



AGENDA

Regular Meeting of Council

Tuesday, December 10, 2024, 7:00 p.m.
Council Chambers, 400 Centre Road, Lions Bay
And Via Zoom Video Conference

Zoom Invite Link: <https://us02web.zoom.us/j/2780145720?omn=87102894785>
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. Adoption of Agenda	
Recommendation:	
That the Agenda of DATE, be adopted	
3. Public Participation	
4. Delegations	
4.1 Norma Rodgers	3
2025 Bear Smart Committee Chair	
5. Approval of Minutes of Prior Meetings	
5.1 Regular Meeting of Council - May 21, 2024	5
5.2 Regular Meeting of Council - July 16, 2024	12
5.3 Regular Meeting of Council - October 15, 2024	15
5.4 Regular Meeting of Council - November 19, 2024	23
6. Reports	
6.1 Staff	
6.1.1 FO: Village of Lions Bay Investment Proposal	29
<i>for decision</i>	
6.1.2 FO: Q3 Accounts Payable	42
<i>for information</i>	
6.1.3 FO: Budget 2025 First Reading	53
<i>for decision</i>	
6.1.4 DCO: 2025 Proposed Council Meeting Calendar	97
<i>for decision</i>	

6.1.5	DO: Drinking Water Officer Annual Inspection Reports <i>for information</i>	98
6.1.6	CAO: Respectful Workplace Training <i>for information</i>	103
6.2	Committees <i>none</i>	
6.3	Mayor and Council	
6.4	Emergency	
6.4.1	RCMP Report - July-August <i>for information</i>	106
6.4.2	RCMP Report - Sept-October <i>for information</i>	108
7.	Resolution <i>none</i>	
8.	Bylaws	
8.1	Water Bylaw No.633, 2025 Second Reading <i>for decision</i>	110
8.1.1	Bylaw Notice Enforcement Bylaw No.640, 2024 Amendment <i>for decision</i>	132
8.2	Noise Bylaw No.638, 2024 Amendment <i>for decision</i>	172
8.3	Garbage and Recycling Bylaw No.639, 2024 Amendment <i>for decision</i>	183
9.	Correspondence	
9.1	Correspondence Listing	198
10.	New Business <i>none</i>	
11.	Public Questions and Comments	
12.	Adjournment Recommendation: THAT the Council Meeting be adjourned.	



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

DELEGATION REQUEST FORM

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

PREFERRED COUNCIL MEETING DATE (Click Here for Calendar)	DATE RECEIVED BY OFFICE (Office Use)
December 17 2024	

APPLICANT NAME & CONTACT INFORMATION

Last Name Rodgers	First Name Norma	
Street Address 229 Bayview Road	Apartment/Unit	
City Lions Bay	Province BC	Postal Code V0N 2E0
Primary Contact No. 604-351-4307	FAX:	
Email Address rodgersnorma@gmail.com		

NAME OF PRESENTER(S)/ORGANIZATION

1. Norma Rodgers
2.

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

SUBJECT OF PRESENTATION and REQUESTED ACTION:

Presenting to Council as the new Chair of the Bear Smart Committee in 2025.

Asking for Council support of the Bear Smart Committee and our work to maintain Bear Smart Community Status for Lions Bay.



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

COUNCIL DELEGATION INFORMATION

COUNCIL PROCEDURES BYLAW No. 476, 2015, as amended

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

OTHER IMPORTANT REQUIREMENTS

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

HELPFUL APPLICATION AND PRESENTATION SUGGESTIONS

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

SUBMIT APPLICATION BY ONE OF THE FOLLOWING METHODS

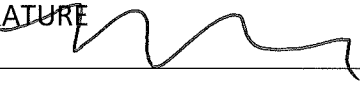
MAIL: Village of Lions Bay, PO BOX 141, 400 Centre Road, Lions Bay, BC V0N 2E0
IN PERSON: Village of Lions Bay, 400 Centre Road, Lions Bay, BC V0N 2E0
FAX: 604.921.6643
EMAIL: office@lionsbay.ca

Village Office hours are Monday to Friday, 10:00 a.m. to 4:00 p.m., excluding Wednesdays.
General inquiries: 604.921.9333

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

APPLICANT'S DECLARATION

I understand and agree to these procedures for delegations

SIGNATURE 	DATE DEC 4/24
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Office Use Only:

<input type="checkbox"/> APPROVED for Council meeting on:	<input type="checkbox"/> DECLINED
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REGULAR MEETING OF COUNCIL
HELD ON TUESDAY, MAY 21, 2024, AT 6:00PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY BC

MINUTES

In Attendance: Mayor Ken Berry
Councillor Neville Abbott
Councillor Jaime Cunliffe
Councillor Marcus Reuter

Absent with
regret: Councillor Michael Broughton

Staff: Chief Administrative Officer, Ross Blackwell
Financial Officer, Joe Chirkoff
Deputy Corporate Officer, Marina Blagodarov (Recorder)

1. Call to Order

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

2. Closure of Council Meeting

Proposed topics for discussion in the absence of the public:

- A. Legal
- B. Personnel

Moved by: Councillor Cunliffe

Seconded by: Councillor Reuter

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

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

(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;

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

CARRIED

The open meeting went into recess at 6:04pm and resumed at 7:00pm.
Councillor Broughton was absent with regret for the remainder of the agenda.

Moved by: Councillor Reuter

Seconded by: Councillor Cunliffe

THAT the Open meeting be called to order.

CARRIED

3. Reporting out from Closed portion of Meeting

None.

4. Adoption of Agenda

Moved by: Councillor Reuter

Seconded by: Councillor Abbott

THAT the Agenda for May 21, 2024, Regular Meeting of Council be adopted as presented.

CARRIED

5. Public Participation

Gail Craig: Expressed concerns about the mayor's message on the 2022 annual report and the delay in the auditor's management report.

Kambiz Azordegan: Followed up on email sent to Council, seeking response to his request to close the Kelvin Grove parking lot after 10pm.

Leslie Nolin: Concerned about Mayor's message written on behalf of Council in the 2022 annual report.

Rebecca Casperson: Expressed parking and traffic issues and addressed the audit management letter.

Norma Rodgers: Addressed the management letter and the delay in the 2022 annual report.

6. Delegations

A. Lions Bay General Store & Café, Craig Doherty: Noise Bylaw exemption

Seeking exemption to the Noise Bylaw. Noting that Council can withdraw the resolution at any time.

Item was deferred to 12A for Council discussion.

7. Approval of Minutes of Prior Meetings

A. Regular Meeting of Council – April 16, 2024

Moved by: Councillor Reuter

Seconded by: Councillor Cunliffe

THAT the Regular Meeting of Council Minutes of April 16, 2024, be approved as

- 8B – IC update: refer to “a Working Group is meeting weekly”

CARRIED

B. Special Meeting of Council – April 23, 2024

Moved by: Councillor Abbott

Seconded by: Councillor Reuter

THAT the Special Meeting of Council Minutes of April 23, 2024, be approved as presented.

CARRIED

C. Special Meeting of Council – April 24, 2024

Moved by: Councillor Abbott

Seconded by: Councillor Reuter

THAT the Special Meeting of Council Minutes of April 24, 2024, be approved as presented.

CARRIED

D. Special Meeting of Council – May 7, 2024

Moved by: Councillor Abbott

Seconded by: Councillor Reuter

THAT the Special Meeting of Council Minutes of May 7, 2024, be approved as presented.

CARRIED

8. Business Arising from the Minutes

- Pg9 of the package: Staff report – it was noted that the Grant in Aid requests will be discussed at the next COW meeting.
- Pg10 of the package – reference to the SVT: Mayor to supply a report from a letter received from the province. Asking to add to action item, consultation from the province.

9. Unfinished Business

A. Follow-Up Action Items from Previous Meetings (see Schedule 9A)

10. Reports

A. Staff

i. CAO: 2024 Conference Event Schedule – Elected Officials

The Chief Financial Officer presented various local government conferences that are available for elected officials.

THAT Council members who are interested in going to the UBCM Conference, express their interest.

CARRIED

It was requested that Council members respond to the CAO by Friday, May 24, 2024, if they are interested in going to the UBCM Conference.

Moved by: Mayor Berry

Seconded by: Councillor Cunliffe

THAT the CAO attend the UBCM meeting.

CARRIED

ii. **FO: 2022 Statement of Financial Information (SOFI)**

The Financial Officer noted that the SOFI has been prepared with the standard format.

Moved by: Councillor Abbott

Seconded by: Councillor Cunliffe

THAT Council approve the 2022 Statement of Financial Information for submission to the Ministry of Municipal Affairs.

CARRIED

iii. **Fire Chief: Verbal Update on Wildfire and Fire Smart activities**

This item was not discussed.

B. Committees

None.

C. Mayor and Council

i. **Mayor Berry: Province of British Columbia and Inspector of Municipalities Recommendation**

Moved by: Councillor Reuter

Seconded by: Councillor Cunliffe

THAT Council authorizes the CAO to initiate “Key Recommendations” as outlined by the Province of British Columbia’s Municipal Advisor and the office of the Inspector of Municipalities.

Amending Motion:

Moved by: Councillor Reuter

Seconded by: Councillor Abbott

THAT Council consider Motions 10Cii through 10Cix be combined in one vote.

CARRIED

(Mayor Berry opposed)

Council considered the Motions 10Cii through 10Cix.

THAT council authorizes the CAO to initiate “Key Recommendations” as outlined by the Province of British Columbia’s Municipal Advisor and the office of the Inspector of Municipalities.

THAT Council direct the CAO to draft a new Code of Conduct, as outlined by the Province of British Columbia Municipal Advisor and as recommended by the UBCM.

THAT Council direct the CAO to continue to update the Council’s Procedure Bylaw to strengthen the key areas of governance and operations.

THAT council authorizes the CAO to initiate a policy to reduce the misuse of its communication system (e.g., no emails after 9 at night, no attack emails, respectful wording only).

THAT Council direct the CAO to update all Bylaws, as necessary, in priority order.

THAT Council direct the CAO to seek legal advice/ assistance to draft documents and on an “as and when needed” basis.

DEFEATED

(Mayor Berry was in favour)

ii. **Councillor Broughton: Highway Noise verbal update**

This item was not discussed.

iii. **Councillor Broughton: Items permitted in Closed Session**

This item was not discussed.

D. **Emergency**

i. **Fire Rescue Dispatch Report: April 2024**

Item has been received for information purposes.

11. Resolution

A. Noise Relaxation Request

Moved by: Councillor Reuter

Seconded by: Councillor Cunliffe

THAT Council grant an exception to Noise Bylaw No. 283, 1998 to allow for the event with amplified sound between the hours of 8am and 11pm at the Broughton Hall for following date:

- June 15, 2024

CARRIED

12. New Business

A. Noise Relaxation Request

Moved by: Councillor Reuter

Seconded by: Councillor Cunliffe

THAT Council grant an exemption to Noise Bylaw No. 283, 1998 to allow for live amplified music on the patio at the General Store and Café between the hours of 12:00pm and 9:00pm from June 1st to September 30th each year until September 30, 2026.

Amending Motion:

Moved by: Councillor Cunliffe

Seconded by: Councillor Reuter

THAT Council grant an exemption to Noise Bylaw No. 283, 1998 to allow for live amplified music on the patio at the General Store and Café between the hours of 12:00pm and 9:00pm from June 1st to September 30th, 2024.

CARRIED

13. Bylaws

None.

14. Correspondence

A. List of Correspondence to May 16, 2024.

Council has received correspondence for information.

15. New Business

16. Public Questions and Comments

None.

17. Resumption of Closed Council Meeting

Moved by: Councillor Cunliffe

Seconded by: Councillor Abbott

THAT the Open meeting go into recess.

CARRIED

The meeting went into recess at 8:05pm and resumed at 8:34pm

18. Reporting Out from Closed Meeting

It was reported out that:

1. Council has awarded a Citizen of the Year, and that it will be presented by Councillor Cunliffe at the next Ceremony of the Village.

2. Citizen of Distinction, Council has deferred this award for the year of 2024.
3. The Curly Stewart Memorial Trust Fund Award for 2024 has been awarded in the amount of \$1000, and that the recipient will be announced at the graduation ceremony.

19. Adjournment

Moved by: Councillor Abbott

Seconded by: Councillor Cunliffe

THAT the Regular Meeting of Council be adjourned.

CARRIED

The meeting adjourned at 8:34pm.

Mayor

Corporate Officer

Date Adopted by Council:	
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The Village of **LIONS BAY**

**REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, JULY 16, 2024, at 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND VIA ZOOM VIDEO CONFERENCE**

MINUTES

In Attendance: Councillor Neville Abbott
Councillor Michael Broughton
Councillor Jaime Cunliffe (via videoconference)
Councillor Marcus Reuter (via teleconference)

Absent with Regrets: Mayor Ken Berry

Staff: Ross Blackwell, Chief Administrative Officer (CAO)

1. Call to Order

The meeting was called to order at 7:01 p.m.

2. Adoption of Agenda

Moved by: Councillor Broughton

Seconded by: Councillor Reuter

THAT the agenda for the July 16, 2024, Regular Council Meeting be adopted with the following amendments:

- Addition of Item 5, Highway Update
- Addition of Item 6, Resolution Pulled from Correspondence.

CARRIED

3. Public Participation

- A. Tamara Leger – Request for Council to address the application to grant an exemption to the noise bylaw for the August 18, 2024, concert at Broughton Hall.

4. Highway Update

Councillor Broughton informed of a conversation with Miller Capilano's operations manager to confirm the installation of "quiet pavement." While an exact start date was not provided, it is anticipated to be within the next two to three weeks. The project is awaiting dry and warm weather conditions before proceeding.

5. Resolution pulled from Correspondence

Moved by: Councillor Reuter

Seconded by: Councillor Cunliffe

THAT Council grants the exemption to the Noise Bylaw 283-1998 to allow for amplified music between the hours of 8:00 a.m. and 11:00 p.m. at Broughton Hall for the following dates: August 18, 2024, and October 5, 2024.

CARRIED

6. Correspondence

A. List of Correspondence to July 12, 2024

The list of correspondence was included with the meeting materials for information.

Moved by: Councillor Cunliffe

Seconded by: Councillor Broughton

THAT Council adopts the Canadian National Railway proposed proclamation that September 23-29, 2024, be Rail Safety Week.

CARRIED

Moved by: Councillor Reuter

Seconded by: Councillor Cunliffe

THAT Staff are hereby directed to amend the 2022 Annual Report such that it does not include messages from any member of the Council and that such amendment be completed by 4:00 p.m. on July 17, 2024.

CARRIED

(Councillor Broughton opposed)

Change of Chair

Councillor Broughton assumed the role of Chair. Councillor Abbott departed the meeting for consideration of the next item.

Moved by: Councillor Cunliffe

Seconded by: Councillor Reuter

THAT Jennifer Hetherington’s request regarding the damaged kayak be referred to staff to investigate the potential scope of liability and provide a report to Council.

CARRIED
(Councillor Reuter opposed)

Change of Chair

Councillor Abbott resumed the function of chair.

7. Public Questions and Comments

A. Tamar Leger – Request for Village staff to be present and available to serve the community.

8. Adjournment

Moved by: Councillor Broughton

Seconded by: Councillor Cunliffe

THAT the July 16, 2024, Regular Council Meeting for the Village of Lions Bay be adjourned.

CARRIED

The open meeting adjourned at 7:41 p.m.

Mayor

CAO

Date Adopted by Council:	
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VILLAGE OF LIONS BAY

**REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, OCTOBER 15, 2024, AT 7:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND VIA ZOOM VIDEO CONFERENCE**

MINUTES

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

Staff: Ross Blackwell, Chief Administrative Officer (CAO)
Joe Chirkoff, Financial Officer
Kristal Kenna, Deputy Corporate Officer

1. Call to Order

The meeting was called to order at 7:04 p.m.

2. Adoption of Agenda

Moved by: Councillor Reuter

Seconded by: Councillor Cunliffe

THAT the agenda for the October 15, 2024, Regular Council Meeting be adopted as presented.

Amendments to the Main Motion:

Moved by: Councillor Broughton

Seconded by: Councillor Cunliffe

THAT Item 6. Business Arising from the Minutes include items raised by Councillor Broughton.

CARRIED

Moved by: Councillor Reuter
Seconded by: Councillor Abbott

THAT Item 6. Business Arising from the Minutes include the action log from the June 18, 2024, Council Meeting.

CARRIED
(Mayor Berry and Councillor Broughton opposed)

Moved by: Councillor Abbott
Seconded by: Councillor Cunliffe

THAT future meeting minutes include an action log under Business Arising from the Minutes.

CARRIED
(Mayor Berry and Councillor Broughton opposed)

Moved by: Councillor Broughton
Seconded by: Councillor Reuter

THAT the agenda for the October 15, 2024, Regular Council Meeting be adopted as amended.

CARRIED

3. Public Participation

A. Anthony Greville: Follow up on the request for information regarding the nature of the payment to JTE Consulting for “Water Strategy”.

Ross Blackwell, Chief Administrative Officer (CAO), advised that JTE Consulting was contracted to consolidate information and establish operational criteria to ensure a coordinated response in the event of drought.

In response to a question, it was noted that it would be appropriate for the Emergency Planning Committee to review the developed strategy at its next meeting.

B. Ehsan Monfared: Follow up on the request for information regarding the Bear Smart Committee.

The CAO advised that “Bear Smart” is a provincial designation bestowed on communities that apply; the Bear Smart Committee can be municipally driven but is not required to be. Lions Bay’s Bear Smart Committee is a voluntary organization from the community with one appointed member of Council for the purposes of information sharing.

- C. Norma Rodgers: Concerns regarding the bear cub oversight decision made at the Union of BC Municipalities (UBCM) convention.
- D. Eric Upenieks: Inquiry regarding the development variance permit application process.

The CAO informed that applications are addressed at the staff level, and following an applicant's completion of obligations, a staff report is prepared and presented to Council on the next available agenda.

4. Delegations

- A. Mural Project Proposal – Rebecca Montgomery
Rebecca Montgomery presented a proposal for a mural project under the Sea to Sky Highway on Lions Bay Avenue, designed by artist Laura Brevner and Squamish First Nations artist James Harry, depicting the legend of “The Two Sisters”, symbolizing peace, unity, and community pride.

During ensuing discussion, the importance of community consultation was noted.

Moved by: Councillor Broughton
Seconded by: Councillor Cunliffe

THAT Council directs staff to submit an application to the Ministry of Transportation and Infrastructure for a mural installation in the Village of Lions Bay.

CARRIED

5. Approval of Minutes of Prior Meetings

- A. Regular Council Meeting – June 18, 2024

Moved by: Councillor Reuter
Seconded by: Councillor Abbott

THAT the Regular Council Meeting Minutes of June 18, 2024, be approved with the following amendments:

- Correct “Highway Noise Crew” to “Highway Noise Group” throughout
- Correct misnamed grant applications throughout.

CARRIED

- B. Regular Council Meeting – July 16, 2024

Moved by: Councillor Reuter
Seconded by: Councillor Abbott

THAT the Regular Council Meeting Minutes of July 16, 2024, be tabled for future discussion.

CARRIED

C. Special Council Meeting – July 25, 2024

Moved by: Councillor Reuter
Seconded by: Councillor Abbott

THAT the Special Council Meeting Minutes of July 25, 2024, be approved.

CARRIED

D. Special Council Meeting – August 21, 2024

Moved by: Councillor Abbott
Seconded by: Councillor Reuter

THAT the Special Council Meeting Minutes of August 21, 2024, be approved.

CARRIED

E. Regular Council Meeting – September 3, 2024

Moved by: Councillor Reuter
Seconded by: Councillor Abbott

THAT the Regular Council Meeting Minutes of September 3, 2024, be approved.

CARRIED

6. Business Arising from the Minutes

In response to a request for an update regarding the Lions Bay Beach Park Project proponent, it was noted that the negotiation process is still ongoing, and once a contract is signed, an update will be provided to Council.

In response to a question regarding the action item in the June 18, 2024, meeting minutes, the CAO advised that after connecting with Metro Vancouver, given the Village's rural designation, it is not eligible for some grants. The CAO will follow up on grants that the Village is eligible for through Metro Vancouver.

In response to a question regarding the Provincial Ethics Commissioner, the CAO advised there was no update.

VILLAGE OF LIONS BAY FOLLOW-UP ACTION ITEM LIST
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ACTION NO.	DATE	ITEM/ACTION/DESCRIPTION	PERSON	STATUS
297	Sept 19, 2023	CAO to complete a cost-benefit analysis on document storage options	CAO	On-Going
298	Sept 19, 2023	Call an Emergency Planning Committee meeting	Staff	Complete
305	Oct 17, 2023	Obtain Lions Bay Beach Park file copies	Staff	Complete
310	Nov 7, 2023	CAO to rescope connector project and bring back to Council	CAO/Public Works	On-Going
311	Nov 7, 2023	Proceed with wayfinding signage project subject to community input	?	Deferred
312	Nov 7, 2023	BC Nature municipal protected areas	Staff	Complete
314	Nov 21, 2023	Provide an update on the Lions Bay Beach Park	CAO	Complete
315	Feb 20, 2024	Firefighting Reserve Policy referred to Infrastructure Committee	?	On-Going
316	Feb 20, 2024	Water Shortage Policy	?	On-Going
317	May 21, 2024	Provide Council with December 4, 2023, SVT consultation received from the Province and any responses	Mayor	Complete

7. Unfinished Business

None.

8. Reports

A. Staff

i. Financial Officer: RFD Investment Policy

Joe Chirkoff, Financial Officer, reviewed the draft Investment Policy for Council's approval.

Moved by: Councillor Broughton

Seconded by: Councillor Cunliffe

THAT Council approves the third reading of the Investment Policy.

CARRIED

Moved by: Councillor Broughton

Seconded by: Councillor Cunliffe

THAT Council approves the fourth reading of the Investment Policy.

CARRIED

ii. Fire Chief: Verbal Update on FireSmart Initiatives

The Lions Bay Fire Chief provided an update on FireSmart Initiatives, including public education events and residential home inspections.

B. Committees

i. Climate Action Committee Minutes – August 26, 2024

The Climate Action Committee Minutes of August 26, 2024, were provided for information. Recommendations were made during the meeting for staff regarding establishing a miniature recycling station at the Lions Bay works yard and engaging an electrical contractor to develop an electrical scope of work/cost estimate for required service upgrades to accommodate heat pumps in the Village Hall.

Discussion ensued regarding hiring personnel for the recycling station and geothermal opportunities for the Village Hall.

Moved by: Councillor Abbott

Seconded by: Councillor Reuter

THAT Council directs staff to work with the Climate Action Committee to facilitate the next steps in implementing a miniature recycling station at the Lions Bay works yard, as identified in the Request for Decision.

CARRIED

Moved by: Councillor Abbott

Seconded by: Councillor Reuter

THAT Council directs staff to submit a grant application to Green and Inclusive Community Buildings by October 16, 2024.

CARRIED

C. Mayor and Council

i. Councillor Broughton: UBCM Report

Councillor Broughton's report on the UBCM was included with meeting materials for information.

ii. Councillor Abbott: UBCM Report

Councillor Abbott's report on the UBCM was provided with meeting materials for information, including briefing notes on water treatment plants and sustainable and reliable municipal water supply.

D. Emergency

i. RCMP Report – January 18, 2024

The Royal Canadian Mounted Police (RCMP) Report dated January 18, 2024, was included with meeting materials for information.

ii. RCMP Report – March 14, 2024

The RCMP dated March 14, 2024, was included with meeting materials for information.

iii. RCMP Report – May 17, 2024

The RCMP Report dated May 17, 2024, was included with meeting materials for information.

iv. RCMP Report – August 28, 2024

The RCMP Report dated August 28, 2024, was included with meeting materials for information.

9. Resolutions

None.

10. New Business

None.

11. Correspondence

A. List of Correspondence to October 9, 2024

The list of correspondence was included with the meeting materials for information.

Moved by: Councillor Broughton

Seconded by: Councillor Cunliffe

THAT the community rental agreement form submitted by the Events Committee for the Halloween event on October 26, 2024, be approved.

CARRIED

12. Public Questions and Comments

None.

13. Adjournment

Moved By: Councillor Reuter

Seconded By: Councillor Abbott

THAT the October 15, 2024, Regular Council Meeting for the Village of Lions Bay be adjourned.

CARRIED

The open meeting concluded at 9:07 p.m.

Mayor

CAO

Date Adopted by Council:	
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DRAFT



VILLAGE OF LIONS BAY

**REGULAR MEETING OF THE COUNCIL
OF THE VILLAGE OF LIONS BAY
HELD ON TUESDAY, NOVEMBER 19, 2024, AT 6:00 PM
COUNCIL CHAMBERS, 400 CENTRE ROAD, LIONS BAY
AND VIA ZOOM VIDEO CONFERENCE**

MINUTES

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

Regrets: Councillor Marcus Reuter

Staff: Ross Blackwell, Chief Administrative Officer (CAO) (via videoconference)
Karl Buhr, Public Works Manager
Kristal Kenna, Deputy Corporate Officer

1. Call to Order

The meeting was called to order at 6:00 p.m.

2. Closed Council Meeting

Proposed topics for discussion in the absence of the public:

- A. Legal
- B. Personnel

Moved By: Councillor Broughton

Seconded By: Councillor Abbott

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

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

(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;

CARRIED

The Regular meeting adjourned at 6:01 p.m. and readjourned at 7:00 p.m.

3. Reporting out from Closed Council Meeting

Mayor Berry informed there was nothing to report out.

4. Adoption of Agenda

Moved by: Councillor Broughton

Seconded by: Councillor Abbott

THAT the agenda for the November 19, 2024, Regular Council Meeting be adopted as presented.

CARRIED

5. Public Participation

A. None.

6. Approval of Minutes of Prior Meetings

A. None.

7. Business Arising from the Minutes

8. Unfinished Business

None.

9. Reports

A. Staff

i. Bylaw Enforcement Officer: October 2024 Report
For information.

ii. Director of Operations:

a. Staff Report Bylaw 633

Karl Buhr, Public Works Manager, reviewed the Staff Report Bylaw included with meeting materials.

Discussion ensued, and comments were offered regarding alignment of fine amounts with other communities similar to the Village.

In response to a question, Ross Blackwell, Chief Administrative Officer (CAO), advised that a report on parking management in the Village would be provided to Council at a future meeting.

Discussion continued, and comments were offered regarding the reasoning for owners to be required to connect their properties to the water system, and the property categories noted in Schedule A of Bylaw No. 633. It was requested that the term “plastic” be removed from Part 3, Item 11.a) of the Water Bylaw No. 633.

b. Bylaw 633 – Village of Lions Bay Water Bylaw

Moved by: Councillor Abbott

Seconded by: Councillor Broughton

THAT the Water Bylaw No. 633 be read for the first time and that staff be directed to amalgamate Council’s feedback for the second reading.

CARRIED

c. Bylaw 385 – Notice Enforcement Bylaw

This item was discussed together with Item A.ii.a.

iii. CAO: Holiday Closure – for discussion

The CAO proposed dates for a Village office holiday closure from December 23, 2024, to January 2, 2025.

In response to a question, it was noted that union staff used to receive Christmas remuneration for the closure, and in 2023, Council decided to provide the same value with paid days off. It was suggested that some staff be designated as on-call during the period to provide any necessary assistance that may arise.

Action: Staff to provide costs associated with the proposed 2024 holiday closure and report back to Council.

iv. DCO: Proposed 2025 Council Meeting Calendar

The proposed 2025 Council meeting calendar was reviewed.

During discussion, comments were offered regarding a suggestion to hold Infrastructure Committee meetings in the week before Council meetings, adding additional Council meetings to the calendar, and adding Finance and Audit Committee meetings to the calendar.

The CAO noted that a revised calendar would be brought to the next meeting for Council's approval.

B. Committees

i. None.

C. Mayor and Council

i. None.

D. Emergency

i. None.

10. Resolutions

None.

11. New Business

None.

12. Correspondence

A. List of Correspondence to November 15, 2024

The list of correspondence was included with the meeting materials.

Discussion ensued regarding a resident's correspondence regarding concerns about the concrete barriers on the Upper Levels Highway.

Action: Karl Buhr Director of Operations, to contact the Ministry of Transportation and Infrastructure regarding concerns about the concrete barriers on the Upper Levels Highway.

13. Public Questions and Comments

A. None.

14. Adjournment

Moved By: Councillor Broughton

Seconded By: Councillor Abbott

THAT the November 19, 2024, Regular Council Meeting for the Village of Lions Bay be adjourned.

CARRIED

DRAFT

The Regular meeting concluded at 8:15 p.m.

Mayor

CAO

Date Adopted by Council:	
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DRAFT

Type	Request for Decision		
Title	Investment of funds in accordance with Investment Policy		
Author	Joseph Chirkoff	Reviewed By:	Ross Blackwell
Date	December 6, 2024	Version	1
Issued for	December 10, 2024 Regular Council Meeting		

RECOMMENDED RESOLUTION:

THAT In accordance with the Investment Policy:

1. The Financial Officer be authorized to invest \$1,000,000 in 90 day fixed GICs;
2. The Financial Officer be authorized to invest \$1,000,000 in 1 year fixed GICs;
3. The Financial Officer be authorized to invest \$1,000,000 in 2 year fixed GICs; and
4. The Financial Officer be authorized to invest \$1,000,000 in Municipal Finance Authority pooled investments.

BACKGROUND:

The Village of Lions Bay (Village) may accumulate funds in its operating, capital, and reserve accounts for use in the future. The Village has adopted an Investment Policy to maximize the rate of return on excess funds. In accordance with the Investment Policy new investments require approval by Council.

As at the current date, the Village retains \$5,750,000 in its savings account that is available for investment.

DISCUSSION:

In accordance with Section 183 of the *Community Charter* and the Village Investment Policy, money held by a municipality that is not immediately required may only be invested or reinvested in one or more of the following:

- (a) securities of the Municipal Finance Authority;
- (b) pooled investment funds under section 16 of the Municipal Finance Authority Act;
- (c) securities of Canada or of a province;
- (d) securities guaranteed for principal and interest by Canada or by a province;
- (e) securities of a municipality, regional district or greater board;
- (f) investments guaranteed by a chartered bank;
- (g) deposits in a savings institution, or non-equity or membership shares of a credit union;
- (h) other investments specifically authorized under this or another Act.

Village policy (Appendix I) requires:

- (1) Diversification in order to reduce overall risk;

- (2) Matching of maturities with cash flow requirements; and
- (3) Investment with authorized investment dealers as outlined in Appendix A to the Investment Policy.

Adopting a prudent investment policy would authorize staff to invest funds in structured conservative investments generating additional income for the Village. The Village currently has \$5,750,000 in cash that is contained in our savings account. Our savings account earns interest at a rate of 3.6%.

RECOMMENDATION

Staff recommends the following investment structure:

Type of Investment	Amount	Estimated Yield
ScotiaBank savings account	1,500,000	3.60%
90 day fixed	1,000,000	3.81%
1 year fixed	1,000,000	4.03%
2 year fixed	1,000,000	4.00%
MFA Pooled Investment Fund	1,000,000	4.59%

The recommended investment structure provides for diversification in maturity and liquidity and provider. The amount retained in the savings account is immediately accessible and covers three months of expenditure. The remainder is invested in terms between 90 days and 2 years.

SUMMARY

Staff has solicited investment opportunities from the Municipal Finance Authority, ScotiaBank, and Raymond James. Financial advisors have indicated that that it would be prudent to lock in rates for fixed income securities as soon as possible as there are further anticipated interest rate cuts expected in the new year by the Bank of Canada.

Current GIC rates average (Appendix II):

- (1) 3 year fixed – 3.96%
- (2) 2 year fixed – 4.00%
- (3) 18 month fixed – 4.00%
- (4) 1 year fixed – 4.03%
- (5) 270 day fixed – 3.78%
- (6) 180 day fixed – 3.69%
- (7) 90 day fixed – 3.81%

MFA Pooled Investment funds are currently returning, on average, 3.73% (Appendix II).

Village cash flow requirements generally amount to \$300,000 - \$500,000 per month.

Therefore, Staff proposes that:



1. The Financial Officer be authorized to invest \$1,000,000 in 90 day fixed GICs;
2. The Financial Officer be authorized to invest \$1,000,000 in 1 year fixed GICs;
3. The Financial Officer be authorized to invest \$1,000,000 in 2 year fixed GICs; and
4. The Financial Officer be authorized to invest \$1,000,000 in Municipal Finance Authority pooled investments.

OPTIONS:

- (1) Approve the investment proposal recommended;
- (2) Not approve investment proposal in which case the Village will continue to retain all money in its savings account;
- (3) Refer the matter to staff with specific direction.

FINANCIAL CONSIDERATIONS:

The investment structure would provide an additional \$20,000 over current savings rates. However, with the expectation of further rate reductions by the Bank of Canada, the rate of return for over half of the investment is locked in.

LEGAL CONSIDERATIONS:

None.

Respectfully submitted,

A blue ink signature of Joseph Chirkoff, consisting of a series of loops and flourishes, positioned above a horizontal line.

Joseph Chirkoff, FO
Financial Officer

Report Approved By,

A blue ink signature of Ross Blackwell, consisting of a large, stylized 'R' followed by a horizontal stroke, positioned above a horizontal line.

Ross Blackwell, CAO
Chief Administrative Officer

Attachments:

- (1) Investment Policy
- (2) Investment Rates of Return



Appendix I Investment Policy

Purpose

The purpose of the Investment Policy (Policy) is to provide a framework for investment portfolio management. It is the practice of the Municipality of the Village of Lions Bay (the Village) to invest funds in a conservative manner to provide for capital preservation, in addition to investment diversification and rate of return. The portfolio must meet the short and long term cash flow needs of the Village while complying with the statutory requirements for investments under section 183 of the *Community Charter*.

Scope

The Policy applies to all cash operating funds, capital funds, and reserve funds with due consideration of cash flow demands.

Objectives

The objective of the Policy is to provide guidelines that will achieve the following:

Safety of Principal

Investments shall be made to ensure preservation of principal within the portfolio. Preservation of principal is accomplished through placement of investments in the safest type of securities, with credit worthy institutions, and through portfolio diversification. Diversification is required to minimize potential losses on individual securities or institutions, and balance returns from a blend of financial products.

Liquidity

The investment portfolio shall remain sufficiently liquid to meet all annual operating and other reasonably anticipated cash flow requirements. This will be accomplished by selecting maturity dates that correspond to short- and long-term requirements, and securities with active or secondary resale markets where appropriate.

Return on Investment

The rate of return on the investment portfolio shall be maximized without compromising safety of principal or diversification.

Standard of Care

Prudence



Portfolio management shall be performed with reasonable judgment, discretion, and care, under market conditions then prevailing. Investments will never be made for/under speculation; foremost will be consideration for the safety of principal.

The standard of prudence to be executed when making investment decisions shall be the “prudent person” standard, whereby those staff who act in accordance with the Village’s Policy and exercise due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes; provided the deviations from expectations are reported in a timely manner, and the liquidity and sale of securities are carried out in accordance with the terms of this Policy.

Ethics and Conflict of Interest

Staff responsible for investing shall refrain from personal investment activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. Any potential conflict of interest must be disclosed to the Chief Administrative Officer and will be considered on a case-by-case basis.

Delegation of Authority

Authority to manage the Village’s investment program is delegated to the Financial Officer in accordance with the provisions of Section 149 of the *Community Charter* as follows:

Financial officer

149 One of the municipal officer positions must be assigned the responsibility of financial administration, which includes the following powers, duties and functions:

- (a) receiving all money paid to the municipality;
- (b) ensuring the keeping of all funds and securities of the municipality;
- (c) investing municipal funds, until required, in authorized investments;
- (d) expending municipal money in the manner authorized by the council;
- (e) ensuring that accurate records and full accounts of the financial affairs of the municipality are prepared, maintained and kept safe;
- (f) exercising control and supervision over all other financial affairs of the municipality.

Authorized investments are referred to in Section 183 of the *Community Charter*.

Safekeeping and Custody

Safekeeping

All securities purchased by the Village shall be held in the name of the Village of Lions Bay. All securities must be held in safekeeping by an assigned / authorized financial institution.

Payment

Investment transactions occur electronically (i.e., no physical cheque is drawn). Investment transactions that occur between the Village and financial institutions must be approved by both the Financial Officer and Chief Administrative Officer or designate. New investments shall be reviewed with Council prior to committing funds.

Reporting

A report shall be prepared annually by the Financial Officer or designate and presented to Council which identifies: (a) the investments held as at the prior December 31; (b) the overall rate of return on the investment portfolio; and (c) discloses any variance from this Policy.

Suitable and Authorized Investments

Investments MUST comply with Section 183 of the *Community Charter*.

Investment of municipal funds

183 Money held by a municipality that is not immediately required may only be invested or reinvested in one or more of the following:

- (a) securities of the Municipal Finance Authority;
- (b) pooled investment funds under section 16 of the Municipal Finance Authority Act;
- (c) securities of Canada or of a province;
- (d) securities guaranteed for principal and interest by Canada or by a province;
- (e) securities of a municipality, regional district or greater board;
- (f) investments guaranteed by a chartered bank;
- (g) deposits in a savings institution, or non-equity or membership shares of a credit union;
- (h) other investments specifically authorized under this or another Act.

Investments noted above are subject to the following conditions:

1. Chartered banks, credit unions, savings institutions, or any province must meet one of the following MINIMUM credit quality rating scales when investments are placed with them.

Rating Agency	Short Term Obligations	Long Term Obligations
DBRS	R-1 (low)	A
Standard & Poors	A-1 (mid)	A
Moody's	P-1	A2

2. Pooled investment funds should have environmental, social, and governance (ESG) factors and/or United Nations principals for responsible investment (UNPRI) integrated into their portfolio analysis and holdings.
3. All investments must be held in the name of The Village of Lions Bay, by all institutions.
4. Investments in credit union deposits must be covered by the Financial Institution Act of the Province of British Columbia which provides unlimited deposit insurance protection on all deposits in British Columbia credit unions.
5. Investments shall be denominated in Canadian dollars.

Prohibited Investments

The following investments are specifically prohibited under this Policy:

- Investments in shares, warrants, or other equities, convertible debt securities, derivatives, swaps, options or futures.

Investment Parameters

Diversification

The Village will diversify its investment portfolio by institution, maturity, type and sector of investment in order to reduce overall risk of the portfolio given the prevailing market conditions at the time. This portfolio of invested funds will be diversified as follows:

Credit Rating (S&P, Moody's, DBRS)*			Up to %
Internal Reference	Short Term	Long Term	
"AAA"	A-1 (high), p-1, R-1(high)	AAA, Aaa	100%
"A"	A-1 (mid), p-1, R-1(low)	A, A2, A	60%

*Refer to Appendix C – Credit Rating Equivalency Chart

The preference of this Policy is to invest in high credit quality investments (AAA). The portfolio may incorporate investments rated less than AAA to a minimum of A, as defined above, but only up to 60% (maximum risk allowed). If an authorized investment per Section 183 of the *Community Charter* is unrated, it shall be rated as "A" for the purpose of determining adherence to this Policy.

Reserve funds specifically will be diversified by security type, institution, and take into consideration terms, maturity, and impact on return on investment.

Maturity

The Village will match its investments' maturities with cash flow requirements. The level of cash flow needs and surpluses will be identified by reviewing historical cash levels, the annual financial plan, five-year capital plan, and reserves funding anticipated from one to five years.



Because of the inherent difficulties in accurately forecasting cash flow greater than one year, a portion of the portfolio will be continuously invested in readily available funds to meet ongoing obligations of one year. The portion of the portfolio not attributable to one year's ongoing obligations, or to a specific cash flow requirement or reserve fund will typically be invested in terms of one to five years. Maturities of greater than five years are on an exception basis only while taking due care with the terms, amount, and resale ability of the investment.

Competitive Bids

The Village will solicit at minimum two competitive bids / verbal quotations for the purchase and sale of securities. Transactions should be made directly with financial institutions where possible.

The authorized list of investment dealers will be maintained and reviewed annually by the Village. Accounts with new dealers must be approved by the Chief Administrative Officer and the Financial Officer; and will not be opened until an investment is made with the dealer. Bidders for investment transactions will at minimum be in good standing with the Investment Industry Regulatory Organization of Canada (IIROC), Mutual Fund Dealers Association (MFDA), or the BC Securities Commission. Professional judgment, due diligence, and care will be exercised when selecting investment dealers. Refer to Appendix A for Authorized Investment Dealers.

