



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

### REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, DECEMBER 4, 2018 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)**
  - A. Karl Buhr re. Highway 99 Policies (Page 5)
5. **Review & Approval of Minutes of Prior Meetings**
  - A. Regular Council Meeting – November 20, 2018 (Page 21)  

THAT the Regular Council Meeting Minutes of November 20, 2018 be approved 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
32	February 6, 2018	CAO DeJong to work on a Terms of Reference for a Lions Bay Trail Maintenance Committee	Peter
56	July 3, 2018	G4: City of North Vancouver – Notice to Withdraw from the North Shore Bylaw Notice Dispute Adjudication Registry Agreement – CAO to follow up	Peter
59	September 4, 2018	R4: Gate at End of Lions Bay Avenue – Max Wyman – CAO DeJong to respond	Peter

8. **Reports**
  - A. Staff
    - i. CFO: 2018 Year to Date Review (Page 33)

Recommendation: THAT the report “2018 YTD Review” be received for information purposes.

B. Mayor

i. Appointments to Standing Committees

- Emergency Plan Steering Committee (see reporting out from the closed portion of the meeting)

C. Council

i. Appointments to Select Committees (see reporting out from the closed portion of the meeting)

- Lions Bay Beach Park Advisory Committee
- Curly Stewart Memorial Award Committee

ii. Ocean Watch Task Force (HSCF) Representative

iii. Appointments of Representatives (see reporting out from the closed portion of the meeting)

- Sea to Sky Invasive Species Council Representative
- North Shore Substance Abuse Working Group Representative

D. Committees

i. Trees, Views and Landscapes Committee – Tree App #91: 145 Mountain Drive (Page 53)

Recommendation: THAT the applicant is permitted to carry out work as requested in the application, in accordance with the captioned photographs submitted with application #91 and subject to limiting topping heights to the topping heights previously approved and implemented; and

THAT the arbutus tree in the middle of 145 Mountain Drive, be preserved as a significant tree; and

THAT the tree cutting permit is approved and can be repeated, in perpetuity, subject only to confirmation prior to any cutting of:

- a) An acceptable traffic control plan
- b) All insurance and damage deposits submitted; and

THAT Council reserves to right to amend or cancel the “on-going” permit at any time; and

THAT the applicant must clean up and remove all associated debris.

ii. Infrastructure Committee – Recommendation for a Study into Oceanview Drainage Improvement (Page 67)

Recommendation: THAT Council direct staff to commission the study to assess the resulting drainage flow scenarios for Option A and Option B and to provide cost estimates for both options. Cost estimates for Option A should include costs for both directional drilling and open trenching alternatives and the challenges associated with each.

E. Emergency Services – None

**9. Resolutions**

**10. Bylaws**

A. Fees Bylaw No. 497, 2016, Amendment Bylaw No. 554, 2018 – Third Reading (Page 71)

Recommendation: THAT Fees Bylaw No. 497, 2016, Amendment Bylaw No. 554, 2018 be read a third time.

**11. Correspondence**

A. List of Correspondence to November 29, 2018 (Page 97)

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

**12. New Business**

- A. Howe Sound Community Forum – Discussion re. Hosting
- B. Discussion re. Volunteer Week: April 7-13, 2019
- C. Citizens of the Year/Distinction
- D. PAC Liaison
- E. Historical Society
- F. Review of Council Policies re. Highway 99 (Page 123)

**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;

- b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- c) labour relations or other employee relations;
- d) the security of the property of the municipality;
- e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
- i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;
- k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- 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 on strategic goals].
- m) a matter that, under another enactment, is such that the public may be excluded from the meeting.

**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;
- d) a matter that, under another enactment, is such that the public must be excluded from the meeting.

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

**16. Adjournment**



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

### DELEGATION REQUEST FORM

**Please forward your Delegation Request Form to the Village Office by 12:00 pm, the Thursday prior to the regular Council meeting. Delegations may speak for a maximum of 10 minutes total.**

Today's Date: 29Nov2018 Council Meeting Date: 04Dec2018

**SUBJECT OF DELEGATION** I wish to speak before the Council regarding:

Briefing: prior Council work on highway speed control

**SUPPORTING MATERIAL** I will provide additional information in advance of the Council meeting:  
(by 12:00 pm the Thursday prior to the Council meeting so that the material can be included in Council package.)

Hardcopy of presentation for agenda package

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

Re-endorse speed limit change to 70 from 60, authorise Highway Representative to discuss speed settings, limits and control with MOTI.

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

Name: Karl Buhr

Signature: [REDACTED]

Organization (if any): Lions Bay Official Highway Representative

Address: [REDACTED]

Phone: [REDACTED] Fax: [REDACTED]

Email: [REDACTED]

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

# Use of **Average Speed Over Distance** technology in designated BC highway safety corridors



*Karl Buhr*  
Highway representative, Village of Lions Bay  
Nov. 2018

2018-11-29

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## Highway 99 at Lions Bay is critical

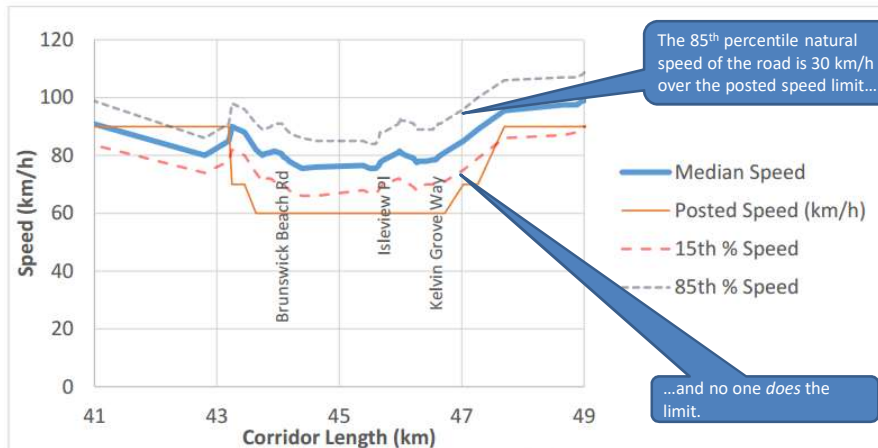


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## Highway 99 speeds at Lions Bay

Representative example: southbound weekday 8 to 9 a.m.



(Google Maps data from MOTI Highway Performance Review, June 2017)

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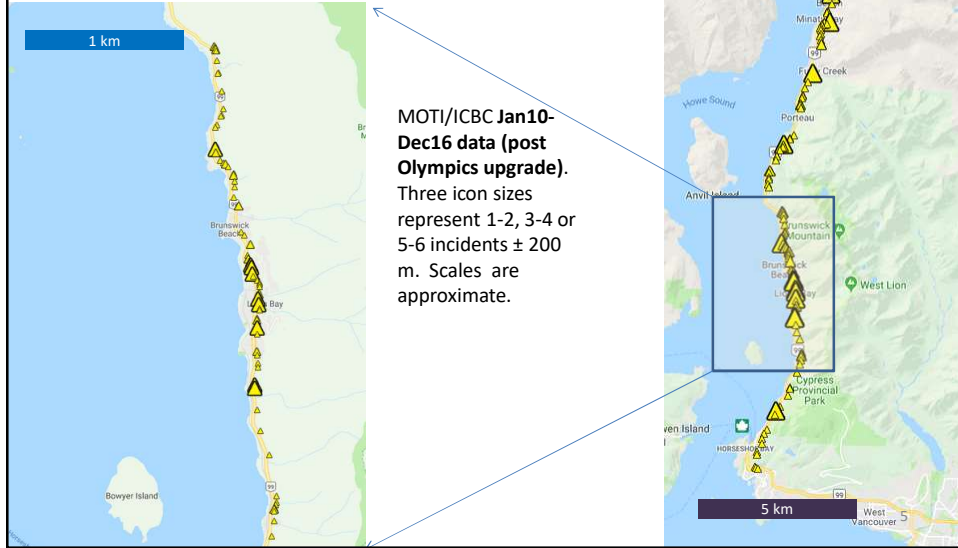
## Posted speed limits are irrelevant

- In the posted 60 zone, the 85<sup>th</sup> does 90 (it look like a freeway, and people do freeway speeds)
- Outside the 60 & 70 zones, the recent change back to 80 from 90 is likely *more* dangerous: the few drivers who will always do the posted limit are now more of an obstacle at 80 than at 90 to drivers who do the natural speed (100-110?) regardless of the posted limit.

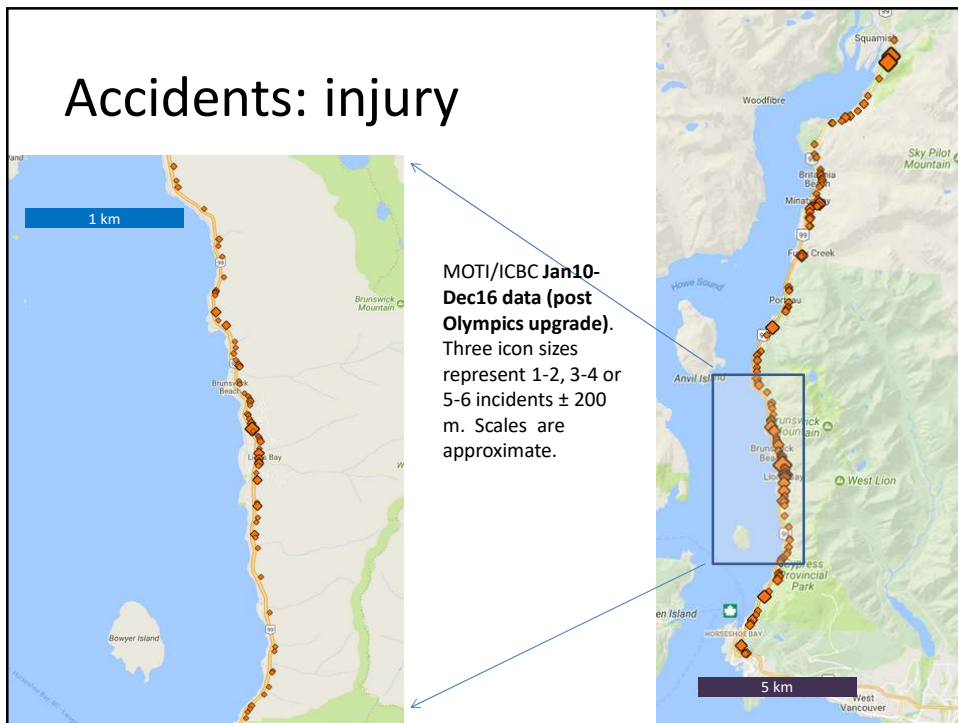
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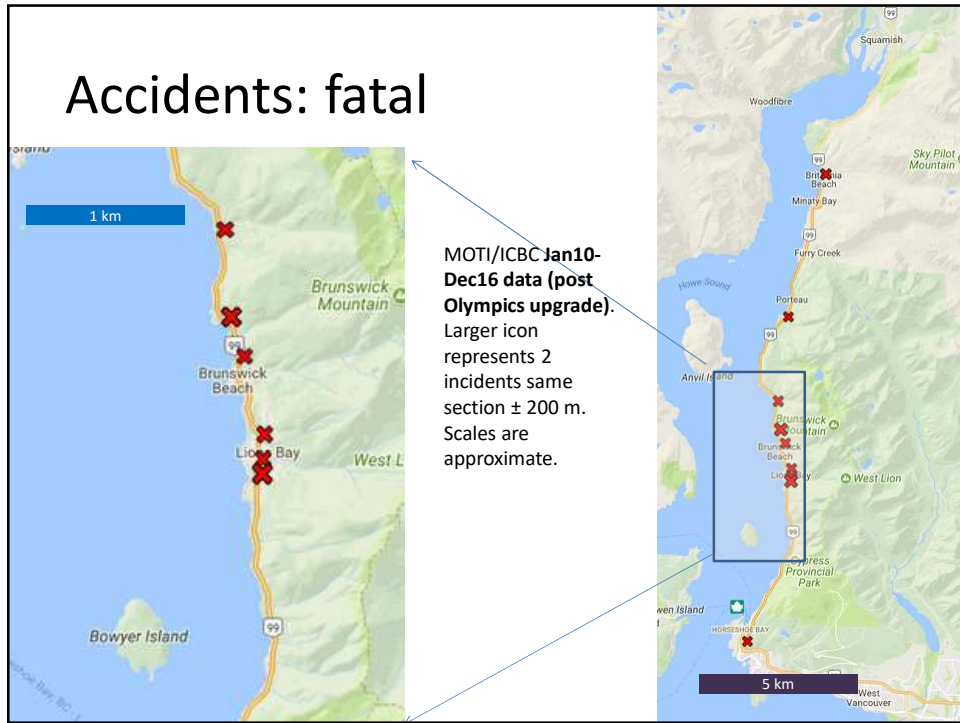
## Accidents: Property Damage Only



## Accidents: injury







## Excessive accident rates

Latest available MOTI data, Jan10 - Dec16	Distance	Fatalities	Injuries	PDO
Through Lions Bay (sector "Lions Bay rock sign" to "Loggers Ck bridge")	6.0 km	7	88	104
Lions Bay Fire Rescue service area (sector 0.3 km S of "X2 Eagleridge Dr." to "Furry Ck. Hill*")	28.9 km	10	178	217
*Changed to Porteau Cove March 2018 with expansion of Britannia Beach VFD service area	<b>21% of distance</b>	<b>70% of fatalities</b>	<b>49% of injuries</b>	<b>48% of PDOs</b>

## Highway 99 at Lions Bay

1. 85<sup>th</sup> percentile speeds\* range from 90 to 110 km/h through Lions Bay, in designated 60 and 70 km/h zones.
2. Excessive accident rates at Lions Bay indicate the 85<sup>th</sup> is too high for conditions.

*\*The 85<sup>th</sup> percentile speed is the speed at or below which 85 percent of all vehicles travel under free-flowing conditions. It is seen by traffic practitioners as the speed at which the majority of drivers are prudently comfortable for given road conditions.*

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## Beyond accidents....

- NOISE of hundreds of high-pitched motorcycles on all fine-weather days is debilitating at houses just meters away (despite appearances, the 99 is not a freeway).
- ECONOMY, SOCIETY: with no turnarounds and no detours, as traffic grows 15% a year (19,000/day late 2017), multi-hour closures at Lions Bay impact economies, weddings, vacations, flights, ferries and more, throughout the Lower Mainland.

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## Summary

**High accident rates indicate that current 85<sup>th</sup> percentile speeds are not appropriate to highway conditions at Lions Bay.**

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## What Lions Bay has done so far

1. Dynamic SLOW DOWN sign (MOTI research indicates more effective than “Your Speed Is \_\_\_” signs). Speed data inconclusive.
2. Jumbo speed limit signs, wider paint, updated GPS speed limit data to navigation providers.
3. Summer 2017 qualitative experiment with overt policing presence in two locations for four hours (slowed all traffic and eliminated motorcycle noise).
4. 1.4 km of vegetative median replaced with concrete barrier Spring 2017 (thru Summer 2018 LBFR reports “a dozen collisions with the barrier” and one crossover, but perhaps a general slowdown in traffic, possibly due to more effective visual cue).
5. Instead of promised noise study, MOTI performed a 12 hour count in late Summer 2018 (day, location, weather not reported). Motorcycles made up 3.7% of vehicles. This count shows growth of 7, 5 and 2% in 2015, 2016 and 2017 respectively. Motorcycles make up 3.5% of all vehicles in BC. MOTI does not see an over-representation of motorcycles on the corridor and “the data does not support further studies on this matter.”
6. “Residential area. *Please reduce vehicle noise*” signage.

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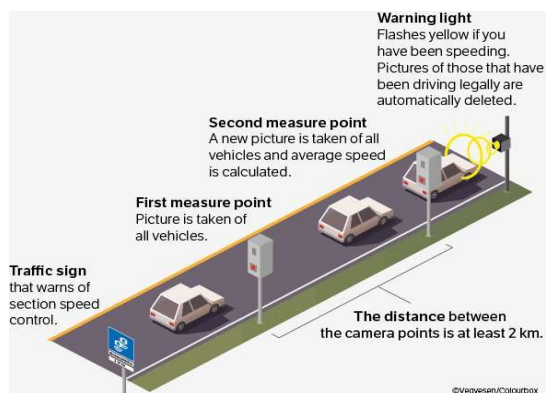
## What more is being done?

- **Advocating for AVERAGE SPEED OVER DISTANCE technology**
  - UBCM endorsement of Lions Bay's resolution calling on the Province to pilot ASOD at Lions Bay or elsewhere.
- **Removal of 60 km/h limit in favour of 70**
  - Technical approval by MOTI Chief Engineer
  - Recognising that 85<sup>th</sup> pays no heed to current 60 limit, may offer a more believable limit that a very few more will do
  - Reduces noise from engine braking, deceleration and re-acceleration
  - Offers a single transition from the wider highway limit and reduces sign count
  - Offers a lead-in to likely ASOD speeds.
- **Working with RCMP on a paradigm shift from covert speed enforcement to overt speed compliance.**
- **LBFR training to use barrier-pulling equipment to enable counterflow sooner.**

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## What is Average Speed Over Distance?



- aka "Point-to-Point," "Time Over Distance," "Safety Cameras" and "Sector Control."
- Travel through a safety corridor is timed by license plate recognition, in-car Bluetooth detection, pavement sensors
- Average speed = distance ÷ travel time

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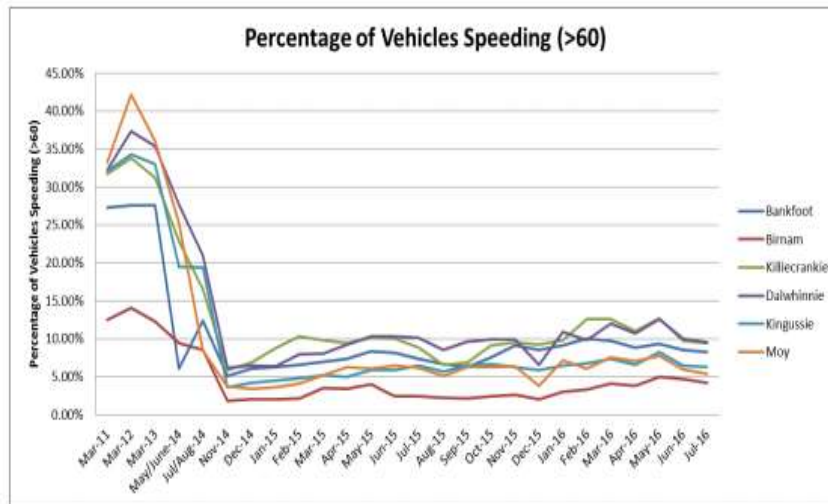
## Camera-based installs



## Installs



## Example results: UK A9



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## ASOD elsewhere...

- Belgium: 25% reduction in speed differentials between vehicles, 15% drop in accidents, 29% drop in light speed offenders, 78% drop in heavy speed offenders.
- UK: speeding by more than 10 mph on A9 dropped 97%. Realistic journey time expectations, high compliance, low enforcement.
- Norway: reduction in speed and associated injury costs “up to three times the cost of the installation [annually?].”
- South Africa: fewer serious accidents due to lower speeds, fewer minor accidents due to uniform speeds, decreased travel times for heavy goods vehicles.
- Australia: provincial campaigns gaining public acceptance. Greater benefit than expected: predictability.
- BC: CRD/CVRD seeks ASOD for Highway 1’s Malahat section.

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## ASOD offers...

- Less speed variation
- Excellent compliance
- Improved journey time reliability and predictability
- Increased highway capacity

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## Frequently Asked Questions, Frequently Raised Objections

<i>1. It's photo radar</i>	It is not. Photo radar is an intermittent, covert gotcha. ASOD is a compliance system that applies all the time, to every vehicle, in permanent, well-marked safety zones.
<i>2. It's just another way to fine drivers</i>	The intent is that there are <i>no</i> fines. Few drivers would speed when a ticket is guaranteed.
<i>3. In BC we ticket drivers, not vehicles</i>	Yes, ASOD requires a shift. But we do in fact ticket vehicles: at red light cameras (including with the recent introduction of "speed on green" for speeding too).

