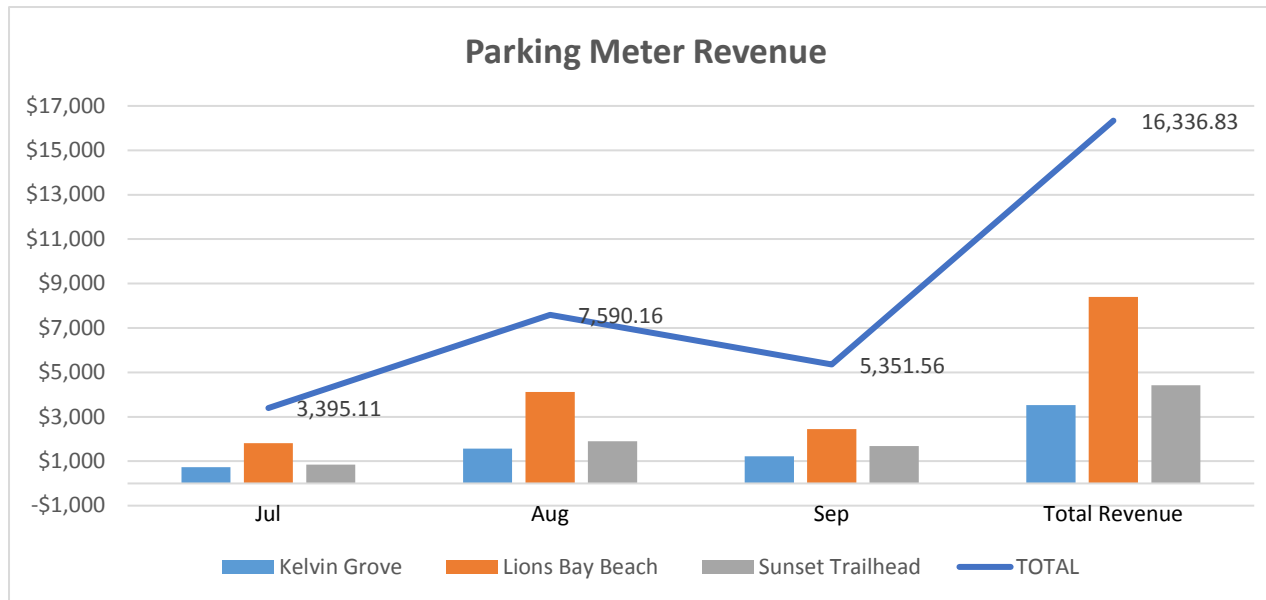
		Parking Meter Revenue							
		TOTAL	Revenue	GST	TLT	Fees	Received	Net Revenue	
July	KG - Credit	609.30	485.39	29.01	100.71	24.55	590.57	454.99	
	KG - Telepay	2.70	1.98	0.13	0.45	0.67	1.88	1.46	456.45
	KG - Coin								<i>Coin amounts included in August</i>
	GST on fees			0.03					
	LBBP - Credit	2,119.30	1,678.87	100.92	350.30	86.81	2,043.28	1,581.19	
	LBBP - Telepay	53.75	40.14	2.56	8.88	1.67	49.91	40.64	1,621.83
	LBBP - Coin								<i>Coin amounts included in August</i>
	GST on fees			0.08					
	Sunset - credit	1,048.95	852.83	49.95	173.38	44.19	1,031.97	781.35	
	Sunset - telepay	27.75	20.60	1.32	4.59	1.67	24.84	20.17	801.52
	Sunset - coin								<i>Coin amounts included in August</i>
	GST on fees test			0.08			- 40.45		
Aug	KG - Credit	1,368.00	1,076.74	65.14	226.12	54.77	1,313.23	1,021.97	
	KG - Telepay	5.35	4.22	0.25	0.88	0.56	4.79	3.66	
	KG - Coin	1,043.05	820.98	49.67	172.40	-	1,043.05	820.98	1,846.61
	LBBP - Credit	4,794.00	3,773.31	228.29	792.40	192.02	4,601.98	3,581.29	
	LBBP - Telepay	212.20	167.03	10.10	35.07	13.99	198.21	153.04	
	LBBP - Coin	740.85	583.12	35.28	122.45	-	740.85	583.12	4,317.45
	Sunset - credit	2,408.00	1,895.31	114.67	398.02	95.73	2,312.27	1,799.58	
	Sunset - coin	180.20	141.83	8.58	29.79	-	180.20	141.83	1,941.41
Sep	KG - Credit	759.00	597.41	36.14	125.45	30.27	728.73	567.14	
	KG - Telepay	-	-	-	-	-	-	-	
	KG - Coin	830.15	653.40	39.53	137.22		830.15	653.40	1,220.54
	LBBP - Credit	2,624.00	2,065.33	124.95	433.72	104.14	2,519.86	1,961.19	
	LBBP - Telepay	23.40	18.42	1.11	3.87	2.30	21.10	16.12	
	LBBP - Coin	605.35	476.47	28.83	100.05	-	605.35	476.47	2,453.78
	Sunset - credit	1,974.00	1,553.72	94.00	326.28	79.00	1,895.00	1,474.72	
	Sunset - coin	257.30	202.52	12.25	42.53	-	257.30	202.52	1,677.24
		21,686.60	17,109.62	1,032.87	3,584.56	732.34	20,954.07	16,336.83	16,336.83

Parking Meter Revenue

		Revenue							
		GROSS	(less fees)	GST	TLT	Fees	Received	Net Revenue	
July	KG - Credit	609.30	485.39	29.01	100.71	24.55	590.57	454.99	
	KG - Telepay	2.70	1.98	0.13	0.45	0.67	1.88	1.46	
	KG - Coin	347.68	273.66	16.56	57.47		347.68	273.66	730.11
	GST on fees			0.03					
	LBBP - Credit	2,119.30	1,678.87	100.92	350.30	86.81	2,043.28	1,581.19	
	LBBP - Telepay	53.75	40.14	2.56	8.88	1.67	49.91	40.64	
	LBBP - Coin	246.95	1.67	11.76	40.82		50.91	194.37	1,816.20
	GST on fees			0.08					
	Sunset - credit	1,048.95	852.83	49.95	173.38	44.19	1,031.97	781.35	
	Sunset - telepay	27.75	20.60	1.32	4.59	1.67	24.84	20.17	
	Sunset - coin	60.07	47.28	2.86	9.93		60.07	47.28	848.80
	GST on fees			0.08					
test						-	40.45		
Aug	KG - Credit	1,368.00	1,076.74	65.14	226.12	54.77	1,313.23	1,021.97	
	KG - Telepay	5.35	4.22	0.25	0.88	0.56	4.79	3.66	
	KG - Coin	695.37	547.32	33.11	114.93	-	695.37	547.32	1,572.95
	LBBP - Credit	4,794.00	3,773.31	228.29	792.40	192.02	4,601.98	3,581.29	
	LBBP - Telepay	212.20	167.03	10.10	35.07	13.99	198.21	153.04	
	LBBP - Coin	493.90	583.12	23.52	81.63	-	493.90	388.75	4,123.08
	Sunset - credit	2,408.00	1,895.31	114.67	398.02	95.73	2,312.27	1,799.58	
	Sunset - coin	120.13	141.83	5.72	19.86	-	120.13	94.55	1,894.13
	Sep	KG - Credit	759.00	597.41	36.14	125.45	30.27	728.73	567.14
KG - Telepay		-	-	-	-	-	-	-	
KG - Coin		830.15	653.40	39.53	137.22		830.15	653.40	1,220.54

LBBP - Credit	2,624.00	2,065.33	124.95	433.72	104.14	2,519.86	1,961.19	
LBBP - Telepay	23.40	18.42	1.11	3.87	2.30	21.10	16.12	
LBBP - Coin	605.35	476.47	28.83	100.05	-	605.35	476.47	2,453.78
Sunset - credit	1,974.00	1,553.72	94.00	326.28	79.00	1,895.00	1,474.72	
Sunset - coin	257.30	202.52	12.25	42.53	-	257.30	202.52	1,677.24
	21,686.60	17,155.23	1,032.87	3,584.56	732.34	20,758.03	16,336.83	16,336.83

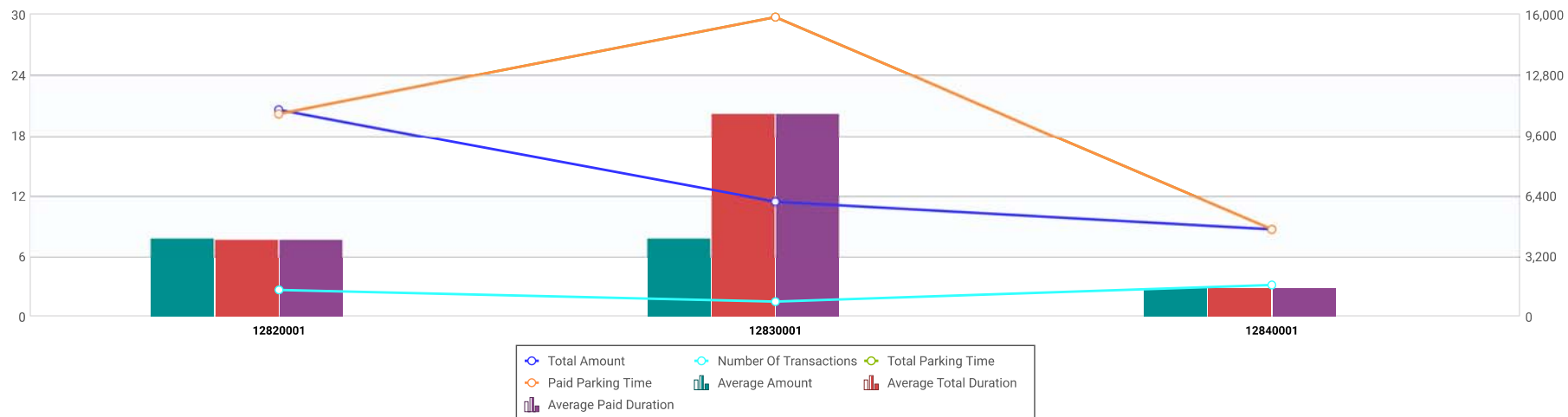
TOTALS:	Jul	Aug	Sep	Total Revenue
Kelvin Grove	730.11	1,572.95	1,220.54	3,523.60
Lions Bay Beach	1,816.20	4,123.08	2,453.78	8,393.06
Sunset Trailhead	848.80	1,894.13	1,677.24	4,420.17
TOTAL	3,395.11	7,590.16	5,351.56	16,336.83





BASICS

All Meters - Total Dollar Amount

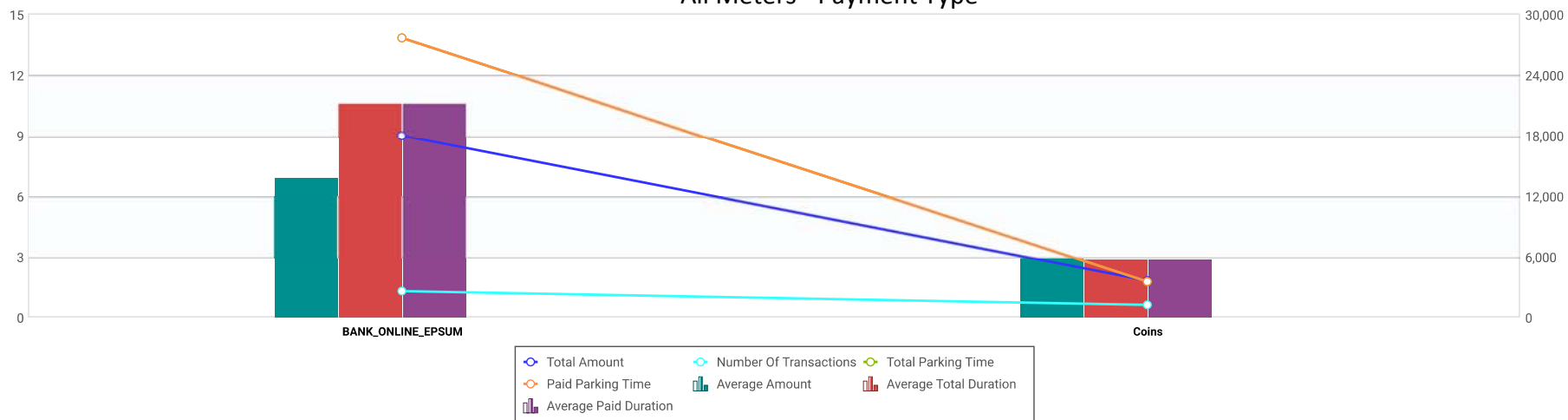


Terminal Code	Total Amount	Number Of Transactions	Total Parking Time	Paid Parking Time	Average Amount	Average Total Duration	Average Paid Duration
12820001 Lions Bay Beach Park	\$ 10,974.20	1,411	10756:00	10756:00	\$ 7.78	7:37	7:37
12830001 Sunset	\$ 6,091.50	789	15865:00	15865:00	\$ 7.72	20:06	20:06
12840001 Kelvin Grove	\$ 4,634.70	1,670	4634:43	4634:11	\$ 2.78	2:46	2:46



BASICS

All Meters - Payment Type

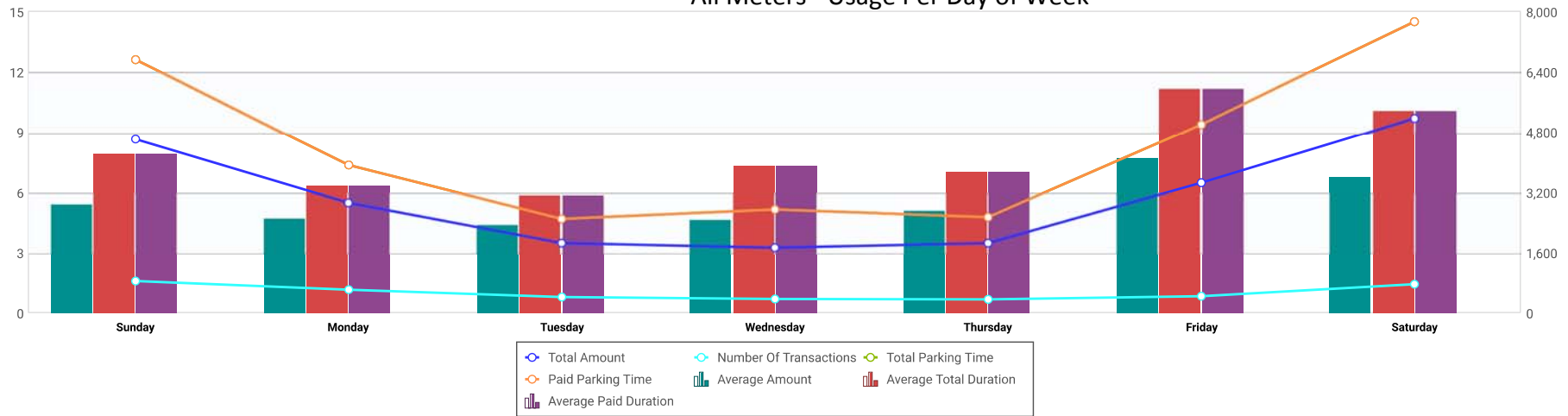


Payment Mean	Total Amount	Number Of Transactions	Total Parking Time	Paid Parking Time	Average Amount	Average Total Duration	Average Paid Duration
BANK_ONLINE_EPSUM	18,042.00 \$	2,618	27699:45	27699:25	6.89 \$	10:34	10:34
Coins	\$ 3,658.40	1,252	3555:59	3555:46	\$ 2.92	2:50	2:50



