
Examples of Municipal
Staff Reports to Council



Dene Rossouw



Staff Reports to Council

The staff reports to council in this booklet have been selected from municipalities in the Greater Vancouver Area and Vancouver Island to help you write your own reports to council.

Examples from more local municipalities will be added in future.



If your report is for council action or approval, please refer to these examples when you attend our Business Writing for Results program.

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City of Abbotsford





COUNCIL REPORT

Executive Committee

Report No. ENG 065-2018

Date: October 12, 2018

File No: 4520-55 SRP #1976

To: Mayor and Council
 From: Dave Loewen, Manager, Engineering Inspections and Permits
 Subject: Results of Public Information Meeting - Soil Deposit Permit Application for the properties located at 29846 and 29872 Townshipline Road (Owners: A and C Serdar)

RECOMMENDATION

THAT Soil Deposit Permit Application (SRP #1976), for the properties located 29846 and 29872 Townshipline Road, be approved for issuance.

REPORT CONCURRENCE	
<p>General Manager</p> <p>The General Manager concurs with the recommendation of this report.</p>	<p>City Manager</p> <p>The City Manager concurs with the recommendation of this report.</p>

SUMMARY OF THE ISSUE

Staff received an application to deposit 71,900 cubic metres of soil at the properties located at 29846 and 29872 Townshipline Road to establish consistent grades and improve drainage on the lands to improve agricultural production.

BACKGROUND

An application was submitted by Allan and Carol Serdar to deposit 71,900 cubic metres of soil on the subject properties (Attachment A). The deposit area will be graded to ensure drainage will continue to flow to the watercourse at the southeast corner of the property. The lands will ultimately be reclaimed for agricultural use once the soil deposit operations are complete over the anticipated two year project completion time.

The current site topography does not lend itself to efficient crop production. The post-reclamation lands will increase the consistency and capacity of high capability agricultural land in the proposed 10ha fill area. The lands will continue to be used for hay production upon reclamation.

The applicant received approval for this soil deposit proposal from the Agriculture Land Commission (ALC) (Attachment B).

The applicant has also received a Water Act approval from the Ministry of Forests, Lands, and Natural Resource Operations (FLNRO) for works in or about a watercourse on the subject lands (Attachment C).

A Public Information Meeting (PIM) was held on Tuesday October 9, 2018, as per Council's resolution. Notifications were mailed to residents within a one kilometer radius of the subject lands. The PIM was also advertised on the City website and in the local paper.

DISCUSSION

General

The subject lands are located on the south side of Townshipline Road, between King Road and Ross Road. The properties are both within the Agricultural Land Reserve and are within the City of Abbotsford Agricultural One Zone (A1). Both properties are cleared of vegetation in the vicinity of the proposed soil deposit activity, and they are both currently used for hay production, and single family residences.

The application is situated within the Agricultural Land Reserve with current neighbouring uses that include pasture, livestock, crop production and rural residences. The proposal will see the agricultural capability improved to Class One and Two from Class Three and Four with improved grading drainage and soil structure.

The applicant has engaged an agrologist, a geo-technical engineer, and an environmental consultant that will address all phases of the proposed soil deposit operation from development to reclamation and post closure monitoring.

Effects on the Environment

Surface Water – There are two identified watercourses on the subject lands that act as a tributary to McLennan Creek (Attachment D). The applicant has obtained a Water Sustainability Act (WSA) approval from FLNRO to complete alterations to the watercourse to accommodate drainage from the re-graded lands of the reclaimed fill area on the site. Drainage from the site will exit the lands at the same point as existed previously.

An Environmental Management Plan (EMP) will be implemented for instream works, including monitoring by a qualified professional, and a detailed riparian planting plan as part of the reclamation of the new water course channels. This will be completed in tandem with the fill site's Erosion and Sediment Control (ESC) plan that will be monitored to ensure sediment is not released into the watercourse.