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FAQs/FROs	
<i>4. Speed is not the problem: the problem is the highway design</i>	If the highway design is fixed, excessive accident rates show that speeds must be too high at Lions Bay. So until the highway design changes, speeds need to come down.
<i>5. I know the road, and can safely drive it much faster than the posted speed limit</i>	Well, <i>someone's</i> crashing, and they thought that too. And at Lions Bay, <i>no one</i> is doing the posted speed limit, so the limit is not the problem. The problem is the actual speeds being driven.
<i>6. Speed is not the problem: it's speed differential/overtaking /too fast on corners</i>	In addition to speed control, ASOD offers more uniform speeds. There's no need to overtake if everyone is at the limit.

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FAQs/FROs	
<i>7. It's an affront to privacy</i>	Depending on the technology chosen, the minimum data retained is license plate and measured speed, less than a regular speeding ticket. Depending on the technology, data on non-offending vehicles can be discarded in the field.
<i>8. Drivers will stop at the side of the road to get their average speed down</i>	Hopefully they soon realise that's pretty counterproductive for them.
<i>9. It won't work for cars that exit the zone on side roads</i>	True, depending on the technology chosen. At the proposed Lions Bay pilot site, through-traffic is estimated at 94%, but 4 sub-zones would capture ALL nodes.

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FAQs/FROs	
<i>10. It will catch unfamiliar drivers; it will catch too many drivers; it will catch tourists</i>	There's no "catching." The equipment and signage are <i>meant</i> to be conspicuous: people will know it's there, and know what they're supposed to do.
<i>11. It won't apply to out-of-province drivers and they're the worst offenders</i>	Traffic tickets can be collected worldwide. As to the worst offenders, ASOD will explicitly say where they're from, since ALL offenders are identified, not just the ones unlucky enough to be caught.
<i>12. It will slow traffic and increase journey times</i>	If a driver consistently did the journey faster than the speed limit before, yes, their journey will take longer. That's the idea! But for traffic overall, journey times are reduced due to consistent speeds.

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FAQs/FROs	
<i>13. How do I know it's accurate?</i>	Equipment is subject to provincial testing, certification and calibration. The fastest allowed travel time for a given point-to-point zone is determined by the shortest possible road path.
<i>14. It'll increase driver frustration and encourage dangerous overtaking</i>	Research shows that frustration arises from unpredictable behaviour of other drivers and from unreliable journey times. ASOD's uniform speeds reduce tailgating and make journey times more consistent.

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FAQs/FROs	
15. <i>It only works for cars; it will match the wrong vehicle; motorcyclists will hide their plate</i>	ASOD works for any vehicle with a license plate. Depending on the technology chosen, matches can be corroborated with in-ground weight sensors and from vehicle Bluetooth and cellular signals. Downstream cameras can audit obscured plates.
16. <i>The system penalises without due consideration of circumstances</i>	Depending on the technology used, ticketable events are checked by a human operator. But it does apply to every driver, all the time. That's the point, and makes it <i>more</i> fair, not less.

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Further resources	
<ul style="list-style-type: none"> <li>• Case studies               <ul style="list-style-type: none"> <li>- <a href="http://a9road.info/uploads/publications/A9_Data_Monitoring_Analysis_Report_-_August_2016.pdf">http://a9road.info/uploads/publications/A9_Data_Monitoring_Analysis_Report_-_August_2016.pdf</a></li> <li>- <a href="http://www.vegvesen.no/_attachment/345715/binary/599420">http://www.vegvesen.no/_attachment/345715/binary/599420</a></li> <li>- <a href="http://archive.etsc.eu/documents/copy_of_copy_of_Speed%20Fact%20Sheet%205.pdf">http://archive.etsc.eu/documents/copy_of_copy_of_Speed%20Fact%20Sheet%205.pdf</a></li> </ul> </li> <li>• Blogs, reports               <ul style="list-style-type: none"> <li>- <a href="http://wernerantweiler.ca/blog.php?item=2016-08-16">http://wernerantweiler.ca/blog.php?item=2016-08-16</a></li> <li>- <a href="https://www.westerncape.gov.za/news/fourth-phase-average-speed-camera-enforcement-system-goes-live">https://www.westerncape.gov.za/news/fourth-phase-average-speed-camera-enforcement-system-goes-live</a></li> <li>- <a href="http://www.bypass.redflex.com/international/products/speed-enforcement-fixed/average-speed">http://www.bypass.redflex.com/international/products/speed-enforcement-fixed/average-speed</a></li> </ul> </li> <li>• Academia               <ul style="list-style-type: none"> <li>- <a href="http://www.compass4d.eu/download/meetings/9.pdf">http://www.compass4d.eu/download/meetings/9.pdf</a></li> <li>- <a href="http://www.slideshare.net/CharlesGoldenbeld/goldenbeld-rlc-sectioncontrol-26311410">http://www.slideshare.net/CharlesGoldenbeld/goldenbeld-rlc-sectioncontrol-26311410</a></li> <li>- <a href="http://www.parliament.wa.gov.au/Parliament/commit.nsf/(Evidence+Lookup+by+Com+ID)/1FCF2D9BDA91C83548257E3D002C5D55/\$file/Speed+enforcement+mechanisms.pdf">http://www.parliament.wa.gov.au/Parliament/commit.nsf/(Evidence+Lookup+by+Com+ID)/1FCF2D9BDA91C83548257E3D002C5D55/\$file/Speed+enforcement+mechanisms.pdf</a></li> <li>- <a href="http://ec.europa.eu/transport/road_safety/specialist/knowledge/speed_enforcement/speed_enforcement_techniques_and_their_effectiveness/average_speed_control_en.htm">http://ec.europa.eu/transport/road_safety/specialist/knowledge/speed_enforcement/speed_enforcement_techniques_and_their_effectiveness/average_speed_control_en.htm</a></li> </ul> </li> <li>• Vendors               <ul style="list-style-type: none"> <li>- <a href="https://www.kapsch.net/ktc/downloads/brochures/Kapsch-KTC-DS-Section_Speed_Enforcement-EN-WEB?lang=en-US">https://www.kapsch.net/ktc/downloads/brochures/Kapsch-KTC-DS-Section_Speed_Enforcement-EN-WEB?lang=en-US</a></li> <li>- <a href="https://www.jenoptik.com/products/traffic-safety-systems/section-control">https://www.jenoptik.com/products/traffic-safety-systems/section-control</a></li> <li>- <a href="#">Average - Electro Automation</a></li> <li>- <a href="http://www.speedcamerasuk.com/specs.htm">http://www.speedcamerasuk.com/specs.htm</a></li> </ul> </li> </ul>	

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## Lions Bay advocates...

1. ...Use of **ASOD in designated BC safety corridors**
  - Legislation and administration in place since conversion of red light cameras for “Speed On Green.”
2. ...Piloting **ASOD at Lions Bay** in a new 4.0 km 70 km/h section, or in a 6.4 km dual-speed 90-70-90 corridor:
  - 94% through-traffic\*
  - Same traffic in Variable Speed zone 20 minutes up the highway
  - Lions Bay has no fine revenue benefit since it does not participate in the Traffic Fine Revenue Sharing program, but irrelevant: the hope is there are *no* fines.

*\*(19,000 average daily users – 550 homes in Lions Bay \* 2 highway trips a day each)/19,000*

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**THIS IS A  
SPEED SAFETY  
CORRIDOR**

**OBSERVE ALL  
POSTED LIMITS TO  
MAINTAIN  
ENFORCED AVERAGE  
SPEED NEXT 4.2 KM.**

*For illustrative purposes: not an actual road sign*

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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**REGULAR MEETING OF THE COUNCIL  
OF THE VILLAGE OF LIONS BAY  
HELD ON TUESDAY, NOVEMBER 20, 2018 at 7:00 PM  
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

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**MINUTES**

In Attendance:

Council: Mayor Ron McLaughlin  
Councillor Neville Abbott  
Councillor Fred Bain  
Councillor Norm Barmeier

Regrets: Councillor Jaime Cunliffe

Staff: Chief Administrative Officer Peter DeJong  
Chief Financial Officer Pamela Rooke  
Public Works Manager Nai Jaffer  
Office Coordinator Shawna Gilroy (Recorder)

Delegations: 0

Public: 3

**1. Call to Order**

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

**2. Adoption of Agenda**

Moved/Seconded

THAT an additional bullet item in 8Bi called "Infrastructure Committee Terms of Reference" be added; and

THAT the agenda be adopted, as amended.

**CARRIED**

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

A. Doug Pollock

Mr. Pollock noted that the location of the new Council Chambers was the original Council Chambers back when Curly Stewart was Mayor and that it brought back memories.

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

None

**5. Review & Approval of Minutes of Prior Meetings**

**A. Regular Council Meeting – October 16, 2018**

Moved/Seconded

THAT the Regular Council Meeting Minutes of October 16, 2018 be approved as circulated.

**CARRIED**

**B. Inaugural Council Meeting – November 6, 2018**

Moved/Seconded

THAT the Inaugural Council Meeting Minutes of November 6, 2018 be approved as circulated.

**CARRIED**

**6. Business Arising from the Minutes**

**A. CN Parking Lot**

CAO DeJong advised Council that there is an approved drainage plan for the CN parking lot, however there have been disagreements with CN with respect to their draft legal agreement for the lease. He noted that the requirements for environmental liability protection insurance is very expensive so staff is looking at how to deal with the issue and is examining other options.

*Audio: 00:10*

**7. Unfinished Business**

**A. Follow-Up Action Items from Previous Meetings**

#	Meeting Date	Description of Action Item	Action
32	February 6, 2018	CAO DeJong to work on a Terms of Reference for a Lions Bay Trail Maintenance Committee	In progress
56	July 3, 2018	G4: City of North Vancouver – Notice to Withdraw from the North Shore Bylaw Notice Dispute Adjudication Registry Agreement – CAO to follow up	In progress, CAO DeJong provided an update
58	September 4, 2018	R2: Kelvin Grove Parking – Liz Bell – Mayor Buhr to respond	Completed

59	September 4, 2018	R4: Gate at End of Lions Bay Avenue – Max Wyman – CAO DeJong to respond	In progress
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*Audio: 00:17*

## 8. Reports

### A. Staff

#### i. CAO: Review of Ethical Conduct Policy and Model of Excellence

CAO DeJong briefed Council on the existing Code of Conduct which was last updated in 2009 and suggested that it be updated. He discussed using the customizable Model Code of Conduct that a Working Group on Responsible Conduct (WGRC), consisting of members of the Ministry of Municipal Affairs and Housing, Union of BC Municipalities (UBCM) and the Local Government Management Association (LGMA), published with its fundamental principles of responsible conduct. CAO DeJong will customize attachment 5 to reflect the needs of Lions Bay and bring to Council at the December 18 meeting.

Moved/Seconded

THAT the CAO be directed to take advantage of the extensive work done by the WGRC and bring back a Model Code of Conduct with some additional provisions suitable for the Village of Lions Bay for Council to consider.

**CARRIED**

*Audio: 00:32*

#### ii. CFO: Parking Meter Revenue Report

CAO DeJong outlined the parking meter statistics in the expense report and discussed the idea of moving forward with parking meters again from May to September of 2019, covering the busy summer months. A detailed report and recommendation on a 2019 program will be brought to Council in due course.

Moved/Seconded

THAT the Information Report, “Parking Meter Revenue and Expense Report” be received for information.

**CARRIED**

*Audio: 00:36*

#### iii. CAO: Lions Bay Beach Park Upgrade Feedback

CAO DeJong touched on highlights in the report on the Lions Bay Beach Park Revitalization Project. In terms of financial considerations, he advised Council that the replacement or upgrading of the washrooms would be the most expensive part, being upwards of \$300,000 at first examination, and expressed what the concerns are with

the preferred upgrade. He suggested that if other features of the park need upgrading as well, then it may be wise to leverage the money and get 3 times the amount through free grant funding. With a 25% contingency fund, it is estimated the project would cost around \$785,000. The Community, Culture and Recreation (CCR) stream of the Investing in Canada Infrastructure Program (ICIP) grant provides 73 cents on the dollar towards projects like this one; therefore Lions Bay would need to provide 27% amounting to roughly \$210,000 coming from reserves, potentially supplemented through fundraising or the pending sale of municipal land. It was suggested that the Lions Bay Beach Park Advisory Committee would need to be reconstituted to provide recommendations for amendments to the draft concept plan in line with the feedback provided.

Moved/Seconded

THAT the Lions Bay Beach Park Revitalization Project should, subject to amendments to reflect input from the public, proceed and that staff commence the process of refining cost estimates and other requirements for the purposes of submitting a grant application under the Community, Culture and Recreation program by the January 23, 2019 deadline; and

THAT the Lions Bay Beach Park Advisory Committee be requested to reconvene to review the Lions Bay Beach Park Revitalization Project Draft Concept Plans and the public input received, and provide recommendations on amendments to the Draft Concept Plans.

**CARRIED**  
**COUNCILLOR ABBOTT OPPOSED**

*Audio: 01:02*

iv. PWM: Bayview Culvert Emergency Repair

PWM Jaffer advised Council that staff completed a temporary repair of a sinkhole on Bayview Road in 2016 and determined the culvert was rotten and deteriorated at that time. The repair has held up until now; however, a further sinkhole is beginning to develop and is at risk of imminent collapse and therefore requires immediate replacement to alleviate potentially costly emergency repairs. Capilano Highway Services had the lowest quote at \$19,500.

Moved/Seconded

(1) THAT Council approve the award of the Bayview Culvert Emergency Repairs to Capilano Highway Services in the amount of \$19,500; and

(2) THAT the CAO be authorized to execute contract documents in accordance with the scope of work required up to the amount of \$19,500, not including GST; and



(3) THAT the work be funded from the Public Works operational budget or, if required, from reserves.

**CARRIED**

*Audio: 00:08*

B. Mayor

i. Appointments to Standing Committees

See reporting out from closed portion of the meeting for appointments to the Infrastructure Committee.

The Infrastructure Committee Terms of Reference was amended under Composition by changing the number of Council members and members of the public from “three” to “equal numbers of members”, and by changing “Division 3” under Policies and Procedures to reflect the appropriate Parts and Divisions of the *Community Charter*.

Moved/Seconded

THAT the Infrastructure Terms of Reference be amended under the title “Composition” to the following: “The Committee shall be comprised of equal numbers of members of Council, and members of the public as appointed by the Mayor” and by changing “Division 3” under “Policies and Procedures” to reflect the appropriate Parts and Divisions of the *Community Charter*.

**CARRIED**

*Audio: 01:18*

C. Council

i. Memorial Committee

See reporting out from closed portion of the meeting for appointments to the Memorial Committee.

ii. Councillor Bain: Consideration of Hiring a Part-Time Emergency Program Coordinator

Councillor Bain noted that the Municipality has not devoted the necessary and consistent attention to the Emergency Program that it requires and that hiring a dedicated Emergency Program Coordinator (EPC) or Deputy EPC, who specializes in that field of work would have the necessary connections and networking capabilities required to bring the Village up to the necessary standards and to enhance the response and recovery plans mandated by the *Emergency Program Act* without drawing on already overworked staff.

Moved/Seconded

THAT the Village of Lions Bay take active steps in pursuing the creation of a dedicated position for a part-time Emergency Program Coordinator (EPC) or Deputy EPC in the first quarter of 2019.

**CARRIED**

*Audio: 01:33*

D. Committees

i. Board of Variance – March 27, 2018 Meeting Minutes

Moved/Seconded

THAT the Board of Variance Meeting Minutes of March 27, 2018 be received for information.

**CARRIED**

ii. Trees, Views and Landscapes Committee – Tree App #87: 305 Bayview Road

Moved/Seconded

THAT once the final outstanding neighbour has been contacted and responded, as requested, the applicant is permitted to cut and clean the specified trees. All wood and debris must be removed.

**CARRIED**

*[Staff has determined that the neighbour notification requirements have now been met.]*

*Audio: 01:36*

E. Emergency Services

i. RCMP Monthly Report

Mayor McLaughlin and CAO DeJong met with the officer in charge of the Squamish RCMP 3 weeks ago who advised of a Provincial program which funds 50% of a half-time retired RCMP constable who could be posted to the Village of Lions Bay (through the Squamish branch). Mayor McLaughlin advised that the financial cost would be \$40,000 per year (the Province pays an additional \$40,000), which would include a constable in uniform dedicated to Lions Bay who has the ability to write speeding tickets, bylaw enforcement tickets, and allows for a police car presence within the Village and on the highway. Mayor McLaughlin suggested Council proceed with exploring the opportunity as it may be a valuable asset in the busy summer season and could free some of our Bylaw Enforcement Officer costs as well as alleviate staff dealing with other bylaw issues, not to mention the benefits to reduction of speeding motorists and resulting noise. This is an item to be considered by Council during future budget discussions.

Moved/Seconded

THAT the RCMP Monthly Report be received for information

**CARRIED**

Moved/Seconded

THAT the verbal report regarding RCMP be received.

**CARRIED**

*Audio: 01:43*

**9. Resolutions**

**A. Council Chambers**

CAO DeJong explained that the new Council Chambers location is in a room that has been rented out by the public since the library closed down and is still a space that can be rented out by the public (but as a whole since the washroom is in the smaller room). The use of Council Chambers must be booked by reception for all users.

Moved/Seconded

THAT the location of Council Chambers be officially moved to the “Upper Meeting Room” located at the Village Hall, 400 Centre Road, Lions Bay, BC (former Library).

**CARRIED**

*Audio: 01:48*

**B. 2019 Council Meeting Schedule**

Moved/Seconded

THAT the 2019 Council Meeting Schedule be adopted as follows:

January 8 & 22

February 5 & 19

March 5 & 19

April 2 & 16

May 7 & 21

June 4 & 18

July 2 & 16

AUGUST BREAK

September 3 & 17

October 1 & 15

November 5 & 19

December 3 & 17

**CARRIED**

C. Rescind Fees for “Walk for Erin” Event

Moved/Seconded

THAT Council waive the fees for the rental of five tables and for Public Works staff time to deliver and pick up the tables for the “Walk for Erin” event on December 15, 2018.

**CARRIED**

*Audio: 01:49*

**10. Bylaws**

A. 35 Kelvin Grove Way Delegation Bylaw No. 553, 2018 - Adoption

CAO DeJong advised Council that 35 Kelvin Grove Way is now listed and on the market.

Moved/Seconded

THAT 35 Kelvin Grove Way Delegation Bylaw No. 553, 2018 be adopted.

**CARRIED**

B. Fees Bylaw No. 497, 2016, Amendment Bylaw No. 554, 2018 – First and Second Reading

CAO DeJong outlined the changes in the Fees Amendment Bylaw.

Moved/Seconded

THAT Fees Bylaw No. 497, 2016, Amendment Bylaw No. 554, 2018 be introduced and read a first and second time.

**CARRIED**

*Audio: 01:59*

**11. Correspondence**

A. List of Correspondence to November 15, 2018

Moved/Seconded

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

- G1: Notes from CEA Update – received
- G2: Adoption Awareness Month – received
- G3: A Letter on Transit – received
- G4: Congratulations from John Horgan, Premier – received
- G5: Congratulations from BC Assessment – received
- R1: Carole Conlin – Conflict of Interest – received, no further response
- R2: Brenda Broughton – Congratulations Council – received

**CARRIED****12. New Business**

None

*Audio: 02:09***13. Public Questions & Comments (2 minutes on any topic discussed in this meeting)**Doug Pollock

Mr. Pollock queried when the Infrastructure and Memorial Committee members would be assigned. He also noted his agreement with the 27 cents on the dollar with respect to the Lions Bay Beach Park upgrades, and queried whether the reconvened Beach Park Committee would be reassigned to new members or not.