BASICS

All Meters - Usage Per Day of Week

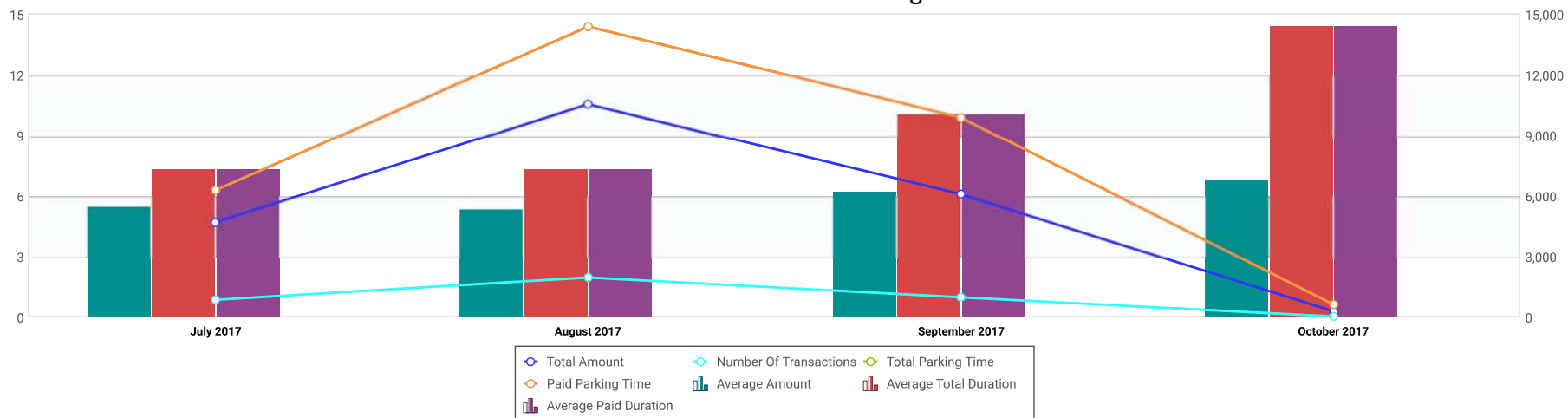


Day of Week	Total Amount	Number Of Transactions	Total Parking Time	Paid Parking Time	Average Amount	Average Total Duration	Average Paid Duration
Sunday	\$ 4,625.80	853	6732:02	6732:02	\$ 5.42	7:53	7:53
Monday	\$ 2,935.15	625	3936:04	3936:04	\$ 4.70	6:17	6:17
Tuesday	\$ 1,871.60	428	2509:59	2509:46	\$ 4.37	5:51	5:51
Wednesday	\$ 1,749.05	377	2760:24	2760:04	\$ 4.64	7:19	7:19
Thursday	\$ 1,870.95	367	2555:33	2555:33	\$ 5.10	6:57	6:57
Friday	\$ 3,464.45	450	5021:18	5021:18	\$ 7.70	11:09	11:09
Saturday	\$ 5,183.40	770	7740:21	7740:21	\$ 6.73	10:03	10:03



BASICS

All Meters - Usage Per Month



Month/Year	Total Amount	Number Of Transactions	Total Parking Time	Paid Parking Time	Average Amount	Average Total Duration	Average Paid Duration
July 2017	\$ 4,719.30	863	6296:28	6296:28	\$ 5.47	7:17	7:17
August 2017	\$ 10,573.95	1,974	14406:32	14406:32	\$ 5.36	7:17	7:17
September 2017	\$ 6,108.65	989	9918:42	9918:09	\$ 6.18	10:01	10:01
October 2017	\$ 298.50	44	634:00	634:00	\$ 6.78	14:24	14:24



BASICS

Kelvin Grove - Payment Type

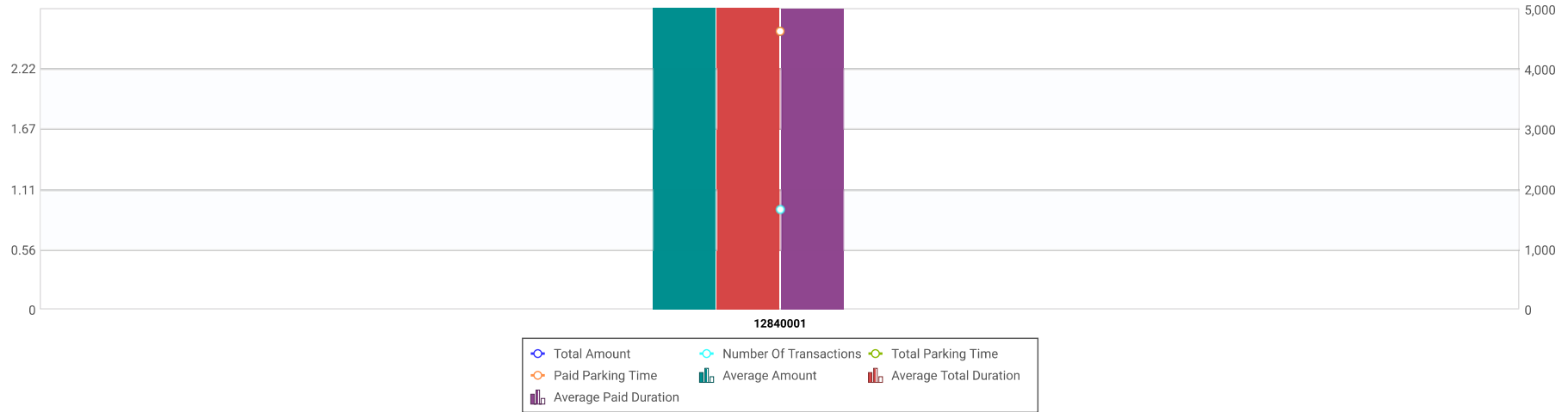


Payment Mean	Total Amount	Number Of Transactions	Total Parking Time	Paid Parking Time	Average Amount	Average Total Duration	Average Paid Duration
BANK_ONLINE_EPSUM	2,760.00 \$	905	2780:45	2780:25	3.05 \$	3:04	3:04
Coins	\$ 1,874.70	765	1853:59	1853:46	\$ 2.45	2:25	2:25



BASICS

Kelvin Grove - Total Dollar Amount

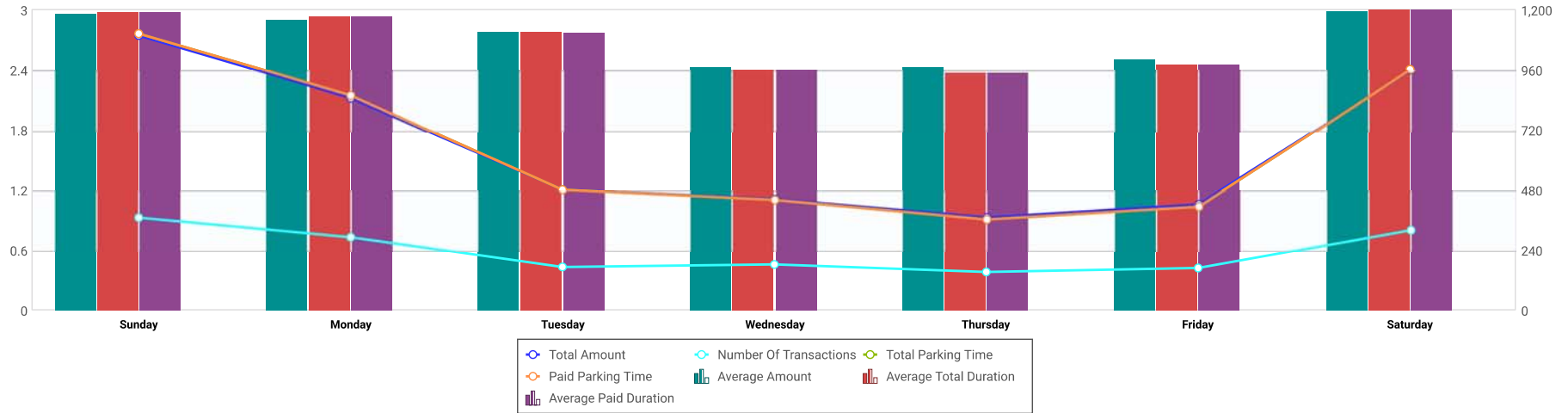


Terminal Code	Total Amount	Number Of Transactions	Total Parking Time	Paid Parking Time	Average Amount	Average Total Duration	Average Paid Duration
12840001	\$ 4,634.70	1,670	4634:43	4634:11	\$ 2.78	2:46	2:46



BASICS

Kelvin Grove - Usage Per Day of Week

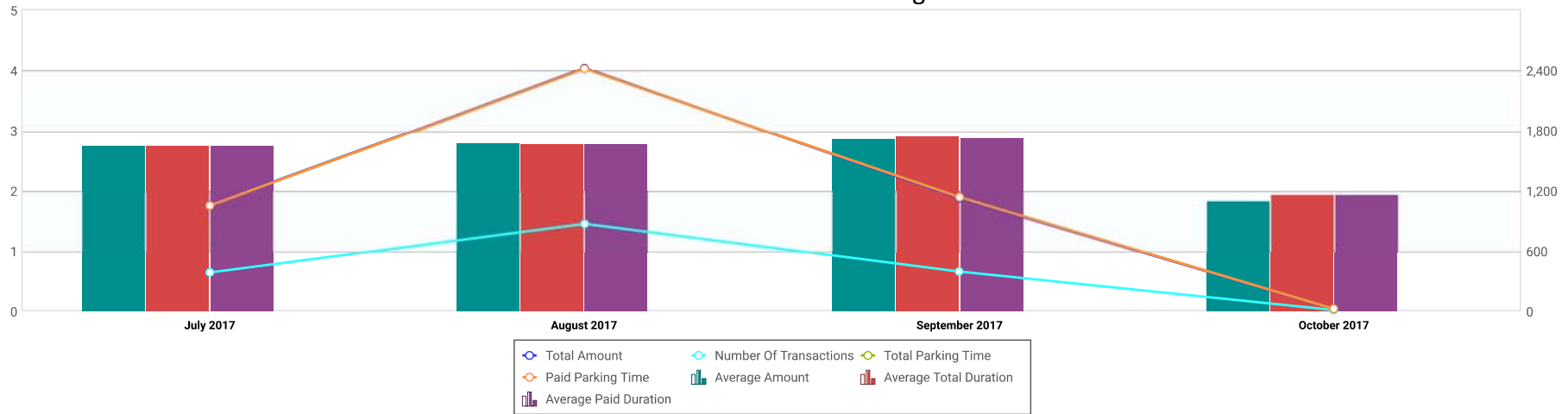


Day of Week	Total Amount	Number Of Transactions	Total Parking Time	Paid Parking Time	Average Amount	Average Total Duration	Average Paid Duration
Sunday	\$ 1,098.70	372	1106:02	1106:02	\$ 2.95	2:58	2:58
Monday	\$ 849.80	294	860:04	860:04	\$ 2.89	2:55	2:55
Tuesday	\$ 483.30	174	482:59	482:46	\$ 2.78	2:46	2:46
Wednesday	\$ 445.35	184	442:23	442:04	\$ 2.42	2:23	2:23
Thursday	\$ 372.40	154	364:33	364:33	\$ 2.42	2:22	2:22
Friday	\$ 424.60	170	415:18	415:18	\$ 2.50	2:26	2:26
Saturday	\$ 960.55	322	963:21	963:21	\$ 2.98	2:59	2:59



BASICS

Kelvin Grove - Usage Per Month



Month/Year	Total Amount	Number Of Transactions	Total Parking Time	Paid Parking Time	Average Amount	Average Total Duration	Average Paid Duration
July 2017	\$ 1,059.85	387	1055:28	1055:28	\$ 2.74	2:43	2:43
August 2017	\$ 2,422.05	874	2415:32	2415:32	\$ 2.77	2:45	2:45
September 2017	\$ 1,129.30	396	1138:42	1138:09	\$ 2.85	2:52	2:52
October 2017	\$ 23.50	13	25:00	25:00	\$ 1.81	1:55	1:55



BASICS

Lions Bay Beach Park - Payment Type

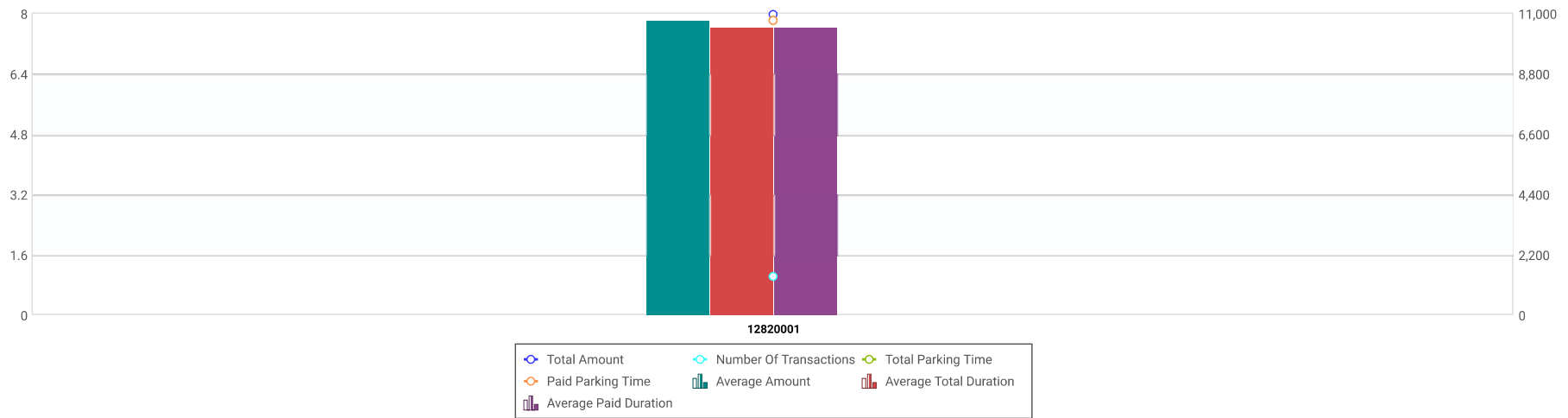


Payment Mean	Total Amount	Number Of Transactions	Total Parking Time	Paid Parking Time	Average Amount	Average Total Duration	Average Paid Duration
BANK_ONLINE_EPSUM	9,628.00 \$	998	9998:00	9998:00	9.65 \$	10:01	10:01
Coins	\$ 1,346.20	413	758:00	758:00	\$ 3.26	1:50	1:50



BASICS

Lions Bay Beach Park - Total Dollar Amount

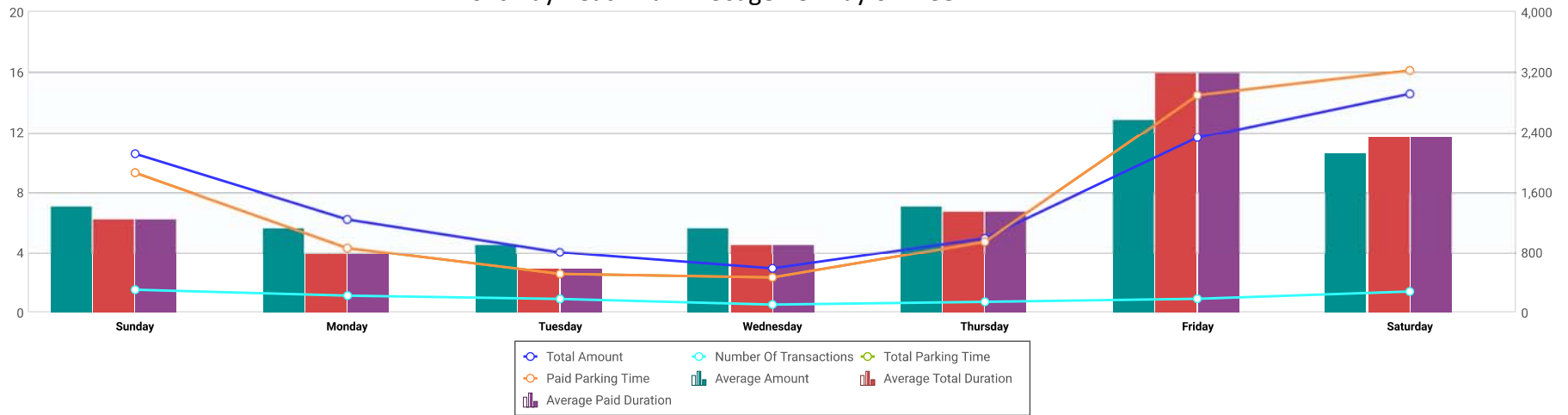


Terminal Code	Total Amount	Number Of Transactions	Total Parking Time	Paid Parking Time	Average Amount	Average Total Duration	Average Paid Duration
12820001	\$ 10,974.20	1,411	10756:00	10756:00	\$ 7.78	7:37	7:37



