



AGENDA

Regular Meeting of Council

Tuesday, November 4, 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=87235891877>
To join via phone, dial 778-907-2071 | Meeting ID: 278 014 5720

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

Pages

1. Call to Order

2. Closure of Council Meeting

Proposed topics for discussion in the absence of the public:

1. Personnel

2. Legal

Recommendation:

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

(c) labour relations or other employee relations;

(g) litigation or potential litigation affecting the municipality;

3. Reporting out from Closed portion of Meeting

4. Adoption of Agenda

Recommendation:

That the Agenda of November 4, 2025, be adopted as presented.

5. Public Participation

6. Delegations

- None

7. Approval of Minutes of Prior Meetings

7.1 Special Meeting of Council- October 17, 2025

5

Recommendation:

THAT the Special Meeting of Council Minutes of October 17, 2025, be approved.

7.2 Regular Meeting of Council - October 21, 2025

8

Recommendation:

THAT the Regular Meeting of Council Minutes of October 21, 2025, be approved.

8.	Business Arising from the Minutes	
9.	Unfinished Business	
9.1	Action Items Log	15
	A list of ongoing action items.	
	<i>- For information</i>	
10.	Reports	
10.1	Staff	
10.1.1	2025 Audit Service Plan	16
	The Audit Service Plan for 2025, introduced by Financial Officer Joe Chirkoff.	
	<i>- For information</i>	
10.1.2	Christmas Holiday Closure Schedule	32
	Proposed holiday closure schedule for the Municipal Office, presented by Chief Administrative Officer Ross Blackwell.	
	<i>- For decision</i>	
	Recommendation:	
	THAT Council endorse the 2025 Municipal Office Christmas Closure for December 22–24, 2025; December 29–31, 2025; and January 2, 2026, with the office resuming regular operations on Monday, January 5, 2026.	
10.2	Committees	
10.2.1	Climate Action Committee	
10.2.1.1	Climate Action Committee Meeting Minutes - September 4, 2025	35
	<i>- For information</i>	
10.2.1.2	Recommendations to Council for Budget 2026, Council-2025-022	39
	Recommendations by the Climate Action Committee for the 2026 budget.	
	<i>- For recommendation</i>	
	Recommendation:	
	THAT Council approve the Climate Action Committee recommendation Option 2 - Vehicle Fuels and Emissions as recommended by the Climate Action Committee to replace both Bylaw Enforcement Officer vehicle and aging public works F150 Vehicle with Electric Vehicles, including required charging infrastructure at works-yard,	

and

Recommendation:

THAT additional costs over proposed Staff request for additional gasoline vehicle and costs incurred by replacement of Bylaw Enforcement Officer F150 with a small Electric Vehicle be drawn from Local Government Climate Action Program fund, and

Recommendation:

THAT Council direct Staff to take necessary measures to ensure all future diesel purchased is R100 including necessary documentation to confirm for Local Government Climate Action Program reporting.

10.2.2 Infrastructure Committee

10.2.2.1 Infrastructure Committee Meeting Minutes - June 10, 2025 47

- For information

10.2.2.2 Recommendations to Council for Budget 2026, Council-2025-021 50

Recommendations by the Infrastructure Committee for the 2026 budget.

- For recommendation

Recommendation:

THAT Council approve Infrastructure Committee recommendation 8.B (pH adjustment) as recommended in the from the Infrastructure Committee meeting of September 30, 2025, and

Recommendation:

THAT Council approve Infrastructure Committee recommendations 8.D (SCADA) as recommended in the from the Infrastructure Committee meeting of September 30, 2025, and

Recommendation:

THAT Council approve the inclusion of \$20,000 for the updating of the Piteau Report (2005).

10.2.3 Finance Committee

- None

10.2.4 Emergency Program Committee 76

Draft minutes from the October 1, 2025 meeting.

- For information

10.3 Mayor and Councillors

10.3.1 Ombudsperson's Recommendations for Closed Meetings o Residents, Council-2025-023 79

A motion by Mayor Berry for the regular release of Closed meeting

content when legally appropriate.

- For decision

Recommendation:

THAT Staff conduct a 30-day rolling review of Closed session minutes and reports and bring forward items for public release (with redactions where lawful).

10.4 Emergency

- none

11. Resolutions

- None

12. Bylaws

- None

13. Correspondence

A list of correspondence from October 23 - 30, 2025.

- For information

14. New Business

15. Public Questions and Comments

16. Adjournment

Recommendation:

THAT the Council Meeting be adjourned.

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MINUTES

SPECIAL MEETING OF COUNCIL

VILLAGE OF LIONS BAY

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

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

1. **Call to Order**

Mayor Berry called the meeting to order at 6:03 PM

2. **Closure of Council Meeting**

Moved by: Councillor Broughton
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:

(c) labour relations or other employee relations;

(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];

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

CARRIED

3. Reporting out from Closed portion of Meeting

There was nothing to report out.

4. Adoption of Agenda

That the Agenda of October 17, 2025, be adopted.

5. Public Participation

- none

6. Delegations

- none

7. Approval of Minutes of Prior Meetings

- none

8. Business Arising from the Minutes

- none

9. Unfinished Business

- none

10. Reports

- none

10.1 Staff

- none

10.2 Committees

- none

10.3 Mayor and Councillors

- none

10.4 Emergency

- none

11. Resolutions

- none

12. Bylaws

- none

13. Correspondence

- none

14. New Business

- none

15. Public Questions and Comments

- none

16. Adjournment

Moved by: Councillor Abbott

Seconded by: Councillor Broughton

THAT the Council Meeting be adjourned.

CARRIED

Mayor

Corporate Officer

Date Adopted by Council:



MINUTES

REGULAR MEETING OF COUNCIL

VILLAGE OF LIONS BAY

**October 21, 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 (Recorder)

1. **Call to Order**

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

(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 Broughton

Seconded by: Councillor McLaughlin

THAT the Agenda of October 21, 2025, be adopted with the following additions / deletions:

- a. The report from Councillor Abbott's attendance at the Howe Sound Community Forum be added under Item No. 10.3.3 *Mayor and Councillors*.
- b. The addition of correspondence from Monica Gewurz be added under Item No. 13 *Correspondence*.
- c. That a motion regarding changing the Fire Danger Rating sign be added under Item No. 14 *New Business*.

CARRIED

Amendment:

Moved by: Councillor Abbott

Seconded by: Mayor Berry

THAT Item No. 10.3.2 *Removal of Agenda Items by Councillors Abbott, Cunliffe, McLaughlin* be struck from the agenda.

Opposed (2): Mayor Berry, and Councillor Broughton

CARRIED (3 to 2)

5. Public Participation

Russ Micklejohn - Provided comment about the timeline associated with processing a Development Variance Permit application for a property on Lions Bay Avenue.

6. Delegations

6.1 Filming Gift to the Municipality

Victoria Rogers spoke to the success of the filming at their residence and detailed the memorandum of understanding for the dispersion of the \$100,000 gift that

they are donating to the Municipality. Council expressed appreciation for the gift and the positive impact it would have on the community.

7. Approval of Minutes of Prior Meetings

7.1 Regular Meeting of Council - September 2, 2025

Note: A drafting error occurred in the Bylaw amendment document, which has been corrected from:

Section 7.7.2 of the Zoning and Development Bylaw No. 520, 2017, is amended by deleting the “The base density for *parcels* created by subdivision shall be a maximum of one *parcel* per 8000m of existing *parcel*” and replacing it with “Where a parcel has a rear yard parcel line abutting the ocean or abutting a municipal esplanade abutting the ocean, setback averaging shall apply only to the parcel line facing the ocean.”

to

Section 7.7.2 of the Zoning and Development Bylaw No. 520, 2017, is amended by deleting “Where a parcel has two front parcel lines, one facing a highway and one facing the ocean, front setback averaging shall apply only to the front parcel line facing the ocean” and replacing it with “Where a parcel has a rear yard parcel line abutting the ocean or abutting a municipal esplanade abutting the ocean, setback averaging shall apply only to the parcel line facing the ocean.”; and

Moved by: Councillor McLaughlin

Seconded by: Councillor Broughton

THAT the Regular Meeting of Council Minutes of September 2, 2025, be approved with corrections to typographical errors and changing the amendment referenced in Item 101.1.8 *Zoning and Development Bylaw No.520, 2017, Amendment Bylaw No. 650, 2025 - Setbacks* to:

Section 7.7.2 of the Zoning and Development Bylaw No. 520, 2017, is amended by deleting “Where a parcel has two front parcel lines, one facing a highway and one facing the ocean, front setback averaging shall apply only to the front parcel line facing the ocean” and replacing it with “Where a parcel has a rear yard parcel line abutting the ocean or abutting a municipal esplanade abutting the ocean, setback averaging shall apply only to the parcel line facing the ocean.”; and

CARRIED

7.2 Special Meeting of Council - September 11, 2025

Moved by: Councillor Broughton

Seconded by: Councillor Abbott

THAT the Special Meeting of Council Minutes of September 11, 2025, be approved with the addition of Councillor Broughton as recorder.

CARRIED

7.3 Regular Meeting of Council - September 16, 2025

Moved by: Councillor Abbott

Seconded by: Councillor Broughton

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

CARRIED

7.4 Special Meeting of Council- September 18, 2025

Update the record to reflect that Councillor Abbott and Councillor Cunliffe provided regrets. A consensus could not be reached regarding the requirement for action minutes.

Moved by: Councillor Broughton

Seconded by: Councillor Cunliffe

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

Opposed (3): Councillor Abbott, Councillor Cunliffe, and Councillor McLaughlin

DEFEATED (2 to 3)

7.5 Regular Meeting of Council - October 7, 2025

Moved by: Councillor Abbott

Seconded by: Mayor Berry

THAT the Regular Meeting of Council Minutes of October 7, 2025, be approved with the following corrections:

That "rip rap" be changed to "asphalt millings" in Item No. 10.1.9 *Magnesia Access Road*.

That Item No.10.1.4 *Tree Application #134 - 340 Oceanview Road* be amended to correctly reflect the reason for a survey.

That a typographical error be corrected for the spelling of a last name in Item No. 15 *Public Questions and Comments*.

CARRIED

8. Business Arising from the Minutes

- a. A request for the 2024 Audit Management Letter be shared with Council.
- b. Corrections to statements about signage requirements for development permit applications.
- c. Staff were asked to report back on portable washroom locations (added to the Action Items Log).
- d. Council to discuss Translink financials with Financial Officer Chirkoff directly as part of the budget process.
- e. The OCP Regional Context Statement revisions are on hold as it was discovered that the proposed revisions were based on an outdated document (2015) and will need to be reviewed in the context of the most recent but un-adopted 2022.

9. Unfinished Business

9.1 Action Items Log

Item No. 339 - Follow up with Mr. Shepski regarding a proposed trail race along with Lions Bay Search and Rescue.

Item No. 358 - Council would like to see the findings from Wiggans collection agency regarding collection statistics.

Item No. 297 - Storage of items, conjunctly being discussed during budget planning.

9.2 Draft Subdivision Servicing Bylaw No. 651, 2025

The Bylaw was presented for Third reading.

Council expressed a desire for public input. The Subdivision Servicing Bylaw does not qualify for a public hearing, however, Council may hold an open house should they wish public feedback.

Staff to review the legality of how to proceed with the bylaw as the Third reading was defeated.

Moved by: Councillor Cunliffe

Seconded by: Councillor Abbott

THAT Third reading be granted to Subdivision Servicing Bylaw No.651, 2025.

Opposed (3): Councillor Abbott, Councillor Cunliffe, and Councillor McLaughlin

DEFEATED (2 to 3)

10. Reports

10.1 Staff

10.1.1 Fire Danger Rating Sign

Moved by: Councillor Broughton
Seconded by: Councillor McLaughlin

THAT the Fire Danger Rating Sign (*Forest Fire Hazard Index*) and other Village Fire Signs be updated to "Low" in the absence of a Fire Chief by the Director of Operations.

CARRIED

10.1.2 Bridge Joint Exposure and Remediation

- Received for information

10.1.3 Statement of Financial Information Report - 2024

Staff presented the 2024 Statement of Financial Information Report for approval.

Moved by: Councillor McLaughlin
Seconded by: Councillor Cunliffe

THAT the 2024 2024 Statement of Financial Information Report be approved.

CARRIED

10.2 Committees

- None

10.3 Mayor and Councillors

10.3.1 Howe Sound Community Forum Summary by Councillor Broughton

- received for information

10.3.2 Howe Sound Community Forum Summary by Councillor Abbott

Councillor Abbott presented an on-table report of his learnings from the Howe Sound Community Forum. Items of note included information about changes to conservation areas and an invasive crab species.

- Received for information

10.4 Emergency

- None

11. Resolutions

- None

12. Bylaws

- none

13. Correspondence

- Correspondence was received for information.

13.1 On-table Item from Monica Gewurz

A letter requesting beach access with alternate access points during the construction of Lions Bay Beach.

The matter was referred to Staff for action.

14. New Business

- None

15. Public Questions and Comments

- None

16. Adjournment

Moved by: Councillor Abbott

Seconded by: Councillor Cunliffe

THAT the Council Meeting be adjourned.

The meeting concluded at 8:30 PM

CARRIED

Mayor

Corporate Officer

VILLAGE OF LIONS BAY FOLLOW-UP ACTION ITEM LIST

ACTION NO.	DATE	ITEM/ACTION/DESCRIPTION	PERSON	STATUS
297	Sept 19, 2023	CAO to complete a cost-benefit analysis on document storage options	CAO	Ongoing / Operational
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	n/a see ASAP project
316	Feb 20, 2024	Water Shortage Policy	DO	In Draft
339	May 6, 2025	Proposed Lions Bay trail race event for 2026 referred to staff and search and rescue	DOO & LBSAR	Followed up on Oct.22, 2025
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	Referred to Budget 2026 Planning
355	September 16, 2025	Staff to investigate Village connectivity via existing trail networks, right-of-way etc...	CAO	Ongoing
361	September 2, 2025	Staff to report back with proposed locations for public toilets in the centre of the Village	DOO & CAO	Ongoing
363				

Village of Lions Bay

2025 Audit Service Plan

Report to Mayor and Council

December 31, 2025

Cory Vanderhorst, CPA, CA
T: 250.734.4319
E: cory.vanderhorst@mnp.ca



October 30, 2025

Mayor and Council of Village of Lions Bay

Dear Mayor and Council:

We are pleased to present our Audit Service Plan for Village of Lions Bay (the "Village"). In this plan we describe MNP's audit approach, our engagement team, the scope of our audit and a timeline of anticipated deliverables. We are providing this Audit Service Plan to Mayor and Council on a confidential basis. It is intended solely for the use of Mayor and Council and is not intended for any other purpose. Accordingly, we disclaim any responsibility to any other party who may rely on this report.