**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;
- e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.

**CARRIED**

*The meeting was closed to the public at 9:10 p.m.*

*The meeting was re-opened to the public at 9:53 p.m.*

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

Council reported out the following:

The following members were appointed to the Infrastructure Committee:

- Mayor Ron McLaughlin
- Councillor Fred Bain
- Councillor Norm Barmeier
- Councillor Neville Abbott

- Resident Karl Buhr
- Resident Tony Greville
- Resident Jim Mutrie
- Resident Brian Ulrich

The following members were appointed to the Memorial Committee:

- Mayor Ron McLaughlin
- Councillor Fred Bain (Chair)
- Councillor Jaime Cunliffe
- Resident Tony Cox
- Resident Trudi Luethy
- Resident Tony Greville
- Resident Arlene Halstrom
- Resident Phillip Marsh
- Resident Ute Phillips (Arts Council)

Council resolved the following: THAT Council appoint former mayor Karl Buhr for a period of one year as Council's representative on open matters relating to Highway 99, limited to signage, noise, average speed over distance, and dealing with Ministries and stakeholders on the preceding matters. No compensation is offered, he shall report to Council at least quarterly, and all correspondence (including emails) with external parties shall carry the following disclaimer:

*"Karl Buhr is an appointed representative for the Village of Lions Bay (the "Municipality") in respect of Highway 99 matters covered by this correspondence. Except for statements of express Municipal policy, statements made by Mr. Buhr are in his personal capacity and are not binding on the Village of Lions Bay. Be aware that this email is the property of the Municipality and may not be disseminated in whole or part without the express written consent of the Municipality. This email may be exempt from disclosure under the British Columbia Freedom of Information and Protection of Privacy Act and other freedom of information or privacy legislation, and no admissible disclosure of this email can be made without the express written consent of the Municipality. Conversely, be aware that any response to the sender may be subject to disclosure under a freedom of information request."*

## 16. **Adjournment**

Moved/Seconded

THAT the meeting be adjourned.

**CARRIED**

*The meeting was adjourned at 9:55 p.m.*

\_\_\_\_\_  
Mayor

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

Date Approved by Council:	
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DRAFT

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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<b>Type</b>	Report to Council		
<b>Title</b>	2018 YTD Review		
<b>Author</b>	Pamela Rooke	<b>Reviewed By:</b>	Peter DeJong
<b>Date</b>	November 29, 2018	<b>Version</b>	
<b>Issued for</b>	December 4, 2018 Regular Council Meeting		

### RECOMMENDATION

THAT the report “2018 YTD Review” be received for information purposes.

### ATTACHMENTS

1. 2018 YTD Review

### KEY INFORMATION

The attached YTD review includes:

1. Consolidated Financial Results at November 30, 2018
2. Revenue Summary at November 30, 2018
3. Departmental Expense Summaries at November 30, 2018
4. Capital Expenditure Summary at November 30, 2018

The reports compare the actual results to the 2018-2022 Five Year Financial Plan Bylaw which was adopted May 11, 2018. Detailed variance explanations are provided on the attached revenue and departmental summaries.

### FOLLOW UP ACTION

Staff will be available to respond to any questions at the December 4, 2018 Council meeting.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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<b>Type</b>	<b>Report to Council</b>		
<b>Title</b>	<b>2018 YTD Review</b>		
<b>Author</b>	<b>Pamela Rooke</b>	<b>Reviewed By:</b>	<b>Peter DeJong</b>
<b>Date</b>	<b>November 29, 2018</b>	<b>Version</b>	
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### FOLLOW UP ACTION

Staff will be available to respond to any questions at the December 4, 2018 Council meeting.

**Village of Lions Bay**  
**For the period ended November 30, 2018**

<b>Consolidated Financial Results</b>				
	<b>2018</b>			<b>2017</b>
	<b>YTD Actual</b>	<b>Budget</b>	<b>%</b>	<b>YTD Actual</b>
<b>Revenues</b>				
Taxation	1,505,049	1,505,015	100.0%	1,453,647
Utility Fees and Rates	1,089,217	1,089,217	100.0%	1,087,424
Fees, Licenses, Permits and Fines	176,796	203,556	86.9%	194,625
Grants	1,113,582	2,612,116	42.6%	1,074,371
Net Proceeds from Land Sales	-	3,124,994	0.0%	-
Other	160,518	148,524	108.1%	100,468
	<b>4,045,162</b>	<b>8,683,422</b>	<b>46.6%</b>	<b>3,910,535</b>
<b>Expenditures</b>				
Administration	923,805	1,086,033	85.1%	870,111
Council	55,209	72,680	76.0%	48,897
EOC	20,546	57,540	35.7%	17,821
Fire Department	283,123	360,976	78.4%	260,003
Bylaw Services	32,715	37,173	88.0%	24,622
Public Works	314,694	493,458	63.8%	322,135
Planning and Development	201,445	114,563	175.8%	90,904
Parks, Recreation and Facilities	238,288	241,466	98.7%	198,822
Solid Waste	174,256	185,919	93.7%	166,652
Sewer Fund	61,372	87,816	69.9%	66,829
Water Fund	870,896	1,063,023	81.9%	666,801
	<b>3,176,350</b>	<b>3,800,646</b>	<b>83.6%</b>	<b>2,733,597</b>
<b>Surplus/(Deficit)</b>	<b>868,812</b>	<b>4,882,776</b>		
Amortization	541,858	588,976		
MFA Actuarial Gain on Debt	(21,579)	(23,456)		
<b>Cash Surplus</b>	<b>1,389,091</b>	<b>5,448,296</b>		
Repayment of Debt Principal	(76,182)	(152,364)		
Capital Expenditures	(163,734)	(2,746,468)		
Transfer from (to) Reserves	(29,632)	(2,549,464)		
<b>Transfer (from) to Reserves</b>	<b>1,119,543</b>	<b>0</b>		

**Village of Lions Bay**  
**For the period ended November 30, 2018**

**Revenue Summary**

	2018			2017	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Taxation</b>					
General Municipal Property Tax	1,446,609	1,446,575	100.0%	1,404,485	
Parcel Taxes	10,585	10,585	100.0%	10,585	
Grants in Lieu	47,855	47,855	100.0%	38,577	
	<b>1,505,049</b>	<b>1,505,015</b>	<b>100.0%</b>	<b>1,453,647</b>	
<b>Utility Fees and Rates</b>					
Water User Rates	837,613	837,613	100.0%	834,605	
Sewer User Rates	68,034	68,034	100.0%	67,234	
Solid Waste User Rates	183,570	183,570	100.0%	185,585	
	<b>1,089,217</b>	<b>1,089,217</b>	<b>100.0%</b>	<b>1,087,424</b>	
<b>Fees, Licenses and Permits</b>					
Building Permits	50,405	75,000	67.2%	79,634	1
Temporary Use Permits	1,000	7,350	13.6%	-	2
Subdivision Fees	-	5,150	0.0%	-	3
Board Of Variance Application Fee	1,500	2,000	75.0%	2,000	
Secondary Suite Surcharge Fees	26,516	22,518	117.8%	20,685	
Other Permits	(160)	1,000	-16.0%	3,695	
Fire Training Programs	600	300	200.0%	900	
Recreation Programs	3,124	2,600	120.1%	2,695	
Hall Rental	6,370	8,500	74.9%	7,829	
In-Kind Revenue	5,000	6,335	78.9%	90	
Boat Space Rentals	7,475	7,625	98.0%	9,894	
Rental Agree - BC Ambulance	23,020	25,113	91.7%	23,020	
Parking Fines	9,593	9,000	106.6%	9,559	
Parking Passes	3,720	2,000	186.0%	2,820	
Parking Meters	20,350	19,650	103.6%	19,097	
Dog Licences / Animal Control Fines	3,900	4,000	97.5%	4,875	
Filming Revenue	11,600	2,000	580.0%	3,100	
Tree Cutting Applications	600	500	120.0%	450	
Tax Information Charges	1,560	2,000	78.0%	2,220	
Miscellaneous	624	915	68.2%	2,063	
	<b>176,796</b>	<b>203,556</b>	<b>86.9%</b>	<b>194,625</b>	
<b>Grants</b>					
Small Community Grant	296,118	295,000	100.4%	298,898	
CWWF Grant	775,557	2,036,761	38.1%	715,704	
Gas Tax Funding	29,632	56,450	52.5%	56,502	4
TransLink Grant	-	40,000	0.0%	-	5
Disaster Financial Assistance (EMBC)	-	147,405	0.0%	-	6
Other Grants	12,276	36,500	33.6%	3,267	7
	<b>1,113,582</b>	<b>2,612,116</b>	<b>42.6%</b>	<b>1,074,371</b>	
<b>Other Revenue</b>					
Land Sales	-	3,124,994	0.0%	-	8
Insurance Proceeds	49,771	41,308	120.5%	-	9
Fire Department Callouts Highway	8,070	16,000	50.4%	8,333	10
Donations to LB Fire Department	1,650	6,000	27.5%	1,000	
Fire Fighter Day Revenue	15,324	24,000	63.9%	23,234	
Tax Penalties and Interest	24,832	22,100	112.4%	21,591	

**Village of Lions Bay**  
**For the period ended November 30, 2018**

<b>Revenue Summary</b>					
	<b>2018</b>			<b>2017</b>	Notes
	YTD Actual	Budget	%	YTD Actual	
Admin Fees - Schools Taxes	2,966	2,800	105.9%	2,959	
MFA Actuarial Interest	21,579	23,456	92.0%	-	
Bank Return on Investment	26,155	11,360	230.2%	20,422	
Miscellaneous	8,970	1,500	598.0%	12,058	
Connection Fees	1,200	-	n/a	10,872	
	<b>160,518</b>	<b>3,273,518</b>	<b>4.9%</b>	<b>100,468</b>	
<b>Total Revenues</b>	<b>4,045,162</b>	<b>8,683,422</b>	<b>46.6%</b>	<b>3,910,535</b>	

**Notes:**

- 1 Building permit revenue is tracking lower than anticipated and will finish the year less than budgeted.
- 2 Temporary use permit (TUP) revenue is tracking lower than budgeted - the TUP process was not in place until later in the year.
- 3 Subdivision process is not yet in place - no revenue will be received this year.
- 4 Payments received in August and December.
- 5 Grant approved for Lions Bay Avenue Stairs to Bus Stop project for 50% of the project cost (\$40k). Work must be completed by the end of 2021 - funds received upon completion of project.
- 6 EMBC funding to cover the cost of repairs to the Harvey Creek access road which was damaged during a landslide in January 2018 will be received after the final claim submission (\$108,073).
- 7 Budget includes a \$15k UBCM grant for an Asset Management Plan and a \$10k Infrastructure Planning grant for the Bayview Road Design. Funds will be received in 2019 upon completion of the work.
- 8 The 52 Brunswick Beach and 35 Kelvin Grove properties remain unsold at this time.
- 9 Insurance proceeds were received for the replacement of the fire training trailer and contents which were destroyed by fire (budgeted) as well an ICBC claim for damage to a snow plow truck (unbudgeted).
- 10 PEP revenue is tracking lower than budgeted due to fewer highway callouts.

**Village of Lions Bay  
For the period ended November 30, 2018**

General Fund - Administration					
	2018			2017	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Amortization	332,869	361,814	92.0%	313,349	
Communications	44,799	59,458	75.3%	41,753	
Fiscal Charges	4,784	4,250	112.6%	4,449	
Insurance	32,256	44,893	71.9%	30,211	
Internal Allocations	(49,220)	(53,500)	92.0%	(49,220)	
Maintenance	3,759	8,500	44.2%	3,304	
Material, Supplies and Equipment	13,118	20,243	64.8%	10,768	
Professional Fees / Contract Services	84,051	122,800	68.4%	55,392	1
Salaries and Benefits	443,325	494,530	89.6%	442,739	
Sundry	2,692	3,500	76.9%	2,069	
Training / Professional Development	9,495	17,545	54.1%	13,453	
Utilities	1,878	2,000	93.9%	1,845	
	<b>923,805</b>	<b>1,086,033</b>	85.1%	<b>870,111</b>	

**Notes:**

1 Budget is comprised of:

	Budget	Actual	
Legal Fees	30,000	33,560	
Contract Services - Minute Taking	1,500	480	
Audit Fees	37,000	27,511	
General Contract Services	1,500	8,100	*
Asset Management	35,000	14,400	**
Records Management	17,800	-	
	122,800	84,051	

\* A consultant was engaged to write the Village's ICIP grant application.

\*\* The Village has been awarded a \$15k UBCM grant for the Asset Management Plan.

**Village of Lions Bay  
For the period ended November 30, 2018**

**General Fund - Council**

	2018			2017	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Council Communication	-	250	0.0%	84	
Council - Office Supplies	5,496	4,250	129.3%	147	1
Salaries and Benefits	40,250	43,930	91.6%	34,070	
Council Funded Events	2,806	5,750	48.8%	5,425	
Election	2,359	15,500	15.2%	7,691	2
Conferences and Conventions	1,850	1,000	185.0%	-	
Association Dues / Memberships	398	500	79.6%	410	
Travel	2,050	1,500	136.6%	1,070	
	<b>55,209</b>	<b>72,680</b>	<b>76.0%</b>	<b>48,897</b>	

**Notes:**

1 Budget includes \$4,050 for completion of the new Council Chambers:

	Budget	Actual	
Fill in Window	750	574	(Purchased blinds)
New Council table and chairs	3,000	2,340	
Locking Cabinet	300	275	
Paint/Conference Phone/Light Covers	-	1,216	
Television	-	838	
	<b>4,050</b>	<b>5,243</b>	

2 Municipal election was not required as Mayor and Council were acclaimed.

**Village of Lions Bay  
For the period ended November 30, 2018**

General Fund - EOC					
	2018			2017	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Communications	2,884	3,750	76.9%	3,036	
Grants	1,267	5,490	23.1%	1,005	1
Maintenance	15,331	8,100	189.3%	7,443	2
Material, Supplies and Equipment	-	8,000	0.0%	-	3
Salaries and Benefits	-	9,700	0.0%	-	4
Training / Professional Development	50	21,000	0.2%	-	5
Utilities	1,014	1,500	67.6%	6,338	
	<b>20,546</b>	<b>57,540</b>	<b>35.7%</b>	<b>17,821</b>	

**Notes:**

- 1 ESS grant is paid when expenses are incurred.
- 2 Maintenance includes \$6k to replace the light fixtures in the Klatt Building which was unbudgeted.
- 3 Budget includes \$7.5k for EOC supplies.
- 4 Budget includes \$9.7k for a part-time Emergency Planning Co-ordinator (1 day per week) commencing July 1. The position will not be filled until 2019.
- 5 Includes \$20.0k for Emergency Management Planning which will not be spent this year.



**Village of Lions Bay  
For the period ended November 30, 2018**

**General Fund - Fire Department**

	2018			2017	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Communications	47,983	58,950	81.4%	42,062	
Fiscal Charges	91	200	45.4%	157	
Interest	3,063	3,063	100.0%	-	
Insurance	14,905	15,200	98.1%	12,221	
Maintenance	45,443	44,955	101.1%	38,393	
Material, Supplies and Equipment	82,287	80,808	101.8%	42,337	1
Salaries and Benefits	63,899	105,050	60.8%	94,787	2
Training / Professional Development	22,476	49,850	45.1%	27,877	
Utilities	2,977	2,900	102.7%	2,169	3
	<b>283,123</b>	<b>360,976</b>	<b>78.4%</b>	<b>260,003</b>	

**Notes:**

- 1 Budget includes \$13.0k for uniforms and \$41.3k for the cost to replace the fire trailer contents which were destroyed by fire. The trailer costs are offset by insurance proceeds.
- 2 Volunteer fire fighters are paid in June and December.
- 3 Includes the purchase of propane for the new fire training trailer.

**Village of Lions Bay  
For the period ended November 30, 2018**

**General Fund - Bylaw Services**

	2018			2017	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Communications	915	1,000	91.5%	914	
Material, Supplies and Equipment	1,419	3,800	37.3%	2,908	
Professional Fees / Contract Services	1,370	2,000	68.5%	1,607	
Salaries and Benefits	29,010	28,373	102.2%	19,194	1
Training / Professional Development	-	2,000	0.0%	-	
	<b>32,715</b>	<b>37,173</b>	<b>88.0%</b>	<b>24,622</b>	

**Notes:**

- 1 Comprised of wages for two Bylaw Enforcement Officers covering the following shifts from mid-May to mid-September:  
 Friday - one 8 hour shift (3:30 pm to 12:00 am)  
 Saturday, Sunday and Stats - two 7 hour shifts each day (10:30 am to 5:30 pm and 4:30 pm to 12:00 am)

**Village of Lions Bay**  
**For the period ended November 30, 2018**

**General Fund - Public Works**

	2018			2017	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Communications	6,670	9,655	69.1%	10,559	
Interest Payments	19,197	19,747	97.2%	20,186	
Insurance	13,392	16,400	81.7%	12,141	
Internal Allocations	(13,800)	(15,000)	92.0%	(13,800)	
Maintenance	91,256	196,365	46.5%	76,721	1
Material, Supplies and Equipment	29,690	30,000	99.0%	37,030	
Professional Fees / Contract Services	15,488	35,619	43.5%	23,465	2
Salaries and Benefits	143,636	188,522	76.2%	148,252	3
Training / Professional Development	3,342	5,650	59.1%	1,370	
Utilities	5,824	6,500	89.6%	6,212	
<b>Total Expenditures</b>	<b>314,694</b>	<b>493,458</b>	<b>63.8%</b>	<b>322,135</b>	

**Notes:**

- 1 CN parking lot drainage and paving delayed due to ongoing discussions with CN regarding the lease and environmental insurance. Kelvin Grove railway crossing upgrades delayed by CN technical staff's inability to fit the design/specification preparation into their 2018 work plan.
- 2 Professional fees will finish the year favourable to budget.
- 3 In total, all Public Works salaries (Water, Sewer, PW and Parks and Rec) are tracking at 82.9% of budget. Overall, salaries are tracking favourable due to the four month delay in hiring the new PW position.

**Village of Lions Bay  
For the period ended November 30, 2018**

**General Fund - Planning and Development**

	2018			2017	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Communications	3,844	4,000	96.1%	2,218	
Professional Fees / Contract Services	169,083	77,810	217.3%	62,884	1
Salaries and Benefits	26,218	29,978	87.5%	23,797	
Sundry	-	750	0.0%	525	
Training / Professional Development	2,301	2,025	113.6%	1,480	
	<b>201,445</b>	<b>114,563</b>	<b>175.8%</b>	<b>90,904</b>	

**Notes:**

1	Budget	Actual
Part-time planner *	56,060	10,066
Surveys	8,000	5,380
Appraisals	3,000	2,100
Communication Consultant	7,500	-
Building Inspector Contract Services	3,250	1,197
Kelvin Grove Lot Servicing **	-	150,340
	<b>77,810</b>	<b>169,083</b>

\* Budget included a part-time planner (3 days a week starting April 1) who staff were unable to hire. Consultants were used as required during the year.

\*\* Costs associated with the Kelvin Grove lot servicing will be offset by the proceeds from the sale of the lot.

**Village of Lions Bay  
For the period ended November 30, 2018**

**General Fund - Parks, Recreation and Facilities**

	2018			2017	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Communications	527	600	87.8%	545	
Grants	26,112	29,323	89.1%	23,400	
Insurance	290	2,500	11.6%	2,400	
Maintenance	45,528	45,064	101.0%	38,650	
Material, Supplies and Equipment	7,649	7,500	102.0%	3,545	
Professional Fees / Contract Services	13,194	19,500	67.7%	10,200	1
Hall Programs	2,740	2,300	119.1%	2,294	
Salaries and Benefits	137,864	126,179	109.3%	112,617	2
Sundry	-	250	0.0%	105	
Training / Professional Development	-	1,250	0.0%	-	
Utilities	4,385	7,000	62.6%	5,065	
	<b>238,288</b>	<b>241,466</b>	<b>98.7%</b>	<b>198,822</b>	

**Notes:**

- 1 Budget includes \$12.3k for the execution of a landscaping plan (funded by MOTI). The execution is complete - a portion of the budget included labour which has been charged to salaries and benefits as the work was done by PW staff.
- 2 In total, all Public Works salaries (Water, Sewer, PW and Parks and Rec) are tracking at 82.9% of budget. Overall, salaries are tracking favourable due to the four month delay in hiring the new PW position.