Effects on any Adjacent Property

Properties adjacent to the subject lands are used for pasture and rural residences.

The applicant has developed an erosion and sediment control (ESC) plan under the direction of a qualified professional to ensure dust control is implemented and roads are kept clean. In addition, the ESC plan will be monitored by a qualified professional to ensure sediment is not released into any nearby watercourse.

Effects on any Adjacent Highway

Truck traffic resulting from soil activity on the subject lands will access the property via Mt. Lehman Road, then west along Townshipline Road until they reach the subject lands. (Attachment E).

Results of the Public Information Meeting

A Public Information Meeting was held on October 9, 2018, at Bradner Community Hall. In attendance were 30 members of the public and three City staff. The applicant/property owner was also present along with his agrologist, Dr. John Paul; Project Engineer, Reg Leffers, Wedler Engineering; and site contractor Ron Zaruk, Norm-Ron Construction. Environmental Consultant, Jason Barsanti, Barsanti Environmental Services, was unable to attend the meeting.

A brief overview of the proposal was presented by the applicant's representative Dr. John Paul. This was followed by a question and answer period chaired by City staff.

Concerns from the public were raised as follows:

General Concerns

- Several members of the public expressed displeasure with the short notification time and the short time allotted to provide comments for inclusion into the Council report for consideration of the proposal. Staff were requested to advise Council to extend, by one month, the time provided for notification of applications to residents. Additionally, residents requested deferment of a Council decision for one month to allow more opportunity for review of reports and comment before a Council decision is made on the application.

Staff advised they would forward these requests to Council.

- Copies of the agrologist and environmental reports were requested for review.
- Concern regarding the lack of Council representation at the meeting. How would they know about resident's concerns?

Copies of requested reports were supplied by the applicant.
Staff indicated that concerns identified at the PIM will be included in the report to Council.

Soil Deposit Operations

- Will the quality of the topsoil be monitored? *Yes*
- What days will the site be receiving soil and operating? *Monday to Friday*
- What will the hours of operation? *7:30 to 4:30 pm*
- High volume and high speed traffic along Townshipline Road may create conflict with turning trucks entering and leaving the site. Would traffic control personnel

(TCP) be used to control traffic and truck movements on Townshipline Road at the access location?

The applicant's contractor indicated that two TCPs will be used during hauling operations to control traffic.

- Will a wheel wash be in place to clean the truck tires prior to exiting the site?

Yes. A gravel access road will also be in place onsite to ensure trucks do not acquire a build-up of mud on the tires.

- Will the volume of soil deposited be monitored? Yes.

Proposed Truck Route

Much of the concern for the proposal centered on the effects of truck traffic associated with the proposed soil deposit activity. Questions included:

- Was an independent traffic study conducted on Townshipline Road with regard to the impact of proposed truck traffic? Is Council aware of the high volume of traffic on Townshipline Road?

A traffic study was not completed. After the PIM, staff reviewed traffic counts for Townshipline Road. 2013 measurements showed a total count of 3,000 vehicles a day with the peak hour between 4:00 pm and 5:00 pm with 250 vehicles. The applicant estimates that 80 trucks a day will access the site, which represents a 2.7% increase in traffic based on the 2013 count.

- Will truck traffic be directed to avoid dump truck congestion (lineups) on Townshipline Road including blocking driveways?

The applicant advised that TCP will control access and egress at the site.

- Can advance signage be posted advising traffic of the truck turning movements on Townshipline Road?

Staff will review this item as part of the traffic management plan to be implemented should a permit be issued.

Environmental Concerns

- How long will the creek be monitored?

The creek will be monitored in compliance with the Environmental consultants report and the Water Sustainability Act Approval.

- Will the public have access to environmental assessment report?

Yes, reports were provided by the applicant to those that requested them.

- Will the applicant be responsible for dust control?

Staff assured residents that the applicant will be responsible for dust control on site at all times.

