



# THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

## REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, NOVEMBER 5, 2019 at 7:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY

### AGENDA

1. **Call to Order**
2. **Adoption of Agenda**
3. **Public Participation (2 minutes per person totalling 10 minutes maximum)**
4. **Public Delegation Requests Accepted by Agenda Deadline (10 minutes maximum)**
5. **Review & Approval of Minutes of Prior Meetings**
  - A. Regular Council Meeting – October 15, 2019 (Page 5)  
 THAT the Regular Council Meeting Minutes of October 15, 2019 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
104	September 17, 2019	G2: Letter from Minister of Public Safety re. Speeding on Sea to sky – CAO DeJong to contact the CAO's of Squamish, Whistler and Pemberton	CAO DeJong
105	September 17, 2019	G6: Request for Garbage Fees to be Waived for Home Dialysis Treatment – PWM Jaffer to provide information in the Village Update	PWM Jaffer
113	October 1, 2019	R1: Roy Matthias – Proposed Unobstructed View Bylaw vs. Privacy – Acting Mayor Cunliffe to respond	Councillor Cunliffe
114	October 1, 2019	R3: Julie and Rob Kemp – Proposed View Bylaw vs. Privacy – Acting Mayor Cunliffe to respond	Councillor Cunliffe

115	October 15, 2019	Bill Srigley of 205 Panorama Place and Stewart Nimmo of 202 Panorama Place - Public Works Manager and CAO to follow up by November 2	CAO DeJong PWM Jaffer
116	October 15, 2019	G3: Climate Leaders Institute – Councillor Cunliffe to respond	Councillor Cunliffe

## 8. Reports

### A. Staff

- i. CAO: Request for Decision – Commercial Filming Policy No. 1902 (Page 15)
  - (1) THAT the draft Commercial Filming Policy No. 1902 be amended in respect of the policy number in the title of this policy and in respect of the change to the definition of Daytime Filming Hours in section 2.1 per the tracked changes in the attached draft;
  - (2) THAT the draft Commercial Filming Policy No. 1902 be adopted by Council, as amended;
  - (3) THAT the draft Commercial Filming Policy No. 1902 be posted as adopted to the Municipal website with a notice included in the Village Update on November 8, 2019;
  - (4) THAT the Fees Bylaw No. 497, 2016 be amended to include the draft fee amendments to Schedule 7 as attached to this report and brought to the November 19, 2019 Council meeting for consideration of first and second reading, along with any other recommended amendments to Fees Bylaw No. 497, 2016; and
  - (5) THAT staff proceed with incorporating the necessary delegations of authority in the draft general delegation bylaw staff is presently working on, to be brought to Council before the end of the year.
- ii. CAO: Request for Decision – Surrey Fire Dispatch Service Contract Renewal (Page 39)
  - (1) THAT the Surrey Fire Dispatch Service Contract be renewed for the term 2020-2024; and
  - (2) THAT the Mayor and Corporate Officer be authorized to execute it in substantially the form attached to this report.

- iii. CFO: Request for Direction - Borrowing for the CWWF Harvey Tank Project (Page 51)  
 THAT Council provide direction to staff with respect to the issues outlined in this report.
- iv. CAO: Request for Decision – Transit Funding Allocation Opportunities (Page 59)
  - (1) THAT the additional 1000 Phase 2 service hours allocated to Lions Bay in 2020 be implemented in respect of weekday evening service;
  - (2) THAT the Municipality put forward a request for an additional 2500 hours under the Phase 3 service hour allocation process for the purpose of improving frequency of service during the morning and afternoon peak periods;
  - (3) THAT staff be directed to explore with Translink the potential for converting the Lions Bay transit service model to an express service between Lions Bay - Horseshoe Bay - Park Royal utilizing the combined current and additional Phase 2 and 3 service hours; and
  - (4) THAT staff be directed to secure the BICCS/WITT grant funding allocation for Lions Bay for 2020 through submission of a “placeholder” application in respect of the Lions Bay Avenue Connector Project.

B. Mayor

- i. Strategic Planning – Draft Agenda Input by Nov.8<sup>th</sup>
- ii. Tree Committee
- iii. RCMP Meeting Oct.29<sup>th</sup>

C. Council

- i. Councillor Cunliffe: Verbal report re. Oct.25<sup>th</sup> Howe Sound Community Forum

D. Committees

- i. Trees, Views and Landscapes Committee: Tree Application #96 – 45 Periwinkle

E. Emergency Services

**9. Resolutions**

- A. CEPF Grant Application: Volunteer & Composite Fire Departments Equipment & Training Funding Stream

THAT an application be submitted for a grant under the Community Emergency Preparedness Fund: Volunteer & Composite Fire Departments Equipment & Training Funding Stream for the purpose of improving the resiliency of the Lions Bay volunteer fire department through the purchase of new or replacement equipment and to facilitate the delivery of training, with overall grant management to be provided by the Village of Lions Bay.

**10. Bylaws**

**11. Correspondence**

A. List of Correspondence to October 31, 2019 (Page 89)

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

**12. New Business**

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

**14. Closed Council Meeting**

Proposed topics for discussion in the absence of the public:

A. Borrowing for the CWWF Harvey Tank Project and Additional PRVs

THAT Council considers that disclosure could reasonably be expected to harm the interests of the municipality [s. 90(1)(e)]

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:

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;

n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

*Council does not anticipate reconvening the open meeting for any purpose other than to adjourn the meeting generally and report out, if applicable.*

*[OR]*

*Council anticipates reconvening the open meeting to discuss the following item(s):*

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

**16. Adjournment**



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

### **REGULAR MEETING OF THE COUNCIL OF THE VILLAGE OF LIONS BAY HELD ON TUESDAY, OCTOBER 15, 2019 at 7:00 PM COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY**

#### **MINUTES**

In Attendance:

Council:

Mayor Ron McLaughlin  
Councillor Neville Abbott  
Councillor Fred Bain

Councillor Jaime Cunliffe

Staff:

Chief Administrative Officer Peter DeJong  
Chief Financial Officer Pamela Rooke  
Public Works Manager Nai Jaffer  
Executive Assistant Nicole Dumas (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 item 8Av – CAO: Surrey Fire Dispatch Service Contract Renewal be struck from the agenda; and

THAT item 8Avi – PWM: Kelvin Grove Wastewater Treatment Plant Update and Letter to Community Gardeners re. Impacts be added; and

THAT item 8Biii – “Strategic Planning – Dates” be amended by adding “and Procedure”; and

THAT the agenda be adopted, as amended.

**CARRIED**

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

A. Bill Srigley of 205 Panorama Place and Stewart Nimmo of 202 Panorama Place

- Appearing due to new parking regulations on Panorama Place
- - dead end street so there's no "flow of traffic" to deal with No previous issues with parking in 37 years
- Lost parking spaces for the homes along the lower side of street
- Concern over parking when snow arrives
- Lions Bay is a bedroom community and many homes have several cars
- Need consultation with people who live on the street regarding challenges (ie. tight turns, blind corners, snow, parking)
- 
- Requested that the sign in front of Nimmo's house be removed, and the arrow pointing up at end of road cul-de-sac be removed

*Public Works Manager and CAO to follow up by November 2, 2019*

*Audio: 00:9:50*

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

None

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

**A. Regular Council Meeting – September 17, 2019**

THAT Page 7B second bullet point be amended to add word "approval" before the word "process".

Moved/Seconded

THAT the Regular Council Meeting Minutes of September 17, 2019 be approved as amended.

**CARRIED**

**B. Regular Council Meeting – October 1, 2019**

THAT Page 5A second bullet point be amended to add word "approval" before the word "process".

Moved/Seconded

THAT the Regular Council Meeting Minutes of October 1, 2019 be approved as amended.

**CARRIED**

*Audio: 00:12:30*

**6. Business Arising from the Minutes**

**A. "Regular Council Meeting Minutes – September 17, 2019"**

Resolution re: Federal All Candidates Meeting

- Query on status: Advised organizers but received no response.

**7. Unfinished Business**

A. Follow-Up Action Items from Previous Meetings

#	Meeting Date	Description of Action Item	Action
104	September 17, 2019	G2: Letter from Minister of Public Safety re. Speeding on Sea to sky – CAO DeJong to contact the CAO's of Squamish, Whistler and Pemberton	In Progress
105	September 17, 2019	G6: Request for Garbage Fees to be Waived for Home Dialysis Treatment – PWM Jaffer to provide information in the Village Update	In Progress
111	September 17, 2019	Metro Vancouver Woodburning Bylaw Update – Councillor Abbott to prepare an update for inclusion in the Village Update.	Completed
112	October 1, 2019	G2: Council of Councils – October 26, 2019 – Councillor Bain to advise Metro Vancouver of his intention to attend	Completed: Councillor Bain Mayor McLaughlin and Councillor Abbott attending
113	October 1, 2019	R1: Roy Matthias – Proposed Unobstructed View Bylaw vs. Privacy – Acting Mayor Cunliffe to respond	In Progress : No contact information – CAO to provide
114	October 1, 2019	R3: Julie and Rob Kemp – Proposed View Bylaw vs. Privacy – Acting Mayor Cunliffe to respond	In Progress : No contact information – CAO to provide

*Audio: 00:17:30*

**8. Reports**

A. Staff

i. CAO: Commercial Filming Policy No. 2019-02

- General overview of new draft filming policy given by CAO DeJong.
- Policy combines objectives of 2009 & 2014 filming policies and sets out a method to meet those objectives with minimal inconvenience to residents while fully recouping direct and indirect costs.
- Security deposit has been upped to \$10,000 to cover potential for damage.
- Application and approval process set at 3 weeks.
- Village Manager to be in position to issue filming permit after all prerequisites met (provided no variance required ie. Outside day time hours or over multiple days)
- Polling requirements:

- 3 or fewer consecutive days (daytime only) requires only notification letter. Residents have 7 days for feedback or concerns. Feedback to be reviewed and concern allayed or can be more carefully considered.
- More than 3 consecutive days (or at night) requires a polling notification letter. 4 attempts must be made for response from residents.
- Threshold set at 15%.
- Survey indicated that general opposition only 8 – 10 people, as long as efforts made to mitigate impact on residents
- Threshold intended to set apart filming that is truly impactful on the community
- Item 3.5 requires an item (c) added to reflect filming over 5 days gets referred to Council
- 4.4 is listed twice, second 4.4 to be corrected to read 4.5
- New 4.5: “Subject to any variances granted by Council” to be struck
- “Daytime hours” amended from 7 am – 10 pm to be 7am to 7pm

*Audio: 00:37:13*

Moved/Seconded

(1) THAT the draft Commercial Filming Policy No. 2019-02 (and reference documents) be received;

(2) THAT the draft Commercial Filming Policy No. 2019-02 (and reference documents) be posted as amended to the Municipal website and to the Village Update for the next two weeks with an invitation to all residents to “have their say” by providing their feedback on the draft Policy through the Municipal website; and

(3) THAT staff bring the draft Commercial Filming Policy No. 2019-02 back to the November 5, 2019 Council meeting, along with a report reviewing the public feedback received.

**CARRIED**

*Audio: 01:01:00*

ii. CFO: 2019 Preliminary Third Quarter Review

- General discussion regarding budget items within the report
- Not all September expenses are in (i.e. parking fines still coming in)
- Soiree funds only show direct donations, fundraised monies to come in via committee in lump sum cheque
- Charging interest on radio lease and road debt to public works

Moved/Seconded

THAT the report “2019 Preliminary Third Quarter Review” be received for information purposes; and

THAT the Chief Financial Officer include a communications piece for the next Village Update.

**CARRIED**

*Audio: 01:19:34*

iii. CFO: Accounts Payable Cheque Listing

- Questions were asked regarding LBFR department reimbursements paid on account of liquor. The CFO distinguished the reimbursement of training meals (from the taxpayer funded fire department budget) vs. reimbursement of liquor expenses (from the fire department's fundraising efforts).
- Comment made that vehicle lease return damage expenses seemed high – considering 5 years is low
- CFO noted that repayment of the infiltration gallery grant was included in the 2019 budget

Moved/Seconded

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

**CARRIED**

*Audio: 01:28:45*

iv. Emergency Program Committee – Council Appointments (Mayor and 2 Councillors)

- Draft bylaw (at second reading) calls for Mayor and 2 councillors to sit in addition to required members

Moved/Seconded

THAT the Mayor and Councillors Bain and Abbott be appointed to sit on the Emergency Program Committee for the balance of their terms.

**CARRIED**

v. PWM: Kelvin Grove Wastewater Treatment Plant Update and Letter to Community Gardeners re. Impacts

- Ministry of the Environment requires that all wastewater be treated before it goes into the ocean
- Must therefore have temporary treatment plant in place during construction of replacement plant
- Community Gardens are most suitable site for temporary wastewater plant and perhaps fees can be waived if 2020 growing season lost
- Tender to be put out at beginning of November and closed at end of November
- January start for 2.5/3 months or more

B. Mayor

- Thanks to everyone for sitting in their chairs for a year
- Thank you to dedicated and professional staff

i. Remembrance Day Celebration

- Nicole making arrangements
- Reveal on Thurs or Fri before ceremony in VU

ii. Electoral Area A – Provision of Fire Services Study

- Went to Electoral Area A Committee meeting – recommendation will go to Metro Board
- Input for study provided by Lions Bay

iii. Strategic Planning Session – Dates and Procedure

- First choice: Nov 25/26 Mon/Tues
- Second choice: Nov 18/19 Mon/Tues
- Start at 5:30, Council arrive at 5 – eat and spend 4 hrs
- Could cancel Council meeting if required
- Could set aside first hour of second day for Closed portion of meeting, if required

Moved/Seconded

THAT the Council of the Village of Lions Bay hereby resolves that:

In accordance with the *Community Charter (CC)* Section 89, the Lions Bay Procedures Bylaw No. 476, 2015 and as amended by Bylaw No. 529, 2017, and the Ombudsperson's Special Report No. 34 – *Open Meetings: Best Practises Guide for Local Governments*, that CSC meetings be open to the public except where agenda items meet the requirements of the CC Section 90 to be considered *in camera*; and

**CARRIED**

*Audio: 01:53:55*

iv. Howe Sound Community Forum October 25<sup>th</sup>

- Mayor McLaughlin and CAO DeJong meeting with Translink in New Westminster that day regarding transit improvements for Lions Bay (Councillor Cunliffe will attend)

C. Council

None

D. Committees

None

E. Emergency Services

i. Monthly RCMP Report

Moved/Seconded

THAT the monthly RCMP report be received for information.

**CARRIED****9. Resolutions****A. CRI Grant Resolution**

- Need an updated plan that is more in line with current thinking

Moved/Seconded

THAT an application be submitted under the Community Resiliency Investment program for a “2020 FireSmart Community Funding & Supports” grant for the purpose of funding the creation of a new Community Wildfire Protection Plan to support increased wildfire interface resiliency planning for the Village of Lions Bay, with overall grant management to be provided by the Village of Lions Bay.

**CARRIED***Audio 2:01***10. Bylaws**

None

**11. Correspondence****A. List of Correspondence to October 10, 2019**

Moved/Seconded

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

- G1: Letter re. Minister of Children and Family Development – Received
- G2: Reviewable Projects Regulation – Received
- G3: Climate Leaders Institute – Councillor Cunliffe to respond
- G4: Support Letter for Passenger Transportation Act – Received

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

None

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

- Pointed out that on Page 54, Note 1 - \$12.3 should be amended by adding a “K”

**14. Closed Council Meeting**

Proposed topics for discussion in the absence of the public:

**A. Personnel****B. Development Matter**

Moved/Seconded

THAT, in the view of Council, negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and could reasonably be expected to harm the interests of the municipality if they were held in public.

**CARRIED**

Moved/Seconded

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

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

- a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- c) labour relations or other employee relations;
- 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;
- n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

**CARRIED**

*Council does not anticipate reconvening the open meeting for any purpose other than to adjourn the meeting generally and report out if applicable.*

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

*Nicole Dumas left the meeting at 9:10 p.m. CAO DeJong assumed the role of recorder.*

*The meeting was re-opened to the public at 9:59 p.m.*

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

The following two resolutions were reported out from the October 1, 2019 Closed meeting:

That Council instructs staff to follow the Tree Bylaw.

**CARRIED**

That Council requests staff to include a discussion on amendments to the Tree Bylaw on the agenda of the strategic planning session.

**CARRIED**

**OPPOSED: CLR. ABBOTT**

**16. Adjournment**

Moved/Seconded

THAT the meeting be adjourned.

**CARRIED**

*The meeting was adjourned at 10:00 p.m.*

\_\_\_\_\_  
Mayor

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

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

<b>Type</b>	<b>Request for Decision</b>		
<b>Title</b>	<b>Commercial Filming Policy No. 1902</b>		
<b>Author</b>	<b>Peter DeJong</b>	<b>Reviewed By:</b>	<b>Hayley Cook</b>
<b>Date</b>	<b>October 10, 2019</b>	<b>Version</b>	
<b>Issued for</b>	<b>October 15, 2019</b>		

### **Recommendation:**

- (1) THAT the draft Commercial Filming Policy No. 1902 be amended in respect of the policy number in the title of this policy and in respect of the change to the definition of Daytime Filming Hours in section 2.1 per the tracked changes in the attached draft;
- (2) THAT the draft Commercial Filming Policy No. 1902 be adopted by Council, as amended;
- (3) THAT the draft Commercial Filming Policy No. 1902 be posted as adopted to the Municipal website with a notice included in the Village Update on November 8, 2019;
- (4) THAT the Fees Bylaw No. 497, 2016 be amended to include the draft fee amendments to Schedule 7 as attached to this report and brought to the November 19, 2019 Council meeting for consideration of first and second reading, along with any other recommended amendments to Fees Bylaw No. 497, 2016; and
- (5) THAT staff proceed with incorporating the necessary delegations of authority in the draft general delegation bylaw staff is presently working on, to be brought to Council before the end of the year.

### **Attachments:**

- (1) Draft Commercial Filming Policy No. 1902;
- (2) Municipal Comparisons for Hours of Filming;
- (3) Public Comments on Draft Commercial Filming Policy No. 1902;
- (4) Draft Amendments to Schedule 7 of Fees Bylaw No. 497, 2016.

### **Key Information:**

At the October 15, 2019 Council meeting, Council made a couple of amendments to the draft commercial filming policy and directed staff to post the materials on the municipal



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website and in the Village Update, inviting the public to comment on the draft policy. After two full weeks there have been only two comments received, both attached to this report – one from Farrah Azordegan and the other from John Tsang, both property owners on Tidewater Way. In Mrs. Azordegan’s correspondence, she asks that the Daytime Filming Hours not begin until 8 am. Surely, she would also disagree with staff’s recommendation that the hours for Monday to Saturday be extended back to the original 10 pm. As one can see from the Municipal Comparison for Hours of Filming attached to this report, most municipalities provide for hours of filming from 7 am to 10 pm, with a few going to 11 pm and one at 9 pm. Some of these are specific to filming and others simply provide for such ranges through their noise bylaws generally.

The filming industry is one in which production days are long, starting early and going late. Filming schedules are compressed to accomplish the necessary work within very tight time frames and this is generally recognized throughout the filming industry and the communities in which filming takes place. It has been brought to my attention that requiring Filming Activity to cease at 7 pm is unrealistic and would result in almost every filming production having to come to Council for extension of the hours. That was not the intent of the policy and it is recommended that the definition of Daytime Filming Hours in section 2.1 be amended per the tracked changes in the attached draft, in order to prevent frustration of the Commercial Filming Policy.