**Village of Lions Bay  
For the period ended November 30, 2018**

**General Fund - Solid Waste**

	2018			2017	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Revenues</b>					
Garbage User Fees	183,570	183,570	100.0%	185,585	
Secondary Suite Fees	4,422	3,752	117.9%	3,442	
Miscellaneous Revenue	208	140	148.6%	188	
	<b>188,200</b>	<b>187,462</b>	100.4%	<b>189,215</b>	
<b>Expenditures</b>					
Supplies and Education	103	1,000	10.3%	776	
Collection Contract	46,293	49,762	93.0%	56,806	
Recycle Removal Contract	46,664	50,677	92.1%	39,921	
Green Waste Contract	67,375	69,780	96.6%	55,438	
Prompt Payment Discounts	5,082	5,200	97.7%	4,971	
Internal Allocations	8,740	9,500	92.0%	8,740	
	<b>174,256</b>	<b>185,919</b>	93.7%	<b>166,652</b>	

**Notes:**

**Village of Lions Bay  
For the period ended November 30, 2018**

<b>Sewer Fund</b>					
	<b>2018</b>			<b>2017</b>	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Amortization	13,458	14,628	92.0%	13,458	
Insurance	2,470	2,470	100.0%	2,123	
Maintenance	22,365	33,000	67.8%	30,222	1
Material, Supplies and Equipment	-	4,000	0.0%	212	2
Professional Fees / Contract Services	5,163	5,000	103.3%	-	
Salaries and Benefits	9,764	18,451	52.9%	12,609	3
Sundry	1,943	1,867	104.1%	1,772	
Training / Professional Development	463	1,900	24.4%	185	
Utilities	2,065	2,500	82.6%	2,569	
Internal Allocations	3,680	4,000	92.0%	3,680	
	<b>61,372</b>	<b>87,816</b>	<b>69.9%</b>	<b>66,829</b>	

**Notes:**

- 1 Budget includes a video inspection of the WWTP outfall pipe which will be done in December.
- 2 Budget includes the purchase of a confined space rescue winch which will be purchased this year.
- 3 In total, all Public Works salaries (Water, Sewer, PW and Parks and Rec) are tracking at 82.9% of budget. Overall, salaries are tracking favourable due to the four month delay in hiring the new PW position.

**Village of Lions Bay  
For the period ended November 30, 2018**

<b>Water Fund</b>					
	<b>2018</b>			<b>2017</b>	Notes
	YTD Actual	Budget	%	YTD Actual	
<b>Expenditures</b>					
Amortization	195,532	212,535	92.0%	150,380	
Communications	2,388	2,700	88.4%	2,531	
Interest Payments	89,146	89,146	100.0%	74,930	
Emergency Repairs	108,073	147,405	73.3%	-	1
Insurance	26,446	26,446	100.0%	22,752	
Maintenance	42,101	47,500	88.6%	39,856	
Material, Supplies and Equipment	16,211	38,793	41.8%	14,737	2
Professional Fees / Contract Services	55,735	81,000	68.8%	38,139	3
Salaries and Benefits	255,655	326,749	78.2%	241,319	4
Sundry	15,831	17,500	90.5%	20,410	
Training / Professional Development	3,401	4,000	85.0%	853	
Utilities	9,778	14,250	68.6%	10,294	
Internal Allocations	50,600	55,000	92.0%	50,600	
	<b>870,896</b>	<b>1,063,023</b>	<b>81.9%</b>	<b>666,801</b>	

**Notes:**

- 1 Relates to repairs to the Harvey Creek access road which was damaged during a landslide in January 2018 - work is covered by EMBC funding.
  
- 2 Material, supplies and equipment should finish the year on budget - several supplies have been ordered to be delivered in December, including sodium hypochlorite totes and a booster pump.



**Village of Lions Bay  
For the period ended November 30, 2018**

**Water Fund**

3 Budget is comprised of:

	Budget	Actual	
Bayview Road Watermain Design	20,000	10,945	*
Confined Space Entry	-	15,670	**
Rock Slope Remediation	30,000	2,711	***
Chlorine Treatment	9,000	10,419	
Water Testing	10,000	8,265	
General Contract Services	10,000	7,725	
UBC Hydrology Study Contribution	2,000	-	
	81,000	55,735	

\* The Village has been awarded a \$10k Infrastructure Planning Grant for the Bayview design. Design is 75% complete - final invoices still to come for the project.

\*\* Work Safe BC required the Village to complete a confined space entry program this year. The project is not complete - additional invoicing to come.

\*\*\* Rock slope remediation was not completed this year - deferred due to EMBC covered work on Harvey Access Road.

4 In total, all Public Works salaries (Water, Sewer, PW and Parks and Rec) are tracking at 82.9% of budget. Overall, salaries are tracking favourable due to the four month delay in hiring the new PW position.

**Village of Lions Bay  
2018 Capital Expense Summary  
as at November 30, 2018**

<b>2018 Capital Expenditures</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>Status / Notes</b>
CWWF Grant - Water Tanks	\$69,422	\$2,453,929	Tender closed November 23. AECOM analyzing bids.
Emergency Generator - Village Hall Broughton Hall	\$2,580	\$15,000	On hold pending analysis of power consumption at Klatt. To be re-budgeted in 2019.
Parking & Traffic Signage / Community Signage	\$23,122	\$28,460	Parking signage purchased and installed. Community Signage Makeover Design is complete and the RFP for the fabrication has closed. Staff are evaluating the submissions.
Lions Bay Beach Park - Kayak Rack	\$0	\$20,000	Design and location have not been finalized. Can re-budget in 2019 or include in the Community, Culture and Recreation grant application.
Kelvin Grove stairs to beach	\$0	\$22,000	To be re-budgeted in 2019. Funds to come from the Land Reserve Fund.
E-Comm Radio Installation - Fire Trucks	\$4,252	\$4,252	Complete.
Burn Building	\$0	\$36,000	Have engaged a structural engineer to inspect building and provide required Letters of Assurance. Work to be completed in 2019.
Exhaust System for Fire Hall	\$16,766	\$18,939	Exhaust system installed - there are a few deficiencies to be resolved.
Bus Shelter - Electrical	\$7,746	\$7,680	Complete.
Lions Bay Avenue Stairs to Bus Stop	\$0	\$80,000	Staff have obtained a TransLink grant for 50% of the project cost (\$40k). Work must be completed by the end of 2021.
Two Desktop computers for Office (replacement)	\$0	\$3,000	Order has been placed - one computer has been received and installed.
Computer server for Office (replacement)	\$0	\$14,908	Order has been placed - server is being constructed and should be installed by the end of the year.
Desktop computer for Fire (replacement)	\$0	\$1,500	Order has been placed.

**Village of Lions Bay  
2018 Capital Expense Summary  
as at November 30, 2018**

<b>2018 Capital Expenditures</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>Status / Notes</b>
Laptop for Public Works (new)	\$0	\$2,000	Order has been placed.
PW Shop Tools and Cabinet; Small Equipment Replacement; Metal Fabrication Equipment	\$11,978	\$13,400	Complete.
PW Salt Spreaders	\$18,303	\$15,400	Complete.
PW Backhoe Mounted Compaction Equipment	\$9,563	\$10,000	Complete.
	<b>\$163,734</b>	<b>\$2,746,468</b>	

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THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Schedule "A"

**Tree Cutting Application Form**



All fields must be completed

Applicant's Full Name: <i>Doug and Gail Craig</i>	
Address: <i>145 MOUNTAIN</i>	
Phone: [REDACTED]	Email: [REDACTED]
Arborist/Contractor Name: <i>STEVE'S TREES</i>	
Phone: <i>604-987-4470</i>	Email: <i>shotzak@yahoo.com</i>

<b>Office Use Only</b>	<b>Tree Application Number:</b>
Received by: <i>JM</i>	Date: <i>Sept 18/18</i>
Amount Paid: <i>75.00</i>	Cash or Cheque: <i>cheq. # 185</i>
Application Complete? <input checked="" type="radio"/> (Y/N)	If no, reason:
Date referred to Public Works: <i>Sept. 18/18</i>	Date returned by Public Works: <b>(See attached comments)</b> <i>Sept 20/18</i>
Date Application to Tree Ctte: <i>NOV 14/18</i>	Meeting Date:
Agenda forwarded to Tree Ctte:	Minutes received from Tree Ctte:
Council Agenda Date:	Council Decision:
Parties Notified:	Received Damage Deposit: Name of Arborist/Contractor:
Date of Letter Notifying Applicant of Decision:  (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:

*\*. Note  
absence  
dates - book  
after Dec 4.  
for site  
visit*



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<p>Species/Description of Tree(s):  <i>SEE ATTACHED FOR LOCATIONS 1 AND 2.</i></p>
<p>Location of Tree(s):  <i>SEE ATTACHED FOR LOCATION OF HEDGES 1 AND 2.</i></p>

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

<p>Reason for Removal: <i>TRIMMING + PRUNING</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Too close to property (foundation, garage, fence, etc.)</li> <li><input type="checkbox"/> Dead, dying or diseased</li> <li><input type="checkbox"/> Unattractive</li> <li><input type="checkbox"/> Blocking sunlight</li> <li><input type="checkbox"/> Attracting wildlife</li> </ul>	<p><i>TO KEEP FROM</i></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Interfering with infrastructure (roads, sidewalks, etc.)</li> <li><input type="checkbox"/> Leaves causing problems</li> <li><input type="checkbox"/> Blocking site access</li> <li><input type="checkbox"/> Affecting house value</li> <li><input type="checkbox"/> Hazardous</li> <li><input checked="" type="checkbox"/> Interfering with view <i>SEE ATTACHED</i></li> </ul>
--	---

<p>Please provide additional comments which may be useful:  <i>SEE ATTACHED FOR LOCATIONS 1 AND 2.</i></p>
--

<p>Replanting Plan, if any (please include anticipated timeframe for completion):  <i>N/A</i></p>
---



## 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.

DOUG AND GAIL CRAIG

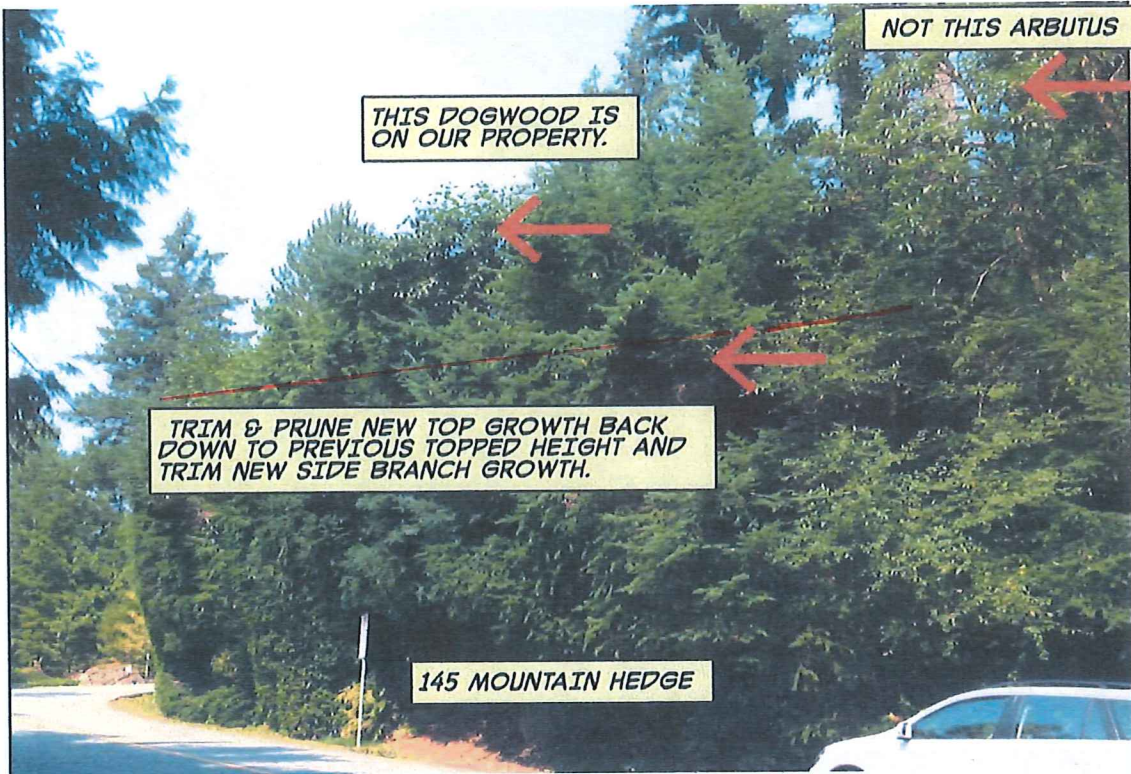
Name of Applicant (Please Print)



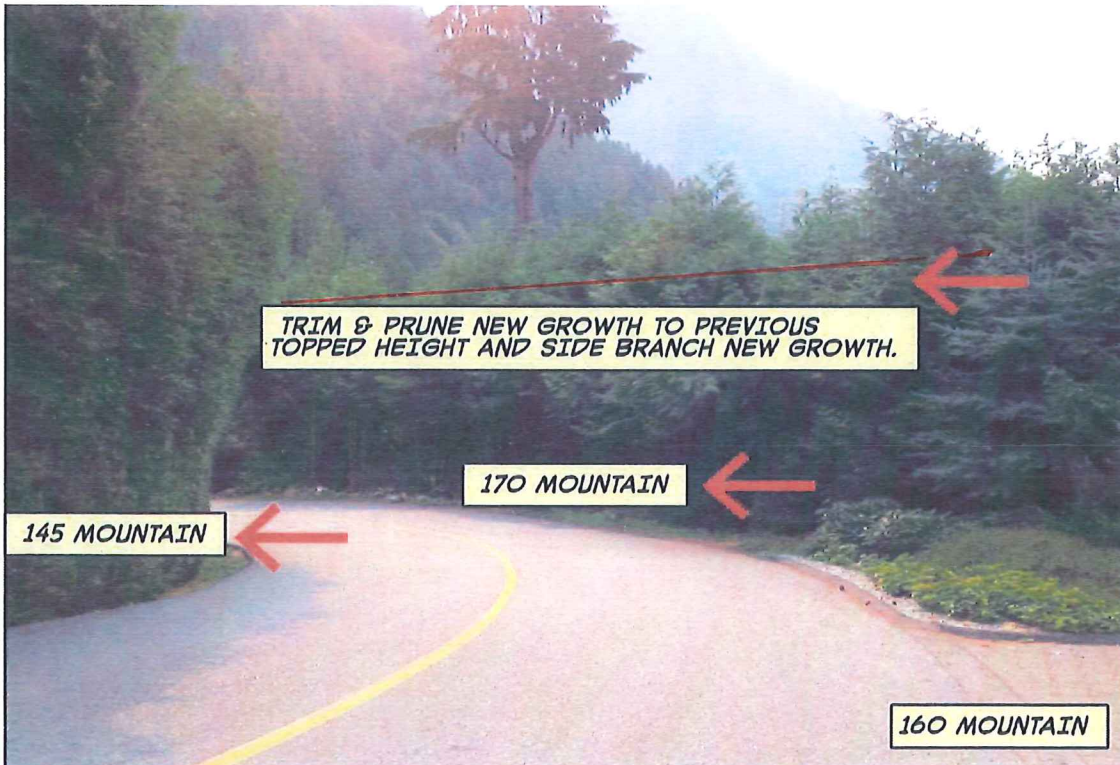
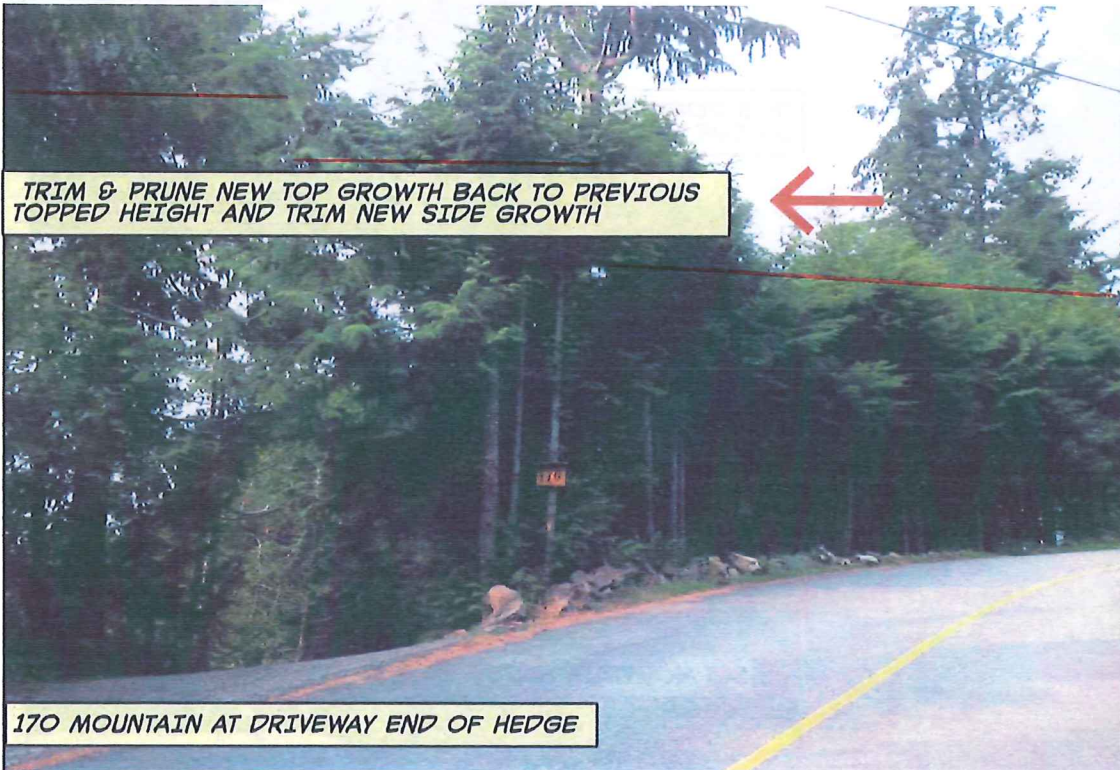
Signature