Our audit will include an audit of the Village's financial statements for the year ended December 31, 2025, prepared in accordance with Canadian public sector accounting standards. Our audit will be conducted in accordance with Canadian generally accepted auditing standards.

At MNP, our objective is to perform an efficient, high quality audit which focuses on those areas that are considered higher risk. We adhere to the highest level of integrity and professionalism. We are dedicated to maintaining open channels of communication throughout this engagement and will work with management to coordinate the effective performance of the engagement. Our goal is to exceed Mayor and Council's expectations and ensure you receive outstanding service.

Additional materials provided along with this report include our Engagement Letter. Our Engagement Letter is the formal written agreement of the terms of our audit engagement as negotiated with management and outlines our responsibilities under Canadian generally accepted auditing standards.

We look forward to discussing our Audit Service Plan with you and look forward to responding to any questions you may have.

Sincerely,



MNP LLP

Chartered Professional Accountants

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MNP's Client Service Commitment

To make strategic business decisions with confidence, your stakeholders and Mayor and Council of the Village need relevant, reliable and independently audited financial information. But that's not all. You need an audit team that can deliver insight beyond the numbers and enhance the Village's strategic planning and implementation processes so you can embrace new opportunities while effectively managing risk. Our audit strategy is risk based, and considers the limitations and opportunities you encounter each day, allowing our recommendations to be implemented with greater ease. Committed to your success, MNP delivers meaningful, reliable financial information to not only help you fulfill your compliance obligations, but also to achieve your key strategic goals.

Our Audit Service Plan outlines the strategy we will follow to provide the Village's Mayor and Council with our Independent Auditor's Report on the December 31, 2025 financial statements.

Topics for Discussion

We are committed to providing superior client service by maintaining effective two-way communication. Topics for discussion include, but are not limited to:

- Changes to your business operations and developments in the financial reporting and regulatory environment
- Business plans and strategies
- The management oversight process
- Any other issues and/or concerns
- Fraud, including how fraud could occur, the risk of fraud and misstatement, and actual or suspected fraud
- Laws and regulations, including any instances of actual or suspected non-compliance
- Your specific needs and expectations
- Documents comprising the annual report, and their timing of issuance

Key Changes and Developments

Based on our knowledge of the Village and our discussions with management, we have noted the recent developments set out below. Our audit strategy has been developed considering these factors.

Key Issues and Developments		Summary
	New Reporting Developments	• Financial Statement Presentation (New Section PS 1202)

Detailed information on Key Changes and Developments are included as Appendix A.

Risk Assessment

Risk Assessment

Based on the preliminary risk assessment procedures performed, we have identified the following significant and high risks which will be addressed during our audit. We have also outlined the proposed audit response to address those risks. We will update our risk assessment as the audit progresses for additional risks identified and will inform management of any additional significant risks identified.

Significant Risk Area	Proposed Audit Response
Management override of internal controls	To respond to the overall risk of material misstatement due to fraud regarding management's override of controls, we perform the following procedures: 1. Test the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements 2. Review accounting estimates for biases and evaluate whether the circumstances producing the bias, if any, represent a risk of material misstatement due to fraud, if applicable 3. Evaluate the rationale behind significant transactions that are not in the normal course of business and whether they have been entered into to engage in fraudulent financial reporting or to conceal misappropriation of assets

Key Milestones

Based on the audit planning performed and areas of audit risks identified, the following timelines for key deliverables have been discussed and agreed upon with management:

Key Deliverable	Expected Date
Delivery of December 31, 2025 Audit Service Plan to Mayor and Council	October 2025
Interim procedures	October 27, 2025 to October 29, 2025
Year-end fieldwork procedures	March 30, 2026 to April 3, 2026
Draft year-end financial statements to be discussed with management	April 2026
Presentation of December 31, 2025 Audit Findings Report to Mayor and Council	May 2026
Presentation of Management Letter to Mayor and Council	May 2026
Issuance of Independent Auditor's Report	May 2026

Audit Materiality

Materiality is an important audit concept. It is used to assess the significance of misstatements or omissions that are identified during the audit and is used to determine the level of audit testing that is carried out. Specifically, a misstatement or the aggregate of all misstatements in financial statements as a whole (and, if applicable, for particular classes of transactions, account balances or disclosures) is considered to be material if it is probable that the decision of the party relying on the financial statements, who has reasonable understanding of business and economic activities, will be changed or influenced by such a misstatement or the aggregate of all misstatements.

The scope of our audit work is tailored to reflect the relative size of operations of the Village and our assessment of the potential for material misstatements in the Village's financial statements as a whole (and, if applicable, for particular classes of transactions, account balances or disclosures). In determining the scope, we emphasize relative audit risk and materiality, and consider a number of factors, including:

- The size, complexity, and growth of the Village;
- Changes within the organization, management or accounting systems; and
- Concerns expressed by management.

The scope of our audit work is tailored to reflect the relative size of operations of the Village and our assessment of the potential for material misstatements in the Village's financial statements as a whole.

Judgment is applied separately to the determination of materiality in the audit of each set of financial statements (and, if applicable, for particular classes of transactions, account balances or disclosures) and is affected by our perception of the financial information needs of users of the financial statements. In this context, it is reasonable to assume that users understand that financial statements are prepared, presented and audited to levels of materiality; recognize uncertainties inherent in the measurement of amounts based on the use of estimates, judgment and consideration of future events; and make reasonable economic decisions based on the financial statements. The foregoing factors are taken into account in establishing the materiality level.

We propose to use \$270,000 as overall materiality for audit planning purposes.

Audit Team

In order to ensure effective communication between Mayor and Council and MNP, we outline below the key members of our audit team that will be responsible for the audit of the Village and the role they will play:

Team Members	Contact Information
Cory Vanderhorst, CPA, CA, Engagement Partner	E: Cory.Vanderhorst@mnp.ca
Louise Blomer, CPA, Engagement Manager	E: Louise.Blomer@mnp.ca

In order to serve you better and meet our professional responsibilities, we may find it necessary to expand our audit team to include other professionals whose consultation will assist us to evaluate and resolve complex, difficult and/or contentious matters identified during the course of our audit.



Any changes to the audit team will be discussed with you to ensure a seamless process and that all concerned parties' needs are met.

Fees and Assumptions

DESCRIPTION	2025 ESTIMATE
Base audit fee as per our fee quoted in proposal dated June 30, 2024	\$ 44,000

If any significant issues arise during the course of our audit work which indicate a possibility of increased procedures or a change in the audit timetable, these will be discussed with management by the engagement partner, so a mutually agreeable solution can be reached.

Invoices will be rendered as work progresses in accordance with the following schedule:

DESCRIPTION	AMOUNT
On delivery of the audit service plan, 50% of the estimated fee	\$ 22,000
At the start of year-end field work, 25% of the estimated fee	\$ 11,000
Upon the delivery of the Independent Auditor's Report, 25% of the estimated fee.	\$ 11,000
Total	\$ 44,000

Appendix A – Key Changes and Developments

We would like to bring to your attention the following accounting and auditing developments, which may have some impact

Issues and Developments Summary

New Reporting Developments

Financial Statement Presentation (New Section PS 1202)

In October 2023, the Public Sector Accounting Board (PSAB) issued Section PS 1202 *Financial Statement Presentation* which replaces PS 1201 *Financial Statement Presentation*.

The new Section PS 1202:

- Discusses going concern that builds on the discussion in *The Conceptual Framework for Financial Reporting in the Public Sector*;
- Changes the statement of financial position by:
 - Relocating the calculation of the net financial liabilities (formerly known as “net debt”) or net financial assets indicator, to its own statement;
 - Introducing two categories of liabilities: financial and non-financial;
 - Adding a third component of net assets or net liabilities: “accumulated other”;
 - Updating the definition of “non-financial assets”;
 - Restructuring the statement to present assets, followed by liabilities, followed by net assets or net liabilities; and
 - Providing an option to show the net financial assets or net financial liabilities indicator below the indicator of financial position, with reference to the statement of net financial assets or net financial liabilities;
- Adds a statement of net financial assets or net financial liabilities that presents the revised net financial assets or net financial liabilities calculation;
- Provides the option to present the change in net financial assets or net financial liabilities on the statement of net financial assets or net financial liabilities;
- Includes a statement of operations similar to the one in superseded Section PS 1201;
- Permits presenting an amended budget only when there is an election or when the majority of the governing body of a government organization has been newly elected or appointed;
- Adds the statement of changes in net assets or net liabilities that includes a reconciliation of each component of net assets or net liabilities and incorporates what is required in superseded Section PS 1201 to be included in the statement of remeasurement of gains and losses;
- Isolates financing activities in the statement of cash flow; and
- Includes guidance in various appendices in the form of application guidance, decision trees, illustrative examples and illustrative financial statements.

Appendix A – Key Changes and Developments (continued from previous page)

Section PS 1202 applies to fiscal years beginning on or after April 1, 2026. Earlier adoption is permitted only if the Conceptual Framework is also adopted at the same time. Prior period amounts would need to be restated to conform to the presentation requirements for comparative financial information in Section PS 1202.

Various consequential amendments resulting from the issuance of Section PS 1202 have also been issued. These include various Sections and Guidelines of the PSA Handbook that have been withdrawn or amended.

Appendix B – The Audit Process

Our Plan

Our audit process focuses on significant risks identified during the pre-planning and planning and risk assessment stage, ensuring that audit procedures are tailored to your specific circumstances and appropriately address those risks.

Mayor and Council is responsible for approval of the financial statements and Village policies, and for monitoring management's performance. Mayor and Council should consider the potential for management override of controls or other inappropriate influences, such as earnings management, over the financial reporting process. Mayor and Council, together with management, is also responsible for the integrity of the accounting and financial reporting systems, including controls to prevent and detect fraud and misstatement, and to monitor compliance with relevant laws and regulations.

Effective discharge of these respective responsibilities is directed toward a common duty to provide appropriate and adequate financial accountability, and quality financial disclosure.

Key responsibilities of MNP and management are outlined in the Engagement Letter (see attached).

Our overall audit strategy is risk-based and controls-oriented. Assessment and identification of risk is performed continuously throughout the audit process. We focus on the risks that have a potential impact on the financial accounting systems and subsequent financial reporting.

Our overall audit strategy does not, and is not intended to involve the authentication of documents, nor are our team members trained or expected to be experts in such authentication. Unless we have reason to believe otherwise, we accept records and documents as genuine. The subsequent discovery of a material misstatement resulting from fraud does not, in and of itself, indicate a failure to comply with Canadian generally accepted auditing standards.

Audit Procedures

To meet our responsibilities in accordance with Canadian generally accepted auditing standards, our audit examination includes:

- Obtaining an understanding of the entity and its environment, the applicable financial reporting framework and the entity's system of internal controls, in order to identify and assess the risk that the financial statements contain material misstatements due to fraud or misstatement;
- Assessing the design and implementation of and examining, on a test basis, the key controls over significant transaction streams and over the general organizational and computer environments;
- Assessing the systems used to ensure compliance with applicable legislative and related authorities pertaining to financial reporting, revenue raising, borrowing, and investing activities;
- Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements;
- Assessing the appropriateness and consistency of accounting principles used and their application;
- Assessing the significant estimates used by management; and,

Appendix B – The Audit Process

(continued from previous page)

- Assessing the entity's use of the going concern basis of accounting in the preparation of the financial statements.

As part of our planning process, we will also undertake to inform Mayor and Council of concerns relating to management's implementation and maintenance of controls, and the effects of any such concerns on the overall strategy and scope of the audit. These concerns might arise from the nature, extent and frequency of management's assessments of controls in place to detect fraud and misstatement, and of the risk that the financial statements may be misstated; from a failure by management to appropriately address significant deficiencies in controls identified in prior audits; and, from our evaluation of the Village's control environment, and management's competence and integrity.

Overall Reliance

Control Reliance Level	Low/None	Moderate	High
Description	Where we cannot rely on controls because they are weak or absent, or where it is deemed to be more efficient to carry out a high level of direct substantive tests of details. Audit evidence is primarily obtained through detailed verification procedures and sufficient substantive tests of details.	Where there are some deficiencies in systems application or procedural controls, or where it is deemed to be inefficient to test systems application controls, but where we can test and rely on the management monitoring systems in place to detect and correct material misstatements in the financial reporting systems. Testing of controls is supplemented with a moderate level of substantive tests of details.	Where a high degree of control is in place in the areas of management monitoring controls AND systems application and procedural controls. Our audit work focuses on testing both management monitoring and systems application and procedural controls, and is supplemented with a low level of substantive tests of details.
Planned Reliance		—	—

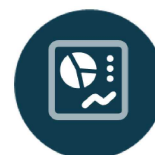
Appendix B – The Audit Process

(continued from previous page)

For the December 31, 2025 audit, we are planning to place low reliance on the Village's controls. This level of reliance will involve mainly substantive tests of details.

The amount of substantive work will be reduced for cycles where there are controls in place that MNP can test and rely on.

As part of our audit work we will update our understanding of the entity and its environment, the applicable financial reporting framework and the entity's system of internal controls relevant to our audit of the principal transaction cycles, sufficient to identify and assess the risks of material misstatement of the financial statements resulting from fraud or misstatement. This will be accomplished through inquiries with management and others within the entity, analytical procedures and observation and inspection. Furthermore, we will consider whether effective controls have been established to adequately respond to the risks arising from the use of IT or manual systems and test the operation of those controls to an extent sufficient to enable us to reduce our substantive work. Our review of the Village's controls will not be sufficient to express an opinion as to their effectiveness or efficiency.



Although we will provide Mayor and Council with any information about significant deficiencies in internal control that have come to our attention, we may not be aware of all the significant deficiencies in internal control that do, in fact, exist.

Inherent Limitations in the Auditing Process

An auditor cannot obtain absolute assurance that material misstatements in the financial statements will be detected due to factors such as the use of significant judgment regarding the gathering of evidence and the drawing of conclusions based on the audit evidence acquired; the use of testing of the data underlying the financial statements; inherent limitations of controls; and, the fact that much of the audit evidence available to the auditor is persuasive, rather than conclusive in nature.

Because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material fraud. While effective controls reduce the likelihood that misstatements will occur and remain undetected, they do not eliminate that possibility. Therefore, the auditor cannot guarantee that fraud, misstatements and non-compliance with laws and regulations, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

The likelihood of not detecting material misstatements resulting from management fraud is greater than for employee fraud, because management is in a position to manipulate records, present fraudulent information or override controls.

We will inform the appropriate level of management or Mayor and Council with respect to identified:

- Misstatements resulting from errors, other than clearly trivial misstatements;

Appendix B – The Audit Process

(continued from previous page)

- Fraud, or any information obtained that indicates that fraud may exist;
- Evidence obtained that indicates non-compliance or possible non-compliance with laws and regulations, other than that considered inconsequential;
- Significant deficiencies in the design or implementation of controls to prevent and detect fraud or misstatement; and
- Related party transactions that are not in the normal course of operations and that involve significant judgments made by management concerning measurement or disclosure.

