



AGENDA

Regular Meeting of Council

Tuesday, October 21, 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=85486607373>
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. Staffing

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 21, 2025, be adopted.

5. Public Participation

6. Delegations

6.1 Filming Gift to the Municipality

Kim Mailey and Victoria Rogers to detail the \$100,000 joint gift to the Municipality from themselves and Blink49 Productions.

7. Approval of Minutes of Prior Meetings

7.1 Regular Meeting of Council - September 2, 2025

Recommendation:

THAT the Regular Meeting of Council Minutes of September 2, 2025, be

approved.

7.2	Special Meeting of Council - September 11, 2025	16
	Recommendation: THAT the Special Meeting of Council Minutes of September 11, 2025, be approved.	
7.3	Regular Meeting of Council - September 16, 2025	19
	Recommendation: THAT the Regular Meeting of Council Minutes of September 16, 2025, be approved.	
7.4	Special Meeting of Council- September 18, 2025	26
	Recommendation: THAT the Special Meeting of Council Minutes of September 18, 2025, be approved.	
7.5	Regular Meeting of Council - October 7, 2025	28
	Recommendation: THAT the Regular Meeting of Council Minutes of October 7, 2025, be approved.	
8.	Business Arising from the Minutes	
9.	Unfinished Business	
9.1	Action Items Log	41
	A list of ongoing action items. <i>- for information</i>	
9.2	Draft Subdivision Servicing Bylaw No. 651, 2025	42
	<i>Bylaw No. 651, 2025, Subdivision Servicing</i> for Third Reading. <i>- for decision</i> Recommendation: THAT Third reading be granted to Subdivision Servicing Bylaw No.651, 2025.	
10.	Reports	
10.1	Staff	
10.1.1	Bridge Joint Exposure and Remediation	150
	Director of Operations Karl Buhr <i>- for information</i>	
10.1.2	Statement of Financial Information Report - 2024	153
	The Statement of Financial Information Report (SOFI) for the fiscal year ended December 31, 2024, presented by Financial Officer Joe Chirkoff. <i>- for information</i>	
10.2	Committees	
	<i>- none</i>	

10.3 Mayor and Councillors

- 10.3.1 Howe Sound Community Forum** 160
Councillor Broughton's summary of the event.

- for information

- 10.3.2 Removal of Agenda items by Councillors McLaughlin, Abbott and Cunliffe** 162
Councillor Broughton - Matters of timely importance to the community have been repeatedly removed from the agenda since July 2, 2025.

- for discussion

10.4 Emergency

- none

11. Resolutions

- none

12. Bylaws

- none

13. Correspondence

Correspondence received from October 2 - 16, 2025.

163

- for information

14. New Business

- none

15. Public Questions and Comments

16. Adjournment

Recommendation:

THAT the Council Meeting be adjourned.



MINUTES

REGULAR MEETING OF COUNCIL

VILLAGE OF LIONS BAY

**September 2, 2025, 6:00 p.m.
Council Chambers, 400 Centre Road, Lions Bay
And Via Zoom Video Conference**

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

Staff In Attendance: Chief Administrative Officer, Ross Blackwell
Financial Officer, Joe Chirkoff
Karl Buhr, Director of Operations
Deputy Corporate Officer, Kristal Kenna

1. Call to Order

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

2. Closure of Council Meeting

The meeting may also be closed under sections:

(c) labour relations or other employee relations;

(g) litigation or potential litigation affecting the municipality

Moved by: Councillor Broughton

Seconded by: Councillor Abbott

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:

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

CARRIED

3. Reporting out from Closed portion of Meeting

There was no reporting out from the recessed Closed session.

4. Adoption of Agenda

The Open session resumed at 7:04 PM

Moved by: Councillor Abbott

Seconded by: Councillor Broughton

That the Agenda of September 2, 2025, Regular Meeting of Council be adopted as amended.

CARRIED

Amendment:

1

Moved by: Councillor McLaughlin

Seconded by: Councillor Abbott

THAT the on-table Item of *In Office Attendance* be added under Item No.11 Resolutions.

Opposed (1): Councillor Broughton

CARRIED (4 to 1)

Amendment:

2

Moved by: Councillor McLaughlin

Seconded by: Councillor Cunliffe

THAT Item No. 10.1.8 *Zoning and Development Bylaw Amendment - Setbacks* be struck from the agenda.

Opposed (4): Mayor Berry, Councillor Abbott, Councillor Broughton, and Councillor McLaughlin

DEFEATED (1 to 4)

Amendment:

3

Moved by: Councillor McLaughlin

Seconded by: Councillor Cunliffe

THAT Item No. 10.1.9 *Draft Subdivision Servicing Bylaw* be deferred to a Committee of the Whole Meeting.

Opposed (2): Mayor Berry, and Councillor Broughton

CARRIED (3 to 2)

Amendment:

4

Moved by: Councillor McLaughlin

Seconded by: Councillor Abbott

THAT Item No. 10.1.11 *Resident Satisfaction Survey* be struck from the agenda.

Opposed (2): Mayor Berry, and Councillor Broughton

CARRIED (3 to 2)

Amendment:

5

Moved by: Councillor McLaughlin

Seconded by: Councillor Abbott

THAT Item No. 10.1.13 *Fees Bylaw* be struck from the agenda.

Opposed (2): Mayor Berry, and Councillor Broughton

CARRIED (3 to 2)

Amendment:

6

Moved by: Councillor McLaughlin

Seconded by: Councillor Abbott

THAT Item No. 10.3.1 *Important and Time Sensitive Items* be struck from the agenda.

Opposed (2): Mayor Berry, and Councillor Broughton

CARRIED (3 to 2)

Amendment:

7

Moved by: Councillor McLaughlin
Seconded by: Councillor Abbott

THAT Item No. 10.3.2 *Best Use of Village Facilities* be struck from the agenda.

Opposed (1): Councillor Broughton

CARRIED (4 to 1)

Amendment:

8

Moved by: Councillor Abbott
Seconded by: Councillor McLaughlin

THAT the *Climate Action Committee Grant Application* be added on-table under Item No.11 Resolutions.

CARRIED

5. Public Participation

Russ Meiklejohn: Regarding Item 10.1.8 Zoning and Development Bylaw - Setbacks. Mr. Meiklejohn has questions regarding how the averaging of the front yard setbacks work.

Response from Council that the questions will be addressed when the item is discussed on the agenda.

Norma Rodgers: Ms Rodgers extended a thank-you to Council for the Mini Recycling Depot. Ms. Rodgers objects to the Municipality providing washroom facilities on a commercial site and does not feel that supplying facilities for passing motorists is the responsibility of tax payers. Another thank-you was extended to bylaw Enforcement Officer Bindra for the for garbage collection schedule audit. Ms. Rogers supports a resident satisfaction survey, and shares the concerns expressed in correspondence regarding the impact that visitors may have on the increasing the fire hazard on trails. Suggests that those who are opposed to parking fines insure that they are parking legally to avoid a ticket.

6. Delegations

6.1 Canada Post Changes and Updates

Mike Lee from Canada Post spoke to confirm the recent changes in postal service in the Municipality:

- All post box renewals and assignments will be done in West Vancouver (Bellevue location)
- Parcel pickup will continue at the Caulfield location (no change).

Council questioned whether or not residents could have the choice for box administration at the Squamish outlet and the West Vancouver outlet. Mr. Lee indicated that he would check, however, the service is only available at the West Vancouver location as that is where the customer database has been provided and cannot be shared between two corporate offices. Mr. Lee is to report back with his findings.

6.2 Training Workshop by Emergency Program Coordinator

Mary Brown, Emergency Program Coordinator, has arranged a training workshop to be facilitated by Indigenous leaders on Cultural Safety and Sensitivity training October 23rd & 29th. Ms. Brown is seeking feedback and any questions that Council may have regarding the workshop. A grant was received for this training, which would also be available to staff, who's day-rate would be covered by the grant.

7. Approval of Minutes of Prior Meetings

7.1 Regular Meeting of Council - July 22, 2025

Moved by: Councillor Broughton

Seconded by: Councillor McLaughlin

THAT the Regular Meeting of Council Minutes of July 22, 2025, be approved as amended:

Item No.4 Adoption of Agenda, that Motion No.2 change mover and seconder from McLaughlin / Abbott to moved by Broughton.

Item No.10.1.1 Tree Application No.131, that the motion be clarified to define Area C as "original resident application, *not* areas A & B as per the Tree Committee's recommendation".

CARRIED

8. Business Arising from the Minutes

9. Unfinished Business

9.1 Action Items Log

Action items on the list were discussed.

10. Reports

10.1 Staff

10.1.1 2024 Audit Update

Mr. Vanderhorst presented the highlights of the 2024 audit.

Council expressed a desire to see the associated management letter, which is currently in draft. The topic of management letters may be discussed in a Closed session.

10.1.2 Development Variance Permit Application - 405 Bayview Road

Chief Administrative Officer Blackwell presented the Development Variance Permit request.

Discussion ensued regarding the process of advising the community. Any comments were to be filed by the agenda cutoff date for the September 2, 2025, meeting. Neighbours within 100m of the applicant received letters. Signage on the property was erected for 10 days, advising the community of the application. Conditions of the public feedback process were met (which are set out in bylaw).

Discussion by Council, expressed concerns that there needs to be a discussion on future use. Council was advised that they may only judge an application on what is before them, not on a future use or intent.

Moved by: Councillor Broughton

Seconded by: Councillor Cunliffe

THAT Council approve the Development Variance Permit for 405 Bayview Road, as outlined in the application.

CARRIED

10.1.3 Snow and Ice Management Policy

Staff presented a report on a proposed Snow and Ice Management Policy. The Policy formalizes current processes.