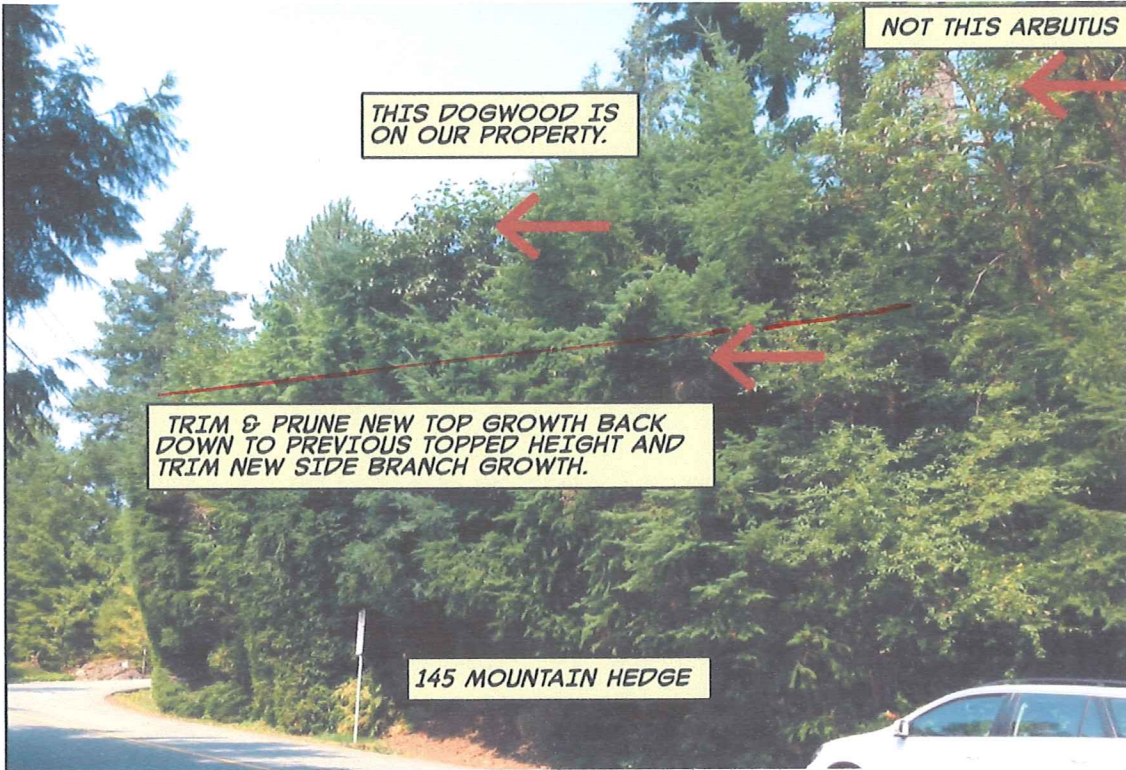
SEPT 18, 2018

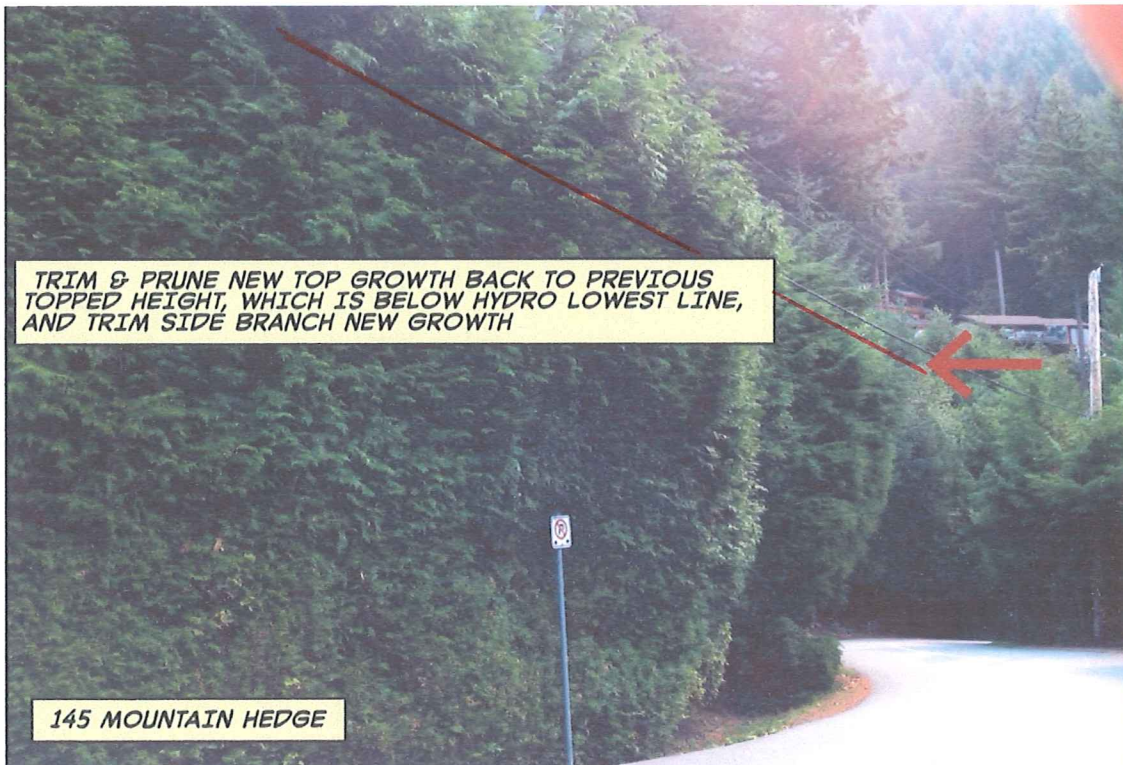
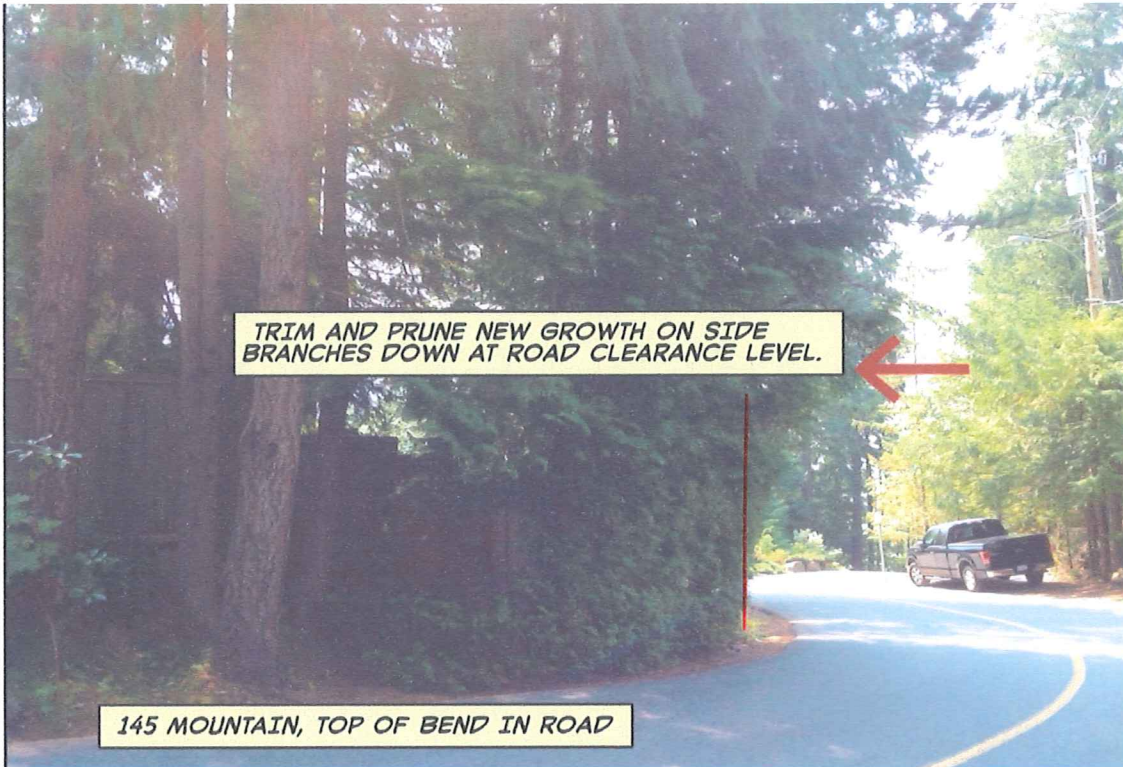
Date Signed











*Mark [unclear]  
This is part of  
the application*

**ATTACHMENT FOR 2018 TREE CUTTING APPLICATION FROM 145 MOUNTAIN DRIVE**

**SPECIES & DESCRIPTION:**

LOCATION 1: HEDGE OF 9 - 25'-30' CONIFEROUS (CEDAR, FIR, HEMLOCK, WITH TRUNKS 20CM OR LARGER 1.4 METRES UP, ALL OTHERS ARE SMALLER) AND 1 ARBUTUS. ALL TREES IN THE HEDGE HAD BEEN PREVIOUSLY TOPPED BEFORE WE OWNED OUR HOUSE AT 145 MOUNTAIN AND STARTED MAINTAINING THE HEDGE.

LOCATION 2: HEDGE OF 22 - 25'-30' CONIFEROUS (CEDAR, FIR, HEMLOCK, WITH TRUNKS 20CM OR LARGER 1.4 METRES UP, ALL OTHERS ARE SMALLER). ALL PREVIOUSLY TOPPED BEFORE WE STARTED MAINTAINING THE HEDGE AT THE SAME TIMES AS WE DO OUR SIDE.

**LOCATION:**

LOCATION 1: HEDGE FRONTING SOUTH SIDE OF ROAD AT 145 MOUNTAIN ALONG THE BEND OF THE ROAD, PART IS UNDER THE HYDRO LINES.

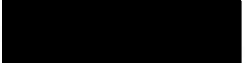
LOCATION 2: HEDGE FRONTING NORTH SIDE OF ROAD AT 170 MOUNTAIN ALONG THE BEND OF THE ROAD DIRECTLY ACROSS FROM HEDGE AT 145 MOUNTAIN.

**REASON FOR TRIMMING AND PRUNING:**

LOCATIONS 1 & 2: WE WOULD LIKE TO TRIM AND PRUNE THE NEW GROWTH ON THE SIDE BRANCHES AND THE NEW TOP GROWTH BACK DOWN TO THE PREVIOUS TOPPED HEIGHT OF BOTH HEDGES ALONG THE BEND IN THE ROAD. THIS KEEPS BRANCHES FROM GROWING OUT INTO THE ROADWAY, IMPEDING SIGHTLINES AND PARKING SIGNAGE. THE HEDGES ARE ACROSS OUR FULL SOUTHERN EXPOSURE AND WE WOULD LIKE TO CONTINUE TO KEEP THEIR HEIGHT IN CONTROL. THE 1 ARBUTUS IN THE MIDDLE NEAR THE HYDRO LINE PART OF THE 145 HEDGE WAS PREVIOUSLY TOPPED AND WE WOULD LIKE TO KEEP ITS HEIGHT IN CONTROL IF POSSIBLE.

WE PREVIOUSLY APPLIED TO RE-CUT THE TOPS OF BOTH HEDGES (145 & 170), TO PRUNE THE SIDE BRANCHES TO RETAIN THE SHAPE, AND TO MAINTAIN THE SIDES ON A CONTINUOUS BASIS TO KEEP BRANCHES FROM GROWING OUT INTO THE ROADWAY, IMPEDING SIGHTLINES AND PARKING SIGNAGE. SEPTEMBER 10, 2010 COUNCIL PROVIDED AN APPROVAL LETTER TO US ALLOWING US TO DO SO (COPIES ATTACHED). WE UNDERSTOOD THE APPROVAL STATING WE COULD "PRUNE THE SIDE BRANCHES TO RETAIN THE CORRECT SHAPE OF THIS SECTION OF TREES" GAVE US THE PERMISSION WE HAD ASKED FOR TO TRIM THE SIDES OF THE HEDGE REGULARLY, TO MAINTAIN AND RETAIN THE SHAPE, ON A CONTINUOUS YEARLY BASIS WITHOUT NEED TO REAPPLY. THE CURRENT BYLAW (SECTION 3.4.5) DOES STATE THE PERMIT FORM IS VALID FOR A YEAR, OR SUBJECT TO SUCH LONGER PERIOD AS MAY BE DETERMINED BY COUNCIL.

WITH THE APPROVAL STATED IN THE SEPTEMBER 2010 LETTER FROM COUNCIL GRANDFATHERED (WE WERE GRANTED PERMISSION TO TRIM THE 145 HEDGE SIDE BRANCHES ON A "LONGER PERIOD DETERMINED BY COUNCIL"), WE WOULD LIKE TO BE GRANTED PERMISSION TO ALSO TRIM THE HEIGHT OF THE 145 HEDGE REGULARLY TO MAINTAIN THE SHAPE AND HEIGHT AS NEEDED ON A CONTINUOUS YEARLY BASIS WITHOUT NEED TO REAPPLY. WE ASK THAT, WITH THE YEARLY AGREEMENT OF THE CURRENT OWNERS OF 170 MOUNTAIN (VICTOR COLOTLA & VIVIENNE GALLEGOS), THAT WE ARE GRANTED PERMISSION TO TRIM THE HEIGHT AND SIDE BRANCHES OF THE 170 HEDGE AS NEEDED ON A CONTINUOUS YEARLY BASIS WITHOUT NEED TO REAPPLY.

  
VICTOR COLOTLA

  
VIVIENNE GALLEGOS

WE HAVE LIVED IN THE VILLAGE FOR 15 YEARS NOW AND EVERY SPRING AND SUMMER WE MAINTAIN THE BOULEVARD AND HEDGES WITH THE SAME CARE WE DO IN OUR OWN YARD AND GARDEN. WE HOPE THAT YOU WILL ALLOW US TO CONTINUE TO DO SO.

*emld: Sept 18/18  
145 Mtn. Dr.*



Public Works Tree Cutting Referral Comments

Tree Cutting Application Number:	<i># 91</i>
Name of Applicant:	<i>DOUG &amp; GAIL CRAIG</i>
Address of Applicant:	<i>145 Mountain Dr.</i>
Location of Tree(s):	<i>per attached photos &amp; notes</i>
Clearly on Municipal Land: (Y/N) (If no, survey required at applicant's cost)	
Location in Relation to Municipal Infrastructure (Present & Future):	<i>N/A</i>
Location in Relation to Others' Infrastructure (Telus / Hydro Lines, etc.):	<i>N/A</i>
Slope Stability Considerations:	<i>N/A</i>
Replanting Required (Y/N and recommendations, if any):	<i>N/A</i>
Other Considerations / Comments:	<i>A TRAFFIC CONTROL PLAN</i>
Attachments (Y/N and Description):	<i>YES [signature] SEPT 19/2018</i>

### CAO Questions and Comments re. Application

1. Application includes an Arbutus tree in the middle of the hedge on 145 Mountain. Is it greater than 10 cm in diameter? If so, it is a “significant” tree and can only be cut with special exemption, when no other compromise can be found per s.3.4.4 of Bylaw. **[Actually, applicant says on their photo they are not cutting the Arbutus tree, but resolution should clarify this.]**
2. Trimming of hedge at 145 Mountain will require traffic control during the process. **[Topping will likely require contractor so they should have cones and/or flaggers for bucket truck. Face of hedge might be done by applicant, so they need to have specific direction on safety requirements (cones, signage, etc.). They’ll likely get 3 yrs. worth of trimming approved so they’ll need to check back each time for traffic safety approval from PW]**
3. Heights for trimming at 170 appear to be “stepped” but perhaps not soon enough – concern re. cutting too low and killing tree or looking unsightly. **[Garth may provide additional notes on this but Tree Committee and arborist should be able to discern appropriate height.]**
4. Applicants suggest that previous permit(s) constituted approval to continue trimming annually (indefinitely). **[Wording of materials and resolution of Council do not really support that contention. However, applicants request that Council grant such an order this time, per s.3.4.5 of Bylaw. If this is to be entertained, and if the Tree Committee recommends it, something along the following lines may suffice:**

**THAT the applicants be granted a tree cutting permit to trim the hedges along 145 Mountain Drive and 170 Mountain Drive in accordance with the captioned photographs submitted with Application #91 [if necessary, as amended by the Tree Committee] and subject to limiting topping heights to the topping heights previously approved and implemented;**

**THAT the applicants or their professional contractors submit a Traffic Control Plan for the permitted cutting, in particular the trimming of the hedge alongside 145 Mountain Drive, to the Public Works Manager for approval prior to undertaking the work;**

**THAT the Arbutus tree in the middle of 145 Mountain Drive, being of greater than 10 cm in diameter, be preserved as a Significant Tree;**

**AND THAT the tree cutting permit hereby approved be valid for a period of 3 years subject only to confirmation prior to any cutting, or repeated cutting, within that period of:**

- a. a traffic control plan approved by Public Works, and**
- b. damage deposit, arborist/contractor, Worksafe BC certificate, and insurance in compliance with Municipal requirements.]**

**Peter DeJong  
November 9, 2018**





Minutes of the Tree Committee meeting

November 29<sup>th</sup>, 2018

On-site @ 145 Mountain Drive - #91

In attendance; Chair, Simon Waterson, Jay Barber and Ron McLaughlin.

1. The meeting was called to order at 09:32 am.
2. Simon Waterson was appointed Recorder for the meeting.
3. The Agenda was approved unanimously.
4. Public Participation – Gail & Doug Craig.
5. The minutes from the previous meetings on July 18<sup>th</sup> and September 24<sup>th</sup> were approved unanimously.
6. Old Business; None.
7. New Business; None

- a. Tree Application #91 – 145 Mountain Drive - moved by Jay Barber; Seconded by Simon Waterson, that:

*As requested, the applicant is permitted to carry out work as requested in the application, in accordance with the captioned photographs submitted with application #91 and subject to limiting topping heights to the topping heights previously approved and implemented.*

*The arbutus tree in the middle of 145 Mountain Drive, be preserved as a significant tree.*

*The tree cutting permit is approved and can be repeated, in perpetuity, subject only to confirmation prior to any cutting of:*

- a) *An acceptable traffic control plan*
- b) *All insurance and damage deposits submitted*

*Council reserves to right to amend or cancel the “on-going” permit at any time*

*Clean up and remove of all associated debris.*

8. Adjournment; - The meeting adjourned at 9:45 am.

Simon Waterson

Recorder

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Recommendation to Council</b>		
<b>Title</b>	Recommendation for a study into Oceanview Drainage Improvement		
<b>Author</b>	Fred Bain	<b>Reviewed By:</b>	
<b>Date</b>	2018-11-29	<b>Version</b>	
<b>Issued for</b>	Council meeting of December 4 2018		

### **RECOMMENDATION**

THAT Council direct staff to commission the study to assess the resulting drainage flow scenarios for Option A and Option B and to provide cost estimates for both options. Cost estimates for Option A should include costs for both directional drilling and open trenching alternatives and the challenges associated with each.

#### 1. **BACKGROUND**

In the last Infrastructure Committee (IC) meeting the IC recommended that Council direct Staff to determine how far the concrete plug extended into the abandoned culvert from Oceanview to Rundle Creek. This activity was carried out and Nai presented the results together with a 2008 Golder Associates report on the drainage in this area.

The options identified at last meeting were:

Option A: Re-establish original drainage path to Rundle Creek.

Option B: Maintain current drainage path all the way down to lower Oceanview.

Option A was, at the last meeting, considered the 'technically right' thing to do notwithstanding cost. Now that it is essentially confirmed that the least cost solution to Option A (relining the culvert) is eliminated, only the higher cost directional drilling or open excavation solutions remain. The pro's and con's of these solutions were discussed at length.

Option B was, at the last meeting, considered more of a band aid solution. It includes addressing the infiltration in the swale under the big (ugly) black pipe and upgrading the drainage ditch and all the undersized driveway culverts to handle the increased flow all the way down Oceanview to Harvey Creek. In this meeting Option B seemed to be attractive to several IC members since it solves the current issues along lower Oceanview (infiltration to properties, road damage, culverts & ditch capacity). These issues may or may not still exist if the flow were reduced by implementing Option A and diverting significant volume to Rundle.

The map shows that the Option A distance from 260 Oceanview to Rundle is very much shorter than the Option B distance from 260 all the way down to Harvey Creek. This prompted the question as to whether Option B is really more expensive than Option A. Specifically, is drilling or trenching the short distance really more expensive

than excavating/replacing 10 or 11 driveways/culverts, and excavating/geo-lining the entire length of lower Oceanview ditch?

**RECOMMENDATION**

See above.

A previous estimate to do Option B was around \$300K, without any detailed drainage calculations or detailed design. It is not known how much it would cost to directional drill or excavate to Rundle. Nor is it known how much the flow down lower Oceanview would be reduced if upper flow is re-established to Rundle.

Nai indicated that a study to determine the flows, designs and costs for both options would cost \$15K to \$18K. This would help us understand the resulting stormwater flows in each option, and provide accurate costs for directional drilling, and open excavating for Option A and a scope review and refinement of the previous cost estimate for Option B. Given the potential to make a poor decision that future Councils would have to deal with, the IC agreed that it is worth spending the money on this study.

2. **PREFERRED OPTION**

As stated

For Council's consideration.

Intentionally Blank



## VILLAGE OF LIONS BAY

Type	Request for Decision		
Title	Fees Bylaw No. 497, 2016, Amendment Bylaw No. 554, 2018		
Author	Shawna Gilroy	Reviewed By:	Peter DeJong
Date	November 14, 2018	Version	1
Issued for	November 20, 2018 Regular Council Meeting		

### Recommendation:

THAT Fees Bylaw No. 497, 2016, Amendment Bylaw No. 554, 2018 be read a third time.

### Attachments:

- (1) Fees Bylaw No. 497, 2016, Amendment Bylaw No. 554, 2018
- (2) Fees Bylaw No. 497, 2016, Amendment Bylaw No. 554, 2018 (Consolidation)

### Key Information:

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

### Options:

- (1) Approve the recommendation above and give the bylaw third reading;
- (2) Amend the bylaw and then give it third reading;
- (3) Refer the bylaw back to staff for revisions and bring it back for third reading on December 18<sup>th</sup> (please note a Special Meeting will need to be called in order to adopt by January 1, 2019)

### Preferred Option:

- (1) Approve the recommendation above and give the bylaw third reading.

### Follow Up Action:

Assuming third reading is given, the bylaw will be brought back to the Regular Council Meeting on December 18<sup>th</sup> for adoption.

