



AGENDA

Regular Meeting of Council

Tuesday, July 22, 2025, 6:00 p.m.
Council Chambers, 400 Centre Road, Lions Bay
And Via Zoom Video Conference

Zoom Invite Link: <https://us02web.zoom.us/j/2780145720?omn=81322571338>
To join via phone, dial 778-907-2071 | Meeting ID: 278 014 5720

We are privileged to be meeting and doing work on behalf of the residents of Lions Bay on the traditional unceded territory of the Squamish and Musqueam Nations.

Pages

1. Call to Order

2. Closure of Council Meeting

Proposed topics for discussion in the absence of the public:

1. Personnel

2. Legal

Recommendation:

THAT the meeting be closed to the public on the basis of matters to be considered under the following sections of the Community Charter and where required, the Council does consider that the matters could reasonably be expected to harm the interests of the municipality if they were held in public:

(c) labour relations or other employee relations;

(g) litigation or potential litigation affecting the municipality;

3. Reporting out from Closed portion of Meeting

4. Adoption of Agenda

Recommendation:

That the Agenda of July 22, 2025, Regular Meeting of Council be adopted.

5. Public Participation

6. Delegations

Ruth Simons from the Howe Sound Biosphere Region Initiative Society

Request for the renewal of the Memorandum of Understanding and budget considerations for hosting the 2026 Howe Sound Forum.

7. Approval of Minutes of Prior Meetings

7.1 Regular Meeting of Council - June 17, 2025

Recommendation:

THAT the Regular Meeting of Council Minutes of July 17, 2025, be approved.

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7.2	Special Meeting of Council- July 8, 2025	24
	Recommendation: THAT the Special Meeting of Council Minutes of July 8, 2025, be approved.	
8.	Business Arising from the Minutes	
9.	Unfinished Business	
9.1	Action Item Log	31
	A list of ongoing action items.	
10.	Reports	
10.1	Staff	
10.1.1	Tree Application No.131	33
	Tree cutting application for Lions Bay Beach Park entrance.	
	<i>- for decision</i>	
	Recommendation: THAT the Tree Application No.131 be approved as outlined in the package.	
10.1.2	Union of BC Municipalities Conference Costs and Registration , DCO-2025-003	45
	Report from Deputy Corporate Officer K Kenna on the costs and important registration dates for the September 2025, Union of BC Municipalities Conference to be held in Victoria BC.	
	<i>- for information</i>	
10.1.3	Chain of Office, CAO-2025-007	48
	A report by Chief Administrative Officer R Blackwell proposing the procurement of a Chain of Office for the Village of Lions Bay.	
	<i>- for decision</i>	
10.1.4	2026 Annual Budget Timeline	51
	An outline of the budgetary timeline for 2026 prepared by Financial Officer J Chirkoff.	
	<i>- for information</i>	
10.1.5	Request for Review and Potential Reduction of Parking Fines, Bylaw - 2025-002	53
	Report prepared by Bylaw Enforcement Officer T Bindra detailing current parking rates and fines along with enforcement challenges and proposed changes.	
	<i>- for information</i>	
10.2	Committees	
10.2.1	Climate Action Committee	
10.2.1.1	Climate Action Committee Minutes - April 22, 2025	57

	- for information	
10.2.1.2	Climate Action Committee Meeting Minutes - May 27, 2025 - for information	60
10.2.2	Tress, Views and Landscapes Committee	
10.2.2.1	Trees, Views and Landscapes Committee Meeting Minutes - February 12, 2025 - for information	64
10.3	Mayor and Council	
10.3.1	Lions Bay Beach Park Wildlife Management Plan , Council-2025-005 Mayor Berry proposes the development of a Beach Park Wildlife Plan in response to repeated closures due to high coliform counts (Summer 2025). - for decision Recommendation: THAT Staff present Council with a draft plan of a <i>Beach Park Wildlife and Water Quality Management Plan</i> and recommendations by November 15, 2025, in preparation for the 2026 summer season.	66
10.3.2	Open and Transparent Disclosure of Freedom of Information Requests, Council-2025-006 Mayor Berry proposes the posting Freedom of Information Requests on the Village website for transparent access to municipal information. - for decision Recommendation: THAT a Freedom of Information (FOI) Request Disclosure Log shall be updated quarterly and include summaries and redacted records of FOI requests released to the public, in accordance with the Freedom of Information and Protection of Privacy Act.	68
10.3.3	Bylaw 455, 2013 Garbage and Recycling Collection, Section 7 Revision Suggestions , Council-2025-007 Recommendations from the Bear Smart Committee for revisions of Section No. 7 presented by Councillor Abbott. - for decision Recommendation: THAT staff be directed to prepare draft amendments to Section 7 of <i>Garbage and Recycling Bylaw (No. 455, 2013)</i> to address the following considerations: 1. Waste and recycling receptacles must be placed for collection no more than 10 feet from the roadway in front of the householder's premises.	71

2. Receptacles must not be placed for collection earlier than the time specified in the area's collection schedule on the scheduled collection day.
3. All receptacles must be removed from the collection point no later than 8:00 p.m. on the same day as collection.
4. Clean, non-attractant recyclable materials may be placed curbside outside of the prescribed area collection schedule, provided they do not create a wildlife attractant and are not set out before 7:30 a.m.
5. For residents unable to meet the area collection schedule, the Village will provide for the drop-off of food waste and garbage at the Public Works Yard on the day of collection and on the following Saturday.
6. Where a resident is unable to comply with the area collection schedule and also unable to access the drop-off option, curbside placement of food waste and garbage may be permitted after 7:30 a.m. on collection day, provided the materials are stored in a Village-approved wildlife-resistant container (e.g., Rollins clip-lock style or other approved container) and a permit has been issued by the Village for such use.

10.3.4 Council Calendar Meeting Change, Council-2025-002

73

Proposal by Councillor McLaughlin to eliminate the remainder of the Committee of the Whole Meetings and replace with Regular Meetings of Council.

- for decision

Recommendation:

THAT Council resolves that for the remainder of 2025, Committee of the Whole (CotW) meetings are cancelled and replaced by Regular Council (RMC) meetings.

10.3.5 Future Council Meeting Notices in the Village Update, Council-2025-001

76

Proposal by Councillor McLaughlin to state specific timing in the Council Meeting information section of the Village Update, regarding start times for the in-camera and open sessions of Council meetings.

- for decision

Recommendation:

THAT Council resolves the Council Meeting invitation to be changed in future Village Updates as follows,

NEXT REGULAR MEETING OF COUNCIL:

Regular Meeting of Council – (Day of the week), (Month) (Date), 2025 at 6:00 pm.

This will facilitate Council going in camera. Regular public meeting begins at 7:00 pm.

10.3.6 Lions Bay Beach Park and Translink Grants, Council-2025-003 78

Request from Councillor McLaughlin for Council to receive a report on details of the Lions Bay Beach Park and Translink Connector Project grants.

- for decision

Recommendation:

THAT Council resolves that the CAO will provide a fulsome and detailed report to Council on the status of the Lions Bay Beach Park grant and the Translink grant at the next Regular Meeting of Council and;

Recommendation:

THAT the grant report will outline in detail the history of each grant, work to-date, costs expended to-date and answer questions as to why any parts of the Lions Bay Beach Park grant may not be proceeded with. The report should also include complete financial information for each project, in addition to completion timeline and;

Recommendation:

THAT after Council's review of the documents, the Lions Bay Beach Park grant and the Translink grant report will appear in the next regularly scheduled Village Update following the Regular Meeting of Council in which the report is presented.

10.3.7 Request for Review of Previous Committee of the Whole Items, Council-2025-008 86

Proposal from Councillor Broughton to discuss items which were not addressed in the last scheduled Committee of the Whole Meeting on July 8, 2025.

- for information and discussion

10.4 Emergency

- none

11. Resolutions

11.1 Noise Relaxation Request 87

Noise relaxation request from resident Tamara Leger for house concerts being performed at Broughton Hall, August 3, 2025 and November 15, 2025.

- for decision

Recommendation:

THAT Council grant an exception to Noise Bylaw No. 283, 1998, to allow for the events with amplified sound between the hours of 8:00 am and 11:00 pm at Broughton Hall for the following dates: Sunday August 3, and November 15, 2025.

12. Bylaws

12.1 Bylaw No. 497, 2016, Amending Bylaw No. 647, 2025

88

Updates to the Fees Bylaw.

- for decision

Recommendation:

THAT Council grant first, second, and third reading to Bylaw No.497, 2016, Amending Bylaw No.647, 2025.

13. Correspondence

125

Correspondence received from June 17 - July 17, 2025, and one additional letter from April 30, 2025.

- for information

13.1 Resolution in Support of Rail Safety Week

Resolution in Support of Rail Safety Week from the Canadian National Railway received July 15, 2025.

- for decision

Recommendation:

WHEREAS Rail Safety Week is to be held across Canada from September 15 to 21, 2025;

WHEREAS, 261 railway crossing and trespassing incidents occurred in Canada in 2024; resulting in 68 avoidable fatalities and 58 avoidable serious injuries;

WHEREAS, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries caused by incidents involving trains and citizens; and

WHEREAS Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, indigenous communities, police services, media and others to raise rail safety awareness;

WHEREAS CN and Operation Lifesaver have requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is hereby RESOLVED to support national Rail Safety Week to be held from September 15 to 21, 2025.

14. New Business

14.1 Communication Protocols

A discussion and review of communication protocols between Staff and Council by Councillor Broughton.

- for discussion

15. Public Questions and Comments

16. Adjournment

Recommendation:

THAT the Council Meeting be adjourned.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

DELEGATION REQUEST FORM

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

PREFERRED COUNCIL MEETING DATE ([Click Here for Calendar](#))

DATE RECEIVED BY OFFICE (Office Use)

July 22, 2025

APPLICANT NAME & CONTACT INFORMATION

Last Name		First Name	
Street Address			Unit
City	Lions Bay	Province	BC
Postal Code			
Primary Contact No. 778 834-4292		FAX:	
Email Address ruthsimons@howesoundbri.org			

NAME OF PRESENTER(S)/ORGANIZATION

1. Ruth Simons, President and Executive Director, Howe Sound Biosphere Region Initiative Society
2.

Supporting Documentation (optional): Any visual presentation or supporting material (handouts, notes, etc.) must be submitted by 12pm on the Thursday prior to your requested meeting date.

SUBJECT OF PRESENTATION and REQUESTED ACTION:

Request for Council to approve budget of \$2,250 to co-host the Spring 2026 Howe Sound Community Forum, and to renew the Memorandum of Understanding between the Village of Lions Bay and the Howe Sound Biosphere Region Initiative Society. (See correspondence for Council documents attached.).



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

COUNCIL DELEGATION INFORMATION

COUNCIL PROCEDURES BYLAW No. 476, 2015, as amended

- Council meeting dates can be found by visiting our website ([click here](#))
- Subject to Council dispensation, speakers will be limited to the subject matter and to a total of 10 minutes, regardless of the number of speakers
- Delegations concerning a bylaw where a public hearing has been held will not be permitted
- Subject to Council dispensation, the maximum number of delegations per meeting is three (3)
- The Corporate Officer may schedule delegations to another Council meeting or advisory body, as deemed appropriate, according to the subject matter of the delegation
- The Corporate Officer may refuse a delegation if the issue is not considered to fall within the jurisdiction of Council

OTHER IMPORTANT REQUIREMENTS

- This application will be published in the agenda - available to the public and on the internet
- Please provide the Municipal Coordinator with any relevant notes, if not handed out or published in the agenda
- Council may not provide an immediate answer, especially if the subject matter requires further consideration

HELPFUL APPLICATION AND PRESENTATION SUGGESTIONS

- Notify the Municipal Coordinator in writing seven days prior to the requested meeting date: office@lionsbay.ca
- Please arrive early. Delegations are scheduled at the start of the meeting
- Presentations are directed to Council and communication is made through the Chair (Mayor)
- Be concise. It is highly recommended to leave room for questions within the 10 minutes
- Support your position with facts and be prepared to answer questions from Council
- A respectful approach is appreciated, and debates are generally not permitted during the presentation

SUBMIT APPLICATION BY ONE OF THE FOLLOWING METHODS

MAIL: Village of Lions Bay, PO BOX 141, 400 Centre Road, Lions Bay, BC V0N 2E0
IN PERSON: Village of Lions Bay, 400 Centre Road, Lions Bay, BC V0N 2E0
FAX: 604.921.6643
EMAIL: office@lionsbay.ca

Village Office hours are Monday to Friday, 10:00 a.m. to 4:00 p.m., excluding Wednesdays.

General inquiries: 604.921.9333

For more information, contact Karla Duarte, Municipal Coordinator at 604.921.9333 or office@lionsbay.ca

APPLICANT'S DECLARATION

I understand and agree to these procedures for delegations

SIGNATURE <i>Ruth Simons</i>	DATE July 14, 2025
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Office Use Only:

<input type="checkbox"/> APPROVED for Council meeting on:	<input type="checkbox"/> DECLINED
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July 14, 2025

The Village of Lions Bay

Dear Mayor and Council:

Re: Memorandum of Understanding and hosting the 2026 Howe Sound Forum

We appreciate your consideration of these two requests: 1) to budget \$2,250 and commit to co-hosting the Spring 2026 Howe Sound Community Forum, and 2) renew the commitment to the Memorandum of Understanding (MOU) between the Village of Lions Bay and the Howe Sound Biosphere Region Initiative Society.

Background:

Our organization is responsible for the ongoing management of the Átl'ka7tsem / Howe Sound UNESCO Biosphere Region designation. In 2021, with a letter of support from the Village of Lions Bay, together with signatory members of the Howe Sound Community Forum around the region, we were awarded this prestigious designation by UNESCO, the United Nations Educational, Scientific and Cultural Organization, an agency of the UN.

Since its designation in 2021, our charitable organization's work has continued to provide the logistical support necessary to uphold the qualifications of the UNESCO designation. Our mission is to *facilitate and support the planning and execution of complex activities that promote the balanced development, conservation, and equity in the Átl'ka7tsem/Howe Sound region*. We do this work under three key areas: Generating Information and Capacity, Increasing Connection to People and Place, and Building Networks and Consensus.

The work of achieving designation does not stop there, we are reviewed every ten years. Engagement and support by communities in the Biosphere are essential to ongoing success.

One of these key activities is convening the Howe Sound Community Forums. Most recently, a well-attended Forum was hosted by the District of Squamish at the renewed Squamish Oceanfront. Councillor Abbott was able to attend, while Councillors Cunliffe, Broughton, McLaughlin, and Mayor Berry have experienced one or more of the bi-annual meetings. These events facilitate learning, cooperation, shared understanding of the issues facing the region and valuable networking opportunities.

Shortly after designation, we entered into Memoranda of Understanding with each of the local governments around the region. Please refer to the covering letter and the MOU signed with the Village of Lions Bay, one of the last, signed in October 2022.

Requests

Bowen Island Municipality will host the next Howe Sound Community Forum **on October 3rd, 2025**. As you know, these forums take place on a rotating schedule, and it is now Lions Bay's turn to host. Last time, in 2017, Lions Bay co-hosted with Howe Sound neighbour Metro Vancouver Area A, sharing the cost.

The Spring 2026 forum will be the last forum of this 4-year Council term. We are requesting that Lions Bay Council budget \$2,250, which is 50% of the total cost, and commit to hosting in April 2026 with Metro's Area A.

The Howe Sound Community Forums are one of many events we convene. At no cost to the village, we host the Ocean Watch Action Committee meetings online four times a year. These are valuable meetings for local governments to stay aware of and contribute to the health of our marine environment. I will highlight a few of the relevant issues in my presentation to Council.

We are also asking for a renewed commitment to the MOU. We acknowledge the actions and activities of the Village, the community groups and individuals who contribute in a meaningful way to the objectives of a Biosphere Region. We would like the opportunity to discuss more ways the Village can promote with pride, its place in the Biosphere. Lions Bay residents have a long history in the advocacy for the environmental recovery of the area. The recognition by UNESCO of this story is one all residents should be aware of and understand its significance.

We welcome Lions Bay Council's continued commitment to the Principles for Cooperation and renewed support for our work and that of the Átl'ka7tsem/Howe Sound UNESCO Biosphere Region.

Sincerely,

Ruth Simons

Ruth Simons,

Executive Director,

Howe Sound Biosphere Region Initiative Society

PO Box 465, Lions Bay, B.C. V0N 2E0

www.howesoundbri.org

ruthsimons@howesoundbri.org 778 834-4292



VILLAGE OF LIONS BAY

October 13, 2022

Ruth Simons, President
Howe Sound Biosphere Region Initiative Society
PO Box 465
Lions Bay, B.C.
V0N 2E0
howesoundbri@gmail.com

Dear Ms. Simons,

Re: Revisions to the Howe Sound Community Forum Principles for Cooperation May 2022 and
Memorandum of Understanding

The Village of Lions Bay was a founding member of the Howe Sound Community Forum since it was formed in 2000, and played a key role in the development of the original Principles for Cooperation. The Village has actively participated in the bi-annual meetings and sub-committees of the Howe Sound Community Forums and has hosted forums in 2015 and 2017. We look forward to hosting or co-hosting again in the future.

We acknowledge the May 2022 changes to the wording of the Principles for Cooperation that reflect the societal and logistical changes over the past twenty years.

The Village of Lions Bay also acknowledges the role and services provided by the Howe Sound Biosphere Region Initiative Society through the attached Memorandum of Understanding (MOU).

Yours truly,

Peter DeJong, CAO
Village of Lions Bay

Memorandum of Understanding

Átl'ka7tsem/Howe Sound Biosphere Region Initiative and The Village of Lions Bay Collaborating for a Sustainable Future

- UNESCO United Nations Educational, Scientific and Cultural Organization
- AHSUBR Átl'ka7tsem/Howe Sound UNESCO Biosphere Region
- HSBRS Howe Sound Biosphere Region Initiative Society
- AHSCF Átl'ka7tsem/Howe Sound Community Forum
- POC Principles of Cooperation

1) The Átl'ka7tsem/Howe Sound UNESCO Biosphere Region (AHSUBR)

This is the unceded territory of the Sk̓wxwú7mesh Úxwumixw (Squamish Nation People). The In-SHUCK-ch, Katzie, Lílwat, x̣ṃəθḳẉəỵəm (Musqueam), shíshálh (Sechelt), Stó:lō, Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations, and First Nations within the St'at'imc Chiefs' Council (includes Lillooet Tribal Council Bands), and the Hul'qumi'num Treaty Group have claims in the region.

- a) The AHSUBR boundary follows the partial watershed from the height of land to the bottom of the ocean and includes lands and communities within three regional districts of Metro Vancouver (West Vancouver, Bowen Island, Lions Bay and Area A), Sunshine Coast (Gibsons and Areas E, Elphinstone and F West Howe Sound) and Squamish Lillooet (Furry Creek, Britannia Beach, Squamish and Brackendale).
- b) Átl'ka7tsem/Howe Sound Region is 218,723 hectares, 84% terrestrial and 16% marine. 6% is Rural Regional District and Reserve Lands, 5% of the terrestrial is privately owned or "urban" and 89% of the terrestrial area is under the management and shared stewardship of the Province of BC and First Nations.

2) Howe Sound Biosphere Region Initiative Society (HSBRIS)

HSBRIS is a B.C. registered non-profit Society and is responsible for the management of the AHSUBR through the Nchu'ú7mut/Unity Plan; and for advancing the objectives of UNESCO Biosphere Regions (biodiversity conservation, sustainable development, reconciliation, model regions for learning, research and monitoring). UNESCO Biosphere Region organizations provide logistic support.

HSBRIS' priorities are to:

- a) Advance Sustainable Development. Key partnerships and adequate supports, data and tools are in place for planning gaps across the region to be filled and the region's sustainability targets are defined and embedded with the UN's Sustainable Development Goals (SDGs) in the planning and decision-making processes.
- b) Advance Biodiversity Conservation. Key partnerships work to further education, monitoring, and research, fill knowledge gaps, and increase stewardship and connection to place.

- c) Advance Reconciliation, Equity & Inclusion. The AHSUBR roundtable and forums for convening in an ethical space are well established to further the relationships, dialogue and understanding in the context of all AHSUBR nations and communities.

HSBRIS provides logistic support through programs aimed at strengthening collaboration for a sustainable future. Programs include communications, convening and facilitating, advising and coordinating projects.

HSBRIS provides support to the Howe Sound Community Forum and other subcommittees of the forum by planning, coordinating and reporting. HSBRIS maintains a trusted role.

3) Village of Lions Bay

Lions Bay (originally Ch'ich'iyuy Elxwikn), BC, is a municipality that is part of Metro Vancouver. Located in Howe Sound, the 2021 Census population is 1,390. The Village has a land area of 2.53 sq. kms.

The Village of Lions Bay's 2010 Official Community Plan states: *The community must be thoughtful and innovative in making development choices which maintain its unique sense of place, respect the natural environment, enhance its social diversity and provide affordable services to the community. Lions Bay strives to become a leader among municipalities in creating a sustainable community for future generations.*

4) The Howe Sound Community Forum and the Principles of Cooperation

The purpose is to provide a forum for local governments, Regional Districts and First Nations discussions to maintain and enhance the economic, environmental, cultural and social well-being of Howe Sound for the benefit of present and future generations. The original Principles of Cooperation is a document that all members, local governments, regional districts and first nations, signed in 2002 and updated in 2022. The Principles of Cooperation state the need, scope, common vision, shared values and structure of the forums.

5) Relevant Background

The signing of the original Howe Sound Community Forum's Principles for Cooperation took place in 2002. As a signatory to the Principles for Cooperation, the Municipality has been an active member of the Forums and its committees. Village of Lions Bay has hosted several forums, most recently in 2017.

The Village of Lions Bay's Official Community Plan made a strategic commitment in:

Section 4.9 - Meeting Responsibilities in Governance.

Region: Continue to be a responsible partner in the larger community by iii) working closely with other governments and agencies on matters such as land use, servicing, and transportation for the betterment of the overall area, including participation in the Howe Sound Community Forum and the Lower Mainland Treaty Advisory Committee.

The convening of the Howe Sound Community Forums has been conducted by Ruth Simons since 2014. Ruth Simons is now the Executive Director of the Howe Sound Biosphere Region Initiative Society.

