AGENDA

Regular Meeting of Council

Tuesday, October 7, 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=84733161069
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. Labour Relations

   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 October 7, 2025, be adopted.

5. **Public Participation**

6. **Delegations**
   - *none*

7. **Approval of Minutes of Prior Meetings**
   - *none*

8. **Business Arising from the Minutes**
   - *none*

9. Unfinished Business

9.1 Tree Management Policy 7

- for discussion as requested by Council

9.2 Action Items Log 14

A list of ongoing action items.

- for information

9.3 Zoning and Development Bylaw No.520, 2017, Amendment Bylaw No. 650, 2025 - Setbacks 15

- for decision on scheduling a Public Hearing

Recommendation:
THAT Staff be directed to schedule a Public Hearing in accordance with Section 466 of the *Local Government Act.*

9.4 Zoning and Development Bylaw No.520, 2017, Amendment Bylaw No.641, 2025 - Short Term Rentals 20

- for decision on scheduling a Public Hearing

Recommendation:
THAT Staff be directed to schedule a Public Hearing in accordance with Section 466 of the *Local Government Act.*

9.5 Draft Subdivision Servicing Bylaw No. 651, 2025 32

Draft *Bylaw No. 651, 2025*, presented by Chief Administrative Officer Ross Blackwell for First and Second Reading.

- for decision

Recommendation:
THAT First and Second reading be granted to Subdivision Servicing Bylaw No.651, 2025.

9.6 Garbage and Recycling Collection Bylaw No. 455, 2013, Amendment Bylaw 652, 2025 140

For Second Reading (referred from the September 16th 2025 regular Council Meeting).

- for decision

Recommendation:
THAT Council grant Second Reading to *Garbage and Recycling Collection Bylaw No. 455, 2013,* Amendment *Bylaw No. 652, 2025*.

9.7 Regional Context Statement 150

- for decision on scheduling a Public Hearing

Recommendation:
THAT Staff be directed to Schedule a Public Hearing for the proposed OCP amendment in accordance with Section 466 of the *Local Government Act.*

9.8 Fees Bylaw No. 497, 2016, Amending Bylaw No. 647, 2025 166

Updates to the Fees Bylaw as outlined in the report by Deputy Corporate Officer Kristal Kenna.

- for adoption

Recommendation:
THAT *Fees Bylaw No. 497, 2016, Amendment Bylaw No. 647, 2025,* be adopted.

9.9 Beach Park Financials Report 206

An updated overview of the Beach Park Revitalization Project financials including Translink funding by Financial Officer Joe Chirkoff from the September 16, 2025 Regular Meeting at the request of Councillor McLaughlin.

- for information

10. Reports

10.1 Staff

10.1.1 Bylaw Enforcement 2025 Peak Season Review, Bylaw -2025-007 215

An overview of the 2025 peak bylaw enforcement season by Bylaw Enforcement Officer Taj Bindra.

- for information

10.1.2 Building Bylaw No. 649, 2025 220

Chief Administrative Officer Ross Blackwell to present a report outlining the proposed Building Bylaw to replace the current outdated Bylaw.

- for decision

Recommendation:
THAT First and Second Reading be granted to *Building Bylaw No. 649*, *2025.*

10.1.3 2023 Municipal Annual Report 278

The 2023 Municipal Annual Report presented by Chief Administrative Officer Ross Blackwell.

- for information

10.1.4 Tree Application #134 - 340 Oceanview Road 340

Tree Application No.134 - 340 Oceanview Road.

- for decision

Recommendation:
THAT Council approve Tree Cutting Permit Application No. 134 subject to the following conditions:

a. All tree cutting be consistent with the tree cutting application;

b. That a legal survey be provided to the municipality confirming ownership of the subject trees;

c. All associated debris shall be removed and the site cleaned to the condition prior to tree cutting;

d. That the Municipality shall be notified as soon as possible after the cutting to advise that the subject work has been completed;

e. compliance with the Bylaw restrictions regarding bird nesting season;

f. if working from the road, a traffic control plan approved by Public Works;

g. damage deposit, arborist/contractor's WorkSafe BC certificate and insurance in compliance with Municipal requirements, and any other Municipal bylaw requirements.

10.1.5 Volunteer Appreciation Luncheon 355

Staff are seeking Council's direction on hosting a Volunteer Appreciation Event toward the end of the year as a means of recognizing and celebrating the invaluable contributions of community volunteers.

- for direction.

Recommendation:
THAT Council direct staff to organize a Volunteer Appreciation Event toward the end of the year, and that funding for the event be allocated from the Council Funded Events budget.

10.1.6 Detailed Draft Budget 357

A detailed draft 2026 budget for information and discussion by Joe Chirkoff, Financial Officer.

- for information

10.1.7 Approval of Financial Statements of 2024 395

2024 Financial Statements presented by Financial Officer Joe Chirkoff.

- for approval

Recommendation:
THAT Council approve the 2024 Financial Statements as presented.

10.1.8 Proposed Important Work of Council Calendar; Fall 2025 421

The proposed October schedule for Committee of the Whole, Special Meetings, Public Hearings and workshops for Council by Deputy Corporate Officer Kristal Kenna. November is to be determined.

- for information

10.1.9 Magnesia Access Road 423

Staff are seeking direction from Council on the Magnesia Access Road as outlined in the report.

- for direction

10.2 Committees

10.2.1 Board of Variance Minutes from September 8, 2025 429

Minutes from the latest Board meeting on September 8, 2025.

- for information

10.3 Mayor and Councillors

10.3.1 Revisions to Village of Lions Bay Regional Context Statement 432

Councillor Abbott to lead a discussion on his objections to the proposed changes to the Municipality's Regional Context Statement (RCS).

- for discussion

10.3.2 Union of BC Municipalities Post-Conference Report by Councillor Abbott 434

Key takeaways from Councillor Abbott's attendance at the Union of BC Municipalities Conference, in Victoria, September 22-26 2025.

- for information

10.3.3 Union of BC Municipalities Conference Report by Councillor Broughton 439

A report on key takeaways from Councillor Broughton's attendance at the Union of BC Municipalities Conference in Victoria, September 2025.

- for information

10.3.4 Lions Bay Beach Park Revitalization Project Update

Councillor Broughton to discuss any updates on the revitalization project, including the involvement of Lions Bay Arts regarding a mural proposal for the washroom building.

- for information and discussion

10.3.5 Battani Creek Debris Flow Update

Councillor Broughton is seeking an update on the work of the Battani Creek Recovery Manager.

- for discussion

10.3.6 Truth and Reconciliation Event - Squamish, September 30, 2025 441

Impressions and takeaways from the District of Squamish Truth and Reconciliation event attended by Councillor Broughton.

- for information

10.3.7 Seniors Circle Program

A verbal update by Councillor Broughton on the successes of the

Seniors Circle program.

- for information

10.3.8 Staffing Update

Councillor Broughton is seeking an update from the Chief Administrative Officer on Municipal Staffing.

- for discussion

10.4 Emergency

- none

11. Resolutions

- none

12. Bylaws

- none

13. Correspondence 442

Correspondence received from September 11 - October 2, 2025.

- for information

14. New Business

15. Public Questions and Comments

16. Adjournment

Recommendation:
THAT the Council Meeting be adjourned.

STAFF REPORT

DATE: 2025-07-25 **FILE:** CAO-2025-011

TO: Council

FROM: Ross Blackwell, MAP, MCIP, RPP, CAO

RE: **RISK MANAGEMENT AND TREE MANAGEMENT POLICY ON MUNICIPAL LANDS**

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PURPOSE

The purpose of this report is to provide Council with a comprehensive overview of risk management obligations related to trees on public lands, and to recommend the approval of a formal Tree Maintenance Policy to guide the Village's approach to managing municipal trees. The report outlines the legal context, best practices in risk mitigation, and the importance of a policy-based framework to limit municipal liability through the legal principle known as policy defense.

BACKGROUND:

The Village of Lions Bay, like all municipalities in British Columbia, is responsible for maintaining its public lands in a reasonably safe condition for users. This includes managing risks associated with trees located on municipal property, particularly along roads, in parks, near infrastructure, and adjacent to private lands.

In recent years, municipalities across Canada have faced increased litigation related to tree failures resulting in property damage, personal injury, or fatalities. Such cases have highlighted the need for proactive risk management practices supported by formally adopted policies.

Beyond trees, municipalities are typically most exposed to liability in areas involving:

- Sidewalk and roadway maintenance;
- Playground and park equipment maintenance;
- Snow and ice control;
- Tree management.

These areas require a documented, deliberate approach to resource allocation and risk management, ensuring legal compliance and public safety while recognizing financial and operational limits.

DISCUSSION:

Legal Principle: Policy Defense

In British Columbia, municipalities are shielded from liability for certain damages under the policy defense doctrine, which protects a local government from negligence claims if harm arises from decisions that were based on valid policy determinations. For the defense to apply, there must be evidence that Council or its authorized officers made a conscious and informed decision, based on factors such as budget, priorities, and resource availability, not to undertake or delay specific works.

However, failure to implement or follow a policy, or a lack of a clear policy, can leave a municipality vulnerable to liability. Courts generally distinguish between policy decisions (protected) and operational actions (which may be liable if deemed negligent).

Therefore, the development of a Tree Maintenance Policy, formally adopted by Council, is critical to reducing risk exposure. It creates a defensible record of Council's strategic intent, identifies inspection and maintenance standards, and provides operational staff with guidance on how to manage tree-related risks given the Village's capacity and resources.

Risk Management and Municipal Obligations

Municipalities have a duty of care to the public under the *Occupiers Liability Act* to ensure that public lands are reasonably safe. For trees, this duty includes:

- Identifying hazardous trees through inspections;
- Mitigating known risks (e.g., pruning, removal of dangerous trees);
- Responding in a timely and reasonable manner to public complaints or reports of tree hazards;
- Maintaining records of inspections, complaints, and actions taken.

Key elements that should be addressed in any Tree Maintenance Policy include:

- A tree inventory and classification system (e.g., high-risk areas);
- Inspection schedules, frequency, and documentation requirements;
- Criteria for prioritizing work, including public safety, proximity to infrastructure, and ecological value;
- Response protocols for reported hazards;
- Alignment with staffing levels and budget availability;

- Standards for tree planting, pruning, and removal.

A defensible policy recognizes that not all trees can be inspected or maintained annually. Prioritization based on risk assessment and the Village's budget constraints is legally acceptable provided it is documented in policy and adhered to.

FINANCIAL CONSIDERATIONS:

Tree management activities, including inspections, pruning, and removals, must be funded within the Village's annual operating budget for Public Works. Adoption of a Tree Maintenance Policy does not in itself impose direct costs but will help guide resource allocation and long-term planning.

Costs associated with proactive tree management (e.g., risk mitigation, arborist assessments) may help avoid significant liability and litigation costs. Budget requests for specific tree work will continue to be brought forward during the annual financial planning process based on policy priorities.

LEGAL CONSIDERATIONS:

Adopting a formal Tree Maintenance Policy enhances the Village's legal position by:

- Demonstrating due diligence in the identification and mitigation of tree-related risks;
- Supporting policy defense in the event of a claim arising from tree failure;
- Aligning with risk management standards promoted by Municipal Insurance Associations and legal counsel.

Without a policy, the Village is exposed to greater liability as decisions may appear ad hoc or unstructured. Conversely, a written policy—appropriately followed—provides a strong legal shield, particularly when constrained by finite staffing and funding.

OPTIONS:

Council may consider the following options:
Option 1 (Recommended): Approve the attached Tree Maintenance Policy.

Option 2: Refer the Tree Maintenance Policy back to staff for revisions or further input.

Option 3: Decline to adopt the Tree Maintenance Policy at this time, recognizing that this may increase legal exposure.

RECOMMENDATION:

THAT Council approve the Tree Maintenance Policy as attached to this report.

Respectfully submitted,

_____

Ross Blackwell, CAO

Attachments:

(1) Tree Management Policy

POLICY NO.	POL-2503	DEPARTMENT	Public Works
TITLE	Tree Management Policy		
DATE ADOPTED	September 2, 2025		
DATE AMENDED			

1.0 Purpose

The purpose of this policy is to establish a consistent and legally defensible approach to the management and maintenance of trees located on municipal public lands in the Village of Lions Bay. This policy aims to promote public safety, protect municipal infrastructure, preserve the ecological and aesthetic value of the urban forest, and minimize legal liability through a strategic, risk-based framework.

2.0 Policy Statement

The Village of Lions Bay recognizes that trees on municipal lands contribute significantly to the character, health, and environment of the community. However, the Village also recognizes that trees may present risks to public safety and property if not appropriately managed. This policy sets out a risk management approach to tree maintenance that aligns with municipal insurance best practices and legal standards, including the principle of policy defense.
All tree management activities shall be conducted within the scope of this policy, subject to available financial and human resources. Where resources are limited, the Village will prioritize tree management actions based on assessed risk to public safety and municipal infrastructure.

3.0 Scope

This policy applies to all trees located on municipal public lands, including but not limited to:

- **i)** Road rights-of-way;
- **ii)** Parks, trails, and recreational areas;
- **iii)** Municipal facilities and adjacent lands.

This policy does not apply to trees located on private property or lands not owned or under the legal jurisdiction the Village.

4.0 Definitions

- **i)** **Hazard Tree**: A tree assessed by a qualified individual as having a structural defect that makes it likely to fail and cause damage to property or injury to people or in proximity to high risk targets.
- **ii)** **Qualified Individual**: An arborist certified by the International Society of Arboriculture (ISA), a forestry professional, or other appropriately trained and experienced person.

iii) **Risk Management:** The identification, evaluation, and prioritization of risks followed by the application of resources to monitor, control, and mitigate adverse impacts.

5.0 **Responsibilities**

i) **Council** shall approve this policy and ensure it is reviewed periodically.

ii) **Chief Administrative Officer (CAO)** shall oversee implementation of the policy.

iii) **Public Works Staff** shall carry out tree inspections, maintenance, and removal activities in accordance with this policy and under the direction of the CAO.

6.0 Tree Management Principles

6.1 **Inspection and Risk Assessment**

The Village will conduct inspections of municipal trees in the following circumstances:

i) **Routine Inspections:** Targeted inspections of high-use areas (e.g., parks, roadsides, playgrounds) at a frequency determined by risk level and operational capacity.

ii) **Reactive Inspections:** Prompt inspections in response to public complaints, reports of damage, or observable risk indicators (e.g., leaning trees, dead limbs).

iii) **Post-Event Inspections:** Inspections following significant weather events (e.g., windstorms, heavy snow) to identify damage or hazard conditions.

Inspections will be documented and may result in one or more of the following actions:

- No action required;
- Pruning or other maintenance work;
- Monitoring over time;
- Removal of hazard trees.

6.2 **Tree Maintenance**

Maintenance activities may include:

- Pruning for health, safety, and infrastructure clearance;
- Removal of dead, dying, diseased, or hazardous trees;
- Stump removal, if necessary for safety or replanting;
- Planting of replacement trees where appropriate and feasible.

DRAFT

6.3 **Risk Prioritization**

Given finite resources, the Village will prioritize tree maintenance activities based on the following risk factors:

- **i)** Proximity to high-use public areas or infrastructure;
- **ii)** Known defects or species susceptibility to failure;
- **iii)** History of incidents or complaints;
- **iv)** Recommendations from qualified individuals.

6.4 **Documentation and Record Keeping**

All inspections, maintenance activities, and public complaints related to tree management will be documented and retained in accordance with the Village's records management policies. Documentation shall include:

- **i)** Date and nature of inspection or report;
- **ii)** Findings and risk assessment outcomes;
- **iii)** Actions taken and dates of completion;
- **iv)** Names of personnel involved.

DRAFT

Certified a true copy of Policy No. POL-2503: Tree Management Policy, adopted by September 2, 2025.

_____

Corporate Officer

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
328	December 3, 2024	Provide council with a working document of council duties (tasks, responsibilities and status).	CAO	Ongoing
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 ands templates (cost effective). Staff to source quotes.	CAO	Ongoing
344	May 20, 2025	Question from correspondence surrounding paid parking zones in the Village. CAO to follow up with BEO.	CAO & BEO	Ongoing
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
355	September 16, 2025	Staff to investigate Village connectivity via existing trail networks, right-of-way etc…	CAO	Ongoing
356	September 16, 2025	Request by Council for a staff report on the DVP process.	CAO	Ongoing

STAFF REPORT

DATE:	2025-07-22	**FILE:**	CAO-2025-013
TO:	Council		
FROM:	Ross Blackwell, MAP, MCIP, RPP, CAO		
RE:	**PROPOSED AMENDMENT TO ZONING AND DEVELOPMENT BYLAW NO. 520, 2017**		

RECOMMENDED RESOLUTION:

THAT Council:

1. Grant First and Second Reading to amendment Bylaw No.650 to amend Section 7.7.2 of *Zoning and Development Bylaw No. 520, 2017*, as follows:
   "Where a parcel has a rear yard parcel line abutting the ocean or abutting a municipal esplanade abutting the ocean, setback averaging shall apply only to the parcel line facing the ocean."; and
2. Direct staff to schedule a Public Hearing in accordance with the requirements of the *Local Government Act*.

PURPOSE

The purpose of this report is to present Council with a proposed text amendment to Section 7.7.2 of Zoning and Development Bylaw No. 520, 2017, to correct a technical inconsistency and clarify the intent of the setback averaging provision applicable to the Brunswick Beach Overlay Area. Council is requested to give the amending bylaw First and Second Reading and direct staff to schedule a Public Hearing in accordance with the Local Government Act.

BACKGROUND:

Section 7.7.2 of the *Zoning and Development Bylaw* currently reads:

"Where a parcel has two front parcel lines, one facing a highway and one facing the ocean, front setback averaging shall apply only to the front parcel line facing the ocean."

The intent of this provision appears to be to allow for setback averaging to be applied to the ocean-facing side of the parcel in this unique waterfront setting. However, the language used conflicts with the Bylaw's own definition of "front parcel line" and results in ambiguity that could compromise consistent interpretation and enforcement.

The definition of “front parcel line” set out in *Bylaw No. 520, 2017* is:

“parcel line, front means the parcel line common to the parcel and:
(a) an abutting highway, and
(b) where there is more than one parcel line abutting a highway, the shortest of these lines shall be the front.”

As a parcel cannot have two "front parcel lines" by definition, the current wording in Section 7.7.2 is legally incorrect and requires amendment.

DISCUSSION:

The Brunswick Beach Overlay Area contains parcels with distinctive site characteristics, including water frontage along the ocean and highway frontage on the opposite side. The current *Bylaw* language states that the ocean-facing side can be considered a "front parcel line." However, the *Zoning Bylaw* provides a singular, hierarchical definition of the front parcel line, always identifying it as the side that abuts a highway.

To preserve the original intent of setback averaging to apply to the ocean-facing side of a parcel and to correct the reference to two front parcels lines, a revision is required that aligns with the definitional framework of the *Bylaw*.

The following amended language is proposed to replace the existing subsection 2:

*“**Where a parcel has a rear yard parcel line abutting the ocean or abutting a municipal esplanade abutting the ocean, setback averaging shall apply only to the parcel line facing the ocean**.”*

This proposed language:

- Removes the incorrect reference to “two front parcel lines”;
- Aligns with the legal definitions in the *Bylaw*;
- Supports consistent, objective interpretation by staff and the Approving Officer;
- Maintains the intent of the regulation for the Brunswick Beach context.

The proposed amendment is minor in scope, clarifying an existing provision rather than changing the underlying zoning regulations. However, under the *Local Government Act*, any amendment to a zoning bylaw requires a formal bylaw amendment process, including a Public Hearing.

LEGAL CONSIDERATIONS

This amendment is necessary to ensure the *Zoning Bylaw* is internally consistent and enforceable. Retaining language that contradicts definitions contained within the *Bylaw* compromises the ability to apply zoning provisions effectively and exposes the municipality to unnecessary interpretation disputes. The recommended amendment brings clarity and compliance with *Zoning Bylaw* drafting standards and legal drafting principles.

FINANCIAL CONSIDERATIONS

There are no direct financial implications associated with the proposed amendment beyond standard advertising and staff time to support the Public Hearing.

OPTIONS

Council may consider the following options:

Option 1 *(Recommended)*: Grant First and Second Reading to the draft *Bylaw* amendment and direct staff to schedule a Public Hearing.

Option 2: Request further amendments or defer the matter for additional staff analysis.

Option 3: Decline to proceed with the amendment, thereby preserving the existing language.

Respectfully submitted,

_____

Ross Blackwell, CAO
Chief Administrative Officer

Attachments:

(1) Draft Amendment Bylaw No. 650, 2025

Zoning and Development Bylaw No. 520, 2017, Amendment Bylaw No. 650, 2025

Adopted: xxx

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

Zoning and Development Bylaw No. 520, 2017, Amendment Bylaw No. 650, 2025

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

GENERAL

1. This Bylaw may be cited as "Zoning and Development Bylaw No. 520, 2017, Amendment Bylaw No. 650, 2025".

2. 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.

AMENDMENTS

1.1. Section 7.7.2 of the Zoning and Development Bylaw No. 520, 2017, is amended by deleting the "The base density for *parcels* created by subdivision shall be a maximum of one *parcel* per 800 m2 of existing *parcel* area." and replacing it with "Where a parcel has a rear yard parcel line abutting the ocean or abutting a municipal esplanade abutting the ocean, setback averaging shall apply only to the parcel line facing the ocean."

READ A FIRST TIME on **September 2, 2025**
READ A SECOND TIME on **September 2, 2025**
PUBLIC HEARING held on **XX, 2025**

READ A THIRD TIME on **XX, 2025**
ADOPTED by Council on **XX, 2025**

_____
Mayor

_____
Corporate Officer

Certified a true copy of Zoning and Development Bylaw No. 520, 2017, Amendment Bylaw No. 650, 2025 as adopted.

_____
Corporate Officer

STAFF REPORT – SPECIAL COUNCIL MEETING

DATE:	March 27, 2025	**FILE:**	CAO-2025-004
TO:	Council		
FROM:	Ross Blackwell, MAP, MCIP, RPP, CAO		
RE:	**SHORT TERM RENTAL POLICY AND BYLAW REVISIONS**		

PURPOSE:

The purpose of this report is to present recommended updates to the Village of Lions Bay's Short-Term Rental (STR) Policy and corresponding amendments to *Zoning and Development Bylaw No. 520, 2017*. These revisions have been developed in consultation with the municipal solicitor to ensure compliance with current provincial legislation and to strengthen the legal integrity of both the policy and Bylaw. Council's direction is sought on adopting the revised STR Policy and granting first and second reading to the proposed Bylaw amendments.

DISCUSSION:

The regulation of Short-Term Rentals (STRs) is an evolving issue in municipalities across British Columbia. Provincial legislation now imposes additional regulatory requirements on STR operators, necessitating updates to municipal bylaws and policies to ensure compliance.

In Lions Bay, STRs are regulated through a combination of municipal policy and Zoning Bylaw provisions and through the issuance of Temporary Use Permits. However, a recent review has identified several critical issues that need to be addressed:

- **Compliance with Provincial Legislation:** The provisions in existing Policy and Bylaw need to be updated to ensure consistency with provincial STR regulations.
- **Structural Deficiencies:** Certain policy provisions have been identified as *problematic* and need to be addressed.
- **Ambiguous Language:** Updating language to increase the efficacy of the Policy and Bylaw provisions.

To address these issues, staff has worked with the municipal solicitor to develop amendments to the STR Policy and *Zoning and Development Bylaw No. 520, 2017*. The proposed revisions are shown in the attachments.

SUMMARY:

The proposed updates to the STR Policy and *Zoning and Development Bylaw No. 520, 2017* are necessary to achieve compliance with provincial legislation and to strengthen the legal enforceability of municipal STR regulations. By refining definitions, clarifying conditions, and eliminating problematic provisions, these revisions ensure that the policy and Bylaw function effectively.

Staff recommend that Council adopt the revised STR Policy and advance the Bylaw amendments through first and second reading.

OPTIONS:

(1) a) **THAT** Council adopt the revised Short-Term Rental Policy as proposed.

b) **THAT** Council grant first and second reading to the proposed amendments to *Zoning and Development Bylaw No. 520, 2017,* and direct staff to schedule a public hearing in accordance with statutory requirements.

(2) Provide no decision or direction.

(3) Refer the matter to staff with specific direction.

RECOMMENDED OPTION:

Option #1

FINANCIAL CONSIDERATIONS:

None.

LEGAL CONSIDERATIONS:

The legal considerations are set out in the report.

Respectfully submitted,

_____

Ross Blackwell, CAO

Attachments:

(1) Proposed Short Term Rental Policy revisions

(2) Proposed *Zoning and Development Bylaw No. 520, 2017* amendments

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Type	**POLICY**	**Policy No**	**POL – 1702**
Title	**Temporary Use Permits for Short Term Rentals**		
Author	**CAO**	**Reviewed By:**	
Date	**June 20, 2017**	**Version**	**10**

Purpose

The purpose of this Policy is to provide guidance for staff, elected officials and property owners regarding applications for Temporary Use Permits (TUPs) for Short Term Rentals (STRs).

Council has seen fit to regulate STRs in order to sustain the character of Lions Bay's residential zones, to reduce nuisance from noise, parking and other aspects arising from the existence of STRs, and to ~~regulate~~ manage utility usage~~, and to be able to influence the amount of short-term vs. long-term rental accommodation available in the community~~.

Zoning and Development Bylaw No. 520, 2017 (the Zoning Bylaw) prohibits STRs in all zones except where authorized under a TUP. Council has delegated the authority to grant TUPs ~~in accordance with this policy~~ to the Chief Administrative Officer (CAO). This Policy explains the regulations in the Zoning Bylaw and the Development Application Procedures and Fees Bylaw No. 431, 2011 (the DAP Bylaw).

Definitions

Dwelling Unit has the same meaning as in the Zoning Bylaw.

Secondary Suite has the same meaning as in the Zoning Bylaw.

Short Term Rentals (STRs) has the same meaning as in the Zoning Bylaw.

Temporary Use Permits (TUPs) has the same meaning as in Division 8 of the *Local Government Act*.

Policy

1. TUPs for STRs shall not be granted in respect of:
   a. houseboats,
   b. Secondary Suites, or
   c. premises which contain a child home care business or are located within 50 metres of a school or daycare.

2. Without limiting the generality hereof, the TUP application form will specify a pre-inspection checklist for STRs to assist applicants in meeting the requirements of the Zoning Bylaw and the DAP Bylaw. As required by the DAP Bylaw, ~~An~~ an application for a TUP must be submitted by the property owner (the "Owner"), along with a state of title certificate, and ~~stipulate~~ provide information on whether the Owner will be living on the applicable parcel during the STRs. Application fees are in accordance with Fees Bylaw No. 497, 2016, as amended. Temporary use permits are subject to notification requirements set out in the Zoning Bylaw and, when appealed to Council, statutory notification requirements as outlined in the *Local Government Act*.

~~3. Preference in granting TUPs will be given to Owners living on site and in Lions Bay. If the Owner does not live on site or within Lions Bay, they must employ an agent within Lions Bay to manage the STR. Twenty-four-hour per day contact information for the Owner and, if applicable, the agent, must be provided to the Municipality and all neighbouring residents within 50 metres of the property ("Neighbours"). The Owner or agent must be capable of responding to complaints made by Neighbours within one (1) hour, and by the Municipality within 24 hours. A report of the complaint and action taken shall be filed with the Municipality by the Owner or agent within 48 hours of such action.~~

~~4.~~3. The number of STR guests at any one time shall not exceed ~~8 on any parcel~~2 for each bedroom that meets the minimum requirements of the BC Building Code~~, unless the entire principal residence is rented to one party, in which case the number of STR guests at any one time shall not exceed 10~~.

~~5.~~4. All parking for STRs must be provided on the property. The operator of the STR should advise guests that the number of guest vehicles shall not exceed the number of guest vehicle parking spaces on the parcel, ~~having regard to~~which are separate from any parking spaces required for the Owner and/or Secondary Suite tenants. ~~In Permit Parking zones,~~ Owners may not rely on street parking to achieve the requisite count of parking spaces.

~~6.~~5. Web listings for STRs shall specify the maximum number of guests and guest vehicles.

~~7.~~6. No more than one ~~Dwelling Unit per~~ parcel may be granted a TUP for STRs.

~~8.~~7. Premises subject to a TUP application for STRs may be inspected by the Municipality for compliance with the BC Building Code, the Lions Bay Building Bylaw and other applicable bylaws, in relation to the use intended under the application.

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~~1. The CAO must determine if the subject property is within a Natural Hazard Assessment Area, as defined in the Village of Lions Bay Official Community Plan Designation Bylaw No. 408, 2008, as amended (the "OCP"). If the STR is located within a Natural Hazard Assessment Area, a concurrent development permit may be required in addition to the TUP. Without limiting section 17 of this Policy [*general*~~

9. Decisions regarding the granting of TUPs for STRs may take into consideration the following:
   a. safety considerations identified regarding the applicable premises;
   b. the ability of water supply, central sewage in the case of parcels so serviced and onsite wastewater disposal systems to handle the use, the proximity to and potential impacts on ecosystems;
   c. the ~~proximity to and~~ impact on neighbouring parcels, public rights-of-way, beaches, parks and other public use areas;
   d. the location and siting of the STR, including the siting of the specific dwelling unit within which the short term rental will be located ~~size of~~
      i. ~~the dwelling unit;~~
      ~~. the parcel; and~~
   ~~h.~~f. the intended form of management of the STRs;
   ~~i.~~g. previous history of complaints regarding STRs at the property;
   ~~j.~~h. potential impacts upon the neighbourhood;
   ~~k.~~i. responses to the application received ~~from Neighbours~~as a result of the statutory notices of the TUP;
   ~~l.~~j. the residential character of the neighbourhood in which the STR is located and the suitability of a STR for the dwelling units in which the use is proposed to occur ~~the number of TUPs already issued for STRs in the neighbourhood and in Lions Bay overall~~;
   ~~m.~~k. compliance with the Municipality's Secondary Suite regulations.

10. The CAO may require the Owner to provide a report from an authorized person under the Sewerage System Regulation to confirm that a septic disposal system is capable of handling the anticipated uses related to a TUP.

11. All TUPs shall specify quiet times between the hours of 10 pm and 8 am seven days per week and restrict the use of outdoor areas accordingly.

~~12. No signs~~Signs are not encouraged, but one sign may be permitted if it does not vary the residential appearance of the land and premises where a short term rental is located ~~indicating the STR use are permitted on or off the property~~.

~~13. STR applications for strata units must be supported by a resolution from the strata council.~~

~~14.~~12. Security in the form of cash deposit, bond, irrevocable letter of credit or similar instrument in the amount of $2,500 is required in conjunction with the issuance of a TUP for STRs. This security may be drawn upon by the Municipality for any of the grounds permitted under section 502 of the *Local Government Act*.~~:~~

~~a. any Bylaw Notices issued under Bylaw Notice Enforcement Bylaw No. 385, as amended;~~

~~b. any judgements obtained or legal expenses incurred in pursuit of remedies in BC Provincial or Supreme Court;~~

~~c.~~a. ~~any of the grounds permitted under section 502 of the *Local Government Act*~~.

If drawn upon by the Municipality, this security shall be replenished by the Owner within 30 days.

~~15. Owners must provide proof of insurance for the use intended, including a Broad form commercial general liability policy for a limit of not less than five million ($5,000,000.00) dollars per occurrence with respect to third party liability claims for bodily injury, property damage, personal injury, or death with a specific rider acknowledging the use of all or part of the property as an STR, and showing the Village as an Additional Named Insured. Such insurance must stay in force and not be amended, cancelled or allowed to lapse during the term of the TUP.~~

~~16. Owners must execute the Indemnification Agreement prepared by the Municipality as a condition of being granted a TUP.~~

~~17.~~13. The term of the first TUP issued in respect of a property shall be no longer than 1 year. Within 60 days before the expiry of the term of a TUP, the Owner may apply for a 1 year renewal term. Any subsequent use of the property for STRs beyond the original or the renewal term shall be prohibited unless the Owner applies for and receives a new TUP. After the first two years, an Owner may apply for a TUP for up to 3 years, which may be renewed for an additional 3 years subject to this policy.

~~18.~~14. A decision of the CAO under this policy may be reconsidered by Council if, within 30 days of the CAO's decision being conveyed to the Owner in writing via email, the Owner requests a

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reconsideration in accordance with section 35 (5) of Council Procedures Bylaw No. 476, 2015, as amended.

~~19.~~15. The onus is on Owners to apply for TUPs; staff will follow the Municipality's enforcement policy and seek compliance as the primary objective.

~~20.~~16. Owners who do not have a valid TUP may be given a one week grace period to apply but shall not market their property or accept any new bookings unless and until their application has been approved.

~~21.~~17. The Municipality will take reasonable steps to investigate and evaluate contraventions of this Policy and of TUP conditions on a complaint basis.

Mayor

Corporate Officer

Adopted by Council:	July 4, 2017
Updated:	July 3, 2018
Updated:	July 17, 2018
Updated	February ., 2025

Zoning and Development Bylaw No. 520, 2017, Amendment Bylaw No. 641, 2025

Adopted: xxx

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

Zoning and Development Bylaw No. 520, 2017, Amendment Bylaw No. 641, 2025

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

GENERAL

1. This Bylaw may be cited as "Zoning and Development Bylaw No. 520, 2017, Amendment Bylaw No. 641, 2025".

2. 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.

AMENDMENTS

1.1. Section 4.6 (b) of the Zoning and Development Bylaw No. 520, 2017 is amended by deleting the "in accordance with the Short Term Rental Policy" and replacing it with "for short term rentals in accordance with section 4.6.1".

1.2. Inserting immediately after section 4.6 (b) and before the heading Siting Exemptions the following:

"4.6.1. The CAO may grant a temporary use permit for a short term rental subject to the short term rental use complying with the regulations in section 4.6.2 and having regard to the residential character of the neighbourhood in which the short term rental is located, any objections received after notice of the proposed temporary use permit for the short term rental is given in section 4.6.3, the history of prior complaints related to prior short term rental on the parcel, and the suitability of a short term rental for the dwelling units in which the use is proposed to occur.

4.6.2 All of the following regulations apply to a temporary use for a short term rental:

(a) A maximum of one (1) short term rental is permitted on a parcel.

(b) A maximum of two (2) guests per bedroom that meets the minimum requirements of the BC Building Code may be allowed as part of a temporary short term rental use.

(c) A maximum of one (1) sign indicating a short term rental may be permitted if it does not vary the residential appearance of the land and premises where a short term rental is located.

(d) No short term rental is permitted as an accessory commercial use for a houseboat, secondary suite or on a parcel that contains a child home care business.

(e) No short term rental is permitted on a parcel with a property line that less than 50.0 metres from a school or daycare.

(f) In addition to the requirements in section 4.13 for any other uses occurring on the parcel, two (2) off-street parking spaces shall be provided and maintained on the parcel for the short term rental.

(g) No short term rental is permitted on a parcel unless it is connected to a community sewer system or has a septic disposal system that is capable of handling the demand generated by the short term rental.

4.6.3 Notice of consideration of the application for a temporary use permit for a short term rental shall be given:

(a) When being considered by the CAO, the CAO will give notice to owners and occupants of all parcels of land within 50.0 metres from the property line of the parcel on which the short term rental will be located and will allow two weeks for owners and occupants to provide comments; and

(b) When being considered by Council, notice shall be given in accordance with section 494 of the Local Government Act.

4.6.4 The CAO may specify conditions in a temporary use permit for a short term rental relating to:

(a) the deposit of security of $2,500 in the form of cash deposit, bond, irrevocable letter of credit or similar instrument as a guarantee the performance of the terms of the temporary use permit for the short term rental;

(b) safety considerations identified as impacting guests that may stay temporarily in the short term rental, including advice from a building inspector that the parcel on which the short rental use will be located is subject to or is likely to be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rockfalls, subsidence or avalanche or other considerations applicable under the BC Building Code for this type of occupancy;

(c) the adequacy of the water and sewage systems servicing the parcel to handle any increased demand caused by the short term rental;

(d) mitigation measures to reduce the impact of the short term rental on neighbouring parcels, public rights-of-way, beaches, parks and other public use areas;

(e) the location of the short term rental on the parcel, including the siting of the specific dwelling unit within which the short term rental will be located;

(f) the impact of additional traffic generated by the short term rental;

(g) establishment of quiet hours guests of the short term rental;

(h) the form of management of the short term rental or other measures to ensure that guests using the short term rental are not disruptive to neighbours; and

(i) any matter addressed in the secondary suite regulations.

4.6.5 A decision of the CAO to refuse or approve a temporary use permit for a short term rental, with or without conditions, may be reconsidered by Council if, within 30 days of the CAO's decision being conveyed to the Owner in writing via email, the Owner requests reconsideration in accordance with section 35 (5) of Council Procedures Bylaw No. 476, 2015, as amended.

4.6.6 The term of the first temporary use permit issued in respect of a parcel shall be no longer than one (1) year. Sixty (60) days prior to the expiry of the initial term of the temporary use permit, the Owner may apply for a one (1) year renewal term. Thereafter, any short term rental use beyond the original or the renewal term shall be prohibited unless the Owner applies for and receives a new temporary use permit for a short term rental. After the first two (2) years, the temporary use permit for a short term rental shall be issued for a term of up to three (3) years, which temporary use permit may be renewed for an additional term of up to three (3) years."

READ A FIRST TIME on **September 2, 2025**
READ A SECOND TIME on **September 2, 2025**
PUBLIC HEARING held on **XX, 2025**

READ A THIRD TIME on **XX, 2025**
ADOPTED by Council on **XX, 2025**

Mayor

Corporate Officer

Certified a true copy of Zoning and Development
Bylaw No. 520, 2017, Amendment Bylaw No. 641, 2025
as adopted.

Corporate Officer

STAFF REPORT

DATE:	2025-08-01	**FILE:**	CAO-2025-009
TO:	Council		
FROM:	Ross Blackwell, MAP, MCIP, RPP, CAO		
RE:	**DRAFT SUBDIVISION SERVICING BYLAW NO. 651, 2025**		

RECOMMENDED RESOLUTION:

THAT Council:

1. **Grant First and Second Reading** to *Subdivision Servicing Bylaw No. 651, 2025,* to replace *Subdivision Bylaw No. 141, 1985*; and
2. **Direct staff to schedule a Public Hearing** in accordance with section 466 of the *Local Government Act*.

PURPOSE:

The purpose of this report is to present Draft Subdivision Servicing Bylaw No. 651, 2025, to Council for consideration of First and Second Reading and to recommend that the Bylaw be scheduled for a Public Hearing. The new Bylaw is intended to replace the existing Subdivision Bylaw No. 141, 1985, which is outdated and no longer meets the legal, technical, or operational needs of the Village.

BACKGROUND:

The current *Subdivision Bylaw* was adopted in 1985. Over the past four decades, legislation, best practices, environmental standards, infrastructure needs, and land development trends have significantly evolved. The existing *Bylaw* lacks critical components necessary for modern subdivision processing and servicing, including engineering standards, infrastructure requirements, and clear procedures.

Subdivision and development activity, although limited in scale in the Village of Lions Bay, must be regulated through clear, enforceable, and modern provisions to ensure sustainable land development, protect public infrastructure, and uphold community expectations. A Subdivision Servicing Bylaw is a specialized regulatory instrument enabled by the *Local Government Act* that prescribes servicing requirements, infrastructure standards, application procedures, and related approvals for the subdivision of land. It ensures that new development integrates appropriately into the municipal servicing system (water, sewer, drainage, and roads) and complies with engineering and safety standards.

DISCUSSION:

Purpose and Scope of a Subdivision Servicing Bylaw

A subdivision servicing bylaw serves several key functions:

1. Establishes minimum servicing standards for infrastructure to support new parcels (e.g., roads, sidewalks, stormwater systems, water and sewer connections).
2. Prescribes the procedures and documentation requirements for subdivision applications.
3. Provides authority to the Approving Officer to regulate and impose conditions on subdivision approvals.
4. Protects municipal assets by ensuring development-related infrastructure is constructed to appropriate standards and integrated into the municipal system.
5. Ensures public safety, environmental protection, and long-term municipal sustainability through sound engineering practices.

Approving Officer Role and Council's Limited Involvement

Pursuant to the *Land Title Act* and *Local Government Act*, subdivision approval authority resides with the Approving Officer, who is a statutory official operating independently of Council. This ensures that subdivision decisions are made based on technical merit, statutory requirements, and professional standards, free of political influence.

Neither Council nor the public participates in subdivision approval decisions or processes. This independence is crucial for legal compliance, fairness, and minimizing liability risk to the municipality.

Subdivision Process and the PLR (Preliminary Layout Review) Letter

The standard subdivision process includes:

1. **Application Submission**: An applicant submits a completed application, including plans and supporting documentation, to the Approving Officer.
2. **Preliminary Review**: Staff conduct a technical review for compliance with zoning, servicing, and other applicable bylaws or policies.
3. **Issuance of a PLR Letter**: Also called a Preliminary Layout Review or Preliminary Layout Approval, this non-binding letter outlines terms and conditions that must be met before final subdivision approval can be granted.
4. **Final Approval and Plan Registration**: Upon meeting all conditions, the subdivision plan is approved and registered with the Land Title Office.

The PLR letter is critical as it provides clear direction to applicants regarding engineering design, servicing upgrades, access requirements, and other conditions. It ensures transparency and consistency and is foundational in managing applicant expectations and municipal oversight.

Key Features of the Proposed Bylaw

- Incorporates comprehensive technical servicing requirements tied to engineering standards, ensuring infrastructure quality and resilience.
- Introduces clear application processes, submission requirements, and evaluation criteria.
- Provides legal tools for security deposits, inspection, and acceptance of developer-constructed infrastructure.
- Ensures alignment with regional standards, bringing consistency and efficiency for developers, builders, home owners, and municipal staff.
- Incorporates climate resilience and environmental protection through stormwater management and sustainable design principles.

FINANCIAL IMPLICATIONS:

There are no immediate financial implications for the adoption of the proposed Bylaw. The Bylaw provides legal authority to require cost recovery from applicants for infrastructure upgrades, servicing connections, and municipal inspection services, thereby protecting the municipality from incurring costs related to private development.

Over the long term, ensuring that all new infrastructure is constructed to modern standards reduces future maintenance and replacement costs to the Village.

LEGAL IMPLICATIONS:

Subdivision and servicing regulation is enabled by Part 14 of the *Local Government Act* and Part 7 of the *Community Charter*. The Bylaw must provide a clear legal basis for all regulatory actions taken by the Village related to subdivision.

The outdated *Bylaw No. 141, 1985,* fails to meet contemporary legal standards and may expose the municipality to liability or enforcement challenges. Adoption of a modern Bylaw mitigates legal risk and ensures that the municipality has robust, enforceable authority in land development matters.

OPTIONS:

Council may consider the following options:

1. Grant First and Second Reading to *Subdivision Servicing Bylaw No. 651, 2025,* and direct staff to schedule a Public Hearing.
2. Refer the Bylaw back to staff for additional revisions.
3. Take no action and continue operating under *Bylaw No. 141, 1985* (not recommended).

Respectfully submitted,

_____

Ross Blackwell,
Chief Administrative Officer

Attachments:

(1) Draft Subdivision Servicing Bylaw

Subdivision & Development Servicing Bylaw

No. 651, 2025

PO Box 141, 400 Centre Road
Lions Bay, British Columbia
V0N 2E0, Canada
604-921-9333
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VILLAGE OF LIONS BAY

SUBDIVISION AND DEVELOPMENT SERVICING BYLAW NO. 651, 2025

A BYLAW OF THE VILLAGE OF LIONS BAY TO
REGULATE THE SUBDIVISION AND DEVELOPMENT OF LAND
AND THE PROVISION OF WORKS AND SERVICES

WHEREAS the *Local Government Act, Part 14, Division 11* permits a local government to regulate and require the provision of works and services and road dedication in respect of the subdivision or development of land;

AND WHEREAS it is deemed desirable to regulate the subdivision or development of land in order to promote the orderly and economic development of the Village of Lions Bay;

AND WHEREAS pursuant to the *Community Charter, Part 5, Division 6*, Council may delegate powers, duties, and functions to its officers or employees;

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

1.0 ADMINISTRATION

1.1 Citation

1.1.1 This Bylaw may be cited for all purposes as the "Village of Lions Bay Subdivision and Development Control Bylaw No. 651, 2025".

1.2 Application

1.2.1 This Bylaw shall apply to all applications for the Subdivision and Development of land and for the provision of Works and Services within the area incorporated as the Village of Lions Bay.

1.2.2 All Works and Services constructed in the Village of Lions Bay shall be design and constructed in accordance with the provisions of the Infrastructure Design and Construction Manual.

1.3 Delegation of Authority

1.3.1 The Approving Officer is hereby delegated the powers, duties, and functions of Council to administer and enforce the provisions of this Bylaw with respect to the Subdivision of land and the design and construction of Works and Services therefor, including to execute and amend all forms necessary for the Subdivision of land in accordance with this Bylaw, applicable legislation, and in the best interests of the Village.

1.3.2 The Building Official is hereby delegated the powers, duties, and functions of Council to administer and enforce the provisions of this Bylaw with respect to the Development of land and the design and construction of Works and Services therefor, including to execute and amend all forms necessary for the Development of land in accordance with this Bylaw, applicable legislation, and in the best interests of the Village.

1.3.3 The Servicing Officer is hereby delegated the powers, duties, and functions of Council to administer and enforce the provisions of this Bylaw with respect to the design and construction of Works and Services, including to execute and amend all forms necessary for the provision of Works and Services in accordance with this Bylaw, applicable legislation, and in the best interest of the Village.

1.4 Interpretation

1.4.1 In this Bylaw, defined terms are denoted with capitalization. Headings are included for convenience only and should not be relied upon for interpretation.

1.4.2 Words, phrases, and terms not defined in this Bylaw shall be interpreted as in the *Local Government Act*, *Land Title Act, Community Charter*, or the *Interpretation Act,* or if not therein defined shall be given their usual and customary meaning for the purpose of interpreting this Bylaw.

1.4.3 Words used in the present tense include the other tenses and derivative forms; words used in the singular include the plural and vice versa; the word “person” includes a corporation, firm, partnership, trust, and other similar entities as well as an individual.

1.4.4 Where a regulation involves two or more conditions, provisions, or events, connected by the conjunction "and", all the connected items are required; "or" means that any one will suffice, but does not prohibit fulfillment of multiple conditions, provisions, or events.

1.4.5 Any enactment or bylaw referenced herein includes the enactment or bylaw as amended, revised, consolidated, or replaced from time to time.

1.4.6 If any part, section, paragraph, or phrase of this Bylaw is for any reason held to be invalid by the decision of a Court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Bylaw.

1.5 Definitions

In this Bylaw, unless the context otherwise requires:

“Application & Submissions Policy” means the Village’s corporate policy containing the standards and procedures for applications and submissions made in accordance with this Bylaw, including standard forms. See Section 1.6.

“Approving Officer” means a person appointed by Village Council as an approving officer of the Village under the *Land Title Act,* and includes their lawful designates. The Approving Officers’ delegated authority also includes the authority to act as a Servicing Officer.

“Building Bylaw” means the Village of Lions Bay Building Bylaw No. 234, 1994.

“Building Official” has the same meaning as “qualified building official” in the *Building Act* and as “building inspector” in the Building Bylaw.

“Building Permit” has the same meaning as in the Building Bylaw.

“Bylaw” or **“SDS Bylaw”** when used in isolation means the Village of Lions Bay Subdivision and Development Control Bylaw No. 651, 2025.

“Certificate of Final Acceptance” means a notice issued in the Village’s standard form and in accordance with Section 5.10, accepting the Works and Services to be vested in, be owned by, and be the responsibility of the Village for ongoing operation, maintenance, repair, and eventual replacement.

“Design Authorization” means a notice issued in the Village’s standard form in accordance with Section 5.4.3, authorizing a design for construction, insofar as it is in strict conformance with the provisions of this Bylaw or with any variances explicitly authorized by the Servicing Officer. Design Authorization is an administrative assurance that a design is in general conformance with the provisions of this Bylaw and is not an affirmation that the design complies with the provisions of this Bylaw, nor is it a technical endorsement of a design.

“Develop” or **“Development”** means any alteration or construction upon a parcel for which the Building Bylaw requires a Building Permit to be issued and may also mean Subdivision.

"Developer" means an Owner who wishes to or has applied to Subdivide or Develop property or to construct Works and Services within the Village and may include, if context requires, a person who has the express written authority to act on behalf of and represent the Owner.

"Developer's Engineer" means a suitably qualified professional engineer, registered in good standing with *Engineers and Geoscientists BC*, who is retained by a Developer to design, inspect, test, and certify all Works and Services required as a condition of the Developer's Subdivision or Development approval.

"Development Application Procedures & Fees Bylaw" means the Village of Lions Bay Development Application Procedures and Fees Bylaw No. 431, 2011.

"Excess" or **"Extended"** means those Works and Services in respect of:

- a portion of a Highway system that will provide access to land other than the land being Subdivided or Developed, or
- a portion of a water, sewage, or drainage system that will serve land other than the land being Subdivided or Developed.

"Highway" has the same meaning as in the *Land Title Act*, but does not include a statutory right-of-way or easement on private property.

"Infrastructure Design & Construction Manual" or **"IDCM"** means the Village's corporate policy containing the engineering design standards and construction specifications for the provision of Works and Services. See Section 1.6.

"Maintenance Period" means the later of:

- a period of one (1) year from the date on which the requirements of Section 5.8 are completed to the satisfaction of the Approving Officer, or
- the period ending on date the requirements of Section 5.10 are completed to the satisfaction of the Approving Officer.

"Maintenance Security" means a financial security in a form acceptable to the Village, provided under the terms of a Servicing Agreement, in the amount that is the greater of $10,000 and 10% of the actual construction cost of the Works and Services plus 200% of the cost of completing any outstanding work, including the repair of any deficiencies, as estimated by the Developer's Engineer and accepted by the Approving Officer.

"Official Community Plan" or **"OCP"** means the Village of Lions Bay Official Community Plan Bylaw No. 408, 2008.

"Owner" has the same meaning as defined in the *Assessment Act.*

"Peer Review" has the same meaning as defined in the "Professional Practice Guidelines – Peer Review" document published by *Engineers and Geoscientists BC*.

"Performance Security" means a financial security in a form acceptable to the Village, provided under the terms of a Servicing Agreement, in the amount that is the greater of $20,000 and 130% of the cost of the Works and Services as estimated by the Developer's Engineer and accepted by the Approving Officer.

"Permission to Construct" means a permit, issued in the Village's standard form, in accordance with Section 5.5, authorizing a Developer to proceed with construction of Works and Services within Village road right-of-way, subject to also obtaining a permit if required under Traffic Bylaw No. 413, 2009.

"Preliminary Layout Review Letter" means a letter issued by the Approving Officer in accordance with Section 3.1.2.

"Servicing Agreement" means an agreement between a Developer and the Village, in the Village's standard form, for the purposes outlined in the *Local Government Act*, *Section 509(2)* and pursuant to the *Land Title Act, Section 219.*

"Servicing Officer" means the person appointed by Village Council as responsible to fulfill the duties assigned by this Bylaw or as a servicing officer of the Village under *Local Government Act,* and includes their lawful designates.

"Subdivision" has the same definition as in the *Land Title Act*.

"Subdivision Approval" means the approval of a Subdivision plan in accordance with the *Land Title Act*.

"Substantial Performance" means the stage of completion when the Works and Services are ready for use for their intended purpose and any outstanding or deficient Works and Services are capable of completion or correction at a cost of not more than:

- 3% of the first $500,000 of the cost to provide the Works and Services,
- 2% of the next $500,000 of the cost to provide the Works and Services, and
- 1% of the balance of the total cost to provide Works and Services.

"Total Performance" means the stage of completion when the Works and Services, including all deficiencies and incomplete work, have been Substantially Performed as required under Sections 5.8 and the Maintenance Period for all works as outlined in Section 5.9 has concluded.

"Works" or **"Works and Services"** means such infrastructure systems as highways, boulevards, sidewalks, transit bays or shelters, boulevard amenities, transportation systems or amenities, street lighting, underground wiring, water supply or distribution systems, fire hydrant systems, sewage collection or disposal systems, drainage collection or disposal systems, or any other such infrastructure systems necessary to support the Subdivision or Development of land.

"Village" means the Village of Lions Bay.

"Zone" means the zoning designation contained in the Zoning Bylaw.

"Zoning Bylaw" means the Village of Lions Bay Zoning Bylaw No. 520, 2017.

1.6 Supporting Corporate Policies

1.6.1 This Bylaw references the following corporate policy documents, which contain supplemental requirements to, and procedures for, this Bylaw but do not form part of this Bylaw. The authority to amend these policies is delegated to the Village's chief administrative officer, who may approve changes to these policies in accordance with operational best practice and in the interest of the Village.

a. Application & Submissions Policy for SDS Bylaw 651

b. Infrastructure Design & Construction Manual

2.0 SERVICING STANDARDS

2.1 Minimum Servicing Requirements

2.1.1 The Approving Officer, as a condition of Subdivision Approval, or the Building Official, as a condition of the issuance of a Building Permit, shall require that a proposed Subdivision or Development be serviced to the minimum standard based on Zone, as outlined in Table 2.1.A.

Table 2.1.A – Servicing Area Standards

Zone	*Highways*[1]		*Water*[2]	*Sanitary Sewer*[3]	*Storm Control*[4]	*Street Lighting*[5]	*3rd Party Utilities*[6]
	New	*Frontage*					
RS-1	R-1	-	C	C	P	-	U
RM-1	R-2	R	C	C	P	IO	U
C-1	R-2	R	C	C	P	IO	U
C-2	R-1	-	C	C	-	-	U
C-3	R-1	-	P	P	-	-	O
W-1	R-1	-	P	P	-	-	O
W-2	R-1	-	C	C	-	-	O
CU-1	R-2	R	C	C	P	F	U
RU-1	R-1	-	C	C	P	-	O
OS-1	R-1	-	P	P	-	-	O
Notes:	*[1]see Section 2.2.1*		*[2] See 2.2.2*	*[3] See 2.2.3*	*[4] See 2.2.4*	*[5] See 2.2.5*	*[6] See 0*

2.1.2 Notwithstanding Section 2.1.1, the Approving Officer or Building Official may exempt an application from any of the minimum servicing standards required under Section 2.1.1 where:

a. a proposed Subdivision is for the exclusive purpose of a Highway or parkland dedication, a lot consolidation, or a lot line adjustment in which no new lots are created,

b. a proposed commercial, institutional, or industrial Development is for new buildings or alterations to existing buildings that are valued at less than 20% of the assessed value of the existing improvements upon the land and the Development is expected to have a negligible impact to a Village infrastructure system, or

c. a proposed Development is for the reconstruction of a damaged or destroyed building to its prior original condition, the installation of utility structures or equipment, or for internal renovations such as accessibility upgrades, installation of emergency systems, or energy efficiency and seismic improvements.

2.1.3 Where this Bylaw requires the provision of a community water system or a community sewer system, the Approving Officer may require such systems must be connected to Village's respective system.

2.1.4 Works and Services necessary to service a proposed Subdivision or Development in accordance with the requirements of this section must be provided, designed, and constructed in accordance with the Application & Submissions Policy and the Infrastructure Design & Construction Manual (IDCM).

2.2 Servicing Standards

2.2.1 Highways Systems

a. Any lot created by Subdivision or subject to Development must be serviced and accessible by a suitable Highway, in the opinion of the Approving Officer.

b. Where a proposed Subdivision or Development is not accessible by a Highway or, in the opinion of the Approving Officer, access to lands beyond must be provided, dedication of right-of-way (ROW) for new Highways, alternate modes of transportation, or sustainable design features may be required to be provided in accordance with the *Land Title Act* and the *Local Government Act*.

c. New Highways are to be constructed to the minimum standard in Table 2.1.A. Values correspond to road cross-sections in the IDCM.

d. If, in the opinion of the Approving Officer, the existing fronting Highway does not provide suitable access or if frontage improvements are indicated as required ("R") in Table 2.1.A, the Approving Officer may require the fronting Highway to be improved up to the centreline of that Highway along the length of the frontage.

e. Where a Highway ROW fronting a Development is not of sufficient width to support the cross-section for the classification of that Highway, alternate modes of transportation, or sustainable design features, dedication of additional ROW may be required in accordance with the *Local Government Act*.

2.2.2 Water Supply and Distribution Systems

a. *"C" – Community Water System*: Any lot created by Subdivision and any lot subject to Development must be serviced by the Village's community water system under this designation.

b. *"P" – Private Water System*: Under this designation, a proposed Development is not required to be provided with water service unless desired by the Developer. If water service is desired and the Village's system services or could reasonably be extended to service the proposed Development, the proposed Development must connect. If, in the opinion of the Approving Officer, service by the Village's system is not reasonably able to provide service, a proven private water supply may be provided, if desired by the Developer, which must be designed by a suitably qualified professional engineer and be acceptable to the Approving Officer and *Vancouver Coastal Health*.

2.2.3 Sanitary Sewer Collection and Disposal Systems

a. *"C" – Community Sanitary Sewer System*: Any lot created by Subdivision and any lot subject to Development must be serviced by the Village's community sanitary sewer system under this designation if, in the opinion of the Approving Officer, the system could reasonably be extended to service the proposed Subdivision or Development. Otherwise, a Developer may provide service under the *"P"* designation.

b. *"P" – Private Sewage Disposal System*: Under this designation, a proposed Subdivision or Development may be serviced by a private sewage disposal system, which must be designed by a suitably qualified professional engineer or authorized person as per the *Public Health Act* and *Sewerage System Regulation* and be acceptable to the Approving Officer and *Vancouver Coastal Health*.

2.2.4 Storm Control

a. *"P" – Private Stormwater Control System*: Any lot created by Subdivision and any lot subject to Development must provide onsite stormwater management, including controlled release, treatment, and onsite storage as outlined in the IDCM under this designation.

b. The Servicing Officer may exempt a proposed Development from private stormwater control systems if the Development will not materially alter the site impermeability and the downstream system has adequate capacity.

2.2.5 Street Lighting

a. *"F" – Frontage Lighting*: Any Subdivision or Development required to provide Highways must provide such Highways, or improve such existing Highways, with a dedicated street lighting system along the frontage under this designation. A lease-light street lighting system on utility poles may be permitted in the case where overhead wiring systems ("O") are designated, in lieu of a dedicated system.

b. *"IO" – Intersection-Only Lighting*: Any Subdivision or Development required to provide Highways must provide such Highways, or improve such existing Highways, with a dedicated street lighting system at new intersections or at the site entrance under this designation. A lease-light street lighting system on utility poles may be permitted in the case where overhead wiring systems ("O") are designated and adequate lighting levels can be provided.

2.2.6 Third Party Utilities: Electrical, Telecommunications, and Natural Gas

a. *"U" – Underground Wiring*: the provision of natural gas service, electrical and telecommunication wiring, vaults, and routing infrastructure, including all pipes, ducting, service wiring, and junction boxes, if present, shall be provided underground under this designation; kiosks and transformers, if necessary for servicing, are to be pad-mounted.

b. *"O" – Overhead Wiring:* the provision of electrical and telecommunication wiring may be provided overhead where acceptable to BC Hydro under this designation, except that all new service lines shall be provided underground. Any wiring adjacent to any parcels with the OS-1 or CU-1 Zone must also be installed underground to reduce wildfire risk. Natural gas services, if present, must be installed underground.

3.0 SUBDIVISION REQUIREMENTS

3.1 Preliminary Review Process

3.1.1 A Developer who wishes to Subdivide land shall, prior to making an application for Subdivision Approval, submit a request for preliminary review in accordance with the Development Application Procedures & Fee Bylaw.

3.1.2 Following receipt of such information as may be required, the Approving Officer will provide the Developer with a Preliminary Layout Review (PLR) Letter advising the Developer of the Approving Officer's preliminary determination and, if not against the public interest or otherwise unsuitable for Subdivision, what the Developer must include in their application for Subdivision Approval.

3.1.3 The provision of preliminary information by the Developer does not constitute an application for Subdivision Approval under this Bylaw or the *Land Title Act*, nor does the issuance of a PLR Letter constitute or imply approval of a Subdivision.

3.2 Requirements for Works and Services

3.2.1 Works and Services may be required, as a condition of Subdivision Approval, to be provided:

a. to service and access all proposed lots to the standards defined in Section 2.0,

b. on that portion of a Highway immediately adjacent to the site being Subdivided, up to the centreline of the Highway, and

c. where otherwise necessary, in the opinion of the Approving Officer, to adequately service the Subdivision, mitigate directly attributable impacts, and maintain existing Works and Services.

3.2.2 Works and Services may necessitate the provision of statutory rights-of-ways (SRWs) or restrictive covenants as outlined in the IDCM. Where required, SRWs and covenants must be provided or obtained by the Developer in the Village's standard form and at the cost of the Developer.

3.3 Requirements for Parkland Dedication

3.3.1 Dedication of up to 5.0% of the land proposed for Subdivision for public parkland, open space, trails, conservation of areas having the highest environmental sensitivity, or access to a natural body of water shall be provided without compensation, in accordance with the *Local Government Act.*

3.3.2 Parkland dedication shall be provided as a titled, serviced, and accessible lot.

3.3.3 Where parkland dedication is of an amount or in a location that is unacceptable to the Approving Officer, considering applicable OCP policies, then cash-in-lieu of parkland dedication shall be provided in the amount of 5.0% of the market value of the land proposed for Subdivision.

3.4 Requirements for Road Dedication

3.4.1 Dedication of land to establish new Highways through lands being Subdivided or widen existing Highways fronting lands being Subdivided may be required to adequately serve proposed lots, to provide access to lands beyond that being Subdivided, or for emergency egress.

3.4.2 Such land for Highways may be required to be provided without compensation subject to the considerations outlined in the *Land Title Act* and limitations defined in the *Local Government Act*.

3.5 Application for Subdivision Approval

3.5.1 A Developer who wishes to apply for Subdivision Approval must provide to the Approving Officer a complete application in accordance with the Application & Submissions Policy.

3.5.2 When Works and Services are required, the Approving Officer must not approve the Subdivision until the Developer has:

a. entered into a Servicing Agreement and provided Performance Security for completion of the Works and Services to the satisfaction of the Servicing Officer or received a Certificate of Final Acceptance from the Servicing Officer for the required Works and Services, and

b. granted or acquired statutory rights-of-ways, in the Village's standard form, in favour of the Village in such locations and with such dimensions as necessary to accommodate all required Works and Services.

3.5.3 When Parkland or Highway dedications are required, the parkland parcel and Highway dedications shall be included in the subdivision plan submitted for approval.

4.0 DEVELOPMENT REQUIREMENTS

4.1 Building Permit Conditions

4.1.1 The Building Official may require, upon recommendation of the Servicing Officer, that the Developer provide Works and Services in accordance with Section 4.2 or dedication of land for Highways in accordance with Section 4.3 as a condition of Building Permit issuance.

4.1.2 If Works and Services or dedication of land for Highway purposes are required as a condition of the issuance of a Building Permit, the Building Official shall not issue such Building Permit until the requirements of Section 4.2 and 4.3 have been met to the satisfaction of the Servicing Officer.

4.2 Requirements for Works and Services

4.2.1 Works and Services may be required, as a condition of Development approval, to be provided:

a. on the site being Developed,

b. on that portion of a Highway immediately adjacent to the site being Developed, up to the centreline of the Highway, and

c. where otherwise necessary, in the opinion of the Servicing Officer, to adequately service the Development to the standards outlined in Section 2.0, to mitigate directly attributable impacts, and to maintain existing Works and Services.

4.2.2 Works and Services may necessitate the provision of statutory rights-of-ways (SRWs) or restrictive covenants as outlined in the IDCM. Where required, SRWs and covenants must be provided or obtained by the Developer in the Village's standard form and at the cost of the Developer.

4.2.3 When Works and Services are required, the Building Official must not issue the Building Permit until the Developer has provided supporting engineering drawings to the satisfaction of the Servicing Officer as

outlined in the Application & Submissions Policy, fully executed and deposited with the *Land Title Office* any SRWs or restrictive covenants necessary to support or access the Works and Services and either:

a. received a Certificate of Final Acceptance from the Servicing Officer for the required Works and Services or

b. entered into a Servicing Agreement and provided Performance Security for completion of the Works and Services to the satisfaction of the Servicing Officer.

4.3 Requirements for Road Dedications

4.3.1 Dedication of land to establish new Highways through lands being Developed or to widen existing Highways fronting lands being Developed may be required to adequately serve proposed lots, to provide access to lands beyond that being Subdivided, or for emergency egress.

4.3.2 Such land for Highways may be required to be provided without compensation subject to the limitations defined in the *Local Government Act*.

4.3.3 When land is required to be dedicated for Highways as a condition of Building Permit issuance, the Building Official must not issue the Building Permit until the Developer has fully executed all documents for the road dedication subdivision and has deposited the road dedication subdivision plan with the *Land Title Office*.

5.0 PROVISION OF WORKS AND SERVICES

5.1 Directly Attributable Works and Services

5.1.1 Works and Services directly attributable to a Subdivision or Development shall be required only to the extent they are necessary for servicing, or mitigating the impacts of servicing, a proposed Subdivision or Development in accordance with the provisions of this Bylaw.

5.1.2 In determining which Works and Services are directly attributable, the Servicing Officer shall consider:

a. the impact that servicing a proposed Subdivision or Development will have on the Village's ability to maintain its existing system levels of service for future developments in accordance with the Official Community Plan and any other infrastructure or utility master plans, and

b. the ability of the Village's infrastructure systems to provide service to a Subdivision or Development in accordance with the needs of the Subdivision or Development to the servicing standards defined in Section 2.0.

5.1.3 Directly attributable Works and Services shall generally be required when a Subdivision or Development will result in an increased demand on an infrastructure system or when a system is not able to adequately service the proposed Subdivision or Development due to insufficient capacity, age, poor condition, limited accessibility, operational challenges, or safety concerns.

5.2 Excess or Extended Works and Services

5.2.1 Excess or Extended Works and Services may be required as a condition of Subdivision or Development approval where the Servicing Officer considers it prudent for the future servicing or benefit of adjacent or nearby lands to the land being Subdivided or Developed.

5.2.2 The cost of providing the Excess or Extended portion of the required Works and Services must be paid for by the Village unless the Village considers such costs to be excessive, in which case the costs shall be borne by the Developer.

5.2.3 If the Developer pays all or a portion of the costs of providing Excess or Extended Works and Services, the Servicing Officer shall inform the Developer of their eligibility to enter into a latecomer agreement for potential cost recovery.

5.2.4 If the Developer wishes to enter into a latecomer agreement for cost recovery, the Developer must notify the Servicing Officer in writing prior to making an application for Substantial Performance and provide the information and documents required in the Application & Submissions Policy.

5.2.5 If the Developer does not request a latecomer agreement, having been informed of their eligiblity for cost recovery through such agreement, or, having requested a latecomer agreement but fails to provide the required information and documents prior to Substantial Performance, it shall be taken as a waiver of their right to cost recover, the Village shall be under no obligation to collect latecomer charges, and the Developer shall not be entitled to receive any latecomer payments.

5.2.6 If the Developer requests a latecomer agreement and provides all required information and documents, then, prior to issuing a Certificate of Final Acceptance for the Excess or Extended Works and Services, the Servicing Officer shall:

a. prepare a latecomer agreement for execution by the Developer, which will set out

i. the Developer's actual cost of providing the Excess or Extended Works and Services,

ii. which parts of the Excess or Extended Works and Services benefit which lands,

iii. the latecomer term and the charge that will apply to each of the Benefiting Lands, and

iv. the interest rate of the latecomer agreement; and

b. notify the owners of all benefitting lands of the latecomer charge and interest thereon that would be payable prior to connecting to or using the Excess or Extended Works and Services.

5.2.7 No person shall use or connect to any Works and Services subject to a latecomer charge under an executed latecomer agreement until they have paid the latecomer charge and interest, compounded annually, thereon.

a. Unless otherwise determined by bylaw, the annual interest rate shall be 5.0%.

5.2.8 The Village shall collect and remit to the Developer, or their permitted assignee, any latecomer charges collected by the Village in accordance with the terms of the latecomer agreement.

5.3 Village May Perform Works

5.3.1 The Servicing Officer may elect to have all or a portion of the required Works and Services designed or constructed by the Village if the Works and Services involve modifications or connections to an existing Village system or if the Works and Services overlap with a planned Village project and are not immediately required to service the development.

5.3.2 Where the Servicing Officer elects to have all or a portion of the Works and Services designed or constructed by the Village,

a. the Servicing Officer will advise the Developer of the specific Works and Services that the Village has elected to design or construct,

b. the Developer must pay the Village, in cash, 125% of the cost of designing or constructing such Works and Services, as estimated by the Developer's Engineer and verified by the Servicing Officer, and

c. such Works and Services will be designed or constructed as and when needed by the Village.

5.3.3 Where the Servicing Officer elects to have all or a portion of the Works and Services designed or constructed by the Village, the Village will in no way be acting as the Developer's agent, employee, partner, consultant, contractor, or sub-contractor.

5.4 Developer To Perform Works

5.4.1 Unless the Servicing Officer elects to have the Village perform the Works under Section 5.3.1, the Works and Services must be provided by the Developer and designed and constructed in accordance with the standards and specifications outlined in the IDCM at the cost of the Developer.

a. Where a variance to a technical standard is proposed by the Developer's Engineer, the Servicing Officer may authorize such variance upon careful consideration of the "Sustainability and Asset Management Principles" contained in the IDCM and only upon the written recommendation the Developer's Engineer.

5.4.2 Where Works and Services are required to be provided by a Developer, the Developer, at their expense, shall retain a professional engineer (i.e., the Developer's Engineer) to design, inspect, test, and certify all Works and Services. The Developer's Engineer must be employed by an incorporated firm registered in good standing with Engineers and Geoscientists BC.

5.4.3 The Developer must obtain Design Authorization for the design prepared by the Developer's Engineer, in accordance with the Application & Submissions Policy.

5.4.4 The Servicing Officer may require that any submission required for the provision of Works and Services undergo a Peer Review, at the cost of the Developer, to provide an independent, objective assessment of the submission to inform the Servicing Officer's determination of compliance with this Bylaw and good engineering judgement.

5.5 Application for Permission to Construct

5.5.1 No person shall construct Works and Services without the Servicing Officer granting Permission to Construct. An application for Permission to Construct must be made in accordance with the provisions of the Application & Submissions Policy.

5.5.2 The Servicing Officer may include, as a condition of Permission to Construct, any terms, provisions, or restrictions necessary to support or protect the Village's interests in relation to the construction.

5.5.3 The Servicing Officer may withdraw or suspend Permission to Construct whenever it is found that construction activities are not being performed in accordance with this or any Village bylaw or if any terms, conditions, or requirements of Permission to Construct are no longer being met.

5.5.4 In withdrawing or suspending Permission to Construct, the Servicing Officer shall notify the Developer to stop work and shall identify the details of the contravention. The Developer shall, upon notice that Permission to Construct has been withdrawn or suspended, cease construction activities and immediately work to secure, remediate, and stabilize the site in compliance with all applicable safety regulations. The Developer shall not resume construction activities until the Servicing Officer has re-issued Permission to Construct.

5.6 Construction Requirements

5.6.1 The Developer is responsible to ensure Works and Services are constructed in accordance with:

a. the standards and specifications contained in the IDCM,

b. the design drawings that were authorized by the Approving Officer,

c. any conditions which may be a requirement of Permission to Construct, and

d. all other bylaws, legislation, regulations, and statutes.

5.6.2 The Developer must provide and maintain through the course of construction:

a. access to the lands being Subdivided or Developed suitable for use by fire and emergency vehicles or equipment, and

b. a water supply system sufficient for fire suppression and containment.

5.6.3 The Developer must protect nearby or adjacent utilities, structures, and property from damage by construction activities and must immediately repair and make good any damage as a result of construction.

5.6.4 If the Developer does not promptly rectify any damage, the Village may elect to, but is not obligated to, rectify the damage at the expense of the Developer and the Developer shall reimburse the Village for its reasonable costs immediately upon receipt an invoice from the Village, either directly or through the Developer's Performance Security.

5.6.5 The Developer must ensure the Works and Services remain free and clear of any and all liens, charges, or encumbrances.

5.7 Application to Connect Works and Services

5.7.1 No person shall connect Works and Services to any existing Village infrastructure system without first obtaining the Servicing Officer's authorization for connection. An application to connect Works and Services must be made in accordance with the Application & Submissions Policy.

5.7.2 Upon connection, Works and Services within public road right-of-way will vest in and become the property of the Village and the Village will be responsible for operation and routine maintenance.

5.7.3 The permitting of a connection, the vesting of the Works and Services to the Village, or the Village's use, operation, or maintenance of the Works and Services shall not relieve the Developer of any requirements under other sections of this Bylaw and shall not be deemed an acceptance of the Works and Services until the Servicing Officer issues a Certificate of Final Acceptance.

5.8 Substantial Performance Requirements

5.8.1 When the Developer's Engineer determines that Substantial Performance of the Works and Services has been achieved, the Developer's Engineer must provide, to the satisfaction of the Servicing Officer, supporting documents and information as outlined in the Application & Submissions Policy.

5.8.2 When the Servicing Officer has received all required documents and records from the Developer's Engineer and is satisfied, upon inspection, that the Works and Services have reached Substantial Performance, the Developer shall provide the Village with Maintenance Security, the balance of the Performance Security shall be returned to the Developer, and the Maintenance Period shall commence.

5.9 Maintenance Period Requirements

5.9.1 During the Maintenance Period:

a. the Village will be responsible for the operation and routine maintenance of the Works and Services;

b. the Developer must promptly complete, modify, or reconstruct any incomplete, defective, or deficient Works and Services identified on the certificate of Substantial Performance;

c. the Developer shall be responsible to monitor the Works and Services and promptly rectify, at their cost, any deficiencies in the design, materials, workmanship, or performance of the Works and Services; and

d. should the Developer fail to promptly rectify any deficiency, the Village may elect to, but is not obligated to, rectify the deficiency at the expense of the Developer and the Developer shall reimburse the Village for its reasonable costs immediately upon receipt an invoice from the Village, either directly or through the Developer's Maintenance Security.

5.9.2 The Maintenance Period for any Works and Services repaired or reinstated shall commence on the date the Developer's Engineer certifies the Works and Services have been repaired or reinstated and are ready for their intended use.

5.9.3 The Village is not obligated to release any deficiency holdbacks until all deficiencies for the complete scope of work have been rectified to the satisfaction of the Servicing Officer.

5.9.4 During the Maintenance Period, should all or a portion of the Works and Services cease to function for their intended purpose, in the opinion of the Servicing Officer, as a result of a failure of the Developer to meet their obligations under this Bylaw:

a. the Developer shall secure the site and resume responsibility for the operation and routine maintenance of the Works and Services and

b. the Developer must promptly repair or reinstate the Works and Services to the satisfaction of the Developer's Engineer and the Servicing Officer.

5.10 Total Performance Requirements

5.10.1 When the Developer's Engineer determines that Total Performance of the Works and Services has been achieved and the Maintenance Period has expired, the Developer's Engineer must provide, to the satisfaction of the Servicing Officer, supporting documents and information as outlined in the Application & Submissions Policy.

5.10.2 Upon receipt of all documents, records, and agreements, and upon inspection at the expiration of the Maintenance Period, if the Servicing Officer is satisfied that the Works and Services have reached Total Performance the Servicing Officer shall issue a Certificate of Final Acceptance of the Works and Services and the balance of the Maintenance Security shall be returned to the Developer.

5.10.3 Upon the Servicing Officer's issuance of the Certificate of Final Acceptance for Works and Services within a municipal road right-of-way or utility statutory right-of-way, the Works and Services shall vest in and become the property of the Village.

6.0 IMPLEMENTATION

6.1 Limitations

6.1.1 No Duty of Care

a. This Bylaw does not create a duty of care on the Village, Council members, the Approving Officer, the Building Official, or employees or agents of the Village with respect to its administration, implementation, or enforcement, including but not limited to the issuance of permits, approvals, reviews, investigations, authorizations, or acceptance certificates.

b. The Developer and their agents shall not be entitled to rely upon the results of any investigations, inspections, field visits, or other due diligence conducted by the Village, its employees or agents, in connection with the Subdivision or Development of lands.

6.1.2 No Warranty or Representation

a. A review, or failure to review, by the Approving Officer of Works and Services specification requirements, design and construction drawings, or supporting documents will not, in any way, constitute a representation, warranty, or statement that the design or construction of the Works and Services complies with the standards contained within this Bylaw. No person shall rely on such review, or failure to review, as establishing compliance with this Bylaw.

b. An inspection by the Approving Officer in relation to the Substantial Performance or Total Performance of the Works and Services, will not, in any way, constitute a representation, warranty, or statement that the construction of the Works and Services have reached Substantial Performance or Total Performance.

c. Site visits made by the Approving Officer, Council members, or any other officer, employee, or agent of the Village, or the failure to make such site visits, will not, in any way, constitute a representation, warranty, or statement that the Works and Services have been designed and constructed in accordance with this Bylaw.

6.1.3 Developer's Responsibility for Works and Services

a. It is the full and sole responsibility of the Developer to design and construct any Works and Services required by this Bylaw in accordance with the provisions of this Bylaw, and to ensure that the Works and Services are inspected, tested, and certified by the Developer's Engineer in accordance with the provisions of this Bylaw.

b. No issuances, approvals, reviews, verifications, or inspections which are performed or failed to be performed by the Village, including by the Approving Officer, Council members, or any other officer, employee or agent of the Village, will relieve the Developer from the responsibility to design and construct required Works and Services in accordance with the provisions of this Bylaw and other bylaws of the Village or to obtain necessary permits or authorizations from other jurisdictions.

c. Neither the Approving Officer's granting of Permission to Construct, the expiration of any or all Maintenance Periods, nor the issuance of a Certificate of Final Acceptance will relieve the Developer, the Developer's Engineer, or the firm of the Developer's Engineer from any responsibility or liability for the faulty, defective, or deficient design or construction of the Works and Services, or for any breach of this Bylaw, whether such responsibility or liability arises before or after the Approving Officer's issuance of Permission to Construct or the Certificate of Final Acceptance.

6.2 Enforcement

6.2.1 No person shall Subdivide or Develop land or construct Works and Services for the Subdivision or Development of land contrary to the provisions of this Bylaw.

6.2.2 Every person who constructs Works or Services for the Subdivision or Development of land contrary to the provisions of this Bylaw must remedy the contravention in a timely manner and to the satisfaction of the Approving Officer.

6.2.3 Officers, employees, and agents of the Village are authorized to enter at all reasonable times upon any lands, property, or premises to inspect and determine compliance with the provision of this Bylaw, subject to *Section 16* of the *Community Charter*.

6.2.4 No person shall prevent or obstruct, or attempt to prevent or obstruct, the entry of any officer, employee, or agent of the Village where such entry is authorized by this Bylaw.

6.2.5 Every person who contravenes or violates any of the provisions of this Bylaw, or who suffers or permits anything to be done in violation of this Bylaw, commits an offence and, upon summary conviction, is liable to a fine of not more than $10,000.00.

6.2.6 Each day's continuance of an offence under this Bylaw constitutes a separate offence.

6.2.7 The penalties imposed for a contravention of this Bylaw are not a substitute for any other remedy to a contravention of this Bylaw.

6.3 Effective Date

6.3.1 This Bylaw shall come into force and take effect upon adoption.

6.3.2 Notwithstanding Section 6.3.1, if a complete application for Subdivision Approval has been made under Section 0 prior to the date of adoption of this Bylaw, this Bylaw shall have no effect with respect to that Subdivision for a period of 12 months from the date of adoption.

6.4 Repeal

6.4.1 Village of Lions Bay Subdivision Bylaw No. 141, 1985, as amended, is repealed.

Read a **FIRST TIME** this _____ day of _____, 2025

Read a **SECOND TIME** this _____ day of _____, 2025

Read a **THIRD TIME** this _____ day of _____, 2025

ADOPTED this _____ day of _____, 2025

Ken Berry
MAYOR

Ross Blackwell
CORPORATE OFFICER

Corporate Policy No. POL-2505

Application & Submissions Policy

for Subdivision & Development Servicing Bylaw No. 651, 2025

Type	Corporate Policy	**Policy No.**	POL-2505
Title	Application and Submissions Standards for Bylaw 651	**Original Date**	2025-09-02
Author	Public Works Manager	**Version**	01
Approved by	Ross Blackwell, CAO	**Version Date**	2025-09-02

1.0 ADMINISTRATION

1.1 Purpose

The purpose of this policy is to establish application and submission requirements for the construction of Works and Services in association with the Subdivision or Development of land.

1.2 Objectives

The objectives of this policy are to:

a. Provide clear, consistent, and transparent standards for the application procedures and submission requirements associated with the design and construction of Works and Services associated with the Subdivision or Development of land.
b. Enable staff to intake and process applications for the design and construction of Works and Services, with due consideration of the best interest of the Village and in a timely, objective, fair, and consistent manner.

1.2.1 Interpretation

This policy must be read in conjunction with Subdivision & Development Servicing Bylaw No. 651, 2025 (the "SDS Bylaw") with respect to principles of interpretation, defined terms, and applicability. Defined terms from the SDS Bylaw used in this policy are denoted by capitalization.

Where this policy and the provisions of the SDS Bylaw are in conflict, the provisions of the SDS Bylaw shall take precedence.

1.3 Roles and Responsibilities

The following roles and responsibilities are clarified:

a. The Approving Officer is responsible for the intake and processing of Subdivision applications under the Development Application and Fee Bylaw. The Approving Officer is the final decision-maker regarding the approval of a Subdivision application and any approval terms, conditions, or requirements.
b. The Building Official is responsible for the intake and processing of Building Permit applications under the Building Bylaw. The Building Official is the final decision-maker regarding the issuance of a Building Permit and any permit terms, conditions, or requirements.
c. The Servicing Officer, or, in the absence of an appointed Servicing Officer, the Public Works Manager or Approving Officer, is responsible for the intake and processing of applications to construct Works and Services. The Servicing Officer is the final decision-maker regarding the design and construction approval for Works and Services and any approval terms, conditions, or requirements.

2.0 SUBDIVISION APPROVAL PROCEDURES

The following section outlines the procedural and submission requirements for the intake of Subdivision Approval applications and for the assessment and provision of Works and Services associated with Subdivision under SDS Bylaw, Section 3.0.

2.1 Application for Subdivision Approval

2.1.1 A Developer who applies for Subdivision Approval must provide to the Approving Officer a complete application in the Village's standard form, which shall include:

a. all reports, plans, studies, covenants, and other legal or technical documents as may be required under the Development Application Procedures and Fees Bylaw or at the discretion of the Approving Officer,

b. a Preliminary Layout Review Letter for the proposed Subdivision, issued by the Approving Officer not more than 12 months prior to the date of the application for Subdivision Approval, unless an extension is granted by the Approving Officer.

c. a Certificate of Final Acceptance issued by the Servicing Officer under Section 5.7.1, or a Servicing Agreement and Performance Security in accordance with Section 4.0, for any required Works and Services;

d. confirmation that all applicable fees and charges related to the application have been paid, and

e. confirmation that all taxes, impositions, charges (including any latecomer charges), and fees applicable to the land have been paid.

2.1.2 The Approving Officer shall not be obliged to grant Subdivision Approval until they are satisfied that:

a. a complete application, in the Village's standard form, has been made;

b. all requirements of the Development Application Procedures and Fees Bylaw have been satisfied;

c. all requirements and conditions of the Preliminary Layout Review Letter have been satisfied, including, but not limited to, the provision of Works and Services, dedication of parkland, or dedication of land for Highway use;

d. the land is suitably zoned for the proposed Subdivision;

e. the proposed Subdivision is in the public interest, including but not limited to consideration of matters under *Section 86(c)* of the *Land Title Act*; and that

f. the land is not otherwise unsuitable for Subdivision under the provisions of the *Land Title Act,* the *Local Government Act,* all other applicable legislation and regulations, and all other Village bylaws.

2.2 Considerations and Limitations for Highway Dedications

2.2.1 *Section 513(2)(a)* of the *Local Government Act:* Dedication of land to establish new Highways through lands being Subdivided may be required to adequately access proposed lots, to provide access to lands beyond that being Subdivided, for emergency egress, or for other considerations as outlined in *Section 75* of the *Land Title Act*. Such Highways may be required to be provided without compensation to a maximum depth of 20 m.

2.2.2 *Section 513(2)(b)* of the *Local Government Act:* Dedication of land to widen existing Highways fronting the land being Subdivided may be required to be provided without compensation to a depth that is the lesser of 10 m and the difference between the current ROW width and 20 m.

2.2.3 *Section 513(3)* of the *Local Government Act:* Where, in the opinion of the Approving Officer, a paved roadway width of 8 m (13 m if the roadway is providing alternative forms of transportation) within or fronting a proposed Subdivision cannot be adequately supported, protected, or drained, then additional

ROW width to permit the Highway to be supported, protected, or drained may be required to be provided without compensation.

2.2.4 *Section 513.1* of the *Local Government Act:* Where a new Highway or fronting existing Highway is to include sustainable design features or transportation infrastructure supporting walking, bicycling, public transit, or other alternative forms of transportation, up to an additional 5 m of width may be required to be dedicated without compensation.

3.0 BUILDING PERMIT PROCEDURES

The following section outlines the procedural and submission requirements for the assessment and provision of Works and Services associated with Development under SDS Bylaw, Section 4.0.

3.1 Circulation to Servicing Officer

3.1.1 Upon receipt of a Building Permit application that would result in any additional residential dwelling units upon a lot or, in the case of non-residential uses, any additional building area with a value greater than 20% of the assessed value of the existing improvements, the Building Official is to refer the application to the Servicing Officer for review of servicing requirements.

3.2 Offsite Works and Services

3.2.1 If Works and Services beyond the site being Developed are required to service the Development, the application for Building Permit must include the following:

a. A Certificate of Final Acceptance issued by the Servicing Officer under Section 5.7.1, or a duly executed Servicing Agreement with Performance Security in accordance with Section 4.0.

b. Confirmation that any charges over the land in support of Works and Services have been duly executed by the Owner and registered in the *Land Title Office*. Charges may include Highway dedications, covenants, statutory rights-of-ways, easements, approvals, permits, or licenses as may be required by the Servicing Officer. All such charges shall be obtained by the Owner, at the Owner's risk and expense.

c. Any applicable fees according to Fees Bylaw No. 497, 2016.