Discussion by Council ensued, concerns were expressed about how the roads will be plowed. Example, outlining plowing priorities is problematic. Councillor Abbott feels that this decision is best determined by weather circumstances and the plow operator. A request was made to remove location specific references. Chief Administrative Officer Blackwell explained that the Policy is required to provide the level of detail currently included in the policy (the priority of each street, however, the priority is not considered an order).

Moved by: Councillor Broughton

Seconded by: Councillor McLaughlin

THAT Council Approve the Snow and Ice Management Policy.

Opposed (1): Councillor Abbott

CARRIED (4 to 1)

10.1.4 Tree Management Policy

Staff presented a report on a proposed Tree Management Policy. The Policy is informed by the Municipal Insurance Association of BC's recommendations.

Discussion ensued, Council queried about the Bird Nesting Policy. Staff indicated that trees which pose a danger would be removed regardless of nesting birds. Councillor Abbott would also like to see more prescriptive definitions of hazard trees and a clear definition of those authorized to complete tree removal work, feels that the language in the policy is too ambiguous.

Moved by: Councillor McLaughlin

Seconded by: Councillor Broughton

THAT Council approve Tree Management Policy.

Opposed (1): Councillor Abbott

CARRIED (4 to 1)

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

Staff presented the highlights of the proposed changes and additions to the Bylaw making it more complete and robust and address outstanding issues in the current Bylaw. Two main parts were addressed in the amendments; language was updated for clarity and functionality, some new provisions were added in addition to addressing the matter of high / low season wildlife management. Removing the seasonal time and proposing the procurement of clipping bear-resistant bins is one option to make curbside waste schedule accessible to all residents.

Discussion included a suggestion that fines in section 32 be removed for first reading.

Moved by: Councillor McLaughlin

Seconded by: Councillor Abbott

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

CARRIED

Amendment:

Moved by: Councillor McLaughlin

Seconded by: Councillor Abbott

THAT the existing fine amount be decreased to \$500.

Opposed (1): Councillor Abbott

CARRIED (4 to 1)

10.1.6 Garbage and Recycling Collection Audit

Staff presented their review of the audit findings.

10.1.7 Banking Resolution

The recommended resolution was presented to add current staff as baking signatories for the TD Canada Trust account.

Moved by: Councillor Broughton

Seconded by: Councillor McLaughlin

THAT Ross Blackwell, Joe Chirkoff, Karen Jeffery, be added as baking signatories in accordance with the requirements of TD Canada Trust.

WITH ALL appointments effective immediately.

CARRIED

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

Staff presented a report outlining the rationale for an administrative correction to the Bylaw, changing the language to "rear yard averaging" and "front yard averaging". A typo was also corrected in section 7.7.2 from 8000 m to 8000 m²

1

Moved by: Councillor McLaughlin

Seconded by: Councillor Cunliffe

THAT Council 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;

CARRIED

2

Moved by: Councillor McLaughlin

Seconded by: Councillor Cunliffe

THAT Council direct staff to schedule a Public Hearing for Amendment *Bylaw No. 650, 2025*, in accordance with the requirements of the *Local Government Act*.

Amendment:

Moved by: Councillor McLaughlin

Seconded by: Councillor Broughton

THAT Zoning and Development Bylaw No.520, 2017, Amendment Bylaw No.650, 2025 - Setbacks be referred to a Committee of the Whole Meeting and then have a Public Hearing scheduled in accordance with the requirements of the *Local Government Act*.

CARRIED

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

Staff recommended that the Policy be abandoned as the Bylaw is now robust and no longer requires the policy for support. The Policy was included in the agenda in the event that Council wanted to keep it, however, Staff noted that the Policy is now redundant.

1

THAT Council adopt the revised Short-Term Rental Policy as proposed.

2

Moved by: Councillor McLaughlin

Seconded by: Councillor Broughton

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.

CARRIED

10.1.10 Public Toilets

Staff presented a report regarding the washroom needs of those visiting the Municipality in the mid-Village area (not trailheads or beach). The question

raised to Council is if there is a desire for washrooms in a central area in the Municipality and what type of toilet - portable facilities versus trailer-style washrooms.

Discussion from Council - are there opportunities for funding or signage from the Ministry of Transportation and Infrastructure. How do the washrooms provided for transit drivers factor into this issue.

Action Item: Staff to report back with suggested locations for portable washrooms at the next Regular Meeting of Council.

10.1.11 Beach Park Financials Report

Staff presented a report of all spending related to the Beach Park Revitalization project to-date.

Council requested an update on the project and details of the Translink grant.

Action Item: Staff to report back with the Translink numbers at the next Regular Meeting of Council along with a forecast of the numbers on the completed project.

10.2 Committees

- none

10.3 Mayor and Council

- none

10.4 Emergency

- none

11. Resolutions

11.1 On-Table Item Staff Attendance

Councillor McLaughlin presented a resolution for Municipal Staff to work exclusively in-office to facilitate camaraderie, interaction, problem-solving, mentorship and hands-on training and feedback.

Discussion included the Chief Administrative Officer noting that the topic is operational, and any current work from home allowances for staff are not abused and the management is the responsibility of the Chief Administrative Officer. Chief Administrative Officer Blackwell expressed the need for flexibility to balance work commitments and life realities.

11.2 On-Table Item Climate Action Committee Grant Application

Councillor Abbott provided notice that the Climate Action Committee is considering a Green Municipal Fund (GMF) grant application (80/20), and would

like to use the Local Government Climate Action Plan (LGCAP) funds for the Municipality's 20% contribution (a maximum of \$14,000).

Moved by: Councillor Abbott
Seconded by: Councillor Cunliffe

THAT Council support the Climate Action Committee, in the application of the Green Municipal Funds Climate Ready Plans and Processes grant on behalf of the municipality.

CARRIED

12. Bylaws

- none

13. Correspondence

Councillor McLaughlin to respond to the two non-residents regarding parking.

Lions Bay Arts - Request that Council support the Lions Bay Arts in submitting a quote for a mural on the washroom building once the Beach Park project is complete. Council supports Lions Bay Arts in this request.

Discussion by Council - questioned whether there is an opportunity to have this quote included in the grant request for the underpass mural proposal and that the Beach Park Project budget should already include funding for a mural.

14. New Business

15. Public Questions and Comments

- Deidre Bain queried the conditions of the CAO's employment contract in the context of Item 11.1 *Staff Attendance*. Council indicated that these details will be discussed during the CAO review.

16. Recess

THAT the Open session recess to the Closed session.

The meeting recessed at 10:06 PM

CARRIED

17. Reporting Out

THAT Council has awarded a contract to Emergency Management Group Inc. to undertake a Core Services Review of Lions Bay Fire Rescue at a total cost of \$39,312.

18. Adjournment

Moved by: Councillor McLaughlin

Seconded by: Councillor Cunliffe

THAT the Council Meeting of September 2, 2025, be adjourned.

The meeting concluded at 10:22 PM

CARRIED

Mayor

Corporate Officer

Date adopted by Council:



MINUTES

SPECIAL MEETING OF COUNCIL

VILLAGE OF LIONS BAY

**September 11, 2025, 6:00 p.m.
Council Chambers, 400 Centre Road, Lions Bay
And Via Zoom Video Conference**

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

1. Call to Order

Mayor Berry called the meeting to order at 6:01 PM

2. Closure of Council Meeting

Moved by: Councillor Broughton

Seconded by: Councillor McLaughlin

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

(c) labour relations or other employee relations;

CARRIED

3. Reporting out from Closed portion of Meeting

That Council report out that CAO evaluation documents were reviewed and a process to move forward consistent with CAO Contract was established.

4. Adoption of Agenda

Moved by: Councillor McLaughlin
Seconded by: Councillor Abbott

That the Agenda of September 11, 2025, Special Meeting of Council be adopted.

CARRIED

5. Public Participation

- none

6. Delegations

7. Approval of Minutes of Prior Meetings

- none

8. Business Arising from the Minutes

- none

9. Unfinished Business

- none

10. Reports

- none

11. Resolutions

- none

12. Bylaws

- none

13. Correspondence

- none

14. New Business

- none

15. Public Questions and Comments

- none

16. Adjournment

THAT the Special Council Meeting of September 9, 2025, be adjourned.

Mayor

Corporate Officer

Date Adopted by Council:

DRAFT



MINUTES

REGULAR MEETING OF COUNCIL

VILLAGE OF LIONS BAY

**September 16, 2025, 6:00 p.m.
Council Chambers, 400 Centre Road, Lions Bay
And Via Zoom Video Conference**

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

Members Absent with Regrets: Councillor McLaughlin

Staff In Attendance: Chief Administrative Officer, Ross Blackwell
Financial Officer, Joe Chirkoff
Karl Buhr, Director of Operations
Deputy Corporate Officer, Kristal Kenna
Bylaw Enforcement Officer, Taj Bindra

1. Call to Order

Mayor Berry called the meeting to order at 6:01 PM

2. Closure of Council Meeting

Moved by: Councillor Abbott

Seconded by: Councillor Cunliffe

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:

(g) litigation or potential litigation affecting the municipality;

CARRIED

3. Reporting out from Closed portion of Meeting

The Open session resumed at 7:00 PM

There was nothing to report out.

4. Adoption of Agenda

Moved by: Councillor Cunliffe

Seconded by: Mayor Berry

That the Agenda of the Regular Meeting of council of September 16, 2025, be adopted as amended.

CARRIED

Amendment:

Moved by: Councillor Cunliffe

THAT the Tree Policy be revisited for discussion under New Business at the October 7, 2025, Regular Meeting of Council.