Our concern as auditors is with material misstatements, and thus, we are not responsible for the detection of misstatements that are not material to the financial statements taken as a whole.

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Our history defines who we are and our approach to business. Being a Canadian firm has helped shape our values, our collaborative approach, and the way we work with our clients, engaging them every step of the way.

We have a unique perspective. Our decisions are made here – decisions that drive Canadian business and help us all achieve success — and we know the impact that our choices have on the cities and towns we call home.

Throughout our six decades of work, we've seen our communities are more than just a place we do business in. They're a place where our families live, play, and thrive, and we work to make them the best places they can be.

Being 100% Canadian is something we wear proudly. This country provides us with great opportunities, and we're here to help our clients seize the opportunities so we can create a brighter future for the generations to come.



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STAFF REPORT

DATE: 2025-10-30 **FILE:** CAO-2025-025
TO: Council
FROM: Ross Blackwell, MAP, MCIP, RPP, CAO
RE: **Christmas Office Closure**

PURPOSE:

The purpose of this report is to obtain Council endorsement for the planned closure of the Municipal Office during the 2025 Christmas period.

BACKGROUND:

The municipality has historically closed the Municipal Office during the Christmas and New Year period to align with seasonal operational demand, staff availability, and statutory holidays. During these periods, essential services (particularly Public Work) continue to operate on a standby basis to ensure public safety and emergency response capabilities.

Council has endorsed Christmas office closures in previous years. Staff maintain a comparative schedule to ensure consistency, organizational fairness, and planning efficiency.

The table attached to this report summarizes the number of office closure days from 2016 through 2024 and projections through 2027, based on the calendar alignment of statutory holidays.

DISCUSSION:

For 2025, Christmas and New Year statutory holidays fall mid-week, resulting in a natural operational slowdown and limited anticipated in-person front-counter activity. The proposed closure aligns with operational efficiency, historical practice, and human resource considerations, including staff morale and retention.

It is recommended that the Municipal Office be closed on the following dates:

- Monday, December 22 – Wednesday, December 24, 2025
- Monday, December 29 – Wednesday, December 31, 2025
- Friday, January 2, 2026

The office would reopen Monday, January 5, 2026.

This closure results in seven (7) non-statutory closure days, consistent with the number of closure days in years with similar calendar alignment (e.g., 2024) and within the range of past practice.

Public Works will continue to operate on standard holiday standby protocols. Essential services and emergency contacts will remain in place, and communications will be issued to ensure the public is aware of the closure and continued access to essential municipal services.

FINANCIAL IMPLICATIONS:

Budget implications are minimal and consistent with normal operations during holiday closures. Staff salaries and statutory obligations remain unaffected. Any overtime or standby pay for essential operations is already accounted for in the operating budget.

LEGAL IMPLICATIONS:

None.

OPTIONS:

1. **Approve** the recommended Christmas closure schedule for December 22–24, December 29–31, 2025, and January 2, 2026.
2. **Amend** the closure schedule.
3. **Maintain** the office open during non-statutory days (not recommended due to historically low service demand and staffing availability).

RECOMMENDED RESOLUTION:

THAT Council endorse the 2025 Municipal Office Christmas Closure for December 22–24, 2025; December 29–31, 2025; and January 2, 2026, with the office resuming regular operations on Monday, January 5, 2026.

Respectfully submitted,

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

Ross Blackwell, CAO
Chief Administrative Officer

Attachments:

- (1) Christmas Schedule

ACTUAL & PROPOSED XMAS OFFICE CLOSURE & HOLIDAYS

	DECEMBER														JANUARY			REQUESTED	
	M	T	W	H	F	S	S	M	T	W	H	F	S	S	M	T	W		
2027	20	20	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	4	
2026	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	3	
2025	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	7	
2024	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	7	
2023	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	3	
2022	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	4	
2021	20	20	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	5	
2020	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	5	
2019	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	4
2018	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	
2017	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	3	
2016	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	4	

KEY

25	Chrstitmas Day Off
	Mandatory Off
	Typical Day Off, but lands on a weekend so the following weekday becomes the Mandatory day off
	Additional Days Off/with office closure
	Return to Work
	Regular Work Days
	Proposed Days Off with Office Closure



MINUTES

CLIMATE ACTION COMMITTEE MEETING

VILLAGE OF LIONS BAY

September 4, 2025, 6:00 p.m.
Council Chambers, 400 Centre Road, Lions Bay
And Via Zoom Video Conference

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

Absent with regret: Committee Member Andrew Wray
Committee Member John Robb

Guests: Greg Banta
Penny Nelson

1. Call to Order

The meeting was called to order at 6:10 PM, recording began at 6:10pm

2. Adoption of Agenda

Moved/Seconded

THAT the agenda of Sep 3, 2025 , Climate Action Committee be adopted as amended:

Moved 9.1 to the top of the meeting.

CARRIED

3. Public Participation

Greg Banta was in attendance.

9.1 Presentation

Green Municipal Fund - Kaylyn Gervais

\$2.4B program. The intention is to make it as easy as possible for small communities to participate in amazing granting opportunities. Based on the Community Assessment Tool, our intention is to have movement.

Local Leadership Climate Adaptation (LLCA) \$530M open to 2030,

Initiative part 1: Climate Ready Plans & Process

Design either a community wide asset management plan, risk and vulnerability assessments, and capacity-building support.

For communities under 50,000, max amount is \$70,000. 80% cost share, +15% meaningfully address reconciliation and/or anti-racism, equity and inclusion, +5% involve 2 or more municipal governments in partnership with an Indigenous community.

Intention to use this Strategic Plan to access part 2 funding.

Part 2: Adaptation in Action

Growing Canada's Community Canopies \$291M open to 2033. (Tree Planting Initiative).

Application Process:

- CRC assessment Tool
- Application Form
- Workbook
- Supporting Documents

Timelines for grant applications:

Climate Ready Plans and Processes: : Sept 16/25, submitted by 9/14/25.

Feasibility Studies: 80% of eligible Costs, max to \$70,000 - open till Oct 28th

Implementation Projects: 60% of eligible costs to \$1M - open till October 9th

The next window is in 2026, with one or two intakes for each stream through each year.

Also available: Growing Canada's Community Canopies \$291M open to 2033. (Tree Planting Initiative).

4. Approval of Minutes of Prior Meetings

4.1 Climate Action Committee Meeting- June 24, 2025

Mark Clara as present (not absent)

Moved/Seconded

THAT the minutes of 25/06/24 Climate Action Committee meetings be adopted as presented:

CARRIED

5. Business Arising from the Minutes

None.

6. Unfinished Business

6.1 FIREUP Project Update

The project is completed.

6.2 Onshore Restoration Conservation Action (ORCA)

Under discussion, possible project with future funding from Green Municipal Fund.

6.3 Annual Report Input for 2023 & 2024

Norm Barmeier to add Climate Action Members

Add a paragraph at the top of each report.

Required early next week.

6.4 Climate Action Plan Update

Will add Climate Action Plan to grant application.

6.5 2024 Emissions Update

Clara to follow up. The Fuel Supplier has committed to identifying quantities of R100 on their invoices.

7. Reports

7.1 Budget Reports

\$165,000 left from LGCAP to spend in the next 2 years.

BC Recycling Fund Status Report - for review and update

No reports received.

7.2 2026 Committee Budget Requirements

No recommendations for additional spending in 2025.

8. Resolutions

None.

9. New Business

9.1 Green Municipal Fund: Climate Ready Plans and Processes Grant

Draft Part 1 of application

10. Public Questions and Comments

None.

11. Adjournment

Moved/Seconded

THAT the Climate Action Committee Meeting be adjourned.

Next meeting Tuesday, October 28 at 6pm.

Meeting adjourned at 8:10 pm

CARRIED

Chair

Corporate Officer

COUNCILLOR REPORT

DATE: 2025-10-30 **FILE:** Council-2025-022
TO: Regular Council Meeting of November 04, 2025
FROM: Neville Abbott
RE: **Climate Action Committee (CAC) Budget Recommendations for 2026**

RECOMMENDATION:

The CAC request Council approve the recommendations of the committee as discussed at the CAC meeting of October 28, 2025 for the 2026 budget.

BACKGROUND:

See attached draft minutes from CAC direct quotes from the minutes are *in italics*. Further discussion relates to previous meetings and email clarifications sent between members in response to draft minutes.

1. Emissions Report

- *Staff did not buy renewable diesel exclusively; only one of four diesel deliveries in 2024 was renewable.*
- *Committee recommends council prioritize renewable diesel as it does not cost more.*

Further discussion (email October 30th)

Suncor/Petrocan has R100 is available to use all year long in BC. (Eg City of Vancouver)

It can be delivered by Cost Mountain Fuels.

Shell's R100 is only available in warmer months.

I do not know which one our supplier is using as the 1 delivery for 2024 was at the end of October. (Not ideal for a summer blend depending as that would likely last through December)

2. Vehicle Fuels & Propane

- *Two more targets identified: vehicle fuels and propane.*
- *Committee discussed options for replacement of aging works-yard F150 and zero emissions vehicle for bylaw enforcement. Options suggested included replacement of bylaw vehicle with an EV and reallocating F150 for public works use, or selling bylaw F150 and replacing both vehicles with EVs.*
- *Committee recommends purchasing an electric bylaw vehicle and charging station, replacing the previously selected gasoline F150.*

Further discussion (email October 29th)

I don't love the idea of the F150 moving to the works yard. My instinct is that it would burn a lot more fuel as a works yard truck than as a bylaw vehicle... but we would need to look at kms and idling patterns to determine that.

If that F150 will be heavily used at the works yard - then we are committing to years of emissions on that vehicle. (If it runs exclusively on Renewable Diesel that would be less emissions)

I thought we had a commitment that any new vehicles purchased for the works yard would be electric?

The good thing about the EV trucks is that they also work as rechargers for battery power - so that would allow all the works yard equipment to be electrified as they could recharge on site.

Idling would be silent and clean.

It would also require an EV charger set up at the works yard - for the works yard; as opposed to for the Bylaw officer...

And the existing Green procurement policy would be followed.

In an ideal world, they sell the F150, and get 2 EVs. An EV truck for works yard, and a small used EV for bylaw officer.

I think we need to be careful that we aren't increasing emissions by moving the diesel F150 to the works yard.

3. BC Recycling Money

- Received \$45K this year (previously \$25K/year).
- Funds to be used for Saturday morning staffing; committee to explore additional uses.
- Survey to be developed for resident input on recycling funds. Clara to share previous survey.
- Neville to track depot usage. Article launch pending.

DISCUSSION:

1. Emissions Report

Staff to respond to question from the committee and propose solution to ongoing renewable diesel concerns.

2. Vehicle Fuels & Propane

Please note the following is already in play:

- Staff have asked for 2026 budget to replace the oldest of the Works-yard trucks with a newer F150. According to what was agreed with previous PWM and as per CAC previous recommendations this should be our first public works electric pickup, with cost difference paid from LGCAP monies but that is not what Staff have asked for.

- We previously budgeted and purchased the additional F150 for BEO use in 2025. This also should have been an EV had we followed the “green purchasing” language from previous recommendations and as written into the current Purchasing Policy.
- The CAC recommendation as per attached minutes is Option 1 below. This will require switching the BEO F150 to public works procuring an EV for BEO use.
- In follow-up emails described above there is a consensus opinion on the CAC that I propose, and Council approve Option 2. This alternative will require EVs be procured for both vehicles which puts us back on track in compliance with CAC previous recommendations, Council resolutions and Staff commitments.

3. *BC Recycling Revenue*

- For council information future recommendations from CAC may require resolutions.

RECOMMENDED OPTION: Re Vehicle Fuels and Emissions

Option 1 - Council approve the Committee recommendation requiring Staff to purchase an electric bylaw vehicle and charging station, replacing the aging public works F150 with the previously selected gasoline F150.

Option 2 - Council approve the Committee alternative recommendation requiring Staff to purchase an electric bylaw vehicle and replace the aging public works F150 with an EV pickup including required charging infrastructure.

Option 3 – other proposed solutions Council may suggest.

FINANCIAL CONSIDERATIONS:

Cost impacts will be included in the 2026 budget and drawn from LGCAP Fund as required to finance the costs. See attached LGCAP fund status sheet.

LEGAL CONSIDERATIONS:

None

MOTION:

THAT Council approve CAC recommendation Option 2 - Vehicle Fuels and Emissions as recommended by the CAC to replace both BEO vehicle and aging public works F150 Vehicle with EVs including required charging infrastructure at works-yard, and

THAT additional costs over proposed Staff request for additional gasoline vehicle and costs incurred by replacement of BEO F150 with a small EV be drawn from LGCAP fund, and

THAT Council direct staff to take necessary measures to ensure all future diesel purchased is R100 including necessary documentation to confirm for LGCAP reporting.

Respectfully submitted,

Neville Abbott Councillor

Attachments:

- (1) Draft minutes of CAC meeting of October 28, 2025
- (2) LGCAP Fund Status sheet.



MINUTES

CLIMATE ACTION COMMITTEE MEETING

VILLAGE OF LIONS BAY

**October 28, 2025, 6:00 p.m.
Council Chambers, 400 Centre Road, Lions Bay
And Via Zoom Video Conference**

In Attendance: Councillor Neville Abbott (by phone)
Councillor Jaime Cunliffe (Chair)
Committee Member Clara George
Committee Member Greg Weary
Committee Member Norm Barmeier
Committee Member John Robb

Absent: Committee Member Andrew Wray

Public Presentation: Councillor Ron McLaughlin

1. **Call to Order**

The Chair called the meeting to order at TIME

2. **Adoption of Agenda**

Moved/Seconded

That the Agenda of October 28, 2025, be adopted as amended (emissions report added under unfinished business).

CARRIED

4. **Approval of Minutes of Prior Meetings**

THAT the minutes of the September 4, 2025, meeting be adopted as presented.

CARRIED

3. Public Participation

Councillor Ron McL suggested the CAC publish an article highlighting the 7 metric tons of carbon reduction achieved.

5. Unfinished Business

Emissions Report

- Clara mentioned she emailed the emissions report.
- Staff did not buy renewable diesel exclusively; only one of four diesel deliveries in 2024 was renewable.
- Committee recommends council prioritize renewable diesel as it does not cost more.
- Clara to provide a total emissions report.

FIREUP Project Update

- Project came in under budget. Scope included heat pumps and a fireplace upgrade.
- Resulted in a 15.6% reduction in fuel use (7 metric tons).
- Norm to write a 90-second article for public outreach, geared to a grade 7 reading level.
- Remaining funds (\$112K) to be allocated; committee to discuss options.
- report provided on-table from Joe Chirkoff confirmed \$165k available to spend in 2026.