3.3 Onsite Works and Services

3.3.1 If Works and Services are to be provided on the site being Developed, the application for Building Permit must include the following:

a. A site servicing plan, a site grading plan, a stormwater management plan, and an erosion and sediment control plan, prepared by a professional engineer and acceptable to the Servicing Officer.

b. Confirmation that any charges over the land in support of Works and Services have been duly executed by the Owner and registered in the *Land Title Office*. Charges may include Highway dedications, covenants, statutory rights-of-ways, easements, approvals, permits, or licenses as may be required by the Servicing Officer. All such charges shall be obtained by the Owner, at the Owner's risk and expense.

c. Letters of Assurance, in the Village's standard form, duly executed for the coordination and assurance of design and construction field reviews of civil works:

   i. Schedule A – Confirmation of Commitment by Owner and Coordinating Professional

   ii. Schedule B – Assurance of Professional Design and Commitment for Field Review

3.4 Connection of Services

3.4.1 Connection to the Village's Works shall only be made in accordance with Section ii.

3.4.2 Where a Developer has provided Schedule A and B Letters of Assurance for Works and Services in accordance with Section 3.3.1.c, the Developer shall not be permitted to connect such Works and Services to the Village's Works until they have submitted, to the satisfaction of the Servicing Officer, Schedule C-A and C-B Letters of Assurance.

3.5 Considerations and Limitations for Highway Dedications

3.5.1 *Section 513.2(2)(a)* of the *Local Government Act:* Dedication of land to establish new Highways through a Development site may be required to adequately access proposed lots, to provide access to lands beyond that being Subdivided, or for emergency egress. Such Highways may be required to be provided without compensation to a maximum depth of 20 m.

3.5.2 *Section 513.2(2)(b)* of the *Local Government Act:* Dedication of land to widen existing Highways fronting a Development site may be required to be provided without compensation to a depth that is the lesser of 10 m and the difference between the current ROW width and 20 m.

3.5.3 *Section 513.2(3)* of the *Local Government Act:* Where, in the opinion of the Approving Officer, a paved roadway width of 8 m (13 m if the roadway is providing alternative forms of transportation) within or fronting a proposed Development cannot be adequately supported, protected, or drained, then additional ROW width to permit the Highway to be supported, protected, or drained may be required to be provided without compensation.

3.5.4 *Section 513.3* of the *Local Government Act:* Where a new Highway or fronting existing Highway is to include sustainable design features or transportation infrastructure supporting walking, bicycling, public transit, or other alternative forms of transportation, up to an additional 5 m of width may be required to be dedicated without compensation.

4.0 SERVICING AGREEMENTS, SECURITY, & INSURANCE

4.1 Servicing Agreements

4.1.1 Servicing Agreements must be provided in the Village's standard form, duly executed by the Owner in registrable form as a covenant on title under *Section 219* the *Land Title Act*.

4.1.2 The Servicing Officer, in their discretion, may elect to not proceed with registering the Servicing Agreement on title if the Servicing Agreement is associated with a Building Permit application, the value of the Performance Security is less than $250,000, and the works are limited in scope to the provision of direct utility services and access necessary under the *BC Building Code* for occupancy.

4.2 Performance & Maintenance Security

4.2.1 Performance Security amount is to be determined by the Developer's Engineer based on a viable engineering design and recent construction pricing for similar work within the region. The cost estimate prepared by the Developer's Engineer must be in MMCD format and is subject to verification by the Servicing Officer.

4.2.2 Performance and Maintenance Security may be in the form of a bank draft, certified cheque, irrevocable letter of credit, or surety bond, subject to the following:

a. For amounts less than $50,000, only a bank draft or certified cheque is permitted

b. For amounts greater than $50,000, a bank draft, certified cheque, irrevocable letter of credit, or surety bond is permitted.

c. Surety bonds must be provided in the Village's standard form, from an institution regulated by the Office of the Superintendent of Financial Institutions (OSFI), with a minimum credit rating as detailed below:

Rating Agency	Credit Rating
AM Best	A-
Fitch	A+
Moody's	A1
Morningstar DBRS	A (high)
Standard & Poor's	A+

4.2.3 Maintenance Security must be provided in the form of a bank draft or certified cheque, unless the value is greater than $50,000, in which case an irrevocable letter of credit is also acceptable.

4.3 Insurance Requirements:

4.3.1 The firm employing the Developer's Engineer must obtain and maintain at all times, until one year from the date the Certificate of Final Acceptance is issued, commercial general liability insurance, professional liability insurance, and errors and omissions insurance with a minimum of $2,000,000 coverage per occurrence with insurance companies and terms satisfactory to the Village.

4.3.2 The Developer must obtain and maintain at all times, until the Certificate of Final Acceptance is issued, Comprehensive Commercial General Liability Insurance with a minimum of $5,000,000 coverage per occurrence, with insurance companies and terms satisfactory to the Village.

4.3.3 Insurance policies shall name the "Village of Lions Bay" and its employees as an additional insured, shall state that the policy applies to each insured in the same manner and to the same extent as if a separate policy had been issued to each insured, and shall state that the policy cannot be cancelled, lapsed, or materially changed without at least 30 days written notice to the Village, delivered to the Village's Corporate Officer.

5.0 PROVISION OF WORKS AND SERVICES

The following section outlines the procedural and submission requirements for the design and construction of Works and Services provided by a Developer under SDS Bylaw, Section 5.0.

5.1 Application for Design Authorization

5.1.1 An application for Design Authorization must be made in the Village's standard form and shall include:

a. payment of applicable fees under the Fees Bylaw, No. 497, 2016

b. design drawings in accordance with the technical submission requirements outlined Section 6.0, and

c. a cost estimate of the proposed works in MMCD format.

5.1.2 The Servicing Officer is not obliged to grant Design Authorization until they are satisfied that:

a. a complete application has been made,

b. the design is in strict conformance with the requirements of the SDS Bylaw and all other Village bylaws or, if not in strict conformance, that all proposed variances have been identified by the Developer's Engineer for review, contain the professional assurance of the Developer's Engineer, and are acceptable to the Servicing Officer, and

c. any supporting technical documents, reports (including a Peer Review, if required), studies, or analysis necessary to determine if the proposed design is in strict conformance with this Bylaw, or that proposed variances are acceptable, have been provided by the Developer's Engineer.

5.1.3 Design Authorization expires in conjunction with the expiration of the PLR Letter or Building Permit, as applicable, or after 12 months from the date of issuance, whichever is earlier.

5.2 Application for Permission to Construct

5.2.1 An application for Permission to Construct must be made in the Village's standard form.

5.2.2 The Servicing Officer is not obliged to grant Permission to Construct until the Developer provides, to the satisfaction of the Servicing Officer, all documents, forms, or securities as may be required, which may include, but not be limited to:

a. confirmation of Design Authorization for the proposed Works and Services, issued not more than 12 months from the date of application for Permission to Construct;

b. Letters of Assurance, in the Village's standard form, duly executed for the coordination and assurance of design and construction field reviews of civil works:

   i. Schedule A – Confirmation of Commitment by Owner and Coordinating Professional

   ii. Schedule B – Assurance of Professional Design and Commitment for Field Review

c. an executed Servicing Agreement and Performance Security;

d. a certificate of insurance, in the Village's standard form, from both the Developer's Engineer and the general contractor;

e. confirmation of the general contractor's qualifications, experience, and WorkSafe BC clearance;

f. a construction schedule, a public notification plan, and a traffic management plan; or

g. confirmation that any other permits required by other jurisdictions (i.e., Vancouver Coastal Health, BC Hydro, Provincial, or Federal) in relation to the provision of the Works and Services have been obtained.

5.3 Application to Connect Works and Services

5.3.1 An application to connect Works and Services to the Village's Works must be made in the Village's standard form at least two weeks in advance of the planned connection date.

5.3.2 The Servicing Officer will not be obliged to permit a Developer to connect Works and Services to the Village's systems until:

a. a complete application has been made;

b. the Developer's Engineer has certified that the Works and Services to be connected are ready to be used for their intended purpose and provided all supporting documentation as may be applicable from those required under Section 5.5;

c. the Developer has provided a tie-in plan detailing the logistics of the connection work acceptable to the Servicing Officer;

d. the Developer has arranged for the Developer's Engineer and the Servicing Officer to be present for the witnessing of the connection;

5.3.3 The Servicing Officer may, at their discretion and if applicable, refuse to permit the connection until:

a. the Approving Officer has issued the Subdivision Approval or the Building Official has issued Building Permit, or the Developer has entered into a Servicing Agreement in accordance with Section ;

b. the Developer has deposited with the *Land Title Office* all subdivision plans for highway dedications, all covenants, or any other documents required by the Village to be registered as a condition of Subdivision Approval, Building Permit issuance, or Permission to Construct; or

c. the Developer has paid any applicable fees or charges related to the connection, including but not limited to latecomer charges;

5.4 Request for Latecomer Agreement

5.4.1 If the Developer is required to provide Excess or Extended Services at their cost and wishes to enter into a latecomer agreement for potential cost recovery, they must notify the Servicing Officer in writing prior to making an application for Substantial Performance.

5.4.2 The Servicing Officer is not obliged to accept a request for latecomer agreement until the Developer provides, to the satisfaction of the Servicing Officer:

a. a written technical report to inform the Servicing Officer's determination of the Excess or Extended portion of the Works and Services,
b. the estimate of the cost for the Excess or Extended portion, prepared by the Developer's Engineer and verified by the Servicing Officer, and
c. a draft latecomer agreement in the Village's standard form.

5.5 Application for Substantial Performance

5.5.1 When the Developer's Engineer determines that Substantial Performance of the Works and Services has been achieved, the Developer's Engineer must provide, to the satisfaction of the Servicing Officer:

a. a Certificate of Substantial Performance in the MMCD format, including, if applicable, a schedule of deficiencies with a deficiency cost estimate,
b. Letters of Assurance, in the Village's standard form, duly executed for the assurance of coordination, construction field reviews, and compliance:
    i. Schedule C-A – Assurance of Coordination of Professional Field Review
    ii. Schedule C-B – Assurance of Professional Field Review and Compliance
c. record drawings, supporting documents and data, field reviews, and testing records, as outlined in Section 6.0.

5.5.2 When the Servicing Officer has received all required documents and records from the Developer's Engineer and is satisfied, upon inspection, that the Works and Services have reached Substantial Performance, the Developer must provide to the Village:

a. a statutory declaration that all accounts which have been incurred in performance of the Works and Services have been paid in full,
b. confirmation from a *BC Land Surveyor* that all survey pins and monuments within the construction area have not been disturbed or destroyed as a result of construction activities,
c. confirmation that all agreements, rights-of-ways, and covenants in relation to the Works and Services have been duly executed and deposited with the *Land Title Office*, and
d. an executed Servicing Agreement with Maintenance Security.

5.6 Application for Total Performance

5.6.1 When the Developer's Engineer determines that Total Performance of the Works and Services has been achieved and the Maintenance Period has expired, the Developer's Engineer must provide, to the satisfaction of the Servicing Officer:

a. a Certificate of Total Performance in the MMCD format;
b. updated record drawings, supporting documents and data, field reviews, and testing records if Works and Services were modified during the Maintenance Period; and
c. a statutory declaration that all accounts which have been incurred in performance of the Works and Services have been paid in full.

5.7 Certificate of Final Acceptance

5.7.1 If, upon inspection, the Servicing Officer is satisfied that the Works and Services have reached Total Performance and the requirements of Section 5.6.1 have been met, the Servicing Officer shall issue a Certificate of Final Acceptance of the Works and Services.

6.0 ENGINEERING DRAWING SUBMISSION REQUIREMENTS

6.1 Drawing Submissions

6.1.1 The Village requires engineering drawings to be prepared using the publicly available MMCD AutoCAD Civil 3D template and in the general MMCD format and style.

6.1.2 Drawings submitted shall contain sufficient information and details so as to provide for detailed design review and constructability and as noted in the following subsections. All drawing submissions must be authenticated in accordance with EGBC Guidelines. Incomplete, substandard, or unsealed submissions will be returned to the professional engineer with a short letter of explanation as to why the drawings are being returned and without any detailed review comments.

6.1.3 Initial drawing submissions shall include:

a. two full-sized hard-copy civil drawing set,
b. a digital PDF version of the civil drawing set, and
c. a Schedule A Letter of Assurance.

6.1.4 Subsequent drawing submissions involving changes to the previous submission must contain numbered revision clouds where changes were made; submissions to consist of:

a. two full-sized hard-copy drawing sets for all project disciplines,
b. a digital PDF version of the drawing sets for all project disciplines, and
c. a revision tracking spreadsheet, with itemized descriptions of all changes and how comments were addressed, numbered to correspond to the revision clouds on the drawings.

6.1.5 Once the Servicing Officer advises the Developer's Engineer that the drawing submission is acceptable, the Developer's Engineer must remove all revision clouds and submit:

a. two full-sized hard-copy drawing sets for all project disciplines,
b. a digital PDF version of the drawing sets for all project disciplines,
c. the AutoCAD Civil 3D model files, containing the design information used to prepare the authorized drawings, and
d. Schedule B Letters of Assurance from all project disciplines.

6.1.6 The Servicing Officer may review the design drawings and calculations to verify general compliance with the Village of Lions Bay requirements but is not responsible for the adequacy or accuracy of the Professional Engineer's design. Any errors or omissions will be the sole responsibility of the Professional Engineer whose seal appears on the drawings.

6.2 Design Drawing Requirements

6.2.1 ***General***

Drawing submissions shall incorporate the following:

a. Elevations must be shown in metric geodetic datum. All survey work must be tied into an accepted benchmark using NAD83 UTM 10 data. The reference benchmark and elevation must be shown on the

design drawing. All existing rights-of-way and easements and their permitted uses must be confirmed through the *Land Title Office*.

b. Drawings shall have a base plan compiled from topographic survey for surface features, utility records for non-critical underground utilities, and utility locates for critical underground utilities such as for tie-in locations and elevations, minimal-separation crossings, or where records do not exist. Any information received from the Village of Lions Bay on existing services must be used as a guide only. Verification of locations and elevations must be checked and confirmed by a qualified professional. The Village of Lions Bay takes no responsibility for the exactness of service information obtained from Village of Lions Bay files and drawings.
c. Standard sheet size is A1 metric size 594 mm x 841 mm.
d. A north arrow, existing and proposed road names must be shown on the design drawings.
e. All drawing sheets are to be submitted complete with title block in the lower part of the sheet referencing the Village of Lions Bay file number.
f. Dimensioning of drawing must be given from an existing or proposed iron pin or lot line.
g. All new works must be drafted in bold dashed lines.
h. Road chainage must be tied to an iron pin from the start of construction.
i. Plans must show the legal layout of roads and properties, with all legal descriptions (lots and plan numbers) and dimensions (to the nearest 0.01m). Plan must also show existing house numbers and registered statutory rights-of-way.
j. A cover sheet must be prepared and attached to the front of all drawing sets. The cover sheet must note the Professional Engineer's company name and contact information, the applicant's name and contact information, the Village of Lions Bay file number, the legal description of the lands involved, a site plan at a 1:5000 scale, and a drawing index. The plan must note all existing and proposed roads and buildings as appropriate. The cover sheet may be utilized to show the drainage catchment area.

6.2.2 *Key Plan*

A key plan must be provided to 1:2500 scale and must include the following:

a. A plan of adjacent roads and existing lots with roads named and legal description of adjacent lots given.
b. The civic address and the property being subdivided or developed shown shaded.
c. The contours at 2.0 metres intervals except on very steeply sloping ground where 5 metre intervals will be accepted.
d. If the subdivision or development is to be developed in stages, each proposed stage is to be shown clearly outlined and in the order of development indicated.
e. The location of existing survey monuments.

6.2.3 *Composite Utility Plans*

The Composite Utility Plan is to be at a 1:1000 or 1:500 scale and must show:

a. all proposed Works including water, sanitary and storm sewers, electrical, telephone, gas, street lighting, non-standard service connections;
b. all appurtenances such as hydrants, valves, manholes, catch basins, transformers, and community mail boxes complete with all offsets, locations and dimensions;
c. rights of way and easements including widths, covenant boundaries;
d. lot boundaries with lot numbers, dimensions, bearings, and areas;
e. control station monuments; and
f. the site legal boundaries outlined with a bold line.

6.2.4 *Road Plans & Profiles*

The following information must be shown on road plan and profile drawings:

a. Show all iron pins adjacent to the works and the existing ground elevation at each pin or proposed pin.
b. Both plan and profile must be tied to an iron pin, preferably near or at 0+000 chainage. If the chainage exceeds 120 m, a second tie must be shown.
c. Show the road width, curb, edge of pavement and sidewalk offsets measured from the property line where applicable.
d. Road profiles must show the gutter of curb and/or centreline of road elevations.
e. Detail the road construction with a typical cross-sectional view.
f. The profile must be shown at true centreline length and provided in as close relationship as possible to the plan.
g. Locate catch basins in accordance with specifications.
h. Locate barricades.
i. Locate ditches and centre of pavement in road construction by offsetting to property line.
j. Existing and proposed critical driveway locations within the subdivision or development must be shown as well as a profile of each driveway from the road centreline to the end of the driveway within the property.
k. Chainage of the BC and EC for horizontal curves must be shown together with the centreline radius. Curb radii are not required if the centre line radius and road width are shown, except on curb returns at intersections if other than 8 metres, at the end of cul-de-sacs, and on any curbs where alignment is not directly related to the centreline radius.
l. The percent grade to two decimal places must be shown on the profile together with the following information on vertical curves:
    i. the station and elevations of BVC, EVC, and PVI;
    ii. the external value;
    iii. the length of vertical curve;
    iv. the elevation and station at 20 metre intervals and the low spot of sag curves;
    v. the % grades of the adjacent vertical alignment; and
    vi. the K value for vertical curves.
m. On super elevated curves and cul-de-sacs on vertical and horizontal curves, show a profile of each curb or the edge of pavement (no centreline profile).
n. Road cross-sections must be scaled at 1:100 horizontal and 1:50 vertical and must note the existing ground elevation, the proposed elevations of the road centreline, the curb and gutter (or road edge), the invert and top of any ditches, centreline of trails or sidewalks, and property lines. Cross-sections are required at 20 metre intervals. Additional sections may be required or requested where excessive cuts or fills are involved. Side and back slopes are to be shown.
o. Each sheet must have a typical cross section.
p. Show pavement markings and traffic control signs on all drawings.

6.2.5 *Sanitary & Storm Sewer Plans & Profiles*

The following information must be shown on the profile:

a. size, type and class of pipe, class of bedding;
b. percent grades to two decimal places. If critical, mark "CR" after the grade, if not critical, show the minimum grade thus: (1.08% min.);
c. invert elevations at both inlet and outlet of manholes;
d. rim elevations on all manholes and catch basins;
e. existing Sanitary Sewer and Drain where required.

The following information must be shown on the plan:

f. information on horizontal curves as detailed in paragraph 6.11;
g. pipe offsets from property line; and

h. the grade of any service connection from the upper end to the drop to the main if other than two percent.

The following additional information must also be shown on the appropriate part of the drawing:

i. sanitary sewer manholes and cleanouts must be lettered in consultation with Village of Lions Bay staff;
j. storm drain manholes, cleanouts and silt traps must be numbered in consultation with Village of Lions Bay staff;
k. structural detail of all manholes not covered by MMCD Standard Drawings;
l. cross sections and plan views of any swales or ditches required for the subdivision or development;
m. details regarding any storm water retention or treatment facilities required for the development;
n. where an open ditch drainage system is proposed, note the size of future driveway culverts required to conform to the design.

The information requested in this Bylaw for on-site sanitary sewerage systems must be shown and detailed on a suitably scaled drawing. Information and details regarding soils tests, treatment proposed and sewage disposal system proposed must be adequately and accurately detailed and noted on the drawings or attached submissions.

6.2.6 *Watermain Plans & Profiles*

The following information must be shown on the plan and profile drawings:

a. size, type, and class of pipe;
b. class of the pipe bedding;
c. elevations and grades of the pipe;
d. ground profiles and pipe cover; and
e. valves, bends, fire hydrants, other appurtences, etc. are to be shown complete with chainages; and
f. all other requirements of the water utility.

The full pipe must be shown for the watermain on the profile.

All crossover points with sewers must be noted and shown to be protected in accordance with the water utility requirements.

The design drawings for a private utility must be provided.

6.2.7 *Streetlight Plans*

The following information must be shown on streetlighting plans:

a. Location, type and wattage of luminaries complete with ducting information to be shown.
b. Details of service base and wiring must be shown if not as per standard drawings.

6.2.8 *Third-Party Utility Plans*

The following information must be shown on shallow underground and overhead utility plans:

a. Dimension the offset from property line and/or iron pins of the existing underground conductors or mains and the location of all appurtenances related to the system including house connections. Refer to the appropriate utility for complete details of existing underground installations. Offsets to be verified through the appropriate utility.
b. Show proposed overhead or underground hydro/telephone/cable service schematically.
c. Dimension the location of all poles, both existing and proposed, from the pole surface face to property line and/or iron pin.

6.2.9 *Lot and Site Grading Plans*

The Lot Grading Plan is to be at a 1:1000 or 1:500 scale and must show:

a. pre-development ground contours in dashed lines extending 30 m beyond site boundary;
b. post-development ground contours in solid lines;
c. post-development elevations at corners of each proposed lot;
d. drainage swales and easement and right of way boundaries;
e. catch basins and lawn basins with rim elevations;
f. storm and sanitary sewer service locations and elevations at property boundary;
g. retaining walls integral to lot grading design and to be built by Developer;
h. areas of cut and fill deeper then 1.5 m deep; and
i. building envelope in accordance with the Zoning Bylaw and the minimum basement elevation on each lot.

6.2.10 ***Stormwater Management Plans***

The Storm Water Management Plan is to be at a 1:1000 scale and must show:

a. location plan of complete watershed at scale to fit;
b. post-development contour lines at 1 m intervals for slopes less than 20%, otherwise 2.0 m intervals, showing match to pre-development contours which must extend 30 m beyond the site legal boundary;
c. directional arrow on each lot indicating the prevailing post-development slope of the land;
d. the proposed minor (10-year return) storm sewer system with inlet and outlet structures, and connections to existing, drainage systems;
e. proposed major (100-year return) post-development flood routes, with connections to existing drainage systems, shown by arrows and indicating whether piped or overland;
f. minimum basement elevations, service connection locations, and service elevations at property line;
g. storm detention/infiltration facilities;
h. legend;
i. applicable general notes; and
j. design table with information for each segment of proposed main including catchment area in hectares, run-off coefficients, time of concentration, rainfall intensity, major and minor flow volume, pipe size, slope and capacity both existing and proposed.

6.3 Record Drawing Requirements

6.3.1 Record Drawings shall consist of the authorized design, accurately revised to reflect actual construction recorded in accordance with MMCD Specification 01 33 01, as amended by the supplementary specifications.

6.3.2 Record Drawings must contain the following declaration, as recommended by EGBC Quality Management Guidelines – Guide to the Standard for the Authentication of Documents:

> "The seal and signature of the undersigned on this drawing certifies that the design information contained in these drawings accurately reflects the original design and the material design changes made during construction that were brought to the undersigned's attention. These drawings are intended to incorporate addenda, change orders, and other material design changes, but not necessarily all site instructions.
>
> The undersigned does not warrant or guarantee, nor accept any responsibility for, the accuracy or completeness of the as-constructed information supplied by others contained in these drawings, but does, by sealing and signing, certify that the as-constructed information, if accurate and complete, provides an as-constructed system which substantially complies in all material respects with the original design intent."

Record Drawings may not contain any additional disclaimers or limitation statements.

6.3.3 Record Submission shall include:

a. two full-sized hard-copy civil drawing set,
b. a digital PDF version of the civil drawing set,
c. the AutoCAD Civil 3D model files, containing the design information used to prepare the Record Drawings, and
d. a Schedule C-A Letter of Assurance and Schedule C-B Letters of Assurance from all project disciplines.

6.3.4 Record Submission drawings shall include:

a. Site plan showing offsets and location of all Works and Services including service connections;
b. Detailed plan-profile drawings for road works, water, sanitary sewer and storm sewer systems showing elevations, inverts, off-set, pipe materials, bedding, backfill and chainages reference to legal boundaries;
c. Stormwater management plan;
d. Lot grading plan with finished ground elevations at all lot corners, back of cur or sidewalk, any change in grade across the lot, lawn basins and manholes, and with inverts of swales and showing zoning bylaw building envelop and minimum basement elevation on each lot and any feature that may affect the construction of a building. Uniform grades between lot corners will be assumed to a tolerance of +/- 150mm;
e. Street light plans showing make, model, type of luminaire unit, illumination levels achieved with the light spacing, locations of service bases, photocells, and hydro service entrances;
f. Plans and details for which there are no MMCD or District standard (pump stations, etc.) complete with any operating manuals; and
g. Final geotechnical report, if required, addressing all recommendations and details of the preliminary report, confirming construction techniques, applications and details including placement and compaction of fill materials in excess of 1.5m, stability of cut and fill slopes and embankments equal to or greater than 1:2.

6.4 Cost Estimate Requirements

6.4.1 Cost estimates for Works and Services to be owned by the Village shall be prepared in the MMCD Unit Rate Contract format, grouped under MMCD Specification headings.

6.4.2 Cost estimates shall be authenticated by the Developer's Engineer on the basis of the design information and quantities contained therein. The Village understands pricing is subject to variability and are based on past pricing, not future pricing. The Village will accept cost estimates containing additional declarations related to assumptions and limitations for unit rate pricing supplied by others, provided that unit rate prices shall be based on recent, similar, and nearby work with appropriate contingencies applied.

7.0 STANDARD FORMS & TEMPLATES

Contact the Servicing Office for the following standard forms and templates

7.1 Letters of Assurance

Schedule A	Confirmation of Commitment by Owner and Coordinating Professional Registrant
Schedule B	Assurance of Professional Design and Commitment for Field Review
Schedule C-A	Assurance of Coordination of Professional Field Review
Schedule C-B	Assurance of Professional Field Review and Compliance

7.2 Application Forms

A-1 Application for Design Authorization
A-2 Application for Permission to Construct
A-3 Application to Connect Works and Services
A-4 Application for Substantial Performance
A-5 Application for Total Performance
A-6 Application for Latecomer Agreement
A-7 Application for Subdivision Approval

7.3 Standard Templates

B-1 Servicing Agreement Template
B-2 Certificate of Insurance Template
B-3 Surety Bond Template
B-4 Latecomer Agreement Template
B-5 Cost Estimate Template

7.4 Certificates

C-1 Certificate of Substantial Performance
C-2 Certificate of Total Performance
C-3 Certificate of Final Acceptance

Corporate Policy No. POL-2504

Infrastructure Design & Construction Manual

for the provision of Works and Services

Type	Corporate Policy	**Policy No.**	POL-2504
Title	Infrastructure Design & Construction Manual for Works & Services	**Original Date**	2025-09-02
Author	Public Works Manager	**Version**	01
Approved by	Ross Blackwell, CAO	**Version Date**	2025-09-02

Purpose

The purpose of this policy is to establish minimum engineering standards for the design and construction of Works and Services provided in association with the Subdivision or Development of land.

Objective

The objectives of this policy are to:

a. Provide clear, consistent, and transparent standards for the design and construction of Works and Services associated with the Subdivision and Development of land.
b. Ensure Village infrastructure is provided with consistency and quality in support of operational standardization and economic sustainability.
c. Align technical engineering standards regionally for improved competitiveness

TABLE OF CONTENTS

PART 1 – Design Standards

Section 0.0 Administration 1
Section 1.0 General Design Considerations 4
Section 2.0 Water Distribution 12
Section 3.0 Sanitary Sewers 22
Section 4.0 Stormwater Management 30
Section 5.0 District Energy 46
Section 6.0 Transportation Systems 47
Section 7.0 Street Lighting 61
Section 8.0 Traffic Signals 61

PART 2 – Construction Standards

Section 9.0 Standard Specifications and Drawings 63
Section 10.0 Supplemental Specifications and Drawings 63
Section 11.0 Approved Products List 63

0.0 ADMINISTRATION

0.1 Interpretation & Precedence

The Village of Lions Bay Infrastructure Design & Construction Manual ("IDCM") contains the minimum standards for the design of Works and Services associated with the Subdivision and Development of land under Village of Lions Bay Subdivision & Development Servicing Bylaw No. 651, 2025 (the "Bylaw") and must be read in conjunction with the Bylaw with respect to principles of interpretation, defined terms, and applicability. Defined terms are denoted herein by capitalization.

The IDCM design standards are based on the Master Municipal Construction Document (MMCD) Association's Municipal Infrastructure Design Guidelines, 2022 (herein the 'MMCD Design Guidelines'). The provisions of the IDCM are to be applied in conjunction with the most current publication of the MMCD Design Guidelines; however, where the provisions of the IDCM are in conflict with the MMCD Design Guidelines, the provision of the IDCM shall take precedence.

The IDCM construction standards are based on the Master Municipal Construction Documents (MMCD) Association's publication, the MMCD 2019 Edition, Volume II - General Conditions, Specifications and Standard Drawings; however, where Supplementary Specifications are in conflict with the MMCD 2019 Edition, they shall take precedence

0.2 Disclaimer to All Users of the IDCM

The IDCM is a minimum standard to ensure consistent performance and operational standardization of municipal infrastructure and may not be suitable for all contexts or applications within the Village of Lions Bay. It is provided without representation as to the appropriateness of its use in any particular situation and is not intended to be used as a basis for establishing good engineering practice or civil liability.

0.3 Responsibility of Developer's Engineer

The IDCM is not intended to be a substitute for sound engineering knowledge, judgement, and experience. It is the responsibility of the Developer's Engineer to exercise professional judgment on technical matters in the best interest of the Village, the Developer, the general public, and the environment. The Village expressly relies on the Developer's Engineer for professional expertise and assurance of professional engineering design.

The Developer's Engineer is solely responsible for the professional engineering work completed in accordance with the IDCM and must ensure that all designs, inspections, certifications, and all other engineering work completed under the requirements of the IDCM and SDS Bylaw 651 are suitable for their proposed application according to their own professional engineering judgement.

0.4 Right for Peer Review at Developer's Cost

The Servicing Officer may require that any submission required for the provision of Works and Services undergo, at the cost of the Developer, a Peer Review to provide an independent, objective assessment of the submission to inform the Servicing Officer's determination of compliance with the IDCM and good engineering judgement. The terms of reference for the Peer Review shall be established by the Servicing Officer and agreed upon by the Developer prior to undertaking the Peer Review. The Peer Review shall be conducted by a professional engineer of the Village's choosing.

PART 1

DESIGN STANDARDS

1.0 GENERAL DESIGN CONSIDERATIONS

1.1 Sustainability, Asset Management 5
1.2 Climate Change 5
0

Independent Utilities 6
1.4 Utility Rights-of-Way 6
1.5 Utility Separation 6
1.6 Trenchless Technologies 9
1.7 Seismic Design Standards 9
1.8 Removals, Abandonment, and Decommissioning 9
1.9 Commissioning of Facilities 9
1.10 Access to Facilities 10

1.1 Sustainability, Asset Management, and Variances to Standards

Works and Services must be designed to the minimum requirements contained within the IDCM. Where no standards exist or where context necessitates a variance from these standards, the Servicing Officer may, at their sole discretion, accept an alternate proposal or variance to the IDCM if the Works and Services are designed and constructed to meet the intent of the following sustainability and asset management principles:

a. Minimize negative impacts on health, safety, and the environment;
b. Minimize overall lifecycle costs and maintain operational standardization;
c. Meet or exceed applicable standards for accessibility and safety;
d. Meet or exceed the defined or established minimum level of service; and
e. Account for impacts of projected climate change over the expected service life of the asset.

In accepting a variance to the criteria contained within the IDCM, the Servicing Officer is performing an administrative function and relying upon the assurance of the Developer's Engineer that the proposed design is technically appropriate for implementation. Acceptance by the Servicing Officer shall not be interpreted as an affirmation of suitability for the intended use or as a technical endorsement of the design.

1.2 Climate Change

In accordance with EGBC *Professional Practice Guidelines*, professional engineers must consider the impacts of climate change in their designs. The design of Works and Services must therefore consider and be adequate for the projected environmental conditions throughout the expected service life of the assets.

a. High-risk and critical infrastructure, such as arterial roadways, reservoirs, pump stations, trunk mains, and community stormwater management facilities such as dikes and ponds should consider a moderate climate change forecast for a minimum 100-200 year service life; refer to the Village of Lions Bay Integrated Flood Hazard Management Plan for more additional information.
b. Service infrastructure, including local and collector roadways, distribution and collection pipe infrastructure, and local stormwater management facilities should consider a moderate climate change forecast for a minimum 50-80 year service life.

Consult local resources where available, in addition to EGBC Climate & Sustainability resources, the EGBC Practice Guideline: Developing Climate Change-Resilient Designs for Highway Infrastructure in British Columbia, and Engineers Canada: Principles of Climate Adaptation and Mitigation for Engineers guideline.

1.3 Independent Utilities

Independent Utilities are those not supplied by the Village and include electrical power, telecommunications, and natural gas. The Developer's Engineer is required to coordinate the design of independent utilities to avoid conflicts with existing, proposed, and future Works as part of a Subdivision or Development application.

1.4 Utility Rights-of-Way

Works and Services should generally be provided within a public road right-of-way (ROW) unless otherwise approved by the Servicing Officer to be in a utility statutory right-of-way (SRW). Works and Services installed within a road ROW must be capable of being excavated and replaced within the limits of that ROW.

Where approved, a utility SRW must:

a. Be accessible by Village maintenance vehicles, including having sufficient width, alignment geometry, and pavement structure for the required maintenance vehicles;
b. Be located outside any environmentally sensitive or archaeologically significant areas;
c. Have a minimum width of 4.5 m for single pipes and 6 m for two or more pipes, except if the pipe is a trunk main, in which case the width must be sufficient for future twinning;
d. Have a width sufficient to permit an open, un-shored excavation with bottom width at least 450 mm greater than the pipe diameter and side-slopes in accordance with geotechnical recommendations; and
e. Have a width sufficient to permit an open, un-shored excavation in accordance with WorkSafe BC regulations for excavation and safe trenching.

The open, un-shored excavation limits of all buried Works and Services must be fully contained within a road ROW or utility SRW, or combination thereof, and must not conflict with the minimum safe distances to adjacent building footings based on a safe angle of repose from the limits of excavation. The Servicing Officer may require cross-sections to be provided that demonstrate a submitted design satisfies these requirements.

1.5 Utility Separation

Requirements for separation of watermains from sanitary or storm sewers, sanitary or storm forcemains, non-potable irrigation mains, or other piped hazardous fluids (collectively: "other non-potable fluids") are as follows, in accordance with the recommendations of the Design Guidelines for Drinking Water Systems in British Columbia (Part B. 17 of the BC Drinking Water Officers' Guide, 2024).

Exceptions to these requirements may be considered by the Servicing Officer in conjunction with the Vancouver Coastal Health Authority under an approved Water Supply System Construction Permit only where unusual conditions are present and where the Developer's Engineer has exhausted all reasonable efforts to meet the standard separation requirements.

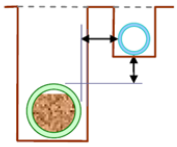
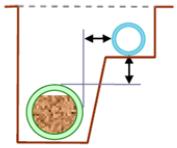
1.5.1 Parallel Installation

Watermains must be laid in separate trenches with at least 3 m horizontal separation, measured edge-to-edge, and at least 450 mm vertically above, any parallel pipeline conveying other non-potable fluids.

Where all reasonable efforts to meet the requirements have been exhausted, consult *Section 16.6.1*, including *Tables 16-4* and *Table 16-5*, of the 2022 Design Guidelines for Drinking Water Systems in British Columbia for design guidance. Tables are copied below for convenience only.

Under no circumstances shall the installation of a pipeline result in a parallel run between a watermain and a pipeline conveying other non-potable fluids having less than 1 m horizontal edge-to-edge separation.

Table 16-4 Parallel Installation Configurations for Gravity Sewers

Configuration		Horizontal separation	Vertical separation	Scenario for Table 16-5
Separate trenches (separately dug trenches in undisturbed soil with granular bedding around pipes)		> 3 m	> 450 mm	None, unless site-specific risks present (e.g. high water table)
		> 3 m	< 450 mm Vertical separation < - D_{wm} discouraged where avoidable	None, unless site-specific risks present (e.g. high water table)
		1 to 3 m	> 450 mm	B
		1 to 3 m	- D_{wm} to +450 mm	A, B
Common trench (watermain sits on bench of undisturbed soil)		> 1 m	> 450 mm	B
		> 1 m	0 to +450 mm	A, B

Lower risk

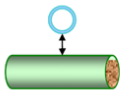
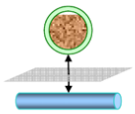
Higher risk

Table 16-5 Recommended Protective Measures

Scenario	Recommended Protective Measures
A (inadequate vertical separation when horizontal separation is <3 m)	• Continuous hydraulic barrier (e.g. clay soil, geomembrane) or equivalent between pipes (see Figure 16-1), or • Place water pipe, or parallel pipe, or both, in sleeve or casing pipe with watertight end seals. Casing pipe should be installed in accordance with best practices, including provisions for securing the pipe with spacers, skids or equivalent to protect pipe from movement and provide ease of removal for repair. Casing pipe must be a material that is approved for use as watermain and must be of the same or greater pressure rating as the water line. Isolation valves should also be included, as well as corrosion protection if necessary.
B (inadequate horizontal separation and/or pipes in same trench)	• Increase the pipe strength of watermain, or parallel pipe, or both by a class, or • Wrap watermain joints with heat shrink plastic, or pack watermain joints with compound and wrap with petrolatum tape by qualified installers in accordance with the latest version of *AWWA C217*, and *AWWA C214* or *AWWA C209*,* or • Use jointless pipe (e.g. solid pipe, welded joints, HDPE pipe with fusion-welded joints) for the watermain, parallel pipe, or both.

* It should be noted that the relevant AWWA standards define tapes/coatings in terms of their ability to protect pipes against corrosion. Third party testing against infiltration of waterborne pathogens has not been established for these products, and the use of joint wrapping/packing as a protective measure is at the discretion of the Issuing Official.

Table 16-6 Crossing Installation Configurations for Gravity Sewers

Configuration		Vertical Separation	Pipe Joints Requiring Protection	Additional Bedding Structural Support	Additional Notes
Watermain above sewer pipe		> 450 mm	None	No	None
		150 to 450 mm	Watermain joints	Yes	None
Watermain below sewer pipe		> 450 mm	Both watermain and sewer joints	No	**Hydraulic barrier should be installed in trench between sewer and watermain[1]**
		150 to 450 mm	Both watermain and sewer joints	Yes	

Lower risk

Higher risk

1. Continuous hydraulic barrier (e.g. clay soil, geomembrane or equivalent) should extend no less than 300 mm beyond outer edge of watermain on both sides, such that the trench bedding width is protected.

1.5.2 Crossings

Where a watermain crosses a pipeline conveying other non-potable fluids, the watermain must be laid a minimum vertical distance of 450 mm above the pipeline, measured between the outside of the watermain and the outside of the sewer. The length of water pipe must be centered at the point of crossing so that joints in the watermain will be equidistant and as far as possible from the pipeline.

Where all reasonable efforts to meet these requirements have been exhausted, consult *Section 16.6.2*, including *Table 16-6*, of the Design Guidelines for Drinking Water Systems in British Columbia for design guidance.

Under no circumstances shall the installation of a pipeline result in the crossing of a watermain with a pipeline conveying other non-potable fluids having less than 150 mm vertical edge-to-edge separation.

1.5.3 Sewers in Common Trench

Storm and sanitary sewers may be installed in a common trench, provided that the design has taken into account:

a. interference with service connections,
b. stability of the benched portion of the trench, and
c. conflicts with manholes and appurtenances.

The horizontal clearance between sewer pipes must not be less than 1.0 m. Separation between sewer pipes and manholes or appurtenances must be sufficient to allow physical access for mechanical compaction of backfill material to the specified minimum density.

1.5.4 Utilities Crossing Railroads, Provincial Highways, or Watercourses

Crossing of a railroad, Provincial Highway, or Watercourses with municipal utilities should be avoided where possible. Where accepted by the Servicing Officer and the Authority Having Jurisdiction (AHJ), when a watermain, sanitary sewer main, storm main, or other municipal utility (i.e., carrier pipe) crosses a railway track or right-of-way, Provincial Highway, or a watercourse, a protective steel casing pipe (i.e., casing pipe) should be provided and must be designed to all applicable static, dynamic, and seismic loadings and all other requirements of the AHJ. Generally:

a. the size of the casing pipe must be at least the greater of 125% of the pipe bell outer diameter or 200% of the outside diameter of the main;

b. the carrier pipe must be continually fused or provided with joint restraints; and
c. the carrier pipe must be adequately supported within the casing pipe.

The Servicing Officer, in conjunction with the AHJ, may accept alternate solutions or trenchless technologies, giving consideration to the sustainability and asset management principles outlined in Section 1.1. For Provincial Highway crossings, see the BC MoTT Utility Policy Manual.

1.6 Trenchless Technologies

Where trenchless technologies are proposed, the Developer's Engineer, in cooperation with a suitably qualified contractor, must submit a comprehensive design brief and construction work plan that meets industry standards for the proposed trenchless technology and demonstrates to the satisfaction of the Servicing Officer that the sustainability and asset management principles outlined in Section 1.1 are met.

1.7 Seismic Design Standards

The Developer's Engineer must ensure that the geotechnical conditions for the installation of Works and Services, with consideration given for seismic risks including susceptibility of ground conditions for wave propagation, liquefaction, and potential for permanent ground deformation, are suitable for the intended purpose and criticality of the Works and Services over their expected service life.

In areas of known risk or where the Developer's geotechnical engineer has identified areas of seismic concern or weak ground conditions, the Developer's Engineer shall consult with the Servicing Officer prior to commencing design to confirm if the Works can avoid the area, if the ground conditions may be improved, or if a variance to the material and connection specifications is appropriate.

1.8 Removals, Abandonment, and Decommissioning

In general, Village infrastructure that is made obsolete through the approval or servicing of new Subdivisions or Developments shall be removed at the Developer's cost. The Servicing Officer may consider permitting the decommissioning and abandonment of obsolete infrastructure as an alternative to removal upon consideration of the following factors:

- The risk of future liability to public health, the environment, infrastructure, or the stability of the area;
- The risk of conflict with future excavations, utilities, or infrastructure;
- The impact of removal on the public, the environment, or other nearby infrastructure that is remaining in service; and
- If infrastructure is within an SRW, any obligations or responsibilities of the Village for abandonment or decommissioning identified the terms of the SRW.

Where the Servicing Officer permits the decommissioning and abandonment of obsolete infrastructure as an alternative to removal, the following minimum standards apply:

- All concrete must be removed within 1.2 m of the surface and manholes must be filled with controlled-density fill or adequately compacted structural fill;
- Pipes must be filled with grout or controlled-density fill and pipe ends must be capped or sealed;
- Metallic appurtenances such as valves, tees, and hydrants should be salvaged and may not be abandoned where there is a risk of corrosion; and
- Obsolete services must be decommissioned by physical disconnection from the main and be filled and capped prior to abandonment. See additional requirements for water services at Section 2.21.

1.9 Commissioning of Facilities

Facilities such as reservoirs, pump stations, PRV stations, chambers, drainage storage facilities, and traffic signal controllers may require additional coordination, special considerations, or specific actions to successfully implement the design of the Developer's Engineer. It is the responsibility of the Developer's Engineer to

understand and advise the Village of the initial and ongoing requirements necessary for the successful implementation of their design through the commissioning, operation, and ongoing maintenance of the facility.

1.9.1 Commissioning Plan

Prior to the operation of any new facility the Developer's Engineer must prepare a commissioning plan in consultation with, and acceptable to, the Servicing Officer. The Developer's Engineer, in coordination with the Servicing Officer, shall oversee the commissioning of the facility through to its normal operating condition.

The performance of the facility through the commissioning process shall be closely monitored for all operating conditions; draft process control narratives should be available at time of commissioning. The Developer's Engineer is responsible to document and rectify all deficiencies prior to completing the commissioning process.

Once all deficiencies have been corrected and upon successful commissioning of the facility, records shall be made to document the initial typical performance for all normal operating conditions.

1.9.2 Operating and Maintenance Manual

Upon successful commissioning, and prior to the Village's acceptance of any new facility, the Developer's Engineer must prepare an Operating and Maintenance (O&M) Manual that is acceptable to the Servicing Officer.

a. The O&M manual must be provided digitally in PDF format and with three hard copies in the following format:
    i. Bind contents in a three-ring, hard covered, plastic jacketed binder;
    ii. Facility name to be embossed onto binder cover and spine;
    iii. Each section to be separated from the preceding section with a plasticized cardboard divider with a tab denoting the contents of the section;
b. Contents to include:
    i. Title sheet, labeled "Operation and Maintenance Instructions," and containing the project name and date;
    ii. Table of contents;
    iii. Reviewed shop drawings of all equipment;
    iv. Equipment list showing all model and serial numbers;
    v. All equipment manufacturer's manuals;
    vi. Record drawings sealed by a Professional Engineer registered in BC for all civil, mechanical, electrical, structural, control and alarm installations (include digital PDF and AutoCAD format separately);
    vii. Full description of system operation, including (as applicable): design points, designed pump and system curves, ultimate capacity, area served, and any other design criteria relevant to the operation of the system;
    viii. Full description of entire mechanical, electrical, and alarm system operation;
    ix. Process control narratives;
    x. Names, addresses, and telephone numbers of all design professionals, major subcontractors, and suppliers;
    xi. Commissioning reports showing pressures, flows, current draw for all possible operating conditions;
    xii. All SCADA programming shall be provided to the Village in digital format.

1.10 Access to Facilities

Facilities must be accessible by Village maintenance vehicles in all weather conditions. Access roads must have sufficient width, alignment geometry, and pavement structure for the required maintenance vehicles.

As a minimum, unless otherwise approved by the Servicing Officer, access roads to facilities must include a hard-paved asphalt or concrete surface and meet the requirements for emergency access roads (see Section 0) with a maximum grade of 8%.

2.0 WATER DISTRIBUTION

2.1 General *12*
2.2 Metering *12*
2.3 Residential Demand *13*
2.4 Non-Residential Demand *13*
2.5 Fire Flows *13*
2.6 Design Flows *14*
2.7 Water Pressure *14*
2.8 Hydraulic Design *14*
2.9 Minimum Pipe Diameter *15*
2.10 Dead Ends *15*
2.11 Depth of Cover *15*
2.12 Grade *15*
2.13 Corrosion Protection *15*
2.14 Valves *16*
2.15 Hydrants *16*
2.16 Blow Offs and Blow Downs *16*
2.17 Test Points *17*
2.18 Air Valves *17*
2.19 Thrust Restraint *17*
2.20 Chambers *18*
2.21 Service Connections *18*
2.22 Alignments and Corridors *19*
2.23 Tanks and Reservoirs *19*
2.24 Pump Stations *20*
2.25 Pressure Reducing Valve (PRV) Stations *21*

2.1 General

Community water system designs, including water supply, treatment, transmission, and distribution systems, must be prepared under the direction of a suitably experienced professional engineer. The IDCM is not intended to be a substitute for sound engineering knowledge, experience, or judgement. The provisions of the IDCM are to be applied in conjunction with the most current publication of the MMCD Design Guidelines; however, where the provisions of the IDCM are in conflict with the MMCD Design Guidelines, the provision of the IDCM shall take precedence.

In addition to the provisions of the IDCM, community water systems must be designed in accordance with Provincial legislation and regulations (including, but not limited to, the Drinking Water Protection Act and Regulation and the Public Health Act), the Design Guidelines for Drinking Water Systems in British Columbia, and the Vancouver Coastal Health Authority Water Supply System Construction Permit Guidelines.

All water distribution system modifications (including construction, alterations, or extensions and before a new water source is used) require approval of the Vancouver Coastal Health Authority prior to construction. The Servicing Officer may require confirmation of a Water Supply System Construction Permit prior to granting Permission to Construct.

2.2 Metering

A water meter shall be installed on all new service connections in accordance with Water Bylaw No. 633, 2025. See Section 2.21 for additional service connection requirements.

a. No drain valve, water bypass, branch line, or any other type of fixture through which water may be taken shall be located upstream of a water meter, with the exception of lines that service only fire hydrants or building fire sprinkler systems.
b. Water meters must be supplied and installed by the Developer under the supervision of the Servicing Officer and in accordance with the Approved Products List.
c. Water meters must be located in an accessible location protected from freezing within an insulated meter pit or, if permitted by the Servicing Officer, within a building or heated, above-ground chamber (see Section 2.20).
d. Strata lots, including bareland strata lots, shall provide the meter within the strata property in an easily accessible location near the property line, or as directed by the Servicing Officer.

2.3 Residential Demand

For the design of proposed community water system, use the per capita demands for residential land uses as shown in Table 2.3.A.

Table 2.3.A – Per Capita Residential Demand

Annual Average Day Demand (ADD)	450 L/c/d
Maximum Day Demand (MDD)	900 L/c/d
Peak Hour Demand (PHD)	1350 L/c/d

In lieu of development-specific information related to unit yield and number of bedrooms, for population estimates by area or unit type, use the population density estimates as shown in Table 2.3.B.

Table 2.3.B – Unit and Population Density

Land Use	*Units per Ha*	*Ppl per Unit*
Single-Family & Duplex Residential	20-34	3.5
Multiplex & Townhouse Residential	38-92	3.1
Apartment Residential	120-225	2.1
Mobile Home Park	25-42	2.5

For calculating residential design population, the number of dwelling units is to be based on the maximum permissible number of units allowed under the Zoning Bylaw for the lots being serviced by the proposed water system, including the maximum potential for multiple dwellings or multiple units on a single lot.

2.4 Non-Residential Demand

In the absence of development-specific data, use the non-residential maximum day demands for single-storey building construction without irrigation as shown in Table 2.4.A.

Table 2.4.A – Per Hectare Non-Residential Demand

Retail Commercial	26,000 L/Ha/day
Service Commercial	52,000 L/Ha/day
Institutional	65,000 L/Ha/day
Low-Use Industrial	45,500 L/Ha/day
High-Use Industrial	100,000 L/Ha/day

2.5 Fire Flows

The Required Fire Flow (RFF) is to be calculated in accordance with the current edition of "Water Supply for Public Fire Protection," published by Fire Underwriters Survey (FUS).

A proposed water distribution system must be sufficient to meet the calculated RFF of the theoretical highest demand building type allowable under the Zoning Bylaw for all proposed lots within the service area.

A proposed or existing system servicing a proposed Subdivision or Development is subject to the minimum requirements outlined in Table 2.5.A, based on the general land use and associated building type to be serviced.

Table 2.5.A – Minimum Available Fire Flow by Building Type @ 150 kPa (22 psi)		
Building Type or Zone Category	*Minimum AFF*	*Minimum Duration*
Simple Residential (Part 9)[1]	90 L/s	1.5 hrs
Complex Residential (Part 3)[1]	150 L/s	2.0 hrs
Commercial & Mixed Use	150 L/s	2.0 hrs
Institutional	150 L/s	2.0 hrs
Industrial	225 L/s	3.0 hrs

[1] Residential Part 9 and Part 3 Buildings are as defined in the BC Building Code.

Where an existing system is insufficient to meet the RFF of the proposed Subdivision or Development, the existing system must be upgraded to provide sufficient flow for the RFF or the RFF must be reduced.

2.6 Design Flows

Design Flow capacity is to be the greater of the Maximum Day Demand plus Fire Flow (MDD + FF) scenario and the Peak Hour Demand (PHD) scenario.

Proposed community water system design flow shall be supplied by gravity from a higher-elevation reservoir.

2.7 Water Pressure

A proposed community water distribution system must be designed to provide water service within the pressure limits shown in Table 2.7.A. Proposed community water system pressures shall by provided by gravity through a higher-elevation reservoir.

Table 2.7.A - Domestic Water Pressure	
Maximum Allowable Static Pressure [1, 2]	850 kPa (86.5 m, 120 psi)
Minimum Residual Pressure at PHD [3]	300 kPa (30.5 m, 45 psi)
Minimum Residual Pressure at MDD + FF [3]	150 kPa (15.5 m, 20 psi)

[1] The maximum allowable pressure may be increased to 1035 kPa (105.5 m, 150 psi) for systems with multiple pressure zones at the discretion of the Servicing Officer.

[2] Where the maximum pressure exceeds 515 kPa (52.5 m, 75 psi) or where serviced off a transmission main, service connections must be individually protected by pressure reducing valves located in the building being served.

[3] PHD and MDD scenarios to be modelled for the ultimate population of the service area based on the fully developed land conditions as anticipated in the current OCP.

Determination of pressure limits should generally be made at building main floor elevations, except that minimum residual pressures for residential areas should be evaluated at an elevation of 10 m above building main floor elevations (~3 storeys).

2.8 Hydraulic Design

2.8.1 Network Modelling

A proposed community water system must be designed to deliver the Design Flow using a proven network analysis computer model based on the Hazen-Williams formula. Refer to *MMCD Design Guidelines, Section 2.8* and *Table 2.8* for roughness coefficients.

Other formulas and methods may be used, subject to prior approval from the Servicing Officer.

In addition to the Design Flow capacity, consideration must be given to water quality. For assessing water quality (i.e., water age, chlorine residual), the anticipated initial and ultimate Average Day Demand should be modelled to ensure adequate water quality is maintained for initial users and at full build-out. The Developer's Engineer should consider the intent of the proposed form of development and the expected occupancy timelines given the development phasing plan.

2.8.2 Maximum Velocities

A proposed community water distribution system must be designed to provide domestic water at or below the maximum allowable velocities shown in Table 2.8.A.

Table 2.8.A - Maximum Allowable Design Velocities	
Pump Supply, Reservoir Supply Mains, & Trunk Mains [1]	2.0 m/s
Distribution Mains at PHD [2]	2.0 m/s
Distribution Mains at MDD + FF [1, 2, 3]	4.0 m/s

[1] Under the greater of PHD, MDD+FF, or pump rate as applicable. The Developer's Engineer is responsible for assuring that surge and transient pressures are accounted for in their designs.

[2] PHD and MDD scenarios to be modelled for the ultimate population of the service area based on the fully developed land conditions as anticipated in the current OCP.

[3] Maximum velocity under MDD +FF scenario may be increased to 4.0 m/s at the discretion of the Servicing Officer where the Developer's Engineer can demonstrate the resiliency and ability of the network to handle such velocities and anticipated surge pressures.

2.9 Minimum Pipe Diameter

Watermains and services are subject to the minimum nominal pipe diameters shown in Table 2.9.A.

Table 2.9.A – Minimum Pipe Diameters	
Distribution Mains [1]	200 mm
Fire Hydrant Connections	150 mm
Service Connections [2]	38 mm

[1] If approved by the Servicing Officer where no further extensions are possible, dead-end distribution main minimum diameter may be reduced to 150 mm provided that it serves no more than a single fire hydrant; the minimum diameter may be further reduced to 100 mm within the last 45 m if no hydrants or fire sprinkler systems are served.

[2] If approved by the Servicing Officer, minimum service connection may be reduced to 19 mm if the lot is only able to support two or less residential units under the Zoning Bylaw.

2.10 Dead Ends

Watermains must be looped wherever possible. Looping through a development site may require backflow prevention at entry points, SRWs for Village access, and other conditions as may be required by VCH. Where dead-ends are unavoidable, the Servicing Officer may require water modelling to confirm acceptable water quality and adequate fire flows. A blow-off or hydrant, or a blow-down, must be provided at the terminus of the main.

2.11 Depth of Cover

The minimum depth of cover of any watermain or service, from the crown of the pipe to the surface, must not be less than 1.0 m to prevent freezing. Consideration must be given for maintaining minimum cover where ditches and slopes are present, or where open-air structures (i.e., storm sewer catch basins) are present.

The maximum depth of cover of any watermain or service is determined by the width of the right-of-way and allowable temporary excavation slope of the trench material (see Section 1.4). Cover over pipe above 3.0 m requires prior approval from the Servicing Officer as supported by load calculations.

2.12 Grade

Watermains shall run along a consistent grade between defined deflection points. The minimum grade is 0.1%. Where slopes are equal to or greater than 10%, provide anchorage, joint restraints, trench dams, and trench drainage. Refer to MMCD Standard Drawing G8.

2.13 Corrosion Protection

Where there is a potential for encountering corrosive soils, a geotechnical corrosion analysis is to be conducted to determine the corrosiveness of the native soils. If the soils are determined to be corrosive, the Developer's

Engineer must prepare a report which addresses the life expectancy of metallic components and shall recommend protective measures, such as cathodic protection and use of stainless steel components, to prevent the corrosion of any metallic watermain or appurtenances over the design life of watermain.

Upon Substantial Performance, the Developer's Engineer must include inspection reports in their submission and certify the works were completed in material conformance with the design recommendations.

2.14 Valves

In general, valves are to be located at projected property lines to avoid conflicts with driveways, located outside vehicle and bicycle wheel-paths, and as follows:

a. Not more than 250 m apart,
b. Not more than one (1) hydrant isolated,
c. Not more than 20 service connections or 50 units isolated,
d. At the pipe intersections:
    i. 3 valves at "X" intersection,
    ii. 2 valves at "T" intersection, including hydrant branch tees,
e. In place of curb stops for services 100 mm diameter and greater,
f. To isolate sections of watermain in areas of seismic risk, and
g. At each end of a section crossing a railway, Provincial Highway, statutory right-of-way, watercourse, or other significant obstruction to allow for isolation of the section.

Any section of main must be able to be isolated by operating no more than 4 valves. Gate valves must be used for watermains up to and including 300 mm diameter and must be the same diameter as the main. Butterfly valves with gear operators are permitted in mains larger than 300 mm.

2.15 Hydrants

Fire hydrants shall be spaced in accordance with "Water Supply for Public Fire Protection - A Guide to Recommended Practice" (latest edition), published by Fire Underwriters Survey, subject to the following minimum spacing, as measured along road centreline:

- Not more than 120 m apart in suburban and low-density residential areas;
- Not more than 100 m apart in high-density residential, commercial, industrial, or institutional areas.

Fire hydrants should be located at street intersections, at the last lot before a cul-de-sac bulb, near building main entrances as per BC Building Code, and generally as follows:

- 1.0 m back from curb or 0.6 m back of sidewalk to centre line of hydrant,
- Within boulevards and not sidewalks, unless unavoidable and with a 1.5 m clear travel path,
- Minimum 1.5 m clear of any other utility structure in all directions,
- Minimum 3.0 m clear in direct line with hose connections,
- At property line projections in mid-block locations,
- With sufficient clearance from property lines to provide for open cut excavation to base of hydrant assembly within the right-of-way (otherwise provide SRW over private property).

Bollards or concrete barriers for hydrant protection may be required at the Servicing Officer's discretion. Where ditches are present, a culvert crossing shall be provided to permit unobstructed access to the hydrant. On arterial highways with a raised median, fire hydrants shall be installed on both sides of the highway with each side treated exclusively for spacing requirements.

2.16 Blow Offs and Blow Downs

Blow-offs shall be provided at the terminal ends of all watermains whether permanent or temporary to facilitate scouring velocities during flushing. Blow-off sizes are:

a. 50 mm diameter for 100 mm watermains
b. 100 mm diameter for 150 mm watermains
c. For mains 200 mm dia. and greater, special design is required.

Where practical and approved by the Servicing Officer, a hydrant may serve a secondary role as a blow-off or blow-down.

On all mains greater than 300 mm diameter, install blow downs at the lowest point in the watermain profile between the line valves.

2.17 Test Points

Test points shall be installed on all watermains in order to provide for the ability to collect water samples in accordance with AWWA C651 – Disinfecting Water Mains. The need for and location of test points is to be determined in consultation with the Servicing Officer. In general, test points should be provided at the end of dead-end mains and near major distribution junctions.

2.18 Air Valves

Combination air valves shall be installed at the summits of all mains and at regular intervals and the crests of on long, ascending runs. Air valves may not be required on watermains 200 mm diameter and smaller upon approval by the Servicing Officer for the following:

a. Where the difference in elevation between the summit and valley is less than 600 mm,
b. Where it can be shown that air pockets will be carried by typical (ADD) flows, and
c. Where active service connections are suitably located to dissipate entrapped air.

The typical air valve size for watermains up to 300 mm diameter is 25 mm, subject to design analysis.

Air valves must be vented to an appropriate secured above-grade location to eliminate any potential for cross connection in a flooded or contaminated chamber.

2.19 Thrust Restraint and Seismic Risk Mitigation

2.19.1 Thrust Restraint

Mechanical joint restraints shall be provided at all fittings requiring thrust restraints, including bends, tees, crosses, wyes, reducers, plugs, caps, valves, hydrants, and blow-offs. Thrust restraint may also be required in other locations where engineering analysis determines that thrust restraint is warranted. Thrust restraint is generally not required with 5° bends on mains 200 mm in diameter or less.

Concrete thrust blocks may be used with prior approval from the Servicing Officer in areas of low seismic risk. Where approved, concrete thrust blocks, whether pour-in-place or pre-cast, shall be placed against undisturbed or sufficiently compacted soil, be such that the pipe and fitting joints are accessible for repair, and be non-point loading on appurtenances. The thrust restraint system must take into account potential future excavations in the vicinity of the watermain; cast-in-place thrust blocks must not be larger than necessary.

Design calculations must be provided and include details of fitting type, water pressure, and soil conditions.

2.19.2 Seismic Risk Mitigation

Mechanical joint restraints shall be used on all joints for watermains larger than 250 mm in diameter, for watermains designated by the Servicing Officer as “lifeline service mains” servicing critical infrastructure or neighbourhood populations, and for watermains in areas of high seismic risk prone to liquefaction.

In areas of soil prone to liquefaction, provide tees with blind flanges and valves on either side of the area to allow for quick installation of temporary piping, incorporate expansion sleeves at valve locations to relieve pipe strain, and limit service connections within the area.

2.20 Chambers

Chambers or manholes containing valves, blow-offs, meters, or other appurtenances must be watertight structures that can withstand vehicle loading and that allow adequate room for maintenance, including at least 2.0 m of head-room and side-room. Access openings must be suitable for removing valves and equipment and permitting inspection cameras and pigging equipment. Chambers requiring entry to confined spaces are to be avoided. Chambers are to be complete with a permanent ladder, meter bypass, remote radio reading capability, and have all piping primed and painted with a rust-inhibiting paint.

Chambers are to be provided with a drain to a storm sewer or ditch, complete with backflow prevention, to prevent flooding; a pumping system may be required for drainage. In the absence of a nearby storm sewer or ditch, a rock pit sized for a 1:25-yr event may be provided at the discretion of the Servicing Officer, subject to suitable soil and groundwater conditions. Insulation to prevent freezing must be provided.

Adequate venting must be provided. The Servicing Officer may require provision of forced ventilation, lighting, heating, or dehumidification. Access and ventilation details must comply with WorkSafeBC requirements.

2.21 Service Connections

Every legal lot shall be provided with a single, separate service connection. Multiple service connections may be permitted by the Servicing Officer upon demonstrated need for residential side-by-side duplexes or row housing developments where each unit has a separate title, or for commercial or industrial developments where water quality or fire flow requirements makes a single, unlooped service location impractical. Where a service is looped through a commercial or industrial development, an approved backflow prevention assembly shall be installed at all service tie-in locations.

Service connection size shall align with the BC Plumbing Code for proposed Developments, or be calculated on the basis of the designated land use, including sprinkler systems or on-site hydrants, where applicable in the case of Subdivision. Minimum service sizes are outlined in Section 2.9. To mitigate risk of flooding and cross-contamination, a community water system may only be permitted to service a proposed development where the building elevation criteria outlined in Section 4.6 are satisfied.

All new service connections shall be metered in accordance with Section 2.2. Water service connections 100 mm in diameter and larger shall be designed as mains. Water service connections are to have at least 1.0 m separation from other services and generally be located beneath driveways or, if no driveway, in the centre of the lot.

Proposed Developments may utilize an existing water service if all of the following are satisfied:

- The existing service connection, including saddle, corporation stop, pipe, and curb stop, meets all current requirements for size, materials, location, and minimum cover;
- The existing service is in good condition and is suitable for continued use, in the opinion of the Developer's Engineer and the Servicing Officer,
- Where there is no water meter, a new water meter is added in accordance with Section 2.2, and
- The existing service connection is less than 50 years old.

Where Development results in obsolete services to a lot, all obsolete services must be fully decommissioned at the main in accordance with the following:

- Where the saddle or corporation stop is in poor or moderate condition, in the opinion of the Servicing Officer, or the corporation stop has been direct tapped, removal of the corporation stop and saddle, and installation of a repair clamp is required; or

- If the corporation stop and saddle are in good condition, in the opinion of the Servicing Officer, the corporation stop may be capped by installing a solid plug behind the flare/compression nut or adapted to a solid cap; or
- Where a larger diameter water service was connected to the main with a flange, then a blind plate is required on the tee with the service valve removed, if applicable.

2.22 Alignments and Corridors

Pipe alignment to be generally parallel with the road centreline, offset to achieve 3.0 m separation from the sanitary main, and to avoid unnecessary deflections or appurtenances. Tracer wire and metallic marking tape is to be provided in statutory rights-of-ways and on main and service with non-standard alignments within ROWs. All non-metallic service pipe must also have tracer wires. Metallic marking tape, where required, is to be placed at the road subgrade elevation and at least 0.45 m below finished grade.

For curved roads and alignments,

a. provide a constant radius through the curve;
b. bending of the pipe is not permitted;
c. joint deflection should not exceed two-thirds of the maximum deflection specified by the pipe manufacturer; and
d. where 5° bends are used, provide a minimum of one full pipe length between bends.

Vertical alignments should minimize the number of high points and avoid unnecessary deflections.

Where a watermain crosses private land, right-of-way requirements are as indicated in Section 1.4. Requirements for clearances and crossings are outlined in Section 1.5.

2.23 Tanks and Reservoirs

2.23.1 Preliminary Design

Prior to commencing detailed design of a reservoir, the Developer's Engineer must submit a preliminary design report in general conformance with the MMCD Design Guidelines criteria, to the satisfaction of the Servicing Officer. The preliminary design report must consider the principles outlined in Section 1.1 and address, at a minimum, the applicable design standards and criteria, design objectives and assumptions, and proposed siting, sizing, configuration, and materials.

2.23.2 Capacity

a. Reservoir capacity must provide a storage volume not less than the greater of one-day average annual consumption for the service area and the Sum of A + B + C, where:

A = Fire Storage, which shall be the greater of

- 1,080 cubic metres (150 L/s for 2 hrs),
- the volume as determined in accordance with the FUS Water Supply for Public Fire Protection guide for the theoretical highest demand building type allowable under the Zoning Bylaw for all lots within the reservoir service area, and
- the minimum volume outlined in Table 2.5.A for the highest future land use or building type within the reservoir service area.

B = Equalization Storage, which shall be

- 25% of Maximum Day Demand as determined in Section 2.6.

C = Emergency Storage, 25% of A + B.

b. Subject to the results of detailed engineering analysis to the satisfaction of the Servicing Officer, the requirement for reservoir storage may be reduced based on consideration of the following:

   i. availability of storage from other reservoirs within the service area;
   ii. known maximum day demand patterns;
   iii. dependability and reliability of the water supply system to the reservoir, including standby power and redundancy of pump stations supplying the reservoir; and
   iv. the need for adequate circulation of reservoir water to maintain quality.

2.23.3 Structural Design Codes

The Developer's Engineer is responsible to confirm the applicable design standards in the preliminary design report, considering the BC Building Code, the MMCD Design Guidelines, and other applicable standards.

2.23.4 Design Features

Upon receipt of the preliminary design report submitted by the Developer's Engineer, the Servicing Officer will issue a design terms-of-reference, which will outline the Village's requirements for the detailed design of the reservoir. In establishing the terms-of-reference, the Servicing Officer shall consider those principles outlined in Section 1.1, the Village's operational capacity, and current best practice.

As a minimum, reservoirs should have provisions for isolation, cleaning, maintenance, access, sampling, and measurements, a PLC-control system, connection to SCADA system, a 24-hr uninterruptible power supply (UPS), and separate rooms for process piping, electrical components, and chemical storage for re-chlorination.

2.24 Pump Stations

2.24.1 Definition of Type

Pump stations for community water systems may be of two types:

a. Intermittent Duty (ID) pump stations: ID pump stations generally supply reservoirs and cycle on/off based on control from the downstream reservoir(s) they supply.
b. Continuous Duty (CD) pump stations: CD pump stations run continuously to supply a service area and maintain pressure within the service area.

Pump stations for private water systems servicing more than one user may be of either type and must comply in all applicable material respects with the standards for community water system pump stations, unless otherwise approved by the *Vancouver Coastal Health Authority*.

2.24.2 Preliminary Design

Prior to commencing detailed design of a pump station, an Developer's Engineer must submit a preliminary design report in general conformance with the MMCD Design Guidelines criteria, to the satisfaction of the Servicing Officer. The preliminary design report must consider the principles outlined in Section 1.1 and address, at a minimum, the applicable design standards and criteria, design objectives and assumptions, and proposed siting, sizing, configuration, and materials.

2.24.3 Capacity

Pump stations shall be supplied with pumping redundancy for the largest pump being out of service and shall be designed with consideration for interim vs ultimate demands and average vs peak demands.

a. Where the supplied reservoir has adequate storage as defined in Section 2.23, ID pump stations are to be designed with pumping capacity to supply the MDD flow rate of the reservoir service area and at least 6-hr standby power shall be provided.

b. Where adequate storage is not present in the supplied reservoir, ID pump stations are to be designed to supply the *Design Flow* of the service area, as determined in Section 2.6, and at least 12-hr standby power shall be provided.

c. Continuous-Duty (CD) pump stations are to be designed with pumping capacity to supply the *Design Flow* of service area, as determined in Section 2.6, and at least 24-hr standby power shall be provided.

2.24.4 Design Features

Upon receipt of the preliminary design report submitted by the Developer's Engineer, the Servicing Officer will issue a design terms-of-reference, which will outline the Village's requirements for the detailed design of the pump station. In establishing the terms-of-reference, the Servicing Officer shall consider those principles outlined in Section 1.1, the Village's operational capacity, and current best practice.

As a minimum, pump stations should have provisions for sampling and measurements, a PLC-control system, connection to SCADA system, standby power, and separate rooms for process piping, electrical components, and chemical storage for re-chlorination (if applicable).

2.25 Pressure Reducing Valve (PRV) Stations

2.25.1 Preliminary Design

Prior to commencing detailed design of a pressure reducing valve station, an Developer's Engineer must submit a preliminary design report in general conformance with the MMCD Design Guidelines criteria, to the satisfaction of the Servicing Officer. The preliminary design report must address, at a minimum, the applicable design standards and criteria, design objectives and assumptions, and proposed siting, configuration, components, and materials.

2.25.2 Design Features

Upon receipt of the preliminary design report submitted by the Developer's Engineer, the Servicing Officer will issue a design terms-of-reference, which will outline the Village's requirements for the detailed design of the station. In establishing the terms-of-reference, the Servicing Officer shall consider those principles outlined in Section 1.1, the Village's operational capacity, and current best practice.

As a minimum, pressure reducing valve stations should be insulated or heated above-ground structures with provisions for sampling and measurements, a PLC-control system, connection to SCADA system, a 24-hr uninterruptible power supply (UPS), and separate rooms for process piping, electrical components, and chemical storage for re-chlorination (if applicable).

3.0 SANITARY SEWERS

3.1 General 22
3.2 Per Capita Flow 22
3.3 Non-Residential Flows 23
3.4 Peaking Factor 23
3.5 Infiltration 23
3.6 Design Flow 23
3.7 Pipe Flow Formulas 24
3.8 Flow Velocities 24
3.9 Alignment 24
3.10 Minimum Pipe Diameter 25
3.11 Minimum Grade 25
3.12 Curved Sewers 25
3.13 Depth 25
3.14 Manholes 25
3.15 Odour Control 26
3.16 Service Connections 27
3.17 Locations and Corridors 28
3.18 Lift Stations 28

3.1 General

Community sanitary sewer system designs, including gravity or pressurized collection piping, lift stations, and treatment facilities, must be prepared under the direction of a suitably experienced professional engineer. The IDCM is not intended to be a substitute for sound engineering knowledge, experience, or judgement. The provisions of the IDCM are to be applied in conjunction with the most current publication of the MMCD Design Guidelines; however, where the provisions of the IDCM are in conflict with the MMCD Design Guidelines, the provision of the IDCM shall take precedence.

Sanitary sewers are intended to convey wastewater only. This includes domestic wastewater flows from standard plumbing fixtures, interior floor drains, approved industrial and commercial wastewater, and unavoidable infiltration. Sanitary sewers are not intended for stormwater, roof drains, footing or building perimeter drains, or groundwater.

In addition to the provisions of the IDCM, community sanitary sewer systems must be designed in accordance with Provincial legislation and regulations, including the *Environmental Management Act,* the *Public Health Act,* and the *Municipal Wastewater Regulation.*

The sanitary sewer system is to be designed using a calibrated sanitary sewer model acceptable to the Servicing Officer unless the Servicing Officer determines the system is not complex. The downstream capacity of the existing system must be confirmed and capable of accepting the proposed flows from the subject development.

3.2 Per Capita Flow

For the design of proposed community sanitary sewer system, a residential per capita average daily dry weather (ADWF) flow of 320 L/c/d should be used for new, fully-metered residential development. For existing or unmetered residential flows, use 350 L/c/d or the observed ADWF for the relevant area contained in the most current *Village of Lions Bay Sanitary Sewer Master Plan*.

In lieu of development-specific information related to unit yield and number of bedrooms, for population estimates by area or unit type, use the population density estimates shown in Table 3.2.A.

Table 3.2.A – Unit and Population Density		
Land Use	*Units per Ha*	*Ppl per Unit*
Single-Family & Duplex Residential	20-34	3.5
Multiplex & Townhouse Residential	38-92	3.1
Apartment Residential	120-225	2.1
Mobile Home Park	25-42	2.5

For calculating residential design population, the number of dwelling units is to be based on the maximum permissible number of units allowed under the Zoning Bylaw for the lots being serviced by the proposed sanitary sewer system, including the potential for multiple dwellings or multiple units on a single lot.

3.3 Non-Residential Flows

Commercial, industrial, and institutional demands are to be determined using specific data related to the development or zoning, if available and as accepted by the Servicing Officer, based on the most current version of the Sewerage System Standard Practice Manual, Non-Residential Average Daily Flow Rate (see Table III-11 in Version 3, 2024) for average daily flows.

In the absence of development-specific data, use the non-residential maximum day flows for fully-metered single-storey building construction shown in Table 3.3.A.

Table 3.3.A – Per Hectare Non-Residential Flows	
Retail Commercial	26,000 L/Ha/day
Service Commercial	52,000 L/Ha/day
Institutional	65,000 L/Ha/day
Low-Use Industrial	45,500 L/Ha/day
High-Use Industrial	100,000 L/Ha/day

3.4 Peaking Factor

For equivalent populations over 1,000 people, use hydraulic modeling software to determine the peak flow; consult the Servicing Officer for calibration based on established diurnal patterns. In the absence of such data or where hydraulic modeling is not warranted, the peaking factor is to be calculated using the design residential population and non-residential equivalent population, using the following equation:

$$PF = 1 + \frac{14}{4 + \sqrt{\frac{P}{1000}}}$$

Where: *PF* is the *Peaking Factor* and
P is the equivalent population of the design service area.

For service areas with an equivalent population less than 100 people, consult the *BC Plumbing Code* to ensure minimum pipe sizes are met to accommodate greater fluctuations in peak flows for surcharging.

3.5 Infiltration

For inflow and infiltration (I&I) allowance in new and existing community sanitary sewer systems, use the greater of 0.12 L/s/ha (10,400 L/ha/d) and the flow determined for nearby localized areas in the most current *Village of Lions Bay Sanitary Sewer Master Plan* for the gross tributary service area.

3.6 Design Flow

Design Flow shall be the Peak Wet Weather Flow (PWWF), calculated as follows:

$$Q_{PWWF} = Q_{PDWF} + Q_{I\&I}$$

Where: Q_{PDWF} is the (Equivalent Population) × (Per Capita Flow) × (Peaking Factor) and

$Q_{I\&I}$ is the flow allowance for inflow and infiltration.

Proposed community sanitary sewer system design flow shall be conveyed by gravity to the existing community sanitary sewer system. Where conveyance solely by gravity to the existing system is not viable, in the opinion of the Servicing Officer, the Servicing Officer may permit the use of lift stations (see Section 3.18) and force mains.

3.7 Pipe Flow Formulas

3.7.1 Gravity Sewers

For design of gravity sewers, use *Manning's Formula* as follows:

$$Q = \frac{A\left(R^{2/3}\right)\sqrt{S}}{n}$$

Where: *Q* is the design flow,
A is the cross-sectional area of the pipe,
R is the hydraulic radius (area/whetted perimeter), and
n is the roughness coefficient.

Use a roughness coefficient, *n*, for PVC mains of 0.013 for long-term capacity and flushing velocity design and 0.011 for peak velocity in steep conditions, unless otherwise accepted by the Servicing Officer.

Pipes shall be designed so that the design flow does not exceed *d/D* of ⅔ (0.67) for pipes 250 mm diameter and less, and *d/D* of ¾ (0.75) for pipes greater than 250 mm, where *d* is the flow depth, and *D* is the pipe internal diameter.

3.7.2 Sewage Pressure Mains

For design of pressure sewers, use the Hazen-Williams formula. Refer to MMCD Design Guidelines, *Section 3.7.2*. A roughness coefficient of 150 for PVC and 120 for PE mains should be used for the purposes of design checks for pipe capacity, flushing velocity, maximum velocity, and pumping capacity in the new and aged condition. Refer to design standards for watermains for additional considerations.

3.8 Flow Velocities

Sewers shall be designed to achieve the following flow velocities:

a. Gravity Sewer Mains: minimum 0.60 m/s at PDWF,
b. Pressure Sewers: minimum 0.75 m/s and maximum 3.5 m/s at standard pump flow rate.

Where design velocities in gravity mains are in excess of 3.0 m/s, consider measures to prevent pipe erosion and movement. Refer to MMCD Standard Drawing G8.

3.9 Alignment

Pipe alignment to be generally parallel with the road centreline and avoid unnecessary deflections. Tracer wire and metallic marking tape is to be provided in statutory rights-of-ways and on irregular alignments. Metallic marking tape, where required, is to be placed at the road subgrade elevation and at least 0.45 m below finished grade.

Except as indicated for curved sewers, horizontal and vertical alignments must be straight lines between manholes for gravity sewers and between defined deflection points for force mains. Deflections at manholes should preferably not exceed 45 degrees and deflections greater than 90 degrees are not permitted.

Force main line and grade requirements are as indicated for watermains. Air release valves are required at high points, with consideration given for odour control.

Where a sewer main crosses private land, right-of-way requirements are as indicated in Section 1.4. Requirements for clearances and crossings are outlined in Section 1.5.

3.10 Minimum Pipe Diameter

Sanitary sewers and services are subject to the minimum nominal pipe diameters shown in Table 3.10.A.

Table 3.10.A – Minimum Pipe Diameters	
Gravity Sewers [1]	200 mm
Sewage Force Mains	75 mm
Service Connections [2]	100 mm

[1] If approved by the Servicing Officer, the diameter of the uppermost section of a residential gravity sewer may be reduced to 150 mm where future extension is not possible.

[2] The greater of 100 mm and the size warranted under the *BC Plumbing Code*.

3.11 Minimum Grade

The minimum grade of gravity sewers is the greater of 0.30% and as required to achieve the minimum flow velocity outlined in Section 3.8, except for the upstream section of a residential sewer serving a design population of 25 or less, in which case, the minimum grade is 1.0%.

Pressurized sewage main (i.e., force main) grades are as indicated for watermains.

3.12 Curved Sewers

Curved sewers should generally be avoided. Vertical curves and pipe bending are not permitted. Where a curved alignment supports the elimination of excessive manholes or the installation of pipe outside the roadway, the Servicing Officer may approve horizontal curves formed using pipe joint deflection under the following criteria:

a. Constant radius throughout the curve,
b. Minimum radius of 60 m,
c. Joint deflection not to exceed 67% of the maximum recommended by the pipe manufacturer,
d. Minimum design velocity of 0.9 m/s under PDWF, and
e. Curve locations and radii to be clearly indicated on design and record drawings.

3.13 Depth

Sanitary sewers must be installed at:

a. a sufficient cover so as to prevent damage from surface loading,
b. a minimum cover of 1.2 m to prevent freezing (measured from surface to top-of-pipe),
c. a sufficient depth to permit gravity service connections to basements,
d. a sufficient depth to permit future extension of the main to service upstream tributary lands,
e. a depth not greater than that which would make open, unshored excavation of the sewer within right-of-way impossible or impractical due to undermining of other utilities, and
f. a maximum depth of 4.5 m.

Where maximum depths would be exceeded to provide gravity service, pumped services may be permitted.

3.14 Manholes

3.14.1 Locations

Manholes are required at least every 150 m and at the following locations:

a. Every change of pipe size or grade;
b. Every change in direction, except for curved sewers in accordance with Section 3.12;
c. Upstream and downstream ends of curved sewers;

d. Every pipe intersection, except as noted in Section 3.16.4; and
e. The upstream end of every sewer line, except as noted in Section 3.14.3.

Avoid placing manhole lids in the wheel path of typical vehicle and cyclist traffic flow.

Manholes in off-road areas or outside right-of-ways must be identified with a steel marker post painted red with an offset dimension noted on the post and be designed with rim elevations above the 1:100 yr HGL and at least 150 mm above the surrounding finished grade.

3.14.2 Hydraulic Details

Design of manholes to include the following details:

a. Crown elevations of inlet sewers shall not be lower than crown elevation of outlet sewers;
b. When connecting a sewer main less than 300 mm in diameter to a sewer main 300 mm in diameter or greater, the invert of the smaller connecting main must not connect lower than at the ¾ (d/D = 0.75) flow depth of the larger main;
c. Service connection inverts must not be lower than the sewer main crown elevation; and
d. Force main discharges to be directed into the receiving manhole outflow pipe, with manhole benching extended a minimum 200 mm above the force main crown.

Minimum drop in invert elevations across manholes shall be as shown in Table 3.14.A.

Table 3.14.A – Minimum Invert Drop Across Manholes	
Straight runs (no deflections)	10 mm
Deflections up to 45 degrees	20 mm
Deflections 45 to 90 degrees	30 mm

Drop manhole and ramp structures should be avoided where possible by steepening inlet sewers and service connections. Where necessary, provide drop structures in accordance with MMCD Standard Drawings and as shown in Table 3.14.B.

Table 3.14.B – Allowable Drop and Ramp Structures	
Invert Difference	***Structure***
Up to 0.25 m	Inside Ramp
0.25 m to 0.90 m	Outside Ramp
Greater than 0.90 m	Outside Drop[1]

[1] Inside Drop structure may be used if specifically approved by the Servicing Officer in retrofit situations only where context makes excavation for an outside drop structure impractical. Inside Drop structures are not permitted for force main connections to manholes.

3.14.3 Temporary Clean-Outs

Temporary clean-outs in accordance with MMCD Standard Drawing S6 may be provided at the terminal sections of a main provided that all of the following conditions are met:

a. Future extension of the main is proposed or anticipated with future development,
b. The length of the sewer to the downstream manhole does not exceed 45.0 m, and
c. The depth of the pipe does not exceed 2.0 m at the terminal point.

3.15 Odour Control

Design of community sanitary sewer systems shall be designed to minimize odour. Proper sizing and hydraulic design of gravity sewers, pump stations, and force mains to minimize turbulence and sewage age will tend to minimize odour generation.

Where design modifications to reduce odour are not practical, odour control strategies must be implemented where any of the following criteria are met, or expected to be met, in the opinion of the Servicing Officer:

a. sewage age exceeds four hours,
b. dissolved total sulphide exceeds a limit of 0.1 mg/L,
c. hydrogen sulfide concentrations exceed 7×10^{-6} mg/m^3 (4×10^{-6} ppm) within a 30-minute averaging period at a distance of 10 m,
d. odour levels exceed 1.0 odour units within a 10-min averaging period at a distance of 10 m during summer conditions with winds between 2-10 km/h, or
e. odour levels exceed 4.0 odour units within a 10-min averaging period at any time, where sewer facilities are closer than 10 m to a house, park, or public walkway.

Odour control strategies, if required, shall be sufficient to reduce odours below the criteria thresholds outline above. For more information, refer to the MMCD Design Guidelines, *Section 3.15*.

3.16 Service Connections

Every legal lot shall be provided with a single, separate service connection. Multiple service connections may be permitted by the Servicing Officer for residential side-by-side duplexes or row housing developments where each unit has a separate title, or upon demonstrated need for commercial or industrial developments where topography makes a single gravity service location impractical.

Unless otherwise accepted by the Servicing Officer, all connections are to serve all plumbing by gravity. Minimum Building Elevations (MBEs) to facilitate sanitary sewer servicing by gravity shall be established at time of Subdivision on all lot grading plans in accordance with this section and Section 4.6. To mitigate risk of flooding, infiltration, and cross-contamination, sanitary sewer servicing may only be provided to the proposed development where the building elevation criteria outlined in Section 4.6 are satisfied.

Pumped connections may be permitted in conjunction with appropriate covenants if service by gravity to a fronting gravity main is determined not to be viable. Where permitted, pumped connections shall terminate at property line into a manhole with gravity flow into the sanitary main; pumped connections will not be permitted to connect directly to a gravity main or force main.

3.16.1 Size

Size services in accordance with the BC Plumbing Code for proposed Developments, subject to the following minimums: 100 mm diameter for residential services servicing up to 4 units and 150 mm for all other services (residential more than 6 units, commercial, industrial, institutional).

The Servicing Officer may restrict services to standard available sizing. Service connections 200 mm in diameter and larger, or longer than 30 m, may be required to be designed as mains at the discretion of the Servicing Officer.

3.16.2 Location

Connections to large lots are to be located generally at the lower portion of each lot. For urban developments, locate connections generally beneath the driveway or, if no driveway, in the centre of the lot. Ensure a minimum of 1.0 m separation between services of different types.

3.16.3 Grade

Minimum grade from property line to sewer main shall be:

a. 100 mm diameter pipe: 2.00%
b. 150 mm diameter pipe: 1.00%
c. Larger sizes shall be designed for a minimum PDWF velocity of 0.75 m/s.