Appendix 'A'

Authorized Investment Dealer	Minimum Credit Rating	
	Long-term	Short-term
Government of Canada or their Agencies	N/a	N/a
Provinces or their Agencies	N/a	N/a
Schedule I Banks and guarantees: CIBC, Bank of Montreal, Bank of Nova Scotia, National Bank of Canada, Royal Bank of Canada, Toronto Dominion Bank	A, A2, A	A-1 (mid), p-1, R-1(low)
Other Schedule I Banks**	A, A2, A	A-1 (mid), p-1, R-1(low)
Schedule II Banks and guarantees**	A, A2, A	A-1 (mid), p-1, R-1(low)
Municipal Finance Authority	A, A2, A	A-1 (mid), p-1, R-1(low)

*Ratings based on DBS, Moody's or Standard & Poors, refer to Appendix C

** 2 year minimum term for bond, debenture, promissory note or other evidence of indebtedness with a credit rating between A(low) and A(high)



Appendix 'B'

Portfolio Term Limitations

Term Limitation	Percentage	
	Minimum	Maximum
Less than 90 days	20%	100%
Less than 1 year	30%	100%
From 1 year up to, but not including 5 years	0%	50%
From 5 years up to, but not including 10 years	0%	40%
From 10 years up to 20 years	0%	20%

Attachment II – Investment Rates of Return

Guaranteed Investment Certificates

Issuer	Credit Rating & Guarantee	Term	Rate
Windsor Family Credit Union (*Min \$0.5M)	\$250,000 Guarantee by FSRA	3 Year Fixed	4.20%
Haventree Bank (*Min \$1M)	\$100,000 Guarantee by CDIC		4.17%
Equitable Bank	BBB (high) – \$100,000 Guarantee by CDIC		4.16%
Concentra Bank	BBB (high) – \$100,000 Guarantee by CDIC		4.16%
MCAN Financial	\$100,000 Guarantee by CDIC		4.15%
Home Bank	\$100,000 Guarantee by CDIC		4.15%
General Bank of Canada	\$100,000 Guarantee by CDIC		4.12%
Manulife Bank of Canada	A (high) – \$100,000 Guarantee by CDIC		4.09%
Laurentian Bank	BBB – \$100,000 Guarantee by CDIC		4.05%
Meridian Credit Union (*Min \$5M)	\$250,000 Guarantee by FSRA		4.05%
FirstOntario Credit Union	\$250,000 Guarantee by FSRA		4.01%
YNCU (*Min \$5M)	\$250,000 Guarantee by FSRA		3.90%
Royal Bank of Canada	AA (high) – \$100,000 Guarantee by CDIC		3.75%
Bank of Nova Scotia	AA – \$100,000 Guarantee by CDIC		3.75%
Innovation Federal Credit Union	BBB (high) – \$100,000 Guarantee by CDIC		3.75%
Vancity Savings Credit Union	100% Guarantee by CUDIC		3.65%
National Bank of Canada (*Min \$1M)	AA – \$100,000 Guarantee by CDIC		3.60%
Bank of Montreal (*Min \$1M)	AA – \$100,000 Guarantee by CDIC		3.55%
Haventree Bank (*Min \$1M)	\$100,000 Guarantee by CDIC	2 Year Fixed	4.21%
YNCU (*Min \$5M)	\$250,000 Guarantee by FSRA		4.20%
Windsor Family Credit Union (*Min \$0.5M)	\$250,000 Guarantee by FSRA		4.20%
Equitable Bank	BBB (high) – \$100,000 Guarantee by CDIC		4.16%
Concentra Bank	BBB (high) – \$100,000 Guarantee by CDIC		4.16%
Home Bank	\$100,000 Guarantee by CDIC		4.16%
Coast Capital Savings	BBB (high) – \$100,000 Guarantee by CDIC		4.15%
MCAN Financial	\$100,000 Guarantee by CDIC		4.15%
General Bank of Canada	\$100,000 Guarantee by CDIC		4.13%
Meridian Credit Union (*Min \$5M)	\$250,000 Guarantee by FSRA		4.10%
FirstOntario Credit Union	\$250,000 Guarantee by FSRA		4.09%
Laurentian Bank	BBB – \$100,000 Guarantee by CDIC		4.04%
Manulife Bank of Canada	A (high) – \$100,000 Guarantee by CDIC		4.00%
Innovation Federal Credit Union	BBB (high) – \$100,000 Guarantee by CDIC		3.85%
Royal Bank of Canada	AA (high) – \$100,000 Guarantee by CDIC	3.75%	



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Bank of Nova Scotia	AA – \$100,000 Guarantee by CDIC		3.75%	
Vancity Savings Credit Union	100% Guarantee by CUDIC		3.70%	
National Bank of Canada (*Min \$1M)	AA – \$100,000 Guarantee by CDIC		3.60%	
Bank of Montreal (*Min \$1M)	AA – \$100,000 Guarantee by CDIC		3.55%	
MCAN Financial	\$100,000 Guarantee by CDIC	18 Month Fixed	4.25%	
Haventree Bank (*Min \$1M)	\$100,000 Guarantee by CDIC		4.25%	
Coast Capital Savings	BBB (high) – \$100,000 Guarantee by CDIC		4.20%	
YNCU (*Min \$5M)	\$250,000 Guarantee by FSRA		4.20%	
Home Bank	\$100,000 Guarantee by CDIC		4.20%	
Meridian Credit Union (*Min \$5M)	\$250,000 Guarantee by FSRA		4.15%	
Windsor Family Credit Union (*Min \$0.5M)	\$250,000 Guarantee by FSRA		4.15%	
First West Credit Union (*Min \$1M)	BBB (high) – 100% Guarantee by CUDIC		3.75%	
BlueShore Financial Credit Union	100% Guarantee by CUDIC		3.60%	
National Bank of Canada (*Min \$1M)	AA – \$100,000 Guarantee by CDIC		3.60%	
Bank of Montreal (*Min \$1M)	AA – \$100,000 Guarantee by CDIC		3.60%	
MCAN Financial	\$100,000 Guarantee by CDIC		1 Year Fixed	4.30%
Haventree Bank (*Min \$1M)	\$100,000 Guarantee by CDIC			4.28%
Coast Capital Savings	BBB (high) – \$100,000 Guarantee by CDIC			4.25%
Windsor Family Credit Union (*Min \$0.5M)	\$250,000 Guarantee by FSRA	4.25%		
YNCU (*Min \$1M)	\$250,000 Guarantee by FSRA	4.25%		
Home Bank	\$100,000 Guarantee by CDIC	4.23%		
Meridian Credit Union (*Min \$5M)	\$250,000 Guarantee by FSRA	4.20%		
General Bank of Canada	\$100,000 Guarantee by CDIC	4.20%		
FirstOntario Credit Union	\$250,000 Guarantee by FSRA	4.19%		
Equitable Bank	BBB (high) – \$100,000 Guarantee by CDIC	4.14%		
Concentra Bank	BBB (high) – \$100,000 Guarantee by CDIC	4.14%		
Laurentian Bank	BBB – \$100,000 Guarantee by CDIC	4.13%		
Vancity Savings Credit Union	100% Guarantee by CUDIC	3.95%		
BlueShore Financial Credit Union	100% Guarantee by CUDIC	3.90%		
First West Credit Union (*Min \$1M)	BBB (high) – 100% Guarantee by CUDIC	3.90%		
Innovation Federal Credit Union	BBB (high) – \$100,000 Guarantee by CDIC	3.85%		
Bank of Nova Scotia	AA – \$100,000 Guarantee by CDIC	270 Day Fixed	3.80%	
Royal Bank of Canada	AA (high) – \$100,000 Guarantee by CDIC		3.80%	
Bank of Montreal (*Min \$1M)	AA – \$100,000 Guarantee by CDIC		3.65%	
Manulife Bank of Canada	A (high) – \$100,000 Guarantee by CDIC		3.65%	
National Bank of Canada (*Min \$1M)	AA – \$100,000 Guarantee by CDIC		3.60%	
Coast Capital Savings	R-1 (low) – \$100,000 Guarantee by CDIC		4.10%	
MCAN Financial	\$100,000 Guarantee by CDIC		4.10%	
FirstOntario Credit Union (*Min \$1M)	\$250,000 Guarantee by FSRA		3.90%	
First West Credit Union (*Min \$1M)	R-1 (low) – 100% Guarantee by CUDIC		3.60%	
Vancity Savings Credit Union	R-1 (low) – 100% Guarantee by CUDIC		3.50%	
National Bank of Canada (*Min \$1M)	R-1 (high) – \$100,000 Guarantee by CDIC		3.45%	



The Village of
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Coast Capital Savings	R-1 (low) – \$100,000 Guarantee by CDIC	180 Day Fixed	4.00%
FirstOntario Credit Union (*Min \$1M)	\$250,000 Guarantee by FSRA		3.85%
MCAN Financial	\$100,000 Guarantee by CDIC		3.70%
Bank of Nova Scotia	R-1 (high) – \$100,000 Guarantee by CDIC		3.65%
Vancity Savings Credit Union	R-1 (low) – 100% Guarantee by CUDIC		3.50%
National Bank of Canada (*Min \$1M)	R-1 (high) – \$100,000 Guarantee by CDIC		3.45%
MCAN Financial	\$100,000 Guarantee by CDIC	90 Day Fixed	4.25%
Vancity Savings Credit Union	R-1 (low) – 100% Guarantee by CUDIC		3.85%
FirstOntario Credit Union (*Min \$1M)	\$250,000 Guarantee by FSRA		3.75%
Coast Capital Savings	R-1 (low) – \$100,000 Guarantee by CDIC		3.70%
National Bank of Canada (*Min \$1M)	R-1 (high) – \$100,000 Guarantee by CDIC		3.50%

Municipal Finance Authority – Pooled Investments

Current Yields		
Fund	Date	Current Yield
Fossil Fuel Free Short-Term Bond	12/4/2024	3.390 %
Govt. Focused Ultra-Short Bond	12/4/2024	3.314 %
Money Market	12/4/2024	3.979 %
Mortgage	12/4/2024	4.594 %
Short-Term Bond	12/4/2024	3.365 %

	A	B	C	D	E	F	G	H	I
1	Vendor	Name	Invoice #	Inv. Date	Cheque #	Date-Paid	Amount Paid	Batch	Description
2	A0005	Acklands - Grainger Inc	9177163392	10/7/2024	31769	15/07/24	426.99	623599	Extinguisher Wheel Chalk
3	A0007	Air Liquide Canada Ltd	77776017	31/08/24	31887	19/09/24	147.56	623883	Oxygen
4	A0007		99999999	1/4/2024	31820	9/8/2024	243.02	623754	Oxygen Tanks
5	A0009	ALS Canada Ltd	3311490405	11/7/2024	100897823	12/7/2024	198.98	623590	Water Sampling
6	A0009		3311500874	9/8/2024	102220345	9/8/2024	2,396.73	623761	Sample Handling
7	A0009		3311500940	9/8/2024	102221366	9/8/2024	198.98	623761	Sample Handling Fee
8	A0009		3311515829	9/9/2024	104184805	19/09/24	191.89	623893	Sample Handling
9	A0009		3311518647	16/09/24	104185049	19/09/24	198.98	623893	Sample Handling
10	A0014	Associated Fire Safety Equipment	00009725	30/05/24	31733	4/7/2024	145.60	623504	Navy Blue Medium
11	A0014		000101147	17/06/24	31733	4/7/2024	88.02	623505	Plug Clamp Shop Supplies
12	A0014		00010843	19/07/24	31821	9/8/2024	1,158.15	623755	Particle Hoods Shoulder Keepers Boots
13	A0014		00010844	19/07/24	31821	9/8/2024	98.56	623755	Epaulettes
14	A0014		00011037	2/8/2024	31859	27/08/24	42.56	623811	Seat Belt Cutter
15	A0014		00011306	7/8/2024	31859	27/08/24	596.31	623811	Name Tags
16	A0014		00011473	13/08/24	31859	27/08/24	868.99	623811	Name Plates POrt-a-Plate
17	A0014		00011648	19/08/24	31859	27/08/24	421.69	623811	Rescue Chrome Carbon Shield Gloves
18	A0014		00011866	27/08/24	31888	19/09/24	100.41	623883	Accountability Tags
19	A0014		00011867	27/08/24	31888	19/09/24	134.40	623883	Name Tags
20	A0014		00012035	4/9/2024	31888	19/09/24	129.49	623884	Plates & Name Tags
21	A0014		00012078	4/9/2024	31888	19/09/24	231.37	623884	Labour Charges & Materials for Repair
22	A0014		00012266	11/9/2024	31888	19/09/24	2,581.21	623884	
23	A0014		00012272	12/9/2024	31888	19/09/24	116.55	623884	Port-a-Plate Lettering
24	A0038	Alta Lake Electric Ltd.	16269	26/06/24	31770	15/07/24	165.38	623592	Top of Oceanview
25	A0066	AMAIIS Technologies Inc.	2024094	10/9/2024	31889	19/09/24	2,168.36	623884	Annual Online Services
26	B0018	BC Assessment Authority	BCA24-0709	31/07/24	31860	27/08/24	43,864.77	623811	2024 Revised Roll Taxes
27	B0028	BC Hydro	107015437570	16/07/24	1.07015E+11	16/07/24	669.53	624013	Sunset Dr. Chlorination
28	B0028		109015425069	12/7/2024	1.09015E+11	17/07/24	359.09	624013	Ambulance Klatt Building
29	B0028		109015425070	12/7/2024	1.09015E+11	17/07/24	37.31	624013	LIONS BAY AVE
30	B0028		109015425071	12/7/2024	1.09015E+11	17/07/24	177.62	624013	400 Centre Road
31	B0028		109015425072	12/7/2024	1.09015E+11	12/7/2024	293.17	624013	Office - Off Centre Road
32	B0028		113015265384	12/7/2024	1.13015E+11	22/07/24	16.57	624013	400 Centre Rd Bus Shelter Lights
33	B0028		115015139833	24/07/24	1.15015E+11	29/07/24	292.21	624013	OVERHEAD Street Lighting
34	B0028		117014967534	16/07/24	1.17015E+11	16/07/24	101.46	624013	535 Upper Bayview
35	B0028		118014866301	2/7/2024	1.18015E+11	2/7/2024	292.70	624013	Overhead Street Lights
36	B0028		118014866302	16/07/24	1.18015E+11	16/07/24	125.82	624013	Ornamental Street Lighting
37	B0091	Karl Buhr	20240715	15/07/24	10138660	22/07/24	687.14	623673	Expense Drives IT SCADA Fixtures
38	B0101	Bell Mobility Inc.	20240917	17/09/24	20240917	30/09/24	100.80	623942	778-951-4082 955-5017 955-5109
39	B0101		527068632-24071	13/07/24	20240729	29/07/24	100.82	624013	Fire Mobility
40	B0136	Bruynesteyn David	FD240916-05	16/09/24	31890	19/09/24	118.03	623884	Fire Fighter Day Chev Gas
41	B0140	Brown Mary	24063007310812	12/8/2024	31858	12/8/2024	4,500.00	623766	EOC Honourarium
42	B0147	Bicknell Matthew	FD240916-04	16/09/24	31891	19/09/24	39.90	623884	Amazon Bean Bags
43	B0155	Blagodarov Marina	240531	31/05/24	31734	4/7/2024	208.22	623504	Office Supplies
44	B0173	Bindra Taj	5521	25/06/24	31735	4/7/2024	207.38	623505	Staff Appreciation BBQ

	A	B	C	D	E	F	G	H	I
1	Vendor	Name	Invoice #	Inv. Date	Cheque #	Date-Paid	Amount Paid	Batch	Description
45	B0173		8291	22/04/24	31735	4/7/2024	246.40	623503	Safety Boots Bylaw Footwear
46	B0174	Balanced Advisors Ltd	034-1043	21/06/24	31736	4/7/2024	29,085.00	623505	LBBP Jetty Assessment
47	B0175	Blaza-Lester Emma	FD2407025-02	25/07/24	31822	9/8/2024	252.60	623755	
48	C0027	Cam Clark Ford	553426	20/08/24	31892	19/09/24	1,488.66	623883	Brakes Hydraulics VAC Hoses
49	C0040	ICONIX Waterworks LP	C2416057855	10/7/2024	31771	15/07/24	4,206.63	623599	VLV Box CPLT WTR
50	C0042	CUPE - Local 389	PP14 - 2024	12/7/2024	100897998	12/7/2024	742.14	623590	PP14 - 2024
51	C0042		PP15 2024	25/07/24	101387907	26/07/24	780.79	623673	PP15 2024
52	C0042		PP16 2024	7/8/2024	20240709-2	8/8/2024	751.89	623762	PP16 Union Dues
53	C0042		PP17 - 2024	23/08/24	103000262	27/08/24	712.37	623812	PP 17 Union Dies
54	C0042		PP18 - 2024	19/09/24	10350047	19/09/24	776.87	623938	PP18 - 2024
55	C0046	ClearTech Industries Ltd	1127617	14/08/24	31861	27/08/24	2,350.49	623811	Sodium Hypochlorite
56	C0078	CP Automation Ltd.	2011-01-138	28/06/24	31772	15/07/24	1,396.50	623592	Harvey Creek SCADA
57	C0078		2011-01-139	31/07/24	31823	9/8/2024	588.00	623755	VPN 2 WTP 2 PRV 1WWTP
58	C0103	Coast Aggregates	720092447	30/08/24	31893	19/09/24	250.88	623883	Garden Blend
59	C0128	Custom Air Conditioning Ltd.	378283	21/06/24	31737	4/7/2024	647.59	623505	Planned Maintenance
60	C0128		378471	25/06/24	31737	4/7/2024	617.66	623505	Service Technician
61	C0134	Commercial Truck Equipment Co.	SU-0004725557	31/05/24	31894	19/09/24	3,194.67	623881	Pump Replacement EM Mobile Labour
62	C0134		SU-0004730179	9/7/2024	31773	15/07/24	1,725.27	623599	1F0W4HT2KED05036
63	C0147	Cascade Wear BC Ltd.	4068	2/8/2024	31824	9/8/2024	33.60	623753	2022 Invoice Embroidered Name Tags
64	C0147		4212	31/03/24	31824	9/8/2024	51.52	623753	2022 Embroidered Name Tags
65	C0147		4560	31/03/24	31824	9/8/2024	53.76	623753	2023 Embroidered Name Tags
66	C0147		4628	28/03/24	31824	9/8/2024	171.36	623753	Embroidered Name Tags
67	C0147		4864	12/9/2024	31895	19/09/24	19.04	623883	Name Tags
68	C0157	Coastal Document Solutions Limited	1355	14/06/24	31738	4/7/2024	1,457.46	623505	Scanning CAO Office Docs
69	C0185	Canadian Springs	23576060 062724	27/06/24	31774	15/07/24	13.42	623592	Water Tank
70	C0185		23576060 072524	25/07/24	31825	9/8/2024	13.42	623755	Water Dispenser
71	C0185		23576060082224	22/08/24	31862	27/08/24	438.99	623811	22 x 18.9 Litre Water Bottles
72	C0193	Cohen Gil	FD240906-03	6/9/2024	31896	19/09/24	623.68	623884	FD Reimbursement
73	C0194	Carollo	FB53357	10/7/2024	100898080	12/7/2024	30,054.55	623590	Water Tank Replacement
74	C0194		FB54620	10/8/2024	102283884	12/8/2024	44,417.98	623769	Highway Tank
75	C0194		FB56038	12/9/2024	104185476	19/09/24	17,802.48	623893	Installment on Water Tank Project
76	C0196	CMO Consultants	2024-06-15-003	15/06/24	31739	4/7/2024	5,250.00	623505	LBBP Jetty Wind Analysis
77	C0197	CML Cleaners	24-02	4/7/2024	100898205	12/7/2024	87.50	623590	Cleaning 2.5 Hours
78	C0198	CAMA	CAMAMEM-54	8/7/2024	1467113	8/7/2024	336.00	623666	RB Annual Membership
79	C0199	Cypress Railings & Gates LTD	3388	1/8/2024	102228457	9/8/2024	6,961.50	623761	Railing for new deck on Klatt building
80	C0199		3454	18/09/24	104187850	19/09/24	6,961.50	623893	Railing for Municipal Stairs
81	C0200	Coastal Training	2023183	30/04/24	31863	27/08/24	1,575.00	623809	Theory Snow & Ice Control Operations AY
82	C0201	Capital Media Company	2024-07	26/08/24	31864	27/08/24	5,000.00	623811	Filming Deposit Return (2024-07)
83	C0202	Cote Adrien	FD240916-06	16/09/24	31897	19/09/24	37.28	623884	Card Stock Staples
84	C0202		FD240916-09	16/09/24	31897	19/09/24	38.70	623884	Water. Real Canadian Super Store
85	D0055	Astley Gilbert	2547939	21/06/24	31775	15/07/24	30.01	623595	Colour CAD
86	D0055		2551918	3/7/2024	31826	9/8/2024	94.72	623755	CAD Plotting
87	D0091	DS Tactical	120743	23/07/24	31827	9/8/2024	774.77	623755	Tactical Gear

	A	B	C	D	E	F	G	H	I
1	Vendor	Name	Invoice #	Inv. Date	Cheque #	Date-Paid	Amount Paid	Batch	Description
88	D0091		125516	17/09/24	31898	19/09/24	348.30	623884	Tactical Pants Shield Boots
89	D0109	D.Johnson Equipment Ltd.	14079	5/9/2024	31899	19/09/24	572.26	623884	BH661 Check intake choking Check volta
90	D0127	DePauw Tom & Francoise	1398000	2/7/2024	31776	15/07/24	6,085.76	623599	Double Tax Payment made by Owner
91	E0070	E-COMM	24-0412	30/04/24	31865	27/08/24	3,627.29	623809	JVCKENWOOD NX5900 Mobile
92	E0070		24-0574	1/7/2024	31777	15/07/24	13,050.00	623599	Radio Levy Equipment
93	E0072	EOCP - Environmental Operators	150454	1/7/2024	31802	23/07/24	210.00	623665	Facility Annual Dues - WD II x 1 Qty
94	E0072		150963	1/7/2024	31802	23/07/24	105.00	623665	Facility Annual Dues - WT I x 1 Qty
95	E0072		150964	1/7/2024	31802	23/07/24	105.00	623665	Facility Annual Dues - WT I x 1 Qty
96	E0084	EMCO Corporation	820243009869	12/6/2024	31740	4/7/2024	190.68	623505	PVC Pipe Hardware Connectors
97	E0084		820243014789	29/08/24	31900	19/09/24	40.46	623883	Crimps
98	F0077	Frontier Power Products Ltd.	61551	14/05/24	31741	4/7/2024	1,142.92	623504	Generator Set ECS
99	F0077		61553	14/05/24	31741	4/7/2024	1,364.00	623504	Generator Harvey Creek
100	F0077		61555	14/05/24	31741	4/7/2024	1,173.24	623504	Generator Magnesia Creek
101	F0077		61835	22/05/24	31741	4/7/2024	1,094.84	623504	Generator Kelvin Grove
102	F0094	Finning (Canada)	962609952	18/06/24	31742	4/7/2024	2,297.93	623505	Pads Outriggers Hardware
103	F0104	Foster Joseph	FD240819-01	19/08/24	31866	27/08/24	216.92	623811	Training Meal Reimbursement
104	F0108	Fouchereau Oriane	FD240906-02	6/9/2024	31901	19/09/24	53.96	623884	Training Meals
105	F0113	Frontera Forest Solutions Inc	2047	30/06/24	31743	4/7/2024	1,546.93	623505	LB FireSmart RFP Tech
106	F0113		2073	31/07/24	31828	9/8/2024	1,566.55	623755	LB Fire Smart RFP Tech
107	F0113		2102	31/08/24	31902	19/09/24	1,407.22	623883	Fire Smart Tech
108	G0078	G E Koba Enterprises Inc	80017	6/6/2024	31778	15/07/24	41,947.50	623360	Municipal Hall Stairs
109	G0078		80027	12/7/2024	10089830	12/7/2024	105,000.00	623590	Alberta Creek Augmentation Project
110	G0078		80034	26/07/24	102219472	9/8/2024	47,250.00	623759	PO 12846 Augmentation
111	G0078		80036	12/8/2024	102283941	12/8/2024	257,250.00	623769	Supply & Install AB Augmentation
112	G0078		80044	30/08/24	104148350	18/09/24	5,192.25	623891	Handrail for Municipal Stairs
113	G0113	GardenWorks	T1-282355	3/5/2024	31744	4/7/2024	2,082.48	623504	Hanging Baskets
114	G0118	Gildenhuys Mattie	66122	1/7/2024	31803	23/07/24	327.49	623665	Raffle Tickets for Fire Fighters
115	G0118		FD240906-05	16/09/24	31903	19/09/24	618.55	623884	Blaze Pizza BC Liquor
116	G0118		FD240916-01	16/09/24	31903	19/09/24	558.88	623884	Party Works Bouncy Truck
117	G0118		MG23-03	25/06/24	31745	4/7/2024	1,250.00	623505	Admin Services Quarterly April - June
118	G0125	Gordon Scott	1	9/9/2024	31904	19/09/24	5,250.00	623884	KB drawings permit field services
119	G0137	GFL Environmental Inc.	WF0000324137	30/06/24	31746	4/7/2024	1,875.72	623505	Porta Potties
120	G0137		WF0000325674	31/07/24	31829	9/8/2024	1,875.72	623755	Porta Potty Service
121	G0137		WF0000327235	31/08/24	31905	19/09/24	1,201.20	623883	Toilet Rental Magnesia Creek Sunset
122	G0141	Gordon Russell	31615	15/08/24	31867	27/08/24	47.95	623811	Washer Extensions
123	H0075	Howe Sound Equipment Ltd	88789	12/4/2024	31747	4/7/2024	30.17	623503	Battery
124	H0075		93401	15/07/24	31804	23/07/24	29.80	623665	Sleeve
125	H0075		94102	31/07/24	31830	9/8/2024	918.38	623755	KM 131 R Combi Engine
126	H0075		95716	14/09/24	31906	19/09/24	513.36	623884	Bar Scabbard Aspen Fuel Chain Oil
127	H0075		95783	17/09/24	31906	19/09/24	7.64	623884	Collar Screw
128	H0075		95906	19/09/24	31906	19/09/24	1,214.08	623884	Super Recycler PDI
129	H0107	Hach Sales & Service Canada LP	358702	26/07/24	31831	9/8/2024	813.12	623755	Chlorine
130	H0136	Hotte Darrin	FD240916-03	16/09/24	31907	19/09/24	78.38	623884	Liquor for FF Day

	A	B	C	D	E	F	G	H	I
1	Vendor	Name	Invoice #	Inv. Date	Cheque #	Date-Paid	Amount Paid	Batch	Description
131	H0138	Heidelberg Materials	6931902	14/06/24	31748	4/7/2024	1,346.96	623505	Roadbase Fuel Recovery
132	H0138		6960185	27/08/24	31908	19/09/24	1,409.97	623883	19mm Road Base
133	H0149	Hero Culture	124017	17/06/24	31749	4/7/2024	3,336.77	623505	Hooded Sweatshirts Crewneck
134	I0058	ICBC	20240730	30/07/24	31816	30/07/24	18,240.00	623692	Fleet Insurance 24/25
135	I0065	Inbiz in Sea to Sky	23266	18/07/24	98401	18/07/24	344.41	623666	Water Door Hangers
136	I0084	Introba	127989	23/08/24	31868	27/08/24	1,260.00	623811	Mechanical Electrical Permit
137	J0084	JTE Consulting Ltd.	02-0724-LB-Bch	24/07/24	102219532	9/8/2024	4,415.96	623759	Beach Renovation Project
138	J0084		03-0824-LB-Bch	24/08/24	104148455	18/09/24	2,554.78	623891	LB Beach Park Reno's
139	J0084		05-0724-LB-KB	24/07/24	102219574	9/8/2024	4,630.71	623759	Klatt Building Project
140	J0084		06-0824-LB-KB	24/08/24	104148490	18/09/24	3,914.87	623891	Klatt Building Reno's
141	J0085	JESCO Line Marking	1983	19/08/24	31869	27/08/24	7,025.03	623811	Line Painting
142	K0069	Kerr Wood Leidal	107474	31/03/24	31805	23/07/24	63.00	623663	Data Server
143	K0069		108805	25/06/24	31750	4/7/2024	63.00	623505	Data Server
144	K0069		109325	25/07/24	31834	9/8/2024	63.00	623755	Data Server
145	L0048	Lions Bay General Store & Cafe	047512	3/7/2024	47512	3/7/2024	4.25	623666	Cream
146	L0048		078955	16/07/24	78955	16/07/24	5.95	623666	Coffee Supplies
147	L0048		66010	22/07/24	66010	22/07/24	5.95	623666	Milk for Coffee
148	L0051	Lower Mainland Local Government	1452	3/6/2024	31751	4/7/2024	556.50	623505	Annual Dues
149	L0052	Local Government Management Association	E-31308	22/07/24	E-31308	22/07/24	771.75	623666	Minute Taking Course KK
150	L0059	Lordco Auto Parts Ltd	26I0041647	22/05/24	31779	15/07/24	73.73	623592	Hose
151	L0068	Loppe Darrel	240610-01	10/6/2024	31752	4/7/2024	99.19	623505	Refurbishment of VOLB Sign
152	L0071	Lions Bay Events Committee	20240701	19/09/24	31910	19/09/24	2,400.00	623884	DOCH Canada Day Grant
153	L0090	Lidstone & Company	54779	31/05/24	31753	4/7/2024	109.76	623504	File No: 10098-020
154	L0090		54780	31/05/24	31753	4/7/2024	742.56	623504	File No: 10098-050
155	L0090		54781	31/05/24	31753	4/7/2024	1,813.85	623504	File No:10096-085
156	L0090		54782	31/05/24	31753	4/7/2024	8,786.40	623504	File No.: 10096-119
157	L0090		54783-1	31/05/24	31753	4/7/2024	129.37	623504	File No.: 10096-116
158	L0090		55240	30/06/24	31780	15/07/24	82.88	623592	File: 10096-030
159	L0090		55241	30/06/24	31780	15/07/24	770.07	623592	File: 10096-050
160	L0090		55242	30/06/24	31780	15/07/24	481.60	623592	File: 10096-070
161	L0090		55243	30/06/24	31780	15/07/24	1,150.24	623592	File: 10096-085
162	L0090		55244-1	30/06/24	31780	15/07/24	448.00	623592	File: 10096-116
163	L0090		55703	31/07/24	31835	9/8/2024	9,621.02	623755	10096-050
164	L0090		55704	31/07/24	31835	9/8/2024	2,610.17	623755	10096-085
165	L0090		55705	31/07/24	31835	9/8/2024	1,764.00	623755	10096-117
166	L0090		55706	31/07/24	31835	9/8/2024	2,565.92	623755	10096-118
167	L0090		55913	31/08/24	31911	19/09/24	764.96	623883	File: 10096-050
168	L0090		55914	31/08/24	31911	19/09/24	1,504.16	623883	File: 10096-085
169	L0090		55915-1	31/08/24	31911	19/09/24	73.92	623883	File: 10096-116
170	L0140	Londinium Constructions Group	1027	18/06/24	31754	4/7/2024	31,500.00	623505	Klatt Building Drawings Demolition
171	L0140		1028	17/07/24	31806	23/07/24	69,300.00	623665	Klatt: Supervision Labour Framing
172	L0140		1029	23/08/24	31912	19/09/24	63,000.00	623883	Drawings Exterior Stairs Demo
173	L0141	Locked Car Movie	FP2023-03	16/09/24	31913	19/09/24	5,000.00	623884	Deposit Return Filming Permit 2023-03

	A	B	C	D	E	F	G	H	I
1	Vendor	Name	Invoice #	Inv. Date	Cheque #	Date-Paid	Amount Paid	Batch	Description
174	L0142	Lopez Catalina	BP23-10	15/09/24	31914	19/09/24	1,500.00	623884	Damage Deposit Return BP23-10
175	M0060	McRae's Environmental Services Ltd	500584	4/7/2024	31781	15/07/24	2,803.50	623599	Hydro Vac Services
176	M0060		500711	5/7/2024	31781	15/07/24	2,803.50	623599	Hydrovac Services
177	M0060		501653	29/07/24	31836	9/8/2024	2,394.00	623755	Video Inspection
178	M0060		502371	7/8/2024	31870	27/08/24	2,142.00	623811	Hydrovac Services
179	M0063	Metro Vancouver Regional District	2024 Tax	15/07/24	102219709	8/8/2024	79,846.00	623759	2024 Annual Tax Requisition
180	M0063		2024GS	15/07/24	102219727	9/8/2024	144.00	623759	2024 Geospacial
181	M0063		FA22-01 240917	17/09/24	104185646	17/09/24	23,099.66	623893	Payment on Loan 142 93 150
182	M0064	Municipal Finance Authority	240703	3/7/2024	240703	3/7/2024	3,625.00	624013	Short Term Loan Payment
183	M0065	Municipal Insurance Association	CAT2400037	18/06/24	31755	4/7/2024	250.00	623505	Cybersecurity Insurance
184	M0065		CLA2400042	18/06/24	31755	4/7/2024	350.00	623505	Casual Legal Advice
185	M0065		DED2400891	31/07/24	31915	19/09/24	129.37	623882	Insurnace Deductible
186	M0074	Municipal Pension Plan	PP14 - 2024	12/7/2024	20240717	17/07/24	6,940.50	623659	Pp14 - Benefits
187	M0074		PP15 2024	26/07/24	W000455757	26/07/24	5,876.80	623764	PP15 Pension Contributions
188	M0074		PP16 2024	7/8/2024	20240708-3	7/8/2024	6,377.87	623762	PP16 Contributions
189	M0074		PP17 - 2024	23/08/24	W000458168	23/08/24	6,693.37	623814	PP17 Pension Contributions
190	M0074		PP18-2024	6/9/2024	PP182024	6/9/2024	8,324.46	623942	Benefits PP19 2024
191	M0114	Ministry Of Citizens Services	95477815	24/06/24	31756	4/7/2024	231.64	623505	Gown Head Foam Cervical Collar
192	M0114		95477816	24/06/24	31756	4/7/2024	87.70	623505	Oxygen Mask
193	M0114		95485994	30/06/24	31782	15/07/24	18.18	623592	Shipments
194	M0114		95506428	12/8/2024	31871	27/08/24	23.94	623811	PACK COLD INST DISP 15.2X22.86CM MDLN
195	M0114		95517092	3/9/2024	31916	19/09/24	24.11	623884	Sponge Gauze
196	M0186	McLaughlin Matthew	FD20240723-01	23/07/24	31837	9/8/2024	57.75	623755	Home depot Breathing Apparatus
197	M0201	MATEC Consultants Ltd.	23837	28/08/24	31917	19/09/24	1,050.00	623883	Annual Inspection Max Lift
198	M0207	Monfared Ehsan	BP24-08	12/9/2024	31918	19/09/24	1,500.00	623884	Building Permit DD Return
199	M0209	Ministry of Water Land and Resources	WSI644373	31/07/24	31872	27/08/24	1,731.39	623810	Waterworks Local Provider 769 507 m3/y
200	M0221	Medina Teresa	FD240702-01	2/7/2024	31783	15/07/24	37.34	623599	Training Meals
201	M0221		FD240704-01	4/7/2024	31783	15/07/24	22.32	623599	Home Depot Hall Supplies
202	M0221		FD240712-01	12/7/2024	31783	15/07/24	40.40	623599	Team Meals
203	M0221		FD240906-01	6/9/2024	31919	19/09/24	170.69	623884	Training Meals
204	M0221		FD240916-02	16/09/24	31919	19/09/24	50.53	623884	Dolarama Costco Bristol Board Sticker
205	M0221		FD240916-10	16/09/24	31919	19/09/24	1,029.23	623884	Fire Fighter Day Supplies
206	M0228	Montano Master Cleaners	111	12/7/2024	31807	23/07/24	257.25	623665	Hall Office & Chamber Cleaning
207	M0228		113	17/07/24	31807	23/07/24	257.25	623665	Cleaning Hall Chambers Office
208	M0228		114	5/7/2024	31807	23/07/24	257.25	623665	Cleaning Hall Chambers Office
209	M0228		115	24/07/24	31838	9/8/2024	257.25	623755	Cleaning Hall Chambers Office
210	M0228		123	31/07/24	31838	9/8/2024	257.25	623755	Cleaning Hall Chambers Office
211	M0228		126	7/8/2024	31838	9/8/2024	257.25	623756	Cleaning Hall Chambers Office
212	M0228		132	15/08/24	31873	27/08/24	257.25	623811	Office Hall & Chambers
213	M0228		139	22/08/24	31920	19/09/24	257.25	623883	Hall Office & Chamber Cleaning
214	M0228		140	27/08/24	31920	19/09/24	257.25	623883	Cleaning Hall Office & Chambers
215	M0228		85	26/06/24	31785	15/07/24	294.00	623592	Cleaning: Chambers Hall Office
216	M0231	Metro Roofing & Sheet Metal	8065	31/07/24	31839	9/8/2024	19,241.25	623755	New Deck Addition for Klatt Building

	A	B	C	D	E	F	G	H	I
1	Vendor	Name	Invoice #	Inv. Date	Cheque #	Date-Paid	Amount Paid	Batch	Description
217	M0232	MacPhail Cameron	7047364	8/9/2024	31874	27/08/24	107.52	623810	Towing Charges - Mitchell's
218	M0233	MNP llp	11882052	26/08/24	31921	19/09/24	22,050.00	623884	2023 Audit Services
219	N0081	North Shore Pest Detective Ltd	017058604	17/07/24	31808	23/07/24	94.50	623665	400 Centre Road
220	N0081		017058605	16/09/24	31922	19/09/24	94.50	623884	400 Centre Road
221	N0081		017058630	19/06/24	31757	4/7/2024	89.25	623505	Klatt Building
222	N0081		017058631	17/07/24	31808	23/07/24	89.25	623665	410 Centre Road
223	N0081		017058632	19/08/24	31875	27/08/24	89.25	623811	410 Centre Road
224	N0081		017058633	16/09/24	31922	19/09/24	89.25	623884	410 Centre Road
225	N0081		017058675	21/06/24	31757	4/7/2024	120.75	623505	5 Tidewater Way Monthly Service
226	N0081		017085676	19/07/24	31808	23/07/24	120.75	623665	5 Tidewater Way
227	N0083	NetNation Communications	13732032	1/8/2023	31758	4/7/2024	8.96	622015	FF Web Hosting Service
228	N0098	North Yards Contracting Ltd.	5030	21/06/24	31759	4/7/2024	386.90	623505	MVI Fire Truck Inspection
229	N0098		5032	24/06/24	31759	4/7/2024	3,779.53	623505	MVI Repairs Wiring Hub Caps
230	N0098		5126	6/8/2024	31840	9/8/2024	663.26	623756	MVI Inpsection done on FORD
231	N0112	Nitsch Rogan	3-24	7/7/2024	101386538	22/07/24	550.00	623673	LBBP Washroom Cleaning
232	N0112		4-24	22/07/24	101386538	22/07/24	600.00	623673	LBBP KG Washroom Cleaning
233	N0112		5-24	7/8/2024	102228478	9/8/2024	650.00	623761	LBBP Washroom Cleaning
234	N0112		6-24	29/08/24	104148535	18/09/24	1,025.00	623891	Washroom Cleaning (41 Hrs)
235	N0112		7-24	16/09/24	104185736	19/09/24	725.00	623893	WASHroom Cleaning
236	N0121	Ninety-Nine Transport & Crane Services	14064	12/8/2024	31876	27/08/24	2,439.15	623811	20 ft. Loaded Container Transport
237	O0049	Ortmayr Martin	BP23-03	9/8/2024	31841	9/8/2024	500.00	623756	BP 2303 Damage Deposit Return
238	O0049		BP24-03	13/08/24	31877	27/08/24	2,500.00	623811	Damage Deposit Return on BP24-03
239	P0025	Pacific Blue Cross	1521396	19/06/24	1521396	1/7/2024	3,451.39	623618	Employee Benefits PP12
240	P0025		1550348	1/9/2024	1550348	1/9/2024	3,794.49	623942	Benefits
241	P0025		PP16 2024	1/8/2024	1536444	1/8/2024	5,645.05	623762	PP16
242	P0028	Phoenix Benefits Solutions Inc.	2082024	4/7/2024	31760	4/7/2024	2,707.00	623504	VFIS Accident Insurance
243	P0038	Pitney Bowes Canada	20240613	13/06/24	20240708	8/7/2024	528.25	623658	Postage for Meter
244	P0072	Pacific Flow Control Ltd	119859	31/07/24	31842	9/8/2024	16,368.04	623755	Hydrant Servicing
245	P0100	Pro Source Supply	BI650571	14/06/24	31761	4/7/2024	766.10	623505	Irrigation Supplies
246	P0100		BI653741	23/07/24	31809	23/07/24	533.81	623665	HRC Battery Electric Valve
247	P0130	Polyakov Anton	FD20240725-01	25/07/24	31843	9/8/2024	480.95	623755	Training Meals
248	P0130		FD240916-07	16/09/24	31923	19/09/24	243.28	623884	Training Meals Real Canadian Superstore
249	P0132	Peacock Tegan	FD240820-01	20/08/24	31878	27/08/24	244.22	623811	Training Meals
250	P0132		FD240906-04	16/09/24	31924	19/09/24	62.34	623884	Water for FF Day
251	P0132		FD240916-07	16/09/24	31924	19/09/24	100.44	623884	BC Liquor
252	P0133	Pistilli Contracting Ltd.	24-132	22/08/24	31879	27/08/24	10,027.50	623811	Excavating for Stairwell
253	R0045	Rental Network Ltd	66266	9/7/2024	31844	9/8/2024	2,936.90	623755	Hoses Nozzle Various Equip
254	R0046	Rocky Mountain Phoenix	IN0147310	7/8/2024	31880	27/08/24	6,400.80	623811	Custm Blk Passport Insert
255	R0059	RICOH Canada Inc.	5030901884	26/08/24	5030901884	26/08/24	512.97	623814	Photo Copier lease
256	R0059		SCO94273285	28/10/23	31810	23/07/24	617.68	623660	Photocopies
257	R0059		SCO94362865D	30/01/24	31810	23/07/24	791.17	623661	Photo Copies
258	R0059		SCO94461536D	27/04/24	31810	23/07/24	968.61	623662	Photocopies
259	R0059		SCO94556760	30/07/24	31845	9/8/2024	1,037.02	623755	Photocopies

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1	Vendor	Name	Invoice #	Inv. Date	Cheque #	Date-Paid	Amount Paid	Batch	Description
260	R0061	RFS Canada/ GE	5030137306	6/6/2024	20240606	1/7/2024	512.97	623618	Monthly Lease
261	R0061		5030470866	5/7/2024	5030470866	1/8/2024	512.97	623659	Monthluy Lease
262	R0061		5031284695	6/9/2024	240902	6/9/2024	512.97	623942	Ricoh Lease
263	R0065	Revenue Canada	20240705	5/7/2024	76tqO-6789881	16/07/24	7,117.71	623659	Assessment for Change in Signatory
264	R0065		20240705-2	5/7/2024	777Kd-7308350	17/07/24	2,950.00	623659	CRA Reassessment
265	R0065		20240705-3	5/7/2024	777MJ-7309390	5/7/2024	6,602.70	623659	CRA Reassessment
266	R0065		20240705-4	5/7/2024	777LP-7308836	17/07/24	4,848.26	623659	CRA Assessment
267	R0065		PP13 2024	28/06/24	738O3-7815794	10/7/2024	20,427.14	624001	PP13 Payroll Remittences
268	R0065		PP14 2024	12/7/2024	75G7K-9879506	12/7/2024	16,356.86	624013	PP14 Deductions
269	R0065		PP15 2024	25/07/24	78Dnr-5940395	26/07/24	16,826.05	623764	PP15 2024
270	R0065		PP15 2024 Adj	8/8/2024	622089	8/8/2024	21.06	623762	Payroll Tax Adj
271	R0065		PP16 2024	7/8/2024	7Abpe-7630627	7/8/2024	15,432.47	623762	Payroll Deductions
272	R0065		PP17 - 2024	23/08/24	7D663-2560550	23/08/24	16,948.10	623814	PP17 Payroll Deductions
273	R0067	Raincoast Ventures Ltd.	24-247	22/06/24	31762	4/7/2024	1,015.88	623505	Minutes:240604 COW
274	R0067		24-271	3/7/2024	31786	15/07/24	620.81	623599	Minutes 20240618
275	R0067		24-299	26/07/24	31846	9/8/2024	423.29	623755	Minutes 16/07/2024
276	R0067		24-318	13/08/24	31881	27/08/24	253.97	623811	Minutes 20240725
277	R0076	Rona - All Rona invoices xcept BH Allen	15246231	1/8/2024	31882	27/08/24	24.09	623811	Drop in Anchor
278	R0076		51300	15/07/24	31811	23/07/24	72.79	623665	COR-BP3180
279	R0076		61450-01524623	1/8/2024	31925	19/09/24	24.09	623883	Drop In Anchor
280	R0076		61450-15220391	17/07/24	31811	23/07/24	128.52	623665	Fertilizer
281	R0076		61450-15231081	24/07/24	31847	9/8/2024	195.70	623755	2x6x12 Asphalt Repair
282	R0076		61450-15297171	28/08/24	31925	19/09/24	11.26	623883	Tube Extension ABS
283	R0076		61450-15316241	11/9/2024	31925	19/09/24	173.82	623884	Screw Roofing
284	R0076		614500151010601	14/05/24	31787	15/07/24	74.55	623592	Pail Toilet Valve Bungee Cord
285	R0076		6145015234351	25/07/24	31847	9/8/2024	68.48	623755	Wedge Anchor Cement Quick
286	R0108	Roker Inc.	2045	12/7/2024	100898284	12/7/2024	1,050.00	623590	Roker Subscription
287	R0108		2065	1/7/2024	100898408	12/7/2024	472.64	623590	Enforcement Modules
288	R0108		2083	1/8/2024	102228461	9/8/2024	1,050.00	623761	Parking Module Subscription
289	R0108		2097	1/8/2024	102228476	9/8/2024	1,156.96	623761	Transaction Fees
290	R0108		2103	1/9/2024	104187221	19/09/24	1,050.00	623893	Roker Plus Subscription
291	R0108		2124	3/9/2024	104187512	19/09/24	808.64	623893	Enforcement Modules
292	R0109	Ring Central	9984604001	20/07/24	9984604001	20/07/24	358.35	623666	Services for July
293	R0110	Red Cape Solutions Inc.	030122-15	11/7/2024	31788	15/07/24	4,654.38	623599	EOC Services for March - May 2024
294	R0118	Royal Bank of Canada (CC)	0241851786	3/7/2024	241851786	3/7/2024	39.60	623659	Transaction Fees
295	R0118		0242151775	31/07/24	242151775	12/8/2024	38.46	623764	Service Fees
296	R0118		0242481775	4/9/2024	240914	14/09/24	28.95	623942	RBC Fees
297	R0119	Roberts Evan	FD2040704-03	4/7/2024	31790	15/07/24	36.40	623599	Trainng Meals
298	R0119		FD240702-02	2/7/2024	31790	15/07/24	168.44	623599	Traingin Meals
299	S0031	Sea to Sky Courier & Freight	251254	20/06/24	31763	4/7/2024	27.30	623505	Delivery to Introba
300	S0031		252104	4/7/2024	31791	15/07/24	23.21	623599	Delivery to Astley Gilbert
301	S0031		253119	25/07/24	31848	9/8/2024	136.50	623755	Delivery Dominion Blue Waterworks
302	S0031		254011	8/8/2024	31848	9/8/2024	37.67	623756	Prosol Supply