The Village of Lions Bay has indicated support for the UNESCO Biosphere Region nomination through resolutions by Council recognizing alignment with the Principles for Cooperation (November 2016). In July 2019, the Village provided a letter of support that was included in the nomination package.

6) It is understood:

The Village of Lions Bay will support and cooperate with the HSBRIIS as it manages the AHSUBR and the Howe Sound Community forums and sub-committees. In doing so the Village of Lions Bay Municipality will act as an Ambassador for the UNESCO Biosphere Region by (details in Appendix A):

- Assigning a staff liaison position as the main point of contact with HSBRIIS.
- Continue as active and engaged participants in the Howe Sound Community Forums.
- Budget for and host a forum in Lions Bay on a rotating schedule.
- Support the Principles of Cooperation and the Nchu'ú7mut/Unity Plan through the contribution of information.
- Consider the priority goals and objectives of the Nchu'ú7mut/Unity Plan in policy and planning decisions
- Promote and reference with pride the UNESCO Biosphere Region.
- Offer and facilitate funding resources for HSBRIIS for educational opportunities and beneficial projects through grants and/or in-kind support.

It is also understood this memorandum of understanding will be reviewed every new Council term and may be amended at any time by mutual agreement.

On behalf of the Village of
Lions Bay

On behalf of Howe Sound Biosphere Region Initiative
Society



Peter DeJong, CAO

Ruth Simons, President

Date Signed: October 13, 2022

Date Signed: October 14, 2022



MINUTES

REGULAR MEETING OF COUNCIL

VILLAGE OF LIONS BAY

**June 17, 2025, 6:00 p.m.
Council Chambers, 400 Centre Road, Lions Bay
And Via Zoom Video Conference**

In Attendance: Mayor Ken Berry
Councillor Neville Abbott
Councillor Michael Broughton
Councillor Jaime Cunliffe

Staff In Attendance: Financial Officer, Joe Chirkoff
Deputy Corporate Officer, Kristal Kenna

Regrets: Chief Administrator Officer, Ross Blackwell

1. Call to Order

Mayor Berry called the meeting to order at 6:00 PM

2. Closure of Council Meeting

Moved by: Councillor Abbott

Seconded by: Councillor Broughton

THAT the meeting be closed to the public on the basis of matters to be considered under the following sections of the Community Charter and where required, the Council does consider that the matters could reasonably be expected to harm the interests of the municipality if they were held in public:

90 (1)

(c) labour relations or other employee relations;

(g) litigation or potential litigation affecting the municipality;

90 (2)

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

CARRIED

3. Reporting out from Closed portion of Meeting

That the letter from the Ministry of Housing and Municipal Affairs from May 23, 2025, be received and that Council has no objections.

4. Adoption of Agenda

Moved by: Councillor Broughton

Seconded by: Councillor Abbott

THAT the Agenda of the June 17, 2025, Regular Meeting of Council be adopted with the following additions:

- Item No.10.1.1 Grant-in-Aid - Include Remembrance Day Ceremony
- Item No. 10.3 Mayor and Council - Include Change to the rating on the *Fire Danger Rating* Sign.
- Council condolences for the passing of long-time resident Louis Peterson and acknowledged their gratitude for his service to the community.

CARRIED

5. Public Participation

- none

6. Delegations

- none

7. Approval of Minutes of Prior Meetings

7.1 Regular Meeting of Council - May 20, 2025

That Item 10.2.2 Climate Action Committee included that Councillor Abbott provided written reports as well as a verbal update.

Moved by: Councillor Broughton

Seconded by: Councillor Cunliffe

THAT the Regular Meeting of Council Minutes of May 20, 2025, be approved as amended.

CARRIED

7.2 Special Meeting of Council - June 11, 2025

Amendment that Item No. 14 - Reporting out from Closed Portion of Meeting - be changed to reflect the reporting out. Deputy Corporate Officer to review the recording and update the minutes.

Moved by: Councillor Abbott

Seconded by: Councillor Broughton

THAT the Special Meeting of Council Minutes of June 11, 2025, be approved as amended.

CARRIED

8. Business Arising from the Minutes

- **Action:** May 20, 2025, Regular Meeting of Council - Item No.10.2.2 - Discussed that the Climate Action Committee suggests that LGCAP money be used to fund infrastructure and purchase of an Electric Vehicle. Committee recommend to Council is to have staff review procurement policy to include the language surrounding this suggestion.

9. Unfinished Business

9.1 Action Items Log

- Item No.342 - Request for the *Supersave* Invoices to specify the amount of renewable diesel (to support Local Government Climate Action Program report).

10. Reports

10.1 Staff

10.1.1 Grant-In-Aid , FN-2025-002

Staff presented the applications for Grant-in-Aid and noted that the application process is being streamlined to *online only* to simplify the administrative process. Staff also noted that there is a need for in-kind rates which are being worked on with the update of the fees bylaw. Staff to report back to Council once these simplified processes are in place.

Discussion ensued and Councillor suggested that in-kind applications be streamlined and that a renewal option would make sense. Question from Council regarding positive balance (carry-over from previous years) and that groups should work towards a break even balance on their accounts.

Financial Officer, Joe Chirkoff joined the meeting at 7:33 pm.

1

THAT the Grant and Aid application from the Lions Bay Scholarship Foundation be approved.

2

THAT the Grant and Aid application from the Lions Bay Arts be approved.

3

THAT the Grant and Aid application from the Lions Bay Historical Society be approved.

4

THAT the Grant and Aid application for the Senior's Circle be approved.

5

THAT the Grant and Aid application from the Lions Bay Trailblazers be approved.

6

THAT the Grant and Aid application from the Lions Bay Bird Friendly be approved.

7

THAT the Grant and Aid application from the Lions Bay Caroling Group be approved.

8

THAT the Grant and Aid application from the Lions Bay Garden Group be approved.

9

THAT the Grant and Aid application from the Lions Bay Bear Smart be approved.

10

THAT the Grant and Aid application from the Lions Bay Events Committee be approved.

11

THAT the Grant and Aid application from the Lions Bay Fire Rescue be approved.

Moved by: Councillor Broughton
Seconded by: Councillor Abbott

THAT all the applications be approved in one motion, as amended, to include the Remembrance Day Ceremony.

CARRIED

Moved by: Mayor Berry
Seconded by: Councillor Abbott

THAT all the Grant-in-Aid applications No. 1-11 under item 10.1.1 of the Agenda of the Regular Meeting of Council June 17, 2025, as amended be approved.

CARRIED

10.1.2 Film Permit 2025-05

Staff presented the film permit application and answered questions.

Council had questions regarding parking space rentals in Kelvin Grove ; looking for assurance that this would be feasible for the community and ensuring that the previously arranged resident rental of the lot (for a wedding) remains unaffected. Councillor Cunliffe noted that she did not believe this would be of concern because of the seasonal decline of usage at the time of the filming and Staff confirmed that the wedding has priority. Question about polling letters, staff confirmed that affected properties are polled based on the Village map.

1

Moved by: Councillor Broughton
Seconded by: Councillor Abbott

THAT Council approve the enclosed Film Application FP25-05, submitted by Blink49 Productions, for filming on-location at 185 Tidewater Way.

CARRIED

2

Moved by: Councillor Broughton
Seconded by: Councillor Abbott

THAT Council approve the rental of up to 10 parking spots at Kelvin Grove Beach for the duration of the Film shoot, deemed to be August 24, 2025 – September 15, 2025.

CARRIED

10.1.3 Bylaw Enforcement Quarterly Update, Bylaw -2025-001

Action: Staff to report back with who is "parking enforcement" (as noted in the report Item C.) and the status of the outstanding parking violation notices.

Discussion ensued regarding parking violation fines. Council would like further discussion pertaining to implementing more education / warnings for parking violations. Suggestion to host an open house or town-hall type meeting with Bylaw and CAO. Council is appreciative of the quarterly update and found it helpful.

10.1.4 Final Election Report, DCO-2025-002

Staff presented a report by Chief Elections Office Lisa Zwarn (2025 By-election), identifying a bylaw gap in the public notice posting policy and that in order to continue to use alternative means, the Village needs to adopt a public notice bylaw. Staff reported that a Public Notice Bylaw is currently being drafted and will be ready for review at the next meeting.

Discussion ensued, and Council expressed an interest as to why "...the local government must adopt a public notice bylaw and not use the same methods indicated for the public notice posting place in the Council Procedure Bylaw"

Moved by: Councillor Abbott

Seconded by: Councillor Broughton

THAT the Village adopt a public notice bylaw prior to the next election.

CARRIED

10.1.5 Year to Date Financials

Staff presented a report on year-to-date financials.

Discussion ensued, with questions from Council regarding forecast at completion, follow up on budget for the UBCM conference, emergency management budget and interim emergency management while the fire chief positions and emergency program coordinator are vacant.

Action: That a meeting be scheduled discuss the budgeting for the UBCM conference in September 2025.

Action: That the next council agenda include a discussion on interim plan while the fire chief and emergency program coordinator and emergency support services director positions are vacant.

Action: Financial Officer to report actuals versus budget for Council.

10.1.6 Fire Services Review, CAO-2025-006

Discussion, Council supports the review and also asks that the consultant provide an interim plan.

Moved by: Councillor Broughton

Seconded by: Councillor Abbott

THAT Council direct the Chief Administrative Officer to retain a qualified consultant to undertake a comprehensive organizational review of Lions Bay Fire Rescue and report back with the detailed scope, budget, and timeline for the proposed work. The consultant is to also devise an interim plan while the review is being conducted.

CARRIED

10.2 Committees

10.2.1 Infrastructure Committee

No update at this time.

10.2.1.1 Recommendation to Council: Water Wells

No update at this time.

10.3 Mayor and Council

Moved by: Councillor Abbott

Seconded by: Councillor Broughton

THAT Council instruct staff to update the Fire Danger Rating Sign (*Forest Fire Hazard Index*) from "Low" to "Moderate".

CARRIED

10.4 Emergency

- none

11. Resolutions

- none

12. Bylaws

- none

13. Correspondence

- Lions Bay Beach Park washroom maintenance concerns expressed.
- Lions Bay Bird Friendly - Thank you to the Village for their support in the voting in of the official Village Bird.
- Proclamation of National Drowning Prevention Week.

Moved by: Councillor Cunliffe

Seconded by: Councillor Broughton

THAT, the Council of the Village of Lions Bay, do hereby proclaim July 20th-26th, 2025 National Drowning Prevention Week in Lions Bay, British Columbia, and do commend its thoughtful recognition to all citizens of the Village of Lions Bay, British Columbia.

CARRIED

14. New Business

- none

15. Public Questions and Comments

Question from Dierdre Bain: How much was the new bylaw enforcement vehicle (truck)?

Staff to report back with the cost.

16. Adjournment

Moved by: Councillor Broughton

Seconded by: Councillor Cunliffe

THAT the Council Meeting of June 17, 2025, be adjourned.

The meeting adjourned at 8:11 PM

CARRIED

Mayor

Corporate Officer

Date Adopted by Council:



MINUTES

SPECIAL MEETING OF COUNCIL

VILLAGE OF LIONS BAY

**July 8, 2025, 7:00 p.m.
Council Chambers, 400 Centre Road, Lions Bay
And Via Zoom Video Conference**

In Attendance: Mayor Ken Berry
Councillor Neville Abbott
Councillor Michael Broughton
Councillor Jaime Cunliffe
Councillor Ron McLaughlin

Staff In Attendance: Deputy Corporate Officer, Kristal Kenna
Director of Operations, Karl Buhr

Regrets: Chief Administrative Officer, Ross Blackwell

1. Call to Order

Mayor Berry Cunliffe called the meeting to order at 6:02 PM.

2. Closure of Council Meeting

Moved by: Councillor Abbott
Seconded by: Councillor McLaughlin

THAT the meeting be closed to the public on the basis of matters to be considered under the following sections of the Community Charter and where required, the Council does consider that the matters could reasonably be expected to harm the interests of the municipality if they were held in public:

(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;

CARRIED

3. Reporting out from Closed portion of Meeting

The Open session of the meeting resumed at 7:08 PM.

Mayor Berry reported that the Closed session will resume at the conclusion of the Open portion of the meeting. Reporting out will happen at the conclusion of the second Closed session.

4. Adoption of Agenda

Regarding Resolution No.2 Item No. 10.2.1, Mayor Berry will follow up with the Infrastructure Committee.

Moved by: Councillor McLaughlin

Seconded by: Councillor Abbott

THAT the Agenda of the July 8, 2025, Special Meeting of Council, be adopted with the following additions and amendments:

- Item 10.1.1 from the July 8, 2025, Committee of the Whole Agenda - *2024 Annual Report - Wastewater Treatment, PW-2025-005* to be discussed under Item No. 10.1.1 Staff Reports
- Item 14.5 from the July 8, 2025, Committee of the Whole Agenda - *Bus Shelter Update* to be discussed under Item No. 10.1.2 Staff Reports
- Item 14.2 from the July 8, 2025, Committee of the Whole Agenda - *Vancouver Coastal Health Water Quality Notices* to be discussed under Item No.14 New Business
- Item 14.3 from the July 8, 2025, Committee of the Whole Agenda - *Dogs at the Lions Bay Beach Park* to be discussed under Item No.14 New Business

Opposed (1): Councillor Abbott

DEFEATED (1 to 1)

Amendment:

2

THAT the Agenda of the July 8, 2025, Special Meeting of Council, be adopted with the following additions and amendments:

- Item 10.1.1 from the July 8, 2025, Committee of the Whole Agenda - *2024 Annual Report - Wastewater Treatment, PW-2025-005* to be discussed under Item 10.1.1 Staff Reports
- Item 14.5 from the July 8, 2025, Committee of the Whole Agenda - *Bus Shelter Update* to be discussed under Item 10.1.3 Staff Reports
- That resolution No.2 from Item No.10.2.1 "*the appointment of a standing committee member to the Infrastructure Committee*" be removed.

Opposed (1): Councillor Abbott

CARRIED (4 to 1)

5. Public Participation

- none

6. Delegations

- none

7. Approval of Minutes of Prior Meetings

- none

8. Business Arising from the Minutes

- none

9. Unfinished Business

- none

10. Reports

10.1 Staff

10.1.1 2024 Annual Report - Wastewater Treatment, PW-2025-005

Staff presented a report, which was referred from the Committee of the Whole agenda of July 8, 2025, highlighting ingress and infiltration into the sewer system (I&I). Causes and solutions were discussed for information purposes.

The frequent blocking of the Lions Bay Beach Park bathroom toilets was discussed with causes and solutions, including an option to connect to a forcemain. Suggestion to discuss with the Infrastructure Committee.

10.1.2 Bus Shelter Update

Staff provided a verbal update for information. A new bus shelter is being built in response to a request from the Ministry of Transport to move the bus stop from the current Islevue off-ramp bridge location, for safety reasons. The Ministry is providing \$100k for the project.

Staff discussed feedback received (3 responses) from residents which has been shared with the Ministry. Council requested that more feedback be solicited from residents. Staff to provide concept sketches in a Village Update.

10.2 Committees

10.2.1 Infrastructure Committee & Climate Action Committee

Councillor Abbott presented a report that the Climate Action Committee appoint Councillor Cunliffe as a member and Councillor McLaughlin as a member in the Infrastructure Committee. Resolution No. 2, to appoint the vacant position in the Infrastructure Committee to Councillor McLaughlin was struck from the agenda and will be dealt with at a later date.

Moved by: Councillor Abbott

Seconded by: Councillor Cunliffe

THAT Council appoint Councillor Jaime Cunliffe as the second Council member on the Climate Action Committee (CAC).

CARRIED

10.3 Mayor and Council

10.3.1 Grants for Small Communities

Councillor Abbott presented a resolution to formally address the request to have Staff take on the small rural community grant application process for the Village. Councillor Abbott outlined the benefits of applying for the small community grants.

Moved by: Councillor Abbott

Seconded by: Councillor Cunliffe

THAT Staff, along with Councillor Abbott approach the provincial grant authorities to confirm that The Village of Lions Bay is eligible for grant remuneration as a small, rural community even though Lions Bay is a part of the Metro Vancouver Regional District.

CARRIED

10.4 Emergency

- none

11. Resolutions

- none

12. Bylaws

- none

13. Correspondence

- none

14. New Business

14.1 Enns Park Study Group

Councillor McLaughlin presented a report proposing that a study group be established to put together a proposal for the building of a park which would be volunteer supported, in memory of David and Barbara Enns.

1

Moved by: Councillor McLaughlin

Seconded by: Councillor Abbott

THAT Council support the proposal of a public park to be built in memory of David and Barbara Enns, to be located at the joining of Battani and Magnesia Creeks at the waterfront off Brunswick Road on Village owned property.

CARRIED

2

Moved by: Councillor McLaughlin

Seconded by: Councillor Abbott

THAT Council support volunteers preparing a proposal for the building of a public park in memory of David and Barbara Enns. The proposal will outline the scope, budget, and naming of the park.

CARRIED

**14.2 Interim Emergency Program Coordinator and Emergency Support Services
Director Appointments**

Councillor McLaughlin presented a report regarding EPC & ESS appointments, following up on the Delegation presentation from April 23, 2025, by Mary Brown and Roel Coert. Councillor McLaughlin proposed an immediate appointment of both positions to ensure the ongoing safety of the Village.

1

Moved by: Mayor Berry
Seconded by: Councillor Abbott

THAT Council confirms the appointment of Mary Brown as Interim Emergency Program Coordinator and Roel Coert as Mary Brown's replacement as Emergency Support Services Director, with contract offers to be made as soon as possible by the Chief Administrative Officer or his deputy, and,

CARRIED

2

Moved by: Mayor Berry
Seconded by: Councillor Abbott

THAT the Chief Administrative Officer or the Deputy Corporate Officer request the Interim Emergency Program Coordinator call an Emergency Program Committee (EPC) meeting before the end of July 2025.

CARRIED

14.3 Lions Bay Beach Park Signage Change

Councillor McLaughlin provided a report requesting that Staff improve vehicle unloading access at the beach, in addition to addressing concerns about dogs at the beach.

Director of Operations noted that "No Parking" already encompasses a 15 minute loading zone. Request from Council is for explicit "Loading Zone" signage. Request from Staff for direction on size and style of desired "No Dogs" to replace existing signage.

1

Moved by: Councillor McLaughlin
Seconded by: Councillor Cunliffe

THAT Council request Staff to immediately amend signage at the entrance to Lions Bay Beach Park by removing the "No Parking" signs and adding signage for a 15-minute loading zone on both sides of the access.

CARRIED

2

Moved by: Councillor McLaughlin
Seconded by: Councillor Cunliffe

THAT existing Lions Bay Beach Park "No Dogs" signage be enlarged.

CARRIED

15. Public Questions and Comments

Penny Nelson: Request from Lions Bay Bird Friendly for different wording on the "Welcome to the Beach" sign in regard to the harassment of wildlife, and that a permanent sign be erected.

16. Recess

Moved by: Councillor McLaughlin

Seconded by: Councillor Abbott

THAT the Open Special Meeting of Council recess to resume the Closed session.

The Open session recessed for 5 minutes at 8:02 PM and then moved back into the Closed session.

CARRIED

17. Reporting out from Closed portion of Meeting

Mayor Berry to reported that compensation for the Emergency Program Coordinator and the Emergency Program Director positions and Lions Bay Beach Park entrance parking was discussed.

18. Adjournment

Moved by: Councillor Broughton

Seconded by: Councillor Cunliffe

THAT the Special Meeting of Council be adjourned.

The meeting adjourned at 8:51 PM.

CARRIED

Mayor

Corporate Officer

Date Adopted by Council:

VILLAGE OF LIONS BAY FOLLOW-UP ACTION ITEM LIST				
ACTION NO.	DATE	ITEM/ACTION/DESCRIPTION	PERSON	STATUS
297	Sept 19, 2023	CAO to complete a cost-benefit analysis on document storage options	CAO	Ongoing
310	Nov 7, 2023	CAO to rescope connector project and bring back to Council	CAO/Public Works	Ongoing
311	Nov 7, 2023	Proceed with wayfinding signage project subject to community input		Deferred
315	Feb 20, 2024	Firefighting Reserve Water Policy referred to Infrastructure Committee	DO	In Draft
316	Feb 20, 2024	Water Shortage Policy	DO	In Draft
321	June 18, 2024	Staff to investigate whether the Village of Lions Bay can apply for grants and funding as a small community. Also follow up with MLA Jeremy V. who expressed support.	CAO & Councillor Abbott	On-going – see resolution July 8, 2025 Spcl Mtg.
328	December 3, 2024	Provide council with a working document of council duties (tasks, responsibilities and status).	CAO	Ongoing
331	January 7, 2025	Chief Administrative Officer, Ross Blackwell, will compile topic recommendations for the Union of BC Municipalities Meeting and provide to Council.	CAO	Complete
339	May 6, 2025	Proposed Lions Bay trail race event for 2026 referred to staff and search and rescue	DOO & LBSAR	Ongoing
341	May 20, 2025	Through the LGLMA Conference, Council was advised that Lidstone & Co. offers bylaw updating via their articling students and templates (cost effective). Staff to source quotes.	CAO	Ongoing
342	May 20, 2025	Financial Officer to provide statements of fuel spending to Council: propane, gas, diesel (what percentage of the diesel is renewable). The spend amounts are required for the Local Government Climate Action Program.	FO	Complete. Supersave will now specify renewable diesel on invoices.
343				
344	May 20, 2025	Question from correspondence surrounding paid parking zones in the Village. CAO to follow up with BEO.	CAO & BEO	Ongoing

346	May 20, 2025	Council requested a Copy of the Fire Department funds (report)	FO	Complete
348	June 17, 2025	Bylaw Enforcement Quarterly Update - Staff to report back with who is "parking enforcement" (as noted in the report Item C.) and the status of the outstanding parking violation notices.	BEO	Complete
349	June 17, 2025	DCO to prepare costs for Council accommodation and conference fees in Victoria for the UBCM September 22-26, 2025, for review to inform conference budget discussion.	DCO	Complete
350	June 17, 2025	That the next council agenda include a discussion on budget and an interim plan while the fire chief and emergency program coordinator and emergency support services director positions are vacant.	DCO for CotW agenda	Ongoing
351	June 17, 2025	Financial Officer to prepare a report on actuals versus budget for Council.	FO	Complete

STAFF REPORT

DATE: July 11, 2025 **FILE:**
TO: Ross Blackwell, MAP, MCIP, RPP, CAO
FROM: Shawna Driscoll, Administrative Assistant
RE: **Tree Application #131 – Lions Bay Beach Park Entrance**

RECOMMENDED RESOLUTION:

THAT the Trees, Views and Landscapes Committee recommends to Council THAT Council approves Tree Cutting Permit Application No. 131: Lions Bay Beach Park Entrance, subject to the following:

For Area C (per original application):

- a) Proceed with the proposed scope of work
- b) Topping should not exceed two feet below existing topping levels

For Area B (additional recommendation):

- c) Suggest carrying out the same work as Area C to maintain consistency
- d) Preferred recommendation: Cut and clear both Areas B and C completely for safety and other concerns

Cost Consideration: - it is suggested that the Village covers the cost, minus the quote already obtained for Area C.