5. Public Participation

Betty Birrell spoke to the Snow and Ice Removal Policy - Ms. Burrell expressed concerns about priority of lower streets over those residents located at a higher elevation in the Village.

Sharon Skibinski spoke to the Snow and Ice Removal Policy - Ms. Skibinski expressed concerns about priority of lower streets over those residents located at a higher elevation in the Village.

Staff responded that operationally there has been no change to the snow-plowing process, the Policy codifies the long-standing snow removal protocols to protect the municipality from liability.

Tamara Leger expressed concerns about securing a satisfactory greenroom space for performers as part of Broughton Hall rentals and also concerns about changes made to Municipal space.

Mark Shelnitz spoke to connecting Kelvin Grove to Lions Bay by creating a trail to connect the two neighbourhoods. Mr. Shelnitz outlined the benefits for the community and emergency response. Mr. Shelnitz also encouraged the Municipality to update current Bylaws.

Councillor Cunliffe requested that staff investigate a pre-existing trail or right-of-way, and any other proposed trail networks. Staff also suggested that Council include Municipal connectivity as a priority during their future strategic planning sessions.

Lions Bay Arts President Ute Phillips, spoke (on behalf of Lions Bay Arts) to the underpass mural proposal from Fall 2024. Ms. Philips explained that the project will need to move in a different direction as the cost-estimate was too high. Also noted that Lions Bay Arts is working on quotes for the Beach Park Washroom mural.

Dennis Welch noted that he had intended to speak during the participation portion of the meeting, and felt that the Development Variance Permit feedback process was rushed. Mr. Welch requested that the Development Variance Permit for 405 Bayview Road be placed on hold for additional community feedback.

Council would like the Development Variance Permit process outlined in a staff report at the next meeting. Staff responded that the correct legal process was followed and that Council had been provided with extensive information to that regard. Council requested that that information be shared on the agenda of the next Regular Meeting of Council.

Moved by: Councillor Abbott

THAT the Snow and Ice Policy be brought forth to a future meeting for discussion.

Moved by: Councillor Abbott

Seconded by: Councillor Cunliffe

THAT Council reconsider the Development Variance Permit at the next Regular Meeting of Council, October 7, 2025.

Opposed (3): Mayor Berry, Councillor Broughton, and Councillor Cunliffe

DEFEATED (1 to 3)

6. Delegations

- none

7. Approval of Minutes of Prior Meetings

- none

8. Business Arising from the Minutes

9. Unfinished Business

9.1 Action Items Log

Item No. 341 - Request from Council to see quotes for Bylaw revisions.

Staff responded that the Municipality does not have the budget and that an entire overhaul is massive in scope, however, staff are currently working on the most time-sensitive Bylaw revisions.

Council requested that staff seek a dedicated budget on Bylaw revisions so that the work is being done within a budget and not on an ad hoc basis.

Staff will be including the budget requirements for the relevant Bylaw updates in the 2026 Budget planning process, but this figure will not encompass an entire overhaul.

Council requests Bylaw revisions to be brought forth, first, for review and then decision at the following meeting, to allow for more time prior to decision making.

Moved by: Mayor Berry

Seconded by: Councillor Cunliffe

THAT Staff disclose legal expenses of the Municipality, providing as much detail as possible.

CARRIED (4 to 0)

10. Reports

10.1 Staff

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

Staff recommended that Council to consider the proposed changes as a pilot effort which may be brought back for further changes if issues arise.

Moved by: Councillor Abbott

Seconded by: Councillor Cunliffe

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

Amendment:

Moved by: Councillor Broughton

Seconded by: Councillor Cunliffe

THAT the item be tabled to the next meeting for a Second and Third reading.

CARRIED

10.1.2 Beach Park Financials Report

Staff presented a summary of requested financials for the Beach Park Project.

A contingency budget has been created so as to expedite any project expenditures, therefore not requiring a Special Meeting for Council approval, if the funds are not required, the contingency will remain untouched.

Councillor Broughton reiterated the contributions of the Erin Moore fundraiser for the playground structure.

10.1.3 Fees Bylaw No. 497, 2016, Amending Bylaw No. 647, 2025

Staff presented the updated Bylaw, highlighting the significant changes to fees as the Bylaw had not been updated in two years and reflects the current cost of doing the business of the Municipality.

Moved by: Councillor Cunliffe

Seconded by: Councillor Abbott

THAT *Fees Bylaw No. 497, 2016, Amendment Bylaw No. 647, 2025*, be introduced and read a First, Second and Third time.

CARRIED

10.1.4 Regional Context Statement

Staff explained that the changes to the Regional Context Statement been solicited by metro Vancouver is because of the 2023 Provincial housing legislation. There has been no material change to the Official Community Plan, but rather the language has been tidied up to satisfy the provincial requirements.

Moved by: Councillor Broughton

Seconded by: Councillor Cunliffe

THAT Council 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

Opposed (1): Councillor Abbott

CARRIED (3 to 1)

Moved by: Councillor Broughton

Seconded by: Councillor Cunliffe

THAT Council direct Staff to Schedule a Public Hearing for the proposed OCP amendment in accordance with Section 466 of the *Local Government Act*.

Opposed (1): Councillor Abbott

CARRIED (3 to 1)

10.1.5 Lions Bay Beach Park Septic

Staff determined that a separate contingency fund specifically dedicated for septic expansion at the Beach Park may be required and will need Council approval. Spending priority is to use the grant funding, however, to ensure that the project does not face delays, a septic improvement fund is requested for quick access should it be required.

Moved by: Councillor Broughton

Seconded by: Councillor Cunliffe

THAT Council authorize a dedicated budget of up to \$30,000 to complete the required sewage disposal system modifications at Beach Park.

Opposed (1): Councillor Abbott

CARRIED (3 to 1)

10.2 Committees

- none

10.3 Mayor and Council

10.3.1 Mural Proposals

Council noted that it is pleased to continue working with Lions Bay Arts to facilitate mural projects for the Beach Park and other locations.

10.4 Emergency

- none

11. Resolutions

- none

12. Bylaws

13. Correspondence

No items of note.

14. New Business

- none

15. Public Questions and Comments

Deidre Baine had a question about where to park for Broughton Hall or Council Chamber meetings as there are new "No Parking" signs.

Staff responded - instructed residents to park in "Event Parking" (along fence) if the spots in front of the Office are full.

16. Adjournment

Moved by: Councillor Cunliffe

Seconded by: Councillor Abbott

THAT the Regular Council Meeting of September 16, 2025, be adjourned.

The meeting concluded at 8:48 PM

CARRIED

Mayor

Corporate Officer

Date Adopted By Council:



MINUTES

SPECIAL MEETING OF COUNCIL

VILLAGE OF LIONS BAY

**September 18, 2025, 4:00 p.m.
Council Chambers, 400 Centre Road, Lions Bay
And Via Zoom Video Conference**

In Attendance: Mayor Ken Berry
Councillor Michael Broughton

Members Absent: Councillor Neville Abbott
Councillor Jaime Cunliffe
Councillor McLaughlin

Staff In Attendance: Chief Administrative Officer, Ross Blackwell
Deputy Corporate Officer, Kristal Kenna

1. Call to Order

Mayor Berry called the meeting to order at 4:00 PM

Roll Call was taken, Councillor Abbott and Cunliffe were absent and Councillor McLaughlin was absent with regrets.

No quorum.

Council waited 15 minutes, no quorum resulted.

The meeting adjourned at 4:15 PM.

2. Closure of Council Meeting

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

3. Reporting out from Closed portion of Meeting

4. Adoption of Agenda

That the Agenda of September 18, 2025, be adopted.

5. Public Participation

6. Delegations

7. Approval of Minutes of Prior Meetings

8. Business Arising from the Minutes

9. Unfinished Business

10. Reports

11. Resolutions

12. Bylaws

13. Correspondence

14. New Business

15. Public Questions and Comments

16. Adjournment

THAT the Special Council Meeting of September 18, 2025, be adjourned.

Mayor

Corporate Officer

Date Adopted by Council:



MINUTES

REGULAR MEETING OF COUNCIL

VILLAGE OF LIONS BAY

**October 7, 2025, 6:00 p.m.
Council Chambers, 400 Centre Road, Lions Bay
And Via Zoom Video Conference**

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

Staff In Attendance: Chief Administrative Officer, Ross Blackwell
Financial Officer, Joe Chirkoff
Karl Buhr, Director of Operations
Deputy Corporate Officer, Kristal Kenna

1. **Call to Order**

Mayor Berry called the meeting to order at 6:01 PM

2. **Closure of Council Meeting**

Moved by: Councillor Broughton
Seconded by: Councillor Abbott

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;

CARRIED

3. Reporting out from Closed portion of Meeting

There was nothing to report out.

4. Adoption of Agenda

The Open Session resumed at 7:01 PM

Moved by: Councillor Abbott

Seconded by: Councillor Cunliffe

That the Agenda of October 7, 2025, be adopted as amended.

CARRIED

Amendment:

Moved by: Councillor McLaughlin

Seconded by: Councillor Broughton

THAT Item No.10.1.2 *Building Bylaw* be heard as the first order of business followed by *Public Participation*.

Opposed (1): Councillor Abbott

CARRIED (4 to 1)

Amendment:

Moved by: Councillor Abbott

Seconded by: Councillor Broughton

THAT Item No.10.3.1 *Revisions to Village of Lions Bay Regional Context Statement* be moved to be heard with Item No. 9.7 *Regional Context Statement* as they are the same subject matter.

CARRIED

Amendment:

Moved by: Councillor McLaughlin

Seconded by: Councillor Cunliffe

THAT Item No. 9.9 *Beach Park Financials Report* be struck from the agenda.