Vehicle Fuels & Propane

- Two more targets identified: vehicle fuels and propane.
- Committee discussed options for replacement of aging works-yard F150 and zero emissions vehicle for bylaw enforcement. Options suggested included replacement of bylaw vehicle with an EV and reallocating F150 for public works use, or selling bylaw F150 and replacing both vehicles with EVs.
- Committee recommends purchasing an electric bylaw vehicle and charging station, replacing the previously selected gasoline F150.
- Norm to draft a recommendation for a used EV bylaw vehicle, including carbon reduction estimates.
- Neville to obtain annual bylaw vehicle kilometers. Recommendation to be drafted by Nov 13 for Nov 16 budget discussion.

BC Recycling Money

- Received \$45K this year (previously \$25K/year).
- Funds to be used for Saturday morning staffing; committee to explore additional uses.

- Survey to be developed for resident input on recycling funds. Clara to share previous survey.

- Neville to track depot usage. Article launch pending.

Climate Ready Plans

- Grant application submitted; awaiting decision (could take up to 6 months).

Propane Use & Electrification

- Propane used in firehall and truck bay heaters. Committee to propose electrification and improve asset fuel reporting.

Staff Support

- Committee requested increased staff support. Possibility of a new works yard manager to be used as opportunity to create improved alignment with the committee's goals.

Conservation Area Update

- Changes to Rockfish and Glass Sponge Conservation Area to include Lions Bay. Neville to forward information link. John Robb to follow up.

Climate Action Guidebook

- Committee to review performance against best practices.

Communications & Outreach

- Article for VU to be written.

- Call for teen/young student to assist with social media and branding.

- Consider opening Lions Bay Climate Action Committee Facebook/Instagram account.

- Develop communications schedule for remainder of term.

10. Adjournment

Moved/Seconded

THAT the Climate Action Committee Meeting be adjourned.

The meeting adjourned at 7:42 PM

CARRIED

Chair

Corporate Officer

Village of Lions Bay
Local Government Climate Action Program ("LGCAP")

Available Funding	Year	CARIP	LGCAP	Total
	2016-2022	6,804.00		6,804.00
	2022-2023		102,164.00	102,164.00
	2024-2026		149,647.00	149,647.00
Total Funding		6,804.00	251,811.00	258,615.00
Total Expenditures				93,677.81
Remaining				164,937.19

Expenditures	Date	Vendor	Invoice	Before GST	Description
				Amount	
	14-Apr-25	SMR Plumbing	3354	68,775.00	Heat Pumps, Air Handler, Electric Backup
	23-Jul	Corporate Electric		12,616.81	Electrical - invoice not yet received
	07-Mar-25	Maxwell Fireplace	8925	10,761.00	Heat pump for municipal hall
	02-Jul	Flashpoint Fuels		1,525.00	Pumpout, removal
				93,677.81	



**INFRASTRUCTURE COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, 10 June, 2025 AT 6:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND VIA ZOOM VIDEO CONFERENCE**

MINUTES

In Attendance : Councillor Neville Abbott (NTA) – Chair
 Mayor Ken Berry (KB)
 Councillor Michael Broughton (MB)
 Councillor Jaime Cunliffe (JC) – via Zoom.
 Committee Member Anthony Greville (ASG)
 Committee Member Mark Ignas (MI) – via Zoom.
 Committee Member Brian Ulrich (BU)

Absent with regrets :

Absent : Committee Member Hilary Monfared (HM)

Staff : Director of Operations - Karl Buhr (DOO)

1. Call to Order

The Chair called the Infrastructure Committee Meeting to order at 18:03 pm.

2. Appointment of Recorder

ASG was appointed recorder this meeting.

3. Approval of the Agenda

Moved/Seconded

THAT the agenda of 10 June, 2025, Infrastructure Committee be adopted as amended.
Amendment;

Add 6.3 – Work Plan for the Balance of 2025/6.

CARRIED.

4. Public Questions & Comments

No public comments or delegation were forthcoming.

5. Approval of Minutes

- A. Infrastructure Committee Meeting Minutes – 08 April, 2025
THAT the Infrastructure Committee Meeting Minutes of 08 April, 2025 be approved as circulated.
CARRIED.

6. Business Arising from the Minutes

Infrastructure Committee Draft Report to Council : Union of B.C. Municipalities Resolution for Portable Water Facilities – The final letter to the UBCM was not available to review or for presentation to Council. It was agreed that BU would coordinate a listing of communities, First Nations and water associations which might benefit from the action step proposed and who would be likely to support the motion at the UBCM, to receive focused messaging from the Village.

7. Unfinished Business

25011 – ASG, BU and NTA reviewed the UBCM directory of communities and identified those most likely to support the UBCM motion. First Nations communities and Regional Districts were included. NTA to instruct staff to send out focused messaging letters requesting support.

025041 & 025041 – The DOO indicated he would be too busy with the other projects on hand to accomplish this task in a reasonable time and it was agreed ASG would at contact the VCH and MoE to attempt to fulfill the requirements of 025041.

8. New Business

- A. **Long Term Water Supply Strategy** - BU confirmed the strategy document is now complete. He emphasised the broad finding was that peak shaving is the preferred option going forward and not total source replacement. With the increased supply due to ASAP and reduced demand due to leak detection and control, and future universal water metering, it is anticipated raw water supply, while always a concern, will not require replacement, but rather management.
- B. **Corrosion internal to D.I piping for CUBB 3** - A sample of corrosion product, likely iron oxide tubercles, from the CUBB 3 mains were presented to the I.C. A portion of the sample is being send out for analysis. The presence of this level of corrosion supports the requirement to adjust pH in the distribution system. See Notes below for further details.
- C. **Bridge Deck Corrosion** - All three bridges examined in the early spring for potential metal support corrosion were determined to be in good shape, and do not require significant remedial work. There are still three more bridges to exam later in the year.

- D. **Active Transportation Plan** - While the preparation of an Active Transportation Plan has been somewhat sidelined by raw water concerns, it was agreed this is still a vital project to pursue and it should maintain a focus in the 2025/26 work plan.
- E. **AZAP - All Zone All Property Metering** - This is the key project in the Village for the next 2 years. Currently in the planning stage, and receiving advice from engineering consultants and government officials. The project includes \$50 K for public communications. Ground breaking is anticipated in early 2026 with project completion required by March 2027.
- F. **CUBB 3 Project** - This project is at the detailed engineering stage, with over ground work anticipated to start in March 2026. Current budgeting may allow for the project to be expanded up Bayview Road and possibly to replace all the AC lines in the ground.
- G. **IMP Up-date** - Another key project for the I.C. to undertake on behalf of the Village. BU volunteered to start the IMP review process before the end of the year. See below for tasks to be completed during the up-date.

9. Public Questions & Comments

No public comments or delegation were forthcoming.

10. Adjournment

Moved/Seconded

THAT the Infrastructure Committee Meeting be adjourned.

CARRIED

The meeting adjourned at 19:52.

11. Next Meeting

Next meeting of the Infrastructure Committee was scheduled for 09 September, 2025.

COUNCIL REPORT

DATE: 2025-10-30 **FILE:** Council-2025-021

TO: Regular Council Meeting of November 04, 2025

FROM: Neville Abbott

RE: **Infrastructure Committee Budget Recommendations for 2026**

RECOMMENDATION:

The Infrastructure Committee (IC) recommend Council approve Staff requests presented to the committee at the IC meeting of September 30, 2025 for the 2026 CAPEX budget items.

BACKGROUND:

See attached draft minutes from IC

Item 8.B. Review of Water Distribution System Corrosion Potential - The Infrastructure Committee supported the recommendation that Council pass a motion directing Staff to include \$200k in the budget to correct the Lions Bay water chemistry (pH adjustment) in alignment with Vancouver Coastal Health requirements.

Item 8.D. SCADA Up-date - The DOO reported on recent SCADA tie ins as related to ENSuRE and the drive to fulfill Criteria #3 of the filtration exemption application. The 2026 budget request of \$60,000 to complete this task was reviewed and is fully supported by the I.C. See below for details.

Item 7. Unfinished Business

025041 & 025042 – Well Water Source – ASG reported that as he is not an elected official of Lions Bay, nor an official employee, the MoE and VCH were reluctant to discuss specific issues concerning Lions Bay without a full endorsement from the Village. Staff needs to initiate an introduction etc., for these action items to move forward.

The Unfinished Business referred to are:

025041	The I.C. will submit a recommendation to Council to direct Staff to contact the B.C. Ministries of Health and Environment regarding information and protocols for a license to drill a test well on Crown Land, to possibly expand any suitable test well to a production well(s), and to allow well water to be properly conditioned prior to addition to the municipal water supply system.	NTA	
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25042	The I.C. will submit a recommendation to Council to direct Staff to engage a suitably qualified professional hydrogeologist to determine the most favourable location to drill a test well that will not compromise our existing water licenses by installing a Ranny Well.	NTA	
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Item 8.B. Review of Water Distribution System Corrosion Potential - The Infrastructure Committee supported the recommendation that Council pass a motion directing Staff to include \$200k in the budget to correct the Lions Bay water chemistry (pH adjustment) in alignment with Vancouver Coastal Health requirements.

Item 8.D. SCADA Up-date - The DOO reported on recent SCADA tie ins as related to ENSuRE and the drive to fulfill Criteria #3 of the filtration exemption application. The 2026 budget request of \$60,000 to complete this task was reviewed and is fully supported by the I.C. See below for details.

Item 7. Unfinished Business

025041 & 025042 – Well Water Source – ASG reported that as he is not an elected official of Lions Bay, nor an official employee, the MoE and VCH were reluctant to discuss specific issues concerning Lions Bay without a full endorsement from the Village. Staff needs to initiate an introduction etc., for these action items to move forward.

The Unfinished Business referred to are:

025041	The I.C. will submit a recommendation to Council to direct Staff to contact the B.C. Ministries of Health and Environment regarding information and protocols for a license to drill a test well on Crown Land, to possibly expand any suitable test well to a production well(s), and to allow well water to be properly conditioned prior to addition to the municipal water supply system.	NTA	
25042	The I.C. will submit a recommendation to Council to direct Staff to engage a suitably qualified professional hydrogeologist to determine the most favourable location to drill a test well that will not compromise our existing water licenses by installing a Ranny Well.	NTA	

DISCUSSION:

Items 8.B and 8.D were accurately recorded in the minutes as discussed in the meeting. The IC recommendations is clear and unambiguous 4 members of Council are members of the committee and I as chair have relayed these discussions to the 5th councillor.

The well water discussion was raised again by Councillor Broughton at the October 23, 2025 CotW budget session. The IC have not provided a clear recommendation as to the next steps or the budget requirements for 2026. In addition to the latest IC actions referenced above there has been general consensus that the Piteau Associates Report of March 18, 2005 should be updated.

RECOMMENDED OPTION:

Option 1 - Council approve Staff requests Items 8.B and 8.D presented to the committee at the IC meeting of September 30, 2025 for the 2026 CAPEX budget items.

Option 2 - Council approve the inclusion of \$20k for the updating of the Piteau Report as a next step to explore the option of drilling wells for additional water in Lions Bay. This work to be procured as per the requirements "Purchasing Policy"

Option 3 – Council approves alternative plan and budget as proposed by Councillor Broughton or others.

Option 4 – any combination of the above.

Option 5 – as moved by Council.

FINANCIAL CONSIDERATIONS:

CAPEX cost will be included in the 2026 CAPEX budget items and resident taxes increased as required to finance the costs.

LEGAL CONSIDERATIONS:

None.

MOTION:

THAT Council approve IC recommendation 8.B (pH adjustment) as recommended in the from the IC meeting of September 30, 2025, and

THAT Council approve IC recommendation 8.D (SCADA) as recommended in the from the IC meeting of September 30, 2025, and

THAT Council approve the inclusion of \$20k for the updating of the Piteau Report.



Respectfully submitted,

Neville Abbott, Councillor

Attachments:

- (1) Draft minutes of IC meeting of September 30, 2025
- (2) Piteau Associates Report of March 18, 2005



**INFRASTRUCTURE COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, 30 September, 2025 AT 6:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND VIA ZOOM VIDEO CONFERENCE**

MINUTES

In Attendance : Councillor Neville Abbott (NTA) – Chair
 Mayor Ken Berry (KB)
 Councillor Michael Broughton (MB)
 Councillor Ronald McLaughlin (RM)
 Committee Member Anthony Greville (ASG) - via Zoom
 Committee Member Hilary Monfared (HM) - via Zoom
 Committee Member Brian Ulrich (BU)

Staff : Director of Operations - Karl Buhr (DOO)

Absent with regrets :

Absent : Committee Member Mark Ignas (MI)

1. Call to Order

The Chair called the Infrastructure Committee Meeting to order at 18:07 pm.

2. Appointment of Recorder

ASG was appointed recorder this meeting.

Mayor Berry announced that Councillor Cunliffe had resigned to take a position on the Climate Action Committee, and he (KB) had appointed Councillor McLaughlin as his replacement choice to maintain the required elected official to non-elected resident member ratio.

3. Approval of the Agenda

Moved/Seconded

THAT the agenda of 30 September, 2025, Infrastructure Committee be adopted as circulated/amended.

CARRIED.

4. Public Questions & Comments

No public comments or delegation were forthcoming.

5. Approval of Minutes

- A. Infrastructure Committee Meeting Minutes – 10 June, 2025
THAT the Infrastructure Committee Meeting Minutes of 10 June, 2025 be approved as circulated.
CARRIED.

6. Business Arising from the Minutes

Infrastructure Committee Draft Report to Council : Union of B.C. Municipalities Resolution for Portable Water Facilities – NTA and MB reported they attended the UBCM and that unfortunately the voting on resolutions time expired 4 votes before the Lions Bay resolutions were due to be discussed. UBCM administration is to determine how best to manage the many approved resolutions that did not come up for voting. Both attendees reported back they only received positive support for the resolution, encouraging the Village to present it at either this, or a different venue, in the future.

CUBB 3 Project - This project is at the detailed engineering stage, with over ground work still anticipated to commence in March 2026. Some hard pricing may prevent the hoped for expansion of the project further up Bayview Road. In answer to a question, the DOO reported that cathodic protection of the line is included in the budget, and sacrificial zinc anodes will be added. See below for further comments

7. Unfinished Business

025041 & 025042 – Well Water Source – ASG reported that as he is not an elected official of Lions Bay, nor an official employee, the MoE and VCH were reluctant to discuss specific issues concerning Lions Bay without a full endorsement from the Village. Staff needs to initiate an introduction etc., for these action items to move forward.

8. New Business

- A. **Harvey Creek and Magnesia Creek WTP Inspection Reports** – The DOO reviewed these two, generally positive, reports with the I.C. Please see the comments below.
- B. **Review of Water Distribution System Corrosion Potential** - The Infrastructure Committee supported the recommendation that Council pass a motion directing Staff to include \$200k in the budget to correct the Lions Bay water chemistry (pH adjustment) in alignment with Vancouver Coastal Health requirements.
- C. **Lions Bay Drinking Water Quality 2024 Annual Report** – The DOO reviewed the 2024 Annual Drinking Water Quality report, and tied it in with the corrosion control recommendation. See comments below.