- e) The applicant must clean up and remove all associated debris and notify the Municipality as soon as possible after the cutting to advise that this has been done;
- f) The tree cutting permit shall be valid for one year subject only to confirmation prior to any cutting, or repeated cutting, within that period of:
 - i. compliance with the bylaw restrictions regarding bird nesting season
 - ii. if working from the road, a traffic control plan approved by Public Works
 - iii. damage deposit, arborist/contractor's WorkSafe BC certificate and insurance in compliance with Municipal requirements, and
 - iv. any other Municipal bylaw requirements

**BACKGROUND:**

The Tree Committee met on-site at the entrance to Lions Bay Beach Park on June 26 to review the attached tree application, which was jointly submitted by three residents. The meeting minutes, including additional recommendations from the Committee, are also attached. While the original application only requested work in area C, the Tree Committee has proposed additional work in area B. As the additional area was recommended by the Committee, they suggest that the Village cover the associated costs of area B.

DISCUSSION:

n/a

OPTIONS:

- (1) Approve the application as presented.
- (2) Approve the application with amendments.
- (3) Refer the matter to the Tree Committee or staff with specific direction.

RECOMMENDED OPTION:

- (1) Approve the application as presented.

FINANCIAL CONSIDERATIONS:

The Tree Committee has recommended that the Village cover the cost of the tree work they proposed, excluding the work requested by the applicants in their original application.

LEGAL CONSIDERATIONS:

n/a

Respectfully submitted,
Shawna Driscoll
Administrative Assistant

Report Approved By,
Ross Blackwell
Chief Administrative Officer

ATTACHMENTS:

- (1) Tree Application #131
- (2) Trees, Views, and Landscapes Committee Meeting Minutes of June 26, 2025

RECEIVED

MAR 04 2025



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Schedule "A"

Tree Cutting Application Form

All fields must be completed

Applicant's Full Name: David Udow (Gary Brown 42 LB Ave & Rob Simons 50 LB Ave as co-applicants)	
Address: 20 Seaview Place, Lions Bay	
Phone: [REDACTED]	Email: [REDACTED]
Arborist/Contractor Name: Vertigo Trees (Garibaldi Highlands)	
Phone: 604-848-8766	Email: vertigotrees@gmail.com

Office Use Only	Tree Application Number:
Received by: Jordan	Date: Oct 28/24
Amount Paid: \$75	Cash or Cheque: debit
Application Complete? (Y/N) completed Mar 4, 2025	If no, reason: not canvassed - resubmitted Mar 4, 2025
Date referred to Public Works: Jun 18/25	Date returned by Public Works: Jun 18/25 (See attached comments)
Date Application to Tree Ctte: Jun 19/25	Meeting Date: June 26 at 10 am
Agenda forwarded to Tree Ctte: Jun 19/25	Minutes received from Tree Ctte:
Council Agenda Date: July 22/25 Parties Notified:	Council Decision:
Date of Letter Notifying Applicant of Decision: (Mar 26-Aug 16 Registered Professional Biologist):	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:



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Species/Description of Tree(s):

Douglas Fir & Cedar trees. Smallest 3-6" dbh, largest approximately 12-14" dbh

All of the trees have previously been topped, though it has been a while (unsure of time frame).

Location of Tree(s):

There is a cluster of trees on Village property seen initially upon driving down Lions Bay Avenue towards the Beach Park. As you cross the train tracks, the stand of trees is immediately in front of you where the road splits. To the left, across from the Beach Parking Lot, the trees are regularly topped & maintained. To the right, though previously topped, the stand has been left to grow for many years.

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

Reason for Removal:

- ☐ Too close to property (foundation, garage, fence, etc.)
- ☐ Dead, dying or diseased
- ☒ Unattractive
- ☐ Blocking sunlight
- ☐ Attracting wildlife

- ☐ Interfering with infrastructure (roads, sidewalks, etc.)
- ☐ Leaves causing problems
- ☐ Blocking site access
- ☐ Affecting house value
- ☒ Hazardous
- ☒ Interfering with view

Please provide additional comments which may be useful:

These trees impede views from some of the homes on Seaview Place & Lions Bay Avenue.

The application is to top a portion of the trees to their historical levels, to remove a selection of the trees which are unlikely to survive another topping, and to open a previously existing view corridor for residents and visitors alike.

Note the proposed area is NOT part of the Beach Park.

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

Reference the attached photos showing Areas A, B & C.

This application only contemplates Area C - defined as approximately 40 cedar & fir trees on the peninsula of land dividing Lions Bay Ave from the Beach Park entrance. The area is roughly speaking a triangle from behind the fire hydrant to the north end of the tree peninsula.

Within Area C only, the proposed works are:

- * Top the cedars to previous levels
- * Remove approximately 11 Douglas fir trees 6-12" dbh, all previously topped, some danger trees, all unlikely to survive another topping
- * Removal of all debris
- * Given the abundance of established cedar trees in the area which are expected to fill in naturally, replanting of cedars is proposed in the event that some of existing cedars do not survive the topping.

RECEIVED

MAR 04 2025

TREE CUTTING PERMIT APPLICATION & CHECKLIST

Within this package, you will find the tools you will need in order to complete your Tree Cutting Permit Application. The following contents are included:

- Application form
- Form letters for canvassing *Affected Property Owners**
- Tree Cutting Permit (must be signed by CAO or designate before any cutting is allowed)
- Tree Management on Private Land Policy
- Village of Lions Bay Trees, Views and Landscapes Bylaw No. 393, 2007, as amended

* *An Affected Property Owner is any adjacent owner and any property owner whose line of sight or proximate enjoyment (eg: shade, aesthetics) may be affected if this application is approved.*

Application checklist:

- ☐ Completed Application Form
- ☐ Colour Photographs / Photocopies of Trees Proposed to be Cut
- ☐ Comments from Affected Property Owners (must include their contact information for verification purposes)
- ☐ Replanting Plan details and proposed timeframe, if applicable
- ☐ \$75 Application Fee (cash/cheque payable to Village of Lions Bay, due upon package submission)

About the process:

Upon receipt of your completed application package, Staff will confirm all required information is included before referring the file to Public Works and then to the Trees, Views and Landscapes Committee.

Supplementary documents may be required in support of this application. Should land surveys or arborist reports be required, you will be notified accordingly. The applicant is expected to bear all associated costs.

The Trees, Views and Landscapes Committee will set a date and time to meet at the location of the proposed cutting and this meeting will be advertised and open to you and to the public. You or any member of the public may speak at this Committee meeting.

Recommendations and public comments, verbal and written, will be presented for Council consideration as soon as may be possible. Staff will send an email to you and any opponents to advise of the Council meeting date when the recommendations made by the Trees, Views and Landscapes Committee will be presented along with your application.

Follow up will be performed to ensure the Replanting Plan has been achieved, if applicable.

* Note: If your application is approved by Council, you will need to provide the following:

- ☐ \$500 Damage Deposit
- ☐ Name of Arborist or Contractor
- ☐ Proof of WorkSafe BC Certification
- ☐ Proof of Insurance (\$5 million liability with Village of Lions Bay named as additional insured)



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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

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

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

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

I understand that per section 3.4.8 of Tree Bylaw No. 393, 2007, in order to protect nesting birds, no tree cutting may be carried out between March 26th and August 16th in any given year, unless:

- the cutting is required to deal with a Hazardous Tree; or
- subject to the requirement for a nesting survey by a Registered Professional Biologist, the cutting is approved by the Council as an exception where the application is connected to a building permit or other process which, if delayed, the Council considers would result in hardship to the applicant and the Council may consider:
 - i. the circumstances of the applicant;
 - ii. the scope and location of the application;
 - iii. the timing of the cutting in relation to the nesting calendar attached as Schedule "E" to the Tree bylaw.

David Udow

December 16, 2024

Name of Applicant (Please Print)

Signature

Date Signed

Robert Simons
Gary Brown

March 4, 2024

March 4, 2025





<u>NAME OF APPLICANT</u>	<u>ADDRESS</u>	<u>TREE APP #</u>	<u>COMMENTS</u>
David Udow, Gary Brown, Rob Simons	20 Seaview Pl, 42 Lions Bay Ave, 50 Lions Bay Ave	131	Co-applicants

<u>AFFECTED OWNER INITIALS</u>	<u>ADDRESS</u>	<u>SUPPORT</u>	<u>OPPOSE</u>	<u>COMMENTS</u>
J.P.	25 Seaview Place	x		I support cutting area C but I think just topping this grouping would make area B look out of place. I suggest we cut area B & C at the same height at the same time and to roughly the same height as Area A and maintain this new height going forward and trimming every 5 years.
J.L.	30 Seaview Place	x		
S.R.	35 Seaview Place	x		no comments or objections
D & J. H.	40 Seaview Place	x		
P.Y.	50 Seaview Place	x		
K. & M. W.	25 Lions Bay Avenue	x		
P.P	30 Lions Bay Avenue	x		
J.S	35 Lions Bay Avenue	x		
S.T.	70 Lions Bay Avenue			no response
L.C.	80 Lions Bay Avenue			no response

RECEIVED

JUN 18 2025

Public Works Tree Cutting Referral Comments

Tree Cutting Application Number: 131

Name of Applicant: David Udow, Gary Brown, Rob Simons

Address of Applicant: 20 Seaview Pl, 42 Lions Bay Ave, 50 Lions Bay Ave

Location of Trees(s);

Clearly on Municipal Land: (Y/N)

(If no, survey required at applicant's cost)

Location in Relation to Municipal Infrastructure (Present & Future):

NO ISSUE

Location in Relation to Others' Infrastructure (Telus/Hydro Lines, etc):

NO ISSUE

Slope Stability Considerations:

Replanting Required (Y/N and recommendations, if any):

NO

Traffic Management : (Y/N)

YES

Other Considerations / Comments:

Attachments (Y/N and Description):

GARTH



TREES, VIEWS & LANDSCAPES COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON WEDNESDAY, JUNE 26th, 2025
ON SITE: LIONS BAY BEACH PARK ENTRANCE

MINUTES

In Attendance:

Committee: Chair, Simon Waterson
 Mike Jury
 Jay Barber
 Jim Cannell

Public Participation: David Udow, Gary Brown, Rob Simons

- 1. Call to Order**
Chair Simon Waterson called the meeting to order at 10:00am
- 2. Appointment of Recorder**
Simon was appointed as the recorder
- 3. Approval of the Agenda**
Moved/Seconded
THAT the Agenda be approved as distributed **CARRIED**
- 4. Public Questions & Comments**
None
- 5. Approval of Minutes**
a) THAT the Trees, Views and Landscapes Committee approves the FEBRUARY 12th, 2025 Trees, Views and Landscapes Committee minutes, as distributed. **CARRIED**
- 6. Business Arising from the Minutes**
None
- 7. Unfinished Business**
None

8. New Business

a. Tree Cutting Application #131 – LIONS BAY BEACH PARK ENTRANCE

Committee Recommendation:

THAT the Trees, Views and Landscapes Committee recommends to Council THAT Council approves Tree Cutting Permit Application No. 131, subject to the following:

Tree Committee Recommendations:

For Area C (per original application):

- a) Proceed with the proposed scope of work
- b) Topping should not exceed two feet below existing topping levels

For Area B (additional recommendation):

- c) Suggest carrying out the same work as Area C to maintain consistency
- d) Preferred recommendation: Cut and clear both Areas B and C completely for safety and other concerns

Cost Consideration: - it is suggested that the Village covers the cost, minus the quote already obtained for Area C.

- e) The applicant must clean up and remove all associated debris and notify the Municipality as soon as possible after the cutting to advise that this has been done;
- f) The tree cutting permit shall be valid for one year subject only to confirmation prior to any cutting, or repeated cutting, within that period of:
 - I. compliance with the bylaw restrictions regarding bird nesting season
 - II. if working from the road, a traffic control plan approved by Public Works
 - III. damage deposit, arborist/contractor's WorkSafe BC certificate and insurance in compliance with Municipal requirements, and
 - IV. any other Municipal bylaw requirements

CARRIED

9. Public Questions & Comments

None

10. Adjournment

Moved/Seconded

THAT the meeting be adjourned

CARRIED

The meeting was adjourned at 10:19am.

STAFF REPORT

DATE: 2025-07-11 **FILE:** DCO-2025-003

TO: Council

FROM: Kristal Kenna, Deputy Corporate Officer

RE: **UBCM 2025 Conference Costs**

BACKGROUND:

At the request of Council, a summary of costs associated with the attendance at the Union of B.C. Municipalities conference held in Victoria, B.C. September 22-26, 2025, has been compiled in this report.

DISCUSSION:

[Registration fees:](#)

2025 Convention Registration Rates

	Early-bird Rate <i>(before Aug 09)</i>	Regular Rate <i>(Aug 9 – 30)</i>	Late or Onsite Rate <i>(Aug 31 – Sept 12 / Sept 22 - 26)</i>
UBCM Member	\$800	\$1040	\$1248
Non-Member	\$1050	\$1365	\$1638

NB: The acceptance of the **Resolution on Emergency Water Treatment Plants** into the UBCM Resolutions Book has been confirmed.



Accommodation:

Hotel Blocks arranged by the UBCM are sold out, a waitlist is available. Blocks were released November 2024 at the following hotels:

The Fairmont Empress Hotel, The Chateau Victoria Hotel, Double Tree by Hilton, Hotel Grand Pacific, The Inn at Laurel Point, The Magnolia Hotel, The Marriott Victoria Inner Harbour, and The Parkside Hotel.

Currently, rack rates for these hotels average \$400-\$500+ for the conference period.

Hotels just outside of the Victoria Harbour area (10 – 20 min drive) include: *Robin Hood Inn and Suites, Holiday Inn Victoria Elk Lake, Red Lions Inn and Suites, Days Inn by Wyndham.* Currently, rack rates for these hotels start at \$175+ for the conference period.

If attending, the CAO will not require a hotel but will commute from home.

Parking:

Convention Center daily rate \$22

Ferries:

Departure

September 22, 2025, Tsawwassen to Swartz Bay, standard car and driver \$105

September 23, 2025 Tsawwassen to Swartz Bay, standard car and driver \$49

Return

September 25, 2025, Swartz Bay to Tsawwassen, standard car and driver \$39-\$105 depending on sailing

September 26, 2025, Swartz Bay to Tsawwassen, standard car and driver \$69-\$105 depending on sailing

OPTIONS:

- (1) Register for the conference prior to the Early-bird deadline and book accommodation.
- (2) Provide no decision or direction.
- (3) Refer the matter to staff with specific direction.

FINANCIAL CONSIDERATIONS:

Registration and estimated accommodation costs as outlined. Prompt registration and hotel bookings are recommended to secure the best rates.



LEGAL CONSIDERATIONS: None.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "K. Kenna".

Kristal Kenna, DCO
Deputy Corporate Officer

Report Approved By,

A handwritten signature in cursive script, appearing to read "R. Blackwell".

Ross Blackwell, CAO
Chief Administrative Officer

STAFF REPORT

DATE: 2025-07-17 **FILE:** CAO-2025-007
TO: Council
FROM: Ross Blackwell, MAP, MCIP, RPP, CAO
RE: **Chain of Office**

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PURPOSE:

The purpose of this report is to seek Council direction and authorization to proceed with the design and procurement of a ceremonial Mayor's Chain of Office. The acquisition of this regalia is intended to reinforce civic tradition, represent institutional dignity and continuity, and support the Village's external presence at official functions and public events.

BACKGROUND:

The Mayor's Chain of Office is a time-honoured ceremonial item that visually signifies the office and authority of the Mayor at formal and official functions. Many municipalities across British Columbia and Canada possess and regularly utilize such a Chain as part of their regalia, particularly at inaugural Council meetings, official ceremonies, awards events, parades, or when hosting dignitaries.

To date, the Village of Lions Bay has not invested in a Chain of Office for the Mayor. As the Village continues to mature as a local government and as its profile grows within the region and province, the absence of such a symbol may diminish the formality and presence that typically accompany the Office of the Mayor.

DISCUSSION:

A Mayor's Chain of Office is a symbol of respect for the democratic institution of local government and the community it represents. It is non-political in nature and is used solely to symbolize the Office, not the person who occupies it. It conveys dignity, formality, and protocol, and is consistent with best practices in local government.

Key benefits and rationale for the investment include:

- Institutional Continuity and Respect for Office: The Chain of Office represents continuity between mayoral terms and reinforces the idea that the role of Mayor

exists beyond any one individual. This enhances community understanding of governance roles and helps depersonalize political functions.

- **Ceremonial and Protocol Value:** The Chain enhances the formality and presence of the Mayor during official duties, including inaugural meetings, Remembrance Day ceremonies, awards events, and official delegation visits, etc. It reflects the gravity and importance of the Office.
- **Professional Representation:** When representing the Village at local, regional, provincial, or national events, the Mayor's Chain of Office allows Lions Bay to present
- itself in a manner consistent with other municipalities. It reinforces the Village's stature and professionalism.
- **Community and Civic Pride:** The Chain can be customized to reflect elements of Lions Bay's unique character, history, and identity. This can foster local pride and contribute to a sense of place and belonging.
- **Non-Partisan and Timeless:** As the Chain is associated with the Office, not any one term or Mayor, it serves as a unifying civic symbol. It will remain a relevant and respected part of the Village's ceremonial assets for generations.



Example of a Chain of Office -
Former Mayor Maya Tait,
District of Sooke

OPTIONS:

- (1) Approve the purchase of a Mayor's Chain of Office and direct staff to proceed with design and procurement.
- (2) Refer the matter to the 2026 budget process for inclusion as a proposed capital item.
- (3) Decline the recommendation and maintain the current status without a Chain of Office.

FINANCIAL CONSIDERATIONS:

A preliminary cost estimate for the creation of a Mayor's Chain of Office is approximately \$3,500, depending on materials, design complexity, and vendor selection. The cost includes design consultation, engraving, carrying case, and optional historical engraving of past mayors.

LEGAL CONSIDERATIONS:



There are no legal requirements for a municipality to own or use a Mayor's Chain of Office. However, the purchase and use of regalia for civic officials is a lawful and common practice supported by Section 114 of the *Community Charter*, which outlines the powers and responsibilities of the Mayor, including representation of the municipality at ceremonial functions.

Respectfully submitted,

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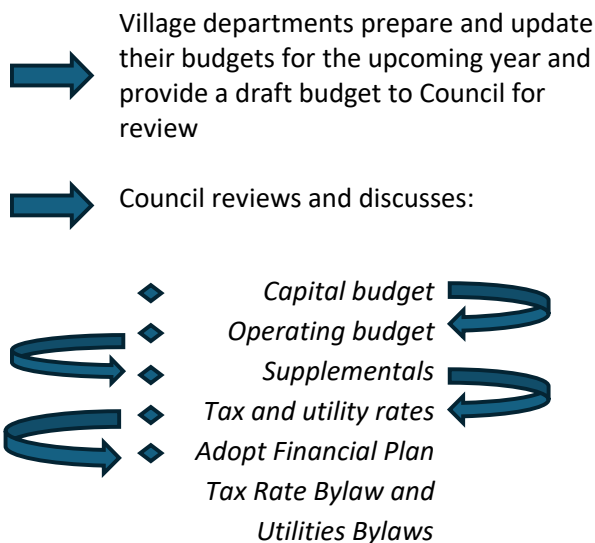
Ross Blackwell, CAO
Chief Administrative Officer

2026 ANNUAL BUDGET



The Village's annual budget is a financial plan for creating and maintaining programs and services for our residents. The planning process follows an annual cycle involving specific activities of Council, Village Administration and the public.

The 2026 budget process includes a number of milestones to be met with an objective of obtaining Council's approval of the financial plan and tax rate bylaws our goal of December 9, 2025. Milestones for decision making include:



**Refer to budget meetings calendar on the following page*

2026 BUDGET

C A L E N D A R

Thursday, August 7, 2025 Public Works Department budget meetings

Tuesday, August 12, 2025 Administrative Department budget meetings

Monday, August 25, 2025 Senior staff budget meetings

Objective - draft budgets to be distributed to CotW

Tuesday, September 2, 2025 Committee of the Whole - budget workshop focused on capital budget supplementals

Objective - preliminary approval of capital budget



Tuesday, September 9, 2025 Committee of the Whole - budget workshop focused on operating budget supplementals

Objective - preliminary approval of operating budget



Tuesday, October 7, 2025 Committee of the Whole - budget workshop focused taxation

Objective - preliminary approval of property tax rate



Tuesday, November 4, 2025 Committee of the Whole - review revised budget

Objective - approval of budget for presentation to Council

Tuesday, December 2, 2025 Council - first, second and third readings of Financial Plan bylaw and Tax Rates bylaw

Tuesday, December 9, 2025 Council - fourth reading and adoption of Financial Plan
Council - fourth reading and adoption of Tax Rates bylaw



Recommended that Council considers back-to-back meetings to ensure focus and continuity of budgeting process

REGULATORY DEADLINES

Thursday, May 14, 2026 Adopt Tax Rate Bylaw
(Community Charter S.197)

Thursday, May 14, 2026 Adopt Budget and Five Year Plan
(Community Charter S.165)

STAFF REPORT

DATE: 2025-07-15 **FILE:** Bylaw -2025-002
TO: Ross Blackwell, MAP, MCIP, RPP, CAO
FROM: Taj Bindra, Bylaw Enforcement Officer
RE: **Request for Review and Potential Reduction of Parking Fines**

[Click or tap here to enter text.](#)

BACKGROUND:

The Village of Lions Bay faces significant parking challenges due to its narrow residential streets and high visitor demand, particularly during summer months. Parking regulations, enforced through the Village's bylaws, aim to ensure safety, accessibility, and turnover of parking spaces. Since 2021, on-street pay parking has been implemented, ranging from \$2/hour to \$4/hour. Payments can be made via the PaybyPhone app, by calling the PaybyPhone phone number, or at pay booths located at Sunset Trailhead, Lions Bay Beach lot, and Kelvin Grove Beach lot, where credit cards or coins are accepted. Parking fines for most offenses are currently set at \$195, with an early payment amount of \$100 if paid within 14 days, and a late payment fee of \$240, which is notably higher than fines in comparable municipalities.