Comment sheets were available for submission at the PIM. All comments received by staff regarding this application can be found in Attachment F.

The application meets all requirements of applicable City bylaws, including approval from senior government agencies (ALC and FLNRO). That said, the PIM revealed that residents in the area wished to have more time to review the elements of the application in order to provide an informed response. As a result, the following two options are provided for Council consideration:

1. That Soil Deposit Permit Application (SRP #1976), for the properties located 29846 and 29872 Townshipline Road, be approved for issuance.
2. That the application be deferred by at least one month as requested at the public information meeting to allow area residents to formulate a more informed response to the application.

FINANCIAL PLAN IMPLICATION

There is no impact with regard to the Financial Plan. Soil fees will be collected for soil deposited on the site should the permit be approved. Estimated revenue from soil deposit activity is estimated at \$48,000 over the life of the permit.

Rajat Sharma

Rajat Sharma
General Manager, Finance and Corporate Services
Signed 10/11/2018 10:47 PM

IMPACTS ON COUNCIL POLICIES, STRATEGIC PLAN AND/OR COUNCIL DIRECTION

Operation of a soil deposit permit on the subject lands is consistent with Council's Strategic Plan and four Cornerstones: Vibrant Economy, Complete Community, Fiscal Discipline and Organizational Alignment, as well as:

- pursuit of new revenue sources to support City services; and
- strengthening agriculture.

SUBSTANTIATION OF RECOMMENDATION

The submitted application meets bylaw requirements for permit issuance. In addition, ALC approval for agricultural reclamation, and a Water Sustainability Act Approval for water course re-alignment were obtained by the applicant.

Staff recommends the soil deposit application at 29846 and 29872 Townshipline Road, be approved.

Dave Loewen

Dave Loewen
Manager, Engineering Inspections and Permits
Signed 10/11/2018 12:23 PM

Rob Isaac

Rob Isaac
Acting GM, Engineering & Regional Utilities
Signed 10/11/2018 5:08 PM

ATTACHMENTS:

Attachment A - 29846 and 39872 Townshipline Road

Attachment B - ALC Approval

Attachment C - FLNRO Approval

Attachment D - Watercourses

Attachment E - 29846 and 39872 Townshipline Road

Attachment F - Additional Comments



COUNCIL REPORT

Executive Committee

Report No. COR 002-2018

Date: December 22, 2017

File No: 0550-01

To: Mayor and Council
From: Bill Flitton, Director, Legislative Services/City Clerk
Subject: Amended Council Committee Protocol Policy

RECOMMENDATION

THAT Council Committee Protocol Policy, C001-08, as amended, and referenced as Attachment "A" to this report, be approved.

REPORT CONCURRENCE	
General Manager The General Manager concurs with the recommendation of this report.	City Manager The City Manager concurs with the recommendation of this report.

SUMMARY OF THE ISSUE

In addition to proposed changes to Council's Procedure Bylaw staff conducted a review of the City's Council Committee Protocol Policy. This Policy works hand in hand with the Council Procedure Bylaw regarding the operation of the City's Committees. The Policy was approved in 2011, and had a subsequent set of amendments in 2015.

BACKGROUND

The Council Committee Protocol Policy was developed as a supplemental document to the Council Procedure Bylaw. It deals with internal Council committees only – not external committees to the City. Whereas the Council Procedure Bylaw deals with overarching legislative and governance of City Council and its committees the policy deals with operational matters and conduct of committees. It also includes such items as appointments to committees, committee member attendance, resignations and removal of members, reporting to Council on matters and agenda/minutes and meeting operations, etc. The amended Committee Protocol Policy is referenced as Attachment "A" to this report.