CARRIED

Amendment:

Moved by: Councillor McLaughlin

Seconded by: Councillor Abbott

THAT Item No. 10.1.2 *Building Bylaw No. 649, 2025* be struck from the agenda.

Opposed (3): Mayor Berry, Councillor Broughton, and Councillor Cunliffe

DEFEATED (2 to 3)

Amendment:

Moved by: Councillor McLaughlin

Seconded by: Councillor Broughton

THAT Item No. 10.1.6 *Detailed Draft Budget* be struck from the agenda and discussed at the next Committee of the Whole Meeting.

CARRIED

Amendment:

Moved by: Councillor McLaughlin

Seconded by: Councillor Cunliffe

THAT Item No. 10.3.4 *Lions Bay Beach Park Revitalization Project Update* be struck from the agenda.

CARRIED

Amendment:

Moved by: Councillor McLaughlin

Seconded by: Councillor Abbott

THAT 10.3.5 *Battani Creek Debris Flow Update* be struck from the agenda.

Opposed (2): Mayor Berry, and Councillor Broughton

CARRIED (3 to 2)

Amendment:

Moved by: Councillor McLaughlin

Seconded by: Councillor Cunliffe

THAT Item 10.3.7 *Seniors Circle Program* be struck from the agenda.

Opposed (1): Councillor Broughton

CARRIED (3 to 1)

Amendment:

Moved by: Councillor McLaughlin

Seconded by: Councillor Broughton

THAT Item No. 10.3.8 *Staffing Update* be struck from the agenda.

CARRIED

Amendment:

Moved by: Councillor Broughton

Seconded by: Councillor Cunliffe

THAT On-Table Item *Erin Moore* be added under Item 10.3 *Mayor and Councillors* (10.3.4).

CARRIED

Amendment:

Moved by: Councillor Abbott

Seconded by: Councillor Cunliffe

THAT On-Table Item *UBCM Attendance* from Councillor Abbott be added under Item 10.3 *Mayor and Councillors* (10.3.5).

CARRIED

Amendment:

Moved by: Councillor Abbott

Seconded by: Councillor Broughton

THAT Item No. 10.1.9 *Magnesia Access Road* be moved to be heard after Item No. 9.2 *Action Items Log*.

CARRIED

5. Building Bylaw No. 649, 2025

Staff presented a report outlining the modernized Bylaw that is tailored to Lions Bay.

Mr. Hildebrand of Lidstone & Co. presented an overview of the new draft bylaw.

Highlights include language changes, liability, geotech requirements, scope of retaining walls and other technical details. The template used to write the bylaw was tailored to

the specifics of Lions Bay. The Bylaw reduces liability and limit obligations of the Municipality in respect of geotechnical matters.

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

Moved by: Councillor Broughton

Seconded by: Councillor Cunliffe

THAT Council grant First Reading and refer the Building Bylaw to the next Committee of the Whole for discussion.

CARRIED

6. Public Participation

Marcus Reuter spoke to the Regional Context Statement and the 2016 (presented on the agenda) versus the 2022 version and the Metro 2050 Regional Growth Strategy requirements.

John Phillips on behalf of Lions Bay Seniors Circle was pleased to see that volunteers are being recognized by Council as per agenda Item No. 11.1.4 *Volunteer Appreciation Luncheon*.

7. Delegations

- none

8. Approval of Minutes of Prior Meetings

- none

9. Tree Management Policy

The Tree Management Policy was adopted on September 2, 2025, and at the request of Council, the policy was brought back for further discussion.

Staff reiterated that the policy is a best practice tool and provides a system for policy defense for various realms of Municipal operations.

Questions arose about the requirement of some policies, while others prove to be redundant.

Regarding budgetary amounts for the policy, there is no set amount, as long as the budget is reasonable, relative to competing priorities. The Municipal Insurance Association of BC has instructed that Municipalities require policies. The Trees, Views and Landscapes Bylaw also needs updating. The policy is critical without having a limitless budget for the management of trees.

Council would like to see more discussion at a Committee of the Whole.

Moved by: Councillor Abbott
Seconded by: Councillor Cunliffe

THAT the Tree Management Policy be rescinded until the Tree Bylaw and Tree Management Policy are congruent.

Opposed (4): Mayor Berry, Councillor Broughton, Councillor Cunliffe, and Councillor McLaughlin

DEFEATED (1 to 4)

Amendment:

Moved by: Councillor Cunliffe
Seconded by: Councillor McLaughlin

THAT the Tree Management Policy along with the Tree Bylaw be workshopped at a future Committee of the Whole.

CARRIED

9.1 Recess

Council recessed for 5 minutes and resumed at 8:27 PM.

10. Magnesia Access Road

Staff are seeking Council's direction on using rip rap in the forest. The decision is time sensitive as runoff is needed to determine where water flows on the road.

Council expressed concern that the environmental impact of rip rap is greater than the cost of the alternate road improvements. Noted that the cost difference between road base versus rip rap is nominal.

Staff noted that Public Works trucks are being significantly damaged. Grading will be done this year and there will be a budget request for another \$48,000 for civil work next year (ditching servicing).

11. Business Arising from the Minutes

12. Unfinished Business

12.1 Action Items Log

No items were discussed.

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

Moved by: Councillor Broughton
Seconded by: Councillor Cunliffe

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

CARRIED

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

The use of the term Accessory Dwelling Unit encompasses the different types of residential units.

The Zoning Bylaw needs to be updated, however, the Short Term Rental Bylaw needs to be updated first as it is inherently problematic (deficiencies, inappropriately giving authority to the Chief Administrative Officer).

ACTION ITEM: Chief Administrative Officer to get back to Council on the use / provision for Cottages in the Village.

Moved by: Councillor Broughton
Seconded by: Councillor McLaughlin

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

CARRIED

12.4 Draft Subdivision Servicing Bylaw No. 651, 2025

Council requested that reports be updated prior to Public Hearing; Staff responded that reports are presented as-is due to time constraints, but may speak to requested changes during the meeting.

Moved by: Councillor Broughton
Seconded by: Councillor Cunliffe

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

CARRIED

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

Staff to confirm with waste-hauler if bear-cart pickup can be achieved. Staff recommended Second Reading and review all outstanding items and changes at a Committee of the Whole, then proceed with Third Reading.

Moved by: Councillor McLaughlin

Seconded by: Councillor Abbott

THAT Council grant Second Reading to *Garbage and Recycling Collection Bylaw No. 455, 2013, Amendment Bylaw No. 652, 2025*, and refer to a Committee of the Whole for further discussion.

CARRIED

Amendment:

Moved by: Councillor McLaughlin

Seconded by: Councillor Abbott

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

Opposed (5): Mayor Berry, Councillor Abbott, Councillor Broughton, Councillor Cunliffe, and Councillor McLaughlin

DEFEATED (0 to 5)

12.6 Revisions to Village of Lions Bay Regional Context Statement

Councillor Abbott discussed the obligations versus voluntary commitments of the Municipality in the context of Bill 44 (Small-scale, multi-unit housing).

12.6.1 Regional Context Statement

Staff have reworded the Regional Context Statement; there is no material change. Staff are open to further edits should more re-wording be required.

Corrections required as the most recent Regional Context Statement was not used (2015 vs. 2022).

Staff requested that any that any edits be sent to the Chief Administrative Officer and then a Public Hearing be scheduled.

Moved by: Councillor Broughton

Seconded by: Councillor Cunliffe

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

Opposed (1): Councillor Abbott

CARRIED (4 to 1)

12.7 Fees Bylaw No. 497, 2016, Amending Bylaw No. 647, 2025

Moved by: Councillor Broughton

Seconded by: Councillor McLaughlin

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

CARRIED

13. Reports

13.1 Staff

13.1.1 Bylaw Enforcement 2025 Peak Season Review, Bylaw -2025-007

Staff presented a report pertaining to peak season (summer) Bylaw complaints and enforcement. Bylaw metrics were compared to 2024. Notable changes in 2025 include moving to Pay-by-Phone service for parking management which was a positive for both users and the Municipality.

ACTION: Staff to follow up with Wiggans collection agency for metrics and if any comparison metrics are available from other communities.

13.1.2 2023 Municipal Annual Report

- received for information

13.1.3 Tree Application #134 - 340 Oceanview Road

Staff presented a tree cutting permit application.

A survey is required in this case because the applicant must determine that the tree in the application is on the property of 340 Oceanview Road. Once the survey confirms as such, the permit may be issued. In the event that the survey identifies that the tree is not on the applicant's property, they must resolve the request to cut with their neighbour.

Moved by: Councillor Broughton

Seconded by: Councillor Abbott

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.

CARRIED

13.1.4 Volunteer Appreciation Luncheon

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.

Amendment:

Moved by: Councillor Abbott

Seconded by: Councillor Broughton

THAT Councillor Cunliffe lead the planning of a volunteer appreciation event toward the end of the year; and that funding for the event be allocated from the Council Funded Events budget.

CARRIED

13.1.5 Approval of Financial Statements of 2024

Staff presented the 2024 Financial Statements for approval.

Council expressed concerns about spending and overruns. Would also like to stay cognizant of CUPE negotiations.

Moved by: Councillor Broughton
Seconded by: Mayor Berry

THAT Council approve the 2024 Financial Statements as presented.

CARRIED

13.1.6 Proposed Important Work of Council Calendar; Fall 2025

Staff circulated a fall calendar with the additional budgetary Committee of the Whole meetings for easy-reference, along with seeking consensus on meeting dates and times for the Strategic Planning Session and the CAO review.