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1	Vendor	Name	Invoice #	Inv. Date	Cheque #	Date-Paid	Amount Paid	Batch	Description
303	S0031		254836	26/08/24	31883	27/08/24	39.59	623811	Delivery from Gordon Russell
304	S0031		255531	6/9/2024	31926	19/09/24	43.68	623884	Evergreen Office BC Assessment
305	S0031		255531-b	6/9/2024	31938	20/09/24	245.70	623889	Evergreen
306	S0040	Supersave Fuels	113876	1/8/2024	31849	9/8/2024	1,659.19	623756	856 Litres Mid Grade
307	S0040		114045	25/06/24	31792	15/07/24	2,281.38	623592	1134 Litres Midgrade
308	S0046	City of Surrey	70110968	1/7/2024	31812	23/07/24	6,308.00	623665	Annual Dispatch Charges
309	S0046		70110998	1/7/2024	31812	23/07/24	800.10	623665	Mobile CAD Support
310	S0070	Sea to Sky Network Solutions	23658	1/6/2024	31793	15/07/24	5,360.35	623360	Monthly Networking Service
311	S0070		23751	30/06/24	31764	4/7/2024	2,520.00	623505	Adobe Licencing
312	S0070		23903	1/7/2024	31793	15/07/24	5,533.06	623599	July Services
313	S0070		24041	1/8/2024	31850	9/8/2024	5,520.74	623756	Monthly Service
314	S0070		24108	31/08/24	31927	19/09/24	376.92	623883	Acrobat Licences
315	S0070		24178	1/9/2024	31927	19/09/24	6,086.75	623884	IT Services for Sept
316	S0081	Scotiabank VISA Business Card	20240607-0002	7/6/2024	3861453524	6/7/2024	1,896.50	623618	Visa Payment for Card 0002
317	S0081		20240808-3	8/8/2024	3862043924	8/8/2024	3,367.95	623814	Visa Payment 8822
318	S0081		240715	15/07/24	20240725-1	25/07/24	3,367.95	624019	Payment on 8822
319	S0081		240808	8/8/2024	3862044524	8/8/2024	6,140.46	623814	Payment on 0002
320	S0081		240808-1	8/8/2024	3862044124	8/8/2024	73.54	623814	Visa Payment 0833
321	S0081		240808-2	8/8/2024	3862044324	8/8/2024	5,009.28	623814	Visa Payment 8636
322	S0081		240909-0002	9/9/2024	386-23423-24	9/9/2024	5,859.43	623942	Payment on 0002
323	S0081		240909-0833	9/9/2024	386-23427-24	9/9/2024	844.76	623942	Payment on 0833
324	S0081		240909-7109	9/9/2024	386-23429-24	9/9/2024	555.52	623942	Payment on 7109
325	S0081		240909-8636	9/9/2024	386-23421-24	9/9/2024	1,806.43	623942	Payment on 8636
326	S0081		3861876324	22/07/24	3861876324	22/07/24	3,367.95	623659	VISA Payment 8822
327	S0081		VISA 0002	19/07/24	386-18639-24	19/07/24	532.68	623659	Visa Statement 0002
328	S0081		VISA8636-240722	22/07/24	3861864124	22/07/24	7.00	623659	Payment on 8636
329	S0088	School Tax	2024 School Tax	23/07/24	1602061344	23/07/24	165,149.11	623659	Balance 2024 School Tax
330	S0088		2024 Taxes	15/07/24	1-884-682-272	15/07/24	1,000,000.00	624013	School Tax owing partial payment
331	S0091	Superior Propane	50057336	3/8/2024	31884	27/08/24	178.08	623809	Tank Rental Location Reservoir
332	S0101	Sherine Industries Ltd	57234	8/8/2024	31885	27/08/24	834.27	623811	Var Signage Rail Crossing Stop Line et
333	S0101		57414	23/08/24	31928	19/09/24	61.61	623883	Drinking Water Catchment
334	S0101		57555	4/9/2024	31928	19/09/24	273.51	623884	Road Signage
335	S0101		IN57065	25/07/24	31851	9/8/2024	2,205.72	623755	Public Works Road Signage
336	S0108	Shaw Cablesystems G.P.	240616014245982	1/7/2024	2040715-2	15/07/24	84.00	624013	135 Tidewater Way
337	S0108		240703	3/7/2024	240703-1	3/7/2024	84.00	624013	535 Upper Bayview
338	S0108		240709-2303	9/7/2024	20240709-01	9/7/2024	128.80	624013	410 Centre Road
339	S0108		240722 9926	21/07/24	20240722	22/07/24	190.40	624013	10 Sunset Dr 014-2483-9926
340	S0132	Staples Canada	00380b70	9/7/2024	00380b70	9/7/2024	71.67	623659	Copy Paper
341	S0132		11b52d2a	9/7/2024	20240709	9/7/2024	66.74	623659	Cleaning Supplies
342	S0132		16cb3d84	11/9/2024	16cb3d84	11/9/2024	50.26	623942	Tea Enviro Roll
343	S0132		1ca256d2	16/07/24	1ca256d2	16/07/24	66.90	623659	Coffee
344	S0132		a980d4b1	14/06/24	a980d4b1-1	13/07/24	2.60	623658	Rubber Gloves
345	S0132		B0f36f89	26/09/24	b0f36f89	26/09/24	60.82	623942	P Touch

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1	Vendor	Name	Invoice #	Inv. Date	Cheque #	Date-Paid	Amount Paid	Batch	Description
346	S0132		b4bc8c92	24/07/24	b4bc8c92	24/07/24	66.68	623764	Stationary Supplies Tea Coffee
347	S0132		ba50201d	13/06/24	ba50201d	13/07/24	60.27	623658	Cleaning & Office Supplies
348	S0132		f7ffdacd	27/09/24	f7ffdacb	27/09/24	79.30	623942	Shelf Oranizers
349	S0132		Fda9b7be	27/09/24	fda9b7be	27/09/24	67.79	623942	Bankers Boxes
350	S0150	Scotiabank	20240708	8/7/2024	20240708-1	8/7/2024	74.50	624013	Scotia Connect Fee
351	S0150		240705	5/7/2024	240705	5/7/2024	65.76	624013	Service Charge
352	S0150		240731	31/07/24	31072024	31/07/24	120.78	624013	Service Charges for July
353	S0156	Sea to Sky Welding	3759	10/9/2024	31929	19/09/24	367.50	623884	Cover Repair
354	S0166	Speedbolt Printing Solutions	92226	27/06/24	31794	15/07/24	884.69	623592	Beaar Smart Communications
355	S0176	Sea to Sea Productions ULC	FP2024-03	12/7/2024	100898547	12/7/2024	4,200.00	623590	\$10 000 DD Return less Fees
356	S0176		FP2024-04	12/7/2024	100898603	12/7/2024	4,200.00	623590	\$10 000 deposit less \$800.00
357	S0177	SGC Process	4001979	31/07/24	31852	9/8/2024	7,112.19	623755	WO# 402 Magnesia and HarveyCreek Chlor
358	S0184	Suncorp Valuations	CA00015393	18/07/24	31813	23/07/24	3,150.00	623665	Annual Revision Fee
359	S0185	Stelmacker Charity	FD240702-04	2/7/2024	31795	15/07/24	59.87	623599	Team Meals
360	S0190	Safeway	1385000	16/07/24	61240	16/07/24	29.56	623666	Coffee Salt
361	S0194	Simply Bright Cleaning Services	1692	18/06/24	31765	4/7/2024	498.75	623505	Public Works Cleaning Klatt Cleaning
362	S0194		2040	1/6/2024	31765	4/7/2024	498.75	623505	Cleaning Klatt & PW
363	S0194		2061	2/8/2024	31853	9/8/2024	997.50	623756	Cleaning PW & Klatt
364	S0194		2086	4/9/2024	31930	19/09/24	997.50	623884	Works & Klatt Cleaning
365	S0194		2099	28/06/24	31765	4/7/2024	498.75	623505	Cleaning Klatt & PW
366	S0197	SIP.US	27415424	11/7/2024	27415424	11/7/2024	4.99	623666	Unlimited Calling US Plan
367	S0199	SmartSights	28270	8/7/2024	28270	8/7/2024	2,016.00	623666	Scada
368	S0201	Schorlemmer Andre	BP24-02	17/09/24	31931	19/09/24	1,500.00	623884	Damage Deposit Return BP24-02
369	S0202	Summit Valve and Controls	INV3-003977	11/9/2024	31932	19/09/24	612.98	623884	Limit Switch Assembly
370	S0203	Stevens Daniel	1298409	10/9/2024	31933	19/09/24	5,891.91	623884	Property Tax Over Payment
371	T0040	Telus Communications	20240701	1/7/2024	20240701	1/7/2024	394.18	623659	CBNVILLAGEOFLIONS 4
372	T0040		222446	4/7/2024	4072024	4/7/2024	1,537.90	623659	New Lines To Switch Over
373	T0040		225395	20/09/24	225395	27/09/24	781.76	623942	Cisco Any Connect
374	T0040		240621 20036183	1/7/2024	240708	8/7/2024	344.96	624013	Mobile Services
375	T0040		240712 5548	12/7/2024	240725	25/07/24	199.73	624013	Office Internet
376	T0040		2854503	1/7/2024	240722	22/07/24	308.00	624013	410 Centre Rd (CSID 1127615)
377	T0040		43404-240901	16/09/24	20240922	22/09/24	128.80	623942	High Speed Access 399 Oceanview
378	T0040		CBN003S35305406	3/9/2024	23:02	3/9/2024	313.10	623942	5 Tidewater Way
379	T0040		CBNVILLAGE - 6	1/7/2024	240710	10/7/2024	511.94	624013	CBNVILLAGE- LIONS 6
380	T0047	Triton Automotive	801-025064	31/07/24	31934	19/09/24	129.00	623882	20231031 Demurrage
381	T0047		801-083090	31/05/24	31814	23/07/24	129.30	623664	Monthly Demurrage
382	T0047		801-091371	28/06/24	31766	4/7/2024	258.10	623505	Monthly Demurrage
383	T0047		801-095273	15/07/24	31814	23/07/24	66.36	623665	Power Steering Fluid
384	T0047		801-096145	17/07/24	31814	23/07/24	33.78	623665	Safety Valve
385	T0047		801-096366	18/07/24	31814	23/07/24	639.31	623665	Stainless Steel Angle Brass Fittings
386	T0047		801-096367	18/07/24	31814	23/07/24	120.05	623665	Drill set
387	T0047		801-096553	19/07/24	31814	23/07/24	188.66	623665	Woven Mesh
388	T0047		801-098061	25/07/24	31854	9/8/2024	81.55	623755	Neon Gasket Resin Bond

	A	B	C	D	E	F	G	H	I
1	Vendor	Name	Invoice #	Inv. Date	Cheque #	Date-Paid	Amount Paid	Batch	Description
389	T0047		801-100667	31/07/24	31934	19/09/24	129.30	623882	Monthly Demurrage
390	T0047		801-100884	1/8/2024	31854	9/8/2024	136.95	623756	Neon Gasket
391	T0047		801-102257	9/8/2024	31854	9/8/2024	232.73	623756	Ford F550 Super Duty
392	T0047		801-104611	16/08/24	31886	27/08/24	478.66	623811	Legend Battery Battery Protector
393	T0047		801-105804	22/08/24	31886	27/08/24	191.72	623810	COLD Resistant Flamberetd Elec
394	T0047		801-109008	31/08/24	31934	19/09/24	129.30	623883	Monthly Demurrage
395	T0047		801-109301	3/9/2024	31934	19/09/24	315.87	623884	Tape Chalk Muriatic Acid
396	T0047		801-109306	3/9/2024	31934	19/09/24	95.97	623884	4 Port Pressure Switch
397	T0047		801-109957	5/9/2024	31934	19/09/24	54.37	623884	Blue Paint Aerosal Brass Fitting
398	T0047		801-111533	11/9/2024	31934	19/09/24	95.40	623884	Upside Down Paint Snap Trap Wrench
399	T0047		801-112958	17/09/24	31934	19/09/24	300.75	623884	Batteries Halogen Bulb Booster Cables
400	T0100	Municipal Information Network	MJ24-19067	26/06/24	8fdee91f4af0b	19/07/24	341.25	623655	Deputy Corporate Officer Job Posting
401	T0100		MJ24-19089	27/06/24	MJ24-19089	19/07/24	341.25	623655	Job Posting extension
402	T0120	TransLink	20240715	12/7/2024	100898642	12/7/2024	2,126.40	623590	2024 Tax Requisition
403	T0120		20240715-1	15/07/24	101386291	20/07/24	338,633.43	623673	2024 Replacement Tax
404	U0048	Union of BC Municipalities	064577	23/07/24	64577	23/07/24	1,071.00	623666	LGMA Conference NA
405	U0048		1721425074be	19/07/24	32932	19/07/24	1,071.00	623666	UBCM Conference 2024 KB
406	U0048		1721425259br	19/07/24	20816	19/07/24	1,071.00	623666	UBCM Conference 2024
407	U0048		CV20825	22/07/24	CV20825	22/07/24	766.50	623666	Ross Blackwell Forum
408	U0048		CV20829	22/07/24	20829	23/07/24	1,071.00	623666	LGMA Conference
409	U0060	Upanup Studios	8321	15/04/24	102219326	8/8/2024	262.50	623758	Monthly Website
410	U0060		8568	15/07/24	6.059E+11	22/07/24	262.50	623673	Monthly Website Service
411	U0060		8609	15/08/24	103000466	26/08/24	262.50	623812	Monthly Website Hosting
412	U0060		8670	15/09/24	104187654	19/09/24	262.50	623893	Website Hosting
413	U0063	UBS Industries	3030767	26/07/24	31855	9/8/2024	379.46	623755	Aluminum Dome
414	V0054	Vital Aire	77401039	30/06/24	31767	4/7/2024	147.56	623505	oxygen
415	V0054		77530521	1/7/2024	31815	23/07/24	142.81	623665	Oxygen
416	V0054		77651321	31/07/24	31856	9/8/2024	147.56	623755	Oxygen
417	V0056	Val Mart Door Sales Ltd	16149	10/7/2024	31796	15/07/24	2,356.63	623599	Works Yard Garage Door Repair
418	V0086	Van Byren Andrew	FD240702-03	2/7/2024	31797	15/07/24	134.89	623599	Team Meals
419	V0086		FD240704-02	4/7/2024	31797	15/07/24	276.78	623599	Team Meals
420	W0056	Workers Compensation Board	18962107	30/06/24	78ZDOXE8B	16/07/24	4,612.49	623658	April 1 - June 30 Quarterly
421	W0056		809RBYKLOB	23/08/24	809RBYKLOB	23/08/24	4,762.49	623814	2nd Quarter Adjustment
422	W0057	Westburne Electric Supply	5919155	27/06/24	31768	4/7/2024	7,006.61	623505	SCADA 80% Water 20% Sewer
423	W0059	Westkey Graphics	29629	16/05/24	31801	16/07/24	816.25	623592	2024 Property Tax Blanks
424	W0090	Wescan Acoustics Ltd.	3296	30/08/24	31935	19/09/24	16,500.75	623883	Additonal Work 2nd Floor
425	W0100	Waste Control Services Inc.	0000502216	31/07/24	102219763	9/8/2024	218.40	623759	
426	W0100		0000502222	31/07/24	102219774	9/8/2024	16,329.27	623759	July Service
427	W0100		0000504722	31/08/24	104148554	18/09/24	218.40	623891	5 Tidewater Way
428	W0100		0000504728	31/08/24	104148650	18/09/24	16,329.27	623891	Garbage and Recycling
429	W0104	Wright Josephine & Robert	1297396-24	12/7/2024	31799	15/07/24	697.56	623599	Overpayment of Taxes for 2023 PTD
430	W0111	WASP Manufacturing Ltd.	2612	1/8/2024	31857	9/8/2024	39,985.35	623756	Flagging Course Cut First Aid Traffic
431	W0111		2612B	5/9/2024	104187746	19/09/24	9,521.43	623893	Firebreak Weeping Hose Louiseville Ladd

	A	B	C	D	E	F	G	H	I
1	Vendor	Name	Invoice #	Inv. Date	Cheque #	Date-Paid	Amount Paid	Batch	Description
432	Y0072	Young Anderson	145970	16/09/24	31936	19/09/24	206.08	623883	File:2850000

Consolidated Budget 2025

	2025	2026	2027	2028	2029
Revenues					
Taxation	2,042,442	2,103,715	2,166,827	2,231,832	2,298,787
Payments in Lieu of taxes	54,150	54,150	54,150	54,150	54,150
Parcel Taxes	98,606	98,606	98,606	98,606	98,606
Infrastructure Levy	204,244	210,372	216,683	223,183	229,879
Utility Fees and Rates	1,481,572	1,555,650	1,633,433	1,715,104	1,800,860
Fees, Licenses and Permits	420,421	422,434	425,332	426,402	427,527
Grants	1,095,980	422,561	422,561	427,516	427,516
Other	304,130	289,149	274,354	259,753	254,358
Grand Total	5,701,544	5,156,637	5,291,945	5,436,547	5,591,681
Expenditures					
Amortization	932,711	990,918	999,251	1,007,584	979,884
General Government	1,167,307	1,183,068	1,212,304	1,225,523	1,158,344
Fire Services	441,877	448,335	457,625	467,257	477,249
Bylaw Services	178,882	183,200	187,634	192,104	196,691
Public Works	1,163,953	774,547	635,835	652,240	667,213
Planning and Development	49,536	50,661	51,815	53,000	54,217
Parks, Recreation and Facilities	255,067	261,038	266,558	272,835	278,570
Solid Waste	243,215	250,779	258,019	265,526	273,215
Sewer Fund	115,866	74,546	76,478	78,505	116,708
Water Fund	823,781	769,313	778,471	800,012	903,375
Interest Payments	76,534	75,359	74,693	75,016	26,458
Grand Total	5,448,729	5,061,764	4,998,684	5,089,604	5,131,924
Surplus/(Deficit)	252,815	94,873	293,261	346,943	459,757
Adjustments Required to Balance Financial Plan to Conform With Legislative Requirements					
Non-cash items included in Annual Surplus (Deficit)					
Amortization on Tangible Capital Assets	932,711	990,918	999,251	1,007,584	979,884
MFA Actuarial Gain on Debt	(52,634)	(57,678)	(62,908)	(68,334)	(7,961)
Cash Surplus	1,132,892	1,028,113	1,229,604	1,286,194	1,431,680
Cash items NOT included in Annual Surplus (Deficit)					
Repayment of Debt Principal	(140,560)	(126,607)	(112,628)	(89,792)	(34,382)
Capital Expenditures	(3,820,640)	-	-	-	-
Transfer from (to) Reserves	3,131,158	(592,529)	(801,687)	(874,613)	(1,068,813)
Transfer to Reserves - Infrastructure Levy	(204,244)	(210,372)	(216,683)	(223,183)	(229,879)
Transfer to Reserves - WWTP	(98,606)	(98,606)	(98,606)	(98,606)	(98,606)
Financial Plan Balance	(0)	(0)	(0)	(0)	0

Village of Lions Bay
2025 Draft Budget
Revenue

Notes

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	Increase (Decrease) in Budget	%
Taxation							
1 General Municipal Property Tax	1,580,768	1,683,675	1,798,469	1,945,183	2,042,442	97,259	5.0%
2 Infrastructure Levy	158,053	168,474	179,878	194,518	204,244	9,726	5.0%
3 Parcel Taxes	128,539	98,606	98,606	98,606	98,606	-	0.0%
4 Payments in lieu of taxes	46,200	47,466	58,195	54,150	54,150	-	0.0%
	1,913,560	1,998,221	2,135,148	2,292,457	2,399,442	106,985	4.7%
Utility Fees and Rates							
5 Water User Rates	952,878	1,000,524	1,048,665	1,103,076	1,158,229	55,154	5.0%
5 Sewer User Rates	74,444	78,166	82,123	86,178	90,487	4,309	5.0%
5 Solid Waste User Rates	200,997	201,149	211,576	221,767	232,855	11,088	5.0%
	1,228,319	1,279,840	1,342,364	1,411,021	1,481,572	70,551	5.0%
Fees, Licenses and Permits							
6 Building Permits	58,475	39,461	42,816	34,300	40,300	6,000	17.5%
7 Temporay Use Permits	-	2,250	(250)	1,500	1,500	-	0.0%
Development Permits	1,000	250	-	-	-	-	0.0%
Board Of Variance Application Fee	2,500	2,500	1,000	1,000	-	(1,000)	-100.0%
8 Secondary Suite Surcharge Fees	26,952	22,551	17,178	18,498	19,423	925	5.0%
9 Other Permits	7,050	2,945	2,975	1,500	1,500	-	0.0%
Recreation Programs	565	168	160	-	-	-	0.0%
10 Hall Rental	2,100	2,293	2,501	3,000	2,200	(800)	-26.7%
Boat Space Rentals	7,363	7,825	7,440	7,400	7,400	-	0.0%
11 Other Rentals	118	14,891	11,478	14,000	14,000	-	0.0%
12 Rental Agree - BC Ambulance	28,333	28,333	29,496	28,333	28,333	-	0.0%
Parking Fines	122,427	93,589	96,189	125,000	100,000	(25,000)	-20.0%
Parking Passes - Annual	2,720	6,880	4,876	5,100	5,100	-	0.0%
Parking Meters	162,014	177,422	160,654	160,000	160,000	-	0.0%
Dog Licences	3,130	3,535	2,940	3,500	3,500	-	0.0%
Filming Revenue	11,000	11,190	8,240	8,000	8,000	-	0.0%
Tree Cutting Applications	750	600	(125)	750	750	-	0.0%
Tax Information Charges	2,940	1,530	55	500	500	-	0.0%
13 Miscellaneous (Recycle BC)	996	9,013	29,684	27,915	27,915	-	0.0%
	440,433	427,225	417,306	440,296	420,421	(19,875)	-4.5%

**Village of Lions Bay
2025 Draft Budget
Revenue (Continued)**

Notes

14

15

16

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	Increase (Decrease) in Budget	%
Grants							
Small Community Grant	300,000	381,000	298,000	295,000	295,000	-	0.0%
CWWF Grant	172,386	-	-	-	-	-	n/a
Investing in Canada Infrastructure Program	9,036	-	59,783	1,183,585	573,419	(610,166)	-51.6%
CN Railway Grant	51,912	-	-	-	-	-	n/a
Gas Tax Funding	121,170	62,053	32,615	-	-	-	0.0%
Other Grants	77,947	77,702	1,102,364	742,651	227,561	(515,090)	-69.4%
	732,450	520,755	1,492,761	2,221,236	1,095,980	(1,125,256)	-50.7%
Other Revenue							
Net Proceeds from Land Sales	430,186	-	-	-	-	-	0.0%
Fire Department Callouts Highway	11,353	12,490	13,455	13,000	13,000	-	0.0%
Donations to LB Fire Department	9,663	10,854	3,820	3,000	3,000	-	0.0%
Fire Fighter Day Revenue	4,646	12,376	19,581	18,000	18,000	-	0.0%
Tax Penalties and Interest	17,789	23,469	25,309	19,250	19,250	-	0.0%
MFA Actuarial Interest	34,201	38,561	43,083	43,083	52,030	8,947	20.8%
Bank Return on Investment	26,400	114,287	218,241	153,897	190,250	36,353	23.6%
Miscellaneous	11,117	60,102	7,241	8,000	8,000	-	0.0%
Water/Sewer Connection Fees	7,894	1,800	-	600	600	-	0.0%
	553,249	273,938	330,730	258,830	304,130	45,300	17.5%
Total Revenues	4,868,011	4,499,979	5,718,310	6,623,839	5,701,544	(922,295)	-13.9%

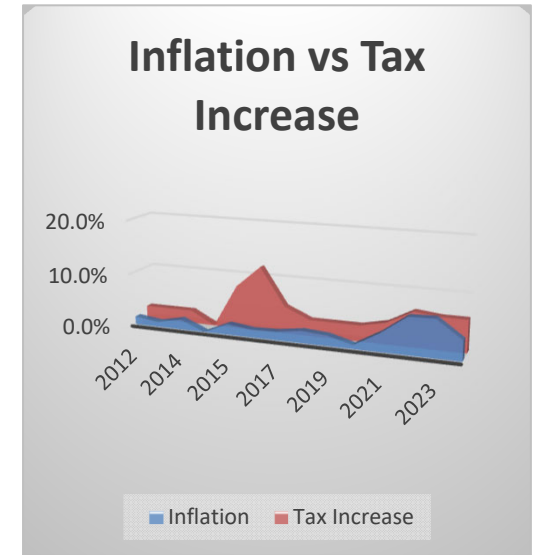
Notes

1

General Municipal Property tax. A sensitivity analysis of property tax rate increases (in total, and per home based on an estimate of 596 homes) is as follows:

Tax Rate	Property Tax	\$Increase	\$Per Home
0%	1,945,183	-	-
3%	2,003,538	58,355	98
5%	2,042,442	97,259	163
9%	2,120,249	175,066	294
12%	2,178,605	233,422	392
15%	2,236,960	291,777	490

Tax rate increases	2024	2025
Belcarra	10.0%	4.0%
Bowen Island	9.5%	9.5%
Vancouver	7.3%	5.5%
Port Moody	6.6%	5.4%
Coquitlam	8.9%	8.3%
Squamish	8.9%	8.0%
Whistler	8.2%	7.2%
Sechelt	7.7%	9.6%



Village of Lions Bay property tax increases

	2021	2022	2023	2024
	3.0%	6.5%	6.0%	9.0%

2

The infrastructure levy is calculated as 10% of General Municipal Property Tax

3

Parcel tax was approved by resolution of Council in prior years. This levy relates to amounts charged to 100 residents of Kelvin Grove that have access to Sewer. The Village paid for the construction of a waste water treatment plant (WWTP) and is recovering these costs from the residents that benefit from the WWTP as Parcel Tax

4

Payments in lieu of taxes relate to BC Hydro, Shaw and Telus that make an annual payment in lieu of general municipal, local improvement and regional district tax levies

5

Utility user rate increases

	2021	2022	2023	2024
Water	3.0%	5.0%	5.0%	5.0%
Sewer	3.0%	5.0%	5.0%	5.0%
Solid waste	3.0%	5.0%	5.0%	5.0%

6 Estimated with respect to trailing 3 year acutal average permits

7 Temporary Use Permits (TUP) relate to occupancies under 30 days. Issuance of TUP is sporadic and generally relates to such things as Air B&B

8 Secondary suite fees vary year to year based on usage in accordance with policy. Secondary suites utilized by a family member or fire-firefighter are not charged. There were 59 secondary suites declared in 2023, of which 20 were occupied by a firefighter or family member. Fees are due December 31.

9 Relates to dumpster, demolition, encroachment, driveway crossing fees

10 Relates to rental fees for Broughton Hall

11 Relates to rental of Klatt, Fire Pit, wildfire protection kit sales, wildfire protection service receipts

12 Rental payments from the Provincial Health Services Authority (PHSA). Lease terminates July 30, 2030.

13 Recycle BC

Recycle BC revenues

Other

	Actual		Budget		
	2021	2023	2023	2024	2025
Recycle BC revenues	-	7,083	28,510	26,400	26,400
Other	996	1,930	1,174	1,515	1,515
	996	9,013	29,684	27,915	27,915

*Decals, Community Garden...

14 Investing in Canada Infrastructure Program

Lions Bay Beach Park 573,419 (total cost \$1.07 million - 73% grant funded; represents remainder of work in 2025)

15 Program funding terminated March 2024 and was replaced with the Community Works Fund

2023 Relates to Climate Action Program grant and Growing Communities Grant. 2024 incorporates Climate Action Program grant (\$51,082), Canada Day grant (\$4,950), FireSmart grant (\$100,000), Pride Trail grant (\$70,000), Translink grant (\$315,833), UBCM grant for implementing next generation 911 (\$45,000), and Provincial grant to support implementation of housing initiatives (\$155,786).

	Actual			Budget		
	2021	2022	2023	2024	2025	
FireSmart	-	26,620		100,000	100,000	
FCM - Asset Management	-	-	37,360	-	-	
UBCM - Next Gen 911 Funding	-	-	-	45,000	-	
Community Works Fund	-	-	-	-	122,561	
Canada Day	-	-	-	4,950	5,000	
MOTI	-	-	-	70,000	-	*Pride Trail
Provincial grants	76,211	-	1,000,627	155,786	-	[a]
CARIP	1,736	-	-	-	-	[b]
Translink	-	-	-	315,833	-	*Connector Project
Climate Action	-	51,082	51,082	51,082	-	[b]
	77,947	77,702	1,089,069	742,651	227,561	

[a] 2023 relates to the growing communities grant. 2024 budget includes a grant for local government implementation of legislative changes to support housing initiatives. Funding to be used for such projects as updates to zoning bylaw, parking bylaw, Official Community Plan, Official Development Plan, Development Cost Charge Bylaw, Development Cost Levy, Housing Needs Report.

[b] CARIP grant ended in 2022, and was replaced with the LGCAP grant. The amounts received are as follows:

Grant	Cumulative
CARIP (2016 - 2022)	6,804
LGCAP (2022 - 2023)	102,164
LGCAP (2024 - 2026)	149,647
	258,615

In 2024 the Provincial Government allocated \$149,647 in funds to the Village of lions bay, which represents a payment for 2024 and a payment in advance for 2025 and 2026.

**Village of Lions Bay
2025 Draft Budget
General Fund - Administration**

Notes

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	Increase (Decrease) in Budget	%
Expenditures							
1 Amortization	342,214	340,087	363,807	479,754	663,347	183,594	47.5%
2 Communications	63,346	55,300	69,066	70,040	57,977	(12,063)	-17.7%
3 Fiscal Charges	21,324	27,751	14,871	19,328	11,918	(7,409)	-33.5%
4 Insurance	42,188	48,119	43,649	57,206	58,300	1,094	2.3%
5 Internal Allocations	(53,500)	(53,500)	(65,216)	(67,825)	(69,860)	(2,035)	3.8%
6 Maintenance	9,218	18,601	4,504	9,890	10,186	297	2.2%
7 Material, Supplies and Equipment	15,246	15,341	20,448	18,965	19,534	569	2.9%
8 Professional Fees / Contract Services	85,381	182,878	251,478	125,500	101,915	(23,585)	-14.4%
9 Salaries and Benefits	624,895	824,817	634,553	708,765	774,798	66,033	10.7%
10 Sundry	2,743	3,162	2,149	3,918	3,987	70	1.8%
11 Training / Professional Development	8,901	10,883	9,764	18,103	31,646	13,543	115.3%
12 Utilities	1,936	1,818	1,352	2,060	2,122	62	3.1%
Total Expenditures	1,163,891	1,475,256	1,350,424	1,445,702	1,665,870	220,168	16.9%

Notes:

1 Budget estimated with respect to capital assets continuity schedule as of the current date

		COMMUNICATIONS					
Consists of:		2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	
Postage & Courier		4,218	3,795	4,997	4,635	4,774	
Village Office Communications		2,388	665	735	2,575	1,277	
Photocopy / Printing		6,030	818	3,502	5,150	3,655	
Information Systems Ops & Mntc		39,996	41,769	46,435	48,410	39,890	*Sea to Sky Network Solutions
Website Dev & Maintenance		3,391	3,284	4,525	3,605	3,713	*Upandup Studios
Telephone		7,324	4,970	8,873	5,665	4,668	*Telus, Ring Central, Sea to Sky
		63,346	55,300	69,066	70,040	57,977	

		FISCAL CHARGES					
Consists of:		2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	
Bank Charges		5,620	5,759	3,247	2,833	2,917	
Parking Meter Fees		9,085	11,027	3,181	9,500	-	*Moved to Bylaw
Moneris Fees		6,429	10,338	8,443	6,695	8,701	
Other		190	626	-	300	300	
		21,324	27,751	14,871	19,328	11,918	

4 Municipal Insurance Association

5 Budget estimated with respect to prior year plus inflation

		MAINTENANCE					
Consists of:		2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	
Village Office Maintenance		7,448	16,685	3,578	8,345	8,595	[a]
Equipment Maintenance		1,770	1,915	927	1,545	1,591	
		9,218	18,601	4,504	9,890	10,186	

[a] Janitorial. 2022 was significantly higher due to the purchase of Inoization Kits and repairs to the furnace duct

		MATERIALS, SUPPLIES, EQUIPMENT					
Consists of:		2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	
Photocopier Lease Contract		4,289	4,289	5,125	4,481	4,615	
Office Supplies		10,957	11,052	15,322	14,485	14,919	
		15,246	15,341	20,448	18,965	19,534	

8

Consists of:

Legal Fees
 Contract Services & Minute Taking
 Auditing
 Contract Services

PROFESSIONAL FEES / CONTRACT SERVICES				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
29,119	81,136	116,810	40,000	40,000
10,124	4,817	16,756	-	10,000
41,154	48,150	99,081	55,000	43,000
4,983	48,775	18,831	30,500	8,915
85,381	182,878	251,478	125,500	101,915

[a]
 *Raincoast
 *BDO/MNP

[a]

Overholt Law LLP
 Lidstone & Company
 Young Anderson Barristers and Solilcitors
 Roper Greyell

Legal Fees				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
-	52,747	55,576	-	-
29,119	28,389	39,233	-	40,000
-	-	17,019	-	-
-	-	4,982	-	-
29,119	81,136	116,810	40,000	40,000

*Employment
 *Planning, bylaw
 *Employment, Permit, Litigation
 *Employment

[b]

Grant writing services
 Actuarial consulting
 Provincial advisors
 Building / equipment appraisals
 Asset management

Contract Services				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
-	2,100	2,137	500	2,200
4,983	-	2,160	3,000	3,500
-	-	5,979	27,000	-
-	13,430	3,000	-	3,215
-	33,245	5,555	-	-
4,983	48,775	18,831	30,500	8,915

9

Consists of:

Administrative Salaries
 Benefits & Payroll Costs - Administrative

SALARIES AND BENEFITS				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
520,360	716,447	550,464	596,378	627,114
104,535	108,369	84,089	112,387	147,683
624,895	824,817	634,553	708,765	774,798

[a]
 [a]

[a]

CAO
 FO
 Municipal Accountant
 Municipal Coordinator
 Administrative assistant(s)
 Miscellaneous

164,222	361,962	103,786	165,865	177,448
135,000	160,915	136,156	162,969	167,374
95,732	101,653	118,532	103,093	112,390
90,566	78,334	114,112	102,481	92,618
130,122	121,953	146,868	137,977	220,967
9,253	-	15,099	36,380	4,000
624,895	824,817	634,553	708,765	774,798

[i]
 [ii]
 [iii]

[i] 2023 includes vacation payouts for previous municipal accountant

[ii] 2025 budgets for 2 full time administrative assistants

[iii] 2021 relates to vacation payouts; 2024 relates to adjustments regarding collective agreement bargaining

Accompanying Notes

10

Consists of:

Miscellaneous
 Miscellaneous
 Miscellaneous
 Govt updates - Publications

SUNDRY				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
839	1,122	1,513	1,030	1,061
58	-	-	773	796
1,560	1,755	636	1,600	1,600
285	285	-	515	530
2,743	3,162	2,149	3,918	3,987

*Coffee, milk ect...
 *Christmas
 *Municipal information Net.

11

Consists of:

Conventions
 Travel
 Courses
 Association Dues
 Association Dues
 Association Dues
 Staff Recruitment
 Courses

TRAINING / PROFESSIONAL DEVELOPMENT				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
-	-	-	6,515	6,710
459	629	215	773	796
4,985	5,980	2,006	6,180	9,365
451	544	820	1,030	1,061
510	510	520	773	796
1,476	1,600	1,836	1,545	1,591
1,020	1,620	4,367	1,288	11,326
-	-	-	-	-
8,901	10,883	9,764	18,103	31,646

*UBCM, GFOA
 *PADM - Cap Collage; Worksafe
 *LGMA, GFOA, Dues
 *LGMA, GFOA, Dues
 *LGMA, GFOA, Dues
 *Job postings

12

BC Hydro

**Village of Lions Bay
20245 Draft Budget
General Fund - Public Works**

Notes

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	Increase (Decrease) in Budget	%
Expenditures							
1 Communications	14,782	14,980	18,313	15,708	12,943	(2,765)	-17.6%
2 Interest Payments	9,923	10,743	15,379	10,460	8,441	(2,019)	-19.3%
3 Insurance	10,815	12,534	17,097	15,179	18,982	3,804	25.1%
4 Internal Allocations	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	-	0.0%
5 Maintenance	247,624	372,974	733,697	575,462	683,469	108,007	18.8%
6 Material, Supplies and Equipment	47,359	49,591	42,171	49,153	50,627	1,475	3.0%
7 Professional Fees / Contract Services	-	52,984	6,162	186,500	46,000	(140,500)	-75.3%
8 Salaries and Benefits	287,601	272,059	295,584	291,862	351,761	59,899	20.5%
9 Training / Professional Development	9,433	4,978	-	6,695	6,896	201	3.0%
10 Utilities	7,355	7,856	7,185	8,034	8,275	241	3.0%
Total Expenditures	619,892	783,700	1,120,587	1,144,052	1,172,395	28,343	2.5%

Notes

First Reading

1

Consists of:

Telephone & Communications
Information Systems Operation & Mntc

COMMUNICATIONS				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
10,491	8,879	9,923	9,373	7,723
4,291	6,102	8,390	6,335	5,220
14,782	14,980	18,313	15,708	12,943

[a]
[b]

[a] ECOMM radio costs, and cell phones
[b] Network support

2

Consists of:

Debenture Interest
Equipment financing

INTEREST PAYMENTS				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
7,250	7,250	7,250	7,250	7,250
2,673	3,493	8,129	3,210	1,191
9,923	10,743	15,379	10,460	8,441

3

Consists of:

Insurance - Building
Insurance - Vehicles

INSURANCE				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
-	-	3,481	-	3,500
10,815	12,534	13,616	15,179	15,482
10,815	12,534	17,097	15,179	18,982

ICBC fleet insurance and Municipal Insurance Association vehicle breakdown insurance

4

Consists of:

Internal transfer (solid waste)
Internal transfer (water)

INTERNAL ALLOCATIONS				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
(15,000)	(15,000)	(15,000)	(15,000)	(15,000)

Adjusting entry recorded at year end for allocations

5

Consists of:

	MAINTENANCE				
	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
Vehicle Operation & Maintenance	11,054	42,917	29,620	103,750	68,523
Roads	21,002	6,117	331,449	20,600	170,406
Street Lighting	5,917	8,128	7,084	6,671	9,560
Street Signs	18,182	6,020	7,446	6,330	6,520
Lane Marking	-	593	-	15,450	15,914
CN Parking Lot Maintenance	2,619	2,644	3,000	2,500	2,500
Parking Meter Costs	12,748	18,442	21,985	-	-
Roads Winter Maintenance	17,156	20,692	8,946	20,500	20,500
Railroad Crossings Maintenance	126,039	21,798	7,200	22,000	22,000
Bridge Maintenance	-	229,151	297,958	332,000	324,616
Drainage	9,810	2,651	204	5,150	5,305
Works Building & Yard Maintenance	12,888	10,306	7,364	25,885	22,562
Road Vegetation/Brush	10,208	3,516	11,441	14,626	15,065
	247,624	372,974	733,697	575,462	683,469

[a]

[b]

[c]

[d]

*Salt

[e]

*Mini Recycling depot

[a]

	Vehicle Operations and Maintenance				
	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
CAT servicing	-	-	10,813	-	-
Chevy truck service	-	663	3,787	-	-
MATEC - annual inspection	832	993	1,000	-	-
Tires	-	9,012	-	22,000	-
Small equipment	-	2,185	-	20,000	-
Commercial Truck - LED Lights	-	3,788	-	-	-
Gas	-	1,897	-	-	-
Tire change over	-	1,197	-	-	-
Vehicle inspection and repair	2,087	5,140	5,130	-	-
Water shortage contingency	-	-	-	36,000	-
Other	7,508	17,416	8,890	25,750	26,523
	10,427	42,291	29,620	103,750	26,523

[b]

2023 related to road paving on Oceanview; 2025 budget request includes \$109,000 for resurfacing Chrystal Falls Rd. and \$40,000 for the Mag Intake Access Road

[c] Budget is to replace 18 unreliable heads with 3,000K LED fixtures

[d] Relates to parking meter costs for Kelvin Grove, LBBP, Sunset and Bayview, which have been reallocated to Bylaw in 2024

[e] Prior years relate to Bayview bridge rehabilitation. 2024 relates to bridge deck joints, replacement of timbers and railings installation

6

Consists of:

Works Vehicles Fuel & Oil
 Small Tools & Equipment
 Health & Safety Supplies
 Shop

MATERIALS, SUPPLIES, EQUIPMENT				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
20,487	30,970	29,688	25,600	26,368
7,971	5,207	4,881	8,498	8,752
10,233	3,783	2,803	4,755	4,898
8,669	9,632	4,798	10,300	10,609
47,359	49,591	42,171	49,153	50,627

7

Consists of:

Contractors

PROFESSIONAL FEES, CONTRACT SERVICES				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
-	52,984	6,162	186,500	46,000
-	52,984	6,162	186,500	46,000

[a]

[a] 2022 and 2023 related to CUBB and rail crossing work. 2024 budget for:

A&B Services, hydrant maintenance	36,000
Lions Bay Ave on Alberta bridge timbers replacement	17,000
Lions Bay Beach Park tree work	15,000
Crystal Falls Road resurfacing	50,000
Steps at municipal campus	24,000
Treatment plant flow meter recalibrations	10,000
Outside leak detection service	12,500
Phase IV/V access road ditch/plateau remediation	10,000
Public WiFi for app-only pay parking zones	12,000
	186,500

8

Consists of:

Works Salaries - Office
 Works Salaries - Shop
 Works Salaries - Equipment Maintenance
 Works Salaries - Roads
 Works Salaries - Culverts
 Works Salaries - Landscaping/Berms
 Benefits

SALARIES AND BENEFITS				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
99,251	71,021	176,097	249,052	293,138
12,023	19,861	7,308	-	-
14,020	9,437	8,711	-	-
74,907	77,274	42,471	-	-
10,645	25,101	7,753	-	-
37,123	25,712	17,273	-	-
39,631	43,654	35,971	42,810	58,623
287,601	272,059	295,583	291,862	351,761

*40% of total works labour cost

9

Consists of:

TRAINING, PROFESSIONAL DEVELOPMENT					
	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
Travel	-	-	-	515	530
Association Dues	596	351	-	1,030	1,061
Courses Seminars & Workshop	8,837	4,627	-	5,150	5,305
	9,433	4,978	-	6,695	6,896

10

BC Hydro

First Reading

**Village of Lions Bay
2025 Draft Budget
General Fund - Water**

Notes

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	Increase (Decrease) in Budget	%
Parcel Tax Brunswick Beach	10,585	-	-	-	-	-	0.0%
Water User Rates	952,878	1,000,524	1,000,522	1,103,076	1,158,229	55,154	5.0%
Secondary Suite Fees	20,495	16,871	20,085	8,071	8,475	404	5.0%
Connection Fees	1,200	1,200	600	600	600	-	n/a
CWWF Grant	172,386	-	-	-	-	-	n/a
Other - MFA Actuarial Gain	34,649	32,978	32,978	36,940	45,305	8,365	n/a
Total Revenues	1,192,192	1,051,573	1,054,185	1,148,687	1,212,609	63,923	6.1%
Expenditures							
1 Amortization	197,394	191,468	207,926	205,884	233,164	27,280	13.3%
2 Data Connectivity	3,941	11,085	12,946	21,407	10,922	(10,485)	-49.0%
3 Interest Payments	68,076	67,555	67,954	67,954	67,602	(352)	-0.5%
4 Insurance	42,287	39,769	49,218	50,202	51,206	1,004	2.0%
5 Maintenance	182,917	123,972	74,033	81,370	91,811	10,441	12.8%
6 Materials, Supplies and Equipment	47,929	50,970	21,120	52,938	32,849	(20,089)	-37.9%
7 Professional Fees / Contract Services	16,252	79,048	17,138	97,300	94,609	(2,691)	-2.8%
8 Salaries and Benefits	331,500	347,128	307,906	440,794	427,347	(13,447)	-3.1%
9 Sundry	17,128	18,010	16,103	19,375	20,292	917	4.7%
10 Training / Professional Development	3,332	5,956	2,256	5,923	6,100	178	3.0%
11 Utilities	12,109	12,205	17,009	16,738	17,240	502	3.0%
1 Internal Allocations	55,000	55,000	66,716	69,325	71,405	2,080	3.0%
Total Expenditures	977,866	1,002,165	860,324	1,129,209	1,124,547	(4,662)	-0.4%
Surplus / (Deficit)	214,327	49,408	193,860	19,477	88,062		

Notes	Increase in		
	Water Rate	Revenue	\$ Increase
Water - Revenue	5%	1,158,229	
Water - Expenditures	6%	1,169,260	11,031
Water - Surplus	7%	1,180,291	11,031
	8%	1,191,322	11,031
	9%	1,202,352	11,031
	10%	1,213,383	11,031

*A 1% increase in user rate equals \$11,505, or \$18.51 per home

1 Adjusting entry posted at year end

2 Consists of:

Telephone & Communications
PRV Communications
Intake Communications

DATA CONNECTIVITY				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
3,941	3,859	6,978	4,017	3,310
-	5,275	4,877	15,433	5,596
-	1,951	1,091	1,957	2,016
3,941	11,085	12,946	21,407	10,922

*Telus
*Shaw
*Shaw

3 Consists of:

Debt
Debenture Int-MFA
Debenture Int-MFA
Interest - Issue 150 Bylaw 508 - PRV's
DRF Financing Expenses

INTEREST PAYMENTS				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
1,573	1,239	895	895	544
40,600	40,600	40,600	40,600	40,600
14,518	14,518	14,518	14,518	14,518
11,940	11,940	11,940	11,940	11,940
(556)	(742)	-	-	-
68,076	67,555	67,954	67,954	67,602

*Brunswick \$114k loan
*Infrastructure \$1.4m loans
*Infrastructure \$460k loan
*PRV \$600k loan

4 Municipal Insurance Association - property insurance

5 Consists of:

Equipment Repair
Routine Op & Mntc Contract
Routine Op & Mntc Contract
Emergency & Repair
Phase IV/V Water System
Routine Op & Mntc Contract
Equipment Repair
Routine Op & Mntc Contract
Emergency and Repair
Reservoir / Intake Cleaning
SCADA Maintenance
Intake Maintenance
Hydrant Maintenance

MAINTENANCE				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
103	100	234	-	-
9,684	-	-	1,030	1,061
-	447	402	5,150	5,305
-	10,450	-	-	-
66,162	-	-	-	-
816	9,156	770	5,150	5,305
1,541	-	-	-	-
18,174	18,675	15,939	18,540	19,096
24,087	4,212	3,491	5,150	5,305
1,253	21,377	540	-	-
1,603	4,792	-	5,150	5,305
32,749	33,797	39,933	36,050	45,132
26,746	20,965	12,724	5,150	5,305
182,917	123,972	74,033	81,370	91,811

*PRV parts and maintenance
*PRV parts and maintenance
*Bayview watermain
*PRV parts and maintenance
*PRV parts and maintenance
*PRV parts and maintenance
*Bayview watermain
*Divers
*UV Reactor and maintenance
*Gate valve and parts

6

Consists of:

Office Supplies
 Water Supplies and Materials - General
 Materials & Supplies
 Materials & Supplies
 Chlorine Treatment
 Materials & Supplies
 Materials & Supplies
 Water - Intakes - Supplies

MATERIALS, SUPPLIES, EQUIPMENT					
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	
182	205	-	-	-	
462	142	310	773	796	
5,611	6,580	1,228	5,150	5,305	
3,311	7,142	92	3,605	3,713	
12,177	20,798	16,708	15,450	15,914	
-	-	-	5,150	-	
25	5,345	2,069	2,060	2,122	
26,162	10,756	712	20,750	5,000	*UV Sensors
47,929	50,970	21,120	52,938	32,849	

7

Consists of:

Consultants
 Engineering
 Contractors
 Rock Slope Remediation
 Water Testing

PROFESSIONAL FEES, CONTRACT SERVICES					
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	
2,000	-	-	27,000	27,000	[a]
-	49,703	9,130	35,000	48,000	
6,513	2,162	-	5,000	9,000	*Intakes, generators
-	21,150	-	20,000	-	*Rock scaling
7,739	6,033	8,008	10,300	10,609	*Metal content
16,252	79,048	17,138	97,300	94,609	

[a] Increase in 2024 budget request relates to Hydrometric Analysis and Hydrology Data Collection

8

Consists of:

Works Salaries - Water
 Works Salaries - Water Intakes
 Works Salaries - STANDBY - ON CALL
 Water Projects - Harvey Creek
 Benefits & Payroll Costs - Water
 BC Employer Health Tax
 Benefits - WCB

SALARIES AND BENEFITS					
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	
161,997	158,976	134,630	331,341	292,384	
54,667	54,634	52,516	-	-	
58,981	73,264	77,101	49,520	72,629	
-	-	899	-	-	
40,543	44,313	34,826	44,963	52,036	
6,549	6,100	-	-	-	
8,763	9,840	7,933	14,971	10,297	
331,500	347,128	307,906	440,794	427,347	

9 Ministry of Forests - Licenses, permitting; Prompt payment discount

10

Consists of:

Water Course Certification
 Association Dues

TRAINING, PROFESSIONAL DEVELOPMENT				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
2,097	4,615	2,038	4,120	4,244
1,236	1,341	218	1,803	1,857
3,332	5,956	2,256	5,923	6,100

11

BC Hydro

First Reading

Village of Lions Bay
2025 Draft Budget
General Fund - Parks

Notes

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	Increase (Decrease) in Budget	%
Expenditures							
1 Grants	1,354	4,176	9,600	8,400	10,900	2,500	29.8%
2 Maintenance	57,849	59,984	75,537	63,554	60,845	(2,708)	-4.3%
3 Material, Supplies and Equipment	24,866	57,128	12,700	28,020	23,656	(4,364)	-15.6%
4 Professional Fees / Contract Services	8,415	11,070	23,950	12,000	20,000	8,000	66.7%
5 Salaries and Benefits	187,334	164,268	112,932	228,243	126,685	(101,558)	-44.5%
Sundry	5,193	6,670	3,480	3,383	3,433	50	1.5%
Training / Professional Development	552	-	-	-	-	-	0.0%
6 Utilities	7,382	8,187	7,529	9,270	9,548	278	3.0%
Total Expenditures	292,945	311,483	245,729	352,870	255,067	(97,803)	-27.7%

Notes

First Reading

1

Consists of:

Grants (Events Committee)
 Lions Bay Trailblazers
 LB Native Plants Garden Expenditure
 Senior Circle
 Kelvin Grove Community Garden

GRANTS					
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	
250	1,750	6,250	3,250	6,250	[a]
1,250	1,500	1,500	1,250	1,250	
-	676	-	250	250	
250	250	1,750	3,500	3,000	[b]
-	-	100	150	150	
1,750	4,176	9,600	8,400	10,900	

[a] Events committee - 2022 related to Canada Day, 2023 relates to entire calendar of events (Canada Day, Halloween, Easter ect...)