Mrs. Azordegan also asks that the policy incorporate an affirmative requirement for the Municipality to essentially negotiate compensation and/or accommodation on behalf of any impacted residents who do not want to be present for filming in their neighbourhood. That is not something that is done in any other municipality and would not be appropriate for staff to undertake. Filming productions are generally quite fair and even generous in this regard and realize it’s in their best interest to accommodate a resident who would rather not have the filming at all or be elsewhere if it’s going to go ahead anyway. There has been no indication that staff is aware of where such residents have not been offered reasonable accommodations. Trying to regulate this aspect of Commercial Filming is not recommended.

Mr. Tsang also mentions the threshold and its application to impacted residents who should be accommodated. As Council knows, the 15% threshold came from staff’s recommendation based upon a conservative view of the responses to the survey done in July wherein most respondents suggested a much higher threshold. Very few responses



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suggested 10% or less. As well, it should be noted that student films are required to follow the Policy, with an exemption for the payment of fees. Fees are also addressed by reference in the Policy and through proposed amendments to the Fees Bylaw No. 497, 2016, which is to be brought to the November 19<sup>th</sup> meeting. Delegation of permit granting authority to the Village Manager is to be addressed as part of a more general delegation bylaw covering a wide range of administrative matters presently being worked on by the CAO.

### **Options:**

- (1) Approve the recommendations;
- (2) Amend the recommendations and then approve the Policy;
- (3) Refer the matter back to staff with further directions.

### **Preferred Option:**

(1) Approve the recommendations, with the draft Policy being amended to provide for Daytime Filming Hours which reflect the norm in the filming industry. Otherwise, almost every application will need to be brought to Council instead of streamlining the process in accordance with the checks and balances incorporated into the draft Policy.

### **Financial Considerations:**

The proposed fees are based on an attempt to capture all of the direct and indirect costs associated with Filming Activity and what staff heard from the residents and from Council.

### **Legal Considerations:**

The delegation of authority to grant Filming Permits for less impactful applications will need to be covered off in the delegation bylaw being worked on by staff.

### **Follow Up Action and Communication Plan:**

Post the adopted Commercial Filming Policy No. 1902 on the Municipal website and in the Village Update on November 8<sup>th</sup>.



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<b>Type</b>	<b>Council Policy</b>	<b>Policy No</b>	<b>POL-2019-021902</b>
<b>Title</b>	<b>Commercial Filming Policy</b>		
<b>Author</b>	<b>Peter DeJong</b>	<b>Reviewed By:</b>	<b>Hayley Cook</b>
<b>Date</b>	<b>October 15, 2019</b>	<b>Version</b>	<b>3</b>

### BACKGROUND

Located on the east shore of Howe Sound, the community of Lions Bay is endowed with a spectacular natural landscape. It is a landscape that both attracts residents to the community, and significantly shapes its character. Lions Bay residents value the community as a peaceful, close-knit Village, deeply connected to the natural West Coast environment. While the community is supportive of the arts, including the film industry in British Columbia, it also values peace and tranquility.

### PURPOSE

With the foregoing in mind, this Policy attempts to find a harmonious balance between commercial filming and the residential character of the Village in order to minimize disruptions to residents. Any person or company who wishes to engage in commercial photography, video, film or television within the Village of Lions Bay must obtain a Filming Permit from the Village of Lions Bay. News media are exempt from this requirement.

### POLICY

#### 1. Policy Objectives:

- 1.1 To facilitate the motion picture film industry in its production endeavors by providing a centralized and efficient procedure for obtaining Municipal authorization for Commercial Filming in the Village of Lions Bay;
- 1.2 To minimize any inconvenience to the general public and residents of the Village of Lions Bay as a result of filming activities;
- 1.3 To ensure the Village of Lions Bay residents shall not be unduly inconvenienced by prolonged loss of access to public areas or roadways, or by restricted parking fronting residents' homes;
- 1.4 To ensure that the Municipality recovers all of its direct and indirect costs associated with Filming Activities and Municipal services and assets;



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- 1.5 To ensure that Filming Activities fully observe the bylaws of the Municipality and protect the safety, well-being and interests of residents.

### 2. Definitions

- 2.1 The following words and phrases have the meanings ascribed below:

Affected Households means those primary residences and secondary suites within an area to be determined by the Municipality, depending upon the nature of the Filming Permit Application, as being affected or potentially affected by proposed filming – non-resident owners are not to be included in determining Affected Households.

Applicant/Permittee means the person or persons or corporation applying for and/or receiving a Filming Permit.

Commercial Filming means photography, video, film and television recording undertaken for a commercial purpose.

Daytime Filming Hours means 7 am to 7-10 pm, Monday to Saturday and 8 am to 9 pm Sundays and Statutory Holidays, during which Filming Activity is regularly permitted, notwithstanding Noise Control Bylaw No. 283, 1998.

Extraordinary Services means the provision of Municipal services outside of regular hours (dependent on position) or the need for the Municipality to hire a contractor to address issues related to Filming Activities which were not applied for by the Permittee or expected by the Municipality.

Filming Activity means all outdoor human and mechanical activity related to Commercial Filming and includes all light, sound and the operation or parking of all vehicles, trucks and generators.

Filming Day means any day or portion thereof in which Filming Activity is taking place within the Municipality, except where filming preparation or post-production takedown is solely confined to private property.

Filming Liaison means the Municipal staff person designated by the Village Manager to act as a liaison to Filming Permit Applicants and Permittees.



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Filming Permit means the document issued by the Municipality to the Applicant/Permittee granting the conditional right for commercial filming in the Village of Lions Bay.

Municipality means the Village of Lions Bay and includes the adjective Municipal.

Security Deposit means the sum of \$10,000 provided to the Municipality once a Filming Permit has been approved.

Village Manager means the Chief Administrative Officer (CAO), or the person acting in that capacity in the absence of the CAO.

### **3. Application and Approval Process**

- 3.1 All Commercial Filming proponents shall complete a Municipal Filming Permit Application Form.
- 3.2 Applications shall be submitted to the Filming Liaison no later than three (3) weeks prior to the proposed commencement of filming.
- 3.3 Applications will not be processed unless accompanied by written permission from the owner(s) of any private lands where the filming will take place.
- 3.4 If granted, permission to film within the Municipality will be conveyed through the issuance of a Filming Permit issued by the Village Manager once all prerequisites of this policy are met.
- 3.5 If all requirements of this Policy have been met, along with any applicable administrative policies or procedures, Filming Permits may be granted directly by the Village Manager unless:
  - (a) A variance to allow for filming outside of the Daytime Filming Hours is required, or
  - (b) Filming Activity is required repeatedly on non-consecutive days (for example a TV series or mini-series),
  - (c) Filming Activity is for more than five (5) consecutive daysin which case approval by way of Council resolution is required.



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- 3.6 A Permittee cannot change dates, locations, filming times or the type of scene to be filmed as set-out in an approved application without first consulting the Filming Liaison and obtaining the consent in writing of the Village Manager. Such consent may be conditional upon notification to all persons impacted and other terms that are appropriate in the circumstances.

### 4. Notification and Polling Requirements

- 4.1 Where Filming Activity is for three (3) or fewer consecutive days and does not require a variance to allow filming outside of Daytime Filming Hours, a notification letter approved by the Village Manager shall be hand delivered by the Applicant to all Affected Households. A Filming Permit will not be issued until at least seven (7) days have passed from the date of notification letter delivery to allow an opportunity for residents of Affected Households to provide feedback to the Municipality's Filming Liaison.

4.2 Where Filming Activity

- (a) is for more than three (3) consecutive days,
- (b) requires a variance to allow filming outside of Daytime Filming Hours, or
- (c) requires repeated filming on non-consecutive days:
  - (i) a polling notification letter approved by the Village Manager shall be hand delivered by the Applicant to all Affected Households;
  - (ii) the Applicant shall document its polling efforts and shall make no less than four (4) attempts to contact the occupants of a Household to determine support or opposition for the proposed filming;
  - (iii) offers by the Applicant of compensation and/or alternate accommodations shall be documented and included with the polling information and submitted to the Municipality in confidence;

- 4.3 The polling threshold for objections from Affected Households is hereby set in this Policy at no more than 15%.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### 4.4. Applications under:

- (a) subsection 4.2(a) for up to and including five (5) consecutive days of Filming Activity may be processed by the Village Manager who may issue a Filming Permit if the polling threshold in section 4.3 has been met, along with all other requirements of this Policy, but nothing herein precludes the Village Manager from referring such an application to Council;
- (b) subsection 4.2(a) for more than 5 consecutive days of Filming Activity, or under subsections 4.2(b) and 4.2(c), shall be submitted in a report from Municipal staff to Council for consideration at the next Council meeting.

### 4.5 The number of Filming Permits which may be approved for any one residential neighbourhood location, as determined by the Municipality, shall be restricted as follows:

- (a) where no polling is required, up to two (2) per calendar year; and
- (b) where polling is required, no more than one (1) per calendar year.

Owners of properties throughout the Village of Lions Bay are encouraged to register their properties with Creative BC's Location Library.

## 5. Use of Municipal Land, Buildings, and Structures

- 5.1 Municipal lands, including roads and boulevards, may be used for the parking of a Permittee's vehicles and the storage of a Permittee's equipment, subject to submission of a proposed parking plan and issuance of parking permits in accordance with Municipal staff direction and Traffic and Parking Bylaw No. 413, 2009, as amended, and Fees Bylaw No. 497, 2016, as amended. Blocking of fire hydrants and residents' driveways will not be tolerated.
- 5.2 Municipal land, buildings, or structures may be used for commercial filming purposes subject to availability and the issuance of a Filming Permit in accordance with this Policy and Fees Bylaw No. 497, 2016, as amended.
- 5.3 Approved Filming Permits are conditional upon the receipt of:



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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- (a) the applicable filming fees and the Security Deposit;
  - (b) the Certificate of Insurance;
  - (c) the Indemnification Agreement; and
  - (d) any other conditions imposed by the Village Manager or Council.
- 5.4 The Security Deposit may be drawn upon by the Municipality to:
- (a) remedy any damage to Municipal lands, buildings or structures caused by the Filming Activity, without limitation on the Municipality's right to pursue additional compensation or damages if the Security Deposit is insufficient to provide full restitution;
  - (b) enforce any of the Municipality's bylaws and recover any fine levied or judgment obtained against the Permittee;
  - (c) enforce the Indemnification Agreement;
  - (d) reimburse the Municipality for all actual legal costs and for any other expenses incurred in connection with enforcing the Municipality's bylaws, the Indemnification Agreement and the Permittee's liability insurance policy.
- 5.5 A Traffic Management Plan must be submitted for any request to close, or partially close a road and a professional traffic management contractor may be required at the Permittee's expense, in addition to any fees payable under Fees Bylaw No. 497, 2016, as amended. Closing or partial closing of a public roadway must be approved in writing by the Village Manager. Total blockages of public roadways shall not exceed 10 minutes at a time before allowing waiting vehicles to pass, subject only to exceptions granted in writing by the Village Manager, which may include terms and conditions required to be fulfilled by the Permittee including, but not limited to, advance public notice.
- 5.6 Any request for use of a Municipal fire hydrant must be included in a Filming Permit Application All hydrants will be operated by Municipal employees only and fees in accordance with Fees Bylaw No. 497, 2016, as amended, will apply.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **6. Conduct**

- 6.1 The Permittee shall comply strictly with all federal, provincial and Municipal regulations and bylaws including, but not limited to, cannabis, alcohol and food service regulations.
- 6.2 While working within the Municipality, all Filming Permit Applicants/Permittees, including producers, directors, cast, crew members and anyone else working for or associated with an Applicant/Permittee, shall conduct themselves in accordance with the BC Film Commission's *Best Practices – Motion Picture Locations Code of Conduct*.
- 6.3 The Municipality may fine the Permittee for bylaw infractions and may revoke the Permit without notice and without payment of any damages if the Permittee does not comply with the terms and conditions of the Permit or with applicable enactments.
- 6.4 The Permittee must designate a Production Liaison to the Municipality who is responsible for all film company activities and must be on site for the duration of production. The representative is responsible for ensuring that all cast and crew are informed of, and abide by, the terms and conditions of the Permit and for correcting any deficiencies with compliance. A 24-hour contact number for the representative must be provided to the Municipality.

### **7. Liability Insurance and Indemnification Agreement**

- 7.1 All Filming Permit Applicants shall provide a certificate of insurance evidencing liability insurance in an amount not less than \$5,000,000.00 with the Municipality named as an additional insured.
- 7.2 All Filming Permit Applicants shall cause an authorized signatory to execute the Indemnification Agreement incorporated into the Filming Permit Application as Schedule A.

### **8. Commercial Filming Fees**

- 8.1 All Filming Permit Applicants and Permittees shall provide the Municipality with fees in accordance with Fees Bylaw No. 497, 2016, as amended.
- 8.2 Filming service requests for the Lions Bay Fire Rescue (LBFR) Department or LBFR locations should be made at the earliest possible date but cannot be guaranteed to be



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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available. If utilized per a filming service or location request, emergency calls may interrupt the filming without incurring responsibility or liability for any losses incurred by the Permittee. A filming service or location request, or an emergency response by LBFR on account of Filming Activity, shall be charged at the rates applicable in Fees Bylaw No. 497, 2016, as amended.

- 8.3 Any Extraordinary Services shall be charged in accordance with Fees Bylaw No. 497, 2016, as amended.
- 8.4 Fees payable to the Municipality do not include fees that may be payable to the owners of private lands on which filming is taking place.
- 8.5 Fees for daily filming, location and parking fees in relation to film school projects will be waived subject to meeting the following criteria:
  - (a) the school is an accredited and recognized educational institution;
  - (b) the project must be assigned by the instructor and be part of the curriculum;
  - (c) all personnel working on the project are doing so without financial compensation; and
  - (d) the project is for academic use only and is not to be used for commercial gain.

All other requirements of this Policy apply to film school projects.

### 9. Donations and Legacies

- 9.1 Applicant/Permittees are encouraged to contribute to the community by donating to local community groups, and/or by leaving a needed legacy behind for the community to enjoy. A non-comprehensive listing of local community groups and potential legacies is available from the Municipality for consideration by Permittees.

Adopted by Council:	
Updated:	



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**NOTE: APPLICATION FORM AND SAMPLE LETTERS NOT TO BE PART OF COUNCIL POLICY  
(WILL BE PART OF ADMINISTRATIVE POLICY AND PROCEDURES)**

### APPLICATION FOR COMMERCIAL FILMING PERMIT

#### BACKGROUND INFORMATION

Local Film Company:	
Applicant Name:	
Location Manager:	
Business Address:	
Phone (office):	Phone (cell):
Email:	Fax:

#### DESCRIPTION OF FILMING PROPOSAL

Filming Dates (includes mobilization):	
Location of Filming:	
Hours of Filming:	
Proposed Schedule and Description of Scenes to be Filmed:	
Impact on Neighbourhood Traffic:	
Type of Municipal Facilities Needed:	<input type="checkbox"/> Municipal Road Allowance/ Parking Lot <input type="checkbox"/> Other Municipal Land (eg: Parks, Trails, Open Spaces, etc.) <input type="checkbox"/> Municipal Buildings or Structures

#### **PRELIMINARY SUBMISSION REQUIREMENTS** (to be submitted with initial application)

- Completed Application Form with non-refundable Application Fee
- Plan showing the way in which Municipal facilities would be used (if applicable)
- Parking Plan for all Vehicles (including Trucks and Generators)



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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- Letter of authorization from the owner(s) of the land, building or structures where the filming will take place.

**ADDITIONAL SUBMISSION REQUIREMENTS** (as directed by the Filming Liaison or Village Manager, and as applicable)

- Filming Notification Letter(s) to Affected Households
- Polling Notification Letter to Affected Households
- Polling Information (including offers of accommodation and/or compensation, polling spreadsheets, maps and notes)

**FINAL SUBMISSION REQUIREMENTS** (to be submitted as a condition of issuance of the Filming Permit)

- Daily Filming Activity Fee for Commercial Filming
- Fees for the use of Municipal lands, including roadways, buildings structures
- Any other fees required by this Policy or Fees Bylaw No. 497, 2016, as amended
- Security Deposit of \$10,000 payable to the Municipality.
- Executed copy of the Release of Liability and Indemnification Agreement (see attached Schedule A)
- Certificate of Insurance evidencing liability insurance in the minimum amount of \$5,000,000.00 with the Municipality named as an additional insured
- Confirmation that other conditional requirements have been fulfilled (if applicable)

Applicant Signature:	Date
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**Municipal Use Only**

<p>Approved Filming Permit No.:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed Application Form with non-refundable Application Fee</li> <li><input type="checkbox"/> Authorization Letter from Private Owner(s)</li> <li><input type="checkbox"/> Parking Plan</li> <li><input type="checkbox"/> Filming Notification Letter</li> <li><input type="checkbox"/> Polling Notification Letter (if applicable)</li> <li><input type="checkbox"/> Polling Information (if applicable)</li> <li><input type="checkbox"/> Daily Filming Activity Fees</li> <li><input type="checkbox"/> Other Fees (if applicable)</li> <li><input type="checkbox"/> Security Deposit</li> <li><input type="checkbox"/> Release of Liability and Indemnification Agreement (Schedule A)</li> <li><input type="checkbox"/> Certificate of Insurance</li> <li><input type="checkbox"/> Other Conditional Requirements</li> </ul>
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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **SCHEDULE A**

**(Attached to and forming a part of the Application for Commercial Filming Permit)**

### **INDEMNIFICATION AGREEMENT**

I/We, \_\_\_\_\_, (the "Applicant/Permittee"):

- (a) agree that I/we have received good and valuable consideration in exchange for entering into this Indemnification Agreement;
- (b) agree to indemnify, defend and save harmless the Village of Lions Bay, its elected and appointed officials, officers, employees, servants, representatives and agents (collectively the "Indemnified Parties") from and against any and all claims, demands, actions, causes of action, suits, damages, losses, and costs, liabilities, expenses and judgments (including all actual legal costs) incurred in defending any of the foregoing brought or made on behalf of any person or corporation for damage to or destruction or loss of property, including loss of use, and injury to or death of any person or persons, which any of the Indemnified Parties incur, suffer or are put to arising out of or in connection with any act or omission of the Applicant/Permittee, its directors, officers, employees, agents, contractors or invitees, the Indemnified Parties or caused by or arising out of the condition of any real or personal property owned or controlled by the Indemnified Parties or any of them arising from or in any way connected to the Filming Activity or from the Applicant/Permittee's occupation or use of the property of the Village of Lions Bay;
- (c) agree that the Applicant/Permittee's obligations hereunder will survive the expiry or termination of any permit issued by the Village of Lions Bay to the me/us and, notwithstanding such termination or completion, will continue in full force and effect for the benefit of the Indemnified Parties;
- (d) agree that the Applicant/Permittee, upon submitting a Filming Permit application, whether or not a Filming Permit is issued, releases and discharges the Indemnified Parties from any and all losses which the Applicant/Permittee and any of the Applicant/Permittee's directors, officers, employees, volunteers, agents, contractors or invitees may have arising from actions or inactions on the part of the Indemnified Parties;
- (e) hereby waive all rights of recourse against the Village of Lions Bay for loss or damage to the Applicant/Permittee's property, howsoever incurred.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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Applicant/Permittee Name: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Accepted by: \_\_\_\_\_  
Authorized Signatory for the Village of Lions Bay

Date: \_\_\_\_\_

DRAFT



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### *SAMPLE NOTIFICATION LETTER FROM APPLICANT TO AFFECTED HOUSEHOLDS (NO POLLING REQUIRED)*

[Applicant letterhead]

[date]

Dear Neighbours of [address of filming]:

[Applicant] has applied to the Village of Lions Bay (the “Municipality”) to film a [commercial, TV special/series, movie-of-the-week, feature film] called [title] at [address of proposed shoot] on [date(s)] during Daytime Filming Hours (7 am to 10 pm). Municipal facilities requested include: [eg: street parking (from address to address), occupation of all or portion of the (name of) parking lot, operation of fire hydrant, etc.]