BASICS

Lions Bay Beach Park - Usage Per Day of Week

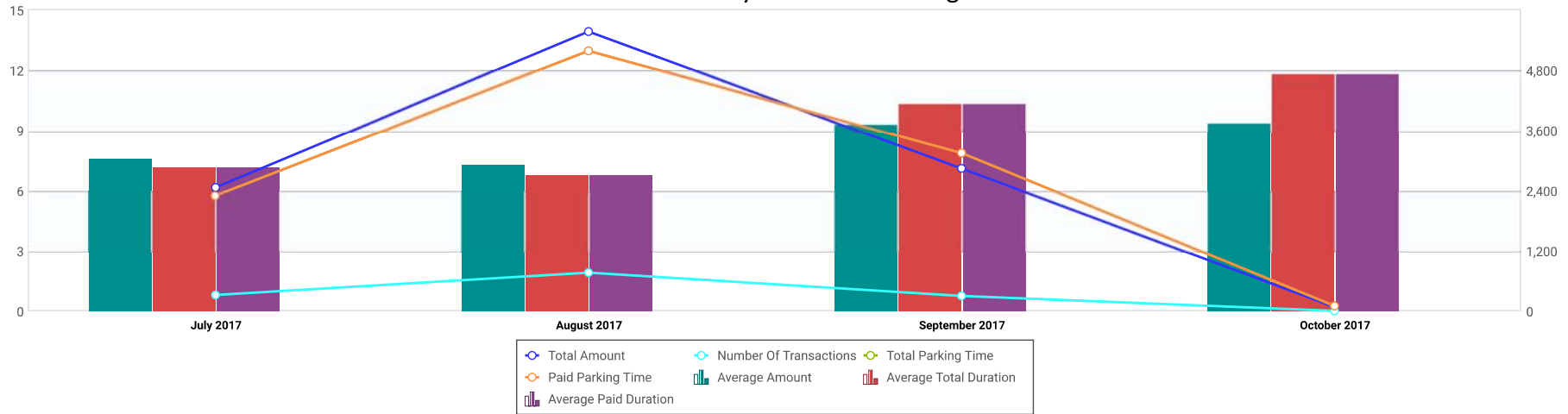


Day of Week	Total Amount	Number Of Transactions	Total Parking Time	Paid Parking Time	Average Amount	Average Total Duration	Average Paid Duration
Sunday	\$ 2,112.20	302	1860:00	1860:00	\$ 6.99	6:09	6:09
Monday	\$ 1,240.75	224	861:00	861:00	\$ 5.54	3:50	3:50
Tuesday	\$ 803.05	179	513:00	513:00	\$ 4.49	2:52	2:52
Wednesday	\$ 586.70	105	466:00	466:00	\$ 5.59	4:26	4:26
Thursday	\$ 990.10	141	944:00	944:00	\$ 7.02	6:42	6:42
Friday	\$ 2,329.75	182	2893:00	2893:00	\$ 12.80	15:54	15:54
Saturday	\$ 2,911.65	278	3219:00	3219:00	\$ 10.47	11:34	11:34



BASICS

Lions Bay Beach Park - Usage Per Month



Month/Year	Total Amount	Number Of Transactions	Total Parking Time	Paid Parking Time	Average Amount	Average Total Duration	Average Paid Duration
July 2017	\$ 2,467.25	325	2304:00	2304:00	\$ 7.59	7:05	7:05
August 2017	\$ 5,575.40	771	5191:00	5191:00	\$ 7.23	6:43	6:43
September 2017	\$ 2,847.55	306	3155:00	3155:00	\$ 9.31	10:18	10:18
October 2017	84.00 \$	9	106:00	106:00	9.33 \$	11:46	11:46



BASICS

Sunset - Payment Type

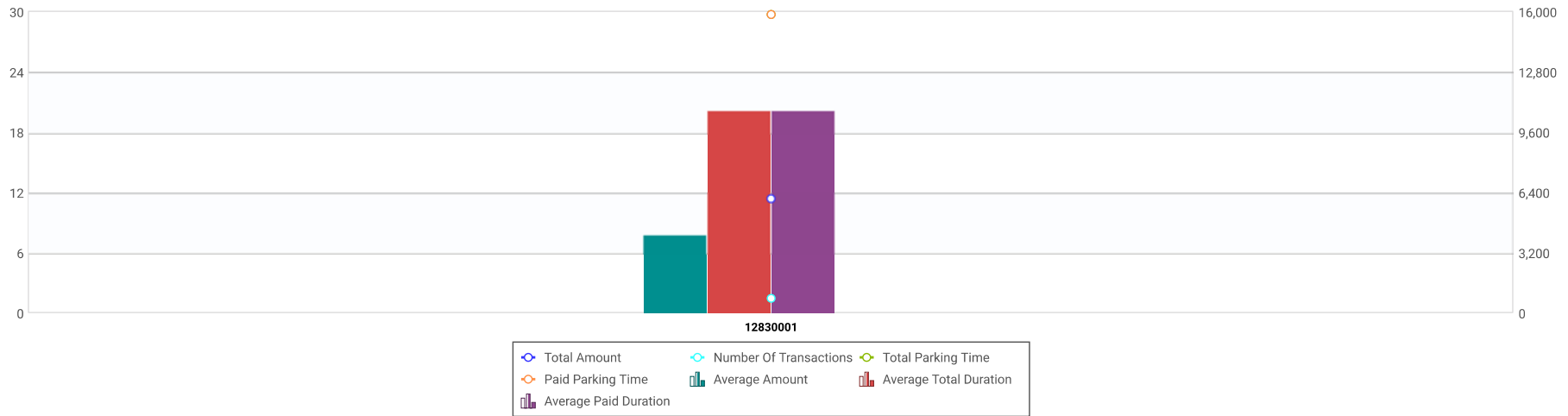


Payment Mean	Total Amount	Number Of Transactions	Total Parking Time	Paid Parking Time	Average Amount	Average Total Duration	Average Paid Duration
BANK_ONLINE_EPSUM	5,654.00 \$	715	14921:00	14921:00	7.91 \$	20:52	20:52
Coins	\$ 437.50	74	944:00	944:00	\$ 5.91	12:45	12:45



BASICS

Sunset - Total Dollar Amount

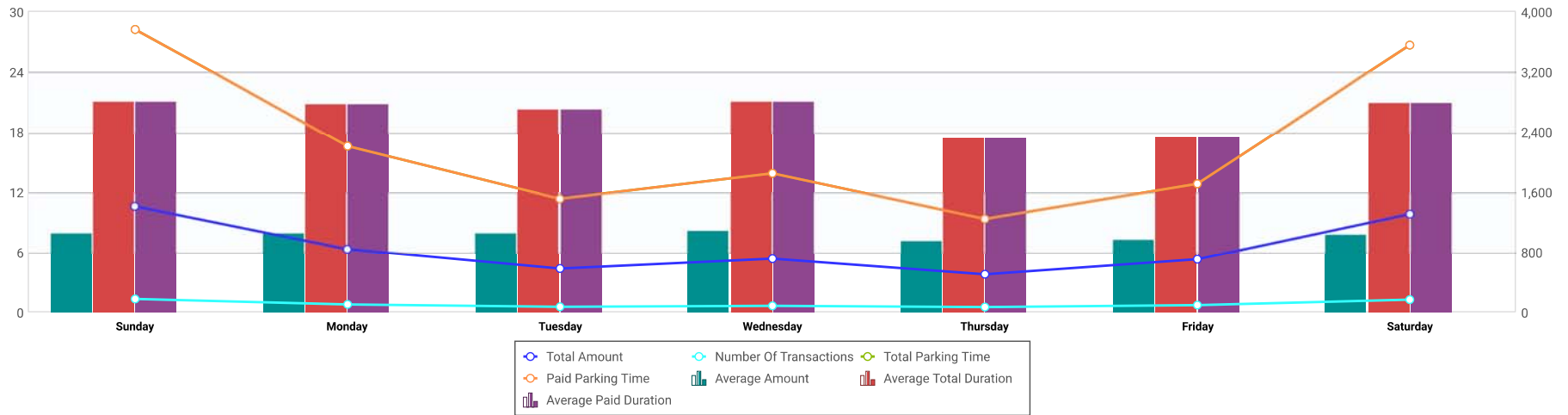


Terminal Code	Total Amount	Number Of Transactions	Total Parking Time	Paid Parking Time	Average Amount	Average Total Duration	Average Paid Duration
12830001	\$ 6,091.50	789	15865:00	15865:00	\$ 7.72	20:06	20:06



BASICS

Sunset - Usage Per Day of Week

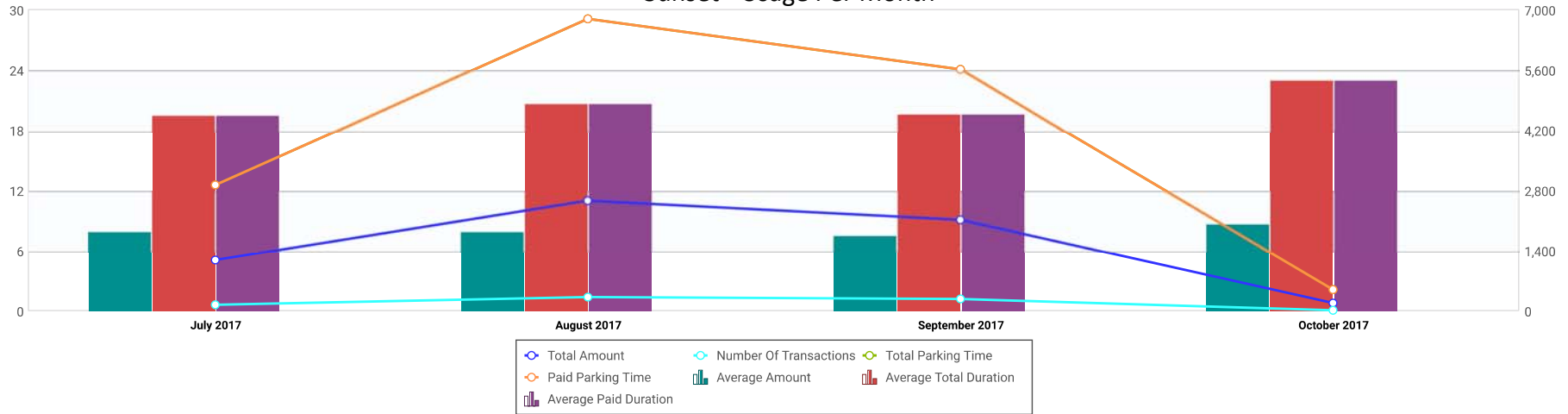


Day of Week	Total Amount	Number Of Transactions	Total Parking Time	Paid Parking Time	Average Amount	Average Total Duration	Average Paid Duration
Sunday	1,414.90 \$	179	3766:00	3766:00	7.90 \$	21:02	21:02
Monday	\$ 844.60	107	2215:00	2215:00	\$ 7.89	20:41	20:41
Tuesday	585.25 \$	75	1514:00	1514:00	7.80 \$	20:11	20:11
Wednesday	717.00 \$	88	1852:00	1852:00	8.15 \$	21:03	21:03
Thursday	508.45 \$	72	1247:00	1247:00	7.06 \$	17:19	17:19
Friday	710.10 \$	98	1713:00	1713:00	7.25 \$	17:28	17:28
Saturday	1,311.20 \$	170	3558:00	3558:00	7.71 \$	20:55	20:55

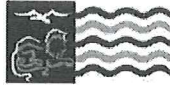


BASICS

Sunset - Usage Per Month



Month/Year	Total Amount	Number Of Transactions	Total Parking Time	Paid Parking Time	Average Amount	Average Total Duration	Average Paid Duration
July 2017	\$ 1,192.20	151	2937:00	2937:00	\$ 7.90	19:26	19:26
August 2017	2,576.50 \$	329	6800:00	6800:00	7.83 \$	20:40	20:40
September 2017	2,131.80 \$	287	5625:00	5625:00	7.43 \$	19:36	19:36
October 2017	191.00 \$	22	503:00	503:00	8.68 \$	22:51	22:51



RECEIVED

OCT 31 2017

#83.

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

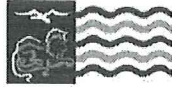
Schedule "A"

Tree Cutting Application Form

All fields must be completed

Applicant's Full Name: DEREK DODDS	
Address: 307 BAYVIEW PLACE [REDACTED]	
Phone: [REDACTED]	Email: [REDACTED]
Arborist/Contractor Name: SILVERBACK TREEWORLDS	
Phone: 604 312 7399	Email: INFO@SILVERBACKTREETWORLDS.COM

Office Use Only	Tree Application Number: #83
Received by: Susan Lortet	Date: Oct 31 / 17
Amount Paid: \$75 ⁰⁰	Cash or Cheque: chq # 440 Derek Dodds
Application Complete? (Y/N) <input checked="" type="checkbox"/>	If no, reason:
Date referred to Public Works: Nov 9 / 17	Date returned by Public Works: (See attached comments) Nov 30 / 17
Date Application to Tree Ctte: Nov 30 / 17	Meeting Date:
Agenda forwarded to Tree Ctte:	Minutes received from Tree Ctte:
Council Agenda Date:	Council Decision:
Parties Notified:	Received Damage Deposit:
Date of Letter Notifying Applicant of Decision:	Name of Arborist/Contractor:
(March 1-July 31: Arborist Certification Required)	Proof of WorkSafe Certificate:
	Proof of Insurance (\$5 mil/VoLB Add'l Insured):
Permit Issued:	Post-work check by Public Works:
Damage Deposit Returned:	If not, reason:



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Species/Description of Tree(s):

AUSTRIAN PINES x 4

Location of Tree(s):

BETWEEN THE ROAD AND PROPERTY LINE OF 320 BAYVIEW PLACE

**Trees must be clearly marked with marking tape in time for the Trees, Views and Landscapes Committee's site visit.*

<p>Reason for Removal:</p> <p><input type="checkbox"/> Too close to property (foundation, garage, fence, etc.)</p> <p><input type="checkbox"/> Dead, dying or diseased</p> <p><input type="checkbox"/> Unattractive</p> <p><input type="checkbox"/> Blocking sunlight</p> <p><input type="checkbox"/> Attracting wildlife</p>	<p><input type="checkbox"/> Interfering with infrastructure (roads, sidewalks, etc.)</p> <p><input type="checkbox"/> Leaves causing problems</p> <p><input type="checkbox"/> Blocking site access</p> <p><input type="checkbox"/> Affecting house value</p> <p><input type="checkbox"/> Hazardous</p> <p><input checked="" type="checkbox"/> Interfering with view</p>
---	--

Please provide additional comments which may be useful:

SPOKEN TO SURROUNDING NEIGHBOURS, NO OBJECTIONS.

Replanting Plan, if any (please include anticipated timeframe for completion):

NOT PLANNED



Public Works Tree Cutting Referral Comments

Tree Cutting Application Number: <i>83</i>
Name of Applicant: <i>Derek Dodds</i>
Address of Applicant: <i>307 Bayview Place</i>
Location of Tree(s): <i>Between the road and property line of 320 Bayview Place</i>
Clearly on Municipal Land: (Y/N) Yes (If no, survey required at applicant's cost)
Location in Relation to Municipal Infrastructure (Present & Future): watermain on opposite side of road; no anticipated future use of municipal boulevard for utilities or other
Location in Relation to Others' Infrastructure (Telus / Hydro Lines, etc.): lines are above ground
Slope Stability Considerations: Slope stability is a serious concern and Public Works does <i>not</i> recommend approval of this tree cutting application without an approved replanting plan to be approved by Public Works horticulture staff
Replanting Required (Y/N and recommendations, if any): Yes - Public Works horticulture staff recommend removal of the trees as close to ground level as possible, retain stumps and roots, replant with approved dwarf evergreen species with hearty root structure
Other Considerations / Comments: No approval without approved replanting plan.
Attachments (Y/N and Description):





Minutes of the Tree Committee meeting

December 12th, 2017

On-site @ 307 Bayview Place #83

In attendance; Chair, Simon Waterson, Ron McLaughlin, Tony Clayton and Mike Jury.

1. The meeting was called to order at 09:34 am.
2. Simon Waterson was appointed Recorder for the meeting.
3. The Agenda was approved unanimously.
4. Public Participation - None
5. The previous minutes from the meeting dated 9th November 2017 were approved unanimously.
6. Old Business; None.
7. New Business;
 - a. Tree Application #83 – 307 Bayview Place - moved by Ron McLaughlin; Seconded by Simon Waterson, that:

As requested, the applicant is permitted to cut and clean the specified Australian Pines. All wood and debris must be removed.

Re-planting is required with dwarf evergreens. Public works should give the applicant three choices of dwarf evergreen. Cost consideration should be taken into account.