## VILLAGE OF LIONS BAY



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

### **Amendment Bylaw No. 554, 2018**

**Adopted: xxx**

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



## Fees Bylaw No. 497, 2016 Amendment Bylaw No. 554, 2018

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

1. This bylaw may be cited for all purposes as “Fees Bylaw No. 497, 2016, Amendment Bylaw No. 554, 2018”.
2. Fees Bylaw No. 497, 2016 is hereby amended as follows:
  - a) Schedule 1 – General Administration:
    - i. delete the line called “NSF cheque fee”;
    - ii. delete the lines called “Tax certificates”, “Property title search from Land Title Office”, and “Reprinted tax/utility documents”; and
    - iii. add the following table:

<b>Property Tax and Utility Information:</b>	
Property Tax Certificate	\$30 (no charge to property owners)
Reprinted Property Tax/Utility Fee Notice	\$20 (no charge to property owners)
Property Title Search from Land Title Office	\$25
Property Ownership Transfer Tax on tax sale properties	As per Land Title Office fees
Property Tax Sale, registration and removal of Liens	As per Land Title Office fees

- b) Schedule 2 – Development, Land and Building Services:
      - i. replace the items relating to Temporary User Permits with the following:

Temporary Use Permit Application Fee (non-refundable)	\$250
Temporary Use Permit Inspection fee for Short Term Rentals	\$250 – Includes initial inspection plus one additional inspection. Each additional inspection \$75/hour
Temporary Use Permit (TUP)	\$1,000 (\$750 for renewal application)
TUP – Application for Council Reconsideration	\$250

- ii. in the item called “Request for Preliminary Review of Subdivision Development Proposal”, add “or strata lot” in between “lot created”;
        - iii. add “(non-refundable)” after “Board of Variance”;
        - iv. add “at time of renewal” after “75% of current Building Permit Fee” in Permit Renewals;
        - v. delete the items called “Site Alteration Permit & Reconsideration by Council”;
        - vi. delete the item called “Oil Tank Inspection Fee”;

- vii. add the following item:

Driveway Crossing Permit	\$100
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- viii. delete the item for “Lot grading”;
- ix. add the word “paid” after “50% of the building permit fee” in the item for “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”;
- x. insert the following heading for all items prescribing fees for soil deposit or removal: “**Site Alteration Permits:**”; and
- xi. add to the bottom of the Site Alteration Permits section the following item: “Application for Council Reconsideration per s.11.2 of Bylaw No. 510, 2018 - \$250 (non-refundable)”.

c) Schedule 3 – Engineering and Public Works:

- i. in the line called “Locate water leak/water shutoff valve on private property/turn water on or off” insert “per person” between “\$75” and “per hour” and between “\$115” and “per hour”; and
- ii. delete the item for “Driveway Crossing Permit”

d) Schedule 5 – Traffic & Parking Fees:

- i. in the line “Extra annual parking permit” delete “per year” after \$40;
- ii. add “, and two free permits within 30 days of becoming a new property owner)” at the end of the sentence in brackets in the table called “Extra annual parking permit”;
- iii. delete the item for “Daily fee for placing dumpster/bin or construction material on highway” and replace it with the following:

Fee for placing dumpster/bin or construction material on highway	\$35 per day
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- iv. in the item called “Clean-up of spills or deposits on highway” insert “per person” between “\$75” and “per hour” and between “\$115” and “per hour”;
- v. in the item called “Remediation of damage to highway” insert “per person” between “\$75” and “per hour” and between “\$115” and “per hour”;
- vi. delete the item called “Administration fee for commercial contract”; and
- vii. in the item called “Towing of Vehicle” insert “per person” between “\$75” and “per hour” and between “\$115” and “per hour”.

e) Schedule 6 – Community Facility Rentals:

- i. add item “Block Hall for set-up/take-down: \$55” to the item called “Hall Rental for private events.”;
- ii. add “*Youth must be supervised by an adult while using Village facilities.*” to the end of the italicized text in the table called “Hall Rental for non-profit groups”;
- iii. delete the item called “Hall Drop In Rate”;
- iv. delete the item for “Meeting Room Rental” and replace with the following:

<b>Meeting Room Rental</b>	
Upper Council Chambers (former library)	\$10 per hour (2 hour minimum)

- v. delete the item for “Projector and Laptop Rental”;
- vi. in the item called “Deposit for facility/equipment rental”, strike the words “Equal to rental fee or minimum of \$50, whichever is greater” and replace with “\$100”, and add the word “Damage” to the beginning of the item heading; and
- vii. delete the asterisk from the word “Fee” at the beginning of the Schedule 6 Fee table and delete the “\*plus deposit” from the end of this table.

f) Schedule 7 – Filming:

- i. add “(non-refundable)” after “Filming application fee”; and
- ii. add “(per day)” after “Filming in VOLB parks”

g) Schedule 9 – Memorials and Dedications

- i. add “(valid for 10 years)” after “Bench Dedication”.

<b>READ A FIRST TIME</b>	<b>November 20, 2018</b>
<b>READ A SECOND TIME</b>	<b>November 20, 2018</b>
<b>READ A THIRD TIME</b>	<b>xxx</b>
<b>ADOPTED</b>	<b>xxx</b>

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

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

**Certified a true copy of Fees Bylaw No. 497, 2016,  
Amendment Bylaw No. 554, 2018 as adopted.**

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

## 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](mailto:admin@lionsbay.ca)

#### List of Amending Bylaws

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

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<u>554</u>	<u>2(a)-(g)</u>	<u>Amends text and fees in schedules 1, 2, 3, 5, 6, 7 and 9</u>	
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## **Fees Bylaw No. 497, 2016**

A bylaw to provide for the imposition of fees.

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

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

### **Part 1 – CITATION:**

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

### **Part 2 – SEVERABILITY:**

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

### **Part 3 – FEES AND CHARGES**

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

#### **Schedules**

Schedule 1: General Administration

Schedule 2: Development, Land and Building Services

Schedule 3: Engineering and Public Works

Schedule 4: Animal Control & Licencing

Schedule 5: Traffic & Parking Fees

Schedule 6: Community Facility Rentals

Schedule 7: Filming

Schedule 8: Fire Rescue / Emergency Permits & Fees

Schedule 9: Memorials and Dedications

Schedule 10: General

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

#### **Part 4 – REPEAL**

- 4.1 The following bylaws are hereby repealed:
1. Security Alarm System Regulation Bylaw No. 272, 1997;
  2. Fees and Charges Bylaw No. 462, 2014;
  3. Repeal of Prior Fees and Charges Bylaw No. 465, 2014;
  4. Fees and Charges Amendment Bylaw No. 480, 2014; and
  5. Fees and Charges Amendment Bylaw No. 490, 2015.

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

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

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

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



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

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

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

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

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

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

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

**Part 6 – EFFECTIVE DATE**

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

<b>READ A FIRST TIME</b>	<b>December 15, 2015</b>
<b>READ A SECOND TIME</b>	<b>December 15, 2015</b>
<b>READ A THIRD TIME</b>	<b>December 6, 2016</b>
<b>ADOPTED</b>	<b>December 20, 2016</b>

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

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

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

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

**SCHEDULE 1 – GENERAL ADMINISTRATION**

<b>Description</b>	<b>Fee</b>
Freedom of Information and Protection of Privacy Act Fees payable for requests made under the <i>Freedom of Information and Protection of Privacy Act and Regulation</i>	As per <i>Freedom of Information and Protection of Privacy Act and Regulation</i> , Schedule of Maximum Fees.*  *Note: For commercial applicants, for each service listed, the actual cost to the public body of providing that service shall be determined at the rate of \$10.00 per ¼ hour.
Locating, retrieving, producing or preparing records for disclosure	\$7.50 per ¼ hour
Shipping documents	Actual cost of shipping method chosen by applicant
Photocopying / printing / scanning documents (FOI)	\$0.25 per page (black & white) \$1.65 per page (colour)
Copy of house plans	\$75 plus actual costs
<del>NSF cheque fee (returned cheques)</del>	<del>\$30 per cheque</del>
<del>Tax certificates</del>	<del>\$30 each</del>
<del>Property title search from Land Title Office</del>	<del>\$25</del>
<b><u>Property Tax and Utility Information:</u></b>	
<u>Property Tax Certificate</u>	<u>\$30 (no charge to <a href="#">property owners</a>)</u>
<u>Reprinted Property Tax/Utility Fee Notice</u>	<u>\$20 (no charge to <a href="#">property owners</a>)</u>
<u>Property Title Search from Land Title Office</u>	<u>\$25</u>
<u>Property Ownership Transfer Tax on tax sale properties</u>	<u>As per Land Title Office fees</u>
<u>Property Tax Sale, registration and removal of Liens</u>	<u>As per Land Title Office fees</u>
<del>Reprinted tax / utility documents</del>	<del>\$20 per document (no charge for property owner)</del>
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

[Amended by Bylaw No. 554]

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

<b>Description</b>	<b>Fee</b>
Official Community Plan Amendment (Residential)	\$2500 or \$3000 if combined with rezoning application, plus actual advertising cost, plus 10% thereof, with \$700 refunded if no public hearing.
Zoning Bylaw Amendment (Residential)	\$2500, plus actual advertising cost, plus 10% thereof, with \$700 refunded if no public hearing.
OCP or Zoning Amendment (Non-Residential)	\$2500 for first 465 m2 of building area plus \$500 for each additional 100 m2 or part thereof.
Request for Preliminary Review of Subdivision Development Proposal (Initial Meeting)	\$250
Request for Preliminary Review of Subdivision Development Proposal (Preliminary Review Process)	\$2000 plus \$300 for each additional lot after first lot <a href="#">or strata lot</a> 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 Use Permit Application Fee (non-refundable)	\$250
<del>Inspection fee for</del> Temporary Use Permit <a href="#">Inspection Fee</a> for Short Term Rentals	\$250 – Includes initial inspection plus one additional inspection. Each additional inspection \$75/hour
Temporary Use Permit <a href="#">(TUP)</a>	\$1,000 <del>plus</del> (\$750 for renewal application)
<a href="#">TUP – Application for Council Reconsideration</a>	\$250
Board of Variance <del>(non-refundable)</del>	\$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>

<p>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></p>	75% of current Building Permit Fee <u>at time of renewal</u>
<p>Damage Deposit (based on value of construction):</p> <ul style="list-style-type: none"> <li>• Up to \$10,000</li> <li>• Up to \$50,000</li> <li>• Up to \$250,000</li> <li>• Greater than \$250,000</li> </ul> <p><i>A Damage Deposit is required when taking out a Building Permit or a Demolition Permit, or when performing other works requiring an engineer's certificate or heavy machinery on Village highways. An occupancy certificate is needed with respect to a Building Permit and an inspection by the Public Works Manager is required prior to a Damage Deposit being returned.</i></p>	<p>\$500 \$1,500 \$3,000 \$5,000</p>
<p>Demolition Permit fees: Accessory building or structure All other buildings</p>	<p>\$100 per building \$1000 per building</p>
<p><del>Site Alteration Permit (includes soil and other material deposit or removal and land clearing)</del> <del>Reconsideration by Council</del></p>	<p><del>\$250</del> <del>\$750</del></p>
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
<u>Driveway Crossing Permit</u>	<u>\$100</u>
<u>Oil Tank Inspection Fee</u>	<u>\$250</u>
Plumbing Fee	\$100 plus \$25 for each fixture
Fire Sprinkler Permit: New construction	\$125 plus \$2.50 per sprinkler head
Renovations requiring sprinkling	\$250 plus \$2.50 per sprinkler head
Alternate Solutions: Building Inspector (additional charge if required on more involved issues per Building Bylaw) Code Professional (additional charge if required on more involved issues per Building Bylaw)	<p>\$75 per hour (\$225 minimum) Actual cost plus 10%</p>

Extra Inspections (after second inspection)	\$100 per inspection
<del>Lot grading (trucking receipt required)</del>	<del>\$250 (up to 10 loads) \$500 (11-20 loads) \$1000 (more than 20 loads)</del>
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 <u>paid</u> 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
<b><u>Site Alteration Permits:</u></b>	
An application for the soil deposit or removal of more than 27 cubic meters (m <sup>3</sup> ) and up to 45 m <sup>3</sup> of in any one year.	\$100 (non-refundable)
Any application for the soil deposit or removal of more than 45 m <sup>3</sup> and up to 90 m <sup>3</sup> in any one year.	\$200 (non-refundable)
Any application for the soil deposit or removal of more than 90 m <sup>3</sup> and up to 180 m <sup>3</sup> in any one year.	\$400 (non-refundable)
Any application for the soil deposit or removal of more than 180 m <sup>3</sup> in any one year.	\$600 (non-refundable)
<u>Application for Council Reconsideration per s.11.2 of Bylaw No. 510, 2018</u>	<u>\$250 (non-refundable)</u>

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

[Amended by Bylaw No. 547]

[Amended by Bylaw No. 554]

**SCHEDULE 3 – ENGINEERING & PUBLIC WORKS**

<b>Description</b>	<b>Fee</b>
Water service connection fees	\$600 plus actual costs
Sewer service connection fees	\$600 plus actual costs
Locate water leak / water shutoff valve on private property / turn water on or off	Regular hours (7 am to 3 pm): \$75 <del>per person</del> per hour or portion, plus equipment costs  After hours: \$115 <del>per person</del> 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
<del>Driveway Crossing Permit</del>	<del>\$100</del>

[Amended by Bylaw No. 554]

**SCHEDULE 4 – ANIMAL CONTROL & LICENCING**

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

**SCHEDULE 5 – TRAFFIC & PARKING FEES**

**FEES FOR PERMITS**

Description	Fee
Extra annual parking permit – obtainable by a resident, allows parking in “permit parking” zones	<del>\$40 per year</del> (1 free permit for each Lions Bay Fire Rescue member, Search and Rescue member, and Village staff member, not otherwise receiving free permits with a property tax notice, <u>and two free permits within 30 days of becoming a new property owner</u> )
Worksite parking permit for building-site workers for three months – obtainable by homeowners or construction managers on projects, allows parking in “permit parking” zones	\$40 for three months
Film company parking Film worker’s personal vehicle Film company truck	Refer to Schedule 7: Filming
Daily parking permit – obtainable by residents, allows parking for one day for guests	\$0 per vehicle
Operating a vehicle or combination of vehicles in excess of 63,500 kgs licensed gross vehicle weight on highway	\$35 per vehicle load
Monthly fee for parking of extraordinary vehicle or trailer on Village property, with permission of Council Extraordinary vehicle or trailer 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
<del>Daily fee</del> for placing dumpster/ <u>bin or construction material</u> on highway	\$35 <u>per day</u>
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 <u>person per</u> hour or portion, plus equipment costs After hours: \$115 per <u>person per</u> hour (3 hour minimum)
Remediation of damage to highway	Regular hours (7 am to 3 pm): \$75 per <u>person per</u> hour or portion, plus equipment costs After hours: \$115 per <u>person per</u> hour (3 hour minimum)
<del>Administration fee for commercial contract</del>	<del>\$150</del>



**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 <u>per person</u> per hour or portion, plus equipment costs After hours: \$115 <u>per person</u> per hour (3 hour minimum)
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>	\$3/hour or portion thereof up to a maximum of \$24 within a calendar day
Kelvin Grove Beach Park Lot <i>*Permit holders exempt from fee.</i>	\$2/hour or portion thereof up to a maximum of \$16 within a calendar day
Sunset Trailhead Lot <i>*Permit holders exempt from fee.</i>	\$1.50/hour or portion thereof up to a maximum of \$12 within a calendar day

[Amended by Bylaw No. 530]  
[Amended by Bylaw No. 544]  
[Amended by Bylaw No. 547]  
[Amended by Bylaw No. 554]

**SCHEDULE 6 – COMMUNITY FACILITY RENTALS**

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

Description	Fee*
<p><b>Hall Rental for private events:</b> Examples of use: dances, weddings, ceremonies, etc.</p> <p><b>Block Hall for set-up/take-down:</b></p>	<p>\$220 if liquor being served \$110 if no liquor being served <b>\$55</b></p> <p><i>If event occurs over multiple days, the rate above applies per day</i></p>
<p><b>Hall Rental for children’s Birthday parties</b></p>	<p>\$50 per event (maximum 4 hours)</p>
<p><b>Hall Rental for program use:</b> Examples of use: programs contracted through the Village.</p>	<p>20% of revenue per session, or minimum payment amount of \$40.00 per month, whichever is greater.</p>
<p><b>Hall Rental for non-profit groups:</b> Community group activities, meeting a maximum of once per week to a maximum of 12 hours per month.</p> <p>Additional fee for events exceeding the maximum</p> <p>Non-profit community groups (single event)</p>	<p>\$25 per month</p> <p>\$25 per event</p> <p>\$25 per event</p> <p><i>This is the fee rate applicable to requests for fee waivers under the Municipal Grant program. <u>Youth must be supervised by an adult while using Village facilities.</u></i></p>
<p><b>Hall Drop-In Rate:</b> Examples of use: drop in for casual sports and fitness use (drop in rate does not apply for programs).</p>	<p>Youth: \$5 per person per hour Adult (18+): \$10 per person per hour</p> <p><i>Youth must be supervised by an adult while using Village facilities.</i></p>
<p><b>Meeting Room Rental (<del>accommodates up to 10 persons</del>):</b> <del>Meeting Room A (includes washroom)</del> <del>Meeting Room A and B</del> Council Chambers (former library)</p>	<p>\$10 per hour (2 hour minimum)-<del>per room</del></p>
<p><b>Rental of Tennis Courts for Program Use</b> (max 2 hours per day)</p>	<p>20% of revenue per session or minimum payment amount of \$40.00 per month, whichever is greater.</p>
<p><b>Cancellation Fee:</b></p>	<p>Refer to policy: POL-1408 Refunds &amp; Cancellations</p>

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

~~*\*plus deposit*~~

[Amended by Bylaw No. 551]

[Amended by Bylaw No. 554]

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

Description	Fee
Filming application fee <u>(non-refundable)</u>	\$250
Filming fee (per day)	\$300
Damage deposit	\$5000 (refundable)
Filming in VOLB parks <u>(per day)</u>	\$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

[Amended by Bylaw No. 554]

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

*\*Note: all permits include one inspection*

**SCHEDULE 9 – MEMORIALS AND DEDICATIONS**

Description	Fee
Bench Dedication ( <a href="#">valid for 10 years</a> )	\$1,500 - \$1,750 includes cost and installation of bench, cost and installation of plaque and ongoing maintenance.

**SCHEDULE 10 – GENERAL**

Description	Fee
Boat space rental permit at Lions Bay Beach Park	\$125 per calendar year if paid by March 31 <sup>st</sup> \$150 if paid after March 31 <sup>st</sup> , but before May 31 <sup>st</sup> (after May 31 <sup>st</sup> , boat will be seized and removed)  <i>*If a new boat space is obtained after March 31<sup>st</sup>,                      the \$150 permit fee shall be prorated based on                      the number of months left in the year. No refunds                      will be issued for permits terminated during the                      year.</i>
Seizure and removal of boat from boat space rental area for failure to pay annual fee by June 1 <sup>st</sup> .	\$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

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### Incoming Correspondence - December 4, 2018

*General Correspondence:*

- G-1: Development Inquiry (Page 1)
- G-2: Invitation to Stakeholders (Page 2)
- G-3: Recognition Letter - Jordan Sturdy (Page 3)
- G-4: Recognition Letter - Ministry of Municipal Housing and Affairs (Page 4)
- G-5: Non-Medical Cannabis (Page 8)
- G-6: Recognition Letter - RCMP (Page 14)
- G-7: Rural Program Eligibility (Page 16)
- G-8: Auditors General for Local Government (Page 17)

*Resident Correspondence:*

- R-1: Brenda Broughton - Concern re. Highway (Page 19)
- R-2: Dawn Mitchell - Lions Bay School (Page 22)
- R-3: Tamara Leger - 2019 Lions Bay Cultural Funding Grant Notification Process (Page 24)

**From:** [Hanson Zhang](#)  
**To:** [Council @ Lions Bay; Municipal](#)  
**Cc:** [DanielLiuRealty@outlook.com](mailto:DanielLiuRealty@outlook.com)  
**Subject:** Development Inquiry  
**Date:** Friday, November 16, 2018 1:19:13 PM

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To whom it may concern:

We are inquiring about the limitations and potential for development of the area just south of the city hall. It has come to our attention that the Strata corporations have been open to discussing the dissolution of the stratas in order to unify as a land sale to a developer.

Daniel from Sutton is working closely with one of the council and individuals at VR11 over the past several months in understanding the needs and expectations of the individuals. In order for his team to construct a marketing strategy to draw potential development and bids we would like to clarify on the specific uses of land with respect to any building restrictions, density, and perhaps some variances.

In addition our partner Hanson who is advising on land acquisition on behalf of developers would kindly request a meeting with the council to further discuss the potentials of this site.