3.16.4 Details

Service connections must connect to a main of equal or greater size. Manholes are required at all services connections that are 300 mm or greater or of equal size to the connecting main. Use standard wye fittings for all other connections to new mains. For connections to existing mains, use wye saddles. Service connection fittings shall be installed at 45 degrees above horizontal; the service centreline must not be below the sewer main centreline.

Service connections should be made to manholes where possible, provided that:

a. The connection is not oriented against the flow of the main (i.e., not more than 90 degrees),
b. Manhole hydraulic and benching requirements are met, and
c. The invert of the service connection enters the manhole at or above the sewer main crown.

Inspection chambers are required on all service connections unless it is a single-dwelling residential service less than 2.5 m long and connects to a manhole.

Inspection manholes in lieu of inspection chambers are required on all industrial and multi-family connections and on commercial connections at the discretion of the Servicing Officer where wastewater characteristics are expected to be atypical.

For a new Development tying into an existing service lateral, an inspection chamber must be installed if no inspection chamber is present. Replacement of the service lateral to the main may be required if, in the opinion of the Servicing Officer upon inspection, the condition of the service lateral is inadequate to service the proposed Development.

Pumped connections to a gravity service may be permitted in conjunction with appropriate covenants. Where permitted, pumped connections shall terminate at property line into a manhole with flow into the sanitary sewer main via gravity service; pumped connections will not be permitted to connect directly to a main.

3.17 Locations and Corridors

Pipe alignment to be generally located along the design road centreline and avoid unnecessary deflections and manholes. Rear yard sewers are not permitted for servicing within new subdivisions and should not be relied upon to service new development unless servicing from a main in a ROW is not viable. Where a sanitary sewer main crosses private land, right-of-way requirements are as indicated in Section 1.4. Requirements for clearances and crossings are outlined in Section 1.5.

3.18 Lift Stations

3.18.1 General

The use of sewage lift stations should be avoided where possible. Any proposed use of a lift station must receive prior approval from the Servicing Officer who shall consider the economic benefit to the utility of providing service.

The following standards are applicable for the design of small to medium submersible sewage lift stations. Larger capacity stations may require additional assessment and design criteria.

3.18.2 Preliminary Design

Prior to commencing detailed design of a sewage lift station, the Developer's Engineer must submit a preliminary design report in general conformance with the MMCD Design Guidelines criteria, to the satisfaction of the Servicing Officer. The preliminary design report must consider the principles outlined in Section 1.1 and address, at a minimum, the applicable design standards and criteria, design objectives and assumptions, and proposed siting, sizing, configuration, and materials.

3.18.3 Capacity

Lift stations shall be supplied with full redundancy for the design pumping capacity of the peak hour wet weather flow rate and shall be designed with consideration for interim vs ultimate demands and average vs peak demands as follows:

a. Sewage pump stations shall be designed to accommodate the projected design flow rate for the existing catchment/initial service area and be expandible to accommodate the design flow rate of the future service area upon full build-out;

b. Submersible pumps shall be provided, each capable of handling the design flow (or collectively able to handle the design flow with one pump out of service where more than two pumps are present); and

c. Emergency storage shall be provided for the greater of 1-hr AWWF in the wet well and 1-hr PWWF in the wet well and influent pipes.

3.18.4 General Design Features

Upon receipt of the preliminary design report submitted by the Developer's Engineer, the Servicing Officer will issue a design terms-of-reference, which will outline the Village's requirements for the detailed design of the lift station. In establishing the terms-of-reference, the Servicing Officer shall consider those principles outlined in Section 1.1, the Village's operational capacity, and current best practice.

As a minimum, sewage lift stations should have provisions for sampling and measurements, a Programmable Logic Controller (PLC)-control system with UPS, connection to SCADA system, backup power generator, odour control, and separate areas for electrical components and chemical storage for odour control.

4.0 STORMWATER MANAGEMENT

4.1 General 30
4.2 Integrated Stormwater Management Plan 30
4.3 Stormwater Management Principles 30
4.4 Stormwater Management Plans 32
4.5 Site and Lot Grading 32
4.6 Building Elevations 34
4.7 Runoff Analysis Method 35
4.8 Rainfall Data 35
4.9 Rational Method 35
4.10 Hydrograph Method 38
4.11 Minor System Design 39
4.12 Major System Design 42
4.13 Surface Flow Capacity 43
4.14 Dike Protection 43
4.15 Runoff Controls 43
4.16 Flow Control Structures 44
4.17 Erosion and Sediment 44
4.18 Drainage Pump Stations 45
4.19 Operation and Maintenance 45

4.1 General

Community stormwater management infrastructure and systems, including storm sewer networks, open channels, culverts, and storage, attenuation, and treatment facilities, must be prepared under the direction of a suitably experienced professional engineer. The IDCM is a minimum standard, may not be appropriate in all contexts, and is not intended to be a substitute for sound engineering knowledge, experience, or judgement. The provisions of the IDCM are to be applied in conjunction with the most current publication of the MMCD Design Guidelines; however, where the provisions of the IDCM are in conflict with the MMCD Design Guidelines, the provision of the IDCM shall take precedence.

4.2 Integrated Stormwater Management Plans

The IDCM should be read in conjunction with the Village's Infrastructure Master Plan (AECOM, 2016), any applicable basin stormwater management plans, and any site-specific stormwater management or control plans for additional design guidance. All developments within the study boundary of a Village-approved stormwater plan or drainage plan must conform to the objectives and recommendations of the approved plan.

Where site-specific or upstream / downstream constraints have been identified, the Developer's Engineer must employ engineering judgement and consider best practice for additional measures to accommodate such constraints in consultation with the Servicing Officer. Site-specific or upstream / downstream constraints may include, but not be limited to, downstream capacity limitations, upstream conveyance accommodation requirements, flood risks, discharge restrictions, or special water quality considerations.

4.3 Stormwater Management Principles

4.3.1 Applicable Regulatory Policies and Guidelines

Stormwater management designs, in addition to the IMP, shall conform to other applicable Village of Lions Bay bylaws and policies, as well as applicable provincial and federal statues and regulations.

Supplementary design guidelines and policies issued by applicable provincial and federal agencies should also be consulted. Refer to the MMCD Design Guidelines, *Section 4.3.1* for a list of several applicable regulatory, policy, and guideline documents. Where applicable federal or provincial statutes, regulations, policies, or guidelines are more stringent than those contained herein, the most stringent requirements shall take precedence.

4.3.2 Objectives

Design of stormwater management systems shall achieve the following objectives:

a. To safely convey runoff from major storm events to a suitable receiving natural water body via the major system of overland or piped conveyance routes, and to ensure that such major flow routes are protected for public use.
b. To safely convey runoff from minor storm events within the minor system, without surcharge, to an adequately sized major system or suitable receiving natural water body.
c. To attenuate and treat runoff from localized catchments at the time of redevelopment such that downstream capacity is not exceeded and downstream quality is not adversely impacted.
d. To preserve existing drainage patterns through development, while minimizing infiltration and protecting riparian habitat and water quality within natural systems.

For more detail on stormwater management objectives, refer to the Village's goals for stormwater management service delivery outlined in the Village's *Integrated Stormwater Management Plan* and the Village's basin-specific ISMPs.

4.3.3 Level of Service

Stormwater conveyance systems shall meet the following levels of service:

.1 Minor System

The *Minor System* consists of enclosed storm sewers (including storm mains and catch basins) and open storm sewers (including local roadside ditches and culverts) and shall be designed to contain, convey, and treat flows up to a minimum 1:10-year return period frequency storm event to reduce the inconvenience of frequent surface runoff.

.2 Major System

The *Major System* consists of surface flood paths, roadways, trunk storm sewers, roadside ditches and culverts for collector and arterial roadways, artificial watercourses, and bypass structures and shall be designed to convey flows up to a 1:100 year return period frequency storm event for most contexts to minimize damage to life and property.

Major watercourses and floodplain floodway crossings (i.e., culverts and bridges) under major arterial roads and provincial highways are to be designed to safely convey design flows up to a 1:200-year return period frequency with a minimum 0.3 m freeboard.

.3 Runoff Control and Treatment

Where storm control is required under the Bylaw:

a. Runoff from development sites shall be captured, stored, and released at a rate that does not exceed the 1:10-year peak discharge rate for the natural condition of the site in a 1:10-yr storm event for the post-development condition.
b. Development sites shall implement treatment systems such that 80% of total suspended solids (TSS) are removed from 50% of the peak 1:2-yr return flows, prior to any discharge into the minor system. A higher standard of treatment may be required for any development

at the discretion of the Servicing Officer in consideration of proximity to sensitive environments and downstream constraints and site-specific SWMPs.

The hillside areas of the Village are not suitable for infiltration; any stormwater infiltration proposal must be carefully considered and evaluated by a geotechnical engineer for local and global suitability.

The presence of an existing Village drainage facility or natural channel does not imply that such is a suitable or adequate point of discharge. Where a receiving minor or major system is not adequately sized to convey post-development flows, the peak run-off rate from a site shall be limited to not exceed the capacity of the receiving system or the receiving system shall be improved. When determining the capacity of the receiving system, the maximum allowable release rate for all sites shall be determined considering an equitable share of capacity for the entire post-development catchment.

See Section 4.15 for runoff control standards.

4.3.4 Climate Change Impact Considerations

The Developer's Engineer is required to consider the impacts of climate change in the design of stormwater management systems. In lieu of detailed analysis for uniform sites with a total catchment and tributary area of less than 10 ha in area, the Developer's Engineer may apply a 15% increase to the current post-development rainfall intensities or use available future IDF curve projections; see Section 4.9.3. For general information on climate-related considerations, refer to Section 1.2.

4.4 Stormwater Management Plans

A Stormwater Management Plan (SWMP) details the proposed stormwater management system for a proposed Subdivision or Development and the impacts on the downstream drainage system. Where a SWMP is required, the submission shall include technical drawings and supporting calculations for all critical design elements. Depending on complexity, the Servicing Officer may require the submission of the SWMP in report format. Submissions should include the following:

a. Design criteria and applicable objectives used to develop the plan;
b. Reference to the Village's Infrastructure Management Plan and any other applicable master drainage or basin plans, watershed plans, or phased master SWMP;
c. Methods and parameters used for hydrological and hydraulic analysis;
d. Detailed design calculations and supporting information for all stormwater management facilities;
e. All tributary areas to the site, with current and future land uses;
f. Pre- and post-development flows entering and leaving the site;
g. Any existing watercourses within or downstream of the site, including environmental classifications and background water quality parameters;
h. Existing contours at appropriate intervals;
i. Proposed lot grading, showing overland flow routes, critical grading points, site perimeter elevations, and site low point(s);
j. Layout of existing drainage conditions and proposed drainage systems;
k. Proposed onsite and offsite source control features to meet water quantity and quality objectives;
l. Location, sizes, design flows, volumes, and capacities of all proposed works;
m. Capacity assessment of the downstream, receiving drainage system;
n. Minor and Major hydraulic grade line elevations of proposed and downstream works;
o. Proposed service connection locations and minimum building elevations (MBEs); and
p. Operation and Maintenance Plan and performance monitoring plan for the proposed onsite stormwater management features;

4.5 Site and Lot Grading

Site and Lot Grading shall typically be designed to match existing elevations at site boundary property lines, provide a defined outlet or low-point from the site, as well as direct water away from structures and pedestrian routes.

Grading designs shall facilitate building elevation requirements as outlined in Section 4.6 while complying with the BC Building Code and the following subsections, as applicable.

4.5.1 General Lot Grading Requirements

Lot Grading plans shall generally conform with the following requirements:

a. To facilitate MBEs and MFEs as outlined in Section 4.6.
b. Maintain positive drainage from the building at a minimum of 1-2% grade, generally for a distance of at least 4 m, and draining water away from all points of the building;
c. Grade lots to drain to an approved municipal drainage system or roadway;
d. Where draining to a natural drainage path is unavoidable, prioritize distributing rather than concentrating flows and ensure adequate water quality and erosion control measures are in place;
e. Avoid drainage across adjacent lots. If cross-lot drainage is unavoidable, provide a swale to intercept flow and direct it to an acceptable location. Cross-lot drainage easements are required where concentrated or altered flows are directed across adjacent lots;
f. Where lots are lower than the adjacent roadways, direct road runoff away from buildable areas and driveways and into an acceptable location; and
g. Building area to have finished grades between -5% to +5%, with a range of -2% to +2% being preferred; the use of retaining walls to establish buildable areas is discouraged.

4.5.2 Lot Grading in Steep Areas

Lot grading in areas of steep slopes, as identified in the Official Community Plan, or as defined as lands that have a natural slope of 20% or greater for a minimum horizontal distance of 10 m, shall conform to the following additional requirements:

a. Every proposed lot shall have sufficient building area for the use intended.
b. Grade lots as close as possible to the existing landscape and minimize the use of large and visually prominent retaining walls; grading should avoid sharp cuts and manufactured appearances with long or wide runs of a uniform grade.
c. Grade lots to integrate or protect unique or significant natural features of the site, such as landforms, rock outcroppings, mature trees and vegetation, drainage courses, hilltops, and ridgelines.
d. Grading of large, flat terraces on hillsides to expand developable area is not permitted.

4.5.3 Retaining Wall Requirements

Retaining walls are subject to the following requirements:

a. The maximum height for an exposed face of a retaining wall is 2.0 m.
b. Where tiered retaining walls are constructed, the horizontal distance between walls shall be no less than the vertical height of the higher of the two walls and the footings of upper-situated walls shall be outside a 1:1 projection of the footings of lower-situated walls.
c. Underground infrastructure should be installed outside the greater of a 1:1 projection line from the toe of any retaining wall and any reinforcing structures integral to the wall, as well as outside steep slope areas. Where installation in these areas is unavoidable, infrastructure must be capable of being maintained and replaced without extraordinary measures.

4.5.4 Regulated Retaining Walls

Regulated Retaining Walls are defined as those to which the *EGBC Practice Guideline: Retaining Wall Designs* applies (i.e., generally those that are greater than 1.2 m in height). Retaining walls located within a 1:1 projection of a building foundation or any municipal infrastructure regardless of height are also considered Regulated Retaining Walls for the purposes of this section.

Regulated Retaining Walls require design by a professional engineer. The following must be submitted to the Servicing Officer prior to granting Design Authorization:

a. Retaining Wall Assurance Statement of Professional Design and Commitment for Field Review (*EGBC Standard Form);*
b. Drawings showing a coordinated site plan and the type, location, extents, and elevations of the wall in plan and profile views, typical wall sections, drainage system, construction details, and any other drawings as may be necessary; and
c. Geotechnical report containing a summary of the site investigation, recommendations for mitigation of any anticipated impacts to adjacent slopes or structures, recommendations for erosion and slope/wall face protection during construction, field review and compaction testing requirements during construction, and recommendations for long-term protection, monitoring, and maintenance of the wall post-construction.

Post-construction and prior to granting of Substantial Performance, the Developer's Engineer shall submit the EGBC Retaining Wall Assurance Statement of Field Review and Compliance form and a monitoring and maintenance plan, if applicable.

4.6 Building Elevations

4.6.1 Minimum Building Elevation (MBE)

The minimum building elevation (MBE) is defined as the elevation of the lowest floor slab in a building or the underside of the floor joists where the lowest floor is constructed over a crawl space or space that is not used for habitation or the storage of goods or equipment damageable by flood waters.

The MBE is to be identified on all Subdivision lot grading plans and shall be the higher of:

a. the elevation determined in accordance with Section 3.16 for sanitary sewer servicing;
b. 0.3 m above the 1:100-yr HGL or, where connected to a storm sewer without backflow prevention, at least 0.60 m above the storm sewer service connection invert, whichever is higher;
c. at least 0.30 m above the established high groundwater elevation; and
d. the flood construction level (FCL), as established in Floodplain Management Bylaw No. 2751, 2021 (as amended or replaced).

To mitigate risk of flooding and cross-contamination, water, sanitary sewer, or storm services may only be provided to a proposed development where the MBE criteria above are satisfied.

A Developer may request consideration by the Servicing Officer for servicing of a structure to be constructed below the high groundwater table. In approving such servicing requests, the Servicing Officer shall ensure the design includes provisions for backflow prevention and eliminating groundwater penetration into the structure, while addressing buoyancy. Such requests may only be granted if a covenant is registered on title to prohibit pumping of groundwater to the Village's storm system, to restrict habitation uses and storage of damageable goods or building life-safety systems below the high groundwater elevation, and to indemnify the Village against flood related damage.

4.6.2 Main Floor Elevation (MFE)

The main floor elevation (MFE) is defined as the uppermost storey having its floor level not more than 2.0 m above existing grade and is used as the primary access to the building from the ground level.

The MFE is to be identified as part of a Subdivision or Building Permit lot grading plan, shall be established at least 0.30 m above the 1:100-yr hydraulic grade line (HGL), and be set such that:

a. Garage elevations comply with applicable driveway grading and lane access requirements outlined in Section 6.14;
b. Site and lot grading requirements as outlined in Section 4.5, including positive drainage from the defined MFE, are achievable; and
c. Retaining walls greater than 1.2 m are not required.

The grading plan may identify a generally acceptable range of variability from the defined MFE, within which the requirements of this section may still be met. If no range is identified, a proposed development may vary the MFE by up to 0.10 m while meeting the requirements of this section, or as otherwise authorized by the Servicing Officer.

4.6.3 Building Foundation Perimeter Drains

Building foundation perimeter drains are not permitted to be connected to a Village storm sewer if installed below the high groundwater table elevation. The high groundwater elevation is defined as the highest observed elevation over the course of a 12-month monitoring period. Permanent or intermittent pumping of groundwater is not permitted to be discharged to the community storm drainage system.

Building foundation perimeter drains installed above the high groundwater elevation may be permitted to be connected to a storm sewer only where the receiving storm system is adequately sized and draining disposal to surface or ground on site is not possible.

Building foundation perimeter drains shall be hydraulically separated from roof downspouts.

4.7 Runoff Analysis Method

The design of storm drainage systems shall be carried out using one of the following methods, as applicable:

4.7.1 Rational Method

The *Rational Method* (see Section 4.9) may be used to calculate peak flows only if the catchment is hydrologically simple and uniform and is less than 10 ha in area for the detailed design of minor drainage systems and for the purpose of computing peak flow rates.

The *Modified Rational Method* (see Section 4.9.5) may be used for sizing of a simple detention system only if the catchment is hydrologically simple and uniform and is less than 0.5 ha in area.

4.7.2 Hydrograph Method

The *Hydrograph Method* (see Section 4.10) should be used to calculate peak flows and storage requirements where use of the *Rational Method* is not appropriate or at the discretion of the Developer's Engineer. Use a SWMM based modeling software, or approved equivalent. Each model must include a level of complexity appropriate for the watershed and the hydrologic processes that are present (i.e., detention, groundwater recharge, evapotranspiration, continuous simulation, etc.).

For both methods, supporting calculations and modeling data are to be submitted with designs.

4.8 Rainfall Data

Rainfall data shall be based on the most current Environment Canada Engineering Climate Dataset for short-duration rainfall Intensity-Duration-Frequency (IDF) statistics for the best-fit location. In lieu site-specific information, rainfall data may be estimated from the Howe Sound – Pam Rocks dataset. See Section 4.9.3 for detailed calculation information.

4.9 Rational Method

The *Rational Method Equation* for calculation of peak flows is as follows:

$$Q = RAIN$$

Where: *Q* is the peak flow in cubic metres per second,
R is the runoff coefficient (*C*) × the adjustment factor (*AF*) as identified in Sections 4.9.1 & 4.9.2,
A is the area of the catchment in hectares,
I is the intensity of rainfall in mm per hour as outlined in Section 4.9.3, and
N is 1/360.

Factors for use in the *Rational Method Equation* are indicated in the subsections below.

4.9.1 Runoff Coefficients

The runoff coefficients shown in Table 4.9.A are for use with the *Rational Method Equation*. These coefficients are for general application where site-specific development data is not yet available.

Table 4.9.A – Runoff Coefficients

Land Use or Surface Condition	*Percent Impervious*	*Minor Storm*	*Major Storm*
Residential (Lots > 0.40 ha)	20	0.35	0.40
Single-Family Residential	45	0.50	0.55
Duplex to 6-Unit Residential	55-85	0.60-0.8	0.85
Townhouse & Apartment Residential	85	0.80	0.85
Institutional (i.e., Halls, Schools)	65-80	0.65-0.75	0.80
Commercial & Industrial	95	0.85	0.90
Natural Grasslands	10	0.15 - 0.20	0.25 - 0.30
Natural Forest	5	0.10 - 0.15	0.15 - 0.30

Values shall be determined by the Developer's Engineer based on site-specific information where available, although should not be less than the indicated values.

Higher values may be applicable in hillside areas that experience rainfall during the winter when the ground is frozen or in areas with seasonal groundwater near the ground surface.

4.9.2 Runoff Coefficient Adjustment Factor

An adjustment factor (*AF*) is to be applied to the runoff coefficient to reflect variations in soil permeability and slope based on the values shown in Table 4.9.B.

Table 4.9.B – Runoff Coefficient Adjustment Factors

Soil Type and Slope	*Adjustment Factor (AF)*
Sandy or gravely soil with flat slope (< 5 %)	0.9
Clayey soil with steep slope (> 5 %)	1.1
Rock	1.1

Soil types and conditions not identified should use an adjustment factor of 1.0.

4.9.3 Rainfall Intensity

Rainfall intensity for the *Rational Method* may be determined using the Howe Sound – Pam Rocks IDF Curve or calculated using coefficient method for the IDF Curve as follows:

$$I = A(T_c)^B$$

Where: *I* is the intensity of rainfall in millimetres per hour,
A and *B* are as identified in *Table 4.9.C* for the appropriate design return period, and
T_c is the duration in hours, equal to the *time of concentration* of the catchment (see Section 4.9.4).

Table 4.9.C - IDF Curve Values						
Return Period (yr)	*2*	*5*	*10*	*25*	*50*	*100*
Coefficient (A)	15.7	22.9	27.5	33.3	37.6	41.9
Exponent (B)	-0.582	-0.641	-0.664	-0.685	-0.696	-0.705

4.9.4 Time of Concentration

The time of concentration for a catchment area is the time required for runoff to flow from the most remote part of the catchment to the discharge point. The time of concentration may include an inlet time and a travel time, and should be calculated as follows:

a. For relatively flat, uniform, natural to suburban catchments, the *Airport Method* as follows may be used to calculate pre- or post- development times of concentration:

$$T_c = \frac{3.26(1.1 - C)L^{0.5}}{S^{0.33}}$$

Where: T_c is the time of concentration, in minutes,
C is the runoff coefficient (maximum 0.65)
L is the travel distance of the longest flow path, in metres (maximum 300 m)
S is the average slope (%) of the longest flow path (maximum 5%)

b. In small urban areas (< 0.2 ha) with direct runoff and where BMPs are not applied, the following post-development times of concentration may be assumed:

Single Family Lot	10 minutes
Multi-Family Lot	8 minutes
Commercial/Industrial/Institutional	5 minutes

c. For larger or irregular urban catchments with formalized channels or piped conveyance systems, the assumed values in (b.) above may be used as an inlet time and *Manning's Formula* (see Section 4.11.2) may be used to estimate travel time through iteration to determine post-development time of concentration. Clearly display calculations in tabular format, showing all input values and iterative steps to optimization; see MMCD Design Guidelines, *Section 4.9.5.*

4.9.5 Modified Rational Method

The Modified Rational Method may be used to estimate storage requirements based on a trapezoidal watershed runoff hydrograph for simple, small, hydraulicly uniform sites with a constant allowable release rate by subtracting the allowable discharge volume from the total rainfall volume over a given storm event as follows:

$$V_i = \frac{T_i(Q_i - Q_0)}{360}$$

Where: V_i is the estimated peak storage volume required for a storm of duration T_i, in m^3
T_i is the duration of a storm event for a given iteration, in minutes ($T_i \geq T_c$),
Q_i is the peak flow of the storm event of duration T_i, calculated using the *Rational Method* for the post-development site condition, and
Q_0 is the allowable release rate, calculated using the *Rational Method* for the pre-development site condition.

The peak storage volume may be determined by iteratively calculating the storage requirements for storms of increasing duration, beginning with a storm duration equal to the post-development time of concentration and increasing at reasonable intervals, until the peak storage requirement is found.

See Section 4.3.3 for minimum storage requirements for post-development sites.

4.9.6 Presentation of Rational Method Design Calculations

Rational Method design calculations are to be clearly tabulated with all necessary input parameters, intermediate calculations, and output values shown; see MMCD Design Guidelines, *Section 4.9.5*.

A Stormwater Management Plan (SWMP) report with drawing(s), as defined in Section 4.4, may be required at the discretion of the Servicing Officer to present the design rationale used to develop the proposed stormwater management system as well as the location and sizes of proposed features.

4.10 Hydrograph Method

The Hydrograph Method shall be used for the design of stormwater management systems and storm sewers where use of the Rational Method is not appropriate.

4.10.1 Model Selection

Selection of software programs must be made in consultation with the Servicing Officer and be capable of analysing the hydrologic characteristics of the watershed and generating runoff hydrographs. Where the Village has modeling data for an existing drainage system, the Village may supply the modeling data on an "as-is" basis for the Developer's Engineer in their preparation of their model; where such modeling data is provided, it is provided for information only and any use or reliance of the data is at the sole risk and responsibility of the Developer's Engineer.

4.10.2 Modelling Parameters

For design purposes, land use data shall be based on the best available post-development conditions as per the Official Community Plan and other pertinent land use information as may be provided by the Servicing Officer. Modelling results should be calibrated using observed rainfall and flow data from the design watershed or a similar watershed, if available. Sensitivity of the model predictions to variations of key parameters must be tested and the findings used to develop realistic and conservative models.

Percent imperviousness can be selected based on values suggested in Table 4.9.A unless more accurate information from air photos or actual site designs are specifically available. Either the Horton or Green-Ampt methods may be used to estimate the infiltration characteristics based on the best available soil conditions information. The parameters must be reflective of the type of soils, ground cover, and typical Antecedent Moisture Condition (AMC) prevalent during the winter season.

A groundwater module should also be included to model the drainage system in areas where shallow groundwater flows are expected. The groundwater module should simulate the rainwater to infiltrate, store, and travel from the subsurface to the storm sewer system via the shallow unsaturated near-ground subsurface zone. The groundwater parameters shall be selected based on the subsurface soil and groundwater conditions, the underlying impermeable layer slope, and the past modelling and calibration experience of the Developer's Engineer and the Servicing Officer for projects with similar subsurface conditions.

4.10.3 Modelling Procedures

Post-development hydrographs shall be generated at key points of the drainage system for a 2-year, 5-year, 10-year, and 100-year design storm with durations of 0.5, 1, 2, 6, 12, and 24 hours, or as necessary to identify the critical storm event(s) to be used in designing the system. Note that the storm duration that generates the critical peak flow may be different from the duration that generates the critical storage volume. Complex systems with interconnected ponds or with restricted outlet flow capacity may require analysis for sequential storm events or modelling with a continuous rainfall record.

Detailed designs must identify the maximum hydraulic grade lines (HGLs) of the minor and major systems, plotted on profiles of the minor and major system components, with comparison to MBEs and MFEs (see Section 4.6) to demonstrate servicing and flood protection constraints.

4.10.4 Presentation of Modelling Results

All digital modelling files must be provided. In addition to the modelling files and the standard requirements of a SWMP, the submission shall also include the parameters and simulation assumptions, schematic diagram of the model, design precipitation details, pre- and post-development hydrographs at key locations, sensitivity analysis of key parameters, and flow exceedance curves for the pre-development, post-development without detention, and post-development with detention, if a detention facility is proposed and continuous modelling is performed. The Servicing Officer may require the SWMP and modelling analysis to be Peer Reviewed at the cost of the Developer, prior to submission.

4.11 Minor System Design

4.11.1 General

Minor system ditches and storm sewers shall be sized to convey the peak flow rate of a 1:10-year storm without surcharging. Ditches are preferred over piped storm sewers, if space permits.

4.11.2 Pipe Capacity

For design of gravity sewers, use *Manning's Formula* as follows:

$$Q = \frac{A\left(R^{2/3}\right)\sqrt{S}}{n}$$

Where: *Q* is the design flow,
A is the cross-sectional area of the pipe,
R is the hydraulic radius (area/whetted perimeter), and
n is the roughness coefficient.

Use a roughness coefficient, *n*, for PVC mains of 0.013 for long-term capacity and flushing velocity design and 0.011 for peak velocity in steep conditions, respectively, unless otherwise accepted by the Servicing Officer. For corrugated pipes and culverts, use 0.024 or as indicated by the manufacturer.

Pipes shall be designed so that the sewer flow does not exceed *d/D* of ⅔ (0.67) for pipes 250 mm diameter and less, and *d/D* of ¾ (0.75) for pipes greater than 250 mm, where *d* is the flow depth, and *D* is the pipe diameter.

4.11.3 Flow Velocities

Sewers shall be designed to achieve the following flow velocities:

a. minimum 0.75 m/s flowing half full,
b. maximum 6.0 m/s flowing at the design pipe capacity.

Where design velocities in sewers are in excess of 3.0 m/s, consider measures to prevent pipe erosion and movement. Refer to MMCD Standard Drawing G8.

Maximum velocity in open channels is 0.5 m/s without provisions for scour and erosion protection.

4.11.4 Ditch Outlets

Ensure exit velocities will not produce scour or damage. Riprap bank protection and, if necessary, energy dissipation facilities shall be provided. Discharge generally at maximum of 45 degrees from stream flow/channel alignment. Outlets to open channels 450 mm in diameter or greater must have a concrete outlet structure with hinged safety grillage and riprap armouring.

All culverts and sewer outfalls shall be designed with provisions to protect children or other unauthorized persons from entering the sewer system. Safety grillage should have vertical bars no more than 150 mm apart, with adequate means for opening, removal, and locking in a closed position. Gratings should be designed to break away under extreme hydraulic loads in the case of blockage.

4.11.5 Ditch Inlets

Ditch inlets to storm sewers must be adequately armoured against scour and erosion. Inlets 450 mm in diameter or greater must have a concrete inlet structure with hinged safety grillage, debris screen, sediment basin, and riprap armouring.

4.11.6 Alignment

Pipe alignment to be generally parallel with the road centreline, offset to provide minimum 1.0 m separation from the sanitary main, located on the opposite side of the sanitary main from the watermain, and to avoid unnecessary deflections. Tracer wire and metallic marking tape is to be provided in statutory rights-of-ways and on irregular alignments. Metallic marking tape, where required, is to be placed at the road subgrade elevation and at least 0.45 m below finished grade.

Except as indicated for curved sewers, horizontal and vertical alignments must be straight lines between manholes. Deflections at manholes should preferably not exceed 45 degrees and deflections greater than 90 degrees are not permitted.

Where a sewer main crosses private land, right-of-way requirements are as indicated in Section 1.4. Requirements for clearances and crossings are outlined in Section 1.5.

4.11.7 Minimum Pipe Diameter

Storm sewers and services are subject to the minimum nominal pipe diameters shown in Table 4.11.A.

Table 4.11.A – Minimum Pipe Diameters

Gravity Sewers	300 mm
Culverts crossing roads[1]	450 mm
Culverts crossing driveways[1]	300 mm
Catch Basin leads (single CB)	200 mm
Catch Basin leads (double CB)	250 mm
Service Connections [2]	150 mm

[1] For culverts conveying minor system flows only. For major system design, see Section 4.12.2.

[2] The greater of that shown and the size warranted under the *BC Plumbing Code*.

Downstream pipe sizes may only be reduced at the discretion of the Servicing Officer where the downstream pipe is 600 mm diameter or larger, increased grade provides adequate capacity, and operational issues are not anticipated.

4.11.8 Pipe Grade

The minimum grade of gravity sewers is the greater of 0.30% and as required to achieve the minimum flow velocity outlined in Section 4.11.3. Where storm sewers are perforated or greater than 525 mm in diameter and intended for groundwater recharge or storage, the minimum grade is 0.20%.

Catch basin leads and service connections should be installed at 2.0% or greater, unless it can be shown that a flushing velocity of 0.75 m/s will be achieved with MAR flows at a reduced grade. The minimum grade for catch basin leads is 0.6%. The minimum grade for service pipe is 1.0%.

Pipes are to be designed with constant grade. Pipes with grades 15% or greater shall have an anchoring system and scour protection. Refer to MMCD Standard Drawing G8.

4.11.9 Curved Sewers

Curved sewers should generally be avoided. Vertical curves and pipe bending are not permitted. Where a curved alignment supports the elimination of excessive manholes or the installation of pipe outside the roadway, the Servicing Officer may approve horizontal curves formed using pipe joint deflection under the following criteria:

a. Constant radius throughout the curve,
b. Minimum radius of 60 m,
c. Joint deflection not to exceed 50% of the maximum recommended by the pipe manufacturer,
d. Minimum design velocity of 0.9 m/s at MAR flows, and
e. Curve locations and radii to be clearly indicated on design and record drawings.

4.11.10 Sewer Depth

Storm sewers must be installed at:

a. a sufficient cover so as to prevent damage from surface loading,
b. a minimum cover of 1.0 m to prevent freezing (measured from surface to top-of-pipe),
c. a sufficient depth to permit service connections to foundation drains, if applicable,
d. a sufficient depth to permit future extension of the main to service upstream tributary lands,
e. a depth not greater than that which would make open, unshored excavation of the sewer within right-of-way impossible or impractical, and
f. a maximum depth of 4.5 m.

4.11.11 Pipe Joints

All pipe joints are to be watertight, including for perforated pipe.

4.11.12 Manholes

Manholes are required at least every 150 m, maximum spacing, and at the following locations:

a. Every change of pipe size or grade;
b. Every change in direction, except for curved sewers in accordance with Section 4.11.9;
c. Upstream and downstream ends of curved sewers;
d. Every pipe intersection, except as noted in Section 4.11.14; and
e. The upstream end of every sewer line, except as noted in Section 3.14.3.

Avoid placing manhole lids in the wheel path of typical vehicle and cyclist traffic flow.

Crown elevations of inlet sewers shall not be lower than crown elevation of outlet sewer.

Minimum drop in invert elevations across manholes shall be as noted in Table 3.14.A.

Drop manhole and ramp structures should be avoided where possible by steepening inlet sewers. Where necessary, provide drop structures in accordance with MMCD Standard Drawings and as noted in Table 3.14.B.

For storm sewers 450 mm diameter and greater, hydraulic losses are to be calculated for manholes with significant change of grade or alignment.

4.11.13 Catch Basins

Catch basins must be provided at regular intervals along roadways, at intersections, and at low points to provide sufficient inlet capacity for the design capacity of the storm sewer. Catch basins shall be provided as follows:

a. To prevent overflow to driveways, boulevards, sidewalks, and private property;

b. To reduce flow over crosswalks and sidewalk letdowns;
c. To avoid low points in curb returns at intersections;
d. To discharge into manholes where possible;
e. At least every 450 sq.m of paved area on roads with grades up to 3%;
f. At least every 300 sq.m of paved area on roads with grades greater than 3%; and
g. Such that the maximum length of lead is 30 m

Catch basins shall include a side inlet for roads with a barrier curb. Double catch basins shall be used at low points and on steep grades.

Where ditch systems are present, provide curb cuts and swales to the ditch system at regular intervals.

Lawn basins shall be provided in landscaped areas where necessary to prevent ponding or flooding of sidewalks, boulevards, driveways, buildings, and yards. Beehive-style grates shall be used where lawn basins may be prone to clogging.

4.11.14 Service Connections

Service connections to community storm ditch systems are only permitted in conjunction with runoff controls in accordance with Section 4.3.3, where onsite storage and controlled release are provided, and downstream capacity is present.

The minimum storm sewer service size is 150 mm and must be provided with an inspection chamber located 300 mm from property line. Storm services must discharge by gravity into the community storm system.

4.11.15 Locations and Corridors

Storm mains and service connections should be located within public road right-of-ways. Side or rear yard sewers are not permitted for proposed subdivisions or development. Where a storm sewer main or overland flow route crosses private land, right-of-way requirements are as indicated in Section 1.4. Requirements for clearances and crossings are outlined in Section 1.5.

4.12 Major System Design

4.12.1 General

The open channel system includes roadways, culverts, bridges, ditches and swales, and natural watercourses. Most open channel systems are designed to convey major event flows but may be applicable for minor system design in rural service areas. Surface flow routing and open channel systems conveying public drainage must be accessible for maintenance and accommodated within the public road right-of-way (preferred) or within a statutory right-of-way on private property. Where a statutory right-of-way is provided, see Section 1.4 for additional requirements.

Design criteria include:

a. HGL is to be at least 300 mm below the MBE of adjacent buildings;
b. Maximum flow depth on roadways with curb is 150 mm,
    i. Flow depth may be raised to 300 mm on arterial roadways where elevated boulevards and walkways are specifically designed to contain major flows within the right-of-way and driveways do not interfere with the flow route;
c. One lane of at least 3.5 m width at the crown of the roadway is to be free from flooding;
d. Where a roadway is used as a major flow path, the road grades are to be designed to accommodate and control the flow at intersections;
e. Flooding is not permitted on private property except flow in defined channels protected under a statutory right-of-way;

f. Overflow routes are required at all sags and low-points in roadways and other surface flow routes; and
g. Major flood routes are required to exit down-slope cul-de-sacs.

4.12.2 Culverts

In sizing culverts, the Developer's Engineer shall determine if inlet or outlet control governs; for inlet control, surcharging shall not exceed the crown height. Culverts crossing arterial-classified roads shall be designed for a minimum 1:200-yr event. All other culverts conveying major flows shall be designed for a minimum 1:100-yr event. The minimum culvert size for culverts conveying major flows is 450 mm.

Inlet and outlet structures are required for all major system culverts. Design considerations are to include sediment and debris capture, maintenance accessibility, energy dissipation, and erosion control. Culverts should be designed to surcharge to maximize channel storage while maintaining a minimum 0.6 m freeboard, with the backwater profile contained within the ditch system and not encumbering properties or roadways.

Discharge to watercourses shall also follow the recommendations of a qualified environmental professional for riparian protection and mitigation measures required for water quality preservation.

Culverts discharging to major waterways should be set above the 1:200 yr flood elevation or include a flap gate to prevent backflow.

4.12.3 Ditches and Swales

Roadside ditches and ditches conveying major flows are to be designed with a minimum 0.6 m freeboard. Ditches should generally be trapezoidal in shape and not triangular, having maximum side slopes of 2.0H:1V, depending on soil characteristics, and a minimum bottom width of 0.5 m. The minimum ditch profile slope shall be 0.5% and have a maximum unlined channel velocity of 0.5 m/s. Higher velocities may be permitted where soil conditions are suitable or where erosion protection is provided. On steep slopes, grade control structures may be used to reduce velocity.

4.13 Surface Flow Capacity

Flow capacity of road surfaces, ditches, and swales can be calculated using the Manning formula outlined in Section 4.11.2. Typical values for the Manning Roughness Coefficient 'n' are:

0.018 for paved roadways,
0.03 for grassed boulevards and swales, and
0.03 to 0.10 for natural, irregular, or treed channels.

Design detail is to include consideration of flow velocities and the potential requirements for erosion control measures. Ditches subject to degradation or change in condition over time should be designed using a low n-value to determine peak velocity and provide the basis for stable channel design but a high n-value to determine ditch capacity and freeboard.

4.14 Dike Protection

Infrastructure, utilities, or structures shall not be installed within a dike footprint. All new structures and utilities must be situated on the land side of a dike and set back at least 7.5 m from the toe of the dike.

4.15 Runoff Controls

A proposed development may implement a wide range of runoff control strategies to meet the level of service requirements outlined in Section 4.3.3. See the MMCD Design Guidelines, *Section 4.15*, for acceptable runoff control strategies, except that:

a. Where drainage is directed to landscaped areas on site, these areas must have a minimum 300 mm depth of amended topsoil.
b. Ponding storage in parking lots is only permitted in rainfall events 1:5-year return period and greater, and must not exceed 300 mm outside vehicle stall areas and 150 mm within vehicle stall areas;
c. Detention ponds are not permitted in hillside contexts or where the facility may become regulated under the *Dam Safety Regulation*;
d. Detention ponds should generally be offline, must be fully accessible for maintenance equipment, and must be provided with an emergency spillway adequate for a 1:100-yr storm event; and
e. Detention pond design criteria to be confirmed with the Servicing Officer prior to commencing preliminary design.

All public facilities must be fully accessible by maintenance equipment within a road right-of-way or utility statutory right-of-way.

4.16 Flow Control Structures

Outlet controls for storage facilities may be designed using the standard orifice and weir equations:

Orifice Equation: $$Q = CA(2gh)^{0.5}$$

Where: *Q* is the design flow,
C is the orifice coefficient (0.62 for sharp or square edge),
A is the cross-sectional area of the orifice opening,
g is the gravitational acceleration (9.81 m/s^2), and
h is the net head on the orifice.

The minimum orifice size shall generally be 100 mm in diameter. Where smaller orifices are required, special provisions are necessary to prevent blockage. Flow control manholes shall be a minimum of 1200 mm diameter.

Weir Equation: $$Q = CL(H)^{1.5}$$

Where: *Q* is the design flow,
C is the weir coefficient
L is the effective length of the weir crest, and
H is the net head on the weir crest.

4.17 Erosion and Sediment Control

A Developer must implement appropriate Erosion and Sediment Control (ESC) measures where the construction of Works and Services may result in erosion or sediment transport within or from the development site or a community storm sewer system, include minor system infrastructure, major flow routes, or natural watercourses. Measures to prevent erosion and limit sediment transport may need to be implemented on a temporary or permanent basis.

Where ESC measures are warranted, the Developer is required to submit an ESC Plan to the Servicing Officer as a condition of Design Authorization. An ESC Plan must be designed, implemented, monitored, and closed out in accordance with the MMCD Design Guidelines and EGBC ESC Practice Guideline. Monitoring records must be made available to the Servicing Officer upon request.

4.17.1 Requirement for Qualified Professional

The Developer must retain a Qualified Professional (P.Eng, P.Geo, RPBio, P.Ag, AScT, CPESC, CISEC or CESCL) responsible for preparing the ESC Plan, overseeing its implementation, completing inspections of ESC facilities on a weekly or as-needed basis, and monitoring the ESC Facilities during significant rain events.

Should a site be determined to be non-compliant, the Professional will be responsible for submitting notification and presenting a remediation plan to the Village within two days of the event.

4.17.2 Level of Service

.1 Water Quality

No Person may cause, or permit another Person to cause, sediment or sediment-laden water to discharge into the storm system or a natural watercourse, with concentrations greater than 75 milligrams per litre (ppm) of total suspended solids (TSS). A sample measuring greater than 60 nephelometric turbidity units (NTU) will be the trigger point where the sample must also be sent to the lab for analysis.

.2 Temporary Measures

Temporary ESC measures must be included for the duration of construction and until vegetation is established. Temporary ESC measures must be overseen by a qualified professional and designed to withstand at least a 1:2-yr rainfall event for single-year construction durations and at least a 1:5-yr rainfall event for construction durations spanning multiple years, including consideration of upstream catchments. The Qualified Professional is responsible to determine the appropriate rainfall intensity for the design of temporary ESC measures.

.3 Permanent Measures

Permanent ESC measures must be included in the design of open channels, overland flood routes, engineered slopes, and as warranted in other situations that are appropriate to the design flows and design life of the infrastructure.

4.18 Drainage Pump Stations

Drainage pump stations are not typically permitted. Where unavoidable, consult with the Servicing Officer for design criteria. Drainage pump stations should be designed with similar considerations as under Section 3.18 to accommodate the projected peak 1:100 yr major flow rate for the future build-out of the catchment.

4.19 Operation and Maintenance

An Operations and Maintenance (O&M) manual must be provided for all runoff control infrastructure, treatment units, and detention facilities or structures. An O&M Manual is to include, but is not limited to:

a. Manufacturer's operation and maintenance information, if using a manufactured unit,
b. An emergency spill abatement plan specific to the site,
c. Schedules, timing, and procedures or removal and proper disposal of captured sediment and oil,
d. Procedures for taking unit offline for maintenance and reactivating unit following maintenance, and
e. Procedures for providing flow conveyance and treatment of runoff while unit is offline for maintenance.

5.0 DISTRICT ENERGY

The provision of District Energy (DE) systems are not a requirement of Subdivision or Development within the Village of Lions Bay. Developers proposing DE systems should consult with BC Hydro and the Village prior to advancing development plans.

Where acceptable to BC Hydro, Village Energy system designs shall be prepared under the direction of a Professional Engineer with appropriate experience, registered and in good standing with EGBC.

The implementation of District Energy systems shall consider appropriate covenants to be registered on title to ensure the long-term economic and technical viability of the system.

Refer to MMCD Design Guidelines, *Section 5.0* for more information.

6.0 TRANSPORTATION SYSTEMS

6.1 General 47
6.2 Road Classifications 48
6.3 Cross-Section Elements 49
6.4 Alignments 49
6.5 Intersections 52
6.6 Roundabouts 53
6.7 Railway Grade Crossings 53
6.8 Traffic Control Devices 53
6.9 Cul-De-Sacs 53
6.10 Traffic Barriers and Clear Zones 54
6.11 Sidewalk and Pedestrian Crossings 54
6.12 Bikeways and Cycling Elements 55
6.13 Transit Facilities 55
6.14 Driveways 55
6.15 Clearances 56
6.16 Underground Utility Locations 57
6.16 Underground Utility Locations 57
6.17 Pavement Structures 57
6.18 Bridges 58
6.19 Hillside Standards 58
6.20 Traffic Calming 59
6.21 Street Parking 60

6.1 General

The design of Highways and integrated transportation system elements, including public roads, streets, and lanes, sustainable transportation facilities such as sidewalks, bike lanes, crossings, pathways, and walkways, as well as transit stops, boulevards, streetlighting, street furniture and all other infrastructure necessary to support the movement of goods and people, must be prepared under the direction of a professional engineer who has the appropriate experience and is registered in good standing with EGBC.

The IDCM is a minimum standard, may not be appropriate in all contexts, and is not intended to be a substitute for sound engineering knowledge, experience, or judgement. Where minimum standards are, in the opinion of the Developer's Engineer or the Servicing Officer, inadequate for a given circumstance, the Servicing Officer may require the Developer's Engineer to submit supporting engineering analysis, including completion of a written design brief or traffic modelling, to establish or justify appropriate design criteria or an alternate solution. In determining an appropriate design solution, the Servicing Officer shall consider how the proposal meets the transportation objectives outlined below, in addition to the considerations outlined in Section 1.1.

The provisions of the IDCM are to be applied in conjunction with the most current publication of the MMCD Design Guidelines; however, where the provisions of the IDCM are in conflict with the MMCD Design Guidelines, the provision of the IDCM shall take precedence.

6.1.1 Transportation System Design Objectives

Highway design practice shall accommodate users of all types, modes, ages, and abilities and shall prioritize safety and accessibility, followed by capacity. Highway designs shall incorporate complete street elements such as traffic calming, accessible design, active transportation, transit facilities, stormwater management, and landscaping within the right-of-way as necessary to support adjacent land uses. The design of Highway infrastructure shall also consider maintenance requirements, longevity, and life-cycle costs in the context of a Village that experiences severe weather conditions across all seasons, in addition to meeting the above objectives.

6.1.2 Other Applicable Standards

Where not otherwise specified in this Bylaw, design direction should be taken from the most current versions of the following standard guides, regulations, legislation, bylaws, and master plans:

a. Federal

TAC (Transportation Association of Canada) - Geometric Design Guide for Canadian Roads;
TAC – Manual of Uniform Traffic Control Devices (MUTCD);
TAC – Canadian Guide to Traffic Calming;
TAC – Canadian Roundabout Design Guide;
TAC – Pedestrian Crossing Control Guide;
TAC – Canadian Road Safety Audit Guide;
TAC – Bikeway Traffic Control Guidelines for Canada;
TAC – Speed Management Guide;
NACTO – Complete Streets Design Guide
Canadian Standards Association (CSA) Accessible Design for the Built Environment; and
Canadian Highway Bridge Design Code.

b. Provincial/Regional

Motor Vehicle Act;
BC MOTI (BC Ministry of Transportation and Infrastructure) – BC Supplement to TAC Geometric Design Guide;
BC MOTI – Supplement to Canadian Highway Bridge Code;
BC MOTI – British Columbia Active Transportation Design Guide;
BC MOTI – Traffic Management Manual For Work on Roadways; and
BC Transit – Infrastructure Design Guidelines;

c. Local

Village of Lions Bay Official Community Plan Bylaw No. 408, 2008;
Village of Lions Bay Zoning Bylaw No. 520, 2017;
Village of Lions Bay Infrastructure Master Plan

6.2 Road Classifications

Highway classifications are based on the Zone of the fronting parcel as identified in Subdivision & Development Servicing Bylaw No. 651, 2025, *Section 2.0*.

Where a proposed Subdivision requires the creation of new Highways, the appropriate classification shall be determined in consultation with the Approving Officer and Servicing Officer.

6.2.1 Classifications

R-1: Local Road – Minor: road shall prioritize direct access to properties. Through traffic is discouraged or prevented. Speeds and vehicle capacity are limited. R-1 roads should service less than 100 units.

R-2: Local Road – Major: road shall prioritize balance direct access to properties while providing increased comfort for through traffic. R-2 Roads should service more than 100 units.

6.2.2 Design and Target Speeds

The design of Highways must consider the design speed of the road as a targeted maximum travel speed of the road. The Developer's Engineer, through the layout of a proposed Subdivision and design of appropriate cross-sectional elements, horizontal and vertical alignments, intersection type and spacing, and incorporation of active transportation and crossing elements, shall consider parameters, components, and design elements conducive to limiting travel speeds to the indicated design speed for the classification and land use context of that Highway.

Limited ability to exceed the design speed should be the inherent result of the geometric design and layout of a proposed Subdivision, with the addition of traffic calming measures being a secondary or reactive measure only. Desired maximum design speeds are provided in Table 6.3.A.

6.3 Cross-Section Elements

Required cross-section elements are identified below in Table 6.3.A.

Table 6.3.A – Typical Cross-Sectional Elements

XS No.	*Description*	*ROW Width*	*Design Speed*[1]	*Asphalt Width*	*Banding Curb*[2]	*Shoulder Width*[3]	*Sidewalk*[4]
R-1	Local Rd – Minor	20.0 m	30 km/h	7.0 m	-	1.5 m	-
R-2	Local Rd – Major	20.0 m	40 km/h	10.0 m	Y	0.3 m	1 Side

[1] Design Speed for lanes to be 20 km/h. Design Speed for R-2 roads may be increased to 50 km/h if context permits.
[2] Banding curb to be 450 mm wide, 300 mm depth concrete, graded flush with edge-of-asphalt at 3% typical to top-of-ditch.
[3] Shoulder to be MMCD Granular Base, graded at 5% typical from edge-of-asphalt, or banding curb, to top-of-ditch.
[4] Sidewalk, of 1.8 m width, to be installed fronting developments with R-2 road frontage. Sidewalk type and location to be determined in consultation with the Servicing Officer. Where attached to road, provide with MMCD C2 Barrier Curb. See Section 6.11.

Overall right-of-way and element widths are subject to change where warranted by engineering analysis to accommodate intersections, lane widths on curves with smaller radii, transit facilities (transit shelters, bus lanes), for other sustainable transportation elements (protected cycling facilities, crossings, landing zones, etc.), or for constructability considerations related to the roadway being adequately supported, protected, or drained (including for rockfall catchment ditches). Also see Section 1.4.

6.4 Alignments

Alignment values shall be in accordance with the TAC Geometric Design Guide for Canadian Roads, unless otherwise noted herein. The IDCM is intended for application in a municipal context and is not appropriate for high-speed design considerations.

The design of alignments should avoid geometric elements at maximum or minimum values unless necessary due to topographic or physical constraints. Combining geometric elements at extreme values, such as a minimum radius of horizontal curvature in conjunction with a maximum grade or minimum K-value vertical curve should also be avoided. Where geometric design elements are proposed at maximum or minimum values, or one element is proposed in combination with another element at an extreme value, the Developer's Engineer should provide supporting justification to address safety concerns, including a thorough analysis of the overall context of the Highway, the anticipated speeds, the effective sight-distances, the appropriate stopping or decision sight-distances,

and any compounding factors such as the presence of vulnerable road users, exposure to winter conditions, and proximity to intersections, crossings, or accesses.

Where alignments may support traffic at a higher speed than the design speed, such as through long tangent sections or overlarge radii, the Developer's Engineer shall provide supporting justification and consider additional design measures to limit excessive speeds and address safety concerns.

6.4.1 Cross-Slopes

.1 Standard Crossfall

All roads shall be designed with a centreline crown. Lanes and private strata roads may be designed with a centreline swale.

The standard crossfall for all roadways is 3.0%. The standard crossfall in constrained conditions may range from 1.5% to 4.0% only upon thorough consideration of the safety implications and in consultation with the Servicing Officer.

.2 Crossfall at Intersections

At intersections, the crossfall of the lower-volume road must be varied to suit the profile of the higher-volume road.

The maximum rate of changing crossfall on approach to intersections or to establish superelevation is 6.0% in 30 m.

.3 Superelevation

Superelevation introduction, transition, and usage should follow guidelines within the TAC Geometric Design Guide and are subject to the maximum values indicated in Table 6.4.A.

Superelevation on approach to and through intersections shall be governed by the maximum allowable grades of the intersecting roads.

In submissions, superelevation designs shall be fully referenced and described for orienting, design review, and constructability.

6.4.2 Horizontal Alignments

The centreline of the roadway shall generally be located along the centreline of the right-of-way.

In submissions, horizontal alignment designs, including road centreline and curb return stationing, shall be fully referenced and described, showing tangent bearings and lengths, arc radii and lengths, with beginning and ending coordinates, taper ratios, property line offsets, and other descriptions as may be necessary for orienting, design review, and constructability.

Horizontal alignments shall follow the parameters outlined in Table 6.4.A.

Table 6.4.A – Horizontal Alignment Parameters

Design Speed	*Acceptable Range of Curve Radii (m) .1*			*Minimum Taper Rate .2*	
	e (±2%)	*e (+2%)*	*e (+4%)*	*Thru Lane Alignment*	*Aux. Lane Development*
20	12-30	12-25	-	10:1	5:1
30	25-60	25-50	-	15:1	5:1
40	55-95	50-80	-	20:1	7.5:1
50	90-165	85-135	80-120	25:1	10:1

.1 Horizontal Curves

The acceptable range of horizontal curvature radii, for given rates of superelevation (*e*), are as shown in Table 6.4.A. For radii less than 60 m, where sightlines are inadequate for stopping sight distances, or where crossfall is superelevated greater than 2%, no parking shall be permitted.

Where a Developer's Engineer proposes a design outside the acceptable range for horizontal curvature radii, they must provide supporting justification and additional design considerations to address safety concerns in the context of the overall corridor.

Reverse curves (s-curves) at or approaching minimum radii should be avoided. Long tangent sections outside urban gridded areas should be avoided for design speeds of 50 km/h or lower.

Where a curve radius approaches or is smaller than the indicated minimums, the Developer's Engineer shall consider expected speeds on approach to the curve and the effective sight-distance relative to the appropriate stopping sight distances; additionally, lane widths shall be determined by turning movements for the appropriate design vehicle.

Where a curve radius approaches or exceeds the indicated maximum, the Developer's Engineer shall consider additional design measures to ensure targeted design speeds are not exceeded. Minimum curve radii should be increased by 10% for every 1% increase in grade over 3%.

.2 Tapers

Narrowing or widening of lane widths or dropping/adding a lane(s) are road characteristics that require appropriate and consistent pavement markings, signing and taper lengths based on speed. Centreline lane alignment and width transitions as well as auxiliary lane development tapers shall be as per principles in TAC Geometric Design Guide and as shown in Table 6.4.A.

6.4.3 Vertical Alignments

In submissions, vertical profiles, including road centreline and curb return stationing, shall be fully referenced and described, showing tangent grades, vertical curve data including beginning, PVI, crest/sag, and ending stationing and elevations, and other descriptions as may be necessary for orienting, design review, and constructability. Vertical alignments shall follow the parameters outlined in Table 6.4.B.

Table 6.4.B - Vertical Alignment Parameters

Design Speed	***Max % Super-Elevation***	***% Grade***			***Minimum K-Values***		
					Crest	***Sag***	
		Min	*Desired Max*	*Max*		***Illuminated***	
						No	*Yes*
20	2.0	1.0	10.0	12.0	2	4	2
30	2.0	0.5	8.0	12.0	3	6	3
40	2.0	0.5	8.0	10.0	4	9	5
50	4.0	0.5	6.0	10.0	7	13	7

.1 Grades

Normal grade limits, excluding intersections, are as shown in Table 6.4.B. Exceeding the desired maximum grade should be restricted to cases where:

a. The desired maximum cannot be obtained due to topographical constraints over short distances, or
b. The geometric design of an intersection can be improved by increasing grade on the lower-classification road to avoid compromising design of the higher-classification road.

The maximum grade of a road on approach to and through an intersection is 8.0%.

Approach distances shall be based on the *functional intersection area*, as defined in TAC Geometric Design Guide, and shall not be less than 15 m.

The maximum grade for a lower-volume road on approach to a stop-controlled intersection shall be 3% for a distance of at least 15 m from the stop location. Through roads at and on approach to intersections should also be reviewed in conjunction with the TAC Geometric Design Guide.

Lanes with normal crown or an inverted crown where a concrete drainage swale is installed may be installed at a reduced minimum longitudinal grade of 0.5%.

.2 Vertical Curves

Vertical curves shall be designed as parabolic curves in accordance with the TAC Geometric Design Guide and are subject to the minimum K-values indicated in Table 6.4.B. The K-value is the ratio of the curve length in meters to the algebraic difference in percent grades.

Changes in grade 2% or greater shall be designed with vertical curves.

Where a Developer's Engineer proposes to use a K-value approaching or below the minimum indicated K-value due to topographical constraints, they shall consider the adequacy of the effective three-dimensional sight-distance relative to the appropriate stopping sight distance.

6.5 Intersections

6.5.1 General

Intersections shall be designed in accordance with TAC Geometric Design Guide, with consideration of the BC Active Transportation Design Guide for integrating active transportation modes.

Intersections shall be design with roads intersecting as close to 90° as possible. The acceptable range of intersection angle is between 70° and 110°, with additional considerations necessary to achieve adequate lane alignment, turning movements, and sight-distances.

The minimum spacing between tee intersections is 60 m. The minimum spacing between four-legged intersections on arterial roads is as required to provide a minimum 40 m of left turn storage with 35 m of transition between storage lanes and an allowance for turning movements.

6.5.2 Curb Returns

Minimum curb return radii are as indicated in Table 6.5.A for standard intersections. Roundabouts require special design to determine curb radii. The Developer's Engineer shall give due consideration to the design vehicles expected to utilize the intersections. Consult with the Servicing Officer to determine appropriate design and control vehicles.

Curb returns should be designed as small as practical to encourage lower speeds in urban contexts. Curb returns located on roads within industrial or commercial areas may require larger radii or compound radii based on turning movements to facilitate truck or bus traffic.

Table 6.5.A - Minimum Curb Return Radii

Classification	***Intersection with:***		
	Local/Frontage	*Collector*	*Arterial*
Lane	3 m	With 3:1 flare to property corners	
Local Road	7 m	9 m	11 m

*Curb return radii at arterial roads and in industrial areas require specific designs taking into account projected volumes, turning movements, truck traffic, and whether turning lanes are provided.

6.5.3 Corner Cuts

Corner cuts must be sufficient to provide a minimum 4 m distance from curb face to property line. Minimum corner cuts are as indicated in Table 6.5.B.

Table 6.5.B - Minimum Corner Cuts

Intersection Type	***Corner Cut[1]***
Lane to Lane	5 m × 5 m
Residential Lane with all other roads	N/A
All other intersections	3 m × 3 m

[1]Intersections in commercial or institutional areas may require special design to determine actual corner cut area.

6.5.4 Left Turn Channelization

Warrants for, and details of, left turn channelization are to be in accordance with the TAC Geometric Design Guide. Left turn bays should be "opposing" style.

Guiding lines should be used in intersections with multiple turn lanes or skewed legs.

6.5.5 Sight Distances

Intersection sight distance must be provided for both the approach and the departure cases at an intersection. Design in accordance with the TAC Geometric Design Guide.

6.6 Roundabouts

Roundabouts should be considered as an alternative to a stop-controlled intersection to improve safety and reduce speeds. Roundabouts should not be considered for intersections with low turning movements or steep topography.

Roundabouts shall be designed in accordance with the TAC Canadian Roundabout Guide and the BC Supplement to TAC, Chapter 740 – Roundabouts. Additional signs and pavement markings for roundabouts to be in accordance with the TAC Manual of Uniform Traffic Control Devices for Canada.

6.7 Railway Grade Crossings

Locations and details of railway grade crossings are subject to requirements included in the TAC Geometric Design Guide and references noted therein. Railway crossing signs shall be in accordance with TAC Manual of Uniform Traffic Control Devices for Canada.

The Developer's Engineer shall comply with all other applicable Federal or Provincial requirements.

6.8 Traffic Control Devices

All traffic control devices, signs, pavement markings, and warrants, shall be in accordance with the TAC Manual of Uniform Traffic Control Devices for Canada, TAC Geometric Design Guide for Canadian Roads, and British Columbia Active Transportation Design Guide.

Traffic signals should be in accordance with Section 8.0. The design of intersection geometrics and underground utilities shall be closely coordinated with signal and lighting designs to ensure that pole locations are optimized and do not conflict with sidewalks, letdowns, or other infrastructure while maintaining accessibility to push buttons where applicable.

All longitudinal pavement markings on non-Local classified roads, all transverse pavement markings (stop bars, cross-walks, etc), and symbols (bike lanes, turn arrows) shall be thermoplastic and in accordance with the Approved Product List Policy. Pavement marking plans must show types, locations, dimensions, and materials of all pavement markings.

6.9 Cul-De-Sacs

A cul-de-sac termination may be provided to discourage through traffic and where further vehicle network connectivity is not warranted. Where a cul-de-sac is provided near an adjacent neighbourhood, an existing or future roadway, park, or natural area, a multi-modal walkway (minimum 6.0 m paved width) shall be provided for connectivity and permeability through neighbourhoods or for access to recreational areas.

The maximum road length for a cul-de-sac, as measured from the edge of the intersecting through road to the centreline of the cul-de-sac bulb, is 150 m. All dead-end roads longer than 90 m shall be provided with a cul-de-sac turnaround. In areas of steep terrain, upon demonstrated need, the Servicing Officer may permit a hammerhead turnaround in lieu of a cul-de-sac; see *BC Supplement to TAC*, *Section 1400* for configuration.

The maximum centreline grade within and on approach to a cul-de-sac is 5% to allow for safe turnaround of operational vehicles. The minimum radius from centre of bulb to edge-of-asphalt is 12.5 m (15.0 m in Industrial areas). Signage for “No-Parking” to be provided within cul-de-sacs.

6.10 Traffic Barriers and Clear Zones

The need for the use of reinforced concrete roadside barriers shall be avoided through the provision of appropriate clear zones with a recoverable fill slope of 4:1 or flatter, as outlined in the *TAC Geometric Design Guide* and *BC Supplement to TAC, Section 600 – Safety Elements*. In areas of steep topography, where appropriate clear zones are not reasonably achievable, in the opinion of the Servicing Officer, roadside barriers shall be provided; consider use of the warrant under *Section 600* of the *BC Supplement to TAC*.

6.11 Sidewalk and Pedestrian Crossings

Appropriate allocation of pedestrian facilities through sidewalk and pedestrian crossings is an important multi-modal consideration as part of the roadway.

6.11.1 Sidewalk

Sidewalk requirements vary by road classification and land use context. Sidewalk locations may be attached to the roadway in conjunction with barrier curb (MMCD Type C2) or separated from the roadway by a ditch or shoulder with banding curb; see Table 6.3.A. Sidewalks should generally be located 0.3 – 0.6 m off property line (separated from the roadway) where space permits.

Typical cross-fall on sidewalks is between 1% and 2%. The maximum cross-fall on a sidewalk is 5% and is only permitted over short distances in constrained situations. Handrails to MMCD Standard Drawing C14 must be installed where the elevation drop, measured 1.2 m from the back edge of the sidewalk, exceeds 0.6 m.

6.11.2 Pedestrian Crossings

Use the TAC Pedestrian Crossing Control Guide to evaluate the warrant for a proposed pedestrian crossing as part of a broader design analysis, which should also include an understanding of existing and future site conditions and context, network connectivity and desire lines, pedestrian and traffic volumes, and pedestrian vulnerability and accessibility.

Pedestrian crossing width may range from a minimum of 2.5 m to as wide as 4.0 m and should generally be 1.45 × the width of the connecting sidewalk. Pavement markings and signage configurations for pedestrian crossings shall be designed in accordance with the TAC Manual of Uniform Traffic Control Devices for Canada. Curb extensions to the edge of the travel lanes should be used where possible to reduce crossing distances.

Wheelchair ramps from sidewalks, medians, and traffic islands to crosswalks must be provided at intersections and multi-use pathways. Include Tactile Walking Surface Indicators (TWSIs) in accordance with CSA B651-18 Accessible Design for the Built Environment for all wheelchair ramps where a higher-level treatment beyond a signed and marked crosswalk is warranted.

6.12 Bikeways and Cycling Elements

Bike lanes are not a standard part of Village typical road sections. Where cycling infrastructure is provided, it shall be designed in accordance with the following guidelines:

- British Columbia Active Transportation Design Guide,
- TAC – Geometric Design Guide for Canadian Roads,
- TAC – Manual of Uniform Traffic Control Devices for Canada, and
- TAC – Bikeway Traffic Control Guidelines for Canada.

6.13 Transit Facilities

Transit facilities, where warranted or desired, shall be provided in accordance with BC Transit Infrastructure Design Guidelines.

6.14 Driveways

Driveways are intended to provide functional access to property while minimizing conflicts and speeds. Opportunities to consolidate driveways with shared access easements should be considered where possible to limit impact to on-street parking and boulevard trees, as well as to minimize conflict points between cyclists and pedestrians in residential or commercial areas.

6.14.1 Access Hierarchy

Driveways must access from an abutting lane if present, or if no lane is present, the fronting road of lowest volume.

6.14.2 Number of Driveways

For ground-oriented residential developments, one driveway per lot is permitted.

For corner lots of ground-oriented multi-unit buildings, a second driveway may be permitted.

Where two or more lots are created with frontage widths less than 16 m, properties shall share a common driveway on the shared property line.

For commercial, industrial, institutional, mixed-use, multi-family, or agricultural developments, only one access is permitted. A second access may be permitted upon demonstrated need, if supported by engineering analysis and acceptable to the Servicing Officer.

6.14.3 Driveway locations:

Driveways shall be located as follows:

a. Driveway locations must achieve adequate sight distances.
b. For ground-oriented residential developments located on corner lots, driveways shall be at least 7.5 m from the property line corner nearest the intersection.
c. For all other developments located on corner lots, driveways shall be at least 15.0 m from the property line nearest the intersection.
d. Driveways shall not be located within 3.0 m of a crosswalk.
e. The minimum distance between driveways on the same property is 3.0 m.
f. Driveways adjacent to interior lot lines shall be no closer than 2.0 m to the lot line.
g. No driveway or boulevard crossing shall be permitted within 1.5 m clear distance from an above ground utility structure or obstacle.
h. Accessory Dwelling Units on residential properties without laneway access shall be accessed off the primary residential driveway.

6.14.4 Driveway widths:

Driveways shall be of minimum and maximum widths as follows:

a. Access to and egress from a lane may be permitted along the entire length of a lot that is abutting a lane.
b. Ground-Oriented Residential zoned developments, the minimum driveway width is 4.0 m in width and the maximum width is 6.0 m, except where multiple driveways are permitted, the maximum width is 4.0 m.
c. Multi-Family Residential, Mixed-Use, and Comprehensive zoned developments and any development in the Urban service area regardless of zone, the maximum driveway width is 7.5 m for a single driveway and 6.5 m for multiple driveways.
d. Commercial and Institutional zoned developments, the maximum driveway width is 7.5 m for a single driveway and 6.5 m for multiple driveways.
e. Industrial and Agricultural zoned developments, the maximum driveway width is 12.0 m for a single driveway and 9.0 m for multiple driveways.
f. Driveways for all other developments must be a minimum of 4.5 m in width for one-way traffic and a minimum of 6.5 m in width for two-way traffic.

Upon consideration of turning movements for an appropriate design vehicle and engineering analysis, the minimum or maximum driveway widths may be modified by the Servicing Officer upon demonstrated need. In varying the maximum driveway width, the Servicing Officer shall also consider impacts to other transportation elements and how those impacts are to be mitigated by the proposed development.

6.14.5 Driveway Grades

Driveway access grades should be designed to permit the appropriate vehicular access for the zone without vehicles "bottoming-out" or "hanging-up". From edge of pavement to property line, driveway grade to match road cross-fall for the first 1.8 m from edge of pavement. If driveway crosses a ditch, a culvert must be installed (see Section 4.12.2)

For the first 10 m onto private property, general limits are outlined in Table 6.14.A.

Table 6.14.A – Driveway Grades (10 m On-Site)

Type	***Grade (%)***				
	Minimum	*Downhill Maximum*	*Preferred Max. (Uphill)*	*Uphill Maximum*	*Maximum Rate of Change*
1-2 Unit Residential	0.5	10.0	10.0	15.0	6% over 6 m
Industrial	0.5	4.0	6.0	8.0	6% over 15 m
All Others	0.5	4.0	8.0	10.0	8% over 15 m

Developments requiring access routes for fire department vehicles must meet the provisions of BC Building Code, Division B, Part 3 for fire access routes, locations, and design.

For driveways with grades over 8%, a driveway plan/profile drawing is required.

6.15 Clearances

6.15.1 Signs and Poles

Utility poles should generally be within 2 m of the property boundary. Where approaching roadway, use the following horizontal clearance from edge of travel lane to edge of utility pole or sign:

- Roadways without curbs: 2.0 m minimum,
- Roadways with curbs (≤ 40 km/h): 0.3 m min, 1.2 m preferred,
- Roadways with curbs (> 40 km/h): 1.2 m min, 2.0 m preferred.

Where providing clearances at or approaching minimum values, the Developer's Engineer shall consider additional safety appurtenances such as poles with break-away or frangible bases and additional warning signage.

6.15.2 Trees

Trees should be planted in locations with adequate clearances to provide sufficient space for canopy spread and for soil volume for the selected species at maturity without conflicting with utilities. Provide root-barrier, placed at backs-of-curbs and edge of sidewalks, where trees are within 3 m of curbs or sidewalks. Where approaching roadways, use the following horizontal clearances:

- Roadways without curbs, from edge of travel lane to tree trunk: 2.0 m minimum.
- Roadways with curbs (< 50 km/h): 0.6 m minimum, 1.0 m preferred, provided tree does not conflict with sidewalk,
- Roadways with curbs (≥ 50 km/h): 2.0 m minimum or 0.6 m beyond the sidewalk.
- Horizontal clearance from edge of driveway or curb return to tree trunk: 3.0 m.

Refer to BC Hydro and other third-party utilities for additional clearance requirements.

6.16 Underground Utility Locations

Underground utility general locations for watermains, sanitary sewer mains, and storm drainage mains within a road right-of way are noted in Sections 2.22, 3.17, and 4.11.6, respectively.

Electrical, communications, and natural gas mains shall be located as close as possible to property lines, within the sidewalk area, avoid boulevards, and be in accordance with any applicable joint-trenching agreements. Vaults and boxes should be located outside sidewalks where possible to limit trip hazards.

Manholes and valve boxes should be clear of wheel paths. All utilities shall be clear of curbs.

6.17 Pavement Structures

6.17.1 General

Pavement design for hot-mix asphalt pavement should be based on past history of successful pavements within the Village of Lions Bay and any design method covered in TAC Pavement Design and Management Guide.

Pavement and mix designs must be confirmed as adequate for the proposed use by a suitably qualified geotechnical engineer and may be required to be submitted to the Servicing Officer ahead of granting Permission to Construct.

The minimum design life for all classifications of roads is 20 years.

6.17.2 Pavement Design

Designs shall consider subgrade soil type, frost susceptibility, moisture conditions, subgrade drainage provisions, Equivalent Single Axle Loads (ESALs), and anticipated traffic conditions.

Where the subgrade soils are classified under the Unified Soil Classification System (USCS) as GM, GC, SM, SC, ML, CL, or OL, the pavement design shall specify the necessary minimum depth of granular material. Minimum pavement depths shall be as required in Section 6.17.3. For areas of frost susceptibility (generally above 25 m geodetic) where the subgrade soil classifications are GM, GC, SM, SC, ML, or CL, the pavement structure should include granular material to a minimum depth of 50% of the depth of frost penetration. Subgrade soils having classifications of OL, MH, CH, OH, and Pt require special design by a suitably qualified geotechnical engineer or removal and replacement with soils having better strength and drainage characteristics.

The traffic evaluation methods presented in the TAC Pavement Design and Management Guide using Annual Average Daily Traffic (AADT) showing various truck type percentages with equivalent truck factors, traffic growth, traffic directional split, and lane distribution for the design lane shall be used. The total traffic loading accumulated over the design life of the road must be expressed as an Equivalent Single Axle Load (80 kN).

Asphalt Mix Design shall be carried out by a laboratory which is certified by the Canadian Council of Independent Laboratories (CCIL) for Marshal Mix Design testing (Type "A" Certification).

6.17.3 Minimum Pavement Structures

Minimum pavement structures for roadways of various classifications are outlined in Table 6.17.A.

Table 6.17.A - Minimum Structure for Asphaltic Concrete Pavement

Road Classification	***Minimum Thickness (mm) for Subgrade Soil Class SC & Better***			***Minimum Thickness (mm) for Subgrade Soil Class ML/CL***		
	Sub-Base	*Base*	*Hot-Mix Asphalt*[1]	*Sub-Base*	*Base*	*Hot-Mix Asphalt*[1]
Highway	Refer to Provincial Standards			Refer to Provincial Standards		
Local	300	150	95	300	150	95
Lane	300	100	75	300	100	75
Pathways and Driveways	150	150	50	175	150	50

[1] Hot-Mix Asphalt thickness greater than 75 mm must be placed in two lifts.

Minimum pavement structures for concrete sidewalks, driveway letdowns, and other Portland Cement concrete pavements are outlined in *Table 6.17.B*. See also the applicable Standard Drawings.

Table 6.17.B - Minimum Structure for Portland Cement Concrete Pavement

Type	***Minimum Thickness (mm)***		
	Sub-Base	*Base*	*PC Concrete*
Sidewalks and Walkways	150	125	120
Mountable Sidewalk	150	150	150
Driveway Letdowns	150	150	150/200[1]

[1] 150 mm for low-density residential, 200 mm for all others and for heavy vehicles

Minimum overlay thickness is three times the maximum nominal aggregate size, but in no case shall be less than 40 mm.

6.17.4 Minimum Design Traffic

The pavement structure shall be designed for the expected traffic volumes and types over the design life of the road and is subject to the following minimum design loading:

- Lanes and R-1 Roads: 2.8×10^4 ESAL
- R-2 Roads: 2.8×10^5 ESALs

6.18 Bridges

Bridges, including culvert structures that span larger than 3.0 m, shall be designed in accordance with the latest version of the Canadian Highway Bridge Design Code CAN/CSA S6, and the BC MOTI Supplement to Canadian Highway Bridge Design Code. Consult with the Servicing Officer to establish design criteria for each structure prior to commencing design.

Bridges shall be designed with a minimum 75-year life span and to BCL-625 Live Loading specifications.

6.19 Hillside Standards

In Hillside contexts were average topography exceeds 20% slope, designs shall consider the following objectives:

a. Accommodation of hillside land development while minimizing environmental impacts such as disturbance of natural slopes, vegetation, and watercourses,
b. Encouragement of low-speed traffic, particularly for local roads,
c. Providing safe, liveable, and functional roads, and
d. Development of site layouts compatible with the above objectives.

6.19.1 Roads

Modification of standard geometric design criteria is generally not appropriate in hillside contexts, given cold climate conditions. However, in consultation with the Servicing Officer, design speeds may be reduced in hillside contexts to address specific hillside objectives.

6.19.2 Network Considerations

In hillside contexts, longer streets may be required to access developable pockets within areas of steep terrain and it may not be possible to provide connectivity at each end of a street. In lieu of a formalized neighbourhood fire protection and evacuation plan that may support a road network with higher densities, hillside roads are subject to the following minimums, adapted from *NFPA 1140 Standard for Wildland Fire Protection (2022), Chapter 11 – Means of Egress* and BC Supplement to TAC, Chapter 1400 – Subdivision Roads:

a. A cul-de-sac is required at the terminus of all roads longer than 90 m in length;
b. An emergency egress lane or local road providing a functionally distinct connection to a collector (or higher) classified road is required within 150 m of the terminus of roads up to 360 m in length and capable of serving no more than 100 units.
c. Areas or road segments capable of serving more than 100 units must provide a looped local road connection to a higher classified road at least every 360 m. For clarity, an area servicing between 100-600 units must have two functionally distinct routes in and out of the area.
d. Areas capable of serving more than 600 units must provide three functionally distinct connections to an arterial classified road. Of the three connections, only one may be an emergency egress lane. For clarity, an area serving more than 600 units must have three functionally distinct routes in and out of the area.

In assessing the maximum number of units, the build-out potential under the allowable zone shall be considered, including the potential for suites, carriage houses, and multi-family buildings. For non-residential traffic, a trip generation assessment should be completed and converted to a residential equivalent for the purpose of assessing total unit build-out potential.

6.20 Traffic Calming

Traffic calming provides a standardized approach to challenges associated with maintaining the appropriate traffic volumes and speeds for specific road classifications. In some cases, increased volumes and speeds may result from road users navigating around areas of congestion or moving more rapidly through a particular road to get to a destination.

In these cases, engineered physical measures to ‘calm’ traffic may be warranted if network modifications and intersection controls are not adequate or viable. The design of traffic calming measures shall be consistent with the TAC Canadian Guide to Neighbourhood Traffic Calming. The use of traffic calming measures shall be considered within the context of the neighbourhood, to ensure short-cutting traffic is not moved from one neighbourhood street onto another.

See MMCD Design Guidelines, *Table 6.20* for a summary of commonly used treatments for traffic calming, with the following considerations around the use of vertical deflections:

- No vertical deflections permitted where transit routes are present or where a road is the only/primary access to a neighbourhood for emergency vehicles.
- No vertical deflections permitted on roads with grades >6%.
- In rural or industrial areas, consideration for heavy truck activities may limit the use of vertical deflection.

6.21 Street Parking

The design of appropriate street parking geometry enables access to surrounding areas while maintaining the appropriate traffic throughput of the roadway.

Parking shall be restricted where noted in Sections 6.4.2.1 and 6.9 where horizontal radii, grades, sight-lines, intersections, driveways, hydrants, or other facilities are a factor.

7.0 STREET LIGHTING

The design of roadway lighting, including lighting of streets, sidewalks, crosswalks, intersections, walkways, and tunnels, must be prepared under the direction of a suitably qualified professional engineer with experience in street lighting design and the Canadian Electrical Code (CEC).

Design of street lighting is to be in accordance with the MMCD Design Guidelines and ANSI/IES RP-8-21.

8.0 TRAFFIC SIGNALS

Traffic signals shall only permitted with the consent of the Provincial Ministry of Transportation, where the Ministry is responsible for operations and maintenance. The design of traffic signals shall follow the Provincial Ministry of Transportation standards.

PART 2

CONSTRUCTION STANDARDS

9.0 STANDARD SPECIFICATIONS AND DRAWINGS

9.1 MMCD 2019 Edition, Volume II

Works and Services shall be constructed in strict conformance with the specifications and standard drawings contained in the MMCD 2019 Edition, Volume II - General Conditions, Specifications and Standard Drawings unless modified by an MMCD Supplementary Update or a Supplemental Specification.

9.2 MMCD Supplementary Updates

Supplementary Updates issued by the MMCDA take precedence over the MMCD 2019 Edition, Volume II Standard Specifications and Drawings but do not take precedence over Village Supplemental Specifications and Drawings.

Supplementary updates can be found at https://www.mmcd.net/resources/supplementary-updates/.

9.3 Supplementary Specifications and Drawings

Village of Lions Bay Supplementary Specifications and Drawings are contained in Section 10.0 and supersede MMCD Supplementary Updates and MMCD 2019 Edition, Volume II Standard Specifications and Drawings.

9.4 Approved Products List

The Approved Products List outlines approved infrastructure types, materials, components, and other appurtenances that must be installed, where suitable, as part of Village-owned Works and Services.

The Village of Lions Bay Approved Products List is contained in Section 11.0.

10.0 SUPPLEMENTAL SPECIFICATIONS AND DRAWINGS

The Village of Lions Bay Supplemental Specifications and Drawings are to be read in conjunction with the MMCD 2019 Edition, Volume II Standard Specifications and Drawings. The Village of Lions Bay Supplemental Specifications supersede the MMCD 2019 Edition, Volume II Standard Specifications and Drawings.

10.1 Supplementary Specifications

No Supplemental Specification are currently in force as of 2025-09-02

10.2 Supplementary Drawings

No Supplemental Drawings are currently in force as of 2025-09-02

11.0 APPROVED PRODUCTS LIST

The purpose of the Approved Products List is to ensure high-quality, long-lasting infrastructure that supports consistent service delivery through standardized products that are available, maintainable, and replaceable.

11.1 Administration

Where an approved product is not suitable for a given context, the Developer's Engineer is responsible to ensure that a suitable alternative is specified for use, to the satisfaction of the Servicing Officer.

Any use of an alternate product requires the prior approval of the Servicing Officer, who shall not grant approval until the Developer's Engineer has made a written request that certifies the technical and operational equivalencies of the alternative product and the Servicing Officer is satisfied that:

a. the Village is able to readily stock the alternative product at a competitive cost,
b. the manufacturer has a reliable track record,

c. the Village has the necessary training and equipment to service the product, and
d. that the use of the product would be of benefit or neutral impact to the Village.

11.2 Approved Products

The following products are approved for use within the Village of Lions Bay. Where the approved products list does not contain an approved product for a specific application, the Developer's Engineer must provide the Servicing Officer with information outlined in Section 11.1 if requested.

11.2.1 Water Distribution

All products to conform to the applicable standards (CSA, AWWA, etc) as noted in the MMCD Specifications for Watermains.

Item	Type	Material	Manufacturer	Make/Model	Size Range	Comments/ Conditions	Date Approved
1.0	***Watermains & Service Pipe***						
1.01	Service Pipe	Copper	-	-	19 mm, 38 mm		
1.02	Service Pipe	HDPE			50 mm, 75 mm		
1.03	Water Meters	-	Neptune	TBD			

11.2.2 Sanitary Sewers

No product restrictions currently in force.

11.2.3 Stormwater Management

No product restrictions currently in force.

11.2.4 Transportation Systems

No product restrictions currently in force.

11.2.5 Street Lighting

No product restrictions currently in force.

11.2.6 Traffic Signals

No product restrictions currently in force.

SCHEDULE A

Forming Part of the Application & Submissions Standards Policy
For Subdivision & Development Servicing Bylaw No. 651, 2025

City File Number

CONFIRMATION OF COMMITMENT BY OWNER AND COORDINATING PROFESSIONAL REGISTRANT

Notes: (i) This letter must be submitted before issuance of the *Notice to Proceed with Construction*.
(ii) In this letter the words in italics have the same meaning as in Subdivision & Development Servicing Bylaw No. 651, 2025 or Engineers and Geoscientists BC Bylaws and Quality Management Guidelines.

To: The Village of Lions Bay
Attn: Servicing Officer

Re:

(Name of Project)

(Address of Project)

(Professional's Seal and Signature)

(Date)

The undersigned has retained _____ as the coordinating *Professional Registrant* to coordinate the design work, *Field Reviews,* and preparation of *Final Design Drawings* of the registered *Professionals of Record* required for this project. It is the responsibility of the coordinating *Professional Registrant* to ascertain which registered *Professionals of Record* are required, and to initial each Schedule B. The coordinating *Professional Registrant* shall coordinate the design work and *Field Reviews* of the registered *Professionals of Record* required for the project in order to ascertain that the design will substantially comply with Village of Lions Bay Subdivision, Development and Servicing Bylaw No. 651, 2025 (herein "SDS Bylaw 651") and other applicable enactments and that the construction of the project will substantially comply with SDS Bylaw 651 and other applicable enactments, excluding construction safety aspects.

> "*Field Reviews"* are defined in Quality Management Guides, Guide to the Standard for Documented Field Reviews During Implementation or Construction, published by Engineers and Geoscientists BC (EGBC) as reviews conducted by *Professional Registrants*, or by *Subordinates* acting under *Professional Registrants' Direct Supervision*, at the site of the implementation or construction of professional engineering or professional geoscience work, that *Professional Registrants* in their professional discretion consider necessary to ascertain whether the implementation or construction of work substantially comply in all material respects with professional engineering or professional geoscience concepts or intent reflected in the *Documents* prepared for such work.

The *Owner* and the coordinating *Professional Registrant* have read the SDS Bylaw 651. The *Owner* and the coordinating *Professional Registrant* each acknowledge their responsibility to notify the addressee of this letter of the date the coordinating *Professional Registrant* ceases to be retained by the *Owner* before the date the coordinating *Professional Registrant* ceases to be retained or, if that is not possible, then as soon as possible. The coordinating *Professional Registrant* acknowledges the responsibility to notify the addressee of this letter of the date a registered *Professional of Record* ceases to be retained before the date the registered *Professional of Record* ceases to be retained or, if that is not possible, then as soon as possible.

The *Owner* and the coordinating *Professional Registrant* understand that where the coordinating *Professional Registrant* or a registered *Professional of Record* ceases to be retained at any time during construction, work on the above project will cease

SCHEDULE A

Forming Part of the Application & Submissions Standards Policy
For Subdivision & Development Servicing Bylaw No. 651, 2025

City File Number

until such time as

(a) a new coordinating *Professional Registrant* or registered *Professional of Record*, as the case may be, is retained, and

(b) a new letter in the form set out in Schedule A or in the form set out in Schedule B, as the case may be, is filed with the Village of Lions Bay to the attention of the *Servicing Officer*.