Recent community feedback has highlighted concerns about the severity of parking fines and their impact on residents and visitors. This report responds to these concerns and evaluates whether a reduction in parking fines could balance enforcement needs with community goodwill.

DISCUSSION:

Current Parking Fine Structure

- **Fine Amount:** Most parking violations in Lions Bay carry a fine of \$195, with an early payment amount of \$100 if paid within 14 days, and a late payment fee of \$240.
- **Enforcement:** During the non-peak season, the Bylaw Enforcement Officer patrols 5 days a week. During the peak season (May 1 to Oct. 1), seasonal parking patrollers patrol 7 days a week, focusing on permit zones, pay parking areas, and trailhead parking.
- **Community Impact:** High fines may deter visitors while also causing frustration among residents who face penalties for minor infractions.

Comparisons

A review of parking fines in comparable municipalities shows the following standard and early payment (within 14 days) fine amounts for typical parking violations:

- **District of Squamish:** \$50 standard, \$45 with early payment discount.
- **District of North Vancouver:** \$60 standard, \$45 with early payment discount.
- **City of North Vancouver:** \$60 standard, \$45 with early payment discount.
- **District of West Vancouver:** \$80 standard, \$65 with early payment discount.
- **Municipality of Whistler:** \$80 standard, \$40 with early payment discount.
- **City of Vancouver:** \$77 standard, \$46 with early payment discount.

Lions Bay's \$195 fine, even with an early payment amount of \$100, is significantly higher than regional standards, where standard fines range from \$50 to \$80 and early payment amounts range from \$40 to \$65. The discrepancy in financial penalties suggests that Lions Bay's fines may be perceived as disproportionately punitive, potentially undermining compliance and community goodwill.

Community Feedback

Both residents and visitors have expressed significant concerns about the high parking fines in Lions Bay, particularly for minor infractions such as overstaying in a pay parking zone or failure to pay for parking. These fines are often perceived as excessive, leading to frustration and a sense of unfairness, especially among visitors unfamiliar with the Village's strict parking regulations. The \$195 fine amount has also greatly impacted staff, who frequently face public outrage during enforcement interactions. Additionally, the high fine amount increases the likelihood of disputes, as individuals are more inclined to contest costly penalties. This results in significant staff time spent handling complaints, processing appeals, and managing disputes through the Village's online service portal or in-person interactions, diverting resources from other enforcement priorities.

Policy Considerations

- **Safety and Accessibility:** High fines aim to deter unsafe parking practices, particularly on narrow streets with no sidewalks, where parked vehicles can impede emergency access. However, excessive fines may not enhance compliance if they are perceived as punitive.
- **Economic Impact:** Reducing fines could encourage more visitors to use pay parking legally, potentially increasing revenue through higher compliance



- **Administrative Feasibility:** The Village's online service portal allows residents and visitors to pay fines easily, and any reduction in fine amounts can be seamlessly integrated into the existing system.
- **Equity:** Aligning fines with regional standards ensures fairness for residents and visitors, particularly those unfamiliar with Lions Bay's strict regulations.

OPTIONS:

1. **Maintain Current Fines (\$195/\$100/\$240):** Retain the existing fine structure of \$195, with an early payment amount of \$100 and a late payment fee of \$240, to maximize deterrence and revenue. Current fine structure risks continued community dissatisfaction, increased staff workload due to disputes, and potential reputational harm.
2. **Reduce Fines to Regional Average (\$60–\$80):** Adjust fines to align with neighboring municipalities, setting fines at \$60 for minor infractions (e.g., overstaying pay parking) and \$80 for significant violations (e.g., parking in a restricted zone without a permit), with a \$60 early payment discount within 14 days, and a late payment fee of \$100. This option balances enforcement with affordability.
3. Refer the matter to staff with specific direction

RECOMMENDED OPTION:

Staff recommend **Option 2: Reduce Fines to Regional Average (\$60–\$80)**. This approach:

- Aligns Lions Bay's fines with those of comparable municipalities, enhancing fairness.
- Addresses community concerns about excessive penalties for parking violations.
- Reduces staff workload by decreasing public outrage and the volume of disputes.
- Maintains sufficient deterrence to ensure safety and compliance.
- Supports the Village's goal of being a welcoming destination for visitors while prioritizing resident safety.

Proposed Fine Structure

- **Minor Infractions** (e.g., overstaying pay parking, parking without payment): \$80 penalty, \$60 with early payment within 14 days, and \$100 late penalty fee.
- **Major Infractions** (e.g., parking in resident-only/annual permit zones without a permit, blocking emergency access): \$120 penalty, \$100 with early payment within 14 days and \$150 late penalty fee

FINANCIAL CONSIDERATIONS:

While the current high fine structure generates more direct revenue per infraction, it also leads to increased staff costs

LEGAL CONSIDERATIONS:

There are none.

Respectfully submitted,

TBindra

Taj Bindra
Bylaw Enforcement Officer

Report Approved By,

A handwritten signature in black ink, appearing to be "R. Blackwell".

Ross Blackwell, CAO
Chief Administrative Officer



**CLIMATE ACTION COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, APRIL 22, 2025, AT 6:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND VIA ZOOM VIDEO CONFERENCE**

MINUTES

In Attendance: Councillor Neville Abbott
Committee Member Andrew Wray
Committee Member John Robb
Committee Member Norm Barmeier
Committee Member Clara George
Committee Member Greg Weary

Absent with regret: Councillor Reuters

Staff: N/A (Recorder)

1. Call to Order

The meeting was called to order at 18:02 PM

2. Approval of the Agenda

Moved/Seconded

THAT the agenda of Apr 22/25, Climate Action Committee be adopted as amended:

CARRIED

3. Public Questions & Comments

Public participation by Ron McLaughlin thanking the committee for all their great work.

4. Approval of Minutes

Moved/Seconded

THAT the minutes of Dec 9, 2024 and Oct 28, 2024 Climate Action Committee meetings be adopted as presented:

CARRIED

5. Business Arising from the Minutes:

None

6. Unfinished Business

A. Recycle BC

Recycling Depot approved by Council. Container is on order, and the staffing agreement is being negotiated. Preliminary education materials presented by Andrew Wray at the Bird Friendly Event (5/10/25). Goal is to launch by the end of May.

Action Items: Obtain signage from WBS. Create LB CAC/ Recycling Depot branded High Vis vests for staff. Signage with hours of operation. Look into adding a donation box (possibly Big Brother)

B. Hall Upgrade / FIRE UP (Furnace Replacement Environmental Upgrade Project)

Budget approved, PO approved, completed by end of 2025.

Action Item: NA to do a report for the council, including suggestion for a project manager if needed to ensure project completion by the end of 2025.

C. Budget and Spending

Councillor Abbot to update council on LGCAP spending and projections, goal is to eliminate fuel emissions in Lions Bay

Councillor Abbott to request fuel spending in 2023 and 2024 to update emission profile of Lions Bay, and to request invoices for confirmation of % of Renewable Diesel bought.

D. Natural Asset Register / Nature Based Solutions

Committee agreed on next steps to create a register of natural assets.

Committee agreed to look into the possibility of creating Kelp Beds to protect shoreline and whether they are natural to Howe Sound.

E. Nature Based Solutions

7. New Business

ACTION item: Norm B to author 2 annual reports for the CAC 2023 and 2024 reports due June 1, 2025.

ACTION item: Committee members to listen to recording of Michelle Lewis Presentation video to CAC

8. Recommendation to Council

CAC recommendation:

Allow Committee to review the future water metering bylaw and metering rates.

CAC Recommendation:

All future vehicles purchased by the Village should be EVs.

CAC would make up the cost difference from the LGCAP funding for the Bylaw Enforcement Officer vehicle and L2 EV charger installation at the works yard.

9. Correspondence

A. None

10. Public Questions & Comments

A. None

11. Adjournment

Moved/Seconded

THAT the Climate Action Committee meeting be adjourned. Next meeting Tuesday, May 27th at 6pm.

CARRIED

Meeting adjourned at 7.45 pm

Chair

Corporate Officer

Date Adopted by Committee:	May 27, 2025
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**CLIMATE ACTION COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, May 27, 2025, AT 6:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND VIA ZOOM VIDEO CONFERENCE**

MINUTES

In Attendance: Councillor Neville Abbott
 Committee Member Andrew Wray
 Committee Member Norm Barmeier
 Committee Member Clara George
 Committee Member Greg Weary

Absent with regret: Committee Member John Robb

Guests: Penny Nelson
 Greg Banta
 Councillor Ron McLaughlin

Staff: N/A (Recorder)

1. Call to Order

The meeting was called to order at 18:10 PM

2. Approval of the Agenda

Moved/Seconded

THAT the agenda of Apr 22/25, Climate Action Committee be adopted as amended:

Added new Business - 2023 Fuel Consumption / Emissions

CARRIED

3. Delegation from Greg Banta (in conjunction with John Rob absent)

Shoreline Resiliency and Kelp Sea-forestation Project.

4. Public Questions & Comments

Penny Nelson – comments and suggestions in support of the delegation.

5. Approval of Minutes

Moved/Seconded

THAT the minutes of April 22, 2025 Climate Action Committee meetings be adopted as presented:

CARRIED

6. Business Arising from the Minutes:

None

7. Unfinished Business

A. Community Recycling Depot update

Logos completed, Job description submitted to Public Works. Waiting for Public Works to hire staff and do the set up.

CAC responsibilities - to take part in training, collect public facing materials, timing to be determined.

B. Hall Upgrade / FIRE UP (Furnace Replacement Environmental Upgrade Project)

To be completed in July

Action - Work on a communication in the Village Update.

Budget approved, PO approved, completed by end of 2025.

Action Item: NTA to do a report for the council, including suggestion for a project manager if needed to ensure project completion by the end of 2025.

C. Budget and Spending

Councillor Abbot to update council on LGCAP spending and projections, goal is to eliminate fuel emissions in Lions Bay.

Councillor Abbott to request fuel spending in 2021, 2022, and 2024 to update emission profile of Lions Bay, and to request invoices for confirmation of % of Renewable Diesel.

2023 bills supplied, but not detailed on amounts of R100.

D. Natural Asset Register / Nature Based Solutions. Presentation by Greg Banta -
Lions Bay Coastal Restoration Project
Lions Bay does not have a Marine Conservation / Climate Mitigation Strategy.

Action - Greg Banta and Jon Robb are meeting with NGO OceanWise, to further detail the proposal in mid June.

Action - Andrew Wray - we need to formulate a Climate Action Plan,

Action - Councillor Abbot - to look at grants for a Climate Action Plan for Lions Bay

Action - Create a Climate Action Plan

Clara George and Norm Barmeier to Draft a preliminary Climate Action Plan for circulation, modelled on Squamish, informed by the resident survey.

E. Annual Reports for the CAC

Norm Barmeier to author 2 annual reports for the CAC 2023 and 2024 reports due June 1, 2025.

8. New Business

ACTION ITEM - Create a Climate Action Plan

Clara George and Norm Barmeier to Draft a preliminary Climate Action Plan for circulation, modelled on Squamish, informed by the resident survey.

9. Recommendation to Council

CAC Recommendation:

All future vehicles purchased by the Village should be EVs.

CAC would make up the cost difference from the LGCAP funding for the Bylaw Enforcement Officer vehicle and L2 EV charger installation at the works yard.

Recommendation has been made, warrants further discussion.

CAC Request

Obtain documentation regarding Renewable Diesel. Proper invoicing to reflect amount purchased, and certificate of % of renewable diesel and feed stock certification.

CFO to send invoices for all fuel for 2021, 2022, and 2024.

CAC Request

Is the Propane exclusively used in the Firehall? And if so, is that a safety requirement to be independent in case of a power outage.

10. Correspondence

A. None

11. Public Questions & Comments

A. None

12. Adjournment

Moved/Seconded

THAT the Climate Action Committee meeting be adjourned. Next meeting Tuesday, June 24th at 6pm.

CARRIED

Meeting adjourned at 8:20 pm

Chair

Corporate Officer

Date Adopted by Committee:	June 24, 2025
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TREES, VIEWS & LANDSCAPES COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON WEDNESDAY, FEBRUARY 12th, 2025
ON SITE: 250 OCEANVIEW ROAD

MINUTES

In Attendance:

Committee: Chair, Simon Waterson
 Mike Jury
 Jay Barber
 Jim Cannell
 Mayor, Ken Berry

Public Participation: None

1. **Call to Order**
 Chair Simon Waterson called the meeting to order at 12:30
2. **Appointment of Recorder**
 Simon was appointed as the recorder
3. **Approval of the Agenda**
 Moved/Seconded
 THAT the Agenda be approved as distributed **CARRIED**
4. **Public Questions & Comments**
 None
5. **Approval of Minutes**
 - a) THAT the Trees, Views and Landscapes Committee approves the December 11th, 2024 Trees, Views and Landscapes Committee minutes, as distributed. **CARRIED**
 - b) THAT the Trees, Views and Landscapes Committee approves the January 17th, 2025 Trees, Views and Landscapes Committee minutes, as distributed. **CARRIED**
6. **Business Arising from the Minutes**
 None
7. **Unfinished Business**
 None

8. New Business

a. Tree Cutting Application #133 – 250 Oceanview Road

Committee Recommendation:

THAT the Trees, Views and Landscapes Committee recommends to Council THAT Council approve Tree Cutting Permit Application No. 133, subject to the following:

1. For the scope of work detailed in the application;
2. The applicant must clean up and remove all associated debris and notify the Municipality as soon as possible after the cutting to advise that this has been done;
3. The tree cutting permit shall be valid for one year subject only to confirmation prior to any cutting, or repeated cutting, within that period of:
 - I. compliance with the bylaw restrictions regarding bird nesting season
 - II. if working from the road, a traffic control plan approved by Public Works
 - III. damage deposit, arborist/contractor's WorkSafe BC certificate and insurance in compliance with Municipal requirements, and
 - IV. any other Municipal bylaw requirements

CARRIED

9. Public Questions & Comments

None

10. Adjournment

Moved/Seconded

THAT the meeting be adjourned

CARRIED

The meeting was adjourned at 12:50pm.

Date Approved by Committee: June 26, 2025

REPORT FROM THE MAYOR

DATE: 2025-07-17 **FILE:** Council-2025-005
TO: Council
FROM: Mayor Berry
RE: Lions Bay Beach Park Wildlife Management Plan

RECOMMENDED RESOLUTION:

WHEREAS the Village of Lions Bay Beach Park experienced multiple swimming closures in Summer 2025, due to elevated coliform and E. coli counts, posing risks to public health and limiting resident access to recreational amenities;

AND WHEREAS regional precedents suggest that wildlife activity may be contributing to the bacterial contamination of beach and nearshore waters;

THEREFORE BE IT RESOLVED THAT Council direct Staff to develop a *Beach Park Wildlife and Water Quality Management Plan*, and;

THAT Staff present Council with a draft plan of a *Beach Park Wildlife and Water Quality Management Plan* and recommendations by November 15, 2025, in preparation for the 2026 summer season.

BACKGROUND:

Over the course of summer 2025, the Village of Lions Bay experienced multiple beach closures due to high fecal coliform and E. coli levels, as measured by Vancouver Coastal Health. These closures disrupted community enjoyment of the waterfront and raised health concerns, particularly for children and seniors.

Council is requesting that municipal staff prepare a plan that addresses the role of wildlife in contributing to elevated coliform (E. coli) levels at Lions Bay Beach Park, which have resulted in public health closures prohibiting swimming in Summer 2025.

DISCUSSION:

Impact of elevated coliform counts at the Beach Park:

- **Public Health:** High bacteria counts pose health risks including gastrointestinal illnesses, infections, and skin irritation.

- **Recreation Loss:** Residents and visitors are unable to safely swim or enjoy water-based recreation.
- **Livability and Tourism:** Persistent closures affect the Village's reputation and livability.
- **Environmental Management:** Fecal matter can also degrade aquatic habitat and water quality.

Precedents from Other BC Municipalities:

- **City of Kelowna:** Has a "Goose Management Program" to reduce fecal contamination of Okanagan Lake beaches, including egg addling, hazing, and public education.
- **City of Vancouver (Beaches):** Responds to high E. coli by managing gull attractants, pet waste, and reviewing stormwater inflows.
- **District of West Vancouver:** Has studied the impact of stormwater and wildlife on Ambleside and Dundarave beaches and encourages beach grooming and signage.
- **Capital Regional District (CRD – Victoria):** Tracks bacteria sources near swimming beaches and addresses wildlife attractants, dog waste, and failing septic systems.

RECOMMENDATION:

A **Beach Park Wildlife Plan** would:

- Identify and document wildlife activity contributing to beach contamination.
- Assess existing attractants (e.g., food waste, picnic areas, water features).
- Propose non-lethal wildlife mitigation strategies (e.g., hazing, fencing, education).
- Recommend infrastructure solutions (stormwater redirection, vegetation buffers).
- Partner with Coastal Health and environmental consultants to model sources.

FINANCIAL CONSIDERATIONS:

None.

LEGAL CONSIDERATIONS:

None.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Ken Berry".

Mayor Ken Berry

REPORT FROM THE MAYOR

DATE: 2025-07-17 **FILE:** Council-2025-006
TO: Council
FROM: Mayor Berry
RE: Village of Lions Bay Freedom of Information Request Disclosure Log

RECOMMENDED RESOLUTION:

WHEREAS the Village of Lions Bay supports principles of open government, transparency, and equitable access to public records;

BE IT RESOLVED THAT the Village shall maintain a Freedom of Information (FOI) Disclosure Log on the municipal website, and;

THAT the Freedom of Information (FOI) Request Disclosure Log shall be updated quarterly and include summaries and redacted records of FOI requests released to the public, in accordance with the Freedom of Information and Protection of Privacy Act.

BACKGROUND:

In British Columbia, cities and municipalities often report out the results of Freedom of Information (FOI) requests to the community. Here's why many local governments choose to do so:

1. Transparency and Accountability

Publishing FOI responses helps demonstrate that the municipality:

- Operates openly and transparently.
- Is accountable to the public for decisions and use of public funds.
- Has nothing to hide, especially when information is of broad public interest.

2. Equal Access to Public Information

While FOI requests are typically made by individuals, the information released belongs to the public. Publishing responses:

- Ensures all residents, media, and stakeholders have equal access.

- Avoids a situation where only select individuals benefit from public records.
- Supports the democratic principle that government information should be accessible to all.

3. Reducing Duplicate FOI Requests

Municipalities may receive multiple requests for the same or similar records. By posting responses publicly:

- Staff can reduce administrative workload.
- Future requesters can find what they need without filing a new request.
- It makes the FOI process more efficient and cost-effective.

4. Enhancing Public Understanding

Many FOI requests relate to issues of general interest (e.g., budgets, land development, staffing, contracts). By publishing responses:

- Municipalities educate and inform the public.
- They help prevent misinformation or speculation by allowing residents to see facts directly.

5. Alignment with Open Government Principles

Publicly releasing FOI responses is consistent with:

- The **BC Office of the Information and Privacy Commissioner's** (OIPC) push for proactive disclosure.
- The move toward **"open data"** and **"open government"** practices.
- The strategic goals of modern governance models that emphasize trust and civic engagement.

6. Protection Against Misuse or Misinterpretation

By publishing full and accurate responses (with proper redactions):

- Municipalities can ensure the information isn't taken out of context.
- They can protect against misleading narratives that could arise if partial or selective information is shared unofficially.

DISCUSSION:

Example of suggested summary of each FOI request which may be shared publicly—while respecting privacy laws:

FOI File #	Request Summary	Response Summary	Date Released	Link to Records
FOI-2025-01	Request for 2024 Council legal fees	Records released in part (redactions per s.14 legal privilege)	March 15, 2025	[Download PDF]

Note: All records would be redacted for personal information, legal privilege, or confidential matters under FIPPA.

RECOMMENDED OPTION:

BC municipalities report out FOI responses to promote transparency, reduce redundancy, and enhance public trust. This approach supports open governance and ensures residents have equitable access to public information.

FINANCIAL CONSIDERATIONS:

None.

LEGAL CONSIDERATIONS:

None.

Respectfully submitted,



Mayor Ken Berry



COUNCILLOR REPORT

DATE: 2025-07-17 **FILE:** Council-2025-007
TO: Council
FROM: Councillor Abbott
RE: **Bylaw 455 Garbage and Recycling Collection – Section 7 Revision.**

RECOMMENDED RESOLUTION:

THAT staff be directed to prepare draft amendments to Section 7 of *Garbage and Recycling Bylaw (No. 455, 2013)* to address the following considerations:

1. Waste and recycling receptacles must be placed for collection no more than 10 feet from the roadway in front of the householder's premises.
2. Receptacles must not be placed for collection earlier than the time specified in the area's collection schedule on the scheduled collection day.
3. All receptacles must be removed from the collection point no later than 8:00 p.m. on the same day as collection.
4. Clean, non-attractant recyclable materials may be placed curbside outside of the prescribed area collection schedule, provided they do not create a wildlife attractant and are not set out before 7:30 a.m.
5. For residents unable to meet the area collection schedule, the Village will provide for the drop-off of food waste and garbage at the Public Works Yard on the day of collection and on the following Saturday.
6. Where a resident is unable to comply with the area collection schedule and also unable to access the drop-off option, curbside placement of food waste and garbage may be permitted after 7:30 a.m. on collection day, provided the materials are stored in a Village-approved wildlife-resistant container (e.g., Rollins clip-lock style or other approved container) and a permit has been issued by the Village for such use.