Council discussed meeting dates and a number of date adjustments and agreed to the revised schedule.

13.2 Committees

13.2.1 Board of Variance Minutes from September 8, 2025

- received for information

13.3 Mayor and Councillors

13.3.1 Union of BC Municipalities Post-Conference Report by Councillor Abbott

- received for information

13.3.2 Union of BC Municipalities Conference Report by Councillor Broughton

- received for information

13.3.3 Erin Moore Playground Fundraiser

Councillor Broughton spoke to the historical decision to build the playground area in Erin Moore's name and that the Budget line-item reflect the fundraising in Erin's name.

- On-table item, received for information

13.3.4 UBCM attendance

Councillor Abbott expressed concerns about the last minute attendance at the conference by Councillor Broughton and the costs associated, along with not being apprised of meeting invites which had been sent to the Mayor.

The Mayor sent Councillor Broughton on his behalf (as his regular alternate).

Council agreed that in future, all members should be made aware of changes in event attendance.

ACTION: That staff email UBCM costs to Council.

13.3.5 Extend the Meeting Past 10:00 PM

Moved by: Councillor Abbott

Seconded by: Councillor McLaughlin

THAT the meeting be extended until 10:15 PM.

CARRIED

13.3.6 Truth and Reconciliation Event - Squamish, September 30, 2025

- received for information

13.4 Emergency

- none

14. Resolutions

- none

15. Bylaws

- none

16. Correspondence

Request that Mr.Banta's letter be considered with the next readings of the draft garbage bylaw amendments.

17. New Business

- none

18. Public Questions and Comments

Norm Barmiere - Regarding Metro Vancouver housing challenges. Mr Barmier sees value in the Official Community Plan amendments and supports adding Accessory Dwelling Units and suites as long as they fit within the limitations of the infrastructure and servicing of Lions Bay. Urge council to consider the amendments with an open ear.

19. Adjournment

Moved by: Councillor Abbott

Seconded by: Councillor Cunliffe

THAT the Council Meeting be adjourned.

The meeting concluded at 10:15 PM

CARRIED

Mayor

Corporate Officer

Date Adopted by Council:

DRAFT

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 and 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
357	October 7, 2025	Staff to clarify use and provisions for Cottages in the Village (in relation to Zoning Bylaw, STR's)	CAO	Ongoing
358	October 7, 2025	Staff to compile violations and collections statistics form Wiggans Collection Agency	Bylaw Enf. Officer	Complete
359	October 7, 2025	Staff to email Council with UBCM 2025 costs	FO	Complete

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,

A handwritten signature in black ink, appearing to be "R. Blackwell", with a horizontal line extending to the right.

Ross Blackwell,
Chief Administrative Officer

Attachments:

(1) Draft Subdivision Servicing Bylaw



Subdivision & Development Servicing Bylaw No. 651, 2025



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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	3 rd 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 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,
 - 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
 - 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

- 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.
- 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*.
- New Highways are to be constructed to the minimum standard in [Table 2.1.A](#). Values correspond to road cross-sections in the IDCM.
- 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 eligibility 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

7 day of October, 2025

Read a **SECOND TIME** this

7 day of October, 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:
- For amounts less than \$50,000, only a bank draft or certified cheque is permitted
 - For amounts greater than \$50,000, a bank draft, certified cheque, irrevocable letter of credit, or surety bond is permitted.
 - 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:
- payment of applicable fees under the Fees Bylaw, No. 497, 2016
 - design drawings in accordance with the technical submission requirements outlined Section 6.0, and
 - 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 complete application has been made,
 - 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
 - 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 written technical report to inform the Servicing Officer's determination of the Excess or Extended portion of the Works and Services,
 - the estimate of the cost for the Excess or Extended portion, prepared by the Developer's Engineer and verified by the Servicing Officer, and
 - 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 Certificate of Substantial Performance in the MMCD format, including, if applicable, a schedule of deficiencies with a deficiency cost estimate,
 - Letters of Assurance, in the Village's standard form, duly executed for the assurance of coordination, construction field reviews, and compliance:
 - Schedule C-A – Assurance of Coordination of Professional Field Review
 - Schedule C-B – Assurance of Professional Field Review and Compliance
 - 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 statutory declaration that all accounts which have been incurred in performance of the Works and Services have been paid in full,
 - 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,
 - 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
 - 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 Certificate of Total Performance in the MMCD format;
 - updated record drawings, supporting documents and data, field reviews, and testing records if Works and Services were modified during the Maintenance Period; and
 - 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 appurtenances, 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 than 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:

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

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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

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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

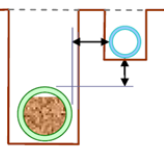
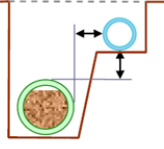
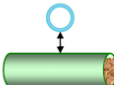
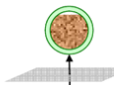
Configuration		Horizontal separation	Vertical separation	Scenario for Table 16-5	Lower risk Higher risk
Separate trenches (separately dug trenches in undisturbed soil with granular bedding around pipes)		> 3 m	> 450 mm	None, unless site-specific risks present (e.g. high water table)	
		> 3 m	< 450 mm 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	

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:

- interference with service connections,
- stability of the benched portion of the trench, and
- 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:

- 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%.

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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)

<i>Building Type or Zone Category</i>	<i>Minimum AFF</i>	<i>Minimum Duration</i>
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 be 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 watermain 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 watermain 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

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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

<i>Land Use</i>	<i>Units per Ha</i>	<i>Ppl per Unit</i>
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

$Q_{\&l}$ 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/wetted 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 $\frac{2}{3}$ (0.67) for pipes 250 mm diameter and less, and d/D of $\frac{3}{4}$ (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:

- Gravity Sewer Mains: minimum 0.60 m/s at PDWF,
- 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:

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

3.13 Depth

Sanitary sewers must be installed at:

- a sufficient cover so as to prevent damage from surface loading,
- a minimum cover of 1.2 m to prevent freezing (measured from surface to top-of-pipe),
- a sufficient depth to permit gravity service connections to basements,
- a sufficient depth to permit future extension of the main to service upstream tributary lands,
- 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
- 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:

- Every change of pipe size or grade;
- Every change in direction, except for curved sewers in accordance with [Section 3.12](#);
- 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 $\frac{3}{4}$ ($d/D = 0.75$) 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/m³ (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 expandable 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

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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 statutes 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) $\times$ 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 gravelly 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:

- 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%)

- 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

- 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, hydraulically 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 m³
 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/wetted 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 $\frac{3}{4}$ (0.67) for pipes 250 mm diameter and less, and d/D of $\frac{3}{4}$ (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 armoured.

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/s²), 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 for 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

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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 Speed¹	Asphalt Width	Banding Curb²	Shoulder Width³	Sidewalk⁴
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		
		<i>Min</i>	<i>Desired Max</i>	<i>Max</i>	Crest	Sag	
						Illuminated	
						<i>No</i>	<i>Yes</i>
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:

- The desired maximum cannot be obtained due to topographical constraints over short distances, or
- 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 Cut¹
Lane to Lane	5 m × 5 m
Residential Lane with all other roads	N/A
All other intersections	3 m × 3 m

¹Intersections 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 $1.45 \times$ 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 ($\geq$ 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 where 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 be 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 MMCD 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

VILLAGE OF LIONS BAY

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

Owner

(Name)

(Contact Name)

(Firm Name)

(Company Name)

(Address)

(Address)

(Address)

(Address)

(Phone Number)

(Phone Number)

(Email Address)

(Email Address)

(Date)

(Professional's Seal and Signature)
(Permit to Practice)

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.)

(Date)

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)

VILLAGE OF LION BAY

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)

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.

VILLAGE OF LIONS BAY

SCHEDULE C-B

Forming Part of the Application & Submissions Standards Policy
For Subdivision & Development Servicing Bylaw No. 651, 2025

CONFIRMATION OF PROFESSIONAL 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: 2025-10-16 **FILE:** PW-2025-010
TO: Ross Blackwell, Chief Administrative Officer
FROM: Karl Buhr, Director of Operations
RE: **BRIDGE JOINT EXPOSURE AND REMEDIATION**

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

BACKGROUND:

Lions Bay manages (but does not necessarily own) eight road bridges: Crosscreek and Lions Bay Ave. over Harvey, and Bayview Pl., a Bayview Rd. driveway, Bayview Rd., Upper and Lower Islevue, and a Lions Bay Ave driveway, all over Alberta. The Islevue Pl. bridge over Harvey is MOTT's. Concerns arose in several bridge inspections in the past ten years that the road side of the joint between the road and the deck had in all cases settled, leaving the deck edge to be impacted and damaged by vehicle wheels and snowplow blades. Several of the reports recommended that the deck ends needed to be exposed to check for resulting rebar corrosion.

DISCUSSION:

A \$300,000 capital budget was proposed for the 2023 budget for a full bridge deck joints program. The 2024 budget approved \$180,000 as supplemental opex for three priority bridges, B04 (Crosscreek on Harvey), B05 (Bayview on Alberta) and B07 (Bayview Pl. on Alberta). BA Blacktop was contracted on Nov. 18, 2024 at \$95,400 to perform the work, commencing on March 18, 2025 after the weather was warm enough to lay asphalt, and took a week. The typical process was:

- Decks were sounded by hammer tapping to detect underlying defects, and such areas, as well as 250 mm back from deck edges, were saw cut and chipped out to sound concrete, with 30 mm clearance around exposed rebar. Concrete defects were typically 30 to 50 mm deep. **Rebar was found to be in excellent condition, with no evidence of pitting or rusting, and adequate solid concrete cover:**



B04 (Crosscreek) is a box girder design, and no deck rebar was exposed as far back as we went.