The undersigned coordinating *Professional Registrant* certifies that he or she is a *Professional Registrant* as defined in the *Professional Governance Act*, and agrees to coordinate the design work, *Field Reviews,* and preparation of *Final Design Drawings* of the registered *Professionals of Record* required for the project as outlined in each attached Schedule B.

Coordinating Professional Registrant

(Name)

(Firm Name)

(Address)

(Address)

(Phone Number)

(Email Address)

(Professional's Seal and Signature)
(Permit to Practice)

(Date)

Owner

(Contact Name)

(Company Name)

(Address)

(Address)

(Phone Number)

(Email Address)

(Date)

Owner's or Owner's appointed agent's signature. (If *Owner* is a corporation, the signature of a signing officer must be given here. IF the signature is that of an agent, a copy of the document that appoints the agent must be attached.)

SCHEDULE B

Forming Part of the Application & Submissions Standards Policy
For Subdivision & Development Servicing Bylaw No. 651, 2025

ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW

Notes: (i) This letter must be submitted before issuance of the *Permission to Construct*. A separate letter must be submitted by each registered *Professional of Record.*

(ii) In this letter the words in italics have the same meaning as in Village of Lions Bay Subdivision & Development Servicing Bylaw No. 651, 2025 or Engineers and Geoscientists BC Bylaws and Quality Management Guidelines.

To: The Village of Lions Bay
Attn: Servicing Officer

Re:

_____ _____
(Name of Project) VLB File Number

_____
(Address of Project)

The undersigned hereby gives assurance that the design of the

(Initial those of the items listed below that apply to this registered *Professional of Record*. All the disciplines will not necessarily be employed on every project.)

_____ **CIVIL**
_____ **TRANSPORTATION**
_____ **GEOTECHNICAL**
_____ **STRUCTURAL**
_____ **MECHANICAL**
_____ **CIVIL-ELECTRICAL**
_____ **ELECTRICAL**
_____ **ENVIRONMENTAL**

(Professional's Seal and Signature)

_____
(Date)

components of the plans and supporting documents prepared by this registered *Professional of Record* in support of the application for construction of Works and Services as outlined below substantially comply with the Subdivision & Development Servicing Bylaw No. 651, 2025 and other applicable enactments, except for construction safety aspects.

The undersigned hereby undertakes to be responsible for *Field Reviews* of the above referenced components during construction, as indicated on the ''Summary of Design and Field Review Requirements" below.

The undersigned hereby undertakes to be responsible for the preparation of *Final Design Drawings* as may be required under Subdivision & Development Servicing Bylaw No. 651, 2025.

_____
(CRP's Initials)

Schedule B - *Continued*

VLB File Number

Discipline

The undersigned also undertakes to notify the *Servicing Officer* of the Village of Lions Bay in writing as soon as possible if the undersigned's contract for *Field Review* or preparation of *Final Design Drawings* is terminated at any time during construction.

I certify that I am a *Professional Registrant* as defined by Engineers and Geoscientists BC.

(Name)

(Firm Name)

(Address)

(Address)

(Phone Number)

(Email Address)

(Professional's Seal and Signature)
(Permit to Practice)

(Date)

Note: The above letter must be signed by a registered *Professional of Record*, who is a *Professional Registrant* in good standing with EGBC, employed by a *Registrant Firm* in good standing with a *Permit to Practice*.

(CRP's Initials)

Schedule B - *Continued*

VLB File Number

Discipline

SUMMARY OF DESIGN AND FIELD REVIEW REQUIREMENTS

(Initial applicable discipline below and cross out and initial only those items not applicable to the project.)

_____ CIVIL

1.1 Water network supply and pressure control facilities
1.2 Water distribution system sizing, pressure class, and material
1.3 Watermain alignment, cover, and separation clearances
1.4 Watermain appurtenances and thrust restraint
1.5 Fire hydrant locations and spacing
1.6 Watermain flushing, pressure testing, disinfection, bacteriological testing, and tie-ins
1.7 Sanitary sewer system sizing, pressure class, and materials
1.8 Sanitary sewer main alignment, cover, and grades
1.9 Sanitary sewer testing and CCTV
1.10 Sanitary sewer system downstream pumping facilities
1.11 Storm sewer system sizing, pressure class, and materials
1.12 Storm sewer main alignment, cover, and grades
1.13 Storm sewer testing and CCTV
1.14 Stormwater management, attenuation, storage, and treatment
1.15 Overland flood routing
1.16 Erosion and sediment control – temporary
1.17 Erosion and sediment control – permanent

_____ TRANSPORTATION

2.1 Classification and cross-section elements
2.2 Alignment and geometrics
2.3 Emergency and operational vehicle egress and turnarounds
2.4 Active transportation and accessibility
2.5 Transit facilities
2.6 Intersection alignment and movements
2.7 Sight lines, stopping and decision sight distances
2.8 Traffic control, intersections and crossings, pavement markings and signage
2.9 Traffic signal configuration, phasing, and timing

_____ GEOTECHNICAL

3.1 Bearing capacity of the soil
3.2 Infiltration capacity of the soil
3.3 Temporary excavations and slopes
3.4 Temporary construction dewatering
3.5 Backfill and imported materials
3.6 Compaction of native and engineered fill
3.7 Permanent groundwater management
3.8 Permanent slope stability

(Professional's Seal and Signature)
(Permit to Practice)

(Date)

(CRP's Initials)

Schedule B - *Continued*

VLB File Number

Discipline

_____ CIVIL-ELECTRICAL

4.1 Conduit alignment, cover, materials, and clearances
4.2 Testing of conduit installation
4.3 Siting of structures, vaults, and kiosks
4.4 Streetlight ducting, bases and poles
4.5 Traffic signal kiosks, bases, and poles
4.6 Review of all applicable shop drawings

_____ ELECTRICAL

5.1 Streetlighting illumination, power supply, and control systems
5.2 Traffic signal programming, power supply, and control systems
5.3 Facility programming, power supply, and control systems
5.4 Review of all applicable shop drawings
5.5 Operations and maintenance manuals for programming and control systems

_____ STRUCTURAL

6.1 Regulated retaining walls
6.2 Structural aspects of structure footings and foundations
6.3 Structural capacity of bridges, culverts, or other structures
6.4 Review of all applicable shop drawings
6.5 Independent review of structural designs

_____ MECHANICAL

7.1 Water network supply and pressure control facilities
7.2 Sewer pumping facilities
7.3 Functional testing facility process piping
7.4 Operations and maintenance manuals for mechanical systems
7.5 Review of all applicable shop drawings

_____ ENVIRONMENTAL

8.1 Works in and about a stream
8.2 Restoration of disturbed areas
8.3 Stormwater discharge quality

(Professional's Seal and Signature)
(Permit to Practice)

(Date)

(CRP's Initials)

SCHEDULE C-A

Forming Part of the Application & Submissions Standards Policy
For Subdivision & Development Servicing Bylaw No. 651, 2025

ASSURANCE OF COORDINATION OF PROFESSIONAL FIELD REVIEW

Notes: (i) This letter must be submitted after completion of the project but before *Substantial Performance* is issued.
(ii) In this letter the words in italics have the same meaning as in Village of Lions Bay Subdivision & Development Servicing Bylaw No. 651, 2025 or Engineers and Geoscientists BC Bylaws and Quality Management Guidelines.

To: The Village of Lions Bay
Attn: Servicing Officer

Re: _____ VLB File Number

_____ (Name of Project)

_____ (Address of Project)

(The coordinating *Professional Registrant* shall complete the following:)

_____ (Name)

(Professional's Seal and Signature)

_____ (Firm Name)

_____ (Date)

_____ (Address)

_____ (Phone Number & Email Address)

I hereby give assurance that:

(a) I have fulfilled my obligations for coordination of *field reviews* of the registered *Professionals of Record* required for the project as outlined in Engineers and Geoscientists BC's "Quality Management Guidelines – Guide to the Standard for Documented Field Reviews During Implementation or Construction" and in the previously submitted Schedule A - Confirmation of Commitment by Owner and by Coordinating Professional Registrant;

(b) I have coordinated the functional testing of all necessary components of the project to ascertain that they substantially comply in all material respects with
   i. the applicable requirements of Subdivision & Development Servicing Bylaw No. 651, 2025,
   ii. the applicable requirements of any other codes, standards, or regulations, and
   iii. the plans and supporting documents submitted in support of the application for Permission to Construct;

(c) I have coordinated the *field reviews* to ascertain that the project substantially complies in all material respects with
   i. the applicable requirements of Subdivision & Development Servicing Bylaw No. 651, 2025,
   ii. the applicable requirements of any other codes, standards, or regulations, and
   iii. the plans and supporting documents submitted in support of the application for Works and Services Permit;

(d) I am a *Professional Registrant* as defined by Engineers and Geoscientists BC.

SCHEDULE C-B

Forming Part of the Application & Submissions Standards Policy
For Subdivision & Development Servicing Bylaw No. 651, 2025

CONFIRMATION OF PROFFESIONAL FIELD REVIEW AND COMPLIANCE

Notes: (i) This letter must be submitted after completion of the project but before *Substantial Performance* is issued. A separate letter must be submitted by each registered *Professional of Record.*
(ii) In this letter the words in italics have the same meaning as in Village of Lions Bay Subdivision & Development Servicing Bylaw 651, 2025 or Engineers and Geoscientists BC Bylaws and Quality Management Guidelines.

To: The Village of Lions Bay
Attn: Servicing Officer

Re: _____ VLB File Number

_____ (Name of Project)

_____ (Address of Project)

(The coordinating *Professional Registrant* shall complete the following:)

_____ (Name)

(Professional's Seal and Signature)

_____ (Firm Name)

_____ (Date)

_____ (Address)

_____ (Phone Number & Email Address)

I hereby give assurance that:

(a) I have fulfilled my obligations for coordination of *field reviews* of the registered *Professionals of Record* required for the project as outlined in Engineers and Geoscientists BC's "Quality Management Guidelines – Guide to the Standard for Documented Field Reviews During Implementation or Construction" and in the previously submitted Schedule B – Assurance of Professional Design and Commitment for Field Review and

(b) The components of the project opposite my initials in Schedule B substantially comply in all material respects with
   i. the applicable requirements of Subdivision & Development Servicing Bylaw No. 651, 2025,
   ii. the applicable requirements of any other codes, standards, or regulations, and
   iii. the plans and supporting documents submitted in support of the application for Works and Services Permit;

(c) I have prepared *Record Drawings* incorporating all change orders and material design changes brought to my attention and certify the information contained in the *Record Drawings* provides an as-constructed system which substantially complies in all material respects with the authorized design, to the best of my knowledge.

(d) I am a *Professional Registrant* as defined by Engineers and Geoscientists BC.

STAFF REPORT

DATE:	2025-09-11	**FILE:**	CAO-2025-016
TO:	Council		
FROM:	Ross Blackwell, MAP, MCIP, RPP, CAO		
RE:	**DRAFT GARBAGE AND RECYCLING COLLECTION BYLAW NO. 455, 2013, AMENDMENT BYLAW NO. 652, 2025**		

Click or tap here to enter text.

PURPOSE:

The purpose of this report is to present proposed amendments to *Garbage and Recycling Collection Bylaw No. 455, 2013*, for Council consideration. The amendments aim to clarify obligations of residents, establish operational standards for garbage, recycling, and green waste collection, and enhance enforceability to support public health, and wildlife management in a manner that seeks to find a balance between convenience for residents and functional requirements of the municipality.

BACKGROUND:

The matter of proposed Bylaw amendments was first brought to Council in March 2025 for discussion and consideration. At that time, Council provided no direction regarding the proposed changes.

In July 2025, Council directed staff to bring forward a series of specific revisions for Council's consideration. The proposed amendments address:

- Obligations of residents regarding garbage, recycling, and green waste containment
- Operational parameters for collection services
- Enforcement mechanisms for non-compliance

These revisions are intended to ensure safe, convenient, and efficient waste management operations while mitigating risks associated with wildlife interference and environmental hazards. In addition, staff have included additional language to improve the functionality of the *Bylaw* and to improve the text used in the Bylaw drafting.

DISCUSSION:

Key Proposed Amendments:

1. Obligations of Residents / Collection of Garbage

a) Section 5: Strengthened the language pertaining to garbage receptacles to ensure sanitation and prevent wildlife access.
b) New provisions added: prohibiting liquids in containers,
c) Sections 7–11: Clarified placement, timing, and preparation requirements for all waste types, with the removal of the reference to low and high wildlife activity.
d) New provision: residents responsible for lawful disposal of materials not considered garbage under *Bylaw* limits.

2. Service Provided by the Municipality

a) Section 16: Clarified collection scheduling, including bi-weekly garbage collection and weekly recycling and green waste collection.
b) New provisions: revised municipal food waste, garbage and recycling provisions.

3. Enforcement Provisions

a) Section 33: Increased fines for contraventions to a maximum of $2,000 plus associated prosecution costs.
b) New sections added:
    - Non-compliant containers will not be collected, with informational tags left by collection staff.
    - Authorized municipal officials may enter properties to ensure compliance.
    - It is unlawful to obstruct officials in their duties.
    - Provisions are severable, and enforcement may occur via tickets or bylaw notices.
    - Each day of continued non-compliance constitutes a separate offence.

4. Administrative Adjustments

a) Bylaw renumbered to reflect additions and deletions.
b) Struck-out text removed, and italicized text added as per proposed amendments.

These changes align the *Bylaw* with contemporary operational standards, seek to strike the balance with public convenience, and provide clear authority for Bylaw enforcement. Further revisions can be considered by Council at a later date if deemed necessary.

FINANCIAL IMPLICATIONS:

Increased enforcement capacity may incur additional operational costs, including staff time for inspections and issuance of notices or tickets. However, improved compliance may reduce costs associated with wildlife-related damage and waste management inefficiencies.

Costs associated with bylaw amendment (printing, communications, and public notifications) are anticipated to be minimal and manageable within existing operational budgets.

LEGAL IMPLICATIONS:

The amendments strengthen enforceability under the municipal *Bylaw Notice Enforcement Bylaw No. 385, 2006*. Compliance with provincial statutes regarding waste management, wildlife management, and municipal authority is better facilitated.

OPTIONS:

Council may consider the following options:

1. Approve the amendments as proposed – implement revised *Bylaw* with strengthened resident obligations, operational standards, and enforcement provisions.
2. Modify the proposed amendments – direct staff to adjust specific sections before adoption.
3. Do not adopt amendments – maintain existing *Bylaw No. 455, 2013*, recognizing that operational inefficiencies, compliance gaps, and wildlife-related risks may persist.

RECOMMENDATION:

Staff recommend **Option 1**: that Council approve the proposed amendments to *Garbage and Recycling Collection Bylaw No. 455, 2013*, as presented, including:

- Removal of struck-out text and addition of italicized text as shown in the proposed revisions.
- Renumbering the Bylaw to reflect the amendments.
- Implementation of the strengthened enforcement, operational, and administrative provisions.

Approval of these amendments will provide the municipality with a clear, enforceable framework to support effective waste management, public health, and community safety. A suggested resolution is included below for convenience.

THAT Council:

1. Grant Second and Third Reading to Garbage and Recycling Collection Bylaw No. 455, 2013, Amendment Bylaw No. 652, 2025, and

Respectfully submitted,

_____

Ross Blackwell, CAO
Chief Administrative Officer

Attachments:

(1) Garbage and Recycling Collection Bylaw No.455, 2013, Amendment Bylaw No.652, 2025

Solid waste and Recycling Collection Bylaw No. 455, 2013, Amendment Bylaw No. 652, 2025

Adopted: XXX, 2025

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

Solid waste and Recycling Collection Bylaw No. 455, 2013, Amendment Bylaw No. 652, 2025

A bylaw to amend Solid waste and Recycling Collection Bylaw No. 455, 2013

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 "Solid waste and Recycling Collection Bylaw No. 455, 2013, Amendment Bylaw No. 652, 2025".

2. Solid waste and Recycling Collection Bylaw No. 455, 2013, as amended, is hereby amended as follows:

   i) all language indicated as struck through shall be removed from the Bylaw or, where applicable, replaced with the text shown in italics, and

   ii) all text indicated in italics shall be inserted into the corresponding section of the Bylaw as referenced, and

   iii) the Bylaw shall be renumbered and reformatted, as required, to reflect the revisions described above to maintain internal consistency, proper cross-referencing, and legislative clarity.

~~OBLIGATION OF RESIDENTS~~ *COLLECTION OF SOLID WASTE*

At section 5:

~~1.~~ 5. Every owner or ~~resident~~ or *occupier of land or dwelling unit* shall provide and maintain in good order and repair, solid waste receptacles, with tight waterproof covers. *All solid waste containers shall at all times be kept clean and in a sanitary condition, and of sufficient strength and design to prevent access to, or disturbance of, the contents by animals.* ~~The amount of solid waste shall not exceed 154 litres in total and no receptacle shall contain more than 121 litres. Two receptacles are allowed per household; tags for additional receptacles may be purchased at the Village Office.~~

Added and renumbered after section 5:

X. No liquids or free water shall be put or placed in or allowed to run into or accumulate in any solid waste container.

At section 6:

6. ~~The r~~*R*eceptacles required ~~under~~ *pursuant to* this ~~by-law~~ *bylaw* shall, at all times, be ~~securely housed~~ *securely located in a manner that* ~~to~~ ensures ~~that~~ the contents do not attract and are not accessible to wildlife.

Added and renumbered after section 6:

X. The amount of solid waste shall not exceed 154 litres in total, and no receptacle shall contain more than 121 litres. Two receptacles are permitted per household; tags for additional receptacles may be purchased at the municipal office.

At sections 7-11:

7. ~~During times of low wildlife activity, a~~*A*ll compostable solid waste, solid waste, and recycling receptacles shall be placed, ~~householder~~ *by every owner or occupier of land or dwelling unit,* for collection ~~by the~~:

a. *Not more* ~~Less~~ than 10 feet *(3.1m)* from the roadway ~~in front~~ *at the front property line* of the ~~householder's~~ *associated* premises; *at no time shall containers be placed on or encroach upon or project over any highway (which includes streets, lanes, and boulevards) or other public place and do not impede or endanger vehicle or pedestrian traffic on any street or other public place,*

b. ~~no earlier than 5:00 a.m. on the scheduled waste collection day~~ *no earlier than 30 minutes prior to the time prescribed by the area collection schedule on the scheduled waste collection day as posted by the municipality (as may be amended from time to time) and shall be removed no later than 8 p.m. the same day. Curbside placement of compostable solid waste and solid waste may be permitted after 5:00 a.m. on collection day, provided the materials are stored in a Village-issued wildlife resistant container. Clean, non-attractant curbside-collected recyclable materials may be placed curbside after 5:00a.m.*

~~c. removed no later than 8 p.m. the same day.~~

~~During times of increased wildlife activity, the Village may impose an area collection schedule. All solid waste and compostable solid waste receptacles and recycling shall be placed for collection by the householder~~:

~~d. less than 10 feet from the roadway in front of the householder's premises,~~

~~e. no earlier than the time prescribed by the area collection schedule on the scheduled waste collection day, and~~

f. ~~clean recycling products are excluded from the area collection schedule provide they do not create an attractant,~~

~~g. during times of increased wildlife activity, the Village will provide for drop-off of food waste and solid waste only, at Works Yard from 6 a.m. - 8 a.m. on day of pickup and 8 a.m. – 11:00 a.m. on the Saturday following.~~

8. Recycling ~~is to~~ be placed in ~~the blue~~ *designated* recycling boxes, and ~~in blue or yellow~~ *dedicated* bags, as ~~established~~ *specified* by ~~Village~~ *municipal* waste guidelines. ~~Additional~~ *C*ardboard may be placed

roadside, in flattened, ~~neatly~~ tied bundles, to a maximum bundle size of 3 feet by 3 feet (*0.9m x 0.9m)*.

9. Garden waste collection ~~is to~~ be placed in brown kraft compostable solid waste bags, compostable plastic bags, or in containers that have been clearly marked 'Yard Trimmings'. Branches should not be more than 3" (~~3 inches~~ *7.6cm*) in diameter, and bundles of branches no greater than 3 *feet (0.9m)* long.

10. Compostable solid waste ~~is to~~ be placed in brown kraft compostable solid waste bags or small compostable plastic bags (10 litre maximum), inside compostable solid waste container.

11. Solid waste ~~is to~~ be placed in biodegradable plastic bags, inside solid waste container.

Added and renumbered after section 11:

Every owner or resident shall be responsible for the lawful disposal of any materials not considered solid waste due to its nature, size or weight by the limitations established in this Bylaw.

SERVICE PROVIDED BY ~~VILLAGE~~ *MUNICPALITY*

At section 16:

16. Solid waste shall be collected bi-weekly while recycling, and compostable solid waste shall be collected weekly *(or as may be amended from time to time)* by the *waste management* ~~disposal~~ service *provider for* ~~of~~ the Village. ~~This regular pick-up schedule may be altered by the Public Works Manager provided that two weeks' notice of the change is provided to all residents and businesses via the Village Update.~~ A drop-off *service for* ~~of~~ compostable solid waste, solid waste *and recycling* only *may be provided*, at the *Public* Works Yard.

The Director of Operations may establish and alter the frequency that collections are made or drop-off facilities are open.

Added and renumbered after section 16:

Once containers for solid waste are placed out to be emptied by the waste management service, those contents that comply with this Bylaw are the property of the municipality upon collection.

At section 32:

33. Every person who contravenes any provision of this Bylaw *or who suffers or permits any act or thing to be done in contravention of any of the provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this Bylaw, shall be deemed to be guilty of an infraction of this Bylaw and* commits an offence and upon summary conviction is liable to a fine not exceeding ~~$1000.00~~ ~~*$2000.00*~~ $500 ~~and~~ *plus* ~~the~~ *all* costs ~~of~~ *associated with* prosecution. Where enforcement proceeds under *Bylaw Notice Enforcement Bylaw No. 385, 2006*, as amended

from time to time, contraventions ~~of this Bylaw~~ do not constitute an offence, *and penalties shall be applied in accordance with the provisions of "Schedule A" of Bylaw No. 385.*

Added and renumbered after section 32:

X. All materials or containers which contravene this Bylaw will not be collected or emptied, and employees of the Solid Waste Utility Management Service will leave a Solid waste Information Tag substantially in the form of Schedule "B" which explains the nature of the contravention of this Bylaw.

X. Municipal Bylaw Enforcement Officers and any other municipal official appointed to administer or enforce the provisions of this Bylaw are hereby authorized to enter at all reasonable times upon any property or premises, to ascertain whether the regulations or directions herein, are being observed.

X. It shall be unlawful for any person to prevent, obstruct or seek to or attempt to prevent or obstruct any aforesaid officials in, or from the carrying out of, any official duties under this Bylaw.

X. The provisions of this Bylaw are severable. If, for any reason, any provision is held to be invalid by the decision of a Court of Competent Jurisdiction, such decisions shall not affect the validity of the remaining provisions of this Bylaw.

X. A "Bylaw Officer" may enforce any regulation in this bylaw by means of a ticket or bylaw notice.

X. Each day that the offence continues is deemed a separate offence.

3. This bylaw shall take effect upon adoption.

READ A FIRST TIME	**September 2, 2025**
READ A SECOND TIME	**XXX, 2025**
READ A THIRD TIME	**XXX 2025**
ADOPTED	**XXX, 2025**

_____

Mayor

_____

Corporate Officer

Certified a true copy of

DRAFT

Solid waste and Recycling Collection Bylaw No. 455, 2013, Amendment Bylaw No. 652, 2025, as adopted.

_____

Corporate Officer

DRAFT

STAFF REPORT

DATE:	2025-09-08	**FILE:**	CAO-2025-018
TO:	Council		
FROM:	Ross Blackwell, MAP, MCIP, RPP, CAO		
RE:	**OCP AMENDMENTS – REGIONAL CONTEXT STATEMENT UPDATE**		

Click or tap here to enter text.

PURPOSE:

The purpose of this report is to present to Council the proposed updates to the Regional Context Statement (RCS) in the Village of Lions Bay Official Community Plan (OCP) in response to Metro Vancouver's request for alignment with Metro 2050 and recent Provincial housing legislation requirements. Staff recommend Council give first and second reading to the proposed OCP amendments and schedule a Public Hearing in accordance with the requirements of the *Local Government Act*.

BACKGROUND:

Section 866 of the *Local Government Act* requires every municipality's OCP to include an RCS that demonstrates how the OCP aligns with the Regional Growth Strategy (RGS). The Village of Lions Bay last updated its RCS in 2021 to reflect Metro 2040 policies. Since that time, two major developments necessitate further updates:

1. **Metro 2050 Regional Growth Strategy** – adopted by the Metro Vancouver Board, providing an updated regional framework for growth management, environmental protection, transportation, housing, and economic development.

2. **Provincial Housing Legislation (2023–2024)** – requiring municipalities to update OCPs and zoning bylaws to accommodate new housing supply targets, small-scale multi-unit housing, and related affordability measures.

At the July 18, 2025, RPAC meeting, Metro Vancouver staff outlined two pathways for RCS updates:

- **Basic Update**: Targeted amendments addressing new Provincial housing legislation with "work towards" statements to demonstrate future alignment with Metro 2050.

- **Comprehensive Update**: A full OCP and RCS update showing direct alignment with both Metro 2050 and Provincial requirements.

Given the potential timing of a planned OCP rewrite, staff recommend proceeding with a Basic Update at this stage.

DISCUSSION:

Lions Bay is a small, topographically constrained community with limited land supply, infrastructure capacity, and separation from Urban Centres. As such, growth will remain modest. However, the Village is still required to demonstrate alignment with Provincial housing legislation and to work towards the broader objectives of Metro 2050.

Key elements of the proposed Basic Update include:

- **Housing**: Inclusion of new policies supporting secondary suites, limited gentle densification, and exploration of opportunities for multi-unit housing in select areas, consistent with Provincial legislation.
- **Regional Alignment**: Updated language in the RCS that acknowledges Lions Bay's unique constraints while committing to "work towards" Metro 2050 goals, particularly around compact growth, climate resilience, and sustainable transportation.
- **Future Planning**: Confirmation that a comprehensive RCS update will be undertaken in conjunction with the next full OCP rewrite, at which time additional policies and mapping will be aligned with Metro 2050.

Metro Vancouver staff have indicated that jurisdictions wishing to have their RCS accepted before year-end should submit as soon as possible, given the limited 2025 review windows. A Basic Update is the most efficient pathway for Lions Bay at this time, ensuring statutory compliance while reserving a full alignment exercise for the forthcoming OCP project.

FINANCIAL IMPLICATIONS:

The Basic Update will be completed internally by staff, minimizing costs. A comprehensive OCP rewrite, anticipated in a future budget cycle, will require consultant support and be addressed through the financial planning process.

LEGAL IMPLICATIONS:

The *Local Government Act* requires OCPs to contain an RCS that demonstrates consistency with the regional growth strategy or, where not fully consistent, includes "work towards" statements outlining how alignment will be achieved over time. Failure to update the RCS in

a timely manner could expose the Village to non-compliance with statutory obligations. Adoption of the OCP amendment requires a Public Hearing and formal bylaw process under the *Local Government Act*.

OPTIONS:

Council may consider the following options:

Option 1 (Recommended):
Grant first and second reading to the OCP Amendment Bylaw updating the RCS and schedule a Public Hearing. This ensures compliance with Provincial and regional requirements while deferring a comprehensive update to the next full OCP rewrite.

Option 2:
Proceed with a Comprehensive Update at this stage. While this would provide full alignment with Metro 2050, it would require significant additional staff and consultant resources and is not currently budgeted.

Option 3:
Defer the RCS update until the OCP rewrite. This would delay compliance and could result in the Village being out of step with both Provincial housing requirements and Metro Vancouver timelines.

RECOMMENDATION:

THAT Council:

1. **Grant First and Second Reading** to "Village of Lions Bay Official Community Plan Bylaw No. 408, 2008, Amendment Bylaw No. 653, 2025" to update the Regional Context Statement; and
2. **Direct Staff to Schedule a Public Hearing** for the proposed OCP amendment in accordance with Section 466 of the *Local Government Act.*

Respectfully submitted,

_____

Ross Blackwell, CAO
Chief Administrative Officer

Attachments: Proposed Schedule of Amendment

Proposed OCP Amendments – Metro 2050 RGS

LEGEND:

Regular black text = no change
Lined out text = removed
Blue italics text = new additions

Section 6.0

6.0 Regional Context Statement

6.1 Municipality of Lions Bay Amended Regional Context Statement

~~Section 866 of the BC Local Government Act requires that every municipality's Official Community Plan (OCP) include a Regional Context Statement (RCS) to demonstrate how the OCP supports the local Regional District's Regional Growth Strategy (RGS). Lions Bay is unique in its Regional District, Metro Vancouver, in that it is located within the defined Urban Containment Boundary but outside the Greater Vancouver Sewerage and Drainage District and Greater Vancouver Water District. Lions Bay completed its current OCP in 2009. The next iteration is planned for 2016. This amended RCS therefore includes work-towards statements that will inform the next OCP.~~

~~At the 2011 federal census, Lions Bay had 1,318 people living in 556 private dwellings, a slight decline in population, and increase in age, from the censuses of 2006 and 2001. Lions Bay seeks to reverse this trend, to maintain a thriving "complete community." In mid-2015, the Village had four commercial enterprises (a marina, a boat service centre, a general store & café, and a real estate office), plus numerous home-based businesses. Due to topography and limited supply of land, there are limitations to growth. Long term (2040) potential population may be 1600- 1800 residents and 700-800 residences. Village attributes include:~~

- ~~Magnificent views~~
- ~~Abundant trees~~
- ~~Adequate clean water~~
- ~~A modern highway accessing downtown Vancouver in 30 minutes (and Squamish in 40, Whistler in 70)~~
- ~~School District 45's Lions Bay Elementary School with capacity for 60 K-3 students (enrollment in 2015 was 32).~~

~~Municipally-owned assets include:~~

- ~~Lions Bay Village Hall~~
- ~~Klatt Public Safety Building1~~
- ~~Frank Smith Works Yard~~
- ~~Lions Bay Field (a joint use soccer-size playing field shared with the school)~~
- ~~Sand or gravel beaches at Main Beach (up to 50 resident parking spaces, 30 potentially paid non- resident parking spaces, washroom and three separate play structures), Kelvin Grove (15 free parking spaces, washroom, off leash dogs allowed) and Brunswick (limited nonresident parking).~~

- ~~Three buildable lots, plus six in the Crystal Falls neighbourhood currently overlaid by a private road and bridge~~
- ~~A single unlit tennis court (limited on-street parking, single, recently resurfaced and unlit)~~
- ~~Centennial Trail, Pride Trail, Isleview Trail and numerous volunteer-maintained trails outside the Village limits.~~
- ~~Wade Park~~
- ~~A small secondary WWTP serving 100 of the Village's 550 homes.~~
- ~~A fire-training facility on Crown leased land at the "Upper Brunswick" gravel pit.~~

~~The Greater Vancouver Regional District's RGS, Metro Vancouver 2040: Shaping Our Future, outlines a regional vision—unanimously endorsed by all member municipalities--of achieving "the highest quality of life embracing cultural vitality, economic prosperity, social justice and compassion, all nurtured in and by a beautiful and healthy natural environment." Metro 2040 lays out five fundamental goals to achieve this vision. Lions Bay's current OCP and future update addresses these goals with the following approaches:~~

Section 866 of the *Local Government Act* requires that every municipality's Official Community Plan (OCP) include a Regional Context Statement (RCS) to demonstrate how the OCP aligns with the Regional Growth Strategy (RGS) of its Regional District. The Village of Lions Bay is a unique municipality within Metro Vancouver: it is located inside the Urban Containment Boundary but remains outside the Greater Vancouver Sewerage and Drainage District and the Greater Vancouver Water District. This unique context, combined with the Village's steep topography, limited developable land base, and small population, creates both opportunities and constraints in meeting the goals of Metro 2050 and new Provincial housing legislation.

The Village recognizes the legislated requirement to update its OCP to reflect recent Provincial housing legislation, including expanded housing supply mandates, increased diversity of housing forms, and streamlined approvals. While Lions Bay's physical geography, limited infrastructure, and environmental conditions place constraints on growth, the Village will "work towards" incorporating policies and strategies that support housing choice, modest growth, and long-term resilience in a manner consistent with Metro 2050.

At the 2021 federal census, Lions Bay had 1,390 residents living in approximately 600 dwellings. The population has remained stable over the past two decades, with an aging demographic profile and limited turnover in housing stock. The Village seeks to modestly increase housing supply and diversity to maintain a thriving, resilient community, support local school enrollment, and contribute to regional housing targets.

To achieve this, the updated OCP will:

- **Housing Supply and Diversity:** Incorporate policies that allow a broader range of housing forms, including secondary suites, coach houses, and gentle infill where feasible, in alignment with Provincial housing legislation.
- **Growth Management:** Recognize the constraints of topography, environmental conditions, and infrastructure capacity, while working towards alignment with Metro 2050's housing and growth distribution objectives.

- **Complete Community Services:** Support modest growth in commercial, service, and home-based business opportunities that sustain daily needs and reduce reliance on travel outside the Village.
- **Transportation and Accessibility:** Work towards improving active transportation connections and maintaining transit access, recognizing Lions Bay's strategic location on Highway 99 with direct links to Metro Vancouver and Squamish.
- **Environmental Protection:** Ensure that growth management policies reflect the Village's abundant natural environment, sensitive creeks, steep slopes, and wildfire interface conditions.

The Village acknowledges that its unique service delivery structure, particularly the absence of regional water and sewer service, may result in only partial alignment with Metro 2050 housing targets in the near term. However, through its OCP update, Lions Bay will work towards greater alignment by identifying long-term servicing strategies, exploring partnerships with Metro Vancouver and neighboring jurisdictions, and integrating Provincial housing policy directions into a small-scale, context-sensitive growth model.

The amended RCS therefore reflects both Lions Bay's current conditions and its intent to move toward the objectives of Metro 2050 while addressing the requirements of new Provincial housing legislation.

Regional Context Statement – Alignment with Metro 2050

Metro 2050 Goal	Lions Bay – Current Context	Lions Bay – "Work Towards" Commitments in OCP Update
Create a Compact Urban Area	Lions Bay is outside of the Urban Containment Boundary and is constrained by steep topography, environmental hazards, and limited land supply.	Allow gentle infill (accessory dwelling units); explore long-term servicing options to support limited growth consistent with Metro 2050.
Support a Sustainable Economy	The Village currently has a small commercial base (marina, café, real estate office, service businesses) and many home-based businesses.	Encourage home-based businesses, small-scale commercial opportunities, and tourism-oriented enterprises; work towards maintaining a resilient local economy by supporting digital connectivity and small-scale services.
Protect the Environment and Respond to Climate Change	Lions Bay has abundant natural assets, steep slopes, sensitive creeks, and is in the wildland-urban interface.	Strengthen environmental protection policies, wildfire risk reduction, and climate adaptation strategies; align growth management with hazard mapping and sustainability principles; work

		towards Metro 2050's climate resilience goals.
Provide Diverse and Affordable Housing Choices	The Village has limited retail and service amenities, with most residents commuting for work and shopping; Lions Bay Elementary school is central to community life.	Support modest housing diversity to attract families, stabilize school enrollment, and maintain community vitality; work towards enhancing recreation, transportation, and local service opportunities that support a more "complete community."
Support Sustainable Transportation Choices	Residents primarily rely on private vehicles; the Village is served by Highway 99 and limited transit connections.	Work towards improved transit reliability and advocacy with regional partners; strengthen active transportation policies (trails, connections, walkability); reduce vehicle dependency where possible.

GOAL 1: Create a Compact Urban Area.

Metro Vancouver encourages growth within compact communities that provide a range of housing choices, access to employment, amenities, and services, supporting transit-oriented development and reducing greenhouse gas emissions. While Lions Bay is designated "Rural" and has no Urban Centres or Frequent Transit Development Areas, its small size (2.53 km²) and location—surrounded by Electoral Area A and separated from West Vancouver by 12 km of highway—mean its impact on regional growth is limited.

Nevertheless, Lions Bay supports modest densification to enhance community completeness and strengthen the municipal tax base. Secondary suites have been formalized, and the Village is open to exploring limited multi-family development, municipal boundary adjustments, and land agreements where appropriate. Any densification will be carefully guided by environmental constraints, topography, and community character, focusing on neighbourhoods such as Upper Brunswick, Crystal Falls, and Kelvin Grove.

~~Metro Vancouver's growth is concentrated in compact communities with access to a range of housing choices, and close to employment, amenities and services. Compact transit- oriented development patterns help reduce greenhouse gas emissions and pollution, and support both the efficient use of land and an efficient transportation network.~~

~~The intent of this goal is to focus urban development within the "Urban Containment Boundary" in "Urban Centres" and "Frequent Transit Development Areas," with access to a range of housing choices close to employment, amenities and services.~~

~~Although Lions Bay is designated "General Urban" in Metro 2040, it has no Urban Centres or Frequent Transit Development Areas. Lions Bay is surrounded by Electoral Area A, and is separated from its nearest Metro neighbour municipality, West Vancouver, by 12 km of highway. With its small size (2.53 sq.km) Lions Bay's impact on regional growth is low, and it is unlikely to draw significant urban development.~~

~~Nevertheless, Lions Bay is open to densify, both to increase the tax base, and to produce a more complete community, and has recently formalized secondary suites. The 2016 OCP update will explore if there are suitable parts of Lions Bay for rezoning to multi-family, Crown lands to extend municipal boundaries into, and land grants and swaps to achieve.~~

~~The future OCP will~~ *may* ~~consider steps that are consistent with this goal, considering development applications in the Upper Brunswick, Crystal Falls, and Kelvin Grove neighbourhoods.~~

STRATEGY 1.1: Contain urban development within the Urban Containment Boundary

While Lions Bay will attempt to densify its housing stock within the existing urban Village boundary there is very limited undeveloped land within the boundary for new development (RCS Map 1: Lions Bay Regional Land use Designations and Goods Movement Network).

Therefore, Lions Bay may ~~elect~~ *seek* to expand its municipal boundaries *or alternatively, explore opportunities to increase the FAR in certain locations in the community*. ~~through the provincially administered boundary adjustment process and possible Metro 2040 Urban Containment Boundary amendment application~~.

Year	Population	Dwellings	Employment
2011	1,318	556	310
2021	1425	600	350
2031	1650	675	460
2041	1700	750	570

STRATEGY 1.2: Focus growth in Urban Centres and Frequent Transit Development Areas

Most RGS policies are not applicable ~~in~~ *to* Lions Bay, which has no Urban Centres and no Frequent Transit Development Areas. However, the existing OCP does encourage ~~secondary suites~~ *accessory dwelling units* and exploration with the community of modest increases in residential density (policy 4.3 a, b).

STRATEGY 1.3: *Develop resilient, healthy, connected, and complete communities with a range of services and amenities*

Lions Bay will work towards resilient, healthy, and connected community outcomes by enhancing trails, parks, and local services, and by encouraging modest housing diversity. Due to significant topographical and infrastructure constraints, growth will remain limited; however, the Village will pursue strategic partnerships and incremental improvements to ensure residents have access to essential services and amenities.

STRATEGY 1.3~~**3**~~**4** Protect Rural ~~areas~~ *lands* from urban development

Not applicable in Lions Bay *as there are* no Rural ~~areas~~ *lands.*

GOAL 2: Support a Sustainable Economy.

The land base and transportation systems required to nurture a healthy business sector are protected and supported. This includes supporting regional employment and economic growth. Industrial and agricultural land is protected and commerce flourishes in Urban Centres throughout the region

Lions Bay's limited land base and topography constrain opportunities for industrial or large-scale commercial development. The municipality will focus on supporting a sustainable local economy through home-based businesses, small-scale commercial services, and tourism-compatible activities, while ensuring alignment with regional economic objectives.

STRATEGY 2.1 Promote land development patterns that support a diverse regional economy and employment close to where people live

This strategy is not applicable to Lions Bay due to the municipality's limited land base and topographical constraints, which prevent significant expansion of development patterns to support a broader regional economy.

STRATEGY 2.2 Protect the supply ~~of industrial land~~ *and enhance the efficient use of Industrial land*

This strategy is not applicable to Lions Bay as there are no designated industrial lands

STRATEGY 2.3 Protect the supply of agricultural land and ~~promote~~ *strengthen A*gricultural viability ~~with an emphasis on food production~~

Lions Bay has no designated agricultural land within its municipal boundaries and therefore cannot directly contribute to regional food production. The Village will support Metro 2050's agricultural objectives by protecting natural lands from inappropriate development, encouraging local food initiatives such as back yard gardening, and supporting regional efforts that safeguard agricultural viability and food security.

~~Lions Bay's location, small population and limited infrastructure constrain its ability to contribute to the larger regional economy. Lions Bay has no industrial or agricultural lands. However, many people in Lions Bay work from home (185 according to the 2011 census3) and there is a policy in the current OCP (4.3d) that encourages home-based businesses.~~

~~Nonetheless, recognizing that residential is the lowest property tax rate classification, the 2016 OCP update will seek to encourage opportunities for business and commercial development in suitable spaces.~~

GOAL 3: Protect the Environment, ~~and Respond to Climate Change Impacts~~ *Address Climate Change, and Respond to Natural Hazards*.

Metro Vancouver's vital ecosystems continue to provide the essentials of life – clean air, water and food. A connected network of habitats is maintained for a wide variety of wildlife and plant species. Protected natural areas provide residents and visitors with diverse recreational opportunities. Strategies also help Metro Vancouver and member municipalities meet their greenhouse gas emission targets, and prepare for, and mitigate risks from, climate change and natural hazards.

Lions Bay will prioritize the protection and stewardship of its surrounding natural areas, watersheds, and riparian zones to maintain biodiversity, clean water, and forested landscapes.

The municipality will establish Development Permit Areas to manage risks from landslides, flooding, wildfire, and sea-level rise, while promoting energy-efficient practices, renewable energy opportunities, and GHG reduction initiatives consistent with regional climate action goals.

STRATEGY 3.1 Protect *and enhance* Conservation and Recreation lands

Lions Bay will protect its beaches, trails, and parks as core community assets and will continue to steward surrounding conservation lands through careful land use management. The Village will work towards maintaining recreational access while safeguarding sensitive ecosystems from overuse or inappropriate development.

STRATEGY 3.2 Protect ~~and enhance natural features and their connectivity~~ *enhance, restore, and connect ecosystems*

Lions Bay's steep slopes, creeks, and forested landscapes form critical natural systems. The Village will protect riparian areas, wildlife corridors, and mature forests, and will work towards strengthening connectivity through integrated environmental planning and community stewardship.

STRATEGY 3.3 ~~Encourage land use and transportation infrastructure that reduce energy consumption and greenhouse gas emissions, and improve air quality~~ *Advance land use, infrastructure, and human settlement patterns that reduce energy consumption and greenhouse gas emissions, create carbon storage opportunities, and improve air quality*

Lions Bay will work towards reducing greenhouse gas emissions by supporting active transportation, advocating for improved regional transit, and encouraging energy-efficient building practices. The Village's compact settlement pattern and emphasis on walkability to local parks, beaches, and community facilities contribute to improved air quality and reduced energy consumption.

Regional strategies focus on protecting Conservation and Recreation lands, enhancing natural features and connectivity, and encouraging land use and transportation patterns that reduce energy consumption, greenhouse gas emissions, and climate-related risks. While Lions Bay contains no regionally designated Conservation and Recreation areas, it is surrounded by such lands and supports the associated principles, including maintaining a buffer for urban growth (OCP Policy 4.2). The Village may explore expanding its municipal boundary to increase stewardship influence over its surrounding green belt, solely for environmental protection purposes.

Lions Bay's three watersheds (Magnesia, Alberta, and Harvey Creeks) are provincially licensed and recognized as Conservation and Recreation. Current OCP policies encourage conservation and stewardship of these areas. Although channelized in the 1980s and non-salmon-bearing, protecting these streams from erosion, debris flows, and other hazards remains a priority.

Energy and greenhouse gas management initiatives include woodstove upgrades, oil furnace replacement campaigns, and exploration of micro-hydro energy generation using existing infrastructure. Policies also support small-scale renewable energy, solid waste diversion, and the management of significant tree resources through a "Trees, Views and Landscapes Bylaw."

Given the Village's steep slopes, ravines, riparian zones, and other hazard areas, establishing Development Permit Areas is critical to ensure that future development protects natural features, reduces hazard risk, and promotes resilience to climate change, while supporting sustainability objectives and low-impact land use practices.

~~Regional strategies to achieve this goal focus on protecting Conservation and Recreation lands, which includes enhancing natural features and their connectivity. The intent is also to encourage land use and transportation patterns that reduce energy consumption and greenhouse gas emissions and enable municipalities to mitigate and adapt to climate change and withstand risk of natural hazards.~~

~~As identified on RCS Map 1, there are no regionally designated Conservation and Recreation areas within Lions Bay, but Lions Bay is surrounded by regionally-designated 'Conservation and Recreation' lands and supports the principles behind the designation, including a buffer for urban growth as stated in OCP Policy 4.2. Lions Bay plans to explore expanding its municipal boundary to provide more municipal influence over its 'green belt' in meeting environmental protection objectives, not for urban development.~~

~~Policies 4.2 (a) and (b) of the current OCP encourage conservation and stewardship of the watershed areas both inside and outside the village boundaries. Lions Bay's three watersheds with provincial water licenses on Magnesia, Alberta and Harvey Creeks are designated Conservation and Recreation in Metro 2040. Harvey and Magnesia creeks have wide riparian areas designated as Conservation/Watershed Protection on the 2008 OCP Land Use Map. None of these streams are salmon-bearing, and all three were channelized in the 1980s with large debris catchment basins built on Harvey and Magnesia. The 'Watershed' zone in the Zoning Bylaw is now obsolete since the water intakes have moved higher upstream. The 2016 OCP update will further address how the streams will be protected to prevent erosion and provide a channel for potential debris flows.~~

~~Since Lions Bay is not supplied with natural gas, home heating is a combination of oil furnace, electric baseboard and wood. Both wood and oil produce GHGs, so Learn to Burn, woodstove upgrade and oil furnace replacement campaigns will be undertaken as resources allow.~~

~~With the advent of the BC Hydro Net Metering program, mini- and micro-hydro projects become more feasible, and Lions Bay will investigate opportunities for generating energy using its water intake piping and nine large pressure- reducing valves. Policy 4.7i of the current OCP commits the municipality to explore opportunities for small-scale renewable power generation.~~

~~Policy 4.7i states a continued focus on reduction, re-use and recycling of solid waste resources, aimed at addressing GHGs from solid waste, focusing on increasing waste diversion through recycling and organics pickup, now a mandatory part of Metro Vancouver solid waste bylaw.~~

~~Through protection policies and implementation tools to be implemented in a new "Trees, Views and Landscapes Bylaw," Lions Bay will address the management of its significant tree resources.~~

~~Climate change impacts are hard to quantify, but Lions Bay is aware of the risks of sea-level rise, more intense flooding, erosion, subsidence, mudslides, and fire.~~

~~The 2016 OCP update will work towards policies that address the management of riparian areas, ravines, steep slopes, other hazard areas, and intertidal areas through the application of Development Permit Areas.~~

~~The 2016 OCP update will also consider additional non- vehicular GHG reduction targets and actions.~~

STRATEGY 3.4 ~~Encourage land use and transportation infrastructure that improve the ability to withstand climate change impacts and natural hazard risks~~ *Advance land use, infrastructure, and human settlement patterns that improve resilience to climate change impacts and natural hazards*

Lions Bay is committed to advancing land use, infrastructure, and settlement patterns that improve resilience to climate change and natural hazards. Existing policies (4.2a and b) support the conservation and stewardship of watershed areas both inside and outside the Village boundaries, while Policy 4.2d directs the development of a Wildfire Interface protection plan.

The Village will continue to encourage modest intensification within existing residential areas while avoiding development in high-risk landslide and wildfire zones. Policies also address flood control and oceanside setbacks to mitigate the risks of sea-level rise. Consistent with Policy 4.2n, riparian areas and creek channels will be protected as natural pathways for potential debris flows. As resources allow, improvements to road drainage will be pursued to manage increased stormwater runoff associated with more intense rainfall events resulting from climate change.

~~Policies 4.2a and b of the current OCP encourage conservation and stewardship of the watershed areas both inside and outside the village boundaries.~~

~~Policy 4.2d states the municipality should create a plan for Wildfire Interface protection.~~

~~Through policy changes in the OCP update, Lions Bay will encourage modest intensification of its existing residential areas and avoid development of areas associated with landslide and wildfire risk. Update(s) will also address flood control and oceanside setback requirements to address risks of sea-level rise.~~

~~As stated in policy 4.2 n, Lions Bay will continue to protect the riparian area of its creeks and the creeks themselves as channels for potential debris flows. As funding permits, Lions Bay will continue to consider improvements to road drainage to address potential increases in storm-water runoff resulting from higher rainfall intensities associated with climate change.~~

GOAL 4: ~~Develop Complete Communities~~. *Provide Diverse and Affordable Housing Choices*

Metro Vancouver is a region of communities with a diverse range of housing choices suitable for residents at any stage of their lives. The distribution of employment and access to services and amenities builds complete communities throughout the region. Complete communities are designed to support walking, cycling and transit, and to foster healthy lifestyles.

Lions Bay will focus on modest, context-sensitive densification within existing residential areas to support a more complete community, including secondary suites and potential multi-family opportunities where feasible. Development will prioritize maintaining the village's natural character while enhancing local access to services and amenities and promoting active transportation options where site conditions allow.

STRATEGY 4.1 ~~Provide diverse and affordable housing choices~~ *Expand the supply and diversity of housing to meet a variety of needs*

Lions Bay supports modest, sensitive densification within its existing residential areas, including secondary suites, to provide a greater range of housing options. The OCP encourages housing that meets local needs while respecting the village's environmental constraints and maintaining its small-community character.

STRATEGY 4.2 *Protect tenants and expand, retain, and renew rental housing supply*

Lions Bay recognizes the importance of rental housing but has limited capacity for new rental developments due to physical and topographical constraints. The OCP supports the retention and renewal of existing rental units where feasible and encourages policies that maintain housing affordability within the village.

STRATEGY 4.3 *Meet the housing needs of lower income households and populations experiencing or at risk of homelessness*

Given its small size and limited developable land, Lions Bay has constrained capacity to provide housing for lower-income households or those at risk of homelessness. The OCP emphasizes maintaining existing housing stock and exploring partnerships or regional solutions to support affordable and accessible housing options for vulnerable populations.

~~**STRATEGY 4.2** Develop healthy and complete communities with access to a range of services and amenities~~

~~Metro 2040 identifies a need for complete communities, with a balance of jobs, housing opportunities, and services.~~

~~Lions Bay is largely residential, and most residents access employment and services outside the Village. Currently, the housing stock is largely single-detached and 86% is owner occupied with the remaining 14% rented. Only 25 of 550 units are condominium. 23% of tenant households spend 30% or more of household total income on shelter.~~

~~Policies 4.3a and 4.3b of the current OCP speak to providing for secondary suites and exploring limited opportunities for development to increase housing options. A draft land use strategy explores a variety of additional housing forms and will be considered as part of the 2016 OCP update.~~

~~Lions Bay's 2016 OCP update may designate new development areas, consider redevelopment of the Public Works yard, and possible long term use of the Upper Brunswick, Crystal Falls and Brunswick Hill (the "gravel pit") for a range of municipal and residential alternatives. The 2016 OCP will further consider providing for secondary suites, rezoning single family to duplex, and limited development opportunities that will enhance housing options.~~

~~Policy 4.4(e) of the OCP provides for enhancing school viability and the provision of other social, recreational, and cultural activities for an increased population. Lions Bay's vision is of residents living out their whole lives here, with in- Village shuttle assisting people to get around the steep terrain, aged- and assisted living facilities, entry-priced housing, and enhanced hiking trails.~~

~~The 2016 OCP update will set out a vision for Lions Bay that seeks to:~~

~~• Define and foster community values~~

~~• Grow tax base, and accommodate a wider cross- section of population. Possible avenues include amalgamation, encouraging selective development and densification.~~

~~• Promote active lifestyles 4 2011 National Household Survey~~

~~• Become financially sustainable. Clarify land use and rezoning policy for new housing options~~

GOAL 5: Support Sustainable Transportation Choices

Metro Vancouver's compact, transit-oriented urban form supports a range of sustainable transportation options, including transit, carpooling, cycling, and walking. This approach encourages active lifestyles, reduces energy use and greenhouse gas emissions, lowers household transportation costs, improves air quality, and ensures efficient movement of people and goods throughout the region. The region's road, transit, rail, and waterway networks are critical for linking communities and supporting regional development.

Due to Lions Bay's location and topography, most residents rely on private vehicles. The municipality continues to collaborate with TransLink to enhance transit services and is exploring an in-village on-demand shuttle to improve local mobility. Existing initiatives include a rideshare parking program, and the potential addition of paid parking lots. Section 4.6 of the current OCP supports multi-modal transportation, carpooling, park-and-ride, shuttle services, and expanded pathways and hiking trails. Future OCP updates may consider policies on goods movement, electric vehicle charging stations, anti-idling measures, and potential passenger rail opportunities along the CN rail corridor.

~~Metro Vancouver's compact, transitoriented urban form supports a range of sustainable transportation choices. This pattern of development expands the opportunities for transit, multiple- occupancy vehicles, cycling and walking, encourages active lifestyles, and reduces energy use, greenhouse gas emissions, household expenditure on transportation, and improves air quality. The region's road, transit, rail and waterway networks play a vital role in serving and shaping regional development, providing linkages among the region's communities and providing vital goods movement networks.~~

~~Metro 2040 promotes land use and transportation planning that enables alternative choices to the private automobile, such as transit, cycling and walking, while ensuring the efficient movement of people and goods throughout the region. Due to Lions Bay's location, most residents depend on private vehicles, but the municipality has worked and will continue to work with TransLink to enhance transit service to the Village. The municipality will also look at an in-Village ondemand shuttle service to enhance mobility. A rideshare parking program is in place, and Lions Bay will look to add paid parking lots.~~

~~Section 4.6 of the current OCP includes policies that recognize the role, jurisdiction and access to the Sea to Sky Highway 99 (4.6a), encourage multimodal transportation solutions in the corridor (4.6b), greater transportation choice including car pooling, park & ride, shuttle buses (4.6c) and further development of linked pathways (4.6e) and hiking trails (4.6f).~~

~~The 2016 OCP update will consider policies related to goods movement.~~

~~The 2016 OCP update will consider policies related to electric vehicle charging stations and an antiidling policy or bylaw.~~

~~CN's rail line that runs through the Village provides an important corridor for goods movement and may provide a future opportunity for a passenger rail service with a station at Lions Bay.~~

STRATEGY 5.1 Coordinate land use and transportation to encourage transit, multiple-occupancy vehicles, cycling and walking

Lions Bay's OCP supports coordinating land use and transportation to enhance mobility options where feasible. While most residents rely on private vehicles due to the Village's location and topography, the municipality continues to work with TransLink to improve transit service, promotes carpooling through a rideshare program, and encourages active transportation via pathways and trail networks. Future OCP updates may explore on-demand shuttle services and other measures to increase transportation choices.

STRATEGY 5.2 Coordinate land use and transportation to support the safe and efficient movement of vehicles for passengers, goods and services

Lions Bay's OCP emphasizes coordinating land use and transportation to ensure the safe and efficient movement of vehicles, goods, and services along the Sea-to-Sky Highway and local roads. Policies support multi-modal solutions, including carpooling, park-and-ride facilities, and improved pathways, while recognizing the critical role of highway and rail corridors for regional connectivity and goods movement. Future OCP updates may consider additional measures to enhance traffic safety and efficiency.

~~The 2016 OCP update will work toward enhancing the in- Village trail network.~~

~~The 2016 OCP update will work toward enhancing bus service provided by TransLink~~

STAFF REPORT

DATE:	2025-08-11	**FILE:**	DCO-2025-004
TO:	Council		
FROM:	Kristal Kenna, Deputy Corporate Officer		
RE:	**RFD Fees Bylaw No.497, 2016, Amendment Bylaw No.647, 2025**		

RECOMMENDED RESOLUTION:

(1) THAT Fees Bylaw No. 497, 2016, Amendment Bylaw No. 647, 2025, be read a first, second and third time.

PURPOSE:

The purpose of this report is to present Council with proposed amendments to the Village of Lions Bay Fees Bylaw for consideration. The Fees Bylaw is a key financial and governance instrument, ensuring compliance with section 194 of the *Community Charter* by authorizing the Municipality to recover costs associated with delivering services. The proposed amendments are intended to modernize and clarify the Bylaw, align fee structures with actual service delivery costs, eliminate redundant or outdated provisions, and ensure consistency with Council's strategic direction and current operational realities.

BACKGROUND:

The *Fees Bylaw* is the means by which the Municipality effects cost recovery for many of its services in accordance with section 194 of the *Community Charter*. A local government cannot impose a fee other than by bylaw and, for convenience, most jurisdictions combine such fees in a "fees bylaw". The current *Fees Bylaw* has not been significantly updated since 2022. Staff generally bring this *Bylaw* forward annually (at a minimum) for updates as required. In the current draft update, the proposed amendments would address the following matters:

1) An update to all fee schedules (1-10)
2) Provide miscellaneous clarifications and grammatical edits
3) Removal of the Request for preliminary review of Development Application proposal
4) Removal of the Development Permit
5) Minimum fee for a building permit for a new dwelling starts at $3,100
6) Building permit renewals will be charged at the balance of construction outstanding, broken-down remaining building stages

7) Removed proportional Demolition Permit fees
8) Encroachment Agreement application
9) Review and registration of Section 219 covenant placed
10) Water service connection
11) Sewer service connection
12) Removal of rebate for dog being altered subsequent to licence being paid
13) Additional resident parking permits to be sold with proof of more than 2 permanently registered vehicles at an address and permits available at no charge for non-resident school attendees with school authorization
14) Fees involving public works are now referred to Schedule 3 for Public Works staff costs
15) Complimentary daily parking passes now available for events
16) Towing of vehicle, actual cost + 15%
17) Removal of highway remediation due to damage
18) Addition of Screening Officer Administrative Fee
19) Addition of Pay parking at Mountain Drive
20) Update to all Community Facility Rentals
21) Increase in the Filming Application fee
22) Removal of Fire Hall rental for filming
23) Removal of fee for temporary road closure due to filming
24) Removal of Pyrotechnics Permit
25) Removal of Village Manager fee
26) Removal of Lions Bay Fire Rescue Services for filming
27) Removal of extraordinary services fee for filming
28) Damage depot for filming, no longer area specific
29) Boat space prorated base don $150 rate
30) Removal of refunds of boat space permits terminated during the year
31) Recovery of seized boat fee increase

DISCUSSION:

The *Fees Bylaw* is a critical instrument in ensuring that the Village maintains financial sustainability, fairness in service delivery, and compliance with statutory requirements under section 194 of the *Community Charter*. In reviewing the existing bylaw, staff have undertaken a comprehensive analysis of current practices, comparative municipal fee structures, and the operational realities of providing municipal services in Lions Bay. The resulting amendments are intended to modernize the bylaw, align cost recovery with actual service provision, and eliminate redundancies or provisions that are no longer practical or necessary.

A significant portion of the proposed amendments relates to updating the ten fee schedules to reflect current costs, inflationary pressures, and emerging service requirements. Many of these fees have not been substantively reviewed since 2022, and failure to update them on a timely basis could result in under-recovery of costs, creating inequity between users of municipal services and the general taxpayer base.

The removal of several development-related fees, including the preliminary review of development applications and Development Permit fees, reflects staff's recognition that these items either duplicate processes addressed elsewhere in legislation or are inconsistent with the municipality's current development review procedures. Similarly, changes to building permit renewals and minimum fees for new dwelling permits are intended to ensure that fees more accurately represent the actual cost of inspection and administrative oversight through the life of a project.

Public works, utilities, and infrastructure-related fees have also been clarified and consolidated under Schedule 3, which will assist with administrative efficiency and transparency in cost recovery. This includes updates to water and sewer service connection fees, the introduction of an encroachment agreement fee, and the establishment of clear provisions for recovery of towing costs and associated administrative charges.

In relation to community and cultural services, the proposed amendments modernize the structure of facility rental fees and filming permits. Several filming-related fees have been removed to simplify administration and eliminate rarely used provisions that no longer reflect the Village's service capacity. Facility rental fees have been updated to reflect market rates while continuing to support fair access to community space. Complementary daily parking passes for events and additional resident parking provisions reflect a balance between cost recovery, community benefit, and local needs.

Finally, staff have introduced or refined several provisions to strengthen fairness and administrative efficiency, such as the Screening Officer Administrative Fee and adjustments to dog licensing and boat space management. These changes respond to operational issues identified over the past two years and aim to reduce ambiguity for both staff and residents.

Taken together, the proposed amendments bring the *Fees Bylaw* into closer alignment with Council's fiscal responsibility objectives, ensure compliance with legislative requirements, and enhance transparency and consistency in the application of municipal fees. Should Council support the amendments, staff will continue to review the bylaw annually to ensure it remains current and responsive to both community needs and municipal service delivery costs.

OPTIONS:

1) Approve the recommendation set out at the beginning of this report;
2) Amend the bylaw and then give it three readings;
3) Refer to Staff with direction.

RECOMMENDED OPTION:

1) Approve the recommendations at the beginning of this report;

FINANCIAL CONSIDERATIONS:

As outlined in the report.

LEGAL CONSIDERATIONS:

Legislation as set out in the *Community Charter* and *Local Government Act* of British Columbia.

Respectfully submitted,

Kristal Kenna, DCO
Deputy Corporate Officer

Report Approved By,

Ross Blackwell, CAO
Chief Administrative Officer

Attachments:

(1) Fees Bylaw No. 497, 2016, Amendment Bylaw No. 647, 2025
(2) Bylaw 497 – Fees (tracked changes BL647) with Director of Operations Comments

Fees Bylaw No. 497, 2016

Amendment Bylaw No. 647, 2025

Adopted: XX

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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 *Freedom of Information and Protection of Privacy Act and Regulation*	As per *Freedom of Information and Protection of Privacy Act and Regulation*, 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 Reprinted Property Tax/Utility Fee Notice Property Title Search from Land Title Office Property Ownership Transfer Tax on tax sale properties Property Tax Sale, registration and removal of Liens	 $30 (no charge to owners) $20 (no charge to owners) $25 As per Land Title Office fees 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 *value* of construction, not the applicant's estimated *cost* of construction Minimum fee (<$1,000) • $1,000-$9,999 • $10,000-$49,999 • $50,000-$99,999 • $100,000 and greater	 $150 $150 plus $12 per $1,000 $250 plus $11 per $1,000 $300 plus $10 per $1,000 $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: • 75% - excavation, foundation, drain tile, damp proofing • 50% - framing • 25% - insulation • 10% - final/safety items
Damage Deposit for Building Permit • 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	$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 All other buildings	 $100 per building $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 More than 45 m^3 and up to 90 m^3 in any one year More than 90 m^3 and up to 180 m^3 in any one year	 $100 $200 $400

More than 180 m^3 in any one year.	$600

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 28th 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 28th 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 Extraordinary Vehicle or trailer over 6.5 and under 7.7 m in length Extraordinary Vehicle or Trailer over 7.7 m in length	 $80/month or part thereof $110/ month or part thereof $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) Over 6.1 nominal meters (20 feet)	 $300 per month or part thereof $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 Pay parking at Kelvin Grove Beach & Marine Park Lot 4Pay parking at Sunset Trailhead Lot	$4/hour or portion thereof up to $32 per calendar day $3/hour or portion thereof up to $24 per calendar day $3/hour or portion thereof up to $24 per calendar day

Pay parking at Mountain Drive meter Pay parking in street pay zones	 $2/hour or portion thereof up to $16 per calendar day $2/hour or portion thereof up to $16 per calendar day
Screening Officer Administrative Fee An administrative fee applies to the cancellation of any parking violation notice that is dismissed due to user error, including but not limited to: • Entering the wrong license plate number • Selecting an incorrect vehicle during payment • Other data entry errors attributable to the user 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.	$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***
Broughton Hall Failure to pay monthly fees on time may result in forfeiture of damage deposit, and future bookings revoked. Weekly recurring groups are to a maximum of two hours per week. Drop ins are for children's birthday parties and activities only.	**Drop In:** $25 (two-hour maximum) $50 (four-hour maximum) **Community Private/Public Event (for profit):** $150/day **Community Private/Public Event (non-profit):** $125/day **Weekly Recurring Group (profit/non-profit):** $100/month **Commercial:** $350/day **Prior Day Set-up Fee (subject to availability):** $55
Council Chambers Meeting use only. Maximum of four hours.	**First two hours -** $25 **One hour increments thereafter -** $10

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 *POL-1407: Community Facility Rentals.* 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 Filming fees (per day): Residential Zone Brunswick Pit Additional Location Fees (per day): Undeveloped Municipal Land Tennis Courts, Wade Park, Trails (eg: Centennial, Pride, Marjorie Meadows) Lions Bay Beach Park, Kelvin Grove Beach Park, Brunswick Beach Park/Esplanade Broughton Hall Council Chambers	$500 $1,000 $500 $500 $750 $1,000 $500 $250
Parking fees (per set up/filming/strike): Car (all types) Truck (includes generator) (all types)	*Price break for number of days $30/day $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

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 (*no refunds for permits terminated during the year)* (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	**September 16, 2025**
READ A SECOND TIME	**September 16, 2025**
READ A THIRD TIME	**September 16, 2025**
ADOPTED	**XX**

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

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 – 6th paragraph, Schedule 5 – 8th paragraph	Various wording	February 20, 2024

647	2 (a) (b)	Updates all schedules	[Date]

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

[Amended by Bylaw No.647—]

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

Part 4 – REPEAL

4.1 The following bylaws are hereby repealed:

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

Part 5 – CONSEQUENTIAL AMENDMENTS

5.1 The following bylaws are hereby amended as follows:

1. Water Rates and Regulation Bylaw No. 2, 1971, as amended:
   (a) Section 4 is amended to read: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended"; and
   (b) Schedule A is amended by deleting section 2, Connection Charges.

2. Village of Lions Bay Sewer Bylaw #101, 1984, as amended:
   (a) Section 3 is amended by striking the heading and substituting therefore the heading "Fees";
   (b) Section 3 is further amended by deleting the existing wording and substituting therefore: "Fees for services that may be or are provided under this Bylaw shall be payable as set out in Fees Bylaw No. 497, 2016, as amended";
   (c) Section 17 is hereby renumbered as Section 18; and
   (d) The following is hereby inserted as Section 17:
   "17. The tie-in of the building sewer shall be made into a wye at the property line. The owner shall be required to install this wye. A plug shall be inserted into the upper end of the wye to prevent any flow into the sewer system. After the acceptance of the house plumbing by the building inspector and after the building

sewer from the wye to the house has been tested successfully, the plug shall be removed in the presence of a representative of the Village. The wye branch shall then be plugged and the excavation backfilled with suitable material. Under no circumstances shall the building sewer be used for drainage purposes during construction.

(e) Schedule A is hereby deleted.

3. Subdivision Bylaw No. 141, 1985, as amended:
   (a) Section 5 is amended to read: "Fees for services that may be or are provided under this Bylaw or Development Application Procedures and Fees Bylaw No. 431, 2011, as amended, shall be payable as set out in Fees Bylaw No. 497, 2016, as amended. These fees shall be in addition to any fees prescribed under the *Land Title Act*, RSBC 1996, Chapter 250".

4. Lions Bay Soil and Material Deposit Bylaw No. 157, 1987: [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.

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Corporate Officer

SCHEDULE 1 – GENERAL ADMINISTRATION

Description	Fee
Requests under the *Freedom of Information and Protection of Privacy Act and Regulation*	As per *Freedom of Information and Protection of Privacy Act and Regulation*, Schedule of Maximum Fees. 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 Reprinted Property Tax/Utility Fee Notice Property Title Search from Land Title Office Property Ownership Transfer Tax on tax sale properties Property ~~Tax~~ tax ~~Sale~~sale, registration and removal of ~~L~~liens	 $30 ~~(no charge to owners)~~ $20 ~~(no charge to owners)~~ $25 As per Land Title Office fees 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

[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]

Commented [KB1]: No more copies exist

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 $~~75~~80/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) • $1,000-$9,999 • $10,000-$49,999 • $50,000-$99,999 • $100,000 and greater ~~*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).*~~	$150 $150 plus $12 per $1,000 $250 plus $11 per $1,000 $300 plus $10 per $1,000 $400 plus $9 per $1,000 ~~*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 accordance with Building Bylaw No. 234, 1994, as amended)	~~75% of current Building Permit Fee at time of renewal~~ ~~75% of value of balance of construction to complete original Building Permit as at one month prior to expiry~~

	The balance of construction outstanding, based on the completion of inspections at time of renewal, determined by the Building Inspector: • 75% - excavation, foundation, drain tile, damp proofing • 50% - framing • 25% - insulation • 10% - final/safety items
~~*A Damage Deposit is required when taking out a Building Permit, or a Demolition Permit, or when performing other works requiring an engineer's certificate, heavy machinery, or materials on Village highways, & without limitation, such as may be relevant to a Soil Deposit/Removal/ Land Alteration Permit.*~~	
Damage Deposit for Building Permit • 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 ~~Portion of a Building~~	$~~3,000~~5,000 (deposit, or balance, will be rolled over to cost of Building Permit, once inspection by Public Works has been completed) ~~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 All other buildings ~~A portion of a building~~	 $100 per building $1,000 per 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~~ $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 written~~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~~.~~ ~~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~~.~~ ~~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~~.~~	 $100 $200 $400 $600

Commented [KB2]: All of these now need a legal opinion and I suggest should be increased even more

~~Any application for the soil deposit or removal of more~~More than 180 m^3 in any one year.	

~~*NOTE:~~

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

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~~ 1200 plus ~~actual~~ parts and subcontractor and service provider (e.g. hydrovac) costs at no markup
Sewer service connection ~~fees~~	$~~600~~1200 plus actual costs
~~Locate water leak / water shutoff valve on private property /,~~ tTurn 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.~~	~~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~~ Lions Bay Local 389 Collective Agreement for Public Works staff rates, billed at no markup in 15-minute increments. Fuel, materials, turf, plants, storage in commercial premises and equipment rentals will be charged at cost. Work performed by contractors will be charged at cost plus a $150 flat fee.
Locate ~~Sewer~~ sewer and water ~~Pipes / C~~connections	~~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 Lions Bay Local 389 Collective Agreement for Public Works staff rates, billed at no markup in 15-minute increments.
~~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]

Commented [KB3]: A water connection is now three staff all day

Commented [KB4]: Same

Commented [KB5]: We don't do this any more, if we ever did. We can't get involved on private property.

SCHEDULE 4 – ANIMAL CONTROL & LICENCING

Description	Fee
Annual licence for altered dog	$30 if paid before February 28th 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 28th 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]

SCHEDULE 5 – TRAFFIC & PARKING FEES

~~***FEES FOR PERMITS***~~

Description	Fee
Extra ~~resident~~ Annual ~~parking p~~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~~receive 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~~Free
Operating a vehicle or combination of vehicles in excess of 63,500 kg~~s~~ licensed ~~gross vehicle weight~~ GVW on Lions Bay highway	$35 per vehicle load
Parking of Extraordinary Vehicle or trailer on ~~a~~ Lions Bay ~~Highway~~ highway or ~~other Village~~ property, with permission of Public Works Manager upon application in the requisite manner: ~~Extraordinary Vehicle or trailer u~~Under 6.5 m in length ~~Extraordinary Vehicle or trailer o~~Over 6.5 and under 7.7 m in length ~~Extraordinary Vehicle or Trailer o~~Over 7.7 m in length	 $80 ~~per~~ /month~~/$960 per year~~ or part thereof $110 ~~per~~/ month~~/$1,320 per year~~ or part thereof $135 ~~per~~ /month~~/$1,620 per year~~ 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

Commented [KB6]: No need to mention separately

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) Over 6.1 nominal meters (20 feet)	 $300 per month or part thereof $600 per month or part thereof
Removal of chattels, obstructions and things from Highway	~~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~~Lions Bay Local 389 Collective Agreement for Public Works staff rates, billed at no markup in 15-minute increments.
~~Clean-up of spills or deposits on highway~~Towing of vehicle	~~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)~~Actual cost plus 15%
~~Remediation of damage to highway~~	~~Regular hours (7 am to 3 pm): $75 per person per hour or portion, plus~~
Screening Officer Administrative Fee An administrative fee applies to the cancellation of any parking violation notice that is dismissed due to user error, including but not limited to: • Entering the wrong license plate number • Selecting an incorrect vehicle during payment • Other data entry errors attributable to the user 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.	$25

Inserted Cells

FEES FOR REMOVALS FROM HIGHWAY

Where vehicles, obstructions and chattels are removed from a highway, fees per hour of work are charged for removals and towing. If these items are not claimed and must subsequently be advertised and sold at auction, a flat fee is charged to cover the cost of storage, administration time and advertising.	
Removal of chattels, obstructions and things seized from highway	Regular hours (7 am to 3 pm): $75 per hour or portion, plus equipment costs After hours: $115 per hour (3 hour minimum) plus $50 per day fee for storage
Towing of vehicle	Actual cost plus Regular hours (7 am to 3 pm): $75 per person per hour or portion, plus equipment costs After hours: $115 per person per hour (3 hour minimum)
Sale of chattels, obstructions and things seized from highway	$1,000 flat fee

FEES FOR METERED PARKING

Description	**Fee**
Pay parking at Lions Bay Beach Park Lot (adjacent to train tracks) **Permit holders NOT exempt from fee.*	$4/hour or portion thereof up to a maximum of $32 within aper calendar day
Pay parking at Kelvin Grove Beach & Marine Park Lot ** Permit holders exempt from fee.*	$3/hour or portion thereof up to a maximum of $24 within aper calendar day
Pay parking at Sunset Trailhead Lot ** Permit holders exempt from fee.*	$3/hour or portion thereof up to a maximum of $24 within aper calendar day, for up to 3 days.
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

Commented [KB7]: Mountain Dr meter has been removed

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

~~Rental fee~~ (includes use of kitchen, tables, chairs and ~~music player.~~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*
~~**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~~ ~~*If event occurs over multiple days, the rate above applies per day*~~
~~**Hall Rental for Activities**~~ ~~Examples of use: children's birthday parties, drop-in, casual~~	~~$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~~ ~~*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.*~~
~~**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) **Sound System:** *No offsite rental for sound equipment.*	$50 set up $50 take down $50
Equipment Rental Rates (for off-site use): Table rental Chair rental (No outside use of chairs without explicit written authorization) *Equipment not returned within 72 hours will result in forfeiture of deposit.*	 $10 each $1 each ($10 minimum)
Deposit for facility / equipment rental:	$100 / $150 if alcohol being served or sold Refundable in accordance with policy POL-1407 Community Facility Rentals. *Note: Liability for damage or loss is not limited to the deposit amount.*

**plus deposit*

Description	**Fee***
Broughton Hall Failure to pay monthly fees on time may result in forfeiture of damage deposit, and future bookings revoked. Drop ins are for children's birthday parties and activities only.	**Drop In:** $25 (two-hour maximum) $50 (four-hour maximum) **Community Private/Public Event (for profit):** $150/day **Community Private/Public Event (non-profit):** $125/day **Weekly Recurring Group (profit/non-profit):** $100/month (max. 2 hours per week) **Commercial:** $350/day
Council Chambers Meeting use only. Maximum of four hours.	**First two hours -** $25 **One hour increments thereafter -** $10

Tennis Courts for Recurring Program Use Two-hour max per day. These bookings are for recurring program use only.	$100/month. Applicable insurance and liability waivers may be required.
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 *POL-1407: Community Facility Rentals*. 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.

[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)~~ ~~Filming Application Fees~~	~~$300~~$500
~~Filming application fee~~ Filming fees (per day): RS-1, RM-1 ~~Residential Z~~zone Brunswick Pit Additional Location Fees (per day): Undeveloped Municipal Land Tennis Courts, Wade Park, t~~T~~rails (eg: Centennial, Pride, Marjorie Meadows) Lions Bay Beach Park, Kelvin Grove Beach Park, Brunswick Beach Park/Esplanade Broughton Hall Council Chambers ~~Fire Hall (Requires at least one member of LBFR present - Interruptions possible)~~ ~~LBFR Training Facility (Requires LBFR personnel on site – minimum number depends on filming activity)~~ ~~Temporary closure of road (total blockages generally no more than 10 minutes at a time)~~ ~~Pyrotechnics Permit (per day)~~	~~$500~~ $1,000 $500 $500 $750 $1,000 $500 $250 ~~$100/hour~~ ~~$100/hour per person~~ ~~$80/hour (plus costs of certified traffic control company at applicant's expense)~~ ~~$500~~
Parking fees (per set up/filming/strike): Car (all types) Truck (includes generator) (all types)	*Price break for number of days $30/day ~~(Completely Electric Vehicles $0/day)~~ $120/day ~~(Solar/Battery Generators $0/day)~~
Filming Liaison	$80/hour (regular hours)
Public Works Services	$80/hour per person (regular hours)
~~Village Manager~~	~~$160/hour (regular hours)~~
~~Lions Bay Fire Rescue Services (LBFR)~~	~~$500~~
~~Extraordinary Services (Municipal staff call outs outside regular hours or requirement to hire contractor)~~	~~Hourly rate x 1.5 or contractor's costs x 1.25~~
Fire Hydrant Use (only to be operated by Municipal employees)	$80 per hour - regular hours (7am – 3pm) $120 per hour (3 hours minimum) outside regular hours
Damage deposit ~~– Residential Zone~~ ~~Brunswick Pit~~	$10,000 (refundable) for permits over $20,000 $5,000 (refundable) for permits under $20,000

[Amended by Bylaw No. 554]
[Amended by Bylaw No. 567]
[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~~second 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	$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~~, based on invoices or receipts for materials or equipment.~~ . 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*

[Amended by Bylaw No. 567]
[Amended by Bylaw No. 647]

SCHEDULE 9 – MEMORIALS AND DEDICATIONS

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

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

SCHEDULE 10 – GENERAL

Description	Fee
Boat ~~space~~rack 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~~is 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 1st.~~	~~$100~~
~~Sale or disposal~~Recovery of seized boat ~~if~~from Public Works Yard (boats unclaimed ~~for~~after 120 days ~~after~~of seizure are disposed of)~~.~~	~~$100 flat fee~~$200

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

STAFF REPORT

DATE: 2025-09-10 **FILE:** FN-2025-004

TO: Council

FROM: Joe Chirkoff, CPA, CA

RE: **Lions Bay Beach Park Revitalization Grant Funding and Costs**

Click or tap here to enter text.

PURPOSE:

To provide a summary of the Lions Bay Beach Park ("LBBP") grant funding, costs to date and estimated future costs.

BACKGROUND:

The Village of Lions Bay (the "Village") applied for and received grant funding (the "Agreement") from the province of British Columbia February 17, 2022 in the amount of $784,952. This is a share cost agreement with the Village to contribute $285,486 resulting in a total budget of $1,070,438.

The Agreement began on the commencement date of February 17, 2022 and expires on December 31, 2026.

The grant application included the following budget guidelines:

Design / Engineering				
(Note max 15% of construction project costs should be engineering/consulting fees)	Engineering & Architectural designs, permits	1.00	42,000.00	42,000
	Design / Engineering Sub-Total:			**$42,000**
Construction / Materials				
	Park entrance & accessible pathway to beach	1	24,000	24,000
	Multipurpose hard surface	1	19,900	19,900
	Playground structures	1	73,500	73,500
	Covered picnic areas	1	151,950	151,950
	Kayak / SUP storage facility	1	35,000	35,000
	Restrooms	1	400,000	400,000
	Stairs and landscaping	1	45,000	45,000
	Revitalized pier & kayak launch area	1	65,000	65,000
	Construction / Materials Sub-Total:			**$814,350**
Contingency				
	25% contingency			214,088
	Contingency Sub-Total:			**$214,088**
	TOTAL ELIGIBLE COSTS*:			**$1,070,438**

Refer to Appendix IV for a summary of costs to date, anticipated future costs, and additional funding as compared to the original budget. Staff anticipates that with additional funding sources the project will be under-budget.

FINANCIAL IMPLICATIONS:

To date the Village has expended $382,130 in costs related to the project summarized as follows:

Vendor	Totals	2025	2024	2023	2022	Description
CORE	18,076	0	0	0	18,076	Project management
CMO Consultants	5,000	0	5,000	0	0	Jetty Assessment / Wind Analysis
Millenia Architecture	34,257	0	2,486	31,771	0	Architectural design
PMG Landscape Architects	24,214	0	0	6,240	17,974	Septic site prep and design
District of West Vancouver	169	0	0	0	169	Water meter parts
Balanced Advisors	27,700	0	27,700	0	0	Jetty Assessment / Wind Analysis
NBA Architect	59,753	47,753	12,000	0	0	LBBP re-design
JTE Consulting	24,967	7,182	17,786	0	0	Project management
Creus	5,995	0	0	0	5,995	Septic site prep and design
Habitat	182,000	0	182,000	0	0	Playstructure
	382,130	54,934	246,972	38,011	42,213	

The majority of costs relate to an order for playstructure equipment, architectural design and project management.

Estimated future costs relate to construction and project management. These estimated costs are summarized as follows:

Estimated future costs	
Vendor	**Totals**
Eurohouse	441,000
Koba Excavations	174,395
NBA Architect	20,000
JTE Consulting	40,000
Kyack rack	35,000
Septic and trees (TBD)	65,000
Balanced Advisors	4,000
	779,395

The budget of $1,070,438 for the Lions Bay Beach Park revitalization project has been supplemented by community fundraising for the playstructure of $27,824. The Village additionally has access to funding from Translink related grants:

(1) Walking Infrastructure to Transit - $200,000 ("WITT"); and
(2) Bicycle Infrastructure Capital Cost Share - $178,000 ("BICCS")

The Village expects to utilize WITT and BICCS funding to supplement the Jetty costs, which are included in anticipated future costs. The Translink funding, at 75%, would provide approximately $133,500 to the project budget. Additionally, the Village has received approval for a BC Hydro Re-Greening grant of $8,000 which will offset anticipated landscaping costs.