DISCUSSION

The amendments to the Policy are mostly housekeeping and the more particular changes include:

- Clarification of purpose and applicability to committees.
- New Interpretation section to align with Corporate Policy template.
- Clarification to include reference to City policies, bylaws, etc.
- New definition of Alternate Chair.
- New definition of Quorum.
- Clarification regarding recommendations that, when carried by a committee, operational decisions are referred to the Staff Liaisons, for operational purposes.
- Clarification of appointments of Council members.
- Clarification of the role of the appointed Chair and Alternate Chair.
- Clarification regarding appointments of members of the public.
- Delete duplication.
- Clarification regarding term of appointment when being made for an existing vacancy.
- Simplified wording to add clarity to policy where required.
- Additional conflict of interest provisions.

The attached rationale (Attachment “B”) to this report highlights all of the proposed amendments to the Council Committee Protocol Policy.

FINANCIAL PLAN IMPLICATION

There are no financial implications emanating from the proposed amendments to the Council Committee Protocol Policy.

Rajat Sharma

*Rajat Sharma
General Manager, Finance and Corporate Services
Signed 12/20/2017 10:22 AM*

IMPACTS ON COUNCIL POLICIES, STRATEGIC PLAN AND/OR COUNCIL DIRECTION

The proposed new Council Procedure Bylaw aligns with Council's Strategic Plan:

Organizational Alignment

2. We recognize the importance of certainty in community building and that our rules and bylaws are critical to protecting the livability of our city

COUNCIL DIRECTION: The City of Abbotsford will be proactive in ensuring compliance with our bylaws and enforce them uniformly. Our most critical development bylaws are up-to-date and we revisit our regulations and remove bylaws that are no longer critical in a timely fashion.

2015-2018 CITY OF ABBOTSFORD STRATEGIC GOALS

- a) Modernize Bylaws and Policies to ensure they are aligned and current
- b) Ensure a transparent and consistent regulatory environment
- c) Consult, communicate and educate community on regulatory and legislative environment

SUBSTANTIATION OF RECOMMENDATION

From time to time Council Policies require review and updating to reflect legislative changes, City practices and general operations of the City. The proposed amendments to the Council Committee Protocol Policy reflect these changes. Staff recommends that Council approve the proposed amendments to the Council Committee Protocol Policy.

Bill Flitton

*Bill Flitton
Director, Legislative Services/City Clerk
Signed 12/18/2017 12:21 PM*

Rajat Sharma

*Rajat Sharma
General Manager, Finance and Corporate Services
Signed 12/20/2017 10:22 AM*

ATTACHMENTS:

Attachment A - C001-08 Committee Protocol Policy

Attachment B - Committee Protocol Policy Amendment Rationale

City of Coquitlam



April 3, 2018

Our file: 09-4000-40/00-010/1

Doc #: 2894557

To: City Manager

From: General Manager Planning and Development

Subject: **Cannabis Legalization Framework – Zoning Amendment Bylaw No. 4865, 2018, Interim Regulations**

For: **Council**

Recommendation:

That Council:

1. Give first reading to *City of Coquitlam Zoning Amendment Bylaw No. 4865, 2018*; and
2. Refer *City of Coquitlam Zoning Amendment Bylaw No. 4865, 2018* to Public Hearing.

Report Purpose:

This report provides a brief background on the status of non-medical cannabis legalization in Canada and the current City land use regulations that apply to cannabis, and proposes a Zoning Bylaw amendment to prohibit the production, distribution and sale of non-medical cannabis as an interim measure.

Strategic Goals:

This report supports the strategic goal of achieving excellence in City governance, by ensuring non-medical cannabis is regulated in an appropriate manner.

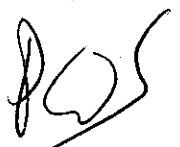
Background:

Legalization of Non-Medical Cannabis

The federal government is in the process of adopting the *Cannabis Act* (Bill C-45) and related impaired driving amendments to the *Criminal Code* (Bill C-46). These new regulations focus on the legalization of non-medical cannabis activities, while medical cannabis will still be regulated separately under the existing *Access to Cannabis for Medical Purposes Regulation*.