8. Adjournment; - The meeting adjourned at 09:54 am.

Simon Waterson

Recorder

Intentionally Blank



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Schedule "A"

82

Tree Cutting Application Form

All fields must be completed

Applicant's Full Name: MICHAEL SWAIN + JELENA PUZIC	
Address: 280 MOUNTAIN DRIVE [REDACTED]	
Phone: [REDACTED]	Email: [REDACTED]
Arborist/Contractor Name: SILVERBACK TREE WORKS	
Phone: 604 312 7399.	Email: WWW.SILVERBACKTREWORKS.COM INFO@SILVERBACKTREWORKS.COM

Office Use Only	Tree Application Number: 82
Received by: JM	Date: Oct. 19/17.
Amount Paid: \$ 75 ⁰⁰	Cash or Cheque: cheque # 098
Application Complete? (Y/N) <input checked="" type="checkbox"/>	If no, reason:
Date referred to Public Works: Oct 20/17 resent Oct 26 + NOV 14	Date returned by Public Works: Nov 30/17. (See attached comments)
Date Application to Tree Ctte: Nov 30/17.	Meeting Date:
Agenda forwarded to Tree Ctte:	Minutes received from Tree Ctte:
Council Agenda Date:	Council Decision:
Parties Notified:	
Date of Letter Notifying Applicant of Decision:	Received Damage Deposit: Name of Arborist/Contractor:
(March 1-July 31: Arborist Certification Required)	Proof of WorkSafe Certificate: Proof of Insurance (\$5 mil/VoLB Add'l Insured):
Permit Issued:	Post-work check by Public Works:
Damage Deposit Returned:	If not, reason:



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Species/Description of Tree(s): DOUGLAS FIR AT TOP OF DRIVEWAY
 (ROOTS AFFECTING ASPHALT DRIVEWAY)
 CEDAR HEDGE TO BE REMOVED FOR RETAINING WALLS TO WIDEN DRIVEWAY ENTRANCE

Location of Tree(s): DOUGLAS FIR TOP CORNER OF PROPERTY BESIDE DRIVEWAY
 CEDAR HEDGE ALONG TOP OF PROPERTY

*Trees must be clearly marked with marking tape in time for the Trees, Views and Landscapes Committee's site visit.

Reason for Removal:	
<input type="checkbox"/> Too close to property (foundation, garage, fence, etc.)	<input checked="" type="checkbox"/> Interfering with infrastructure (roads, sidewalks, etc.)
<input type="checkbox"/> Dead, dying or diseased	<input type="checkbox"/> Leaves causing problems
<input type="checkbox"/> Unattractive	<input checked="" type="checkbox"/> Blocking site access
<input type="checkbox"/> Blocking sunlight	<input type="checkbox"/> Affecting house value
<input type="checkbox"/> Attracting wildlife	<input type="checkbox"/> Hazardous
	<input type="checkbox"/> Interfering with view

Please provide additional comments which may be useful:
 - THE DOUGLAS FIR ROOTS ARE LIFTING THE DRIVEWAY ASPHALT.
 - THE CEDAR HEDGE NEEDS TO BE REMOVED TO WIDEN DRIVEWAY AND ALLOW FOR RETAINING WALLS TO BE BUILT FOR BETTER VEHICLE ACCESS

Replanting Plan, if any (please include anticipated timeframe for completion):
 - SMALLER TREES WILL BE REPLANTED AFTER THE DRIVEWAY AND RETAINING WALLS HAVE BEEN REBUILT
 - THE TREES WILL NOT HAVE SUCH AN AGGRESSIVE ROOT STRUCTURE AND WILL BE PLACED AWAY FROM DRIVE
 - A FENCE WILL BE PLACED INSIDE THE PROPERTY AND HEDGING WITH THICK FOLIAGE PLANTED TO HIDE FENCE FROM ROAD SIDE
 - COMPLETED MARCH 2018.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

I have attached a colour photograph or colour photocopy of the subject tree(s) with descriptive notes or markings if applicable.

I have verified the information contained within this application is correct. No cutting of Significant Trees, as defined by Schedule "C" to Village of Lions Bay Tree Bylaw No. 393, 2007, as amended, is contemplated by this application or, if it is, this fact is clearly and explicitly set out in the application along with supporting rationale.

I acknowledge that responsibility for bylaw compliance rests with me as the applicant. I will indemnify and save harmless the Village of Lions Bay, its officials, employees and agents against claims, liabilities and expenses of every kind, in respect of anything done or not done pursuant to this application or ensuing permit, if issued, including negligence and/or failure to observe all bylaws, conditions, acts or regulations.

I understand that, should this application be approved, all work performed must comply with any and all conditions of approval incorporated in the Council resolution, and that failure to comply with such conditions may result in fines, penalties and/or legal action.

MICHAEL SWAIN
JERENA POZIC



16-OCT-2017

16-OCT-2017

Name of Applicant (Please Print)

Signature

Date Signed

Lions Bay Reception

From: Naizam Jaffer
Sent: Thursday, November 30, 2017 6:44 AM
To: Michael Swain; Lions Bay Reception
Subject: RE: RE: RE: Tree Application #82 280 Mountain Drive

A regular Cedar hedge, slow growing, easy to maintain with a non-invasive root system. You'll have to maintain it on a regular basis.

All the best,

Naizam (Nai) Jaffer
Public Works Manager | Village of Lions Bay
Village Office (604) 921-9833 | www.lionsbay.ca

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From: Michael Swain [REDACTED]
Sent: November 29, 2017 4:45 PM
To: Lions Bay Reception <reception@lionsbay.ca>; Naizam Jaffer <njaffer@lionsbay.ca>
Subject: Re: RE: RE: Tree Application #82 280 Mountain Drive

That is fine
If anyone has another hedge they would recomend we would be happy to know

Thanks
Naizam

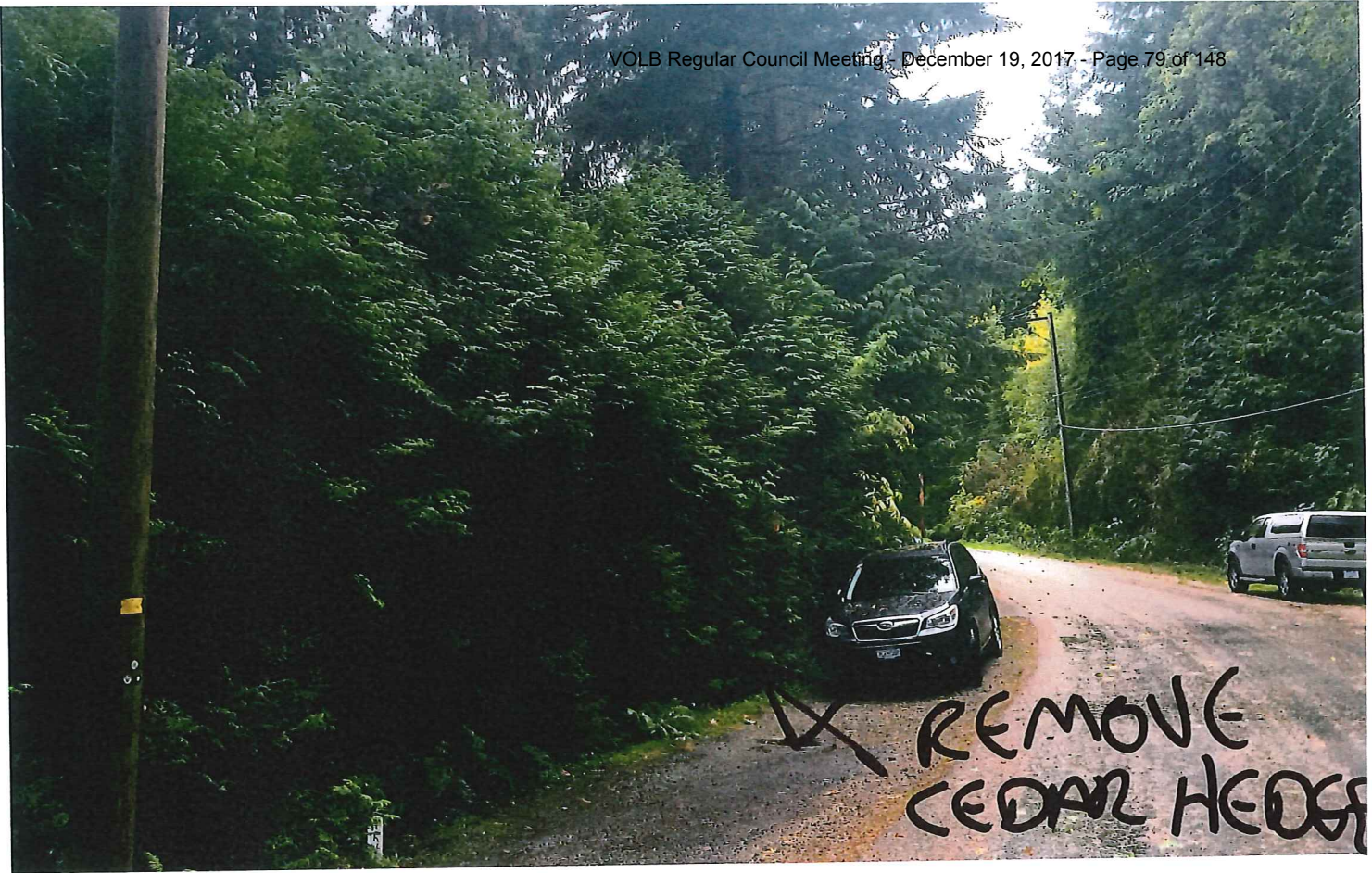
On Wednesday, November 29, 2017 01:32:34 PM, Naizam Jaffer <njaffer@lionsbay.ca> wrote:

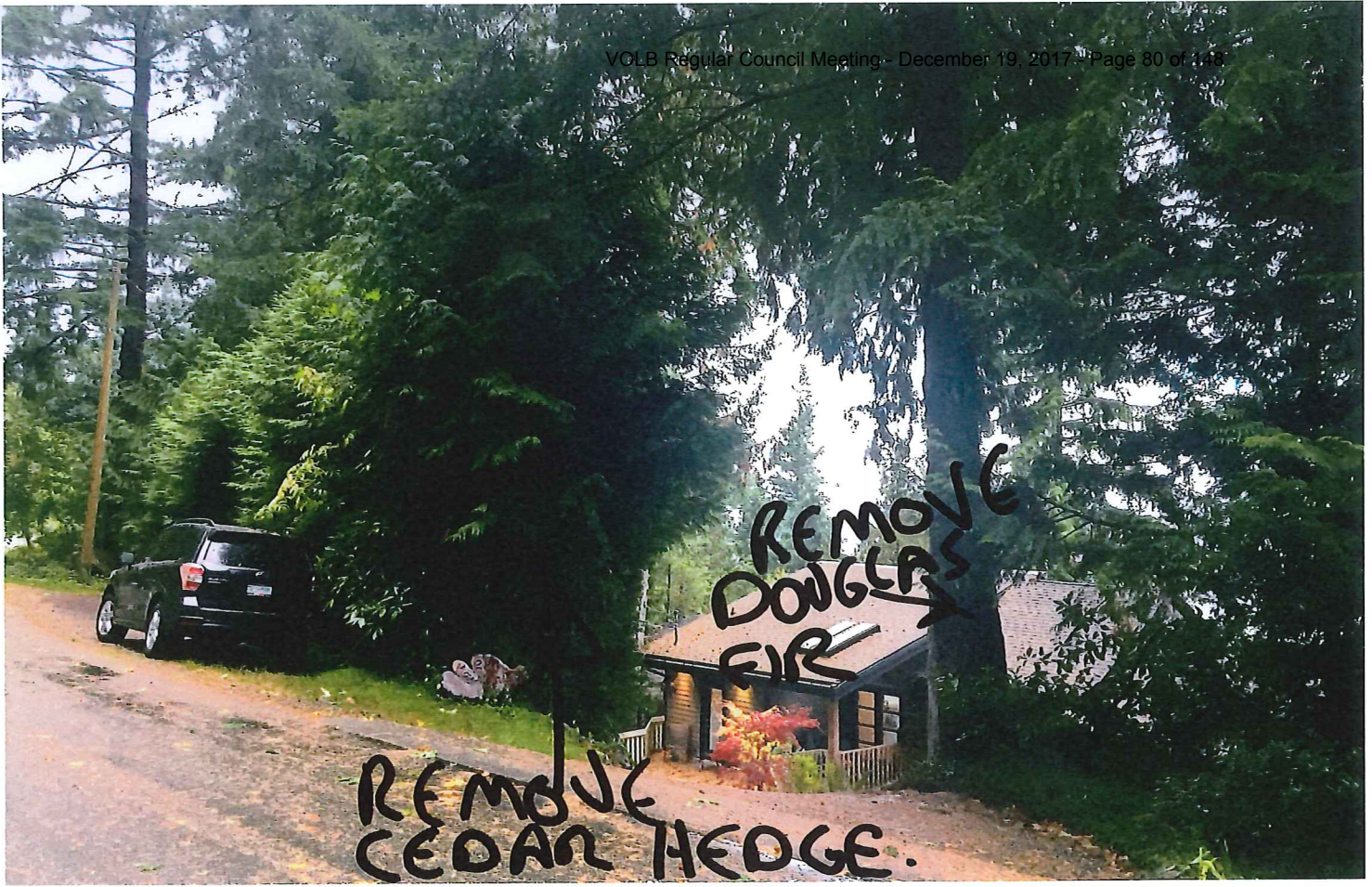
Hi Susan/Fran,

This can go to the tree committee – PW has only one comment; we would like to see something other than a Laurel hedge as they tend to grow fast and hearty and will require regular trimming / maintenance if they're allowed to encroach onto the boulevard.