A summary of the expected available funding and forecast project costs is detailed as follows:

Available funding	
Community, Culture, Recreation Grant ICO352	784,952
Lions Bay commitment	285,486
Playstructure fundraising	27,824
BC Hydro Re-Greening grant	8,000
Total available funding	**1,106,262**
Expenditures to date	**382,130**
Anticipated future expenditures	**779,395**
(Over) / Under budget	**(55,263)**
WITT and BICCS funding from Translink	**133,500**
(Over) / Under budget (with WITT and BICCS funding)	**78,237**

Respectfully submitted,

_____

Joe Chirkoff
Financial Controller

Attachments:

(1) Forecast Project Cost
(2) Detailed cost summary and estimated future costs
(3) Project cost detail by vendor and approved Translink funding agreements

Available funding		Notes
Community, Culture, Recreation Grant ICO352	784,952	[1]
Lions Bay commitment	285,486	[1]
Playstructure fundraising	27,824	[2]
BC Hydro Re-Greening grant	8,000	
Total available funding	**1,106,262**	
Expenditures to date	**382,130**	[3]
Anticipated future expenditures	**779,395**	[4]
(Over) / Under budget	**(55,263)**	[5]
WITT and BICCS funding from Translink	**133,500**	[5]
(Over) / Under budget (with WITT and BICCS funding)	**78,237**	

[1]	ICO352 - Lions Bay Beach Park Estimated Cost	1,070,438	
	ICO352 - Government Approved Funding	784,952	73.3%
	Cost to Lions Bay from Original Budget	285,486	26.7%

[2] Municipal fundraising campaign from 2019; amount is currently in reserves
[3] Refer to detail summary of costs to date Appendix II and Appendix III
[4] Refer to detail summary of expected future costs Appendix II
[5] Translink WITT included in the available funds. Refer to Appendix III regarding approved funding

Staff have been consulting with Translink regarding the use of WITT and BICCS funding in coordination with the Lions Bay Beach Project. Staff received written approval from Translink to access WITT and BICCS funding for the LBBP. Translink funding is reimburseable at 75% of the cost. Total approved funding is summarized as follows:

Agreement Code	Amount	Description
251037-1001	56,000	WITT Connector - 2025
241022-1001	37,000	WITT Connector - 2024
211022-1001	92,000	WITT Connector - 2021
241022-1002	15,000	WITT Connector - wayfinding
241017-1001	64,000	BICCS Connector - 2024
211019-1001	114,000	BICCS Connector - 2021
Total	378,000	

In respect of the LBBP, the Village expects to access Translink grant funding in relation to development of walking and biking to infrastrucure to the Jetty. Anticipated costs are as follows:

Jetty costs (included in Anticipated Future Expenditures)	178,000
Translink funding (75%)	133,500

*Budget - $1,070,438 Refer to ICO352 - Lions Bay Beach Park Estimate

Account #13-3-1380-007 Beach Development

Vendor	Totals	2025	2024	2023	2022	Description
CORE	18,076	0	0	0	18,076	Project management
CMO Consultants	5,000	0	5,000	0	0	Jetty Assessment / Wind Analysis
Millenia Architecture	34,257	0	2,486	31,771	0	Architectural design
PMG Landscape Architects	24,214	0	0	6,240	17,974	Septic site prep and design
District of West Vancouver	169	0	0	0	169	Water meter parts
Balanced Advisors	27,700	0	27,700	0	0	Jetty Assessment / Wind Analysis
NBA Architect	59,753	47,753	12,000	0	0	LBBP re-design
JTE Consulting	24,967	7,182	17,786	0	0	Project management
Creus	5,995	0	0	0	5,995	Septic site prep and design
Habitat	182,000	0	182,000	0	0	Playstructure
	382,130	54,934	246,972	38,011	42,213	

Estimated future costs	
Vendor	**Totals**
Eurohouse	441,000
Koba Excavations	174,395
NBA Architect	20,000
JTE Consulting	40,000
Kyack rack	35,000
Septic and trees (TBD)	65,000
Balanced Advisors	4,000
	779,395

Village of Lions Bay
Appendix III - Project Cost Detail and Translink Funding Agreements

ICO352 - Lions Bay Beach Park Estimated Cost	$1,070,438	
ICO352 - Government Approved Funding	$784,952	73.30%
Cost to Lions Bay from Original Budget	$285,486	26.70%

Vendor	Date	Amount	Description
Core Project Management	19-May-22	880.00	LBBP project management
Core Project Management	8-Jun-22	1,400.00	LBBP project management
Core Project Management	14-Jul-22	2,980.00	LBBP project management
Core Project Management	16-Aug-22	2,140.00	LBBP project management
Core Project Management	16-Sep-22	1,860.00	LBBP project management
District of West Vancouver	30-Sep-22	168.51	Water meter parts
Core Project Management	12-Oct-22	4,495.96	LBBP project management
Core Project Management	31-Oct-22	1,580.00	LBBP project management
PMG Landscape Architects	11-Nov-22	4,750.00	Landscape plan preparation
PMG Landscape Architects	15-Nov-22	10,186.21	Preliminary concent and septic preparation
PMG Landscape Architects	15-Nov-22	3,037.50	Septic site preparaiton and design
Core Project Management	30-Nov-22	2,740.00	LBBP project management
Millenia Architecture	4-Apr-23	2,358.00	Architectural drawings
PMG Landscape Architects	25-May-23	6,240.00	Landscaping
Millenia Architecture	31-Aug-23	8,838.00	Architectural drawings
Millenia Architecture	27-Sep-23	7,755.50	Architectural drawings
Millenia Architecture	30-Sep-23	2,988.00	Architectural drawings
Millenia Architecture	21-Dec-23	5,668.00	Architectural drawings
Millenia Architecture	31-Dec-23	4,163.00	Architectural drawings
Millenia Architecture	31-Jan-24	2,486.19	Schematic, Drawings, Admin
CMO Consultants	15-Jun-24	5,000.00	Jetty Wind Analysis
Balanced Advisors Ltd.	21-Jun-24	27,700.00	Jetty Assessment
JTE Consulting Ltd.	30-Jun-24	6,920.05	Project management
JTE Consulting Ltd.	31-Jul-24	4,205.68	Project management
JTE Consulting Ltd.	31-Aug-24	2,433.12	Project management
JTE Consulting Ltd.	30-Sep-24	1,704.38	Project management
NBA Architecture & Design	31-Oct-24	12,000.00	Retainer
JTE Consulting Ltd.	2-Nov-24	1,568.03	Project management
Habitat	30-Nov-24	182,000.00	Playstructure equipment Purchase Order
JTE Consulting Ltd.	2-Dec-24	954.45	Project management
Creus Engineering Ltd.	16-Oct-22	5,995.00	Septic design
NBA Architecture & Design	31/01/25	13,162.50	Design - Lions Bay Beach Park
NBA Architecture & Design	31/01/25	20,831.11	Design Fees (85% complete of $ 32 375.00
JTE Consulting Ltd.	28/02/25	204.52	LBBP Eurohouse Invoicing Design
JTE Consulting Ltd.	11/4/2025	477.23	Habitait Emails Trees Drawings
NBA Architecture & Design	11/4/2025	9,631.30	Re-design Fees (70% complete of $13 759.
JTE Consulting Ltd.	30/04/25	752.45	Emails Trees Beach Committee
JTE Consulting Ltd.	30/05/25	1,850.32	LB Beach Park
NBA Architecture & Design	31/05/25	4,127.70	Beach Park Revitalization
JTE Consulting Ltd.	25/06/25	1,988.18	Beach Park Design PM
JTE Consulting Ltd.	31/07/25	1,908.90	Beach Park
Total Costs to Date		**$382,130**	

ESTIMATED Future Costs	
NBA Contract	20,000.00
EuroHouse Contract	441,000.00
Other	318,395.00
	779,395.00

Summary	
Costs incurred to date	382,129.79
Expected future costs	779,395.00
Total expected costs	1,161,524.79
Provincial contribution	(784,952.00)
Cost to Lions Bay	376,572.79

(Over)/under budget	(91,086.79)

Potential Translink Funding available	133,500.00	
BC Hydro Regreening Grant	8,000.00	
Previous playstructure fundraising in reserve	27,824.44	In reserves, raised in 2019
(Over)/under budget	78,237.65	

Project: Lions Bay Avenue Connector

Details | Map | Agreements | Insurance | Quarterly Progress Updates | Scope Changes | Payment Request

Contribution agreement code	Current Approved Funding	Agreement status	Program Year	Funding program
241022-1001	$37,000.00	Approved	2024	WITT
241017-1001	$64,000.00	Approved	2024	BICCS
211022-1001	$92,000.00	Approved	2021	WITT
211019-1001	$114,000.00	Approved	2021	BICCS

Project: Lions Bay Avenue Connector, Wayfinding Add-On

Details | Map | Agreements | Insurance | Quarterly Progress Updates | Scope Changes | Payment Request

Contribution agreement code	Current Approved Funding	Agreement status	Program Year	Funding program
241022-1002	$15,000.00	Approved	2024	WITT

Project: Lions Bay Avenue Connector (Phase 2)

Details | Map | Agreements | Insurance | Quarterly Progress Updates | Scope Changes | Payment Request

Appendix IV								
ELIGIBLE COSTS								
	Description	**Quantity**	**Per Unit Amount**	**Total Cost**	**Incurred Costs**	**Anticipated Future Costs**	**Additonal Funding**	**Variance**
Design / Engineering								
(Note max 15% of construction project costs should be engineering/consulting fees)	Engineering & Architectural designs, permits	1.00	42,000.00	42,000	118,224	20,000		(96,224)
	Design / Engineering Sub-Total:			**$42,000**	118,224	20,000		(96,224)
Construction / Materials								
	Park entrance & accessible pathway to beach	1	24,000	24,000				24,000
	Multipurpose hard surface	1	19,900	19,900				19,900
	Playground structures	1	73,500	73,500	182,000		27,824	(80,676)
	Covered picnic areas	1	151,950	151,950				151,950
	Kayak / SUP storage facility	1	35,000	35,000		35,000		0
	Restrooms	1	400,000	400,000	49,206	546,000		(195,206)
	Stairs and landscaping	1	45,000	45,000			8,000	53,000
	Revitalized pier & kayak launch area	1	65,000	65,000	32,700	178,395	133,500	(12,595)
	Construction / Materials Sub-Total:			**$814,350**	263,906	759,395	169,324	(39,627)
Contingency								
	25% contingency			214,088	0	0	0	214,088
	Contingency Sub-Total:			**$214,088**				214,088
	TOTAL ELIGIBLE COSTS*:			**$1,070,438**	382,130	779,395	169,324	78,237

STAFF REPORT

DATE: 2025-10-01 **FILE:** Bylaw -2025-007

TO: Ross Blackwell, MAP, MCIP, RPP, CAO

FROM: Taj Bindra, Bylaw Enforcement Officer

RE: **PEAK SEASON BYLAW ENFORCEMENT SUMMARY**

PURPOSE:

The purpose of this report is to provide Council with a comprehensive summary of Bylaw enforcement activity during the 2025 peak season (May through September). The report is intended to inform Council of key trends, complaint volumes, enforcement actions, and departmental initiatives undertaken during the busiest period of the year. It also aims to highlight challenges, successes, and areas requiring ongoing attention, thereby supporting informed decision-making and future planning for Bylaw Services in the community.

BACKGROUND:

The peak season, spanning from May through September, is typically the busiest time of year for bylaw enforcement due to increased visitor activity, seasonal events, and higher demand on community services. During this period, the Bylaw Department focuses on proactive patrols, education, and enforcement across key areas such as parking, animal control, noise, and waste management. The goal is to maintain public safety, protect residential quality of life, and support the municipality's regulatory framework during the community's most active months.

This report summarizes bylaw-related complaints, enforcement actions, and departmental initiatives undertaken throughout the 2025 peak season. It highlights trends, identifies areas of concern, and provides insight into the department's continued efforts to address both resident and visitor behaviour in a fair and consistent manner.

DISCUSSION:

A. Bylaw Complaints

During the non-peak season, the Bylaw Department received a total of 116 bylaw-related complaints. The breakdown by month and category is as follows:

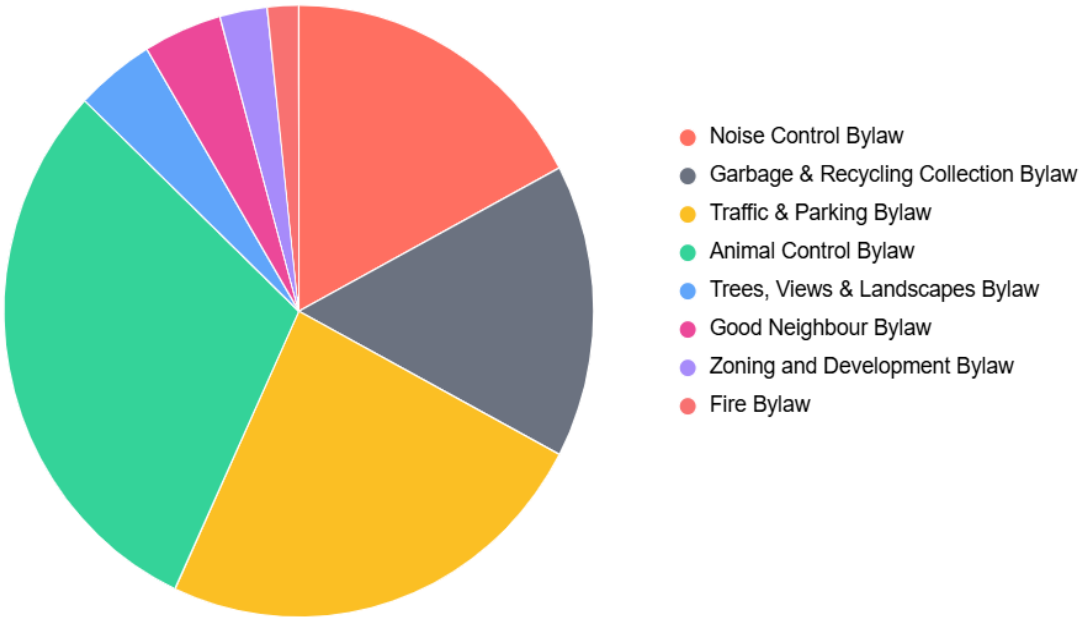
May – 22 Complaints		**June – 25 Complaints**	
Traffic & Parking Bylaw:	6	Animal Control Bylaw:	10
Animal Control Bylaw:	6	Traffic & Parking Bylaw:	4
Noise Control Bylaw:	5	Garbage & Recycling Collection:	3
Garbage and Recycling Collection:	3	Noise Control Bylaw:	3
Fire Bylaw:	2	Trees, Views & Landscapes Bylaw:	3
		Good Neighbour Bylaw:	2

July – 24 Complaints		August – 26 Complaints	
Animal Control Bylaw: Noise Control Bylaw: Garbage & Recycling Collection: Traffic and Parking Bylaw: Trees, Views & Landscapes Bylaw:	8 7 5 3 1	Animal Control Bylaw: Traffic & Parking Bylaw: Garbage & Recycling Collection: Noise Control Bylaw: Good Neighbour Bylaw: Zoning and Development Bylaw: Trees, Views, and Landscapes:	8 7 4 3 2 1 1
September – 19 Complaints			
Traffic & Parking Bylaw: Garbage & Recycling Collection Bylaw: Animal Control Bylaw: Noise Control Bylaw: Zoning and Development Bylaw: Good Neighbour Bylaw:	8 3 3 2 2 1		
Summary by Category (May 1 – September 30):			
Animal Control Bylaw: Traffic & Parking Bylaw: Noise Control Bylaw: Garbage & Recycling Collection Bylaw: Trees, Views & Landscapes Bylaw: Good Neighbour Bylaw: Zoning and Development Bylaw: Fire Bylaw:	35 complaints 28 complaints 20 complaints 18 complaints 5 complaints 5 complaints 3 complaints 2 complaints		

Month:	2024 Bylaw Complaints	2025 Bylaw Complaints
May	0*	22
June	19	25
July	20	24
August	17	26
September	13	19

* No Bylaw Enforcement or Parking Patrollers employed

Complaints by Category (May 1 – September 30, 2025)



B. Bylaw Enforcement Fines/Notices

Three (3) Bylaw Notices were issued under *Animal Control Bylaw No. 461, Section 6.6.1* for Dog at Large.

C. Bear Smart Program Involvement

Staff attended multiple meetings of the Bear Smart Working Group, continuing efforts to promote wildlife awareness and community safety.

D. Short-Term Rental Enforcement

The department continued enforcing regulations concerning short-term rentals. As a result, three (3) additional properties operating without a Temporary Use Permit were successfully removed from platforms such as Airbnb and VRBO.

E. Garbage & Recycling Compliance Audit

A two-part audit was conducted to evaluate compliance with *Section 7 of the Garbage & Recycling Collection Bylaw.*

Findings:

- 102 households were found non-compliant with the collection schedule.
- 10 of these households were identified as repeat offenders.

F. Parking Enforcement Activity

During routine parking patrols, 2,109 violation notices were issued, a rise of 557 compared to the previous year's peak season.

Month:	2024 Violation Notices	2025 Violation Notices
May	0*	250
June	305	472
July	703	586
August	468	634
September	76	167

*No Bylaw Enforcement or Parking Patrollers employed

Violation Description:	Number of Notices:
Parking in Contravention of Traffic Control Device	1,308
Parking Without Permit for Zone	474
Failing to Obey Traffic Control Device	221
Courtesy Notices	76
Parking Too Close to Driveway	18
Obstructing Traffic or Maintenance	4
Parking Near Fire Hydrant	4
Parking Over 72 Hours	3
Parking Near Traffic Control Device	1

G. Pay Parking Comparison

Month:	2024 Precise/Flowbird Revenue:	2025 Precise/PayByPhone Revenue:
May	$17,966.89	$28,646.80
June	$21,899.46	$42,916.42
July	$42,989.95	$58,999.39
August	$35,657.61	$52,876.28
September	$22,854.83	$26,914.35

Note: 2024 – Flowbird App with Precise Pay Meters
2025 – PaybyPhone App with Precise Pay Meters
Does not include revenue generated from coins in Pay Meters

H. Collections Update

A total of 1,206 outstanding parking violation notices were forwarded to collections for further processing.

FINANCIAL CONSIDERATIONS:

There are no new financial implications arising directly from this report. All enforcement activities and initiatives described were undertaken within the department's existing operating budget. Increased parking revenue and fines contributed to offsetting enforcement costs during the 2025 peak season.

LEGAL CONSIDERATIONS:

There are no legal considerations associated with this report. All enforcement actions were carried out in accordance with the applicable municipal bylaws and provincial legislation.

Respectfully submitted,

Taj Bindra
Bylaw Enforcement Officer

Report Approved By,

Ross Blackwell, CAO
Chief Administrative Officer

STAFF REPORT

DATE:	2025-08-12	**FILE:**	CAO-2025-019
TO:	Council		
FROM:	Ross Blackwell, MAP, MCIP, RPP, CAO		
RE:	**DRAFT BUILDING BYLAW NO. 649, 2025**		

Click or tap here to enter text.

PURPOSE:

The purpose of this report is to present a modernized Building Bylaw to replace the existing *Building Bylaw No. 234, 1994*, which is outdated and increasingly challenging to administer effectively. A building bylaw establishes the local regulatory framework governing the construction, alteration, repair, and demolition of buildings and structures. It defines permitting processes, inspection protocols, and compliance requirements that collectively safeguard public health, safety, and welfare.

BACKGROUND:

Municipalities in British Columbia derive authority to enact building bylaws through the *Community Charter* and *Local Government Act*, which enable them to supplement the provincial building regulatory regime with local requirements and enforcement provisions. Given that building inspection and enforcement represent one of the most significant sources of liability for municipalities, it is critical that the bylaw governing these functions reflects current best practices, clear and enforceable language, and up-to-date technical standards. An obsolete or ambiguous bylaw can lead to enforcement inconsistencies, increased legal risk, and diminished public confidence. The proposed updated bylaw ensures the Village's regulatory framework remains robust, clear, and aligned with modern standards.

Building Bylaw No. 234 was adopted in 1994 and has undergone various amendments over the years, with the most recent changes occurring on June 6, 2017. While these amendments have provided some updates, the foundational bylaw itself has not been comprehensively reviewed or modernized for nearly three decades.

Since the original adoption, provincial building codes, construction technologies, and best practices for municipal building regulation have evolved substantially. In particular, advances

in geotechnical science and an increased understanding of local hazards, including slope instability and flood risk, require a more tailored and explicit regulatory approach.

Staff, in partnership with the municipal solicitor, initiated a thorough review and update of the Bylaw to ensure it aligns with current legislation, provincial codes, and industry best practices, while addressing Lions Bay's unique geographic and geotechnical challenges.

DISCUSSION:

The replacement of the existing *Building Bylaw* is both necessary and prudent to ensure the municipality's building regulation framework remains effective, clear, and legally defensible. The current bylaw, while functional, contains outdated terminology and procedural gaps that complicate administration and may inadvertently expose the municipality to legal risk.

Building inspection and enforcement continue to be among the highest risk activities municipalities undertake. An outdated bylaw elevates this risk by increasing the potential for misinterpretation, inconsistent enforcement, and disputes that can impact public safety and result in liability claims. The updated bylaw addresses these risks by incorporating clear, enforceable provisions, modernizing terminology to align with the current *British Columbia Building Code*, and integrating enhanced geotechnical requirements reflective of the Village's steep terrain and hazard profile.

These geotechnical provisions mandate professional assessments for developments in identified high-risk areas, specify reporting standards, and establish protocols for peer review when necessary. Such measures are critical to minimizing risks related to slope stability, drainage, and seismic hazards, thereby protecting both residents and municipal infrastructure.

In addition to risk mitigation, the updated bylaw improves transparency and efficiency. Streamlined administrative procedures, clearer definitions, and improved application and inspection processes will facilitate smoother interactions between applicants, builders, and municipal staff. This clarity benefits all parties, fostering greater compliance and reducing operational burdens on municipal staff.

Importantly, the proposed bylaw enhances the Village's standing as a municipality committed to contemporary regulatory best practices, community safety, and sustainable development. Conversely, failure to modernize risks perpetuating regulatory inefficiencies, increasing liability exposure, and undermining public trust.

In summary, the updated *Building Bylaw* provides a comprehensive, coherent, and legally sound framework that balances operational practicality with robust protections, enabling the municipality to effectively oversee building activities well into the future.

FINANCIAL IMPLICATIONS:

The adoption of the updated *Building Bylaw* is not expected to have significant direct financial implications for the municipality. Any administrative or enforcement costs associated with the bylaw will continue to be recovered, in whole or in part, through building permit fees. The clearer structure and updated provisions are anticipated to result in operational efficiencies, potentially reducing staff time spent on interpretation and enforcement matters.

LEGAL IMPLICATIONS:

The updated bylaw has been drafted and reviewed in collaboration with the municipal solicitor to ensure full compliance with applicable provincial legislation, including the *Community Charter*, *Local Government Act*, and the *Building Act*. It is consistent with the *British Columbia Building Code* and integrates recognized standards and practices for municipal building regulation.

Enhanced geotechnical provisions reflect the municipality's duty of care and risk management obligations in consideration of local conditions, thereby reducing potential liability exposure. Adoption of a modernized, legally robust building bylaw strengthens the Village's regulatory authority and enforcement capacity, providing a clearer basis for municipal decision-making and potential legal defense.

OPTIONS:

Council may consider the following options:

1. THAT first and second Reading be granted to *Building Bylaw No. 649, 2025*, and that a Public Hearing be Scheduled.
2. Refer the Bylaw back to staff for additional revisions.
3. Take no action and continue operating under *Bylaw No. 234, 1994* (not recommended).

RECOMMENDATION:

THAT first and second Reading be granted to *Building Bylaw No. 649, 2025*.

Respectfully submitted,

_____

Ross Blackwell, CAO
Chief Administrative Officer

Attachments:

(1) Draft Building Bylaw No.649, 2025

VILLAGE OF LIONS BAY

BUILDING BYLAW NO. 649, 2025

Table of Contents

Part 1: TITLE 5
Citation 5
Part 2: PURPOSE OF BYLAW 5
Part 3: SCOPE AND EXEMPTIONS 6
Application 6
Limited Application to Existing Buildings 7
Part 4: PROHIBITIONS 7
Part 5: PERMIT CONDITIONS 8
Part 6: POWERS OF A BUILDING OFFICIAL 9
Administration 9
Refusal and Revocation of Permits 10
Right of Entry 10
Part 7: OWNER'S RESPONSIBILITIES 11
Permit Requirements 11
Owner's Obligations 11
Damage to Municipal Works 12
Demolition 12
Notice 13
Part 8: OBLIGATIONS OF OWNER'S CONSTRUCTOR 14
Part 9: REGISTERED PROFESSIONAL'S RESPONSIBILITIES 14
Professional Design and Field Review 14
Requirement for a Registered Professional 15
Professional Plan Certification 16
Part 10: BUILDING APPLICATION requirements 17
Requirements Before Applying for a Building Permit 17
Building Permit Applications for Complex Buildings 18
Building Permit Applications for Simple Buildings 20
Site and Location Information 23

Building Permit Fee 23
Permit Fee Refunds 25
Design Modification 25
Construction Before Permit Issued 25
Expiration of Application for a Permit 25
Issuance of a Building Permit 25
Compliance with the Homeowner Protection Act 26
Partial Construction 26
Conditions of a Building Permit 27
Inspections 27
Stop Work Order 29
Do Not Occupy Notice 30
Inspection and Other Fees 30
Permit Expiration 31
Permit Extension 31
Building Permit Revocation 31
Building Permit Cancellation 32
Occupancy 32
Temporary Buildings 33
Sanitary Facilities 35
Part 11: RETAINING WALLS AND GRADES 35
Part 12: BUILDING MOVE 35
Part 13: POOLS 36
Swimming Pool Permit and Fencing 36
Pool Gate 36
Spa or Hot Tub Lid 36
Maintenance 36
Part 14: ENERGY CONSERVATION AND GHG EMISSION REDUCTION 37
Part 15: OFFENCES 37

Violations 37
Deemed Offence 38
Ticketing 38
Part 16: INTERPRETATION 38
Definitions 38
Appendices 42
Severability 42
Part 17: REPEAL 42
20.1 Village of Lions Bay Building BYLAW No. 234, 1994, as amended, is repealed. 42
Part 18: IN FORCE 42
Appendix A – Owner's Undertaking 43
Appendix B – Confirmation of Professional Liability Insurance 49
Appendix C – Confirmation of Required Documentation 51
Appendix D – Offences 54

Village of Lions Bay

BUILDING BYLAW No. 649, 2025

A Bylaw for Administration of the Building Code and Regulation of Construction

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GIVEN that the Village Council:

A. may by bylaw regulate, prohibit and impose requirements in respect to *building*s and *structure*s under sections 8(3)(g) and (l) of the *Community Charter* for the following matters under section 53(2):

   (a) the provision of access to a *building* or other *structure*, or to part of a *building* or other *structure*, for a person with disabilities;

   (b) the conservation of energy or water;

   (c) the reduction of greenhouse gas emissions;

   (d) the health, safety or protection of persons or property;

B. is enacting this bylaw to regulate *construction* and administer the British Columbia *Building Code* in Lions Bay in accordance with the *Community Charter* and the *Building Act*;

C. has employed trained *building official*s for the purposes of this bylaw;

NOW THEREFORE the Council of the Village of Lions Bay enacts as follows:

PART 1: TITLE

Citation

1.1 This bylaw may be cited as “Building Bylaw No. 649, 2025”.

PART 2: PURPOSE OF BYLAW

2.1 Despite any other provision in this bylaw, this bylaw must be interpreted in accordance with this Part.

2.2 Every *permit* issued under this bylaw is issued expressly subject to the provisions of this Part.

2.3 This bylaw is enacted to regulate, prohibit, and impose requirements with respect to *construction* in the Village in the public interest.

2.4 The purpose of this bylaw does not extend to:

(a) the protection of *owner*s, subsequent owners, designers, or *constructors* from economic loss;

(b) the assumption by the Village or any *building official* of any responsibility for ensuring the compliance by any *owner* or his or her representatives, any employees, *constructors,* or designers retained by the *owner*, with the *building code*, the requirements of this bylaw, or other applicable enactments, codes, or standards;

(c) providing any person a warranty of design, workmanship, or compliance with this bylaw, other bylaws of the Village, or the *building code* with respect to any *building* or *structure* for which a *building permit* or *final inspection notice* is issued under this bylaw;

(d) providing any person or subsequent owner a warranty or assurance that *construction* undertaken under *building permit*s issued by the Village is free from latent, or any, defects or complies with the *building code*; or,

(e) the protection of any other real property from incidental damage or nuisance.

PART 3: SCOPE AND EXEMPTIONS

Application

3.1 This bylaw applies to the geographical area of the Village and to land, the surface of water, air space, *buildings,* or *structures* in the Village.

3.2 This bylaw applies to the design, *construction,* or *occupancy* of new *buildings* or *structures*, and the *alteration*, reconstruction, demolition, removal, relocation, *occupancy,* change of use, or change of *occupancy* of *existing buildings* and *structures*.

3.3 This bylaw does not apply to:

(a) except as set out in Part 11: of this bylaw, a fence;

(b) an accessory *building* with a floor area of less than 10 square metres;

(c) a trellis, an arbour, a wall supporting soil that is less than 1.22 metres in height, or other similar landscape *structure*s on a parcel zoned for single-family residential *occupancy* uses under the Village's zoning bylaw;

(d) a *building* or *structure* commonly known as "Canadian Standards Association Z240 MH series, Z241 series or A277 series", except as regulated by the Building Code.

Limited Application to Existing Buildings

3.4 Except as provided in the *building code* or to the extent an *existing building* is under *construction* or does not have an *final inspection notice,* when an *existing building* has been *constructed* before the enactment of this bylaw, the enactment of this bylaw is not to be interpreted as requiring that the *building* must be *reconstructed* or *altered*, unless it is expressly so provided by this or another bylaw, regulation, or statute.

3.5 This bylaw applies if the whole or any part of an *existing building* is moved either within or into the Village, including relocation relative to parcel lines created by subdivision or consolidation. Part 12: applies to *building* moves.

3.6 If an *alteration* is made to an *existing building* the *alteration* must comply with this bylaw and the *building code* and the entire *building* must be made to comply with this bylaw and the *building code*, but only to the extent necessary to addresses any new infractions introduced in the remainder of the *building* as a result of the *alteration*.

3.7 If an *alteration* creates an *addition* to an *existing building*, the *alteration* or *addition* must comply with this bylaw and the *building code* and the entire *building* must be made to comply with this bylaw and the *building code*, but only to the extent necessary to address any new infractions introduced in the remainder of the *building* as a result of the *alteration* or *addition*.

PART 4: PROHIBITIONS

4.1 A person must not commence or continue any *construction, alteration, excavation,* re*construction*, demolition, removal, relocation, or change the use or *occupancy* of any *building* or *structure*, including other work related to *construction*:

(a) except in conformity with the requirements of the *building code* and this bylaw; and

(b) unless a *building official* has issued a valid and subsisting *permit* for the work under this bylaw.

4.2 A person must not *occupy* or *permit* the *occupancy* of any *building* or *structure* or part of any *building* or *structure*:

(a) unless a subsisting final inspection notice has been issued by a *building official* for the *building* or *structure* or the part of the *building* or *structure*; or

(b) contrary to the terms of any *permit* issued or any notice given by a *building official.*

4.3 A person must not knowingly submit false or misleading information to a *building official* in relation to any *permit* application or *construction* undertaken pursuant to this bylaw.

4.4 Except in accordance with this bylaw, including acceptance of revised plans or supporting documents, a person must not erase, alter, or modify plans and supporting documents after the same have been reviewed by the *building official,* or plans and supporting documents which have been filed for reference with the *building official* after a *permit* has been issued.

4.5 A person must not, unless authorized in writing by a *building official,* reverse, alter, deface, cover, remove, or in any way tamper with any notice, *permit,* or certificate posted or affixed to a *building* or *structure* pursuant to this bylaw.

4.6 A person must not do any work that is substantially at variance with the *accepted* design or plans of a *building, structure,* or other works for which a *permit* has been issued, unless that variance has been authorized in writing by a *building official.*

4.7 A person must not interfere with or obstruct the entry of a *building official* or other authorized official of the Village on and into property in the administration of this bylaw.

4.8 A person must not *construct* on a *parcel* unless the civic address is conspicuously posted on the front of the premises or on a sign post so it may be easily read from the public highway from which it takes its address.

4.9 A person must not contravene an administrative requirement of a *building official* made under section 6.6 or any other provision of this bylaw.

4.10 A person must not change the use*, occupancy,* or both of a *building* or *structure* or a part of a *building* or *structure* without first applying for and obtaining a *building permit* under this bylaw.

PART 5: PERMIT CONDITIONS

5.1 A *permit* is required if work regulated under this bylaw is to be undertaken.

5.2 Neither the issuance of a *permit* under this bylaw, nor the acceptance or review of plans, drawings, specifications, technical specifications, letters of assurance, or any other supporting documents, nor any inspections made by or on behalf of the Village will in any way:

(a) relieve the *owner* (and if the *owner* is acting through an *agent*, the *agent* of the *owner*), from full and sole responsibility to perform the work in respect of which the *permit* was issued in strict compliance with this bylaw, the *building code*, and all other applicable codes, standards, and enactments;

(b) constitute a representation, warranty, assurance, or statement that the *building code*, this bylaw or any other applicable enactments respecting safety, protection, land use, and zoning have been complied with; or,

(c) constitute a representation or warranty that the *building* or *structure* meets any standard of materials or workmanship.

5.3 No person shall rely on any *permit* as establishing compliance with this bylaw or assume or conclude that this bylaw has been administered or enforced according to its terms.

5.4 Without limiting section 5.2(a), it is the full and sole responsibility of the *owner* (and if the *owner* is acting through a representative, the representative of the *owner*), to carry out the work in respect of which the *permit* was issued in compliance with the *building code,* this bylaw and all other applicable codes, standards, and enactments.

PART 6: POWERS OF A BUILDING OFFICIAL

Administration

6.1 Words defining the authority of a *building official* are be construed as internal administrative powers and not as creating a duty.

6.2 A building official may:

(a) administer this bylaw, but owes no public duty to enforce or administer this bylaw;

(b) keep records of applications received, *permit*s, notices, orders issued, inspections, and tests made, and may retain copies of all papers and documents connected with the administration of this bylaw;

(c) establish or require an *owner* to establish whether a method or type of *construction* or material used in the *construction* of a *building* or *structure* complies with the requirements and provisions of this bylaw and the *building code*; and,

(d) direct that tests of materials, equipment, devices, *construction* methods, structural assemblies, or *foundations* be carried out, or that sufficient evidence or proof be submitted by the *owner*, at the *owner's* sole expense, where such evidence or proof is necessary to determine whether the material, equipment, device, *construction,* or *foundation* condition complies with this bylaw and the *building code.*

Refusal and Revocation of Permits

6.3 A *building official* may refuse to issue a *permit* if the proposed work will contravene the requirements of the *building code* or the provisions of this or any other bylaw of the Village and must state the reason in writing.

6.4 A *building official* may revoke a *permit* if, in their opinion, the results of tests on materials, devices, *construction* methods, structural assemblies, or *foundation* conditions contravene the *building code* or the provisions of this bylaw, or both, or if all *permits* required under this bylaw have not been obtained.

Right of Entry

6.5 Subject to section 16 of the *Community Charter*, a *building official* may enter on and into property at any time to ascertain whether the requirements of this bylaw are being met.

Powers

6.6 Subject to applicable enactments, a *building official* may by notice in writing require:

(a) a person who contravenes any provision of this bylaw to comply with that provision within the time ordered;

(b) an *owner* to stop work on a *building* or *structure*, or any part of a *building* or *structure*, if the work is proceeding in contravention of this bylaw, the *building code*, or any other enactment of the Village or other applicable enactments or if there is deemed to be an *unsafe condition*, and may enter on property to affix or post a stop work order in the form prescribed by the *building official*;

(c) an *owner* to remove or prevent any unauthorized encroachment on a public parcel, a statutory right of way, an easement, or a setback or yard required under an enactment;

(d) an *owner* to remove any *building* or *structure*, or any part of a *building* or *structure*, constructed in contravention of a provision of this bylaw;

(e) an *owner* to have work inspected by a *building official* prior to covering;

(f) an *owner* to uncover any work that has been covered without inspection contrary to this bylaw or an order issued by a *building official*;

(g) a person to cease any *occupancy* in contravention of a provision of this bylaw;

(h) a person to cease any *occupancy* if any *unsafe condition* exists because of work being undertaken but not complete and where the *building official* has not issued a final inspection notice for the work;

(i) an *owner* to correct any *unsafe condition*; and,

(j) an *owner* to correct any work that contravenes this bylaw, the *building code*, or any other enactment.

6.7 Every reference to "*owner*" in section 6.6 includes a reference to the *owner's* agent or *constructor*.

6.8 Every person served with a notice under this Part must comply with that notice:

(i) within the time ordered, or,

(ii) if no time is ordered, immediately.

PART 7: OWNER'S RESPONSIBILITIES

Permit Requirements

7.1 Subject to Part 10 of this bylaw, every *owner* must apply for and obtain a *permit*, prior to:

(a) *constructing*, repairing, or altering a *building* or *structure*, including a *retaining wall* and the structural elements of a pool;

(b) moving a *building* or *structure* into or within the Village;

(c) demolishing a *building* or *structure*;

(d) *occupying* a new *building* or *structure*;

(e) *constructing* a masonry fireplace or installing a wood-burning appliance or chimney, whether attached to, part of, or detached from a *building*;

(f) changing the use or *occupancy* of a *building,*

unless the works are the subject of another valid and subsisting *building permit*.

7.2 Every *owner* must ensure that plans submitted with a *permit* application bear the name, phone number, address, and email address of the *designer* of the *building* or *structure*.

Owner's Obligations

7.3 Every *owner* must:

(a) comply with the *building code*, the requirements of this bylaw, and the conditions of a *permit*, and must not omit any work required by the *building code*, this bylaw, or the conditions of a *permit*;

(b) ensure that all *permit*s, plans, specifications, and supporting documents on which a *permit* was based, and all municipal inspection certificates, and all professional field reviews are available at the site of the work for inspection during working hours by the *building official*, and that all *permit*s are posted conspicuously on the site during the entire execution of the work; and,

(c) prior to the issuance of a *building permit*, execute and submit to the Village an *owner*'s undertaking in the form attached as Appendix A.

7.4 Every *owner* must carry out *construction* or have the *construction* carried out in accordance with the requirements of the *building code*, this bylaw, and other bylaws of the Village and neither of the issuance of a *permit* under this bylaw, the review of plans and supporting documents, or inspections made by a *building official* or a *registered professional* shall relieve the *owner*, or his or her *agent*, from full and sole responsibility to perform the work in strict accordance with this bylaw, the *building code,* and all other applicable codes, standards, and enactments.

7.5 Every *owner* must allow a *building official* to enter any *building* or premises at any reasonable time to administer and enforce this bylaw.

7.6 Every *owner* to whom a *permit* is issued must, during *construction* post the *permit* on the property so that it may be easily read from the public highway from which the property takes its address.

Damage to Municipal Works

7.7 Every *owner* to whom a *permit* is issued is responsible for the cost to repair any damage to municipal works or land that occurs during and arises directly or indirectly from the work authorized by the *permit*.

7.8 In addition to payment of a security deposit under sections 10.7 to 10.12, every *owner* must pay to the Village, within 30 days of receiving an invoice for same from the Village, the cost to repair any damage to public property or works located on public property arising directly or indirectly from work for which a *permit* was issued.

Demolition

7.9 Prior to obtaining a *permit* to demolish a *building* or *structure*, the *owner* must:

(a) provide to the Village a vacancy date;

(b) pay capping and inspection chamber installation fees as set out in the Village's bylaws governing fees for waterworks and sewer; and

(c) ensure that all municipal services and other services are capped and terminated at the property line in a Village standard inspection chamber and valve arrangement.

7.10 Every *owner* must ensure that, on completion of all demolition procedures, all debris and fill are cleared and the *site* is levelled or graded, or made safe if levelling and grading are not possible.

Notice

7.11 Every *owner* must, at least 2 *days* prior to commencing work at a *building site*, give written or online notice to a *building official* of the date on which the *owner* intends to begin such work.

7.12 Every *owner* must give written or online notice to a *building official* of any change in or termination of engagement of a *registered professional*, including a *coordinating registered professional*, during *construction*, within 24 hours of when the change or termination occurs.

7.13 If an owner or a *registered professional* terminates the engagement of a *registered professional*, including a coordinating *registered professional*, the owner must terminate all work under a building permit until the owner has engaged a new *registered professional*, including a coordinating *registered professional*, and has delivered to a *building official* new letters of assurance.

7.14 Without limiting the requirements of sections 10.27 to 10.33, every *owner* must give at least 2 *days* online or written notice to a *building official*:

(a) of intent to do work that is required or ordered to be corrected during *construction*;

(b) of intent to cover work that is required under this bylaw to be, or has been ordered to be, inspected prior to covering; and,

(c) when work has been completed so that an inspection can be made.

7.15 Every *owner* must give notice in writing to a *building official* and pay the non-refundable fee set out in the Village's bylaws governing fees immediately upon any change in ownership or change in the address of the *owner* which occurs prior to the issuance of a final inspection notice.

7.16 Every *owner* must give such other notice to a *building official* as may be required by the *building official* or by a provision of this bylaw.

PART 8: OBLIGATIONS OF OWNER'S CONSTRUCTOR

8.1 Every *constructor* must ensure that all *construction* is done in compliance with all requirements of the *building code*, this bylaw, and all other applicable, codes, standards, and enactments.

8.2 Every *constructor* must ensure that no *excavation* or other work is undertaken on public property, and that no public is disturbed, no *building* or *structure* erected, and no materials stored thereon, in whole or in part, without first having obtained approval in writing from the appropriate authority over such public property.

8.3 For the purposes of the administration and enforcement of this bylaw, every *constructor* is responsible jointly and severally with the *owner* for all work undertaken.

PART 9: REGISTERED PROFESSIONAL'S RESPONSIBILITIES

Professional Design and Field Review

9.1 The provision by the *owner* to the Village of letters of assurance in accordance with the requirements of the *building code* shall occur prior to:

(a) the pre-*occupancy* site review coordinated by the coordinating *registered professional* or other *registered professional* for a complex *building*, or

(b) a final inspection for a simple *building* in circumstances where letters of assurance have been required in accordance with the requirements of the *building code*, in which case the *owner* must provide the Village with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *building code*.

9.2 If a *registered professional* provides letters of assurance in accordance with the *building code*, they must also provide proof of professional liability insurance to the *building official* in the form and amount set by Appendix B to this bylaw.

Requirement for a Registered Professional

9.3 The *owner* must retain a *registered professional* to provide a *professional design* and plan certification and letters of assurance in the form of Schedules A, B, C-A and C-B referred to in subsection 2.2.7, Division C, of the *building code,* in respect of a *permit* application:

(a) prior to the pre-occupancy site review coordinated by the coordinating *registered professional* or other *registered professional* for a complex *building*,

(b) prior to a final inspection for a simple *building* in circumstances where letters of assurance have been required in accordance with the requirements of the *building code*, in which case the *owner* must provide the Village with letters of assurance in the form of Schedules C-A or C-B, as appropriate, referred to in subsection 2.2.7, Division C, of the *building code*;

(c) for *foundation* and excavation components of new simple *building*s and additions greater than 55 square metres to simple *building*s in accordance with the *building code* and for *retaining walls* and construction or structural alterations of pools but not for garages, carports, and garden structures;

(d) a *building* that is designed with common egress systems for the occupants and requires the use of firewalls in accordance with the *building code*;

(e) prior to alterations to a *building*, or to a structural component of a *building* described in paragraph (b) in this section;

(f) for a *building* in respect of which the *building official* determines that site conditions, size, or complexity so warrant in the interests of safety of persons or protection of property under the *building code*;

(g) if the *building* envelope components of the *building* fall under Division B Part 3 of the *building code*, the *building* contains more than two dwellings, or if the *building* envelopes do not comply with the prescriptive requirements of Division B Part 9 of the *building code*; and,

(h) for a parcel of land on which a *building* or *structure* is proposed if the *building official* believes the parcel is or is likely to be subject to flooding, mud flows, debris flows, debris torrents, erosion, land slip, rock falls, subsidence, or avalanche, and the requirement for a *professional design* is in addition to a requirement under Division 8 of Part 3 of the *Community Charter*:

(i) for a report certified by a professional engineer with experience in geotechnical engineering that the parcel may be used safely for the use intended; and,

(ii) that the plans submitted with the application comply with the relevant provisions of the building code and applicable bylaws of the Village.

9.4 The *building official* may require any *registered professional* carrying out the *professional design* and *field review* required under section 9.3 to provide evidence that they have experience and expertise in respect of the *professional design* and *field review* of the context and scope required.

Professional Plan Certification

9.5 The letters of assurance in the form of Schedules A and B as referred to in subsection 2.2.7, Division C, of the *building code* referred to in sections 9.1 and 9.3 are:

(a) relied upon by the Village and *its building officials* as certification that the design and plans to which the letters of assurance refer comply with the *building code,* this bylaw and other applicable enactment,

and acceptance of the same does not:

(b) constitute in any way a representation, warranty, or assurance that the Village has reviewed the same;

(c) constitute in any way a representation, warranty, or assurance that the lands, *building*, or *structure* can be safely used or occupied; or,

(d) constitute in any way a representation, warranty, or assurance that the *construction* and works on the lands, *building*, or *structure* do not pose a hazard, danger, or *unsafe condition* for any other lands, *buildings*, or *structures.*

9.6 Letters of assurance must be in the form of Schedules A and B referred to in subsection 2.2.7, Division C, of the *building code.*

9.7 For a *building permit* issued for the *construction* of a *complex building,* the *building official* shall provide the *owner* with a notice that the *building permit* is issued in reliance on the certification of the *registered professional* that the *professional design* and plans submitted in support of the application for the *building permit* comply with the *building code* and other applicable enactments. Any failure on the part of the *building official* to provide the *owner* with the notice will not diminish or invalidate the reliance by the Village or its *building officials* on the *registered professionals*.

9.8 If a *building permit* is issued for a *construction* of a *complex building*, the *permit* fee is reduced by 5% of the fees payable under the Village's bylaws governing fees, up to a maximum reduction of $500.00 (five hundred dollars).

PART 10: BUILDING APPLICATION REQUIREMENTS

Requirements Before Applying for a Building Permit

10.1 Prior to issuance of a *building permit*, the *owner* must satisfy the following requirements or conditions:

(a) the *owner* must apply for and obtain a development *permit* if the *building* or *structure* is in an area designated by the Village's Official Community Plan as a development *permit* area;

(b) the *owner* must ensure that the proposed *building* or *structure* complies with all bylaws of the Village, except to the extent a variance of a bylaw is authorized by a development permit, development variance permit, or order of the Board of Variance;

(c) an approving officer must have approved the subdivision plan that, once registered, would create the parcel on which the proposed *building* or *structure* will be constructed, and the subdivision plan must have been registered in the Land Title Office;

(d) the *owner* must provide evidence to the *building official* showing that the person applying for the *building permit* is either the *owner* of the parcel that is the subject of the proposed *building permit*, or is the agent of the *owner*, in which case, the agent must provide the name and contact information of the *owner*;

(e) if the parcel that is the subject of the *building permit* application is not intended to be connected to the Village's sewage disposal system, the *owner* must apply for and obtain approval from other applicable public authorities for an alternate private sewage disposal system and provide the Village with a copy of such approval before a building permit can be issued;

(f) if the parcel that is the subject of the *building permit* application is not intended to be connected to the Village's waterworks system, the *owner* must apply for and obtain approval from other applicable public authorities for an alternate water supply system and provide the Village with a copy of such approval before a building permit can be issued;

(g) if the parcel that is the subject of the *building permit* application is not intended to be connected to The Village's storm water drainage system, the *owner* must apply for and obtain approval from the Village and other applicable public authorities for the alternate storm water drainage and detention system; and,

(h) if all on site and off site works and services required by a Village bylaw or other enactment have not been completed in accordance with the enactments, the *owner* must enter into a completion agreement with the Village and deliver to the Village letters of credit or cash security for completion of the works and service.

Building Permit Applications for Complex Buildings

10.2 An application for a *building permit* with respect to a *complex building* must:

(a) be made using the form prescribed by the *building official*, and signed by the *owner*, or a signing officer if the *owner* is a corporation;

(b) be accompanied by the *owner*'s acknowledgement of responsibility and undertaking made in the form attached as Appendix A to this bylaw and signed by the *owner*, or a signing officer if the *owner* is a corporation;

(c) include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;

(d) include a *building code* compliance summary including the applicable edition of the *building code*, such as without limitation whether the *building* is designed under Part 3 or Part 9 of the *building code*, major *occupancy* classification(s) of the *building*, *building* area, *building* height, number of streets the *building* faces, and accessible entrances, work areas, washrooms, firewalls, and facilities;

(e) include a copy of a survey plan prepared by a British Columbia land surveyor;

(f) include a site plan prepared by a *registered professional* showing:

(i) the bearing and dimensions of the parcel taken from the registered subdivision plan;

(ii) the legal description and civic address of the parcel;

(iii) the location and dimensions of existing and proposed statutory rights of way, easements, setback requirements, adjacent street, and lane names;

(iv) the location and dimensions of existing and proposed *buildings* or *structures* on the parcel;

(v) setbacks to the natural boundary of any watercourse;

(vi) north arrow;

(vii) if applicable, location of an approved existing or proposed private or other alternative sewage disposal system, water supply system, and storm water drainage system;

(viii) zoning compliance summary;

(ix) the location, dimensions, and gradient of parking and parking access;

(x) proposed and existing setbacks to property lines;

(xi) natural and finished grade at *building* corners and significant breaks in the *building* plan and proposed grade around the *building* faces in order to ascertain *foundation* height;

(xii) first storey floor elevation;

(xiii) location, setbacks, and elevations of all *retaining walls*, steps, stairs, and decks;

(xiv) line of upper floors;

(xv) location and elevation of curbs, sidewalks, manholes, and service poles;

(xvi) location of existing and proposed service connections;

(xvii) location of top bank and water courses;

(xviii) geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the Village's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation,

except that the *building official* may waive, in whole or in part, the requirements for a site plan if the *permit* is sought for the repair or *alteration* of an *existing building* or *structure*;

(g) include floor plans showing the dimensions and uses and *occupancy* classification of all areas, including the dimensions and height of crawl and roof spaces; the location, size, and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; fire separations; plumbing fixtures; structural elements; and stair dimensions;

(h) include a cross-section through the *building* or *structure* in sufficient detail and locations to illustrate *foundation*s, drainage, ceiling heights, and *construction*s systems;

(i) include elevations of all sides of the *building* or *structure* showing finish details, roof slopes, windows, doors, natural and finished grade, spatial separations, and ridge height to comply with the *building code* and to illustrate that the *building* or *structure* conforms with the Village zoning bylaw and development *permit*;

(j) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* conforms to the *building code*;

(k) include all other requirements of sections 2.2.1, 2.2.3, 2.2.4, 2.2.5, 2.2.6, and 2.2.9, Division C of the *building code*;

(l) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, highway access permits, and ministry of health approvals;

(m) include a letter of assurance in the form of Schedule A referred to in subsection 2.2.7 Division C, of the *building code*, signed by the *owner*, or a signing officer if the *owner* is a corporation, and the coordinating *registered professional*;

(n) include letters of assurance in the form of Schedule B referred to in subsection 2.2.7 Division C, of the *building code*, each signed by such *registered*

*professional*s as the *building official* or *building code* may require to prepare the design for and conduct field reviews of the *construction* of the *building*;

(o) include two sets of drawings at a suitable scale of the design prepared by each *registered professional* containing the information set out in (g) to (k) of this section; and,

(p) include illustration of any slopes on the subject parcel that exceed 30%.

10.3 In addition to the requirements of section 10.2 of this bylaw, a *building official* may require the following to be submitted with a *permit* application for the *construction* of a *complex building* if the complexity of the proposed *building* or *structure* or siting circumstances warrant:

(a) site servicing drawings, including sufficient detail of off-site services to indicate locations at the property line, prepared and sealed by a *registered professional*, in accordance with the Village's subdivision and development servicing bylaw;

(b) a section through the site showing grades, *buildings*, *structures*, parking areas, and driveways; and,

(c) any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code,* and other bylaws and enactments relating to the *building* or *structure*.

Building Permit Applications for Simple Buildings

10.4 An application for a *building permit* with respect to a *simple building* must:

(a) be made in the form prescribed by the *building official* and signed by the *owner*, or a signing officer if the *owner* is a corporation;

(b) be accompanied by the *owner's* acknowledgment of responsibility and undertaking made in the form attached as Appendix A and signed by the *owner*, or a signing officer if the *owner* is a corporation;

(c) include a copy of a title search for the relevant property made within 30 days of the date of the *permit* application;

(d) include a copy of a survey plan prepared by a British Columbia land surveyor except that the *building official* may waive the requirement for a survey plan, in whole or in part, where conditions warrant;

(e) include a site plan showing:

(i) the bearing and dimensions of the parcel taken from the registered subdivision plan;

(ii) the legal description and civic address of the parcel;

(iii) the location and dimensions of existing and proposed statutory rights of way, easements, setback requirements, adjacent street, and lane names;

(iv) the location and dimensions of *existing* and proposed *buildings* or *structures* on the parcel;

(v) setbacks to the natural boundary of any watercourse;

(vi) north arrow;

(vii) if applicable, location of an approved existing or proposed alternative private or other sewage disposal system, water supply system, or storm water drainage system;

(viii) the location, dimensions and gradient of parking and parking access;

(ix) proposed and existing setbacks to property lines;

(x) natural and finished grade at *building* corners and datum determination points;

(xi) *first storey* floor elevation;

(xii) location, setbacks, and elevations of all *retaining walls*, steps, stairs, and decks;

(xiii) line of upper floors;

(xiv) location and elevation of curbs, sidewalks, manholes, and service poles;

(xv) location of existing and proposed service connections;

(xvi) location of top bank and water courses;

(xvii) *accessible* paths of travel from the street to the *building*;

(xviii) zoning compliance summary;

(xix) the geodetic elevation of the underside of a wood floor system or the top of a finished concrete slab of a *building* or *structure* where the Village's land use regulations or provincial flood mapping regulations establish siting requirements related to minimum floor elevation,

except that for a *simple building* the *building official* may waive, in whole or in part, the requirements for a site plan, if the *permit* is sought for the repair or *alteration* of an *existing building*;

(f) include floor plans showing the dimensions and uses of all areas, including: the dimensions and height of crawl and roof spaces; the location, location, size, and swing of doors; the location, size and opening of windows; floor, wall, and ceiling finishes; plumbing fixtures; structural elements; and stair dimensions;

(g) include a cross-section through the *building* illustrating *foundations*, drainage, ceiling heights and *construction* systems;

(h) include elevations of all sides of the *building* showing finish details, roof slopes, windows, doors, the *grade*, the maximum *building height* line, ridge height, spatial separations, and natural and finished *grade* to comply with the *building code* and to illustrate that the *building* or *structure* conforms with the Village zoning and, if applicable, development permit;

(i) include cross-sectional details drawn at an appropriate scale and at sufficient locations to illustrate that the *building* or *structure* substantially conforms to the *building code*;

(j) include copies of approvals required under any enactment relating to health or safety, including, without limitation, sewage disposal permits, Ministry of Transportation and Infrastructure approvals, and Ministry of Health approvals;

(k) except for garages, carports, and garden *structure*s located on land, include a *foundation* and *excavation* design prepared by a *registered professional* in accordance with the *building code*;

(l) include geotechnical letters of assurance, in addition to a required geotechnical report, if the *building official* determines that the site conditions so warrant;

(m) include two sets of drawings at a scale of ¼ inch to 1 foot including the information set out in (f) to (i) of this section; and,

(n) include a *building code* compliance summary including the applicable edition of the *building code*, such as, without limitation, whether the *building* is designed under Part 3 or Part 9 and compliance with article 2.2.2.1(2), Division C of the *building code*.

10.5 In addition to the requirements of section 10.4 of this Part, if a *project* involves

(a) two or more *building*s, the gross floor areas of which in the aggregate total more than 1000 square metres;

(b) two or more *building*s that will contain four or more dwelling units; or

(c) otherwise if the complexity of the proposed *building* or *structure* or siting circumstances warrant,

a *building official* may require the following be submitted with a *permit* application for the *construction* of each simple *building* in the project:

(d) a section through the site showing grades, *building*s, *structure*s, parking areas, and driveways;

(e) a roof plan and roof height calculations;

(f) structural, electrical, plumbing, mechanical, and fire suppression drawings prepared and sealed by a *registered professional*;

(g) letters of assurance in the form of Schedule B referred to in Division C of the *building code*, signed by a *registered professional*; and

(h) any other information required by the *building official* or the *building code* to establish substantial compliance with this bylaw, the *building code,* and other bylaws and enactments relating to the *building* or *structure.*

Site and Location Information

10.6 Without limiting the requirements of sections 10.2(f) or 10.4(d) of this Part, the *building official* may in writing require an *owner* to submit an up-to-date plan or survey prepared by a registered British Columbia land surveyor which contains sufficient information respecting the site and location of any *building* to:

(a) establish, before *construction* begins, that all the provisions of this bylaw in relation to this information will be complied with;

(b) verify, during and upon completion of the *construction*, that all provisions of this and other applicable bylaw have been complied with;

(c) in relation to an *existing building*, substantiate its location, size, including appurtenances whether above, at or below ground level, relative to the site, or its relationship to neighbouring grades; and,

(d) in relation to *construction* of a new *building*, or *addition* to an *existing building,* prior to and after the placement of concrete for *foundations* and footings, show the *elevation* at proposed top of concrete on all *building* elevations and at all significant changes of elevation to substantiate its size, location, and elevation,

and every person served with a written requirement under this section must comply with the requirement.

Building Permit Fee

10.7 At the time of submitting a building permit application the *owner* must submit:

(a) the building permit application fee prescribed in the Village's bylaws governing fees; and,

(b) the security deposit in the amounts set out in the Village's bylaws governing fees.

10.8 Before receiving a *building permit* for a *building* or *structure*, the *owner* must first pay to the Village:

(a) the *building permit* fee prescribed in the Village's bylaws governing fees; and,

(b) any fees, charges, levies, or taxes imposed by the Village and payable under an enactment at the time of issuance of the *building permit.*

10.9 The security deposit required by section 10.7:

(a) will be applied to the cost borne by the Village to maintain, restore, or replace any public works or public lands which are destroyed, damaged, or otherwise impaired in the carrying out of the work referred to in any *building permit* held by the applicant;

(b) will be applied to the cost borne by the Village to make the site safe if the *permit* holder abandons or fails to complete the work as designated on the *permit*;

(c) serves as the security deposit for provisional *occupancy* when the final inspection notice makes provision for a security deposit; and,

(d) serves as a security deposit to effect compliance with any condition under which the *permit* was issued.

10.10 The security deposit or applicable portion must be returned to the applicant:

(a) when the *building official* is satisfied that no further damage to public works or public lands will occur;

(b) when the inspections required by this bylaw are complete and acceptable to the *building official*; and,

(c) when the conditions or provisions of a provisional certificate of *occupancy* are completed to the satisfaction of the *building official*;

only if the applicant has requested the return of the security.

10.11 Any credit greater than the amount of the security deposit used by the Village for the purposes described in sections 10.9 to 10.10 of this Part will be returned to the *permit* holder upon the request of the applicant unless otherwise so directed by the *permit* holder. Any amount in excess of the security deposit required by the Village to complete corrective work to public lands, public works, or the site is recoverable by the Village from any or all of the *permit* holder, the *constructor*, or the *owner* of the property.

10.12 The *owner* must deliver to the *building official* an executed Appendix A under which the *owner* acknowledges and agrees that any damage to municipal works or services arising from the *construction* associated with the *building permit* will be repaired at the *owner's* expense and to the satisfaction of the Public Works Superintendent, and the *owner*

must deposit with the Village security in accordance with sections 10.7 to 10.10 of this Part.

Permit Fee Refunds

10.13 No fee or part of a fee paid to the Village may be refunded if *construction* of the *building* has started or if the *permit* has expired.

10.14 A *building permit* or other *permit* fee may be partially refunded, only if:

(a) the *owner* has submitted a written request for a refund;

(b) the *building official* has certified a start has not been made on the *construction* of the *building* or *structure*; and,

(c) the *permit* has not expired.

10.15 A *building permit* or other *permit* fee is not refundable after the *permit* has been extended under section 10.45 of this Part.

Design Modification

10.16 If an issued *building permit* or other *permit* is active and the *owner* proposes modification to the *building* design whereby the value of the work does not increase or the value of the work decreases, the *owner* must pay to the Village a *building permit* fee based on the plan review hourly rate set out in the Village's bylaws governing fees.

Construction Before Permit Issued

10.17 The *building permit* or other *permit* fee is doubled for every *permit* application if *construction* commenced before the *building official* issued a *permit*, to a maximum of $10,000.00.

Expiration of Application for a Permit

10.18 A *building permit* application expires 180 days from the date a complete application is received under this Part if the *building permit* is not issued by the application expiration date, unless the *permit* is not issued only due to delays caused by the Village.

Issuance of a Building Permit

10.19 If:

(a) a completed application in compliance with sections 10.2 and 10.3 or sections 10.4 and 10.5 of this Part, including all required supporting documentation, has been submitted;

(b) the *owner* has paid all applicable fees set out in sections 10.7 to 10.17 of this Part;

(c) the *owner* or his or her representative has paid all charges and met all requirements imposed by any other statute or bylaw;

(d) the *owner* has retained a professional engineer or geoscientist if required under this bylaw;

(e) the *owner* has retained an architect if required under this bylaw; and,

(f) no covenant, agreement, resolution, or regulation of the Village requires or authorizes the *permit* to be withheld,

the *building official* shall issue the *permit* in the form prescribed by the *building official*, for which the application is made, and the date of issuance is deemed to be the date the Village gives written notice to the *owner* that the *permit* is ready to be picked up by the *owner*.

Compliance with the Homeowner Protection Act

10.20 If the application is in respect of a *building* that includes, or will include, a *residential occupancy* governed by the *Homeowner Protection Act*, the *building permit* must not be issued unless the *owner* provides evidence under section 30(1) of the *Homeowner Protection Act*, that the proposed *building*:

(a) is covered by home warranty insurance; and,

(b) the *constructor* is a licensed "residential builder" as defined in that Act.

10.21 Section 10.20 of this Part does not apply if the *owner* is not required to be licensed and to obtain home warranty insurance in accordance with sections 20(1) or 30(1) of the *Homeowner Protection Act.*

10.22 Every *permit* is issued subject to the *owner* and *constructor* maintaining compliance with the *Homeowner Protection Act* and negotiations under it during the term of the *permit*.

Partial Construction

10.23 If a site has been *excavated* under a *building permit* for *excavation* issued under this bylaw and a *building permit* is not subsequently issued or a subsisting *building permit* has expired under section 10.44, but without the *construction* of the *building* or *structure* for which the *building permit* was issued having commenced, the *owner* must

fill in the *excavation* to restore the original gradients of the site within 60 days of being served notice from the Village to do so.

10.24 If a *building permit* has expired and partial *construction* has progressed, with no extension requested of the *building official* under section 10.45, permanent type fencing with privacy screen complying with the Village's Zoning Bylaw, must be erected around the *building* site for protection to the public.

Conditions of a Building Permit

10.25 A *building permit* or an application for a *building permit* that is in process may not be transferred or assigned to a new *owner.*

10.26 The review of plans and supporting documents and issuance of a *building permit* do not prevent the *building official* from subsequently requiring the correction of errors in the plans and supporting documents, or from prohibiting *building construction* or *occupancy* being carried on when in violation of this or another bylaw.

Inspections

10.27 A *building official* may attend the site from time to time during the course of *construction* to ascertain that the *field reviews* are taking place and to monitor the *field reviews* undertaken by the *registered professionals*.

10.28 A *building official* may attend periodically at the site of the *construction buildings* or *structures* to ascertain whether the work is being carried out in substantial conformance with the *building code*, this bylaw, and any other applicable enactments concerning safety.

10.29 Every *owner* or *constructor* shall give at least two *days'* notice to the *building official* to obtain an inspection and written acceptance of the work and at the stages set out in section 10.30.

10.30 Every *owner* or *constructor* must obtain inspection and written acceptance from the *building official* or, where a *registered professional* has been retained, the *registered profession* of the following aspects of the work prior to concealing them:

(a) after demolition, the grading of and removal of debris from the site;

(b) within 24 hours of the start of *excavation*;

(c) where concrete footings and foundations are being used, after forms for footings and foundations are completed but prior to placing any concrete therein;

(d) where concrete footings and foundations are being used, after removal of form work from the footings and foundations;

(e) after installation of perimeter drains and damp proofing but prior to backfilling against the building;

(f) the preparation of ground, including ground cover when required, perimeter insulation on inside of concrete *foundation* walls and reinforcing steel;

(g) hydronic heating pipes, below slab insulation, and radon pipes;

(h) installation of *building* services before being covered;

(i) rough in of factory built chimneys and fireplaces and solid fuel burning appliances;

(j) framing, sheathing, fire stopping (including drywall in fire separations), bracing, chimney and ductwork, exterior doors and windows, but prior to the installation of insulation, interior finishes, sheathing paper, or exterior finishes which would conceal such work;

(k) insulation and vapour barrier;

(l) *construction* of an exterior deck if the deck serves as a roof;

(m) on-site *constructed* tub or shower bases before being covered with a finishing material;

(n) the installation of wall sheathing membrane, externally applied vapour or air barrier, stucco wire or lath, and flashings, but prior to the installation of exterior finishes which could conceal such work; and,

(o) the *health and safety aspects of the work* and the conservation, GHG emission reduction and accessibility aspects of the work when the *building* or *structure* is substantially complete and ready for *occupancy* but prior to *occupancy*,

10.31 A *building official* will only carry out an inspection under section 10.30 if the *owner* or the *owner's agent* has requested the inspection online or in writing in accordance with this bylaw, and without limiting the foregoing, the *building official* has no obligation or duty to carry out an inspection in the absence such a request.

10.32 Despite the requirement for the *building official's* acceptance of the work outlined in section 10.30, or a *building official's* attendance at a *construction* site as authorized by this bylaw, if a *registered professional* provides letters of assurance, the Village will rely solely on *field reviews* undertaken by the *registered professional* and the letters of assurance submitted pursuant to this bylaw as assurance that the aspects of the

construction referenced by those letters of assurance substantially conform to the *design*, plans, and specifications and that the *construction* complies with the *building code*, this bylaw, and other applicable enactments respecting safety.

10.33 No person may conceal any aspect of the work referred to in section 10.30 of this bylaw until a *building official* or the *registered professional* has *accepted* it in writing.

10.34 For work in respect of *complex buildings*, the *owner* must:

(a) convene a preconstruction meeting prior to the start of *construction* and of the preconstruction meeting and the *owner* or their representative must ensure that the *coordinating registered professional*, the *constructor*, and representatives of major trades are in attendance at the preconstruction meeting;

(b) convene a pre-*occupancy* site review coordinated by the *coordinating registered professional* or other *registered professional* for the purposes of having the *owner*, the *constructor* and the *registered professionals* demonstrate to the *building official* and Fire Services the compliance with *the health and safety aspects of the work*, the coordination and integration of the fire and life safety system, applicable Village requirements, and other enactments respecting safety and the conservation, GHG emission and accessibility aspects of the work; and

(c) cause the *coordinating registered professional* to deliver to the *building official* the Confirmation of Required Documentation described in Appendix C, complete with all documentation in a hard covered three ring binder and in digital pdf format on a memory stick at least 2 *days* prior to the pre-*occupancy* coordinated site review coordinated by the *coordinating registered professional*;

(d) provide the Village with written notice of the meeting and site review referenced in this section at least 2 *days* in advance of such events.

Stop Work Order

10.35 The *building official* may direct the immediate suspension or correction of all or a portion of the *construction* on a *building* or *structure* by attaching a stop work order notice in the form in the form prescribed by the *building official* on the premises whenever it is found that the work is not being performed in accordance with the requirements of the *building code*, any applicable bylaw of the Village, or the applicable provisions of the *Homeowner Protection Act*.

10.36 The *coordinating registered professional* may request, in writing, that the *building official* post a stop work order notice on the premises and order the immediate

suspension or correction of all or a portion of the *construction* on a *building* or *structure*. The *building official* must consider such a request and, if not acted upon, must respond, in writing, to the *coordinating registered professional* and give reasons for denying the request.

10.37 If a *registered professional's* services are terminated, the *owner* must immediately stop any work that is subject to *registered professional's design* or *field review* and the *building official* is deemed to have issued a stop work order under section 10.35.

10.38 Immediately after the posting of a notice under section 10.35 or stoppage pursuant to section 10.37, the *owner* must secure the *construction* and the lands and premises surrounding the *construction* in compliance with the safety requirements of every statute, regulation, or order of the Province, or of a provincial agency and of every applicable bylaw of the Village.

10.39 Subject to the terms of the stop work notice issued pursuant to section 10.35, no work other than the required remedial measures may be carried out on the parcel affected by the notice referred to in section 10.35 until the stop work order notice has been removed by the *building official*.

10.40 The notice referred to in section 10.35 must remain posted on the premises until that which is contrary to the enactments has been remedied.

Do Not Occupy Notice

10.41 If a person occupies a *building* or *structure* or part of a *building* or *structure* in contravention of this bylaw, a *building official* may post a Do Not Occupy Notice in the form prescribed by the *building official* on the affected part of the *building* or *structure*.

10.42 If a notice is posted under section 10.41, the *owner* of a parcel on which a Do Not Occupy Notice has been posted, and every other person, must cease *occupancy* of the *building* or *structure* immediately and refrain from further *occupancy* until all applicable provisions of the *building code* and this bylaw have been substantially complied with and the Do Not Occupy Notice has been rescinded in writing by a *building official*.

Inspection and Other Fees

10.43 In addition to the fees required under other provisions of this bylaw, the *owner* must pay the non-refundable fee set out in the Village's bylaws governing fees for:

(a) a second and each subsequent re-inspection where it has been determined by the *building official* that due to non-compliance with the provisions of this bylaw or due to non-complying work, more than one site visit is required for any required inspection;

(b) a special inspection during the Village's normal business hours to establish the condition of a *building*, or if an inspection requires special arrangements because of time, location, or *construction* techniques; or,

(c) inspection required under this bylaw which cannot be carried out during the Village's normal business hours.

Permit Expiration

10.44 Every *permit* is issued on the condition that the *permit* expires and the rights of the *owner* under the *permit* terminate if:

(a) the work authorized by the *permit* is not commenced within 180 days from the date of issuance of the *permit*;

(b) work is discontinued for a period of 180 days; or,

(c) the work is not completed within two years of the date of issuance of the *permit*.

Permit Extension

10.45 A *building official* may extend the period set out under section 10.44 for only one period, not to exceed twelve months, if *construction* has not been commenced or has been discontinued due to adverse weather, strikes, material or labour shortages, other similar hardship beyond the *owner's* control, or if the size and complexity of the *construction* warrants, if:

(a) application for the extension is made at least 30 days prior to the date of *permit* expiration; and

(b) the non-refundable fee set out in the Village's bylaw governing fees has been paid.

Building Permit Revocation

10.46 The *building official* may revoke a *building permit* if there is a violation of:

(a) a condition under which the *permit* was issued; or,

(b) a requirement of the *building code* or of this or another bylaw of the Village,

such *permit* revocation must be in writing and sent to the *permit* holder by signature mail to, or personal service on, the *permit* holder.

Building Permit Cancellation

10.47 A *building permit*, or a *building permit* application, may be cancelled by the *owner*, or his or her *agent*, on delivery of written notification of the cancellation to the *building official.*

10.48 On receipt of the written cancellation notice, the *building official* must mark on the application, and a *permit* if applicable, the date of cancellation and the word "cancelled".

10.49 If the *owner*, or his or her *agent*, submits changes to an application after a *permit* has been issued and the changes, in the opinion of the *building official*, substantially alter the scope of the work, design, or intent of the application in respect of which the *permit* was issued, the *building official* may cancel or amend the *permit* and mark on the *permit* the date of cancellation or amendment and the word "cancelled" or “amended”.

10.50 If a *building permit* application or *permit* is cancelled, and *construction* has not commenced under the *permit*, the *building official* must return to the *owner* any fees deposited under the Village’s bylaws governing fees, less:

(a) any non-refundable portion of the fee; and,

(b) 15% of the refundable portion of the fee.

Occupancy

10.51 No person may occupy a *building* or *structure* or part of a *building* or *structure* for which a *building permit* was issued until a final inspection notice has been issued by a *building official* for the *building* or *structure* or that part of a *building* or *structure* for which a *building permit* was issued.

10.52 A final inspection notice will not be issued unless:

(a) all letters of assurance have been submitted as required in accordance with this bylaw;

(b) all certifications of inspections and approvals for plumbing rough in, plumbing, sprinkler systems, sewerage, and drainage works have been received and accepted by the *building official*;

(c) all aspects of the work requiring inspection and acceptance pursuant to sections 10.30 to 10.34 of this bylaw have both been inspected and *accepted* or the inspections and acceptance are not required in accordance with this bylaw;

(d) where requested by the *building official*, the *owner* has delivered to the Village as-built plans of works and *services* in digital format;

(e) where requested by the *building official*, the *owner* has provided to the Village a *building* survey prepared by a British Columbia Land Surveyor showing the *building* height, size, location, and elevation determined in accordance with the Village's land use regulations;

(f) the *owner* has executed and delivered to the Village every agreement, instrument, or form required by the Village in relation to the work or the site;

(g) all other documentation required under applicable enactments has been delivered to the Village; and,

(h) the *owner* has delivered to the Village as-built drawings of the *building* or *structure* in digital format if *construction* have varied significantly from the approved plans and are requested by the *building official*.

10.53 When a *registered professional* provides letters of assurance, the Village will rely solely on the letters of assurance when issuing a final inspection report authorizing *occupancy* as assurance that the items identified on the letters of assurance substantially comply with the *design, the building code*, this bylaw, and other applicable enactments respecting safety.

10.54 A *building official* may issue a final inspection notice for partial *occupancy* of a portion of a *building* or *structure* under *construction* when:

(a) that portion of the *building* or *structure* is self-contained and provided with essential services respecting *health and safety aspects* of the work, and if applicable, accessibility, GHG emissions and conservation; and,

(b) the requirements set out in section 10.52 have been met with respect to it.

Temporary Buildings

10.55 Subject to the bylaws of the Village and orders of Council, the *building official* may issue a *building permit* for the erection or placement of a *temporary building* or *structure* for *occupancy* if:

(a) the *permit* is for a period not exceeding one year; and,

(b) the *temporary building* or *structure* is located in compliance with the Village's zoning bylaw, built in compliance with the *building code* and this bylaw, and connected to Village utility services.

10.56 An application for a *building permit* for the erection or placement of a *temporary building* or *structure* must be made in the form of a temporary *permit* application in the form prescribed by the *building official*, signed by the *owner* or *agent*, and must include:

(a) plans and supporting documents showing the location and *building height* of the *temporary building* or *structure* on the parcel;

(b) plans and supporting documents showing *construction* details of the *temporary building* or *structure*;

(c) a statement by the *owner* indicating the intended use and duration of the use of the *temporary building* or *structure*;

(d) plans and supporting documents showing the proposed parking and loading space;

(e) a written description of the *project* explaining why the *building* is temporary;

(f) a copy of an issued development permit, if required;

(g) in the case of a temporary manufactured building, a CSA label in respect of manufacture and, without limitation, a Quonset or other steel *building* must be certified in accordance with CSA Standard A660;

(h) a report or drawing by an engineer, architect, or designer confirming compliance with the *building code*, this bylaw, the Village's zoning bylaw, and other applicable bylaws, and, without limiting the generality of the foregoing, confirming that the *temporary building* or *structure* can be safely used ;

(i) security in the form of cash or a letter of credit for 10% of the value of the *temporary building* or *structure*, which security

(i) may be used by the Village to remove the *temporary building* or *structure* after one year of the date of the final inspection required under this bylaw; or,

(ii) must be returned to the *owner* if the *owner* removes the *temporary building* or *structure* within one year of the date of the final inspection of the *temporary building* or *structure* required under this bylaw; and,

(j) in the case of a *temporary building*, information to comply with article 1.1.1.1(2)(f), Division C of the *Building Code*.

10.57 Before receiving a *building permit* for a *temporary building* or *structure* for *occupancy*, the *owner* must pay to the Village the applicable *building permit* fee.

10.58 A *building permit* fee for a *temporary building* or *structure* is not refundable.

Sanitary Facilities

10.59 During the time a *building permit* has been issued and remains valid under this bylaw, the *owner* must provide on the parcel of land in respect of which the *permit* has been issued, sanitary facilities for the disposal of human waste from persons, which facilities must be accessible and unlocked when not occupied while work is being carried out on the parcel under this bylaw, and every sanitary facility that is not connected to a:

(a) sanitary sewer; or,

(b) septic disposal system approved under the *Health Act*,

by plumbing that complies with the *Building Code* and this bylaw, must be provided, at all times with toilet paper, a locking door for privacy, and ventilation, and must be kept in sanitary condition without leaking or overflowing. Such facilities must be located on the construction site in a manner so as not to create a nuisance to neighbouring parcels or highways.

PART 11: RETAINING WALLS AND GRADES

11.1 No person may construct, or structurally repair, a *retaining wall* without a *building permit*.

11.2 Except as certified by a professional engineer with expertise in geotechnical engineering registered in the province of British Columbia, fill material placed on a parcel or excavations creating surface slope exceeding a ratio of one linear unit vertically to two linear units horizontally, must be restrained by *retaining walls*.

11.3 Without limiting section 11.2, no person may occupy a *building* unless the finished *grade* complies with all applicable enactments and recommended requirements of a professional engineer with expertise in geotechnical engineering.

PART 12: BUILDING MOVE

12.1 No person may move a *building* or *structure* into or within the Village:

(a) except where certified by a *registered professional* that the *building,* including its *foundation*, will substantially comply with the current version of the *building code*; and,

(b) a *building permit* has been issued for the *building* or *structure*.

PART 13: POOLS

Swimming Pool Permit and Fencing

13.1 A person must not construct, or structurally repair, a swimming *pool* without a valid *building permit.*

13.2 A swimming *pool*, including a spa or hot tub must be enclosed within a fence constructed without footholds or grips that children may use to climb into the enclosed area, having a minimum height of 1.22 metres and no openings other than gates greater than 100 mm at their greatest dimension.

Pool Gate

13.3 Access through a fence enclosing a swimming *pool*, spa, or hot tub must be only through a self-closing and self-latching gate designed and constructed or installed so as to cause the gate to return to a closed position when not in use and secured by a latch located on the swimming *pool*, spa, or hot tub side of the gate.

Spa or Hot Tub Lid

13.4 In lieu of a fence, a spa or hot tub may be covered with a locking cover, which would prevent unauthorized access to the water.

Maintenance

13.5 A person may not use a swimming *pool*, including a spa or hot tub unless the *owner* or *occupier* of property on or in which a *pool*, spa or hot tub is located maintains every fence or cover required under sections 13.2 to 13.4 in good order, and without limiting the foregoing, maintains and repairs to good order at all times all sagging gates, loose parts, torn mesh, missing materials, worn latches, locks, or broken or binding members.

Leaks or Other Failures

13.6 A person may not obtain a valid and subsisting *building permit* for or use a swimming *pool* without first delivering to the *building official* at the time of the *building permit* application an opinion of a *registered professional* that the *design* of the *pool* will not cause or result in leaks or other failures of the *pool*.

PART 14: ENERGY CONSERVATION AND GHG EMISSION REDUCTION

15.1 In relation to the conservation of energy and the reduction of greenhouse gas emissions, the Village incorporates by reference the British Columbia Energy Step Code in accordance with sections 15.2 through 15.4.

15.2 A *building* regulated by Part 3 of the *Building Code* must be designed and constructed to meet the minimum performance requirements specified in Step 3 of the Energy Step Code.

15.3 A *building* regulated by Part 9 of the *Building Code* must be designed and constructed to meet the minimum performance requirements specified in Step 3 of the Energy Step Code.

15.4 Any *building* regulated by Part 3 or Part 9 of the *Building Code* that is located on property that is rezoned must be designed and constructed to meet the minimum performance requirements specified in Step 3 of the Energy Step Code.

PART 15: OFFENCES

Violations

15.1 Without limiting Part 4 of this bylaw, every person who:

(a) violates a provision of this bylaw;

(b) *permits*, suffers or allows any act to be done in violation of any provision of this bylaw; or,

(c) neglects to do anything required to be done under any provision of this bylaw,

commits an offence and on summary conviction by a court of competent jurisdiction, the person is subject to a fine of not more than $10,000.00, or a term of imprisonment not exceeding three months, or both, in addition to the costs of prosecution. Each day during which a violation, contravention or breach of this bylaw continues is deemed to be a separate offence.

15.2 Every person who fails to comply with any requirement issued by a *building official*, or who allows a violation of this bylaw to continue, contravenes this bylaw.

15.3 Every person who commences work requiring a *building permit* without first obtaining such a *permit* must, if a Stop Work notice is issued and remains outstanding for 30 days, pay an additional charge as outlined in the Village's bylaws governing fees.

Deemed Offence

15.4 An *owner* is deemed to have knowledge of and be liable under this bylaw in respect of any *construction* on the parcel the *owner* owns and any change in the use, *occupancy*, or both of a *building* or *structure* or part of a *building* or *structure* on that parcel.

15.5 No person is deemed liable under section 15.4 who establishes, on a balance of probabilities, that the *construction* or change of use or *occupancy* occurred before he or she became the *owner* of the parcel.

15.6 Nothing in section 15.5 affects:

(a) the Village's right to require and the *owner's* obligation to obtain a *permit*; and,

(b) the obligation of the *owner* to comply with this bylaw.

Ticketing

15.7 The offences in Appendix D are designated for enforcement under s. 264 of the *Community Charter*.

15.8 The following persons are designated as bylaw enforcement officers under section 264(1) (b) of the *Community Charter* for enforcing the offences in Appendix D: *building officials*, fire inspectors and persons designated by Council as bylaw enforcement officers.

15.9 The words or expressions set forth in Column 1 of Appendix D are authorized pursuant to s. 264(1)(c) of the *Community Charter* to designate the offence committed under the bylaw section number appearing in Column 2 opposite the respective words or expressions.

15.10 The amounts appearing in Column 3 of Appendix D are the fines established pursuant to s. 265(1)(a) of the *Community Charter* for the corresponding offence designated in Column 1.

PART 16: INTERPRETATION

Definitions

16.1 In this bylaw

accepted means reviewed by the *building official* under the applicable provisions of the *building code* and this bylaw;

addition means an *alteration* to any *building* which will increase the total aggregate floor area or the *building height* (in storeys), and includes the provision of two or more separate *buildings* with openings between each other for intercommunication;

agent includes a firm, corporation or other person representing the *owner*, by written designation or contract, and includes a hired tradesperson or *constructor* who may be granted a *permit* for work within the limitations of his or her licence;

alternative solution means an alternative solution authorized under the *building code*;

alteration means a change, repair or modification of the *construction* or arrangement of or use of any *building* or *structure*, or to an *occupancy* regulated by this bylaw;

building code means the *British Columbia Building Code* as adopted by the Minister responsible under provincial legislation, as amended or re-enacted from time to time;

building official means the person designated in or appointed to that position by the Village, and includes a *building* inspector, or plan checker, designated or appointed by the Village, and for certainty the *building official* is the "*building* inspector" referred to in the *Community Charter* and *Local Government Act*;

complex building means:

(a) a *building* used for a *major occupancy* classified as:

    (i) *assembly occupancy*;

    (ii) *care occupancy*;

    (iii) *treatment occupancy*; or

    (iv) *post-disaster building*,

(b) a *building* exceeding 600 square metres in *building area* or exceeding three storeys in *building height* used for a *major occupancy* classified as:

    (i) *residential occupancy*;

    (ii) *business and personal services occupancy*;

    (iii) *mercantile occupancy*; or

    (iv) *medium and low hazard industrial occupancy*,

coordinating registered professional means a *registered professional* retained pursuant to the *building code* to coordinate all design work and field reviews of *the registered professionals* required for a development;

construct includes build, erect, install, repair, alter, add, enlarge, move, locate, relocate, reconstruct, demolish, remove, *excavate* or shore;

constructor means a person who *constructs*;

day means a full day that is a day that the Village offices are open;

existing, in respect of a *building*, means that portion of a *building constructed* prior to the submission of a *permit* application required under this bylaw;

foundation means a system or arrangement of *foundation* units through which the loads from a *building* are transferred directly to supporting soil or rock and includes any portion of the exterior walls of a *building* that lie below the finished grade immediately adjacent to the *building*;

GHG means greenhouse gas*;*

health and safety aspects of the work means design and *construction* regulated by Parts 3, 4, 5, 6, 7, 8, 9 and 10, Division B, of the *building code*; and subject to Parts 1 and 2 in relation to Parts 3 through 10, Division B;

owner means the registered *owner* in fee simple, or an *agent* duly authorized by the *owner* in writing in the form prescribed by the *building official*;

permit means permission or authorization in writing by the *building official* to perform work regulated by this bylaw and, in the case of a final inspection notice, to occupy a *building* or part of a *building*;

pool means a *structure* or *constructed* depression used or intended to be used for swimming, bathing, wading or diving which is designed to contain water and has a depth, at any point, exceeding 0.6 m, including an in-ground *pool* and hot tub;

professional design means the plans and supporting documents bearing the date, seal or stamp, and signature of a *registered professional*;

Professional Governance Act means the *Professional Governance Act*, S.B.C. 2018, c. 47 as amended from time to time;

project means any *construction* operation;

retaining wall means a *structure* exceeding 1.2 metres in height that holds or retains *soil* or other material behind it;

simple building means a *building* of three storeys or less in *building height*, having a *building area* not exceeding 600 square metres and used for a *major occupancy* classified as:

(a) *residential occupancy*;

(b) *business and personal services occupancy*;

(c) *mercantile occupancy*;

(d) *medium hazard industrial occupancy*; or

(e) *low hazard industrial occupancy*,

structure means a *construction* or portion of *construction*, of any kind, whether fixed to, supported by or sunk into land or water, except landscaping, fences, paving and retaining *structures* less than 1.22 meters in height;

temporary building includes a, *construction* office or a *structure* in which tools are stored during *construction* of a *building* or other *structure*;

16.2 In this bylaw the following words and terms have the meanings:

(a) set out in section 1.4.1.2 of the *building code* as of the date of the adoption of this bylaw: *accessible assembly occupancy, building, building area, building height, business and personal services occupancy, care occupancy, constructor, coordinating , designer, detention occupancy, excavation, field review, firewall, first storey, grade, high hazard industrial occupancy, industrial occupancy, low hazard industrial occupancy, major occupancy, medium hazard industrial occupancy, mercantile occupancy, occupancy, post disaster occupancy, private sewage disposal system, registered professional, residential occupancy, treatment occupancy or unsafe condition*;

(b) subject to this bylaw, set out in the Schedule to the *Community Charter*: *assessed value, highway, land, occupier, parcel, public authority, service* and *soil*; and

(c) subject to this bylaw, set out in section 29 of the *Interpretation Act*: *may, must, obligation, person, property, writing, written* and *year*.

16.3 Every reference to this bylaw in this or another bylaw of the Village is a reference to this bylaw as amended to the date of the reference.

16.4 Every reference to:

(a) the *building code* is a reference to the current edition as of the date of issuance of the *building permit*; and

(b) a section of the *building code* is a reference to the applicable successor sections,

as the code or section may be amended or re-enacted from time to time.

16.5 Definitions of words and phrases used in this bylaw that are not included in the definitions in this Part have the meanings commonly assigned to them in the context in which they are used in this bylaw, considering the specialized use of terms with the various trades and professions to which the terminology applies.

Appendices

16.6 Appendices A through E are attached to and form part of this bylaw.

Severability

16.7 If a section, subsection, paragraph, subparagraph or phrase of this bylaw is for any reason declared invalid by a court of competent jurisdiction, the decision will not affect the validity of the remaining portions of this bylaw.

PART 17: REPEAL

20.1 VILLAGE OF LIONS BAY BUILDING BYLAW NO. 234, 1994, AS AMENDED, IS REPEALED.

PART 18: IN FORCE

18.1 This bylaw comes into force on [Insert date, unless intent is TO COME INTO force on adoption].

READ A FIRST TIME this ___ day of _____, 2025.

READ A SECOND TIME this ___ day of _____, 2025.

READ A THIRD TIME this ___ day of _____, 2025.

ADOPTED this ___ day of _____, 2025.

Mayor _____ Corporate Officer_____

Village of Lions Bay

BYLAW No. 649, 2025

Appendix A – Owner's Undertaking

Property Address:_____

Legal Description:_____

Building Permit #:_____

1. This undertaking is given by the undersigned, as the *owner* of the property described above, with the intention that it be binding on the *owner* and that the Village will rely on same.

2. I confirm that I have applied for a *building permit* pursuant to "Village of Lions Bay Building Bylaw 2025, No. XXXX" (the "Bylaw") and that I have carefully reviewed the provisions of the Bylaw and in particular, **I understand, acknowledge, and accept** the provisions describing the purpose of the Bylaw set out in Part 2 of the Bylaw , the conditions under which *permit*s are issued, the disclaimer of warranty or representation, and the limited extent of the scope of the Bylaw and inspections thereunder.

3. Without in any way limiting the foregoing, I acknowledge fully that it is my responsibility to ensure compliance with the Building Code and the Bylaw whether any work to be performed pursuant to the *permit* applied for is done by me, a contractor, or a *registered professional* and the issuance of a *building permit* does not constitute any representations, assurances, or warranties regarding any actual or potential geotechnical matters that do or could be related to the development of the building site and lot to which the *building permit* applies.

4. I am not in any way relying on the Village or its *building official*s, agents, or employees to protect me or any other persons as set out in Part 3 of the Bylaw and I will not make any claim alleging any such responsibility or liability on the part of the Village or its *building official*s.

5. I hereby agree to indemnify and save harmless the Village and its employees from all claims, liability, judgments, costs, and expenses of every kind which may result from

negligence or from the failure to comply fully with all bylaws, statutes ,and regulations relating to any work or undertaking in respect of which this application is made.

6. I acknowledge and agree that if I damage any Village works or services, I will repair such damages to the satisfaction of the Village if requested by the Village to do so, or pay for the costs of such repairs if the costs exceed the value of any security deposit paid to the Village

I am authorized to give these representations, warranties, assurance and indemnities to the Village.