- D. **SCADA Up-date** - The DOO reported on recent SCADA tie ins as related to ENSuRE and the drive to fulfill Criteria #3 of the filtration exemption application. The 2026 budget request of \$60,000 to complete this task was reviewed and is fully supported by the I.C. See below for details.
- E. **Bridge End Examinations** – The DOO reported that, to date, all bridge ends have shown only surface corrosion of the steel supports, and all the metal and concrete remains fully integral. So far so good, and no further funding request is anticipated.
- F. **I & I at the Kelvin Grove WWTP** – Inflow and infiltration at the Kelvin Grove WWTP remains a problem issue. [Inflow is the direct entry of stormwater, while infiltration is the gradual seepage of groundwater through cracks and joints in sewer pipes.] As much as 60% of the total loading on the KGWWTP is non-domestic wastewater. Over the longer term, reductions in I & I could allow for more of the Village to be connected to the KGWWTP, including Lions Bay Avenue and the Lions Bay Beach Park. A more complex future project, with significant benefits to the Village, that starts with reducing the leaks into the collection system.

9. **Public Questions & Comments**

No public comments or delegation were forthcoming.

10. **Adjournment**

Moved/Seconded

THAT the Infrastructure Committee Meeting be adjourned.

CARRIED

The meeting adjourned at 20:23.

11. **Next Meeting**

Next meeting of the Infrastructure Committee was scheduled for 06 November, 2025.



**INFRASTRUCTURE COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, 30 September, 2025 AT 6:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND VIA ZOOM VIDEO CONFERENCE**

Discussion and Background Notes

Contribution by : Anthony Greville (ASG) - via Zoom

Also in attendance : Councillor Neville Abbott (NTA) – Chair
Mayor Ken Berry (KB)
Councillor Michael Broughton (MB)
Councillor Ronald McLaughlin (RM)
Committee Member Hilary Monfared (HM) - via Zoom
Committee Member Brian Ulrich (BU)

Absent with regrets :

Absent : Committee Member Mark Ignas (MI)

Staff : Director of Operations - Karl Buhr (DOO)

Discussion and Background Notes.

Identifier	Description	Responsible	Status
23112	Convene a February I.C. Round Table Meeting to focus on a 10 and 20 year horizon plan to identify the new and replacement infrastructure requirements and related expenses.	NTA/All	
23117	BU will review the SCADA system on behalf of the I.C. and work with the PWM to up-grade the hardware and software. A Requirements Document is anticipated at mid 2024.	BU/PWM	Partial

23121	HM to assist the PWM in preparing REQ/RFP documentation for estimate and work on water main replacement Creekview Place and for the estimate for Highview Place. HM to assist the PWM and CAO in reviewing submissions once received.	HM/PWM	
24073	In light of discussion at the 03 July Finance and Audit Committee Meeting, the documents relating to asset management and asset replacement funding deficiencies need to be up-dated and presented to the F & A C, the CAO and staff and the Village as a whole. This should be an early Fall project for this group.	All	
24081	BU to set up and manage a Google Drive (or similar) to manage the water supply data as it is collected.	BU	
24112	The I.C. should provide direction and support to Staff in order for the Village to prepare an Active Transport Plan. Coordinating same with the Climate Action Committee should be evaluated.	HM	
25031	An action step resulting from the Long Term Water Supply Strategy discussions, is the I.C. is to work with staff to put forward a recommendation to Council outlining the preferred steps to determine if well water has sufficient supply, recharge capacity and quality to be considered a viable option as a water source for peak shaving application.	ASG/DOO	
25032	ASG to prepare a training package for staff relating to UVT, chlorine dosage and distribution system residual, disinfection, required Ct, and water storage times as they relate to the ENSuRe protocol (Fall 2025).	DOO/ASG/BU	
025041	The I.C. will submit a recommendation to Council to direct Staff to contact the B.C. Ministries of Health and Environment regarding information and protocols for a license to drill a test well on Crown Land, to possibly expand any suitable test well to a production well(s), and to allow well water to be properly conditioned prior to addition to the municipal water supply system.	NTA	
25042	The I.C. will submit a recommendation to Council to direct Staff to engage a suitably qualified professional hydrogeologist to determine the most favourable location to drill a test well that will not compromise our existing water licenses by installing a Ranny Well.	NTA	
25061	The I.C. will begin a 10 year review of the IMP with the intention of up-dating all action items, adding in necessary new items, re-prioritizing action items, and, where possible, obtain current budget estimates for eh high priority items.	All	

NOTES:

Harvey Creek and Magnesia Creek WTP Inspection Reports – The DOO presented the two water systems reports which are greater in scope than just the WTP, and include the entire water systems. In general, the VCH reports were positive, but there is still one issue that requires action.

The most positive item in the reports is that Criteria #4 for filtration exemption; Source water protection to provide a watershed control program to minimize the potential for fecal contamination in the source water has now been met. The work done by Public Works at the trail heads, especially providing porta-potties etc., has allowed for this criterion to be met.

The less encouraging items in the reports is that Criteria #3, related to turbidity excursions in the raw and treated water, continues to require attention. Work in this regard continues with further progress being made in the development of the ENSuRe project. When fully implemented, it is likely the VCH inspector will approve the filtration exemption application. The DOO reported the ENSuRE protocol was successfully activated over the previous weekend in anticipation of a late September rain event. SCADA tie-ins to automate the protocol are still necessary, see below.

The DOO indicated that public works seems to be able to monitor both turbidity (NTU) and organic content (UVT) successfully. The majority of the time the UVT remains above 90% but there is considerable fluctuation as a function of rain events. Lower UVT requires either increased radiation intensity or, if this is maximized out, a reduction in flow rate. The encouraging factor is the increase in organic content, so a lower UVT, generally occurs during periods when flow demand is lowest. Further work is needed on this project, but it is moving ahead well.

CUBB 3 Project - This project is at the detailed engineering stage, with over ground work still anticipated to commence in March 2026. The local soils are deemed to be corrosive, so external corrosion, as well as internal corrosion, must be considered. To mitigate external corrosion, cathodic protection for the iron distribution line was included in the budget and zinc blocks will be used as sacrificial anodes.

The hydraulic modelling required to complete the project has proven to be very useful as it has shown with new valving on the Harvey Creek side, it should be possible to provide adequate fire water flow to the school (an institutional building which requires increased flow opposite a residential building). Considering the recent residential fire just above the school, fire water flow has received a higher profile in the Village.

Final costing has been received, and it has come in far greater than the original budget allowance. Ductile iron piping has increased in price from \$300 per linear foot to close to \$1,400 per linear foot! The DOO clarified that while there are still some asbestos-cement (A/C) lines in the distribution system, the majority of the water main lines are now ductile iron (DI) and most of those are replacement lines, and not the original 1960/70 installations. Corrosion is real, and a 50 year life cycle is reasonable, but for now, Lions Bay will be in a satisfactory condition (apart from the replacement of the A/C sections) for the next 20 years or so.

Water Distribution System Corrosion Potential and Lions Bay Drinking Water Quality 2024 Annual Report - The I.C. supported the recommendation to Council asking for corrosion control measures be included in the 2026 budget cycle. The DOO further supported this recommendation as lead leaching into the water has become an issue in older residences and community buildings.

The VCH inspector is requiring Lions Bay post a notice twice a year advising residents to flush their water lines to reduce the lead content, and such notice must be included in the Annual Water Quality Report. There was a note in the site inspection reports to this effect *“There are plans for pH adjustment in the future, as the pH of the source water is at around 6.9, causing corrosion concerns”*.

The DOO has reported he submitted a budget request for \$200,000 to install the necessary equipment to properly effect pH adjustment to the treated water supplies. The elevation of pH should move the LSI corrosion index closer to stable and arrest the lead leachate in the residences and community buildings. The DOO requested a stronger recommendation as pH adjustment has been presented at all the budget cycles for the past 6 years, and each time it has been deferred to future years. The original budget figure for pH adjustment capital expense was \$50,000, and it is now \$200,000. The costs will not go down, and now is the time to approve this, required by the VCH inspector, request.

The 2024 Annual Water Quality Report emphasises the need to enhance alkalinity, properly manage the LSI corrosion potential scale and reduce the concentrations of lead in residential and community buildings taps.

The report also reconsiders the need to prepare for filtration at a future date. As highlighted above, 3 of the 4 criteria for filtration exception have now been met, and work is progressing on the fourth parameter. However, there is another issue looming that still might require Lions Bay to reconsider the long term need for filtration. Disinfection by-products have been shown to be harmful to human health and are regulated to a total of 100 µg/L⁻¹ for all THM combined, and to a total of 80 µg/L⁻¹ for all HAA combined.

The regulation is under review and is expected to tighten in the coming years. At the end of the March 2025 Health Canada Guidelines for Canadian Drinking Water Quality manual, both THM and HAA are included under the following statement : *The following are parameters for which Health Canada is developing or updating guidelines and guidance over the next few years.*

Currently, Lions Bay meets these MAC levels, however, our background organic loading is increasing (due to drought and heavy rain cycles) and would be extreme in the event of a forest fire. When organic loading increases, the precursor molecules which generate the DBP increase, and so, ultimately, does the DPB concentrations.

The best way to reduce DBP concentrations is to remove the organic precursors at source. This translates into coagulation, flocculation, possibly clarification (but less likely in L.B.) and filtration to remove the pin floc containing the DBP precursors. The DOO reported that the Village engineering consultants are preparing a budget cost for filtration in Lions Bay.

SCADA Up-date - The DOO reported out on recent modifications to the SCADA system for both water treatment plants. With a focus that all activates affect each other, especially in terms of overall water treatment, the recent gains in monitoring offer several benefits.

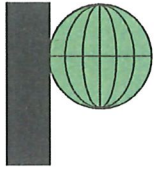
At the WTP intakes UVT is now available, as is turbidity monitoring, and both have been up-loaded into the SCADA systems. Currently, there is no power available at the Harvey Creek intake, so progress at this site has been delayed. The DOO is adding a \$60,000 request to the 2026 budget to take power to the Harvey Creek intake.

It is the intention of the PWD to improve and up-grade the water distribution system monitoring to include both turbidity and chlorine residual at Lions Bay Avenue last end user, and Brunswick Beach last end user. This will be in addition to the current Kelvin Grove location.

UVT and NTU at the intakes is critical for the ENSURE project, and is necessary to provide a treated water quality that always meets the GCDWQ requirements. UVT measurements are also critical for managing the UV radiation lamps for effective disinfection. As discussed in previous notes, managing organics properly is also critical to maintaining DBP below the regulated concentrations.

Measuring free chlorine concentrations in the distribution system prevents against biological regrowth in the distribution systems, can be used to identify and even isolate leaks in the system or possibly cross connection contamination, and it also allows for the chlorine dosage at the WTP to be optimized, and hopefully, lowered, enhancing taste and lowering costs.

The budget request for SCADA improvements was fully supported by the I.C.



PITEAU ASSOCIATES
GEOTECHNICAL AND
HYDROGEOLOGICAL CONSULTANTS

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NORTH VANCOUVER, B.C.
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Our file: 2681

March 18, 2005

Earth Tech Canada Inc.
1901 Rosser Street, 6th Floor
Burnaby, B.C.
V5C 6S3

Attention: Mr. Scott Neuman

Dear Sirs:

Re: Hydrogeologic Assessment for Groundwater Supply, Lions Bay, B.C.

Piteau Associates Engineering Ltd. (Piteau) was retained by Earth Tech Canada Inc. (Earth Tech) to perform a hydrogeological assessment to define areas near the Village of Lions Bay which are most prospective for a potential development of a groundwater source. The work involved the review of available topographic and geological maps and reports, stereo-paired aerial photographs, information on existing water wells drilled in the area, and reports pertaining to groundwater resources.

BACKGROUND

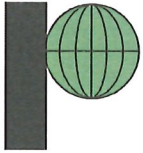
The Village of Lions Bay (the Village) is a community of about 1400 residents located on the east shore of Howe Sound, 25 km north of Vancouver (Fig. 1). Access is by Hwy. 99, which intersects the town.

The Village operates a water distribution system that supplies potable water to residences and businesses. According to Earth Tech, water is drawn into the system at intakes on Harvey Creek (79% of production), Magnesia Creek (21% of production) and Alberta Creek (used only during droughts). Earth Tech has indicated that the average daily water demand in 2004 was 28 L/s. However, after allowing for leakage, the actual consumption is about 10 L/s. Having regard to possible future expansion of the community, they have indicated that the feasibility of developing a 10 to 15 L/s groundwater supply source should be assessed.

SITE DESCRIPTION

The Village of Lions Bay is located along Hwy. 99, 11 km north of Horseshoe Bay on NTS mapsheet 92G/6.

The original settlement at Lions Bay was built on the alluvial fan of Harvey Creek, which juts into Howe Sound. Topography of the fan is subdued, with an average grade from tidewater to fan apex of about 20%. The fan consists of rapidly changing sand and gravel layers with occasional accumulations of unsorted sand, silt and gravel that were deposited by mass wasting events.



Earth Tech Canada Inc.

Attention: Mr. Scott Neumann, P. Eng. -2- March 18, 2005

Beyond the top of the fan, slope grade increases to 25%, and the built-up portion of town extends to an elevation of about 220 metres above sea level (m-asl). At this elevation, the slope breaks uphill to 50%, except in the Harvey Creek Valley, where the slope maintains a grade of about 25%.

Creeks draining Mount Harvey and The Lions are incised through overburden and into bedrock. The horizontal depth of the Magnesia Creek valley is about 16m, while that of the Harvey Creek valley is about 18m. The topographic divides along the eastern sides of these two creek catchment basins rise up to about 1700 and 1600 m-asl, respectively.

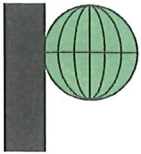
HYDROGEOLOGY

The dominant geologic profile in the Village area is about 1m of unconsolidated colluvium overlying metamorphosed sedimentary and volcanic bedrock belonging to the Gambier Group. According to Roddick (1965), this bedrock consists of bedded and foliated deposits of clastic sediments and a range of intermediate to felsic, subaerially deposited, flow and fragmental volcanics. The general morphology of Gambier Group rocks resembles a hanging pendant, or remnant, of older Gambier Group suspended in the main mass of Coast Plutonic rocks. The colluvium is likely quite a bit thicker than 1m in the area around the creek mouths, where it merges into fan deposits.

The eastern extent of Gambier Group rocks is at an intrusive contact about 1200m east of the Howe Sound shore, where a large mass of quartz diorite is exposed. Given the expected shape of the Gambier pendant, its contact with the quartz diorite likely dips to the west.