[b] Senior's Circle request for grant in aid - hall rentals, office use. This is a non cash request

2

Consists of:

Beach Park Maintenance
 Other Parks Maintenance
 Community Complex - Maintenance
 Facility Maintenance
 Parks Equipment Maintenance
 Other Parks Maintenance

MAINTENANCE					
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	
10,920	10,500	11,883	16,300	10,609	[a]
16,037	8,323	11,247	9,270	11,278	[b]
-	1,547	8,672	1,545	1,591	[c]
7,269	12,113	11,555	12,360	12,731	[d]
2,616	2,849	2,808	2,150	2,215	
21,006	24,652	29,372	21,929	22,421	
57,849	59,984	75,537	63,554	60,845	

[a] Log removal

[b] 2023 relates primarily to portapotty rentals at Magnesia and the school.

[c] 2023 includes emergency repairs at Broughton Hall; failed grinder pump and installation of new pump

[d] Relates to janitorial, air conditioning

3

Consists of:

Parks related materials/supplies/tools
 Litter and Garbage Control
 Parks - Supplies
 Parks - Plants
 Office Supplies

MATERIALS, SUPPLIES, EQUIPMENT					
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	
-	108	572	515	530	
16,312	50,994	9,556	20,600	18,618	[a]
3,607	2,111	52	2,575	1,577	
2,126	3,916	2,520	4,330	2,930	
2,820	-	-	-	-	
24,866	57,128	12,700	28,020	23,656	

[a] 2022 included the purchase of Bearproof Garbage Bins. 2024 relates to porta potty rentals, approximately \$18k expected in cost to year end

4 Relates to costs associated with Sea to Sky Invasive Species for 2025

5

Consists of:

SALARIES AND WAGES				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
112,735	84,460	64,200	193,282	104,423
24,233	20,819	11,917	34,961	22,262
50,366	58,981	36,816	-	-
187,334	164,260	112,932	228,243	126,685

Works Salaries - Parks

Benefits & Payroll Costs - Parks

Works Salaries - Facilities

*Signage, hall setup ect..

6

Community Hall heating - BC Hydro

First Reading

Village of Lions Bay
2025 Draft Budget
General Fund - Fire

Notes

1
2
3
4
5
6
7
8
9
10

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	Increase (Decrease) in Budget	%
Expenditures							
Communications	39,347	48,382	56,878	53,491	54,557	1,067	1.9%
Fiscal Charges	229	169	56	250	120	(130)	n/a
Interest Payments	1,698	1,307	679	905	490	(415)	-61.1%
Insurance	13,287	14,535	19,843	20,255	20,660	405	2.0%
Maintenance	63,348	49,406	46,478	94,960	114,334	19,374	41.7%
Material, Supplies and Equipment	65,126	65,035	87,822	99,491	88,409	(11,082)	-12.6%
Professional Fees / Contract Services	3,470	27,716	-	-	-	-	n/a
Salaries and Benefits	145,114	123,638	147,183	143,753	144,288	535	0.4%
Training / Professional Development	1,552	15,420	12,403	15,773	15,796	23	0.2%
Utilities	2,688	1,659	1,100	3,605	3,713	108	9.8%
	335,859	347,267	372,442	432,482	442,368	9,886	2.7%

Notes

First Reading

1

Consists of:

Postage & Courier
 Telephone & Other Communication
 Dispatch Services
 Advertising & Promotions
 Fire Dept - Website & Internet
 Information Systems Ops & Mntc
 Firefighter Day Supplies
 Training Pit - Satellite
 Communications - Pit (new internet)
 Fire Department Donations

COMMUNICATIONS				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
198	21	379	206	212
3,166	3,084	1,495	3,090	2,546
30,311	34,764	44,950	36,750	38,588
-	190	943	103	106
103	-	1,743	106	109
2,190	2,282	3,514	3,090	2,546
836	6,758	2,806	8,755	9,018
279	448	541	515	515
765	835	607	876	917
1,500	-	(100)	-	-
39,347	48,382	56,878	53,491	54,557

*Telus

[a]

*Sea to Sky Network Solutions

*Sea to Sky Network Solutions

*Telus

*Telus

[a] E-Comm dispatch radio costs, annual dispatch operating charge (City of Surrey)

2

Consists of:

FD Bank Charges

FISCAL CHARGES				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
229	169	56	250	120

3

Consists of:

Interest - E-Comm Radios

INTEREST PAYMENTS				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
1,698	1,307	679	905	490

4

Consists of:

Insurance
 Insurance & Licences

INSURANCE				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
10,202	10,766	14,084	14,668	14,961
3,085	3,769	5,759	5,588	5,699
13,287	14,535	19,843	20,255	20,660

*Municipal Insurance Association

*ICBC - fleet insurance

5

Consists of:

	MAINTENANCE				
	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
Maintenance	1,917	261	259	1,000	1,030
Training pit maintenance	9,557	6,217	3,722	5,150	5,305
Rope Maintenance	1,892	2,118	1,277	2,000	2,060
SCBA maintenance	4,645	4,593	2,124	4,120	4,244
Holmatro maintenance	-	606	-	1,000	1,030
Interface Fire Equipment	2,681	771	4,575	3,090	3,183
Vehicle Servicing & Maintenance	24,850	23,507	27,434	20,600	31,518
Small Equipment Replacement/Repair	10,334	3,202	201	8,000	8,240
Emergency Building Fire Costs	7,471	8,132	6,887	-	7,725
Reserve for fire truck	-	-	-	50,000	50,000
Burn Building Maintenance	-	-	-	-	-
	63,348	49,406	46,478	94,960	114,334

*Supersave - containers

*Dynamic Rescue

*Irwin Air Ltd.

[a]

[b]

*2021 - gear, pump, generator

[c]

[a] Wasp kits cost \$2,675 and generated \$3,960 in revenue

[b] KJC contracting, North Yard Contracting - vehicle maintenance and inspections. Additional cost for Fire Truck inspections required by FUS

[c] \$50,000 per year reserved for acquisition of a new fire truck at the end of the current truck's service life.

6

Consists of:

	MATERIALS, SUPPLIES, EQUIPMENT				
	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
Uniforms	23,571	4,931	19,444	8,000	10,000
Office Supplies	331	946	1,744	1,545	1,591
Misc - Scene Lights	-	1,947	2,037	3,605	3,713
Protective Clothing	8,070	9,501	7,165	7,210	10,000
SCBA	11,260	19,880	516	30,000	12,500
Safety Equipment - FD	1,000	91	1,021	1,545	1,591
Supplies & Materials	1,723	4,982	23,708	13,596	14,004
Supplies-Pit training area	355	813	-	1,545	1,591
Hoses and Fittings	947	-	2,724	3,090	3,183
Misc - Training Meals	8,566	7,622	13,087	14,420	14,853
Miscellaneous PEP Expenses	-	-	-	-	-
Scrap Cars for Fire Training	923	2,317	5,583	4,120	4,244
Auto-Extrication	-	826	-	-	-
Supplies - Medical	4,976	11,067	7,562	7,210	7,426
Vehicle Fuel & Oil	3,404	113	3,230	3,605	3,713
	65,126	65,035	87,822	99,491	88,409

*Turn-out gear

[a]

*defibrillators, Citizens Services

*Diesel cost allocation

Accompanying Notes

[a] Associated Fire Safety Equipment
Triton Automotive
Other

SUPPLIES & MATERIALS				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
-	-	7,294	-	-
-	-	1,085	-	-
1,723	4,982	308	13,596	14,004
1,723	4,982	8,687	13,596	14,004

*SCBA flow test, shoulder flash
*Monthly Demurrage
*Rona, miscellaneous

7

Consists of:
Contract Services - Fire Study

PROFESSIONAL FEES / CONTRACT SERVICES				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
3,470	27,716	-	-	-

*2022 - Silverback Treeworks

8

Consists of:
Fire Dept - Salaries
Benefits & Payroll Costs - Fire
BC Employer Health Tax
Fire Admin - WCB
Fire Admin - Honouraria
Fire Volunteer Call-Outs
Fire Volunteer - Shift Payments
Benefits - Volunteers
WCB Volunteers
Public Works Salaries - Fire
Benefits & Payroll Costs - PW Fire
Public Works - Fire - WCB
Fire Admin - Training Contract

SALARIES AND BENEFITS				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
5,000	5,000	9,530	5,000	5,000
8,892	8,219	10,891	10,034	10,508
2,752	2,566	-	-	-
1,861	1,715	2,166	1,749	1,749
31,887	26,488	34,544	37,100	37,100
20,845	17,957	28,530	22,000	22,000
50,623	38,952	28,453	45,000	45,000
89	-	-	-	-
2,308	1,861	1,755	2,070	2,131
-	162	-	-	-
-	27	-	-	-
-	5	-	-	-
20,857	20,686	31,314	20,800	20,800
145,114	123,638	147,183	143,753	144,288

*Fire chief

9

Consists of:
Travel
Courses & Seminars
Association Dues
Courses & Training

TRAINING AND PROFESSIONAL DEVELOPMENT				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
168	-	-	515	530
-	-	-	-	-
75	75	75	258	265
1,309	15,345	12,328	15,000	15,000
1,552	15,420	12,403	15,773	15,796

[a]

[a] Relates to Software training (MedTeq), Wildfire training (Fundamental Safety), EVO (Justice Institute of BC)

Consists of:

Utilities

UTILITIES				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
2,688	1,659	1,100	3,605	3,713

First Reading

**Village of Lions Bay
2025 Draft Budget
General Fund - Solid Waste**

Notes

1

2

3

4

5

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	Increase (Decrease) in Budget	%
Garbage User Fees	200,997	201,149	211,576	221,767	232,855	11,088	5.0%
Secondary Suite Fees	4,380	3,381	1,398	1,603	1,683	80	5.0%
Miscellaneous Revenue (Recycle BC revenue)	551	7,663	28,939	26,990	26,990	-	0.0%
Prompt Payment Discounts	(5,376)	(5,449)	(4,804)	(5,644)	(5,926)	(282)	5.0%
Total Revenues	200,552	206,745	237,109	244,716	255,602	10,886	4.4%
Expenditures							
Mini-recycling depot	947	1,500	1,508	6,825	11,000	4,175	61.2%
Collection Contract	55,845	57,868	62,104	61,153	62,988	1,835	3.0%
Recycle Removal Contract	55,580	53,866	47,846	62,101	63,964	1,863	3.0%
Green Waste Contract	70,879	73,203	73,073	79,021	81,392	2,371	3.0%
Salaries and Benefits	-	2,851	-	9,316	8,446	(870)	-9.3%
Prompt payment discount	5,376	5,449	4,804	5,644	5,926	282	5.0%
Internal Allocations	9,500	9,500	9,500	9,500	9,500	-	0.0%
Total Expenditures	198,127	204,236	198,835	233,560	243,215	9,655	4.1%

Notes

Solid Waste - Revenue	255,602
Solid Waste - Expenditures	243,215
Solid Waste - Surplus	12,387

Increase in Solid Waste		
Rate	Revenue	\$ Increase
5%	232,855	
6%	235,073	2,218
7%	237,290	2,218
8%	239,508	2,218
9%	241,726	2,218
10%	243,943	2,218

1 Waste control services

2 Waste control services

3 Waste control services

4

Consists of:

Solid Waste Salaries
 Solid Waste Benefits
 Solid Waste WCB

SALARIES AND BENEFITS				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
-	2,475	-	7,889	6,962
-	301	-	1,071	1,239
-	75	-	356	245
-	2,851	-	9,316	8,446

5 Year end adjusting entry

First Reading

**Village of Lions Bay
2025 Draft Budget
General Fund - Bylaw**

Notes

1
2
3
4

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	Increase (Decrease) in Budget	%
Expenditures							
Communications	2,357	2,571	4,922	2,781	2,292	(489)	-17.6%
Material, Supplies and Equipment	14,619	16,731	13,183	44,849	46,187	1,338	3.0%
Professional Fees / Contract Services	6,082	5,938	6,977	7,250	5,750	(1,500)	-20.7%
Salaries and Benefits	96,411	103,801	109,169	122,881	123,254	372	0.3%
Training / Professional Development	-	180	80	-	1,400	1,400	n/a
Total Expenditures	119,469	129,221	134,331	177,761	178,882	1,121	0.6%

Notes

First Reading

Accompanying Notes

1

Consists of:

Telephone & Communication

COMMUNICATIONS				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
2,357	2,571	4,922	2,781	2,292

*Telus, Sea to Sky Network

2024 budget reflects 2022 / 2023 actuals. Cost in 2025 is expected to be consistent with prior years

2

Consists of:

Bylaw Uniforms

Vehicle Immobilizers

Bylaw - Parking software and meters

Bylaw - Parking Supplies

MATERIALS, SUPPLIES, EQUIPMENT				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
-	1,003	93	250	250
-	-	-	-	-
8,199	15,728	12,015	44,599	45,937
6,420	-	1,076	-	-
14,619	16,731	13,183	44,849	46,187

*Parking software costs

2024 budget reflects 2022 / 2023 actuals. 2024 budget includes reallocation of parking meter costs from Public Works to Bylaw (\$25,000)

3

Consists of:

Bylaw Enforcement Contract

Bylaw Collection Agency Fees

PROFESSIONAL FEES / CONTRACT SERVICES				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
412	2,107	752	750	750
5,670	3,832	6,225	6,500	5,000
6,082	5,938	6,977	7,250	5,750

2024 budget reflects 2022 / 2023 actuals.

Relates to costs incurred with the District of Vancouver (Adjudication), and collections costs for overdue parking tickets

4

Consists of:

Bylaw Salaries

Benefits & Payroll Charges

SALARIES AND BENEFITS				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
87,507	93,225	100,327	103,954	114,411
8,904	10,575	8,842	10,165	8,470
96,411	103,801	109,169	114,119	122,881

Currently budgeted based on 1 full time officer and 2 temporary seasonal officers

**Village of Lions Bay
2025 Draft Budget
General Fund - Wastewater**

Notes

1

2

3

4

5

1

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	Increase (Decrease) in Budget	%
Utility Fees and Rates	74,444	78,166	82,123	86,178	90,487	4,309	5.0%
Parcel Taxes	117,954	98,606	98,606	98,606	98,606	-	0.0%
Secondary Suite Fees	2,078	2,298	8,709	8,824	9,265	441	5.0%
Connection Fees	1,200	600	(600)	-	-	-	n/a
Prompt payment discount	(1,644)	(1,681)	(1,550)	(1,811)	(1,902)	(91)	5.0%
Total Revenues	194,032	177,989	187,289	191,797	196,457	4,660	2.4%
Expenditures							
Amortization	36,200	36,200	36,200	36,200	36,200	-	0.0%
Communications	886	883	2,186	999	1,029	30	3.0%
Insurance	5,278	4,939	6,148	6,271	6,396	125	2.0%
Maintenance	27,732	31,119	23,736	29,355	74,436	45,081	153.6%
Material, Supplies and Equipment	3,600	4,243	-	2,120	2,184	64	3.0%
Professional Fees / Contract Services	-	-	-	-	-	-	n/a
Salaries and Benefits	21,108	18,059	13,958	23,290	21,114	(2,176)	-9.3%
Sundry	2,340	2,689	2,012	2,326	2,432	106	4.6%
Training / Professional Development	-	2,329	900	1,060	1,092	32	3.0%
Utilities	3,021	2,734	3,468	3,090	3,183	93	3.0%
Internal Allocations	4,000	4,000	4,000	4,000	4,000	-	0.0%
Total Expenditures	104,165	107,195	92,608	108,711	152,066	43,354	39.9%

Notes

Wastewater - Revenue

Wastewater - Expenditures

Sewer - Surplus

	Increase in Sewer Rate	Revenue	\$ Increase
	5%	90,487	
	6%	91,349	862
	7%	92,211	862
	8%	93,073	862
	9%	93,934	862
	10%	94,796	862

*A 1% increase in user rate equals \$862, or \$10per home

1 Adjusting entry recorded at year end

2

Consists of:

MAINTENANCE				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
23,755	22,755	23,615	25,750	49,339
-	4,281	-	-	12,000
1,153	208	121	515	530
2,824	3,876	-	2,575	12,036
-	-	-	515	530
27,732	31,119	23,736	29,355	74,436

*WWTP

*Spare gearbox for RBC

3

Consists of:

MATERIALS, SUPPLIES				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
3,600	4,243	-	2,120	2,184
3,600	4,243	-	2,120	2,184

*STP repair

4

Consists of:

SALARIES AND BENEFITS				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
17,602	14,793	12,159	19,723	17,404
3,506	3,266	1,800	3,567	3,710
21,108	18,059	13,958	23,290	21,114

5

BC Hydro

**Village of Lions Bay
2025 Draft Budget
General Fund - Council**

Notes

1
2
3
4
5
6
7
8

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	Increase (Decrease) in Budget	%
Expenditures							
Council Communication	1,889	2,276	4,197	2,266	1,973	(293)	-12.9%
Office Supplies	201	155	500	200	200	-	0.0%
Professional Services	760	-	-	-	-	-	0.0%
Salaries and Benefits	51,906	53,202	54,454	57,967	59,461	1,495	2.6%
Council Funded Events	10,259	7,118	1,032	4,000	2,000	(2,000)	-50.0%
Election	-	13,286	25,028	6,500	6,500	-	0.0%
Conferences and training	-	1,124	4,612	12,000	10,300	(1,700)	-14.2%
Association Dues / Memberships	1,441	1,559	2,068	1,494	1,538	45	3.0%
Travel	10	-	1,266	500	515	15	3.0%
Total Expenditures	66,872	80,080	93,157	84,926	82,488	(2,438)	-2.9%

Notes

First Reading

1

Consists of:

Council Communication
Council Publications & Postage

COUNCIL COMMUNICATION				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
1,042	1,761	3,579	1,751	1,443
847	515	618	515	530
1,889	2,276	4,197	2,266	3,973

General expenses include a slight increase each year to account for inflation

2

Consists of:

Contract Services

PROFESSIONAL SERVICES				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
760	-	-	-	-

3

Consists of:

Council Remuneration
BC Employer Health Tax
Benefits & Payroll Costs - Council

SALARIES AND BENEFITS				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
49,897	50,576	51,733	56,215	57,620
982	978	-	-	-
1,027	1,648	2,721	1,752	1,841
51,906	53,202	54,454	57,967	59,461

Council remuneration reflects an increase based on the increase in CPI as per the Council Remuneration Bylaw. CPI for 2023 was 3.4% according to Stats Canada.

4

Consists of:

Council Funded Events
Council - Ceremonies/ Misc.
Volunteer Recognition

COUNCIL FUNDED EVENTS				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
41	-	-	-	-
9,498	4,354	1,032	2,000	1,000
720	2,765	-	2,000	1,000
10,259	7,118	1,032	4,000	2,000

5

Budgeted amount in 2025 is to replenish election reserve which was drawn upon in 2023 to offset by-election costs

6

Consists of:
Conferences
Training

CONFERENCES AND CONVENTIONS				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
-	1,124	4,612	10,000	10,300
-	-	-	2,000	-
-	1,124	4,612	12,000	10,300

2024 budget includes estimated cost of attendance to UBMC convention by Council

7

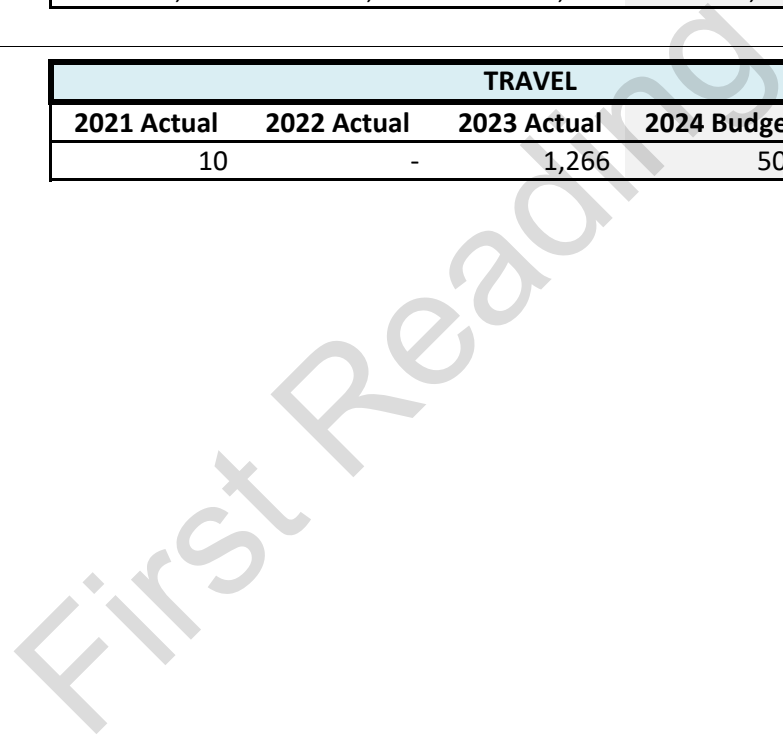
Consists of:
Association Dues / Memberships

ASSOCIATION DUES, MEMBERSHIPS				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
1,441	1,559	2,068	1,494	1,538

8

Consists of:
Travel

TRAVEL				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
10	-	1,266	500	515



**Village of Lions Bay
2025 Draft Budget
General Fund - Emergency Services**

Notes

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	Increase (Decrease) in Budget	%
Expenditures							
1 Communications	6,942	7,427	11,381	-	8,800	8,800	n/a
2 Search and Rescue	2,600	596	2,110	2,575	2,652	77	3.0%
3 Emergency Support Services (ESS)	4,093	13,569	7,874	10,000	25,037	15,037	150.4%
4 Maintenance	5,537	18,617	7,235	6,225	6,412	187	3.0%
5 Material, Supplies and Equipment	18,868	4,788	5,464	3,060	3,122	62	2.0%
6 Professional Fees / Contract Services	-	25,900	44,823	45,000	35,000	(10,000)	-22.2%
6 Salaries and Benefits	36,702	-	-	-	-	-	0.0%
Training / Professional Development	-	-	-	1,000	-	(1,000)	-100.0%
7 Utilities	1,059	3,198	998	1,236	1,273	37	3.0%
Total Expenditures	75,800	74,095	79,885	69,096	82,296	13,200	19.1%

Notes

1

Consists of:
 Emergency Building - Telephones
 EOC - IT Costs
 ESS - IT Costs

COMMUNICATIONS				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
2,915	2,522	788	-	-
4,027	3,622	5,449	-	8,800
-	1,283	5,143	-	-
6,942	7,427	11,381	-	8,800

2

Consists of:
 Search and Rescue

SEARCH AND RESCUE				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
2,600	596	2,110	2,575	2,652

*Phones, cost sharing for Klatt Building

3

Consists of:
 Lions Bay Emergency Program - ESS

EMERGENCY SUPPORT SERVICES				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
4,093	13,569	7,874	10,000	25,037

*Increase for honorariums

4

Consists of:
 Emergency Building Costs
 Emergency Building - Ambulance Costs
 Emergency Building EOC Costs

MAINTENANCE				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
1,648	17,530	1,515	2,105	2,168
3,889	1,088	5,720	4,120	4,244
-	-	-	-	-
5,537	18,617	7,235	6,225	6,412

[a]
[a]

[a] Relates to janitorial, pest control. Year end entry recorded to allocate Klatt building expenses to other departments

5

Consists of:
 Supplies
 COVID-19 Supplies

MATERIALS, SUPPLIES, EQUIPMENT				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
5,439	228	-	2,060	2,122
13,429	4,560	5,464	1,000	1,000
18,868	4,788	5,464	3,060	3,122

*Printers, Radio Cases
 *Cleaning, Hotpacks, Masks, Sanitizer

6

Relates to emergency program coordinator fees.

7

**Village of Lions Bay
2025 Draft Budget
General Fund - Building and Planning**

Notes

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget	Increase (Decrease) in Budget	%
Expenditures							
1 Communications	2,272	4,559	1,664	4,378	2,235	(2,143)	-48.9%
2 Professional Fees / Contract Services	20,205	11,868	6,588	8,676	8,936	260	3.0%
3 Salaries and Benefits	31,938	27,270	29,311	33,897	34,076	179	0.5%
Sundry	414	520	-	773	796	23	3.0%
4 Training / Professional Development	642	692	2,290	1,451	1,494	44	3.0%
5 Community planning	-	-	-	2,000	2,000	-	100.0%
	55,469	44,908	39,853	51,173	49,536	(1,636)	-3.2%

Notes

First Reading

1

Consists of:

Building Inspector Communications
 Advertising
 Information Systems Ops & Mntc

COMMUNICATIONS				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
1,121	1,302	570	1,288	1,061
180	2,252	-	1,854	156
970	1,005	1,095	1,236	1,018
2,272	4,559	1,664	4,378	2,235

*Cell phone, phone line
 *Public notices (such as TUP)
 *Network maintenance

2

Consists of:

Building Inspection Contract Services
 Photocopies/Printing
 Community Planning Contract Services

PROFESSIONAL FEES, CONTRACT SERVICES				
2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Budget
-	315	800	-	-
20	106	254	258	265
20,185	11,447	5,534	8,418	8,671
20,205	11,868	6,588	8,676	8,936

[a]

[a] Relates to:

2022: Slope assessments, Surveying, Greenhouse Gas assessments. 2023: Slope assessment, and Surveying. 2021 was significantly higher due to a housing needs study.

3

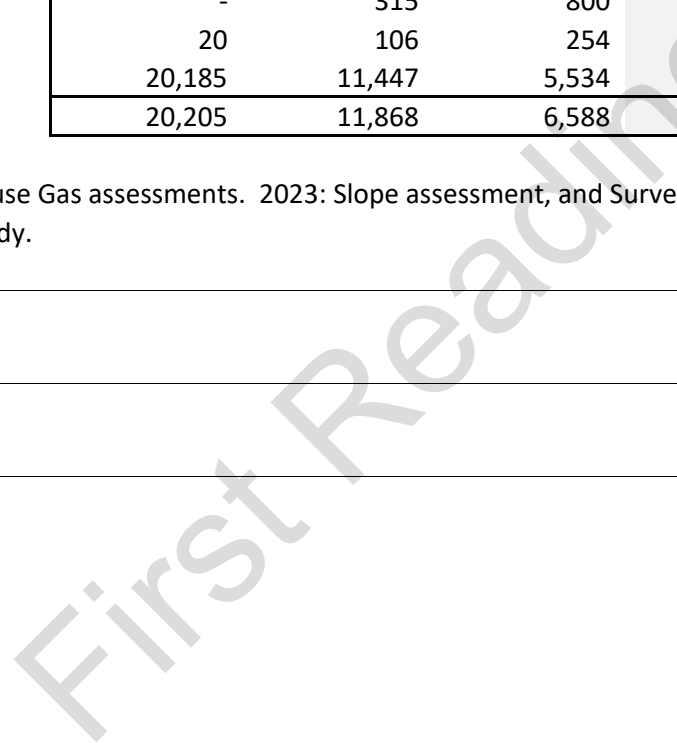
Building inspector salary

4

Relates to courses and association dues

5

Contribution to OCP reserve



Village of Lions Bay
5 Year Capital Expenditure Plan

High
Medium
Low

Capital Expenditures	5 Year Plan					Deferred
	2025	2026	2027	2028	2029	
Lions Bay Beach Park Revitalization Project	774,890					
Bayview: design, construction to replace 50 m of CMP from #315 to Alberta Ck	100,000					
Bayview: design, construction to replace 50 m of CMP under road just north of School	125,000					
Balustrades on Lions Bay Ave. bridge on Alberta, engineered drawing	40,000					
Creekview.1:Design o Replace 50m 8"CI	90,000					
CUBB.3: replace 400 m of 6" cast-iron watermain from Alberta Ck - Centre	1,300,000					
Frontcountry toilet facilities at Missing Link to "minimise fecal contamination in the watersheds"	125,000					
LBBP jetty (reduced scope):log boom only	158,811					
Oceanview from Highview - Harvey (LORD, Lower Oceanview Road Drainage): review prior design for 350 m ditches and culverts	50,000					
Oceanview from PRVs 2/3 - Highview (included): design to replace 415 m of CI watermain, drainage	41,500					
Project SCORE (SCada Operations Rework)	250,000					
HiTAP (Highway Tank Alternatives Project: former Water Contingency/ASAP)	603,439					225,000
Bylaw - Vehicle	45,000					
FIRE - Command Vehicle	40,000					
FIRE -Forklift/backhoe	45,000					
FIRE - Electric Jaws of Life Cutters and Spreader	32,000					
Engine 62 - Fire Department (one new, one used)						1,350,000
Magnesia - Raw water intake settling and skimming launder basin to separate vegetation and small rocks						333,333
Creekview.2:Construction to replace 90m 8"CI						280,000
CUBB.1: replace 450 m of 6" asbestos-cement watermain from cul-de-sac - #465 Upper Bayview						1,450,000
CUBB.2: replace 6" cast-iron watermain from #465 Upper Bayview - Bayview Rd + Bayview Pl						2,350,000
Design and construction of end-Mountain drainage						130,000
DWIP: Bayview from Soundview to School PRV: upsize 500 m of watermain from 6" to 8" to provide fireflow (50/50 Roads/Water)						1,350,000
End-Tidewater Drainage						149,999
Highview: replace 450 m 6" cast-iron watermain: design, construction, road repair, stormwater						1,450,000
Mountain, 410 - 450: 200 m design & construction of stormwater system						300,000
Oceanview from Highview - Harvey (LORD, Lower Oceanview Road Drainage).2: construct 350 m ditches and culverts						450,000
Oceanview from PRVs 2/3 - Highview inclusive.2: construct 415 m of cast-iron watermain, remove orphaned stub, drainage						1,345,000
Tidewater, Sweetwater: design, construct 100 m of CMP culvert						322,700
Replace PRV 4 (Upper Bayview)						300,000
Tidewater: design, construction to replace 50 m of CMP under tracks						100,000
Weir Height/Inclination Realign (WHIRL) @ Magnesia (if MAGIIC does not alleviate most grate blockage issues)						425,000
Universal metering to address consequent leakage						1,800,000
Village hall sound system						7,500
Kuboda Side-by-side ATV for intake access						25,000
PH Water Adjustment						100,000
Total Capital Expenditure	3,820,640	-	-	-	-	14,243,532

Village of Lions Bay
5 Year Capital Plan
Capital Expenditure Details

Projects	LIKELIHOOD OF HARM ARISING 1-10	WHOLE-VILLAGE SEVERITY OF HARM 1-10	Cost before GST	\$/RISK	2025 municipal funding requested	Later years must-do	Notes
Lions Bay Beach Park	8	8	201,471	3,148	201,471		
Bylaw - Vehicle	10	1	45,000	4,500	45,000		
FIRE - Command Vehicle	10	1	40,000	4,000	40,000		
FIRE -Forklift/backhoe	1	2	45,000	22,500	45,000		
FIRE - Electric Jaws of Life Cutters and Spreader	5	5	32,000	1,280	32,000		
FIRE - New Engine	5	5	1,350,000	54,000	-	1,350,000	
Village hall sound system	10	10	7,500	75		7,500	
Kuboda Side-by-side ATV for intake access	10	10	25,000	250		25,000	
PH Water Adjustment	10	10	100,000	1,000		100,000	
Balustrades on Lions Bay Ave. bridge on Alberta, engineered drawing	10	0.5	40,000	8,000	40,000		Timbers quoted
Bayview: design, construction to replace 50 m of CMP from #315 to Alberta Ck	6	3	100,000	5,556	100,000		
Bayview: design, construction to replace 50 m of CMP under road just north of School	6	3	125,000	6,944	125,000		
Creekview.1: design to replace 90 m 8" cast-iron	8	1	90,000	11,250	90,000		
Creekview.2: construction to replace 90 m 8" cast-iron	8	1	280,000	35,000		280,000	
CUBB.1: replace 450 m of 6" asbestos-cement watermain from cul-de-sac - #465 Upper Bayview	7	8	1,450,000	25,893		1,450,000	Concept design complete
CUBB.2: replace 6" cast-iron watermain from #465 Upper Bayview - Bayview Rd + Bayview Pl	8	7	2,350,000	41,964		2,350,000	Concept design complete
CUBB.3: replace 400 m of 6" cast-iron watermain from Alberta Ck - Centre	8	8	1,300,000	20,313	1,300,000		Concept design complete
Design and construction of end-Mountain drainage	10	2	130,000	6,500		130,000	
DWIP (Drainage & Water Improvement Project): Bayview from Soundview to School PRV: upsize 500 m of ductile-iron watermain from 6" to 8" to provide fireflow (50/50 Roads/Drainage/Water)	5	5	1,350,000	54,000		1,350,000	Was design already done?
End-Tidewater drainage	4	2	149,999	18,750		149,999	
Frontcountry toilet facilities at Missing Link spur to replace portables and partly address VCH directive to "minimise fecal contamination in the watersheds"	10	2	125,000	6,250	125,000		Possible Metro/BCMC funding
Highview: replace 450 m 6" cast-iron watermain: design, construction, road repair, stormwater	7	7	1,450,000	29,592		1,450,000	
HiTAP (Highway Tank Alternatives Project: former Water Contingency/ASAP	5	7	1,225,000	35,000		225,000	Remaining cost 500,000
LBBP jetty (reduced scope): no underwater berms, log boom only (recover prior 50,000 floating dock and barrier funding). Eliminate 34,700 sand replenishment.	10	3	162,811	5,427	(27,189)		
Mountain, 410 - 450: 200 m design & construction of stormwater system	7	3	300,000	14,286		300,000	
Oceanview from Highview - Harvey (LORD, Lower Oceanview Road Drainage).1: review prior design for 350 m ditches and culverts	8	5	50,000	1,250	50,000		
Oceanview from Highview - Harvey (LORD, Lower Oceanview Road Drainage).2: construct 350 m ditches and culverts	8	5	450,000	11,250		450,000	
Oceanview from PRVs 2/3 - Highview inclusive.1: FINAL design to replace 415 m of cast-iron watermain, drainage incorporation daylighting, natural infrastructure	6	7	41,500	988	41,500		
Oceanview from PRVs 2/3 - Highview inclusive.2: construct 415 m of cast-iron watermain, remove orphaned stub, drainage (remove Project SCORE (SCada Operations Rework): Cloud alarming [done in 2024], ENSURE (Excessive NTU Shutdown Routine), zone metering, inline chlorine monitoring, MAGIIC (Magnesia Intake Instrumentation & Cutout) [partly done in 2024], HII (Harvey Intake Instrumentation)	6	7	1,345,000	32,024		1,345,000	Added a further 95,000 to the prior 205,000 SCADA line item to address turbidity and UV transmissivity issues thru process changes, before we are ordered to install filtration at \$10-16 mil. for two plants.
Replace PRV 4 (Upper Bayview)	7	8	300,000	5,357	95,000		Oldest. Part of CUBB
Tidewater, Sweetwater: design, construct 100 m of CMP culvert	6	7	300,000	7,143		300,000	
Tidewater: design, construct replace 50 m of CMP under tracks	8	2	322,700	20,169		322,700	
Tidewater: design, construct replace 50 m of CMP under tracks	6	3	100,000	5,556		100,000	
Universal metering to address consequent leakage	8	6	1,800,000	37,500		1,800,000	Poss. MoE funding? Pref. vendor: Neptune
Magnesia - Raw water intake settling and skimming launder basin to separate vegetation and small rocks	8	6	333,333	6,944		333,333	
Weir Height/Inclination Realign (WHIRL) @ Magnesia (if MAGIIC does not alleviate most grate blockage issues)	9	8	425,000	5,903		425,000	Alleviate constant plugging

Totals	2,302,782	14,243,532
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Village of Lions Bay
2025 Budget
Capital Requests - Funding

ID	WHOLE-VILLAGE LIKELIHOOD OF HARM ARISING		SEVERITY OF HARM	PROJECT	Estimated cost	Spent	Remaining Cost	Budgeted previously and unspent	Grant funding remaining	Deferred to future years	2025 municipal funding required
	1-10	1-10									
CO2024-1	8	8	16,711	Lions Bay Beach Park Revitalization Project	1,069,486	294,596	774,890	-	573,419	-	201,471
PW	10	0.5	8,000	Balustrades on Lions Bay Ave. bridge on Alberta, engineered drawing	40,000	-	40,000	-	-	-	40,000
PW	6	3	5,556	Bayview: design, construction to replace 50 m of CMP from #315 to Alberta Ck	100,000	-	100,000	-	-	-	100,000
PW	6	3	6,944	Bayview: design, construction to replace 50 m of CMP under road just north of School	125,000	-	125,000	-	-	-	125,000
PW	8	1	11,250	Creekview.1:Design o Replace 90m 8"CI	90,000	-	90,000	-	-	-	90,000
PW	8	8	20,313	CUBB.3: replace 400 m of 6" cast-iron watermain from Alberta Ck - Centre	1,300,000	-	1,300,000	-	-	-	1,300,000
PW	10	2	6,250	Frontcountry toilet facilities at Missing Link to "minimise fecal contamination in the watersheds"	125,000	-	125,000	-	-	-	125,000
PW	5	7	35,000	HITAP (Highway Tank Alternatives Project: former Water Contingency/ASAP	1,225,000	621,561	603,439	378,439	-	225,000	-
PW	10	3	5,427	LBBP jetty (reduced scope):log boom only	162,811	4,000	158,811	186,000	-	-	(27,189)
PW	7	3	2,381	Oceanview from Highview - Harvey (LORD, Lower Oceanview Road Drainage): review prior design for 350 m ditches and culverts	50,000	-	50,000	-	-	-	50,000
PW	8	5	1,038	Oceanview from PRVs 2/3 - Highview (included): design to replace 415 m of CI watermain, drainage	41,500	-	41,500	-	-	-	41,500
PW	7	8	5,357	Project SCORE (SCada Operations Rework)	300,000	50,000	250,000	155,000	-	-	95,000
BLAW2025-1	10	1	4,500	Bylaw - Vehicle	45,000	-	45,000	-	-	-	45,000
FIRE2025-3	10	1	4,000	FIRE - Command Vehicle	40,000	-	40,000	-	-	-	40,000
FIRE2025-1	1	2	22,500	FIRE -Forklift/backhoe	45,000	-	45,000	-	-	-	45,000
FIRE2025-2	5	5	1,280	FIRE - Electric Jaws of Life Cutters and Spreader	32,000	-	32,000	-	-	-	32,000
					4,790,797	970,157	3,820,640	719,439	573,419	225,000	2,302,782
					Capital Cost Remaining		(3,820,640)				
					Grant funding remaining		573,419				
					Draw from reserves (previously taxed)		719,439				
					Draw from reserves (current)		2,302,782				
					Deferred		225,000				

**Village of Lions Bay
2025 Draft Budget
Supplementals - Operating Costs**

Department	Description	Estimated cost	Budgeted		2025 municipal funding required	Ongoing /One Time
			previously and unspent	Grant funding		
Public Works	Resurface Chrystal Falls Rd.	109,188	-	-	109,188	One Time
Public Works	Mag Intake access road, roadbase pending \$1 mil.+ ditching-culverting-grading	40,000	-	-	40,000	One Time
Public Works	3 sets summer tires	18,000	-	-	18,000	One Time
Public Works	B service on 72 hydrants (A/B completed 2024)	36,000	-	-	36,000	One Time
Public Works	Refloor Smith Building (previously delayed due to planned move to Pit)	12,000	-	-	12,000	One Time
Public Works	Bridge-end inspection and potential remediation, B04 (Crosscreek on Harvey), possibly B05 (Bayview on Alberta), potentially B07 (Bayview PI on Alberta)	300,000	300,000	-	-	One Time
Public Works	Drought emergency reserve (not used, no longer needed, recover)	200,000	200,000	-	(200,000)	One Time
Public Works	Increase vehicle maintenance budget: repair of aging vehicles	24,000	-	-	24,000	One Time
Public Works	Recycling depot	10,000	10,000	10,000	(10,000)	One Time
Public Works	Sewer I&I, 6 manholes	30,000	-	-	30,000	One Time
Public Works	Replace failed (leaking) 8" strainer at PRV 1	8,900	-	-	8,900	One Time
Public Works	Replacement of 4 leaking isolation valves at both plants	22,816	-	-	22,816	One Time
Public Works	Fix the SW abutment of the Lions Bay Ave. bridge over Harvey Ck.	24,616	-	-	24,616	One Time
Public Works	12 hydrovac service calls for service line daylighting	48,000	-	-	48,000	One Time
Public Works	Power and data to Mag Intake	4,000	-	-	4,000	One Time
Public Works	Replace 18 unreliable heads with 3000 K LED fixtures	9,560	-	-	9,560	One Time
Public Works	Spare gearbox for RBC	12,000	-	-	12,000	One Time
Administration	aMais Accounts Receivable module	7,000	-	-	7,000	Ongoing - \$2,100 maintenance fee
Administration	Worksafe training	3,000	-	-	3,000	One time
Administration	Recruitment - Director of Operations	10,000	-	-	10,000	One Time
Fire	Increase Paid on Call standby pay rate closer to industry standards	50,000	-	-	50,000	Ongoing
		979,080	510,000	10,000	259,080	



2025 Council Meeting Calendar

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 1	New Year's Day	Sep 1	Labour Day	Regular Meeting of Council
Feb 17	Family Day	Sep 22-26	UBCM	Committee of the Whole Meeting
Apr 18	Good Friday	Sep 30	National Day for Truth and Reconciliation	Climate Action Committee Meeting
Apr 21	Easter Monday	Oct 13	Thanksgiving	Infrastructure Committee Meeting
May 19	Victoria Day	Nov 11	Remembrance Day	Emergency Program Committee (no set dates)
Jun 10-12	Lower Mainland LGMA Conference (Kelowna)	Dec 25	Christmas Day	Finance Committee Meeting (no set dates) @4:30 PM prior to I.C. Mtg.
Jul 1	Canada Day	Dec 26	Boxing Day	Board of Variance Committee (no set dates)
Aug 4	British Columbia Day		STATS & Observed Conference	Tree Committee (no set dates)



WATER FACILITY INSPECTION REPORT

Health Protection

Premises Name Harvey Creek Water System	Tel: (604) 921-9333 Fax: (604) 921-6643	
Premises Address PO Box 141, 400 Centre Rd Lions Bay, BC V0N 2E0	Inspection Date November 28, 2024	Time Spent 2 hours
Operator (Person in Charge)		
Inspection Type Routine		

Observed Violations
There are no observed violations.