Under the proposed federal framework the provinces will have some flexibility around the legalization of non-medical cannabis. This flexibility will include the ability to raise the minimum purchase and consumption age (from 18 years old), decrease the possession limit (from 30 grams), and regulate wholesale and retail distribution models. The regulations put in place by each province will determine the framework that local governments will work within.

The implementation of a cannabis regulatory framework is a “B” priority on the City’s 2018 Business Plan. A cross-departmental team of staff in Planning and Development, Business Licensing, Bylaw Enforcement and Legal Services has been established to undertake this work. Staff in Corporate Communications, Coquitlam Fire Rescue and the RCMP will also be involved as required.



Background: cont'd/

City of Coquitlam Zoning Bylaw

The City's Zoning Bylaw currently contains regulations for both medical and non-medical cannabis. A "medical marijuana grow operation" is permitted in the M-2 Industrial Business zone, whereas "marijuana dispensaries" are prohibited in all zones. Both "medical marijuana grow operation" and "marijuana dispensary" are currently defined by referencing the federal *Controlled Drugs and Substances Act*, so when cannabis is legalized and removed from that Act neither definition will apply to cannabis products of any kind (i.e., which may provide the basis for arguing that these activities can operate in Coquitlam).

Discussion:

Legalization of Non-Medical Cannabis in British Columbia

The Province of British Columbia undertook an online and telephone consultation process in September and October of 2017, and received approximately 50,000 responses. In December of 2017 the Province announced it would be proceeding with a minimum age of 19, that wholesale distribution would be handled solely by the Liquor Distribution Branch, and that a mixed public / private retail model would be the likely approach.

In February of 2018 the Province released a position statement on a number of other policy areas, including home cultivation limits, possession limits and public space consumption. It also released preliminary information about its intended public / private retail model and indicated that local governments will be authorized to prohibit non-medical cannabis businesses, or to add supplemental regulation should they choose to permit these activities.

Despite the information the Province has provided in relation to the intended approach for the legalization of non-medical cannabis, no provincial legislation has been released. The specific details of the regulatory framework that local governments will be working within will remain unclear until this information is made available.

Interim Zoning Bylaw Regulations

Once cannabis is removed from the *Controlled Drugs and Substances Act* and legalized, the existing definitions in the City's Zoning Bylaw will no longer serve their intended purpose. As a result, non-medical cannabis could be sold lawfully in any zones where retail sales uses are permitted. These businesses could then be immune to subsequent zoning changes, and the City could lose the ability to regulate any of these established businesses from a zoning perspective in the future.

Putting appropriate regulations in place prior to the legalization of non-medical cannabis will ensure that no potentially unwanted or inappropriate businesses or uses are established in the City. Given the uncertainty around the details and timing of the release of the provincial legislation, staff recommend implementing interim zoning regulations to prohibit all non-medical cannabis related uses. This will allow sufficient time to review all potential options, consult with residents and stakeholders and amend the Zoning Bylaw and other related bylaws, including the Business Licence Bylaw and the Fees and Charges Bylaw once senior governments have released more detailed information regarding this policy area.

Discussion: cont'd/

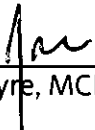
Minor revisions to the Zoning Bylaw will be sufficient to prohibit the growth, cultivation, production, processing, storage, distribution, barter, or sale of non-medical cannabis in the City in the interim. A copy of draft Zoning Amendment Bylaw No. 4865, 2018 is included in Attachment 1.

Financial Implications:

There are no immediate financial implications associated with this report. It is anticipated that any policy development, public engagement, and / or bylaw amendments Council may direct staff to undertake once more information is available can be completed within existing operating budgets. If Council directs the preparation of policy options for authorizing and regulating non-medical cannabis activities, staff will identify in a future report the anticipated financial implications and any available revenue sources associated with each option.