All the best,

Naizam (Nai) Jaffer
Public Works Manager | Village of Lions Bay





SCALE 1:150

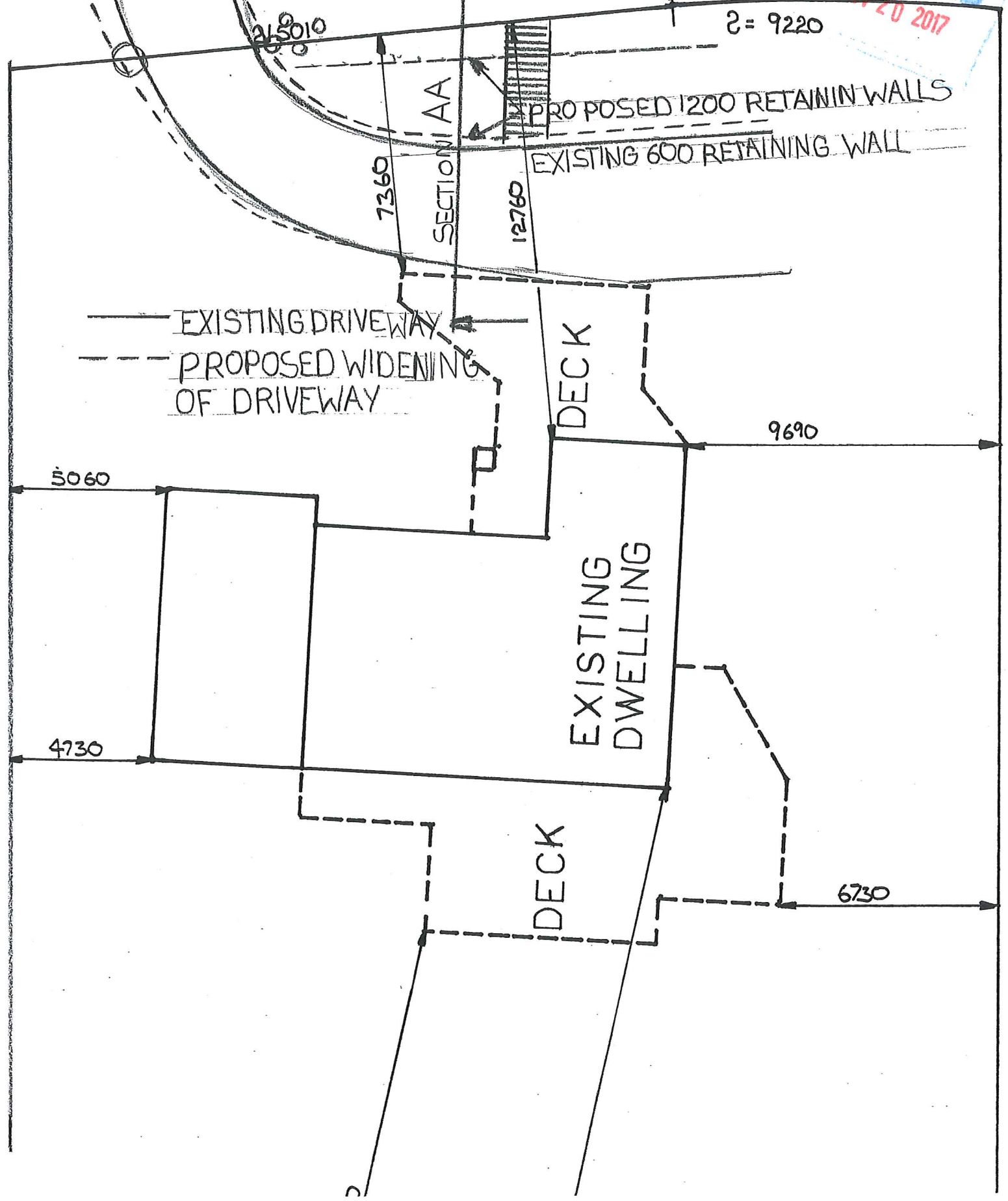
METRIC

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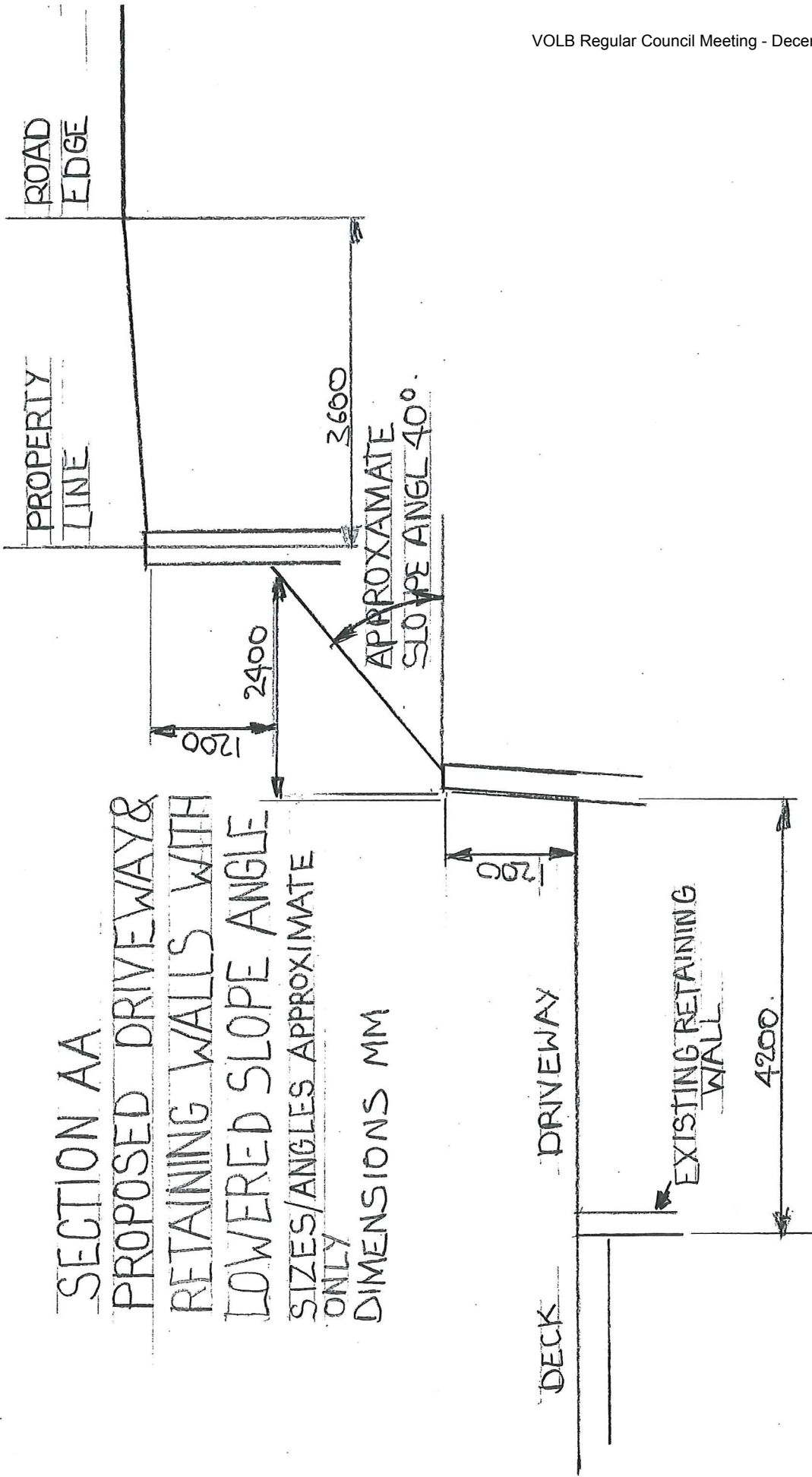
280 MOUNTAIN DR
Nai has copies.

280 MOUNTAIN DRIVE LOT 3

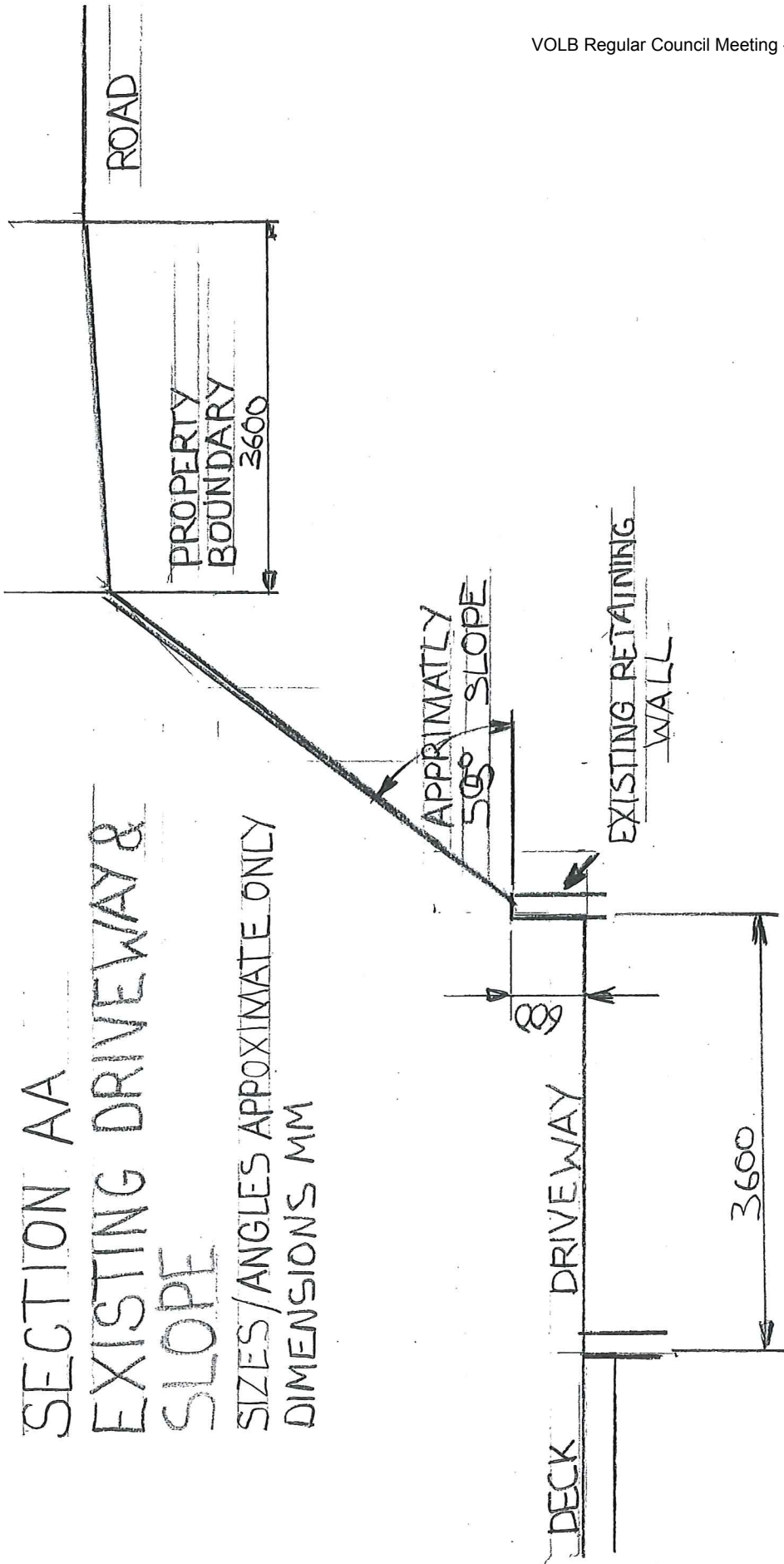
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C= 9220
RECEIVED
NOV 20 2017



SECTION AA
PROPOSED DRIVEWAY &
RETAINING WALLS WITH
LOWERED SLOPE ANGLE
SIZES/ANGLES APPROXIMATE
ONLY
DIMENSIONS MM



SECTION AA
EXISTING DRIVEWAY &
SLOPE
SIZES/ANGLES APPROXIMATE ONLY
DIMENSIONS MM



Minutes of the Tree Committee meeting

December 12th, 2017

On-site @ 280 Mountain Drive #82

In attendance; Chair, Simon Waterson, Ron McLaughlin, Tony Clayton and Mike Jury.

1. The meeting was called to order at 10:01 am.
2. Simon Waterson was appointed Recorder for the meeting.
3. The Agenda was approved unanimously.
4. Public Participation - None
5. The previous minutes from the meeting dated 9th November 2017 were approved unanimously.
6. Old Business; None.
7. New Business;
 - a. Tree Application #82 – 280 Mountain Drive - moved by Ron McLaughlin; Seconded by Simon Waterson, that:

As requested, the applicant is permitted to cut and clean the specified trees. All wood and debris must be removed.

8. Adjournment; - The meeting adjourned at 10:13am.

Simon Waterson

Recorder



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

MEETING OF THE BOARD OF VARIANCE
MONDAY, MAY 15TH, 2017 AT 6:30PM.
IN THE COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY, BC

In Attendance: Board of Variance Members: Ian Mackie, Peter Wreglesworth
Sends Regrets Not in Attendance: Morgan Gatto
Staff: Susan Loutet, BOV Secretary
Applicants: Scott Gordon & Maureen Rose
Russ & Dorothy Meiklejohn
Neighbour: Li Shun & son, 70 Lions Bay Ave

1. Call to Order
BOV Secretary called the meeting to order at 6:35 p.m.
2. Approval of the Agenda
All in favor
3. Minutes – BOV Meeting – March 27, 2017
Moved/Seconded
THAT the BOV Meeting Minutes of March 27, 2017 be approved as circulated.
4. New Business: Application to be heard
 - (1) Civic Address: 90 Lions Bay Ave, Lions Bay, BC
Legal Description: Lot 4, Block 1 of A, Plan 10044, DL 1575
Owner: Scott Gordon
Request: Approval sought for North Side Yard Variance of 3' from 8' to 5' and South Side Yard Variance of 4' from 8' to 4'.
Per Zoning Bylaw 362, Part V 15.b)ii)B.
 - (2) Civic Address: 59 Brunswick Beach Road, Lions Bay, BV
Legal Description: Lot 30, Block 9, Plan 10651, DL 1815
Owner: Dorothy Meiklejohn & Dean Currie
Request: Approval sought for a Front Yard Variance of 13' from 15' to 2'.
Per GVRD Zoning Bylaw 785, Part 6.04 (2)(b).

5. Discussion (1) 90 Lions Bay Avenue

Mr. Gordon advised that he wishes to redevelop the property at 90 Lions Bay Avenue. The plan is to demolish the house that is there and build a new house, almost the same height but wider, so the side yards would be reduced. The reason he is asking for a variance relaxation is to build a house that is relatively square, so that when you are walking on the street you can look over the roof and still see the mountains and Gambier Island and the ferries. The alternative is to build a 3 storey house which would respect the side yards but block the view for anybody walking along the street. He advised he walks on the street twice a day, and passes 90 Lions Bay Avenue, and really enjoys looking over properties to the view. Lions Bay Avenue is the only level area to walk in Lions Bay, other than Brunswick Beach. A lot of people walk along Lions bay Avenue and their opportunities to see the ocean would be reduced. There are only 2 or 3 houses you can see over now, one of which is at 160 Lions Bay Avenue. He would like to maintain a street view for people walking along the street. The plan is to keep the house wide and low and then the maximum height would be 16' above main floor level rather than the maximum height of 29'. The house now is 14' to the peak. To respect the houses and neighbours, especially the neighbour to the south, they are trying to keep the profile low. Their neighbour's house is 7' from the side yard and has an extension going in 4'. They would keep their building 4' away from the south side yard and 5' away to the north side yard.

Mr Mackie, Board Chair, asked what hardship Mr Gordon faces for this property that would warrant a variance for the side yard setbacks. For a typical variance application, you have to show hardship based on the topography of the land.

Mr Gordon advised, hardship is trying to respect the neighbours and neighbourhood and a pleasant experience to walk down Lions Bay Avenue and see the water and look at the mountains. From an urban design standpoint this is superior to doing a 3 storey building, of which you see a couple on this street.

Mr Mackie, advised even if the house was lower, someone could plant a hedge in front and then you would not see over the house. The plan is a good combination, but the Board's mandate is to grant variances on hardship. Mr Mackie invited any other persons to speak.

The neighbour from 80 Lions Bay Avenue advised that after receiving the notice she did walk out to the street and advised that she could not see over the 2 storey house at 90 Lions Bay Avenue. The only place she could see the water is the gap between the houses. 2 or 3 story's will make no difference.

Mr Mackie asked the neighbour from 80 Lions Bay Avenue, if she was opposed to the variance being granted, and she said that she was. The neighbour was worried that the sundeck and roof overhang would extend quite far out and that snow would slide down from 90 Lions Bay Avenue's roof and fall on their property. Mr Mackie also advised that there is only a plan for the new house at the moment and no design. The neighbour also has a side yard of only 4' for part of this side. So 2 small side yards could be contributing to what is perceived as a problem. Mr Gordon advised that the new roof would be saw tooth and slope away from the property lines and that the deck is on the opposite side from 80 Lions Bay Avenue. Mr Mackie advised it was clear the neighbour at 80 Lions Bay Avenue was opposed to the variance being granted and that if there is any view to be preserved it is the side yard views through to the water. Mr Mackie asked if his understanding was correct. To which the neighbour confirmed in the affirmative. Mr Mackie called for anybody else to speak. Maureen Rose, Mr Gordon's wife advised hardship for them is that they did not think they could design a home that they could age in place and they want to build a home that does not have stairs.

Mr Gordon is seeking approval for a north side yard variance of 3' from 8' to 5' and a south side yard variance of 4' from 8' to 4' to build a new Single Family Dwelling.

6. Decision

The Board chair, Mr Mackie advised that their consideration is to be dictated by the topography of the property, that the only consideration is not just each individual and their neighbours who does or does not agree. It is everybody in Lions Bay that is to be considered and the Board has to apply the same test with respect to all properties. The Board grants variances based upon topography of the land and generally very steep properties with problems that make it impossible to build, other than with a variance, and that is what the Board must apply. The Board is very limited as to what they can approve. In the circumstances and with the information that the Board have been provided with, it does not indicate a hardship based upon the topography of the property and the Board has opposition into the variance that is sought into the south side of the property from the neighbour to the south. The Board of Variance does not grant this variance application and the application is denied.

7. Discussion (2) 59 Brunswick Beach Road

Mr Meiklejohn advised he is seeking a variance to the front yard setback of 13' from 15' to 2' to allow construction of a garage as part of the construction of a new house. Several lots in Brunswick Beach have a small piece of legal property hooked onto the main parcel from across the railroad right of way, but cannot be utilized. It is 93 feet away, up the slope and on the other side of the rail fence, inaccessible and useless as far as lot utilization is concerned. The hardship is, they are allowed a certain amount of buildable area and it is not viable without the variance. The building is sitting on the lot which was established when the road ROW was along the water side of the properties. This was legally swapped with the current road ROW property in 1960. As a result a number of the older houses are very close to the road ROW. 59 Brunswick is 6.7' to 9.7' away from the property line, with 266 square feet in the front yard setback. The property next door at 61 Brunswick Beach Road was granted a variance for a garage, to the front property line.