Groundwater in the Lions Bay area is likely controlled by bedrock openings called fractures. While bedrock is relatively impermeable to water, it can act as an aquifer when it has been fractured. Brittle plutonic and volcanic rocks are most susceptible to fracturing, and these have commonly been subjected to tectonic activity in this setting. While the porosity of the resulting rock is relatively low, the fractures can be extensive and intersecting fracture sets can result in moderately productive aquifer zones. The morphology of such zones is often erratic compared to sedimentary layering, and locations of suspected fracture zones should be confirmed in the field. The Gambier rocks have been tilted as they were thrust into place by regional faulting, and now exhibit bedding of various attitudes. Some sections dip nearly vertically. Their susceptibility to tectonic fracturing is variable, with the fine-grained clastic sediments forming foliated rocks, and the brittle volcanics tending to shatter.

Faults are fractures along which relative movement of rock has taken place. Rather than a single discrete plane, faults are commonly zones several metres or tens of metres wide, along which rocks have been crushed or torn. Fault zones can subsequently become conduits for groundwater movement, and are a good place to prospect for water in a bedrock environment. In particular, locations where intersecting fault sets are suspected warrant further investigation, as they may host a volume of rock that has been fractured in three dimensions.



Earth Tech Canada Inc.

Attention: Mr. Scott Neumann, P. Eng. -3- March 18, 2005

Through-going faults have not been identified on the regional bedrock geology maps (Roddick, 1965) and the Armstrong map (1990), but localized faulting and fracturing is common along Howe Sound.

As part of this hydrogeological assessment, Piteau has examined stereoscopic aerial photographs of the region surrounding Lions Bay, to delineate potential regional faulting and/or fractures. Linear geographic features that are interpreted as potential fault or fracture planes are indicated in Fig. 2. Areas where potential fault intersections exist are circled, and suggested locations for a test well are also indicated.

Water migrating along a fault plane projecting at an angle other than vertical would be intercepted by a vertical well from the top surface of the fault. The orientation of the fault or fracture must be ascertained prior to the selection of a drill site, so that the zone can be intersected at a depth of at least 30m below ground.

EXISTING WATER WELLS

There are no government records of water wells in the area covered by Fig. 1. Wells operating at Fury Creek north of Lions Bay are in a different hydrogeological regime. They draw water from a gravel aquifer that is not comparable to Lions Bay lithology.

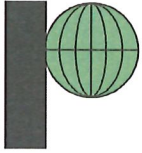
Information obtained from a representative of the Seascapes development project, which is located just north of Horseshoe Bay, confirms that they drilled eight test wells on the property and that they now have three production wells. Typical well depths are 100 to 140m and yields are in the 0.8 to 1 L/s range. Many of the successful wells could not be used due to unacceptably high arsenic concentrations in the groundwater. Elevated arsenic concentrations have been a problem in geologically similar areas on Bowen Islands and some regions along the Sunshine Coast. However, this issue tends to be less of a problem in areas located near large creeks.

CLIMATE

Environment Canada climate data indicate that the average annual precipitation for Lions Bay Station for the 17-year period between 1984 to 2001 was 1662mm (Table I). This compares to reported 30-year annual average precipitation values of 2367mm and 2044mm for Squamish Upper Station and North Vancouver Capilano Station, respectively. As precipitation increases with increasing elevation, a value of 1850mm was used for estimating groundwater recharge for this assessment.

RECHARGE

If the presence of an aquifer is confirmed, an additional consideration is recharge. Recharge is the volume of water flowing through the ground into an aquifer. Recharge must exceed the sum of all discharge for the aquifer's water level to remain stable.



Earth Tech Canada Inc.

Attention: Mr. Scott Neumann, P. Eng. -4- March 18, 2005

The area available for recharge in each of the three basins of Harvey, Alberta and Magnesia creeks multiplied by the annual average precipitation provides an estimate of total annual hydrologic flow. Of this, most flows as surface runoff, while only a portion is available for groundwater recharge. Assuming that about 8% of the average annual precipitation can seep into the ground, the potential maximum available recharge in each of the three basins is summarized as follows:

Basin	L/s	USgpm
Harvey Creek	28.6	454
Magnesia Creek	17.3	275
Alberta Creek	4.3	68

This calculation suggests that, while a single well located in either the Harvey or Magnesia Creek basins could theoretically sustain the design flow, it is likely that a number of production wells will be needed to provide the 10 to 15 L/s required flow.

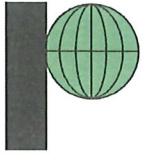
Based on available information, it is judged that individual well yields ranging up to about 4 L/s are possible for wells located close to Harvey and Magnesia Creeks. If it is confirmed that the local area fault/fracture zones dip towards the north, the best location for a test well is about 50m north of the creek channel. Other potential areas are along what appears to be cross faults, such as site 4, indicated on Fig.2.

A number of potential sites are represented as red dots on Fig. 2. These are presented as potential sites that appear worthy of additional assessment and consideration, especially in regards to land ownership and site access. The additional assessments, will involve examining bedrock exposures, looking for evidence of faults or large fracture zones in bedrock exposures, delineating the structural strikes, assessing the feasibility of bringing a truck-mounted drill rig to the site and proximity to existing water mains. Many of these sites may prove to be very expensive to access, and yet others may be relatively inexpensive, such as a site located near the fire hall.

WATER QUALITY

Experience from hydrogeologically similar areas suggest that the groundwater in the area should meet Canadian Drinking Water Quality guidelines. However, there are some metals that could potentially pose a water quality concern in water drawn from Gambier sediments. These include arsenic, mercury, lead, iron and manganese. However, high metals concentrations are normally expected where water has a long residence time in contact with its host formation. The fractured bedrock and high hydraulic gradients anticipated in the Lions Bay area suggest a high flux rate, and hence, a low residence time.

Elevated concentrations of iron and manganese only have an aesthetic impact on water quality and can normally be relatively easily removed, while some metals, such as arsenic, pose a health problem and are difficult to treat.



Earth Tech Canada Inc.

Attention: Mr. Scott Neumann, P. Eng. -5- March 18, 2005

In some areas, oxidation of sulphides in the bedrock can lead to water with low pH and/or a pungent "rotten egg" smell. If present, this is relatively easily removed.

COSTS

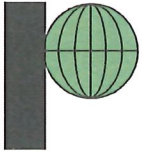
The cost of drilling and testing bedrock wells in the Lions Bay area could range from about \$109,614 to about \$181,342, as indicated on Table II. In developing these costs, the following assumptions were made:

1. It is estimated that it may be feasible to drill between four and six test holes and have three of these holes completed as production wells, which have the potential for yielding a combined flow of at least 10 L/s.
2. The pumps required to pump from the successful wells will fit into either a 150mm diameter bedrock hole or a 106mm diameter PVC casing that has been installed to stabilize the rock walls in the well.
3. The depth of the wells and test holes will range from 91.4 to 152.4m (300 to 500 ft) below ground surface.
4. Each successfully completed well will be aquifer pump tested for a period of 72 hours.
5. Groundwater quality will not be a significant issue.

The lowest cost estimate assumes that four 91m deep, unlined wells are constructed and that three have sufficient yield capacity to sustain a flow of at least 3.3 L/s.

CONCLUSIONS

- 1) Groundwater recharge estimates for the creek basins surrounding Lions Bay indicate that there is a potential for the required minimum 10 L/s flow being produced from wells drilled into fractured bedrock in either in the Harvey or Magnesia Creek basins.
- 2) It is estimated that between three and four wells will be required to sustain the minimum 10 L/s flow, and up to six 152m test deep holes may be required to prove up the desired yield and water quality.
- 3) Groundwater in the Lions Bay area will most likely be drawn from fractured bedrock aquifers, and experience suggests there is about a 70% chance that the required yield and water quality can be obtained from three wells drilled in this type of bedrock.
- 4) While there is a possibility that a well could be developed in the Harvey and Magnesia Creek fans, these potential water bearing zones (aquifers) are not well protected from surface contamination. Given that the potentially most productive zones are located below the



Earth Tech Canada Inc.

Attention: Mr. Scott Neumann, P. Eng.

-6-

March 18, 2005

highway, where contaminants could enter the aquifers and near the ocean where there is a potential for salt water intrusion, this option has been ruled out.

- 5) The estimated cost of a drilling and testing program, leading up to the construction of testing of three tested production wells is likely to be in the \$109,000 to \$182,000 range. This does not include the cost of preparing access to the selected drill sites, but does include the cost of engineering supervision of the program and GST.

RECOMMENDATIONS

- 1) Potential sites should be selected according to their potential ease of access to water mains and accessibility for a drill rig. Follow-up geological mapping should then be conducted at prioritized sites. The objective of this mapping should be to confirm the potential presence of fractured bedrock and determining the orientations of exposed geological structures such as faults and fractures.
- 2) A 150mm (6") diameter test hole should be drilled at the most promising sites, to a depth of about 100m and possibly as deep as 150m.
- 3) If an aquifer is encountered, the stability of the bedrock in the hole should be assessed to determine if liner pipe is required to protect a submersible pump installed in the hole.
- 4) Soon after a well is completed, an aquifer pumping test should be performed.
- 5) One or more water samples should be collected during the test and a sample sent to a laboratory for potability analysis.

We trust this is sufficient for your current needs.

Yours truly,

PITEAU ASSOCIATES ENGINEERING LTD.

Arnd Burgert, G.I.T.

R. Allan Dakin, P.Eng.

AB/RAD/dls
Att.

REFERENCES

- Armstrong J.E., 1990. Vancouver Geology. Geological Association of Canada. 128 p.
- Roddick, J.A., 1965. Vancouver North, Coquitlam and Pitt Lake Map Areas, British Columbia, Geological Survey of Canada, Memoir 335. 275 pp.

TABLES

TABLE I

CLIMATE DATA FOR HOWE SOUND

Canadian Climate Normals 1971-2000

Station	Latitude	Longitude	Elevation	Climate ID									
Squamish Upper	49° 54' N	123° 16' W	46.00 m	1047672									
	Temperature												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
Daily Average (°C)	0.2	2.3	5.7	9.0	12.5	15.2	17.7	17.8	14.6	9.1	3.5	-0.1	9.0
Standard Deviation	2.5	2.0	1.8	1.3	1.3	1.3	1.2	1.0	1.3	1.1	2.0	2.2	1.8
Daily Maximum (°C)	2.9	6.0	10.6	14.6	18.3	20.9	24.0	24.5	21.0	13.8	6.2	2.2	13.7
Daily Minimum (°C)	-2.5	-1.5	0.7	3.4	6.7	9.4	11.3	11.2	8.2	4.4	0.8	-2.4	4.1
	Precipitation												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
Rainfall (mm)	265.7	235.3	188.9	159.2	105.8	85.8	61.1	59.6	88.2	279	357.5	245.2	2131.3
Snowfall (cm)	71.7	47.6	22.5	2.5	0.0	0.0	0.0	0.0	0.0	0.6	21.4	69.1	235.5
Precipitation (mm)	337.4	283	211.4	161.7	105.8	85.8	61.1	59.6	88.2	279.6	378.9	314.3	2366.8

Station	Latitude	Longitude	Elevation	Climate ID									
N Vancouver Capilano	49° 21' N	123° 7' W	93.00 m	1105655									
Precipitation													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
Rainfall (mm)	219.2	224.7	188	142.4	112.1	89.2	69.4	62.4	94.4	205.9	294.5	284.6	1986.8
Snowfall (cm)	17.8	14.5	3.3	0.4	0.0	0.0	0.0	0.0	0.0	0.1	4.4	16.4	56.9
Precipitation (mm)	237	239.2	191.3	142.8	112.1	89.2	69.4	62.4	94.4	206	298.9	301	2043.7

Climate Averages 1984-2001

Station	Latitude	Longitude	Elevation	Climate ID									
Lions Bay	49° 27' N	123° 14' W	52.00 m	1104634									
Precipitation													
Precipitation (mm)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
	217.5	161.4	152.5	139.2	102.6	80.0	48.8	60.3	67.1	195.4	241.7	195.9	1662.3

Source: Environment Canada

TABLE II
WELL DRILLING AND TESTING COST

Lined Bedrock Well = 500 feet deep

Item	Units	Qty	Field Drilling	
			Rate	Cost
Mobe & Demobe	LS	1	300	300
Drill and Case 200mm diam.	ft	15	50	750
Drill - 200mm diam in rock	ft	5	40	200
Set 150mm casing	ft	20	15.0	300
Drill - 150mm diam in rock	ft	480	30.0	14,400
Supply 110mm diam blank liner	ft	460	8	3,680
Supply 110mm diam screen	ft	40	11	440
Hourly work	Hour	6	250	1,500
200mm diam casing shoe	Unit	1	360	360
Bentonite seal and cap	Unit	1	300	300
Contingency	Unit	1	200	200
Per diem	day	3	300	900
TOTAL				23,330
GST				1,633
TOTAL				24,963

72 Hour Pumping Test on Well

Item	Units	Qty	Precision Pumps	
			Rate	Cost
Mobe & Demobe	LS	1	400	400
Set and with draw pump	hr	6	125	750
Pump testing	hr	72	95	6,840
Recovery	hr	4	80.0	320
Supply lay flat hose	ft	150	1.0	150
Per diem	day	4	200	800
TOTAL				9,260
GST				648
TOTAL				9,908

Unlined Hole 300 feet deep

Item	Units	Qty	Field Drilling	
			Rate	Cost
Site move	LS	1	600	600
Drill and Case 200mm diam.	ft	15	50	750
Drill - 200mm diam in rock	ft	5	40	200
Set 150mm casing	ft	20	15.0	300
Drill - 150mm diam in rock	ft	280	30.0	8,400
Supply 110mm diam blank liner	ft		8	
Supply 110mm diam screen	ft		11	
Hourly work	Hour	6	250	1,500
200mm diam casing shoe	Unit	1	360	360
Bentonite seal and cap	Unit	1	300	300
Contingency	Unit	1	200	200
Per diem	day	2	300	600
TOTAL				13,210
GST				925
TOTAL				14,135

Abandoned Test Hole

Item	Units	Qty	Field Drilling	
			Rate	Cost
Site move	LS	1	600	600
Drill and Case 200mm diam.	ft	15	50	750
Drill - 200mm diam in rock	ft	5	40	200
Set 150mm casing	ft	20	15.0	300
Drill - 150mm diam in rock	ft	280	30.0	8,400
Supply 110mm diam blank liner	ft		8	
Supply 110mm diam screen	ft		11	
Hourly work	Hour	6	250	1,500
200mm diam casing shoe	Unit	1	360	360
Bentonite seal and cap	Unit	1	300	300
Contingency	Unit	1	200	200
Per diem	day	2	300	600
TOTAL				13,210
GST				925
TOTAL				14,135

Scenario 1

Unlined well	Well	3	\$14,135	42,404
Abandoned test hole	Hole	1	\$14,135	14,135
Pumping test	Test	3	\$9,260	27,780
Sub total				84,319
Contingency	10%			8,432
Engineering	20%			16,864
Total				109,614