Please advise us on the next step that we can take to further progress this ,

Best Regards,

Daniel Liu | REALTOR®  
Sutton Group West Coast Realty  
604-916-6309  
#201-403 North Rd, Coquitlam, BC V3K 3V9

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[Hanson Zhang](#) / Development coordinator  
[hanson.3bp@hotmail.com](mailto:hanson.3bp@hotmail.com) / 778-898-2308

**THREE BRIDGES PROPERTIES**

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error, please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email. Please notify the sender immediately by email if you have received this email by mistake and delete this email from your system. If you are not the intended recipient, you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.



Royal Canadian  
Mounted Police

Gendarmerie royale  
du Canada

Insp. Kara Triance  
Officer in Charge  
Sea to Sky RCMP Detachment  
1000 Finch Drive  
Squamish, BC V8B 0M5

Date: November 20th, 2018

Dear Sir/Madam

On behalf of Sea to Sky RCMP Detachment, I would like to extend an invitation to you, or your delegate for your agency, to attend an open discussion and participate in our annual strategic planning process. At the meeting will be our Sea to Sky RCMP managers and other Sea to Sky key stakeholders.

The meeting will be 60 minutes in length, commencing at 13:00 PM on February 5, 2019, at the Squamish Adventure Centre, located at 101-38551 Loggers Lane, Squamish, BC.

The RCMP will present a brief introduction on our previous years strategic priorities and a proposed direction moving forward. We would like to invite you to provide input, partner with us, and help us to set clear priorities that strengthen our partnerships. Following this meeting, we will create a two year plan that determines our Sea to Sky RCMP priorities for 2019 to 2021.

Please RSVP and if you require more information, please reach out to myself or Laura DREWRY at 604-892-6150 or [laura.drewry@rcmp-grc.gc.ca](mailto:laura.drewry@rcmp-grc.gc.ca)

Respectfully,

Insp. Kara TRIANCE, O.3086  
Officer in Charge  
Sea to Sky RCMP Detachment

Canada



**LEGISLATIVE ASSEMBLY**  
of BRITISH COLUMBIA

Jordan Sturdy MLA West Vancouver - Sea to Sky

November 16, 2018

Mayor Ron McLaughlin  
Village of Lions Bay  
Box 141  
Lions Bay, BC  
V0N 2E0

Sent by email: [rmclaughlin@lionsbay.ca](mailto:rmclaughlin@lionsbay.ca)

Dear Ron,

**RE: Municipal Government Recognition**

Congratulations on being appointed as Mayor of the Village of Lions Bay. I look forward to working with you and your new council to support the needs of residents in Lions Bay.

Thank you Ron for your dedicated service to the community, your commitment is very much appreciated.

As you begin this new term please let me know how I can best support you and council and the community of Lions Bay.

Sincerely,

Jordan Sturdy, MLA  
West Vancouver – Sea to Sky

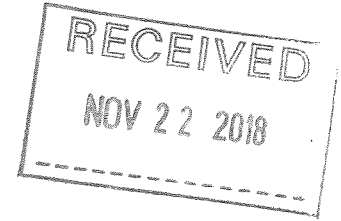
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**West Vancouver - Sea to Sky Constituency Office**

6650 Royal Avenue  
West Vancouver BC V7W 2B8  
T 604-922-1153 F 604-922-1167  
[jordan.sturdy.mla@leg.bc.ca](mailto:jordan.sturdy.mla@leg.bc.ca)

**Legislative Office**

Room 201 Parliament Buildings  
Victoria BC V8V 1X4  
T 250-387-3445 F 250-387-9100



November 15, 2018

Ref: 242156

Mayor Ron McLaughlin  
and Members of Council  
Village of Lions Bay  
Box 141  
Lions Bay BC V0N 2E0

Dear Mayor McLaughlin and Councillors:

I am writing to congratulate you on your recent election. As you know, good local government depends on people willing to stand for office and serve their communities. Whether this is your first time as an elected official, or you are returning to office for another term, your contribution to public service is appreciated.

Our government is committed to working with local governments in making life more affordable, improving services people count on, and building a strong, sustainable economy that works better for everyone.

As a former municipal councillor, I recognize the opportunities, challenges and choices elected officials face every day. I fully appreciate that these roles are often difficult, with success determined both by the strength of your organizations and by the relationships elected colleagues build among themselves, with local government staff and with members of the public. Paramount to each local government's success is also the standard set by each elected official in conducting themselves with honesty and integrity.

As you are forming, I encourage you to review the attached document, Foundational Principles of Responsible Conduct, developed by a working group from the Union of BC Municipalities (UBCM), the Ministry of Municipal Affairs and Housing and the Local Government Management Association (LGMA). The four foundational principles - integrity, accountability, respect, and leadership and collaboration - can be used to guide the conduct of both individual elected officials and the collective council or board.

I also encourage you to explore the Working Group's Model Code of Conduct that sets out shared principles and standards of conduct to help local councils and boards start developing their own code of conduct. A Companion Guide is available to facilitate a local council or board's conversations as they go through the process. These materials are available on the UBCM website.

.../2

Mayor McLaughlin  
and Members of Council  
Village of Lions Bay  
Page 2

If you have questions about responsible conduct or other topics of education, training and advice for elected officials and local government staff, I encourage you to contact partner organizations such as the Local Government Leadership Academy, the UBCM and the LGMA. The Ministry of Municipal Affairs and Housing can also advise and support local governments to better serve their communities. In this context, I would like to introduce or re-introduce you to Jacqueline Dawes, Deputy Minister, who can be contacted at: [Jacquie.Dawes@gov.bc.ca](mailto:Jacquie.Dawes@gov.bc.ca), and Tara Faganello, Assistant Deputy Minister, Local Government Division, who can be contacted at: [Tara.Faganello@gov.bc.ca](mailto:Tara.Faganello@gov.bc.ca).

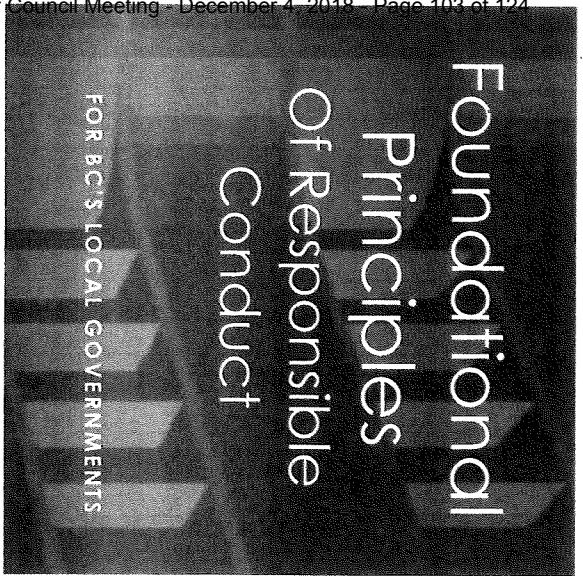
Thank you again for your commitment to public service. I look forward to working with you to make life better for all the people of British Columbia.

Sincerely,

A handwritten signature in black ink, appearing to read 'Selina Robinson', written over a faint horizontal line.

Selina Robinson  
Minister

Enclosure



- Key Foundational Principles**
- ◇ INTEGRITY
  - ◇ ACCOUNTABILITY
  - ◇ RESPECT
  - ◇ LEADERSHIP & COLLABORATION

PRODUCED BY THE WORKING GROUP ON RESPONSIBLE CONDUCT

January 2018

### What are foundational principles?

This document outlines four key foundational principles -- *integrity, accountability, respect, and leadership & collaboration* -- to guide the conduct of local government elected officials in B.C.

The foundational principles provide a basis for how local government elected officials fulfill their roles and responsibilities, including in their relationships with each other, with local government staff and with the public.

These principles are intended to guide both the conduct of individual elected officials and the collective behaviour of the local government council or board. The principles are also meant to guide local governments in fulfilling their corporate functions and responsibilities to their communities.

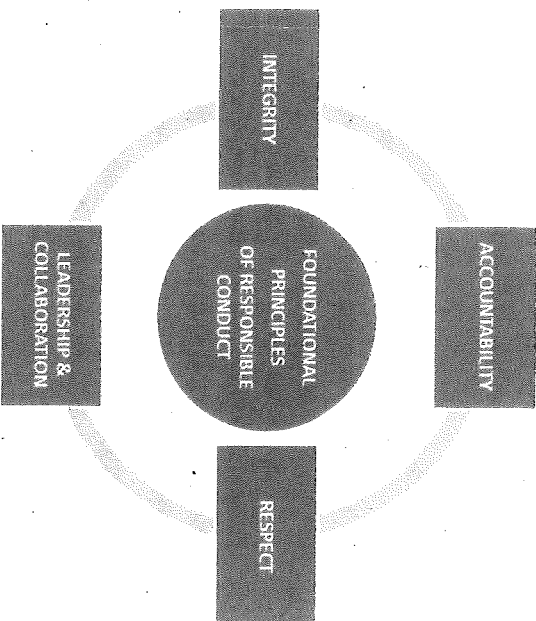
Responsible conduct at all of these levels is key to furthering a local government's ability to provide good governance to its community.

*"The foundational principles provide a basis for how local government elected officials fulfill their roles and responsibilities, including in their relationships with each other, with local government staff and with the public."*

### How do the principles "fit" with legal obligations?

It is the duty of elected officials to understand and abide by all legal requirements that apply to elected officials and local governments<sup>1</sup>, and nothing in this document should be interpreted as taking precedence over such legal obligations.

Local government elected officials should interpret the principles described below in accordance with the responsibilities and obligations set out in B.C.'s local government legislation, other applicable legislation, the common law and the policies and bylaws of the local government.



<sup>1</sup> Many legal obligations apply to elected officials and local governments, including but not limited to rules about: ethical standards such as conflict of interest; open meetings; protecting confidential information; workplace safety such as harassment; and expenditure of local government funds.

**Integrity: being honest and demonstrating strong ethical principles.**

- Be truthful, honest and open in all dealings.
- Behave in a manner that promotes public confidence in local government, including actively avoiding any perceptions of conflicts of interest, improper use of office, or unethical conduct.
- Uphold the public interest, serving citizens diligently to make decisions in the best interests of the community.
- Ensure alignment between stated values and actions, including following through on commitments, engaging in positive communication with the community, and correcting errors in a timely, transparent manner.

**Accountability: an obligation and willingness to accept responsibility or to account for one's actions.**

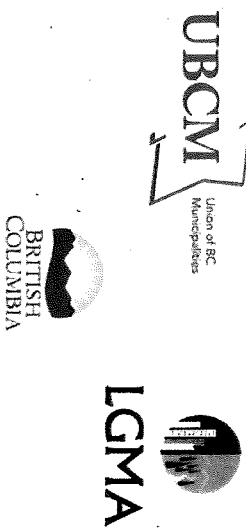
- Be transparent in how an elected official individually, and a council/board collectively, conducts business and carries out their duties.
- Ensure information is accessible, and citizens can view the process and rationale behind each decision and action, while protecting confidentiality where appropriate or necessary.
- Accept and uphold that the council/board is collectively accountable for local government decisions, and that individual elected officials are responsible and accountable for the decisions they make in fulfilling their roles as council/board members.
- Listen to and consider the opinions and needs of the community in all decision making, and allow for discourse and feedback.

**Respect: having due regard for others' perspectives, wishes, and rights; displaying deference<sup>2</sup> to the offices<sup>3</sup> of local government, and the role of local government in community decision making.**

- Treat every person, including other members of council/board, staff and the public, with dignity, understanding and respect.
- Show consideration at all times for colleagues and staff, including by honouring people's values, beliefs, ideas, roles, contributions and needs.
- Create an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as offensive or derogatory.
- Value the role of diverse perspectives and debate in decision making.
- Act in a way that is respectful of the roles and responsibilities of the offices of Mayor/Chair and Councillor/Director.
- Value the distinct roles and responsibilities of local government staff and the community in local government considerations and operations, and commit to foster a positive working relationship between staff, the public and elected officials.
- Call for and expect respect from the community towards elected officials and staff, and their roles and responsibilities within the local government system.

**Leadership and Collaboration: an ability to lead, listen to, and positively influence others; coming together to create or meet a common goal through collective efforts.**

- Demonstrate behaviour that builds and inspires public trust and confidence in local government.
- Calmly face challenges and provide considered direction on the issues of the day, while empowering colleagues and staff to do the same.
- Create space for open expression by others, take responsibility for one's own actions and reactions, and accept the decisions of the majority.
- Accept that it is the equal responsibility of the individual elected official, the council/board as a collective, the community and stakeholders to work together to achieve common goals.
- Be an active participant in ensuring the foundational principles are followed in all local government dealings (e.g., including among elected officials, between council/board members and staff, with community members, with other orders of government, in the decisions of a council/board, and in services and other activities of the local government).



<sup>2</sup> Displaying deference is acting in a way that is respectful of both the tradition and legacy enshrined in the various local government positions, as well as their intended functions.

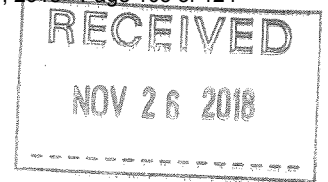
<sup>3</sup> 'Offices' of local government refers to the roles/responsibilities of the various roles and positions within the local government system, such as Mayor, Chair, Councillor or Director.

The Working Group on Responsible Conduct is a joint initiative between the UBCM, LGMA and the Ministry of Municipal Affairs & Housing. The Group was formed to undertake collaborative research and policy work around issues of responsible conduct of local government elected officials.





BRITISH COLUMBIA



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

November 22, 2018

His Worship Ron McLaughlin  
Mayor of the Village of Lions Bay  
Box 141  
Lions Bay BC V0N 2E0

Dear Mayor McLaughlin and Council:

The Province has started issuing licences for the retail sale of non-medical cannabis, and we are currently in the process of assessing the applications that have been submitted to us.

Our previous consultations with local governments before the recent municipal elections indicated local governments wanted to ensure that the needs of your communities were considered as part of the licensing process. We would like to take this opportunity to explain the important role local governments have in cannabis licensing.

It is up to each municipality to determine if and where non-medical cannabis can be sold, and whether it is sold in private or government stores, or a mixture of both.

Once an application is received by the provincial government and it is deemed to contain the required information, the Province will notify the respective local government of the area where the proposed store is located.

Upon receipt of notice, local governments can:

- choose not to make any recommendation in respect of the application for a cannabis retail store licence (Note: this would end a licence application in progress because the Province cannot issue a licence unless the local government gives a positive recommendation that the licence be issued)
- choose to make comments and recommendations in respect of an application for a cannabis retail store licence.

If the local government makes a recommendation to deny the application then the Province may not issue the licence, and if a recommendation in favour of the application is made, then the Province has discretion whether or not to issue the licence, but must consider the local government's recommendation in the decision whether to issue a licence.

.../2

Mayor and Council  
Page 2

The Province will notify local governments about applications in the order that they are confirmed as complete. This ensures that you will have all the information you need to begin your process of making a recommendation.

We would also like to remind local governments that they may delegate the recommendation decision to staff.

We invite you to review the enclosed Local Government's Role in Licensing Cannabis Retail Stores for detailed information that will help you navigate the recommendation process. If after reviewing this information you have any questions, please contact Joshua Huska, Licensing Manager, by email at [Joshua.Huska@gov.bc.ca](mailto:Joshua.Huska@gov.bc.ca).

Thank you for your consideration in this important new process.

Yours truly,



David Eby, QC  
Attorney General



Mike Farnworth  
Minister of Public Safety  
and Solicitor General

Enclosure

pc: Chief Administrative Officer



## **Local Governments' Role in Licensing Non-Medical Cannabis Retail Stores**

If you have any questions about this document, please contact the Liquor and Cannabis Regulation Branch toll-free at 1-866 209-2111, or email [cannabisregs@gov.bc.ca](mailto:cannabisregs@gov.bc.ca). NOTE: This document will be updated from time to time as additional information surrounding the regulatory framework for cannabis retail sales becomes available. (Last updated 28 September, 2018)

### **Non-medical cannabis retail licence**

The province will be issuing licences for non-medical cannabis retail stores. A cannabis retail store must be a standalone business. This licence requires input and a positive recommendation from a local government in whose area the proposed store is located.

The province recognizes the importance of ensuring carefully regulated access to non-medical cannabis in all areas of the province, including rural areas.

As a first step, the province will open opportunities to apply for regular retail licences. Once the regional distribution of retail non-medical cannabis stores is known, the province will consider issuing licences to service rural or remote areas that are not sufficiently served by existing retail cannabis stores.

### **The role of local governments in the cannabis retail store licensing process**

Applicants for a non-medical cannabis retail store licence must submit a licence application to the LCRB. When an application is received, the LCRB will notify the local government of the area where the proposed store will be located.

Upon receipt of notice, local governments can:

- choose not to make any recommendation in respect of the application for a cannabis retail store licence (Note: this would end a licence application in progress because the LCRB cannot issue a licence unless the local government gives the LCRB a positive recommendation that the licence be issue)
- choose to make comments and recommendations in respect of an application for a cannabis retail store licence. Note that:
  - if the local government chooses to make a comments and recommendation on the licensee's application to the LCRB, it must gather the views of residents
  - if it makes a recommendation to deny the application then the LCRB may not issue the licence
  - if it makes a recommendation in favour of the application, then the LCRB has discretion whether or not to issue the licence, but must consider the local government's recommendation.

Local Governments (municipalities, regional districts or Islands Trust local trust committees) have some or all of the following regulatory powers in respect of cannabis retail store licences:

- Impose restrictions in its zoning bylaws regarding the location of cannabis retail stores
- Regulation of business (municipalities only): by terms and conditions in its business licensing bylaw, a municipality may limit the hours that cannabis retail stores can operate or impose other conditions such specifications regarding signage
- Charge the applicant fees if choosing to assess an application.

The above process applies to all relocations of existing cannabis retail stores.

### **Gathering residents' views**

If the local government decides to consider the notice of application and to provide comments and recommendations as to the location of the proposed retail store, it must gather the views of residents of the area if the location of the proposed store may affect nearby residents. It may gather resident's views by using one or more of the following methods:

- Receiving written comment in response to a public notice of the application
- Conducting a public hearing in respect of the application
- Holding a referendum, or
- Using another method the local government considers appropriate.

It is up to the local government to determine the area, relative to the licensee's application, where resident's views must be gathered.

Please note: Gathering the views of residents of the area/providing a recommendation to the LCRB must be unique to each provincial licence application. In other words, past recommendations cannot be used in a new licensing process. Each individual application must be considered separately by the local government.

### **What must the local government's recommendation include?**

The recommendations and comments the local government provides to the LCRB must:

- be in writing (this may or may not be in the form of a resolution)
- show that the local government has considered the location of the proposed store
- include the views of the local government on the general impact on the community if the application is approved
- include the views of residents if the local government has gathered residents' views, and a description of how they were gathered
- include the local government's recommendation as to whether the application should be approved or rejected and provide the reasons upon which the recommendation is based.

The local government should also provide any supporting documents referenced in their comments.

### **What if the local government does not want to provide a recommendation?**

If a local government does not want to accept the notice of application and provide a recommendation for the proposed retail location, they should notify the LCRB. A licence for a cannabis retail store will not be issued without a positive recommendation from a local government. If a response is not received, LCRB will not consider the application any further.

## **What if the recommendation does not meet the regulatory requirements?**

If the recommendation does not meet the regulatory requirements, the LCRB will ask the local government to provide new or amended comments that address outstanding issues.

## **How long does the local government have to provide comments?**

Unlike in the process for liquor licensing, local governments are not required to provide a recommendation on a cannabis retail store application within a specific time period. Please note that delays in the application process can have a significant impact on the applicant. If the applicant is the reason for the delay, please notify the LCRB. If the applicant is not trying to move an application forward, the application can be cancelled.

## **Can the local government recommend approval subject to certain conditions?**

In some circumstances, the local government can recommend that the LCRB approve the application as long as certain restrictions (e.g. hours of operation) are placed on the licence. In these situations, the recommendation should clearly explain the rationale for placing restrictions.

If the local government intends to request that the LCRB impose terms and conditions on a licence, prior to sending such a recommendation the local government should consult with the LCRB so that the LCRB can determine whether it has the authority to impose the requested terms and conditions before finalizing their conditional recommendation.

The local government may also have the ability to impose other operating rules on the proposed store through the terms and conditions of the applicant's business licence, zoning or bylaw. The local government is responsible for enforcing these rules.

## **Floor Plans**

Applicants must submit a floor plan with their licence application for approval so the LCRB can identify store features such as sales, storage and delivery areas. Unlike for some kinds of liquor licence applications, local governments are not required to provide occupant load stamps or approve the applicant's floor plans as part of the provincial licensing process for cannabis retail stores.