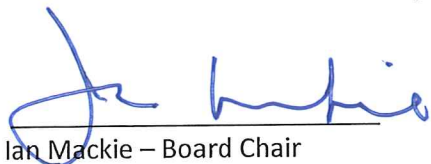
8. Decision

The Board chair, Mr Mackie advised that the 4,000 square foot lot includes a piece of land on the other side of the railroad tracks which is not accessible and it creates the hardship that is the basis of the Board of Variance granting this application. Also hardship is significant due to the percentage of the lot area that the owners cannot access.

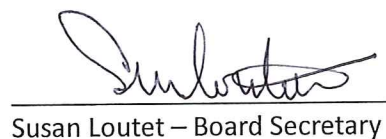
9. Adjournment
Moved/Seconded

THAT the meeting be adjourned.

The meeting was adjourned at 7:12 p.m., May 15th, 2017



Ian Mackie – Board Chair



Susan Loutet – Board Secretary

December 4, 2017
Date Adopted:

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Fees Bylaw No. 497, 2016, Amendment Bylaw No. 534, 2017		
Author	Shawna Gilroy	Reviewed By:	Peter DeJong
Date	December 13, 2017	Version	1
Issued for	December 19, 2017 Regular Council Meeting		

Recommendation:

THAT Fees Bylaw No. 497, 2016, Amendment Bylaw No. 534, 2017 be adopted.

Attachments:

- (1) Draft Fees Bylaw No. 497, 2016, Amendment Bylaw No. 534, 2017
- (2) Draft Consolidation of Fees Bylaw No. 497, 2016

Key Information:

The Fees Bylaw is looked at yearly in order for updated fees to take effect on January 1st of each year. Schedules 1-10 have been reviewed and amended, as outlined in the draft consolidation.

No further amendments were made at third reading.

Options:

- (1) Adopt the bylaw
- (2) Rescind third reading, amend the bylaw and then give it third reading;
- (3) Send the bylaw back to staff with other instructions.

Preferred Option:

- (1) Adopt the bylaw so that the fees can take effect on January 1, 2018.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



**Fees Bylaw No. 497, 2016,
Amendment Bylaw No. 534, 2017**

Adopted: _____

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

Fees Bylaw No. 497, 2016, Amendment Bylaw No. 534, 2017

A bylaw to amend Fees Bylaw No. 497, 2016

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, Amendment Bylaw No. 534, 2017".

Part 2 – REPEAL

2.1 Schedules 1-10 attached to Fees Bylaw No. 497, 2016 are hereby repealed.

Part 2 – SCHEDULES

2.1 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.

- 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

READ A FIRST TIME

November 21, 2017

READ A SECOND TIME

November 21, 2017

READ A THIRD TIME

December 5, 2017

ADOPTED

_____, 2017

Mayor

Corporate Officer

**Certified a true copy of Fees
Bylaw No. 497, 2016, Amendment
Bylaw No. 534, 2017, as adopted.**

Corporate Officer

SCHEDULE 1 – GENERAL ADMINISTRATION

Description	Fee
Freedom of Information and Protection of Privacy Act Fees payable for requests made under the <i>Freedom of Information and Protection of Privacy Act and Regulation</i>	As per <i>Freedom of Information and Protection of Privacy Act and Regulation</i> , Schedule of Maximum Fees.* *Note: For commercial applicants, for each service listed, the actual cost to the public body of providing that service shall be determined at the rate of \$10.00 per ¼ hour.
Locating, retrieving, producing or preparing records for disclosure	\$7.50 per ¼ hour
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
Biodegradable Organics Bags	\$4 plus GST

SCHEDULE 2 – DEVELOPMENT, LAND AND BUILDING SERVICES

Description	Fee
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 or strata lot after first lot or strata lot created
Development Permit	\$1200
Development Variance Permit	\$750
Temporary User Permit Application Fee (non-refundable)	\$250
Temporary Use Permit	\$1,000 plus \$750 for renewal application
Inspection fee for Temporary Use Permit for Short Term Rentals	\$250 – Includes initial inspection plus one additional inspection. Each additional inspection \$75/hour
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 a maximum of two years, at which time they expire. A permit may be renewed once only in accordance with Building Bylaw No. 234, 1994, as amended.</i>

Permit renewals <i>A building permit is valid for a maximum of two years, at which time it expires. A permit may be renewed once only in accordance with Building Bylaw No. 234, 1994, as amended.</i>	75% of current Building Permit Fee
Damage Deposit (based on value of construction): <ul style="list-style-type: none"> • Up to \$10,000 • Up to \$50,000 • Up to \$250,000 • Greater than \$250,000 <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>	\$500 \$1,500 \$3,000 \$5,000
Demolition Permit fees: Accessory building or structure All other buildings	\$100 per building \$1000 per building
Site Alteration Permit (includes soil and other material deposit or removal and land clearing)	\$250
Reconsideration by Council	\$750
Change of Address	\$500
Blasting permit application fee	\$250
Secondary suite surcharge	40% of Annual Utility Billing
Secondary suite inspection fee	Initial inspection plus one additional inspection free. Each additional inspection \$75/hour
Tree cutting permit applications	\$75 (non-refundable)
Lawn sprinkling permit application	\$40
Oil Tank Inspection Fee	\$250
Plumbing Fee	\$100 plus \$25 for each fixture
Sprinkler Permit Fee: New construction	\$125 plus \$2.50 per sprinkler head
Renovations requiring sprinkling	\$250 plus \$2.50 per sprinkler head
Alternate Solutions: Building Inspector (additional charge if required on more involved issues per Building Bylaw) Code Professional (additional charge if required on more involved issues per Building Bylaw)	\$75 per hour (\$225 minimum) Actual cost plus 10%
Extra Inspections (after second inspection)	\$100 per inspection

Lot grading (trucking receipt required)	\$250 (up to 10 loads) \$500 (11-20 loads) \$1000 (more than 20 loads)
Pre-inspection of a building being moved within the Village	\$500 per structure
When a permit is surrendered and cancelled before any construction begins and the owner has provided written notification that the project will not be undertaken	50% of the building permit fee 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

Description	Fee
Water service connection fees	\$600 plus actual costs
Sewer service connection fees	\$600 plus actual costs
Locate water leak / water shutoff valve on private property / turn water on or off	Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs After hours: \$115 per hour (3 hour minimum)
Locate Sewer Pipes / Connection	Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs After hours: \$115 per hour (3 hour minimum)
Public Works hourly rate per worker (regular business hours)	\$75 per hour
Emergency after hours call-out	\$115 per hour (3 hour minimum)
Bear Smart garbage container	\$175
Driveway Crossing Permit	\$100

SCHEDULE 4 – ANIMAL CONTROL & LICENCING

Description	Fee
Annual licence for altered dog	\$30 if paid before March 31 st 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 st 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**

Description	Fee
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 Extraordinary Vehicle or trailer 6.1- 6.5 metres in length Extraordinary Vehicle or trailer 6.5-7.7 metres in length Extraordinary Vehicle or trailer over 7.7 metres in length	\$80 per month/\$960 per year \$80 per month/\$960 per year \$110 per month/\$1,320 per year \$135 per month/\$1,620 per year
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

FEES FOR METERED PARKING

Description	Fee
Lions Bay Beach Park Lot (adjacent to train tracks) <i>*Permit holders NOT exempt from fee.</i>	\$2/hour or portion thereof up to \$16/day (Day is 24 hours - maximum 3 days)
Kelvin Grove Beach Park Lot <i>*Permit holders exempt from fee.</i>	\$1/hour or portion thereof up to \$8/day (Day is 8 am-10 pm – closed 10 pm-8 am)
Sunset Trailhead Lot <i>*Permit holders exempt from fee.</i>	\$1/hour or portion thereof up to \$8/day (Day is 24 hours - maximum 3 days)

[Amended by Bylaw No. 530]

SCHEDULE 6 – COMMUNITY FACILITY RENTALS

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

Description	Fee*
Hall Rental for private events: 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>
Hall Rental for children's Birthday parties	\$60 per event (maximum 4 hours)
Hall Rental for program use: 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.
Hall Rental for non-profit groups: 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>
Hall Drop-In Rate: 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>
Meeting Room Rental (accommodates up to 10 persons): Meeting Room A (includes washroom) Meeting Room A and B	\$10 per hour (2 hour minimum) per room
Rental of Tennis Courts for Program Use (max 2 hours per day)	20% of revenue per session or minimum payment amount of \$40.00 per month, whichever is greater.
Insurance costs (if required)	Actual cost as determined by Village's insurer
Cancellation Fee:	Refer to policy: POL-1408 Refunds & Cancellations

<p>Staff Assistance (assemble/disassemble equipment on-site – excluding stage):</p> <p>Stage (assemble/disassemble):</p> <p>Sound System:</p> <p><i>No offsite rental for stage and sound equipment.</i></p>	<p>\$50 set up \$50 take down</p> <p>\$100</p> <p>\$50</p>
<p>Equipment Rental Rates (for off-site use):</p> <p>Table rental</p> <p>Chair rental (No outside use of chairs without explicit written authorization)</p> <p><i>Equipment not returned within 72 hours will result in forfeiture of deposit.</i></p>	<p>\$10 each</p> <p>\$1 each (\$10 minimum)</p>
<p>Projector and Laptop Rental:</p> <p><i>No offsite rental for projector and laptop.</i></p>	<p>\$25 per use</p>
<p>Deposit for facility / equipment rental:</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

Description	Fee
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

Description	Fee
Fire investigation	\$200 per person per hour or portion plus actual site security costs
Fire Safety Plan Review	\$100
Inspection of buildings other than routine inspections (after 2 nd inspection) under the Fire Services Act	\$100
Inspection of buildings other than routine inspections (after 3 rd and subsequent inspection) under the Fire Services Act	\$200
Inspections – special request	\$150
Special events fire permit/inspection	\$100 per person per hour or portion thereof
Fireworks Permit	\$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

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



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



Fees Bylaw No. 497, 2016

Office Consolidation

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

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

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

List of Amending Bylaws

Bylaw No.	Section	Description	Adopted
519	3	Deletes section 5.1.13	April 4, 2017
526	2.1	Amends schedule 1	May 5, 2017
530	2(a)	Adds metered parking fees to schedule 5	July 4, 2017
534	<u>2.1</u>	<u>Replaces Schedules 1-10</u>	

Fees Bylaw No. 497, 2016

A bylaw to provide for the imposition of fees.

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

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

Part 1 – CITATION:

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

Part 2 – SEVERABILITY:

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

Part 3 – FEES AND CHARGES

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

Schedules

Schedule 1: General Administration

Schedule 2: Development, Land and Building Services

Schedule 3: Engineering and Public Works

Schedule 4: Animal Control & Licencing

Schedule 5: Traffic & Parking Fees

Schedule 6: Community Facility Rentals

Schedule 7: Filming

Schedule 8: Fire Rescue / Emergency Permits & Fees

Schedule 9: Memorials and Dedications

Schedule 10: General

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

Part 4 – REPEAL

- 4.1 The following bylaws are hereby repealed:

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

Part 5 – CONSEQUENTIAL AMENDMENTS

- 5.1 The following bylaws are hereby amended as follows:

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

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

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

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

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

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

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

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

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

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

Part 6 – EFFECTIVE DATE

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

READ A FIRST TIME

December 15, 2015

READ A SECOND TIME

December 15, 2015

READ A THIRD TIME

December 6, 2016

ADOPTED

December 20, 2016

Mayor

Corporate Officer

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

Corporate Officer

SCHEDULE 1 – GENERAL ADMINISTRATION

Description	Fee
Freedom of Information and Protection of Privacy Act Fees payable for requests made under the <i>Freedom of Information and Protection of Privacy Act and Regulation</i>	As per <i>Freedom of Information and Protection of Privacy Act and Regulation</i> , Schedule of Maximum Fees.* *Note: For commercial applicants, for each service listed, the actual cost to the public body of providing that service shall be determined at the rate of \$10.00 per ¼ hour.
Locating, retrieving, producing or preparing records for disclosure	\$7.50 per ¼ hour
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
Biodegradable Organics Bags	\$4 plus GST

SCHEDULE 2 – DEVELOPMENT, LAND AND BUILDING SERVICES

Description	Fee
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 <u>or strata lot</u> after first lot <u>or strata lot</u> created
Development Permit	\$1200
Development Variance Permit	\$750
Temporary User Permit Application Fee (non-refundable)	\$250
Temporary Use Permit	\$1,000 plus \$750 for renewal application
<u>Inspection fee for Temporary Use Permit for Short Term Rentals</u>	<u>\$250 – Includes initial inspection plus one additional inspection. Each additional inspection \$75/hour</u>
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 <u>a maximum of two years</u>, at which time <u>they expire</u>. A renewal permit is required <u>may be renewed once only in accordance with Building Bylaw No. 234, 1994, as amended.</u></i>

Permit renewals <i>A building permit is valid for <u>a maximum of two years</u>, at which time<u>time it expires</u>. a<u>A renewal permit is required</u><u>may be renewed once only in accordance with Building Bylaw No. 234, 1994, as amended.</u></i>	75% of <u>current</u> Building Permit Fee
Damage Deposit (based on value of construction): <ul style="list-style-type: none"> • Up to \$10,000 • Up to \$50,000 • Up to \$250,000 • Greater than \$250,000 <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>	\$500 \$1,500 \$3,000 \$5,000
Demolition <u>Permit</u> fees: Accessory building or structure All other buildings	\$100 per building \$1000 per building
Site Alteration Permit (includes soil and other material deposit or removal and land clearing)	\$250
Reconsideration by Council	\$750
Change of Address	\$500
Blasting permit application fee	\$250
Secondary suite surcharge	40% of Annual Utility Billing
<u>Secondary suite inspection fee</u>	<u>Initial inspection plus one additional inspection free. Each additional inspection \$75/hour</u>
Tree cutting permit applications	\$75 (non-refundable)
Lawn sprinkling permit application	\$40
Oil Tank Inspection Fee	\$250
Plumbing Fee	\$100 plus \$25 for each fixture
Sprinkler Permit Fee: New construction	\$125 plus \$2.50 per sprinkler head
Renovations requiring sprinkling	\$250 plus \$2.50 per sprinkler head
Alternate Solutions: Building Inspector (additional charge if required on more involved issues per Building Bylaw) Code Professional (additional charge if required on more involved issues per Building Bylaw)	\$75 per hour (\$225 minimum) Actual cost plus 10%
Extra Inspections (after second inspection)	\$100 per inspection

Lot grading (trucking receipt required)	\$250 (up to 10 loads) \$500 (11-20 loads) \$1000 (more than 20 loads)
Pre-inspection of a building being moved within the Village	\$500 per structure
When a permit is surrendered and cancelled before any construction begins and the owner has provided written notification that the project will not be undertaken	50% of the building permit fee 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

Description	Fee
Water service connection fees	\$600 plus actual costs
Sewer service connection fees	\$600 plus actual costs
Locate water leak / water shutoff valve on private property / turn water on or off	Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs After hours: \$115 per hour (3 hour minimum)
Locate Sewer Pipes / Connection	Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs After hours: \$115 per hour (3 hour minimum)
Public Works hourly rate per worker (regular business hours)	\$75 per hour
Emergency after hours call-out	\$115 per hour (3 hour minimum)
Bear Smart garbage container	\$175
Composter Earth Machine	\$73.50
Composter turner	\$16.30
Carry box	\$6.50
<u>Driveway Crossing Permit</u>	<u>\$100</u>

SCHEDULE 4 – ANIMAL CONTROL & LICENCING

Description	Fee
Annual licence for altered dog	\$30 if paid before March 31 st 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 st 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**

Description	Fee
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 Extraordinary Vehicle or trailer 6.1- 6.5 metres in length Extraordinary Vehicle or trailer 6.5-7.7 metres in length Extraordinary Vehicle or trailer over 7.7 metres in length	\$80 per month/ <u>\$960 per year</u> \$80 per month/ <u>\$960 per year</u> \$110 per month/ <u>\$1,320 per year</u> \$135 per month/ <u>\$1,620 per year</u>
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

FEES FOR METERED PARKING

Description	Fee
Lions Bay Beach Park Lot (adjacent to train tracks) <i>*Permit holders NOT exempt from fee.</i>	\$2/hour or portion thereof up to \$16/day (Day is 24 hours - maximum 3 days)
Kelvin Grove Beach Park Lot <i>*Permit holders exempt from fee.</i>	\$1/hour or portion thereof up to \$8/day (Day is 8 am-10 pm – closed 10 pm-8 am)
Sunset Trailhead Lot <i>*Permit holders exempt from fee.</i>	\$1/hour or portion thereof up to \$8/day (Day is 24 hours - maximum 3 days)

[Amended by Bylaw No. 530]

SCHEDULE 6 – COMMUNITY FACILITY RENTALS

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

Description	Fee*
Hall Rental for private events: 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>
Hall Rental for children’s Birthday parties	\$60 per event (maximum 4 hours)
Hall Rental for program use: 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.
Hall Rental for non-profit groups: 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>
Hall Drop-In Rate: 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>
Meeting Room Rental (accommodates up to 10 persons): Meeting Room A (includes washroom) Meeting Room A and B	\$10 per hour (2 hour minimum) per room
Rental of Tennis Courts for Program Use (max 2 hours per day)	20% of revenue per session or minimum payment amount of \$40.00 per month, whichever is greater.
Park Event Rental Fees: <u>Lions Bay Beach Park</u> <u>Kelvin Grove Beach Park</u> <u>Wade Park</u> ^[CA01]	

Insurance costs (if required)	Actual cost as determined by Village's insurer
Cancellation Fee:	Refer to policy: POL-1408 Refunds & Cancellations
Staff Assistance (assemble/disassemble equipment on-site – excluding stage):	\$50 set up \$50 take down
Stage (assemble/disassemble):	\$100
Sound System:	\$50
<i>No offsite rental for stage and sound equipment.</i>	
Equipment Rental Rates (for off-site use):	
Table rental	\$10 each
Chair rental <u>(No outside use of chairs without explicit written authorization)</u>	\$1 each (\$10 minimum)
<i>Equipment not returned within 72 hours will result in forfeiture of deposit.</i>	
Projector and Laptop Rental:	\$25 per use
<i>No offsite rental for projector and laptop.</i>	
Deposit for facility / equipment rental:	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.