The following is an outline of our proposed dates, times and significant Filming Activities:

[For Each Day and Date]

[Time period] – [List in point form all details of any potential disruptions or other relevant activity, including whether scenes are indoors or outdoors, lighting, traffic control, noise, stunts, special effects and parking]]

The Applicant and the Municipality recognize that there are sometimes inconveniences associated with a location shoot, but we are working hard to ensure that your day-to-day schedule is not disrupted and any impacts are minimized to the extent possible.

If you have any questions or concerns about this location shoot, please contact the Village’s Filming Liaison, Hayley Cook, at 604-921-9333, ext.4 or [accounting@lionsbay.ca](mailto:accounting@lionsbay.ca) within 7 days of the date of this letter. The Village Manager will review all resident feedback from Affected Households in considering whether to grant a Filming Permit for this application.

For further information about [name of Applicant] or [name of filming project], please contact me at [phone number and email address] or [Production Liaison’s name, phone number and email].

For general information about filming in British Columbia, or to comment on ongoing productions in British Columbia contact Creative BC (formerly the British Columbia Film Commission) at (604) 736-7997, or visit their website at [www.creativebc.com](http://www.creativebc.com)

Yours truly,

[your name] [Applicant name]

[contact information]



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### *SAMPLE NOTIFICATION LETTER FROM APPLICANT TO AFFECTED HOUSEHOLDS (POLLING REQUIRED)*

[Production company letterhead]

[date]

Dear Neighbours of [address of filming]:

[Applicant] has applied to the Village of Lions Bay (the “Municipality”) to film a [commercial, TV special/series, movie-of-the-week, feature film] called [title] at [address of proposed shoot] on [date(s)]. Due to the proposed filming [covering more than two consecutive days and/or involving filming at night], polling of Affected Households is required.

As part of the proposed filming, Municipal facilities requested include: [eg: street parking (from address to address), occupation of all or portion of the (name of) parking lot, operation of fire hydrant, etc.]

The following is an outline of our proposed dates, times and significant Filming Activities:

[For Each Day and Date]

[Time period] – [List in point form all details of any potential disruptions or other relevant activity, including whether scenes are indoors or outdoors, lighting, traffic control, noise, stunts, special effects and parking]

The Applicant and the Municipality recognize that there are sometimes inconveniences associated with a location shoot, but we are working hard to ensure that your day-to-day schedule is not disrupted and any impacts are minimized to the extent possible.

Over the next few days, representatives from [name of Applicant] will be coming door to door and asking you to participate in a poll for this proposed filming. You will be asked whether you support or oppose our Filming Application. If you have any questions or concerns, I would be happy to speak or email with you.

If you prefer, you may contact the Municipality’s Filming Liaison, Hayley Cook, at 604-921-9333, ext.4, or by email at [accounting@lionsbay.ca](mailto:accounting@lionsbay.ca) to express your support for, or concerns about, our application. Please be sure to clearly state your name and address and leave a phone number or email address if you would like to be contacted.

All polling information will be provided to the Municipality, along with particulars of our application, for consideration of Filming Permit approval in accordance with Commercial Filming Policy 2019-02.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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For further information about [name of Applicant] or [name of filming project], please contact me at [phone number and email address] or [Production Liaison's name, phone number and email].

For general information about filming in British Columbia, or to comment on ongoing productions in British Columbia contact Creative BC (formerly the British Columbia Film Commission) at (604) 736-7997, or visit their website at [www.creativebc.com](http://www.creativebc.com)

Yours truly,

[your name] [Applicant name]  
[contact information]

DRAFT



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### *SAMPLE NOTIFICATION LETTER FROM PERMITTEE TO AFFECTED HOUSEHOLDS*

[Applicant letterhead]

[date]

Dear Neighbours of [address of filming]:

On behalf of [Permittee], we are providing advance notice that a [commercial, TV special/series, movie-of-the-week, feature film] called [title] will be shooting in this neighbourhood from [dates]. We will be primarily working at [address].

The following is an outline of our proposed dates, times and significant Filming Activities:

[For Each Day and Date]

[Time period] – [List in point form all details of any potential disruptions or other relevant activity, including whether scenes are indoors or outdoors, lighting, traffic control, noise, stunts, special effects and parking]

The production company has all the necessary permits for this film shoot. Please note that the public [is, is not] permitted to visit the location during filming.

The producers and the Municipality recognize that there are sometimes inconveniences associated with a location shoot, but we are working hard to ensure that your day-to-day schedule is not disrupted and any impacts are minimized to the extent possible.

If you have any questions or concerns about this location shoot, please contact me at [phone number]. During the shoot, you can also talk to [Production Liaison's name and phone number] who will be on location. If you have further questions about filming within the Village of Lions Bay or specific concerns about this location shoot, you can contact the Village's Filming Liaison, [name] at [contact telephone number and email address].

Thank you. Your cooperation will help make this location shoot a success and help to encourage more producers to visit the Village of Lions Bay in support of British Columbia's billion-dollar production industry. For general information about filming in British Columbia, or to comment on ongoing production in British Columbia contact Creative BC (formerly the British Columbia Film Commission) at (604) 736-7997, or visit their website at [www.creativebc.com](http://www.creativebc.com)

Yours truly,

[your name] [production company]  
[your contact information]

**Filming Hours for Comparison:**

<b>Municipality</b>	<b>Hours of filming:</b>	<b>Notes</b>
District of North Van	<b>7am to 11pm</b> Mon to Sat, Sun & STATS - 8am to 10pm	Approval from Film Coordinator required for filming outside these hours
New Westminster	<b>7am to 10pm</b> - no filming on STATS or days of recognition	Exemption to Noise Bylaw approved by Filming Coordinator
District of Squamish	<b>8am to 10pm</b> Mon to Sat	No filming on Sunday without noise exemption permit - issued by CAO
Parksville	<b>9am to 11pm</b>	Through Noise Bylaw, no hours of filming defined
Bowen Island	<b>7am to 11pm</b> Mon -Fri, 9am to 6pm Sat, Sun and STATS	Noise Bylaw exemption issued by Council
Whistler	<b>8am to 10pm</b>	Exemptions may be granted by Council
West Vancouver	<b>7am to 10pm</b> Mon to Sat, 8am - 10pm Sun	No filming on STATS without special permit issue by Staff
Belcarra	<b>7am to 9pm</b> Mon to Sat	Through Noise Bylaw, no hours of filming defined.
Anmore	<b>7am to 10pm</b> Mon to Fri, 9am to 6pm Sat, no filming Sun & STATS	Permit required for extension to hours; issued by Staff

**From:** Azordegan Azordegan Family [mailto:azordeganfamily@yahoo.com]  
**Sent:** Wednesday, October 23, 2019 9:32 PM  
**To:** Peter DeJong <cao@lionsbay.ca>  
**Cc:** Ron McLaughlin <mayor.mclaughlin@lionsbay.ca>  
**Subject:** Re: Draft Filming Policy Review

Hi Peter,

We reviewed the filming policy. No filming for us is better than filming because of the inconvenience. Below are a few suggestions to the Draft policy:

- The noise by-law must be enforced for any type of filming (e.g. commercial, or non-profit or educational) regardless of the number of days of filling. No filming should start earlier than 8:00 AM. The policy states from 7 AM to 7 PM. Park hours are from 8 AM thus, please change the start time of filming from 8 AM and not 7 AM.
- We suggest changing 15% to 10% for the immediate impacted residents. We don't understand where 15% came from?
- For those impacted families who oppose such filming, before the filming application is approved, they should agree to provide accommodations for those impacted residents who object to filming.
- The filming company location manager must have 1: 1 meeting with those residents who oppose filming and receive approval from them based on their requirements to accommodate them. Please indicate this in the filming policy.

The Lower Kelvin Grove (LKG) only has 9-10 families who are immediately impacted by filming not the Sweet Water or those who live on the upper part of the Tidewater.

Thank you

Regards

Farrah

**From:** [johntsangmd@shaw.ca](mailto:johntsangmd@shaw.ca)  
**To:** [Lions Bay Feedback](#)  
**Subject:** filming policy  
**Date:** Tuesday, October 29, 2019 12:37:42 PM

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Dear sir/madam,

I believe that the approval for filming in the Lower Kevin Grove area should be determined by the local residents only and not by the entire Village. The impacts are obviously different during the filming. An 80% approval is a reasonable threshold. The local residents should also be reimbursed for their inconvenience, if approval is given. Thank you.

John Tsang  
80 Tidewater Way

**SCHEDULE 7 – FILMING [Draft to be reviewed with Commercial Filming Policy]**

<b>Description</b>	<b>Fee</b>
Filming application fee (non-refundable)	\$300
Filming fees (per day):	
Residential Zone	\$1,000
Commercial Zone	\$500
Additional Location Fees (per day):	
Undeveloped Municipal Land	\$500
Tennis Courts, Wade Park, Trails (eg: Centennial, Pride, Marjorie Meadows)	\$750
Lions Bay Beach Park, Kelvin Grove Beach Park, Brunswick Beach Park/Esplanade	\$1,000
Broughton Hall	\$500
Council Chambers	\$250
Fire Hall (Requires at least one member of LBFR present - Interruptions possible)	\$100/hour
LBFR Training Facility (Requires LBFR personnel on site – minimum number depends on filming activity)	\$100/hour per person
Temporary closure of road (total blockages generally no more than 10 minutes at a time)	\$80/hour (plus costs of certified traffic control company at applicant's expense)
Pyrotechnics Permit (per day)	\$500
Parking fees:	
Car	\$30/day (Completely Electric Vehicles \$0/day)
Truck (includes generator)	\$120/day (Solar/Battery Generators \$0/day)
Filming Liaison	\$80/hour (regular hours)
Public Works Services	\$80/hour per person (regular hours)
Village Manager	\$160/hour (regular hours)
Lions Bay Fire Rescue Services (LBFR)	\$500/hour
Extraordinary Services (Municipal staff call outs outside regular hours or requirement to hire contractor)	Hourly rate x 1.5 or contractor's costs x 1.25
Fire Hydrant Use (only to be operated by Municipal employees)	\$80 per hour - regular hours (7am – 3pm) \$120 per hour (3 hours minimum) outside regular hours
Damage deposit	\$10,000 (refundable)

[Amended by Bylaw No. 554]

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## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Request for Decision</b>		
<b>Title</b>	<b>Surrey Fire Dispatch Service Contract Renewal</b>		
<b>Author</b>	<b>Peter DeJong</b>	<b>Reviewed By:</b>	<b>Andrew Oliver</b>
<b>Date</b>	<b>October 10, 2019</b>	<b>Version</b>	
<b>Issued for</b>	<b>October 15, 2019</b>		

### Recommendation:

- (1) THAT the Surrey Fire Dispatch Service Contract be renewed for the term 2020-2024; and
- (2) THAT the Mayor and Corporate Officer be authorized to execute it in substantially the form attached to this report.

### Attachments:

- (1) Cover letter from City of Surrey Fire Chief Larry Thomas;
- (2) Surrey Fire Dispatch Service Contract for the term 2020-2024.

### Key Information:

The Fire Dispatch Service Contract with the City of Surrey is coming up for renewal at the end of 2019 and they are looking to firm up their service requirements for next year and beyond. The terms of service have been good for Lions Bay and there are no complaints about the quality of those services. The renewal of dispatch services through the City of Surrey has been reviewed with Fire Chief Andrew Oliver.

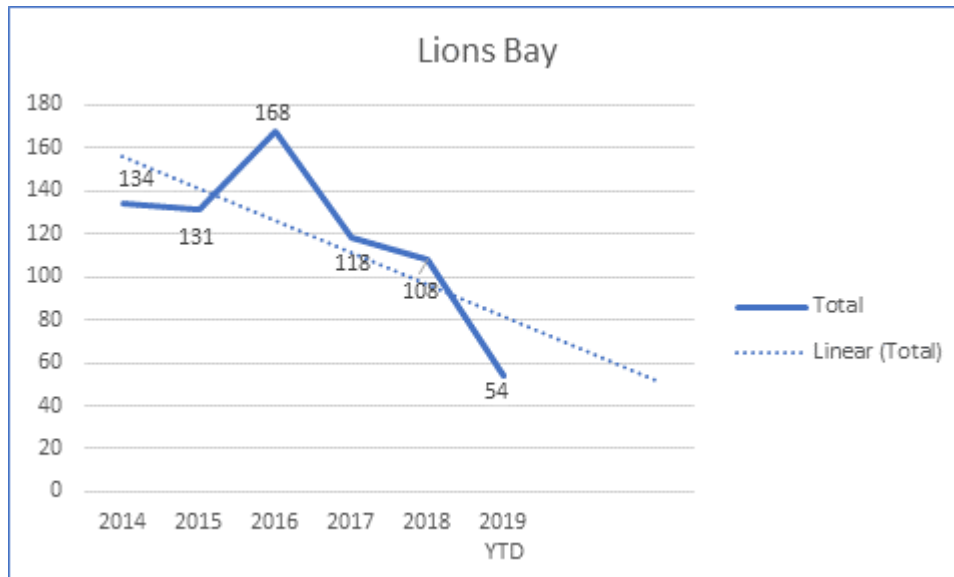
The proposed new contract does include some thresholds for incidents in relation to costs and the following sets out our trends in this respect.

Lions Bay

<b>Year</b>	<b>Count of CAD Incidents</b>
2014	134
2015	131
2016	168
2017	118
2018	108
2019 YTD (Jan-June)	54
<b>Grand Total</b>	<b>713</b>



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



The new contract provides the same dispatch services, including access to FDM records management, as the current contract (\$4707/year). In addition to that, the fire department pays \$600/year for the software maintenance licensing on two (2) mobile data terminals (MDT) in apparatus. The MDT hardware is owned by the Municipality. There is also a hardware router for printer Rip n Run reports which was purchased from Surrey by the Municipality when printout incident sheets first started. This router will likely reach end of supported life during the term of this contract and need replacing at the Municipality's cost (est. \$1,000).

### Options:

- (1) Approve the recommendations;
- (2) Refer the matter back to staff with alternative directions.

**Preferred Option:** Option 1. There is only one other fire dispatch service provider in the lower mainland and that is E-Comm, whose terms of service would not be as favourable to the Municipality.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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**Financial Considerations:** See comments above.

**Legal Considerations:** Either party may terminate the contract on 6 months' notice and there is a dispute resolution provision included. A slight change was made to the wording of the Indemnification clause to accommodate the interests of the Village of Lions Bay.

**Follow Up Action:** Communicate and follow up with the Fire Chief and Surrey Fire Dispatch.

THIS AGREEMENT is made effective the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BETWEEN:

**CITY OF SURREY**

13450 – 104 Avenue  
Surrey, BC V3T 1V8

("Surrey")

OF THE FIRST PART

AND:

**MUNICIPALITY OF THE VILLAGE OF LIONS BAY**

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

(the "Client")

OF THE SECOND PART

**WHEREAS** Section 23 of the *Community Charter*, S.B.C. 2003, c. 26, as amended, provides that the corporate powers of a local government include the power to make agreements with a public authority respecting activities, works or services within the powers of a party to the agreement, including agreements respecting the undertaking, provision and operation of activities, works and services.

**AND WHEREAS** Surrey has agreed to receive, process by means of computer aided dispatch service, and retransmit, all emergency related calls to the Client.

**NOW THEREFORE** in consideration of the mutual covenants and agreements herein contained and subject to the terms and conditions hereinafter set out, the parties mutually agree as follows:

**Definitions and Interpretation**

1. In this Agreement, the following definitions apply:
  - (a) "Agreement" means this agreement, including all schedules.
  - (b) "Additional Service" means any service other than the "Dispatch Service" to be provided by Surrey to the Client, some examples of which are included in Schedule "B".
  - (c) "Additional Service Fees" means fees for any Additional Services as set out in Schedule "B".

- (d) "After-hours Service" means an additional service for the answering of non-response fire department phone calls and business calls outside of business hours, by Surrey for retransmission to the Client.
- (e) "Annual inflation" means the year over year cost increases related to labour and technology maintenance, which are determined at the end of the calendar year, for the billing year going forward as described in Schedule "A".
- (f) "BCEHS" means British Columbia Emergency Health Services who operate emergency medical dispatch services and the BC Ambulance Service.
- (g) "Business Hours" means normal operating business hours.
- (h) "By-law Services" means an additional service for which the Surrey will provide non-emergency radio support, answer after-hour calls for Client by-law officers, document the calls and notify or retransmit them to the Client.
- (i) "CAD" means a computer aided dispatch system used by fire dispatchers for dispatching purposes, including the FDM computer aided dispatch used by Surrey.
- (j) "Dispatch Service" means the receipt by Surrey of requests for service on behalf of the Client and retransmission by Surrey of those requests to the Client by utilizing, providing or meeting the following:
- Dispatch radio consoles
  - Radio paging
  - Radio talk group support for emergency transmissions
  - Secondary PSAP 9-1-1 telephony services
  - NFPA 1221 – Standard for the installation, maintenance and use of the Emergency Services Communications systems (as revised from time to time)
  - NFPA 1061 - Professional Qualifications for Public Safety Telecommunicator
  - CAD services
  - IT support as it relates to CAD response programming, including mutual and automatic aid requests
  - CAD to RMS data transfer, with security set up for accessing the hosted database (workspace), including basic RMS license for each station and admin
  - CAD to CAD interface with BCEHS
  - GIS mapping for CAD
  - Recording of operating radio channels for fire department use
  - Time stamping of all movements for the duration of the incident
  - Configuration of Mobile CAD
  - Active incident viewer
  - Annual and monthly Client statistical reports
  - Daily situation Client reports
  - Annual Client meeting
  - Email event gateway notification to Client enterprise email address
  - Recommendations for technology for station alerting and Rip-n-Run printing

- (k) "Emergency" means any notification that generated a response of personnel and/or a generation of a file by incident number.
- (l) "FOI/RFI requests" means an additional service for providing recordings in response to requests under the Freedom of Information and Protection of Privacy Act or other requests for information.
- (m) "GIS" means geographical information system to provide map data, supported by Geo BC & GIS Innovations to maintain accurate road and street data for incident locating in CAD.
- (n) "Jurisdiction Coverage Area" means the primary response boundaries of the Client and may include CAD mapping for any mutual and automatic aid coverage areas.
- (o) "LiveMuM" means an additional service which provides automated move-up and coverage recommendations for the jurisdiction coverage area.
- (p) "Mobile CAD" means an additional service which provides software in the apparatus for assistance while responding to an incident, and includes incident location, mapping, active incident listings and automated CAD benchmarking for timestamps.
- (q) "PSAP" means the public safety answering point which is responsible for receiving and down streaming fire related 9-1-1 calls to Surrey.
- (r) "Public Works Service" means an additional service for which Surrey will answer after-hour public works requests for Client, document requests, and notify or retransmit them to the Client.
- (s) "Recordings" means audio voice recordings of radio and telephone calls and in the case of NG 9-1-1 recordings, may also contain video, photographic and text message data.
- (t) "RMS" means records management system software for documenting fire department related data.
- (u) "Third Party Data Transfer" means the transfer by Surrey of copies of all or part of Client's CAD to RMS data to an additional party named by the Client.