- Chipped out patches were cleaned with compressed air and vacuum, concrete forming was installed where needed, bonding agent was applied, and the cavity was poured with coarse traffic patch grout. Lacking rebar, the B04's cavities were reinforced with duplex nail dowels and 10M rebar before pouring new grout.
- Asphalt road approaches were milled to a depth of about 75 mm, cleaned, tacked with asphaltic emulsion and repaved. Water puddling in all joints has been eliminated except at the SW side of the Crosscreek bridge (see further discussion below).
- The contractor provided detailed reporting and photos for the record; a typical report is attached.

COMMUNITY

One Bayview Pl. resident objected that they hadn't been told about the work other than the notice provided in the VU for three weeks prior, by street signage and by hand-delivered notices on Bayview Pl. (with its bridge being a single lane, residents needed to move vehicles to the open side before work started), but in general little public inconvenience or reaction resulted.

REMAINING

The municipality will use part of the available budget to remediate puddling on the SW corner of the Crosscreek bridge as follows. Following a detailed elevation survey, the southern approach will be milled and profiled to accommodate placing an asphalt thickness over the

concrete bridge deck, with the added benefit of reducing the pedestrian hazard of the high curb. A qualified engineer must approve weights and methodology.

The Bayview driveway bridge over Alberta was fully rebuilt in 2023. The Upper and Lower Islevue and Lions Bay Ave.'s Harvey and Alberta bridges remain to be inspected but based on the clean bill of health for the rebar in two of the three completed bridges, are now less imperative. Their inspection and repair has been deferred to Spring 2026.

OPTIONS:

For information.

FINANCIAL CONSIDERATIONS:

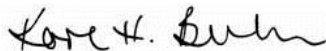
None

LEGAL CONSIDERATIONS:

None

Respectfully submitted,

Report Approved By,

A handwritten signature in black ink, appearing to read "Karl Buhr".

Karl Buhr
Director of Operations
Chief Administrative Officer

A handwritten signature in black ink, appearing to read "Ross Blackwell".

Ross Blackwell, CAO



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

STATEMENT OF FINANCIAL INFORMATION - SOFI

For the Fiscal Year Ended December 31, 2024

Pursuant to the *Financial Information Act*:

- 1) i) Schedule of Guarantee and Indemnity Agreements
ii) Schedule of Remuneration
iii) Statement of Severance Agreements
iii) Schedule of Amounts Paid to Suppliers for Goods or Services
iv) Statement of Financial information Approval
- 2) Management Report
- 3) 2024 Audited Financial Statements



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS FOR THE FISCAL YEAR ENDED DECEMBER 31, 2024 PURSUANT TO THE FINANCIAL INFORMATION ACT

SECTION 5

This organization has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

Information on all Contingent Liabilities and Commitments for this organization are included in Notes 7 and 8 to the Financial Statements.

Joseph Chirkoff
Financial Officer
Date: October 21, 2025

Ken Berry
Mayor, on behalf of Council
Date: October 21, 2025

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

FINANCIAL INFORMATION ACT REPORT
Year Ended December 31, 2024

SCHEDULE OF REMUNERATION
SECTION 6

<i>Name</i>	<i>Position</i>	<i>Remuneration*</i>	<i>Expenses**</i>
MAYOR & COUNCIL:			
Neville Abbott	Councillor	9,129	1,020
Jaime Cunliffe	Councillor	9,129	2,224
Michael Broughton	Councillor	9,129	1,707
Marcus Reuter	Councillor	9,129	0
Ken Berry	Mayor	18,140	1,540
Total Council		\$54,658	6,491
STAFF:			
Employees in excess of \$75,000:			
Garth Begley	Public Works Foreman	147,716	179
Karen Jeffery	Municipal Accountant	114,300	800
Ross Blackwell	Chief Administrative Officer	148,077	4,444
Kristal Kenna	Municipal Coordinator	88,042	0
Karl Buhr	Director of Operations	135,128	0
Gary Stamper	Public Works Technician 2	86,338	1,437
Joseph Chirkoff	Chief Financial Officer	134,000	7,200
Alberto Urrutia	Public Works Treatment Plant Operator 1	149,688	179
Aidan Young	Public Works Foreman	194,086	1,895
		1,197,375	16,134
Add amounts paid to Employees < \$75,000:		480,357	0
Total Staff		1,677,732	16,134
TOTAL COUNCIL AND STAFF		\$1,732,390	\$22,624

RECONCILIATION OF AMOUNTS PAID:

ADD: Benefits & Remittances paid by employer (non taxable)	271,866
Difference in Cash/ Accrual	25,759
Total	\$2,030,015

Total per Schedule 1 of the Financial Statements **\$2,030,015**

* Remuneration includes taxable benefits and vacation payouts.

** Expenses include travel expenses, memberships, tuition, relocation, vehicle leases, extraordinary hiring expenses, registration fees and similar amounts paid directly to an employee, or to a third party on behalf of the employee, and which has not been included in 'remuneration'.

Joseph Chirkoff
Financial Officer

Ken Berry
Mayor



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

SCHEDULE OF SEVERANCE AGREEMENTS FOR THE FISCAL YEAR ENDED DECEMBER 31, 2024 PURSUANT TO THE FINANCIAL INFORMATION ACT

SECTION 6 (7)

There were no severance agreements under which payment commenced between the Municipality of the Village of Lions Bay and its non-unionized employees during the fiscal year 2024.

Prepared under the Financial Information Regulation, Schedule 1, subsection 6(7).

Joseph Chirkoff
Financial Officer
Date: October 21, 2025

Ken Berry
Mayor, on behalf of Council
Date: October 21, 2025

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

FINANCIAL INFORMATION ACT REPORT
Year Ended December 31, 2024

SCHEDULE OF AMOUNTS PAID TO SUPPLIERS FOR GOODS AND SERVICES
SECTION 7

<i>Supplier Accounts</i>	<i>Amounts Paid in 2024</i>
School Tax***	1,165,149.11
GE Koba Enterprises Inc. (construction)	689,548.41
Revenue Canada (payroll remittances)	481,032.26
South Coast BC Transportation Authority***	380,294.44
Metro Vancouver Regional District***	274,720.12
Londinium Constructions Group (construction)	227,408.56
Carollo Engineers Canada Ltd. (construction)	205,374.39
Waste Control Services Inc.	201,861.96
Municipal Pension Plan	185,378.56
Municipal Insurance Association	164,739.25
Lidstone & Company (legal)	95,594.15
BDO Canada LLP	83,739.38
Scotiabank VISA Business Card	71,152.90
Sea to Sky Network Solutions (IT services)	69,170.42
Ramtech Environmental Products (intakes)	67,217.54
Forestwalk Holdings Inc.	66,835.99
E-COMM (radio equipment leases)	64,138.29
JTE Consulting Ltd. (project management)	56,964.15
WASP Manufacturing Ltd. (fire equipment)	55,741.37
Municipal Finance Authority	49,244.44
1325941 BC Ltd (David Electrical) (construction)	45,802.12
BC Assessment Authority***	43,864.77
Pacific Blue Cross	42,480.33
BC Hydro	42,479.84
Solution Painting & Decorating	41,065.50
Workers Compensation Board	33,266.68
Telus Communications Fully Managed (IT services)	30,285.49
AMAIIS Technologies Inc.	29,761.76
Supersave Fuels	29,516.80
Balanced Advisors Ltd. (construction)	29,085.00
Associated Fire Safety Equipment	27,980.94
BA Blacktop	27,718.36
Total for Suppliers Paid > \$ 25,000	5,078,613.28
Other Supplier Payments	1,201,292.99
All Payments	6,279,906.27

*** Other Taxing Authority Payments

The Village prepares the Schedule of Suppliers of Goods and Services based on actual disbursements through the accounts payable system which is on a cash basis. The audited Financial Statements figure is based on an accrual basis, therefore, this figure will be significantly different. There are also a number of payments included in the Supplier report that are not considered operating expenses in the audited Financial Statements such as capital expenditures, payments made to other authorities for tax requisitions, refunds, and payroll related expenses.

Ken Berry
Mayor



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

**STATEMENT OF FINANCIAL INFORMATION APPROVAL
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2024
PURSUANT TO THE FINANCIAL INFORMATION ACT**

SECTION 9 (2)

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

Joseph Chirkoff
Financial Officer
Date: October 21, 2025

Ken Berry
Mayor, on behalf of Council
Date: October 21, 2025



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

MANAGEMENT REPORT FOR THE FISCAL YEAR ENDED DECEMBER 31, 2024 PURSUANT TO THE FINANCIAL INFORMATION ACT SECTION 9

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with generally accepted accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Council is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through the external auditors. The external auditors have met with Council.

The Mayor and Council are responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through the Finance and Audit Standing Committee. The Committee meets periodically throughout the year as required.

The external auditors, *MNP LLP*, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Council and meet with them on an annual basis.

On behalf of the Village of Lions Bay,

Joseph Chirkoff
Financial Officer
October 21, 2025



COUNCILLOR INFORMATION REPORT

DATE: 2025-10-16

FILE: Council-2025-017

FROM: Councillor Broughton

RE: **Howe Sound Community Forum October 3rd, 2025**

Click or tap here to enter text.

Mayor Ken Berry and Councillor Michael Broughton represent Council on the Lions Bay Community Forum. Mayor Berry was committed to a Metro meeting October 3rd so was not able to attend. Fortunately Councillor Abbott, who had attended the previous meeting as well, was able to attend at the new Recreation Centre/Municipal Hall on Bowen Island. 48 people attending in total including representatives from the entire Howe Sound region as well as numerous interest groups who love and support Howe Sound. West Vancouver to Whistler as well as the Sunshine Coast, our MP and our MLA were all in attendance.