**plus deposit*

SCHEDULE 7 – FILMING

Description	Fee
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

Description	Fee
Fire investigation	\$200 per person per hour or portion plus actual site security costs
Fire Safety Plan Review	\$100
Inspection of buildings other than routine inspections (after 2 nd inspection) under the Fire Services Act	\$100
Inspection of buildings other than routine inspections (after 3 rd and subsequent inspection) under the Fire Services Act	\$200
Inspections – special request	\$150
Special events fire permit/inspection	\$100 per person per hour or portion thereof
Fireworks Permit	\$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

Description	Fee
Bench Dedication	\$1,200 - \$1,500 <u>\$1,500 - \$1,750</u> includes cost and installation of bench, cost and installation of plaque and ongoing maintenance.

SCHEDULE 10 – GENERAL

Description	Fee
Boat space rental permit at Lions Bay Beach Park	\$125 per calendar year if paid by March 31 st \$150 if paid after March 31 st , but before May 31 st (after May 31 st , boat will be seized and removed) <i>*If a new boat space is obtained after March 31st, the \$150 lesser permit fee shall <u>apply if payment received within 30 days; the greater permit fee shall apply if payment received after 30 days.</u> be prorated based on the number of months left in the year. No refunds will be issued for permits terminated during the year.</i>
Seizure and removal of boat from boat space rental area for failure to pay annual fee by June 1 st .	\$100 plus \$20/day for storage
Sale of seized boat if unclaimed for 120 days after seizure.	\$500 flat fee

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VILLAGE OF LIONS BAY

Incoming Correspondence - December 19, 2017

General Correspondence:

- G-1: Views on Professional Reliance (Page 1)
- G-2: The BC Community Achievement Awards (Page 2)
- G-3: Prevention of Quagga and Zebra Mussels (Page 4)
- G-4: Human Trafficking (Page 5)
- G-5: Letter re UBCM Convention (Page 10)

Resident Correspondence:

- R-1: Victoria Rogers - Response (Page 12)
- R-2: Nicola Cadwell (Page 15)

From: [Tracey Saxby](#)
To: [Council @ Lions Bay; Agenda](#)
Subject: Views on professional reliance
Date: Saturday, December 02, 2017 11:58:43 AM

Dear Mayor and Council,

I'd like to bring to your attention that the Province is currently seeking public views on their review of the Professional Reliance model.

<https://news.gov.bc.ca/releases/2017ENV0066-002001>

Given how the broken environmental assessment process has greatly impacted Howe Sound recently, with approval of both the Woodfibre LNG project, FortisBC pipeline & compressor station, the Garibaldi at Squamish development, and the current process for the Burnco gravel mine, I suggest that the Village of Lions Bay should also participate in this review process.

I have copied three resources below explaining some of the many issues with the current Professional Reliance model.

Environmental Law Centre (2015) **Professional Reliance and Environmental Regulation in British Columbia**. University of Victoria.

http://www.elc.uvic.ca/wordpress/wp-content/uploads/2015/02/Professional-Reliance-and-Environmental-Regulation-in-BC_2015Feb9.pdf

Andrew Gage (2017) **The problem with relying (too much) upon professionals**. West Coast Environmental Law, Environmental Law Alert Blog, 23rd November 2017

<https://www.wcel.org/blog/problem-relying-too-much-upon-professionals>

Andrew Nikiforuk (2017) **Another Wild West Show? BC's Regulatory Experiment with Professional Reliance**. The Tyee, 21st February 2017

<https://thetyee.ca/News/2017/02/21/BC-Professional-Reliance-Experiment/>

If you have any questions, I am also happy to share my concerns about the professional reliance model, as both the volunteer executive director of My Sea to Sky, and in my professional capacity as a marine scientist and partner of Visual Science.

Best Regards,

Tracey Saxby BA/BSc (Hons I)
Volunteer Executive Director
My Sea to Sky

Cell: +1 (604) 892-7501

Skype: traceysaxby

Email: tracey@myseatosky.org

Web: <http://myseatosky.org>



The BC Community Achievement Awards

The 2018 BC Community Achievement Awards are now OPEN for submissions!

Deadline for nominations: January 15, 2018

How to Submit:

Applications must be submitted using our [online nomination form](#). Please compile the following items before you begin:

- 1.) Contact information for nominee and nominator
- 2.) Three letters: (maximum 500 words each)
 - A letter from the nominator detailing the contributions of the nominee and reasons for the nomination.
 - Two letters of support / reference letters from other individuals or organizations that describe the value and impact of the contributions of the nominee.
- 2.) Brief biographical outline of the nominee as it relates to the nomination.
- 3.) Optional: up to five pages of additional material about the nominee (this can include letters, awards, newspaper clippings, etc.)

Nominations will remain confidential between the nominator and the awards program. Nominees are notified only if they are selected for an award.

Award Overview

British Columbia's communities are shaped by the people who live in them, and especially by the contributions of extraordinary individuals.

The BC Community Achievement Awards celebrate British Columbians who go above and beyond in their dedication and service to others and who devote time and energy to making their communities more caring, dynamic, beautiful, healthy, and unique. They inspire by their example.

The BC Achievement Foundation presents the awards, a foundation established in 2003 by the province of BC to celebrate excellence in community service, enterprise, arts and humanities.

Nominators are encouraged to read further about the award process, eligibility and selection before beginning a nomination package. Please see below and click the relevant links:

- **Award Information**
- **[Eligibility + Why Nominate](#)**
- **[Frequently Asked Questions](#)**
- **[Nomination Form](#)**

British Columbia Achievement Foundation

T. 604.261.9777 | *Toll Free* 866.882.6088 (in BC)

E. info@bcachievement.com

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HARRISON HOT SPRINGS

Naturally Refreshed

File: 0530-01

December 5, 2017

Honourable George Heyman
Minister of Environment and Climate Change Strategy
PO Box 9047 Stn Prov Govt
Rm 112, Parliament Buildings
Victoria, BC V8W9E2

Subject: Prevention of Quagga and Zebra Mussels

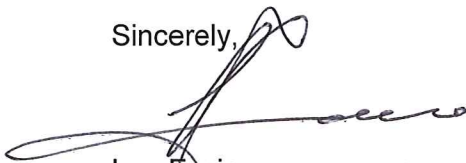
Dear Minister Heyman:

At a recent meeting of Council on December 4, 2017, Council passed a resolution in support of the District of Sicamous' concerns and threat of Quagga and Zebra mussels in the Province. Sicamous submitted a resolution at UBCM that was endorsed requesting more funding from the Provincial Government to increase awareness and education for the threat of Quagga and Zebra mussels into BC Lakes.

As expressed in the District of Sicamous' letter of November 29, 2017, the Village concurs that the impacts these bivalve molluscs can inflict in our BC waters is of a huge concern. We wholeheartedly agree with the District and recommend that the Province take the necessary steps to ensure continuing health and well-being of our waters and work towards a solution for the eradication of this invasive species.

We respectfully request that you consider the requests made on this very important issue.

Sincerely,



Leo Facio
Mayor

enclosure

cc: Mark Zarcharias, Deputy Minister (via email: DM.ENV@gov.bc.ca)
Wendy Booth, UBCM President (via email: wndbooth@gmail.com)
UBCM Members (via emails)
Council

From: [Lions Bay Reception](#)
To: [Agenda](#)
Subject: FW: Globe and Mail article: more important news re sexual assault cases/missing persons- trafficking will be connected/involved
Date: Thursday, December 14, 2017 11:45:59 AM
Attachments: [Identifying Sex Trafficking Victims in the ED.PDF](#)
[Resources for physicians_Final.pdf](#)
Importance: High

Incoming Correspondence for next Council Meeting

Susan Loutet

Administrative Assistant

The Municipality of the Village of Lions Bay. www.lionsbay.ca

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

Tel: (604) 921-9333 ext. 1000 | Fax: (604) 921-6643

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From: Cathy Peters [REDACTED]
Sent: Wednesday, December 13, 2017 4:33 PM
To: Lions Bay Reception <reception@lionsbay.ca>
Subject: Globe and Mail article: more important news re sexual assault cases/missing persons- trafficking will be connected/involved
Importance: High

Dear Mayor Karl Buhr and City Councillors,

I am alerting every City Council in British Columbia about these 2 timely articles that came out in the news last Friday regarding sexual assault cases and missing persons cases. Human trafficking can be an integral part of sexual assault and sex crimes. A City Council is the "eyes and ears" of what is happening in communities. This is a very serious issue/crime that is growing fast, and there are simple things we can do to stop it. Prevention is my strategy and "Education is our greatest weapon"- (quote from Joy Smith of the Joy Smith Foundation to stop human trafficking/sexual exploitation in Canada).

1. Robyn Doolittle did another thorough investigation piece. Please note it is Calgary Police and Ontario Police departments that are being proactive in addressing and re-addressing sexual assault cases called "Unfounded".
<https://www.theglobeandmail.com/news/investigations/unfounded-37272-sexual-assault-cases-being-reviewed-402-unfounded-cases-reopened-so-far/article37245525/>
2. Toronto Chief of Police admits to 4000 missing persons cases received a year. I believe that this is a strong indication of human trafficking/sexual exploitation that is being missed. We need to start "connecting the dots" with this "growth crime" of human sex trafficking. <http://www.cp24.com/mobile/news/saunders-orders->

[investigation-into-how-tps-handles-missing-persons-reports-1.3713395](#)

Please investigate suicide statistics. Human trafficking can actually be the cause for the suicide.

The “Metoo” hashtag movement is huge and viral. Sexual assault and sexual crimes are on the increase (in contrast to other crimes).

Prominent politicians, movie stars, celebrities are now being charged for sexual assault; this is a tsunami building.

My concern in British Columbia is that human trafficking/sexual exploitation, youth and child exploitation is not being addressed or seen as a priority as it is in the rest of the country. Buyers of sex, traffickers, facilitators are acting with impunity here. Hence my work, advocacy to raise awareness with every City Council, MLA, MP and police agency in BC.

I am working with medical professionals, and they are seeing exploitation on shifts in the ER room (if they know human trafficking indicators). Police are not making the connections and are not recognizing human trafficking when they bring individuals to the hospital (police need basic training on this issue).

The more I speak, the more I learn. I believe this issue is of the most urgent nature since the last taboo, our children are now being targeted by a very hungry and growing sex industry.

I have included the 2 (informative) handouts given to ER doctors at a recent hospital presentation. Please share them with your RCMP, city police agencies, stakeholders staff/team/officers.

ASK: Please share this information email with your local police, educators, health practitioners, stakeholders. Encourage all stakeholders to get training on this issue. Please give me feedback on what your Council is doing proactively to address this crime, including how many buyers of sex, traffickers, facilitators have been charged in your communities.

Please write a letter of recommendation that I present at your next LGA and then the UBCM (Whistler). I can speak alone or bring in a panel of experts.

Sincerely, Mrs. Cathy Peters BC’s anti-human trafficking educator, speaker, advocate
#302-150 W. 15th St., North Vancouver, BC V7M 0C4

Mission statement: A Modern Equal Society does not buy and sell women and children.

My goal: to traffick-proof every community in BC and insure there is not another Robert Pickton situation.

Identifying Victims of Human Trafficking

- Younger age
- May present fearful, anxious, submissive, tense, nervous, disoriented, aggressive, agitated, hostile and uncooperative
- Multiple sexual partners
- Multiple episodes of STI's
- Inappropriate attire for a health care visit (eg, lingerie)
- Tattoos or other types of branding
- Unusual dynamic between patient and partner (controlling behaviour: speaks for the patient, provides interpretation, won't separate from patient)
- Older male partner
- Signs of sexual abuse: intra-oral bruising, lacerations, vulvar/ perineal bruising, vaginal lacerations, anal lacerations, gynaecological fistulas, cervical and rectal prolapse
- Signs of physical abuse: lacerations, bruises, fractures, burns, fractured teeth
- Delay in care
- Lack of any official identification papers or cards
- No medical Insurance
- Vague answers about their situation
- Inconsistent History
- No eye contact
- No control of their money
- Services paid for by untraceable means (eg. cash, prepaid credit card)
- Malnourishment
- Signs of depression or PTSD
- New expensive clothing
- Drug or alcohol addiction
- Unable to provide home address, unfamiliar with surroundings, truancy, foster care, criminal record/ criminal activity or juvenile detention
- Involved in commercial sex trade
- Patient appears to be monitored by trafficker (through texting, phone calls GPS-enabled phone)

Human Trafficking/Sexual Exploitation, Youth and Child Exploitation in BC Resources/Contacts :

Victim Service Contacts and Assistance to Physicians:

- Fraser Health Forensic Nurse Service 1-855-814-8194 (24/7)

-Office to Combat Trafficking in Persons (OCTIP) at 1-888-712-7974 (24/7, interpretation available) or 604-660-5199 email : octip@gov.bc.ca

-Vancouver Rape Relief and Women's Shelter at 604-872-8212; info@rapereliefshelter.bc.ca (24/7)

-Deborah Gates Safe Shelter (Salvation Army) at 1-855-332-4283 (24/7)
info@deborahsgate.ca
website: <https://www.deborahsgate.ca/>

-Resist Exploitation Embrace Dignity (REED) at 604-753-9929 (Faith Based)

-RCMP: Victims of Human Trafficking National Headquarters (Ottawa) at 1-866-677-7267 (24/7)

-Covenant House- crisis program for ages 16-24, at 604-685-7474; info@covenanthousebc.org

-Plea Community Services Society assisting youth at 604-708-2647; onyx@plea.bc.ca (24/7)

-Children of the Street Society in Coquitlam- founder Diane Sowden, at 604-777-7510; info@childrenofthestreet.com

Extensive RESOURCE LIST FOR EVERY COMMUNITY IN BC

-VictimLinkBC Ministry of Public Safety, BC at 1-800-563-0808 (24/7)

-Youth Against Violence- info@youthagainstviolenceline.com at 1-800-680-4264 (24/7)

-BC Counsel for Families : bccf@bccf.ca at 604-678-8884 (offers parent support groups)

Authorities Contacts:

-New Westminster Police Department Major Crimes Unit (24 hours) *Power-Based Crime Unit under development*

-RCMP Human Trafficking Coordinator for BC/Yukon at 604-598-4603
Contact Jassy Bindra (RCMP) at 778-282-1215; jassy.bindra@rcmp-grc.gc.ca

CrimeStoppers at 1-800-222-TIPS (8477)

-Ministry of Child Protection Services 1-800-663-9122 or 604-660-4927 (24 hours)
or 604-310-1234 if a child in danger would like to reach Ministry of Child and Family Development

- Human Trafficking Screening Protocol (by FHA Forensic Nursing Service):

What type of work do you do? Can you leave your job or situation if you want? Can you come and go as you please? Have you been threatened if you try to leave? Have you been physically harmed in any way? What are your working or living conditions like? Where do you sleep and eat? Do you sleep in a bed, cot or on the floor? Have you been deprived of food, water, sleep or medical care? Do you have permission to eat, sleep or go to the bathroom? Are there locks on your doors and windows so you cannot get out? Has anyone threatened your family? Has your identification for documentation been taken from you? Is anyone forcing you to do anything that you do not want to do?