Conclusion:

Cannabis legalization is a complex undertaking that involves coordination between the different levels of government. At this point in time only basic information about the Province's intended regulatory framework is available. Minor revisions to the Zoning Bylaw will prevent any unwanted or inappropriate non-medical cannabis uses in the short-term, while allowing potential options to be explored for the long-term following the release of the provincial legislation.



J.L. McIntyre, MCIP, RPP

Attachments:

1. Zoning Amendment Bylaw No. 4865, 2018 (Doc# 2894539)

This report was prepared by Chris McBeath, Major Project Planner, and reviewed by Stephanie James, Acting Director, Legal and Bylaw Enforcement, and Andrew Merrill, Manager Community Planning.

April 5, 2018

Our File: 11-5210-01/000/2018-1

Doc #: 2884974

To: City Manager

From: General Manager, Engineering and Public Works

Subject: **Proposed Neighbourhood Improvement Blitz Pilot Program**

For: **Council**

Recommendation:

That Council direct staff to proceed with the proposed Neighbourhood Improvement Blitz Pilot Program for 2018, with the costs to be funded from the Infrastructure Reserve Fund.

Report Purpose:

To provide an overview of the background of the Neighbourhood Improvement Blitz Pilot Program, proposed works to be completed, and costs, as well as the proposed neighbourhoods to be done.

Strategic Goal:

The program outlined in this report supports our strategic goals of strengthening neighbourhoods and enhancing sustainability of City services and infrastructure.

Background:

During the 2018 Operating Budget discussions, Council expressed some interest in a potential blitz program to improve aesthetic conditions in some older neighbourhoods in the City. Staff were directed to develop a proposed program along with associated costs and present it for Council's consideration.

Many parts of Coquitlam are redeveloping at a rapid pace. This redevelopment provides renewal for these parts of the City, but there are neighbourhoods which due to the age of the development, the size of lots, and land uses are not seeing any of the benefits of renewal within them.

The current annual budget funding for Engineering and Public Works (E&PW) provides funding for all life safety operation and maintenance



activities on our infrastructure, but full funding is not currently provided for which results in staff having to do “triage” work on operations and maintenance activities to stay within budgets. This triage activity mainly impacts the aesthetics of our infrastructure at the local road level, which generally has the greatest impacts on those living in the neighbourhoods. An example is that while our street lighting maintenance priorities keep the lights working and the poles standing, painting of the poles does not adversely impact the functionality of the lights. With the current funding there is often insufficient funds remaining to paint the poles, which eventually results in them looking not aesthetically pleasing.

This is one of several similar type maintenance activities that are not completed due to budget considerations.

Discussion/Analysis:

E&PW staff divided the City into 45 neighbourhoods of a size that could be addressed by a 3-4 week blitz. We then rated each neighbourhood based on our knowledge and understanding of unmet aesthetics, and the opportunities to make a noticeable difference through a modest increase in operations and maintenance efforts. We also considered the opportunities to grow neighbourhood spirit and involvement in programs such as “Adopt-a-Street” following a neighbourhood appearance blitz. A map of the 40+ neighbourhoods is shown in Attachment 1.

Staff then identified the infrastructure in need of the additional operations and maintenance activities, and then projected the scope and approximate costs to complete the work, in each of the top 10 neighbourhoods.

The scope of work would be relatively consistent in each neighbourhood and would include items such as:

- Repainting of the City-owned street lights and exposing their bases;
- Removing graffiti from City-owned utility boxes and wrapping them;
- Ensuring wheelchair ramps are provided at all intersection corners;
- Remarking road lines with more visible and durable thermo-plastic material;
- Replacing worn/faded traffic signs & adding reflective pole strips to posts;

- Removing any unnecessary/redundant signs;
- Adding internally illuminated overhead street name signs at signalized intersections if not existing;
- Removing any overgrown vegetation around City infrastructure or sidewalks;
- Sweeping all streets after vegetation removal; and
- Repainting all fire hydrants.