### **Dispatch Service**

2. Surrey agrees to provide the Client with the Dispatch Service on the terms and conditions contained in this Agreement.
3. For the Dispatch Service, the Client agrees to pay to Surrey telecommunications costs, including equipment installation and upgrading costs, incurred to transmit data to and from Surrey, in addition to the fees as set out in Schedule "A", which are payable as follows:

- (a) each year, the Client shall be billed July 1st for the annual fees for that calendar year as described in Schedule "A", including any adjustments for changes in calls for service, and inflation costs as determined by Surrey in accordance with Schedule "A";
- (b) all invoices, bills and charges rendered by Surrey shall be paid by the Client within 30 days of receipt.

### **Additional Services**

- 4. Surrey agrees to provide the Client with the Additional Services requested in writing by the Client.
- 5. For the Additional Services provided by Surrey, the Client agrees to pay Surrey as set out and described in Schedule "B", which are payable as follows:
  - (a) including any adjustments for changes in calls for service, and inflation costs as determined by Surrey. in accordance with Schedule "B";
  - (b) all invoices, bills and charges rendered by Surrey shall be paid by the Client within 30 days of receipt.

### **Term and Termination**

- 6. The term of this Agreement shall commence on the date of execution of this agreement and terminate on the 31<sup>st</sup> day of December 2024.
- 7. Either party may terminate this Agreement by giving the other party six (6) months' written notice at the above address. The Client will pay to Surrey all amounts owing under this Agreement for the Service provided by Surrey up to and including the date of termination.
- 8. In the event this agreement terminates for any reason, the Parties will work cooperatively to transition the Client to a new service provider. All reasonable efforts will be taken to ensure the uninterrupted provision of Services.
- 9. Any Dispatch Services provided by Surrey to assist in transition after the agreement termination date will be payable to Surrey by the Client, as determined by Surrey's then current rate for Dispatch Services. Fees related to transition data transfer or back up data base provision will be determined and quoted during the period of transition. Software vendors may need to be engaged to assist with such transfers.

### **Surrey Responsibility**

- 10. Surrey shall be responsible for, have control and custody of and maintain the computers, computer programs, telephony systems and other equipment necessary, and provide the staff to receive and retransmit the Emergency calls emanating from the Client and provide ongoing radio support to attending emergency response crews.

## Client Responsibilities

11. The Client shall provide and maintain existing or compatible radio systems and hardware to receive the transmittals from Surrey. Surrey will provide the Client with as much notice as practicable in advance of undertaking any major changes to the Surrey radio systems.
12. The Client, at its expense, will provide Surrey with all information deemed necessary by the Surrey Fire Chief or designate, in order that Surrey may properly provide the services to Client. Unless otherwise agreed in writing by Surrey, the Client is responsible for providing and maintaining its own computers, software and other equipment and supplies required for the receipt of the services.
13. The Client agrees that it will continue to be responsible for receiving all non-response and business calls directly during normal business hours.

## Records

14. Surrey shall retain:
  - (a) all recordings of Emergency calls and other dispatch recordings relating to Client incidents for a period of 180 days; and
  - (b) all other incident data records for a period of seven (7) years.
15. Surrey shall provide the Client with copies of incident recordings or records upon request from the Client within five (5) business days, for the Client fire department's exclusive use.
16. For the purposes of the *Freedom of Information and Protection of Privacy Act*, the recordings and electronic records of Surrey relating to any services provided by Surrey to the Client are deemed to be the records of the Client. Should Surrey receive an FOI/RFI request relating to such services, the Client agrees that Surrey will transfer the request to the Client, and the Client agrees to accept the transfer, for the Client to respond directly to the applicant.
17. To request copies of records from Surrey in order to respond to an FOI/RFI request received by the Client, the Client will utilize Surrey's Fire Department information Requests web portal (<https://www.surrey.ca/city-services/14400.aspx>). The current posted Dispatch Recording Application Fee will be payable by the Client in Surrey. In such cases, Surrey will forward the raw data relating to the request to the Client within five (5) business days.
18. If requested by Client to provide a third party data transfer, Surrey will export incident data via a socket transmitter or email gateway from FDM CAD/RMS to a third party vendor computer, upon receipt from the Client of a written authorization to provide the data to the specified third party.

## Indemnification

19. Where it is contributorily negligent, the Client agrees to indemnify and save Surrey, its councillors, employees and agents forever harmless from any and all liability arising from any possible breach of privacy under the *Freedom of Information and the Protection of Privacy Act*.
20. Where it is contributorily negligent, the Client agrees to indemnify and save Surrey, its councillors, employees and agents forever harmless from any and all liability arising from personal injury, death or other damages or loss, whether to persons or property, which may be suffered, sustained or which are in any way attributable to the Service or this Agreement. This includes, but is not limited to, liability arising from the negligent performance of dispatch services or arising from the breakdown, malfunction or failure of computer aided dispatch equipment, including related equipment such as telecommunications equipment. Where it is contributorily negligent, the Client also agrees to indemnify and save Surrey, its councillors, employees and agents forever harmless from any and all liability arising from erroneous or inaccurate information provided by the Client or by a party using the Service.
21. Sections 14, 15, 16, 17, 19 and 20 shall survive termination of this Agreement.

## Dispute Resolution

22. If there is any dispute regarding the interpretation, performance, or an alleged breach of this Agreement, either party may give written notice of dispute to the other party and a representative from Surrey's and a representative from the Client shall meet within three (3) business days after the notice of dispute is given and shall attempt in good faith and using reasonable efforts, to resolve the matter equitably to the satisfaction of both parties. The representatives shall be the Fire Chief of each party or designate. If the Surrey and Client representatives cannot resolve the dispute within five (5) business days after they first meet, it shall be referred for arbitration by a single arbitrator appointed and acting under the *Arbitration Act*, R.S.B.C. 1996, c. 55, as amended, and the arbitrator shall issue a final decision regarding the dispute within thirty (30) days after his or her appointment, subject to extension of that time by agreement of the parties.

## Force Majeure

23. Surrey shall not be responsible or liable in any way for any delays in or suspension of its obligations under this Agreement caused by: (a) acts of God; (b) restrictions, regulations or orders of any government authority or agency or subdivision thereof or delays caused by such authorities or agencies; (c) strikes or labour disputes; (d) fires or other loss of facilities; (e) any breach or delay in the provision of services by any other third party software or technology supplier, which prevents or interferes with Surrey's ability to deliver the Services hereunder; (f) any failure of any utilities or communications (including radio networks and public telephony and wireless services) which materially impacts Surrey's ability to deliver the Services; (g) acts of war (whether declared or undeclared), terrorism, sabotage or similar incidents or events; or (h) any other causes

beyond the reasonable control, and not the result of the fault or neglect, of Surrey (collectively, a “Force Majeure Event”).

- 24. Where there has been a Force Majeure Event:
  - (a) Surrey will take reasonable steps to end, address and/or mitigate the effects of such event; and
  - (b) The parties will work collaboratively to develop the necessary work arounds to ensure the continued provision of the Services, to the extent possible, during the Force Majeure Event.

**General Provisions**

- 25. Neither party may assign this Agreement without the written consent of the other.
- 26. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior representations, understandings and agreements whether verbal or written.
- 27. This Agreement shall enure to the benefit of and be binding upon the parties and their respective successors and permitted assigns.

IN WITNESS WHEREOF this Agreement has been executed on the dates indicated below.

**CITY OF SURREY** by its authorized signatories:

\_\_\_\_\_  
FIRE CHIEF

\_\_\_\_\_  
DATE

**MUNICIPALITY OF THE VILLAGE OF LIONS BAY** by its authorized signatories:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
DATE

**SCHEDULE "A"**  
**MUNICIPALITY OF THE VILLAGE OF LIONS BAY**

**Annual Dispatch Services**

1. The annual Dispatch Service fees set out below will be the only amount charged for the Dispatch Service.
2. Surrey will conduct a call volume review after each calendar year. The annual Dispatch Service fees for the subsequent calendar year may be adjusted based on future call volume increases.
3. Surrey will conduct a labour cost and technology maintenance inflation review of variable costs related to providing the Dispatch Services after each calendar year. These variable dispatch costs may include telecommunication costs, software maintenance licenses and other costs invoiced by suppliers and vendors to Surrey's dispatch center. After its annual review, the Dispatch Service fee for the subsequent calendar year will be adjusted based on the actual labour costs for that year and inflation increases for variable dispatch costs. The fee amounts shown below for the calendar years 2020 to 2024 are estimates only based on an estimated inflation increase of 3%.
4. Annual Dispatch Service fees do not include any telecommunication costs incurred to transmit data to and from Surrey for the Client, including modems, routers and other equipment defined as technology or Engineering and supply of technological interfaces between Surrey and the Client's equipment, or communication circuits or the addition of required circuits within Surrey or Station Alerting equipment or maintenance thereof, for notification from Printer Rip-n-Runs or Radio digital signalling for the various station alerts.
5. Annual Dispatch Service charges do not include any annual maintenance licensing costs for the various "Additional Service" options available to the Client.
6. Annual Dispatch Service fees do not include GST or any other applicable taxes.

Combined Dispatch Service fees for emergency call services

Year	Annual call total up to:	Annual call total up to:	Annual call total up to:	Annual call total up to:	Annual call total up to:
calls	121	133	146	161	177
2020	\$4,806	\$5,287	\$5,815	\$6,397	\$7,037
2021	\$5,099	\$5,609	\$6,170	\$6,787	\$7,465
2022	\$5,409	\$5,950	\$6,545	\$7,200	\$7,920
2023	\$5,739	\$6,313	\$6,944	\$7,638	\$8,402
2024	\$6,088	\$6,697	\$7,367	\$8,104	\$8,914

**SCHEDULE "B"****MUNICIPALITY OF THE VILLAGE OF LIONS BAY****Additional Services**

The following Additional Service options are available to the Client for the costs set out below"

<b>Optional Services</b>	<b>Purchase</b>	<b>Annual Maintenance</b>	<b>Cost per year</b>
Additional FDM RMS license	\$ 7,840	FDM RMS maintenance	\$ 1,568
QlikView/QlikSense license	\$ 440	Qlik maintenance/license	\$ 110
Deccan LiveMuM Software	Quote	Deccan maintenance	Quote
Mobile CAD license per device	\$ 1,600	Mobile CAD maintenance	\$ 320
Mobile data device	\$ 5,000		
Cellular/GPS Modem (Cypress)	\$1,200		
Rip-n-run laser Printer	\$ 500		
Rip N Run router/firewall	\$1,000		
DTMF radio decoder	\$ 400		
Digital radio decoder	\$ 500		
Pre-alert signal box	\$ 500		
PA with pre-alert tones	\$ 1,200		
Additional Tokens	\$ 200		
Additional FDM table	Quote		
Public Works After hours	Quote		
By-law Services	Quote		
FDM Customization	\$ 150/hour		



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Direction Request</b>		
<b>Title</b>	<b>Borrowing for the CWWF Harvey Tank Project and Additional PRVs</b>		
<b>Author</b>	<b>Pamela Rooke</b>	<b>Reviewed By:</b>	<b>Peter DeJong</b>
<b>Date</b>	<b>October 31, 2019</b>	<b>Version</b>	
<b>Issued for</b>	<b>November 5, 2019 Regular Council Meeting</b>		

### **Recommendation:**

THAT Council provide direction to staff with respect to the issues outlined in this report.

### **Attachments:**

- 1) Infrastructure Master Plan (IMP) Financing Loan Authorization Bylaw No. 508, 2016
- 2) MFA Spring 2020 Long Term Borrowing Memo

### **Key Information:**

At the September 17, 2019 Council meeting, staff advised Council that the CWWF Harvey Tank Project was nearing completion and that there would be funds left over. The Province had agreed that the remaining grant funds could be put towards the completion of the (Upper) Bayview Road PRV and Mountain Drive PRV improvements (which were part of the original CWWF grant application), with the requirement that any monies over and above the remaining balance would need to be funded by the Municipality. Council passed the following resolution at the September 17<sup>th</sup> meeting:

THAT Council approve the reinsertion of one or both of the Bayview Road PRV and Mountain Drive PRV improvements, and all associated works, under the Clean Water and Wastewater Fund (CWWF) project, to be funded from the balance of the CWWF project budget remaining after completion of the Harvey Tank replacement and associated works, with any shortfall to be funded by the Municipality as a draw from reserves.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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Subsequent to the Council meeting, staff considered an alternative to drawing funds from reserves: long term borrowing from the Municipal Finance Authority (MFA). IMP Loan Authorization Bylaw No. 508, 2016 provides us with the authority to borrow for the Upper Bayview Road PRV and Mountain Drive PRV improvements. These PRV's were part of the original CWWF project scope for which we received a grant, but they were removed as part of the scope change to a steel tank necessitated by the requirement to reduce our project costs.

Currently, the CWWF project is funded 83% by the grant and 17% from MFA borrowing. If we were to complete the Upper Bayview Road PRV and Mountain Drive PRV improvements under the CWWF project scope, it could be funded with the balance of the CWWF grant and original MFA borrowing, and additional MFA borrowing to the extent required to replace these two PRVs. The MFA borrowing percentage would increase slightly, but the project will still be fully funded by a combination of grant and borrowing. Advantages of borrowing include: utilizing our existing Loan Authorization Bylaw; allowing us to save reserves for projects for which borrowing will not be available due to timelines or the nature of the expenditure; and for projects for which grants are not forthcoming to supplement borrowing.

A third, but critical PRV, identified for replacement in the Infrastructure Master Plan, is the PRV next to the Lions Bay Community School. An automated control valve within this PRV station would allow the pressure zone to be supplied water from either the Harvey Creek or Magnesia Creek water sources while also reducing water age by flushing the dead ends currently formed by the closed valves. Currently, this PRV is only used in the case of extreme emergencies; however, there are several critical fire flow deficiencies south of this station, including the school, which cannot be alleviated without installing a permanent, larger sized PRV at this location.

Staff believe it would be very beneficial to include this PRV with the two from the CWWF project as there are efficiencies to be gained by tendering multiple PRV's and because it would immediately address a critical deficiency in terms of fire fighting capabilities. Although this third PRV was not part of the original CWWF project scope and cannot be considered as part of the CWWF grant, it was included in the next highest priority project for grant consideration – the Bayview Drainage, Road, and Watermain Project. However, staff is concerned that grant funding for this project may not be received any time soon, if



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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at all, and the benefits of doing this PRV now with the other two deserve strong consideration.

This third PRV, adjacent to the school, would be eligible for borrowing under the terms of the IMP Loan Authorization Bylaw, but it was communicated to residents during the referendum process that we would only draw upon the Loan Authorization Bylaw for a project if we had obtained grant funding for the project. If Council were to consider borrowing for this PRV, we would need to communicate this option to residents and ask for their feedback.

### **Desired Result:**

Successful replacement of three critical PRVs: Upper Bayview Road, Mountain Drive and Bayview Road, next to the school.

### **Options to Pursue Desired Result:**

- (1) Fund one or both of the Bayview Road PRV and the Mountain Drive PRV through the balance of the CWWF grant and MFA borrowing;
- (2) Fund one or both of the Bayview Road PRV and the Mountain Drive PRV through the balance of the CWWF grant and a draw from reserves;
- (3) Pursue either Option 1 or Option 2, and add funding of the third PRV adjacent to the school via:
  - (a) MFA borrowing, subject to positive public feedback, or
  - (b) a draw from reserves.

Staff recommends pursuing Options 1 and 3(a) as a means to deliver the best possible result for the Village of Lions Bay. While any of the alternative options will advance the interests of the Municipality, they will not produce the optimal result.

### **Follow Up Action:**

If Option 1 is chosen, apply for the MFA Spring 2020 Long Term Borrowing (required steps detailed in Attachment 2). If Option 3(a) is added to Option 1, communicate the opportunity to the community and, if feedback is positive, increase the amount of the MFA borrowing accordingly.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **Communication Plan:**

If Option 3 (a) is to be pursued, staff will create materials to communicate with the public via:

- (i) the Municipal website;
- (ii) the Village Update;
- (iii) the Official Notice Boards at the Village Office and the Post Office;
- (iv) the Community Notice Boards;
- (v) a direct mail insert to residents mail boxes.

The public will be invited to respond via the website feedback link, email, mail, or directly to the Village Office by November 27<sup>th</sup> so that responses can be included in the agenda package for the December 3<sup>rd</sup> meeting, where Council will need to make a decision one way or the other so staff can finalize the MFA submission by the December 16, 2019 deadline.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY



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

**Adopted: December 6, 2016**

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

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

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

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

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

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

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

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

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

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

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

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

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

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


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

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

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

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

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

  
 \_\_\_\_\_  
 Mayor

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

Financial Services  
 Tel. 604 432-6249 Fax 604 436-6860

October 8, 2019

File: CR-07-10

All Municipal Treasurers/Directors of Finance/Chief Financial Officers

**Re: MFA Spring 2020 Long Term Borrowing**

In addition to MFA's notification regarding the fall borrowing deadlines, additional information for Metro Vancouver municipalities regarding timing and document requirements is included below. A copy of MFA's notice is attached for your convenience.

For those who wish to participate in the spring 2020 Debt Issue, the MFA meeting to approve member's requests for participation will be held on March 26, 2020. The actual bond issuance can happen immediately after approval at this meeting. As such, all documentation for those participating must be completed in advance of this date.

As is the case every year at this time, we do not know for certain the 2020 Committee meeting dates, and only recently received confirmation on 2020 board meeting dates. Based on these dates we will be required to bring borrowing requests to our January board meeting. This means that the deadline for submission to Metro Vancouver is earlier than in previous years.

We require your **completed documentation by Monday, December 16<sup>th</sup>, 2019 at the latest.** Please feel free to submit documents earlier so that we can complete your file before the new year.

Necessary documentation:

- Adopted Loan Authorization Bylaw (signed)
- Certificate of Approval
- Municipal Security Issuing Resolution (approved)
- Completed Liability Servicing Limit Statement within the past 12 months
- 2019-2023 Five-Year Financial Plan showing:
  - Budgeted annual debt servicing costs
  - Source of revenues for debt servicing
  - Schedule of anticipated future borrowing
- 2018 Audited Consolidated Financial Statements
- Schedule of designated and non-designated reserves

**If you expect to participate in this issue, please advise us as soon as possible so that we can work together to ensure everything goes smoothly.**

If you have any questions regarding the process or the documentation requirements, please contact me at 604-451-6516 or at [Jeffrey.lovell@metrovancouver.org](mailto:Jeffrey.lovell@metrovancouver.org).

Regards,

Jeffrey Lovell, Division Manager, Financial and Capital Planning, Metro Vancouver

JL/rb

33047762



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

<b>Type</b>	<b>Request for Decision</b>		
<b>Title</b>	<b>Transit Funding Allocation Opportunities</b>		
<b>Author</b>	<b>Peter DeJong</b>	<b>Reviewed By:</b>	
<b>Date</b>	<b>October 31, 2019</b>	<b>Version</b>	
<b>Issued for</b>	<b>November 5, 2019 Council Meeting</b>		

### **Recommendation:**

- (1) THAT the additional 1000 Phase 2 service hours allocated to Lions Bay in 2020 be implemented in respect of weekday evening service;
- (2) THAT the Municipality put forward a request for an additional 2500 hours under the Phase 3 service hour allocation process for the purpose of improving frequency of service during the morning and afternoon peak periods;
- (3) THAT staff be directed to explore with Translink the potential for converting the Lions Bay transit service model to an express service between Lions Bay-Horseshoe Bay-Park Royal utilizing the combined current and additional Phase 2 and 3 service hours; and
- (4) THAT staff be directed to secure the BICCS/WITT grant funding allocation for Lions Bay for 2020 through submission of a “placeholder” application in respect of the Lions Bay Avenue Connector Project.