Section Details

Comments
 Routine inspection of the Harvey Creek Water System was conducted with Public Works Manager Karl Buhr and Chief Water Operator Alberto Urrutia.

Alberta Creek Construction Permit Update

1. Construction Permit for the Alberta Creek Supply Augmentation Project to supplement supplies during drought situations was issued on Sept 17, 2024.
2. Pest proofing of the lid and vent for the Oceanview tank has been completed. Operator to send photos as confirmation.
3. The fill valve deadband for Oceanview tank has been changed to cycle the tank at halfway point. Shut off is at 8 psi and restarts at 6 psi.
4. Actions in progress:
 - a. Chlorination CT to achieve 4-log viruses reduction for the Harvey Creek System is to be confirmed.
 - b. Air gap/cross connection control needed at one of the Oceanview tank valve

Concern with the UVT

On Nov 4, 2024, the bacteriological sampling result for the Harvey UV Reactor (post UV, pre chlorination) sample site came back with Total Coliform at 8.7 and E. Coli at 6.4. The sample results for the distribution line post chlorination were all LT1. The Harvey Raw Water sample taken that day also came back with extremely high Total Coliform at 1413.6 and E.Coli at 146.7. Due to rainfall, the UV transmittance was at 73% with chlorine residuals above 0.5ppm at test points.

Review of the November 2024 daily UVT readings for Harvey Creek system show that from Nov 1 to 28, 2024, there were 15 days where the UVT was measured at less than 90%, with two days at less than 80%.

Based on the UV reactor's settings, the UV reactor is only validated to provide a dose of 26.25mL/cm2 for water with a UVT of 90%. During the times when the UVT drops below 90%, the water would be considered "off specification", which means the UV equipment is not achieving the required UV dose or log inactivation.

In order to receive pathogen log reduction credits, at least 95% of the water delivered to users needs to be operating within its validation envelope. Currently there is no real-time UVT data available, but based on the daily UVT measurements data, 47 days out of the 229 days measurement period so far this year had a UVT reading of less than 90%. This equates to approximately 20% of the measured UV treated

water being “off-specification” in 2024 based on current available data.

Response:

1. It is recommended that the system installs an inline UVT monitoring system to clearly understand and capture the how often the UV equipment is “off-specification”.
2. Due to budget issues and/or technical issues getting an UVT monitoring system installed, the system should consider changing the setting of the UV reactor in the meantime to a lower UVT set point to allow the appropriate mJ/cm2 to be reached to achieve 3 log inactivation credits for protozoa. Consult with VCH prior to changing the UV settings.

Proposal to change the Kelvin Grove bacteriological sample point

Operator will be installing a realtime chlorine analyser at the STP located by the Kelvin Grove beach park and wishes to switch the sampling site to this location instead. Current Kelvin Grove sample location is at the Public Works Yard. Both locations are dead end points branching off from the same main line. No issues with the change in sample point.

Filtration exemption

As noted in the previous inspection report: Currently, the treatment does not meet the BC Surface Water Treatment Objectives because there is no control for turbidity episodes. A filtration exemption may be permitted by the Drinking Water Treatment Objectives (Microbiological) for Surface Water Supplies in British Columbia, if a number of criteria are met. Of the 4 required criteria in the objectives, the following 2 criteria are not yet satisfied:

Criteria 3: "Average daily turbidity levels measured at equal intervals (at least every four hours) immediately before the disinfectant is applied are around 1 NTU, but do not exceed 5 NTU for more than two days in a 12-month period." Previous turbidity data review back to 2018 showed multiple short turbidity spikes >5NTU, but the average daily turbidity does not exceed 5 NTU for more than two days in a 12-month period. To satisfy this criteria, the turbidity spikes must be addressed to ensure turbidity levels of "around 1 NTU" or less. VCH recommends managing the intake of water by "bypassing" the source when turbidity levels are greater than 1 NTU. This will require a Construction Permit to install an actuated valve system for bypassing the source. Written procedures would be required on how the treatment plant would operate during a bypass situation. Alternatively or in addition to the by-pass, VCH would support the addition of filtration to the water system treatment process, however this would likely be expensive.

Criteria 4: "A watershed control program is maintained that minimizes the potential for fecal contamination in the source water."

Once the above two criteria have been satisfied, VCH would recommend a filtration exemption for this water supply system. On-going monitoring of the required filtration exemption criteria would be required to ensure the criteria continue to be met.

Pending Documentation:

1. The watershed control program document is near completion. Operator to submit the document to DWO for review once completed.
2. Construction permit application for the installation of two additional UV bulbs for work previously completed without CP is required. Dosage calculation needs to be included to confirm it meets log reduction requirements.
3. Revision for the 2023 annual report is almost complete. Submit the final version to VCH upon completion.

Action Taken

Information Exchanged

Hazard Rating For Your Facility: High Moderate Low

DWO
DWO Printed Name Celine Hsin



WATER FACILITY INSPECTION REPORT

Health Protection

Premises Name Magnesia Creek Water System	Tel: (604) 921-9333 Fax: (604) 921-6643
Premises Address PO Box 141, 400 Centre Rd Lions Bay, BC V0N 2E0	Inspection Date November 28, 2024
Operator (Person in Charge)	
Time Spent 2 hours	
Inspection Type Routine	

Observed Violations
There are no observed violations.

Section Details

Comments
 Routine inspection of the Magnesia Creek Water System was conducted with Public Works Manager Karl Buhr and Chief Water Operator Alberto Urrutia.

Filtration exemption
 As noted in the previous inspection report: Currently, the treatment does not meet the BC Surface Water Treatment Objectives because there is no control for turbidity episodes. A filtration exemption may be permitted by the Drinking Water Treatment Objectives (Microbiological) for Surface Water Supplies in British Columbia, if a number of criteria are met. Of the 4 required criteria in the objectives, the following 2 criteria are not yet satisfied:

Criteria 3: "Average daily turbidity levels measured at equal intervals (at least every four hours) immediately before the disinfectant is applied are around 1 NTU, but do not exceed 5 NTU for more than two days in a 12-month period." Previous turbidity data review back to 2018 showed multiple short turbidity spikes >5NTU, but the average daily turbidity does not exceed 5 NTU for more than two days in a 12-month period. To satisfy this criteria, the turbidity spikes must be addressed to ensure turbidity levels of "around 1 NTU" or less. VCH recommends managing the intake of water by "bypassing" the source when turbidity levels are greater than 1 NTU. This will require a Construction Permit to install an actuated valve system for bypassing the source. Written procedures would be required on how the treatment plant would operate during a bypass situation. Alternatively or in addition to the by-pass, VCH would support the addition of filtration to the water system treatment process, however this would likely be expensive.

Criteria 4: "A watershed control program is maintained that minimizes the potential for fecal contamination in the source water."

Once the above two criteria have been satisfied, VCH would recommend a filtration exemption for this water supply system. On-going monitoring of the required filtration exemption criteria would be required to ensure the criteria continue to be met.

As part of the filtration exemption requirement to control turbidity events, operator has started the **Magnesia Intake Implementation Cutoff** project (Two phases, currently at phase one)
 Phase 1: Operator has recently ordered Real Tech UVT and turbidity meter for real-time measurements at the intake. The project will be start at the Magnesia Creek Water System first as there is already existing power available at the intake to bring the system online.
 Phase 2: Installation of the control valve for bypassing the source during high turbidity events.

Operator was reminded that a Construction Permit application is required for this project as it has not been submitted yet.

The installation of the real-time UVT analyzer will also help capture how often the UV equipment is “off-specification”, as based on the UV reactor’s settings, the UV reactor is only validated to provide a dose of 26.25mL/cm2 for water with a UVT of 90%. During the times when the UVT drops below 90%, the water would be considered “off specification”, which means the UV equipment is not achieving the required UV dose or log inactivation. In order to receive pathogen log reduction credits, at least 95% of the water delivered to users needs to be operating within its validation envelope. Currently there is no real-time UVT data available, but based on the daily UVT measurements data, 11 days out of the 229 days measurement period so far this year had a UVT reading of less than 90%. This equates to approximately 4.8% of the daily measured UV treated water being “off-specification”.

Pending Documentation:

1. The watershed control program document is near completion. Operator to submit the document to DWO for review once completed.
2. Construction permit application for the installation of two additional UV bulbs for work previously completed without CP is required. Dosage calculation needs to be included to confirm it meets log reduction requirements.
3. Revision for the 2023 annual report is almost complete. Submit the final version to VCH upon completion.

Action Taken
<input checked="" type="checkbox"/> Information Exchanged

Hazard Rating For Your Facility: <input type="checkbox"/> High <input type="checkbox"/> Moderate <input checked="" type="checkbox"/> Low

DWO
DWO Printed Name Celine Hsin

STAFF REPORT

DATE: November 25, 2024 **FILE:**
TO: Council
FROM: Ross Blackwell, MAP, MCIP, RPP, CAO
RE: **RESPECTFUL WORKPLACE TRAINING**

RECOMMENDATION:

For information.

PURPOSE:

To inform Council about the rationale, purpose, and benefits of implementing and participating in the annual, one-hour online Respectful Workplace Training for staff and Council members, as recommended by WorkSafeBC.

BACKGROUND:

WorkSafeBC requires employers to provide and maintain a workplace free from bullying and harassment. In response to challenges identified within the organization and following WorkSafeBC's recommendations, the inaugural Respectful Workplace Training was implemented last year.

This training was well-received and is designed to be delivered annually to ensure continuity in fostering a respectful workplace culture. The online format ensures accessibility for all participants while minimizing disruptions to organizational operations.

DISCUSSION:

The Respectful Workplace Training aims to promote a culture of mutual respect and collaboration among staff and Council members. Annual training reinforces core principles, ensures consistency in expectations, and addresses any evolving workplace challenges. Key benefits include:

1. *Consistency and Reinforcement:* Repeating the training annually helps instill respectful workplace principles as a cornerstone of the organization's culture.
2. *Accessibility and Efficiency:* The one-hour online format minimizes time away from work while ensuring all participants can easily engage with the material.
3. *Proactive Conflict Management:* Regular training equips participants with tools to handle conflicts professionally, reducing the risk of escalations or grievances.

4. *Alignment with Best Practices:* Annual training demonstrates the organization's commitment to workplace health, safety, and professionalism, while addressing WorkSafeBC's expectations.

The training will be facilitated by a qualified provider specializing in municipal workplace dynamics and will include updated content to reflect any changes in legislative or organizational requirements.

The training is a requirement for all staff and optional (though recommended) for all of Council. It will be scheduled for the end of January 2024.

FINANCIAL CONSIDERATIONS:

The cost of the online training is expected to be modest, typically ranging between \$1,000–\$2,000 per session, depending on the provider. This expense will be accommodated within the existing training and development budget.

LEGAL CONSIDERATIONS:

Annual Respectful Workplace Training aligns with the Workers Compensation Act and WorkSafeBC policies, helping the organization meet its legal obligations to prevent and address workplace harassment and bullying. Regular training reduces the risk of non-compliance, liability, or reputational damage.

SUMMARY:

Annual one-hour online Respectful Workplace Training for staff and Council is a cost-effective and accessible measure to reinforce a culture of professionalism and respect. Implemented last year, this training fulfills WorkSafeBC recommendations and supports the organization's commitment to a positive workplace environment.

Respectfully submitted,

A handwritten signature in black ink, appearing to be "R. Blackwell", written over a horizontal line.

Ross Blackwell, CAO





Royal Gendarmerie
Canadian royale
Mounted du
Police Canada

Security Classification/Designation
Classification/désignation sécuritaire

Unclassified

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



Your File Votre référence

Our File Notre référence

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

2024-11-14

To whom it May Concern,

Lions Bay Activity Report
Report period: July and August 2024

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

HWY 99 (within boundaries of Lions Bay):

Traffic - Moving x 40 / Unspecified Assistance x 1 Impaired Investigations x 3
Collision - Damage Over \$10000 x 2 / Under \$10000 x 4 / Non-fatal x 2 / Fatal x 1
Suspicious Person/Vehicle x 2 / Wildfire Act/Regulations x 1
Debris, broken down vehicle or pedestrians on Hwy (Prevention of Collision) x 8

64 Calls for Service

Lions Bay Village:

Assault x 2 / Cause a Disturbance x 4 / False Alarms x 3
Suspicious Person/Vehicle/ x 7 / Break and Enter x 1 / Collision Damage under \$10000 x 1
Theft of Auto Over \$5000 x 1 / Theft From Motor Vehicle over \$5000 x 1
Property Lost/Found x 1 / Theft Under \$5000 x 1 / Stranded Person x 6
Unspecified Assist x 5 / Animal Calls x 1 / Check Well-being x 5
Trespass Act x 1 / Mischief x 2 / Bylaw x 2
Traffic Moving/Non Moving x 2

46 Calls for Service

Total = 110

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

Kind regards,

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

/kw



Royal Gendarmerie
Canadian royale
Mounted du
Police Canada

Security Classification/Designation
Classification/désignation sécuritaire

Protected A

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

Your File Votre référence

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

Our File Notre référence

2024-11-15

To Whom it May Concern,

Village of Lions Bay False Alarm Report: July and August 2024

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

DATE	FILE #	ADDRESS
2024-Jul-26	2024-4638	200 Lions Bay Ave
2024-Aug-18	2024-5277	182 Panorama Place
2024-Aug-18	2024-5279	1 Ocean Point Drive

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

Kind regards,

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

/kw



Royal Canadian Mounted Police / Gendarmerie royale du Canada

Security Classification/Designation / Classification/désignation sécuritaire / Unclassified

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

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



Your File / Votre référence / Our File / Notre référence

2024-11-15

To whom it May Concern,

Lions Bay Activity Report / Report period: September and October 2024

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

HWY 99 (within boundaries of Lions Bay):

- Traffic - Moving x 18 / Unspecified Assistance x 1 / Indecent Acts/Exposing x 1 / Collision - Damage Over \$10000 x 3 / Under \$10000 x 1 / Non-fatal x 1 / Check well-being x 2 / Abandoned Vehicles x 1 / Possess Property Obtained by Crime x 1 / Dangerous Operation of Motor Vehicle x 1 / Debris, broken down vehicle or pedestrians on Hwy (Prevention of Collision) x 2

32 Calls for Service

Lions Bay Village:

- Harassing Communications x 1 / Mischief x 1 / False Alarms x 2 / Suspicious Person/Vehicle/ x 2 / Collision Damage under \$10000 x 1 / Theft Under \$5000 x 1 / Stranded Person x 2 / Mental Health Act x 1 / Flight From Police x 1 / Unspecified Assist x 5 / Check Well-being x 1 / Traffic Moving/Non Moving x 1 / Prevention of Breach x 2 / Bylaw x 1 / Debris, broken down vehicle or pedestrians on Hwy (Prevention of Collision) x 1

23 Calls for Service

Total = 55

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

Kind regards,

[Handwritten signature]

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

/kw





Royal Canadian Mounted Police Gendarmerie royale du Canada

Security Classification/Designation Classification/désignation sécuritaire Protected A

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

Your File Votre référence

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

Our File Notre référence

2024-11-15

To Whom it May Concern,

Village of Lions Bay False Alarm Report: September and October 2024

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

Table with 3 columns: DATE, FILE #, ADDRESS. Rows include 2024-Sep-30, 2024-6394, 200 Lions Bay Ave and 2024-Oct-29, 2024-7112, 255 Bayview Rd.

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

Kind regards,

Handwritten signature of S/Sgt. G. (Gareth) BRADLEY

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

/kw

STAFF REPORT

DATE: 9 Dec. 2024 **FILE:** L:\Electronic Filing\I. Legislative & Regulatory Services\3900 Bylaws\30 Drafts in process\Bylaw 633 of 2025 – Water\ Staff Report, Bylaw 633 2025 2nd reading.docx

TO: Ross Blackwell, CAO

FROM: Karl Buhr, Director of Operations

RE: **NEW WATER BYLAW**

RECOMMENDATIONS ARISING FROM THIS REPORT:

1. THAT Council read Water Bylaw No. 633 2025 for a second time.
2. THAT Council read Bylaw Notice Enforcement Bylaw No. 385 Amendment Bylaw No. 640 for a first and second time.

BACKGROUND:

Feedback received from Council’s first reading of the proposed new Water Bylaw is incorporated into the second reading version presented with this report. With only one out of five members of Council expressing interest in considering bylaw provisions for an opportunity for a fully funded universal metering project, no such provisions were added.

DISCUSSION:

In addition to reworking Lions Bay’s Water Rates and Regulation Bylaw No. 2 of 1971, multiple BC municipalities’ water regulations have been reviewed to distil useful aspects and facets pertinent to Lions Bay. Legal counsel reviewed staff’s draft for enforceability.

The second reading draft is marked up with changes from the version given first reading by Council on Nov. 19. Aspects of Bylaw 633 that entail enforcement will require amendment of Bylaw Enforcement Notice Bylaw 385; Council provided no direction to changes to Bylaw 385 suggested at its meeting on Nov. 19, so the proposed changes are presented in a marked up copy of the consolidated bylaw, and as an amendment bylaw. The proposed timetable for promulgation of both bylaws remains:

DATE	MEETING	RECOMMENDED ACTION
Nov. 19, 2024	This Regular meeting of Council	First reading of new Bylaw 633 and commentary on proposed amendments to Bylaw 385
Dec. 3, 2024	COTW (no regular meeting following)	-
Dec. 10, 2024	Regular meeting	Second reading of new Bylaw 633 and first and second readings of amendment Bylaw 640
Not yet set	Jan. 2025 regular meeting	Third readings of Bylaw 633 and Bylaw 640
Not yet set	May 2025 regular meeting	Adoption of Bylaws 633 (once water rates are established) and 640

OPTIONS:

- (1) Resolve as recommended
- (2) Refer the matter to staff with specific direction
- (3) Provide no decision or direction.

DIRECT FINANCIAL CONSIDERATIONS:

None

LEGAL CONSIDERATIONS:

Myriad: legal review has taken place.

Submitted,

/KHBuhr/

Karl Buhr, Director of Operations

Report approved by,

Ross Blackwell, CAO

Attachments:

- (1) Second reading draft of *Water Bylaw No. 633 2025*
- (2) Marked-up proposed changes to *Bylaw No. 385 2006*
- (3) First and second reading draft of *Bylaw Enforcement Notice Bylaw No. 385 2006 Amendment Bylaw No.640, 2025.*



**Water Bylaw
No. 633, 2025**



PO Box 141, 400 Centre Road
Lions Bay, British Columbia
V0N 2E0, CANADA
604-921-9333
office@lionsbay.ca
www.lionsbay.ca

WATER BYLAW

NO. 633, 2025

A bylaw to regulate potable water supply, distribution and use in the Village of Lions Bay.

WHEREAS, pursuant to Section 8(2) and 8(3) of the *Community Charter* Council may provide Municipal services and, by bylaw, regulate, prohibit, and impose requirements in relation to Municipal services; and

WHEREAS, Council wishes to establish a bylaw to regulate the Village of Lions Bay's potable water supply, distribution and use.

NOW THEREFORE, the Council of the Village of Lions Bay, in open meeting assembled, ENACTS AS FOLLOWS:

PART 1 – INTERPRETATION

- 1) This bylaw may be cited as "Water Bylaw No. 633, 2025."
- 2) In this bylaw:
 - a) "**Curb Stop**" means the Municipality's valve connected to the Water System, demarcating the boundary between the Water System and a Property;
 - b) "**Fee**" means a charge called for herein and laid out in Village of Lions Bay Fees Bylaw No. 497, 2016 as amended;
 - c) "**Hydrant**" means a device equipped with special threaded connections within a highway or a Municipal right-of-way or easement, or on Municipal Property, connected to the Water System, intended to draw Water from the Water System other than from a Curb Stop;
 - d) "**Leak**" means an unintended flow of Water on a Property;
 - e) "**Municipality**" or "**Municipal**" means or refers to the Municipality of the Village of Lions Bay, and to its staff and contractors acting in duly authorised capacities;
 - f) "**Notice**" means a letter or other correspondence provided by the Municipality to an Owner advising of action to be taken, work to be conducted, an infraction against the regulations as outlined in this Bylaw, or other information that may be communicated by the Municipality pursuant to this bylaw;
 - g) "**Owner**" means the registered owners, or the persons named as the registered owner on the tax roll by reason of agreement for sale, of any lands or Property within the Municipality's boundaries;
 - h) "**Premise**" means any building or structure on a Property;
 - i) "**Property**" means a parcel of land within the Municipality;
 - j) "**Service Connection**" means an Owner's piping and appurtenances connecting a Curb Stop to a Premise through the Property;
 - k) "**Water Service**" means the provision of Water at a Property's Curb Stop from the Water

System;

- l) **“Water System”** means those portions of the water supply system owned by the Municipality including the Municipalities water sources, treatment facilities, pipes, valves, devices, Curb Stops, and all other items and materials used to supply Water to Properties in the Municipality; and,
- m) **“Water Waste”** means indiscriminate, unreasonable or excessive use, running or dissipation of Water, whether intentional or by Leak, known or unknown.
- n) **“Water”** means potable water produced and supplied by the Municipality;

PART 2 – GENERAL

- 3) Whenever and wherever the Municipality supplies Water to Owners, the provisions of this bylaw shall extend to and be binding upon such Properties and persons so served.
- 4) Nothing in this bylaw shall be construed or deemed to impose any obligation or duty on the Municipality to provide Water Service continuously or at a given pressure. The Municipality reserves the right at any and all times to:
 - a) without Notice change pressure in the Water System; or
 - b) shut off the Water Service for the purposes of making planned or emergency repairs, extensions, alterations, or improvements; or
 - c) for any other reason related to the condition or status of the Water System or Water.
- 5) The Municipality shall not be liable for:
 - a) interruption or failure of the Water Service; or
 - b) contamination, sediments, deposits or other matter contained in the Water;
arising as a consequence of any accident, damage, alteration, servicing or repair to the Water System whether such arises from an act of the Municipality, whether through negligence or otherwise, or arises as a result of the actions or failure to act of another person, or through natural causes, or through the deterioration or obsolescence of the Municipality's Water System, howsoever caused, or otherwise.

PART 3 – CONNECTING A PROPERTY TO THE WATER SYSTEM

- 6) The Owner of a Property upon which one or more Premises are situated, must, wherever the Water System is within 30 meters of such Parcel, connect to the Water System. There is no obligation or requirement to use Water.
- 7) A person wanting to connect to the Water System must make an application to the Municipality in the form prescribed and pay the prescribed fee, after which the Municipality shall, at the Owner's expense and cost, connect the Owner's Service Connection to the Water System by installing a Curb Stop or by connecting it to an existing functioning and reasonably accessible Curb Stop, subject to the following:
 - a) except in the case of an approved subdivision, the Municipality shall have no obligation to connect the Water System to a Property which does not have road frontage;
 - b) the Municipality shall have no obligation to provide Water System access through a private easement;

- c) each Property shall have only one Curb Stop and a Curb Stop may only serve one Property. In the event a Curb Stop is determined to serve more than one Property, the Owners of such Properties must make an application to the Municipality for a separate Curb Stop for each Property and the Municipality may disconnect any or all such Properties until each Properties is separately connected in accordance with this bylaw; and
 - d) an application for a Water Connection that requires extension of the Water System must be approved by Council.
- 8) No person shall at any time or in any manner bury, cover or obstruct access to any fixture connected to Water System by placing or planting thereon or in the vicinity thereof, any material or thing, whether on a temporary or permanent basis, and the Municipality may remove the obstruction without notice, with the expense of the removal charged to and paid by the offending person in addition to any other penalty imposed pursuant to this bylaw.
- 9) The Owner of a Parcel is responsible for maintaining clear and unobstructed access to the Curb Stop at all times. The Municipality may:
- a) remove any obstruction and reinstate the Curb Stop; or
 - b) declare the Curb Stop lost and install a new Curb Stop;
- and in either case, the costs and expense shall be charged to the Owner of the Parcel in addition to any other penalty imposed by this bylaw.
- 10) An existing Service Connection may only be used to serve new Premises on the Property if the Owner provides proof to the Municipality that the existing Service Connection meets the requirements of this bylaw and does not show any signs of degradation or evidence of Leaks.
- 11) New Service Connections must comply with the following requirements:
- a) Using copper, brass, 304 or 316 stainless steel, HDPE or PEX piping and fittings, or other material and types as approved by the Municipality. Polybutylene, PVC, LDPE, ~~plastic~~, iron, steel (except 304 or 316 stainless steel) and rubber of any kind are prohibited;
 - b) if non-metallic piping is used, trace wire must be wrapped around the piping or laid within 100 mm of it for the entire length of its run, with one end of such wire accessible for tracing equipment use;
 - c) piping must be at least 19 mm diameter for a non-sprinklered residential -Premise, at least 38 mm diameter for a sprinklered residential Premise, and of such size as determined by the Municipality for all other Premise types;
 - d) a readily accessible shut-off valve must be installed where the Service Connection first enters a Premise, prior to any connection to any outside Water use, such that the shut-off valve controls all use of Water from the Curb Stop;
 - e) piping must run at least 0.9 m beneath ditches, culverts and driveways and 0.6 m below the surface otherwise, properly protected and backfilled so as to avoid damage from freezing, traffic, ground movement, growing vegetation, or any other reasonably expected natural or human cause;
 - f) a new Service Connection must be inspected and approved by the Municipality prior to the placing of backfill or other material over it.
- 12) Private fire standpipes on the parcel must be maintained in accordance with the British Columbia

Fire Code.

- 13) An Owner must not cause or allow any circumstance which does or might allow cross connection of the Water System to any liquid or gas non-Water source. If the Municipality reasonably believes that a cross connection exists, it may enter the Property or the Premise for inspection at any time and if deemed necessary, and immediately shut off Water Service until the cross connection is removed by the Owner. If the Owner fails to remove the cross connection the Municipality may without Notice do so, with costs and expenses charged to the Owner of the Parcel in addition to any other penalty imposed by this bylaw.

PART 4 – WATER USE

- 14) Municipal use of Water is exempt the requirements of this Part.
- 15) In addition to the requirements of this bylaw, an Owner must use Water subject to Outdoor Water Use Bylaw No. 484, 2015.
- 16) An Owner must not:
 - a) undertake, facilitate, permit or allow Water Waste or Leakage from the Service Connection or from defective or improper taps, pipes, hoses, fixtures, appliances, or any other device using or carrying Water on the Property or within the Premises, whether indoors or outdoors or above or below ground. If the Owner requests the Municipality to investigate a Leak on the Property before the Municipality independently finds it, any penalty for a breach of this section shall be waived;
 - b) undertake, facilitate, permit or allow Water use for:
 - i) power or energy generation;
 - ii) once-through cooling, heating or lubrication of tools, appliances, machines and devices;
 - iii) once-through use in indoor and outdoor water features, including but not limited to aquariums, ponds, fountains, and streams;
 - iv) once-through flow for aquaculture and hydroponic purposes; and
 - v) a use or benefit other than the Owner's own, including but not limited to selling Water.
- 17) If the Municipality determines that Water Waste has occurred on a Property or that the Owner has otherwise breached any provision of this bylaw, and if after receipt of Notice of such Water Waste or breach the Owner does not immediately and permanently discontinue the Water Waste or breach, the Municipality may disconnect that Property from the Water System in accordance with the provisions of Part 6 of this bylaw. Costs and expenses shall be charged to the Owner of the Parcel in addition to any other penalty imposed by this bylaw.

Use of Hydrants

- 18) No person other than Municipal staff may connect to a Hydrant without obtaining a permit from the Municipality.
- 19) A permit may be issued for a connection to a Hydrant if the Municipality determines that such connection is reasonably necessary for:
 - a) for construction purposes; or

- b) for fire protection.
- 20) Any person who obtains a permit to connect to a Hydrant must:
- a) pay the prescribed Fee and damage deposit for such a permit;
 - b) only use equipment and fittings authorized under the permit;
 - c) keep an accurate record of:
 - i) every date on which water is taken from the Hydrant;
 - ii) the identification number of every Hydrant used;
 - iii) the quantity of water drawn from the Hydrant;
 - iv) the purpose for which the water was used; and,
- forward a copy of the record referenced in this section to the Municipality monthly or within 30 days of the expiry of the permit.
- 21) The Municipality may require a person granted a permit under this Part to install a meter and/or backflow prevention device on any tanker or device receiving water from a Hydrant.
- 22) The Municipality may, without liability for any resulting injury, loss, or damage, temporarily or permanently open or close a Hydrant without Notice or revoke a permit issued for use of a Hydrant.
- 23) The Municipality may charge the permit holder:
- a) a charge for the Water used based on the rates set out in the permit;
 - b) an administration fee up to 15 percent of the combined value of the permit and the Water used; and
 - c) any costs incurred by the Municipality to repair any damage to the Hydrant or Water System or other Municipal property caused by the permittee's use of the Hydrant;
- and the Municipality may deduct such charges from the deposit.
- 24) A permit to use a Hydrant expires on the date set out in the permit or December 31 of the year it was issued, whichever is earlier.

PART 5 – CHARGES AND BILLING

- 25) Owners of all Properties shall pay the Municipality for Water use at rates set out in Schedule A hereto, regardless of whether or not Water was used at the Property.
- 26) Billing of Water charges at the Municipality's convenience shall be delivered by regular mail to Owner's most recent postal address of record. Failure to receive a bill does not excuse payment of Water charges.
- 27) If an Owner fails to pay charges, Fees, fines, penalties or costs imposed pursuant to the provisions of this bylaw by the last business day of the year assessed, the outstanding amount shall be deemed to be taxes in arrears on the parcel and will be dealt with in the same manner as Municipal taxes.
- 28) A 2 percent prompt payment discount for payment of the Water charges shall apply to any payment

within 30 calendar days of the date of any bill.

PART 6 – DISCONNECTION

- 29) The Municipality may disconnect and discontinue Water Service to a Property by serving Notice of Disconnection to the Owner in person, by affixing the notice to the apparent front door of the main Premise on the Property, or by email if the Owner has provided the Municipality with an email address for:
- a) failing to comply with the requirements of this bylaw; or
 - b) failure to pay any charges, Fees, fines, penalties, or costs as required by this bylaw.
- 30) An Owner may, within 7 days of receiving Notice of Disconnection, request that Council reconsider the Notice of Disconnection at its next regular meeting. No disconnection shall be implemented until the 7 days have expired and no request for reconsideration has been received by the Municipality, or, in the event a request to reconsider is received by the Municipality, until Council has made its determination.
- 31) An Owner who wants to disconnect their own Property from the Water System must:
- a) notify the Municipality in writing at least 7 days in advance, and
 - b) pay the prescribed disconnection Fee.

PART 7 – POWER AND AUTHORITY OF MUNICIPALITY

- 32) The Municipality may, after providing reasonable Notice on the circumstances to the Owner, enter into any Property to:
- a) inspect and determine whether the provisions of this bylaw are being met;
 - b) inspect the Property for a reported or suspected Leak or unauthorized Service Connection;
 - c) fulfil a requirement of this bylaw; or
 - d) turn off Water Service or disconnect a Service Connection as permitted under this bylaw, with costs related to such actions at the expense of the Owner.
- 33) The Municipality may, without Notice, disconnect the Service Connection to any Property for any of the following reasons, and the Municipality shall not be liable for damages by reason of discontinuing Water service-Service for such reasons:
- a) a lack or shortage of Water supply in or from the Water System;
 - b) an emergency situation that threatens public health and safety, public infrastructure, private property, or the natural environment;
 - c) the potential existence of a health and safety hazard in the Water supply; and
 - d) for maintaining or repairing the Water System ~~under emergency conditions~~.

PART 8 – OFFENCE, PENALTIES, REMEDIES

- 34) This bylaw may be enforced by:

- a) prosecution under the Offence Act;
- b) a bylaw notice under the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60, as amended;
- c) a bylaw notice under the Village of Lions Bay Bylaw Notice Enforcement Bylaw, No. 385, 2006, as amended;
- d) a civil action as authorized by statute; or
- e) any other means available to the Municipality.

35) Every person who violates any of the provisions of this bylaw; or suffers or permits any act or thing to be done in contravention of any of the provisions of this bylaw; or who refuses, omits, or neglects to fulfill, observe, carry out, or perform any duty or obligation imposed by this bylaw; shall be deemed to be guilty of an offense and liable on summary conviction to a penalty of not less than \$200.00 but not exceeding \$20,000.00, unless otherwise provided for by Bylaw Notice Enforcement Bylaw No. 385 as amended.

36) Penalties may be issued for each calendar day or part thereof on which the offence occurs or continues as separate offence under this bylaw.

37) If any person fails to carry out work required under any provision of this bylaw, the Municipality may enter the affected Property to undertake the required work and may bill the Owner for costs and expenses incurred by the Municipality in carrying out the work. Payment shall be due immediately and if unpaid after the last business day of the year billed, shall be deemed to be taxes in arrears on the parcel and will be dealt with in the same manner as Municipal taxes.

38) Any person who contravenes any provision of this bylaw is liable to the Municipality for and must indemnify the Municipality from all costs, expenses, damages and injuries resulting from the contravention. Such liability does not limit any other provision or remedy the Municipality may have under this bylaw or otherwise at law.

PART 9 – REPEALED LEGISLATION

39) Water Use and Regulations Bylaw No. 2, 1971 and its amending bylaws are repealed.

Read a first time on 19 November 2024

Read a second time on ~~17 December 2024~~

Read a third time on ___

Adopted on ___

Mayor

Corporate Officer

Certified a true copy of Water Bylaw No. 633, 2025 as adopted.

_____ Corporate Officer

Second Reading

Schedule A to Bylaw No. 633, 2025 as amended.

PROPERTY CATEGORY	ANNUAL FLAT RATE, SUBJECT TO PROMPT PAYMENT DISCOUNT PER SECTION 2928
Business 1: marina	\$__
Business 2: licensed daycare	\$__
Business 3: store, workshop, laboratory (whether or not under common ownership or management with other Property categories herein)	\$__
Business 4: café, restaurant (whether or not under common ownership or management with other Property categories herein)	\$__
Business 5: brewery or winery above 5,000 hectoliter nominal capacity (otherwise Business 4)	\$__
Multi-family dwelling, per unit, not including premises with secondary suites	\$__
Public school, 19 or fewer students at start of current academic year	\$__
Public school, 20 or more students at start of current academic year	\$__
Single-family dwelling	\$__
Strata, 1-5 units	\$__
Strata, 6-10 units	\$__



**Water Bylaw
No. 633, 2025**



PO Box 141, 400 Centre Road
Lions Bay, British Columbia
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604-921-9333
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www.lionsbay.ca

WATER BYLAW

NO. 633, 2025

A bylaw to regulate potable water supply, distribution and use in the Village of Lions Bay.

WHEREAS, pursuant to Section 8(2) and 8(3) of the *Community Charter* Council may provide Municipal services and, by bylaw, regulate, prohibit, and impose requirements in relation to Municipal services; and

WHEREAS, Council wishes to establish a bylaw to regulate the Village of Lions Bay's potable water supply, distribution and use.

NOW THEREFORE, the Council of the Village of Lions Bay, in open meeting assembled, ENACTS AS FOLLOWS:

PART 1 – INTERPRETATION

- 1) This bylaw may be cited as "Water Bylaw No. 633, 2025."
- 2) In this bylaw:
 - a) "**Curb Stop**" means the Municipality's valve connected to the Water System, demarcating the boundary between the Water System and a Property;
 - b) "**Fee**" means a charge called for herein and laid out in Village of Lions Bay Fees Bylaw No. 497, 2016 as amended;
 - c) "**Hydrant**" means a device equipped with special threaded connections within a highway or a Municipal right-of-way or easement, or on Municipal Property, connected to the Water System, intended to draw Water from the Water System other than from a Curb Stop;
 - d) "**Leak**" means an unintended flow of Water on a Property;
 - e) "**Municipality**" or "**Municipal**" means or refers to the Municipality of the Village of Lions Bay, and to its staff and contractors acting in duly authorised capacities;
 - f) "**Notice**" means a letter or other correspondence provided by the Municipality to an Owner advising of action to be taken, work to be conducted, an infraction against the regulations as outlined in this Bylaw, or other information that may be communicated by the Municipality pursuant to this bylaw;
 - g) "**Owner**" means the registered owners, or the persons named as the registered owner on the tax roll by reason of agreement for sale, of any lands or Property within the Municipality's boundaries;
 - h) "**Premise**" means any building or structure on a **Property**;
 - i) "**Property**" means a parcel of land within the Municipality;
 - j) "**Service Connection**" means an Owner's piping and appurtenances connecting a Curb Stop to a Premise through the Property;
 - k) "**Water Service**" means the provision of Water at a Property's Curb Stop from the Water

Commented [RH1]: I deleted the rest of the clause:

...or part thereof, used or intended to be used as a residence or business, such as but not limited to single-family dwellings, strata units collectively, and secondary suites". This definition would not capture outbuildings, accessory buildings that were not used for residential purposes or, for example, garages that have sinks or hot water tanks in them.

This definition captures all buildings on Property.

System;

- l) **“Water System”** means those portions of the water supply system owned by the Municipality including the Municipalities water sources, treatment facilities, pipes, valves, devices, Curb Stops, and all other items and materials used to supply Water to Properties in the Municipality; and,
- m) **“Water Waste”** means indiscriminate, unreasonable or excessive use, running or dissipation of Water, whether intentional or by Leak, known or unknown.
- n) **“Water”** means potable water produced and supplied by the Municipality;

PART 2 – GENERAL

- 3) Whenever and wherever the Municipality supplies Water to Owners, the provisions of this bylaw shall extend to and be binding upon such Properties and persons so served.
- 4) **Nothing in this bylaw shall be construed or deemed to impose any obligation or duty on the Municipality to provide Water Service continuously or at a given pressure. The Municipality reserves the right at any and all times to:**
 - a) without Notice change pressure in the Water System; or
 - b) shut off the Water Service for the purposes of making planned or emergency repairs, extensions, alterations, or improvements; or
 - c) for any other reason related to the condition or status of the Water System or Water.
- 5) The Municipality shall not be liable for:
 - a) interruption or failure of the Water Service; or
 - b) contamination, sediments, deposits or other matter contained in the Water;
arising as a consequence of any accident, damage, alteration, servicing or repair to the Water System whether such arises from an act of the Municipality, whether through negligence or otherwise, or arises as a result of the actions or failure to act of another person, or through natural causes, or through the deterioration or obsolescence of the Municipality's Water System, howsoever caused, or otherwise.

Commented [RH2]: I deleted the clause:

“Nothing in this bylaw shall oblige the Municipality to supply Water when it deems the cost excessive, unless that person pays the Municipality the cost of necessary changes to the Water System”

as it would not be enforceable.

PART 3 – CONNECTING A PROPERTY TO THE WATER SYSTEM

- 6) **The Owner of a Property upon which one or more Premises are situated, must, wherever the Water System is within 30 meters of such Parcel, connect to the Water System. There is no obligation or requirement to use Water.**
- 7) A person wanting to connect to the Water System must make an application to the Municipality in the form prescribed and pay the prescribed fee, after which the Municipality shall, at the Owner's expense and cost, connect the Owner's Service Connection to the Water System by installing a Curb Stop or by connecting it to an existing functioning and reasonably accessible Curb Stop, subject to the following:
 - a) except in the case of an approved subdivision, the Municipality shall have no obligation to connect the Water System to a Property which does not have road frontage;
 - b) the Municipality shall have no obligation to provide Water System access through a private easement;

Commented [RH3]: This is needed so that you can require Owners to connect.