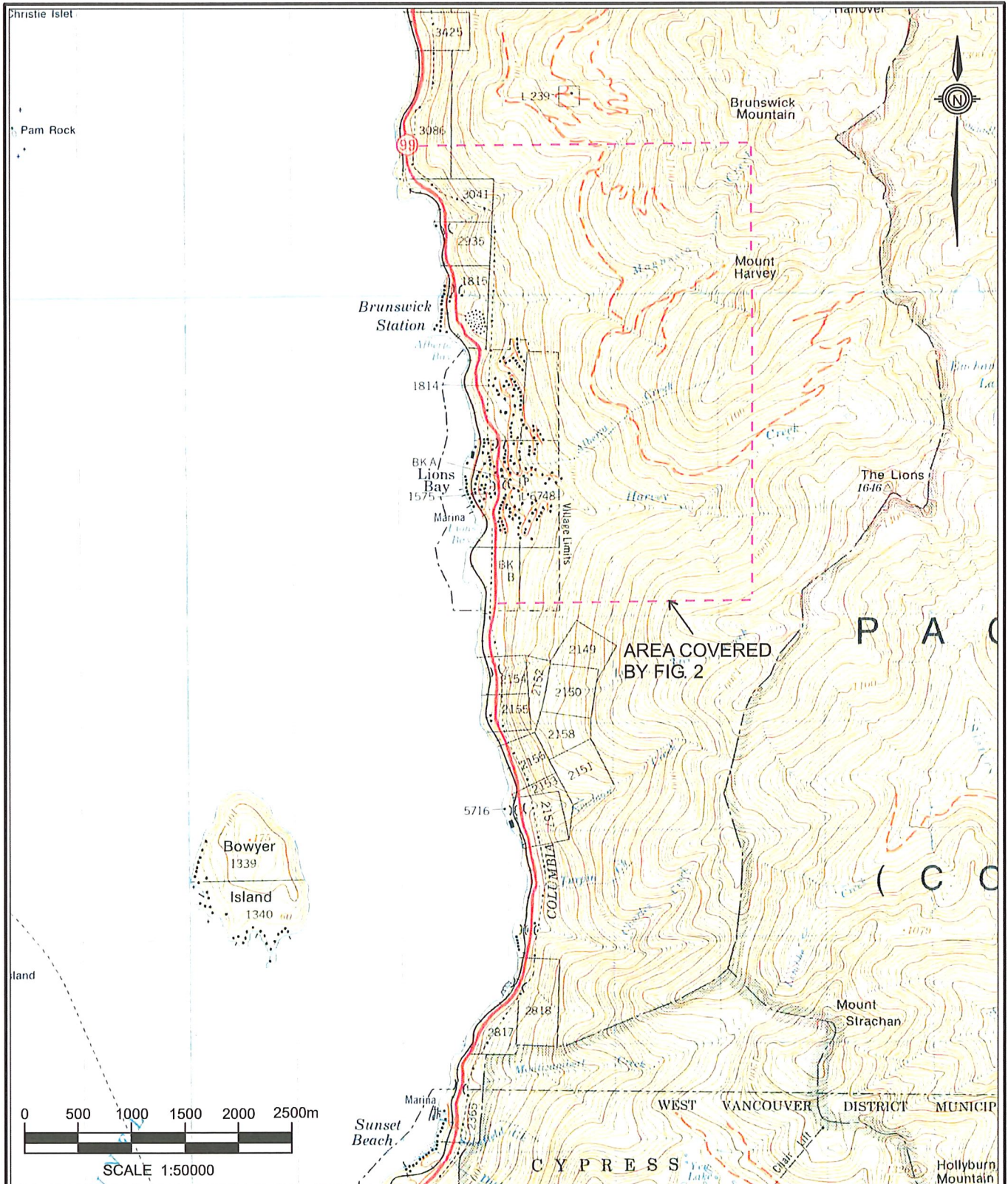
Scenario 2

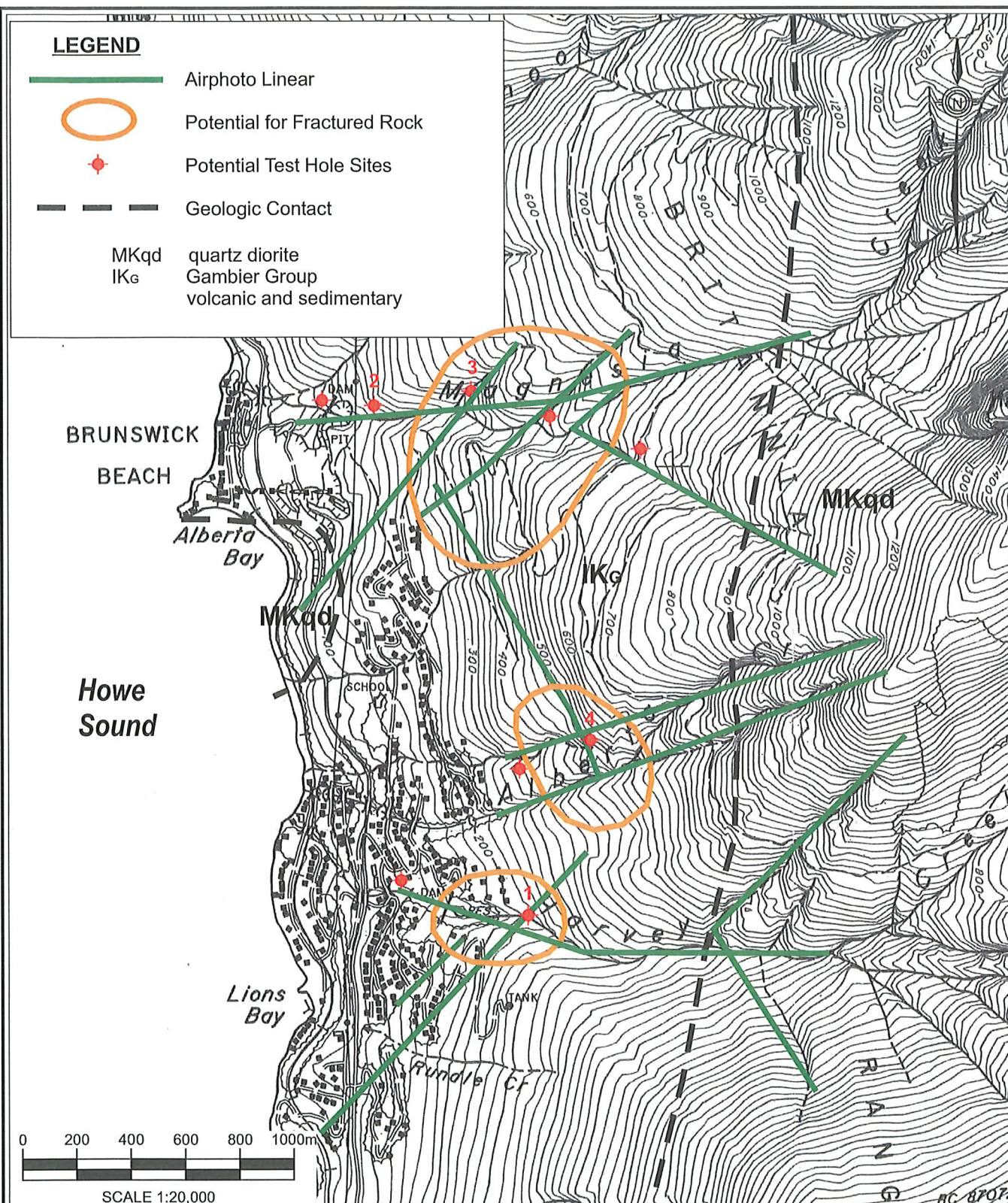
Lined well	Well	3	\$24,963	74,889
Abandoned test hole	Hole	3	\$14,135	42,404
Pumping test	Test	3	\$9,260	27,780
Sub total				145,073
Contingency	10%			14,507
Engineering	15%			21,761
Total				181,342

Notes

- 1) Drilling costs based on Field Dilling quotation
- 2) Cost of gaining site access is not included

FIGURES





GEOLOGY FROM RODDICK et al 1974.

PREPARED SOLELY FOR THE USE OF OUR CLIENT AND NO REPRESENTATION OF ANY KIND IS MADE TO OTHER PARTIES WITH WHICH PITEAU ASSOCIATES ENGINEERING LTD. HAS NOT ENTERED INTO A CONTRACT.

EARTH TECH INC.



PITEAU ASSOCIATES
GEOTECHNICAL AND HYDROGEOLOGICAL CONSULTANTS
VANCOUVER LIMA

REVIEW OF GROUNDWATER
SUPPLY POTENTIAL
LIONS BAY, B.C.

**LINEAR FEATURES INTERPRETED
FROM AERIAL PHOTOGRAPHS**

BY:	DATE:
AB/ss	MAR. 05
APPROVED:	FIG:
	2



**EMERGENCY PROGRAM COMMITTEE MEETING
OF THE VILLAGE OF LIONS BAY
HELD ON WEDNESDAY OCTOBER 1, 2025 AT 6:30 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND VIA ZOOM VIDEO CONFERENCE**

TO JOIN THE MEETING, CLICK HERE:

<https://us02web.zoom.us/j/2780145720?omn=81923275946>

TO JOIN VIA PHONE, DIAL 778-907-2071 AND ENTER MEETING ID: 278 014 5720

MINUTES

In attendance: Ken Berry, Ron McLaughlin, Jennifer Ohlhauser, Mary Brown, Neville Abbott, Michael Broughton, Ed Langford. On line: Ross Blackwell Regrets: Lions Bay Fire Rescue, Karl Buhr

1. **Call to Order - 6:30pm**
2. **Appointment of Recorder - Roel Coert**
3. **Approval of the Agenda - passed**
4. **Public Questions & Comments - none**
5. **Approval of Minutes - not applicable as no minutes from previous meetings were available**
6. **Business Arising from the Minutes - not applicable**
7. **Unfinished Business - not applicable**
8. **New Business**
 - A. Introduction of Jennifer Ohlhauser of West Vancouver School District
 - Jennifer Ohlhauser is the Vice Principal of Lions Bay Elementary School
 - B. Search and Rescue (SAR) Report
 - i. Helicopter landing at school field during school hours
 - To address the lack of communication with the school staff about the helicopter landing at the school field during school hours, SAR requested an update of school personnel contact information, including alternatives. Contact information of all involved was shared during the meeting.
 - ii. Overlap of Lions Bay Fire Rescue (LBFR) and SAR in responding to hikers
 - Communication overlap between LBFR and SAR will be taken care of internally between the two agencies
 - iii. Electricity to sea can

- Power can be provided from the SAR container to the ESS container. SAR suggested replacing the uninsulated ESS container with an insulated one and that dehumidifiers should be used during the fall and winter seasons
 - C. Lions Bay Fire Rescue Report
 - i. Representative to EPC meetings
- Due to the lack of a fire chief, no representative was available to attend
 - D. ESS Report
 - i. Membership
- Currently at 3 volunteers, and always looking to bring on more members
- Lions Bay Fire Rescue is to notify ESS in the case of a house fire
 - ii. Public Education
- October 16 is the Great BC Shakeout 2025. A public service message will be distributed to residents via the Village Update. Signage will be placed in public areas
 - E. Emergency Program Coordinator Report
 - i. New key locker
- A key locker for common emergency management keys has been placed in the foyer of the Klatt Building.
 - ii. Evacuation route plan, hiring of expert
- Hiring of an expert to write a community evacuation plan has begun with the writing of a RFP. Assistance with correct wording of the RFP will be sought through Metro
 - iii. Memorandums of understanding, mutual aid agreements
- Mutual Aid Agreement has been obtained between Lions Bay ESS and the Municipality of Bowen Island ESS. EPC will ask NSEM and Metro Vancouver for updated documents
 - iv. Inter-agency communications with EPC and ESS
- EPC reminds other agencies to contact EPC who will contact ESS in the event of an evacuation or humanitarian event, in order to help those affected
 - v. Council membership on EPC
- EPC suggested to Councillors present to that Ron McLaughlin be appointed as the second Councillor on the Emergency Program Committee, due to his membership in ESS

9. Public Questions & Comments

- EPC is planning a Drum Building workshop for staff, mayor and council on Oct. 23 and Oct. 29 with the goal of building co-operative strategies. All costs of the workshop will be covered by a Community Emergency Preparedness Funding grant.
- Councillor Abbott reported out of the UBCM meeting that the province is looking into purchasing 2-3 modular filtration systems that can be leased out to small communities during drought or after wild fires
- CAO Blackwell reported out of the UBCM meeting that the province might step in with local emergency management professionals to help with direction and planning to ensure that aid to a small community is complete and resilient

10. Next Meeting Schedule - January 22, 2026

11. Adjournment - 7:36 pm

COUNCIL REPORT

DATE: 2025-10-30 **FILE:** Council-2025-023
TO: Regular Meeting of Council November 4, 2025
FROM: Ken Berry
RE: Adoption of BC Ombudsperson's Recommendations for Closed Meetings

RECOMMENDATION:

That Council align its closed-meeting practices with the Community Charter, Procedure Bylaw, and the BC Ombudsperson's best-practice guidance.

BACKGROUND:

Best Practice on Frequency:

The Ombudsperson's updated guide cautions that local government bodies should "avoid regularly scheduled closed meetings. Instead, it is preferable to close part of a regular meeting only when the subject matter falls under a specific exemption." This directly addresses the pattern of having an in-camera segment every meeting.

Best Practices Precedents:

- City of White Rock publishes "Information Released from Closed Meetings" and an index of corporate reports later authorized for release. This shows a standing, proactive report-out and release practice.
- City of Vancouver issues formal "Decision Release" notices from in-camera meetings when confidentiality no longer applies (e.g., March 11, 2025).
- City of Nanaimo has a policy framework for releasing closed-meeting information (e.g., "Routine Release of 'In Camera' Agendas" referenced by the Ombudsperson).

Council Reaffirm a Commitment to the Community Charter, Procedure Bylaw, and the BC Ombudsperson's on Closed Meeting Disclosure. These are standard, non-controversial transparency measures. They safeguard sensitive matters when necessary, while restoring the presumption of openness and public trust.



FINANCIAL CONSIDERATIONS:

None.

LEGAL CONSIDERATIONS:

None.

MOTION:

THAT staff conduct a 30-day rolling review of closed minutes and reports and bring forward items for public release (with redactions where lawful) once confidentiality is no longer required, mirroring White Rock and Vancouver practices.