### **Attachments:**

- (1) October 25, 2019 Lions Bay-Translink Meeting:
  - (a) Agenda;
  - (b) Draft Minutes;
  - (c) Presentation Slides;
- (2) Summary of Phase 2 and Phase 3 Service Funding Options/Opportunities;
- (3) BICCS/WITT Grant Funding Allocations;
- (4) Lions Bay Avenue Connector Project.



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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### **Key Information:**

On October 25<sup>th</sup>, Mayor McLoughlin and CAO DeJong met with Translink staff to review a variety of matters related to the Lions Bay transit service. The attached Agenda, Draft Minutes and Slide Presentation provides details in respect of these discussions.

Phase 2 Allocation: In respect of already allocated Phase 2 service hours, we simply need to advise them as to how we wish them to be applied: primarily to evening service or to peak afternoon service. There are insufficient hours to address both demands and survey data indicated a higher degree of demand for the evening service. We have identified a potential opportunity to also address weekend morning deficiencies utilizing some of the hours by ending the evening service by 11 pm (i.e. time bus arrives back at Caulfeild).

Phase 3 Allocation: This has not yet been determined, but workshops on Nov.20 and 22 will determine the envelope that municipalities choose to fund through the Translink Mayor's Council. It is important that we be as specific and clear in our requests as possible and emphasize the relatively inexpensive costs compared to other projects like RapidBus. Clarifying how we will implement our Phase 2 hours will enable us to be specific about our Phase 3 request for additional morning and afternoon peak hours to get our frequency down to an acceptable 30 minutes or so.

Staff have identified a potential for an express 262 service from Lions Bay to Horseshoe Bay to Park Royal and back again. At a minimum, it would require about 7000 hours to span from about 6 am to 11 pm at 90 minute intervals; increasing frequency from there for peak period service would require another 1300 to 2000 hours for a total of about 8300-9000 hours. Our current service uses almost 5000 hours and Phase 2 will bring it up to about 6000 hours; the Phase 3 request above for 2500 hours would bring the total under the current transfer service model to about 8500 hours. The idea of an express service model is one which ought to be considered through further exploratory discussions with Translink. This does not affect our Phase 3 allocation request.

**BICCS/WITT Grant Funding:** These bicycle and walking infrastructure grant programs provide for both "allocated" and "competitive" funding. The Lions Bay allocation for 2020 totals \$101,000 and is likely to remain at similar levels for the following years. These funds can be combined over a multi-year period (up to 4 years) and for small municipalities, the



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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split is 75% grant to 25% municipal funds. In 2018, Council directed staff to look into the costs for an engineered design for a protected multi-use path between the bus stop at the Park and Ride and the foot of Lions Bay Avenue, with an additional protected section linking to the Kelvin Grove Trail connection halfway down the southbound Hwy.99 onramp. Staff analysis of the information received has led to a belief that such a project could potentially be done for around \$200,000. If the BICCS/WITT funds were to be accumulated for two years, the local share could be about \$50,000. There is insufficient time to put forward a detailed application, but Translink has indicated a willingness to accept a “placeholder” application to ensure that our 2020 allocation is not lost while we consider the potential for this project in more detail.

**Options:**

- (1) Approve the recommendations above.
- (2) Amend the recommendations and then approve.
- (3) Provide staff with alternate directions.

**Preferred Option:** Option 1, approve the recommendations which are aimed at maximizing the opportunities available to us and keeping open future options to improve services and infrastructure. These actions are consistent with statements in our OCP and our efforts to create a more complete, sustainable community.

**Financial Considerations:** These are noted in the Summary attached to this report.

**Follow Up Action:** Per Council direction.

**Communication Plan:** To be determined.



## Meeting to Discuss Lions Bay Service

October 25, 2019

12:00pm-1:00pm

### Attendees

#### *Lions Bay*

Mayor Ron McLaughlin  
Peter DeJong

#### *TransLink*

Mike Buda  
Holly Foxcroft  
Danielle DeVries

### Agenda

1. Introductions
2. Review of Lions Bay community survey results
3. Discussion of summer service ridership
4. Recent customer comments
5. Phase 2 Investment Plan service improvements
  - Evening span extension Monday to Thursday; or
  - Peak period travel increase
6. Phase 3 Investment Plan update
7. Walking Infrastructure to Transit (WITT) and Bicycling Infrastructure Capital Cost Share (BICCS) cost sharing programs—application deadline Oct 31, 2019
8. Additional agenda items



## Meeting to Discuss Lions Bay Service

October 25, 2019

12:00pm-1:00pm

### Attendees

#### *Lions Bay*

Mayor Ron McLaughlin (RM)

Peter DeJong (PD)

#### *TransLink*

Mike Buda (MB)

Holly Foxcroft (HF)

Danielle DeVries (DD)

### Minutes

#### 1. Introductions

- a. HF introduced Transit Network Management role and overview of data analysis for additional service
- b. Ask for additional agenda items
  - i. PD HandyDART service area
    1. HF there are 5 customers registered, may be using taxis
    2. PD would like to include HandyDART on their website
    3. **HF** will send materials from access transit

#### 2. Review of Lions Bay community survey results

- a. HF reviewed current service levels on the 262
- b. PD pointed out the sign from summer service is still up on the bus stop ID pole
  - i. **HF** and **DD** will get West Vancouver Transit (WVT) to remove
- c. PD Blue Bus WVT schedule and CMBC online schedules are not aligned



- i. HF pointed out that the WVT and CMBC schedules are not aligned with timing for operator shift sign up
- d. Overview of the survey
  - i. HF thanked PD, RM for hosting this survey as it is helpful to know what the community is looking for
  - ii. RM asked if there were any questions that we would ask differently
    - 1. DD suggested the question that was difficult to interpret was the categories in the “how you would implement more service” question. All of the above is difficult to determine what the priority is when we cannot implement all right away
    - 2. Agree it is useful to see that evenings is priority
  - iii. PD delved into the comments that stood out
    - 1. PD Is there a possibility for on-demand transit in Lions Bay?
      - a. HF explained the pilot on Bowen Island and how it worked with the app. Explained that we are looking at ways to scale this up and it is possible Lions Bay is a candidate.
      - b. PD what was the incremental cost?
        - i. **HF** will ask the group that did this project
  - iv. RM asked about why the apps (Transit App, Google) show that there is a scheduled trip upcoming and then the app will change and say that there is another 20 minutes until the bus. What happens when the bus doesn’t come?
    - 1. HF it could mean that it was cancelled
    - 2. HF it could be there are no GPS



3. DD it could be time lagged between reading the schedule and the real time information

4. HF Is there information on the website for why this happens? **DD** will find out

3. Discussion of summer service ridership

a. APC = automated passenger counters—our main data source for bus because it shows people getting on and off the bus

b. HF overviewed results

c. DD explained why there are portions of people, because APC data uses averages

d. PD asked about whether the vehicles have APC and why the data wasn't clear for the Fall 2018 numbers with the 259 going out and 262 taking over

i. HF looked up follow-up letter that went out

ii. HF we assumed 50% Lions Bay residents before, and it went down to 46%

iii. DD the 259 was only for one month in fall 2018—it went away in October

iv. HF going forward the 259 data integration won't be a problem

v. PD the 50% seems low

vi. **DD** will check accuracy of Fall 2019 data once it is complete

e. PD data drops off at 11 p.m. on weekdays. What if we cut this off at 10 p.m. and used this to add extra trips in the peak times or on weekend mornings?

i. HF would potentially be hours, but need to see if there is vehicles and schedule availability

4. Recent customer comments

a. HF overviewed what we received and sent as a response to customers

b. RM asked if we received comments about the service before this



- c. PD suggested that there are lots of actual complaints about reliability of the service in the survey, as well as requests for:
    - i. Later evening service on weekdays
    - ii. More frequent than hourly
    - iii. Earlier weekend service
    - iv. increase the p.m. peak frequency
    - v. make the connections with the 257 work—It seems hit and miss
5. Phase 2 Investment Plan service improvements
- a. HF overviewed the funds available and what the options are to use them
  - b. PD and RM would like to know if we can do some of the afternoon peak in addition to some of the weekday evening span
  - c. **HF** we will come back with some options that combine the p.m. peak and the mon-thurs span, if it is feasible with vehicle availability
  - d. PD question for timing
    - i. HF peak improvements timed to vehicles, so may take longer
    - ii. HF span improvements could be summer 2020
  - e. PD how soon would we be able to time the projects/know what is upcoming?
    - i. HF will follow-up after meeting with West Vancouver Transit next week
6. Phase 3 Investment Plan update
- a. MB need to think about the staging, so you (Lions Bay) know what you are asking for going into the November workshop
  - b. MB be clear to know what you need and that it is not that costly compared to projects like the RapidBus—say the exact times and projects you want (span and frequency)



- c. HF and MB explained process and that Lions Bay doesn't show up on the maps from the technical perspective, but will come in at the regional distribution equity point so Lions Bay gets some of the service
  - d. DD clarified that there are technical benefits if they want to speak the data language, e.g. going 60 mins to 30 mins is halving the wait times and doubling the service, so large benefit for small number of people
  - e. PD asked for answers about the Phase Two project before the November meeting so they know what to ask for in Phase Three
7. Walking Infrastructure to Transit (WITT) & Bicycling Infrastructure Capital Cost Share (BICCS)
- a. HF overviewed that the deadline for funding is Oct 31
  - b. MB said to get something on the paper and deal with the muni approvals after
  - c. RM referred to possible projects they could action
  - d. PD referred to a project with quotes in central Lions Bay for shared-use connecting pathways
  - e. MB just a letter with a date before the 31<sup>st</sup> that is outlining the potential project and adjustments can be made later
  - f. HF lighting is also an eligible project
  - g. RM and PD will talk offline and prepare the project letters
  - h. **HF** will clarify with Shezana and follow-up
8. Additional agenda items

Meeting Adjourned at 1:08



# TransLink & Lions Bay

## October 25, 2019

TransLink Transit Network Management



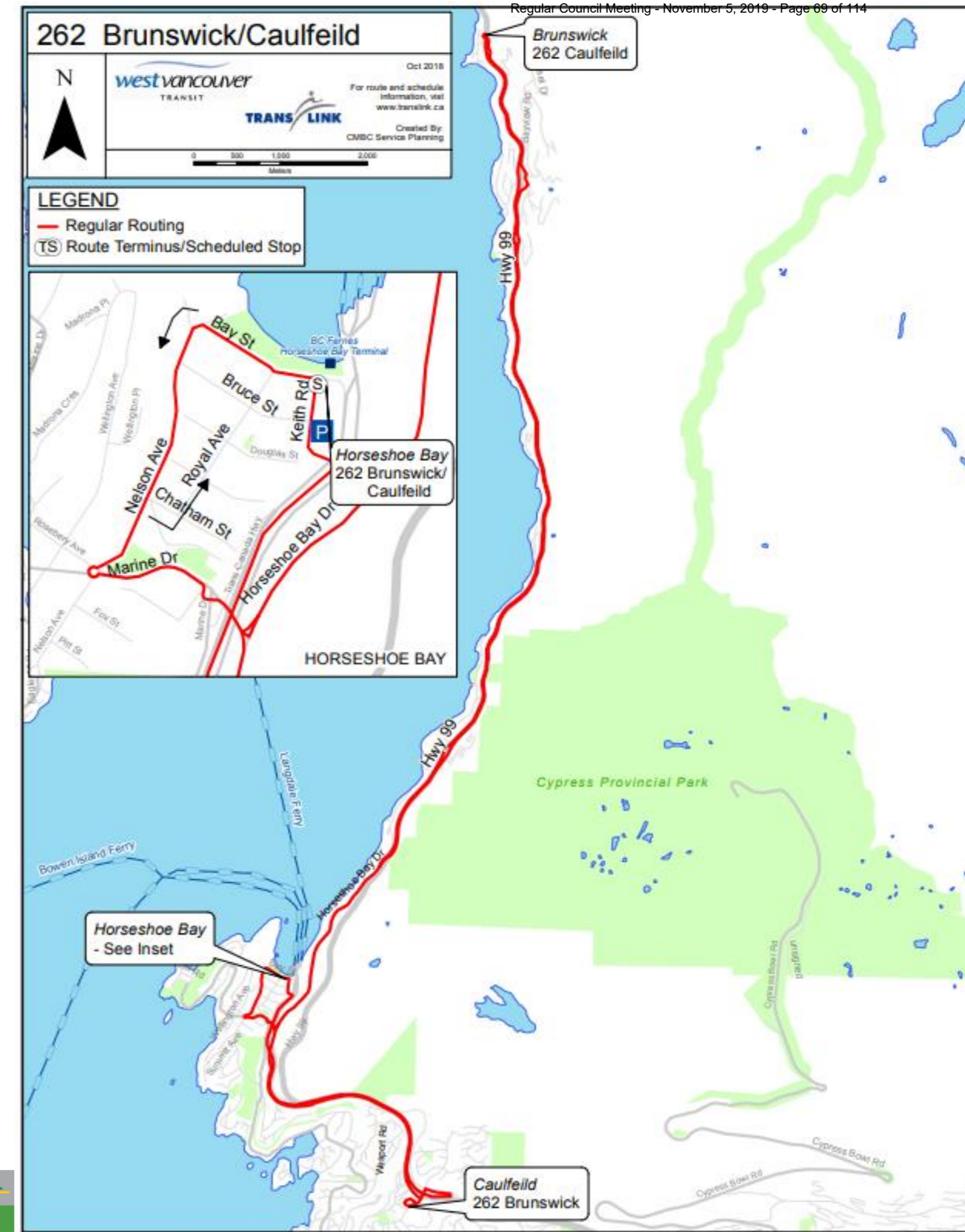
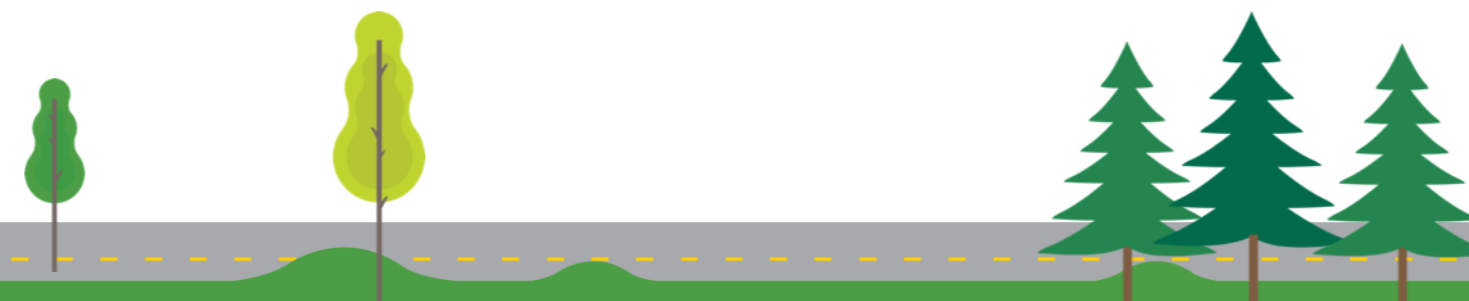
Together all the way



# Lions Bay Transit Service

- Lions Bay is served by the 262 bus
- Shuttle bus continues to meet ridership needs
- Current schedule:

Day Type	Frequency	Span
Mon-Thurs	60 min	6 a.m. – 7 p.m.
Fri	60 min	6 a.m. – 11 p.m.
Sat	60 min	9 a.m. – 11 p.m.
Sun/Hol	60 min	10 a.m. – 6 p.m.



# Lions Bay Community Survey

- In June and July 2019, community members took a transit survey
- Final results have **170 responses** from people in all areas of Lions Bay and 3 external
  - 80% of these community members use the bus
  - Most have at least one transfer on their journey
- If additional service is provided, then they would like:

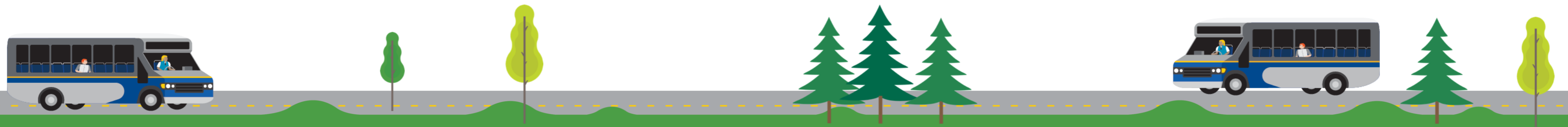
Service Type	Survey
a.m. peak	61
p.m. peak	62
<b>Any peak</b>	<b>68</b>
Fri-Sat evenings	86
Sun-Thurs evenings	86
<b>Any evenings</b>	<b>98</b>



# Summer Service Ridership

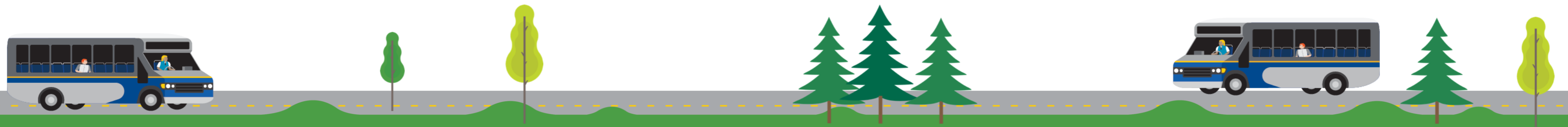
- Piloted evening service Mon-Thurs until 11 p.m.
- Service was well received by community members
- Data shows that 3-5 people per trip used this service

APC Boardings, summer season				
Trip	Fri 2018	Mon-Fri 2019	Sat 2018	Sat 2019
8 p.m.	0.9	5.3	7.7	11.0
9 p.m.	1.5	4.5	5.0	8.0
10 p.m.	0.5	4.8	3.5	8.0
11 p.m.	0.4	2.3	3.0	3.0



# Recent Customer Comments

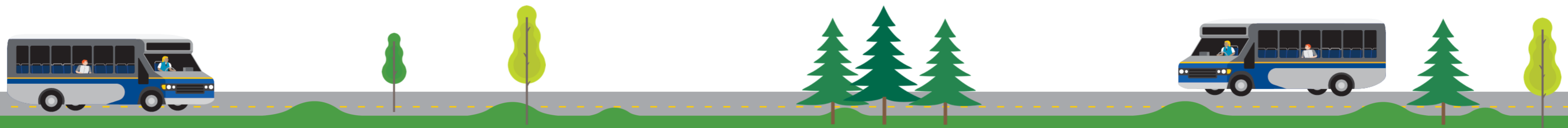
- We received **37 requests** in September to continue the Mon-Fri evening service year-round
- We sent a response to each community member explaining:
  - This was a pilot for 2 months
  - There is additional funding available for Lions Bay 2020-2021
  - We received the Lions Bay transit survey and know that the community wants additional evening service and also additional peak service
  - We will be meeting with your Mayor and municipal staff