- c) Each Property shall have only one Curb Stop and a Curb Stop may only serve one Property. In the event a Curb Stop is determined to serve more than one Property, the Owners of such Properties must make an application to the Municipality for a separate Curb Stop for each Property and the Municipality may disconnect any or all such Properties until each Properties is separately connected in accordance with this bylaw; and
 - d) an application for a Water Connection that requires extension of the Water System must be approved by Council.
- 8) No person shall at any time or in any manner bury, cover or obstruct access to any fixture connected to Water System by placing or planting thereon or in the vicinity thereof, any material or thing, whether on a temporary or permanent basis, and the Municipality may remove the obstruction without notice, with the expense of the removal charged to and paid by the offending person in addition to any other penalty imposed pursuant to this bylaw.
- 9) The Owner of a Parcel is responsible for maintaining clear and unobstructed access to the Curb Stop at all times. The Municipality may:
- a) remove any obstruction and reinstate the Curb Stop; or
 - b) declare the Curb Stop lost and install a new Curb Stop;
- and in either case, the costs and expense shall be charged to the Owner of the Parcel in addition to any other penalty imposed by this bylaw.
- 10) An existing Service Connection may only be used to serve new Premises on the Property if the Owner provides proof to the Municipality that the existing Service Connection meets the requirements of this bylaw and does not show any signs of degradation or evidence of Leaks.
- 11) New Service Connections must comply with the following requirements:
- a) Using copper, brass, 304 or 316 stainless steel, HDPE or PEX piping and fittings, or other material and types as approved by the Municipality. Polybutylene, PVC, LDPE, plastic, iron, steel (except 304 or 316 stainless steel) and rubber of any kind are prohibited;
 - b) if non-metallic piping is used, trace wire must be wrapped around the piping or laid within 100 mm of it for the entire length of its run, with one end of such wire accessible for tracing equipment use;
 - c) piping must be at least 19 mm diameter for a non-sprinklered residential Premise, at least 38 mm diameter for a sprinklered residential Premise, and of such size as determined by the Municipality for all other Premise types;
 - d) a readily accessible shut-off valve must be installed where the Service Connection first enters a Premise, prior to any connection to any outside Water use, such that the shut-off valve controls all use of Water from the Curb Stop;
 - e) piping must run at least 0.9 m beneath ditches, culverts and driveways and 0.6 m below the surface otherwise, properly protected and backfilled so as to avoid damage from freezing, traffic, ground movement, growing vegetation, or any other reasonably expected natural or human cause;
 - f) a new Service Connection must be inspected and approved by the Municipality prior to the placing of backfill or other material over it.
- 12) Private fire standpipes on the parcel must be maintained in accordance with the British Columbia

Commented [RH4]: This addresses your concern about cottages. The number of Premises is irrelevant if there is only one Curbstop permitted per Property.

Commented [RH5]: With respect to the responsibilities of new Owners taking over Property, yes by this wording they are responsible for the accessibility of the Curb Stop.

Also note that in the immediately preceding section the prohibitions are aimed at "persons" whereas this section is aimed at the "Owner".

Commented [RH6]: With respect to access, the Municipality is entitled under the *Community Charter* access Properties for the purposes of enforcing the Bylaw.

Commented [RH7]: In light of the province's housing initiatives, the reference here should simply be to Premises as opposed to delineating single family residences.

Fire Code.

- 13) An Owner must not cause or allow any circumstance which does or might allow cross connection of the Water System to any liquid or gas non-Water source. If the Municipality reasonably believes that a cross connection exists, it may enter the Property or the Premise for inspection at any time and if deemed necessary, and immediately shut off Water Service until the cross connection is removed by the Owner. If the Owner fails to remove the cross connection the Municipality may without Notice do so, with costs and expenses charged to the Owner of the Parcel in addition to any other penalty imposed by this bylaw.

Commented [RH8]: A reference to "subject to a penalty" is not required as the prohibitions and requirements are caught by the Part dealing with offences as per my email earlier today.

PART 4 – WATER USE

- 14) Municipal use of Water is exempt the requirements of this Part.
- 15) In addition to the requirements of this bylaw, an Owner must use Water subject to Outdoor Water Use Bylaw No. 484, 2015.
- 16) An Owner must not:
- a) undertake, facilitate, permit or allow Water Waste or Leakage from the Service Connection or from defective or improper taps, pipes, hoses, fixtures, appliances, or any other device using or carrying Water on the Property or within the Premises, whether indoors or outdoors or above or below ground. If the Owner requests the Municipality to investigate a Leak on the Property before the Municipality independently finds it, any penalty for a breach of this section shall be waived;
 - b) undertake, facilitate, permit or allow Water use for:
 - i) power or energy generation;
 - ii) once-through cooling, heating or lubrication of tools, appliances, machines and devices;
 - iii) once-through use in indoor and outdoor water features, including but not limited to aquariums, ponds, fountains, and streams;
 - iv) once-through flow for aquaculture and hydroponic purposes; and
 - v) a use or benefit other than the Owner's own, including but not limited to selling Water.
- 17) If the Municipality determines that Water Waste has occurred on a Property or that the Owner has otherwise breached any provision of this bylaw, and if after receipt of Notice of such Water Waste or breach the Owner does not immediately and permanently discontinue the Water Waste or breach, the Municipality may disconnect that Property from the Water System in accordance with the provisions of Part 6 of this bylaw. Costs and expenses shall be charged to the Owner of the Parcel in addition to any other penalty imposed by this bylaw.

Commented [RH9]: Need to give Notice to trigger provisions and requirements to remediate.

Use of Hydrants

- 18) No person other than Municipal staff may connect to a Hydrant without obtaining a permit from the Municipality.
- 19) A permit may be issued for a connection to a Hydrant if the Municipality determines that such connection is reasonably necessary for:
- a) for construction purposes; or

Commented [RH10]: Your version of the bylaw permitted a Staff member to waive a requirement to obtain a permit. That level of discretion is not permitted in the bylaw and could void the requirements for a permit. The bylaw must set out the basis on which a permit is not required.

b) for fire protection.

20) Any person who obtains a permit to connect to a Hydrant must:

- a) pay the prescribed Fee and damage deposit for such a permit;
- b) only use equipment and fittings authorized under the permit;
- c) keep an accurate record of:
 - i) every date on which water is taken from the Hydrant;
 - ii) the identification number of every Hydrant used;
 - iii) the quantity of water drawn from the Hydrant;
 - iv) the purpose for which the water was used; and,

forward a copy of the record referenced in this section to the Municipality monthly or within 30 days of the expiry of the permit.

21) The Municipality may require a person granted a permit under this Part to install a meter and/or backflow prevention device on any tanker or device receiving water from a Hydrant.

22) The Municipality may, without liability for any resulting injury, loss, or damage, temporarily or permanently open or close a Hydrant without Notice or revoke a permit issued for use of a Hydrant.

23) The Municipality may charge the permit holder:

- a) a charge for the Water used based on the rates set out in the permit;
 - b) an administration fee up to 15 percent of the combined value of the permit and the Water used; and
 - c) any costs incurred by the Municipality to repair any damage to the Hydrant or Water System or other Municipal property caused by the permittee's use of the Hydrant;
- and the Municipality may deduct such charges from the deposit.

24) A permit to use a Hydrant expires on the date set out in the permit or December 31 of the year it was issued, whichever is earlier.

PART 5 – CHARGES AND BILLING

25) Owners of all Properties shall pay the Municipality for Water use at rates set out in Schedule A hereto, regardless of whether or not Water was used at the Property.

26) Billing of Water charges at the Municipality's convenience shall be delivered by regular mail to Owner's most recent postal address of record. Failure to receive a bill does not excuse payment of Water charges.

27) If an Owner fails to pay charges, Fees, fines, penalties or costs imposed pursuant to the provisions of this bylaw by the last business day of the year assessed, the outstanding amount shall be deemed to be taxes in arrears on the parcel and will be dealt with in the same manner as Municipal taxes.

28) A 2 percent discount for payment of the Water charges shall apply to any payment within 30

Commented [RH11]: I have used the approach of putting the rates in the permit. That way a user knows in advance what the charges will be. However, I do not know how you will charge. For example you could charge for the amount of water use based on a volumetric rate or, if there is no meter, charge on a daily basis, ie connection \$20.00/day.

Commented [RH12]: Deleted reference to use by the Owner since whether the Owner or some other person used the Water, the issue is captured by delivery of water to Property.

calendar days of the date of any bill.

PART 6 – DISCONNECTION

- 29) The Municipality may disconnect and discontinue Water Service to a Property by serving Notice of Disconnection to the Owner in person, by affixing the notice to the apparent front door of the main Premise on the Property, or by email if the Owner has provided the Municipality with an email address for:
- a) failing to comply with the requirements of this bylaw; or
 - b) failure to pay any charges, Fees, fines, penalties, or costs as required by this bylaw.
- 30) An Owner may, within 7 days of receiving Notice of Disconnection, request that Council reconsider the Notice of Disconnection at its next regular meeting. No disconnection shall be implemented until the 7 days have expired and no request for reconsideration has been received by the Municipality, or, in the event a request to reconsider is received by the Municipality, until Council has made its determination.
- 31) An Owner who wants to disconnect their own Property from the Water System must:
- a) notify the Municipality in writing at least 7 days in advance, and
 - b) pay the prescribed disconnection Fee.

Commented [RH13]: Your version relied on an offence. An offence can only be determined if there is a court case and a determination that an offence took place. Also, notice by phone does not meet the requirements of the Charter.

PART 7 – POWER AND AUTHORITY OF MUNICIPALITY

- 32) The Municipality may, after providing reasonable Notice on the circumstances to the Owner, enter into any Property to:
- a) inspect and determine whether the provisions of this bylaw are being met;
 - b) inspect the Property for a reported or suspected Leak or unauthorized Service Connection;
 - c) fulfil a requirement of this bylaw; or
 - d) turn off Water Service or disconnect a Service Connection as permitted under this bylaw, with costs related to such actions at the expense of the Owner.
- 33) The Municipality may, without Notice, disconnect the Service Connection to any Property for any of the following reasons, and the Municipality shall not be liable for damages by reason of discontinuing service for such reasons:
- a) a lack or shortage of Water supply;
 - b) an emergency situation that threatens public health and safety, public infrastructure, private property, or the natural environment;
 - c) the potential existence of a health and safety hazard in the Water supply; and
 - d) for maintaining or repairing the Water System under emergency conditions.

Commented [RH14]: This was originally set out section Part is new and ensures that the Public Works Manager has all of the required powers and authorities.

PART 8 – OFFENCE, PENALTIES, REMEDIES

- 34) This bylaw may be enforced by:

- a) prosecution under the Offence Act;
 - b) a bylaw notice under the Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60, as amended;
 - c) a bylaw notice under the Village of Lions Bay Bylaw Notice Enforcement Bylaw, No. 385, 2006, as amended;
 - d) a civil action as authorized by statute; or
 - e) any other means available to the Municipality.
- 35) Every person who violates any of the provisions of this bylaw; or suffers or permits any act or thing to be done in contravention of any of the provisions of this bylaw; or who refuses, omits, or neglects to fulfill, observe, carry out, or perform any duty or obligation imposed by this bylaw; shall be deemed to be guilty of an offense and liable on summary conviction to Penalty of not less than \$200.00 but not exceeding \$20,000.00, unless otherwise provided for by Bylaw Notice Enforcement Bylaw No. 385 as amended.
- 36) Penalties may be issued for each calendar day or part thereof on which the offence occurs or continues as separate offence under this bylaw.
- 37) If any person fails to carry out work required under any provision of this bylaw, the Municipality may enter the affected Property to undertake the required work and may bill the Owner for costs and expenses incurred by the Municipality in carrying out the work. Payment shall be due immediately and if unpaid after the last business day of the year billed, shall be deemed to be taxes in arrears on the parcel and will be dealt with in the same manner as Municipal taxes.
- 38) Any person who contravenes any provision of this bylaw is liable to the Municipality for and must indemnify the Municipality from all costs, expenses, damages and injuries resulting from the contravention. Such liability does not limit any other provision or remedy the Municipality may have under this bylaw or otherwise at law.

Commented [KB15]: Does this piece serve any purpose?

Commented [RH16R15]: Without this section there is no authority to prosecute a violation of the Bylaw. This section makes the references to penalties etc. elsewhere in the bylaw as you had originally prepared it unnecessary.

Commented [RH17]: I removed the reference to Premise since entering a residence is a unique matter and I suspect that Lions Bay does not want to be engaged in entering people's home and undertaking work there.

PART 9 – REPEALED LEGISLATION

39) Water Use and Regulations Bylaw No. 2, 1971 and its amending bylaws are repealed.

Read a first time on 19 November 2024

Read a second time on ___

Read a third time on ___

Adopted on ___

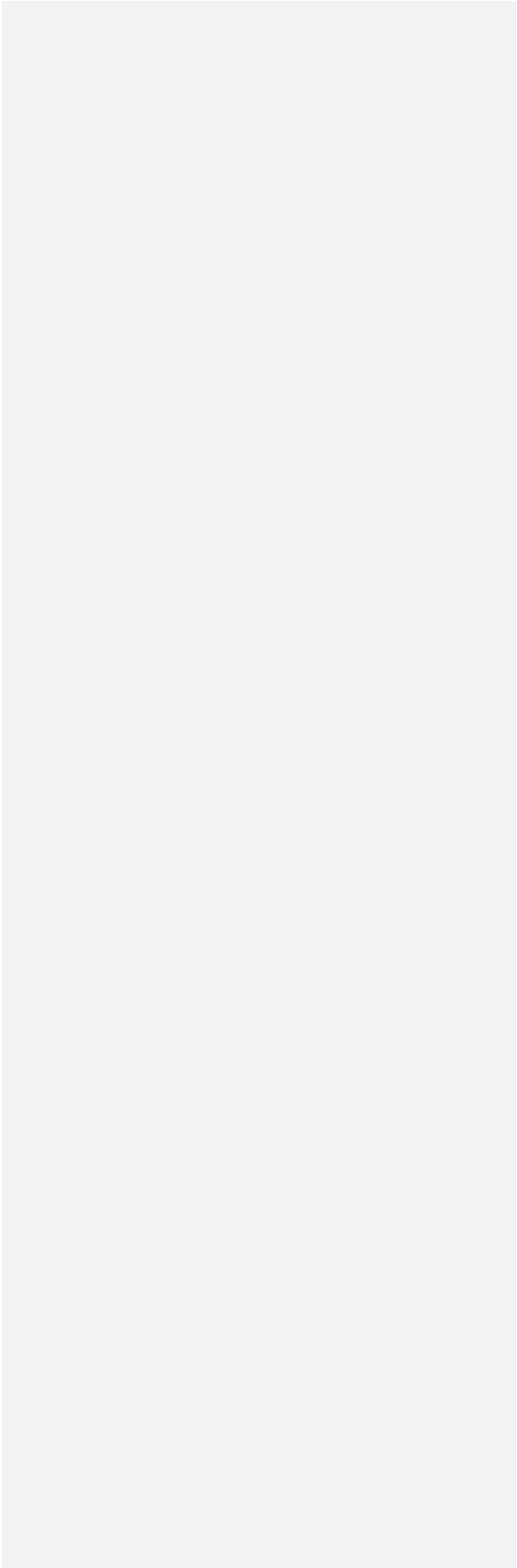
Mayor

Corporate Officer

Certified a true copy of Water Bylaw No. 633, 2025 as adopted.

_____ Corporate Officer

First Reading Draft



Schedule A to Bylaw No. 633, 2025 as amended.

PROPERTY CATEGORY	ANNUAL FLAT RATE, SUBJECT TO PROMPT PAYMENT DISCOUNT PER SECTION 29
Business 1: marina	\$__
Business 2: licensed daycare	\$__
Business 3: store, workshop, laboratory (whether or not under common ownership or management with other Property categories herein)	\$__
Business 4: café, restaurant (whether or not under common ownership or management with other Property categories herein)	\$__
Business 5: brewery or winery above 5,000 hectoliter nominal capacity (otherwise Business 4)	\$__
Multi-family dwelling, per unit, not including premises with secondary suites	\$__
Public school, 19 or fewer students at start of current academic year	\$__
Public school, 20 or more students at start of current academic year	\$__
Single-family dwelling	\$__
Strata, 1-5 units	\$__
Strata, 6-10 units	\$__

**Bylaw Notice Enforcement Bylaw No. 385, 2006
Amendment Bylaw No. 640, 2024**

A bylaw to amend Bylaw Notice Enforcement Bylaw No. 385, 2006

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

1. This Bylaw may be cited for all purposes as "Bylaw Notice Enforcement Bylaw No. 385, 2006, Amendment Bylaw No. 640, 2024".
2. Bylaw Notice Enforcement Bylaw No. 385, 2006, as amended, is hereby amended as follows:
 - a) Remove table of contents
 - b) Section 8.3 – change \$25 to \$125
 - c) Section 9.2.4 Strike the title Chief from Chief Financial Officer
 - d) Repeal Schedule A and replaces with new Schedule A

**READ A FIRST TIME
READ A SECOND TIME
READ A THIRD TIME
ADOPTED**

Mayor

Corporate Officer

**Certified a true copy of Bylaw Notice Enforcement No. 385, 2006,
Amendment Bylaw No. 640, 2024, as adopted.**

Corporate Officer

Schedule A - Designated Bylaw Contraventions and Penalties

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (Up to 50% reduction in penalty if "Yes")
BUILDING REGULATION BYLAW, NO. 234, 1994						
234	5 (a)	Construct without a building permit	\$300	\$280	\$320	YES
234	5 (c)	Tamper with posted notice	\$500	\$475	\$500	NO
234	5 (d)	Work contrary to approved plans	\$300	\$280	\$320	YES
234	5 (e)	Obstruct Village officer or employee	\$500	\$475	\$500	NO
234	5 (f)	Fail to stop work	\$500	\$475	\$500	YES
234	5 (h)	Submit false information	\$500	\$475	\$500	YES
234	6 (b)	Unauthorized use of Village property	\$100	\$90	\$110	YES
234	10.1	Secondary Suite contrary to bylaw requirements	475	450	500	YES
234	12	Fail to post building permit	\$300	\$280	\$320	NO
234	16 (a)	Occupy without approval	\$300	\$280	\$320	YES
NOISE CONTROL BYLAW NO. 283, 1998						
283	2	Sound which disturbs	\$110	\$100	\$120	NO
283	3	Decibel level	\$110	\$100	\$120	NO
283	4 (a)	Continuous sound	\$110	\$100	\$120	NO
283	4 (b)	Construction sound	\$220	\$200	\$240	YES
283	5 (a)	Improper use of vehicle horn	\$110	\$100	\$120	NO
283	5 (b)	Car alarm noise	\$110	\$100	\$120	NO
TREES, VIEWS AND LANDSCAPES BYLAW NO. 393, 2007, as amended						
393	3.2	Obstruct Village Official	\$300	\$250	\$350	NO
393	3.4.5	Cut tree after expiry of permit	\$400	\$350	\$450	NO
393	3.4.6	Tree cut by unqualified owner or contractor	\$475	\$450	\$500	NO
393	3.4.8	Tree cut without exemption during bird nesting period	\$475	\$450	\$500	NO
393	3.4.9	Failure to provide insurance certificate prior	\$475	\$450	\$500	YES

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (Up to 50% reduction in penalty if "Yes")
		to commencement of work				
393	3.5	Tree damaging activities	\$475	\$450	\$500	YES
393	3.5.6	Sabotage a non-Significant tree	\$3000	\$3000	\$3000	NO
393	3.5.6	Sabotage a Significant tree	\$6000	\$6000	\$6000	NO
393	3.9.1.1 (a)	Wilfully damage or cut the first non-Significant Tree	\$1000	\$1000	\$1000	YES
393	3.9.1.1 (b)	Wilfully damage or cut each subsequent non-Significant Tree	\$3000	\$3000	\$3000	YES
393	3.9.1.2 (a)	Wilfully damage or cut the first Significant Tree	\$4000	\$4000	\$4000	YES
393	3.9.1.2 (b)	Wilfully damage or cut each subsequent Significant Tree	\$6000	\$6000	\$6000	YES
393	Schedules A and B	Failure to replant in accordance with approved plan and permit	\$400	\$350	\$450	YES
GOOD NEIGHBOR BYLAW NO. 412, 2009						
412	5.1.1	Create or cause a nuisance	\$200	\$185	\$215	YES
412	5.1.2	Permit a nuisance	\$200	\$185	\$215	YES
412	5.1.3	Allow unsightly parcel	\$200	\$185	\$215	YES
412	5.1.4 (a)	Allow an unsightly accumulation	\$200	\$185	\$215	YES
412	5.1.4 (b)	Permit or cause water to collect	\$200	\$185	\$215	YES
412	5.1.4 (c)	Store rubbish where visible	\$200	\$185	\$215	YES
412	5.1.4 (d)	Place graffiti	\$100	\$90	\$110	YES
412	5.1.4 (g)	Accumulate building materials	\$100	\$90	\$110	YES
412	5.1.4 (h)	Storage or accumulation of motor vehicle	\$100	\$90	\$110	YES
412	5.2.1	Fail to abate nuisance	\$100	\$90	\$110	YES

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (Up to 50% reduction in penalty if "Yes")
412	5.2.2 (a)	Fail to remove unsightly accumulation	\$100	\$90	\$110	YES
412	5.2.2 (b)	Fail to prevent or clear insect infestation	\$100	\$90	\$110	YES
412	5.2.2 (d)	Fail to clear parcel of brush, noxious weeds and grass	\$100	\$90	\$110	YES
412	5.2.2 (e)	Fail to shield or deflect outdoor light	\$100	\$90	\$110	YES
412	5.2.2 (f)	Fail to repair or remove fence	\$200	\$185	\$215	YES
412	7.3.2	Interfere with, resist or obstruct authorized person	\$500	\$475	\$500	NO
TRAFFIC AND PARKING BYLAW NO. 413, 2009						
413	8 (1)	Fail to obey traffic control device	\$100	\$90	\$110	NO
413	8 (2)	Interfere with traffic control device	\$300	\$200	\$400	NO
413	8 (3)	Plant interferes with traffic control device	\$45	\$35	\$55	YES
413	8 (4)	Illegal traffic control device	\$45	\$35	\$55	YES
413	10 (a)	Park in contravention of a traffic control device	\$195	\$100	\$240	YES
413	10 (b)	Fail to display insurance decal	\$135	\$65	\$165	YES
413	10 (c)	Park on or too near crosswalk	\$135	\$65	\$165	YES
413	10 (d)	Park near traffic control device	\$135	\$65	\$165	YES
413	10 (e)	Park on bridge	\$135	\$65	\$165	YES
413	10 (f)	Park near fire hydrant/equipment	\$240	\$120	\$270	YES
413	10 (g)	Park to obstruct or interfere with traffic/maintenance	\$240	\$120	\$270	YES
413	10 (h)	Park without permit for zone	\$195	\$100	\$240	YES
413	10 (i)	Park too near driveway	\$135	\$65	\$165	YES
413	10 (j)	Park more than 72 hours	\$165	\$80	\$210	YES

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (Up to 50% reduction in penalty if "Yes")
413	10 (k)	Park more than 24 hours in snow	\$135	\$65	\$165	YES
413	10 (l)	Park in intersection	\$135	\$65	\$165	YES
413	11 (1)	Park extraordinary vehicle overnight	\$100	\$90	\$110	YES
413	11 (2)	Unattached trailer	\$100	\$90	\$110	YES
413	12	Park near school	\$135	\$65	\$165	NO
413	16	Fail to comply with direction of enforcement officer	\$100	\$90	\$110	NO
413	17	Hinder, obstruct or delay enforcement officer	\$100	\$90	\$110	NO
413	19	Operate sound broadcasting vehicle	\$45	\$35	\$55	NO
413	20	Drive over fire hose	\$80	\$70	\$90	NO
413	21 (a)	Drop or spill on highway	\$45	\$35	\$55	NO
413	21 (b)	Noxious flow on highway	\$45	\$35	\$55	NO
413	21 (c)	Damage plants/grass on highway	\$100	\$90	\$110	NO
413	21 (d)	Damage or deface highway	\$100	\$90	\$110	NO
413	21 (e)	Dead animal on highway	\$45	\$35	\$55	NO
413	21 (f)	Camp on highway	\$45	\$35	\$55	NO
413	21 (g)	Make fire on highway	\$100	\$90	\$110	NO
413	21 (h)	Unsecure load	\$100	\$90	\$110	NO
413	21 (i)	Urinate/defecate on highway	\$100	\$90	\$110	NO
413	21 (j)	Overweight vehicle on highway	\$100	\$90	\$110	NO
413	21 (k)	Operate vehicle with lugged wheels	\$100	\$90	\$110	NO
413	21 (l)	Camp, loiter, imbibe alcohol in parking lot	\$100	\$90	\$110	No
413	24	Sell/display goods/services on highway	\$100	\$90	\$110	YES
413	25	Chattel/structure on highway	\$100	\$90	\$110	YES
413	26	Dumpster on highway	\$100	\$90	\$110	YES
413	27	Accumulations on highway	\$100	\$90	\$110	YES

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (Up to 50% reduction in penalty if "Yes")
413	28	Unfenced excavation near highway	\$100	\$90	\$110	YES
413	29	Construction obstructing highway	\$100	\$90	\$110	YES
413	31	Fail to disperse on highway when directed	\$100	\$90	\$110	NO
413	32	Skate/blade/scoot without helmet	\$45	\$35	\$55	NO
ANTI-IDLING BYLAW NO. 416, 2010						
416	3	Unlawful idling	\$100	\$90	\$110	YES
FIRE BYLAW NO. 428, 2011						
428	27	Unauthorized entry to area limited for Fire Rescue purposes	\$100	\$80	\$120	NO
428	28	Hinder Fire Rescue operations	\$450	\$425	\$475	NO
428	29	Damage or destroy Fire Rescue apparatus or equipment	\$450	\$425	\$475	NO
428	30	Drive vehicle over Fire Rescue equipment without permission	\$100	\$80	\$120	NO
428	31	Falsely represent to be Fire Rescue member	\$100	\$80	\$120	NO
428	32	Obstruct/interfere with approach to Fire Rescue incident	\$200	\$180	\$220	NO
428	33	Interfere with fire hydrant	\$450	\$425	\$475	NO
428	34	Fail to maintain clearance around fire hydrant	\$50	\$40	\$60	YES
428	35	Fail to address fire hazard when ordered	\$450	\$425	\$475	YES
428	36	Construct fire pit or fire ring	\$100	\$80	\$120	YES
428	37	Burn wood outside a building	\$100	\$80	\$120	NO
428	38	Open burning	\$100	\$80	\$120	NO
428	39	Drop burning substance into or near combustible material	\$100	\$80	\$120	NO

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (Up to 50% reduction in penalty if "Yes")
428	40	Burn or use combustion device outside when banned	\$100	\$80	\$120	YES
428	41	Burn unauthorized material inside or outside a building	\$100	\$80	\$120	NO
428	42	Use water contrary to designated purpose, hours or methods	\$100	\$80	\$120	NO
428	44	Fail to install sprinklers in new residence	\$450	\$425	\$475	YES
428	45	Fail to install sprinklers during alteration to residence	\$450	\$425	\$475	YES
428	46	Fail to install fire extinguisher	\$100	\$80	\$120	YES
428	47	Fail to install smoke alarms	\$100	\$80	\$120	YES
428	48	Use fireworks when under age 18	\$50	\$40	\$60	NO
428	49	Use unauthorized Consumer Fireworks	\$100	\$80	\$120	NO
428	50	Use High Hazard Fireworks	\$200	\$180	\$220	NO
428	52	Fail to comply with order to address violations, requiring re-inspection	\$450	\$425	\$475	YES
PESTICIDES BYLAW NO. 430, 2011						
430	3	Use of pesticide for cosmetic purposes	\$250	\$225	\$275	NO
430	4	Use of non-permitted pesticide	\$250	\$225	\$275	NO
PARKS REGULATIONS BYLAW NO. 448, 2012						
448	5.1	Damage park	\$500	\$475	\$500	YES
448	5.2	Molest animals or birds	\$100	\$90	\$100	NO
448	5.3	Contaminate water in park	\$500	\$465	\$500	NO
448	5.4	Release water in park	\$500	\$465	\$500	NO
448	5.5	Improper climbing on structure	\$100	\$90	\$110	NO
448	5.6	Litter in park	\$100	\$90	\$110	NO

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (Up to 50% reduction in penalty if "Yes")
448	5.7	Unlawful waste in park receptacle	\$100	\$90	\$110	NO
448	6.1	Fireworks in park	\$250	\$230	\$270	NO
448	6.2	Make fire in park	\$100	\$90	\$110	NO
448	6.3	Improper barbecue in park	\$100	\$90	\$110	NO
448	6.5	Place burning substance in park	\$250	\$230	\$270	NO
448	6.6	Enter park at fire risk	\$250	\$230	\$270	NO
448	7.1	Sell/display goods/services in park	\$100	\$90	\$110	YES
448	7.2	Advertise in park	\$100	\$90	\$110	YES
448	7.3	Amplified noise in park	\$100	\$90	\$110	NO
448	8.1	Organized activity in park with no contract	\$100	\$90	\$110	NO
448	9.1	Operate motorized watercraft near beach	\$250	\$230	\$270	NO
448	9.2	Motorized vehicle or device in park	\$250	\$230	\$270	NO
448	9.3	Unauthorized entry to closed park	\$250	\$200	\$300	NO
448	10.1	In park outside open hours	\$250	\$200	\$300	NO
448	10.3	Enter or remain in closed or restricted park	\$450	\$400	\$500	NO
448	11.1	Create a nuisance in park	\$250	\$200	\$300	NO
448	11.2	Obstruct use and enjoyment of park	\$250	\$200	\$300	NO
448	11.3	Fail to comply with direction of enforcement officer	\$250	\$200	\$300	NO
448	11.4	Obstruct or delay enforcement officer	\$250	\$200	\$300	NO
448	11.5	Urinate/defecate in park	\$250	\$200	\$300	NO
448	12.1	Store watercraft on beach	\$100	\$90	\$100	YES
448	12.2	Camp in park	\$250	\$200	\$300	NO
448	12.3	Prohibited sport in park	\$100	\$90	\$110	NO
WASTE COLLECTION BYLAW NO. 455, 2013						
455	5	Excess garbage	\$60	\$50	\$70	NO

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (Up to 50% reduction in penalty if "Yes")
455	6	Fail to securely house wildlife attractants	\$300	\$280	\$320	YES
455	7a	Waste receptacle placement requirements	\$60	\$50	\$70	NO
455	7b	Solid Waste out before 5 am	80	70	90	NO
455	7c	Waste receptacle removal requirements	60	50	70	NO
455	8	Recycling requirements	\$60	\$50	\$70	YES
455	9	Green Waste requirements	\$60	\$50	\$70	YES
455	10	No liquids	\$60	\$50	\$70	NO
455	11	Prohibited Waste	\$150	\$120	\$180	YES
455	12	Placing for collection inappropriate substance	\$60	\$50	\$70	NO
455	20	Storage not wildlife resistant, single family residential	\$150	\$120	\$180	YES
455	21	Storage not wildlife resistant, multi-family and commercial	\$150	\$120	\$180	YES
455	23a	Fail to keep wildlife resistant container closed and secure	\$80	\$70	\$90	NO
455	23b	Fail to repair wildlife resistant container	\$60	\$50	\$70	NO
455	24	Feeding or attracting dangerous wildlife	\$300	\$280	\$320	YES
455	25	Bird feeders accessible to dangerous wildlife	\$150	\$120	\$180	YES
455	26	Beehives unprotected from dangerous wildlife	\$150	\$120	\$180	YES
455	27	Outdoor fridge or freezer accessible to dangerous wildlife	\$150	\$120	\$180	YES
455	28	Prohibited materials in compost	\$150	\$120	\$180	YES
ANIMAL CONTROL & LICENSING BYLAW NO. 461, 2014						
461	5.1	No dog license	\$85	\$75	\$95	YES
461	5.5	No dog tag	\$40	\$30	\$50	YES
461	6.3	Fail to remove dog waste	\$60	\$50	\$70	NO

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (Up to 50% reduction in penalty if "Yes")
461	6.6.1	Dog at large	\$85	\$75	\$95	NO
461	6.6.5	Allow dog barking	\$85	\$75	\$95	NO
461	6.6.6	Keep more than three dogs	\$110	\$100	\$120	YES
461	6.7.1	Dog in prohibited area	\$60	\$50	\$70	NO
461	7.1(a)	Fail to provide food or water	\$60	\$50	\$70	NO
461	7.1(c)	Fail to exercise dog	\$60	\$50	\$70	NO
461	7.1(e)	Fail to provide medical care for dog	\$60	\$50	\$70	NO
461	7.2	Fail to provide proper shelter for dog	\$60	\$50	\$70	NO
461	7.4	Choke collar/neck cord used to tether	\$60	\$50	\$70	NO
OUTDOOR WATER USE BYLAW NO. 484, 2015						
484	4.1 a)	Use Municipal Water not in accordance with bylaw	\$100	\$75	\$125	YES
484	4.1 b)	Waste Municipal Water	\$200	\$150	\$250	NO
484	6.1	Fail to follow Water Conservation Level 1	\$100	\$75	\$125	NO
484	6.1	Fail to follow Water Conservation Level 2	\$150	\$125	\$175	NO
484	6.1	Fail to follow Water Conservation Level 3	\$200	\$175	\$225	NO
ZONING AND DEVELOPMENT BYLAW NO. 520, 2017						
520	3.2	Non-compliance with bylaw	\$300	\$250	\$350	NO
520	4.3	Use prohibited in all zones	\$475	\$450	\$500	NO
520	4.3.7	Short-term rental without a Temporary Use Permit	\$475	\$450	\$500	NO
520	4.5	Accessory building, structure or use not permitted	\$400	\$350	\$450	NO
520	4.10	Fence or retaining wall contrary to bylaw	\$300	\$250	\$350	NO
520	4.11	Visibility obstruction contrary to bylaw	\$250	\$200	\$300	NO
520	4.12	Home-based business contrary to conditions	\$300	\$250	\$350	YES

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (Up to 50% reduction in penalty if "Yes")
520	4.13-4.14	Off-street parking requirements not met	\$350	\$300	\$400	YES
520	4.15	Parking and storage of commercial or industrial vehicles, equipment, or materials contrary to bylaw	\$475	\$450	\$500	NO
520	4.16	Temporary structure without valid permit	\$250	\$200	\$300	NO
520	4.17	Metal shipping container contrary to permitted uses	\$250	\$200	\$300	NO
520	4.18	Solar energy device not installed per requirements of bylaw	\$150	\$100	\$200	NO
520	4.19	Building or structure contrary to flood protection provisions	\$450	\$400	\$500	YES
520	7.1-7.11	Use, siting, setback, height, size or density not permitted in RS-1 Zone	\$450	\$400	\$500	YES
520	8.1-8.6	Use, siting, setback, height, size or density not permitted in RM-1 Zone	\$450	\$400	\$500	YES
520	9.1-9.5	Use, siting, setback, height, size or density not permitted in C-1 Zone	\$450	\$400	\$500	YES
520	10.1-10.5	Use, siting, setback, height, size or density not permitted in C-2 Zone	\$450	\$400	\$500	YES
520	11.1-11.2	Use, siting, setback, height, size or density not permitted in C-3 Zone	\$450	\$400	\$500	YES
520	12.1-12.2	Use, siting, setback, height, size or density not permitted in W-1 Zone	\$450	\$400	\$500	YES
520	13.1-13.2	Use, siting, setback, height, size or density not permitted in W-2 Zone	\$450	\$400	\$500	YES

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (Up to 50% reduction in penalty if "Yes")
520	14.1-14.5	Use, siting, setback, height, size or density not permitted in CU-1 Zone	\$450	\$400	\$500	YES
520	15.1-15.2	Use, siting, setback, height, size or density not permitted in RU-1 Zone	\$450	\$400	\$500	YES
520	16.1-16.2	Use, siting, setback, height, size or density not permitted in RS-1 Zone	\$450	\$400	\$500	YES
WATER BYLAW NO. 633, 2024						
633	8	Bury, cover or obstruct access to any fixture connected to Water System	\$200 (plus removal)	-5%	+25%	
633	10	Use non-compliant materials, sizes or installations, or non-inspection	\$500	-5%	+25%	NO
633	13	Cause or allow a cross-connection	\$2000	-5%	+25%	NO
633	16a	Allow Water Waste or Leakage	\$200	-5%	+25%	NO
633	16.b.i	Use Water for power generation	\$2000	-5%	+25%	NO
633	16.b.ii	Use Water for once-through cooling, heating or lubrication	\$2000	-5%	+25%	NO
633	16.b.iii, iv	Use Water for once-through flow	\$1000	-5%	+25%	NO
633	16.b.v	Use of Water other than Owner's own	\$200	-5%	+25%	NO
633	20.b	Use unauthorized equipment or fittings with a Hydrant	\$200	-5%	+25%	NO

[Successively replaced by Bylaw Nos. 434, 492, 495]

[Amended by Bylaw No. 507, 2016]

[Amended by Bylaw No. 533, 2017]

[Amended by Bylaw No. 555, 2019]
[Amended by Bylaw No. 577, 2020]
[Amended by Bylaw No. 580, 2020]
[Amended by Bylaw No. 594, 2021]
[Amended by Bylaw No. 592, 2021]
[Amended by Bylaw No. 640, 2024]



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Bylaw Notice Enforcement Bylaw

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No. 385, 2006

Office Consolidation

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This document is an office consolidation of Bylaw Notice Enforcement Bylaw No. 385, 2006 with subsequent amendments adopted by the Village of Lions Bay.

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

This is not the official version of Bylaw Notice Enforcement By-law No. 385, 2006 as amended, nor is it admissible in a court of law. For such purposes, official certified copies of the original bylaws can be obtained from the Village Office or by contacting us at: admin@lionsbay.ca

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List of Amending Bylaws

Bylaw No.	Section	Description	Adopted
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VILLAGE OF LIONS BAY

BYLAW NO. 385, 2006

Table of Contents

	Page #
Part 1 Citation	2
Part 2 Severability	2
Part 3 Definitions	2
Part 4 Terms	2
Part 5 Bylaw Contraventions	3
Part 6 Offence and Penalty	3
Part 7 Period for Paying a Disputed Notice	3
Part 8 Bylaw Notice Dispute Adjudication Registry	4
Part 9 Screening Officers	4
Part 10 Powers, Duties and Functions of Screening Officers	4
Part 11 Bylaw Enforcement Officers	6
Part 12 Form of Bylaw Notice	6
Schedules	
Schedule A Designated Bylaw Contraventions and Penalties	8
Schedule B North Shore Bylaw Dispute Adjudication Registry Agreement	12

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Village of Lions Bay

**Bylaw Notice Enforcement
Bylaw No. 385, 2006**

A bylaw respecting the enforcement of bylaw notices in conjunction with the
North Shore Bylaw Adjudication Registry

The Council of the Municipality of Village of Lions Bay enacts as follows:

Part 1 Citation

- 1.1 This Bylaw may be cited as Bylaw Notice Enforcement Bylaw No. 385, 2006 (North Shore Bylaw Notice Dispute Adjudication Registry).

Part 2 Severability

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

Part 3 Definitions

- 3.1 In this bylaw:

"Act" means the *Local Government Bylaw Notice Enforcement Act*;

"Municipality" means the Municipality of the Village of Lions Bay;

"Registry" means the North Shore Bylaw Notice Adjudication Registry established pursuant to Part 8 of this Bylaw.

Part 4 Terms

- 4.1 The terms in this bylaw have the same meaning as the terms defined in the Act.

Part 5 Bylaw Contraventions

- 5.1 The bylaw and bylaw contraventions designated in Schedule A may be dealt with by bylaw notice.

Part 6 Offence and Penalty

- 6.1 The penalty for a contravention referred to in Part 5 is as follows:

6.1.1 subject to subsection 6.1.2 and 6.1.3, is the Penalty amount set out in column A1 of Schedule A,

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- 6.1.2 if received by the Municipality within 14 days of the person receiving or being presumed to have received the notice, is the Early Payment Penalty set out in column A2 of Schedule A,
- 6.1.3 if more than 28 days after the person received or is presumed to have received the bylaw notice, is subject to a late payment surcharge in addition to the penalty under subsection 6.1.1, and is the Late Payment Penalty set out in column A3 of Schedule A,

Part 7 Period for Paying a Disputed Notice

- 7.1. A person who receives a bylaw notice must, within 14 days of the date on which the person received or is presumed to have received the bylaw notice:
 - 7.1.1 pay the penalty, or
 - 7.1.2 request dispute adjudication by filling in the appropriate portion of the bylaw notice indicating either a payment or a dispute and delivering it, either in person during regular office hours, or by mail, to the Village of Lions Bay Village Office.
- 7.2 A person may pay the indicated penalty after 14 days of receiving the notice, subject to the applicable surcharge for late payment accordance with subsection 6.1.3, but no person may dispute the notice after 14 days of receiving the bylaw notice.
- 7.3 Pursuant to the requirements of section 25 of the Act, where a person was not served personally with a bylaw notice and advises the Municipality that they did not receive a copy of the original notice, the time limits for responding to a bylaw notice under Part 6 and section 7.1 of this bylaw do not begin to run until a copy of the bylaw notice is re-delivered to them in accordance with the Act.

Part 8 Bylaw Notice Dispute Adjudication Registry

- 8.1 The Registry is established as a bylaw notice dispute adjudication system in accordance with the Act to resolve disputes in relation to bylaw notices.
- 8.2 The Municipality is authorized to enter into, and the Mayor and Administrator are authorized to execute, a dispute adjudication system agreement or amended agreement with the District of North Vancouver and such other neighbouring jurisdictions as may wish to be a part of the Registry, such agreement to be attached to this bylaw as the new Schedule B upon execution by the Municipality.

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[Amended by Bylaw No. 555]

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- 8.3 Every person who is unsuccessful in a dispute adjudication in relation to a bylaw notice or a compliance agreement under the dispute adjudication system established under this section must pay the Municipality an additional fee of \$~~25~~125 for the purpose of the Municipality recovering the costs of the adjudication system.

[Amended by Bylaw No. 640, 2024]

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Part 9 Screening Officers

- 9.1 The position of screening officer is established.
- 9.2 The following are designated classes of persons that may be appointed as screening officers:
 - 9.2.1 Chief Administrative Officer
 - 9.2.2 Corporate Officer

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- 9.2.3 Municipal Coordinator
- 9.2.4 ~~Chief~~ Financial Officer
- 9.2.5 Bylaw Enforcement Officer

[Amended by Bylaw No. 415, 2009]
[Amended by Bylaw No. 592, 2021]

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and Council may appoint screening officers from these classes of persons by name of office or otherwise.

Part 10 Powers, Duties and Functions of Screening Officers

10.1 The powers, duties and functions of screening officers are as set out in the Act, and include the following powers:

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10.1.1 Where requested by the person against whom a contravention is alleged, communicate information respecting the nature of the contravention, the provision of the bylaw contravened, the facts on which the contravention allegation is based, the penalty for a contravention, the opportunity to enter into a compliance agreement, the opportunity to proceed to the bylaw notice dispute adjudication system and the fee or fees payable in relation to the bylaw notice enforcement process;

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10.1.2 To communicate with any or all of the following for the purposes of performing their functions under this bylaw or the Act:

- (a) the person against whom a contravention is alleged or their representative;
- (b) the officer issuing the notice;
- (c) the complainant or their representative;
- (d) the Municipality's staff and records regarding the disputant's history of bylaw compliance.

10.1.3 To prepare and enter into compliance agreements under the Act with persons who dispute bylaw notices, including to establish terms and conditions for compliance that the Screening Officer considers necessary or advisable, including time periods for payment of penalties and compliance with the bylaw;

10.1.4 To provide for payment of a reduced penalty if a compliance agreement is entered into, as provided in column A4 of Schedule A; and

10.1.5 To cancel bylaw notices in accordance with the Act or Municipal policies and guidelines.

10.2 The bylaw contraventions in relation to which a Screening Officer may enter into a compliance agreement are indicated in column A4 of Schedule A.

10.3 The maximum duration of a compliance agreement is one year.

Part 11 Bylaw Enforcement Officers

11.1 Persons acting as any of the following are designated as bylaw Enforcement Officers for the purposes of this bylaw and the Act:

Document: 3917541

11.1.1 Special constables, officers, members or constables of:

(a) The provincial police force as defined in section 1 of the *Police Act*, or

(b) The Royal Canadian Mounted Police;

[Amended by Bylaw No. 415, 2009]

11.1.2 Bylaw enforcement officers appointed pursuant to the *Police Act* and *Community Charter*;

11.1.3 Local assistants to the fire commissioner under section 6 of the *Fire Services Act*;

11.1.4 Bylaw enforcement officers, licensing inspectors, building inspectors, animal control officers or other persons acting in another capacity on behalf of a municipality, regional district or local trust committee for the purpose of enforcement of one or more of its bylaws.

Part 12 Form of Bylaw Notice

12.1 The Municipality may from time to time provide for the form or forms of the bylaw notice, provided the bylaw notice complies with section 4 of the Act.

Schedules

Schedule A - Designated Bylaw Contraventions and Penalties

Schedule B – North Shore Bylaw Dispute Adjudication Registry Agreement

READ A FIRST TIME this 5th of September, 2006

READ A SECOND TIME this 5th of September, 2006

READ A THIRD TIME this 5th of September, 2006

ADOPTED this 19th of September, 2006

Mayor

Administrator

Certified a true copy of
By-law No. 385, 2006
as adopted.