Owner's Information:

Name: _____

(PRINT)

Address: _____

_____

Tel. No.: _____ Cell No.: _____ Fax No.: _____

Email:_____

These undertaking covenants and agreements are executed under seal by the *owner* this _____ day of _____, _____.

(Day) (Month) (Year)

1. Where *owner* is an <u>individual:</u>

Owner's Signature

Signed, sealed, and delivered in the presence of:

Witness's Signature

_____

_____

Witness's Name

(PRINT)

Witness's Address

Signed, sealed, and delivered in the presence of:

Witness's Signature

Witness's Name

(PRINT)

Witness's Address

Owner's Name

(PRINT)

2. Where *owner* is a corporation:

Name of Corporation

_____

Signed, sealed, and delivered in the presence of:

Witness's Signature

_____

_____

Witness's Name

_____

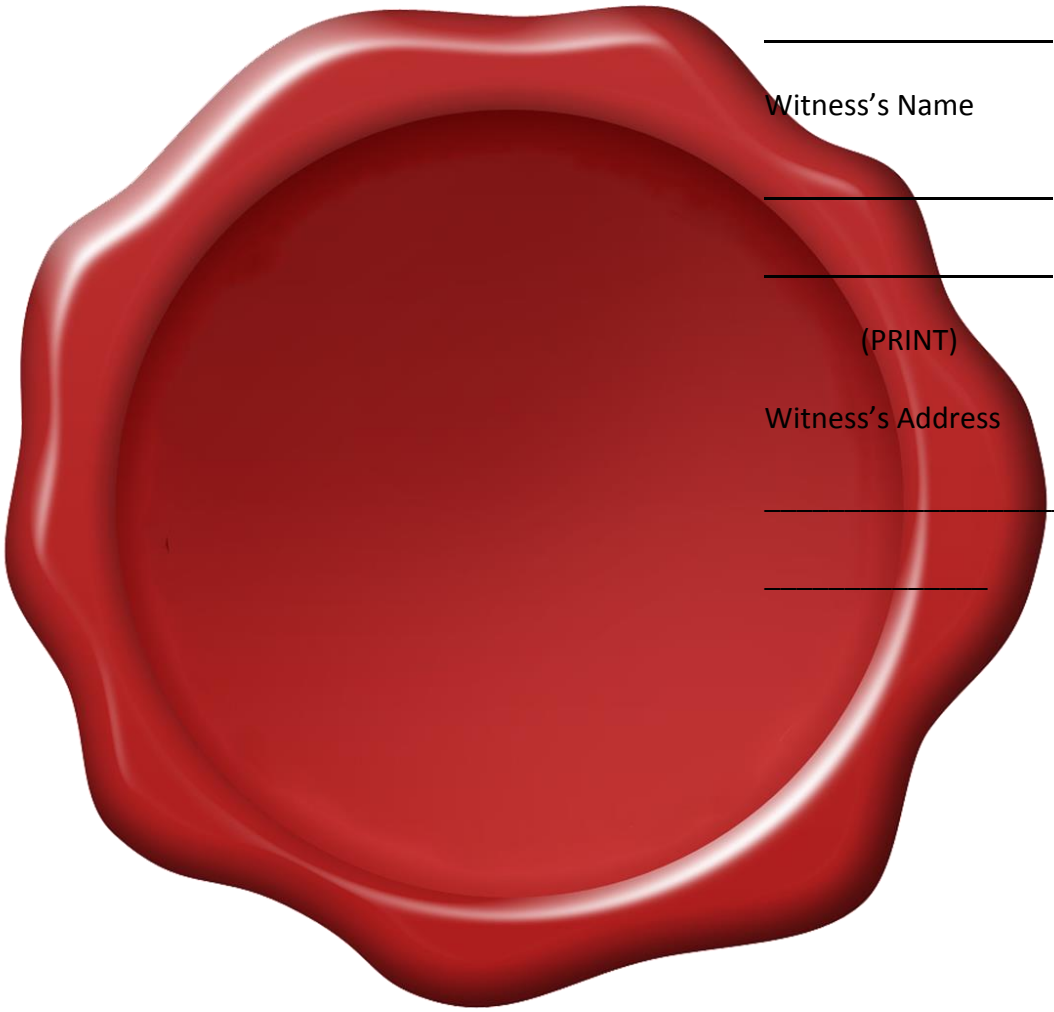
_____

(PRINT)

Witness's Address

_____

_____



Per:

Authorized Signatory

_____

Name

_____

(PRINT)

3. Where *owner* is a partnership:

_____

Name of Partnership

_____

Per:

Authorized Signatory

_____

Name _____ (PRINT)

Village of Lions Bay

BYLAW No. 649, 2025

Appendix B – Confirmation of Professional Liability Insurance

1. *This Confirmation letter must be submitted along with each BC Building Code Schedule A and Schedule B before issuance of a building permit. A separate Confirmation Letter must be submitted for each registered professional.*
2. *This Confirmation Letter must be submitted with each BC Building Code Schedule C after completion of the building but before a final inspection is made by the building official. A separate Confirmation Letter must be submitted for each registered professional.*
3. *Only an original Confirmation Letter, printed by the Village or an unaltered photocopy of this document is to be completed and submitted.*

Attention: Manager, Inspections

Property Address:_____

Legal Description:_____

The undersigned hereby gives assurance that:

a) I have fulfilled my obligation for insurance coverage as outlined in the Village of Lions Bay Building Bylaw 2025, No. XXXX;
b) I am insured by a policy of insurance covering liability to third parties for errors and omissions in respect to the above project, in the amount of at least One Million Dollars ($1,000,000.00);
c) I have enclosed a copy of my certificate of insurance coverage indicating the particulars of such coverage;
d) I am a *registered professional*; and
e) I will notify the *building official* in writing immediately if the undersigned's insurance coverage is reduced or terminated at any time during *construction*.

_____
Signature

_____ _____
Name (PRINT) Date

_____
Address (PRINT)

_____ (Affix professional seal here)

Phone

(If the *registered professional* is a member of a firm, complete the following)

I am a member of this firm:

_____

Name of Firm (PRINT)

_____

Address (PRINT)

I sign this letter on behalf of myself and the firm.

Note: This Confirmation letter must be signed by a registered professional. The BC Building Code defines a registered professional as a person who is registered or licensed to practice (a) as an architect under the Professional Governance Act, S.B.C. 2018, c. 47*, or (b) as a professional engineer under the Professional Governance Act,* S.B.C. 2018, c. 47.

Village of Lions Bay

BYLAW No. 649, 2025

Appendix C – Confirmation of Required Documentation

Building Permit Number: _____

Note:

1. *The Confirmation of Required Documentation and all required documentation must be submitted to the Chief Building Inspector 2* days *prior to the Pre-Occupancy Coordinated Review.*

2. *The Confirmation of Required Documentation and all required documentation must be submitted in a tabbed ringed binder, with tab sections as per this Appendix.*

	Provided	N\A	
TAB 1	☐	☐	CONFIRMATION OF REQUIRED DOCUMENTATION
TAB 2	☐	☐	DIRECTORY OF PRINCIPALS (Role/Firm/Name/Telephone)
	☐	☐	Owner
	☐	☐	Co-ordinating Registered Professional
	☐	☐	Registered Professionals
	☐	☐	Warranty Provided
	☐	☐	Licensed Builder
	☐	☐	Sub-Contractors
TAB 3	☐	☐	LETTERS OF ASSURANCE (A, B, C-A, C-B)
	☐	☐	Co-ordinating Registered Professional
	☐	☐	Architectural
	☐	☐	Structural
	☐	☐	Mechanical
	☐	☐	Geotechnical Temporary
	☐	☐	Geotechnical Permanent
	☐	☐	Fire Suppression

☐ ☐ _____ (other)

TAB 4 ☐ ☐ PROFESSIONAL REVIEW LETTERS

☐ ☐ Alternative Solution (Confirmation of Field Review – sealed)

☐ ☐ Site Services – Civil Engineer

☐ ☐ Building Envelope Specialist

☐ ☐ Roofing Consultant

☐ ☐ Generator Test Report / Certificate

☐ ☐ (Other - specify) _____

☐ ☐ (Other - specify) _____

TAB 5 ☐ ☐ FIRE ALARM

☐ ☐ Fire Alarm Verification Certificate (include field work sheets)

☐ ☐ Letter of Signed Contract from ULC Listed Monitoring Agency

TAB 6 ☐ ☐ SPRINKLER SYSTEMS

☐ ☐ Material and Test Certificate – Above ground piping

☐ ☐ Material and Test Certificate – Underground piping

☐ ☐ Fire Pump Test Report

TAB 7 ☐ ☐ PROVINCIAL APPROVALS

☐ ☐ Certificate to Operate Elevating Device (one per each device)

☐ ☐ Health Approval (on-site sewage disposal)

☐ ☐ Health Approval (food services)

TAB 8 ☐ ☐ VILLAGE APPROVALS

☐ ☐ Sprinkler Permit – Pre-*occupancy* Co-ordinated Review

☐ ☐ Fire Department Acceptance (Fire Safety Plan)

☐ ☐ Final Inspection (Building Inspector– pre-*occupancy* review)

☐ ☐ Developmental Engineering Final Inspection

☐ ☐ Planning Technicians Final Inspection

TAB 9 ☐ ☐ DEFICIENCY LIST

Submitted by Coordinating Registered Professional

_____

Name (PRINT)

_____ _____

Signature Date

_____

Address (PRINT)

_____

Phone

Village of Lions Bay

BYLAW No. 649, 2025

Appendix D – Offences

COLUMN 1	COLUMN 2	COLUMN 3
DESIGNATED EXPRESSION	SECTION	FINE
Interference with *building official*'s right of entry		
Construction without *building permit*		
Demolition without *building permit*		
Moving *building* without *building permit*		
Failure to having *permit* and supporting documents on site		
Unsafe site		
Failure to post civic address		
Failure to comply with *permit* conditions		
Failure to obtain final inspection notice		
Unsafe condition		
Failure to clear all debris and fill		
Failure to obtain *building official*'s written acceptance prior to concealing work		
Failure to stop work after a *registered professional*'s services are terminated		
Violation of Stop Work Order		
Violation of Do Not Occupy Notice		

2023 Annual Report

Village of Lions Bay
For the Year Ended December 31, 2023

We acknowledge that the land on which we live and work is the traditional territory of the Coast Salish Peoples. Specifically, we recognize the Musqueam (xʷməθkʷəy̓əm) and Squamish (Sḵwx̱wú7mesh) Nations, and that their historic connections to these lands continue to this day.

Contents

Our Lions Bay **4**

Lions Bay at a Glance **5**

Lions Bay Municipal Council **7**

Message from the Mayor **8**

Message from the Chief Administrative Officer **10**

Village of Lions Bay – OCP Vision Statement **11**

Council Strategic Priorities **12**

Council Advisory Bodies **13**

Council Advisory Bodies – 2023 Volunteer Members 15

Other Municipal Bodies 16

Municipal Services and Operations **18**

Administration 19

Financial Services 21

Operations 23

Lions Bay Fire Rescue 27

Other Municipal Services **30**

Emergency Planning 30

Emergency Support Services 30

Policing 30

Bylaw Enforcement 31

Building Inspection 31

Community Partners **33**

Financial Report **34**

Message from the Financial Officer 35

Statement of Financial Information 37

DRAFT

Our Lions Bay

Nestled between the mountains and the sea along the scenic Sea-to-Sky Highway, the Village of Lions Bay is a unique coastal community known for its natural beauty, small-town charm, and strong sense of place. With panoramic views of Howe Sound, proximity to world-class trails, and abundant outdoor recreation opportunities, Lions Bay offers an unparalleled quality of life for residents and visitors alike.

The Village is more than just a picturesque setting—it is a community defined by engaged citizens, dedicated volunteers, and a collective commitment to sustainability and resilience. As one of the smallest municipalities in British Columbia, Lions Bay takes pride in its ability to deliver high-quality municipal services while preserving its close-knit character.

Lions Bay is also a municipal member of the Metro Vancouver Regional District (MVRD), a partnership of 23 local authorities that work together on key regional services such as drinking water, wastewater treatment, solid waste management, air quality, and regional planning. Membership in the MVRD allows Lions Bay to benefit from shared resources, regional collaboration, and long-term planning that supports both the community and the broader Metro Vancouver area.

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Lions Bay at a Glance

549

People per km^2

Population Density

2.53

km^2

Village Size

1,390

Population

506

Occupied Private Dwellings

2.8

Average Household Size

46.1

Average Age

$121,000

Median after tax income

17.1
Km of Roads

7
Parks, Courts, Walks

2.2
Km of Sewer lines

16.1
Km of watermains

3
Treated water storage tanks

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Lions Bay Municipal Council

Mayor
Ken Berry
mayor.berry@lionsbay.ca

Councillor
Neville Abbott
councillor.abbott@lionsbay.ca

Councillor
Michael Broughton
councillor.broughton@lionsbay.ca

Councillor
Jaime Cunliffe
councillor.cunliffe@lionsbay.ca

Councillor
Marcus Reuter

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Council provides local leadership by setting priorities, adopting policies, and making governance decisions in the best interests of current and future Lions Bay residents. Each member represents the municipality as a whole and may also serve on regional Committees, Boards, and Advisory Bodies, contributing to strategic direction, budget priorities, and regional collaboration. Regular Council meetings are generally held once monthly, with Committee of the Whole meetings scheduled once month, also. Regular Council and Committee meetings are open to the public and available in person or by Zoom. Details, agendas, and minutes are posted on the Village website: www.lionsbay.ca/governance/council-committee-meetings.

Message from the Mayor

2023 was a year of reflection, resilience, and renewed purpose for the Village of Lions Bay.

As one of the most distinctive and naturally stunning communities in British Columbia, we continued to face the challenges and opportunities associated with stewarding our limited infrastructure, safeguarding our environment, and delivering services that meet the expectations of a committed and passionate population.

Throughout the year, Council and staff focused on strengthening foundational operations while responding to the ongoing pressures that face small municipalities across the province. From managing a constrained water system and navigating emergency preparedness to enhancing transparency in governance, our work has remained rooted in accountability and the long-term sustainability of our village.

A major priority in 2023 was water security. With climate variability and seasonal droughts increasingly affecting our creek-fed system, Council supported short- and long-term actions, including leak detection, supply system reviews, and initiating the planning groundwork for a more resilient future supply, efforts that will continue into 2024 and beyond.

We also took steps to address internal organizational needs. Following a period of transition in senior leadership, Council was pleased to welcome our new Chief Administrative Officer, Ross Blackwell, who joined the Village in September. Ross brings a wealth of experience in local government and community building, and his leadership is already helping to guide important operational improvements and restore confidence in municipal processes.

With key vacancies filled and a renewed focus on organizational culture and service delivery, staff worked diligently throughout the year to restore core administrative systems, ensure compliance with bylaws and policies, and re-establish a respectful, high-functioning workplace.

At the Council table, we took important steps to modernize policy, enhance meeting efficiency, and support respectful debate. Council continues to navigate challenging decisions, but our shared commitment to the community remains the constant that guides us.

Importantly, 2023 reminded us of the strength of community. Whether through volunteers maintaining trails, emergency responders answering the call, or neighbours supporting each other through adversity, Lions Bay remains united in its sense of place and people. The spirit of

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volunteerism is alive and well, and our thanks go to the many residents who dedicate their time to making our village safe, connected, and vibrant.

As we move into 2024, I invite all residents to continue engaging with Council and staff as we tackle big questions about financial sustainability, infrastructure, and climate resilience. With ongoing dialogue and collective effort, we will continue to protect what makes Lions Bay exceptional, while adapting to the realities of the future.

Thank you to my fellow Council members, Village staff, and especially our residents, for your patience, your passion, and your partnership.

With gratitude,

Mayor Ken Berry

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Message from the Chief Administrative Officer

It is my pleasure to contribute this message as Chief Administrative Officer for the Village of Lions Bay. Although I joined the organization only in the final quarter of 2023, it has already been a privilege to serve this exceptional community and to work alongside a dedicated and talented team of municipal professionals.

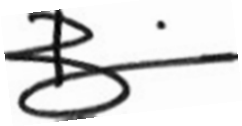
The past year presented the organization with several challenges, some longstanding, others emerging, but through it all, staff continued to demonstrate resilience, adaptability, and a deep commitment to public service. Whether responding to operational pressures, regulatory demands, or supporting Council in its decision-making processes, staff consistently upheld the high standards expected by our residents.

Over the last few months of 2023, I had the opportunity to listen, observe, and begin working with Council and staff to lay the groundwork for the important work ahead. While there is no shortage of priorities, I am confident that, together, we are well positioned to make meaningful progress in 2024. There is a shared commitment to good governance, continuous improvement, and service excellence that runs deep within the organization.

Looking ahead, several key projects are poised to advance in the coming year, including infrastructure planning, community safety initiatives, and enhanced policy and bylaw development. With sound leadership, a motivated team, and the support of our community, I believe 2024 will be a year of steady progress and collective success.

I would like to thank the staff for their professionalism and hard work throughout 2023, and Council for the opportunity to support the strategic vision of the Village. I look forward to what we will accomplish together in the months ahead.

Respectfully,



Ross Blackwell, Chief Administrative Officer

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Village of Lions Bay

OCP Vision Statement

This vision statement, taken from the Village's Official Community Plan, is expressed in the present tense and it represents the community's aspiration for how Lions Bay will be described in the future:

Lions Bay residents value this community as a peaceful, close-knit village, deeply connected to the natural West Coast environment, yet close to a major metropolitan area. The community has a strong sense of self-governance while desiring to stay connected to neighbours and partners in the region. The recent and dramatic pace of growth along the Sea-to Sky corridor has created new challenges for Lions Bay. The community must be thoughtful and innovative in making development choices which maintain its unique sense of place, respect the natural

For more information on the Official Community Plan, please visit: www.lionsbay.ca/services/planning-and-development-services/official-community-plan

Council Strategic Priorities

Council's 2022–2026 priority themes were not newly developed for this Council term. Instead, the 2020 Strategic Goals and Priorities established by the previous Council were carried forward following the 2022 municipal election. Council priority projects represent initiatives that extend beyond regulatory requirements and the delivery of core services, focusing on enhancing processes, systems, and customer service. These priorities are incorporated into departmental workplans, with timelines confirmed once funding is approved through the annual budget cycle. Each year, Council determines which projects to fund in support of the priority themes, and these decisions are reflected in the Five-Year Financial Plan. The priority themes are outlined below.

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Financial

Ensure long-term financial sustability, maintain core services, advance strategic priorities and reduce infrastructure gap.

Infrastructure

Resource and prioritize maintenance and upgrades per the IMP meeting appropriate and evolving standards and best practice.

Organization

Build and retain a motivated, high performing, and stable staff team capable of innovatively meeting core work, statutory requirements and Council strategic priorities.

Planning

Enhance and implement OCP to foster a prosperous, diverse and vibrant complete community.

Communication

Enable an informed, engaged public through proactive, transparent, and timely communication.

Council Advisory Bodies

The contributions of the Village's volunteers are deeply valued by both Council and staff, as they play an essential role in supporting municipal functions and community life. In Lions Bay, volunteerism extends beyond service organizations and emergency response, encompassing participation on Council-appointed committees and working groups that provide advice and recommendations on key issues.

These advisory bodies are established to inform Council's governance and decision-making process by offering perspectives, expertise, and community input on matters of municipal importance. The composition of such committees is carefully considered to reflect the diverse interests of Lions Bay residents, ensuring that decisions are informed by a broad range of viewpoints while remaining aligned with Council's strategic priorities.

Council relies on a range of inputs to guide its governance and decision-making, including the work of committees, advice from staff, feedback from the public, and the framework provided by municipal policies, regional plans, regulations, and legislation. Committees established by Council serve a vital role by providing advice and recommendations on matters within their mandate or referred to them by Council, helping to ensure decisions are informed, transparent, and responsive to community needs.

The Village of Lions Bay greatly values the commitment and expertise of its committee members, whose contributions significantly enhance the quality of municipal decision-making. Their dedication, alongside the input of residents and the professional guidance of staff, strengthens the capacity of the municipality to address challenges and advance Council's priorities in service of the community.

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Council Advisory Bodies – 2023 Volunteer Members

Curly Stewart Memorial Trust Fund Award

Councillor Neville Abbott (Chair)
Nicole Strahl
Jennifer Hetherington
Kit McLean
Hugo Van Hoogstraten

The Select Curly Stewart Memorial Trust Fund Award Committee was formed by Bylaw to advise Council on the selection of a high school applicant for the annual award of a scholarship from the Curly Stewart Memorial Trust Fund.

The Committee continued fund raising throughout the year and raised the cash award to $1,000. By unanimous decision the Committee awarded Robyn Langford the 2023 Curly Stewart Memorial Trust Fund.

Emergency Program Committee

Phil Folkersen (Chair)
Mayor Ken Berry
Councillor Neville Abbott
Ron Miller (CAO)
Nai Jaffer (PWM)
Mary Brown (ESS)
Barrett Germsheid (LBFR)
Ed Langford

The Lions Bay Emergency Program Committee provides guidance and oversight to ensure the Village is prepared for, can respond to, and recover from emergencies and disasters in alignment with provincial legislation and best practices. The Committee advises Council on emergency management policies, planning, and resource coordination to strengthen community resilience and public safety

Infrastructure Committee

Councillor Neville Abbott (Chair)
Mayor Ken Berry
Councillor Jaime Cunliffe
Tony Greville
Hilary Monfared
Brian Ulrich

The Infrastructure Committee comprises volunteer technical subject matter experts and advises Council on long range infrastructure issues facing the community.

Trees, Views and Landscapes Committee

Simon Waterson (Chair)
Mayor Ken Berry
Jay Barber
Mike Jury
Jim Cannell

The Committee considers Tree-Cutting Permit applications pursuant to the *Trees, Views and Landscapes Bylaw*, providing balanced and objective advice to Council on these applications. Committee inspection takes place at the location of the proposed

DRAFT

The Committee was reformed as a standing committee in July 2023 with revised terms of reference. The Committee's main goal for the year was to review the 2016 Infrastructure Master Plan update members and Council on the status, and to make recommendations for priority projects for 2024.

cutting and affected or interested residents may attend.

Climate Action Committee

Councillor Neville Abbott (Chair)
Councillor Marcus Reuter (Vice Chair)
Christina Lee
Clara George
Greg Weary
John Robb
Norm Barmeier

The Climate Action Committee's mandate is to provide a local perspective to advise Council on mitigating the Village's greenhouse gas (GHG) emissions, to establish GHG reduction targets and to recommend policies and actions related to climate action as identified in the Village's Official Community Plan (OCP).

The Committee was reestablished in March 2023. During the year the Committee approved new terms of reference, set goals for the remainder of the council term, made recommendations for the beach park project and provided input for the new purchasing policy. The Committee started planning and developing the scope for the hall environmental upgrade and the mini-recycling depot projects.

Finance Committee

Mayor Ken Berry (Chair)
Councillor Michael Broughton
Jeff Sparling
David Shore

The overall purpose and mandate of the Committee is to monitor the financial management of the Village and to provide timely advice and recommendations to Council on any matter affecting the financial integrity of the Village.

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Other Municipal Bodies

Board of Variance

The Board of Variance differs from the municipal Advisory Bodies in that it is a quasi-judicial body established under the provisions of the Provincial *Local Government Act* with the authority to vary provisions of the *Zoning Bylaw* that do not change the permitted use or density.

Morgan Gatto (Chair)
Scott Gordon
David Lee

Lions Bay Beach Park Advisory Committee

The Lions Bay Beach Park Revitalization Advisory Committee was established to engage the community and advance the federally and provincially funded project to upgrade the Beach Park, including improvements to the washrooms, playscape, and waterfront area. The Committee gathered input and provided recommendations to guide the project's successful delivery.

Councillor Michael Broughton (Chair)
Councillor Neville Abbott (until April 2023)
Councillor Jamie Cunliffe (May 2023 onward)
Scott Gordon
David Lee
Kirsty Pappas
Oliver Ganske
Susan Davis

Ad Hoc Mayor's Working Groups

In Fall 2023, Mayor Ken Berry established community working groups in relation to Highway Noise, Parking, and the TransLink Lions Bay Connector to address resident concerns requiring timely action. These groups held their inaugural meetings in December 2023 and began advancing recommendations on these priority issues.

Highway Noise Working Group

The Highway Noise Working Group, chaired by Councillor Broughton, was established with a 90-day mandate to engage residents and generate recommendations for Council. The initiative emphasized collaboration, with resident members encouraged to contribute their skills and expertise, and to support two-way communication with the community, the Ministry of Transportation and Infrastructure (MOTI), Miller Capilano, and the RCMP. Notes, ideas, and background information

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were shared among volunteers and Council to inform meaningful discussion and actionable outcomes.

Parking Working Group

The Parking Working Group, chaired by Mayor Berry, was formed in Fall 2023 in response to resident concerns requiring timely attention. Working Group members revisited past reports, explored new solutions, and examined opportunities for ongoing improvements to address evolving parking challenges and safeguard community well-being. With a 90-day mandate, the Working Group worked toward developing a set of recommendations for Council's consideration.

TransLink Lions Bay Connector Working Group

The TransLink Lions Bay Connector Working Group, chaired by longtime Kelvin Grove resident, Ron O'Dwyer, was established to guide community discussions on the use of TransLink funds available to the municipality. The Task Force engaged residents in clarifying the vision of the "Lions Bay Connector," considering both its potential and its limitations. Through its 90-day mandate, the group sought to provide Council with recommendations while also enhancing resident understanding of transportation options and opportunities within the Village.

NOTE*:* The Mayor is an ex-officio member of all Committees of Council. In addition, Mayor Berry has been appointed by Council as Member of the following:

- TransLink Mayors' Council;
- Director (all Metro Board functions except Sewer & Drainage District and Water District);
- Appointed by Metro Chair as member of Climate Action Committee;
- Pacific Parkland Foundation (Metro Parks);
- Electoral Area A - Sub-Committee;
- Aboriginal Relations Committee;
- Appointed by TransLink Mayors' Council Chair to the Finance and Governance Committee.

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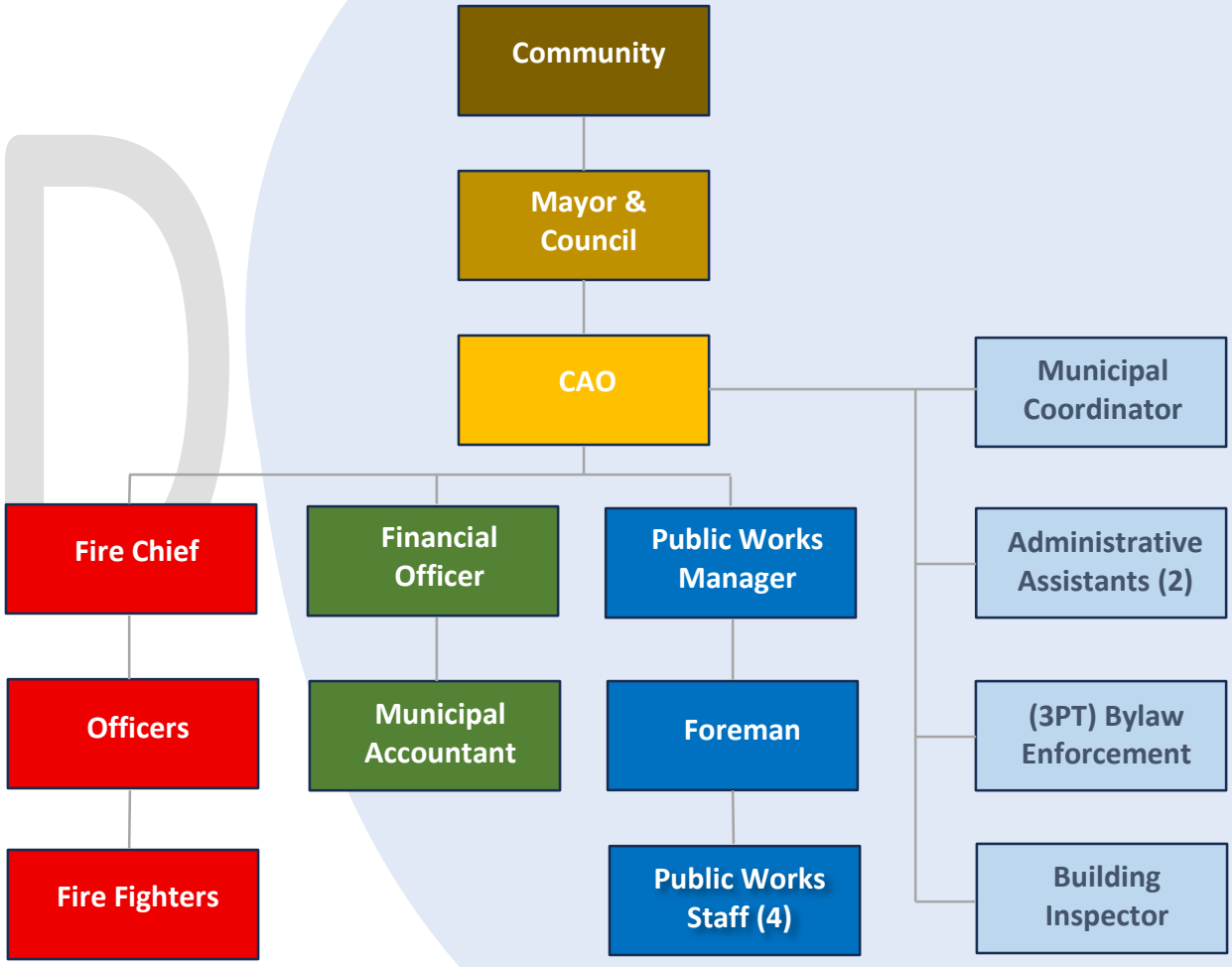
Municipal Services and Operations

Organizational Structure



Administration

Administration is led by the Chief Administrative Officer (CAO), Council's sole employee, who is accountable for the overall leadership and management of the organization. The CAO provides strategic advice to Council, ensures that Council's priorities, bylaws, and policies are effectively implemented, and is responsible for the execution of governance decisions as directed through Council resolutions.

Administration also provides organizational support to the Mayor, Council, and the municipality as a whole, ensuring effective coordination across all municipal departments. By aligning operations with Council's strategic direction, Administration plays a central role in advancing the Village's long-term objectives and delivering responsive, transparent, and accountable local government.

Administration fulfills this mandate by:

- Organizing all meetings of Council, including preparation of agendas and minutes and providing meeting management,
- Supporting Council in developing Council's Priorities,
- Administering the Council Priorities Plan, Budget process and Annual Report cycle,
- Delivering human resource services, including recruitment and selection, workforce planning, training and development, employee and labour relations, disability management, job evaluation and health and safety,
- Supporting Council in fostering relationships with First Nations,
- Overseeing records management,
- Processing requests for access to records and ensuring compliance with Freedom of Information and Protection of Privacy policies and legislation,
- Administering leases and agreements for the Municipality,
- Managing Municipally owned property,
- Managing the District's website,
- Issuing Special Event Permits,
- Coordinating internal and external corporate communications,

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2023 Highlights

2023 Statistics and Key Performance Indicators				
	2023	**2022**	**2021**	**2020**
Actionable Resolutions passed by Council in an open meeting	104	167	165	148
Bylaws Adopted	5	14	19	18
Policies Adopted	4	0	2	4
Freedom of Information Requests Completed	10	3	1.5	7
Freedom of Information Request Hours Utilized	1.5	1	1.5	14
Freedom of Information Billable Hours	0	0	0	0
Website – Average Views/Month	4,656	8,979	8,144	7,681
Website – Average Users/Month	1,385	2,435	2,738	2,260
Village Update – New subscribers*	49	34	55	97
Village Update – Average Open Rate	77%	75%	68%	70%

**Village Update – Current Number of Subscribers: 997*

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Financial Services

The Financial Services Department is responsible for the comprehensive financial management of the municipality, encompassing financial planning, payroll and benefits administration, procurement, risk management, and insurance. Core functions include accounting, financial reporting, audit coordination, budgeting, and cash flow management. The department also oversees accounts payable and receivable, administers five distinct payroll groups, and manages staff benefit programs.

Looking ahead, Financial Services remains committed to ensuring long-term financial sustainability, transparency, and accountability. Through prudent stewardship and continuous improvement, the department supports Council priorities while safeguarding the financial health and resilience of the community.

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Financial Services leads the following:

- Accounting Services – accounts payable and receivable, banking, cash management
- Payroll Services – bi-weekly payroll processing and remittances, benefits administration, year-end reporting
- Revenue and Collections – utility and property tax billing and collection, rate setting, remittance of taxes collected on behalf of other tax authorities, including school tax, administration of deferment program
- Purchasing - procurement and risk management
- Financial Reporting – preparation of annual financial statements, quarterly financial reports, monthly grant reporting, annual local government data entry submission (LGDE), annual statement of financial information (SOFI)
- Financial Planning – preparation of annual budget and five-year financial plan
- Financial Bylaws – Water, Sewer and Solid Waste User Rate Bylaws, Five Year Financial Plan Bylaw, Tax Rates Bylaw, Fees Bylaw
- Asset Management

The department is comprised of two staff: the Financial Officer and the Municipal Accountant, with assistance provided by administration staff.

2023 Accomplishments

- Overhaul of policies and procedures including new:
  (a) Travel expense policy
  (b) Corporate communications policy
  (c) Purchasing and purchase card policy
  (d) Respectful workplace policy
- Implementation of budget milestone calendar and public feedback resource budget@lionsbay.ca

2024 Planned Accomplishments

- Integration of property tax and utility billing
- Generate municipal billing directly from municipal software systems
- Installation of front counter point of sale receipting system
- Upgrade municipal software system modules to reduce reliance on paper based and excel solutions
- Invest in staff development through training with UBCM and GFOABC
- First Responder certification of public works and administrative staff with St. Johns Hospital
- Continue to work with the Fire Chief to enhance the administrative capacity and efficiency of Lions Bay Fire Department ("LFBR")

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During 2023 the Finance department managed a budget of $5.7 million dollars including various infrastructure projects. Highlights include:

	2023	2022
Total revenue	5,696,670	4,477,541
Tax revenue	2,134,608	1,998,220
Utilities charges	1,322,550	1,257,157
Grants	1,492,761	520,755
Other	746,751	701,409
Total expenses	4,610,507	4,518,933
General departmental	3,681,438	3,426,807
Water, Sewer	929,069	1,092,126
Total capital expenditures	150,017	699,911
Utilities bills mailed	556	556
Property tax notices mailed	649	627
Invoices paid	1,704	1,829

Operations

The Public Works Department is responsible for the operation, maintenance, and renewal of the Village's essential infrastructure, including roads, water supply and distribution, stormwater and drainage systems, parks, trails, and municipal facilities. Core functions include capital works delivery, fleet maintenance, and compliance with regulatory requirements.

Looking forward, Public Works remains focused on infrastructure resilience, environmental stewardship, and service reliability. Strategic investments in asset management and proactive maintenance ensure the community's critical systems continue to meet the community's present and future needs.

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The team accomplishes this via the following major functions:

- Planning and design of municipal services,
- Monitoring infrastructure asset management through asset data collection, analysis, planning and prioritization,
- Managing and supporting capital projects,
- Coordinating construction projects to install, rehabilitate or renew storm drains, sanitary sewers and water mains,
- Managing solid waste services, including curbside garbage and organics pickup, recycling, and operation of the drop-off depot,
- Resurfacing or replacing roads,
- Implementing construction projects that deliver safer streets for pedestrians, cyclists and drivers, and
- Providing daily operations and maintenance of infrastructure, such as sewers, roads, water distribution, and street lighting.

The municipality holds four Environmental Operators Certification Program (EOCP) classifications:

- Class 1 Water Treatment Facility (Harvey water treatment plant)
- Class 1 Water Treatment Facility (Magnesia water treatment plant)
- Class 2 Water Distribution System
- Small Wastewater System (sanitary sewers and Kelvin Grove secondary treatment plant).

In 2023, the Public Works department comprised a manager and five operators with multiple required and optional EOCP certifications current on required continuing education units.

Public work combines physical assets with practices, policies and personnel to provide the services essential to the welfare and quality of life of Lions Bay's residents. The department plans and delivers water, wastewater, parks, buildings and facilities, fleet and equipment, solid waste, events, and roads (bridges, drainage, parking, marking/signage/banners, snow & ice control, rail crossings, lighting). Reporting to the CAO through the Public Works Manager, the department communicates with Council and its Committees, administrative and fire department staff, the public, vendors, contractors, consultants and other levels of government including water regulator VCH, wastewater regulator MoE, BC Ambulance, Ministry of Environment, TransLink, Miller-Cap, FLNRO and BC Parks.

2023 saw Public Works again deliver core work and special projects. In April, Public Works Manager Nai Jaffer was replaced by Karl Buhr. A new Technician 1 was hired in December, and at year-end staffing comprised a Foreman 2, a Foreman 1 (promoted from Technician 2), a Treatment Plant Operator and two Technician 1s. The Public Works Manager also handled the municipality's bylaw and IT/cybersecurity functions.

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2023 Accomplishments

- After a spike to over 800,000 gallons per day of water consumption in May, leak detection and fixing was ramped up to reduce consumption to 400,000 GPD by early September, with no need to go to Level 3 conservation.
- Completion of the mid-Bayview driveway bridge rebuild.
- Modified response to Transport Canada's order to remove stop signs at railroad crossings.
- Lions Pride trail geotechnical hardening, fully funded by Ministry of Transport.
- Parking and other street sign rationalization.
- Installation of trail counters.
- Dealing with multiple data outages at water treatment plants, including a lightning strike on Mag Plant, to be dealt with in 2024 by installation of fiberoptic connectivity.
- Trail closure for fire danger.
- Resurfacing of mid-Bayview, Oceanview and Kelvin Grove roads.

Core work comprises:

1. **DAILY/WEEKLY**
    a. **Water sampling daily for chlorine and turbidity, weekly for biologicals.**
    b. **Water system**
        - Ad hoc leak detection, fixes on public side.
        - Exercise air release valves every two weeks.
        - Inspect and clear intakes, from several times a day to weekly.
    c. **Roads**
        - Surface repairs.
        - Street sweeping, boulevard blowing, trimming.

- Snow and ice removal/road salting.

d. Parks

- Maintenance and cleaning: Lions Bay Beach Park, Brunswick Beach Park, Kelvin Grove Beach & Marine Park, Wade Park, Marjorie's Meadows.
- Summer beach water sampling program.
- Lions Bay Field mowing.

e. Respond to CSRs

f. Wastewater plant maintenance (weekly).

g. Fallen trees, Tree Cutting Application inspections.

h. BC One Call tickets.

2. MONTHLY/SEASONALLY/ANNUALLY

a. Water

- Sampling/analysis
  - Daily for chlorine and turbidity
  - Weekly for bacteriological
  - Quarterly for asbestos, haloacetic acids, trichloromethane
  - Semi-annually for metals and minerals
- Timbertop pressure booster station maintenance.
- Watermain flushing program (2/year).
- Maintain 30 potable and fire PRVs, strainers.
- Receive, deliver and transfer 12% hypo to treatment plants.
- Annual A&B inspections for 72 hydrants.
- Annual report to Coastal Health.

b. Wastewater

- Annual sewer video inspection.
- Quarterly sampling for BOD, TSS.
- Twice annual plant pump-out and full inspection, gearbox oil change.
- Annual report to Ministry of Environment.

c. Roads, Parks

- Add bark mulch, soil and plants to all gardens.
- Boulevard maintenance: rock removal, brushing outside bird nesting, culvert & ditch clearing, runoff catch basins, mowing, pruning.
- Flail mow treatment plant access roads.
- Lions Bay Beach Park
  - Opening: remove winter drift logs, place log boom and float, replenish sand.
  - Service trash, washrooms.
  - Closing: winterise plumbing.
  - Pump septic system.

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- Open, close tennis court.
- Kelvin Grove washrooms.
- Place hanging baskets, banners, seasonal lights.
- Commemorative bench program.

d. **Facilities**

- Fuel tanks polishing.
- Roof and gutter blowing.
- Set up and take down for Canada Day, Firefighter Day, Remembrance Day, Dip 'n Dash.

3. MULTI YEAR
    a. Bridge inspections.
    b. Sewer outfall diver inspection.
    c. Water tank ROV inspection, diver cleaning.
    d. Sewer smoke testing.
    e. Mandatory Environmental Operators Certification Program credentials.

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Lions Bay Fire Rescue

Lions Bay Fire Rescue (LBFR) is responsible for fire protection, rescue services, first responder medical aid and fire prevention in the municipality and on Highway 99. LBFR are the first responders to a variety of emergency and non-emergency incidents. They respond not only to fires but also medical emergencies, motor vehicle accidents, technical rescues, forest interface, and much more. They are highly trained and cumulatively volunteer over 2050 hours each month in training, shift weekends, and emergency response. The volunteers train every Wednesday night and one full weekend every month, demonstrating a high level of dedication.

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85	3	31	23
Total Service Calls	Structure Fires	Medical Responses	Motor Vehicle Accidents

2023 was a year of transition after the retirement of Fire Chief Andrew Oliver in October 2022 after over 20 years with LBFR. The Village welcomed Barret Germsheid as the new Fire Chief in March 2023 and the hiring of several new volunteers as well as the promotion of multiple members within LBFR.

2023 Accomplishments

- Celebration and retirement of Fire Chief Andrew Oliver.
- Wildland firefighter S100 certification of 80% of LBFR.
- Exterior Fire fighter certification of an additional 2 Lions Bay permanent resident LBFR members.
- Officer/Team leader certification of 6 more LBFR members including the promotion of Lieutenant M. Russell.
- Adoption and use of Vector Solutions training and record management software.
- Coast and Corridor Chiefs Association (CCCA) meetings and sharing of ideas and issues.
- Inter-department training with Britannia Vol. Fire Rescue.
- "Resilient Minds" instructor course. LBFR hosted and enrolled 2 members in this weeklong course; fire departments from North Vancouver to Pemberton and the Sunshine Coast all attended.
- Weekly in-depth training on disciplines including Fire behavior and the modern fire environment, Auto-extrication, EMR/FR, wildland interface and more.

2024 Planned Accomplishments

- Establish a fire prevention and inspection program as mandated by the Office of the Fire Commissioner for all commercial, public, and strata buildings.
- Work to build the Village of Lions Bay wildfire/Interface/Intermixed fire prevention and mitigation strategy through public "FireSmart" education, home inspections and the sale of residential wildfire protection kits.
- Continued LBFR wildland training and specific wildland/interface equipment acquisition.
- Fire Engine service life as determined by the Fire Underwriter Survey is 20 years, LBFR has two engines, and they are currently 12yrs and 23yrs old. LBFR will work towards replacement of one engine and plan for the future replacement of the second.
- Firefighter Day will be back again this summer.
- Increase recruitment of permanent residents, home-owner members as well as non-permanent resident members.
- Find residential accommodation for our new members and investigate opportunities for municipal housing.

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Statistics & Key Performance Indicators

	2023	2022	2021	2020	2019
Motor Vehicle Accidents:	23	27	29	25	30
Medical Responses:	31	20	41	18	33
Structure Fires:	3	1	1	2	4
Miscellaneous Events:	46	14	43	37	43
Total Calls for Service:	85	108	114	82	110
Provincial Emergency Program Reimbursements	$13,455	$13,863	$11,353	$10,469	$11,045

Other Municipal Services

Emergency Planning

Emergency Management is coordinated by the municipality in accordance with provincial legislation and best practices. This function ensures preparedness, response, and recovery capacity for a range of hazards including wildfires, severe weather, and seismic events. Key activities include developing and maintaining emergency plans, coordinating training exercises, supporting the Emergency Operations Centre, and working with regional partners and volunteers. Community resilience is enhanced through public education, emergency communications, and the dedication of the municipality's Emergency Management volunteers. This collective effort strengthens Lions Bay's ability to respond to emergencies and safeguard residents.

The Emergency Program Coordinator (EPC), Phil Folkerson, continued in his role, serving the municipality one day per week. The EPC is responsible for advancing community preparedness, coordinating emergency response planning, supporting volunteer training, and ensuring alignment with provincial emergency management standards. In 2023, key achievements included the acquisition and placement of a secure shipping container at the school's lower parking lot to store emergency response supplies, further strengthening the municipality's resilience and capacity to respond effectively in the event of an emergency.

Emergency Support Services

Lions Bay resident, Mary Brown continued as Director of Emergency Support Services for the municipality on a volunteer basis.

2023 Accomplishments

- The municipality was registered with Emergency Management and Climate Readiness (EMCR) as an Evacuee Registration and Assistance (ERA) community. This allows residents to self-register with Emergency Support Services (ESS) to meet the basic needs of uninsured people during an evacuation.
- Lions Bay is registered with Alertable, a telecommunications-based population alerting system. Three residents are now trained to post emergency messages that pertain specifically to the village on Alertable.
- Managed and resupplied emergency supplies.
- Community outreach and education during Emergency Preparedness Week, May 7-13, to ensure Lions Bay Residents are informed, engaged and prepared.
- Recruited 4 new ESS volunteers.

Policing

Policing services are provided to the Village of Lions Bay by the Sea to Sky RCMP Detachment, located in Squamish. The Village experiences an extremely low crime rate, with the most frequent calls for service relating to traffic incidents and abandoned 9-1-1 calls. In addition to law enforcement, the RCMP supports crime prevention, traffic safety, and community policing initiatives. This partnership

ensures that residents benefit from responsive, professional policing services while maintaining a high level of safety and security in the community.

Statistics & Key Performance Indicators**

	2023	2022	2021	2020	2019
Calls for Service	380	368	466	432	416
Crime Against Person	18	3	6	7	4
Robbery	0	0	0	1	0
Domestic Violence – No Assault	0	1	6	3	3
Assault	6	7	4	8	2
Property Crime	25	34	28	37	39
Other*	294	295	387	355	357
Total Collisions	29	23	23	33	25
Collisions (Hwy. 99 only)	17	17	22	31	19
Impaired Drug/Alcohol Infractions	8	5	12	14	11

**Includes bail violations, weapon charges, traffic violations, stranded persons etc.*

*** Statistics include founded reports (investigation determines the incident occurred) and unfounded reports (investigation finds the incident did not occur)*

Bylaw Enforcement

Bylaw Enforcement is responsible for upholding the municipal Bylaws and regulations to protect community safety, environmental integrity, and quality of life. The Bylaw Enforcement Officer addresses a range of matters including land use matters, parking, noise, and animal control, while also supporting seasonal staff to manage peak summer activity. The focus is on education, voluntary compliance, and fairness, with enforcement actions taken where necessary. By fostering community awareness and accountability, Bylaw Enforcement ensures that Lions Bay remains a safe, respectful, and livable community.

The Village normally employs one Bylaw Enforcement Officer on a part time basis and seasonal personnel between May and September to address key issues where escalation to enforcement measures is warranted, mostly related to parking, animal control, and noise. In 2023, three Bylaw Officers were deployed from April through to October, consistent with 2022.

Type	2023	2022	2021	2020	2019
Warning Tickets Issued	44	73	35	75	8
Bylaw Notices Issued	1,374	1,566	1,591	1,104	655
Bylaw Notices Disputed	26	266	331	206	53
Payment Demand Letters Sent	269	269	422	335	238
Referred to Collections Agency	413	263	410	285	222
Parking Fine Revenue	$95,168	$93,835	$122,427	$96,134	$22,356
Parking Meter (Net) Revenue	$130,824	$125,892	$128,995	$29,648	$35,828

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Building Inspection

The Building Inspection Department plays a critical role in ensuring that all construction within the municipality complies with the BC Building Code, municipal bylaws, and applicable safety standards. Building inspection is a legislated requirement under the *Community Charter* and *Building Act*, designed to safeguard the health, safety, and structural integrity of buildings for current and future occupants.

In Lions Bay, the function is delivered on a part-time basis, with the Building Inspector reviewing permit applications, conducting plan checks, and carrying out field inspections at key stages of construction. The department works closely with property owners, contractors, and design professionals to provide guidance on regulatory compliance while supporting efficient and safe development in the community.

2023 Building Statistics

Year	# Permits Issued	# New Builds	# Renovations	Construction Value ($)
2018	18	0	18	3,939,850
2019*	28	4	24	8,877,805
2020	22	1	21	2,641,262
2021	25	2	23	3,701,800
2022	20	2	19	3,843,400
2023	9	2	7	3,742,050

2019 includes $2,711,000 for a Municipal Project

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Community Partners

The Village of Lions Bay deeply values its community partners, whose contributions are essential to the safety, resilience, and well-being of our residents. From emergency services and regional agencies to local organizations and volunteers, these partnerships strengthen daily operations and enhance our capacity to thrive. Together, we share a commitment to building a connected, sustainable, and vibrant community.

Volunteer Groups

- Lions Bay Community Scholarship Foundation
- Lions Bay Bear Smart
- Lions Bay Fire Rescue
- Lions Bay Emergency Social Services
- Lions Bay Arts Council
- Lions Bay Trailblazers
- Lions Bay Native Plant Garden Association
- Lions Bay Seniors Social Circle
- Lions Bay Block Watch
- Lions Bay Historical Society
- Lions Bay PAC
- Lions Bay Events Committee
- Lions Bay Remembrance Day Team
- Lions Bay Community Gardeners
- Lions Bay Caroling Team
- Lions Bay Search and Rescue
- Lions Bay Bird Friendly

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Financial Report

For the year ended December 31, 2023

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Message from the Financial Officer

I am pleased to present the Village of Lions Bay Statement of Financial Information (SOFI) for the year ended December 31, 2023. This statement includes the audited financial statements along with other legislated disclosures. The SOFI, Annual Report, and Audited Financial Statements are available for review on the Village of Lions Bay website.

The SOFI, and the financial statements therein, are the responsibility of the Village of Lions Bay management. The SOFI has been prepared in compliance with the Financial Information Act, Section 167 of the Community Charter, and in accordance with generally accepted accounting principles approved by the Public Sector Accounting Board.

The Village maintains a system of internal accounting controls, including policies and procedures, designed to safeguard the assets of the Village and provide reliable financial information. The financial statements have been audited by MNP LLP, whose role is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement.

MNP LLP has expressed that, in their opinion, these statements present fairly, in all material respects, the financial position of the Village as of December 31, 2023, and its results of operations, its changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

The Village provides a wide variety of essential services to its residents, visitors and stakeholders. Services include parks and recreation, fire protection, emergency preparedness, bylaw enforcement, infrastructure maintenance and development, water utilities, wastewater and solid waste utilities and recycling services.

Financial Highlights

Schedule I compares the summary Statement of Operations and Accumulated Surplus for 2023 compared to 2022. Total revenue increased 27% primarily related to increased government transfers received. Government transfers are recoded when the amounts are received so the increase was a result of the grant program funds received in 2023. Total government transfer revenue was $1.49 million in 2023, an increase of $972 thousand from 2022. Government transfer revenue accounted for 26% of total revenue.

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Schedule I

Category	2023 (in $000s)	2022 (in $000s)	Variance (in $000s)
Total revenues	5,697	4,478	1,219
Taxation revenue	2,135	1,998	136
Government transfers	1,593	521	972
User fees & other revenues	2,069	1,959	111
Total expenses	4,611	4,519	92
Annual surplus (deficit)	1,086	(41)	1,128
Accumulated surplus, year end	27,914	26,282	1,086

Schedule II compares a summary of the Statement of Financial Position comparing 2023 results with 2022. The net financial position increased by $1.57 million, or 17%, when compared to 2022. The increase was driven primarily by additional government transfers, recorded in surplus, to fund future infrastructure development. Non-financial assets decreased by $461 thousand from 2022 due to amortization of capital assets.

Schedule II

Category	2023 (in $000s)	2022 (in $000s)	Variance (in $000s)
Financial assets	6,914	5,897	1,018
Financial liabilities	2,449	2,978	(529)
Net financial assets	4,466	2,918	1,547
Non-financial assets	23,449	23,910	(461)
Accumulated surplus	27,914	26,828	1,086

Looking forward, the Village has adopted a five-year plan that prioritizes sustainable service delivery and the renewal of critical infrastructure. Significant infrastructure replacements are anticipated over the next 5 – 10 years, presenting both fiscal and operational challenges. To ensure intergenerational equity, staff are assessing the life-cycle costs and targeting appropriate reserve contributions. Annual tax and utility funded contributions to reserves are projected to steadily increase over the planning horizon to prepare for these capital demands.

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The Village also maintains a series of financial management policies and bylaws that guide decision-making, safeguard resources, and ensure transparency in financial reporting. The most notable include:

- Asset Management Policy – establishes principles for sustainable asset renewal and guides the Village in responsibly managing its infrastructure.
- Purchasing Policy – provides clear authority and limits for municipal purchasing decisions and supports sustainable procurement practices.
- Reserve Fund Policy and Bylaw – ensures funds are directed toward specific future purposes and that reserves are managed equitably.
- Investment Policy – establishes prudent standards for investing surplus finds in compliance with the Community Charter.
- Other Policies – including Property Tax Exemption, Expense Reimbursement, Grain in Aid, and Whistleblower Policies, all of which support financial accountability.

These policies and the five-year financial plan provide a framework for the Village to maintain fiscal responsibility, prepare for future infrastructure needs, and ensure services remain sustainable for current and future residents.

These policies may be viewed at the Village of Lions Bay Municipal website.

Joseph Chirkoff, CPA, CA

Financial Officer

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Village of Lions Bay

Financial Statements

For the year ended December 31, 2023

Village of Lions Bay
Financial Statements
For the year ended December 31, 2023

Contents

Management's Responsibility for the Financial Statements	3
Independent Auditor's Report	
Financial Statements	
Statement of Financial Position	6
Statement of Operations	7
Statement of Change in Net Financial Assets	8
Statement of Cash Flows	9
Summary of Significant Accounting Policies	10
Notes to Financial Statements	13
Schedule 1 - Combined Statement of Operations by Segment - 2023	22
Schedule 2 - Combined Statement of Operations by Segment - 2022	23
Schedule 3 - Tangible Capital Assets - 2023	24
Schedule 4 - Tangible Capital Assets - 2022	25
COVID-19 Safe Restart Grant	26
Growing Communities Grant	27

Management's Responsibility for the Financial Statements

The accompanying financial statements of the Village of Lions Bay (the "Village") are the responsibility of management and have been prepared in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants Canada. A summary of the significant accounting policies are described in the summary of significant accounting policies which precede the notes to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Village's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by MNP LLP, Independent external auditors appointed by the Village. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Village's financial statements.

"Joseph Chirkoff"

Joseph Chirkoff CPA, CA
Chief Financial Officer

March 4, 2025

"Ross Blackwell"

Ross Blackwell
Chief Administrative Officer

March 4, 2025

Independent Auditor's Report

To the Mayor and Council of the Village of Lions Bay:

Opinion

We have audited the financial statements of the Village of Lions Bay (the "Village"), which comprise the statement of financial position as at December 31, 2023, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2023, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter

The financial statements for the year ended December 31, 2022 were audited by another auditor who expressed an unmodified opinion on those statements on May 8, 2024.

Other Information

Management is responsible for the other information, consisting of an annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Nanaimo, British Columbia

March 4, 2025

MNP LLP

Chartered Professional Accountants

Village of Lions Bay
Statement of Financial Position

As at December 31	2023	2022
Financial Assets		
Cash and cash equivalents	6,421,298	5,663,477
Accounts receivable	440,997	187,702
Grants receivable	13,295	7,739
Debt reserve fund	38,803	37,633
	6,914,393	5,896,551
Liabilities		
Accounts payable (Note 7)	428,562	742,736
Sick, overtime, wellness and vacation payable	46,048	55,982
Deferred revenue (Note 1)	107,475	78,896
Developer deposits (Note 2)	153,250	168,500
Equipment financing (Note 3)	24,693	41,752
Long term debt (Note 4)	1,636,135	1,890,237
Asset retirement obligation (Note 5)	52,505	-
	2,448,668	2,978,103
Net Financial Assets	4,465,725	2,918,448
Non-Financial Assets		
Tangible capital assets (Schedule 3 and 4)	23,405,096	23,871,310
Prepaid expenses	43,510	38,410
	23,448,606	23,909,720
Accumulated Surplus (Note 11)	27,914,331	26,828,168

Contingent liabilities and contractual obligations
Contractual rights (Note 8)

Joseph Chirkoff CPA, CA
Financial Officer

Ken Berry
Mayor

6

Village of Lions Bay
Statement of Operations

For the year ended December 31	Financial Plan 2023	2023	2022
	(Note 9)		
Revenue (Schedules 1 & 2)			
Taxation (Note 6)	2,109,100	**2,134,608**	1,998,220
Utility user rate	1,343,829	**1,322,550**	1,257,157
Government transfers	2,036,053	**1,492,761**	520,755
Sale of services	436,736	**415,466**	427,471
Other revenues	264,321	**331,285**	233,438
Gain on disposal of tangible capital assets	-	-	40,500
	6,190,039	**5,696,670**	4,477,541
Expenses (Schedules 1 & 2)			
General government	1,524,502	**1,489,485**	1,555,017
Protective services	546,969	**580,969**	558,407
Public works operation	810,367	**1,130,577**	757,987
Solid waste collection	216,122	**192,771**	198,788
Planning and development	38,848	**39,853**	44,908
Parks and recreation	340,472	**247,783**	311,700
Water system operations	1,077,868	**837,683**	986,612
Sewer system operations	121,037	**91,386**	105,514
	4,676,186	**4,610,507**	4,518,933
Annual Surplus (Deficit)	1,513,853	**1,086,163**	(41,392)
Accumulated Surplus, beginning of year	26,828,168	**26,828,168**	26,869,560
Accumulated Surplus, end of year	28,342,021	**27,914,331**	26,828,168

7

Village of Lions Bay
Statement of Change in Net Financial Assets

For the year ended December 31	Financial Plan 2023	2023	2022
	(Note 9)		
Annual Surplus (deficit)	1,513,853	**1,086,163**	(41,392)
Change in Tangible Capital Assets			
Acquisition of tangible capital assets	(2,038,000)	**(150,017)**	(699,911)
Amortization of tangible capital assets	685,776	**617,926**	567,755
Proceeds on disposal of tangible capital assets	-	-	8,000
Gain on disposal of tangible capital assets	-	-	(40,500)
	(1,352,224)	**467,909**	(164,656)
Change in Other Non-Financial Assets			
Net use (acquisition) of prepaid expenses	-	**(6,795)**	(9,103)
Change in net financial assets for the year	(161,629)	**1,547,277**	(215,151)
Net financial assets, beginning of year	2,918,448	**2,918,448**	3,133,599
Net financial assets, end of year	2,756,819	**4,465,725**	2,918,448

8

Village of Lions Bay
Statement of Cash Flows

For the year ended December 31	2023	2022
Cash provided by (used in)		
Operating transactions		
Annual surplus (deficit)	**1,086,163**	(41,392)
Items not involving cash		
Amortization expense	**617,926**	567,755
(Gain) loss on disposal of tangible capital assets	-	(40,500)
Changes in non-cash operating balances		
Accounts receivable	**(253,295)**	3,418
Grants receivable	**(5,556)**	53,756
Other assets	-	-
Debt reserve fund	**(1,170)**	(823)
Developer deposits	**(15,250)**	24,500
Deferred revenue	**28,579**	31,321
Accounts payable	**(313,724)**	169,030
Sick, overtime, wellness and vacation payable	**(9,934)**	(50,523)
Prepaid expenses	**(7,240)**	(9,102)
	1,126,499	707,440
Capital transactions		
Cash used to acquire tangible capital assets	**(97,517)**	(699,911)
Proceeds on disposal of tangible capital assets	-	8,000
	(97,517)	(691,911)
Financing transactions		
Repayment of equipment financing	**(17,059)**	(16,559)
Repayment of long-term debt principal	**(254,102)**	(239,840)
Issue of long-term debt	-	195,000
	(271,161)	(61,399)
Increase in cash and equivalents during the year	**757,821**	(45,870)
Cash and equivalents, beginning of year	**5,663,477**	5,709,347
Cash and equivalents, end of year	**6,421,298**	5,663,477
Supplemental information:		
Interest paid on long-term debt	**84,011**	80,345

9

Village of Lions Bay

Summary of Significant Accounting Policies

December 31, 2023

The Village of Lions Bay ("the Village") is a municipality in the province of British Columbia operating under the provisions of the Community Charter. The Village provides a wide range of services to the residents such as parks and recreation, fire and rescue, general government services, solid waste collection, and maintenance of roads, storm drainage, water and sewer infrastructure and facilities. The Village prepares its financial statements in accordance with Canadian public sector accounting standards ("PSAS") using guidelines developed by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

Basis of Accounting

The basis of accounting followed in these financial statements is an accrual method and includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenses in the period the goods and services are acquired and a liability is incurred.

The financial statements include the accounts of all funds of the Village. Interfund transactions and balances have been eliminated.

Cash and Cash Equivalents

Cash and cash equivalents include bank balances and bank term deposits or guaranteed income certificates with duration of less than three months at the time of purchase. All amounts are held at Canadian chartered banks and are denominated in Canadian dollars.

Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is put into use. Contributed tangible capital assets are recorded at fair value at the time of the contribution.

Estimated useful lives of tangible capital assets are as follows:

Buildings	20 to 50 years
Equipment, furniture, and vehicles	5 to 20 years
Land improvements	7 to 40 years
Infrastructure - water	5 to 80 years
Infrastructure - sewer	5 to 100 years
Transportation	10 to 60 years
Storm sewer	25 to 50 years

Debt Reserve Fund

Under borrowing arrangements with the Municipal Finance Authority (MFA), the Village is required to lodge security by means of demand notes and interest bearing cash deposits based on the amount of the borrowing. As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits are held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposits are refunded to the Village. The balance of the contingent demand notes are not included in the financial statements of the Village.

Revenue Recognition

Taxes are recorded when they meet the definition of an asset, have been authorized and the taxable event occurs. Taxes receivable are recognized net of allowance for anticipated uncollectible amounts.

Through the British Columbia Assessments appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded. Levies imposed by other taxing authorities, including the Greater Vancouver Regional District, are not included as taxes for municipal purposes.

Charges for sewer, water usage and solid waste collection are recorded as user fees. Connection fee revenues are recognized when the connection has been established.

Government transfers, which include legislative grants, are recognized as revenue in the financial statements when received if the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. If government transfers contain stipulation liabilities, they are recognized as deferred revenue, and the related revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Sales of service and other revenue is recognized on an accrual basis.

Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the statement of financial position. The revenue is recognized in the statement of operations in the year in which it is used for the specified purpose.

Use of Estimates

The preparation of financial statements in accordance with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future. A significant area requiring management estimates relates to the useful life of tangible assets for amortization calculations and asset retirement obligations.

Contaminated Sites

A liability for remediation of a contaminated site is recognized at the financial statement date when an environmental standard exists, contamination exceeds the standard, and it is expected that future economic benefits will be given up and the liability can be reasonably estimated.

Change in Accounting Policy

On January 1, 2023, the Village adopted Public Sector Standard 3280, Asset Retirement Obligations ("PS 3280"). This new accounting standard addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets such as asbestos removal in retired buildings, and the costs to decommission drinking water wells. The standard was adopted on a prospective basis at the date of adoption.

A liability is recognized when, as at the financial reporting date:

i. There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
ii. The past transaction or event giving rise to the liability has occurred;
iii. It is expected that future economic benefits will be given up; and
iv. A reasonable estimate of the amount can be made.

The resulting costs have been capitalized into the carrying amount of the related tangible capital assets and are being amortized on the same basis as the related tangible capital asset. Assumptions used in the calculations are reviewed annually.

Upon adopting PS 3280 the Village recorded an asset and a liability of $50,297 (Note 5).

Effective January 1, 2023, the Village adopted Public Sector Standard 3450 - Financial Instruments. The standard was adopted prospectively and comparative figures were not restated. The Village's financial instruments consist of cash, accounts receivable, accounts payable and accrued liabilities, deposits, and long-term debt. All financial instruments are measured at cost or amortized cost on the statement of financial position, using the effective interest rate method to determine interest revenue or expense. Transaction

costs are added to the carrying value for financial instruments.

All financial assets are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations. Unrealized gains and losses from changes in the fair value of financial instruments would be recognized in the statement of remeasurement gains and losses. Upon settlement, the cumulative gain or loss is reclassified from the statement of remeasurement gains and losses and recognized in the statement of operations. Interest and dividends attributable to financial instruments are reported in the statement of operations. As the Village has no financial instruments reported at fair value, no statement of remeasurement gain or loss is presented in these financial statements.

Recent Accounting Pronouncements

Section PS 3400, Revenue, was issued by the Public Sector Accounting Standards Board (PSAB or the "Board") November 2018. It is effective for fiscal years beginning on or after April 1, 2023. Section PS 3400 applies to all public sector entities following Public Sector Accounting Standards (PSAS). Section PS 3400 was needed as previously the Public Sector Accounting Handbook (PSA Handbook) only provided guidance on accounting for certain types of revenue transactions such as taxation and government transfers. However, there was no overall general revenue recognition guidance. This new standard will fill this gap and provide more consistency in practice for revenue recognition outside of the specific revenue streams already covered by other standards. The Village does not expect any impact upon adoption of PS 3400.

4. Long Term Debt

Bylaw/Issue Number	Interest Rate	Maturity Date	Issued	Debt Outstanding 2023	Debt Outstanding 2022
353 / 93	5.1%	2025	114,000	**14,151**	20,694
374 / 104	2.9%	2028	600,000	**196,543**	231,706
401 / 104	2.9%	2028	800,000	**262,058**	308,580
104 / 380	2.9%	2028	250,000	**81,893**	96,431
142 / 508	3.15%	2047	460,900	**398,235**	409,466
150 / 508	1.99%	2040	600,000	**524,366**	550,118
MFA Financing	(a)	2024	380,000	-	78,242
MFA Financing	(a)	2026	195,000	**158,889**	195,000
				1,636,135	1,890,237

(a) MFA Financing incurred to acquire equipment has a variable interest rate based on the Canadian Dollar Offered Rate (CDOR) and was 5.06% at December 31, 2023 (4.77% at December 31, 2022).

Repayments of debt to the MFA required in the next five years are as follows:

2024	134,395
2025	136,178
2026	130,670
2027	130,966
2028	89,792

5. Asset Retirement Obligations

The Village owns two buildings known to have asbestos which represents a health risk upon demolition of the building, and there is a legal obligation to remove it. The buildings have estimated useful lives between 35 and 50 years, of which 2-50 years remain. Expected costs for remediation have been inflated using an estimate of 2.5% per annum. Estimated costs to retire these assets have been discounted to the present value using a discount rate of 4.39% per annum. The new section was adopted prospectively at January 1, 2023, resulting in an increase to the tangible capital assets and asset retirement obligations of $50,297. During fiscal year 2023, the Village recorded amortization expense of $6,798 on the Asset Retirement asset and $2,208 of accretion expense on the liability.

6. Taxation

	2023	2022
General purposes	**2,036,000**	1,899,613
Collections for other tax authorities		
School Taxes – Province	**1,190,806**	1,117,087
RCMP	**190,837**	150,820
Regional District	**76,199**	71,378
Greater Vancouver Transportation Authority	**285,954**	273,308
Municipal Finance Authority	**260**	241
British Columbia Assessment Authority	**44,053**	42,334
	3,824,109	3,554,781

Transfers to other tax authorities		
School Taxes – Province	**1,190,806**	1,117,087
RCMP	**190,837**	150,820
Regional District	**76,199**	71,378
Greater Vancouver Transportation Authority	**285,954**	273,308
Municipal Finance Authority	**260**	241
British Columbia Assessment Authority	**44,053**	42,334
	1,788,109	1,655,168
Available for general purposes	**2,036,000**	1,899,613
Water and sewer utility parcel taxes	**98,608**	98,607
	2,134,608	1,998,220

7. Contingent Liabilities and Contractual Obligations

(i) The Village is responsible as a member of the Greater Vancouver Regional District for its portion of any operating deficits or capital debt related to functions in which it participates.

(ii) The Village is a participant in the Municipal Insurance Association of British Columbia (the "Association"). Should the Association pay out claims in excess of the premiums received, it is possible that the Village, along with the other participants, would be required to contribute towards the deficit. Management does not consider external payments under this contingency to be likely and therefore no amounts have been accrued.

(iii) The Village is a shareholder and member of the Emergency Communications for British Columbia Incorporated ("E-Comm") whose services provided include: regional 9-1-1 call centre; Wide Area Radio network, dispatch operations; and records management. The Village has 1 Class A Share (Police and Fire) and no Class B Shares (Operations) (of a total of 28 Class A and 23 Class B shares issued and outstanding as at December 31, 2023) recorded at nominal cost. As a Class A shareholder, the Village shares in both funding the future operations and capital obligations of E-Comm (in accordance with a cost sharing formula), including any lease obligations committed to by E-Comm up to the shareholder's withdrawal date.

8. Contractual Rights

The Village entered into a lease contract for space in a building located at 410 Centre Road which expires in July 2030. In return, the Village receives the following revenues:

2023	25,760
2024	25,760
2025	27,102
2026	28,980
2027	28,980
Thereafter	86,940

9. Financial Plan

Financial plan amounts represent the Financial Plan Bylaw adopted by Council on May 12, 2023 with adjustments for items accounted for differently under PSAS.

The Financial Plan Bylaw anticipated use of surpluses accumulated in previous years to balance against current year expenditures in excess of current year revenues. In addition, the Financial Plan Bylaw anticipated capital expenditures rather than amortization expense and repayment of debt during the year.

The following shows how these amounts were combined:

	2023
Financial Plan Balance per Bylaw	-
Add back:	
Capital expenditures	2,038,000
Repayment of Debt	229,303
MFA Actuarial Gain on Debt	38,561
Less:	
Proceeds from Borrowing	-
Budgeted transfers from accumulated surplus	(106,235)
Amortization	(685,776)
Financial Plan Surplus per PSAS	1,513,853

10. Pension Plan

The employer and its employees contribute to the Municipal Pension Plan (a jointly trusteed pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2022, the plan has about 240,000 active members and approximately 124,000 retired members. Active members include approximately 43,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a $3,761 million funding surplus for basic pension benefits on a going concern basis.

The Village paid $67,813 (2022 - $95,987) for employer contributions to the plan in fiscal 2023.

The next valuation will be as at December 31, 2024.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

11. Accumulated Surplus

The components of accumulated surplus are as follows:

	2023	2022
Invested in tangible capital assets	**21,691,763**	21,939,321
Reserve funds (Note 12)	**3,129,251**	2,760,826
Unrestricted amounts	**3,093,317**	2,128,021
	27,914,331	26,828,168

12. Reserve Funds

	Opening Balance	Revenues & Transfers	Interest Earned	Expenditures & Transfers	Closing Balance
Capital reserves	656,772	-	13,135	-	669,907
Land reserve fund	773,323	98,606	16,453	-	888,382
Infrastructure fund	642,115	179,878	14,641	-	836,634
Curly Stewart fund	11,889	-	238	(1,000)	11,127
Gas tax reserve	676,727	32,614	13,860	-	723,201
	2,760,826	**311,098**	**58,327**	**(1,000)**	**3,129,251**

13. Segmented Information

The Village is a diversified municipal government institution that provides a wide range of services to its residents such as parks and recreation, maintenance of roads, fire and rescue, sewer and water utilities and solid waste collection. Key functional segments have been separately disclosed in Schedule 1. Following is a brief description of these segments and the activities they provide:

General Government

This segment relates to the general administration of the Village. It also includes revenues and expenses such as property tax revenues, legal costs, etc. that cannot be directly attributed to a specific segment.

Protective Services

Protective Services is comprised of fire and rescue services, bylaw enforcement and emergency services. The fire and rescue department is responsible for providing fire suppression service, fire prevention programs, training and education and highway call-out services. The members of the fire department are volunteer fire fighters.

Public Works Operation

Public works is responsible for the maintenance of roads, bridges, storm drainage, street lighting, creeks and drainage, fleet, equipment and snow removal.

Solid Waste Collection

Solid waste collection consists of recycling services and organics and waste collection.

Planning and Development

This segment includes building inspection, zoning and community planning such as land use master plan.

Parks and Recreation

This segment provides services meant to improve the health and development of the residents. They include recreation programs in the community centre, maintenance of trails, parks and beaches and facilities maintenance and management.

Water Utility

This segment is comprised of water treatment, water quality, water storage and water distribution to residents.

Sewer

The sewer utility provides for the operation, maintenance and repair of the sanitary sewer collection and waste water treatment plant.

Village of Lions Bay

Schedule 1 - Combined Statement of Operations by Segment - 2023

For the year ended December 31, 2023

	General Fund										
	General Government	Protective Services	Public Works Operation	Solid Waste Collection	Planning and Development	Parks and Recreation	Total General Fund	Water Utility	Sewer Utility	2023 Actual	2023 Financial Plan (Note 9)
Revenues											
Taxation	2,036,001	-	-	-	-	-	**2,036,001**	-	98,607	**2,134,608**	**2,109,080**
Utility user rates	-	-	-	206,772	-	-	**206,772**	1,035,205	80,573	**1,322,550**	**1,343,829**
Government transfers	432,351	59,783	-	-	-	1,000,627	**1,492,761**	-	-	**1,492,761**	**2,036,053**
Sales of services	19,648	292,314	-	30,337	46,986	10,401	**399,686**	7,071	8,709	**415,466**	**436,756**
Other revenues	256,682	37,663	-	-	-	-	**294,345**	37,540	(600)	**331,285**	**264,321**
Gain on sale of asset held for sale	-	-	-	-	-	-	-	-	-	-	-
Loss on disposal of tangible capital assets	-	-	-	-	-	-	-	-	-	-	-
	2,744,682	**389,760**	-	**237,109**	**46,986**	**1,011,028**	**4,429,565**	**1,079,816**	**187,289**	**5,696,670**	**6,190,039**
Expenses											
Operating											
Goods and Services	385,183	323,938	805,064	192,771	10,542	134,851	**1,852,349**	254,600	40,901	**2,147,850**	**2,282,479**
Labour	730,126	256,352	310,134	-	29,311	112,932	**1,438,855**	307,906	13,958	**1,760,719**	**1,645,611**
Amortization	374,176	-	-	-	-	-	**374,176**	207,223	36,527	**617,926**	**685,776**
	1,489,485	**580,290**	**1,115,198**	**192,771**	**39,853**	**247,783**	**3,665,380**	769,729	91,386	**4,526,495**	**4,613,866**
Interest	-	679	15,379	-	-	-	**16,058**	67,954	-	**84,011**	**62,320**
	1,489,485	**580,969**	**1,130,577**	**192,771**	**39,853**	**247,783**	**3,681,438**	**837,683**	**91,386**	**4,610,506**	**4,676,186**
Annual surplus (deficit)	**1,255,197**	**(191,209)**	**(1,130,577)**	**44,338**	**7,133**	**763,245**	**748,127**	**242,133**	**95,903**	**1,086,163**	**1,513,853**

Village of Lions Bay

Schedule 2 - Combined Statement of Operations by Segment - 2022

For the year ended December 31, 2022

	General Fund									
	General Government	Protective Services	Public Works Operation	Solid Waste Collection	Planning and Development	Parks and Recreation	Total General Fund	Water Utility	Sewer Utility	2022 Actual
Revenues										
Taxation	1,899,613	-	-	-	-	-	**1,899,613**	-	98,607	**1,998,220**
Utility user rates	-	-	-	195,700	-	-	**195,700**	984,971	76,486	**1,257,157**
Government transfers	520,755	-	-	-	-	-	**520,755**	-	-	**520,755**
Sales of services	28,211	311,055	-	11,044	47,406	10,586	**408,302**	16,871	2,298	**427,471**
Other revenues	157,611	36,049	-	-	-	5,000	**198,660**	34,178	600	**233,438**
Gain on sale of asset held for sale	40,500	-	-	-	-	-	**40,500**	-	-	**40,500**
Loss on disposal of tangible capital assets	-	-	-	-	-	-	-	-	-	-
	2,646,690	**347,104**	-	**206,744**	**47,406**	**15,586**	**3,263,530**	**1,036,020**	**177,991**	**4,477,541**
Expenses										
Operating										
Goods and Services	287,786	329,661	500,898	198,788	17,638	147,440	**1,482,211**	379,719	51,255	**1,913,185**
Labour	927,144	227,439	246,348	-	27,270	164,260	**1,592,461**	347,128	18,059	**1,957,648**
Amortization	340,087	-	-	-	-	-	**340,087**	191,468	36,200	**567,755**
	1,555,017	**557,100**	**747,246**	**198,788**	**44,908**	**311,700**	**3,414,759**	918,315	105,514	**4,438,588**
Interest	-	1,307	10,741	-	-	-	**12,048**	68,297	-	**80,345**
	1,555,017	**558,407**	**757,987**	**198,788**	**44,908**	**311,700**	**3,426,807**	**986,612**	**105,514**	**4,518,933**
Annual surplus (deficit)	**1,091,673**	**(211,303)**	**(757,987)**	**7,956**	**2,498**	**(296,114)**	**(163,277)**	**49,408**	**72,477**	**(41,392)**

Village of Lions Bay

Schedule 3 - Tangible Capital Assets - 2023

For the year ended December 31, 2023

	Land	Buildings	Equipment & Furniture & Vehicles	Land Improvements	Water Infrastructure	Sewer Infrastructure	Transportation	Storm Sewer	WIP – General	2023 Total	2022 Total
Cost, beginning of year	**11,729,844**	**2,336,836**	**2,544,869**	**197,254**	**9,533,358**	**1,466,304**	**5,111,962**	**101,450**	**1,009,862**	**34,031,739**	**33,374,317**
Additions	-	50,299	60,325	-	-	-	-	-	41,088	151,712	**732,412**
Transfers	-	-	-	26,483	907,074	2,406	-	-	(935,963)	-	-
Disposals	-	-	-	-	-	-	-	-	-	-	**(74,990)**
Cost, end of year	**11,729,844**	**2,387,135**	**2,605,194**	**223,737**	**10,440,432**	**1,468,710**	**5,111,962**	**101,450**	**114,987**	**34,183,451**	**34,031,739**
Accumulated amortization, beginning of year	-	**1,060,917**	**1,615,477**	**92,529**	**3,642,108**	**339,824**	**3,324,832**	**84,742**	-	**10,160,429**	**9,667,664**
Amortization	-	62,796	183,311	9,387	207,223	36,527	117,440	1,242	-	617,926	**567,755**
Disposals	-	-	-	-	-	-	-	-	-	-	**(74,990)**
Accumulated amortization, end of year	-	**1,123,713**	**1,798,788**	**101,916**	**3,849,331**	**376,351**	**3,442,272**	**85,984**	-	**10,778,355**	**10,160,429**
Net carrying amount, end of year	**11,729,844**	**1,263,422**	**806,406**	**121,821**	**6,591,101**	**1,092,359**	**1,669,690**	**15,466**	**114,987**	**23,405,096**	**23,871,310**

DRAFT

Village of Lions Bay
Schedule 4 - Tangible Capital Assets - 2022

For the year ended December 31, 2022

	Land	Buildings	Equipment & Furniture & Vehicles	Land Improvements	Water Infrastructure	Sewer Infrastructure	Transportation	Storm Sewer	WIP – General	2022 Total	2021 Total
Cost, beginning of year	**11,729,844**	**2,336,836**	**2,325,579**	**197,254**	**9,533,358**	**1,466,304**	**4,804,274**	**101,450**	**879,418**	**33,374,317**	**32,773,923**
Additions	-	-	294,280	-	-	-	307,688	-	130,444	**732,412**	**872,582**
Disposals	-	-	(74,990)	-	-	-	-	-	-	**(74,990)**	**(272,188)**
Cost, end of year	**11,729,844**	**2,336,836**	**2,544,869**	**197,254**	**9,533,358**	**1,466,304**	**5,111,962**	**101,450**	**1,009,862**	**34,031,739**	**33,374,317**
Accumulated amortization, beginning of year	-	1,005,306	1,524,645	85,425	3,450,640	303,624	3,214,524	83,500	-	**9,667,664**	**9,361,623**
Amortization	-	55,611	165,822	7,104	191,468	36,200	110,308	1,242	-	**567,755**	**575,808**
Disposals	-	-	(74,990)	-	-	-	-	-	-	**(74,990)**	**(269,767)**
Accumulated amortization, end of year	-	**1,060,917**	**1,615,477**	**92,529**	**3,642,108**	**339,824**	**3,324,832**	**84,742**	-	**10,160,429**	**9,667,664**
Net carrying amount, end of year	**11,729,844**	**1,275,919**	**929,392**	**104,725**	**5,891,250**	**1,126,480**	**1,787,130**	**16,708**	**1,009,862**	**23,871,310**	**23,706,653**

DRAFT

Village of Lions Bay
Schedule – Covid-19 Safe Restart Grant

December 31, 2023

COVID-19 BC Safe Restart Grant

In 2020, the Province of British Columbia, under the "COVID-19 Safe Restart Grant Program", provided the Village of Lions Bay with a grant of $603,000 for increased operating costs and revenue shortfalls arising during the pandemic. The Village recognized the grant as income in 2020 and have applied these funds to the programs impacted as follows:

	2021
COVID-19 BC Safe Restart Grant received	**$603,000**
2020 eligible costs incurred	(235,865)
Balance, December 31, 2020	**$367,135**
2021 eligible costs incurred:	
Computer and technology costs to improve connectivity and virtual communications	(13,085)
Revenue shortfalls	(11,887)
General government services	(3,442)
Protective services	(107,654)
Public works	(81,067)
Total 2021 eligible costs incurred	**(217,135)**
Balance, December 31, 2021	**$150,000**
2022 eligible costs incurred:	
General government services	68,919
Protective services	51,180
Public works	7,000
Total 2022 eligible costs incurred	**(127,099)**
Balance, December 31, 2022	**$ 22,901**
2023 eligible costs incurred:	
General government services	-
Protective services	22,901
Public works	-
Total 2023 eligible costs incurred:	**-**
Balance, December 31, 2023	**$ -**

26

Village of Lions Bay
Schedule – Growing Communities Grant

December 31, 2023

Grant received in fiscal 2023	**$988,000**
Eligible costs incurred	**(325,888)**
Interest allocation	**13,424**
Balance, December 31, 2023	**$675,536**

STAFF REPORT

DATE:	2025-09-24	**FILE:**	Admin-2025-002
TO:	Ross Blackwell, MAP, MCIP, RPP, CAO		
FROM:	Shawna Driscoll, Administrative Assistant		
RE:	**Tree Application #134 – 340 Oceanview Road**		

RECOMMENDED RESOLUTION:

THAT Council approve Tree Cutting Permit Application No. 134 subject to the following conditions:

a) All tree cutting be consistent with the tree cutting application;

b) That a legal survey be provided to the municipality confirming ownership of the subject trees;

c) All associated debris shall be removed and the site cleaned to the condition prior to tree cutting;

d) That the Municipality shall be notified as soon as possible after the cutting to advise that the subject work has been completed;

e) compliance with the Bylaw restrictions regarding bird nesting season;

f) if working from the road, a traffic control plan approved by Public Works;

g) damage deposit, arborist/contractor's WorkSafe BC certificate and insurance in compliance with Municipal requirements, and any other Municipal bylaw requirements.

BACKGROUND:

The Tree Committee met on site at 340 Oceanview Road on September 18, 2025 to review the attached application. The minutes from the meeting are attached for reference. Aside from the standard recommendations, they also requested staff confirm whose land trees #4, 5, and 6 are situated on.

DISCUSSION:

Please refer to the Public Works comment form, under other considerations/comments, as the location of the trees were assessed by staff; it was not possible to determine whether the trees are entirely within private property. Accordingly, a legal survey would be required to determine location. Unless the property line is marked with survey posts, or the trees in

question are marked on a legal survey, staff have no physical way of determining the location of a parcel boundary.

The neighbors were canvassed and were in support of the application. Council may request the owner get a survey of the specific trees in question for certainty, or approve the application as presented, excluding item (b).

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 or (2) approve the application with amendments (request the applicant provide a survey of the trees to ensure certainty of owners).

FINANCIAL CONSIDERATIONS:

None.

LEGAL CONSIDERATIONS:

None.