# Phase 2 Investment Plan

- Phase 2 includes **approx. 1,000 annual service hours (ASH)** for bus in Lions Bay
- We can allocate these funds to best meet your community's needs
- We can implement **one of the following** options:

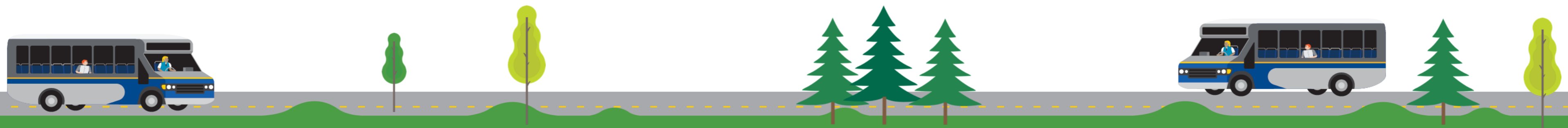
Service Improvement
<b>Span</b>
Mon-Thurs evenings until 11 p.m.
Sun evenings until 11 p.m.
<b>Frequency</b>
Weekday 30-min a.m. peaks
Weekday 30-min p.m. peak



# Phase 3 Investment Plan

- Work is underway to determine bus improvements
- Workshops with the Mayors' Council are Nov 20 and 22
- Options for Lions Bay include those not pursued in Phase 2

Service Improvement
Span
Mon-Thurs evenings until 11 p.m.
Sun evenings until 11 p.m.
Frequency
Weekday 30-min a.m. peaks
Weekday 30-min p.m. peak



# Additional Agenda Items

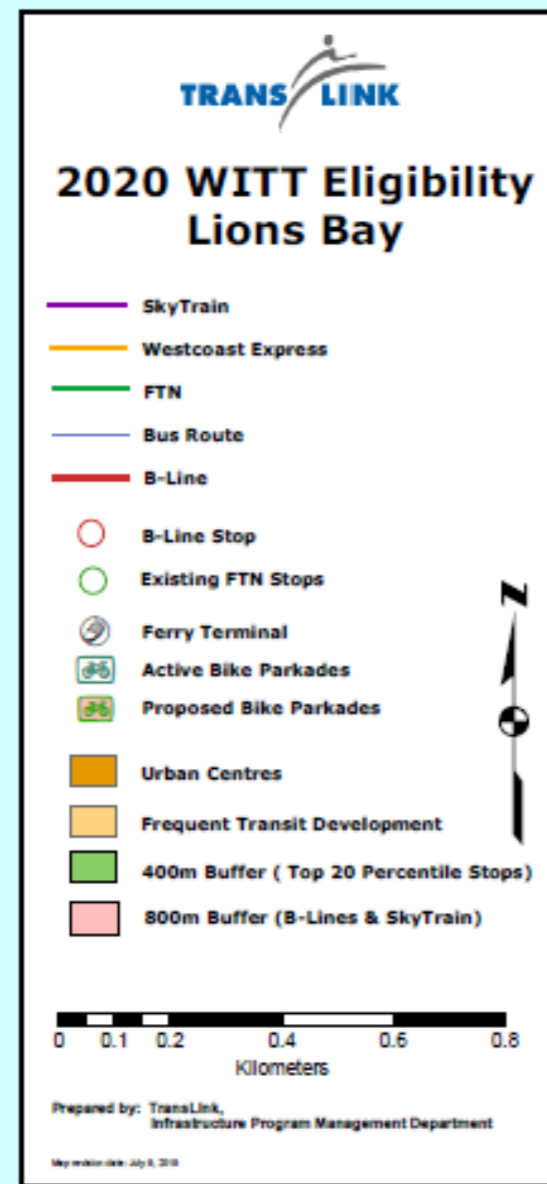
- Walking Infrastructure to Transit (WITT)
- Bicycling Infrastructure Capital Cost Share (BICCS)



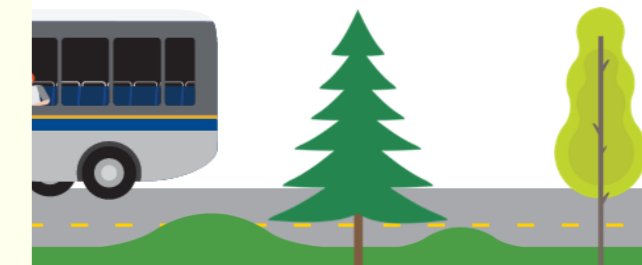
Together all the way



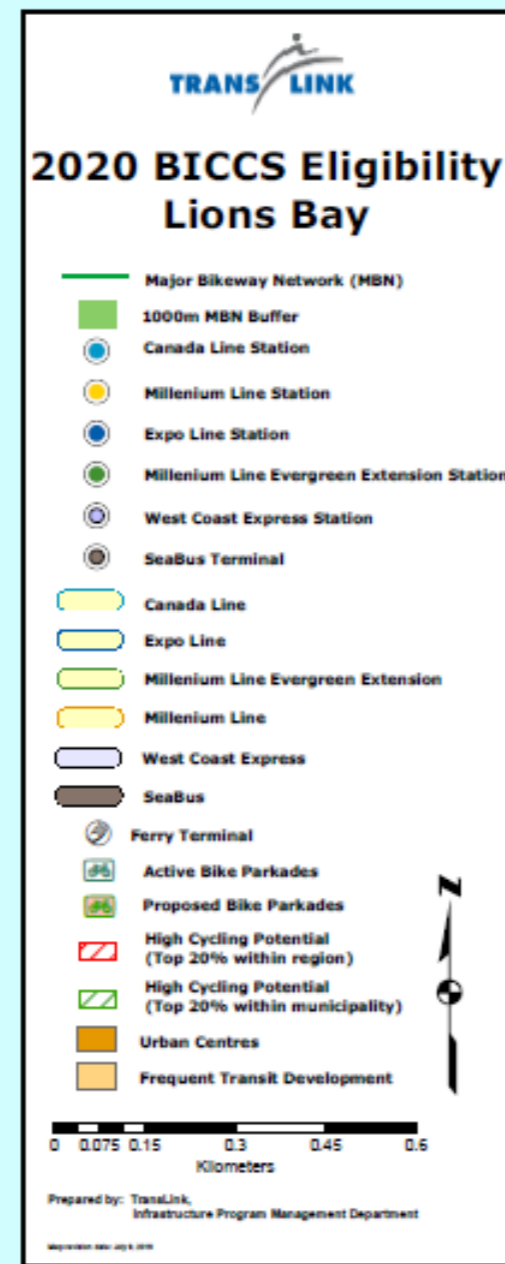
# WITT Eligibility



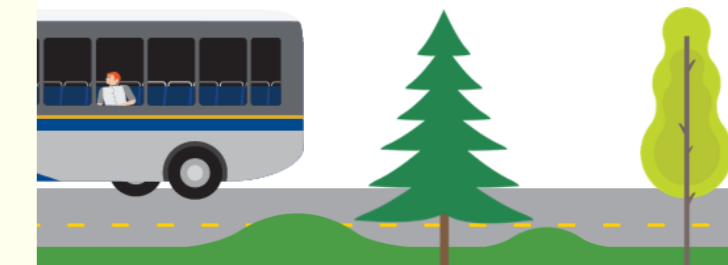
# Lions Bay



# BICCS Eligibility



# Lions Bay





# Resource



Together all the way



# Park and Ride



Together all the way



# Kelvin Grove Northbound



# Kelvin Grove Southbound



# Park and Ride Northbound



# Park and Ride/Village Centre Southbound



Together all the way



# Brunswick Beach



## **Translink Phase 2 and Phase 3 Funding Opportunities**

**Current service hours: close to 5000 hours**

### **Phase 2: Weekday Evenings and Weekend Mornings - +1000 hours (Likely commencing June 2020)**

In addition to current Fri/Sat evenings:

Use 624 hours for Mon-Thur evenings (3 hours per night x 4 nts/wk x 52 wks)

Use 208 hours for Sunday evenings (4 hours/night x 52 = 208)

Use 156 hours for earlier Sat/Sun mornings (1 hr Sat.morn + 2 hrs Sun.morn = 3 hrs/weekend x 52)

#### **Total 988 hours**

Key operational considerations: Park Royal hours for people working there or going to early movie; later connections if returning from City after dinner (Note: Summer trial suggests 11 pm run on Mon-Thur could be better allocated to weekend mornings, but could keep for Fri/Sat nights)

Key financial considerations: Hours already allocated under Translink funding for Phase 2 investment plan, paid for through 1.5 cent increase to the gas tax, a 10 to 15 cent transit fare increase, a \$5.50 property tax increase for the average homeowner, 3% increase to the parking sales tax, and new TransLink Development Cost Charges.

### **Phase 3: Weekday Peak Commuting Periods: +2000 hours (Potentially commencing June 2021)**

Morning = 4 hours/day x 5 days/week x 52 = 1040 – 44 (11 stats @ 4hrs/day) = 996

Afternoon = 4 hour/day x 5 days/week x 52 = 1040 – 44 (11 stats @ 4hrs/day) = 996

#### **Total 1992 hours**

Key operational considerations: Providing additional trips during key morning & afternoon peak commuting periods to offer trips departing every 30 minutes and ensuring the transfer wait times at Horseshoe Bay are reduced to acceptable levels (Note: could include extra 88 hours to keep same hours on holiday stats).

Key financial considerations: Unknown pending Translink Nov.20/22 budgeting workshops.

Note 1: If only 1000 hours were available, we'd likely have to choose between morning and afternoon as we cannot likely split peak commuting hours between morning and afternoon on a lesser basis due to stated 4 hour minimum requirements for additional peak service (i.e. requires a 2<sup>nd</sup> bus). Therefore, additional peak hours in Phase 3 may need to be concentrated on the afternoon peak period, where return trip connections are more challenging.

Note 2: An express service model (Lions Bay-Horseshoe Bay-Park Royal) could be considered for Phase 3 and beyond. Minimum hours would be equivalent to about 7000 hours with span of service from 6 am to 11 pm and frequency at about 90 minutes. Increasing frequency during peak periods would require an additional 1300-2000 hours.



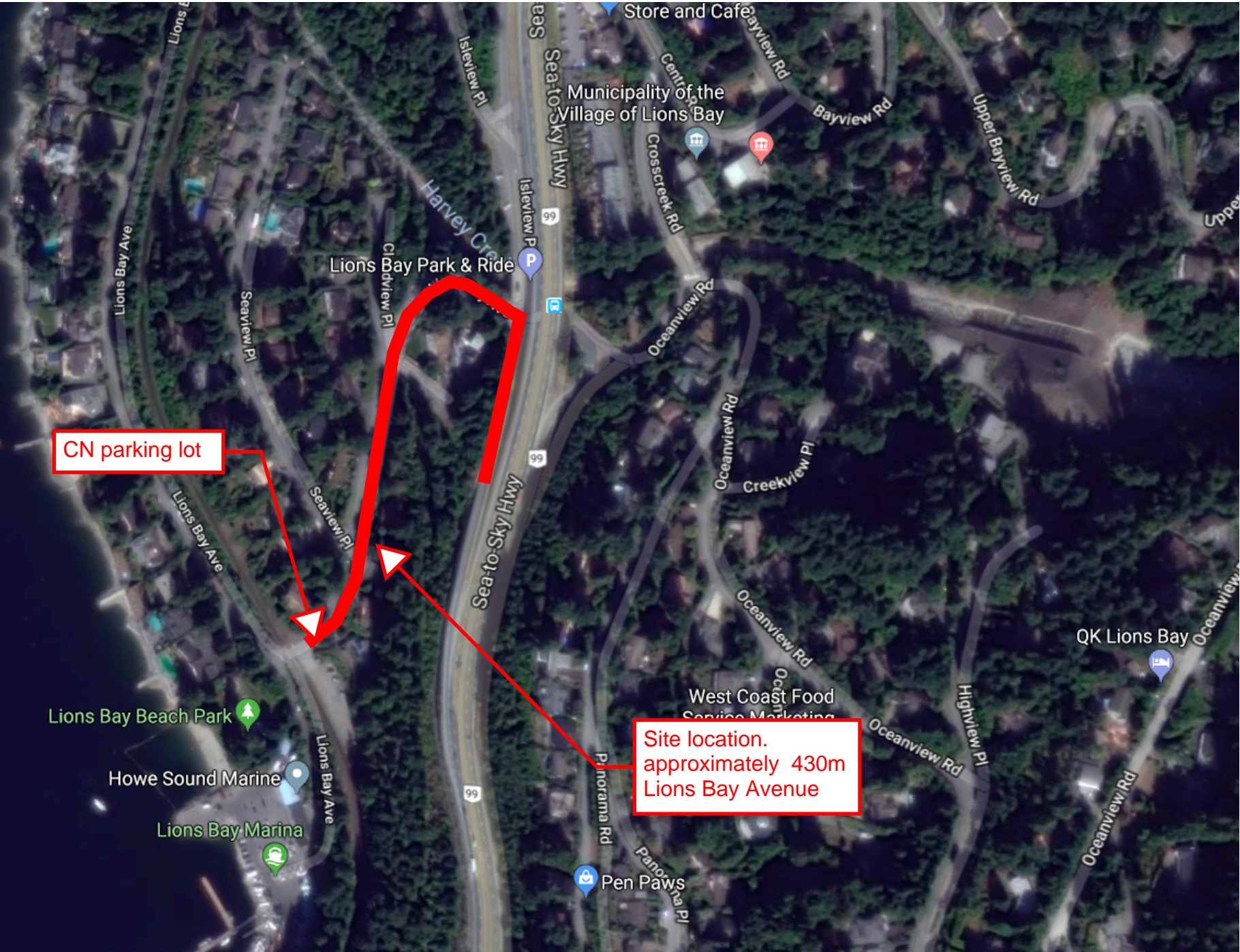
## 2020 Municipal Funding Program Summary

### Village of Lions Bay

Program	Purpose	Funding Distribution	2020 Allocated Funds
<b>OMR</b> Operations, Maintenance and Pavement Rehabilitation	Funds the basic operation, maintenance and road infrastructure of the MRN to a state of good repair.	<b>Allocated*</b> Formula based on the <b>0.0</b> lane-km in the Village of Lions Bay	<b>N/A</b>
<b>MRN STRUCTURES</b>	Funds the structural (seismic) rehabilitation or replacement of structures on the MRN in order to maintain a state of good repair.	<b>Competitive</b> Evaluation based on performance	Competitive Funding
<b>MRNB</b> Major Road Network and Bike Upgrades	Funds smaller scale projects on the MRN network that improve the capacity, efficiency and safety of all modes including cycling projects on/off MRN (see BICCS).	<b>Allocated</b> Formula based on growth	<b>N/A</b>
<b>BICCS</b> Bicycle Infrastructure Capital Cost Share	Catalyses investment in municipal cycling infrastructure to encourage cycling for transportation.	<b>Allocated</b> (Based on employment and population) and <b>Competitive</b>	<b>\$56,000</b> (Allocated)
<b>WITT</b> Walking Infrastructure to Transit	Invests in municipal walking infrastructure to enhance and expand pedestrian access to transit.	<b>Allocated</b> (Based on employment and population) and <b>Competitive</b>	<b>\$45,000</b> (Allocated)
<b>Total:</b>			<b>\$101,000</b>

\*Estimated based on MRN lane-km inventory as of January 1, 2019

If you have any questions, please email [ipme@translink.ca](mailto:ipme@translink.ca).



CN parking lot

Site location.  
approximately 430m  
Lions Bay Avenue

Intentionally Blank

Minutes of the Tree Committee meeting

October 30<sup>th</sup>, 2019

On-site @ 45 Periwinkle Place - #96

In attendance; Chair, Simon Waterson, Mike Jury, Ron McLaughlin, Jay Barber and Jim Cannell.

1. The meeting was called to order at 09:15 am.
2. Simon Waterson was appointed Recorder for the meeting.
3. The Agenda was approved unanimously.
4. Public Participation – Rob Peebles, Liz Bell, Paula and Bruce McLachlan and David Burns
5. The minutes from the previous meeting on August 21<sup>st</sup>, 2019 were approved unanimously.
6. Old Business; None.
7. New Business

Tree Application #96 – 45 Periwinkle Place - moved by Simon Waterson; Seconded by Jim Cannell, that:

- a) *As requested, the applicant is permitted to cut down the four (4) Cedars and seven (7) Firs mentioned in the application and must clean up and remove all associated debris. Topping is NOT permitted.*
- b) *To ensure that the trees are cut as low as possible to the ground.*
- c) *To re-top the hedge on the edge of the easement and must clean up and remove all associated debris.*

There was general discussion suggesting that the local neighbours would clear the easement, thus allowing it to be more children friendly, giving access between Sweetwater and Periwinkle. It was also recognized that this would be undertaken on a voluntary basis and does not form part of the Tree Committee recommendation.

The general feeling was that all parties present, were / are comfortable with the trees being removed.

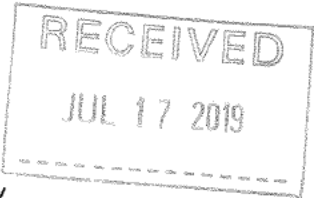
On a general point, Liz Bell asked if certain species can be protected in the by-laws. The Tree Committee agreed to discuss this with the CAO.

Jim Cannell asked why applications take so long. This was seconded by public participants. The Chair explained that The CAO/Staff and the Chair of the Tree Committee are engaged in ongoing discussions to find solutions to speed up the process.

8. Adjournment; - The meeting adjourned at 09:58 am.

Simon Waterson

Recorder



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Schedule "A"

Tree Cutting Application Form

All fields must be completed

Applicant's Full Name: <b>ROB PEBLES</b>	
Address: <b>45 PERIWINKLE PL</b>	
[REDACTED ADDRESS]	
Arborist/Contractor Name: <b>SILVERBACK TREEWORKS</b>	
Phone: <b>604312 7399</b>	Email:

<b>Office Use Only</b>	<b>Tree Application Number:</b> #96
Received by: <b>S. Lortet</b>	Date: <b>July 17/19</b>
Amount Paid: <b>\$7500</b>	Cash or Cheque: <b>chq #032</b>
Application Complete? (Y/N) <b>No</b>	If no, reason: <b>require further neighbours to be canvassed. all returned by Aug 19/19</b>
Date referred to Public Works: <b>Aug 20/19</b>	Date returned by Public Works: <b>Sept 25/19</b> (See attached comments)
Date Application to Tree Ctte: <b>Oct 15/19</b>	Meeting Date:
Agenda forwarded to Tree Ctte:	Minutes received from Tree Ctte:
Council Agenda Date:	Council Decision:
Parties Notified:	
Date of Letter Notifying Applicant of Decision:  (March 1-July 31: Arborist Certification Required)	Received Damage Deposit: Name of Arborist/Contractor:  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:

*Dated  
1990:  
Sept 25/19  
Oct 15/19*

*neighbours*



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Species/Description of Tree(s):

Location of Tree(s):

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

✓ yes.

Reason for Removal:

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

Please provide additional comments which may be useful:

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



RECEIVED  
 JUL 17 2019  
 chg # 032

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Tree Cutting Application Form

All fields must be completed

Applicant's Full Name:	ROB PEEBLES
Address:	45 PERIWINKLE PL.
Contractor Name (if applicable):	SILVERBACK TREEWORKS
Contractor Phone:	604 312 7399

Description of Trees:
REMOVE CEDARS (4) ) SEVERAL BELOW THE 8" DIA. LIMIT FIR (7) ) ALL PREVIOUSLY TOPPED, DAMAGED RE-TOP HEDGE ON EDGE OF EASEMENT
Location of Trees:
MUNICIPAL EASEMENT FROM PERIWINKLE TO SWEETWATER

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

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

Please provide additional comments which may be useful:
TREES SITUATED ON EASEMENT WHICH WOULD BE USEFUL IN EVACUATION PLAN, PUBLIC TRAIL



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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

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.