Thank you Councillor Abbott for sharing the initiatives Lions Bay has taken with GHG reduction.

The Forum was again ably chaired by Lions Bay's Ruth Simons. I will share her notes later in this report.

Some key 'take aways' for me: 1. The recreation centre is open after school each day for students to come and do homework or meet together supervised by staff. The theatre is beautiful and a great focus for the community, the Centre has several multipurpose meeting rooms and areas to assist the community in coming together in many forms. 2. Islands Trust Chair Laura Patrick presented on the updating of the Islands Trust Policy Statement, now about 30 years old, and quoted me from our earlier conversation "things must change to stay the same". By this I mean, Lions Bay must evolve to retain the wonderful community support and sense of community that brought us here and keeps us here. Retaining 'Heaven on Earth' takes work, vision and dedication. Many communities in Howe Sound are reviewing and enhancing their Official Community Plans, our task now and in the near future will be to continue a discussion of maintaining Lions Bay as the magical place it is.



October 2025 Forum Review

OCT 9

*On a mild and bright October 3rd, 2025, elected officials, staff and observers from across the region enjoyed the short ferry crossing to Snug Cove to gather at the new Community Centre on Bowen Island for the Howe Sound Community Forum. [In all, 48 people](#) attended the event hosted by the Bowen Island Municipality. It was unfortunate that several unexpected and conflicting circumstances made it challenging for more to attend. This included members of the Skwxwú7mesh Úxwumixw who were honouring **Találsamkin-t Siyám Chief Bill Williams**, who passed away on September 28th. [Please see tributes from the Howe Sound Community Forum members to Chief Bill Williams](#), a signatory to the first Principles for Cooperation at the formation of the Howe Sound Community Forum in 2002.*

Volunteer drivers met the ferry and water taxi passengers, taking them to the new Community Centre, which is also the new home of the Bowen Municipal Hall. Mayor Andrew Leonard welcomed everyone to Nexwlélexwm / Bowen Island and provided an overview of the current news related to governing the island municipality. The Community Centre cost \$18.7 million to construct and provides the community with a long-awaited state-of-the-art theatre—where the Forum took place. Bowen Island local turned filmmaker [Bob Turner's film Howe Sound Ballet](#) was enjoyed on the big screen to start us off. Bowen Island Municipality is currently working on an update to its Official Community Plan (OCP), modernizing the format through the lens of the UN Sustainable Development Goals.

Island Trust Chair Laura Patrick travelled from Vancouver Island to give an overview of the Islands Trust Policy Statement process, [Islands 2050](#). The Islands Preserve and Protect mandate is in the interest of all British Columbians, and has not been updated since the 1990s. Everyone is encouraged to read the statement and share their thoughts.

Representatives from the municipalities of Whistler, Squamish, West Vancouver, Gibsons, Bowen Island, and Lions Bay, plus the regional areas of the Sunshine Coast Regional District, Squamish Lillooet Regional District, and the Gambier Island Local Trust Area, gave updates on actions and issues in their communities. Many are working on updating their Official Community Plans. The Skwxwú7mesh Úxwumixw has just concluded its elections, and 16 council members will be sworn in. The Forum looks forward to welcoming new council members at future gatherings.

The Snug, a local cafe in Snug Cove, catered the lunch. Despite many elected officials having seen each other at the UBCM conference the previous week, and it being a hectic time for them, there was no shortage of stimulating and valued dialogue; the Forum always provides an informal opportunity to connect.

After lunch, MLA for West Vancouver/Sea-to-Sky Jeremy Valeriote and MP Patrick Weiler shared news and updates. After community updates, including the Ocean Watch Action Committee report, the group moved into self-organized discussion groups. Some discussed upcoming changes to the Glass Sponge Reef/Rockfish Conservation areas in Howe Sound, and some brought forward questions to Skwxwú7mesh Úxwumixw staff member about the Land Use agreement, while others took time for continued networking opportunities.

The forum ended in time for the 3:15 pm return ferry to Horseshoe Bay.

COUNCILLOR REPORT

DATE: 2025-10-16

FILE: Council-2025-018

FROM: Councillor Broughton

RE: Ongoing removal of time sensitive agenda items

Click or tap here to enter text.

REQUEST FOR COMMITMENT:

That all Council desist from removing duly requested items for discussion, information, questions, resolutions or review from Council Open and Closed agendas.

SUBJECT:

Removal of Agenda items by Councillors McLaughlin, Abbott and Cunliffe.

Matters of timely importance to the community have been repeatedly removed from the agenda since July 2, 2025.

These include:

1. Interim Plan and Budget for Emergency Planning and Fire Chief Positions
2. Beach Park Revitalization information and updates
3. Battani Creek Debris Flow information and updates
4. Aid agreements with North Vancouver to assist in Battani Creek and other community safety issues
5. Bylaw Enforcement
6. Appreciation of Community Events
7. Vancouver Coastal Health Water Quality Notices, Lions Bay Beach.
8. Policy on the use of Village facilities
9. Request for review of items removed from previous agendas

Items of material interest to the Village have been removed from discussion at the Council table. These items include Emergency Management and Safety, Health, transparency of information to the Village, and other serious concerns.

The Beach Park Revitalization and the Battani Creek Debris Flow are front of mind to Village residents and deserve a brief update at every Council meeting. Public health, safety and support for all emergency programs requires Council's attention at all times.

Citing of a busy agenda is not responsible to Village needs, particularly when other items are added. Arbitrary removal of agenda items without debate blocks transparent discussion.

Correspondence Listing		
<i>General Correspondence:</i>		
Date Rec'd	FROM	TOPIC
25-10-03	MP Patrick Weiler	Multiculturalism and Anti-Racism Program
<i>Resident Correspondence:</i>		
Date Rec'd	FROM	TOPIC
25-10-15	Anthony Greville	Infrastructure Levy
25-10-16	Lions Bay Bird Friendly	Tree Management



Patrick Weiler

Member of Parliament
West Vancouver-Sunshine Coast-Sea to Sky Country

October 3, 2025

Dear Friends and Neighbours:

I am pleased to share that the Government of Canada has launched a new call for proposals under the Multiculturalism and Anti-Racism Program (MARP) to support projects taking place from 2026-27 to 2028-29 as part of Canada's Action Plan on Combatting Hate. Applications are open until **October 22, 2025**.

The *Anti-Hate Call* funds initiatives to address and prevent hate in Canada. Through this program, organizations can receive funding for initiatives that prevent and address hate by fostering inclusion, resilience, and unity through community-led, intersectional projects that will contribute to reducing social isolation and fragmentation, and reinforce collective identity, building a more inclusive, socially cohesive and united Canada.

As your Member of Parliament, I would be happy to provide a letter of support for your organization's application. To help us prepare, I kindly ask that you provide my office with a description of your proposed project and allow **three to five business days** for us to finalize the letter.

For more details about eligibility and the application process, please visit the Government of Canada's website: [Multiculturalism and Anti-Racism Program \(Anti-Hate Call\)](#).

Thank you for the important work you do to make our communities safer and more welcoming for everyone. I encourage you to consider applying, and I look forward to supporting the valuable initiatives that will come forward.

Sincerely,

Patrick Weiler, MP
West Vancouver-Sunshine Coast-Sea to Sky Country

Constituency Ottawa

6367 Bruce Street West Vancouver British Columbia, V7W 2G5 Tel: 604-913-2660 Fax: 604-913-2664 Email : Patrick.Weiler@parl.gc.ca	Suite 635, 180 Wellington St. Wellington Building, Ottawa Ontario, K1P 5B9 Tel: 613-947-4617 Fax: 613-947-4620 Email : Patrick.Weiler@parl.gc.ca
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Anthony S. Greville,
38 Year Member of the Lions Bay Community.

15 October, 2025.

Members of Council,

Special Council Meeting – 16 October, 2025 - Infrastructure Funding for 2026 and beyond.

Dear Sirs and Madam,

This past weekend, on Thanksgiving Monday, there was a fire in Lions Bay that was successfully contained. The fire occurred at 03:00 am in the morning on a long weekend in October, when there was some water in the Creeks. Had this fire had occurred at 3:00 pm on the long weekend in August when there would be no water running in the Creeks - we would be having a very different discussion today!

This incident only serves to illustrate the absolute need to maintain our infrastructure services in top condition, to ensure they are ready to serve the needs of the community. Eliminating maintenance services, reducing replacement of older pieces of infrastructure as they age out of their service life, or not keeping up with new, and expected technologies, is not only shortsighted (pay me now or pay me more later, but you are going to have to pay me) but it is also a dereliction of duty and can put the community at risk.

Endorsing such a reduction in infrastructure spending simply to enhance one's own chances of electoral success, in other words, putting personal gain before the needs of the community you are supposed to be serving is unconscionable, and should be called out at every opportunity.

While I did not attend the Council of the Whole Meeting of Thursday 09 October, I have reviewed the proceeding via the video recording. I was more than a little surprised to hear a proposal to reduce the focus on vital infrastructure presented as two separate action items had been put forward. The first was a proposal to “take a pause” on collecting the Infrastructure Levy, and the second is to lower spending on infrastructure projects. If I am understanding the proposals correctly - and to be honest with you all, I hope I am not - this sounds to me like a reduction in infrastructure spending, and a significant reduction in infrastructure management and replacement awareness as a priority.

If I have this right - then I believe you are making a terrible mistake, and a very short-sighted decision - all in the name of garnering a few extra votes come the 2026 election. Terrible.