Respectfully submitted,

Shawna Driscoll
Administrative Assistant

Report Approved By,

Ross Blackwell, CAO
Chief Administrative Officer

Attachments:

(1) Tree Application #134
(2) Trees, Views, and Landscapes Committee Meeting Minutes of September 18, 2025

RECEIVED
AUG 8 2025

RECEIVED
MAR 13 2025

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

Schedule "A"

Tree Cutting Application Form

All fields must be completed

Applicant's Full Name: Sam Sullivan	
Address: 340 Oceanview Road Lions Bay BC V0N 2E0 Canada	
Phone: [redacted]	Email: [redacted]
Arborist/Contractor Name: Matt Wood / Black Tusk Tree Services	
Phone: 604-848-9874	Email: info@blacktusktreeservices.com

Office Use Only	**Tree Application Number:** 134
Received by: Jordan Szmidt	Date: August 8, 2025
Amount Paid: $75	Cash or Cheque: cheque
Application Complete? (Y/N) yes	If no, reason:
Date referred to Public Works: Aug 28/25	Date returned by Public Works: Sep 4/25 **(See attached comments)**
Date Application to Tree Ctte: Sep 5/25	Meeting Date: Sep 18 @ 10am
Agenda forwarded to Tree Ctte: Sep 12/25	Minutes received from Tree Ctte:
Council Agenda Date: 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): Remove 2 large douglas-firs on slope behind/above residence at 340 Oceanview Road Reduce height of hedge along roadside in front of 295 Remove 3 large douglas-firs, one on the lower and two on the upper side of driveway of 285 Re-top 3 tall douglas-firs growing from hedge next to driveway of 285
Location of Tree(s): Remove 2 large douglas-firs on slope behind/above residence at 340 Oceanview Road - #1,2 Reduce height of hedge along roadside in front of 295 - #3 Remove 3 large douglas-firs, one on the lower and two on the upper side of driveway of 285 - #4,5,6 Re-top 3 tall douglas-firs growing from hedge next to driveway of 285 - #7,8,9

**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.)	☐ Interfering with infrastructure (roads, sidewalks, etc.)
☐ Dead, dying or diseased	☐ Leaves causing problems
☑ Unattractive	☐ Blocking site access
☐ Blocking sunlight	☐ Affecting house value
☐ Attracting wildlife	☐ Hazardous
	☑ Interfering with view

Please provide additional comments which may be useful:

TREES MARKED WITH ORANGE FLAGGING

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

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

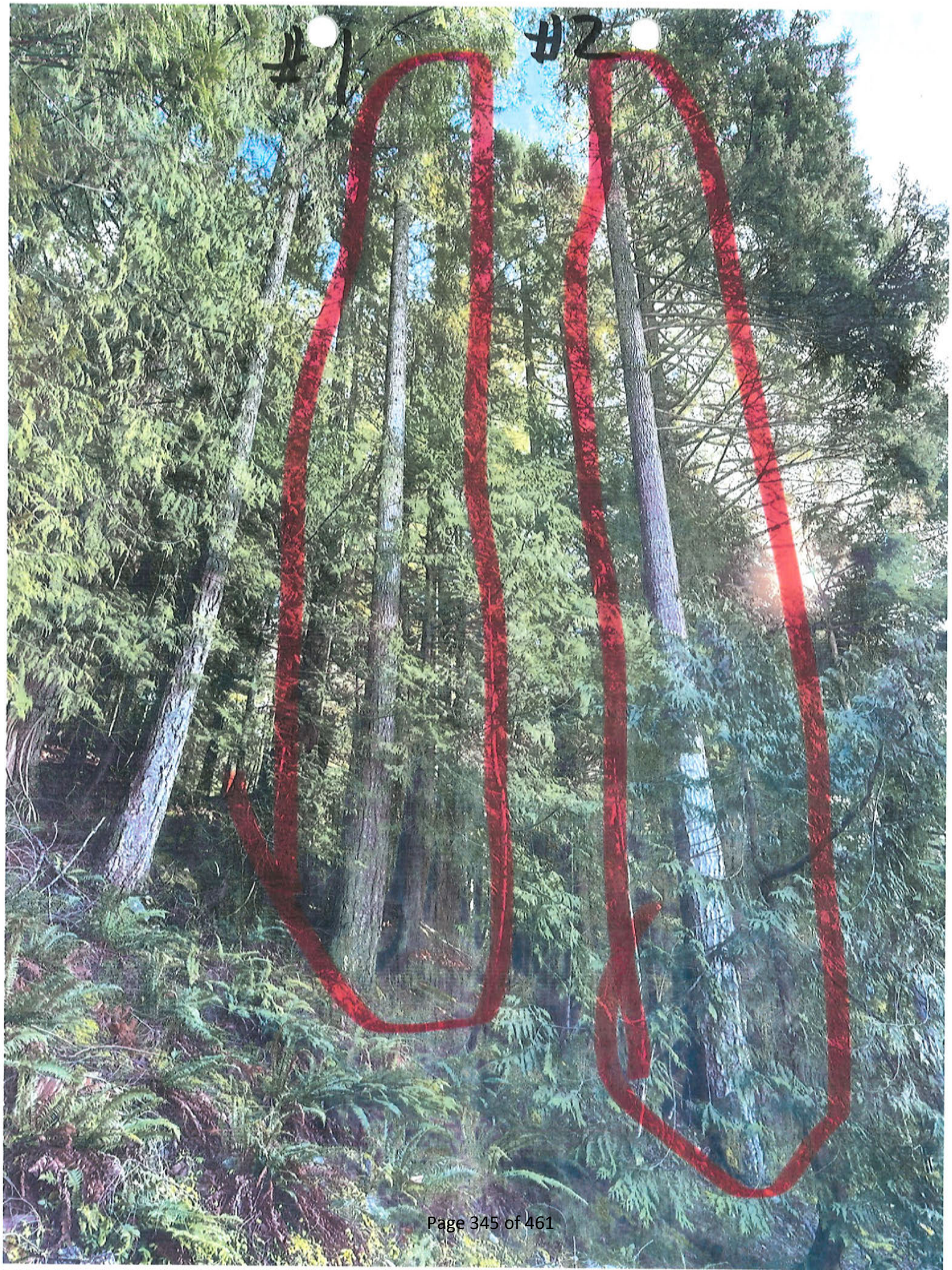
I acknowledge that responsibility for bylaw compliance rests with me as the applicant. I will indemnifyand save harmless the Village of Lions Bay, its officials, employees and agents against claims, liabilities and expenses of every kind, in respect of anything done or not done pursuant to this application 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.

Sam Sullivan	[redacted]	13 MARCH 2025
Name of Applicant (Please Print)	Signature	Date Signed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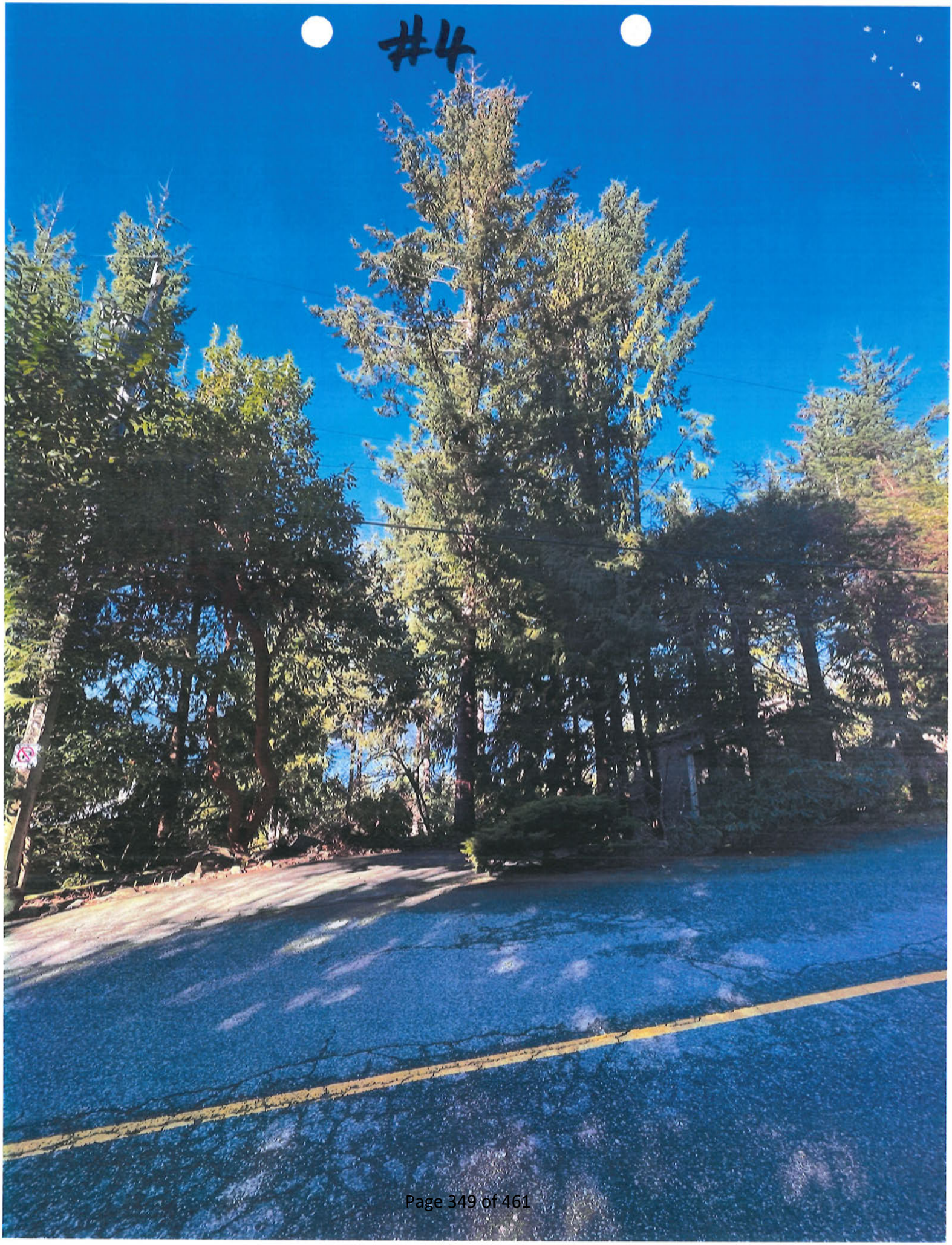
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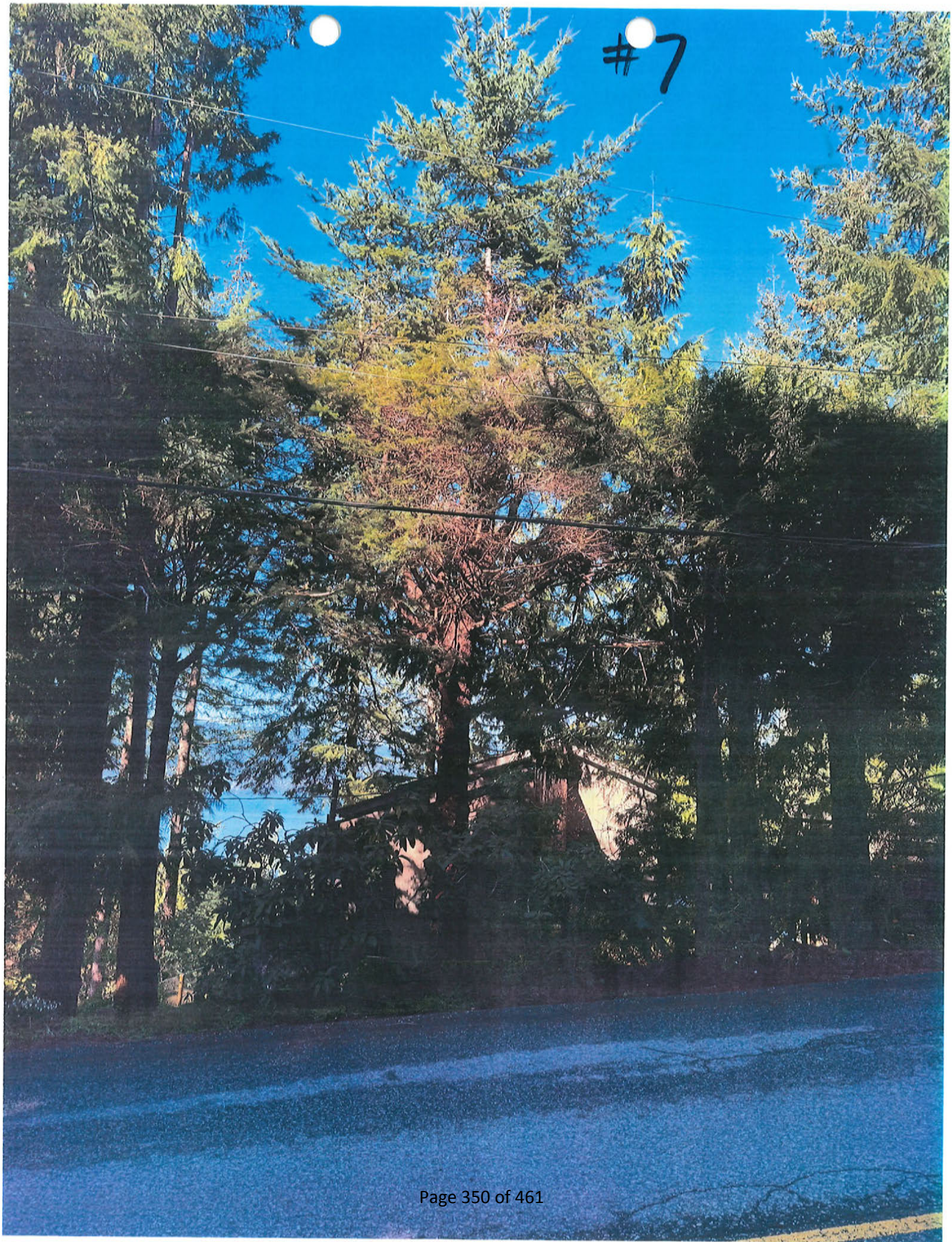
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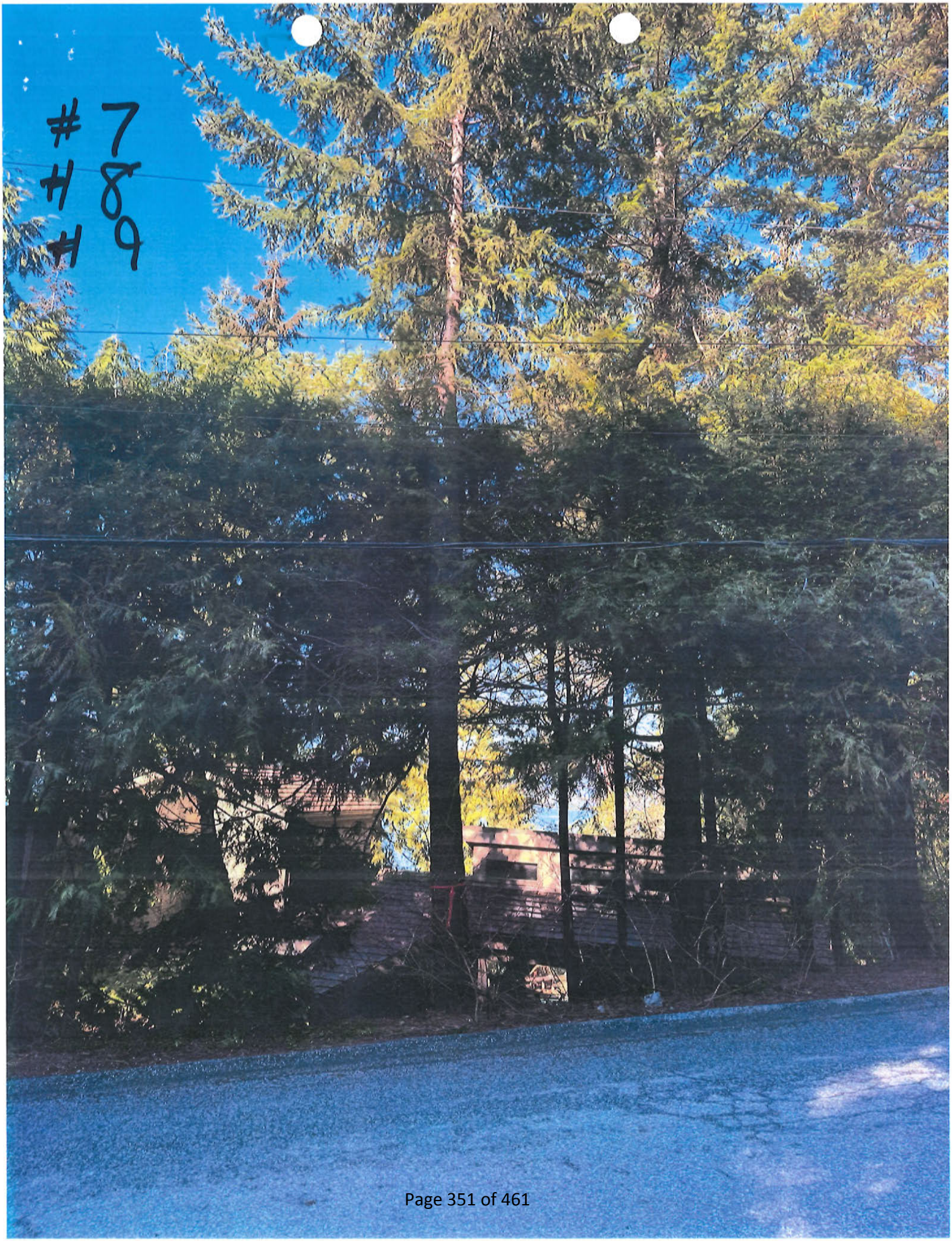
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RECEIVED
SEP 04 2025

Public Works Tree Cutting Referral Comments

Tree Cutting Application Number: 134

Name of Applicant: Sam Sullivan

Address of Applicant: 340 Oceanview Road

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):

N/A

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

N/A

Slope Stability Considerations:

N/A

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

N/A

Traffic Management : (Y/N)

N/A

Other Considerations / Comments: TREES #1 #2 ARE THESE ON PRIVATE OR CROWN LAND TREES #5 #6 MAY BE ON PRIVATE PROPERTY
OTHER WISE NO CONCERNS

Attachments (Y/N and Description):

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

TREES, VIEWS & LANDSCAPES COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON WEDNESDAY, SEPT 18th, 2025
ON SITE: 340 OCEANVIEW ROAD

MINUTES

In Attendance:

Committee: Mike Jury
Jay Barber
Jim Cannell

Public Participation: None

1. Call to Order
Mike Jury called the meeting to order at 10:03am

2. Appointment of Recorder
Mike 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 JUNE 16th, 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 #134 – 340 OCEANVIEW ROAD

Committee Recommendation:

THAT the Trees, Views and Landscapes Committee recommends to Council THAT Council approves Tree Cutting Permit Application No. 134, subject to the following:

Tree Committee Recommendations:

a) Proceed with the proposed scope of work

b) The Tree Committee suggested that Staff confirm whose land trees #4, 5 and 6 are situated on;

c) 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;

d) 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 10:24am.

STAFF REPORT

DATE: 2025-10-02 **FILE:** CAO-2025-021

TO: Council

FROM: Ross Blackwell, MAP, MCIP, RPP, CAO

RE: **VOLUNTEER APPRECIATION LUNCHEON**

Click or tap here to enter text.

PURPOSE:

The purpose of this report is to seek Council's direction on hosting a Volunteer Appreciation Event toward the end of the year as a means of recognizing and celebrating the invaluable contributions of community volunteers.

BACKGROUND:

Volunteers play a vital role in the success and vitality of Lions Bay, contributing countless hours to community programs, emergency response, Council committees, cultural activities, and other initiatives that enhance the quality of life for residents.

National Volunteer Week is celebrated annually at the end of April and provides a formal opportunity to recognize volunteers formally. While this is a common period for recognition, staff suggest that Lions Bay may benefit from holding a more informal community event closer to the holiday season. This timing would better align with existing community celebrations, provide a warm and festive atmosphere, and potentially increase attendance.

DISCUSSION:

Hosting a Volunteer Appreciation Event is an important way to demonstrate gratitude to the many individuals who freely give their time and expertise to support the community. Such an event would foster civic pride, strengthen community spirit, and reinforce the value placed on volunteerism within Lions Bay.

Staff recommend Council consider hosting the event in December to take advantage of the festive season and create a celebratory environment. A luncheon would provide a relaxed setting for recognition, with Council's presence being a central element in ensuring volunteers feel valued.

FINANCIAL CONSIDERATIONS:

The cost of hosting a Volunteer Appreciation Event would depend on the format and scale chosen (e.g., catered luncheon, community hall gathering with refreshments, or smaller reception). Preliminary estimates suggest a budget range of approximately $25 per person, depending on preferred menu options, etc.

Funding could be allocated from Council's budget for events and miscellaneous of which $2,000 is available, subject to Council's direction.

LEGAL CONSIDERATIONS:

None.

OPTIONS:

For direction.

RECOMMENDATION:

Should Council wish to host a volunteer appreciation event, the following can be considered:

THAT Council direct staff to organize a Volunteer Appreciation Event toward the end of the year, and that funding for the event be allocated from the Council Funded Events budget.

Respectfully submitted,

_____

Ross Blackwell, CAO
Chief Administrative Officer

A. **VILLAGE OF LIONS BAY BUDGET FOLLOW-UP ACTION ITEM LIST**				
ACTION NO.	DATE	ITEM/ACTION/DESCRIPTION	AGREE OR MODIFY	STATUS
1	October 2, 2025	Property tax increase – 3%		Ongoing
2	October 2, 2025	Water fee increase – 5%		Ongoing
3	October 2, 2025	Wastewater fee increase – 5%		Ongoing
5	October 2, 2025	Solid Waste fee increase – 5%		Ongoing
6	October 2, 2025	Administrative budget – approval		Ongoing
7	October 2, 2025	Public works budget – approval		Ongoing
8	October 2, 2025	Water budget – approval		Ongoing
9	October 2, 2025	Fire budget – approval		Ongoing
10	October 2, 2025	Parks budget – approval		Ongoing
11	October 2, 2025	Solid Waste budget – approval		Ongoing
12	October 2, 2025	Bylaw budget – approval		Ongoing
13	October 2, 2025	EOC budget – approval		Ongoing
14	October 2, 2025	Wastewater budget – approval		Ongoing
15	October 2, 2025	Council budget – approval		Ongoing
16	October 2, 2025	Planning budget – approval		Ongoing
17	October 2, 2025	Capital requests – approval		Ongoing
18	October 2, 2025	Operating supplementals – approval		Ongoing

5 Year Financial Plan 2026 - 2030

	2026	2027	2028	2029	2030
Revenues					
Taxation	2,103,715	2,166,827	2,231,832	2,298,787	2,367,750
Payments in Lieu of taxes	54,150	54,150	54,150	54,150	54,150
Parcel Taxes	98,606	98,606	98,606	98,606	98,606
Infrastructure Levy	210,372	216,683	223,183	229,879	236,775
Utility Fees and Rates	1,555,650	1,633,433	1,715,104	1,800,860	1,890,903
Fees, Licenses and Permits	451,844	454,742	455,812	456,937	458,117
Grants	330,000	381,082	381,082	381,082	381,082
Other	261,836	231,370	236,769	186,369	178,058
Grand Total	**5,066,173**	**5,236,892**	**5,396,538**	**5,506,669**	**5,665,441**
Expenditures					
Amortization	720,603	684,573	650,344	617,827	586,936
General Government	1,201,805	1,231,342	1,260,313	1,290,202	1,321,047
Fire Services	500,497	510,907	521,694	532,873	544,462
Bylaw Services	193,400	183,200	187,634	192,104	196,691
Public Works	830,647	774,547	635,835	652,240	667,213
Planning and Development	52,565	50,661	51,815	53,000	54,217
Parks, Recreation and Facilities	261,015	261,038	266,558	272,835	278,570
Solid Waste	234,394	250,779	258,019	265,526	273,215
Wastewater	74,960	74,546	76,478	78,505	116,708
Water Fund	745,840	769,313	778,471	800,012	903,375
Interest Payments	139,963	116,049	115,383	115,706	67,148
Grand Total	**4,955,689**	**4,906,955**	**4,802,544**	**4,870,831**	**5,009,581**
Surplus/(Deficit)	**110,484**	**329,936**	**593,994**	**635,838**	**655,859**
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on Tangible Capital Assets	720,603	684,573	650,344	617,827	586,936
MFA Actuarial Gain on Debt	(52,634)	(65,710)	(79,238)	(93,234)	(41,015)
Cash Surplus	**778,453**	**948,800**	**1,165,101**	**1,160,431**	**1,201,779**
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(383,957)	(370,004)	(356,025)	(333,189)	(277,779)
Capital Expenditures	(6,463,439)	-	-	-	-
Transfer from (to) Reserves	6,371,793	(269,818)	(493,787)	(505,453)	(595,515)
Transfer to Reserves - Infrastructure Levy	(204,244)	(210,372)	(216,683)	(223,183)	(229,879)
Transfer to Reserves - WWTP	(98,606)	(98,606)	(98,606)	(98,606)	(98,607)
Financial Plan Balance	**0**	**0**	**(0)**	**0**	**0**

Village of Lions Bay
2026 Draft Budget
Revenue

Notes		2023 Actual	2024 Actual	2025 Preliminary	2025 Budget	2026 Budget	Increase (Decrease) in Budget	%
	Taxation							
1	General Municipal Property Tax	1,764,264	1,965,765		2,042,442	2,103,715	61,273	3.0%
2	Infrastructure Levy	179,878	194,518		204,244	210,372	6,127	3.0%
3	Parcel Taxes	98,606	98,606		98,606	98,606	-	0.0%
4	Payments in lieu of taxes	58,195	63,317		54,150	54,150	-	0.0%
		2,100,943	**2,322,206**	**-**	**2,399,442**	**2,466,843**	67,401	2.8%
	Utility Fees and Rates							
5	Water User Rates	1,048,665	1,103,076		1,158,229	1,216,141	57,911	5.0%
5	Sewer User Rates	82,123	86,099		90,487	95,012	4,524	5.0%
5	Solid Waste User Rates	211,576	221,764		232,855	244,498	11,643	5.0%
		1,342,364	**1,410,940**	**-**	**1,481,572**	**1,555,650**	74,079	5.0%
	Fees, Licenses and Permits							
6	Building Permits	42,816	35,139		40,300	40,000	(300)	-0.7%
7	Temporay Use Permits	(250)	1,250		1,500	1,500	-	0.0%
	Development Permits	-	-		-	-	-	0.0%
	Board Of Variance Application Fee	1,000	-		-	-	-	0.0%
8	Secondary Suite Surcharge Fees	17,178	1,909		19,423	20,394	971	5.0%
9	Other Permits	2,975	1,240		1,500	1,200	(300)	-20.0%
	Recreation Programs	160	160		-	160	160	0.0%
10	Hall Rental	2,501	1,713		2,200	2,550	350	15.9%
	Boat Space Rentals	7,440	6,825		7,400	7,400	-	0.0%
11	Other Rentals	11,478	9,917		14,000	14,000	-	0.0%
12	Rental Agree - BC Ambulance	29,496	14,874		28,333	29,675	1,342	4.7%
	Parking Fines	96,189	50,315		100,000	100,000	-	0.0%
	Parking Passes - Annual	4,876	4,902		5,100	3,700	(1,400)	-27.5%
	Parking Meters	160,654	163,502		160,000	160,000	-	0.0%
	Dog Licences	2,940	3,210		3,500	3,500	-	0.0%
	Filming Revenue	8,240	17,120		8,000	20,000	12,000	150.0%
	Tree Cutting Applications	(125)	(425)		750	750	-	0.0%
	Tax Information Charges	55	90		500	500	-	0.0%
13	Miscellaneous (Recycle BC)	29,684	25,128		27,915	46,515	18,600	66.6%
		417,306	**336,868**	**-**	**420,421**	**451,844**	31,423	7.5%

Village of Lions Bay
2026 Draft Budget
Revenue (Continued)

Notes		2023 Actual	2024 Actual	2025 Preliminary	2025 Budget	2026 Budget	Increase (Decrease) in Budget	%
	Grants							
	Small Community Grant	298,000	328,400		295,000	295,000	-	0.0%
14	Investing in Canada Infrastructure Program	59,783	162,690		4,513,419	-	(4,513,419)	-100.0%
	Gas Tax Funding	32,615	-		-	-	-	0.0%
15	Other Grants	1,102,364	555,865		232,361	35,000	(197,361)	-84.9%
		1,492,761	**1,046,955**	**-**	**5,040,780**	**330,000**	**(4,710,780)**	-93.5%
	Other Revenue							
	External Borrowing	-	-		1,300,000	-	(1,300,000)	n/a
	Fire Department Callouts Highway	13,455	12,808		13,000	13,000	-	0.0%
	Donations to LB Fire Department	3,820	5,750		3,000	3,000	-	0.0%
	Fire Fighter Day Revenue	19,581	250		18,000	18,000	-	0.0%
	Tax Penalties and Interest	25,309	18,204		19,250	19,250	-	0.0%
	MFA Actuarial Interest	43,083	-		52,030	57,049	5,019	9.6%
	Bank Return on Investment	218,241	211,045		190,250	142,938	(47,313)	-24.9%
	Miscellaneous	7,241	11,930		8,000	8,000	-	0.0%
	Water/Sewer Connection Fees	-	600		600	600	-	0.0%
		330,730	**690,773**	**-**	**1,604,130**	**261,836**	(1,342,294)	-83.7%
	Total Revenues	**5,684,105**	**5,807,742**	**-**	**10,946,345**	**5,066,173**	**(5,880,172)**	-53.7%

Notes

Accompanying Notes

1 General Municipal Property tax. A 1% increase in tax amounts to $19,451; $21,397 including the 10% infrastructure levy. A sensitivity analysis of property tax rate increases (in total, including the infrastructure levy and per home based on an estimate of 596 homes) is as follows:

Tax Rate	Property Tax and Levy	$Increase	$Per Home
0.00%	2,246,686	-	-
3.00%	2,314,087	67,401	113
5.00%	2,359,021	112,334	188
9.00%	2,448,888	202,202	339
12.00%	2,516,289	269,602	452
15.00%	2,583,689	337,003	565

Tax rate increases	2024	2025
Belcarra	10.0%	4.0%
Bowen Island	9.5%	9.5%
Vancouver	7.3%	5.5%
Port Moody	6.6%	5.4%
Coquitlam	8.9%	8.3%
Squamish	8.9%	8.0%
Whistler	8.2%	7.2%
Sechelt	7.7%	9.6%

	2022	2023	2024	2025
Village of Lions Bay property tax increases	6.5%	6.0%	9.0%	5.0%

2 The infrastructure levy is calculated as 10% of General Municipal Property Tax

3 Parcel tax was approved by resolution of Council in prior yeares. This levy relates to amounts charged to 100 residents of Kelvin Grove that have access to Sewer. The Village paid for the construction of a waste water treatment plant (WWTP) and is recovering these costs from the residents that benefit from the WWTP as Parcel Tax

4 Payments in lieu of taxes relate to BC Hydro, Shaw and Telus that make an annual payment in lieu of general municipal, local improvement and regional district tax levies

5

Utility user rate increases	2022	2023	2024	2025
Water	5.0%	5.0%	5.0%	5.0%
Sewer	5.0%	5.0%	5.0%	5.0%
Solid waste	5.0%	5.0%	5.0%	5.0%

6 Estimated with respect to trailing 3 year acutal average permits

7 Temporary Use Permits (TUP) relate to occupancies under 30 days. Issuance of TUP is sporadic and generally relates to such things as Air B&B

8 Secondary suite fees vary year to year based on usage in accordance with policy. Secondary suites utilized by a family member or fire-firefighter are not charged. There were 59 secondary suites declared in 2023, of which 20 were occupied by a firefighter or family member. Fees are due December 31.

9 Relates to dumpster, demolition, encroachment, driveway crossing fees

10 Relates to rental fees for Broughton Hall

11 Relates to rental of Klatt, Fire Pit, wildfire protection kit sales, wildfire protection service receipts

12 Rental payments from the Provincial Health Services Authority (PHSA). Lease terminates July 30, 2030.

13 Recycle BC

	Actual			Budget	
	2023	2024	2025	2025	2026
Recycle BC revenues	28,510	24,188	45,000	26,400	45,000	
Other	1,174	940	1,515	1,515	1,515	*Decals, Community Garden…
	29,684	25,128	46,515	27,915	46,515	

14 Investing in Canada Infrastructure Program

	2025	2026	
Lions Bay Beach Park	573,419	-	Project to be completed in 2025
Universal water metering	3,940,000	-	
	4,513,419	-	

2025 relates to renovation Lions Bay Beach Park project (approved funding).

15

	Actual			Budget		
	2023	2024	2025	2025	2026	
FireSmart	-	99,850	-	100,000	-	*$200,000 over 2 years
FCM - Asset Management	37,360	27,811	-	-	-	
UBCM - Next Gen 911 Funding	-	22,500	-		-	
Community Works Fund	-	-	-	122,561	-	
Canada Day	-	4,800	-	5,000	5,000	
MOTI/ICBC	-	52,479	-	4,800	-	*ICBC Road improvement grant
Provincial grants	1,013,922	198,751	-	-	-	
Climate Action	51,082	149,674	-	-	-	[a]
	1,102,364	555,865	-	232,361	5,000	

[a] CARIP grant ended in 2022, and was replaced with the LGCAP grant. The amounts received are as follows:

Grant	Cumulative
CARIP (2016 - 2022)	6,804
LGCAP (2022 - 2023)	102,164
LGCAP (2024 - 2026)	149,647
	258,615

In 2024 the Provincial Government allocated $149,647 in funds to the Village of lions bay, which represents a payment for 2024 and a payment in advance for 2025 and 2026.

Village of Lions Bay
2026 Draft Budget
General Fund - Administration

Notes		2023 Actual	2024 Actual	2025 Preliminary	2025 Budget	2026 Budget	Increase (Decrease) in Budget	%
	Expenditures							
1	Amortization	374,276	363,321		668,347	502,731	(165,616)	-42.8%
2	Communications	67,146	82,751		57,977	59,716	1,739	2.6%
3	Fiscal Charges	14,719	14,467		11,918	12,267	349	1.6%
4	Insurance	49,967	64,012		58,300	66,974	8,674	18.0%
5	Internal Allocations	(65,216)	(67,825)		(69,860)	(71,257)	(1,397)	2.6%
6	Maintenance	4,434	7,979		7,186	7,402	216	1.6%
7	Material, Supplies and Equipment	20,447	21,881		19,534	20,120	586	3.0%
8	Professional Fees / Contract Services	255,844	275,709		121,915	126,572	4,657	2.8%
9	Salaries and Benefits	665,255	786,348		774,798	792,783	17,985	2.9%
10	Sundry	2,149	2,375		3,987	4,059	72	1.9%
11	Training / Professional Development	5,396	11,602		31,646	22,595	(9,051)	-77.0%
12	Utilities	1,352	1,278		2,122	2,185	64	3.2%
	Total Expenditures	**1,395,769**	**1,563,898**	**-**	**1,687,870**	**1,546,147**	**(141,723)**	**-10.9%**

Notes:

Accompanying Notes

1 Budget estimated with respect to capital assets continuity schedule as of the current date

2

COMMUNICATIONS						
Consists of:	**2023 Actual**	**2024 Actual**	**2025 Actual**	**2025 Budget**	**2026 Budget**	
Postage & Courier	4,983	4,824	-	4,774	4,917	
Village Office Communications	734	4,088	-	1,277	1,316	*Job postings
Photocopy / Printing	2,883	4,554	-	3,655	3,764	
Information Systems Ops & Mntc	46,435	64,301	-	39,890	41,087	*Sea to Sky Network Solutions/Telus
Website Dev & Maintenance	3,238	3,046	-	3,713	3,825	*Upandup Studios
Telephone	8,873	1,938	-	4,668	4,808	*Telus, Ring Central, Sea to Sky
	67,146	82,751	-	57,977	59,716	

*Note, telephone costs for 2024 will be allocated to each department by year end adjustment

3

FISCAL CHARGES						
Consists of:	**2023 Actual**	**2024 Actual**	**2025 Actual**	**2025 Budget**	**2026 Budget**	
Bank Charges	3,095	3,064	-	2,917	3,005	
Parking Meter Fees	3,181	174	-	-	-	*Moved to Bylaw
Moneris Fees	8,443	9,624	-	8,701	8,962	
Other	-	1,605	-	300	300	
	14,719	14,467	-	11,918	12,267	

4 Municipal Insurance Association

5 Budget estimated with respect to prior year plus inflation

6

MAINTENANCE						
Consists of:	**2023 Actual**	**2024 Actual**	**2025 Actual**	**2025 Budget**	**2026 Budget**	
Village Office Maintenance	3,508	5,895	-	5,595	5,763	*Janitorial
Equipment Maintenance	926	2,084	-	1,591	1,639	
	4,434	7,979	-	7,186	7,402	

7

MATERIALS, SUPPLIES, EQUIPMENT					
Consists of:	**2023 Actual**	**2024 Actual**	**2025 Actual**	**2025 Budget**	**2026 Budget**
Photocopier Lease Contract	4,289	5,125	4,901	4,615	4,753
Office Supplies	11,052	15,322	18,822	14,919	15,367
	15,341	20,448	23,723	19,534	20,120

8

Consists of:	2023 Actual	2024 Actual	2025 Actual	2025 Budget	2026 Budget	
	PROFESSIONAL FEES / CONTRACT SERVICES					
Legal Fees	116,809	113,942		60,000	60,000	
Contract Services & Minute Taking	16,756	21,858		10,000	13,390	*Contract minute taking/eScribe
Auditing	99,081	113,502		43,000	44,000	*BDO/MNP
Contract Services	23,198	26,407		8,915	9,182	*Appraisals, Actuarial, Recruiting
	255,844	275,709	-	121,915	126,572	

9

Consists of:	2023 Actual	2024 Actual	2025 Actual	2025 Budget	2026 Budget
	SALARIES AND BENEFITS				
Administrative Salaries	581,667	647,151		627,114	645,226
Benefits & Payroll Costs - Administrative	84,088	139,197		147,683	147,557
	665,755	786,348	-	774,798	792,783

10

Consists of:	2023 Actual	2024 Actual	2025 Actual	2025 Budget	2026 Budget	
	SUNDRY					
Miscellaneous	2,149	2,375	-	3,987	4,059	*Coffee, christmas lunch ect..
	2,149	2,375	-	3,987	4,059	

11

Consists of:	2023 Actual	2024 Actual	2025 Actual	2025 Budget	2026 Budget	
	TRAINING / PROFESSIONAL DEVELOPMENT					
Conventions	-	441	-	6,710	6,912	*UBCM, GFOA
Travel	214	1,627	-	796	820	
Courses	2,006	6,657	-	9,365	9,646	*PADM - Capilano Collage
Association Dues	3,176	2,877	-	3,449	3,551	*LGMA, GFOA, Dues
Staff Recruitment	-	-	-	11,326	1,666	*Recruiter fees
	5,396	11,602	-	31,646	22,595	

12 BC Hydro

Village of Lions Bay
2026 Draft Budget
General Fund - Public Works (Including Roads/Bridges/Drainage)

Notes		2023 Actual	2024 Actual	2025 Preliminary	2025 Budget	2026 Budget	Increase (Decrease) in Budget	%
	Expenditures							
1	Communications	18,313	59,733		12,943	13,331	388	3.0%
2	Interest Payments	15,379	17,001		8,441	11,495	3,053	36.2%
3	Insurance	17,097	17,989		18,982	19,552	569	3.0%
4	Internal Allocations	(15,000)	(15,000)		(15,000)	(15,000)	-	0.0%
5	Maintenance	711,696	140,672		628,172	362,049	(266,123)	-42.4%
6	Material, Supplies and Equipment	42,352	26,432		50,627	52,146	1,519	3.0%
7	Professional Fees / Contract Services	6,162	-		46,000	10,000	(36,000)	-78.3%
8	Salaries and Benefits	310,134	157,097		351,761	372,943	21,182	6.0%
9	Training / Professional Development	-	369		6,896	7,103	207	3.0%
10	Utilities	7,185	6,875		8,275	8,523	248	3.0%
	Total Expenditures	**1,113,318**	**411,168**	**-**	**1,117,098**	**842,141**	**(274,956)**	-24.6%

Notes

Bridge repair; road maintenance opex considerations for the next 5 years

Accompanying Notes

1

COMMUNICATIONS						
Consists of:	**2023 Actual**	**2024 Actual**	**2025 YTD**	**2025 Budget**	**2026 Budget**	
Telephone & Communications	9,923	11,780	-	7,723	7,955	*Ecomm radio, Cell phones
Information Systems Operation & Mntc	8,390	47,953	-	5,220	5,376	*Network support
	18,313	59,733	-	12,943	13,331	

2

INTEREST PAYMENTS					
Consists of:	**2023 Actual**	**2024 Actual**	**2025 YTD**	**2025 Budget**	**2026 Budget**
Debenture Interest	7,250	10,750	-	7,250	10,750
Equipment financing	8,129	6,251	-	3,210	745
	15,379	17,001	-	10,460	11,495

3

INSURANCE					
Consists of:	**2023 Actual**	**2024 Actual**	**2025 YTD**	**2025 Budget**	**2026 Budget**
Insurance - Building	3,481	3,945	-	-	3,605
Insurance - Vehicles	13,616	14,044	-	15,179	15,947
	17,097	17,989	-	15,179	19,552

ICBC fleet insurance and Municipal Insurance Association vechicle breakdown insurance

4

INTERNAL ALLOCATIONS					
Consists of:	**2023 Actual**	**2024 Actual**	**2025 YTD**	**2025 Budget**	**2026 Budget**
Internal transfer (solid waste)	(5,000)	(5,000)	-	(5,000)	(5,000)
Internal transfer (water)	(10,000)	(10,000)	-	(10,000)	(10,000)
	(15,000)	(15,000)	-	(15,000)	(15,000)

Adjusting entry recorded at year end for allocations

5

Consists of:	MAINTENANCE					
	2023 Actual	2024 Actual	2025 YTD	2025 Budget	2026 Budget	
Vehicle Operation & Maintenance	29,620	34,443	-	68,523	52,578	
Street Lighting	7,084	15,165	-	9,560	9,847	
Street Signs	7,446	5,050	-	6,520	6,715	
Lane Marking	-	-	-	15,914	16,391	
CN Parking Lot Maintenance	3,000	7,800	-	2,500	2,500	
Roads Winter Maintenance	8,946	9,741	-	20,500	10,000	*Salt
Railroad Crossings Maintenance	7,200	13,758	-	22,000	20,000	
Bridge and Roads Maintenance	629,391	46,808	-	385,834	176,055	
Drainage	204	98	-	5,305	2,000	
Works Building & Yard Maintenance	7,364	7,809	-	27,062	11,373	*Mini Recycling depot
Road Vegetation/Brush	11,441	-	-	64,456	54,589	*Vegitation Management
	711,696	140,672	-	628,172	362,049	

6

Consists of:	MATERIALS, SUPPLIES, EQUIPMENT				
	2023 Actual	2024 Actual	2025 YTD	2025 Budget	2026 Budget
Works Vehicles Fuel & Oil	29,869	11,587	-	26,368	27,159
Small Tools & Equipment	4,881	11,045	-	8,752	9,015
Health & Safety Supplies	2,803	285	-	4,898	5,045
Shop	4,798	3,515	-	10,609	10,927
	42,352	26,432	-	50,627	52,146

7

Consists of:	PROFESSIONAL FEES, CONTRACT SERVICES				
	2023 Actual	2024 Actual	2025 YTD	2025 Budget	2026 Budget
Contractors	6,162	-	-	46,000	10,000
	6,162	-	-	46,000	10,000

8

Consists of:	SALARIES AND BENEFITS					
	2023 Actual	2024 Actual	2025 YTD	2025 Budget	2026 Budget	
Works Salaries - Office	211,493	75,961	-	293,138	312,886	*40% of total works labour cost
Works Salaries - Shop	7,308	8,352	-	-	-	
Works Salaries - Equipment Maintenance	9,754	7,657	-	-	-	
Works Salaries - Roads	42,471	20,616	-	-	-	
Works Salaries - Culverts	7,753	7,866	-	-	-	
Works Salaries - Landscaping/Berms	-	-	-	-	-	
Benefits	31,356	36,642	-	58,623	60,056	
	310,135	157,094	-	351,761	372,943	

	SALARIES AND BENEFITS TOTAL				
	2023 Actual	2024 Actual	2025 YTD	2025 Budget	2026 Budget
Public works	310,134	157,097	-	351,761	372,943
Water	307,906	535,143	-	427,347	442,668
Wastewater	13,958	31,783	-	21,114	21,856
Solid Waste	-	-	-	8,446	-
Parks	112,932	182,550	-	126,685	131,138
	744,930	906,573	-	935,353	968,605

9

	TRAINING, PROFESSIONAL DEVELOPMENT				
Consists of:	2023 Actual	2024 Actual	2025 YTD	2025 Budget	2026 Budget
Travel	-	-	-	530	546
Association Dues	351	-	-	1,061	1,093
Courses Seminars & Workshop	4,627	369	-	5,305	5,464
	4,978	369	-	6,896	7,103

10 BC Hydro

Village of Lions Bay
2026 Draft Budget
General Fund - Water

Notes		2023 Actual	2024 Actual	2025 Preliminary	2025 Budget	2026 Budget	Increase (Decrease) in Budget	%
	Water User Rates	1,048,665	1,103,076		1,158,229	1,216,141	57,911	5.0%
	Secondary Suite Fees	7,071	10,127		8,475	8,898	424	5.0%
	Connection Fees	600	600		600	600	-	0.0%
	Other - MFA Actuarial Gain	36,940	41,047		45,305	49,720	4,415	9.7%
	Prompt Payment Discounts	(13,459)	(14,710)		(17,640)	(18,522)	(882)	5.0%
	Total Revenues	**1,079,817**	**1,140,140**	**-**	**1,194,969**	**1,256,837**	61,868	5.2%
	Expenditures							
1	Amortization	207,223	219,226		233,164	335,662	102,498	44.0%
2	Data Connectivity	12,755	11,651		10,922	11,250	328	3.0%
3	Interest Payments	66,898	85,962		127,892	127,531	(361)	-0.3%
4	Insurance	49,218	53,908		51,206	52,743	1,536	3.0%
5	Maintenance	74,033	175,795		114,627	87,250	(27,377)	-23.9%
6	Materials, Supplies and Equipment	18,785	22,100		32,849	33,684	835	2.5%
7	Professional Fees / Contract Services	17,138	24,923		94,609	17,927	(76,682)	-81.1%
8	Salaries and Benefits	307,906	535,143		427,347	442,668	15,321	3.6%
9	Sundry	2,644	921		2,652	2,732	80	3.0%
10	Training / Professional Development	2,256	2,896		6,100	6,283	183	3.0%
11	Utilities	15,973	15,939		17,240	17,757	517	3.0%
1	Internal Allocations	66,716	69,325		71,405	73,547	2,142	3.0%
	Total Expenditures	**841,545**	**1,217,789**	**-**	**1,190,013**	**1,209,033**	**19,020**	1.6%
	Surplus / (Deficit)	**238,272**	**(77,649)**	**-**	**4,956**	**47,803**		

Notes		**Increase in Water Rate**	**Revenue**	**$ Increase**
		5%	1,216,141	
Water - Revenue (excluding MFA gain)	1,207,117	6%	1,227,723	11,582
Water - Expenditures	1,209,033	7%	1,239,305	11,582
Water - Surplus	(1,916)	8%	1,250,888	11,582
		9%	1,262,470	11,582
		10%	1,274,052	11,582

*A 1% increase in user rate equals $11,505, or $18.51 per home

Accompanying Notes

1 Adjusting entry posted at year end

2

Consists of:	DATA CONNECTIVITY					
	2023 Actual	2024 Actual	2025 YTD	2025 Budget	2026 Budget	
Telephone & Communications	6,978	3,687	-	3,310	3,409	*Telus
PRV Communications	4,877	4,508	-	5,596	5,764	*Shaw
Intake Communications	901	3,456	-	2,016	2,076	*Shaw
	12,755	11,651	-	10,922	11,250	

3

Consists of:	INTEREST PAYMENTS					
	2023 Actual	2024 Actual	2025 YTD	2025 Budget	2026 Budget	
Debt	895	544	-	544	183	*Brunswick $114k loan
Debenture Int-MFA	40,600	60,200	-	100,890	100,890	*Infrastructure $1.4m loans
Debenture Int-MFA	14,518	14,518	-	14,518	14,518	*Infrastructure $460k loan
Interest - Issue 150 Bylaw 508 - PRV's	11,940	11,940	-	11,940	11,940	*PRV $600k loan
DRF Financing Expenses	(1,055)	(1,220)	-	-	-	
	66,898	85,982	-	127,892	127,531	

4 Municipal Insurance Association - property insurance

5

Consists of:	MAINTENANCE					
	2023 Actual	2024 Actual	2025 YTD	2025 Budget	2026 Budget	
Equipment Repair	234	87	-	-	-	
Routine Op & Mntc Contract	-	-	-	1,061	1,093	*PRV parts and maintenance
Routine Op & Mntc Contract	402	129	-	5,305	5,464	*PRV parts and maintenance
Emergency & Repair	-	4,380	-	-	-	*Misc
Routine Op & Mntc Contract	770	6,795	-	5,305	5,464	*PRV parts and maintenance
Routine Op & Mntc Contract	15,939	33,850	-	41,912	20,354	*PRV parts and maintenance
Emergency and Repair	3,491	1,364	-	5,305	5,464	*Bayview watermain
Reservoir / Intake Cleaning	540	2,212	-	-	-	*Divers
SCADA Maintenance	-	17,123	-	5,305	5,464	*Flow estimates, hydrometric data
Intake Maintenance	39,933	78,842	-	45,132	38,485	*Trojan parts
Hydrant Maintenance	12,724	31,013	-	5,305	5,464	*Hydrant major service/inspect
	74,033	175,795	-	114,627	87,250	

6

Consists of:	MATERIALS, SUPPLIES, EQUIPMENT					
	2023 Actual	2024 Actual	2025 YTD	2025 Budget	2026 Budget	
Office Supplies	205	-	-	-	-	
Water Supplies and Materials - General	142	310	-	796	820	
Materials & Supplies	6,580	1,228	-	5,305	5,464	
Materials & Supplies	7,142	92	-	3,713	3,825	
Chlorine Treatment	20,798	16,708	-	15,914	16,391	
Materials & Supplies	5,345	2,069	-	2,122	2,185	
Water - Intakes - Supplies	10,756	712	-	5,000	5,000	*UV Sensors
	50,970	21,120	-	32,849	33,684	

7

Consists of:	PROFESSIONAL FEES, CONTRACT SERVICES					
	2023 Actual	2024 Actual	2025 YTD	2025 Budget	2026 Budget	
Consultants	-	-	-	27,000	2,000	
Engineering	49,703	9,130	-	48,000	-	*Hydrovac
Contractors	2,162	-	2,801	9,000	5,000	*Intakes, generators
Rock Slope Remediation	21,150	-	-	-	-	*Rock scaling
Water Testing	6,033	8,008	22,308	10,609	10,927	*Metal content
	79,048	17,138	25,109	94,609	17,927	

8

Consists of:	SALARIES AND BENEFITS				
	2023 Actual	2024 Actual	2025 YTD	2025 Budget	2026 Budget
Works Salaries - Water	134,630	242,032	-	292,384	305,308
Works Salaries - Water Intakes	52,516	101,343	-	-	-
Works Salaries - STANDBY - ON CALL	77,101	109,863	-	72,629	73,928
Water Projects - Harvey Creek	899	3,327	-	-	-
Benefits & Payroll Costs - Water	34,826	67,317	-	52,036	52,431
Benefits - WCB	7,933	11,261	-	10,297	10,239
	307,906	535,143	-	427,347	441,906

9 Ministry of Forests - Licenses, permitting; Prompt payment discount

10

Consists of:	TRAINING, PROFESSIONAL DEVELOPMENT				
	2023 Actual	2024 Actual	2025 YTD	2025 Budget	2026 Budget
Water Course Certification	2,038	2,747	-	4,244	4,371
Association Dues	218	149	-	1,857	1,912
	2,256	2,896	-	6,100	6,283

11 BC Hydro

Village of Lions Bay
2026 Draft Budget
General Fund - Fire

Notes		2023 Actual	2024 Actual	2025 Preliminary	2025 Budget	2026 Budget	Increase (Decrease) in Budget	%
	Expenditures							
1	Communications	50,495	61,533		54,557	56,966	2,408	4.4%
2	Fiscal Charges	56	9		120	120	-	0.0%
3	Interest Payments	679	305		490	123	(367)	-74.8%
4	Insurance	19,843	21,242		20,660	21,280	620	3.0%
5	Maintenance	46,478	117,686		164,334	154,400	(9,934)	-6.0%
6	Material, Supplies and Equipment	88,586	125,001		88,409	87,887	(523)	-0.6%
7	Professional Fees / Contract Services	-	5,022		-	-	-	0.0%
8	Salaries and Benefits	147,183	132,053		157,188	160,200	3,012	1.9%
9	Training / Professional Development	12,403	11,206		15,796	15,820	24	0.2%
10	Utilities	1,100	1,540		3,713	3,825	111	3.0%
		366,823	**475,597**	**-**	**505,268**	**500,620**	(4,648)	**-0.9%**

Notes

Accompanying Notes

1

Consists of:	COMMUNICATIONS					
	2023 Actual	2024 Actual	2025 Actual	2025 Budget	2026 Budget	
Postage & Courier	379	-	-	212	219	
Telephone & Other Communication	1,495	8,441	-	2,546	2,623	*Telus
Dispatch Services	40,242	44,823	-	38,588	40,517	[a]
Advertising & Promotions	942	-	-	106	109	
Fire Dept - Website & Internet	1,743	3,209	-	109	113	*Sea to Sky Network Solutions
Information Systems Ops & Mntc	3,514	1,101	-	2,546	2,623	*Sea to Sky Network Solutions
Firefighter Day Supplies	1,131	3,606	-	9,018	9,288	
Training Pit - Satellite	541	-	-	515	546	*Telus
Communications - Pit (new internet)	608	403	-	917	929	*Telus
Fire Department Donations	(100)	(50)	-	-	-	
	50,495	61,533	-	54,557	56,966	

[a] E-Comm dispatch radio costs, annual dispatch operating charge (City of Surrey)

2

Consists of:	FISCAL CHARGES				
	2023 Actual	2024 Actual	2025 Actual	2025 Budget	2026 Budget
FD Bank Charges	56	9	-	120	120

3

Consists of:	INTEREST PAYMENTS				
	2023 Actual	2024 Actual	2025 Actual	2025 Budget	2026 Budget
Interest - E-Comm Radios	679	305	-	490	123

4

Consists of:	INSURANCE					
	2023 Actual	2024 Actual	2025 Actual	2025 Budget	2026 Budget	
Insurance	14,084	15,168	-	14,961	15,410	*Municipal Insurance Association
Insurance & Licences	5,759	6,074	-	5,699	5,870	*ICBC - fleet insurance
	19,843	21,242	-	20,660	21,280	

5

Consists of:	MAINTENANCE					
	2023 Actual	2024 Actual	2025 Actual	2025 Budget	2026 Budget	
Maintenance	261	259	-	1,030	1,061	
Training pit maintenance	6,217	3,722	-	5,305	5,464	*Supersave - containers
Rope Maintenance	2,118	1,277	-	2,060	2,122	*Dynamic Rescue
SCBA maintenance	4,593	2,124	-	4,244	4,371	*Irwin Air Ltd.
Holmatro maintenance	606	-	-	1,030	1,061	
Interface Fire Equipment	771	4,575	-	3,183	3,278	[a]
Vehicle Servicing & Maintenance	23,507	27,434	-	31,518	20,600	[b]
Small Equipment Replacement/Repair	3,202	201	-	8,240	8,487	*2021 - gear, pump, generator
Emergency Building Fire Costs	8,132	6,887	-	7,725	7,957	
Reserve for fire truck	-	-	-	100,000	100,000	[c]
	49,406	46,478	-	164,334	154,400	

[a] Wasp kits cost $2,675 and generated $3,960 in revenue

[b] KJC contracting, North Yard Contracting - vehicle maintenance and inspections. Additional cost for Fire Truck inspections required by FUS

[c] $100,000 per year reserved for acquisition of a new fire truck at the end of the current truck's service life.

6

Consists of:	MATERIALS, SUPPLIES, EQUIPMENT					
	2023 Actual	2024 Actual	2025 Actual	2025 Budget	2026 Budget	
Uniforms	4,931	19,444	-	10,000	10,000	
Office Supplies	946	1,744	-	1,591	1,639	
Misc - Scene Lights	1,947	2,037	-	3,713	3,825	
Protective Clothing	9,501	7,165	-	10,000	10,300	*Turn-out gear
SCBA	19,880	516	-	12,500	10,000	
Safety Equipment - FD	91	1,021	-	1,591	1,639	
Supplies & Materials	4,982	23,708	-	14,004	14,424	
Supplies-Pit training area	813	-	-	1,591	1,639	
Hoses and Fittings	-	2,724	-	3,183	3,278	
Misc - Training Meals	7,622	13,087	-	14,853	15,298	
Miscellaneous PEP Expenses	-	-	-	-	-	
Scrap Cars for Fire Training	2,317	5,583	-	4,244	4,371	
Auto-Extrication	826	-	-	-	-	
Supplies - Medical	11,067	7,562	-	7,426	7,649	*defibrillators, Citizens Services
Vehicle Fuel & Oil	113	3,230	-	3,713	3,825	*Diesel cost allocation
	65,035	87,822	-	88,409	87,887	

Accompanying Notes

7

Consists of:	PROFESSIONAL FEES / CONTRACT SERVICES					
	2023 Actual	2024 Actual	2025 Actual	2025 Budget	2026 Budget	
Contract Services - Fire Study	-	5,022	-	-	-	*Frontera

8

Consists of:	SALARIES AND BENEFITS					
	2023 Actual	2024 Actual	2025 Actual	2025 Budget	2026 Budget	
Fire Dept - Salaries	9,530	18,525	-	5,000	5,000	
Benefits & Payroll Costs - Fire	10,891	8,281	-	10,508	10,895	
BC Employer Health Tax	-	-	-	-	2,626	
Fire Admin - WCB	2,166	1,704	-	1,749	1,749	
Fire Admin - Honouraria	34,544	33,800	-	50,000	50,000	*Fire chief
Fire Volunteer Call-Outs	28,530	18,531	-	22,000	22,000	
Fire Volunteer - Shift Payments	28,453	42,633	-	45,000	45,000	
Benefits - Volunteers	-	151	-	-	-	
WCB Volunteers	1,755	2,015	-	2,131	2,131	
Fire Admin - Training Contract	31,314	6,413	-	20,800	20,800	
	147,183	132,053	-	157,188	160,200	

9

Consists of:	TRAINING AND PROFESSIONAL DEVELOPMENT					
	2023 Actual	2024 Actual	2025 Actual	2025 Budget	2026 Budget	
Travel	-	-	-	530	546	
Courses & Seminars	-	-	-	-	-	
Association Dues	75	75	-	265	273	
Courses & Training	15,345	12,328	-	15,000	15,000	[a]
	15,420	12,403	-	15,796	15,820	

[a] Relates to Software training (MedTeq), Wildfire training (Fundamental Safety), EVO (Justice Institute of BC)

10

Consists of:	UTILITIES				
	2023 Actual	2024 Actual	2025 Actual	2025 Budget	2026 Budget
Utilities	1,659	1,100	-	3,713	3,825

Village of Lions Bay
2026 Draft Budget
General Fund - Parks

Notes		2023 Actual	2024 Actual	2025 Preliminary	2025 Budget	2026 Budget	Increase (Decrease) in Budget	%
	Expenditures							
1	Grants	9,500	6,500		10,900	9,400	(1,500)	-13.8%
2	Maintenance	82,127	159,839		70,476	62,794	(7,682)	-10.9%
3	Material, Supplies and Equipment	13,364	12,818		23,656	24,365	710	3.0%
4	Professional Fees / Contract Services	17,950	2,672		20,000	20,000	-	0.0%
5	Salaries and Benefits	112,932	182,550		126,685	131,138	4,453	3.5%
	Sundry	4,220	9,298		3,433	3,483	50	1.5%
	Communications	161	2,097		-	-	-	0.0%
6	Utilities	7,529	7,741		9,548	9,835	286	3.0%
	Total Expenditures	**247,783**	**383,515**	**-**	**264,698**	**261,015**	**(3,683)**	**-1.4%**

Notes

1

Consists of:	GRANTS				
	2023 Actual	2024 Actual	2025 Actual	2025 Budget	2026 Budget
Grants (Events Committee)	6,250	5,000	-	6,250	6,250
Lions Bay Trailblazers	1,500	1,500	-	1,250	1,250
LB Native Plants Garden Expenditure	-	-	-	250	250
Senior Circle	1,750	-	-	3,000	1,500
	9,500	6,500	-	10,750	9,250

2

Consists of:	MAINTENANCE					
	2023 Actual	2024 Actual	2025 Actual	2025 Budget	2026 Budget	
Beach Park Maintenance	18,845	35,602	-	20,240	11,216	[a]
Other Parks Maintenance	11,177	15,608	-	11,278	11,616	[b]
Community Complex - Maintenance	8,671	788	-	1,591	1,639	[c]
Facility Maintenance	11,484	20,754	-	12,731	13,113	[d]
Parks Equipment Maintenance	2,808	2,653	-	2,215	2,281	
Other Parks Maintenance	29,142	84,434	-	22,421	22,929	[e]
	82,127	159,839	-	70,476	62,794	

[a] 2024 - Log removal, fencing
[b] 2023 relates primarily to portapotty rentals at Magnesia and the school.
[c] 2023 inludes emergency repairs at Broughton Hall; failed grinder pump and installation of new pump
[d] Relates to janitorial, air conditioning
[e] 2024 - Pride Trail (grant reimbursed), Hydro Vac

3

Consists of:	MATERIALS, SUPPLIES, EQUIPMENT				
	2023 Actual	2024 Actual	2025 Actual	2025 Budget	2026 Budget
Parks related materials/supplies/tools	1,558	3,248	-	2,108	2,171
Litter and Garbage Control	9,556	8,941	-	18,618	19,177
Parks - Supplies			-	1,577	1,625
Parks - Plants	2,520	629	-	2,930	3,018
Office Supplies			-	-	-
	13,634	12,818	-	25,233	25,990

Accompanying Notes

4 Relates to costs associated with Sea to Sky Invasive Species for 2025

5

SALARIES AND WAGES					
Consists of:	**2023 Actual**	**2024 Actual**	**2025 Actual**	**2025 Budget**	**2026 Budget**	
Works Salaries - Parks	64,200	93,938	-	104,423	109,039	
Benefits & Payroll Costs - Parks	11,917	64,922	-	22,262	22,099	
Works Salaries - Facilities	36,816	23,690	-	-	-	*Signage, hall setup ect..
	112,932	182,550	-	126,685	131,138	

6 Community Hall heating - BC Hydro

Village of Lions Bay
2026 Draft Budget
General Fund - Solid Waste

Notes		2023 Actual	2024 Actual	2025 Preliminary	2025 Budget	2026 Budget	Increase (Decrease) in Budget	%
	Garbage User Fees	211,576	221,608		232,855	244,498	11,643	5.0%
	Secondary Suite Fees	1,398	4,917		1,683	1,767	84	5.0%
	Miscellaneous Revenue (Recycle BC revenue)	28,939	29,186		26,990	45,590	18,600	68.9%
	Prompt Payment Discounts	(4,804)	(5,175)		(5,926)	(6,222)	(296)	5.0%
	Total Revenues	**237,109**	**245,774**	**-**	**255,602**	**285,633**	**30,031**	11.7%
	Expenditures							
	Mini-recycling depot	1,508	-	-	11,000	10,300	(700)	-6.4%
1	Collection Contract	62,104	56,997		62,988	64,878	1,890	3.0%
2	Recycle Removal Contract	47,846	62,306		63,964	65,883	1,919	3.0%
3	Green Waste Contract	73,073	72,096		81,392	83,833	2,442	3.0%
4	Salaries and Benefits	-	-		8,446	-	(8,446)	-100.0%
5	Internal Allocations	9,500	9,500		9,500	9,500	-	0.0%
	Total Expenditures	**194,031**	**200,899**	**-**	**237,289**	**234,394**	**(2,895)**	-1.2%
	Surplus / (Deficit)	**43,079**	**44,875**	**-**	**18,313**	**51,239**		

Notes	
Solid Waste - Revenue	285,633
Solid Waste - Expenditures	234,394
Solid Waste - Surplus	51,239

Increase in Solid Waste Rate	Revenue	$ Increase
5%	244,498	
6%	246,826	2,329
7%	249,155	2,329
8%	251,484	2,329
9%	253,812	2,329
10%	256,141	2,329

*A 1% increase in user rate equals $2,218, or $3.72 per home

Accompanying Notes

1 Waste control services

2 Waste control services

3 Waste control services

4

Consists of:

SALARIES AND BENEFITS				
2023 Actual	**2024 Actual**	**2025 YTD**	**2025 Budget**	**2026 Budget**
Solid Waste Salaries	-	-	-	6,962	-
Solid Waste Benefits	-	-	-	1,239	-
Solid Waste WCB	-	-	-	245	-
	-	-	-	8,446	-

*Actual hours are based on timesheets recorded by public works staff

5 Year end adjusting entry

Village of Lions Bay
2026 Draft Budget
General Fund - Bylaw

Notes		2023 Actual	2024 Actual	2025 Preliminary	2025 Budget	2026 Budget	Increase (Decrease) in Budget	%
	Expenditures							
1	Communications	4,922	13,234		2,292	2,360	69	3.0%
2	Material, Supplies and Equipment	30,443	49,149		46,187	47,565	1,378	3.0%
3	Professional Fees / Contract Services	6,977	-		5,750	5,750	-	0.0%
4	Salaries and Benefits	109,169	111,198		123,254	136,283	13,029	10.6%
	Training / Professional Development	80	690		1,400	1,442	42	3.0%
	Total Expenditures	**151,590**	**174,271**	**-**	**178,882**	**193,400**	**14,518**	8.1%

Notes

Accompanying Notes

1

COMMUNICATIONS					
Consists of:	**2023 Actual**	**2024 Actual**	**2025 Actual**	**2025 Budget**	**2026 Budget**
Telephone & Communication	4,922	13,234		2,292	2,360

*Telus, Sea to Sky Network

2024 includes costs related to transition to Telus fully managed; the additional costs (~$12k) will be allocated to each department

2

MATERIALS, SUPPLIES, EQUIPMENT					
Consists of:	**2023 Actual**	**2024 Actual**	**2025 Actual**	**2025 Budget**	**2026 Budget**
Bylaw Uniforms	93	1,816	1,816	250	250
Bylaw - Parking software and meters	29,274	44,847	41,437	45,937	46,733
Bylaw - Parking Supplies	1,076	2,486	-	-	582
	30,443	49,149	43,253	46,187	47,565

*Parking software costs

3

PROFESSIONAL FEES / CONTRACT SERVICES					
Consists of:	**2022 Actual**	**2023 Actual**	**2024 Actual**	**2024 Budget**	**2025 Budget**
Bylaw Enforcement Contract	2,107	752	-	750	750
Bylaw Collection Agency Fees	3,832	6,225	267	6,500	5,000
	5,938	6,977	267	7,250	5,750

Relates to costs incurred with the Disctrict of Vancouver (Adjudication), and collections costs for overdue parking tickets

4

SALARIES AND BENEFITS					
Consists of:	**2022 Actual**	**2023 Actual**	**2024 Actual**	**2024 Budget**	**2025 Budget**
Bylaw Salaries	93,225	100,327	107,818	103,954	114,411
Benefits & Payroll Charges	10,575	8,842	12,879	10,169	8,470
	103,801	109,169	120,697	114,123	122,881

Currently budgeted based on 1 full time officer and 2 temporary seasonal officers

Village of Lions Bay
2026 Draft Budget
General Fund - Emergency Services

Notes		2023 Actual	2024 Actual	2025 YTD	2025 Budget	2026 Budget	Increase (Decrease) in Budget	%
	Expenditures							
	Communications	11,381	6,746	-	8,800	9,064	264	n/a
	Search and Rescue	2,110	-	-	2,652	2,732	80	3.0%
1	Emergency Support Services (ESS)	7,874	452	-	25,037	25,075	38	0.2%
	Maintenance	7,235	10,435	-	6,412	6,604	192	3.0%
	Material, Supplies and Equipment	5,464	1,175	-	3,122	2,185	(936)	-30.0%
2	Professional Fees / Contract Services	44,823	20,900	-	22,100	30,000	7,900	35.7%
	Battani Creek Debris Flow	-	159,052	-	-	-	-	0.0%
	Training / Professional Development	-	1,000	-	-	1,000	1,000	n/a
3	Utilities	998	4,481	-	1,273	1,311	38	3.0%
	Total Expenditures	**79,885**	**204,241**	**-**	**69,396**	**77,972**	**8,576**	12.4%

Notes

Accompanying Notes

	EMERGENCY SUPPORT SERVICES					
Consists of:	**2023 Actual**	**2024 Actual**	**2025 Actual**	**2025 Budget**	**2026 Budget**	
Lions Bay Emergency Program - ESS	13,569	7,874	-	25,037	25,075	*Honorarium

2 Relates to emergency program coordinator fees.

3 BC Hydro

Village of Lions Bay
2026 Draft Budget
General Fund - Wastewater

Notes		2023 Actual	2024 Actual	2025 Preliminary	2025 Budget	2026 Budget	Increase (Decrease) in Budget	%
	Utility Fees and Rates	82,123	86,099		90,487	95,012	4,524	5.0%
	Parcel Taxes	98,606	98,606		98,606	98,606	-	0.0%
	Secondary Suite Fees	8,709	9,683		9,265	9,728	463	5.0%
	Connection Fees	(600)	-		-	-	-	n/a
	Prompt payment discount	(1,550)	(1,652)		(1,902)	(1,997)	(95)	5.0%
	Total Revenues	**187,289**	**184,021**	**-**	**196,457**	**201,349**	4,893	2.5%
	Expenditures							
1	Amortization	36,200	36,200		36,200	36,200	-	0.0%
	Communications	2,186	1,981		1,029	1,060	31	3.0%
	Insurance	6,148	6,734		6,396	6,524	128	2.0%
2	Maintenance	23,736	32,258		81,620	32,324	(49,295)	-60.4%
3	Material, Supplies and Equipment	-	-		2,184	2,249	66	3.0%
4	Salaries and Benefits	13,958	31,783		21,114	21,856	742	3.5%
	Sundry	463	463		2,432	2,543	111	4.6%
	Training / Professional Development	900	-		1,092	1,125	33	3.0%
5	Utilities	3,468	8,528		3,183	3,278	95	3.0%
1	Internal Allocations	4,000	4,000		4,000	4,000	-	0.0%
	Total Expenditures	**92,608**	**115,279**	**-**	**159,250**	**111,160**	**(48,090)**	-30.2%

Notes

Wastewater - Revenue	201,349
Wastewater - Expenditures	111,160
Sewer - Surplus	90,189

Increase in Sewer Rate	Revenue	$ Increase
5%	95,012	
6%	95,916	905
7%	96,821	905
8%	97,726	905
9%	98,631	905
10%	99,536	905

*A 1% increase in user rate equals $905, or $10 per home

Accompanying Notes

1 Adjusting entry recorded at year end

2

Consists of:	MAINTENANCE					
	2023 Actual	2024 Actual	2025 YTD	2025 Budget	2026 Budget	
Pump Out - Plant	23,615	28,788	-	26,523	27,318	*WWTP
Sewer Line Inspections	-	-	-	12,000	-	
Outfall Monitoring & Maintenance	121	-	-	530	546	
Equipment Repair	-	3,470	-	42,036	3,913	*Spare gearbox for RBC
SCADA Maintenance	-	-	-	530	546	
	23,736	32,258	-	81,620	32,324	

3

Consists of:	MATERIALS, SUPPLIES					
	2023 Actual	2024 Actual	2025 YTD	2025 Budget	2026 Budget	
Sewer General Operations - Supplies	-	-	-	2,184	2,249	*STP repair
	-	-	-	2,184	2,249	

4

Consists of:	SALARIES AND BENEFITS				
	2023 Actual	2024 Actual	2025 YTD	2025 Budget	2026 Budget
Works Salaries - Sewer	12,159	28,483	-	17,547	18,173
Employees Benefits - Sewer	1,800	3,300	-	3,567	3,683
	13,958	31,783	-	21,114	21,856

5 BC Hydro

Village of Lions Bay
2026 Draft Budget
General Fund - Council

Notes		2023 Actual	2024 Actual	2025 YTD	2025 Budget	2026 Budget	Increase (Decrease) in Budget	%
	Expenditures							
1	Council Communication	4,197	2,829	-	1,973	2,032	59	3.0%
	Office Supplies	833	643	-	200	200	-	0.0%
2	Professional Services	-	1,102	-	-	-	-	0.0%
2	Salaries and Benefits	54,454	57,771	-	59,461	56,960	(2,501)	-4.2%
3	Council Funded Events	1,032	808	-	2,000	2,000	-	0.0%
4	Election	25,028	-	-	31,500	6,500	(25,000)	-79.4%
5	Conferences and training	4,612	9,232	-	10,300	10,609	309	3.0%
6	Association Dues / Memberships	2,068	1,533	-	1,538	1,584	46	3.0%
7	Travel	1,266	480	-	515	530	15	3.0%
	Total Expenditures	**93,489**	**74,398**	**-**	**107,488**	**80,417**	**(27,071)**	-25.2%

Notes

Accompanying Notes

1

COUNCIL COMMUNICATION					
Consists of:	**2023 Actual**	**2024 Actual**	**2025 Actual**	**2025 Budget**	**2026 Budget**
Council Communication	3,579	2,829	-	1,751	1,486
Council Publications & Postage	618	-	-	515	546
	4,197	2,829	-	2,266	2,032

General expenses include a slight increase each year to account for inflation.

2

SALARIES AND BENEFITS					
Consists of:	**2023 Actual**	**2024 Actual**	**2025 Actual**	**2025 Budget**	**2026 Budget**
Council Remuneration	51,733	54,776	-	57,620	52,905
BC Employer Health Tax	-	-	-	-	1,112
Benefits & Payroll Costs - Council	2,721	2,995	-	1,841	2,944
	54,454	57,771	-	59,461	56,960

Council remuneration reflects an increase based on the increase in CPI as per the Council Remuneration Bylaw. CPI for 2023 was 3.4% according to Stats Canada.

3

COUNCIL FUNDED EVENTS					
Consists of:	**2023 Actual**	**2024 Actual**	**2025 Actual**	**2025 Budget**	**2026 Budget**
Council - Ceremonies/ Misc.	1,032	808	-	1,000	1,000
Volunteer Recognition		-	-	1,000	1,000
	1,032	808	-	2,000	2,000

4 Budgeted amount in 2025 is to replenish election reserve which was drawn upon in 2023 to offset by-election costs and to budget for 2025 by-election

5

CONFERENCES AND CONVENTIONS						
Consists of:	**2023 Actual**	**2024 Actual**	**2025 Actual**	**2025 Budget**	**2026 Budget**	
Conferences	4,612	9,232	-	10,300	10,609	*LGMA, UBCM
Training	-	-	-	-	-	
	4,612	9,232	-	10,300	10,609	

6

ASSOCIATION DUES, MEMBERSHIPS					
Consists of:	**2023 Actual**	**2024 Actual**	**2025 Actual**	**2025 Budget**	**2026 Budget**
Association Dues / Memberships	2,068	1,533	-	1,538	1,584

7

TRAVEL					
Consists of:	**2023 Actual**	**2024 Actual**	**2025 Actual**	**2025 Budget**	**2026 Budget**
Travel	1,266	480	-	515	530

Village of Lions Bay
2026 Draft Budget
General Fund - Building and Planning

Notes

	2023 Actual	2024 Actual	2025 Preliminary	2025 Budget	2026 Budget	Increase (Decrease) in Budget	%
Expenditures							
Communications	1,664	131	-	2,235	2,302	67	3.0%
Professional Fees / Contract Services	6,588	2,586	-	8,936	9,204	268	3.0%
Salaries and Benefits	29,311	36,063	-	34,076	36,701	2,625	7.7%
Sundry	-	809	-	796	820	24	3.0%
Training / Professional Development	2,290	706	-	1,494	1,539	45	3.0%
Community planning	-	-	-	2,000	2,000	-	100.0%
	39,853	**40,295**	**-**	**49,536**	**52,565**	**3,029**	6.1%

Notes

Village of Lions Bay
2026 Budget
2026 Budget Capital Requests - Funding

ID	LIKELI - HOOD OF HARM ARISING 1-10	WHOLE-VILLAGE SEVERITY OF HARM 1-10	$/RISK	PROJECT	Estimated cost	Spent	Remaining Cost	Budgeted previously and unspent	Grant/Loan funding remaining	Deferred to future years	2026 municipal funding required
PW	8	6	82,083	Universal water metering (Grant Funded)	3,940,000	-	3,940,000	-	3,940,000	-	-
PW	8	8	20,313	CUBB.3: replace 400 m of 6" cast-iron watermain from Alberta Ck - Centre	1,300,000	-	1,300,000	-	1,300,000	-	-
PW	5	7	35,000	HiTAP and successor projects	1,225,000	621,561	603,439	378,439	-	225,000	-
PW	7	8	6,071	Project SCORE (SCada Operations Rework - MAGIIC and HAWAII)	340,000	50,000	290,000	155,000	-	-	135,000
PW	5	5	8,000	pH water adjustment	200,000	-	200,000	-	-	-	200,000
PW	6	3	6,944	Bayview: design, construction to replace 50 m of CMP under road just north of School	125,000	-	125,000	125,000	-	-	-
PW	6	3	5,556	Bayview: design, construction to replace 50 m of CMP from #315 to Alberta Ck	100,000	-	100,000	-	-	100,000	-
PW	8	1	11,250	Creekview.1:Design to Replace 90m 8"CI	90,000	-	90,000	-	-	90,000	-
PW	7	3	2,381	Oceanview from Highview - Harvey (LORD, Lower Oceanview Road Drainage): review prior design for 350 m ditches and culverts	50,000	-	50,000	50,000	-	-	-
FIRE2025-1	1	2	22,500	FIRE -Forklift/backhoe	45,000	-	45,000	45,000	-	-	-
PW	8	5	1,038	Oceanview from PRVs 2/3 - Highview (included): design to replace 415 m of CI watermain, drainage	41,500	-	41,500	-	-	41,500	-
PW	5	5	2,000	Replace stairs at back of Municipal Hall	50,000	-	50,000	-	-	-	50,000
PW	5	5	800	Repair stairs front of Municipal Hall	20,000	-	20,000	-	-	-	20,000
PW	10	10	50	Kitchenette for Klatt Building	5,000	-	5,000	-	-	-	5,000
PW	5	5	400	Smartlocks for all Municipal facilities	10,000	-	10,000	-	-	-	10,000
PW	5	8	1,250	All Hazard Risk Assessment (Phase I)	50,000	-	50,000	-	-	-	50,000
					7,591,500	**671,561**	**6,919,939**	**753,439**	**5,240,000**	**456,500**	**470,000**

Capital Cost Remaining	(6,919,939)
Grant funding remaining	5,240,000
Draw from reserves (previously taxed)	753,439
Draw from reserves (current)	470,000
Deferred	456,500
	-

Village of Lions Bay
2026 Draft Budget
Supplementals - Operating Costs

Department	Description	Estimated cost	Budgeted previously and unspent	Grant funding	2026 municipal funding required	Ongoing /One Time
PW	Vegitation Management	50,000	-	-	50,000	Ongoing
PW	Mag Intake access road, roadbase pending $1 mil. + diching-culverting-grading	40,000	40,000	-	-	One time
PW	3 sets summer tires	18,000	18,000	-	-	One time
PW	B service on 72 hydrants (A/B completed in 2024)	36,000	36,000	-	-	One time
PW	Vehicle maintenance budget: repair of aging vehicles	24,000	-	-	24,000	One time
PW	12 Hydrovac service calls for service line daylighting	48,000	48,000	-	-	One time
PW	New technician (1 FTE)	88,000	-	-	88,000	Ongoing
		304,000	142,000	0	162,000	

Village of Lions Bay
Financial Statements
For the year ended December 31, 2024

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Village of Lions Bay
Financial Statements
For the year ended December 31, 2024

Contents

Management's Responsibility for the Financial Statements 3

Independent Auditor's Report

Financial Statements

Statement of Financial Position 6

Statement of Operations 7

Statement of Change in Net Financial Assets 8

Statement of Cash Flows 9

Summary of Significant Accounting Policies 10

Notes to Financial Statements 14

Schedule 1 - Combined Statement of Operations by Segment - 2024 23

Schedule 2 - Combined Statement of Operations by Segment - 2023 24

Schedule 3 - Tangible Capital Assets - 2024 25

Schedule 4 - Growing Communities Grant 26

Schedule 5 - Implementation of New Provincial Legislative Requirements Grant 26

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Management's Responsibility for the Financial Statements

The accompanying financial statements of the Village of Lions Bay (the "Village") are the responsibility of management and have been prepared in accordance with Canadian public sector accounting standards as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants Canada. A summary of the significant accounting policies are described in the summary of significant accounting policies which precede the notes to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Village's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by MNP LLP, independent external auditors appointed by the Village. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Village's financial statements.

"Joseph Chirkoff"

Joseph Chirkoff CPA, CA
Chief Financial Officer

September 2, 2025

"Ross Blackwell"

Ross Blackwell
Chief Administrative Officer

September 2, 2025

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Independent Auditor's Report

To the Mayor and Council of the Village of Lions Bay:

Opinion

We have audited the financial statements of the Village of Lions Bay (the "Village"), which comprise the statement of financial position as at December 31, 2024, and the statements of operations, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2024, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information, consisting of an annual report, which is expected to be made available to us after the date of this auditor's report.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

When we read the annual report, if we conclude there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Village's financial reporting process.

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Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Nanaimo, British Columbia

September 2, 2025 Chartered Professional Accountants

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Village of Lions Bay
Statement of Financial Position

As at December 31	2024	2023
Financial Assets		
Cash and cash equivalents	**6,218,225**	6,421,298
Accounts receivable	**696,257**	440,997
Grants receivable	**-**	13,295
Debt reserve fund	**40,153**	38,803
	6,954,635	6,914,393
Liabilities		
Accounts payable	**689,217**	428,562
Sick, overtime, wellness and vacation payable	**94,983**	46,048
Deferred revenue (Note 1)	**142,719**	107,475
Developer deposits (Note 2)	**163,250**	153,250
Equipment financing (Note 3)	**7,118**	24,693
Long term debt (Note 4)	**1,454,031**	1,636,135
Asset retirement obligation (Note 5)	**54,862**	52,505
	2,606,180	2,448,668
Net Financial Assets	**4,348,455**	4,465,725
Non-Financial Assets		
Tangible capital assets (Schedule 3)	**24,223,228**	23,405,096
Prepaid expenses	**20,856**	43,510
	24,244,084	23,448,606
Accumulated Surplus (Note 11)	**28,592,539**	27,914,331

Contingent liabilities and contractual obligations (Note 7)
Contractual rights (Note 8)

_____ _____

Joseph Chirkoff CPA, CA
Financial Officer

Ken Berry
Mayor

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Village of Lions Bay
Statement of Operations

For the year ended December 31	Financial Plan 2024 (Note 9)	**2024**	2023
Revenue (Schedules 1 & 2)			
Taxation (Note 6)	2,238,307	**2,299,918**	2,134,608
Utility user rate	1,465,171	**1,389,246**	1,322,550
Government transfers	2,221,236	**965,343**	1,492,761
Sale of services	440,296	**436,420**	415,466
Other revenues	258,830	**455,418**	331,285
Gain on disposal of tangible capital assets	-	**16,095**	-
	6,623,840	**5,562,440**	5,696,670
Expenses (Schedules 1 & 2)			
General government	1,603,988	**1,691,787**	1,489,485
Protective services	610,243	**845,363**	580,969
Public works operation	1,144,051	**381,055**	1,130,577
Solid waste collection	233,560	**201,913**	192,771
Planning and development	51,173	**40,296**	39,853
Parks and recreation	352,870	**383,515**	247,783
Water system operations	1,129,209	**1,218,029**	837,683
Sewer system operations	108,711	**122,274**	91,386
	5,233,805	**4,884,232**	4,610,507
Annual Surplus	1,390,035	**678,208**	1,086,163
Accumulated Surplus, beginning of year	27,914,331	**27,914,331**	26,828,168
Accumulated Surplus, end of year	29,304,366	**28,592,539**	27,914,331

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Village of Lions Bay
Statement of Change in Net Financial Assets

For the year ended December 31	Financial Plan 2024	**2024**	2023
	(Note 9)		
Annual Surplus	1,390,035	**678,208**	1,086,163
Change in Tangible Capital Assets			
Acquisition of tangible capital assets	(3,959,386)	**(1,434,847)**	(150,017)
Amortization of tangible capital assets	723,741	**616,715**	617,926
Accretion	2,359	**2,359**	-
	(3,233,286)	**(815,773)**	467,909
Change in Other Non-Financial Assets			
Net use (acquisition) of prepaid expenses	-	**20,295**	(6,795)
Change in net financial assets for the year	(1,843,251)	**(117,270)**	1,547,277
Net financial assets, beginning of year	4,465,725	**4,465,725**	2,918,448
Net financial assets, end of year	2,622,474	**4,348,455**	4,465,725

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Village of Lions Bay
Statement of Cash Flows

For the year ended December 31	2024	2023
Cash provided by (used in)		
Operating transactions		
Annual surplus	**678,208**	1,086,163
Items not involving cash		
Amortization expense	**616,715**	617,926
Accretion expense	**2,359**	-
Gain on sale of assets	**(16,095)**	-
Changes in non-cash operating balances		
Accounts receivable	**(255,381)**	(253,295)
Grants receivable	**13,295**	(5,556)
Debt reserve fund	**(1,351)**	(1,170)
Developer deposits	**10,000**	(15,250)
Deferred revenue	**35,244**	28,579
Accounts payable	**260,652**	(313,724)
Sick, overtime, wellness and vacation payable	**48,936**	(9,934)
Prepaid expenses	**22,777**	(7,240)
	1,415,359	1,126,499
Capital transactions		
Cash used to acquire tangible capital assets	**(1,434,847)**	(97,517)
Proceeds on disposal of tangible capital assets	**16,094**	-
	(1,418,753)	(97,517)
Financing transactions		
Repayment of equipment financing	**(17,575)**	(17,059)
Repayment of long-term debt principal	**(182,104)**	(254,102)
	(199,679)	(271,161)
Increase (decrease) in cash and equivalents during the year	**(203,073)**	757,821
Cash and equivalents, beginning of year	**6,421,298**	5,663,477
Cash and equivalents, end of year	**6,218,225**	6,421,298
Supplemental information:		
Interest paid on long-term debt	**104,511**	84,011

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The Village of Lions Bay ("the Village") is a municipality in the province of British Columbia operating under the provisions of the Community Charter. The Village provides a wide range of services to the residents such as parks and recreation, fire and rescue, general government services, solid waste collection, and maintenance of roads, storm drainage, water and sewer infrastructure and facilities. The Village prepares its financial statements in accordance with Canadian public sector accounting standards ("PSAS") using guidelines developed by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

Basis of Accounting

The basis of accounting followed in these financial statements is an accrual method and includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenses in the period the goods and services are acquired and a liability is incurred.

The financial statements include the accounts of all funds of the Village. Interfund transactions and balances have been eliminated.

Cash and Cash Equivalents

Cash and cash equivalents include bank balances and bank term deposits or guaranteed income certificates with duration of less than three months at the time of purchase. All amounts are held at Canadian chartered banks and are denominated in Canadian dollars.

Tangible Capital Assets

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is put into use. Contributed tangible capital assets are recorded at fair value at the time of the contribution.

Estimated useful lives of tangible capital assets are as follows:

Buildings	20 to 50 years
Equipment, furniture, and vehicles	5 to 20 years
Land improvements	7 to 40 years
Infrastructure - water	5 to 80 years
Infrastructure - sewer	5 to 100 years
Transportation	10 to 60 years
Storm sewer	25 to 50 years

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Debt Reserve Fund

Under borrowing arrangements with the Municipal Finance Authority (MFA), the Village is required to lodge security by means of demand notes and interest bearing cash deposits based on the amount of the borrowing. As a condition of these borrowings, a portion of the debenture proceeds is withheld by the MFA as a debt reserve fund. These deposits are held by the MFA as security against the possibility of debt repayment default. If the debt is repaid without default, the deposits are refunded to the Village. The balance of the contingent demand notes are not included in the financial statements of the Village.