BACKGROUND:

On March 21, 2023, Council passed **Amended by Bylaw No. 625, 2023** making several changes to **Bylaw 455 Garbage and Recycling Collection**. One of these changes was the introduction of an area collection schedule. This collections schedule has been followed by the vast majority of residents and has been instrumental in reducing issues involving bears

accessing attractants/waste on collection days. Recently Bylaw Enforcement Officers have expressed concern that they cannot enforce the Bylaw as they believe there is a subjectivity around “Low or High Wildlife activity”. As this section relates to bears, it is not possible to predict when activity starts or ends, because bears will remain active as long as food is available regardless of the weather. This was apparent last year when a bear was reported access a bird feeder in December, the latest reported sighting in a year since bear sightings have been monitored in the Village. In other communities, bears have remained active throughout the year, a situation we wish to avoid in Lions Bay for reasons of public safety during dark winter evenings. Based on the original recommendations of previous bylaw officers and in order to avoid confusion among residents and staff, the recommendation is that the collection schedule be followed year-round and the BEOs be instructed to recommence a program of neighbourhood education in collaboration with the Bear Smart Committee, followed by enforcement.

COMMUNICATION PLAN:

Continued rollout of Bear Smart Committee messaging.

FINANCIAL CONSIDERATIONS:

None.

LEGAL CONSIDERATIONS:

None.

Respectfully submitted,

N Abbott

Councillor Abbott



COUNCILLOR REPORT

DATE: 2025-07-17 **FILE:** Council-2025-002
TO: Council, CAO, Dep. Corporate Officers
FROM: Councillor Ron McLaughlin
RE: **Council Calendar Meeting Change**

RECOMMENDED RESOLUTION:

THAT Council resolves that for the remainder of 2025, Committee of the Whole (CotW) meetings are cancelled and replaced by Regular Council (RMC) meetings.

BACKGROUND:

For some time, during CotW dates, Special Council meetings have concurrently been called to facilitate decision making. This is in addition to other Special Council meetings being called on non-CotW or RMC dates. The process from my perspective is not efficient and could be quickly streamlined by dropping the CotW dates and converting them to RMC dates. The paperwork is less, there is less confusion by the general public, and will focus Administration and Council to move an issue forward with a report to facilitate decision making. This also assists the public in understanding the issue. The spit balling of topics in a CotW does not resonate with me, or in my view, inspire public confidence.

DISCUSSION:

There is little time left in this Council's tenure and much to do. In my view, laser focus is required to finish strong and facilitate Administration to execute. CotW meetings have a place in our toolbox and I trust Administration in calling a meeting of this nature when that is the case. In my view, Special Meetings have a place as well, but not nearly to the level seen recently.

OPTIONS:

- (1) Approve the resolution.
- (2) Amend the resolution.
- (3) Decline the resolution.

RECOMMENDED OPTION:

Approving the Resolution is the desired option.

FINANCIAL CONSIDERATIONS: None.



LEGAL CONSIDERATIONS:

None.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "R. McLaughlin".

Councillor Ron McLaughlin

Attachments:

(1) Council Calendar 2025



The Village of
**LIONS
BAY**

Council Meetings & Committee of the Whole (CotW)

2025 Meeting Schedule

January 7 (CotW)	June 17
January 21	July 8 (CotW)
February 4 (CotW)	July 22
February 18	September 2 (CotW)
March 4 (CotW)	September 16
March 18	October 7 (CotW)
April 1 (CotW)	October 21
April 15	November 4 (CotW)
May 6 (CotW)	November 18
May 20	December 2 (CotW)
June 3 (CotW)	December 9

All meetings start at 6:00pm*, unless otherwise noted. Zoom links for each meeting are available on the agenda.

**Closed session will begin at 6:00pm followed by the public meeting at 7:00pm*

www.lionsbay.ca



COUNCILLOR REPORT

DATE: 2025-07-17 **FILE:** Council-2025-001
TO: Council, CAO, Dep. Corporate Officer
FROM: Councillor Ron McLaughlin
RE: **Future Council Meeting Notices in the Village Update**

RECOMMENDED RESOLUTION:

THAT Council resolves the Council Meeting invitation to be changed in future Village Updates as follows,

NEXT REGULAR MEETING OF COUNCIL:

Regular Meeting of Council – (Day of the week), (Month) (Date), 2025 at 6:00 pm.

This will facilitate Council going in camera. Regular public meeting begins at 7:00 pm.

BACKGROUND:

The public, while technically invited to the 6:00 pm meeting, should they attend live in chambers, will be asked to leave after a few minutes. Same for virtual attenders. The notice correctly establishes when the public are welcome, the time the meeting will commence, and for the public's ease, the published agenda. In the past meetings have begun both sooner and later than 7 causing public confusion.

DISCUSSION:

The proposal provides clear notice to the public, which facilitates their live and virtual attendance, and requires that Council respect the public notice and begin the meeting on time, with the fulsome agenda and Zoom connection published the Friday before the meeting.

OPTIONS:

- (1) Approve the resolution.
- (2) Amend the resolution.
- (3) Decline the resolution.

RECOMMENDED OPTION:

Approving the Resolution is the desired option.

FINANCIAL CONSIDERATIONS: None.



LEGAL CONSIDERATIONS:

None.

Respectfully submitted,

Councillor Ron McLaughlin



COUNCILLOR REPORT

DATE: 2025-07-17 **FILE:** Council-2025-003
TO: Council, CAO, Director of Operations
FROM: Councillor Ron McLaughlin
RE: **LBBP Grant and Translink Grant – Report Requested**

RECOMMENDED RESOLUTION:

THAT Council resolves that the CAO will provide a fulsome and detailed report to Council on the status of the Lions Bay Beach Park grant and the Translink grant at the next Regular Meeting of Council and;

THAT the grant report will outline in detail the history of each grant, work to-date, costs expended to-date and answer questions as to why any parts of the Lions Bay Beach Park grant may not be proceeded with. The report should also include complete financial information for each project, in addition to completion timeline and;

THAT after Council's review of the documents, the Lions Bay Beach Park grant and the Translink grant report will appear in the next regularly scheduled Village Update following the Regular Meeting of Council in which the report is presented.

BACKGROUND:

Both Grants were won in the previous Administration, and work had begun on both which was not continued by the new Council. Thirty-three months into this Administration's term there has not been a shovel in the ground, over \$100K (LBBP) has been expended, and I am led to believe this amount was wasted and not relevant to the current project. Some disclosures in the Village Update attached. A resident contractor presentation to Council has projected less amenities delivered and significant over runs. The Projects are due for completion early next year. The Community has not been meaningfully engaged or is informed on these projects.

DISCUSSION:

The reality is that the public or to the best of my knowledge, Council, has no granular knowledge of where both Grants stand in line with the resolution requests. Best we, and the public, should all know these before work begins in Mid-September.



OPTIONS:

- (1) Approve the resolution.
- (2) Amend the resolution.
- (3) Decline the resolution.

RECOMMENDED OPTION:

Approving the Resolution is the desired option which will create public transparency.

FINANCIAL CONSIDERATIONS:

None.

LEGAL CONSIDERATIONS:

None.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "R. McLaughlin".

Councillor Ron McLaughlin

Attachments: Relevant pages from Village Updates

- (1) 231208 Village Update
- (2) 240405 Village Update
- (3) 240419 Village Update
- (4) 250107 Special Village Update

The walk takes about an hour and, as usual, we will have hot chocolate, coffee and chilli after the walk. If walking is too much for you please don't stay away but come anyway and remember Erin over a bowl of chilli. We do hope that you can join and, to assist with catering, please indicate that you will join us by [completing this form](#).

“Have Your Say, December 11, 2023 – 7pm Broughton Hall...”

**Connector Task Force
Scheduled Townhall to Seek Residents Feedback on
\$430,000 TransLink Infrastructure Project(s)**

“Move Forward? – Re-Think? – Cancel?”



TransLink Connector Project:

Discussions with TransLink indicate the Village of Lions Bay has the flexibility to do a scope change on all or a portion of the project.

Options:

KEEP Original Plan (Scope):

- New Transit bus shelter on Lions Bay Ave SW on ramp
- Sidewalk from bus shelter to bottom of Lions Bay Ave

CHANGE All or a Portion of the Project. New Ideas may include:

- Trails or Pathways (ie: Pride Trail; KG to LB path; Beach Trail/Jetty)
- Transit related infrastructure (Bus Shelter; Toilets; electric transportation)
- Other new ideas

CANCEL All or a Portion of the \$430,000 Infrastructure Improvements

FINANCIAL SNAPSHOT

TransLink Grant (75%)	Village Funds (25%)	Project Total
~\$323,000	~\$107,000	~\$430,000

The Townhall Meeting will be held on December 11, 2023 at 7pm at Broughton Hall. The purpose is to seek resident feedback on the current plan, new proposals, or the option to cancel the TransLink Grant.

“COME OUT AND HAVE YOUR SAY!”

*By Ron O'Dwyer
Team Leader of the TransLink Task Force*



Village Update

April 5, 2024

UPDATES FROM THE MUNICIPALITY



LIONS BAY BEACH PARK REVITALIZATION PROJECT UPDATE

As many in the community are aware, the Beach Park project is ongoing, and staff are working diligently to ensure its completion this year. While there are some procedural and other matters currently under consideration, I want to assure you that the project remains a top priority. I also want to assure you that a full update will be provided soon, once these matters have been addressed and resolved.

Your continued patience and support are greatly appreciated as we work towards the successful completion of the Beach Park project.

Ross Blackwell,
Chief Administrative Officer





Village Update

April 19, 2024

UPDATES FROM THE MUNICIPALITY



From the CAO's Desk

Council has decided to cancel the construction tender for the Beach Park Revitalization project to prioritize uninterrupted access to the park during the upcoming summer season. The project will be retendered with a targeted commencement date in late September.

Recognizing the significance of Beach Park as a cherished community asset, the importance of maintaining its functionality and accessibility during the peak summer months was acknowledged. This strategic delay ensures that residents and visitors can continue to enjoy the park's amenities without disruption while also allowing for an additional opportunity for community input and feedback on the revitalization plans.

The decision to delay the project reflects a commitment to transparent and inclusive decision-making, allowing residents to contribute their thoughts and ideas on the proposed enhancements to Beach Park. Community engagement remains a cornerstone of the revitalization process, and all residents are encouraged to stay tuned for further updates and opportunities to participate in shaping the future of this beloved park. We want to ensure that the revitalization of Beach Park reflects the needs and preferences of the community.

including opportunities for public consultation and input, will be communicated to the community in the coming weeks.

Ross Blackwell,
Chief Administrative Officer



NATIONAL VOLUNTEER WEEK

From April 14th to April 20th, Canada celebrates National Volunteer Week. During this time we extend our gratitude to all individuals serving on Lions Bay committees, boards, and other organizations dedicated to enhancing the quality of life for our community's residents.

Thank you for your invaluable contributions!



The Village of Lions Bay is currently hiring for a Bylaw Enforcement Officer and Parking & Park Patroller (2 Positions).

Please [click here](#) for more details.



Village Update

SPECIAL EDITION

January 7, 2025

UPDATES FROM THE MUNICIPALITY



We are excited to announce the commencement of the Lions Bay Beach Park renovation project, an initiative aimed at revitalizing one of our community's cherished spaces. This project represents an opportunity to create a welcoming, functional, and sustainable park that meets the needs of all residents and visitors. Nick Bray Architects have been retained to provide the design concepts and Eurohouse Group have been retained to undertake the construction. Information on Nick Bray Architecture can be found here: [Nick Bray Architecture Vancouver](#) and information on Eurohouse Group can be found here: [Eurohouse Group - Eurohouse Group](#)

As part of this effort, we invite you to join us for a Community Feedback Opportunity on Wednesday, January 15, at 7:00 PM, where you'll have the chance to share your thoughts on the preliminary indicative design. Your feedback is invaluable as we move forward with this important community initiative.

The schedule below is tentative and subject to adjustments as the project progresses. Updates will be shared regularly to keep you informed.

We look forward to hearing your ideas and working together to bring this exciting project to life. For further information, please contact the Village office.

Thank you for being part of this transformative journey for Lions Bay Beach Park!

Project Targets	Target Dates
Public Open House – community input session	January 15
Council Approval of final concept	January 21
Site Preparation Prepare the site for construction including removal of existing structures and vegetation, and grading of the new construction areas.	February-March
Utility Upgrades Install new water and electrical lines, modify existing lines as required.	March
Complete grading, drainage, and foundation work for the new washroom building and playground areas. (Stage 1)	March
Construct the washroom building frame, roof, and gables, including structural elements and preliminary installations. (Stage 2)	March- April
Prepare the site for new playground equipment, including grading, drainage, and foundation work as per Supplier drawing	March-April
Kayak Storage Construction Construct and install new kayak storage racks.	April
Create a concrete walkway to the beachfront and washroom; gravel path for kayak storage.	April-May
Recontour grassed bank, install safety rails, repair retaining walls, refurbish lower pavilion, and complete landscaping. Install benches. Set tree logs along the wall and build up with sand to elevate the beach area.	May

LIONS BAY BEACH PARK **COMMUNITY DROP IN**

Broughton Hall
Wednesday 15, January
7:00pm

COUNCILLOR REPORT

DATE: 2025-07-18

FILE: Council-2025-008

TO: Council

FROM: Councillor Broughton

RE: Request for Review of Previous Committee of the Whole Items

[Click or tap here to enter text.](#)

BACKGROUND:

Request from Councillor Broughton to address time-sensitive items from the scheduled Committee of the Whole Meeting on July 8, 2025, which were deferred by the Special Meeting of Council on the same date.

DISCUSSION:

1. Interim Plan and Budget for Emergency Management and Fire Chief Positions

Council to discuss budget and an interim plan while the fire chief and emergency program coordinator and emergency support services director positions are vacant or interim.

Recognizing that it is operational, however Council could benefit from an update on Fire Truck 63 repairs to inform Councils longer term decisions on budget for replacement.

2. Beach Park Revitalization and Jetty Replacement Project - Update on project status

3. Battani Creek Debris Flow – Update

4. Aid (Emergency program related) from the District of North Vancouver and Metro Vancouver

5. Bylaw Enforcement

- a) Bylaw Complaint Process - for discussion
- b) Education of Residents and Visitors on Bylaws - for discussion
- c) Good Neighbour Bylaw 412, 2009
- d) Discussion of section 5.2 Property Owner Obligation

6. Appreciation for Canada Day 2025 Event

Council to express thank-yous to all involved with the July 1st Celebration.

7. Vancouver Coastal Health Water Quality Notices. Recent Lions Bay Beach water sampling results and health warnings.

Respectfully submitted,

From: Tamara Leger

Sent: Friday, July 4, 2025 3:13 PM

To: Lions Bay Reception <reception@lionsbay.ca>; Jordan Szmidt <jszmidt@lionsbay.ca> **Subject:** August 3 and November 15 - Community Concert Hall Rental - Noise Bylaw Relaxation Request

Hello,

I am writing to request that **Council PASS A RESOLUTION to grant me a Noise Bylaw Relaxation for the following ticketed community concert event.**

("THAT Council grant an exception to Noise Bylaw No. 283, 1998 to allow for the events with amplified sound between the hours of 8 am and 11 pm at the Broughton Hall for the following dates: SUNDAY AUGUST 3 AND NOVEMBER 15, 2025)

Please know that this concert is a ticketed, non-alcoholic seated "listening room" type gatherings for ages 19+, featuring a legendary "potluck" food tasting table.

1. TIO CHORINHO WITH FLAVIA NASCIMNETO **Sunday, August 3: (7-10PM)**

TICKET LINK : <https://www.eventbrite.ca/e/tio-chorinho-with-flavia-nascimneto-lions-bay-tickets-1462377192549>

MORE ABOUT...

World Class Music.Incredible Settings.Tremendous Fun. Founded in 2015, Lions Bay House Concerts was created to present world-class music in local settings. Since that time we have provided over **10 YEARS** of small batch pop-up Community Engagement. Music + Art. Experience. Over **5,953+ Attendees** have enjoyed **128 Concerts and Events** FEATURING **325 National and International Touring Musicians**, IN **36 UNIQUE private homes and public spaces**. We have enjoyed a longtime stable sponsorship with a local realtor, Thyra McKilligan of Re/Max Masters, and also occasionally work with grantors like the West Vancouver Foundation – Neighbourhood Small Grants programs. In order to enrich the **"small batch pop-up" experience** for all of our attendees we are always looking to collaborate with other like-minded community-based arts organizations to create a unique premium experience. Through our **"Community Cares"** program we have distributed **2,753 complimentary tickets** to our PAID concerts, to those in need of a night out. **In July 2025 we will reach our 129 concert milestone. THAT'S Community-Building**

You can READ MORE about our COMMUNITY CARES program

HERE: <https://www.lionsbaywatershed.ca/post/local-concert-series-hits-milestone>

2. Details still to come – **Saturday, November 15 (7-10PM)**

It is a pleasure to produce these wonderful concerts featuring international artists and volunteer for the community of Lions Bay!

Thank you for your assistance with this matter.

Warmly,

Tamara Leger | Founder

**| LionsBayHouseConcerts Music + Art.
Experienc**



Fees Bylaw No. 497, 2016
Amendment Bylaw No. 647, 2025

Adopted: XX

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

Fees Bylaw No. 497, 2016

Amendment Bylaw No. 647, 2025

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

1. This bylaw may be cited for all purposes as “Fees Bylaw No. 497, 2016, Amendment Bylaw No. 647, 2025.
2. Fees Bylaw No. 497, 2016, Amendment Bylaw No. 647, 2025, is hereby amended as follows:
 - a) Part 3.1 – Schedule 3: remove “Engineering and”
 - b) Replaces all schedules 1-10:

SCHEDULE 1 – GENERAL ADMINISTRATION

Description	Fee
Requests under the <i>Freedom of Information and Protection of Privacy Act and Regulation</i>	As per <i>Freedom of Information and Protection of Privacy Act and Regulation</i> , Schedule of Maximum Fees. For commercial applicants, for each service listed below, cost shall be determined at the rate of \$10.00 per ¼ hour.
Locating, retrieving, producing or preparing records for disclosure	\$7.50 per ¼ hour
Photocopying / printing / scanning documents (applies to 8 pages and more)	\$0.25 per page (black & white) \$0.50 per page (colour)
Copy of house plans	\$75 plus actual costs of printing
Property Tax and Utility Information:	
Property Tax Certificate	\$30 (no charge to owners)
Reprinted Property Tax/Utility Fee Notice	\$20 (no charge to owners)
Property Title Search from Land Title Office	\$25
Property Ownership Transfer Tax on tax sale properties	As per Land Title Office fees
Property Tax Sale, registration and removal of Liens	As per Land Title Office fees
Lions Bay flag	\$110 + GST
Community Garden	\$25 per plot annually
Biodegradable compostables/organics bags	At cost + GST
Garbage bag tags	\$5

SCHEDULE 2 – DEVELOPMENT, LAND AND BUILDING SERVICES

Description	Fee
Official Community Plan amendment (residential)	\$2,500 or \$3,000 if combined with rezoning application, plus actual advertising cost, plus 10% thereof, with \$700 refunded if no public hearing.
Zoning Bylaw amendment (residential)	\$2,500, plus actual advertising cost, plus 10% thereof, with \$700 refunded if no public hearing.

OCP or Zoning amendment (non-residential)	\$2,500 for first 465 square meters of building area plus \$500 for each additional 100 square meters or part thereof.
Request for preliminary review of Development Application proposal for subdivision, rezoning or OCP amendment	\$2,000 plus \$300 for each additional lot after first lot created. Additional expenses may apply per Bylaw No. 431, as amended.
Land Subdivision (Final Approval) application	\$1,000 plus \$200 for each additional lot or strata lot after first lot or strata lot created
Development Variance Permit	\$750
Temporary Use Permit application fee	\$250
Inspection fee for Temporary Use Permit for Short Term Rentals	\$250 for initial inspection plus one further inspection. Each additional inspection \$80/hour
Temporary Use Permit	\$1,000 plus \$750 for renewal application
Board of Variance application	\$500
Building Permit application	\$150
Pre-Building Permit application consultation	\$80 per hour
Building Permit, based on <i>value</i> of construction, not the applicant's estimated <i>cost</i> of construction	
Minimum fee (<\$1,000)	\$150
• \$1,000-\$9,999	\$150 plus \$12 per \$1,000
• \$10,000-\$49,999	\$250 plus \$11 per \$1,000
• \$50,000-\$99,999	\$300 plus \$10 per \$1,000
• \$100,000 and greater	\$400 plus \$9 per \$1,000
	Minimum for a new dwelling: \$3100 (a construction value of \$300,000)
Permit renewals (a building permit expires after two years, but may be renewed once in accordance with Building Bylaw No. 234, 1994, as amended)	The balance of construction outstanding, based on the completion of inspections at time of renewal, determined by the Building Inspector: <ul style="list-style-type: none"> • 75% - excavation, foundation, drain tile, damp proofing • 50% - framing • 25% - insulation • 10% - final/safety items
Damage Deposit for Building Permit	
• Up to \$10,000	\$500
• Up to \$50,000	\$1,500
• Up to \$250,000	\$3,000
• Greater than \$250,000	\$5,000
Damage Deposit for Demolition Permit	\$5,000 (deposit, or balance, will be rolled over to cost of Building Permit, once inspection by Public Works has been completed)

Damage Deposit for other works, including but not limited to those requiring an engineer's certificate or material deposited on a Highway or a Soil Deposit/Removal/ Land Alteration Permit	\$5,000
Demolition Permit	
Accessory building or structure	\$100 per building
All other buildings	\$1,000 per building
Change of Address	\$500
Blasting permit application fee	\$250
Secondary Suite surcharge	40% of Annual Utility Billing
Secondary Suite inspection fee	Initial inspection plus one additional inspection free. Each additional inspection \$80/hour
Tree cutting permit application	\$75
Lawn sprinkling permit application	\$40
Driveway Crossing permit application	\$100
Fire Sprinkler permit:	
New construction and renovations requiring sprinkling under Fire Bylaw No. 428, 2011	\$250 plus \$2.50 per sprinkler head
Alternate solutions:	
Code Professional (additional charge if required on more involved issues, per Building Bylaw No. 234, 1994	Actual cost plus 10%
Extra inspections (after second inspection)	\$100 per inspection
Pre-inspection of a building being moved within the Village	\$500 per structure
Written notification that the project will not be undertaken and request for cancellation of permit before any construction begins	50% of the permit fee paid and 100% of deposit(s) shall be refunded
Plan review for building design modifications	\$80 per hour
Transfer of Building Permit to new owner	\$125
Encroachment Agreement application	\$400
Encroachment Agreement production if approved by Council	\$2000
Review & registration of Section 219 covenant placed according to the Land Title Act	\$1000
Discharge of Section 219 covenant placed according to the Land Title Act	\$500
Application for soil deposit or removal	
Over 27 cubic meters (m ³) and up to 45 m ³ of in any one year	\$100
More than 45 m ³ and up to 90 m ³ in any one year	\$200
More than 90 m ³ and up to 180 m ³ in any one year	\$400

More than 180 m ³ in any one year.	\$600
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All permits include one inspection. Security and damage deposits are refunded, less costs incurred, after approval by the Building Inspector or Public Works Manager as the case may be, and in the case of a Building Permit, issuance of an Occupancy Certificate.