Respectfully submitted,

Ken Berry, Mayor

General Correspondence		
Date Rec'd	FROM	TOPIC
27-10-25	GoByBike BC Society	Municipal Membership Program
30-10-25	Jeremy Valeriote, MLA	BC Rail Next Steps
Council Response to Previous Correspondence		
Date Rec'd	FROM	TOPIC
24-10-25	Council to Monica Gewurz	Beach Access
24-10-25	Council to Anthony Greville	Infrastructure Funding
Resident Correspondence		
Date Rec'd	FROM	TOPIC
28-10-25	Norma Rodgers	Infrastructure Budget
29-10-25	Charlie Bradbury – Bird Friendly Member	Building Bylaw + Bird Friendly
29-10-25	Penny Nelson – Bird Friendly Founder	Building Bylaw + Bird Friendly
29-10-25	Norma Rodgers – Bear Smart Chair	Building Bylaw + Bear Smart

From: Quentin Randall <quentin@gobybikebc.ca>

Sent: October 24, 2025 10:45 AM

To: Ken Berry <mayor.berry@lionsbay.ca>

Subject: Building Healthier, Greener Communities – GoByBike LogMyRide Meeting Request

Dear Ken,

As Executive Director of GoByBike BC Society, I'm reaching out to share our new Municipal Membership Program - a provincially supported initiative that helps communities strengthen cycling engagement and data collection while keeping costs and administration low.

GoByBike BC is a Ministry of Transportation and Transit-funded, CRA-registered non-profit with a provincial mandate to grow active transportation across BC. Each year, our **LogMyRide platform** supports more than 60,000 riders who collectively log over 10 million kilometres, providing one of the most comprehensive data sources on cycling participation in the province all the way down to the local level.

We also maintain a province-wide **Bike-Friendly BC map and directory**, where member communities and their businesses receive an enhanced, editorial-style community profile. This feature highlights local leadership in active transportation and increases visibility of Lions Bay among GoByBike's network of engaged riders and supporters.

Membership of GoByBike BC provides you with:

- Recognition of Lions Bay as a Bike-Friendly BC community, featured in our Bike-Friendly BC Directory to highlight your leadership among 60,000+ users
- Access to reliable province-wide, and local-level active transportation data and impact reporting to support planning, grant applications, and public engagement
- Ready-to-use campaign materials and engagement tools to enhance Lions Bay's reputation as a provincial leader
- Connections to peer municipalities advancing cycling culture and infrastructure across BC

Memberships are scaled by community size, ensuring accessibility for smaller towns and appropriate value for larger centers. Let's schedule 20 minutes next week to walk through the membership framework and identify how GoByBike BC can complement your current initiatives in Company.

Thank you Ken, I look forward to hearing from you,

Quentin Randall, Executive Director

GoByBike BC Society

E: quentin@gobybikebc.ca

W: www.GoByBikeBC.ca

From: Valeriote.MLA, Jeremy <Jeremy.Valeriote.MLA@leg.bc.ca>
Sent: October 30, 2025 7:00 AM
To: Valeriote.MLA, Jeremy <Jeremy.Valeriote.MLA@leg.bc.ca>
Subject: BC Rail meet next steps: letter & round table ACTION REQUIRED

Dear all,

Many thanks for all of you who were able to attend the **BC Rail Corridor – Local Communities Meeting** at UBCM on September 23rd, and apologies for taking a while to follow up.

Background - A quick reminder: In July CN Rail gave notice that it will end its lease on the rail corridor between Squamish and 100 Mile House, returning it to BC Rail - a wholly owned subsidiary of the BC Government. From July 2026 interested parties will be able to take over this segment of the line for existing and new train services. If no-one steps forward to continue operations, the segment will be offered for net salvage value. Two passenger services currently use the line: a high-rail bus transporting Tsal'ah/Seton Lake Nation members to and from Lillooet; and the Rocky Mountaineer tourist train, which would require an alternative route to Vancouver.

Last month's meeting, summarized below, was attended by more than 30 community leaders and staff:

MLAs Jeremy Valeriote, West Vancouver -Sea to Sky Lorne Doerksen, Cariboo-Chilcotin Tony Luck, Fraser-Nicola Lynne Block, West Vancouver-Capilano	Councillors Neville Abbott, Lions Bay Eric Andersen, Squamish Christine Cassidy, West Vancouver (WV) James Hanson, District of North Vancouver (DNV) Trudy Klassen, Prince George Peter Lambur, WV Gord Lovegrove, Kelowna Hermann Mah, DNV Jessica McIlroy, City of North Van (CNV) Jeff Murl, Whistler Katrina Nightingale, Pemberton Catherine Pope, DNV Jenna Stoner, Squamish Sharon Thompson, WV Linda Watt, WV
Mayors Jack Crompton, Whistler Armand Hurford, Squamish Mike Little, District of North Vancouver Ron Paull, Quesnel Mark Sager, West Vancouver Roland Stanke, Clinton	
First Nations Peter Baker, Executive Director, Territory & Culture, Squamish Nation Sheldon Tetreault, CAO, Squamish Nation	Regional Districts Heather Paul, CAO, Squamish-Lillooet RD Tricia Thorpe, Area Director, Thompson-Nicola RD

Meeting Summary:

- There was considerable enthusiasm for retaining the rail line. Many described it as an important part of BC's heritage, as well as an underutilized economic asset
- Reminder this is not just a passenger and tourist rail corridor: the forest industry relies on the Squamish-100 Mile section, and the Squamish Port requires the North Van-Squamish section for movement of goods
- A forest products pellet plant in 100 Mile House was likely shelved due to lack of certainty, and there may be opportunities in a Revitalization Agreement for a pellet plant within the St'at'imc Nation
- The Rocky Mountaineer tourist service brings significant benefit to Quesnel and other northern communities
- There are entities interested in running a service, both from Canada and the U.S.
- A business case is needed, incorporating extended travel times resulting from lack of maintenance of the line; some skepticism noted, especially given lack of central station in Whistler and disrepair of other stations along the line
- North Shore communities would benefit from a reduction in car traffic locally
- Discussion of opportunity to parallel the line with a walking/cycling trail
- This rail line was used to transport Indigenous children to residential schools, and this history must be treated with sensitivity and respect
- Whoever takes over the line would need to have the support of First Nations along the line to proceed with rail service
- Time is of the essence as this is a limited window, and further degradation of line maintenance will worsen the business case
- Equally, retaining the existing infrastructure is vital to give a prospective service the best chance of getting off the ground.

Next Steps – ACTION REQUIRED:

1. **Roundtable** - we are convening a meeting of **stakeholders** – **please indicate by return email** if you are interested in being part of this group.
2. **Save the date:** November 26 at 11:00am-12:30pm.
- 3.
4. **Letter** - we have drafted [a letter to the Premier and Prime Minister \(see draft for comment\)](#) highlighting this opportunity and assessing support.
 - **ACTION:** Please **review** the letter, **suggest edits** and **add your name** as a signatory if you are willing, **BY NOVEMBER 7th**.

Many thanks,

Jeremy Valeriote,
MLA - West Vancouver-Sea To Sky.

From: Ron McLaughlin

Subject: RE: Public access to the beach

Date: October 24, 2025 3:42:56 PM

Good afternoon, Monica. Thank you for your note Monday morning. I added it to the correspondence section of Tuesday's Regular Council meeting so that you would receive a speedier reply.

Director of Operations Karl Buhr was in attendance at the meeting and your request was brought to Council and Mr. Buhr. There are many easements throughout the Village and you have named two. Specific to these, as time permits, our public works personnel will cut back the vegetation and make a better pathway to the water.

Best regards,

Ron McLaughlin

Councillor

H: 604-921-7138

C: 604-353-7138

From:

Sent: Monday, October 20, 2025 10:31 AM

To: Lions Bay Reception <reception@lionsbay.ca>; Council <council@lionsbay.ca>; Lions Bay Public

Works <works@lionsbay.ca>

Cc: 'Monica'

Subject: Public access to the beach

Good morning,

It is my understanding that the residents of Lions Bay have public access to the beach in 2 locations between 150 and 140 Lions Bay Avenue and also between 200 and 210 Lions Bay Avenue. These 2 areas are currently overgrown with brambles and weeds making it unpassable and

unsafe. This is a job that Public Works and the Village should do on a regular maintenance basis.

Since the beach is now closed for constructions it important that we have access to a Public Beach.

I thank you in advance

Thanks - Monica

Good afternoon, Tony. Thank you for taking the time to speak with me earlier this week. Also thank you for your long-time service and leadership on our Infrastructure Committee.

As mentioned, I had moved your letter and correspondence intended for the next COTW meeting (Budget discussion) to the Regular Council meeting. Council was made aware that we had spoken and that I had assured you no budget decisions had been made, and that we were still working through the process. At last night's COTW meeting we were working on the cap ex / infrastructure items. We made it through the first cut of these. The agenda package and documents for our next COTW/Budget meeting on November 6th will give you details, which I know you will be interested in. When you review this package or watch last night's tape you will observe Council is very focused on infrastructure and spending on it.

Please give me a call if you have any questions. Warm regards,

Ron McLaughlin
Councillor
H: 604-921-7138
C: 604-353-7138

From: Anthony S. Greville. < >
Sent: Wednesday, October 15, 2025 3:50 PM
To: Ken Berry <mayor.berry@lionsbay.ca>; Neville Abbott <councillor.abbott@lionsbay.ca>; Jaime Cunliffe <councillor.cunliffe@lionsbay.ca>; Michael Broughton <councillor.broughton@lionsbay.ca>; Ron McLaughlin <councillor.mclaughlin@lionsbay.ca>
Cc: Kristal Kenna <kkenna@lionsbay.ca>; Chief Administrative Officer <CAO@lionsbay.ca>; Karl Buhr, Public Works Mgr/Dir. Ops <pwm@lionsbay.ca>;
Subject: Comment on Infrastructure Funding for the CoW Meeting - 16 October, 2025.

Mayor, Councillors and Administrators,

I have reviewed the recording of the 09 October, 2025, COW meeting where the initial budget for 2026 was discussed. From that I understand there is to be a meeting to continue this discussion on Thursday 16 October. The particular focus of the budget discussion for 16 October meeting is to be infrastructure funding, and the Director of Operations is expected to be in attendance.

I cannot attend the meeting in person, due to a previous commitment, but I would like my thoughts to be considered. I have not yet seen an agenda posted on the Village web page, so I am hoping my letter, attached, can become a part of the package. If not, then can I ask that the attachment be distributed to everyone in advance and be officially read into the meeting as being "Received"?

Thank you very much; you can be sure I will be reviewing the video recording once it is posted.

Regards,

Anthony S. Greville.

From: [REDACTED]
To: [Council; Agenda](#)
Subject: infrastructure letter to Council
Date: October 28, 2025 1:07:12 PM

Dear Mayor and Council,

Early Thanksgiving morning we watched our neighbour's house burn. For two hours the fire was so active we thought it would spread to our home and neighbourhood. Our wonderful LBFD, with WVFD help, contained the fire to one home. If this fire had happened during summer drought I think a lot of the neighbourhood would have been impacted.

I watched so much water being hosed onto the blaze and worried about depletion. Thank goodness Works switched tanks to keep the flow of water going. Without water the fire would have spread to the nearby trees, even with a wet forest.

I did not attend the October 9 COW meeting but saw discussion about pausing the infrastructure levy on video later. This is the wrong area to pursue cost cutting. I would prefer to concentrate village funds on infrastructure improvement and maintenance, rather than legal fees, excess overhead and beauty projects.

Lions Bay's financial situation is not sustainable. We have the choice to raise taxes, increase our tax base, borrow money or a combination of the three. Without increased funding the village could deteriorate to the point of unsafe conditions and uninsurable properties.

It is politically advantageous to propose lower taxes but in our case there are serious infrastructure deficiencies that must be addressed. For the good of the village we need Council to prioritize the village's long term finances and infrastructure needs.

regards,
Norma Rodgers

Dear Mayor and Councillors,

In a meeting on the 20th Aug, 2025, Mr. Blackwell mentioned that a new building bylaw was being introduced and we discussed the possibility of including some bird friendly practices. I am equally hopeful and excited that this is now happening.

Many Lions Bayers have vast windows to make the most of the views. Sadly, these windows also cause many bird deaths and distress to residents following window strikes.

Many of the windows were installed when the science behind bird strikes was not fully understood, but that has now changed and there are plenty of options that greatly reduce and even eliminate window strike risk.



[McCormick Place's Stunning Bird-Friendly Glass Transformation in Chicago](https://www.youtube.com/watch?v=...)
[youtube.com](https://www.youtube.com/watch?v=...)

The reason this Chicago building was so dangerous was because the reflection was that of the lake and sky adjacent to its location. Not dissimilar to Lions Bay's setting in fact.

When we consider that to care for the natural world is in fact to care for ourselves, our decisions should be driven by an ethical framework prioritizing a positive relationship between humanity and the environment. Thus,

I would like Council to honour nature and coexistence and include in the Building Bylaw measures that ensure that glass installed for the building envelope and

decking panels on all new construction or renovations is only that which is bird safe compliant.

There are many bird safe options to suit every budget so the cost differential on a construction/reno would be negligible.

Wouldn't it be nice if Lions Bay became known for its ecologically sympathetic building design...

Thanks for listening.

Charlie Bradbury.
Team Member.

Bird Friendly Lions Bay

WEB: www.lionsbaybirdfriendly.ca

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

From: [Lions Bay Bird Friendly](#)
To: [Council](#)
Cc: [Agenda](#)
Subject: New Building Bylaw
Date: October 29, 2025 1:07:49 PM
Attachments: [RASC Sample Lighting Bylaw 2016 0.doc](#)

Hello Council,

You will be receiving a separate email from another team member with a request regarding the new bylaw. It originated in a meeting with the CAO earlier this year. Adding these prior to approving the new Building Bylaw would require less staff and Council time than making amendments after the fact.

I am requesting that requirements for Bird Friendly lighting be included in the bylaw. Light pollution not only affects birds and other wildlife, it also impacts human wellness and health. Dark, quiet nights are one of many covetable elements of our amazing Lions Bay lifestyle.

Although Lions Bay (largely) enjoys little light pollution, it is fair to say the rash of rebuilds and new builds by non-resident flippers/developers has created excessive light in some neighbourhoods, resulting in light trespass and glare where there were previously none.

Bird Friendly lighting would not necessarily add cost for builders/owners upfront and typically results in lower energy bills for property owners in perpetuity.

Attached is a sample lighting bylaw from Bird Friendly Calgary and the Royal Astronomical Society of Canada we have permission to use. Much of it does not apply to a small community like Lions Bay, but it can be easily adapted.

Thank you for your consideration.

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)



From: [REDACTED]
To: [Council](#); [Agenda](#)
Subject: building bylaw letter for agenda
Date: October 29, 2025 5:46:20 PM

Dear Mayor and Council,

Since staff, with legal help, is writing a new Building Bylaw, I ask Council to consider approving a Bear Smart inclusion. Many forested communities require that new or substantially renovated homes include wildlife proof structures to house garbage and green waste. These structures could include insulated garages or metal sheds/bins. The Bear Smart Committee would be happy to discuss the issue with staff if Council regards this suggestion favourably.

regards,
Norma Rodgers
Chair Bear Smart Committee