Revenue Recognition

Taxes are recorded when they meet the definition of an asset, have been authorized and the taxable event occurs. Taxes receivable are recognized net of allowance for anticipated uncollectible amounts.

Through the British Columbia Assessments appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded. Levies imposed by other taxing authorities, including the Greater Vancouver Regional District, are not included as taxes for municipal purposes.

Charges for sewer, water usage and solid waste collection are recorded as services are delivered. Connection fee revenues are recognized when the connection has been established.

Building permit revenue is recognized on a straight-line basis over the lifespan of the permit.

Government transfers, which include legislative grants, are recognized as revenue in the financial statements when received if the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. If government transfers contain stipulation liabilities, they are recognized as deferred revenue, and the related revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the statement of financial position. The revenue is recognized in the statement of operations in the year in which it is used for the specified purpose.

Revenue from transactions with performance obligations is recognized when the Village satisfies a performance obligation by providing the promised good or services to a payor. The performance obligation is evaluated as being satisfied either over a period of time or at a point in time.

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Use of Estimates

The preparation of financial statements in accordance with PSAS requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future. A significant area requiring management estimates relates to the useful life of tangible assets for amortization calculations and asset retirement obligations.

Contaminated Sites

A liability for remediation of a contaminated site is recognized at the financial statement date when an environmental standard exists, contamination exceeds the standard, and it is expected that future economic benefits will be given up and the liability can be reasonably estimated.

Financial Instruments

The Village's financial instruments consist of cash and cash equivalents, accounts receivable, accounts payable, developer deposits, equipment financing, and long-term debt. All financial instruments are measured at cost or amortized cost on the statement of financial position, using the effective interest rate method to determine interest revenue or expense. Transaction costs are added to the carrying value for financial instruments.

All financial assets are tested annually for impairment. When financial assets are impaired, impairment losses are recorded in the statement of operations.

Unrealized gains and losses from changes in the fair value of financial instruments are recognized in the statement of remeasurement gains and losses. Upon settlement, the cumulative gain or loss is reclassified from the statement of remeasurement gains and losses and instruments are reported in the statement of operations. Interest and dividends attributable to financial instruments are reported in the statement of operations. As the Villag has no financial instruments reported at fair value, no statement of remeasurement gain or loss is presented in these financial statements.

Municipal Pension Plan

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records liabilities and assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the plan.

Segmented Information

The Village segments its operations for financial reporting purposes based upon areas of managerial responsibility. This information is provided in Note 13 and Schedule 1.

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Change in Accounting Policy

Effective January 1, 2024, the Village adopted the new Public Sector Accounting Standard, PS 3400 Revenue. This policy provides guidance for revenue transactions (defined as the inflow of cash, receivables or other considerations, during ordinary activities from the sale of goods, rendering of services and use of resources) not previously defined in the Public Sector Accounting Handbook (PSA Handbook).

Revenues with performance obligations are recognized when, or as, the Village has satisfied the performance obligation either through a point in time or over a period of time. The Village satisfies the performance obligations when control of the benefits associated with the promised goods or services have passed to the payor.

Revenue from transactions with no performance obligations are recognized at realizable value when the Village has the authority to claim or retain an inflow of economic resources and a past event giving rise to a claim or economic resources has occurred.

This standard is applied prospectively, applying on the transactions occurring after the effective date and to any outstanding balances existing as of the effective date. There was no impact to the Village's reporting of revenues as a result of adoption of the new standard.

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1. Deferred Revenue

	2024	2023
Next Generation 911 grant	45,000	-
Indigenous Engagement grant	40,000	-
Contributions for future use	-	14,208
Prepaid taxes	57,719	93,267
	142,719	107,475

2. Developer Deposits

Bylaw 497 requires an applicant for certain building permits to pay a damage deposit of $1,500 when the work is under $50,000 and $3,000 when the work is over $50,000. The deposit less any costs incurred by the Village in restoring or replacing any damaged works or property will be returned to the applicant. The total cash on deposit of $163,250 (2023 - $153,250) has been reported as a liability because the deposits will be returned to the applicants at the completion of the project. Any portion of these deposits used for replacing damaged works or property will be taken into income by the Village in the period it is determined that restoration or replacement is required.

3. Equipment Financing

The Village has entered into obligations for emergency radios with future payment requirements as follows:

2025	7,271
Total future minimum lease payments	7,271
Less: Imputed interest (at 3%)	(153)
Present value of minimum lease payments	7,118

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4. Long Term Debt

Bylaw/Issue Number	Interest Rate	Maturity Date	Issued	Debt Outstanding 2024	2023
353 / 93	5.1%	2025	114,000	**7,165**	14,151
374 / 104	2.9%	2028	600,000	**160,256**	196,543
401 / 104	2.9%	2028	800,000	**213,675**	262,058
104 / 380	2.9%	2028	250,000	**66,773**	81,893
142 / 508	3.15%	2047	460,900	**386,668**	398,235
150 / 508	1.99%	2040	600,000	**498,221**	524,366
MFA Financing	(a)	2024	380,000	**-**	-
MFA Financing	(a)	2026	195,000	**121,273**	158,889
				1,454,031	1,636,135

(a) MFA Financing incurred to acquire equipment has a variable interest rate based on the Canadian Dollar Offered Rate (CDOR) and was 3.61% at December 31, 2024 (5.06% at December 31, 2023).

Repayments of debt to the MFA required in the next five years are as follows:

2025	136,178
2026	130,670
2027	130,966
2028	89,792
2029	34,382

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5. Asset Retirement Obligations

The Village owns two buildings known to have asbestos which represents a health risk upon demolition of the building, and there is a legal obligation to remove it. The buildings have estimated useful lives between 35 and 50 years, of which 2-50 years remain. Expected costs for remediation have been inflated using an estimate of 2.5% per annum. Estimated costs to retire these assets have been discounted to the present value using a discount rate of 4.39% per annum. The new section was adopted prospectively at January 1, 2023, resulting in an increase to the tangible capital assets and asset retirement obligations of $50,297. During fiscal year 2024, the Village recorded amortization expense of $7,185 (2023 - $6,798) on the Asset Retirement asset and $2,357 (2023 - $2,208) of accretion expense on the liability.

	2024	2023
Opening Balance	$52,505	$ -
Addition	-	50,297
Accretion	2,357	2,208
Closing balance	$54,862	$52,505

6. Taxation

	2024	2023
General purposes	2,201,590	2,036,000
Collections for other tax authorities		
School Taxes – Province	1,177,645	1,190,806
RCMP	191,458	190,837
Regional District	79,834	76,199
Greater Vancouver Transportation Authority	340,754	285,954
Municipal Finance Authority	251	260
British Columbia Assessment Authority	43,886	44,053
	4,035,418	3,824,109

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6. Taxation (Continued)

Transfers to other tax authorities	2024	2023
School Taxes – Province	1,177,645	1,190,806
RCMP	191,458	190,837
Regional District	79,834	76,199
Greater Vancouver Transportation Authority	340,754	285,954
Municipal Finance Authority	251	260
British Columbia Assessment Authority	43,886	44,053
	1,833,828	1,788,109
Available for general purposes	2,201,590	2,036,000
Water and sewer utility parcel taxes	98,328	98,608
	2,299,918	2,134,608

7. Contingent Liabilities and Contractual Obligations

(i) The Village is responsible as a member of the Greater Vancouver Regional District for its portion of any operating deficits or capital debt related to functions in which it participates.

(ii) The Village is a participant in the Municipal Insurance Association of British Columbia (the "Association"). Should the Association pay out claims in excess of the premiums received, it is possible that the Village, along with the other participants, would be required to contribute towards the deficit. Management does not consider external payments under this contingency to be likely and therefore no amounts have been accrued.

(iii) The Village is a shareholder and member of the Emergency Communications for British Columbia Incorporated ("E-Comm") whose services provided include: regional 9-1-1 call centre; Wide Area Radio network, dispatch operations; and records management. The Village has 1 Class A Share (Police and Fire) and no Class B Shares (Operations) (of a total of 28 Class A and 23 Class B shares issued and outstanding as at December 31, 2024) recorded at nominal cost. As a Class A shareholder, the Village shares in both funding the future operations and capital obligations of E-Comm (in accordance with a cost sharing formula), including any lease obligations committed to by E-Comm up to the shareholder's withdrawal date.

(iv) As at December 31, 2024, there were various legal claims pending against the Village arising in the ordinary course of its operations. The outcome of these claims is presently indeterminable and accordingly no provision has been made in these financial statements.

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8. Contractual Rights

The Village entered into a lease contract for space in a building located at 410 Centre Road which expires in July 2030. In return, the Village receives the following revenues:

2025	27,102
2026	28,980
2027	28,980
2028	28,980
2029	28,980
Thereafter	28,980

9. Financial Plan

Financial plan amounts represent the Financial Plan Bylaw adopted by Council on May 7, 2024 with adjustments for items accounted for differently under PSAS.

The Financial Plan Bylaw anticipated use of surpluses accumulated in previous years to balance against current year expenditures in excess of current year revenues. In addition, the Financial Plan Bylaw anticipated capital expenditures rather than amortization expense and repayment of debt during the year.

The following shows how these amounts were combined:

	2024
Financial Plan Balance per Bylaw	-
Add back:	
Capital expenditures	3,959,386
Repayment of Debt	191,873
MFA Actuarial Gain on Debt	43,083
Less:	
Proceeds from Borrowing	-
Budgeted transfers from accumulated surplus	(2,078,207)
Amortization	(726,100)
Financial Plan Surplus per Statement of Operations	1,390,035

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10. Pension Plan

The employer and its employees contribute to the Municipal Pension Plan (a jointly trusteed pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2023, the plan has about 256,000 active members and approximately 129,000 retired members. Active members include approximately 45,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a $3,761 million funding surplus for basic pension benefits on a going concern basis.

The Village paid $93,133 (2023 - $67,813) for employer contributions to the plan in fiscal 2024.

The next valuation will be as at December 31, 2024.

11. Accumulated Surplus

The components of accumulated surplus are as follows:

	2024	2023
Invested in tangible capital assets	**22,707,217**	21,691,763
Reserve funds (Note 12)	**4,216,538**	3,804,787
Unrestricted amounts	**1,668,784**	2,417,781
	28,592,539	27,914,331

Unrestricted amounts represent the amount of Accumulated Surplus remaining after deducting the other appropriated surplus balances. It is available to temporarily finance operations until planned revenues (i.e. property taxes, fees, grants ect.) are received, or for other operating or capital purposes as determined by Council, to the extant that it is available as cash.

Reserve funds are accumulated surplus that has been set aside by decision of Council for a specified purpose. Statutory reserves have been established by bylaw in accordance with the Community Charter and their use is restricted by the related bylaw and legislation. In the normal course of operations, these funds will be used to finance the future services or capital works for which they have been appropriated.

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12. Reserve Funds

	Opening Balance	Revenues & Transfers	Interest Earned	Expenditures & Transfers	Closing Balance
Capital reserves	669,907	-	20,097	-	690,005
Land reserve fund	888,382	98,606	28,131	-	1,015,118
Infrastructure fund	836,634	194,518	28,017	-	1,059,169
Curly Stewart fund	11,127	1,070	350	(1,000)	11,547
Growing Communities Fund (Schedule 4)	675,536	-	20,266	-	695,802
Gas tax reserve	723,201	-	21,696	-	744,897
	3,804,787	**294,194**	**118,557**	**(1,000)**	**4,216,538**

13. Segmented Information

The Village is a diversified municipal government institution that provides a wide range of services to its residents such as parks and recreation, maintenance of roads, fire and rescue, sewer and water utilities and solid waste collection. Key functional segments have been separately disclosed in Schedule 1. Following is a brief description of these segments and the activities they provide:

General Government

This segment relates to the general administration of the Village. It also includes revenues and expenses such as property tax revenues, legal costs, etc. that cannot be directly attributed to a specific segment.

Protective Services

Protective Services is comprised of fire and rescue services, bylaw enforcement and emergency services. The fire and rescue department is responsible for providing fire suppression service, fire prevention programs, training and education and highway call-out services. The members of the fire department are volunteer fire fighters.

Public Works Operation

Public works is responsible for the maintenance of roads, bridges, storm drainage, street lighting, creeks and drainage, fleet, equipment and snow removal.

Solid Waste Collection

Solid waste collection consists of recycling services and organics and waste collection.

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13. Segmented Information (Continued)

Planning and Development
This segment includes building inspection, zoning and community planning such as land use master plan.

Parks and Recreation

This segment provides services meant to improve the health and development of the residents. They include recreation programs in the community centre, maintenance of trails, parks and beaches and facilities maintenance and management.

Water Utility

This segment is comprised of water treatment, water quality, water storage and water distribution to residents.

Sewer

The sewer utility provides for the operation, maintenance and repair of the sanitary sewer collection and waste water treatment plant.

14. Financial Risk Management

The Village is potentially exposed to credit risk, market and interest risk and liquidity risk. The following analysis provides an assessment of those risks as at December 31, 2024.

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. Credit risk primarily arises from the Village's cash, accounts receivable and investments. The risk exposure is limited to their carrying amounts at the date of the statement of financial position.

The Village mitigates exposure to credit risk for cash by maintaining its cash with top rated Canadian Schedule I financial institutions, and by maintaining its investments with MFABC which meets the investment requirements of Section 183 of the Community Charter of the Province of BC. As at December 31, 2024 the Village did not maintain any investments.

Accounts receivable primarily consist of amounts receivable from government organizations, residents and financial institutions. To reduce the risk, the Village regularly reviews the collectability of its accounts receivable and if needed, will establish an allowance based on its best estimate of potentially uncollectible amounts. The Village historically has not had difficulty collecting receivables, nor have counterparties defaulted on any payments.

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14. Financial Risk Management (Continued)

Market and Interest Rate Risk

Market risk is the risk that changes in market prices and inputs, such as interest rates, will affect the fair value of the Village's investments. The objective of market risk management is to control market risk exposures within acceptable parameters while optimizing the return on risk. The Village does not hold any investments with exposure to market risk as at December 31, 2024.

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The Village's investments recognized at fair value are impacted b changes in market interest rates. Increases in interest rates result in a decrease of the fair value of the Villages MFA investments, while a decrease results in an increase in the fair value. The annual changes to the fair value of these investments are recognized through the statement of remeasurement gains losses) until realized on disposal. As at December 31, 2024 the Village did not maintain any investments at fair value.

The exposure to interest rate risk in relation to debt instruments is limited to long-term debt. The risk applies only to the long-term debt when amortization periods exceed the initial locked in term. Short-term financing is subject to daily float rates, which can result in variability over the course of short-term financing. Interest rate risk related to debt instruments is managed through budget and cash forecasts.

Liquidity Risk

Liquidity risk is the risk that the Village will not be able to meet its financial obligations as they become due. The Village manager liquidity risk by continually monitoring actual and forecasted cash flows from operations, anticipated investing, and financial activities to ensure that its financial obligations are met.

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Village of Lions Bay

Schedule 1 - Combined Statement of Operations by Segment - 2024

For the year ended December 31, 2024

	General Fund										
	General Government	Protective Services	Public Works Operation	Solid Waste Collection	Planning and Development	Parks and Recreation	Total General Fund	Water Utility	Sewer Utility	2024 Actual	2024 Financial Plan (Note 9)
Revenues											
Taxation	2,201,310	-	-	-	-	-	**2,201,310**	-	98,606	**2,299,916**	2,238,307
Utility user rates	-	-	-	216,433	-	-	**216,433**	1,088,366	84,448	**1,389,247**	1,465,171
Government transfers	801,849	102,725	-	-	-	60,769	**965,343**	-	-	**965,343**	2,221,236
Sales of services	45,466	289,427	-	29,342	39,508	9,258	**413,001**	22,452	968	**436,421**	440,296
Other revenues	363,828	44,943	-	-	-	5,000	**413,771**	41,647	-	**455,418**	258,830
Gain on sale of asset held for sale	16,095	-	-	-	-	-	**16,095**	-	-	**16,095**	-
Loss on disposal of tangible capital assets	-	-	-	-	-	-	**-**	-	-	**-**	-
	3,428,548	437,095	-	245,775	39,508	75,027	**4,225,953**	1,152,465	184,022	**5,562,440**	6,623,840
Expenses											
Operating											
Goods and Services	484,338	601,807	206,958	201,913	4,233	200,965	**1,700,214**	376,454	53,964	**2,130,632**	**2,799,821**
Labour	844,128	243,251	157,097	-	36,063	182,550	**1,463,089**	535,143	31,783	**2,030,015**	**1,645,611**
Amortization	363,321	-	-	-	-	-	**363,321**	219,226	36,527	**619,074**	**726,100**
	1,691,787	**845,058**	**364,055**	**201,913**	**40,296**	**383,515**	**3,526,624**	**1,130,823**	**122,274**	**4,779,721**	**5,171,532**
Interest	-	305	17,000	-	-	-	**17,305**	87,206	-	**104,511**	**62,273**
	1,691,787	**845,363**	**381,055**	**201,913**	**40,296**	**383,515**	**3,543,929**	**1,218,029**	**122,274**	**4,884,232**	**5,233,805**
Annual surplus (deficit)	**1,736,761**	**(408,268)**	**(381,055)**	**43,862**	**(788)**	**(308,488)**	**682,024**	**(65,564)**	**61,748**	**678,208**	**1,390,035**

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Village of Lions Bay

Schedule 2 - Combined Statement of Operations by Segment - 2023

For the year ended December 31, 2023

	General Fund										
	General Government	Protective Services	Public Works Operation	Solid Waste Collection	Planning and Development	Parks and Recreation	Total General Fund	Water Utility	Sewer Utility	2023 Actual	2023 Financial Plan
Revenues											
Taxation	2,036,001	-	-	-	-	-	**2,036,001**	-	98,607	**2,134,608**	**2,109,080**
Utility user rates	-	-	-	206,772	-	-	**206,772**	1,035,205	80,573	**1,322,550**	**1,343,829**
Government transfers	432,351	59,783	-	-	-	1,000,627	**1,492,761**	-	-	**1,492,761**	**2,036,053**
Sales of services	19,648	292,314	-	30,337	46,986	10,401	**399,686**	7,071	8,709	**415,466**	**436,756**
Other revenues	256,682	37,663	-	-	-	-	**294,345**	37,540	(600)	**331,285**	**264,321**
Gain on sale of asset held for sale	-	-	-	-	-	-	**-**	-	-	**-**	**-**
Loss on disposal of tangible capital assets	-	-	-	-	-	-	**-**	-	-	**-**	**-**
	2,744,682	**389,760**	**-**	**237,109**	**46,986**	**1,011,028**	**4,429,565**	**1,079,816**	**187,289**	**5,696,670**	**6,190,039**
Expenses											
Operating											
Goods and Services	385,183	323,938	805,064	192,771	10,542	134,851	**1,852,349**	254,600	40,901	**2,147,850**	**2,282,479**
Labour	730,126	256,352	310,134	-	29,311	112,932	**1,438,855**	307,906	13,958	**1,760,719**	**1,645,611**
Amortization	374,176	-	-	-	-	-	**374,176**	207,223	36,527	**617,926**	**685,776**
	1,489,485	**580,290**	**1,115,198**	**192,771**	**39,853**	**247,783**	**3,665,380**	769,729	91,386	**4,526,495**	**4,613,866**
Interest	-	679	15,379	-	-	-	**16,058**	67,954	-	**84,011**	**62,320**
	1,489,485	**580,969**	**1,130,577**	**192,771**	**39,853**	**247,783**	**3,681,438**	**837,683**	**91,386**	**4,610,506**	**4,676,186**
Annual surplus (deficit)	**1,255,197**	**(191,209)**	**(1,130,577)**	**44,338**	**7,133**	**763,245**	**748,127**	**242,133**	**95,903**	**1,086,163**	**1,513,853**

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Village of Lions Bay

Schedule 3 - Tangible Capital Assets - 2024

For the year ended December 31, 2024

	Land	Buildings	Equipment & Furniture & Vehicles	Land Improvements	Water Infrastructure	Sewer Infrastructure	Transportation	Storm Sewer	WIP – General	2024 Total	2023 Total
Cost, beginning of year	**11,729,844**	**2,387,135**	**2,605,194**	**223,737**	**10,440,432**	**1,468,710**	**5,111,962**	**101,450**	**114,987**	**34,183,451**	**34,031,739**
Additions	-	562,503	1,719	4,613	609,765	-	-	-	256,247	1,434,847	151,712
Transfers	-	-	-	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-	-	-	-	-
Cost, end of year	**11,729,844**	**2,949,638**	**2,606,913**	**228,350**	**11,050,197**	**1,468,710**	**5,111,962**	**101,450**	**371,234**	**35,618,298**	**34,183,451**
Accumulated amortization, beginning of year	**-**	**1,123,713**	**1,798,788**	**101,916**	**3,849,331**	**376,351**	**3,442,272**	**85,984**	**-**	**10,778,355**	**10,160,429**
Amortization	-	69,321	165,549	9,541	219,226	36,527	115,309	1,242	-	616,715	617,926
Disposals	-	-	-	-	-	-	-	-	-	-	-
Accumulated amortization, end of year	**-**	**1,193,034**	**1,964,549**	**111,457**	**4,068,557**	**421,878**	**3,557,581**	**87,226**	**-**	**11,395,070**	**10,778,355**
Net carrying amount, end of year	**11,729,844**	**1,756,604**	**642,576**	**116,893**	**6,981,640**	**1,055,832**	**1,554,381**	**14,224**	**371,234**	**24,223,228**	**23,405,096**

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Village of Lions Bay

Schedule 4 – Growing Communities Grant

December 31, 2024

Grant received in fiscal 2023	**$988,000**
Eligible costs incurred	(325,888)
Interest allocation	13,424
Balance, December 31, 2023	**$675,536**
Eligible costs incurred	-
Interest allocation	20,266
Balance, December 31, 2024 (Note 12)	**$695,802**

The Province of British Columbia distributed conditional Growing Communities Fund grants to communities at the end of March 2023 to help local governments build community infrastructure and amenities to meet the demands of population growth. The Growing Communities Fund provided a one-time total of $1 billion in grants to all 161 municipalities and 27 regional districts in British Columbia.

Village of Lions Bay

Schedule 5 – Housing Needs Grant

December 31, 2024

Grant received in fiscal 2024	**$155,786**
Eligible costs incurred	(2,625)
Interest allocation	4,673
Balance, December 31, 2024	**$157,834**

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October

2025

Council Calendar

Committee of the Whole Meetings

Please find the scheduled CotW + meetings below for easy reference along with the proposed topics for fall 2025. All meetings to begin at 6:00 PM.

*Daytime Drumming Workshop facilitated by the EPC October 23 & 29

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 **CotW Topics** **Budget** **Setbacks** **STR's** **Subdiv. Servicing**	3	4
5	6	7 **Regular Meeitng of Council**	8	9 **CotW Topics** **Budget**	10	11
12	13	14	15 **Special Closed Meeting** **Topic** CAO Review	16 **CotW Topics** Budget	17	18
19	20	21 **Regular Meeitng of Council**	22	23 **CotW Topics** Budget	24	25
26	27	28	29 **Special Closed Meeting** **Topic** Strategic Planinng Workshop	30 **PUBLIC HEARING** **1. Setbacks** **2. STR's** **3. OCP Amendments**	31	

November

2025

Council Calendar

Committee of the Whole Meetings

Please find the scheduled CotW meetings below for easy reference along with the proposed topic for fall 2025.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

STAFF REPORT

DATE: 2025-10-02 **FILE:** PW-2025-008

TO: Ross Blackwell, CAO

FROM: Karl Buhr, Director of Operations

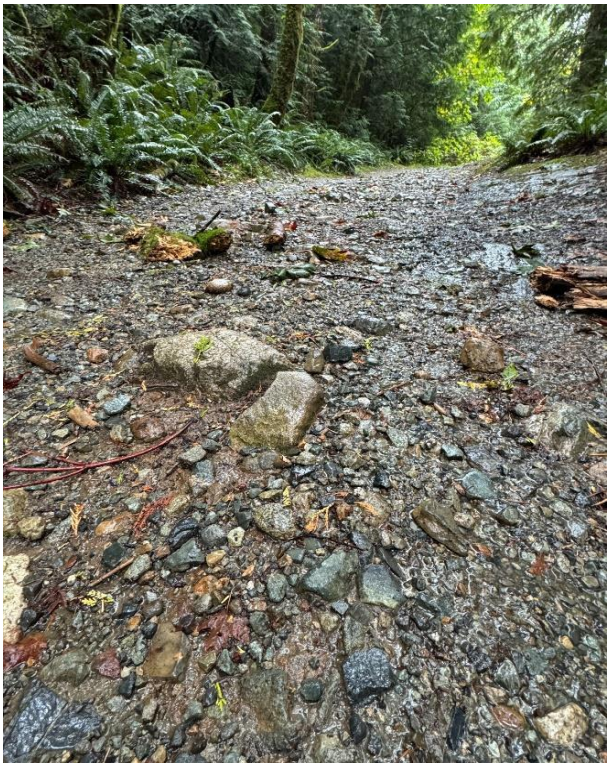
RE: **REQUEST FOR COUNCIL DIRECTION: MAGNESIA ACCESS ROAD**

Click or tap here to enter text.

BACKGROUND:

The municipality's unpaved Magnesia Access Road (MAR) runs from Lions Bay's north Sunset cul-de-sac past the Magnesia Plant to the Magnesia Creek Intake. With filled ditches and failed culverts, the road washes out further every winter, and is now down to bedrock in places and in very poor condition throughout, placing excessive wear on municipal vehicles, slowing access year round and making it riskier during poor conditions. The hope had been that Lions Bay might engage with regional stakeholders like MOF, MLWRS1, BC Parks, LBSAR and BCMC in funding recreational toilet facilities at the Tunnel Bluffs Y and at the same time improve the road (for pumper truck access), but pending that effort, the need to do something about the road is now pressing:

[1] The former Ministry of Forests, Lands and Natural Resource Operations (FLNRO) split into the Ministry of Forests and the Ministry of Land, Water, and Resource Stewardship in April 2022.



DISCUSSION:

Council allocated $40,000 in the 2025 budget to repair the MAR before any Tunnel Bluffs Y road endeavours. Public Works has been waiting for winter rain to know exactly where water flows on the road, and now is the time to progress the project. An **indicative cost to now reinstate ditches, swales and culverts from the Sunset gate to the Magnesia intake, then grade the roadbed and lay aggregate, is $40,000** ***before raw material cost*****.** Two options exist for the raw material needed for hardening the road surface:

OPTION	Advantages	Disadvantages
Approx. 60 10-yard boxes of 3-inch granite rip rap to lay the entire MAR, $48,000 delivered	Quasi-native material	• $88,000 cost • Poor hiking footing • Ruts form within one season (compare **2024 use on Alberta Intake Road**) • Dust.
RAP (Recycled Asphalt Pavement): Miller-Cap has offered Public Works approx. 80 10-yard loads of asphalt millings from various Highway 99 projects, at the Brunswick Pit, at no cost. RAP reuses old material, diverting it from landfill, conserving aggregate and bitumen, and cutting greenhouse gas emissions for new production.	• Can do full length of road within existing budget • Durable under heavy rainfall and freeze thaw cycles, and moderately plowable to provide winter access to Intake • Long term: millings laid on the **Harvey Access Road in 2011** are still providing good service • Loads could be brought up Soundview from the Pit, barely impacting Village streets. • Minimal dust. • Self- binding –tightens up in summer heat, extending service life. • Stockpile available for years to come.	• Environmental (see below) • Aesthetic (see below)

Environmentally, milled RAP is different to new asphalt since it incorporates everything that was in and on the road it came from, in this case provincial Highway 99, not as contaminated as a road in an industrial area or a port, but still likely to include rubber particles and contaminants present in oil and fuel. The downside to using any asphalt product, and particularly RAP, is the same for all roads: leaching of these substances into the environment.

Aesthetically, Council needs to consider whether we want to use RAP here. While it certainly makes a better road than crushed rock, rock, it would clearly not be as natural. When RAP was used in 2022 on Soundview direct from milling on lower Oceanview, it offgassed petroleum vapour for several months because it was freshly ground, and has somewhat abraded off the roadway because it was only ever backhoe-tamped. The MAR project would be better done, like the Harvey Access Road was 14 years ago, being vibrator packed and rolled:

Staff believe that on balance, using RAP will provide the best value for Lions Bay for this project, and request that Council endorse this option.

OPTIONS:

1. Approve the use of free available asphalt millings for the full remediation of the Magnesia Access Road (recommended)
2. Direct otherwise.

RECCOMENDED RESOLUTION:

THAT Council direct staff after considering the issues in this Magnesia Access Road report.

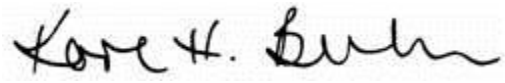
FINANCIAL CONSIDERATIONS:

1. $40,000 budgeted spend.

LEGAL CONSIDERATIONS:

None.

Respectfully submitted,



Karl Buhr
Director of Operations

Report Approved By,

Ross Blackwell, CAO
Chief Administrative Officer

Attachments: samples of RAP will be presented at the subject Council meeting.

MINUTES

BOARD OF VARIANCE

VILLAGE OF LIONS BAY

September 8, 2025, 6:00 p.m.
Council Chambers, 400 Centre Road, Lions Bay
And Via Zoom Video Conference

In Attendance:	David Lee Morgan Gatto Scott Gordon
Staff In Attendance:	Deputy Corporate Officer, Kristal Kenna
Visitors:	Nick Bray from Nick Bray Architecture Aaron King from Nick Bray Architecture Jurgen Franke Lions Bay Beach Park Project Manager

---

1. Call to Order

The Chair called the meeting to order at 6:00 PM

2. Appointment of the Chair

Moved by: Scott Gordon
Seconded by: David Lee

THAT Morgan Gatto be appointed as the Chair of the Board of Variance Committee.

CARRIED

3. Adoption of Agenda

Moved by: David Lee
Seconded by: Scott Gordon

That the Agenda of September 8, 2025, be adopted.

CARRIED

4. Approval of Minutes of Prior Meetings

4.1 Board of Variance Committee Meeting- August 30, 2023

Moved by: David Lee
Seconded by: Scott Gordon

THAT the Board of Variance Committee Meeting Minutes of August 30, 2023, be approved.

CARRIED

5. Public Comments

- none

6. New Business - Applications to be heard

6.1 Lions Bay Beach Park

Project Architect Nick Bray introduced himself and welcomed any questions from the Board of Variance.

Question raised by the Board of Variance -

1. The application makes one variance request, however, technically, there are two variances being sought. The board would like to see the application match the number of variances in the letter.

2. Questions around the wall of the stage and defensive planting and shifting the building to the existing footprint of the washrooms.

Mr. Bray explained that there are two reasons for the 2" setback - mainly safety, as barriers won't be required (when located farther back from the edge) and budgetary considerations, as additional retaining walls will not be required. There needs to be enough room to install 2-2.5ft defensive planting to protect those from falling off the edge of the structure.

Decision:

After considering the facts before it, the Board of Variance determined that the structural face of the building be 2.12 m from the side yard, and that the roof overhang be 1.2 m from the east side yard. It was also decided that the application be amended to reflect the change to include *both (*side yard and overhang) variances being sought.

7. Public Questions and Comments

- none

8. Adjournment

Moved by: Morgan Gatto
Seconded by: David Lee

THAT the Board of Variance Meeting be adjourned.

The meeting adjourned at 6:25 PM

CARRIED

Mayor

Corporate Officer

Date Adopted by the Board:

DRAFT

Bill 44 item resubmitted for RCM Oct 07

Hello Ross & fellow council,

The proposed changes to our RCS are unnecessary and I am requesting we remove this item from the agenda until such time as other members of Council and Staff take the time to refresh their memories or make themselves familiar with the actions/decisions in 2022 taken in response to the draft Metro 2050 and Lions Bay's decision to move outside of the UCB.

This journey is well documented on the Village website, link here. https://www.lionsbay.ca/RCS

This culminated in the April 5, 2022 meeting, when Council instructed that a letter be sent to Metro Vancouver's Board on April 6, 2022. Which included our updated RCS. A copy of the letter can be found here:
https://www.lionsbay.ca/sites/lionsbay.ca/files/docs/services/Planning/220406%20LT%20Metro%20Board%20of%20Directors%20re.%20RCS%20Amendment%20Request%20(Signed).pdf

I have not compared word for word the draft we used in 2022 to the current Metro 2050 version that is referenced in Ross's report to confirm if there is any relevance to what seem to be largely inconsequential description changes in the various strategies and goals.

The Village's required commentary in support of Metro 2050 and clearly states how the Village will align with Metro 2050 as a rural community outside the UCB. It is here:
https://www.lionsbay.ca/sites/2/files/docs/meeting/other/metro_2050_commentary_vf.pdf

Re Bill 44 and how it applies to Lions Bay: Much of Bill 44 only applies to communities of more than 5,000 residents. Small communities are required to allow secondary suites or one accessory building. Secondary suites have been permitted in Lions Bay since 2011. In fact, the Local Government Act (LGA) and Bill 44 – 2023 Housing Statutes (Residents Development) Amendment Act mandate that municipal growth must align with the Regional Growth Strategy. Metro 2050 requires that densification occur inside the Urban Containment Boundary (UCB) around Transit Corridors and must align with the municipality's Official Community Plan (OCP).

Further, Lions Bay's classification as a rural community on septic systems means it does not meet the threshold for mandatory densification under the Standards Supporting Small-Scale, Multi-Unit Housing (SSMUH) legislation.

Cautions included in the 2021 Housing Needs Report about densifying on land that is subject to hazardous conditions have become more relevant than before following the recent tragic landslide. The 2021 report pointed to the Local Government Act which places limits on densifying in hazardous areas, as follows:

"Additionally, under the Local Government Zoning Bylaw Regulation, lands subject to a hazardous condition where development of the land to the density of use required by sections of 481.3 (3), (4) or (5) of the LGA can be exempted from the Small Scale Multi-unit Housing (SSMUH) legislation providing the local government has obtained a report in which a qualified professional certifies, for the local government, that:

• *increasing the density would significantly increase the threat or risk from the hazardous condition; and*

• *the threat or risk from the hazardous condition cannot be practically mitigated".*

The 2018 Cordilleran report and subsequent reports do just that.

All of the above are supported by Lions Bay's OCP Bylaw, amended in 2022 to reflect the municipality's new Rural designation. This bylaw contains many references to maintaining the character of the Village and, as required, the Regional Context Statement supports Metro 2050 goals as follows: *"As a small, rural community outside the Metro Vancouver Urban Containment Boundary, Lions Bay supports one of the regional plan's most fundamental elements, namely ensuring that growth is concentrated within the Urban Containment Boundary. While Lions Bay will review the adequacy of its housing stock within the existing Village boundary there is very limited undeveloped land within the boundary for new development".*

Lions Bay is surrounded by Electoral Area A and, in November 2024, the MVRD board amended the Area's zoning bylaw after the required public notices. Lions Bay zoning should mirror these minor changes as the area's rural neighbour.

Electoral Area A Zoning Bylaw amendment (MVRD board meeting agenda for November 29, 2024 - Page 444): https://metrovancouver.org/boards/GVRD/RD-2024-11-29-AGE.pdf

Electoral Area A Zoning Bylaw amendment carried (MVRD board meeting minutes for November 29, 2024 - page 10): https://metrovancouver.org/boards/GVRD/RD-2024-11-29-MIN.pdf

Sources:

(1) https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/tools-for-government/local-governments-and-housing/ssmuh_provincial_policy_manual.pdf

(2) https://www.bclaws.gov.bc.ca/civix/document/id/bills/billsprevious/4th42nd:gov44-1?

(3) https://chbabc.org/wp-content/uploads/2023/12/Housing-Bill-44-SSMU-Nov-2023.pdf

(4) https://www.lionsbay.ca/sites/lionsbay.ca/files/2022-10/BL612.pdf

(5) https://www.lionsbay.ca/sites/2/files/docs/bylaws/bylaw_408_-_ocp_designationrevised.pdf

(6) https://www.lionsbay.ca/sites/2/files/docs/meeting/other/metro_2050_commentary_vf.pdf

Regards,

Neville

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

COUNCIL REPORT

DATE:	2025-10-02	**FILE:**	Council-2025-013
TO:	Council		
FROM:	Councillor Neville Abbott		
RE:	**Union of BC Municipalities Conference 2025**		

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KEY INFORMATION:

The 2025 UBCM Convention was held at the Victoria Conference Centre on 22-26 September 2025. I attended all 5 days, Councillor Broughton attended Tuesday and Wednesday, CAO Blackwell attended Monday to Thursday.

This report provides a summary of the workshops and other sessions I attended and my takeaway where relevant to residents of Lions Bay.

Day One – Monday 22 September: Study Sessions

- Delegate Lunch and networking session.
- 2:00 pm Delivering Affordable Housing – Challenges and Opportunities.
    - Victoria Mayor Alto presented a summary of the BC Mayors' Caucus actions and discussions.
    - Councillor Jen Ford Whistler presented the Whistler Housing Authority rental and ownership plan that allows for affordable housing options through BC Builds Program.
    - Other staff members from Creston, Kelowna, New Westminster and Courtney explained their struggles and journey.
    - Takeaway – everyone is struggling with housing targets and other Provincial mandates. Reliance on developers is not working and initiatives like Municipal Housing Corporations are being experimented with.

Day Two – Tuesday 23 September:

- 7:30 Morning Clinics – A Path Forward for Responsible Conduct
    - Discussion paper about what to expect with the anticipated changes to responsible conduct legislation. What isn't working and needs fixed.
    - Mandatory codes of conduct, sanctions and enforcement.

  - Takeaway – Lions Bay is not unique but could certainly benefit from changes that are probably coming in the next term.
- 9:00 am Small Talk Forum – challenges facing smaller communities
  - A Harrison Hot Springs Councillor and their CAO presented an enlightening review of the council term, the struggles that led to the resignation of their Mayor and a Councillor, their failed re-election bids and how problems were corrected through adherence to their Code of Conduct and Procedures Bylaw.
  - District of Stewart and BC Ambulance Service presented discussion of the challenges and successes. By comparison Lions Bay seems to be in a good position with this service, and we should be thankful and protective of what we have.
  - Other issues were more focussed on Northern Communities and do not directly impact Lions Bay. For example, timber supply quotas, flood mitigation measures, and creative economic development with First Nations, job loss support after mill closures etc.
- 12:00 pm Small Talk Lunch and networking with the focus of generating support for Lions Bay's two resolutions which benefit small municipalities.
- 1:45 pm Plenary Session: Modest and Big Challenges: The Road Ahead for BC's Economy.
- 3:15 Address by the FCM President
  - Takeaway: we are missing out on grant opportunities and need to coordinate across committees. Staff and Council to strategize and investigate active transportation planning, community emergency preparation, 2026 asset management planning.
- 4:30 Sea-to-Sky (S2S) Transit Rail Opportunity.
  - Meeting with MLA Jeremy Valeriote, councillors, mayors and staff from S2S corridor municipalities and inland communities.
  - The opportunity to change the usage of the corridor rail due to CN announcing there intention not to extend their lease.
  - North Vancouver District and City: focused on commuter rail from Squamish they have many workers that commute by car from Squamish to North Vancouver.
  - West Vancouver: has an interest in creating a rail to trail corridor which they believed could exist along side passenger rail.

- Inland communities: Quesnel, Williams Lake, 100 Mile House, were supportive of passenger rail possibilities but not at the expense of freight access from Prince George to a port.
- Pemberton and Whistler: interested in passenger service for tourists but skeptical as to the route passengers would need to take to get to YVR.
- Squamish: supportive of passenger rail possibilities and maintaining access as far as Squamish for freight is a goal.
- The Squamish Nation were also represented and were supportive of various ideas while stressing the need for consultation.

Day Three – Wednesday 24 September:

- 8:30 Convention Opening Session – speech by UBCM President
- 9:00 Annual Meeting commenced
  - Nominations for table positions.
  - Keynote address – Marcy Grossman
  - Special Resolutions – completed.
  - Endorse Block of Resolutions – approved.
  - Not Endorse Block of Resolutions – completed.
- 12:00 pm LMLGA Lunch
- 2:30 pm - Meeting with EMCR Deputy Ministers Tomas Ernst and Monica Cox. Councillor Broughton and Cao Blackwell also attended.
  - Thanked them for the support on the Battani Creek disaster.
  - Discussed our resolutions (NR72 & NR81).
  - NR81 - Strengthening Regional Emergency Management Capacity.
    - Feedback was positive. They were interested in Metro Vancouver's current position and understanding of what needs changing.
  - LB resolutions NR72- Emergency Water Treatment Plants.
    - Both deputy ministers were very interested in this suggestion and had questions about costs and technology availability which we were able to explain.
- 3:00 pm – Provincial Cabinet Panel – Emergency Preparedness & Climate Readiness.
  - Ministers Green (EMCR), Parmar (FLNRO) and Neil (WLRS)
  - Takeaway: there are many grant opportunities which we need to explore further, such as $100M Water Security Fund managed by WLRS. We need to investigate DCRA funding and council needs to come up with a winning

strategy for the next Disaster Resilience & Innovation Fund (DRIF) opportunity.
    - Minister Parmar conversation about forestry management practices close to communities eliminating monocultures, thinning etc. vs clear cutting firebreaks.
- 4:15 pm – Climate and Energy Action Awards.
    - Takeaway: fun event with a very energetic and engaged audience. I came away motivated to enter Lions Bay CAC for an award in future.

Day Four - Thursday 25 September:

- 8:30 Plenary Session continued.
- Morning Resolution Session was sandwiched between speeches from Emily Lowan, the new Green Party leader, and John Rustad, leader of the official opposition.
    - No recommendation block resolutions ended the session on NR22.

LB resolutions NR72-Emergency Water Treatment Plants and NR81-Strengthening Regional Emergency Management Capacity were at risk of not being heard by end of session tomorrow.

- 2:30 pm Workshops – Strengthening Wildfire Resilience through Leadership. Panel discussion that included Village Legal Counsel Don Lidstone, MIABC and Fire Smart.
    - Takeaway: there is ongoing funding available for creation of Community Wildfire Resilience Planning (CWRP). We need to see where this got to with Lions Bay Fire Department.
    - Non-combustible building envelopes, bylaw options, DPAs and covenants on title were also discussed.
    - A small but significant change is the acknowledgment that biodiverse coastal forests should not be subject to the same firesmarting as elsewhere.

Day Five - Friday 26 September:

- 8:00 Plenary Session continued.
- Reports on Resolutions received after the deadline.
- Election of Executive Positions.
- Federal Address: Minister Gregor Robertson discussed his time as Vancouver Mayor with a focus on housing issues.
- Resolutions Session continuation of No Recommendation resolutions.

- Session ended at NR68, four short of our first resolution.
- The resolutions committee will decide what to do with the unheard resolutions.
- In discussion with one member of the committee after the session it was confirmed all options were open to them, including treating them as if they had been endorsed. I advised him of the positive meeting with the deputy ministers and general feedback received from members through the week and hope this might prompt them to view Lions Bay's resolutions positively.

- 11:00 Address by Premier followed by question period.
- 12:00 Conference Adjourned

Follow Up Action:

- Council to discuss the council resolution on attendees and the cost of UBCM attendance vs. benefit to Lions Bay.
- Ministerial Meetings: Early planning and coordination are essential to secure Ministerial meetings that allow us to advance advocacy priorities. Identifying issues well in advance will ensure that our limited time is used effectively.
- Resolutions: We should identify potential resolutions early in the year, focusing on those that would bring tangible benefits not only to Lions Bay but to all small municipalities. Collaboration with other local governments to co-sponsor resolutions will help elevate our priorities.
- Others per Council direction.

COUNCIL REPORT

DATE:	2025-10-02	**FILE:**	Council-2025-014
TO:	Council		
FROM:	Councillor Michael Broughton		
RE:	**Union of BC Municipalities 2025 Highlights**		

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Lions Bay has recently drawn heavily on UBCM, Metro Vancouver and Provincial resources. It is important for Lions Bay to have a strong presence at the UBCM to meet with and network with as many in the Municipal world as possible.

I was able to make myself available to attend a significant portion of the UBCM on very short notice and felt fortunate to represent the Village together with Councillor Abbott and CAO Blackwell.

Lions Bay had two resolutions to go to the floor and I joined Councillor Abbott in championing these to what was ultimately very receptive delegates, both the Water Filtration and the Regional District support of ESS were positively received when explained. Although the resolutions did not make it to the floor due to lack of time, much background work was done and I feel hopeful the intent of these resolutions will move forward.

Some observations from some of the sessions:

A Path Forward for Responsible Conduct.

Consultant Christine Benty led a session which among other issues, identified serious concern of inappropriate use of Closed meetings contrary to the Community Charter.

Small Talk Forum

Eight presentations from small communities outlining challenges, threats and successes ….. Harrison Hot Springs appears to have turned a corner on conflict having followed suggestions of their Municipal Advisor, provided by the Province. Challenges in effective Ambulance service in remote communities, job loss due to Mill closure, Flood mitigation, creative Economic Development ideas, and Timber supply were among the topics.

As our First Nations contact, I was honoured to attend the **Survivors Flag Raising Ceremony at Government House.** A humbling experience in anticipation of the September 30 Truth and Reconciliation day.

Diverse opinions on the strength of BC's economy in **Modest Growth & Big Challenges: The Road Ahead for BC's Economy** which included BC's Minister of Finance and numerous Business Leaders.

A smaller array of **Exhibitors** was present at this year's UBCM but good contacts were still available, primarily in government agencies.

BC has a new **Minister of State for Local Governments and Rural Communities**. Brittny Anderson comes from a small northern community and understands small community challenges. She is a strong presenter and I hope she will be a strong Advocate for Lions Bay going forward.

Both Councillor and Abbott and I requested informal meetings with EMCR representatives that we had met when they visited Lions Bay with the EMCR Minister Greene in April. While the staffers were not at the UBCM they arranged a **meeting with new Assistant Deputy Minister Tomas Ernst of the Disaster Recovery Division and Assistant Deputy Minister Monica Cox of Partnerships, Engagement and Legislation**. In a brief 'coffee meeting' with Councillor Abbott, CAO Blackwell and the ADM's I identified the complexity of working with multiple ministries and committed to following up with Mr Ernst, while Councillor Abbott ably explained the benefits of the resolutions that Lions Bay have brought forward to the UBCM as noted above, which were very positively received by both the ADM's.

The **Cabinet Town Hall on Emergency Preparedness** featured Minister Kelly Greene, Emergency Management and Climate Readiness, Minister Ravi Parmar, Minister of Forests, and Minister Randene Neill of Water, Land and Resource Stewardship. I was able to personally thank Minister Greene for visiting Lions Bay and the Battani Creek site in April and for the support of the EMCR Ministry, previously, now and going forward. The Emergency Preparedness Fund is now open to pursue our preparedness, our resiliency, our response and risk identification. Repeated responses are burning out volunteers across the province.

The above are a few highlights, the many discussions and sharing at the UBCM are invaluable.

STAFF REPORT

DATE:	2025-10-02	**FILE:**	Council-2025-015
TO:	Council		
FROM:	Councillor Michael Broughton		
RE:	**September 30, 2025, Truth and Reconciliation event in Squamish**		

I am currently the First Nations contact on Council and personally, as a father and grandfather and as a Councillor in Lions Bay I was honoured to attend the September 30th event held in Squamish.

We joined the parade to the gathering place at the Junction Park & O'Siyam Pavilion where we experienced incredible speakers of all ages, song, dance and welcoming. The profound grace, kindness, demonstrated courage, calm and opportunity for learning was humbling and honouring. Many who spoke were Residential School survivors, their children or victims of the results of that period. Giving up anger and moving forward to a better place while acknowledging the past was a recurring message.

I would encourage all of Council, staff and residents to attend next year if they are able.

Mayor Arman Hurford was one of half a dozen asked to 'witness' the 'work' or sharing that was done and share what they had observed and learned. He did an amazing job of doing so.

The rain held off all day and the sun shone as the parade began and again as the event wrapped up, absolutely magical.

I was honoured to attend the Survivors Flag Raising Ceremony at Government House in Victoria last week. I look forward to new learning, communication and sharing as I join with other Lions Bay leaders in a workshop arranged by Mary Brown where we will be making a First Nations Drum and sticks and then creating a song in two four hour sessions later in October.

Correspondence Listing

General Correspondence:

Date Rec'd	FROM	TOPIC
25-09-15	Lydia Mulford	Parking
25-09-15	City of Pitt Meadows	Increased ministry Funding for Agriculture
25-09-16	Cathy Peters	Human Trafficking
25-09-16	Mayor Sager	Directives from the Minister of Housing
25-09-19	Minster of Children and Families	Foster Family Month
25-09-24	Ministry of Housing and Municipal Affairs	Local Government Development Approvals Program
25-10-01	City of Surrey	Monthly SIT Report

Resident Correspondence:

Date Rec'd	FROM	TOPIC
25-09-15	Greg Banta	Garbage Bylaw Amendments

From: The Village of Lions Bay <no-reply@upanupstudios.com>
Sent: Sunday, September 14, 2025 6:20 PM
To: Lions Bay Reception <reception@lionsbay.ca>
Subject: Form submission from: Feedback Form

Submitted on Sun, 09/14/2025 - 18:19

Submitted by: Anonymous

Submitted values are:

From (name)
Lydia Mulford

Email address (will not be published)
XXX@gmail.com

Feedback
Hello,

I just paid a ticket for a parking violation but still wanted to provide feedback on the parking signage at kelvin beach. We are visiting from out of country and saw there was a pay for parking sign but nowhere to pay for it except online. We didn't have any cell phone service or Internet and no way of paying otherwise. We didn't see the kiosk because from our view it was hidden behind trash dumpsters and traffic cones and there was no signage to indicate we could pay there. Obviously, we should have looked harder for a way to pay but this was a frustrating situation for us to encounter, especially with the penalty being so high. We also were not the only ones who were ticketed or had trouble finding a way to pay that day.

Hopefully better signage will direct more people to the kiosk in future.

Cheers.

Please indicate if this feedback is for staff or Council
For Council (and as such will appear on the next Council meeting agenda)

City of Pitt Meadows

OFFICE OF THE MAYOR

September 12, 2025 File No: 01-0400-50/25

To: Elected Officials attending the 2025 UBCM Convention

Re: City of Pitt Meadows resolution to call on the Provincial government to raise agriculture funding in BC

Dear Colleagues:

Pitt Meadows City Council looks forward to connecting with other elected officials from across the province at the upcoming Union of British Columbia Municipalities (UBCM) 2025 Convention.

In alignment with the City of Pitt Meadows' Strategic Plan - and with this year's Convention theme, "Charting the Course" - I am writing to raise awareness of a resolution for which we are seeking your endorsement. **Specifically, we are calling on the Government of British Columbia to increase funding for agriculture across the province**.

The City of Pitt Meadows continues to advance the priorities identified in our Agricultural Viability Strategy. However, according to the B.C. Agricultural Council (BCAC), B.C.'s five-year average of public spending on agriculture, as a share of agriculture's contribution to GDP, was approximately 2.5 percent—the lowest among all provinces, and far below the Canadian historical average of 12 percent. A meaningful increase in provincial funding would provide much-needed programs and supports to strengthen the agricultural sector and ensure its long-term viability.

Therefore, we are asking that you vote in favour of Resolution EB89 – Increased Ministry Funding for Agriculture. This resolution received endorsement from the Lower Mainland Local Government Association (LMLGA) at its 2025 convention, and we are now eager to seek support from the UBCM membership.

/…2

A copy of the resolution is attached to this letter and can also be found at the link below.

In Pitt Meadows, we are committed to a thriving and resilient agricultural sector. Increasing investment in agriculture is imperative to ensure the long-term sustainability of our farms, food producers and rural communities.

By aligning funding with the national average, the Province can demonstrate its commitment to a resilient, thriving agricultural sector that supports families, businesses and food security for all British Columbians. We hope to receive your endorsement.

For more information, please visit www.pittmeadows.ca/ubcm-resolution-2025.

Thank you in advance for your support,

Yours Truly,

Nicole MacDonald
Mayor

cc: Pitt Meadows City Council
CAO Mark Roberts, City of Pitt Meadows

Attach: Excerpt from 2025 UBCM Resolutions Books
Backgrounder – Increased Provincial Funding for Agriculture

[from p. 104/105...]

EB89 Increased Ministry Funding for Agriculture Pitt Meadows

Whereas provincial funding for agriculture in British Columbia as a percentage of the sector's contribution to Gross Domestic Product (GDP) is the lowest in Canada;

And whereas an increase to the Ministry of Agriculture and Food's budget would demonstrate the province's commitment to food security and the sustainability of agriculture:

Therefore be it resolved that UBCM call on the provincial government to raise agriculture funding in BC to the national average to support much-needed investments in the agricultural sector.

Endorsed *by the Lower Mainland Local Government Association*

UBCM Resolutions Committee Recommendation: **Endorse**

UBCM Resolutions Committee Comments:

The Resolutions Committee notes that the UBCM membership endorsed resolution 2014-B29 that requested "the provincial government raise(s) agriculture funding in British Columbia to the national average."

In addition, the Committee notes that the membership has endorsed several resolutions that seek to support farming and agriculture through a variety of means, including:

- *2024-NR70 which asked the ALC to update event rules to ensure that farming is the primary use of ALR lands;*
- *2024-NR51 which asked the federal and provincial governments to prioritize funding for regionally tailored agricultural research to develop sustainable solutions for diverse farming challenges across British Columbia;*
- *2018-B105 which sought taxation reform measures to prioritize and promote the use of Agricultural Land Reserve lands for primary 'farm uses'; and*
- *2014-A3 which asked the Province, in part, to identify and implement additional measures that will increase the viability of farming and food production in BC.*

The Committee also notes that the membership has endorsed several resolutions calling on the Province to ensure food security for British Columbians (2023-NR61, 2022-NR8, 2021-EB70, 2020-EB78, 2019-B66, 2011-B100, 2011-B101).

BACKGROUNDER

Proposed UBCM Resolution: Increased Ministry Funding for Agriculture

Proposed Resolution:

> WHEREAS provincial funding for agriculture in British Columbia (BC) as a percentage of the sector's contribution to Gross Domestic Product (GDP) is the lowest in Canada;
>
> AND WHEREAS an increase to the Ministry of Agriculture and Food's budget would demonstrate the province's commitment to food security and the sustainability of agriculture;
>
> THEREFORE BE IT RESOLVED that UBCM call on the Provincial government to raise agriculture funding in BC to the national average to support much-needed investments in the agricultural sector.

The lack of agriculture funding in BC was last raised as an issue at UBCM in 2014 (see Resolution Number B29).

In BC Agricultural Council's (BCAC) BC Agriculture Sector Strategic Priorities (released in 2024), the five year average of public spending as a portion of agriculture's contribution to GDP was reviewed for each province, and BC was last in provincial investment in agriculture, at approximately 2.5% (see Table 1 below):

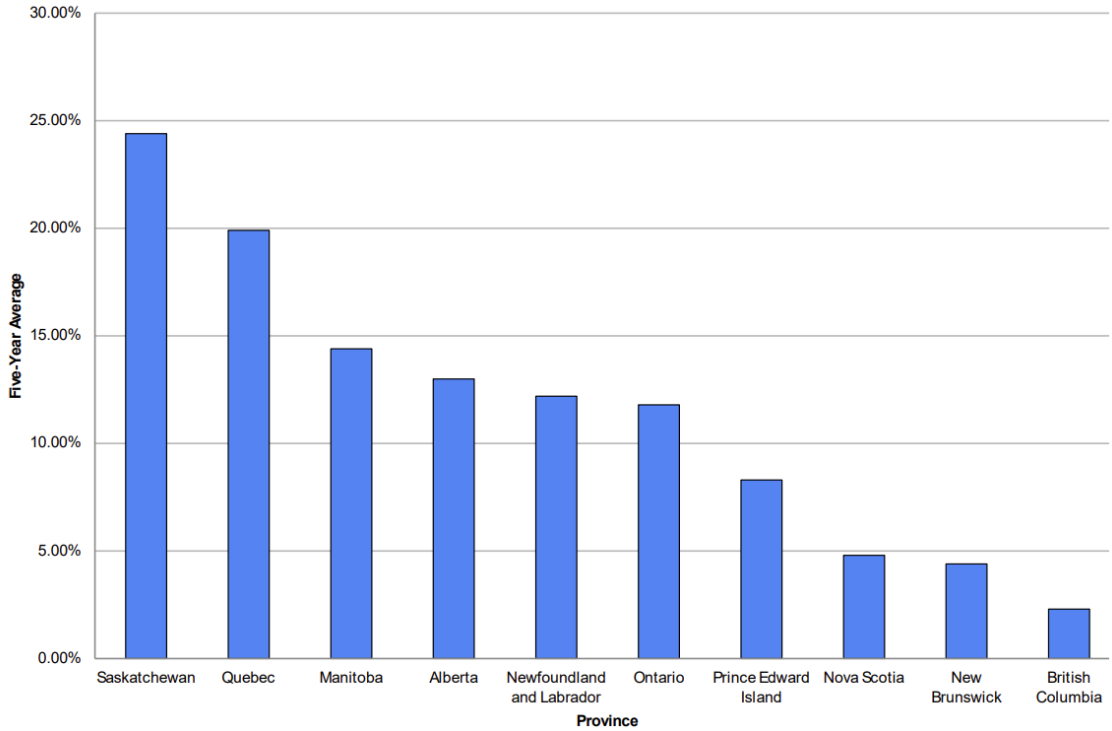


Table 1 – Five-Year Average of Public Spending on Agriculture by Province

The Canada-wide historical average of direct investment in agriculture is approximately 12%. Addressing this investment gap in BC would help level the playing field for BC producers and help to keep them in BC, rather than being attracted to other provinces where agriculture is prioritized.

An increase in provincial agricultural funding could be invested in much needed programs and support for:

- Regional water sustainability plans, agricultural water reserves, and upgrades to water infrastructure storage to help alleviate the increasing water shortages brought on by climate change;

- Emergency management programs and training for agricultural liaisons during emergency events, which are becoming more frequent due to climate change;

- Programs to provide immediate economic relief for producers who have experienced adverse climate and emergency events;

- Incentives, funding programs, and tax exemptions to enhance the viability of the agricultural sector;

- Programs for wage subsidies for farm workers to ensure a stable labour force; and

- Additional Ministry staffing to support the above-mentioned programs and improve much needed regulatory enforcement.

The economic viability of farming is in jeopardy in BC. Increasing the amount of funding invested into supporting agriculture would help keep producers in BC, keep the sector viable, and protect local food security.

Dear Mayor Ken Berry and Lions Bay Village Council,

The Province (RCMP HQ) has recently announced a **BC Counter Human Trafficking Unit (CHTU)** of 12 officers.
Please access their expertise. For example, Prince George hosted their team for Human Trafficking presentations.

The second edition of my new book is now available: **Child Sex Trafficking in Canada and How to Stop It.**
Please consider having it available for City Hall, local police, educators, hospital staff, library, frontline service providers.
It is an invaluable resource with **strategies for prevention. It is the only book of its kind in Canada.**
Backgrounder: **CBC released a 2023 documentary on human trafficking in Canada called "Human Trafficking is one of the fastest growing crimes in Canada and anyone can be a target."**

BC is behind every province in addressing this crime.
The **full decriminalization of hard drugs** has exacerbated this crime.
Drug and sex trafficking are linked. **Organized crime and international crime syndicates** are involved.
Gang recruitment is occurring in schools in BC, including elementary schools.
(**School Liaison Officer programs are key** to stopping this crime.)

A faltering economy and increasing massive debt is exacerbating crime in the Province as well.

3 ASKS:
1. Please write to the Premier and ASK the government to **reverse the harmful policy that fully decriminalizes hard drugs.**
2. Please ask the Premier to **remove phones from all schools.** This is occurring in many States and countries around the world.
(Australia has brought in the law for no social media for under 16 years of age- The Online Safety *(Social Media Minimum Age)* Amendment Act).
3. Enforce and educate about the **Federal Protection of Communities and Exploited Persons Act (2014) PCEPA** in British Columbia that criminalizes the root cause of human trafficking, the sex buyers and profiteers.

Please contact me for more information.

Sincerely, Cathy Peters

BC anti human trafficking educator, speaker, advocate
beamazingcampaign.org
1101-2785 Library Lane, North Vancouver, BC V7J 0C3
phone: 604-828-2689
Queen's Platinum Jubilee Medal recipient for my anti human trafficking advocacy work
Author: **Child Sex Trafficking in Canada and How to Stop It- second edition**

THE CORPORATION OF THE

DISTRICT OF WEST VANCOUVER

OFFICE OF THE MAYOR

September 15, 2025

Christine Boyle
Minister of Housing and Municipal Affairs
PO Box 9074 Stn Prov Govt
Victoria BC V8W 9E9
Email: Christine.Boyle.MLA@leg.bc.ca

Dear Minister Boyle,

This letter is in response to your letter of July 24, 2025, and its enclosed Directives for West Vancouver. In the attachment we provide a detailed response to the technical issues.

The province's decision to impose mandatory directives is, in our view, an unprecedented and unacceptable intrusion into the fundamental responsibilities of local government. For more than a century, municipalities in British Columbia have held responsibility for local land use decisions, precisely because these decisions shape the very character of our communities. To remove these powers from elected local councils is not only a breach of that tradition, it is a direct erosion of local democracy.

Let me be clear: West Vancouver is not resisting housing. Quite the opposite — we have approved the zoning which in time will create thousands of new homes. This has created award-winning policies to diversify housing and demonstrated a willingness to lead on this issue. Our Council has not rejected a single housing application this term. We have sufficient zoned capacity to meet and exceed provincial targets. The reality is that housing supply is driven as much by market conditions as by zoning. No amount of provincial fiat can change that.

What is at stake here is not whether new housing will be built — it will — but whether local communities will continue to have a meaningful voice in shaping how growth takes place. Residents expect their elected councils to balance growth with livability, infrastructure, and the unique character of each community. That work cannot be replaced by directives issued from Victoria.

Equally important, the Province's directives ignore the most pressing constraint facing our community: transportation. West Vancouver and the North Shore are literally in gridlock for much of the day. This is driven by the rapid growth in the Sea to Sky corridor and the heavy volumes of

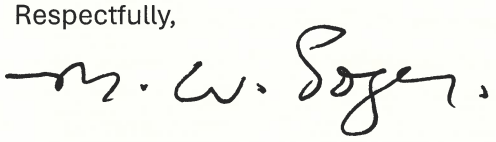
people moving through the Horseshoe Bay ferry terminal. Without urgent investment in public transit, additional density only worsens congestion, undermining quality of life and the very housing objectives the Province seeks to advance. If the Province wishes to be a partner in building sustainable communities, then addressing transit and mobility must be at the top of the agenda.

We are deeply concerned that the approach being taken in West Vancouver will set a precedent for municipalities across British Columbia. If the Province can simply override local governments on matters of land use, then no community's planning process is safe. We know that many of our colleagues in other municipalities, regardless of political stripe, share this concern.

Rather than unilateral directives, I urge the Province to adopt a true partnership approach — one that respects the democratic mandate of local councils, recognizes the diversity of our communities, and works collaboratively to meet our shared housing goals. West Vancouver remains committed to planning for housing in a thoughtful and effective way. We ask only that the Province respect the role of local government in doing so — and that it acknowledges the urgent need for transit solutions if new housing is to succeed.

We would welcome the opportunity to meet with you, not only on behalf of West Vancouver, but as part of a broader conversation with other mayors and councils across the province who are equally committed to housing solutions and equally concerned about this erosion of local responsibility.

Respectfully,



Mark Sager
Mayor of West Vancouver

cc: B.C. Municipalities

West Vancouver acknowledges the need for, and is supportive of, new development in our community – as part of thoughtfully planned change that responds to both the input of our residents and the context of our unique neighbourhoods. Secondly, that we have taken, are taking, and will continue to take action on housing.

This action has been guided by our 2018 OCP, the outcome of extensive community engagement, and a document the Provincial Advisor's report describes as an "excellent official community plan". Council has been working to implement this OCP. Examples include Local Area Plans (LAPs) for mixed-use centres along Marine Drive and in Horseshoe Bay, places we would encourage you to visit to see the significant development that has taken place; while our work across single-detached neighbourhoods, which established a maximum ownership house size with zoned density "earned back" through the inclusion of rental coach houses, achieved a Planning Institute of British Columbia Gold Award for Excellence in 2022. These kinds of initiatives have delivered new housing. Indeed, had the Province's Housing Targets commenced one year earlier (in October 2022 versus 2023), the District would have been able to report 568 net new units for the first 12 months which would have exceeded the first and second year cumulative target (462 units).

Council is continuing to implement the OCP. This has been through development applications the OCP enables: this Council has not defeated a single application this term. And this has been through continuing LAP initiatives: this Council has approved an area development plan for over 3,700 mixed tenure housing units in Cypress Village, and the first stream of the Ambleside LAP (the Apartment Area, with a variety of supportive policies for rental, strata, and missing middle housing). These completed initiatives have already led to the formation of a dedicated implementation project team for Cypress Village; and Council direction for a private development application to proceed, in addition to Council rezoning District-owned land, for more housing in Ambleside.

West Vancouver currently has sufficient zoned capacity to meet both the provincially-determined 20-year housing needs and provincially-issued 5-year housing targets. However, in terms of the number of building permit and rezoning applications we receive, the District is restricted by the market. I would encourage you and your staff to review regional and provincial data regarding housing starts, existing unabsorbed new units, days-on-market and sales-to-new-listings ratios for resale units. West Vancouver is not immune from this market downturn. A local example would be a 201 rental unit project, which Council approved, staff processed, and that the applicant chose to let issued permits expire. In this economic climate, West Vancouver continues to advance its planning – which will include the legislated update to the OCP to provide for the additional approximate 900-unit capacity identified in the Housing Needs Report by December 31, 2025 – with the public involvement, staff diligence, and careful Council decision-making that has shaped our community since its inception.

As the incorporated local land use authority, we find the issuance of Directives runs contrary to a more collaborative partnership with the Ministry and have the following specific concerns regarding the three Directives:

Directive 1: Increase Density at Park Royal

A Taylor Way LAP, including Park Royal North, is expected to include financial, transportation, and urban design modeling – as well as community input. However, the Directive is based on defined

densities within a 400-metre radius centred on a cluster of bus stops, without indication given to the actual location, infrastructure, space, timing, or funding of a new transit hub and how this should be integrated with the new development.

Directive 2: Extend Ambleside Apartment Area DPA

The area indicated either already allows for 6-units per lot, or has already been identified for further planning work as part of the Neighbourhood Area (the third stream of the ongoing Ambleside LAP). The focus of this stream will be missing middle forms of housing. These are much-needed forms of housing, which would be made less likely (or impossible) by a Directive for waterfront-adjacent or proximate high-rise apartments.

Directive 3: Approve Proposed Ambleside Centre Local Area Plan

This proposed bylaw, the second stream of the Ambleside LAP, stems from a thorough community process addressing a broad range of issues (commercial revitalization, public realm and facilities improvements) in addition to housing. The bylaw has been presented and remains with Council to direct any modifications and consider its adoption, a fundamental prerogative of the elected representatives of West Vancouver.

Our intention is to address the areas identified in the three Directives in a way that respects our tradition of thoughtful planning, community involvement, and Council's local land use decision-making – recognizing that that this takes time beyond the Directives' imposed December 31, 2025 deadline. We continue to invite the Minister to meet with us to foster a better understanding of our initiatives and a more collaborative approach, one which would include the Province committing to move ahead with projects funded (at least in part) by BC Housing, notably Klahanie Court and Inglewood Care Centre.

Mayor Ken Berry
Village of Lions Bay
E-mail: reception@lionsbay.ca

Dear Mayor Berry and Council:

As Minister of Children and Family Development, I am delighted to once again proclaim October as Foster Family Month in British Columbia. It is my honour to take this opportunity to express my gratitude for the important work of both family and foster caregivers, and to thank them for their unwavering commitment and dedication to British Columbia's children and youth in care. This October will mark the 35th Foster Family Month in British Columbia.

Caregivers of all kinds show incredible kindness and generosity in opening their hearts and homes and sharing their lives with vulnerable children and youth. By providing a safe and nurturing environment for these young people, not only do they help them cope with what can be very difficult times, they also help them begin to heal and work through the challenges they have experienced. Over the years, I have met many amazing caregivers whose compassion and dedication to the children and youth they care for has left a lasting impression on me.

Please join me in celebrating these caregivers for the crucial role they play in all our communities, and for the selfless work they do for the children, youth, and families of British Columbia.

Sincerely,

Jodie Wickens
Minister of Children and Family Development

Sent on behalf of the Minister by:

EXECUTIVE OPERATIONS CLIENT RELATIONS
Client Relations Branch
Executive Operations
Ministry of Children and Family Development

This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: MCF.Info@gov.bc.ca.

BRITISH COLUMBIA
Ministry of Housing and Municipal Affairs

September 24, 2025 Reference: 188631

Dear City Managers and Chief Administrative Officers,

My name is TJ Parhar, Assistant Deputy Minister for the Housing and Land Use Policy Division within the Ministry of Housing and Municipal Affairs.

I am writing to let you know that today, at the Union of BC Municipalities (UBCM) Convention, the Province announced a third intake of the Local Government Development Approvals Program (LGDAP). As you may know, the intent of this UBCM-administered program is to establish best practices and to test innovative approaches to improve development approvals processes. Approximately $9 million has been allocated for this intake, which will launch in early 2026. The funding will continue to support local governments to streamline and speed up development approvals.

We are working with UBCM on program design to align with current needs and priorities and expect that eligible projects will include accelerating adoption of the Building Permit Hub, supporting offsite manufacturing pilots, and implementation of standardized housing designs.

We will work with UBCM to provide you with more information once the program design is complete and the funding guide is available.

Today's news release can be viewed here: BC Gov News

Best regards,

Tejindar Parhar
Assistant Deputy Minister
Housing and Land Use Policy Division
Ministry of Housing and Municipal Affairs

From: FHNprinting02@surrey.ca
To: Agenda
Subject: Monthly Sit Report of 2025-09
Date: October 1, 2025 4:36:19 PM
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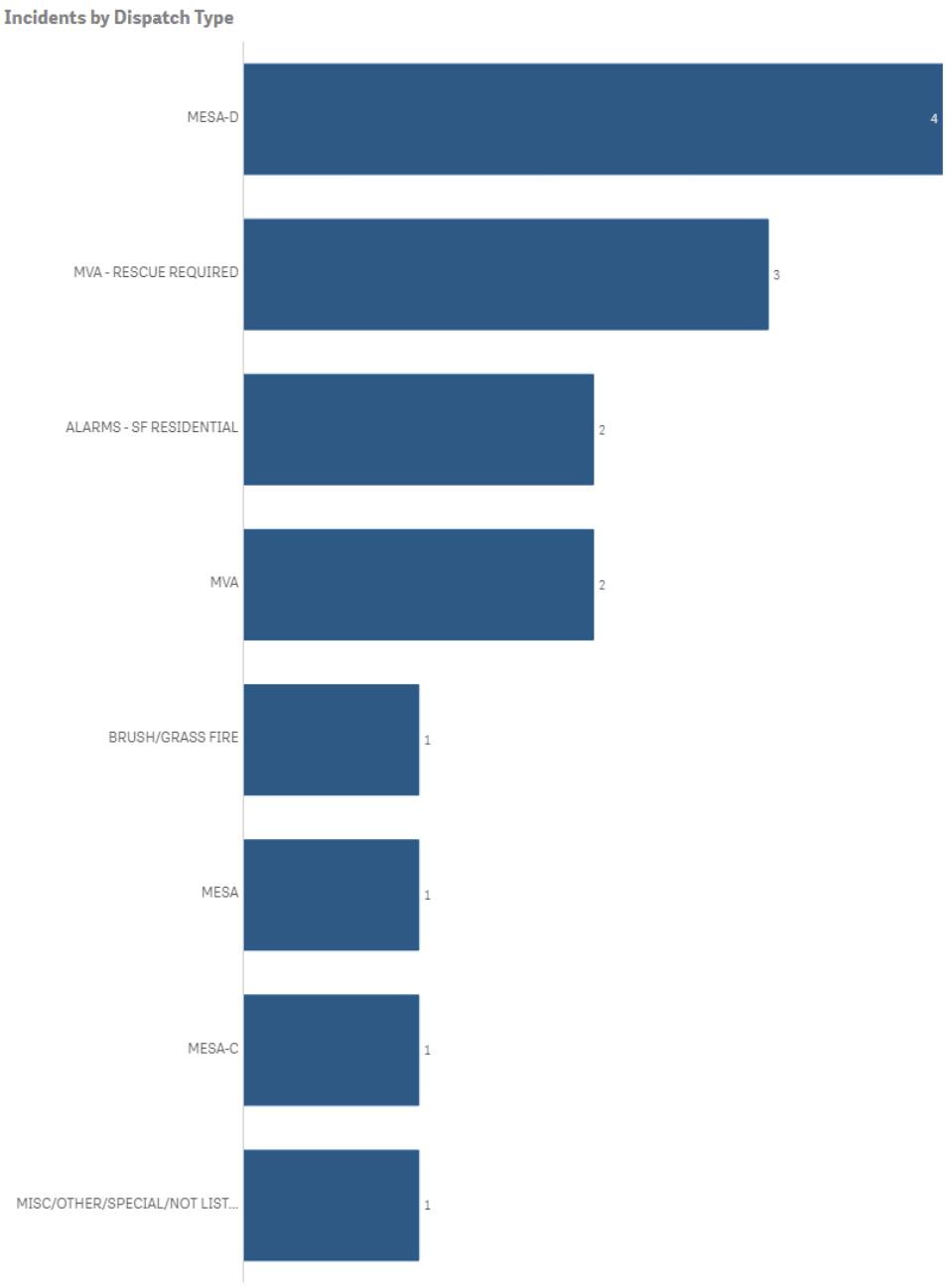
Surrey Regional Fire Dispatch Monthly Report

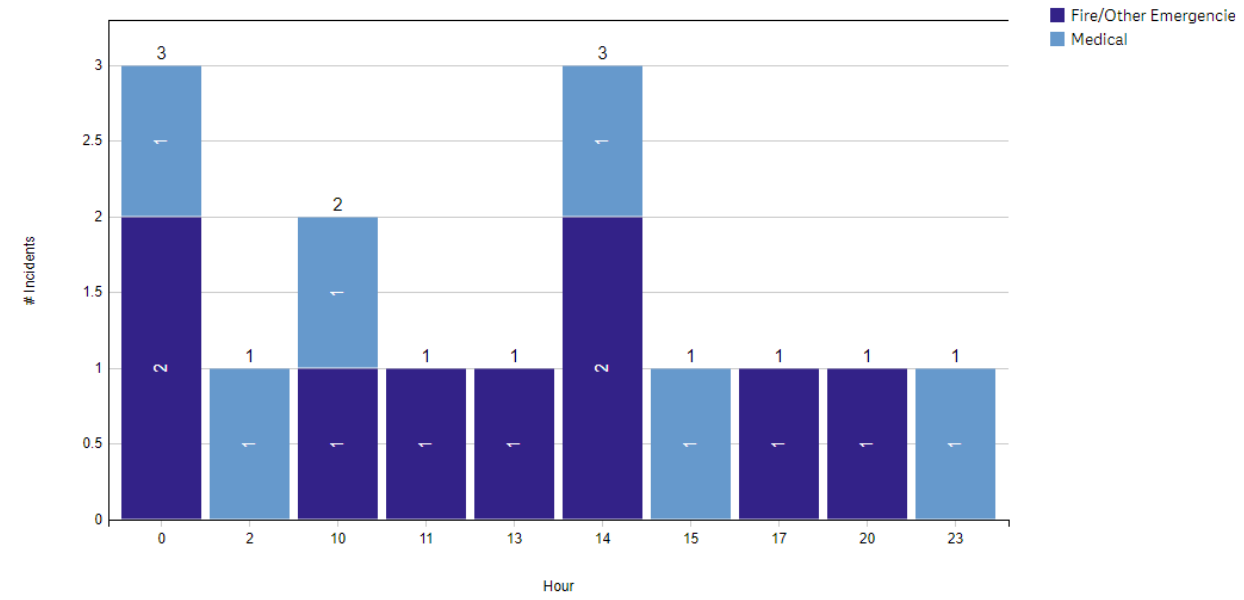
From 2025-09-01 To 2025-09-30

LIONS BAY FIRE RESCUE

# Incidents	# Incident Apparatus	# Incident Attendees
15	27	64


Incidents by Dispatch Type
MESA-D
4
MVA - RESCUE REQUIRED
3
ALARMS - SF RESIDENTIAL
2
MVA
2
BRUSH/GRASS FIRE
1
MESA
1
MESA-C
1
MISC/OTHER/SPECIAL/NOT LIST...
1

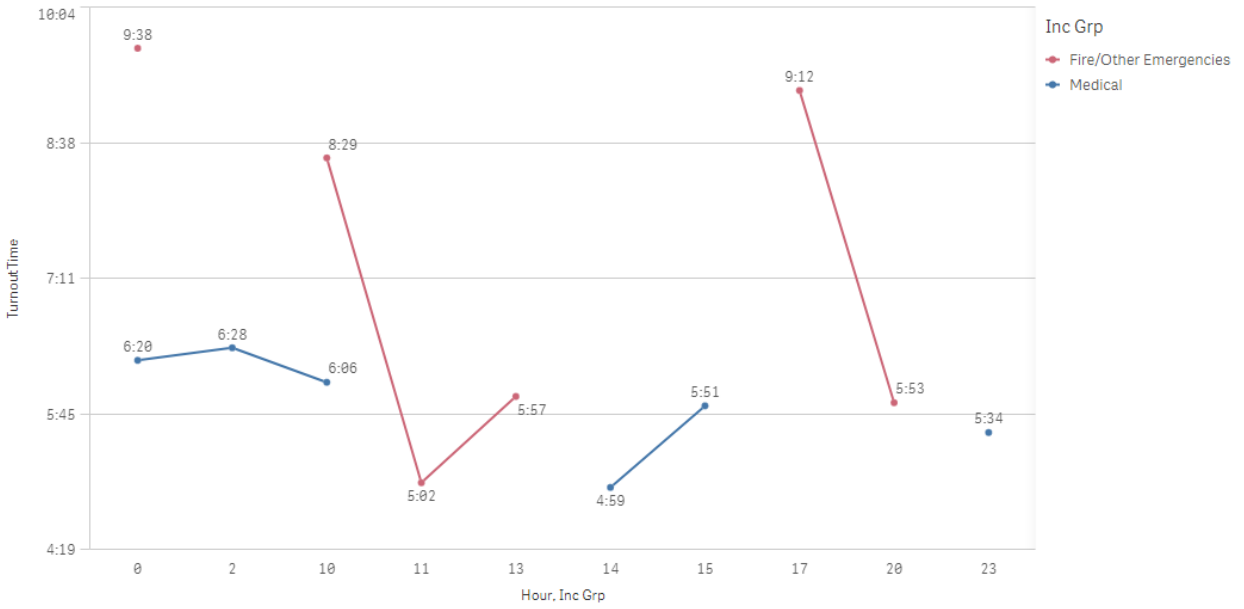
Incidents by Hour



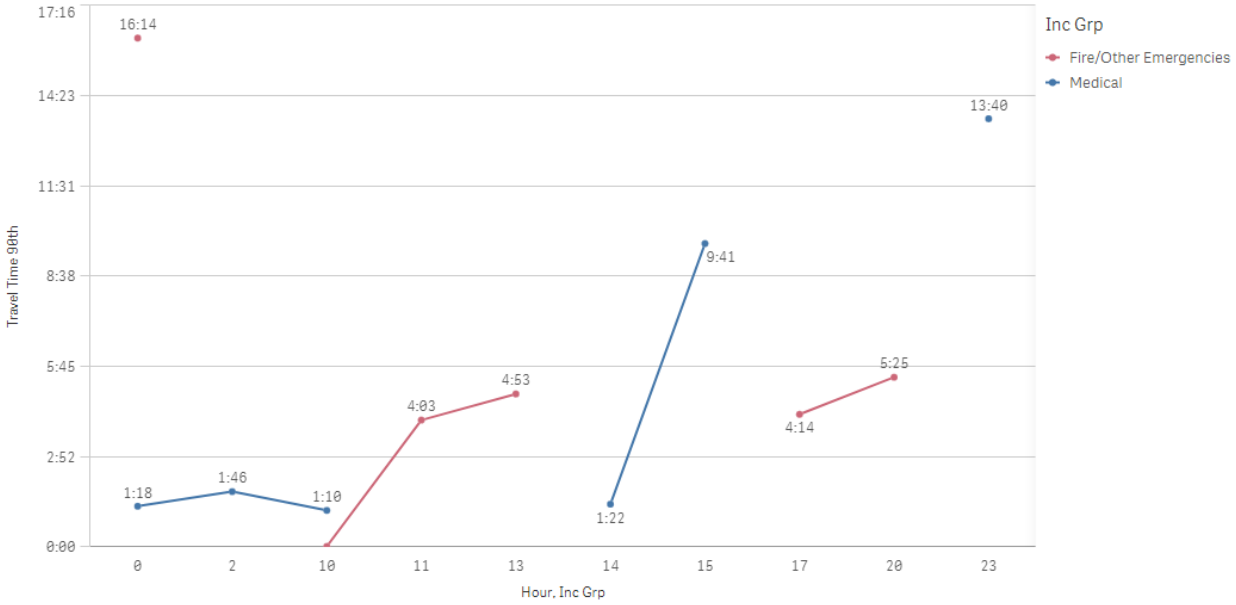
Performance for Emergency Incidents and First On-Scene Apparatus

Turnout Time	Travel Time	On-Scene Time
9:04	12:52	61:21

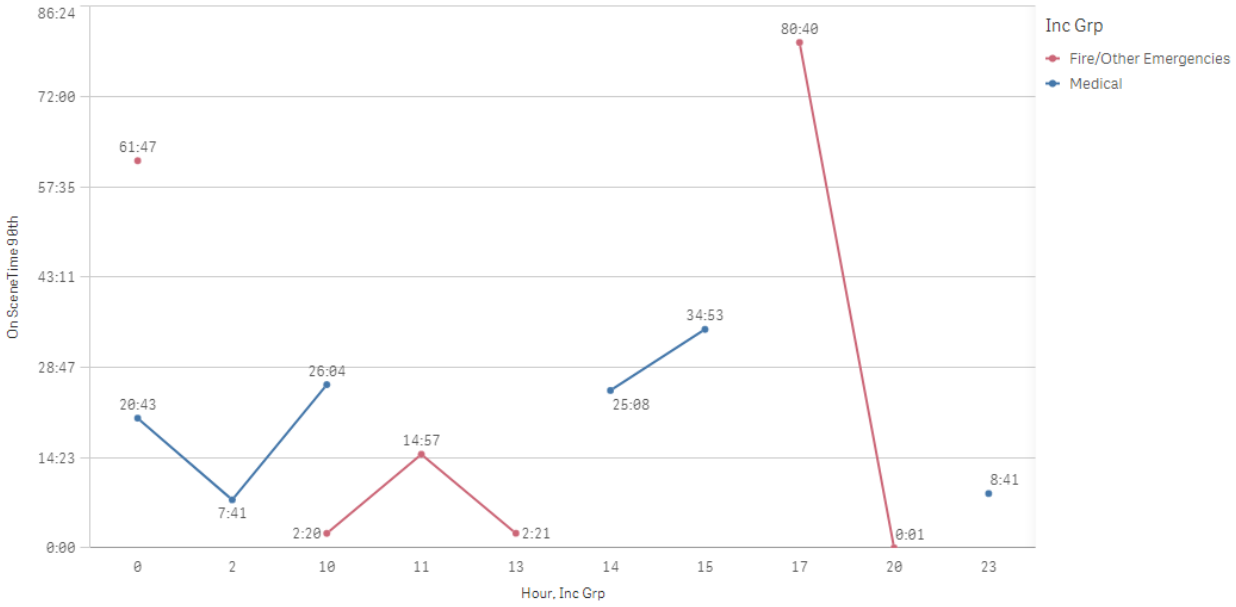
Turnout Time 90th Percentile for Emergency Incident and First On Scene Apparatus



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	7.2	0.3	12	288	3%
LBE62	LB Engine 62	2.1	0.1	12	288	1%
LBE61	LB Engine 61	1.9	0.1	12	288	1%
BIPGR	BI Pager	0.0	0.0	12	288	0%

From: Greg Banta <@gmail.com>
Sent: Sunday, September 14, 2025 7:32 PM
To: Neville Abbott <councillor.abbott@lionsbay.ca>; Jaime Cunliffe <councillor.cunliffe@lionsbay.ca>; Ron Mclaughlin <councillor.mclaughlin@lionsbay.ca>; Chief Administrative Officer <CAO@lionsbay.ca>; Lions Bay Reception <reception@lionsbay.ca>
Subject: Proposed Amendmend for 2050916 Council Meeting: Solid waste and Recycling Collection Bylaw No. 455, 2013, Amendment Bylaw No. 652, 2025.

Good day Councillors, and CAO Blackwell,

I would like to propose a revision to Solid waste and Recycling Collection Bylaw No. 455, 2013, Amendment Bylaw No. 652, 2025 on page 11 of 94 of 20250916 Council Meeting Package.

A proposed amendment for consideration of Council:

Current Wording:

At section 7-11:

7. All compostable solid waste, solid waste, and recycling receptacles shall be placed, by every owner or occupier of land or dwelling unit, for collection:

a. Not more Less than 10 feet (3.1m) from the roadway at the front property line of the associated premises; at no time shall containers be placed on or encroach upon or project over any highway (which includes streets, lanes, and boulevards) or other public place and do not impede or endanger vehicle or pedestrian traffic on any street or other public place;

Proposed revision of text for consideration is in red:

At section 7-11:

7. All compostable solid waste, solid waste, and recycling receptacles shall be placed, by every owner or occupier of land or dwelling unit, for collection:

a. Not more Less than 10 feet (3.1m) from the roadway at the front property line of the associated premises and within the area bounded by lines that are extensions of the side property lines; at no time shall containers be placed on or encroach upon or project over any highway (which includes streets, lanes, and boulevards) or other public place and do not impede or endanger vehicle or pedestrian traffic on any street or other public place;

The proposed wording prevents a one neighbour from placing their refuse in front of their neighbours frontage, even if where it is placed is on Village land. Note that green waste is being left out up to a week between pickups in front of a neighbours property. The proposed amendment should result in a warning and then fine.

For your consideration, Gregory Banta