SCHEDULE 3 – PUBLIC WORKS

Description	Fee
Water service connection	\$600 plus actual costs
Sewer service connection	\$1200 plus actual costs
Locate water leak on private property, turn water on or off, clean up spills or deposits or remediate damage to a Highway including use of municipal equipment. Fuel, materials, turf, plants, storage in commercial premises and equipment rentals will be charged at 15% markup, based on invoices or receipts for materials or equipment. Work performed by contractors will be charged at cost plus a \$150 flat fee.	See Schedule 3 of LB Local 389 Collective Agreement for Public Works staff rates
Locate Sewer Pipes / Connection	See Schedule 3 for Public Works staff rates

SCHEDULE 4 – ANIMAL CONTROL & LICENCING

Description	Fee
Annual licence for altered dog	\$30 if paid before February 28 th or within 30 days of becoming a new resident or obtaining a new dog \$45 thereafter
Annual licence for unaltered dog	\$60 if paid before February 28 th or within 30 days of becoming a new resident or obtaining a new dog \$90 thereafter
Tag replacement	\$10

SCHEDULE 5 – TRAFFIC & PARKING FEES

Description	Fee
Extra resident parking permit: obtainable by a resident upon proof of more than 2 vehicles permanently registered at their address	\$40 (1 permit free to members of Lions Bay Fire Rescue, Lions Bay Search and Rescue, committees of Council and Village staff who do not otherwise receive permits as residents and non-resident school-attendees with the school's authorization)

Contractor parking permit: valid for three months. Obtainable by homeowners and contractors working in Lions Bay. Allows parking in “permit parking” zones	\$40 for three months
Film company parking Film worker’s personal vehicle Film company truck	Refer to Schedule 7: Filming
Visitor / Event parking permit – obtainable by residents, allows parking for one specified day for guests	\$0 per vehicle
Operating a vehicle or combination of vehicles in excess of 63,500 kgs licensed gross vehicle weight on highway	\$35 per vehicle load
Parking of Extraordinary Vehicle or trailer on a Highway or other Village property, with permission of Public Works Manager upon application in the requisite manner:	
Extraordinary Vehicle or trailer under 6.5 m in length	\$80/month or part thereof
Extraordinary Vehicle or trailer over 6.5 and under 7.7 m in length	\$110/ month or part thereof
Extraordinary Vehicle or Trailer over 7.7 m in length	\$135/month or part thereof
Upon approval of the Public Works Manager, daily fee for temporary placement of a moving container, a disposal container or construction material on a highway	\$35 per day
Placement on a highway or other Village property of an office trailer, storage container or other similar chattel reasonably required in respect of a building permit, with permission of Public Works Manager upon application in the requisite manner:	
Under 6.1 nominal meters (20 feet)	\$300 per month or part thereof
Over 6.1 nominal meters (20 feet)	\$600 per month or part thereof
Removal of chattels, obstructions and things from Highway	See Schedule 3 for Public Works staff costs
Towing of vehicle	Actual cost plus 15%
Sale of chattels, obstructions and things seized from highway	\$1,000 flat fee
Pay parking at Lions Bay Beach Park Lot	\$4/hour or portion thereof up to \$32 per calendar day
Pay parking at Kelvin Grove Beach & Marine Park Lot	\$3/hour or portion thereof up to \$24 per calendar day
4Pay parking at Sunset Trailhead Lot	\$3/hour or portion thereof up to \$24 per calendar day

Pay parking at Mountain Drive meter	\$2/hour or portion thereof up to \$16 per calendar day
Pay parking in street pay zones	\$2/hour or portion thereof up to \$16 per calendar day
<p>Screening Officer Administrative Fee</p> <p>An administrative fee applies to the cancellation of any parking violation notice that is dismissed due to user error, including but not limited to:</p> <ul style="list-style-type: none"> • Entering the wrong license plate number • Selecting an incorrect vehicle during payment • Other data entry errors attributable to the user <p>This fee covers the administrative costs associated with reviewing, processing, and correcting the violation record. The fee is non-refundable and applies regardless of the outcome of the review process.</p>	\$25

SCHEDULE 6 – COMMUNITY FACILITY RENTALS (includes use of kitchen, tables, chairs and equipment), subject to availability. For liability insurance and refund policy refer to POL-1407 Community Facility Rentals. For cancellation refer to POL-1408 Refunds & Cancellations.

Description	Fee*
<p>Broughton Hall</p> <p>Failure to pay monthly fees on time may result in forfeiture of damage deposit, and future bookings revoked.</p> <p>Weekly recurring groups are to a maximum of two hours per week.</p> <p>Drop ins are for children's birthday parties and activities only.</p>	<p>Drop In: \$25 (two-hour maximum) \$50 (four-hour maximum)</p> <p>Community Private/Public Event (for profit): \$150/day</p> <p>Community Private/Public Event (non-profit): \$125/day</p> <p>Weekly Recurring Group (profit/non-profit): \$100/month</p> <p>Commercial: \$350/day</p> <p>Prior Day Set-up Fee (subject to availability): \$55</p>
<p>Council Chambers</p> <p>Meeting use only. Maximum of four hours.</p>	<p>First two hours - \$25</p> <p>One hour increments thereafter - \$10</p>

Tennis Courts for Recurring Program Use Two-hour max per day. These bookings are for recurring program use only.	\$100/month
Off-site Equipment Rental No outdoor use of chairs. Equipment not returned within 72 hours will result in forfeiture of deposit. Pick-up/drop-off is the renters' responsibility. Maximum of 10 tables and 30 chairs. Subject to availability.	Tables: \$10 each Indoor Chairs: \$2 each (\$10 minimum)
Damage Deposit Deposits are refundable in accordance with Policy <i>POL-1407: Community Facility Rentals</i> . Liability for damage, loss, or mess is not limited to the deposit amount.	\$150 Events including alcohol are subject to an additional \$100 deposit with an approved liquor license.

SCHEDULE 7 – FILMING

Description	Fee
Filming Application Fees	
Filming application fee	\$500
Filming fees (per day):	
Residential Zone	\$1,000
Brunswick Pit	\$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
Parking fees (per set up/filming/strike):	*Price break for number of days
Car (all types)	\$30/day
Truck (includes generator) (all types)	\$120/day
Filming Liaison	\$80/hour (regular hours)
Public Works Services	\$80/hour per person (regular hours)
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) for permits over \$20,000 \$5,000 (refundable) for permits under \$20,000
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SCHEDULE 8 – FIRE RESCUE/EMERGENCY

Description	Fee
Fire investigation	\$200/person/hour or portion plus actual site security costs
Fire Safety Plan review	\$100
Inspection of buildings other than routine inspections (after first inspection*) under the Fire Safety Act	\$100
Inspection of buildings other than routine inspections (after second inspection*) under the Fire Safety Act	\$200
Inspections – special request	\$150
Special events fire permit/inspection	\$100/person/hour or portion thereof
Fireworks Permit (valid only Oct 31 & New Year's Eve)	\$50
Cost recovery for work performed in removal or remediation of a fire hazard at or around a building or premises	\$100 per person per hour or portion thereof to cover time plus use of municipal equipment. Actual extra costs for items such as equipment rentals required for clean up or remediation work will also be charged. Actual costs of a commercial contractor under contract to the municipality will be charged in addition to a flat fee of \$150 for municipal administration.

*Note: all permits include one inspection

SCHEDULE 9 – MEMORIALS AND DEDICATIONS

Description	Fee
Bench dedication	\$3,000 for provision and installation of bench and brass plaque up to 30 X 10 cm and maintenance for 10 years (after which plaque is removed for return to proponent)

SCHEDULE 10 – GENERAL

Description	Fee
Boat rack rental, first year, if available	Pro-rated (based on \$150 rate)
Renewal of boat rack rental, Lions Bay Beach Park (<i>no refunds for permits terminated during the year</i>) (Stickers must be displayed to avoid seizure)	\$120 per calendar year before Mar. 31 \$150 per calendar year between Mar. 31 and May 31 (after May 31, boat is seized)
Recovery of seized boat from Public Works Yard (boats unclaimed after 120 days of seizure are discarded)	\$200

3. This bylaw shall come into force and take effect upon adoption.

READ A FIRST TIME	XX
READ A SECOND TIME	XX
READ A THIRD TIME	XX

ADOPTED	XX
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Mayor

Corporate Officer

**Certified a true copy of Fees Bylaw No. 497, 2016,
Amendment Bylaw No. 647, 2025, as adopted.**

Corporate Officer



Fees Bylaw No. 497, 2016

Office Consolidation

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

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

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

List of Amending Bylaws

Bylaw No.	Section	Description	Adopted
519	3	Deletes section 5.1.13	April 4, 2017
526	2.1	Amends schedule 1	May 5, 2017
530	2(a)	Adds metered parking fees to schedule 5	July 4, 2017
534	2.1	Replaces Schedules 1-10	December 19, 2017

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544	2(a) 2(b)	Adds soil deposit and removal fees in schedule 2 Amends parking meter rates in schedule 5	May 11, 2018
547	2(a)-(c)	Amends text in Schedules 2 and 5	June 5, 2018
551	2(a)-(d) 3	Amends birthday party rental fees and non-profit rental fees in schedule 6 Deletes insurance costs from the table	September 18, 2018
554	2(a)-(f)	Amends text and fees in schedules 1, 2, 3, 5, 6 and 7	December 18, 2018
563	2(a)-(b)	Amends Extra Annual Parking Permit description and Parking Meters Fees in schedule 5	May 14, 2019
567	2(a)-(h) 3	Amends schedules 1-8 Punctuational changes	December 17, 2019
584	2 & 5	Amends text in Schedule 2 Amends fees in Schedule 5 for Sunset Trailhead	July 28, 2020
585	Part 5 & Schedule 1, 5 & 6	Amends text in Part 5, section 4A Amends text in Schedule 1 Amends text in Schedule 5 Amends text and fees in Schedule 6	December 15, 2020
590	Schedule 1	Amends the cost of Biodegradable Organics Bags	February 9, 2021
599	Schedule 5	Adds fees for paid on street parking	April 13, 2021
606	Schedule 1	Change fee for Lions Bay Flags	June 15, 2021
602	Schedule 1, 2, 5, 6, and 9	Amends text in Schedules 1,2 and 5; adds fee for garbage tag in Schedule 1; amends text for Schedule 6; amends fee for Schedule 9	December 14, 2021
623	Section 3.1 and Schedule 1, 2, 3, 5, 6, 7, 9, & 10	Clarifies that all application fees are non-refundable; lessens the financial impact of a Building Permit renewal; removes Council Chambers as a rentable space until further notice; identifies Brunswick Pit as a separate filming zone; updates bench dedication and boat seizure fees; miscellaneous clarifications.	December 20, 2022
631	Schedule 5 – 6 th paragraph, Schedule 5 – 8 th paragraph	Various wording	February 20, 2024

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<u>647</u>	<u>2 (a) (b)</u>	<u>Updates all schedules</u>	<u>[Date]</u>
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Fees Bylaw No. 497, 2016

A bylaw to provide for the imposition of fees.

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

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

Part 1 – CITATION:

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

Part 2 – SEVERABILITY:

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

Part 3 – FEES AND CHARGES

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

[Amended by Bylaw No. 623]

Schedules

Schedule 1: General Administration

Schedule 2: Development, Land and Building Services

Schedule 3: ~~Engineering and~~ Public Works

Schedule 4: Animal Control & Licensing

Schedule 5: Traffic & Parking Fees

Schedule 6: Community Facility Rentals

Schedule 7: Filming

Schedule 8: Fire Rescue / Emergency Permits & Fees

Schedule 9: Memorials and Dedications

Part 4 – REPEAL

4.1 The following bylaws are hereby repealed:

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

Part 5 – CONSEQUENTIAL AMENDMENTS

5.1 The following bylaws are hereby amended as follows:

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

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

circumstances shall the building sewer be used for drainage purposes during construction.

(e) Schedule A is hereby deleted.

3. Subdivision Bylaw No. 141, 1985, as amended:
 - (a) Section 5 is amended to read: "Fees for services that may be or are provided under this Bylaw or Development Application Procedures and Fees Bylaw No. 431, 2011, as amended, shall be payable as set out in Fees Bylaw No. 497, 2016, as amended. These fees shall be in addition to any fees prescribed under the *Land Title Act*, RSBC 1996, Chapter 250".
4. Lions Bay Soil and Material Deposit Bylaw No. 157, 1987: [Bylaw 157 repealed]
[Amended by Bylaw No. 585]
5. Village of Lions Bay Blasting Bylaw No. 170, 1988:
 - (a) Section 5 is amended to read: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended".
6. Building Regulation Bylaw 234, 1994:
 - (a) The heading for Section 21 is hereby amended by adding the words: "and Fees" to the word: "Schedules";
 - (b) The existing Section 21 is hereby renumbered as Section 21(b);
 - (c) The following shall be inserted as Section 21(a): "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended"; and
 - (d) Schedule D, Village of Lions Bay Permit Fees, is hereby deleted.
7. Animal Control and Licencing Bylaw No. 461, 2014:
 - (a) All references in Sections 5, 11 and 12 to Village of Lions Bay Fees and Charges Bylaw No. 462, 2014 are hereby deleted and replaced with references to Fees Bylaw No. 497, 2016, as amended.
8. Village of Lions Bay Trees, Views and Landscapes Bylaw No. 393, 2007, as amended:
 - (a) The reference in Section 3.4.1.4 to Fees and Charges Bylaw No. 462, 2014 is hereby replaced with a reference to Fees Bylaw No. 497, 2016, as amended.
9. Traffic and Parking Bylaw No. 413, 2009, as amended:

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

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

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

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

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

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

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

Part 6 – EFFECTIVE DATE

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

READ A FIRST TIME	December 15, 2015
READ A SECOND TIME	December 15, 2015
READ A THIRD TIME	December 6, 2016
ADOPTED	December 20, 2016

Mayor

Corporate Officer

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

Corporate Officer

SCHEDULE 1 – GENERAL ADMINISTRATION

Description	Fee
Requests, under the <i>Freedom of Information and Protection of Privacy Act and Regulation</i>	As per <i>Freedom of Information and Protection of Privacy Act and Regulation</i> , Schedule of Maximum Fees.*
	*Note: For commercial applicants, for each service listed below, the actual cost to the public body of providing that service shall be determined at the rate of \$10.00 per ¼ hour.
Locating, retrieving, producing or preparing records for disclosure	\$7.50 per ¼ hour
Photocopying / printing / scanning documents (Fee applies to 8 pages and more)	\$0.25 per page (black & white) \$0.50 per page (colour)
Copy of house plans	\$75 plus actual costs of printing
Property Tax and Utility Information:	
Property Tax Certificate	\$30 (no charge to owners)
Reprinted Property Tax/Utility Fee Notice	\$20 (no charge to owners)
Property Title Search from Land Title Office	\$25
Property Ownership Transfer Tax on tax sale properties	As per Land Title Office fees
Property Tax Sale, registration and removal of Liens	As per Land Title Office fees
Lions Bay flag	\$110 + GST
Lions Bay Historical Society booklet	\$10
Community Garden	\$25 per plot annually
Biodegradable compostables/organics bags	At cost + GST
Garbage bag tags	\$45

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[Amended by Bylaw No. 554]

[Amended by Bylaw No. 567]

[Amended by Bylaw No. 585]

[Amended by Bylaw No. 590]

[Amended by Bylaw No. 606]

[Amended by Bylaw No. 602]

[Amended by Bylaw No. 623]

[Amended by Bylaw No. 647—]

SCHEDULE 2 – DEVELOPMENT, LAND AND BUILDING SERVICES

Description	Fee
Official Community Plan amendment (residential)	\$2,500 or \$3,000 if combined with rezoning application, plus actual advertising cost, plus 10% thereof, with \$700 refunded if no public hearing.
Zoning Bylaw amendment (residential)	\$2,500, plus actual advertising cost, plus 10% thereof, with \$700 refunded if no public hearing.
OCP or Zoning amendment (non-residential)	\$2,500 for first 465 square meters of building area plus \$500 for each additional 100 square meters or part thereof.
Request for preliminary review of Development Application proposal (initial meeting)	\$250
Request for preliminary review of Development Application proposal for subdivision, rezoning or OCP amendment	\$2,000 plus \$300 for each additional lot after first lot created. Additional expenses may apply per Bylaw No. 431, as amended.
Land Subdivision (Final Approval) application	\$1,000 plus \$200 for each additional lot or strata lot after first lot or strata lot created
Development Permit	\$1,200
Development Variance Permit	\$750
Temporary Use Permit application fee	\$250
Inspection fee for Temporary Use Permit for Short Term Rentals	\$250 for initial inspection plus one further inspection. Each additional inspection \$750 /hour
Temporary Use Permit	\$1,000 plus \$750 for renewal application
Board of Variance application	\$500
Building Permit application	\$100 150
Pre-Building Permit application consultation	\$75-80 per hour
Building Permit, based on value of construction, not the applicant's estimated cost of construction	
Minimum fee (<\$1,000)	\$150
• \$1,000-\$9,999	\$150 plus \$12 per \$1,000
• \$10,000-\$49,999	\$250 plus \$11 per \$1,000
• \$50,000-\$99,999	\$300 plus \$10 per \$1,000
• \$100,000 and greater	\$400 plus \$9 per \$1,000
The minimum fee for a building permit for a new dwelling shall be not less than the fee for a building having a value of \$300,000 (\$3,100.00).	Building permits are valid for a maximum of two years, at which time they expire. A permit may be renewed once only in accordance with Building Bylaw No. 234, 1994, as amended. Minimum for a new dwelling: \$3100 (a construction value of \$300,000)
Permit renewals (a building permit is valid for a maximum of expires after two years, at which time it expires. A permit but may be renewed only once in	75% of current Building Permit Fee at time of renewal

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accordance with Building Bylaw No. 234, 1994, as amended)	75% of value of balance of construction to complete original Building Permit as at one month prior to expiry <ul style="list-style-type: none"> 75% - excavation, foundation, drain tile, damp proofing 50% - framing 25% - insulation 10% - final/safety items
Damage Deposit for Building Permit	
<ul style="list-style-type: none"> Up to \$10,000 Up to \$50,000 Up to \$250,000 Greater than \$250,000 	\$500 \$1,500 \$3,000 \$5,000
Damage Deposit for Demolition Permit	\$3,000 \$5,000 (deposit, or balance, will be rolled over to cost of Building Permit, once inspection by Public Works has been completed)
Portion of a Building	Fee is proportional to the fee for complete demolition, up to demolition of 74% of a building; full fee payable for demolition of 75% or more of a building.
Other Damage Deposit for other works, including but not limited to those requiring an engineer's certificate or heavy machinery material deposited on a Highway or materials on Village Highways; a Soil Deposit/Removal/ Land Alteration Permit	\$3,000 \$5,000
Return of a Damage Deposit requires inspection and approval by the Public Works Manager and, in the case of a Building Permit, an Occupancy Certificate from the Building Inspector.	
Demolition Permit fees:	
Accessory building or structure	\$100 per building
All other buildings	\$1,000 per building
A portion of a building	Fee is proportional to the fee for complete demolition, up to demolition of 74% of a building; full fee payable for demolition of 75% or more of a building.
Change of Address	\$500
Blasting permit application fee	\$250
Secondary Suite surcharge	40% of Annual Utility Billing
Secondary Suite inspection fee	Initial inspection plus one additional inspection free. Each additional inspection \$75 \$80/hour
Tree cutting permit application	\$75
Lawn sprinkling permit application	\$40
Driveway Crossing permit application	\$100
Fire Sprinkler permit:	
New construction and renovations requiring sprinkling as per under Fire Bylaw No. 428, 2011	\$125 plus \$2.50 per sprinkler head

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	\$250 plus \$2.50 per sprinkler head
Alternate Solutions solutions: Building Inspector (additional charge if required on more involved issues, per Building Bylaw) No. _____) Code Professional (additional charge if required on more involved issues, per Building Bylaw) No. 234, 1994	\$75 per hour (\$225 minimum) Actual cost plus 10%
Extra Inspections inspections (after second inspection)	\$100 per inspection
Pre-inspection of a building being moved within the Village	\$500 per structure
When a permit is surrendered and cancelled before any construction begins and the owner has provided the deposit(s) shall be refunded to the property owner. Written notification that the project will not be undertaken, and request for cancellation of permit before any construction begins	50% of the building permit fee paid and 100% of the deposit(s) shall be refunded to the property owner.
Plan review for building design modifications	\$75-80 per hour
Transfer of Building Permit to new owner	\$125
Encroachment Agreement application	\$400
Encroachment Agreement production if approved by Council	\$2000
Review & registration of Section 219 covenant placed according to the Land Title Act	\$400 1000
Discharge of Section 219 covenant placed according to the Land Title Act	\$100 500
Application for soil deposit or removal of more than Over 27 cubic meters (m ³) and up to 45 m ³ of in any one year.	\$100
Any application for the soil deposit or removal of more More than 45 m ³ and up to 90 m ³ in any one year.	\$200
Any application for the soil deposit or removal of more More than 90 m ³ and up to 180 m ³ in any one year.	\$400
Any application for the soil deposit or removal of more More than 180 m ³ in any one year.	\$600

***NOTE:**

All permits include one inspection. ~~All security~~Security and damage deposits are refunded, less costs incurred, after ~~Final Inspection~~

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approval by the Building Inspector or Public Works Manager as the case may be, and in the case of a Building Permit, issuance of an Occupancy Certificate.