## **A municipal council or regional district board can delegate authority to their staff to provide comments and a recommendation to the LCRB**

A municipal council or regional district board may delegate its powers and duties to provide comments and a recommendation to the LCRB regarding a cannabis retail store licence application. If a council or board has delegated this authority, a cannabis retail store applicant may ask for comments and recommendations made by delegated staff to be reconsidered by the local government.

**Council as defined in the Vancouver Charter:**

A Council, as defined in the *Vancouver Charter*, choosing to delegate to its staff must establish procedures for a reconsideration of comments and recommendations made by delegated staff, including how a cannabis retail store applicant may apply for reconsideration. In undertaking a reconsideration, the Council will have the same authority as it delegated to staff.

**Right of reconsideration:**

Delegated local government staff must advise the cannabis retail store licence applicant that the applicant has the right of reconsideration of the staff's recommendation by the council or board.

**How local governments inform the LCRB of delegation:**

A local government that has delegated authority to staff should send a copy of the delegation to the LCRB at [Cannabis.Licensing@gov.bc.ca](mailto:Cannabis.Licensing@gov.bc.ca).

Revised  
September  
2018



Royal Canadian Mounted Police    Gendarmerie royale  
du Canada

District Officer    Chef de district

November 5, 2018

Mayor Ron McLaughlin  
Village of Lions Bay  
400 Centre Road, Box 141  
Lions Bay, BC V0N 2E0

Dear Mayor McLaughlin,

I write to introduce myself and offer you my congratulations on being elected the Mayor of Lions Bay.

I am Assistant Commissioner Stephen Thatcher. Along with my team at the Lower Mainland District, I am responsible for providing strategic direction and support to the Royal Canadian Mounted Police detachments across the Lower Mainland. Those detachments, together with the Lower Mainland District Integrated Teams, are staffed by over 3,500 employees who work diligently to keep the nearly two million people who reside in our communities safe.

Part of our mission at the District is ensuring you, as the Mayor of Lions Bay, have an avenue of communication with us. Inspector Kara Triance, will however, be your principle police contact for most matters. While some of you have already met with your Detachment Commanders, I have requested that they communicate with you shortly to discuss your community's public safety objectives and to ensure our priorities align with yours.


Furthermore, we are holding one of our twice-yearly Chief Administrative Officer/Primary Police Contact (CAO/PPC) meetings on November 7, 2018. That meeting is an opportunity for me to update municipal representatives on issues relating to policing in your community and for those same representatives to raise any questions or concerns. Normally, a Mayors' Forum follows approximately two weeks later. As 20 out of 26 mayors in our communities are new this election cycle, and after receiving advice from our CAO/PPC group, we thought it prudent to delay that meeting to give you time to set your community priorities in the coming months. We also have new mayors elected in cities which, although policed by independent municipal departments, are partners in our Lower Mainland Integrated Teams.

With so many new mayors, the LMD RCMP would like to invite you to a Mayors' introductory session and open house at BC RCMP Headquarters at Green Timbers in the spring. This would be our first Mayors' Forum with all of you. We will look for a date that is suitable to all and convey that to you in the new year.

Finally, should you have questions or concerns you do not feel you can raise with the OIC/NCO i/c, you need not hesitate to contact me, or Superintendent Brian Edwards, the Corporate and Client Services Officer for the Lower Mainland District Office (LMDO).

Once again, my congratulations on your election to the Mayors' office. We, in the LMDO look forward to meeting you in the spring, if not before.

Sincerely,



Stephen Thatcher, Assistant Commissioner  
Lower Mainland District Commander, 'E' Division  
Royal Canadian Mounted Police

CC: Inspector Kara Triance, OIC Sea to Sky RCMP Detachment



Pamela Goldsmith-Jones

Member of Parliament

West Vancouver - Sunshine Coast - Sea to Sky Country

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November 22, 2018

Honourable Doug Donaldson  
Minister of Forests, Lands, Natural Resource Operations and Rural Development  
Government of British Columbia  
PO Box 9049 Stn Prov Govt  
Victoria, BC V8W 9E2

Dear Minister Donaldson,

**RE: Rural Program Eligibility for the Village of Lions Bay**

I understand that you and your Ministry are undertaking a review of the Rural Dividend Program (RDP). Currently, the Village of Lions Bay is not eligible to apply for grant funding under Provincial programs for rural funding due to its inclusion within the Metro Vancouver Regional District. Lions Bay has little in common with its Metro neighbours and does not receive the benefits of Metro's water, sewer and drainage services. Lions Bay struggles to maintain and operate its own water system from the mountain streams which rush through it and most of the village still operates on private septic systems. All of the communities throughout the Sea to Sky Corridor, with the exception of Lions Bay, are eligible for provincial rural funding.

The Government of Canada uses the provincial criteria to determine rural eligibility for federal programs such as the Community Futures Program and the new Rural and Northern Communities Infrastructure Program. Accordingly, the current provincial eligibility criteria penalizes the Village of Lions Bay.

It is my hope that the review will include the criteria for rural eligibility and recognize the Village of Lions Bay as a rural community within the Sea to Sky – Howe Sound area despite its inclusion within the boundaries of the Metro Vancouver Regional District. This will go a very long way to support the economic development challenges of a small, rural village.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads 'P. Goldsmith-Jones'.

Pamela Goldsmith-Jones, M.P.  
West Vancouver-Sunshine Coast-Sea to Sky Country

cc: Mayor and Council, Village of Lions Bay  
*Jordan Sturdy, MLA*

Confederation Building, Room 583 | 6367 Bruce Street  
Ottawa, ON K1A 0A6 | West Vancouver, BC V7W 2G5  
Tel: 613 947 4617 Fax: 613 947 4620 | Tel: 604 913 2660 Fax: 604 913 2664

pam.goldsmith-jones@parl.gc.ca  
www.pgoldsmithjones.ca

**From:** [Shawna Gilroy](#)  
**To:** [Shawna Gilroy](#)  
**Subject:** FW: Letter from the Auditor General for Local Government (AGLG) to New Councils and Boards  
**Date:** Friday, November 30, 2018 12:11:14 PM

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**From:** Lebedoff, April AGLG:EX <[April.Lebedoff@aglg.ca](mailto:April.Lebedoff@aglg.ca)> on behalf of Ruth, Gordon AGLG:EX <[Gordon.Ruth@aglg.ca](mailto:Gordon.Ruth@aglg.ca)>  
**Sent:** Thursday, November 29, 2018 10:47 AM  
**To:** Ruth, Gordon AGLG:EX  
**Subject:** Letter from the Auditor General for Local Government (AGLG) to New Councils and Boards



ACCESSIBILITY · INDEPENDENCE · TRANSPARENCY · PERFORMANCE



November 29,  
2018

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

Please accept my congratulations on your election and best wishes for your new term in office. The beginning of a new term is always an exciting time, full of possibilities and opportunities for local governments and their communities.

As you may be aware, the mandate of the Auditor General for Local Government is to assist local governments across B.C. by providing objective information and relevant advice that will assist in local governments' accountability to their communities for the stewardship of public assets and the achievement of value for money in their operations.

We accomplish this through performance audits, which are quite different from the financial audits you may be more familiar with. Performance audits can be valuable tools for local governments as they point out areas relating to the audit topic that could be improved while – equally importantly – also providing assurance in areas where a local government already has good practices.

In our reports, we try to highlight such good practices and recommend them to other local governments. This is why our audit reports are relevant to more than just the local government being audited, as we are always looking for opportunities to provide useful advice to local governments of varying sizes and other characteristics. Our AGLG Perspectives booklets have a similar goal, offering a variety of best practices for a wide range of local governments to consider.

I am pleased that we have received a great deal of positive feedback from local governments and other stakeholders on the work that we have done in recent years and hope that you will also find our reports and recommendations to be useful in your work.

We anticipate the release of a performance audit on the topic of Emergency Management in Local Governments and a Perspectives booklet related to the topic of Local Government's Role in Ensuring Clean Drinking Water in the short term and I would encourage you to review each one once released. All of our audit reports and Perspectives booklets are published on our website at [www.aglg.ca](http://www.aglg.ca) under the 'Publications' tab.

Success for our office almost always depends on collaboration and engagement with elected officials and local government staff. I look forward to working with you and welcome any questions or feedback that you may have, or opportunities to meet with your Council or Board to share the work that we do.

Sincerely,

Gordon Ruth, FCPA, FCGA  
Auditor General for Local Government

201 - 10470 152<sup>nd</sup> Street, Surrey, BC V3R 0Y3

Phone: 604-930-7100 | Fax: 604-930-7128



**AUDITOR GENERAL FOR  
LOCAL GOVERNMENT**

ACCESSIBILITY • INDEPENDENCE • TRANSPARENCY • PERFORMANCE

cc: Chief Administrative Officers

---

201 – 10470 152<sup>nd</sup> Street  
Surrey, BC V3R 0Y3

Phone: 604-930-7100  
Fax: 604-930-7128

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

**From:** [Lions Bay Reception](#)  
**To:** [Municipal](#)  
**Subject:** FW: Great Mayor's Update ~ Concern re Hwy  
**Date:** Monday, November 26, 2018 9:04:50 AM

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For Incoming Correspondence

**Susan Loutet**

*Administrative Assistant*

**The Municipality of the Village of Lions Bay.** [www.lionsbay.ca](http://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:** Brenda Broughton [REDACTED]

**Sent:** Friday, November 23, 2018 5:08 PM

**To:** Council @ Lions Bay <council@lionsbay.ca>

**Cc:** Peter DeJong <cao@lionsbay.ca>; Lions Bay Reception <reception@lionsbay.ca>; [REDACTED]

**Subject:** Great Mayor's Update ~ Concern re Hwy

Dear Mayor McLaughlin and Council,

Thank you for the detailed and very clear and informative update from the Mayor's Desk.

I am writing also as you noted that former mayor Buhr was going to continue regarding the Highway.

My hope is that the speed limit within the Village of Lions Bay will remain 60km throughout the Village. The 60km speed limit is a part of the 'context sensitive' design of the Sea to Sky Corridor within the Village of Lions Bay specifically for noise mitigation for our residents.

This was based on the Sound Consultants analysis, and additionally traffic calming.

Following reading the Vancouver Sun article outlining the research done since the speed limit change in, I believe, 2014, the Sea to Sky speed limit was not arbitrarily reduced on this corridor from 90km to 80km, but rather it was reduced based upon statistics showing that car accidents and the severity of injuries and death had consistently increased. The Sea to Sky Corridor and the Coquihalla Highway were, I believe, the only two highways whose speeds were reduced province-wide based upon the increase of vehicle accidents, and very importantly severe injuries and death.

The Sea to Sky Corridor, is what is called a 'context sensitive design' in many locations. One important location is throughout the 3km cutting through the Village of Lions Bay.

You mentioned that former mayor Buhr was continuing with an initiative that had been passed by Council.

I do not think that current Council would pass a motion to increase the speed within Lions Bay at this time.

Each time I enter the Highway from Lions Bay Avenue travelling south, I am aware that the vehicles are pretty much travelling at 60km.

At least twice weekly, I enter the Highway from Centre Rd travelling north, and the vehicles are also doing a relatively reasonable speed of 60km – 70km, with the posted speed limit 60km.

When I enter from Brunswick travelling south, the traffic is travelling at likely 70km-80km and then settles by the entry from Lions Bay Avenue to about 60km.

This is important as the traffic calming does need to occur at Brunswick, especially with the very short entry lane. There will be many more potential car interactions at this juncture if the speed is increased.

Again, as in my previous communication on the topic, the 60km speed limit is very intentional for noise mitigation for the families that live along the highway as well as above as the sound can echo right up Harvey Creek.

Please note the 60km speed limit is an important part of noise mitigation for our Lions Bay residents.

Our context sensitive design is not intended for higher speeds. If the speed were changed to 70km, people will go 80km-90km. We know that vehicles travel at higher speeds now, and this is of great concern.

Further traffic calming/signage initiatives are required at the northern end of the Village of Lions Bay boundaries for the vehicles travelling southbound.

As a Council representing the interests of the Village of Lions Bay and its residents, I would implore you to keep the 60km speed limit.

Many communities are lowering their neighbourhood speed to 40km, as we are within the Village. The Highway travels through the middle of our Village and the signage speed should be reflecting that reality at 60km.

I invite Council to reconsider.

Thank you to Council for your discussion regarding reconsideration.

I refer Council to the recent, previous email correspondence on this topic.

Sincerely,

Brenda Broughton, MA, RCC  
Former mayor of the Village of Lions Bay  
Former Chair of the Highway Advisory Group



**From:** [Ron McLaughlin](#)  
**To:** [REDACTED]; [Municipal](#); [Council @ Lions Bay](#)  
**Cc:** [Shawna Gilroy](#); [Peter DeJong](#)  
**Subject:** Re: Lions Bay School  
**Date:** Tuesday, November 27, 2018 10:37:57 AM

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It was a pleasure to speak with you this morning Dawn. Your email will go into correspondence for the Council meeting the evening of December 4th. To pull everything together 1) you advised Peter was meeting with the PAC next week, 2) you were meeting with the school district next week, and 3) Peter and I are meeting Chris Kennedy and Julia Leiterman of WVSD on Tuesday Dec. 11th. Key issues are to get signage to indicate there is a school in the Village but you don't know what this would look like, get the school linked into the Village web site, and create a bigger profile for the school by other means. Before your message I had in mind asking one of the Council members to write a school concentric article for the Village Update to create awareness. Presuming the individual I ask accepts the article should be out in January. Best regards.

Dear Shawna: Please place in correspondence for the 4th. Thanks.

**Ron McLaughlin**

*Mayor*

---

**From:** Dawn Mitchell [REDACTED]  
**Sent:** Monday, November 26, 2018 9:06 PM  
**To:** Council @ Lions Bay; Municipal  
**Subject:** Lions Bay School

Hello Ron and Council members,

We are sending this email in hopes of an opportunity to increase awareness of Lions Bay School. At one of our recent PAC meetings we realized that many people are unaware there is a K to grade 3 school in Lions Bay.

On closer examination we realized that the school is not present on any signage. Families from both Lions Bay and further communities drive their children on a daily basis to other West Vancouver schools such as Gleneagles. Our hope is that increasing awareness will help draw more families to our little school and potentially more families will choose Lions Bay as their home.

We spoke to the West Vancouver School Board and they are open to increasing the signage. We would love to open the discussion on this topic and further our common goals to increase family numbers in Lions Bay.

On another note we would love to have a link to the Lions Bay Community School website be included in the Village of Lions Bay website. Most people prior to purchasing a home have a look at your website, if they could link directly to the fantastic school Lions Bay has to offer it may help persuade them to move.

Have a look yourselves at the website and video. <https://westvancouver.schools.ca/lionsbay-elementary/>

Thank-you for your support.

Sincerely your The Lions Bay School PAC



**From:** [Ron McLaughlin](#)  
**To:** [REDACTED]  
**Cc:** [Council @ Lions Bay](#); [Peter DeJong](#); [Pam Rooke](#); [Municipal](#); [Shawna Gilroy](#)  
**Subject:** Re: 2019 Lions Bay Cultural Funding Grant Notification Process  
**Date:** Wednesday, November 28, 2018 1:54:11 PM

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Hi Tamara. Thank you for your message.

Shawna I believe the cut off for correspondence has been met here for next Tuesday's council meeting. Please include the email string with the expectation that Peter will be the one responding to the correspondence.

Regards all.

**Ron McLaughlin**

*Mayor*

### **The Village of Lions Bay**

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

Tel: (604) 921-9333 | Cell: (604) 353-7138 | [www.lionsbay.ca](http://www.lionsbay.ca)

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**From:** Tamara Leger [REDACTED]  
**Sent:** Wednesday, November 28, 2018 1:42 PM  
**To:** Ron McLaughlin  
**Subject:** Fwd: 2019 Lions Bay Cultural Funding Grant Notification Process

Hi Ron,

I guess the old email [mayor@LionsBay.ca](mailto:mayor@LionsBay.ca) doesn't go to you. Here it is again.

Tamara Leger  
Co-Founder | LionsBayHouseConcerts  
World Class Music.Incredible Settings.Tremendous Fun.  
[Buy Tickets](#) | c: [REDACTED]

Begin forwarded message:

**From:** Tamara Leger [REDACTED]

**Date:** November 28, 2018 at 1:36:01 PM PST

**To:** [mayor@lionsbay.ca](mailto:mayor@lionsbay.ca), [council@lionsbay.ca](mailto:council@lionsbay.ca)

**Subject:** 2019 Lions Bay Cultural Funding Grant Notification Process

To Mayor & Council:

It has come to my attention that Municipal Grant Applications were emailed out to incumbent recipients earlier this month, with a submission deadline of December 21, 2018.

Lions Bay House Concerts (LBHC), a driving force and significant service provider of local cultural event programming for adults for the past 4 years including EAT TOGETHER: Lions Bay Long Table dinner, **did not** receive an application invitation from The Village of Lions Bay.

I am curious to know the rationale behind the decision to exclude LBHC from this cultural granting and municipal funds allocation process, as our own data suggests that we are providing a necessary community service that significantly improves quality of life for local citizens. I would think that anyone looking to provide meaningful community engagement would be notified & encouraged to apply!

I look forward to your response.

Best regards,

Tamara Leger  
Co-Founder | LionsBayHouseConcerts  
World Class Music.Incredible Settings.Tremendous Fun.

[Buy Tickets](#) | c: [REDACTED]

## Highway 99 Matters

### October 17, 2017 Regular Council Meeting

Moved/Seconded

THAT as a result of recent discussion between Mayor and the Ministry of Transport (MOTI), Council requests MOTI:

1. To evaluate and if so indicated effect removal of the 60 km/h speed zone on Highway 99 through Lions Bay, paying particular attention to the efficacy of the sound reduction pavement, on the following grounds as understood by Council on a non-expert basis:
  - a. Recent MOTI review has shown that 60 km/h is not being observed by the expected 85 percent of traffic for the given combination of road configuration, driving conditions and drivers. The 85th percentile speed, used by highway managers to determine the speed at which the majority of traffic is comfortable driving at, in fact ranges from 110 to 85 km/h through Lions Bay depending on measurement location. Current accident rates, noise levels and journey times are thus being achieved at these speeds, not 60.
  - b. While 60 might be too slow, 110 is too fast, given the disproportionate accident rates at Lions Bay, so the 70 km/h zone that would result from removal of the 60 zone might produce better compliance, as being more believable on a road the average road user may perceive to be an expressway.
  - c. On and off ramp lengths are understood to be technically adequate for a posted 70 km/h limit.
  - d. One fewer speed zone may produce less variability in speeds, a primary cause of accidents.
  - e. A reduction in noise of deceleration and acceleration, particularly of motorcycles, might be expected.
2. To evaluate extending the 70 km/h zone to 200 meters beyond the north and south municipal boundaries to move acceleration and deceleration further from residences, with relocation of speed-change warning signage to standard distances, or possibly to two warning signs in each direction.
3. Prior to and independent of potential removal of the 60 km/h zone, to institute noise measuring at the existing dynamic sign location for an extended period, with a view to determining correlations between comparative noise level and a) speed, b) time of year, week and day, c) weather and road conditions, and other such considerations as may be relevant.
4. To add appropriate signage, whether via Manual of Standard Traffic Signs guidelines or ad hoc, that might:

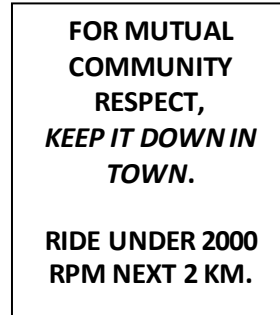
- a. Mitigate noise, particularly from cooperative motorcyclists who may be otherwise unaware that the noise from 500-1000 motorcycles every fine weather day can be a burden on nearby residents, akin to:



or



or better yet ,



- b. Inform road users that despite appearances, 99 at Lions Bay is not an expressway, akin to:



**CARRIED**

**March 20, 2018 Regular Council Meeting**

Moved/Seconded

THAT the Mayor is authorized to submit for consideration of the LMLGA a resolution seeking support for the use of average-speed-over-distance technology to explicitly control driving speeds in designated BC highway safety corridors such as Highway 99 through Lions Bay.

**CARRIED**  
**COUNCILLOR HUGHES OPPOSED**