Administrator

Document: 3917541

Schedule A - Designated Bylaw Contraventions and Penalties

Schedule 'A' to Bylaw No. 385

Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (*Maximum 50% Reduction in Penalty if Compliance Agreement shows Up to 50% reduction in penalty if "Yes")
BUILDING REGULATION BYLAW, NO. 234, 1994						
234	5 (a)	Construct without a building permit	\$300	\$280	\$320	YES
234	5 (c)	Tamper with posted notice	\$500	\$475	\$500	NO
234	5 (d)	Work contrary to approved plans	\$300	\$280	\$320	YES
234	5 (e)	Obstruct Village officer or employee	\$500	\$475	\$500	NO
234	5 (f)	Fail to stop work	\$500	\$475	\$500	YES
234	5 (h)	Submit false information	\$500	\$475	\$500	YES
234	6 (b)	Unauthorized use of Village property	\$100	\$90	\$110	YES
234	10.1	Secondary Suite contrary to bylaw requirements	475	450	500	YES
234	12	Fail to post building permit	\$300	\$280	\$320	NO
234	16 (a)	Occupy without approval	\$300	\$280	\$320	YES
NOISE CONTROL BYLAW NO. 283, 1998						
283	2	Sound which disturbs	\$110	\$100	\$120	NO
283	3	Decibel level	\$110	\$100	\$120	NO
283	4 (a)	Continuous sound	\$110	\$100	\$120	NO
283	4 (b)	Construction sound	\$220	\$200	\$240	YES
283	5 (a)	Improper use of vehicle horn	\$110	\$100	\$120	NO
283	5 (b)	Car alarm noise	\$110	\$100	\$120	NO
TREES, VIEWS AND LANDSCAPES BYLAW NO. 393, 2007, as amended						
393	3.2	Obstruct Village Official	\$300	\$250	\$350	NO
393	3.3	Cut tree without permit	\$475	\$450	\$500	NO
393	3.4.5	Cut tree after expiry of permit	\$400	\$350	\$450	NO
393	3.4.6	Tree cut by unqualified owner or contractor	\$475	\$450	\$500	NO
393	3.4.8	Tree cut without exemption during bird nesting period	\$475	\$450	\$500	NO
393	3.4.9	Failure to provide insurance certificate prior to commencement of work	\$475	\$450	\$500	YES

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Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available <i>(*Maximum 50% Reduction in Penalty if Compliance Agreement shows Up to 50% reduction in penalty if "Yes")</i>
393	3.5	Tree damaging activities	\$475	\$450	\$500	YES
393	3.5.6	Sabotage a non-Significant tree	\$3000	\$3000	\$3000	NO
393	3.5.6	Sabotage a Significant tree	\$6000	\$6000	\$6000	NO
393	3.9.1.1 (a)	Wilfully damage or cut the first non-Significant Tree	\$1000	\$1000	\$1000	YES
393	3.9.1.1 (b)	Wilfully damage or cut each subsequent non-Significant Tree	\$3000	\$3000	\$3000	YES
393	3.9.1.2 (a)	Wilfully damage or cut the first Significant Tree	\$4000	\$4000	\$4000	YES
393	3.9.1.2 (b)	Wilfully damage or cut each subsequent Significant Tree	\$6000	\$6000	\$6000	YES
393	Schedules A and B	Failure to replant in accordance with approved plan and permit	\$400	\$350	\$450	YES
GOOD NEIGHBOR BYLAW NO. 412, 2009						
412	5.1.1	Create or cause a nuisance	\$200	\$185	\$215	YES
412	5.1.2	Permit a nuisance	\$200	\$185	\$215	YES
412	5.1.3	Allow unsightly parcel	\$200	\$185	\$215	YES
412	5.1.4 (a)	Allow an unsightly accumulation	\$200	\$185	\$215	YES
412	5.1.4 (b)	Permit or cause water to collect	\$200	\$185	\$215	YES
412	5.1.4 (c)	Store rubbish where visible	\$200	\$185	\$215	YES
412	5.1.4 (d)	Place graffiti	\$100	\$90	\$110	YES
412	5.1.4 (g)	Accumulate building materials	\$100	\$90	\$110	YES
412	5.1.4 (h)	Storage or accumulation of motor vehicle	\$100	\$90	\$110	YES
412	5.2.1	Fail to abate nuisance	\$100	\$90	\$110	YES
412	5.2.2 (a)	Fail to remove unsightly accumulation	\$100	\$90	\$110	YES
412	5.2.2 (b)	Fail to prevent or clear insect infestation	\$100	\$90	\$110	YES

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Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (*Maximum 50% Reduction in Penalty if Compliance Agreement shows Up to 50% reduction in penalty if "Yes")
412	5.2.2 (d)	Fail to clear parcel of brush, noxious weeds and grass	\$100	\$90	\$110	YES
412	5.2.2 (e)	Fail to shield or deflect outdoor light	\$100	\$90	\$110	YES
412	5.2.2 (f)	Fail to repair or remove fence	\$200	\$185	\$215	YES
412	7.3.2	Interfere with, resist or obstruct authorized person	\$500	\$475	\$500	NO
TRAFFIC AND PARKING BYLAW NO. 413, 2009						
413	8 (1)	Fail to obey traffic control device	\$100	\$90	\$110	NO
413	8 (2)	Interfere with traffic control device	\$300	\$200	\$400	NO
413	8 (3)	Plant interferes with traffic control device	\$45	\$35	\$55	YES
413	8 (4)	Illegal traffic control device	\$45	\$35	\$55	YES
413	10 (a)	Park in contravention of a traffic control device	\$195	\$100	\$240	YES
413	10 (b)	Fail to display insurance decal	\$135	\$65	\$165	YES
413	10 (c)	Park on or too near crosswalk	\$135	\$65	\$165	YES
413	10 (d)	Park near traffic control device	\$135	\$65	\$165	YES
413	10 (e)	Park on bridge	\$135	\$65	\$165	YES
413	10 (f)	Park near fire hydrant/equipment	\$240	\$120	\$270	YES
413	10 (g)	Park to obstruct or interfere with traffic/maintenance	\$240	\$120	\$270	YES
413	10 (h)	Park without permit for zone	\$195	\$100	\$240	YES
413	10 (i)	Park too near driveway	\$135	\$65	\$165	YES
413	10 (j)	Park more than 72 hours	\$165	\$80	\$210	YES
413	10 (k)	Park more than 24 hours in snow	\$135	\$65	\$165	YES
413	10 (l)	Park in intersection	\$135	\$65	\$165	YES
413	11 (1)	Park extraordinary vehicle overnight	\$100	\$90	\$110	YES
413	11 (2)	Unattached trailer	\$100	\$90	\$110	YES

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Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (*Maximum 50% Reduction in Penalty if Compliance Agreement shows Up to 50% reduction in penalty if "Yes")
413	12	Park near school	\$135	\$65	\$165	NO
413	16	Fail to comply with direction of enforcement officer	\$100	\$90	\$110	NO
413	17	Hinder, obstruct or delay enforcement officer	\$100	\$90	\$110	NO
413	19	Operate sound broadcasting vehicle	\$45	\$35	\$55	NO
413	20	Drive over fire hose	\$80	\$70	\$90	NO
413	21 (a)	Drop or spill on highway	\$45	\$35	\$55	NO
413	21 (b)	Noxious flow on highway	\$45	\$35	\$55	NO
413	21 (c)	Damage plants/grass on highway	\$100	\$90	\$110	NO
413	21 (d)	Damage or deface highway	\$100	\$90	\$110	NO
413	21 (e)	Dead animal on highway	\$45	\$35	\$55	NO
413	21 (f)	Camp on highway	\$45	\$35	\$55	NO
413	21 (g)	Make fire on highway	\$100	\$90	\$110	NO
413	21 (h)	Unsecure load	\$100	\$90	\$110	NO
413	21 (i)	Urinate/defecate on highway	\$100	\$90	\$110	NO
413	21 (j)	Overweight vehicle on highway	\$100	\$90	\$110	NO
413	21 (k)	Operate vehicle with lugged wheels	\$100	\$90	\$110	NO
413	21 (l)	Camp, loiter, imbibe alcohol in parking lot	\$100	\$90	\$110	No
413	24	Sell/display goods/services on highway	\$100	\$90	\$110	YES
413	25	Chattel/structure on highway	\$100	\$90	\$110	YES
413	26	Dumpster on highway	\$100	\$90	\$110	YES
413	27	Accumulations on highway	\$100	\$90	\$110	YES
413	28	Unfenced excavation near highway	\$100	\$90	\$110	YES
413	29	Construction obstructing highway	\$100	\$90	\$110	YES
413	31	Fail to disperse on highway when directed	\$100	\$90	\$110	NO
413	32	Skate/blade/scoot without helmet	\$45	\$35	\$55	NO

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Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (*Maximum 50% Reduction in Penalty if Compliance Agreement shows Up to 50% reduction in penalty if "Yes")
ANTI-IDLING BYLAW NO. 416, 2010						
416	3	Unlawful idling	\$100	\$90	\$110	YES
FIRE BYLAW NO. 428, 2011						
428	27	Unauthorized entry to area limited for Fire Rescue purposes	\$100	\$80	\$120	NO
428	28	Hinder Fire Rescue operations	\$450	\$425	\$475	NO
428	29	Damage or destroy Fire Rescue apparatus or equipment	\$450	\$425	\$475	NO
428	30	Drive vehicle over Fire Rescue equipment without permission	\$100	\$80	\$120	NO
428	31	Falsely represent to be Fire Rescue member	\$100	\$80	\$120	NO
428	32	Obstruct/interfere with approach to Fire Rescue incident	\$200	\$180	\$220	NO
428	33	Interfere with fire hydrant	\$450	\$425	\$475	NO
428	34	Fail to maintain clearance around fire hydrant	\$50	\$40	\$60	YES
428	35	Fail to address fire hazard when ordered	\$450	\$425	\$475	YES
428	36	Construct fire pit or fire ring	\$100	\$80	\$120	YES
428	37	Burn wood outside a building	\$100	\$80	\$120	NO
428	38	Open burning	\$100	\$80	\$120	NO
428	39	Drop burning substance into or near combustible material	\$100	\$80	\$120	NO
428	40	Burn or use combustion device outside when banned	\$100	\$80	\$120	YES
428	41	Burn unauthorized material inside or outside a building	\$100	\$80	\$120	NO
428	42	Use water contrary to designated purpose, hours or methods	\$100	\$80	\$120	NO

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Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (*Maximum 50% Reduction in Penalty if Compliance Agreement shows Up to 50% reduction in penalty if "Yes")
428	44	Fail to install sprinklers in new residence	\$450	\$425	\$475	YES
428	45	Fail to install sprinklers during alteration to residence	\$450	\$425	\$475	YES
428	46	Fail to install fire extinguisher	\$100	\$80	\$120	YES
428	47	Fail to install smoke alarms	\$100	\$80	\$120	YES
428	48	Use fireworks when under age 18	\$50	\$40	\$60	NO
428	49	Use unauthorized Consumer Fireworks	\$100	\$80	\$120	NO
428	50	Use High Hazard Fireworks	\$200	\$180	\$220	NO
428	52	Fail to comply with order to address violations, requiring re-inspection	\$450	\$425	\$475	YES
PESTICIDES BYLAW NO. 430, 2011						
430	3	Use of pesticide for cosmetic purposes	\$250	\$225	\$275	NO
430	4	Use of non-permitted pesticide	\$250	\$225	\$275	NO
PARKS REGULATIONS BYLAW NO. 448, 2012						
448	5.1	Damage park	\$500	\$475	\$500	YES
448	5.2	Molest animals or birds	\$100	\$90	\$100	NO
448	5.3	Contaminate water in park	\$500	\$465	\$500	NO
448	5.4	Release water in park	\$500	\$465	\$500	NO
448	5.5	Improper climbing on structure	\$100	\$90	\$110	NO
448	5.6	Litter in park	\$100	\$90	\$110	NO
448	5.7	Unlawful waste in park receptacle	\$100	\$90	\$110	NO
448	6.1	Fireworks in park	\$250	\$230	\$270	NO
448	6.2	Make fire in park	\$100	\$90	\$110	NO
448	6.3	Improper barbecue in park	\$100	\$90	\$110	NO
448	6.5	Place burning substance in park	\$250	\$230	\$270	NO
448	6.6	Enter park at fire risk	\$250	\$230	\$270	NO
448	7.1	Sell/display goods/services in park	\$100	\$90	\$110	YES

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Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (*Maximum 50% Reduction in Penalty if Compliance Agreement shows Up to 50% reduction in penalty if "Yes")
448	7.2	Advertise in park	\$100	\$90	\$110	YES
448	7.3	Amplified noise in park	\$100	\$90	\$110	NO
448	8.1	Organized activity in park with no contract	\$100	\$90	\$110	NO
448	9.1	Operate motorized watercraft near beach	\$250	\$230	\$270	NO
448	9.2	Motorized vehicle or device in park	\$250	\$230	\$270	NO
448	9.3	Unauthorized entry to closed park	\$250	\$200	\$300	NO
448	10.1	In park outside open hours	\$250	\$200	\$300	NO
448	10.3	Enter or remain in closed or restricted park	\$450	\$400	\$500	NO
448	11.1	Create a nuisance in park	\$250	\$200	\$300	NO
448	11.2	Obstruct use and enjoyment of park	\$250	\$200	\$300	NO
448	11.3	Fail to comply with direction of enforcement officer	\$250	\$200	\$300	NO
448	11.4	Obstruct or delay enforcement officer	\$250	\$200	\$300	NO
448	11.5	Urinate/defecate in park	\$250	\$200	\$300	NO
448	12.1	Store watercraft on beach	\$100	\$90	\$100	YES
448	12.2	Camp in park	\$250	\$200	\$300	NO
448	12.3	Prohibited sport in park	\$100	\$90	\$110	NO
WASTE COLLECTION BYLAW NO. 455, 2013						
455	5	Excess garbage	\$60	\$50	\$70	NO
455	6	Fail to securely house wildlife attractants	\$300	\$280	\$320	YES
455	7a	Waste receptacle placement requirements	\$60	\$50	\$70	NO
455	7b	Solid Waste out before 5 am	80	70	90	NO
455	7c	Waste receptacle removal requirements	60	50	70	NO
455	8	Recycling requirements	\$60	\$50	\$70	YES
455	9	Green Waste requirements	\$60	\$50	\$70	YES
455	10	No liquids	\$60	\$50	\$70	NO
455	11	Prohibited Waste	\$150	\$120	\$180	YES

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Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (*Maximum 50% Reduction in Penalty if Compliance Agreement shows Up to 50% reduction in penalty if "Yes")
455	12	Placing for collection inappropriate substance	\$60	\$50	\$70	NO
455	20	Storage not wildlife resistant, single family residential	\$150	\$120	\$180	YES
455	21	Storage not wildlife resistant, multi-family and commercial	\$150	\$120	\$180	YES
455	23a	Fail to keep wildlife resistant container closed and secure	\$80	\$70	\$90	NO
455	23b	Fail to repair wildlife resistant container	\$60	\$50	\$70	NO
455	24	Feeding or attracting dangerous wildlife	\$300	\$280	\$320	YES
455	25	Bird feeders accessible to dangerous wildlife	\$150	\$120	\$180	YES
455	26	Beehives unprotected from dangerous wildlife	\$150	\$120	\$180	YES
455	27	Outdoor fridge or freezer accessible to dangerous wildlife	\$150	\$120	\$180	YES
455	28	Prohibited materials in compost	\$150	\$120	\$180	YES
ANIMAL CONTROL & LICENSING BYLAW NO. 461, 2014						
461	5.1	No dog license	\$85	\$75	\$95	YES
461	5.5	No dog tag	\$40	\$30	\$50	YES
461	6.3	Fail to remove dog waste	\$60	\$50	\$70	NO
461	6.6.1	Dog at large	\$85	\$75	\$95	NO
461	6.6.5	Allow dog barking	\$85	\$75	\$95	NO
461	6.6.6	Keep more than three dogs	\$110	\$100	\$120	YES
461	6.7.1	Dog in prohibited area	\$60	\$50	\$70	NO
461	7.1(a)	Fail to provide food or water	\$60	\$50	\$70	NO
461	7.1(c)	Fail to exercise dog	\$60	\$50	\$70	NO
461	7.1(e)	Fail to provide medical care for dog	\$60	\$50	\$70	NO
461	7.2	Fail to provide proper shelter for dog	\$60	\$50	\$70	NO
461	7.4	Choke collar/neck cord used to tether	\$60	\$50	\$70	NO
OUTDOOR WATER USE BYLAW NO. 484, 2015						

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Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (*Maximum 50% Reduction in Penalty if Compliance Agreement shows Up to 50% reduction in penalty if "Yes")
484	4.1 a)	Use Municipal Water not in accordance with bylaw	\$100	\$75	\$125	YES
484	4.1 b)	Waste Municipal Water	\$200	\$150	\$250	NO
484	6.1	Fail to Follow-follow Water Conservation Level 1	\$100	\$75	\$125	NO
484	6.1	Fail to Follow-follow Water Conservation Level 2	\$150	\$125	\$175	NO
484	6.1	Fail to Follow-follow Water Conservation Level 3	\$200	\$175	\$225	NO
ZONING AND DEVELOPMENT BYLAW NO. 520, 2017						
520	3.2	Non-compliance with bylaw	\$300	\$250	\$350	NO
520	4.3	Use prohibited in all zones	\$475	\$450	\$500	NO
520	4.3.7	Short-term rental without a Temporary Use Permit	\$475	\$450	\$500	NO
520	4.5	Accessory building, structure or use not permitted	\$400	\$350	\$450	NO
520	4.10	Fence or retaining wall contrary to bylaw	\$300	\$250	\$350	NO
520	4.11	Visibility obstruction contrary to bylaw	\$250	\$200	\$300	NO
520	4.12	Home-based business contrary to conditions	\$300	\$250	\$350	YES
520	4.13-4.14	Off-street parking requirements not met	\$350	\$300	\$400	YES
520	4.15	Parking and storage of commercial or industrial vehicles, equipment, or materials contrary to bylaw	\$475	\$450	\$500	NO
520	4.16	Temporary structure without valid permit	\$250	\$200	\$300	NO
520	4.17	Metal shipping container contrary to permitted uses	\$250	\$200	\$300	NO

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Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (*Maximum 50% Reduction in Penalty if Compliance Agreement shows Up to 50% reduction in penalty if "Yes")
520	4.18	Solar energy device not installed per requirements of bylaw	\$150	\$100	\$200	NO
520	4.19	Building or structure contrary to flood protection provisions	\$450	\$400	\$500	YES
520	7.1-7.11	Use, siting, setback, height, size or density not permitted in RS-1 Zone	\$450	\$400	\$500	YES
520	8.1-8.6	Use, siting, setback, height, size or density not permitted in RM-1 Zone	\$450	\$400	\$500	YES
520	9.1-9.5	Use, siting, setback, height, size or density not permitted in C-1 Zone	\$450	\$400	\$500	YES
520	10.1-10.5	Use, siting, setback, height, size or density not permitted in C-2 Zone	\$450	\$400	\$500	YES
520	11.1-11.2	Use, siting, setback, height, size or density not permitted in C-3 Zone	\$450	\$400	\$500	YES
520	12.1-12.2	Use, siting, setback, height, size or density not permitted in W-1 Zone	\$450	\$400	\$500	YES
520	13.1-13.2	Use, siting, setback, height, size or density not permitted in W-2 Zone	\$450	\$400	\$500	YES
520	14.1-14.5	Use, siting, setback, height, size or density not permitted in CU-1 Zone	\$450	\$400	\$500	YES
520	15.1-15.2	Use, siting, setback, height, size or density not permitted in RU-1 Zone	\$450	\$400	\$500	YES

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Bylaw No.	Section	Description	A1 Penalty	A2 Early Payment Penalty	A3 Late Payment Penalty	A4 Compliance Agreement Available (*Maximum 50% Reduction in Penalty if Compliance Agreement shows Up to 50% reduction in penalty if "Yes")
520	16.1-16.2	Use, siting, setback, height, size or density not permitted in RS-1 Zone	\$450	\$400	\$500	YES
WATER BYLAW NO. 633, 2024						
633	8	Bury, cover or obstruct access to any fixture connected to Water System	\$200 (plus removal)	-5%	+25%	
633	10	Use non-compliant materials, sizes or installations, or non-inspection	\$500	-5%	+25%	NO
633	13	Cause or allow a cross-connection	\$2000	-5%	+25%	NO
633	16a	Allow Water Waste or Leakage	\$200	-5%	+25%	NO
633	16.b.i	Use Water for power generation	\$2000	-5%	+25%	NO
633	16.b.ii	Use Water for once-through cooling, heating or lubrication	\$2000	-5%	+25%	NO
633	16.b.iii, iv	Use Water for once-through flow	\$1000	-5%	+25%	NO
633	16.b.v	Use of Water other than Owner's own	\$200	-5%	+25%	NO
633	20.b	Use unauthorized equipment or fittings with a Hydrant	\$200	-5%	+25%	NO

[Successively replaced by Bylaw Nos. 434, 492, 495]
 [Amended by Bylaw No. 507, 2016]
 [Amended by Bylaw No. 533, 2017]
 [Amended by Bylaw No. 555, 2019]
 [Amended by Bylaw No. 577, 2020]
 [Amended by Bylaw No. 580, 2020]
 [Amended by Bylaw No. 594, 2021]
 [Amended by Bylaw No. 592, 2021]
 [Amended by Bylaw No. 640, 2024]

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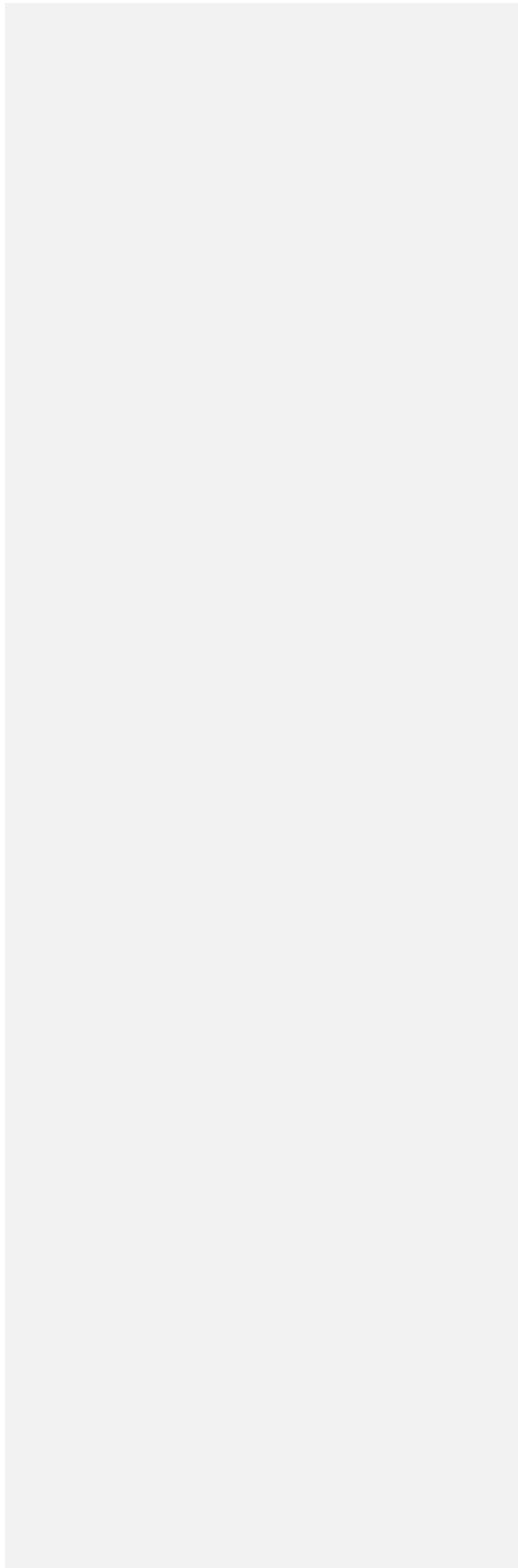
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Schedule B

NORTH SHORE BYLAW NOTICE DISPUTE ADJUDICATION REGISTRY AGREEMENT

This Agreement, dated the _____ day of _____, 2019

BETWEEN:

THE CORPORATION OF THE DISTRICT OF NORTH VANCOUVER, 355 West Queens Road,
North Vancouver, BC, V7N 4N5

("DNV")

AND:

THE CORPORATION OF THE DISTRICT OF WEST VANCOUVER, 750-17th Street, West
Vancouver, British Columbia, V7V 3T3

("DWV")

AND:

BOWEN ISLAND MUNICIPALITY, Box 279, 981 Artisan Lane, Bowen Island, British Columbia,
V0N 1G0

("BIM")

AND:

THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY, Box 141, 400 Centre Road, Lions
Bay, British Columbia, V0N 2E0

("VLB")

Witnesses that Whereas:

- A. Local governments have the authority under the Act to adopt a bylaw designating certain bylaw contraventions that can be enforced by way of bylaw notice as an alternative to traditional bylaw enforcement mechanisms; and,
- B. Two or more local governments may enter into an agreement, adopted by a bylaw of each local government that is party to it, to provide for the joint administration of a local government bylaw notice dispute adjudication system; and,
- C. The Parties have established the Registry pursuant to the Act and they jointly administer and share the costs the Registry; and,
- D. The Parties have agreed to administer the Registry in accordance with the terms and conditions set out in this Agreement;

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NOW THEREFORE, in consideration of the mutual promises contained herein, the Parties agree as follows:

Definitions

1. In this Agreement:

“**Act**” means the *Local Government Bylaw Notice Enforcement Act*;

“**Agreement**” means this Agreement;

“**Authorizing Bylaws**” means the bylaws adopted by the Councils of each of the Parties authorizing this Agreement;

“**Bylaw Notice**” has the meaning given to it in the Act;

“**Oversight Committee**” means the North Shore Bylaw Notice Dispute Adjudication Registry’s Oversight Committee;

“**Parties**” means all of the signatories to this Agreement and any other local authorities which may become signatories to this Agreement from time to time;

“**Party**” means any one of the Parties;

“**Registry**” means the North Shore Bylaw Notice Dispute Adjudication Registry established by this Agreement;

Joint Registry

2. The Parties to this Agreement agree to jointly operate a local government bylaw notice dispute adjudication system to be known as the North Shore Bylaw Notice Dispute Adjudication Registry. It is further agreed that the DNV will operate the Registry on behalf of the Parties.

Operating Concept

3. The DNV will establish, fund and operate the Registry. The DNV will recover its costs of operating the Registry by charging the other Parties on a per-adjudication basis for their proportional use of the Registry’s services.

Registry Oversight

4. The Parties agree to establish the Oversight Committee. Each Party will appoint one representative to serve on the Oversight Committee. The Parties agree that representatives will be paid employees of their respective local governments and will not be remunerated by the Registry.

5. The Parties agree that the purpose of the Oversight Committee is to ensure that:

- a) the Registry is operating in compliance with the Act and Authorizing Bylaws;
- b) the operation of the Registry is meeting the needs of the Parties; and,
- c) the expenses of the Registry remain reasonable and the per-adjudication cost recovery mechanism remains fair.

Operations and Logistics

6. The Parties agree that:

- a) the Registry will be located in the municipal offices of the DNV, 355 West Queens Rd, North Vancouver, B.C., V7N 4N5;
- b) the Registry will administer the bylaw notice dispute adjudication system;
- c) disputes will be heard by an adjudicator in the circumstances prescribed in the Act and Authorizing Bylaws;
- d) the DNV will select the adjudicators who may hear and determine disputes from the provincial roster of adjudicators established by the Attorney General pursuant to the Act;
- e) adjudicators will be assigned to individual disputes in the manner prescribed by the applicable regulation pursuant to the Act or policy established by the Oversight Committee;
- f) responsibility for the appointment, administration and funding of the position of screening officer will reside with each Party individually and will not in any way be a function of the Registry; and,
- g) The DNV will provide and supervise all administrative services required by the Registry, subject to the following:
 - i) the collection of any fees, fines or penalties levied against an unsuccessful party in the dispute adjudication process will be the responsibility of the relevant Party if not collected by the Registry immediately following the adjudication; and,
 - ii) any penalty arising directly out of the bylaw notice itself may be paid to the relevant Party or to the Registry,

and any amounts collected by or paid to the Registry pursuant to (i) and (ii) will be credited to the relevant Party and subtracted from the amount owing by that Party for their proportional use of the dispute adjudication system.

Finance, Invoicing and Reporting

7. Each Party is responsible for its own start-up and any other costs with respect to its participation in the Registry.
8. The budget year of the Registry is the calendar year.
9. The DNV will prepare an annual operating budget for the Registry within the DNV corporate budgeting process and will fund the operation of the Registry from this budget. The DNV will recover its costs of operating the Registry, plus an administrative fee for establishing, funding and administering the Registry, from the other Parties.
10. The Registry operating budget will be based on the annual number of adjudications anticipated from each Party. The budget will set out the operational funds required by the Registry for the carrying out of its mandate and responsibilities, including:
 - a) the estimated operational expenditures for:
 - i) office and administration including financial reporting and administrative services;
 - ii) bylaw dispute adjudicators; and
 - iii) other functions of the Registry;
 - b) the anticipated revenues (if any) of the Registry;
 - c) the difference between estimated revenues and operational expenditures for the Registry; and,
 - d) the anticipated cost per adjudication that will form the basis for invoicing Parties for use of the Registry's services.
11. Each Party must pay for its proportional use of the Registry's services. The DNV will issue an invoice for such costs (less any amounts collected directly by the Registry and deducted in accordance with section 6(g)) following each day of adjudication. The Party will pay the DNV the amount in the invoice within thirty (30) days of receipt of such invoice.
12. The Parties agree that all costs relating to legal services, witnesses, screening officers and bylaw enforcement officers as they pertain to the dispute adjudication process, and to the activities of the Registry more generally, will be borne by the relevant Party which issued the bylaw notice in question and will not be borne by the Registry or by the DNV on behalf of the Registry.
13. No Party, nor the DNV in the name of the Registry, shall incur expenses or indebtedness on behalf of, or in the name of, the Registry outside of those in the approved DNV annual operating budget for the Registry. Requests for additional expenditure or the incurring of indebtedness must be made to the Oversight Committee. If supported by the Oversight Committee, the request will be forwarded to the DNV. The Chief Financial Officer for the DNV

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shall review all such requests that are additional to the approved annual operating budget for the Registry and has sole discretion to approve, subject to adhering to DNV budget approval processes and timeframes, or to reject such requests.

14. The DNV will ensure that its General Manager of Finance conducts and oversees the financial reporting and record keeping of the Registry based on normal municipal finance procedures, subject to the requirements outlined in this Agreement. With respect to financial administration of the Registry, the Chief Financial Officer for the DNV will:
- a) exercise the duties and powers of the officer responsible for financial administration as provided in the *Community Charter* in maintaining the financial records for the Registry on behalf of the Parties;
 - b) ensure that accounting and payroll records of the Registry are properly prepared and maintained, such records to include payroll, accounts payable, cash receipts and disbursements, accounts receivable, general ledger, subsidiary cost ledger, financial statements and reports and supporting documents to the foregoing;
 - c) provide, when possible, any additional financial reports or analysis that the Oversight Committee may request; and,
 - d) direct employees and officers of the Registry to the extent necessary to ensure that the systems and procedures established for financial controls are in effect and are in accordance with the *Community Charter*.
15. The DNV will cooperate with any reasonable request by a Chief Financial Officer for a Party for access to financial records, user statistics and other information of the Registry. The Chief Financial Officer of a Party may, acting reasonably, with a view to minimizing the administrative burden on the DNV and no more than once per year of the term of this Agreement, conduct audits or examinations to obtain information or determine that adequate financial controls are being maintained for the Registry.

Indemnity and Insurance

16. The Parties agree that in the event that the DNV is named in a legal action arising in any way, directly or indirectly, from the operation or administration of the Registry or any adjudication conducted pursuant to this Agreement, then the Party who issued the Bylaw Notice associated with or giving rise to the legal action will indemnify the DNV for all of its costs, including staff time and solicitors and professional fees and disbursements, for responding to and defending against such legal action except in the case of dishonesty, gross negligence or malicious or wilful misconduct by the DNV. Such costs will be paid within 30 days of receipt of an invoice for same from the DNV.
17. Each Party is responsible for maintaining its own liability insurance in respect of its participation in this Agreement. Such insurance must cover any liability that may arise from the negligence of such Party related directly or indirectly to or arising in any way from participation in this Agreement. Each Party must immediately inform the other Parties if the insurance coverage required herein is cancelled, expired or has otherwise lapsed.

General Provisions

18. The Parties will negotiate in good faith any proposed amendment(s) to this Agreement upon request by any Party. All amendments to this Agreement must be in writing and executed by each Party.
19. The Parties will submit any dispute arising out of the interpretation or application of this Agreement:
 - a) first, to the Oversight Committee to resolve the dispute;
 - b) second, if the Oversight Committee is unable to resolve the dispute within sixty (60) days, to the Chief Administrative Officers of the Parties; and,
 - c) third, if the Chief Administrative Officers are unable to resolve the dispute within sixty (60) days, to the Inspector of Municipalities or, at the election of the Parties, to a commercial arbitrator appointed by agreement or, failing agreement, appointed pursuant to the *Commercial Arbitration Act*, for final determination and the determination of the Inspector or arbitrator as applicable will be final and binding upon the Parties.
20. Any Party may withdraw from this Agreement upon six (6) months' written notice to the other Parties.
21. This Agreement comes into effect on the date noted above.

IN WITNESS WHEREOF the Parties have executed this Agreement on the date above written:

THE CORPORATE SEAL of THE)
CORPORATION OF THE DISTRICT OF)
NORTH VANCOUVER was hereunto)
affixed in the presence of:)

_____))
▲ Mayor) C/S

_____))

_____))
▲ Municipal Clerk)

THE CORPORATE SEAL of THE)
CORPORATION OF THE DISTRICT OF)
WEST VANCOUVER was hereunto affixed in)
the presence of:)

_____))
▲ Mayor) C/S

_____))

_____))
▲ Municipal Clerk)

THE CORPORATE SEAL of BOWEN)
ISLAND MUNICIPALITY was hereunto)
affixed in the presence of:)

_____))
▲ Mayor) C/S

_____))

_____))
▲ Municipal Clerk)

THE CORPORATE SEAL of THE)
MUNICIPALITY OF THE VILLAGE OF)
LIONS BAY was hereunto affixed in the)
presence of:)

_____))
▲ Mayor) C/S

_____))

_____))
▲ Municipal Clerk)

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STAFF REPORT

DATE: November 25, 2024 **FILE:**
TO: Ross Blackwell, MAP, MCIP, RPP, CAO
FROM: Taj Bindra, Bylaw Enforcement Officer
RE: **PROPOSED AMENDMENT TO NOISE CONTROL BYLAW NO. 283, 1998**

RECOMMENDATION:

THAT first, second, and third reading be granted for Amendment Bylaw No. 638, 2024, to amend *Bylaw No. 283, Noise Control Bylaw*.

PURPOSE:

The purpose of this amendment is to facilitate the efficient use of Broughton Hall as a community hub by extending the permissible hours for sound-producing events. This change is intended to accommodate a broader range of activities without requiring frequent *Bylaw* relaxation requests, thereby reducing administrative burdens and supporting the Village's social and cultural goals.

BACKGROUND:

Currently, Section 6(l) of *Noise Control Bylaw No. 283, 1998*, states:

"The unamplified performance of vocal or instrumental music by a person or a group of persons between the hours of 1500 hours and 2000 hours."

This provision has been restrictive for events held at Broughton Hall, requiring organizers to seek bylaw relaxation requests for weddings, concerts, fundraisers, or community gatherings. These requests are time-intensive and may create uncertainty for event planners.

Broughton Hall serves as a central venue for social, cultural, and community activities, and the current restrictions limit its utility. The proposed amendment provides greater flexibility for hosting events while balancing the community's need for peace and quiet.

DISCUSSION:

Staff is proposing to amend Section 6(l) of *Noise Control Bylaw No. 283, 1998*, by adding the following language:

" and sound produced within the Broughton Hall caused in the course of a performance of vocal or instrumental music, the performance of a play, dance or other theatrical production, or the conduct of a meeting, gathering or assembly between 08:00 hours and 24:00 hours."

The proposed amendment seeks to extend permitted activities within Broughton Hall by allowing certain types of sound-producing events during the hours of 08:00 to 24:00 without requiring a bylaw relaxation request. This change is intended to streamline processes for event organizers while maintaining reasonable limits to protect community standards.

The amendment explicitly accommodates:

- **Vocal or instrumental music** (amplified or unamplified).
- **Theatrical or dance performances.**
- **Meetings, gatherings, or assemblies.**

This expanded scope aligns with the Hall’s purpose as a community hub, enabling it to support a variety of activities that foster social engagement, cultural enrichment, and community-building.

While the amendment allows for extended hours of noise-generating activities, it maintains a balance by setting clear and reasonable time boundaries (08:00–24:00) to mitigate potential disturbances to residents.

FINANCIAL CONSIDERATIONS:

The proposed amendment does not have direct financial implications but could enhance the revenue potential of Broughton Hall by making it more attractive for private rentals and community events.

LEGAL CONSIDERATIONS:

Amending the bylaw aligns with Council’s authority to regulate and manage noise levels in the Village. The proposed changes have been drafted to ensure clarity and enforceability.

SUMMARY:

The proposed amendment to Section 6(l) of *Noise Control Bylaw No. 283, 1998*, is intended to enhance the utility of Broughton Hall by permitting sound-producing events during reasonably extended hours without the need for bylaw relaxation. This change balances community standards for peace and quiet with the need to accommodate events that contribute to cultural enrichment, social engagement, and community-building.

Approving this amendment supports streamlined operations, fairness, and the Village’s broader objectives for an inclusive and vibrant community space.

OPTIONS:

1. **Approve the proposed amendment:** This option provides flexibility for event organizers, eliminates the need for frequent bylaw relaxation requests, and supports the community's cultural and social needs.
2. **Maintain the current language of Section 6(I):** This option avoids any changes but retains the existing limitations, which may continue to hinder event planning and community use of Broughton Hall.
3. **Approve a modified amendment:** Council may choose to adjust the permitted hours or specify additional conditions to further balance community concerns.

Respectfully submitted,

Report Approved By,



Taj Bindra
Bylaw Enforcement Officer

Ross Blackwell, CAO
Chief Administrative Officer



**Noise Bylaw No. 283, 1998,
Amendment Bylaw No. 638, 2024**

A BYLAW TO AMEND NOISE BYLAW NO. 283, 1998

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

1. CITATION

This Bylaw may be cited as *“Noise Bylaw No. 283, 1998, Amendment Bylaw No. 638, 2024”*.

2. AMENDMENT

“Noise Bylaw No. 283, 1998” is amended as follows:

Add the following text to the end of section 6(l):

“and sound produced within the Broughton Hall caused in the course of a performance of vocal or instrumental music, the performance of a play, dance or other theatrical production, or the conduct of a meeting, gathering or assembly between 08:00 hours and 24:00 hours.”

READ A FIRST TIME on the day of ,2024

READ A SECOND TIME on the day of ,2024

READ A THIRD TIME on the day of ,2024

ADOPTED on the day of ,2024

Mayor

Corporate Officer



Noise Bylaw No. 283, 1998

Office Consolidation

This document is an office consolidation of Village of Lions Bay Noise Bylaw No. 283, 1998 with subsequent amendments adopted by the Village of Lions Bay.

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

This is not the official version of Noise Bylaw No. 283, 1998, as amended, nor is it admissible in a court of law. For such purposes, official certified copies of the original bylaws can be obtained from the Village Office or by contacting us at: office@lionsbay.ca

List of Amending Bylaws

Bylaw No.	Section	Description	Adopted
638	2	Adds additional activities and extension of hours within Broughton Hall in section 6(l)	

VILLAGE OF LIONS BAY

BYLAW NO. 283

A By-law to Regulate Noise within the Village of Lions Bay

WHEREAS the Council is authorized by the Municipal Act by bylaw to regulate or prohibit the making of noise in the Village which the Council believes to be objectionable or liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public;

AND WHEREAS it is the opinion of Council that, for the benefit of individuals and the public at large, there must be regulations and prohibitions regarding the making of noise;

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

This By-Law may be cited as "The Village of Lions Bay Noise Control By-Law No. 283, 1998."

DEFINITIONS

1. In this Bylaw, unless the context otherwise requires:

"chain saw" means a portable saw which uses a cutting chain and is powered by an internal combustion engine or electric motor;

"chipper" means a portable device used to chip, shred or grind wood waste and is powered by an internal combustion engine or electric motor;

"construction" means the erection, alteration, repair, painting, maintenance, relocation, demolition or removal of a building or other structure and includes all land clearing, landscaping, earth moving, grading, excavating, all public works activities, the erection or laying of lines, cable, pipes and conduit (whether above or below ground level), street building, paving, concreting and similar activities on a site and the installation, alteration or removal of construction equipment, components and materials in any form or for any purpose, and any work being done in connection therewith;

"continuous sound" means any sound occurring without interruption for more than three minutes, or occurring repeatedly for periods of time which aggregate more than three minutes in any fifteen minute period;

"daytime" means the period from 0700 hours to 1900 hours of the same day;

"emergency vehicle" means an emergency vehicle as defined by the Motor Vehicle Act, R.S.B.C., 1996, c. 318;

"holiday" means a holiday as defined by the Interpretation Act., R.S.B.C., 1996, c. 238;

"leaf blower" means a machine powered by an internal combustion engine or electric motor used for the movement of debris, leaves, grass and other materials by forced air or suction;

"motor vehicle" means a motor vehicle as defined by the Motor Vehicle Act, R.S.B.C., 1996, c. 318;

"nighttime" means the period from 1900 hours of any day to 0700 hours of the following day;

"noise" means any sound which is prohibited by this Bylaw;

"Noise Control Officer" means any Peace Officer, the Village Clerk, the designated Village By-Law Enforcement Officer, or any other employee of the Village designated as such by the Village Council;

"non-continuous sound" means any sound other than continuous sound;

"point of reception" means any premises where sound is received, other than the premises from which the sound originates;

"power equipment" means any tool, equipment or machinery powered by an internal combustion engine or electric motor that is used for construction, for lawn, garden, building and property maintenance, and includes edge trimmers, line trimmers, rototillers, lawnmowers, pressure washers, carpet cleaning equipment and hand operated power tools, but excludes chain saws, chippers and leaf blowers;

"premises" means a parcel of land or a structure, including a floating structure, or any part thereof, situated within the Village;

"sound level" means the sound pressure level measured in decibels using the "A" weighting network setting of a sound level meter (being a device listed in ANSI Type II or IEC 123 that is calibrated for the measurement of sound and includes Bruel and Kjaer's Precision Sound Level meter, which setting meets the minimum specifications set out in ANSI Type II or IEC 123);

"vehicle" means a vehicle as defined by the Motor Vehicle Act, R.S.B.C., 1996, c. 318;

"Village" means the Village of Lions Bay;

"weekday" means any day, not being a holiday, from Monday to Friday, inclusive.

NO DISTURBING SOUNDS

2. Save as permitted by the provisions of the Bylaw, no person shall make, cause or permit to be made, any sound in the Village which disturbs the tranquility, rest, enjoyment, comfort or convenience of persons at any point of reception.

SOUND LEVELS

3. No person shall make, cause or permit to be made within the Village a continuous sound with a sound level that, measured at a point of reception, exceeds 55 decibels in the daytime or 45 decibels in the nighttime.