[Amended by Bylaw No. 547]

[Amended by Bylaw No. 554]

[Amended by Bylaw No. 567]

[Amended by Bylaw No. 584]

[Amended by Bylaw No. 602]

[Amended by Bylaw No. 623]

[Amended by Bylaw No. 647]

SCHEDULE 3 – ~~ENGINEERING &~~ PUBLIC WORKS

Description	Fee
Water service connection fees	\$600 plus actual costs
Sewer service connection fees	\$600 1200 plus actual costs
Locate water leak /water shutoff valve on private property /turn water on or off , clean up spills or deposits or remediate damage to a Highway including use of municipal equipment.	Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs (first two hours no charge) After hours: \$115 per hour (3 hour minimum)See Schedule 3 of LB Local 389 Collective Agreement for Public Works staff rates
Fuel, materials, turf, plants, storage in commercial premises and equipment rentals will be charged at 15% markup, based on invoices or receipts for materials or equipment. Work performed by contractors will be charged at cost plus a \$150 flat fee.	
Locate Sewer Pipes / Connection	Regular hours (7 am to 3 pm): \$75 per hour or portion, plus equipment costs (first two hours no charge) After hours: \$115 per hour (3 hour minimum)See Schedule 3 for Public Works staff rates
Public Works hourly rate per worker (regular business hours)	\$75 per hour
Emergency after hours call-out	\$115 per hour (3 hour minimum)

[Amended by Bylaw No. 554]
[Amended by Bylaw No. 567]
[Amended by Bylaw No. 623]
[\[Amended by Bylaw No. 647\]](#)

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SCHEDULE 4 – ANIMAL CONTROL & LICENCING

Description	Fee
Annual licence for altered dog	\$30 if paid before February 28 th or within 30 days of becoming a new resident or obtaining a new dog \$45 thereafter
Annual licence for unaltered dog	\$60 if paid before February 28 th or within 30 days of becoming a new resident or obtaining a new dog \$90 thereafter
Rebate of annual licence fee for dog altered subsequent to licence being paid	\$30
Tag replacement	\$10

[Amended by Bylaw No. 567]

[\[Amended by Bylaw No. 647\]](#)

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SCHEDULE 5 – TRAFFIC & PARKING FEES

FEES FOR PERMITS

Description	Fee
Extra resident parking permit – obtainable by a resident, allows parking in “permit parking” zones upon proof of more than 2 vehicles permanently registered at their address	\$40 (1 free permit for each free to members of Lions Bay Fire Rescue member, Lions Bay Search and Rescue member, Non-Resident Volunteer member of a Lions Bay committee, committees of Council and Village staff member, who do not otherwise receiving free permits with a utility notice, and two free permits within 30 days of becoming a new property owner as residents and non-resident school-attendees with the school’s authorization)
Worksite Contractor parking permit – valid for three months. Obtainable by homeowners and contractors working in Lions Bay. Allows parking in “permit parking” zones	\$40 for three months
Film company parking Film worker’s personal vehicle Film company truck	Refer to Schedule 7: Filming
Daily Visitor / Event parking permit – obtainable by residents, allows parking for one specified day for guests	\$0 per vehicle
Operating a vehicle or combination of vehicles in excess of 63,500 kgs licensed gross vehicle weight on highway	\$35 per vehicle load
Parking of Extraordinary Vehicle or trailer on a Highway or other	

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Village property, with permission of Public Works Manager upon application in the requisite manner:	\$80 per / month, \$960 per year or part thereof
Extraordinary Vehicle or trailer under 6.5 m in length	\$110 per / month, \$1,320 per year or part thereof
Extraordinary Vehicle or trailer over 6.5 and under 7.7 m in length	\$135 per / month, \$1,620 per year or part thereof
Extraordinary Vehicle or Trailer over 7.7 m in length	
Upon approval of the Public Works Manager, daily fee for temporary placement of a moving container, a disposal container or construction material on a highway	\$35 per day
Placement on a highway or other Village property of an office trailer, storage container or other similar chattel reasonably required in respect of a building permit, with permission of Public Works Manager upon application in the requisite manner:	
Under 6.1 nominal meters (20 feet)	\$300 per month or part thereof
	\$600 per month or part thereof

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Over 6.1 nominal meters (20 feet)	
<u>Removal of chattels, obstructions and things from Highway</u>	Where work is performed by the Village in cleaning up spills or deposits on a highway, or remediating damage to a highway, fees per hour of work will be charged as shown below, to cover staff time plus use of Village equipment. Actual extra costs to the Village for items such as fuel, materials, turf, plants, storage in commercial premises, and equipment rentals required for clean-up or remediation work, will also be charged, based on invoices or receipts for materials or equipment. If work is performed by a commercial contractor under contract to the Village, the actual cost of the contract will be charged, in addition to a \$150 flat fee for Village administration time. See Schedule 3 for Public Works staff costs.
<u>Clean-up of spills or deposits on highway</u>	Regular hours (7 am to 3 pm): \$75 per person per hour or portion, plus equipment costs
<u>Towing of vehicle</u>	After hours: \$115 per hour (3 hour minimum) Actual cost plus 15%
<u>Remediation of damage to highway</u>	Regular hours (7 am to 3 pm): \$75 per person per hour or portion, plus equipment costs
	After hours: \$115 per hour (3 hour minimum)
<u>Screening Officer Administrative Fee</u>	<u>\$25</u>
<u>An administrative fee applies to the cancellation of any parking violation notice that is dismissed due to user error, including but not limited to:</u>	
<ul style="list-style-type: none"> • <u>Entering the wrong license plate number</u> • <u>Selecting an incorrect vehicle during payment</u> • <u>Other data entry errors</u> 	

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<p><u>attributable to the user</u></p> <p><u>This fee covers the administrative costs associated with reviewing, processing, and correcting the violation record.</u></p> <p><u>The fee is non-refundable and applies regardless of the outcome of the review process.</u></p>	
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Sale of chattels, obstructions and things seized from highway	\$1,000 flat fee
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FEEs FOR METERED PARKING

Description	Fee
<p>Pay parking at Lions Bay Beach Park Lot (adjacent to train tracks)</p> <p><i>*Permit holders NOT exempt from fee.</i></p>	<p>\$4/hour or portion thereof up to a maximum of \$32 within a per calendar day</p> <p>\$3/hour or portion thereof up to a maximum of \$24 within a per calendar day</p>
<p>Pay parking at Kelvin Grove Beach & Marine Park Lot</p> <p><i>*Permit holders exempt from fee.</i></p>	<p>\$3/hour or portion thereof up to a maximum of \$24 within a per calendar day</p>
<p>Pay parking at Sunset Trailhead Lot</p> <p><i>*Permit holders exempt from fee.</i></p>	<p>\$2/hour or portion thereof up to \$16 per calendar day</p>
<p>Pay parking at Mountain Drive meter</p>	<p>\$2/hour or portion thereof up to \$16 per calendar day</p>
<p>Pay parking in street pay zones</p>	

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FEEs FOR ON-STREET PARKING

Description	Fee
Paid on-street parking	\$2/hour or portion thereof up to a maximum of \$16 within a calendar day

[Amended by Bylaw No. 530]

[Amended by Bylaw No. 544]

[Amended by Bylaw No. 547]

[Amended by Bylaw No. 554]
[Amended by Bylaw No. 563]
[Amended by Bylaw No. 567]
[Amended by Bylaw No. 584]
[Amended by Bylaw No. 585]
[Amended by Bylaw No. 599]
[Amended by Bylaw No. 602]
[Amended by Bylaw No. 623]
[Amended by Bylaw No. 631]
[\[Amended by Bylaw No. 647\]](#)

SCHEDULE 6 – COMMUNITY FACILITY RENTALS

Description	Fee*
Hall Rental for private events: Examples of use: dances, weddings, ceremonies, parties, etc. Prior day hall rental set-up fee (subject to availability):	\$125 if liquor being served \$110 if no liquor being served \$55 <i>If event occurs over multiple days, the rate above applies per day</i>
Hall Rental for Activities Examples of use: children's birthday parties, drop-in,	\$50 per event (maximum 4 hours) \$25 per event (maximum 2 hours)
Hall Rental for program use: Examples of use: programs run by an instructor for a fee	20% of revenue per session, or minimum payment amount of \$40 per month, whichever is greater.
Hall Rental for non-profit groups: Community group activities, meeting a maximum of once per week to a maximum of 12 hours per month. Example of use: badminton, volleyball for community members Additional fee for events exceeding the maximum Non-profit community groups (single event) Example of use: strata/ board meetings	\$25 per month \$25 per event \$25 per event <i>This is the fee rate applicable to requests for fee waivers under the Municipal Grant program. Youth under 19 years of age must be supervised by an adult while using Village facilities.</i>
Rental of Tennis Courts for Program Use (Max 2 hours per day)	20% of revenue per session or minimum payment amount of \$40 per month, whichever is greater.
Cancellation Fee:	Refer to policy: POL-1408 Refunds & Cancellations
Staff Assistance (assemble & disassemble equipment on-site)	\$50 set up \$50 take down
Sound System: <i>No offsite rental for sound equipment.</i>	\$50

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Equipment Rental Rates (for off-site use):	
Table rental	\$10 each
Chair rental (No outside use of chairs without explicit written authorization)	\$1 each (\$10 minimum)
<i>Equipment not returned within 72 hours will result in forfeiture of deposit.</i>	
Deposit for facility / equipment rental:	\$100 / \$150 if alcohol being served or sold
	Refundable in accordance with policy
	POL-1407 Community Facility Rentals.
	<i>Note: Liability for damage or loss is not limited to the deposit amount.</i>

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*plus deposit

Description	Fee*
Broughton Hall	Drop In: \$25 (two-hour maximum) \$50 (four-hour maximum)
Failure to pay monthly fees on time may result in forfeiture of damage deposit, and future bookings revoked.	Community Private/Public Event (for profit): \$150/day
Weekly recurring groups are to a maximum of two hours per week.	Community Private/Public Event (non-profit): \$125/day
Drop ins are for children's birthday parties and activities only.	Weekly Recurring Group (profit/non-profit): \$100/month
	Commercial: \$350/day
	Prior Day Set-up Fee (subject to availability): \$55
Council Chambers	First two hours - \$25
Meeting use only. Maximum of four hours.	One hour increments thereafter - \$10
Tennis Courts for Recurring Program Use	\$100/month
Two-hour max per day. These bookings are for recurring program use only.	
Off-site Equipment Rental	Tables: \$10 each
No outdoor use of chairs. Equipment not returned within 72 hours will result in forfeiture of deposit. Pick-up/drop-off is the renters' responsibility. Maximum of 10 tables and 30 chairs. Subject to availability.	Indoor Chairs: \$2 each (\$10 minimum)

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<u>Damage Deposit</u>	<u>\$150</u>
<u>Deposits are refundable in accordance with Policy POL-1407: Community Facility Rentals. Liability for damage, loss, or mess is not limited to the deposit amount.</u>	<u>Events including alcohol are subject to an additional \$100 deposit with an approved liquor license.</u>

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[Amended by Bylaw No. 551]
[Amended by Bylaw No. 554]
[Amended by Bylaw No. 567]
[Amended by Bylaw No. 585]
[Amended by Bylaw No. 602]
[Amended by Bylaw No. 623]
[Amended by Bylaw No. 647]

SCHEDULE 7 – FILMING ~~{to be reviewed with filming policy}~~

Description	Fee
Filming application fee (non-refundable) <u>Filming Application Fees</u>	\$300
<u>Filming application fee</u>	<u>\$500</u>
Filming fees (per day):	
Residential Zone	\$1,000
Brunswick Pit	\$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 <u>(per set up/filming/strike):</u>	<u>*Price break for number of days</u>
Car <u>(all types)</u>	\$30/day (Completely Electric Vehicles \$0/day)
Truck (includes generator) <u>(all types)</u>	\$120/day (Solar/Battery Generators \$0/day)
Filming Liaison	\$80/hour (regular hours)
Public Works Services	\$80/hour per person (regular hours)
<u>Village Manager</u>	<u>\$160/hour (regular hours)</u>
<u>Lions Bay Fire Rescue Services (LBFR)</u>	<u>\$500</u>
<u>Extraordinary Services (Municipal staff call outs outside regular hours or requirement to hire contractor)</u>	<u>Hourly rate x 1.5 or contractor's costs x 1.25</u>
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 – Residential Zone – Brunswick Pit	\$10,000 (refundable) <u>for permits over \$20,000</u> \$5,000 (refundable) <u>for permits under \$20,000</u>

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[Amended by Bylaw No. 623]
[Amended by Bylaw No. 647]

SCHEDULE 8 – FIRE RESCUE ~~+/~~ EMERGENCY ~~PERMITS & FEES~~

Description	Fee
Fire investigation	\$200/person/hour or portion plus actual site security costs
Fire Safety Plan review	\$100
Inspection of buildings other than routine inspections (after first inspection*) under the Fire Services-Safety Act	\$100
Inspection of buildings other than routine inspections (after 3rd and subsequent <u>second</u> inspection*) under the Fire Services-Safety Act	\$200
Inspections – special request	\$150
Special events fire permit/inspection	\$100/person/hour or portion thereof
Fireworks Permit (valid only Oct 31 & New Year's Eve)	\$50
Cost recovery for work performed in removal or remediation of a fire hazard at or around a building or premises	<p>\$100 per person per hour or portion thereof to cover time plus use of municipal equipment.</p> <p>Actual extra costs for items such as equipment rentals required for clean up or remediation work will also be charged, based on invoices or receipts for materials or equipment.</p> <p><u>Actual costs of a commercial contractor under contract to the municipality will be charged in addition to a flat fee of \$150 for municipal administration.</u></p>

*Note: all permits include one inspection

[Amended by Bylaw No. 567]

[\[Amended by Bylaw No. 647\]](#)

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SCHEDULE 9 – MEMORIALS AND DEDICATIONS

Description	Fee
Bench Dedication dedication	\$3,000 includes cost for provision and installation of bench, cost and installation of brass plaque, <u>up to 30 X 10 cm</u> and maintenance for 10 years. (after which plaque is removed for return to proponent)

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~~[Amended by Bylaw No. 647—]~~

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SCHEDULE 10 – GENERAL

Description	Fee
Boat spacerack rental permit at , first year, if available	Pro-rated (based on \$150 rate)
Renewal of boat rack rental, Lions Bay Beach Park (no refunds for permits terminated during the year)	\$125 \$120 per calendar year if paid by March 31st \$150 if paid after March 31st, but before Mar. 31 \$150 per calendar year between Mar. 31 and May 31st 31 (after May 31st 31 , boat will be seized and removed) *If a new boat space is obtained after March 31st, the \$150 permit fee shall be prorated based on the number of months left in the year. No refunds will be issued for permits terminated during the year.
(Stickers must be displayed to avoid seizure) Seizure and removal of boat from boat space rental area for failure to pay annual fee by June 1 st .	\$100
Sale or disposal Recovery of seized boat if from Public Works Yard (boats unclaimed for after 120 days after of seizure.	\$100 flat fee \$200

[Amended by Bylaw No. 623]

[Amended by Bylaw No. 647]

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Correspondence Listing

General Correspondence:		
Date Rec'd	FROM	TOPIC
30-April-25	Canadian Association of Municipal Administrators	Long Service Recognition Award for Chief Administrative Officer Ross Blackwell
17-June-25	Sea to Sky RCMP	March and April 2025 RCMP Report
17-June-25	District of Coldstream	Seeking support for UBCM Resolution regarding Municipal Wastewater Regulation and Sewerage System Regulation
01-July-25	City of Surrey	Monthly SIT Report
04-July-25	BC Hydro	Updated Distribution Extension Policy
10-July-25	GrandFondo Operations Director	Request for support for the 2025 GrandFondo
15-July-25	CN Rail and Operation Lifesaver	Proclamation for Rail Safety Week 2025
17-July-25	My Sea to Sky	Amendment to Woodfibre LNG's Environmental Assessment Certificate
Resident Correspondence:		
Date Rec'd	FROM	TOPIC
10-July-25	Penny Nelson	Lions Bay Beach Park Signage

*Tony Kulbisky
President / Président*

*Brenda Orchard
First Vice-President /
Première vice-présidente*

*Marc Melanson
Second Vice-President /
Deuxième vice-président*

*Gary Kent
Treasurer / Trésorier*

*Bev Hendry
Past President /
Présidente sortante*

*Raffaella Di Stasio
Director / Directrice*

*Jeff Gushue
Director / Directeur*

*Evan Parliament
Director / Directeur*

*Lisa Niblock
Director / Directrice*

*Tracy Thomas
Director / Directrice*

*Yves Leger
Director / Directeur*

*Jennifer Goodine
Executive Director
Directrice générale*

CAMA
P. O. Box 128, Station A
Fredericton, NB
CANADA
E3B 4Y2

ACAM
C.P. 128, succ. A
Fredericton, N.-B.
CANADA
E3B 4Y2

Tel./ Tél.: 1-866-771-2262
E-Mail / Courriel:
admin@camacam.ca

www.camacam.ca

April 30, 2025

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

Dear Mayor Berry,

The Long Service Recognition Awards Program of the Canadian Association of Municipal Administrators (CAMA) is dedicated to honoring and celebrating the dedication of our members to public service and municipal management, a cornerstone priority for our Association. These awards are based on the duration of full-time, paid employment in municipal government, specifically in management roles such as Chief Administrative Officer or those reporting directly to them. Recognition is granted at the ten-year mark and subsequently in five-year intervals.

This year, it is our privilege to acknowledge the commitment of your Chief Administrative Officer, Ross Blackwell, for his remarkable ten years of service in municipal government management roles. Ross' dedication to his role has undoubtedly contributed to the advancement of your municipality, and we are pleased to recognize his achievements. His recognition pin has been mailed to him directly.

We invite you to assist us in recognizing Ross for this milestone, perhaps through a special presentation at City Council, in acknowledgement of his continued support of the municipal profession.

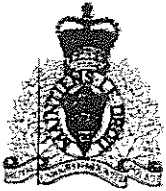
In closing, we wish to express our heartfelt appreciation to City Council for their unwavering support of Ross as a valued member of CAMA.

Sincerely,



Tony Kulbisky
CAMA President

cc Ross Blackwell, Chief Administrative Officer



Royal Gendarmerie
Canadian royale
Mounted du
Police du
Canada

Security Classification/Designation
Classification/désignation sécuritaire
Unclassified

S/Sgt Gareth BRADLEY
Operations Commander Sea to Sky RCMP
1000 Finch Drive
Squamish, BC
V8B 0M5

Your File Votre référence

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

Our File Notre référence

2025-06-10

To Whom it May Concern,

Lions Bay Activity Report
Period: March and April 2025

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

HWY 99 (within boundaries of Lions Bay):

Traffic - Moving x 33 / Non-Moving x 1 / Abandoned vehicles x 2
Collision - Damage Over \$10000 x 1 / Under \$10000 x 1 / Non-fatal x 4
Cancelled Files x 1 / Check well-being x 1 / Unspecified assistance x 1
Debris, broken down vehicle or pedestrians on Hwy (Prevention of Collision) x 2
Mental Health Act x 1 / Arson x 1 / Suspicious Person/Vehicle/Occurrence x 1

50 Calls for Service

Lions Bay Village:

Harassing Communications x 3 / Impaired Investigations x 1
Fraud x 3 / Mischief Over/Under \$5000 x 2 / Theft other over \$5000 x 1
Collision Under \$10000 x 1 / Suspicious Pers/Veh/Occurrence x 3 / Abandoned Vehicles x 1
Utter Threats x 1 / Check well-being x 4 / Property Lost/Found x 1
Unspecified Assist x 2 / Stranded Person Location Known x 1

24 Calls for Service

Total = 74

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

Kind regards,

S/Sgt. G. (Gareth) BRADLEY
Operations Commander Sea to Sky RCMP

/kw



Royal Gendarmerie
Canadian royale
Mounted du
Police du
Canada Canada

Security Classification/Designation
Classification/désignation sécuritaire

Protected A

S/Sgt. Gareth BRADLEY
Operations Commander Sea to Sky RCMP
1000 Finch Drive
Squamish, BC
V8B 0M5

Your File Votre référence

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

Our File Notre référence

2025-06-11

To Whom it May Concern,

Village of Lions Bay False Alarm Report: March and April 2025

To assist the Village of Lions Bay the following is a list of False Alarms that were attended by the RCMP and confirmed to be false.

There were 0 False Alarms the Squamish RCMP attended to in March and April in and around the area of Lions Bay.

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

Kind regards,

S/Sgt. G. (Gareth) BRADLEY
Operations Commander Sea to Sky RCMP
1000 Finch Drive
Squamish, B.C.

/kw



DISTRICT OF COLDSTREAM

9901 KALAMALKA ROAD, COLDSTREAM, BC V1B 1L6

Phone 250-545-5304 Fax 250-545-4733

Email: info@coldstream.ca Website: www.coldstream.ca

"Rural Living At Its Best"

June 17, 2025
0230-30-12 (Resolutions)

UBCM Member Municipalities
Via Email

Dear Mayors and Councillors,

Re: Modernization of Wastewater Regulations – UBCM Resolution

At their meeting held May 26, 2026, the District of Coldstream Council passed the following resolution:

"THAT Council direct Administration to forward the following resolution to the Union of British Columbia Municipalities Annual Convention for consideration:

Whereas the oversight of wastewater management in British Columbia is divided between two provincial ministries, resulting in split jurisdiction over two key regulations — the Municipal Wastewater Regulation (MWR) (2001) and the Sewerage System Regulation (SSR) (2005);

And whereas these regulations have not undergone significant updates since their enactment, despite evolving environmental standards, increasing concerns regarding the professional oversight of these systems, emerging technologies, and increasing community and ecological demands;

And whereas the Province has established priorities to support housing development, infrastructure expansion, improved cumulative effects assessment in natural resource decision-making, and stronger integration of source water and drinking water protection;

Therefore, be it resolved that UBCM requests the Province of British Columbia to undertake a comprehensive review and modernization of the Municipal Wastewater Regulation and Sewerage System Regulation to ensure alignment with current environmental pressures, technological advancements, and land use planning needs.