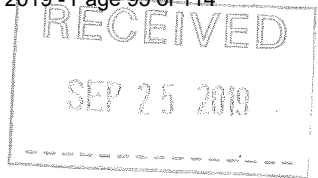
I acknowledge that responsibility for bylaw compliance rests with me as the applicant. I will indemnify and save harmless the Village of Lions Bay, its officials, employees and agents against claims, liabilities and expenses of every kind, in respect of anything done or not done pursuant to this application 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 the recommendations of the Trees, Views and Landscapes Committee, as endorsed by Council, and that failure to comply with the recommendations may result in fines, penalties and/or legal action.

Signature of Applicant

*July 8/2019*  
Date Signed





**Public Works Tree Cutting Referral Comments**

Tree Cutting Application Number: # 96
Name of Applicant: ROB PEEBLES
Address of Applicant: #45 PERIWINKLE PL.
Location of Tree(s): VILLAGE EASEMENT
Clearly on Municipal Land: (Y/N) (If no, survey required at applicant's cost) ✓
Location in Relation to Municipal Infrastructure (Present & Future): NO
Location in Relation to Others' Infrastructure (Telus / Hydro Lines, etc.): NO
Slope Stability Considerations: NO
Replanting Required (Y/N and recommendations, if any): NO
Other Considerations / Comments: ALL MARKED TREES SHOULD BE REMOVED, NO RETOPPING - GARTH BE  Previously topped trees have developed unsafe, weakly attached leaders that may be beginning to show signs of rot - PW requires that all previously topped trees marked as part of this application be removed. Nai, Jaffer - PW Manager
Attachments (Y/N and Description):

*[Signature]* Sep 25, 2019

**CAO Comments**

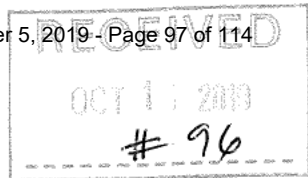
Walked easement Sep.26<sup>th</sup> and agree with comments of Public Works and Liz Bell, provided that any replantings are kept low in height.

Slope is not too steep – i.e. pathway to Sweetwater appears readily achievable with minor infrastructure at bottom (eg: a few treated ties or stones to support existing trail).

Not sure about operationally acceptable methods to keep upper path to Periwinkle clear of blackberries.

The old constructed stone wall and fence in middle of easement appears to conflict with several witness posts – need to ensure all trees are within easement.

Noted water shut-off near bottom of easement, presumably for 55 Periwinkle.



LETTER OF CONSENT

I/We, JANICE SPENCER, registered owner(s) of 45 Sweetwater Place, hereby provide my/our support to Rob Peebles, of 45 Periwinkle Place, to cut down and remove the flagged trees which are the subject matter of his Tree Cutting Permit Application #96 to the Village of Lions Bay.

If any of the subject trees are on my/our property at 45 Sweetwater Place, I/we hereby explicitly provide consent to cut and remove them at the same time as the ones on Municipal property, provided that I/we are named, along with the Municipality, as an additional insured on the liability insurance of the licensed contractor hired to perform the work.

I/we explicitly acknowledge that the Village of Lions Bay is in no way responsible for the cutting of any trees on my/our property at 45 Sweetwater Place and I/we hereby release the Municipality from any liability in relation to the cutting of such trees on our property.

Dated: October 12, 2019



JANICE SPENCER

(Print Name Below Signature)

Signed: \_\_\_\_\_

\_\_\_\_\_

(Print Name Below Signature)



## VILLAGE OF LIONS BAY

### Incoming Correspondence - October 15, 2019

*General Correspondence:*

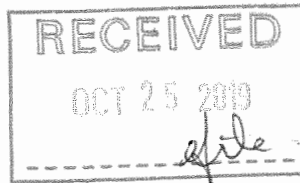
G1: Letter re: Township of Langley re: Inter Muni Ride-Hailing Bus Lic	Page 1
G2: Email re: Protection of Groundwater	Page 3
G3: Lower Mainland LGA Newsletter #16 - October 2019	Page 4
G4: CivX 2019 - Civil Ideas for Less Civil Times Nov 28	Page 8
G5: Letter from the Honourable Katrine Conroy- MCFD	Page 10
G6: MetroVan - Regional Odour Management	Page 12
G7: MetroVan - Regulate Air Emissions	Page 13

Township of  
Langley

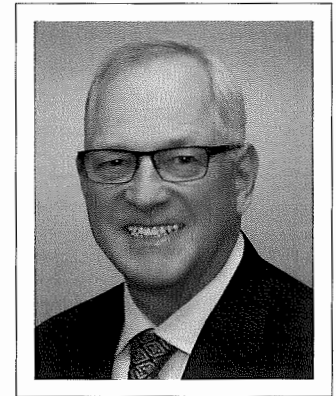


Est. 1873

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



OFFICE OF THE MAYOR JACK FROESE



October 16, 2019

File No. 0400-60

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

Dear Mayor McLaughlin:

**RE: Inter Municipal Ride-Hailing Business Licence**

I am writing to ask that the Village of Lions Bay support the development of an inter-municipal business licence for ride-hailing operators in Metro Vancouver and the Fraser Valley.

Since 2013, The Township of Langley has been a part of the Fraser Valley Intermunicipal program which was created in partnership with local governments, the Union of British Columbia Municipalities and the Province of British Columbia. This IMBL partnership has proven to streamline and simplify the licencing process, making it easier to do business in participating communities.

September 30, 2019 Township of Langley Council passed the following resolution:

**MOTION**

*Moved by Mayor Froese*

*Seconded by Councillor Richter,*

*That staff be directed to provide a report regarding developing a ridesharing policy, appropriate regulations, and supportive business licensing frameworks, working with TransLink, Metro Vancouver, and other municipalities.*

**CARRIED**

As you know, ride-hailing has a number of potential impacts at the local and regional level. For these reasons, a number of local governments in Metro Vancouver and elsewhere have expressed an interest in leveraging the authority that has been granted to them by the Province to enact some regulatory control over ride-hailing companies operating within their jurisdiction. However, experience from other jurisdictions indicates that inconsistency in local regulations, and an excessive cumulative regulatory and financial burden of multiple local licenses is often cited as a reason for state/provincial pre-emption of local authority. Coordination of local government licensing may avoid provincial pre-emption of our local authority and also allows for simpler compliance on the part of the Transportation Network Services (TNS) operators and is generally welcomed by TNS operators.

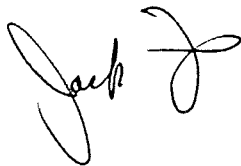
Page 2  
Inter Municipal Ride-Hailing Licence

There is now an emerging consensus from municipal staff in Metro Vancouver that local government licensing of ride-hailing companies should be coordinated, and that an inter-municipal business license (IMBL) is the best option to ensure a coordinated approach. **[Footnote: An inter-municipal business license (IMBL) is an add-on to a base business license that allows mobile businesses (e.g. contractors and caterers) to operate across participating communities. The partnership is formed through a bylaw enacted by each participating community. As examples, there are four existing IMBLs in place in Metro Vancouver for specific industries: Metro West (Richmond, Burnaby, Surrey, Vancouver, Delta, New West) and the Fraser Valley (Township of Langley, Abbotsford, Chilliwack, Delta, Hope, Kent, City of Langley, Maple Ridge, Mission, Pitt Meadows, Surrey) for trades and contractors; Tri-Cities (Coq, POCO, POMO) for all mobile services (with exclusions); North Shore (DWV, DNV, CNV) for mobile trades.]**

Over the past two months, a working group of TransLink and interested local government staff have met regularly to research key policy considerations to include in possible IMBL for TNS operators. This research was presented to the Mayors' Council on September 20. In response, the Mayors' Council asked TransLink to develop options and next steps for the creation of an IMBL for TNS companies for consideration at a subsequent meeting.

Your local government's support for an IMBL will send a signal to the public, the province, TNS operators and the Mayors' Council that a coordinated local approach to TNS licensing should be developed and brought back to local decision-makers for consideration. There is some urgency to this request given TNS operators will begin service shortly. Please contact Andrew McCurran, Director of Strategic Planning and Policy, at 778-375-7643 or [Andrew.McCurran@TransLink.ca](mailto:Andrew.McCurran@TransLink.ca) if you would like more background on its work on IMBL's to date, and if your local government supports this initiative.

Sincerely,



Jack Froese  
MAYOR

copy: Ramin Seifi, General Manager, Community Development & Engineering, Township of Langley  
Mike Buda, Executive Director, Mayors' Council on Regional Transportation, TransLink  
Andrew McCurran, Director of Strategic Planning and Policy, TransLink, Mayor Braun, Mayor Hurley, Mayor Popove, Mayor Harvie, Mayor Stewart, Mayor Morden, Mayor Alexis, Mayor Little, Mayor Booth, Mayor van den Broek, Mayor Cote, Mayor Buchanan, Mayor Dingwall, Mayor West, Mayor Vagramov, Mayor Brodie, Mayor McCallum, Chief Bryce Williams, Mayor Stewart, Mayor McEwen, Mayor Belenkie, Mayor McLaughlin, Mayor Walker, Mayor Ander

**From:** [Nicole Dumas](#)  
**To:** [Nicole Dumas](#)  
**Subject:** FW: Protection of Groundwater - Stop bottling of groundwater  
**Date:** Monday, October 28, 2019 4:35:08 PM  
**Attachments:** [Presentation to the Village of Lions Bay.docx](#)

---

**From:** Bruce & Nicole <[REDACTED]>  
**Sent:** Saturday, October 26, 2019 2:16:22 PM  
**To:** Ron McLaughlin <[mayor.mclaughlin@lionsbay.ca](mailto:mayor.mclaughlin@lionsbay.ca)>; Neville Abbott <[councillor.abbott@lionsbay.ca](mailto:councillor.abbott@lionsbay.ca)>; Fred Bain <[councillor.bain@lionsbay.ca](mailto:councillor.bain@lionsbay.ca)>; Norman Barmeier <[councillor.barmeier@lionsbay.ca](mailto:councillor.barmeier@lionsbay.ca)>; Jaime Cunliffe <[councillor.cunliffe@lionsbay.ca](mailto:councillor.cunliffe@lionsbay.ca)>  
**Subject:** Protection of Groundwater - Stop bottling of groundwater

Mayor and Councillors of the Village of Lions Bay:

I am following up on my submission of Aug 12<sup>th</sup>. Since that time the Groundwater Extraction resolution was passed with strong support at the UBCM convention. I was very pleased with that result and I am grateful for your support of that resolution. We are now working hard to have the resolution acted on by the provincial government. We are aware of two recent groundwater bottling proposals in Golden and Canal Flats, which further emphasizes the urgency of taking action to stop water bottling of our groundwater for commercial sale or export. In light of this activity since my original submission, and taking into consideration the huge support for climate marches in Vancouver and around BC I am asking you to reconsider my request to amend your bylaws to prohibit the bottling of groundwater in any of your zoning (if your bylaws currently allow bottling). The provincial government is not obligated to act on the Groundwater resolution, therefore I am asking that you take the steps that are within your jurisdiction to help protect against the bottling of groundwater.

Thank you for your consideration of my requests, and please forgive me, and accept my gratitude, if your bylaws already prohibit water bottling, but I find it challenging to review and interpret the bylaws of every UBCM community during this campaign.

Bruce Gibbons  
[REDACTED]

Presentation to the District of Lillooet

August 9, 2019

Mayor, Councillors and staff of the District of Lillooet

Request to change the zoning bylaws of the District of Lillooet to prohibit the bottling of groundwater for commercial sale or bulk export

My name is Bruce Gibbons, and I live in Merville in the Comox Valley. I am submitting this request to address council about the issue of protecting groundwater all over British Columbia. In November of 2017, the Provincial Government approved a groundwater extraction licence for a resident of Merville, in the Comox Valley, to extract up to 10,000 liters of water per day from the Comox Valley aquifer, and bottle and sell that water. That was the moment we realized our groundwater was under threat from a new source. Under the 2016 Water Sustainability Act the provincial government has targeted our groundwater for extraction and commercial sale or bulk export. The provincial government continues to approve water extraction licences for groundwater in many areas of BC. Bottling of groundwater is extremely profitable for the licence holder, whether it is bottled on-site or trucked to a suitable bottling site. That is why we are campaigning to ask British Columbia communities to revise their bylaws to prevent water licence holders from bottling their water and asking those communities to also support the Strathcona Regional District resolution that was passed unanimously at the Association of Vancouver Island and Coastal Communities (AVICC) convention in April, and will be presented at the UBCM convention in September. The effects of climate change and the increasing demands of population growth are putting increasing demands on existing water sources for cities and groundwater will likely become more critical. Many communities/cities are becoming more conscious of treating groundwater as a critical natural asset.

I am the founder of a group called Merville Water Guardians. I formed the group in March 2018 to oppose the water licence in Merville, oppose the rezoning application and to achieve reforms to the Water Sustainability Act to protect the groundwater aquifers of BC. In March of this year we presented a petition with approximately 1,200 signatures in the BC Legislature, asking the BC Government to stop approving licences to bottle and sell water from all aquifers in BC. We have also posted that petition online in support of the paper petition, and it has approximately 1,400 signatures to date. Water is becoming a critical issue all over the world, and British Columbia is no exception. We just experienced a severe winter drought in many areas of BC, with water levels recorded at record lows. In the past few years we have seen prolonged summer drought, with serious repercussions to our rivers, streams and lakes and to the fish and fish habitat in those waterways. Rain events are less frequent during those drought periods, but are also more severe and extreme, causing serious run-off, flooding and erosion and not the typical behaviour associated with aquifer recharge. Our supporters and followers in the Comox Valley tell us that water, and the protection of our water was a big issue in the recent local elections and will be a huge issue in the next provincial election.

Approximately 22% of British Columbians, over a million people, rely on aquifers, or groundwater, for their only source of water for their personal needs and for producing food. If that water supply is depleted, then those millions of residents and farmers will not be able to look after their personal needs for drinking water, sanitation, growing their backyard gardens or growing their crops and raising their livestock. That would put our food security at risk. Without water, farmers cannot produce our food, the local food that so many people want and rely on. That applies to aquifers all over Vancouver Island and mainland British Columbia. Without water, there is no life. Population growth is putting more demand on the aquifers and we are already seeing the negative effects of climate change impact the quality and quantity of water in the summer drought period. We experienced level 4 drought all over Vancouver Island and in many other areas of BC this past summer. We have seen record dry months and record heat and every indication is that these changes are here to stay and will likely only get worse. Many areas of BC have had record low months of rainfall and have record low levels of water in their drinking water systems for this time of year. A Level 3 drought has been declared in some areas. This is causing grave concern over water supply in the coming summer drought period. Residents and farmers are being told to seriously conserve water. Yet we have provincial water licence holders for commercial profit who continue the extraction of water from the aquifers we all rely on despite the level 4 drought, and despite government precedence procedures. Climate change is causing glaciers to recede and shrink. Snow-packs in the mountains are diminishing. Those two factors alone are causing surface water volumes to shrink, and since those two sources are also part of the recharge system for groundwater, the normal recharge of groundwater is in question.

The Ministry of Environment and Climate Change Strategy just recently released a Climate Risk Assessment. The key findings of the assessment were:

- The greatest risks to B.C. are severe wildfire season, **seasonal water shortage**, heat wave, ocean acidification, **glacier loss, and long-term water shortage**.
- Other risks that have the potential to result in significant consequences include severe river flooding and severe coastal storm surge, although these events are less likely to occur.
- Nearly all risk event scenarios (except moderate flooding and extreme precipitation and landslide) would have major province-wide consequences in at least one category.

At some point, communities will need to rely on our aquifers for community water supplies when surface water systems become depleted or tainted. There is not enough information known about our aquifers to risk bottling and selling any of the water. The FLNRORD Ministry licence approval in Merville relied on old data, and technical calculations but did not consider climate change that is producing extended periods of serious drought, putting rivers, streams, fish habitat and fish stocks at risk. It did not consider serious impacts from receding glaciers and diminishing snowpack. The Ministry of Environment is espousing the risks of climate change while the FLNRORD Ministry is ignoring those risks and approving licences for the bottling of groundwater. It is clear from worldwide data that groundwater is being dangerously depleted by over-pumping, mismanagement and corporate greed. In countries like India, Morocco, Peru and even closer to home in California there are water crisis situations caused by mismanaging water resources. It is critical for us to take serious steps to start the process for managing and protecting our groundwater.

In the meantime, there is an existing, real threat to the groundwater of British Columbia since the provincial government continues to approve extraction licences for bottling and commercial sale or bulk export. We have campaigned with two specific goals.

1. Lobby the provincial government to stop approving licences for the extraction, bottling and sale or bulk export of groundwater.
  - a. The provincial government controls the approval of extraction licences; therefore, it is the provincial government who can stop the approval. We fully realize the Merville licence volume was not significant, but we are concerned about the precedent such a licence sets and concerned about future increases of the licence volume and/or the sale of the property, with the licence, to a large corporation where the possibility exists of the volume increasing from 10,000 liters to millions of liters. We are also aware that water bottling is not the worst offender when it comes to groundwater depletion. Both industrial use and farm use are significant, and we also need to take a hard look at improving the efficiency of both industrial and farm use of groundwater. Prohibition of the bottling and commercial sale of groundwater is a relatively quick and easy first step.
2. Lobby local governments to take local action to control activities that are within their purview. Local governments can control the type of business that is conducted in their jurisdiction by creating bylaws that permit or prohibit specific uses, including the prohibition of the bottling of groundwater in all zones. We have lobbied all the communities of the Association of Vancouver Island and Coastal Communities (AVICC) to change their bylaws to prohibit the bottling of groundwater in their zoning bylaws. We are pleased to see that numerous communities of the AVICC already prohibit the bottling of groundwater, several communities have already acted on our request to change their bylaws and numerous other communities are in the process of changing their bylaws or are considering the change. We are now in the process of contacting all member communities of the UBCM, asking for consideration of our request to change their bylaws to prohibit the bottling of groundwater. This step is critical, since there are no guarantees that the provincial government will act on a resolution raised by the UBCM.

We have been working with the Strathcona Regional District (SRD), since Sept 2018. We worked with SRD Directors to help draft a resolution and that resolution was presented to the Association of Vancouver Island and Coastal Communities (AVICC) convention in April, asking the provincial government to cease approval of licences for bottling of groundwater for commercial sale or bulk export. The AVICC delegates voted unanimously to pass the resolution. We are pleased to note the resolution has been accepted for the agenda of the UBCM convention in September and we are encouraging all UBCM member communities to support and vote in favor of adopting the resolution to be presented to the provincial government.

I have 2 requests for the District of Lillooet.

- 1) that you consider taking the necessary steps to implement a bylaw that expressly prohibits bottling of groundwater in any of your zoning, to help in the fight to protect our groundwater/aquifers for the use of our residents and farmers today and for our children and grandchildren and great grandchildren in the future.
- 2) I also ask that the City support the Strathcona Regional District/AVICC resolution at the September UBCM convention, to ask the Provincial Government to cease the approval of licences for commercial extraction of groundwater resources for bottling and commercial sale or bulk water export.