Simply on a pure monetary basis, eliminating the Infrastructure Levy will almost certainly eliminate Lions Bay from gaining any higher level grant funding opportunities that are linked to infrastructure improvements. All grant applications have an evaluation weighting system; often as high as 20% of the total score is associated with the community being able to maintain the infrastructure improvements once they are in place. Higher level governments will pay for a project once, but not twice; they expect the community to maintain an increased budget to look after the new or improved infrastructure once they have been commissioned. We can easily put a quick “tick” beside that box and reference the 10% Infrastructure Levy. Done and dusted. If

the Village were to discontinue the Infrastructure Levy, well, we automatically lose a 20% advantage on all grant applications, and since all are heavily oversubscribed, that will be the end for any Lions Bay application. A very short-sighted proposal, and one that has to be immediately dismissed as “silly thinking out loud”!

On a different level, all 5 Council members have been present for just about every I.C. meeting over the past year, and fully understand the issues at hand. The Mayor, and 3 Councilors, are permanent members of the I.C., while the fourth Council member has attended most meetings as an observer. Rejecting infrastructure spending is not an issue you can say you were uninformed about, and is an issue you all recognize needs attention. While the I.C. does not make resolutions or take votes, we do make consensus recommendations to Council, and on many issues, there is no dissent - the needs are clear and obvious to all.

I fully recognize that “at the end of the day” Council’s core function is to allocate resources as they see best - that is why you are elected. The proposal to “pause” the Infrastructure Levy does not fit - the levy is an accumulation of resources, and not an allocation of resources. Such a proposal simply has to be political in nature as it is not grounded in “good science”.

For almost two decades, between 1995 and 2015, Lions Bay, and unfortunately most other communities in the Western World, underfunded infrastructure. In an effort to keep taxes low, spending was reduced to balance the budget, and the infrastructure in Lions Bay slowly deteriorated as it aged. Far too many projects were either reduced in scope or else not funded at all. An understandable philosophy, but one that has consequences at a later date. Again, Lions Bay was far from the only community to take this stance.

The folly of this governing choice came to a head for Lions Bay in April 2016, when an independently commissioned Infrastructure Mater Plan determined the Village had accumulated a “to do list” that represented approximately \$30 million in spending. The Village had not spent what was needed to be spent for almost 2 decades, and the chickens were coming home to roost. The fourth paragraph of the Executive Summary was written as;
Based on the estimated services lives of different asset types, **the Village should be spending approximately \$988,000 per year**, on average, on the renewal of its existing infrastructure. If the Village plans to make significant changes to its system (e.g. add filtration to its water treatment plants or expand its sanitary servicing area) then the annual infrastructure renewal costs would increase accordingly.

Note, this is in 2016 dollars. An Infrastructure Levy was introduced a couple of years later, which annually raised a little over \$100,000 at the time. More recently, the levy has raised closer to \$200,000 in annual revenue. Clearly, the Infrastructure Levy income is nowhere near the dollar amount required to cover the costs associated with good infrastructure management, but at least it was, and is, an encouraging start. Momentum has undoubtedly been gained in recent years in terms of infrastructure maintenance and renewal - it cannot be lost again.

I have copies of at least three Asset Management Funding Plans, as prepared by third party consultants. The 2020 plan suggested an annual investment of \$792,507 was required just to maintain our infrastructure, and by **2022 the annual spending level required simply to maintain infrastructure integrity had increased to \$1,804,688.**

I must make it clear, this spending is not spending on public works operations (i.e. the costs associated with delivering water to the community) but in asset management and replacement in water, wastewater, roads and bridges, drainage, buildings, equipment and general categories.

As you are all well aware from the Infrastructure Committee meetings (and from publicly available documents - a link to the IMP is on the front page of the Village web site for instance) there is a significant Infrastructure Deficit in Lions Bay (and in most other communities) and the introduction of the Infrastructure Levy, while not perfect, has allowed the Village to make some headway. The condition of the infrastructure in Lions Bay has improved over the past 8 or 9 years. There has been a positive focus on infrastructure and it is delivering improved services and reliability to the Village.

Just consider this past summer – high air temperatures plus a significant drought, and yet the water conservation board stayed at Level 1 throughout. This does not happen by accident, but because of investments in leakage detection and repair, in securing increased water supply (ASAP) and awareness campaigns. Yes, monies have been spent, but spending money when appropriate has led to improved service levels and less money spent on emergency situations.

The Village cannot let this improvement in infrastructure quality, service delivery and public awareness, disappear because there is an election next year!

I agree, everyone complains about increased taxes, we all do, and we all would like to see a reduction in taxes. But I ask you; has there been a general outcry against the Infrastructure Levy? How many Villagers are complaining because the water supply is now on a much stronger footing than it was 5 or 10 years ago? How many residents are upset because the Village spent money to examine and determine the structural integrity of the connecting bridges? Sure, every politician wants to be seen to be lowering taxes, but eliminating the Infrastructure Levy and reducing spending on infrastructure projects simply to curry favour with the electorate is the wrong way to lower spending. We cannot return to the dark ages of the late 1990's / early 2000's and let our Village begin to crumble again.

I understand there is likely to be a change in public works leadership at the staff level in 2026, and I also appreciate that with CUBB 3 and the water metering projects, there is plenty of work to be done between now and April 2027. However, the Village has to plan beyond these two projects, and there has to be a sustained and continued programme of infrastructure improvements once the new DOO has “bedded in” and the above mentioned projects are completed.

The Infrastructure Levy “account” needs to have the funds available to assist in ensuring that more than a few off the multiple “vital needs” projects can proceed. People who assist in such planning need to know there is the political will to pursue these important projects, and that appropriate levels of funding will be allocated.

Council has to send the right message to staff, volunteers, and the residents in general. Eliminating the Infrastructure Levy and reducing the focus in infrastructure management and replacement sends the wrong message.

Over the past 10 years or so, we have made solid strides in ensuring the long term sustainability of the Village; it may not be perfect, and as you all know, there is a significant amount of work that needs to be done that far exceeds our financial capability. However, intentionally lessening the resources available, and reducing the volume of approved and funded work is not the best option going forward.

Please put the long term health of the Village above short term personal electoral gains.

Please reject any overtures to take an Infrastructure Levy pause, and please continue with the emphasis on asset management and replacement that has served the Village well over the past 10 years.

Thank you for your attention.

Anthony S. Greville
38 Year Resident of Lions Bay.

From: [Lions Bay Bird Friendly](#)
To: [Ken Berry](#); [Jaime Cunliffe](#); [Neville Abbott](#); [Ron McLaughlin](#); [Michael Broughton](#)
Cc: [Agenda](#)
Subject: Tree Management
Date: October 16, 2025 11:58:49 AM

You don't often get email from lionsbaybirdfriendly@gmail.com. [Learn why this is important](#)

Hello Council,

The moratorium on tree work during the nesting season is a cornerstone of the municipality's Bird Friendly City commitments and is easily accommodated at no cost to the Village.

However, there appears to be a narrative that Bird Friendly is all about trees solely as they relate to bird nesting. This is not accurate. One of three pillars of the program includes climate resilience, Nature-based Solutions and Natural Asset Management.

It should be a source of pride for Council that Lions Bay scores "High" in this category thanks to the Village's long tradition of stewardship and measures put in place over decades thanks to former Councils and resident volunteers. But in the face of climate change, there is more to do.

Trees are an important component of healthy ecosystems, wildlife habitat and livable communities, but they also provide essential and often irreplaceable services to municipalities as described in the [Metro Vancouver Tree Regulations Toolkit](#), created in 2020 and updated in 2024. It says: "Trees provide Metro Vancouver communities with shade and cooling, intercept stormwater, store carbon, create habitat, and make our cities beautiful. Healthy forests in both urban and natural areas are an essential component of regional livability and resilience to climate change".

Very importantly for Lions Bay, trees also play a critical role in stabilizing and retaining slopes. The Battani Creek landslide is a tragic reminder of the results of uninformed deforestation.

For all the above reasons, trees are a vital component of Climate Resilience and Adaptation plans and, once removed, take decades to replace. For this reason, Natural Assets, including trees, have a monetary value which some municipalities, including [West Vancouver](#), now reflect in their financial reports.

Although Lions Bay relies heavily on its natural assets there are currently no plans/strategies in place to inventory and manage them. In the absence of qualified staff to perform this function, opportunities are being sought to find expert resources and funding to assist with these tasks. Similarly, the Village has no staff resource qualified to judge whether a tree is hazardous and which trees we can afford to lose.

Before allowing the random falling of large numbers of trees, the responsible approach would be to put the necessary management strategies in place. I have heard mention of inventorying municipal trees which would be an excellent start and should be aligned with LBCAC initiatives. Collaboration would make for better planning and avoid duplication of effort.

The main concern with tree work now underway is how decisions are made and by whom regarding "dangerous" trees. The very trees that should be preserved to sequester carbon and afforded additional protection under the bylaw are being taken down at an alarming rate and great expense to taxpayers. Shade trees at the beach are apparently next, contrary to the tree consultant's report.

As a final point, I believe members of Council have acknowledged that the policy contradicts the bylaw in several instances and therefore cannot stand. In the interim, it would seem the responsible decision would be to put the ongoing tree work on hold unless a consultant determines specific trees are in fact hazardous as defined in the bylaw, which prevails.

Sincerely,

Penny

Founder/Team Lead



Bird Friendly Lions Bay

Lions Bay was the first small municipality to earn Nature Canada's Bird Friendly City certification in 2022.

WEB: www.lionsbaybirdfriendly.ca

FACEBOOK: [lionsbaybirdfriendly](https://www.facebook.com/lionsbaybirdfriendly)