PROHIBITION OF SOUNDS OF SPECIFIC ORIGIN

4. Despite the provisions of Section 3, no person shall, unless exempted under Section 6, make or cause or permit to be made:
 - (a) a continuous sound during the daytime or nighttime of any day, regardless of sound level, for a period of time in excess of 15 minutes by:
 - i) the use of any electronic equipment, musical instrument, whistle, siren, horn, drum or other device or apparatus which emits, produces or amplifies sound;
 - ii) shouting, clamour or singing;
 - iii) the bark, call or cry of an animal; or
 - iv) the operation of any power equipment;which can be heard by a person at a point of reception;
 - (b) a sound during the daytime or nighttime of any day produced in the course of construction;
 - (c) a sound during the daytime or nighttime of any day by:
 - i) the operation of a chain saw, a chipper or a leaf blower;
 - ii) loading or unloading goods, materials, machines, equipment, waste or garbage by any means; or
 - iii) the operation of any power equipment for construction or for the building or repair of a motor vehicle or boatwhich can be heard by a person at a point of reception;
 - (d) a sound during the daytime or nighttime of any day caused by the use of an explosive device or the operation of a rock drill or rock hammer which can be heard by a person at a point of reception;
 - (e) a sound during the daytime or nighttime of any day produced in the course of:

- i) the performance of vocal or instrumental music;
- ii) the performance of a play, dance or other theatrical production, or
- iii) the conduct of a meeting, gathering or assembly,

from a location in a park, school ground or other premises not inside a building;

- (f) a continuous sound during the daytime or nighttime of any day, emitted, produced or amplified at a sound level in excess of 65 decibels by any electronic equipment or other device or apparatus carried on or in or towed by a motor vehicle while the motor vehicle is moving on a highway or stationary on any premises.

VEHICULAR SOUND

- 5. Notwithstanding any other provision of this Bylaw, the following sounds are hereby prohibited:
 - (a) a sound caused by the use of a motor vehicle horn or other similar warning device except for the purpose of giving an audible warning when necessary for the safe operation of such vehicle, or for the safety of others on a highway;
 - (b) a sound caused by the use of a motor vehicle alarm system more than once in any two hour period.

EXCEPTIONS

- 6. The provisions of this Bylaw shall not apply to sound caused by:
 - (a) Peace Officers, fire fighters and operators of emergency vehicles in the conduct of their lawful duty;
 - (b) the operation of an emergency vehicle or motor vehicle in the course of its normal use;
 - (c) the performance of activities of an emergency nature for the preservation or protection of life, health or property;
 - (d) the operation of power equipment used for lawn, garden, building or property maintenance, but excluding construction, on any day other than a Sunday or holiday between 0800 hours and 2000 hours and between 1000 hours to 2000 hours on a Sunday or holiday;
 - (e) construction between 0730 and 1730 hours on any Saturday or weekday which hours may, except on a Friday or Saturday, be extended to 2000 hours to complete the

which placing or finishing of concrete; provided that no continuous sound is permitted exceeds the sound level set out in Section 3;

- (f) the use of a chain saw, a chipper or a leaf blower between 0900 hours and 1600 hours on any day other than a Sunday or holiday;
- (g) the use of an explosive device or the operation of a rock drill or rock hammer in accordance with a permit issued under a bylaw of the Village, between 0730 hours and 1730 hours on any day except a Saturday, Sunday or holiday;
- (h) the loading or unloading of goods, materials, machines, equipment, waste or garbage by any means, except on a Sunday or holiday between 0730 hours and 1730 hours;
- (i) the operation of a street sweeper, snow removal and subject to section 6(f), road and parks maintenance machines and equipment by or on behalf of the Village;
- (k) activities necessarily required for the operation of a licensed marina, and the vessels moored or navigating within its boundaries, between sunrise and sunset of any day; provided that activities necessary for the repair of a vessel shall only be permitted on any day other than a Sunday or holiday between 0730 hours and 1730 hours, and further provided that no continuous sound is permitted which exceeds the sound level set out in Section 3;
- (l) the unamplified performance of vocal or instrumental music by a person or a group of persons between the hours of 1500 hours and 2000 hours; and sound produced within the Broughton Hall caused in the course of a performance of vocal or instrumental music, the performance of a play, dance or other theatrical production, or the conduct of a meeting, gathering or assembly between 08:00 hours and 24:00 hours.
[Amended by Bylaw No. 638]
- (m) activities or work specifically exempted from this Bylaw by a resolution of Council provided such conditions or requirements as may be imposed by Council are observed or met.

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RIGHT OF ENTRY

- 7. A Noise control Officer may at all reasonable times enter upon any premises in order to ascertain whether the provisions of this Bylaw are being observed.

SEVERABILITY

8. If a court of competent jurisdiction should declare any section or part of a section of this Bylaw to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the Bylaw and it is hereby declared that the remainder of the Bylaw shall be valid and shall remain in force.

PENALTY

- 9. (a) Every person who violates any of the provisions of this Bylaw shall be guilty of an offence punishable on summary conviction and shall be liable to a fine not exceeding the maximum penalties set by the Offence Act.
- (b) Where a person contravenes any provision of this Bylaw each day the contravention continues is a separate offence.

REPEAL

10. Village of Lions Bay Noise Control Bylaw No. 128, 1984 and amendments thereto are repealed.

READ A FIRST TIME this 6th day of July, 1998.

READ A SECOND TIME this 6th day of July, 1998.

READ A THIRD TIME this 6th day of July, 1998.

ADOPTED this 14th day of September, 1998.

Mayor

Clerk

Certified a true copy
of By-law No. 283
as adopted.

Clerk

STAFF REPORT

DATE: November 12, 2024 **FILE:** 639
TO: Ross Blackwell, MAP, MCIP, RPP, CAO
FROM: Taj Bindra, Bylaw Enforcement Officer
RE: **AMENDMENT TO GARBAGE AND RECYCLING COLLECTION BYLAW No.455, 2013**

RECOMMENDED RESOLUTION:

THAT first, second, and third reading be granted for Amendment Bylaw No. 639, 2024, to amend *Bylaw No. 455, Garbage and Recycling Collection Bylaw*.

BACKGROUND:

The proposed amendment to section 7 of the *Garbage and Recycling Collection Bylaw No. 455* seeks to simplify compliance by establishing clear and consistent rules for garbage placement. The amendment eliminates distinctions between periods of low and increased wildlife activity, which have historically caused confusion for residents and enforcement challenges for staff. By removing these distinctions, the bylaw creates a uniform standard for waste management across all neighborhoods, ensuring fairness and reducing ambiguity.

The revised approach prioritizes accessibility and impartiality in waste management, ensuring all residents can easily adhere to the guidelines. A standardized policy discourages wildlife from foraging by requiring consistent precautions, fostering equity and clarity for the entire community.

DISCUSSION:

The proposed amendment to section 7 of the *Bylaw* addresses the ambiguous language used to define "low wildlife activity" and "increased wildlife activity." Discussions with the BC Conservation Office revealed that wildlife activity levels vary continuously, making it impractical to define enforceable periods. This lack of clarity and simplicity has hindered effective enforcement and created unnecessary complexity for residents.

By establishing uniform rules, the amendment ensures equitable treatment for all areas of the community, addressing concerns about perceived disparities in garbage collection services. It

provides a fair and accessible schedule for all residents, fostering consistency in waste management practices.

The proposed changes aim to improve waste collection guidelines while promoting fairness, reducing complaints, and enhancing community cleanliness. This amendment supports the broader goal of creating a more organized and sustainable waste management system for all residents.

Current Bylaw Provision

The proposed amendment would **remove** the following text from section 7 of the *Bylaw*:

7. During times of low wildlife activity, all green waste, garbage, and recycling receptacles shall be placed for collection by the householder:

- a. Less than 10 feet from the roadway in front of the householder's premises,*
- b. no earlier than 5:00 a.m. on the scheduled waste collection day, and*
- c. removed no later than 8 p.m. the same day.*

During times of increased wildlife activity, the Village may impose an area collection schedule. All garbage and food waste receptacles and recycling shall be placed for collection by the householder:

- d. less than 10 feet from the roadway in front of the householder's premises,*
- e. no earlier than the time prescribed by the area collection schedule on the scheduled waste collection day, and*
- f. clean recycling products are excluded from the area collection schedule provide they do not create an attractant,*
- g. during times of increased wildlife activity, the Village will provide for drop-off of food waste and garbage only, at Works Yard from 6 a.m. - 8 a.m. on day of pickup and 8 a.m. – 11:00 a.m. on the Saturday following.*

Proposed new Bylaw provision for section 7

All green waste, garbage, and recycling receptacles shall be placed for collection:

- a. Less than 10 feet from the roadway in front of the property,*
- b. No earlier than 5:00 a.m. on the designated collection day, and*
- c. Removed no later than 8:00 p.m. on the same day.*

Clean recycling products that do not create an attractant are exempt from the placement and removal timing requirements outlined in Section 1."

Food waste and garbage may be dropped off at the Works Yard on Saturdays only, between 8:00 a.m. and 11:00 a.m.”

OPTIONS:

- (1) Grant the first three readings to Amendment Bylaw 639, a bylaw to amend Bylaw No. 455, “*Garbage and Recycling Collection Bylaw*” as recommended by staff and as set out in this report.
- (2) Do not grant three readings to Amendment Bylaw 639
- (3) Refer the matter to staff with specific direction

RECOMMENDED OPTION:

To the first three readings to Amendment Bylaw 639

FINANCIAL CONSIDERATIONS:

There are no financial considerations.

LEGAL CONSIDERATIONS:

Our current *Garbage and Recycling Collection Bylaw* is not enforceable due to the ambiguity in definitions of wildlife activity levels, as well as fairness in garbage and recycling collection schedules. In addition, the Office of the Ombudsperson has expressed concerns about the clarity and fairness to residents given the current provisions of section 7.

Respectfully submitted,

Report Approved By,



Taj Bindra
Bylaw Enforcement Officer

Ross Blackwell, CAO
Chief Administrative Officer



**VILLAGE OF LIONS BAY
BYLAW NO. 639**

A BYLAW TO AMEND BYLAW No.455, 2013: THE GARBAGE AND RECYCLING COLLECTION BYLAW

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

1. CITATION

This Bylaw may be cited as "*Village of Lions Bay Garbage and Recycling Collection Bylaw No. 455, 2013, Amendment Bylaw No. 639, 2024*".

2. AMENDMENT

Bylaw No. 455, 2013 THE "Garbage and Recycling Collection Bylaw" is amended as follows:

a) Replace the text in "Section 7" of the Bylaw with the following text:

7. All green waste, garbage, and recycling receptacles shall be placed for collection:

- i. Less than 10 feet from the roadway in front of the property,
- ii. No earlier than 5:00 a.m. on the designated collection day, and
- iii. Removed no later than 8:00 p.m. on the same day.

a) Clean recycling products that do not create an attractant are exempt from the placement and removal timing requirements outlined in Section 1.

b) Food waste and garbage may be dropped off at the Works Yard on Saturdays only, between 8:00 a.m. and 11:00 a.m.

READ A FIRST TIME on the day of ,2024

READ A SECOND TIME on the day of ,2024

READ A THIRD TIME on the day of ,2024

ADOPTED on the day of ,2024



Mayor

Corporate Officer



Garbage and Recycling Collection Bylaw No. 455, 2013

Office Consolidation

This document is an office consolidation of Garbage and Recycling Collection Bylaw No. 455, 2013 with subsequent amendments adopted by the Village of Lions Bay.

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

This is not the official version of Garbage and Recycling Collection Bylaw No. 455, 2013, as amended, nor is it admissible in a court of law. For such purposes, official certified copies of the original bylaws can be obtained from the Village Office or by contacting us at: office@lionsbay.ca

List of Amending Bylaws

Bylaw No.	Section	Description	Adopted
468	Sch. A	Schedule A replaced	February 18, 2014
483	Sch. A	Schedule A replaced	February 17, 2015
500	Sch. A	Schedule A replaced	February 16, 2016
516	3, 14, 16, Sch. A	Various amendments to text, Schedule A replaced	February 21, 2017
540	Sch. A	Replaces Schedule A	February 20, 2018
559	Sch. A	Replaces Schedule A	February 19, 2019

570	2(a)&(b)	Amends payment due date in s.14 to Dec.31 and amends amount payable in Schedule A	Feb.18, 2020
579	4(a)&(b)	Amends sections 14 and 15, extending the discount period for 2020	April 21, 2020
589	Sch. A	Replaces Schedule A	February 16, 2021
616	Various	Amends numbering and various sections	April 5, 2022
625	Various	Amends numbering and various sections	March 21, 2023
628	s.16 Sch. A	Amendments to s.16 Payment discount to May 31, Schedule A	May 2, 2023
637	Sched A	Replaces Schedule A	April 23, 2024
<u>639</u>	<u>2</u>	<u>Replaces text in section 7</u>	

Garbage and Recycling Collection Bylaw No. 455, 2013

WHEREAS Council deems it advisable to adopt a Bylaw to regulate the terms and conditions for the collection and disposal of solid waste, recycling, and green yard waste, and the rates payable for these services; and

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

TITLE

1. This Bylaw may be cited as "Garbage and Recycling Collection Bylaw No. 455, 2013".

PAST BYLAWS REPEALED

2. Waste Collection Bylaw No. 440 is hereby repealed.

DEFINITIONS

3. In this Bylaw:

“food waste” means organic compostable kitchen waste or excess food products;
[Amended by Bylaw No. 625, 2023]

“garden waste” means organic compostable yard trimmings;
[Amended by Bylaw No. 625, 2023]

“green waste” means organic compostable waste, including garden waste and food waste;
[Amended by Bylaw No. 516, 2017]

“garbage” means waste that does not meet the criteria of green waste or the recycling program;
[Amended by Bylaw No. 625, 2023]

“wildlife resistant container” means a secure fully enclosed container with a lid and latching device, of sufficient design and strength to prohibit access by wildlife;

“wildlife resistant enclosure” means a structure which has four enclosed sides, a roof, doors, and a latching device, of sufficient design and strength to prevent access by wildlife;

“wildlife attractant” means any substance that could reasonably be expected to attract wildlife;
[Amended by Bylaw No. 625, 2023]

"wildlife proof container" means a fully enclosed container, of sufficient design and strength to prevent access by Wildlife, that is securely affixed to the ground or to an immovable object or fixture;

[Amended by Bylaw No. 625, 2023]

"wildlife proof enclosure" means a structure which has enclosed sides, a roof, doors and a latching mechanism of sufficient design and strength to prevent access by Wildlife;

[Amended by Bylaw No. 625, 2023]

SYSTEM ESTABLISHMENT

- 4. The Village hereby establishes and continues the equipping, maintenance and operation of a system of solid waste, recycling, and green yard waste collection.

OBLIGATION OF RESIDENTS

- 5. Every owner or resident shall provide and maintain in good order and repair, garbage receptacles, with tight waterproof covers. The amount of garbage shall not exceed 154 litres in total and no receptacle shall contain more than 121 litres. Two receptacles are allowed per household; tags for additional receptacles may be purchased at the Village Office.

[Amended by Bylaw No. 616, 2022]

- 6. The receptacles required under this by-law shall at all times be securely housed to ensure that the contents do not attract and are not accessible to wildlife.

[Amended by Bylaw No. 616, 2022]

[Amended by Bylaw No. 625, 2023]

7. All green waste, garbage, and recycling receptacles shall be placed for collection:

- i. Less than 10 feet from the roadway in front of the property,
- ii. No earlier than 5:00 a.m. on the designated collection day, and
- iii. Removed no later than 8:00 p.m. on the same day.

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- a) Clean recycling products that do not create an attractant are exempt from the placement and removal timing requirements outlined in Section 1.

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- b) Food waste and garbage may be dropped off at the Works Yard on Saturdays only, between 8:00 a.m. and 11:00 a.m.

~~7. During times of low wildlife activity, all green waste, garbage, and recycling receptacles shall be placed for collection by the householder:~~

- ~~a. Less than 10 feet from the roadway in front of the householder's premises,~~
- ~~b. no earlier than 5:00 a.m. on the scheduled waste collection day, and~~
- ~~c. removed no later than 8 p.m. the same day.~~

~~During times of increased wildlife activity, the Village may impose an area collection~~

~~schedule. All garbage and food waste receptacles and recycling shall be placed for collection by the householder:~~

- ~~d. less than 10 feet from the roadway in front of the householder's premises,~~
- ~~e. no earlier than the time prescribed by the area collection schedule on the scheduled waste collection day, and~~
- ~~f. clean recycling products are excluded from the area collection schedule provide they do not create an attractant,~~
- ~~g. during times of increased wildlife activity, the Village will provide for drop off of food waste and garbage only, at Works Yard from 6 a.m. — 8 a.m. on day of pickup and 8 a.m. — 11:00 a.m. on the Saturday following.~~

[Amended by Bylaw No. 625, 2023]

[Amended by Bylaw No. 639, 2024]

~~8.7.~~ Recycling is to be placed in the blue recycling boxes, and in blue or yellow bags, as established by Village waste guidelines. Additional cardboard may be placed roadside, in flattened, neatly tied bundles, to a maximum bundle size of 3 feet by 3 feet (3' x 3').

[Amended by Bylaw No. 616, 2022]

~~9.8.~~ Garden waste collection is to be placed in brown kraft green waste bags, compostable plastic bags, or in containers that have been clearly marked 'Yard Trimmings'. Branches should not be more than 3" (3 inches) in diameter, and bundles of branches no greater than 3' (3 feet) long.

[Amended by Bylaw No. 625, 2023]

~~10.9.~~ Food waste is to be placed in brown kraft green waste bags or small compostable plastic bags (10 litre maximum), inside food waste container.

[Amended by Bylaw No. 625, 2023]

~~11.10.~~ Garbage is to be placed in biodegradable plastic bags, inside garbage container.

[Amended by Bylaw No. 616, 2022]

[Amended by Bylaw No. 625, 2023]

~~12.11.~~ No liquids or free water shall be put or placed in or allowed to run into or accumulate in any garbage receptacle, and all such receptacles shall at all times be covered with a watertight cover.

~~13.12.~~ No owner or occupier shall place for collection any prohibited solid waste as set out in Schedule B attached to and forming a part of this bylaw.

[Amended by Bylaw No. 616, 2022]

~~14.13.~~ All waste material which is not garbage, recycling, or green waste shall be disposed of directly by the owner or occupier at a regional or other appropriate handling facility.

[Amended by Bylaw No. 616, 2022]

~~15.14.~~ Every owner or occupier of land is hereby compelled to make use of the garbage, recycling, and green waste disposal system established and continued hereunder and shall pay for the collection of garbage, recycling, and green waste from premises as herein provided.

[Amended by Bylaw No. 616, 2022]

SERVICE PROVIDED BY VILLAGE

~~16-15~~. Garbage shall be collected bi-weekly while recycling, and green waste shall be collected weekly by the disposal service of the Village. This regular pick-up schedule may be altered by the Public Works Manager provided that two weeks' notice of the change is provided to all residents and businesses via the Village Update.

[Amended by Bylaw No. 616, 2022]

COLLECTION RATES

~~17-16~~. Rates for the collection of garbage, recycling and green waste as per Schedule "A" attached hereto and forming part of this By-law are hereby imposed on the owners of land or occupiers of premises and are due and payable by the 31st day of December of each year.

[Amended by Bylaw No. 516, 2017]

[Amended by Bylaw No. 570, 2020]

[Amended by Bylaw No. 579, 2020]

~~18-17~~. A prompt payment discount shall be allowed, as set out in Schedule "A" if payment is made by the 31st of May of each year, other than the year 2020, when a prompt payment discount shall be allowed, as set out in Schedule "A" if payment is made on or before the 1st day of June. The period the rates cover is from January 1 to December 31 of each year.

[Amended by Bylaw No. 579, 2020]

[Amended by Bylaw No. 628, 2023]

~~19-18~~. The rate chargeable under this section in the calendar year in which the collection of garbage, recycling and green waste commences shall be one-twelfth (1/12) of the full rate as set out in Schedule "A" multiplied by the number of full months remaining in the calendar year of service commencement.

[Amended by Bylaw No. 516, 2017]

~~20-19~~. Any rate remaining unpaid on the 31st day of December shall be deemed to be taxes in arrears in respect of the property in respect of which the consumer dwells and shall forthwith be entered on the real property tax roll by the Collector as taxes in arrears.

~~21-20~~. The rates established hereunder shall commence effective January 1 of each year.

WILDLIFE RESISTANT CONTAINERS AND ENCLOSURES

~~22-21~~. Every outdoor container or receptacle used by a single family dwelling for depositing or storing food waste or other edible waste, or waste contaminated recycling that could attract wildlife shall be a wildlife resistant container, or be stored in a place that cannot be accessed by wildlife. This section does not apply to composting or placement of waste at curbside on collection days.

~~23-22~~. Every commercial, industrial, institutional and tourist accommodation building, and every multiple family residential development having three or more dwelling units, shall provide for a waste storage site located inside a building or within a wildlife resistant enclosure.

[Amended by Bylaw No. 616, 2022]

~~24.~~23. Garbage and recycling containers required for temporary special events, such as weekend sports tournaments, weddings, Fire Department Picnic, Halloween, and Canada Day are exempt from this requirement if emptied before 10:00 p.m.

~~25.~~24. Wildlife resistant containers and wildlife proof enclosures:

- a. must be kept closed and secure when waste is not being deposited, and
- b. if damaged, must not be used until repaired.

[Amended by Bylaw No. 616, 2022]

[Amended by Bylaw No. 625, 2023]

DANGEROUS WILDLIFE

26. Feeding wildlife and depositing or storing any domestic garbage, pet food, food waste, or other edible waste that could attract wildlife is prohibited.

[Amended by Bylaw No. 616, 2022]

27. Bird feeders must have a seed catch tray and be suspended on a cable or other device so that they are 10 ft above the ground and from any other access point.

[Amended by Bylaw No. 616, 2022]

[Amended by Bylaw No. 625, 2023]

28. Beehives must be protected by an electric fence or otherwise be made inaccessible to wildlife.

[Amended by Bylaw No. 616, 2022]

[Amended by Bylaw No. 625, 2023]

29. Outdoor fridges or freezers must be inaccessible to wildlife and stored in wildlife resistant enclosure.

[Amended by Bylaw No. 625, 2023]

30. Halloween pumpkins and jack-o-lanterns shall be placed at curbside no earlier than 4 p.m. on the night of Halloween and moved to appropriate wildlife proof storage by 11 p.m.

[Amended by Bylaw No. 625, 2023]

31. No meat by-products shall be put in compost piles.

[Amended by Bylaw No. 616, 2022]

32. Fruit and nut trees must be managed in such a way that they do not attract wildlife.

[Amended by Bylaw No. 625, 2023]

OFFENCE AND PENALTY

33. Every person who contravenes any provision of this Bylaw commits an offence and upon summary conviction is liable to a fine not exceeding \$1000.00 and the cost of prosecution. Where enforcement proceeds under Bylaw Notice Enforcement Bylaw No. 385, 2006, as amended, contraventions of this Bylaw do not constitute an offence and penalties shall not exceed \$500.

[Amended by Bylaw No. 616, 2022]

SEVERABILITY

34. If any section or lesser portion of this Bylaw is held to be invalid by a Court, the invalid portion shall be severed without affecting the validity of the remaining portions of this Bylaw.

[Amended by Bylaw No. 616, 2022]

READ A FIRST TIME	April 16, 2024
READ A SECOND TIME	April 16, 2024
READ A THIRD TIME	April 16, 2024
ADOPTED	April 23, 2024

Mayor

Corporate Officer

**Certified a true copy of
Garbage and Recycling Collection Bylaw No. 455, 2013
Amendment Bylaw No. 639, 2024, as adopted.**

Corporate Officer

SCHEDULE "A"

**Attached to and forming
part of Bylaw No. 455, 2013, as amended**

	Garbage, Recycling and Green Waste		Annual Charge	Prompt Payment Discount
1	Single Family Residences	Garbage, Recycling and Organics	\$402.00	3.5%
2	Strata Condominiums (Crosscreek Road)	Garbage, Recycling and Organics	\$402.00	3.5%
3	Strata Apartments (350 Centre Road)	Recycling Only	\$181.00	3.5%
4	Businesses – Store/Café	Recycling Only	\$1,629.00	3.5%
5	Businesses – Other	Recycling Only	\$181.00	3.5%

[Amended by Bylaw No. 570]
 [Amended by Bylaw No. 589]
 [Amended by Bylaw No. 628]
 [Amended by Bylaw No. 637]

Correspondence Listing

<i>General Correspondence:</i>		
Date Rec'd	FROM	TOPIC
25-Nov-24	LMLGA	2025 Request for Resolution Submissions
01-Dec-24	City of Surrey	Monthly Sit Report of 2024-11
<i>Resident Correspondence:</i>		
Date Rec'd	FROM	TOPIC
03-Dec-24	O'Dwyer's	Resedent Rental of Kelvin Grove Parking Lot



LOWER MAINLAND
LOCAL GOVERNMENT ASSOCIATION

2025 CONFERENCE & AGM

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

The Lower Mainland LGA Executive is calling for resolutions to be considered at the 2025 Conference & AGM. The conference will take place in person from May 7-9 in Harrison Hot Springs, BC.

DEADLINE FOR RESOLUTIONS

All resolutions must be received by the Lower Mainland LGA by **Wednesday, March 5, 2025**.

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the Lower Mainland LGA for consideration please send:

1. A Word document by email to ssory@lmlga.ca by the deadline. You will receive a confirmation email that your resolution was received. Lower Mainland LGA staff are happy to answer any questions in regard to the resolutions process. **It is not necessary to mail your resolution.**
2. Title the email "Resolution-Title of Resolution" or in the case of multiple resolutions subject header "Resolutions-X Number Enclosed".
3. Include a cover letter as an attachment outlining how many resolutions that have been sent and list the title of each resolution.

Detailed guidelines for preparing a resolution follow, but the basic requirements are:

- Members are responsible for submitting accurate resolutions. Lower Mainland LGA recommends that local government staff assist in drafting the resolutions, check the accuracy of legislative references, and be able to answer questions from the Lower Mainland LGA and UBCM about each resolution.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders for multiple resolutions. The backgrounder may include links to other information sources and reports.
- Resolutions must be regional in nature and relevant to other local governments within the Lower Mainland LGA rather than specific to a single member government.
- The resolution must have at least one "whereas" clause and should not contain more than two "whereas" clauses. Each whereas clause must only have **one sentence**.

UBCM RESOLUTION PROCEDURES

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, local governments may submit council or board endorsed resolutions directly to UBCM prior to June 30. Should this be necessary, detailed instructions are available on the UBCM website.

UBCM RESOLUTIONS PROCESS

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble – whereas clause(s) – and an enactment clause. The preamble describes *the issue*, and the enactment clause outlines *the action being* requested of UBCM. A resolution should answer the following three questions:

- a) **What is the problem?**
- b) **What is causing the problem?**
- c) **What is the best way to solve the problem?**

Preamble:

The preamble begins with "WHEREAS" and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "Therefore be it resolved" and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. **The enactment should propose a specific action by UBCM.**

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

HOW TO DRAFT A RESOLUTION

1. Address one specific subject in the text of the resolution.

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit.

2. For resolutions to be debated at UBCM, focus on issues that are province wide.

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts. Regionally specific resolutions may be referred back to the Lower Mainland LGA and may not be entered for debate during the UBCM Convention.

3. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

4. Check legislative references for accuracy.

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

5. Provide factual background information.

Even a carefully written resolution may not be able to convey the full scope of the problem, or the action being requested. Provide factual background information to ensure that the resolution is understood fully so that members understand what they are debating and UBCM can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders that relate to multiple resolutions. The backgrounder may include links to other information sources and reports.

The backgrounder should outline what led to the presentation and adoption of the resolution by the local government and can link to the report presented to the council or board along with the resolution. Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned or having to be submitted directly to UBCM.

6. Construct a brief, descriptive title.

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.

7. Avoid repeat resolutions.

In the past, resolutions have come back year after year on the same topic. Elected officials and staff are encouraged to search the UBCM Resolutions database available through their website at www.ubcm.ca. Click on the "Resolutions and Policy" tab at the top of the page. It will be possible to locate any resolutions on the same topic that have been considered in the past and what the responses have been.

TEMPLATE FOR A RESOLUTION

Whereas << *this is the area to include an issue statement that outlines the nature of the problem or the reason for the request* >>.

And whereas << *if more information is useful to answer the questions - what is the problem? what is causing the problem?>>:*

Therefore be it resolved that UBCM << *specify here the action(s) that **UBCM** are being asked to take on, and what government agency the associations should be contacting to solve the problem identified in the whereas clauses* >>.

If absolutely necessary, there can be a second enactment clause (the “therefore” clause that specifies the action requested) with the following format:

And be it further resolved that << *specify any additional actions needed to address the problem identified in the whereas clauses* >>.

From: FHNprinting02@surrey.ca
To: [Agenda](#)
Subject: Monthly Sit Report of 2024-11
Date: December 1, 2024 4:33:29 PM
Attachments: [62c1e0a2-4162-4bb4-b184-13280c22edcf.png](#)
[7f795e15-f46c-4820-8713-f290hb9bf6ead.png](#)
[89c2964e-3068-dfc1-947b-820a4396f2ae.png](#)
[3e8f0048-0590-b86b-b125-990d3d65a12e.png](#)
[384eae4-5cf0-4621-ab40-cba5d5e49543.png](#)
[3e6e57ca-a0ca-4cbc-8bfe-9b74ba58ac0f.png](#)
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[45154c87-c789-4234-ac5a-324df706205.png](#)
[36a64c05-3a94-4cdd-a8e6-e3ff0b18f429.png](#)
[630df4c2-45c9-4109-b8d9-1dca6300a1db.png](#)
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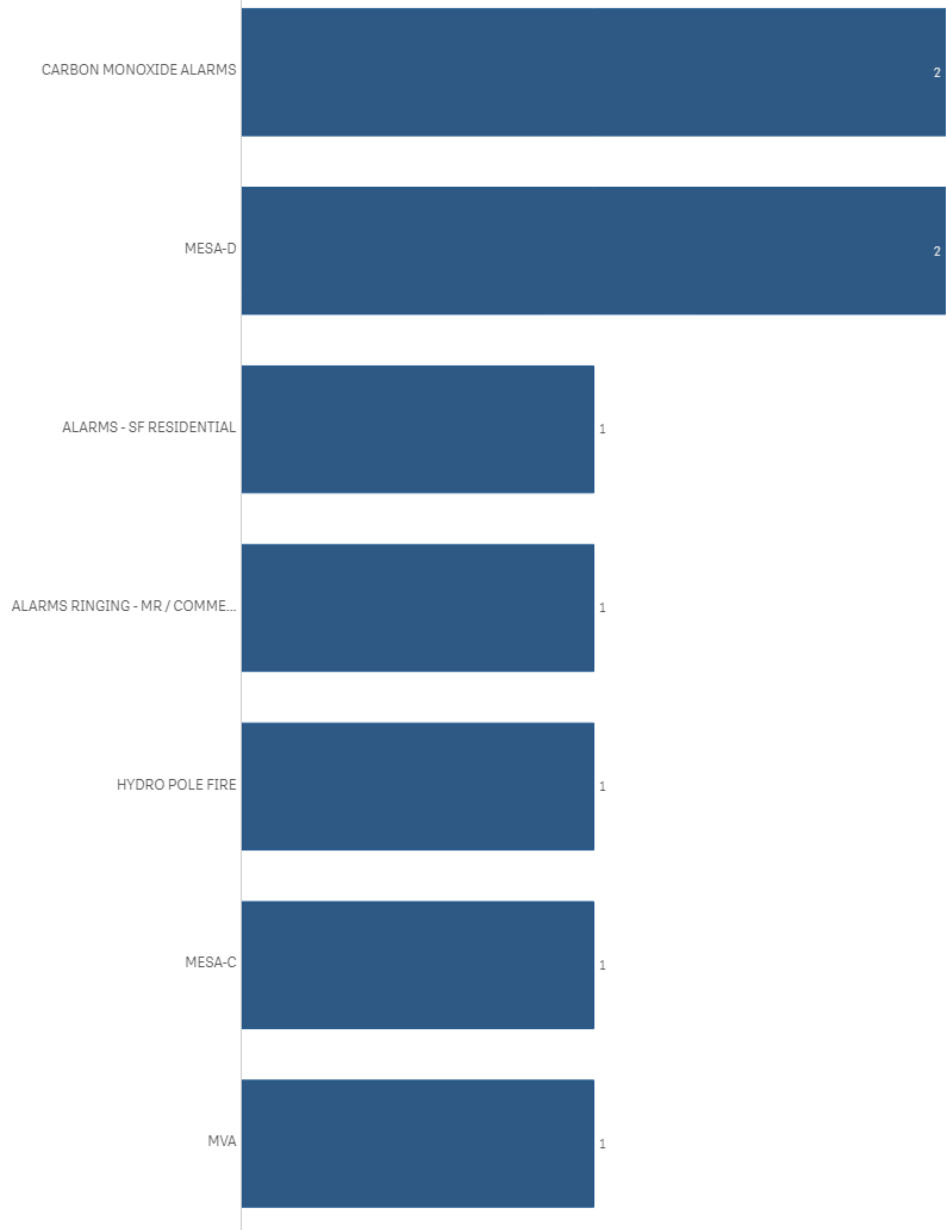
Surrey Regional Fire Dispatch Monthly Report

From 2024-11-01 To 2024-11-30

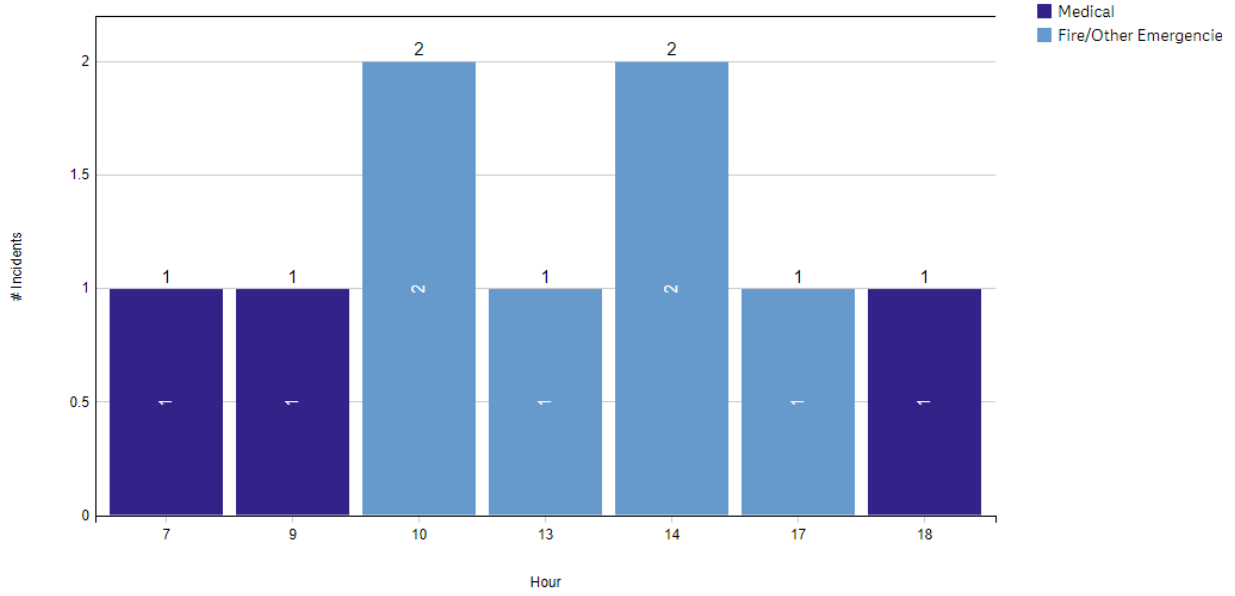
LIONS BAY FIRE RESCUE

# Incidents	# Incident Apparatus	# Incident Attendees
9	17	42

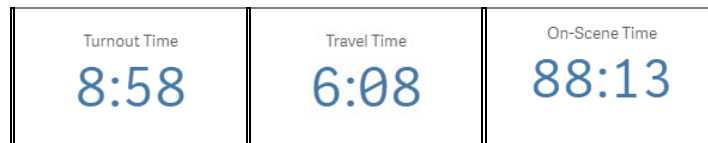
Incidents by Dispatch Type



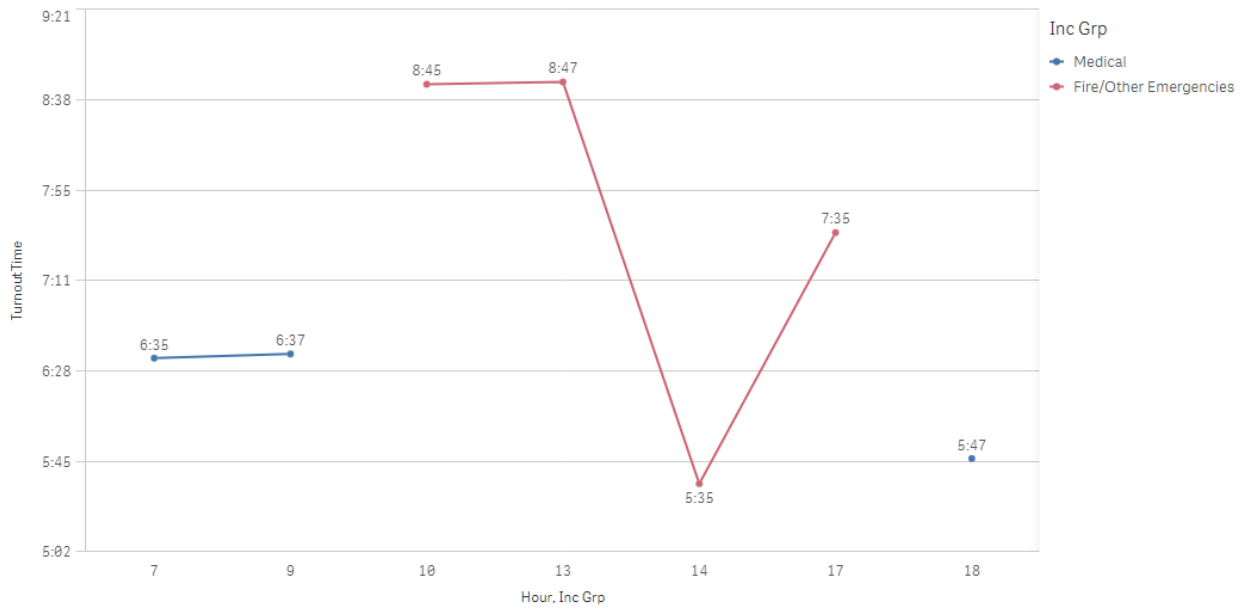
Incidents by Hour



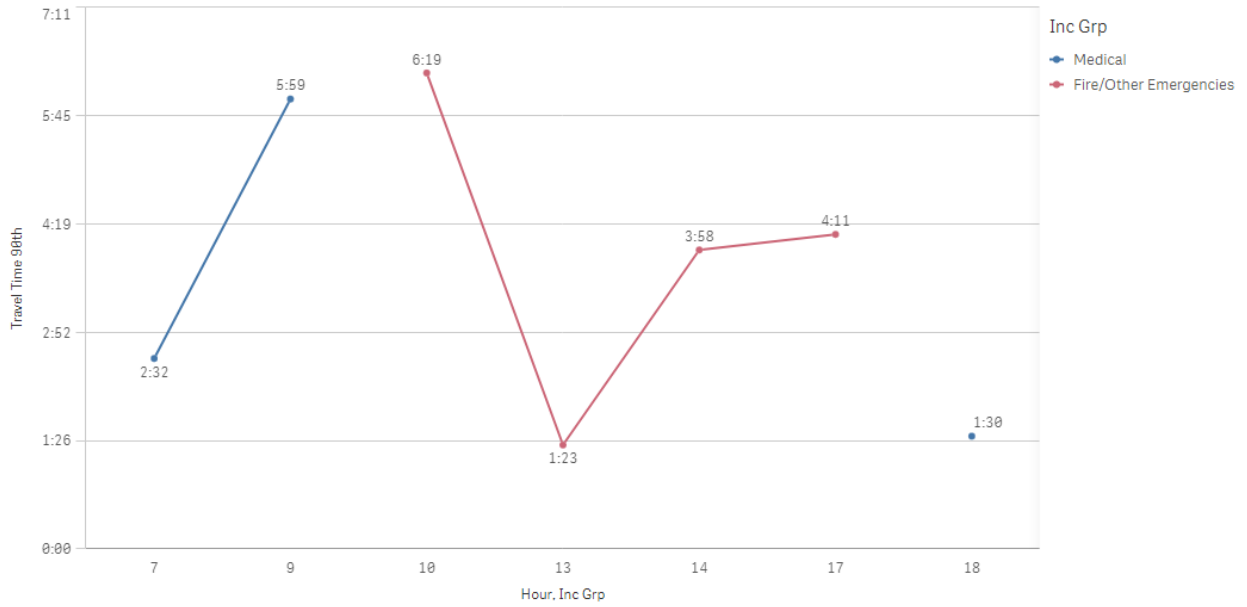
Performance for Emergency Incidents and First On-Scene Apparatus



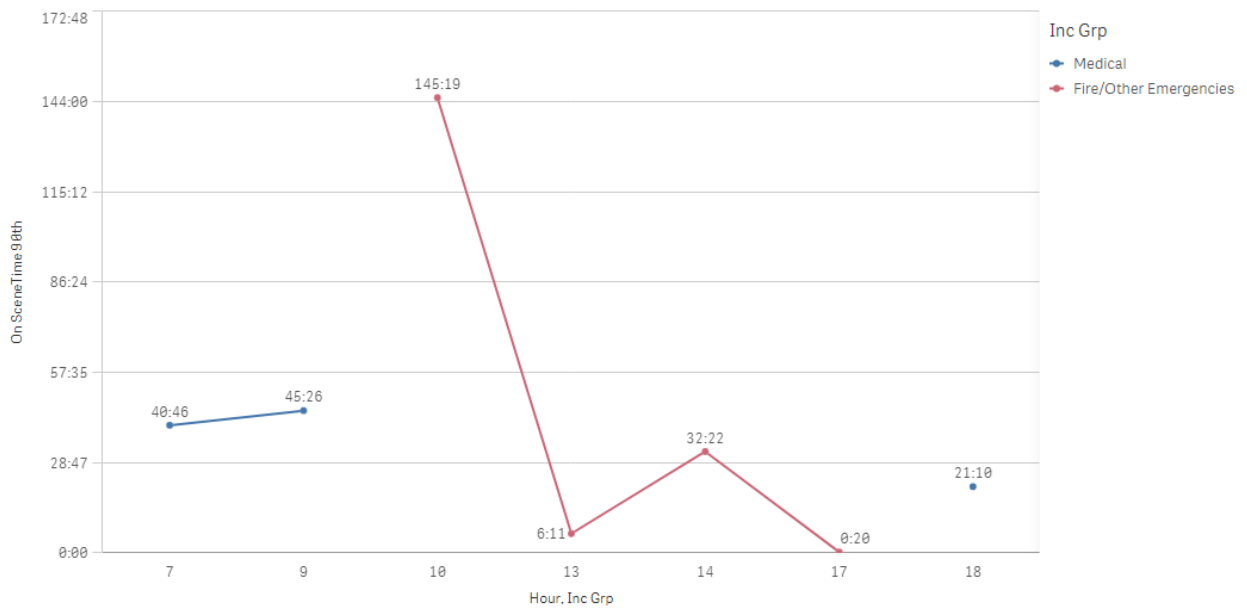
Turnout Time 90th Percentile for Emergency Incident and First On Scene Apparatus



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



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



Truck Utilization

AppUnit	AppName	Hours Committed	Days Committed	# of Days selected	Hours Capacity	Utilization
LBR63	LB Rescue 63	3.4	0.1	9	216	2%
LBE61	LB Engine 61	3.1	0.1	9	216	1%
LBE63	LB Engine 63	1.2	0.1	9	216	1%
LBE62	LB Engine 62	0.1	0.0	9	216	0%

From: [Michael Broughton](#)
To: [Ron O'Dwyer](#); [Council](#); [Vaike O'Dwyer](#); [Agenda](#); [Ross Blackwell, CAO](#)
Subject: Re: Kelvin Grove Parking Lot
Date: December 3, 2024 2:30:12 PM

Forwarded to agenda. Thanks so much.

Michael Broughton EdD
Councillor
Village of Lions Bay
604.763.6530

From: Ron O'Dwyer [REDACTED]
Sent: Tuesday, December 3, 2024 2:12:53 PM
To: Council <council@lionsbay.ca> [REDACTED]
Subject: Kelvin Grove Parking Lot

Hi Council,

Our daughter is getting married August 30, 2025 at our home in Lions Bay. We live at 145 Tidewater Way and are inquiring on whether we can rent the Kelvin Grove Parking lot for the day. Our understanding is that there are 24 spots plus 2 handicap stalls and the rate is \$24 a day.

We would like to rent the spots plus a donation to the village or the fire department. Our understanding is that we would need to provide security for the parking lot.

Could you let us know if this is possible?

Regards,

--

Vaike & Ron O'Dwyer
Mobile [REDACTED]