Strathcona Regional District Water Protection Resolution

WHEREAS water is an essential resource upon which all life, including all ecosystems and all local communities depend,

AND WHEREAS water is a public heritage and a public trust for present and future generations and access to water must not be compromised by commercial operations relating to commercial water bottling or commercial bulk water exports,

THEREFORE BE IT RESOLVED that the Premier of British Columbia and the Minister of Forests, Lands, Natural Resource Operations and Rural Development be requested to immediately cease the licensing and extraction of groundwater for commercial water bottling and/or bulk water exports from aquifers.

We cannot allow water bottling from our aquifers based on theory and calculations. The consequences of being wrong could be catastrophic. We will continue to do our part to lobby and work with the Provincial Government, who have jurisdiction over groundwater licencing, and to support the Strathcona resolution to cease the approval of licences for groundwater extraction for bottling or bulk sales. We would sincerely appreciate the support of the District of Lillooet in protecting the above ground uses of our groundwater by preventing anyone from bottling and selling water from any aquifer in BC. I implore you to talk to and work with the Strathcona Regional District to protect the aquifers of British Columbia. Water is our most precious resource. Water is life. We must do everything we can to protect and conserve it. Thank you for your time and your consideration.

Bruce Gibbons

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



# LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION

## NEWSLETTER

Lower Mainland LGA Newsletter  
is published by the Lower Mainland  
Local Government Association

PO Box 729, Pemberton, BC, V0N 2L0  
Tel: (604) 698-5753 | www.lmlga.ca

## Lower Mainland Local Government Association ADVOCACY WORK AT THE UBCM CONVENTION

The Executive of the Lower Mainland LGA met with five BC Government Ministries during the UBCM Convention as part of our ongoing mission to advocate on behalf of our membership. Four of our Minister Meetings were to lobby for resolutions that were endorsed at the annual Lower Mainland LGA Annual Conference and AGM held this past May and that went forward to the UBCM Convention.

The following meetings were held:

### Call To Action on Global Climate Emergency

The Lower Mainland LGA Executive put forward a resolution on a “Call to Action on Global Climate Emergency” which was endorsed by our membership at our annual convention and at the UBCM Convention. The Lower Mainland LGA Executive met with Mark Zacharias, Assistant Deputy Minister of Environment and Climate Change Strategy to discuss the resolution which calls for all levels of government to adopt climate emergency motions and take dramatic steps toward the protection of biodiversity and to accelerate the reduction in greenhouse gas emissions, which are a primary cause of the climate emergency. The Assistant Deputy Minister discussed the newly formed UBCM Special Committee on Climate Action. The Committee has been struck to generate new ideas, explore opportunities and barriers to local government action and identify avenues for further partnership work in mitigating and adapting the effects of climate change. The Clean BC Plan that was announced last year was also discussed and targets were debated. The Executive offered assistance in working with our membership to help the BC government in meeting their targets.

A reminder to our membership to go to [cleanbc.gov.bc.ca](http://cleanbc.gov.bc.ca) to learn more about funding and capital incentives to encourage energy efficient design, construction and renovation of commercial buildings as well as rebates for home energy retrofits.

**ACTION:** Follow the progress of the UBCM Special Committee on Climate Action and report back to our membership.

**ACTION:** Continue to encourage our membership to bring forward resolutions calling for climate change action.

**ACTION:** Continue to use our Annual Convention to hold progressive conversations on climate change solutions including innovative ideas for local government.

### Support of Indigenous Court System

The Lower Mainland LGA Executive met with Attorney General David Eby to advocate on behalf of our membership for Support of the Indigenous Court System. This originated from a resolution put forward by New Westminster which was endorsed by our membership at our May Convention. Our request is that the Province of BC fund and expand the Indigenous Court System to make it accessible in every region where the court system is active.

Only 3% of the population identify as Indigenous yet the Indigenous population in our prison system is 27% men and 38% women. Studies have shown that the Indigenous Court System makes a real difference in how Indigenous people feel that they are being treated by the legal system. There are now six Indigenous Court Systems in BC at the provincial court level (New Westminster, North Vancouver, Kamloops, Duncan, Prince George and the Nicola Valley). Indigenous Court Systems use a holistic healing approach used to reduce criminal behavior for adults and include recognition of the unique circumstances of First Nations offenders with the framework of the existing laws. The Attorney General’s response was very positive. He outlined a number of initiatives that are underway to support the creation, expansion and support of Indigenous Courts including that a Provincial Advisory Committee has been set up to help build Indigenous Courts and that a new Indigenous Court will be opening in Williams Lake in January 2020.

**ACTION:** Monitor actions of the Provincial Advisory Committee and advocate if necessary.



The Lower Mainland Local Government Association will be launching a new and improved website soon. The website will include more content and functionality. Thanks to all of our members that sent us photos of your beautiful communities to use on the new site.

## First Nations Participation on Commissions and Reduction of Speed Limits Within Municipal Boundaries

The Lower Mainland LGA Executive met with Claire Trevena, Minister of Transportation and Infrastructure to discuss First Nations Participation on Commissions. A resolution on this subject was put forward by the Village of Pemberton and endorsed at our May convention.

The Village of Pemberton, in partnership with the Squamish Lillooet Regional District, the Resort Municipality of Whistler, the District of Squamish and Lil'wat and Squamish Nation are working collaboratively to develop a regional transit commission to establish a transit system to connect Mr. Currie (just north of Pemberton) to Metro Vancouver. The current provincial transit model does not allow for representation from First Nations as they are not a taxing authority which does not allow for an equal representation or an equitable decision-making platform process.

The Lower Mainland LGA Executive outlined the issue with the Minister and requested that she look into amending the legislation to make it more inclusive.

At the meeting, the Executive also discussed reducing speed limits within municipal boundaries and asked that the legislation be amended to make this easier for local governments by granting additional powers under the Act.

**ACTION:** At the UBCM Convention this resolution was referred to the UBCM Executive. Work with UBCM to try and move this resolution forward.

## Extension of Vacancy Taxation Authority to Local Government

The Lower Mainland LGA Executive met with Carol James, Minister of Finance and Deputy Premier to discuss extending the authority to introduce a surtax on vacant residential properties to local governments across British Columbia. Port Moody had brought forward a resolution to that affect that was endorsed at our annual convention. Our membership has expressed interest in having the ability to introduce a surtax along the lines of what was introduced in Vancouver in 2016. Many of our member communities face housing affordability pressures while a portion of the housing supply in the community remains vacant. The meeting with the Minister was very positive with her stating that four municipalities have written to her requesting a Vancouver style tax and that the BC government will be considering it and making a decision this fall. She stated that they now have excellent data showing the success of the speculation tax in Vancouver.

The Executive also brought up brownfield remediation with the Minister and discussed how there are currently no incentives in place to remediate them.

**ACTION:** Monitor the Legislature for progress on this topic and continue to advocate on behalf of our membership as needed.

## BC To Implement The United Nations Declaration on The Rights of Indigenous Peoples

As a result of an invitation from the Ministry of Indigenous Relations and Reconciliation, the Executive of the Lower Mainland LGA met with Minister Scott Fraser. The Minister outlined that British Columbia will be the first province in Canada to introduce legislation to implement the United Nations Declaration on the Rights of Indigenous Peoples. The provincial government will be working with First Nations across the province to ensure that they are full participants in decision-making that affect their rights and lands. The new legislation will be introduced in the Legislature this fall. The process will include an implementation plan and a reporting process each year.

**ACTION:** Assist the Ministry with getting the implementation plan out to our membership.



The Lower Mainland Local Government Association and CivicInfo BC proudly present CivX 2019: Civil Ideas for Less Civil Times, Thursday November 28, 2019 at the Morris J. Wosk Centre for Dialogue, 580 W. Hastings Street, Vancouver.

At this one-day seminar (8:30am – 4:30pm) delegates will hear practical ideas for making our towns and cities more inclusive for our citizens, regardless of age, gender, culture, or socio-economic background. Our exciting line-up of guest speakers includes:

**DIANE KALEN-SUKRA**, Author, "Save Your City: How Toxic Culture Kills Community & What to Do about It".

**TASHA HENDERSON**, Director, Women Transforming Communities

**CHRIS FRIESEN**, Director of Settlement Services, Immigrant Services Society of BC.

**DR. ATIYA MAHMOOD**, Associate Professor, Department of Gerontology, Simon Fraser University

**DR. BEN MORTENSON**, Associate Professor, Department of Occupational Science and Occupational Therapy, UBC

**DR. EAMONN O'LAOCHA**, Instructor, Douglas College & Douglas Applied Research, Teaching and Consultancy

**REPRESENTATIVES FROM THE FRASER BASIN YOUTH COUNCIL**  
(Co-Creating a Sustainable BC)

The day will wrap with a facilitated session, where local government delegates can share ideas and practices with one another, with a written summary being provided to all in attendance. A full agenda, with detailed session descriptions, will be available shortly.

**REGISTER TODAY AT:**

[www.civicinfo.bc.ca/event/2019/CivX](http://www.civicinfo.bc.ca/event/2019/CivX)

Who should attend? Like past CivX events, this event will be of particular interest to local government elected officials, local government staff, staff from local government agencies, academics, and post-secondary students. For those requiring overnight accommodation, a block rate is available at the Delta Hotel by Marriott Vancouver Downtown Suites, which is attached to the event centre. Click here to get the group rate until October 15.

Our sincere thanks to our sponsors, whose generous support helps to make this event possible!



**From:** [Nicole Dumas](#)  
**To:** [Nicole Dumas](#)  
**Subject:** FW: LMLGA & CivicInfo BC Invite You to Attend CivX 2019: "Civil Ideas for Less Civil Times", November 28, Vancouver  
**Date:** Thursday, October 31, 2019 11:09:14 AM  
**Attachments:** [image003.png](#)

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**From:** [info@civicinfo.bc.ca](mailto:info@civicinfo.bc.ca) <[info@civicinfo.bc.ca](mailto:info@civicinfo.bc.ca)>  
**Sent:** Tuesday, October 29, 2019 10:12 AM  
**To:** [info@civicinfo.bc.ca](mailto:info@civicinfo.bc.ca) <[info@civicinfo.bc.ca](mailto:info@civicinfo.bc.ca)>  
**Subject:** LMLGA & CivicInfo BC Invite You to Attend CivX 2019: "Civil Ideas for Less Civil Times", November 28, Vancouver



## “CIVIL IDEAS FOR LESS CIVIL TIMES”

November 28, 2019 – Vancouver

Presented by



The Lower Mainland Local Government Association and CivicInfo BC proudly present **CivX 2019: Civil Ideas for Less Civil Times**, Thursday November 28, 2019 at the Morris J. Wosk Centre for Dialogue, 580 W. Hastings Street, Vancouver.

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- Tasha Henderson, Director, Women Transforming Communities
- Chris Friesen, Director of Settlement Services, Immigrant Services Society of BC.
- Dr. Atiya Mahmood, Associate Professor, Department of Gerontology, Simon Fraser University
- Dr. Ben Mortenson, Associate Professor, Department of Occupational Science and

Occupational Therapy, UBC

- Dr. Eamonn O'Laocha, Instructor, Douglas College & Douglas Applied Research, Teaching and Consultancy
- Representatives from the Fraser Basin Youth Council (Co-Creating a Sustainable BC)

The day will wrap with a facilitated session, where local government delegates can share ideas and practices with one another, with a written summary being provided to all in attendance. A full agenda, with detailed session descriptions, will be available shortly.

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Who should attend? Like past CivX events, this event will be of particular interest to local government elected officials, local government staff, staff from local government agencies, academics, and post-secondary students.

Our sincere thanks to our sponsors, whose generous support helps to make this event possible!



**From:** [Shawna Driscoll](#)  
**To:** [Municipal](#)  
**Subject:** FW: Letter from the Honourable Katrine Conroy, Minister of Children and Family Development  
**Date:** Thursday, October 31, 2019 1:05:23 PM  
**Attachments:** [image001.png](#)

---

**From:** MCF Info MCF:EX <MCF.Info@gov.bc.ca>  
**Sent:** Thursday, October 31, 2019 1:00 PM  
**To:** Shawna Driscoll <reception@lionsbay.ca>  
**Subject:** Letter from the Honourable Katrine Conroy, Minister of Children and Family Development

**VIA E-MAIL**  
Ref: 245429

His Worship Mayor Ron McLaughlin  
Village of Lions Bay  
E-mail: [reception@lionsbay.ca](mailto:reception@lionsbay.ca)

Dear Mayor McLaughlin:

As Minister of Children and Family Development, I am honoured to once again proclaim November as Adoption Awareness month. This month of recognition encourages us to reflect on those in our province who have selflessly opened their hearts and lives through adoption. This month, we also take the time to champion and guide those who might consider adopting now or in the future.

It is my wish to see a province where growing up in a stable home with food, shelter and love is a given for all children and youth in British Columbia. Unfortunately, there are hundreds of young people still hoping to find a home and a family to call their own. Adoption can provide some of the most vulnerable people in our communities with the support and guidance necessary to thrive in both the present and as they grow into adulthood.

For more information on the Adoption Campaign of 2019, please visit [Adoptnow.ca](http://Adoptnow.ca).

Proclaiming November as Adoption Awareness month is not the only way your community can support adoptive parents and those who might choose to adopt in the future. In addition to your proclamation, you could organize an information session for prospective parents in your community or a celebration for those who are already adoptive parents. You can explore the variety of adoption awareness events happening around our province in November here: <https://www.bcadoption.com/aam>. If you would like more guidance or information on how to champion and raise awareness about adoption, please connect with Ministry of Children and Family Development (MCFD) staff at [MCF.AdoptionsBranch@gov.bc.ca](mailto:MCF.AdoptionsBranch@gov.bc.ca).

An important pillar for all those involved in adoptions in British Columbia is [The Adoptive Families Association of British Columbia](#), which has been a support for adoptive families in British Columbia for over forty years. You may wish to [connect with the association](#) to learn more about your community's involvement in adoption events, their contact information, as well as contact information for the licensed adoption agencies in British Columbia and more.

*Adopt BC Kids* is an online portal that allows citizens to complete an adoption application 24 hours a day, seven days a week. I encourage you to take the time to explore this resource and provide it to any community members who are interested in adopting a child in foster care.

On behalf of MCFD, thank you for leading your communities and supporting both those who have opened their homes and hearts and those who might do so in the future. With your help and support, more children and youth could find their forever homes.

Sincerely,

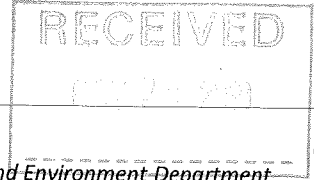
***ORIGINAL SIGNED BY***

Katrine Conroy  
Minister

*Sent on behalf of the Minister by:*

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Planning and Environment Department  
Tel. 604 432-6350 Fax 604 436-6901

OCT 25 2019

File: CR-24-01

Peter DeJong  
Chief Administrative Officer  
Village of Lions Bay  
400 Centre Road  
Lions Bay, BC V0N 2E0

Dear Mr. DeJong:

**Re: Informing the Public About Regional Odour Management Resources**

Managing odours has become an important priority for the region as the number of complaints about odorous emissions in the environment has increased significantly. As part of Metro Vancouver's commitment to strengthening communication and outreach about our odour management program, the rack cards included in this package provide guidance to the public about making an effective odour complaint.

We anticipate that people in your community may be interested in this information so request that you make this rack card available to the public at community centres and other appropriate public venues in your community. For additional copies of this rack card, please contact Laura Taylor by phone at 604-432-6200 or by email at [laura.taylor@metrovancouver.org](mailto:laura.taylor@metrovancouver.org).

Additional information about Metro Vancouver's odour management program, an online form for submitting air quality complaints, and tips on making an odour complaint can be found at [www.metrovancouver.org](http://www.metrovancouver.org) (search for "odour").

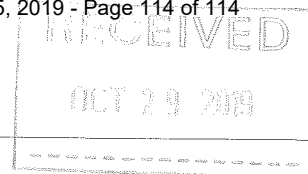
Sincerely,

Esther Bérubé, P.Eng.  
Division Manager, Air Quality Bylaw and Regulation Development

EBe/lt

Encl: How to make an effective odour complaint (10 copies)

33179109



OCT 25 2019

Planning & Environment  
Tel. 604 432-6200 Fax 604 436-6901

File: CR-24-01

Mr. Peter DeJong, Chief Administrative Officer  
Village of Lions Bay  
400 Centre Road  
Lions Bay, BC V0N 2E0

Dear Mr. DeJong:

**Re: Consultation Materials Regarding Options to Regulate Air Emissions from Cannabis Production**

As part of Metro Vancouver's first phase of public consultation exploring options to manage air emissions from commercial cannabis production and processing operations, Metro Vancouver is currently sharing information and seeking input and feedback by October 31, 2019 on potential regulatory approaches. This package contains copies of a frequently asked questions document, which answers questions about the initiative and includes Metro Vancouver's contact information. We anticipate that people in your community may be interested in this information so request that you make the document available to the public at community centres and other appropriate public venues in your community.

Additional information about the potential approaches to managing air emissions is available in the discussion paper, which can be found at [www.metrovancover.org](http://www.metrovancover.org) (search for 'cannabis') along with consultation presentations, links to reference materials, and an online questionnaire.

If you have any questions or need additional copies of the document, please contact Julie Saxton, Air Quality Planner, by phone at 604-432-6200 or by email at [AQbylaw@metrovancover.org](mailto:AQbylaw@metrovancover.org).

Sincerely,

Esther Bérubé, P.Eng.  
Division Manager, Air Quality Bylaw and Regulation Development

EBe/RQ/jes

Encl: Frequently Asked Questions – Managing Emissions from Cannabis Production and Processing (15 copies)

32973631

# **ON-TABLE ITEMS**

**Village of Lions Bay**  
**Liability Servicing Limit**  
(per LGDE Reporting)

**2018**

**Revenues**

Municipal Revenues	3,232,409
Liability Servicing Limit (25% of Municipal Revenues)	808,102

**Liability Servicing Cost**

Actual Debt Servicing Cost	236,469	
2019 New Debt - MFA Truck Financing	81,429	
Total Debt Servicing Cost	<u>317,898</u>	39.3%
Estimated Cost on Unissued Debt	228,519	28.3%
<b>Total Liability Servicing Cost</b>	<b>546,417</b>	<b>67.6%</b>

**Liability Servicing Capacity Available** **261,685**

Total Authorized Debt	3,000,000
Issued	460,900
Unissued	<u>2,539,100</u>

Village of Lions Bay  
Reserve Summary  
12/31/2019

	Opening Balance 12/31/2018 per F/S	Transfers to Reserves	Interest Earned	Transfers to Surplus	Estimated Closing Balance 12/31/2019	Uses
Capital Fund	621,876		6,220	-	628,096	Capital
Land Reserve Fund	-	1,824,925	7,115	(757,605)	1,074,435	To acquire property that provides public access to the same body of water with at least equal benefit to public Funds can be loaned to Village for purchases of capital
Infrastructure Fund	-	144,658	723		145,381	Capital
Curly Stewart Fund	8,315		83	-	8,398	Curly Stewart Award
Gas Tax Funding	288,613	118,381	3,330	-	410,324	Capital
<b>Total</b>	<b>918,804</b>	<b>2,087,964</b>	<b>17,471</b>	<b>(757,605)</b>	<b>2,266,634</b>	
Unrestricted Surplus December 31, 2018 (per F/S)	1,588,103					
Transfer from Land Reserve Fund to "reimburse" funds used to purchase 63 Brunswick Beach	757,605					
Estimated Surplus December 31, 2019	<u>2,345,708</u>					