AND THAT Administration be directed to copy the correspondence to Lake Country, Columbia-Shuswap Regional District and the City of Vernon;

AND FURTHER THAT Administration be directed to copy the correspondence to all UBCM member municipalities for information and request for support."

This resolution was co-sponsored by the City of Vernon, District of Lake Country and the Columbia Shuswap Regional District and submitted to UBCM for consideration at the 2025 Convention. We encourage you to consider supporting this resolution at the 2025 UBCM Convention.

Yours truly,

Keri-Ann Austin, MMC
Chief Administrative Officer

cc Coldstream Council

From: FHPrinting02@surrey.ca
To: [Agenda](#)
Subject: Monthly Sit Report of 2025-06
Date: July 1, 2025 4:32:31 PM
Attachments: [18a65483-7558-476f-8570-73ba7e7b7582.png](#)
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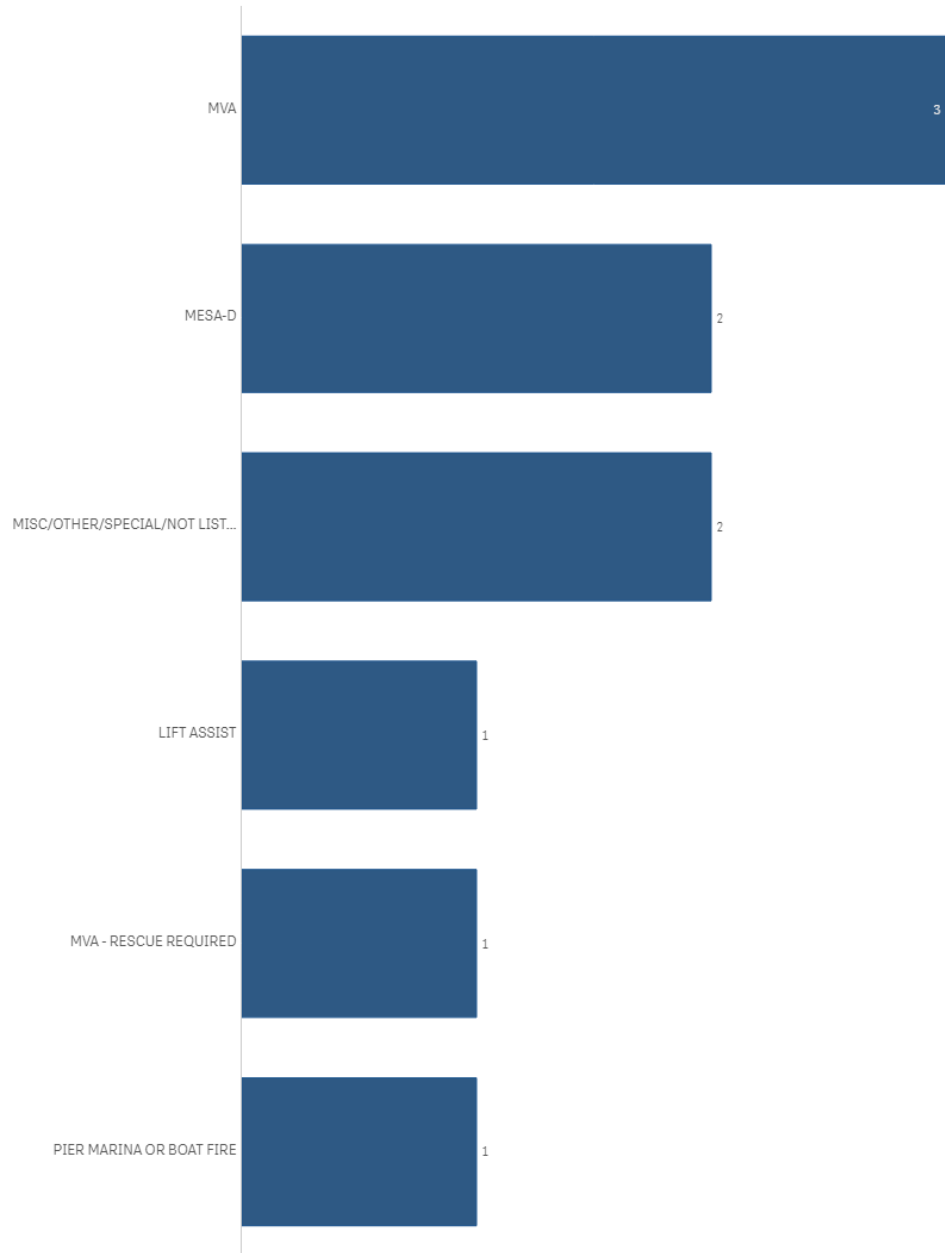
Surrey Regional Fire Dispatch Monthly Report

From 2025-06-01 To 2025-06-30

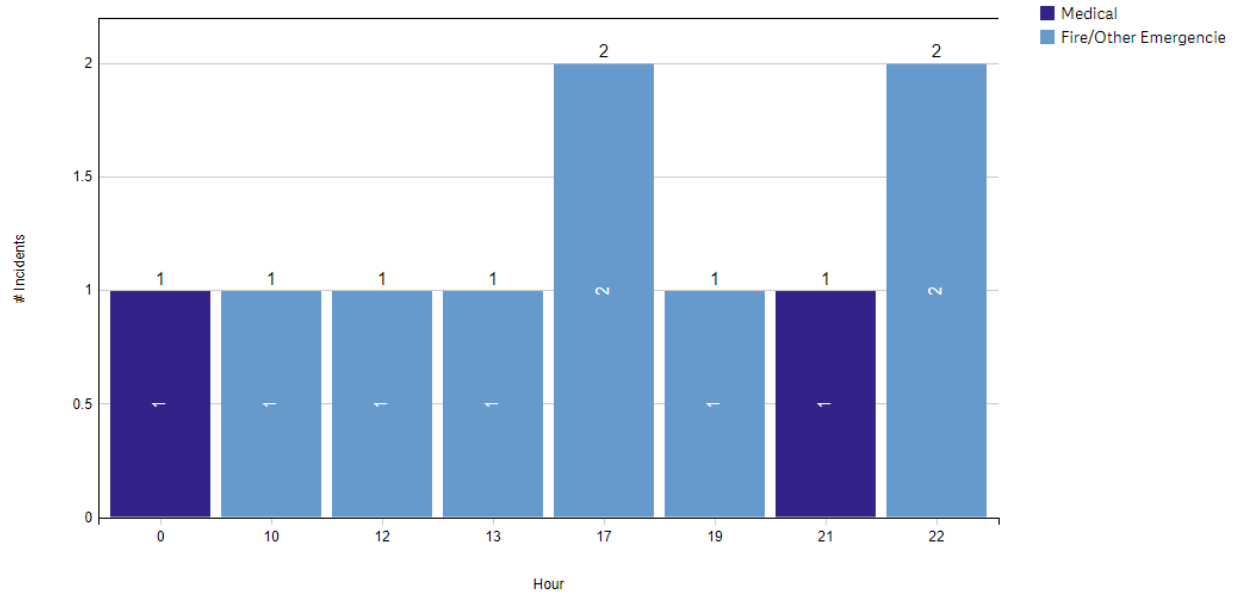
LIONS BAY FIRE RESCUE

# Incidents	# Incident Apparatus	# Incident Attendees
10	17	54

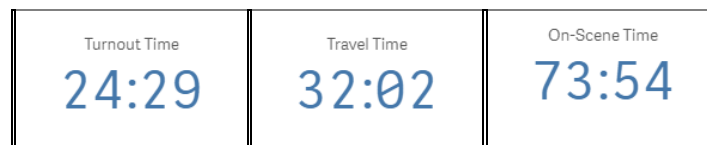
Incidents by Dispatch Type



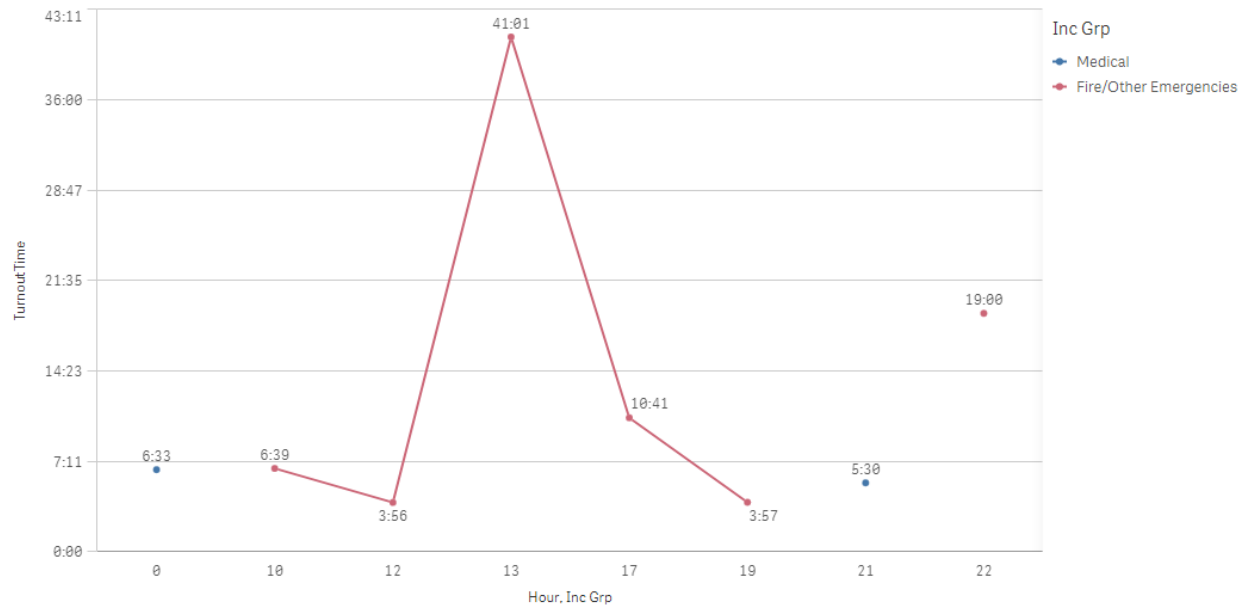
Incidents by Hour



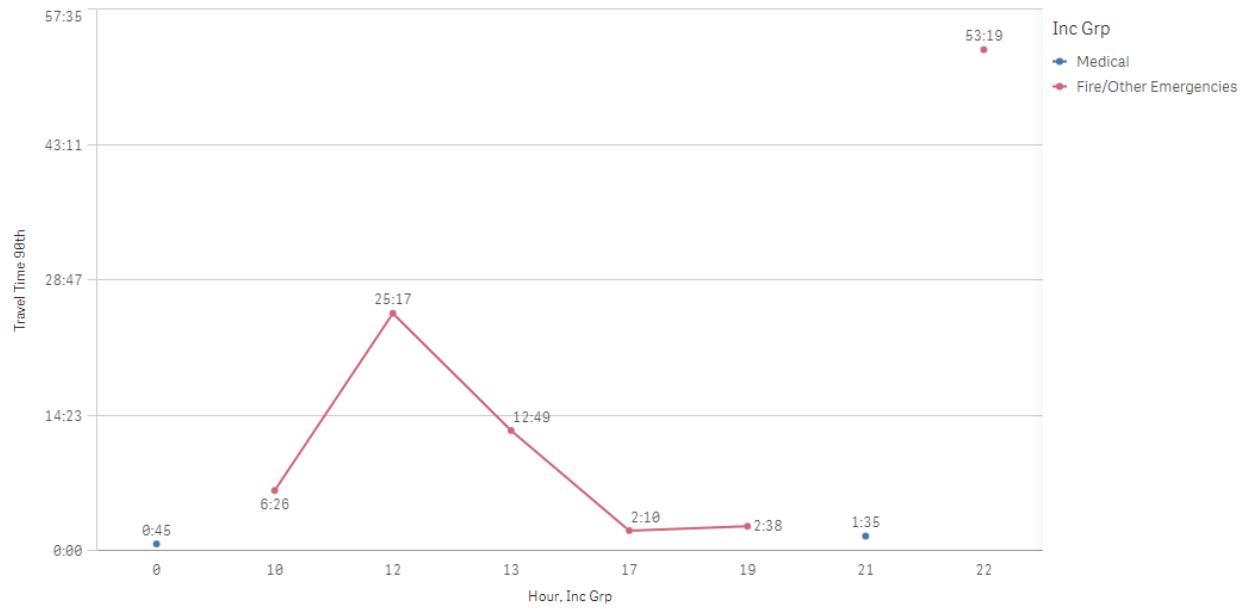
Performance for Emergency Incidents and First On-Scene Apparatus



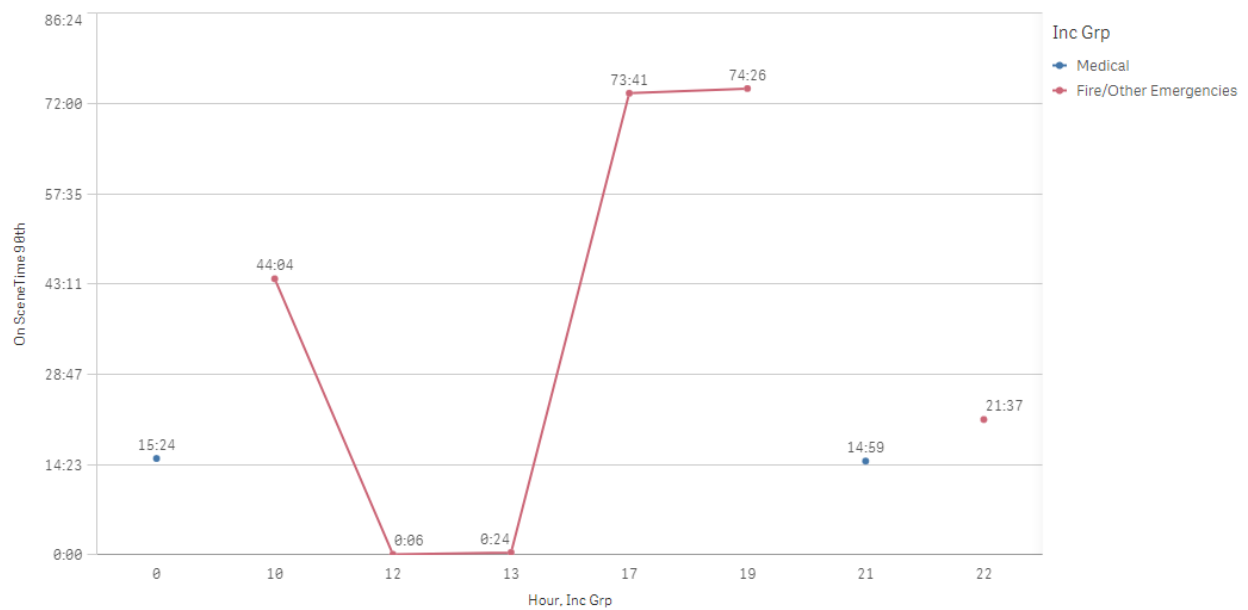
Turnout Time 90th Percentile for Emergency Incident and First On Scene Apparatus



Travel Time 90th Percentile for Emergency Incident and First On Scene Apparatus



On-Scene Time 90th percentile for Emergency Incident and First On Scene Apparatus



Truck Utilization

AppUnit	AppName	Hours Committed	Days Committed	# of Days selected	Hours Capacity	Utilization
LBR63	LB Rescue 63	8.1	0.3	7	168	5%
LBE62	LB Engine 62	4.0	0.2	7	168	2%
LBE61	LB Engine 61	1.3	0.1	7	168	1%

From: "Bates, Amanda" <Amanda.Bates@bchydro.com>
Date: July 4, 2025 at 8:18:38 PM GMT+2
To: "Bates, Amanda" <Amanda.Bates@bchydro.com>
Cc: "Isber, Dayna" <Dayna.Isber@bchydro.com>
Subject: BC Hydro Updated Distribution Extension Policy launches July 5

Hi there,

I'm writing on behalf of my colleague Dayna Isber, to inform you that our updated Distribution Extension Policy will take effect on **July 5, 2025**. More information of the policy changes can be found on our webpage at bchydro.com/extensionpolicy.

This policy, in place since 2008, governs how costs are allocated for new or upgraded connections to our distribution system. In response to feedback about the policy from municipalities, developers, and other stakeholders, we conducted extensive engagement to gather input on potential changes. Following this consultation, we submitted an application to the BC Utilities Commission (BCUC) for policy updates last summer, which they approved in March.

Key changes

Elimination of system improvement costs: Customers will no longer need to pay for system improvement costs in most cases, except under extraordinary circumstances.

Increased BC Hydro contributions: Our maximum contribution towards extension costs has been significantly increased, reducing costs for many customers.

Improved cost sharing: The updated policy introduces equitable cost-sharing frameworks for connections where initial customer infrastructure investments allow future connections by others.

Why these changes matter

These updates will lower connection costs for many customers, speed up connection timelines, and provide greater cost certainty—especially for developers. Most importantly, they'll support investments in affordable housing, including larger multi-unit developments, and help electrify homes and businesses across B.C.

Amanda Bates (she/her) | Stakeholder Engagement Advisor, Community Relations
BC Hydro

333 Dunsmuir St, 15th floor
Vancouver, BC V6B 5R3
604-230-7317

amanda.bates@bchydro.com

bchydro.com

Smart about power in all we do.

Sent from the unceded territory of the Coast Salish peoples, including the territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and selilwətaʔ (Tseil-Waututh) Nations.

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RBC GranFondo Whistler
4111 Fraser St
Vancouver V5V 4E9
+1 604-568-8648

To Whom it May Concern,

I am reaching out once again to request your formal support of our event, the RBC GranFondo Whistler, which will be passing through Lions Bay on September 6th 2025. This year will be the event's 16th year anniversary and we are excited to celebrate it with everyone. Here is some more information about the ride:

The RBC GranFondo Whistler is returning for another year, taking riders from Stanley Park, Vancouver to Whistler in an unimpeded lane. The event, founded in 2010, was created to provide both local and travelling cyclists with an incredible and safe experience up the Sea to Sky corridor. Participants will ride from 55km to 152km depending on the category they choose and get to enjoy all the beauty that British Columbia has to offer.

- **Date:** Saturday Sep 6th 2024
- **Location:** Vancouver (Stanley Park) to Whistler (Olympic Plaza)
 - **Lions Bay Specific:** North-bound lane of Highway 1
- **Number of participants (estimate):** 5000
- **Time through Lions Bay:** 7:45 to 10:15am

We work with the BC Ministry of Transportation, Miller Capilano, Vancouver Police, West Van PD, RCMP and many other stakeholders to ensure there are minimal disruptions to residents and highway users. Our Traffic Management Plan ensures there is two-way traffic maintained throughout the duration of the event on Highway 1, and we re-open the roads progressively once the last rider has passed a specific section. We are also working with your team to ensure there is plenty of advance notice about road closures and other impacts to your residents.

If you have any questions or concerns, please feel free to contact me at emily@rbcgranfondo.com or call 604-907-2827. If there are any groups, businesses, or residents who want to engage with the event, we are always happy to facilitate it. Otherwise, I hope you will be willing to show your support for our event once again.

Sincerely,
Emily Kociolek
Operations Director
RBC GranFondo Whistler

RESOLUTION
IN SUPPORT OF RAIL SAFETY WEEK

WHEREAS *Rail Safety Week* is to be held across Canada from September 15 to 21, 2025;

WHEREAS, 261 railway crossing and trespassing incidents occurred in Canada in 2024; resulting in 68 avoidable fatalities and 58 avoidable serious injuries;

WHEREAS, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries cause by incidents involving trains and citizens; and

WHEREAS Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, indigenous communities, police services, media and others to raise rail safety awareness;

WHEREAS CN and Operation Lifesaver have requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor _____

seconded by Councillor _____

It is hereby **RESOLVED** to support national ***Rail Safety Week*** to be held from September 15 to 21, 2025.

From: [Tracey Saxby](#)
To: [Council](#); [Agenda](#)
Subject: Amendment to Woodfibre LNG's environmental assessment certificate
Date: July 16, 2025 5:22:27 PM

Dear Mayor and Council,

Woodfibre LNG has applied to the BC Environmental Assessment Office (BC EAO) to amend its Environmental Assessment Certificate for a second floating workcamp located at the Woodfibre site. This will double the number of workers being water-taxed through Atł'ka7tsem / Howe Sound to 1,300 workers, along with many other environmental and social impacts.

The public are invited to [review the application](#) and **submit comments by August 2, 2025**.

We encourage the **Village of Lions Bay** to request an extension from the BC EAO and make a written submission.

While the public are encouraged to submit comments through the survey tool on the [EPIC.engage](#) website, we recommend that you request to send a written submission via email to EAO.operations@gov.bc.ca.

We also recommend that you include any references that you may refer to in your submission as attachments to ensure these documents become part of the official record. For example, if you refer to a scientific journal article, include the complete scientific journal article as an attachment.

BC EAO requests that all attachments be combined into a single PDF file with your written submission.

Thank you for continuing to hold Woodfibre LNG accountable for its impacts on the precious ecosystems of Atł'ka7tsem / Howe Sound and our communities.

Best Regards,
Tracey

Tracey Saxby
Executive Director
My Sea to Sky
Cell: +1 (604) 892-7501
Email: tracey@myseatosky.org

Web: <http://myseatosky.org>

We respectfully acknowledge that we work in the traditional, unceded territories and ancestral lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), Sel̓ilwítulh (Tsleil-Waututh), and shíshálh (Sechelt) Nations.

From: [REDACTED]
To: [Neville Abbott](#); [Jaime Cunliffe](#); [Ron McLaughlin](#); [Michael Broughton](#); [Ken Berry](#)
Cc: [Agenda](#)
Subject: Fwd: Sign wording.
Date: July 10, 2025 10:00:30 AM

Council,

Many thanks to councillors for directing the placement of a larger, permanent "no dogs" sign at the beach. We have been asking for enforcement of this bylaw for over two years, receiving several complaints from upset residents about dogs chasing birds and witnessing the lack of enforcement for a long time.

Please see emails below between Charlie Bradbury and the PWM. Charlie dealt with this matter. The works crew has been very supportive in the past and we were grateful for the response to the signage request.

For the record, chasing or harassing wildlife (whether by humans or dogs), including Canada Geese, are prohibited under the provincial *BC Wildlife Act* and Migratory Birds are also protected by federal legislation.

Penny