Evaluation of safety: Are you feeling safe right now? Is it safe for me to talk to you? Do you have any concerns for your safety? Is there anything I can do for you? Are they or their loved ones being threatened?

- Signs of Sex trafficking for parents to look for: new expensive clothing, secretive social life, won't introduce boyfriend, falling grades

- Five Warning Signs of Recruitment: age difference, gifting, lifestyle changes, isolation, gut feeling

- Indicators of human trafficking and sexual exploitation: www.traffickingresourcecenter.org

- Canadian Federal Law: The Protection of Communities and Exploited Persons act (Bill C-36): criminalizes the buyer of sex, the predator, trafficker, and facilitator. Recognizes the seller of sex is a victim; usually female and is not criminalized. Exit strategies are in place to assist the victim out of the sex trade.

- Resources/Books/Videos:

Documentaries: "Enslaved and Exploited", "Red Light, Green Light" by Canadian film producers Jared and Michelle Brock.

Books: "Invisible Chains" by Benjamin Perrin, UBC Law Professor. "Half the Sky" by Nicolas Kristoff- New York bestseller describing the global sex trade. "The Natasha's", "The John's" by W5 award winning Canadian journalist Victor Malarek. "Pornland" by international porn researcher Dr. Gail Dines, New York bestseller on porn culture. "No Choice, No Job" by Dr. Janice Raymond-global expert on sex trade research. "Prostitution in Nevada" by Dr. Melissa Farley- a 2 year study of the prostitution culture in Nevada, USA. "Girls Like Us" by Rachel Lloyd- a memoir by a survivor of the sex trade. "Paid For: My Journey through Prostitution" by Rachel Moran describes her prostitution experience in Ireland. "Walking Prey- How America's youth are vulnerable to sex slavery" by Holly Austin Smith. "Your Brain On Porn- internet Pornography and the Emerging Science of Addiction" by Gary Wilson.

Online: thetraffickedhuman.org is a website that gives an overview of the issue in BC. Human trafficking online course from BC OCTIP (Office to Combat Trafficking in Persons). Dr. Jackson Katz TEDtalk on men, violence and silence. The Joy Smith Foundation-resource list (Canadian and International.) Dr. Gail Dines TEDtalk on porn culture. Trisha Baptie TEDtalk- a survivor from the downtown east side. Cybertip.ca- stay safe online. "fightthenewdrug" website addressing youth porn use and addiction. "CNN special report (2015) "Children for Sale: The Fight to End Human Trafficking" by Jada Pinkett Smith.



NOV 08 2017

361309

His Worship Mayor John McEwen
Village of Anmore
2697 Sunnyside Road
Anmore BC V3H 5G9

His Worship Mayor Ralph Drew
Village of Belcarra
4084 Bedwell Bay Road
Belcarra BC V3H 4P8

His Worship Mayor Murray Skeels
District of Bowen Island
981 Artisan Lane
Bowen Island BC V0N 1G2

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

Dear Mayors:

It was a pleasure to meet with some of you and your councillors and CAOs at the UBCM Convention. I appreciated hearing about some of the unique challenges faced by your small, mostly residential, communities in close proximity to major centres in Metro Vancouver and the transitions you are making to increase service levels. As in many of my meetings, I also heard about the effects that increased housing prices are having on both businesses and residents.

In our meeting, you requested that the Province consider changes to the home owner grant that would address the effects of the home owner grant threshold in your communities, and to consider applying the Northern and Rural Home Owner Benefit in your communities as well. Some of you noted that as your municipalities were incorporated more recently, you do not have municipal Crown land banks that some nearby municipalities enjoy, and asked the Province to consider transferring Crown land. I also noted your interest in accessing the Strategic Priorities Fund.

Housing issues were a common topic in my conversations during the week, and our government is taking action to control the cost of housing, increase access to affordable rental units, and help families make their dream of homeownership come true. My colleague the Honourable Selina Robinson and I appreciate hearing your feedback on your communities' housing markets, and we will keep your input in mind as we develop a comprehensive housing strategy.

.../2

- 2 -

Our government is committed to building partnerships with local government to make life more affordable for all British Columbians, to improve service delivery and to promote a strong economy that creates sustainable jobs. The UBCM convention was a valuable opportunity to connect with you on issues that impact our communities, and I greatly appreciated hearing directly from you and other local governments over the course of the week. I look forward to working with you in the coming years to address priority issues for all British Columbians.

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

Sincerely,

A handwritten signature in black ink that reads "Carole James". The signature is written in a cursive, flowing style.

Carole James
Minister and Deputy Premier

cc: Honourable Selina Robinson
Minister of Municipal Affairs and Housing

From: [Karl Buhr](#)
To: [REDACTED]
Cc: [Council @ Lions Bay: Agenda](#)
Subject: RE: Photos/ Emergency Call to CN Rail mi 17.9 Squamish
Date: Tuesday, December 05, 2017 4:57:37 PM
Attachments: [image001.png](#)
[image002.png](#)

Hello Victoria, thanks for your note, and thank you for bringing this matter to Council's attention. My understanding from staff is that in periods of very heavy rainfall, many of Lions Bay's drainage systems are expected to be overwhelmed, including this one. The flow was pretty spectacular judging by the pictures you provided, but I tend to think that even so the rail line was in not in appreciable danger, given lack of evidence of entrainment of debris and apparently lower velocity in the water flow by the time it reached the tracks. That said, with no current knowledge or record of changes made 15 years ago, the Village will start from scratch in addressing it. It is on a list.

Thanks again,
Karl Buhr

Karl Buhr

Mayor of Lions Bay and CEO of the Municipality

The Village of Lions Bay, 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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-----Original Message-----

From: Victoria Rogers [REDACTED]
Sent: Wednesday, November 15, 2017 10:55 AM
To: Council @ Lions Bay <council@lionsbay.ca>; Agenda <agenda@lionsbay.ca>; Karl Buhr <mayor.buhr@lionsbay.ca>
Cc: CN - louise <contact@cn.ca>
Subject: Photos/ Emergency Call to CN Rail mi 17.9 Squamish

Dear Mayor Buhr and Council Members,

The photos attached were taken this morning. They identify the Kelvin Grove CN railway crossing flooding, and the source of this flooding (the gutter at the top of Tidewater Way in Lions Bay, BC.).

CN Rail signalman [REDACTED] was on site and verified the flooding seen and photographed at 9am was at risk of washing out the crossing. He reported this to his supervisor. He agreed this should be reported on the emergency CN phone number (which was done).

Fifteen minutes after these calls were made the works yard successfully diverted the water at the BOTTOM of Tidewater Way. We agreed the fix was temporary and the root of the problem remains. You will see a photo identifying the source of the flooding at the TOP of Tidewater.

Fifteen years ago Lions Bay approved structural changes to the draining ditch at the top of Tidewater Way (the source of this flooding). The ditch was removed, and replaced with a small gutter. This gutter is inadequate to deal with the volume of water we are frequently dealing with (and is photographed today). While on site between 9 and 9:15am this morning, both the Lions Bay Works Yard Crew and [REDACTED] [a] Contractor expressed their opinions that an excavator and back hoe needs to be used as soon as possible to remedy this hazardous situation at the top of Tidewater (see photograph attached).

Please acknowledge you have received this email, and will immediately look into preventing future flooding risk to our CN Railway crossing.

If you wish to see further videos, or discuss today's emergency situation please feel free to phone me at [REDACTED]

Sincerely,
Victoria Rogers

PS CC'd is CN Rail.



From: [Lions Bay Reception](#)
To: [Agenda: Naizam Jaffer](#)
Subject: FW: Junction of Oceanview and Panorama
Date: Thursday, December 14, 2017 11:49:42 AM

For Incoming Correspondence next Council Meeting

Susan Loutet

Administrative Assistant

The Municipality of the Village of Lions Bay. www.lionsbay.ca

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

Tel: (604) 921-9333 ext. 1000 | Fax: (604) 921-6643

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From: Nicola Cadwell [REDACTED]
Sent: Thursday, December 14, 2017 7:22 AM
To: Naizam Jaffer <njaffer@lionsbay.ca>
Cc: Lions Bay Reception <reception@lionsbay.ca>
Subject: Re: Junction of Oceanview and Panorama

Reception -please forward to the Mayor

Hi Naizam,

We've had great weather for the past 2 weeks almost no rain, your email of Oct 20th implied the road has not been fixed due to weather and that the road would be repaired week of Nov 13 or 20, then your email of Nov 27 said weather was the issue, what is the excuse now?

We are coming up to to snow time, how is the snowplough going to get up Panorama past the intersection with Panorama and Oceanview if the road is still in a state of disrepair?

On snow days driving down Panorama to Oceanview it is common to slide past the stop sign even in my Q5 with winter tyres, this year if the road is not repaired before the snow comes it will be very dangerous at that intersection. I have spoken to several residents this week who are very concerned about the condition of the intersection. If there was to be an accident while 2 cars are trying to manoeuvre in the snow to get to/from Panorama then the cost to the village of that accident will be considerably more expensive than the cost of the current road repairs. If I, my family or friends were to have an accident at that intersection then I will be holding the village fully responsible. We have no alternative route to get in to Panorama.

If the village cannot afford to carry out road repairs to ensure the village is a safe place to live then property taxes MUST go up, we own a home in California that is worth less than our home in Lions Bay and we pay \$13,000CDN property taxes per year on the Palm Springs property and this does not include water and garbage collection, we have no problem paying this level of tax as the services we receive in Palm Springs are in line with the tax level. We would much rather pay higher taxes here in Lions Bay and live in a village that has a level of infrastructure that is in line with a place filled with \$2m+ homes.

Regards Nicola
125 Panorama Rd

On Nov 27, 2017, at 2:43 PM, Naizam Jaffer <njaffer@lionsbay.ca> wrote:

Hello Nicola, I believe the paving crew has been visiting and preparing sites for paving – just not sure when that’s going to be. I’ve left them a message asking for an update? I’m hoping the weather improves next week.

All the best,

Naizam (Nai) Jaffer
Public Works Manager | Village of Lions Bay
Village Office (604) 921-9833 | www.lionsbay.ca

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From: Nicola Cadwell [REDACTED]
Sent: November 24, 2017 8:08 AM
To: Naizam Jaffer <njaffer@lionsbay.ca>
Cc: Lions Bay Reception <reception@lionsbay.ca>
Subject: Re: Junction of Oceanview and Panorama

Hi Naizam

Can I get an update please, we're at Nov 24 and still no progress.

Thanks Nicola

On Oct 25, 2017, at 7:42 AM, Naizam Jaffer <njaffer@lionsbay.ca> wrote:

Good morning Nicola,

We've finally found a contractor willing to come out and do all of our paving works. They've advised us that they will try to pave the week of November 13th or November 20th weather depending. Thanks for your

patience in this.

All the best,

Naizam (Nai) Jaffer
Public Works Manager | Village of Lions Bay
Village Office (604) 921-9333 | www.lionsbay.ca

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From: Naizam Jaffer
Sent: October 12, 2017 12:29 PM
To: 'Nicola Cadwell' [REDACTED]
Cc: Lions Bay Reception <reception@lionsbay.ca>
Subject: RE: Junction of Oceanview and Panorama

Understood – however, the Village does not have a paving crew nor do we have the capability of laying down asphalt. We have to contract this out and having a paving company come in to do a small patch without organizing enough work to fill a whole day for them results in tremendous costs and price gouging. That's why we put together a list and go out for quotes.

Sorry.

All the best,

Naizam (Nai) Jaffer
Public Works Manager | Village of Lions Bay
Village Office (604) 921-9333 | www.lionsbay.ca

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From: Nicola Cadwell [REDACTED]
Sent: October 12, 2017 12:25 PM
To: Naizam Jaffer <njaffer@lionsbay.ca>
Cc: Lions Bay Reception <reception@lionsbay.ca>
Subject: RE: Junction of Oceanview and Panorama

Thanks but the gravel is making things worse, when it rains the gravel comes out and goes all over the road. Adding more gravel is not going to

result in any improvement

From: Naizam Jaffer [<mailto:njaffer@lionsbay.ca>]
Sent: Thursday, October 12, 2017 12:24 PM
To: Nicola Cadwell [REDACTED]
Cc: Lions Bay Reception <reception@lionsbay.ca>
Subject: RE: Junction of Oceanview and Panorama

Thank you Nicola – your complaint is noted. I'll have staff see about adding more gravel to the patch. Once we complete our repair on Bayview Road we'll be meeting with contractors to review all permanent patching works.

All the best,

Naizam (Nai) Jaffer
Public Works Manager | Village of Lions Bay
Village Office (604) 921-9333 | www.lionsbay.ca

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From: Nicola Cadwell [REDACTED]
Sent: October 12, 2017 12:22 PM
To: Naizam Jaffer <njaffer@lionsbay.ca>
Cc: Lions Bay Reception <reception@lionsbay.ca>
Subject: RE: Junction of Oceanview and Panorama

Hi Naizam,

After the heavy rain last night & this morning that hole at the junction of Panorama/Oceanview is much bigger and is now a safety risk, you have to drive fully in to the oncoming traffic to get in to Panorama Road. The state of the road is a hazard and it's absolutely disgusting that it has been left in such disrepair for so long.

Regards, Nicola

From: Naizam Jaffer [<mailto:njaffer@lionsbay.ca>]
Sent: Friday, October 6, 2017 11:00 AM
To: [REDACTED]

Cc: Lions Bay Reception <reception@lionsbay.ca>

Subject: RE: Junction of Oceanview and Panorama

Hi Nicola,

We're waiting for one more job to finish and once that's done we'll be getting a quote to do all the patches we have in the Village. Public Works regularly checks the patches and add gravel when it becomes depleted. I know that it's been a while but in effort to save funds it's better if we do all the paving/patching works at the same time. We've got a list of approximately 12 such patches that require a permanent fix and I'm hoping that we'll start meeting with paving contractors in a week or two at the latest.

Your patience is very much appreciated.

All the best,

Naizam (Nai) Jaffer

Public Works Manager | Village of Lions Bay

Village Office (604) 921-9333 | www.lionsbay.ca

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-----Original Message-----

From: Lions Bay Reception

Sent: October 6, 2017 10:10 AM

To: Naizam Jaffer <njaffer@lionsbay.ca>

Subject: FW: Junction of Oceanview and Panorama

Good morning Nai,

Need to verify - should I send this as a CSR or would you like to respond directly to the email?

Fran

Fran McNichol

Administrative Assistant

-----Original Message-----

From: Nicola Cadwell [REDACTED]

Sent: Friday, October 06, 2017 7:48 AM

To: Lions Bay Reception <reception@lionsbay.ca>

Subject: Re: Junction of Oceanview and Panorama

Hi Susan,

We're now in October and there seems to be a rather bad temporary fix done this week to the panorama/oceanview rd holes and there's still lots of gravel on the road. When will that road surface get a permanent fix?

Thanks Nicola

> On Aug 28, 2017, at 12:02 PM, Lions Bay Reception
<reception@lionsbay.ca> wrote:

>

> Nicola

>

> This will be fixed in September as per Public Works

>

> Thank you

>

> Susan Loutet

> Administrative Assistant

>

> The Municipality of the Village of Lions Bay. www.lionsbay.ca PO Box

> 141, 400 Centre Road, Lions Bay, BC V0N 2E0 CANADA

> Tel: (604) 921-9333 ext. 1000 | Fax: (604) 921-6643 This email is

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>

>

> -----Original Message-----

> From: Nicola Cadwell [REDACTED]

> Sent: Saturday, August 26, 2017 8:00 PM

> To: Lions Bay Reception <reception@lionsbay.ca>

> Subject: Junction of Oceanview and Panorama

>

> Hello,

> Can you tell me when the road surface at the junction of oceanview and panorama will be fixed? It's been left by the village works team in an

unusable mess for a least a month.

>

> Thanks Nicola