There are also a number of unique improvements in some of the neighbourhoods that could be addressed by this program. Examples include repairing the root damaged paved parking pockets in the Meadowbrook Neighbourhood, and paving the few remaining gravel pathways in the Oakdale Neighbourhood.

The top ten neighbourhoods identified by staff in priority order are:

- | | |
|-----------------------|-------------------|
| 1. Meadowbrook | 6. Lower Lougheed |
| 2. Falcon | 7. Mayfair |
| 3. Nestor | 8. Ozada |
| 4. Eagleridge | 9. Cassin |
| 5. Hoy & Scott Creeks | 10. Oakdale |

The costs to perform the work activities in the first four neighbourhoods on the list are estimated to be \$500,000, and are proposed to be done in the first (pilot) year (2018) of the program. The next six neighbourhoods are estimated to cost an additional \$500,000 and would only be done in the second year of the program, following a report out on the Pilot Program and Council approval.

The program would be undertaken in a blitz format with each neighbourhood taking about one month to complete and would be preceded with a notification to all residents advising them of the program. The program would be undertaken by City staff (one crew leader with several temporary laborers) and coordinated with contractors that would undertake work such as pole painting. All of the work would be coordinated to maximize efficiency, minimize costs and nuisance impacts, and maximize the cleanliness and aesthetic appearance of the neighbourhoods for residents.

As part of the process, contact with residents will include the pursuit of neighbourhood champions to step forward to become involved in the "Adopt-a-Street" or otherwise so that they are actively engaged in seeing that some of the improvements are maintained into the future.

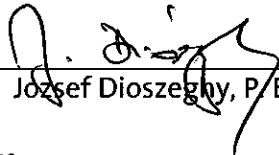
It should be noted that this program will not address any critical or life safety issues, as these are addressed with funding from our regular operating budget, and will not come at the expense of our ongoing operational and maintenance works in any of the proposed areas. In order to have the right end results for the program, it needs be funded separately and resourced with staff and contractors outside of our normal programs.

Financial Implications:

The estimated costs are \$500,000 in the first year and an additional \$500,000 in the second year if the program was to continue. It is recommended that these costs be funded by the Infrastructure Reserve.

Conclusion:

Staff recommend that Council direct staff to undertake a Neighbourhood Improvement Blitz Pilot Program for 2018 and approve the funding for the program out of the Infrastructure Reserve Fund. This program is anticipated to generate positive support from residents and supports the City's Strategic Goals of strengthening neighbourhoods and enhancing sustainability of City services and infrastructure.



Jozsef Dioszeghy, P. Eng.

Attachments:

- 1) Map of Neighbourhoods
- 2) Selected Photos of Types of Works Proposed

This report was prepared by Brad Lofgren, Director Public Works with input by Dan Mooney, Manager Transportation and reviewed by Michelle Hunt, General Manager, Finance and Technology.

February 26, 2018

Our File: 01-0540-20/543/2018-1

Doc #: 2874943.v1

To: City Manager
From: General Manager Planning and Development

Subject: **Tri-Cities Homelessness and Housing Task Group Funding Request**

For: **Council**

Recommendation:

That Council support an expenditure of \$10,674 from the Affordable Housing Reserve Fund as a one-time contribution to the Tri-Cities Homelessness and Housing Task Group to support their proposed Task Group Coordinator position for one year subject to similar proportionate financial support from the City of Port Moody and the City of Port Coquitlam.

Report Purpose:

This report provides a response to the Tri-Cities Homelessness and Housing Task Group's recent request for funding for Council's consideration.

Strategic Goal:

This report supports the strategic goal of 'Strengthening Neighbourhoods'.

Background:

The Tri-Cities Homelessness and Housing Task Group (TCHHTG) is a community based forum representing the Tri-Cities area of Coquitlam, Port Moody and Port Coquitlam. The role of the Task Group is to identify, advocate for and coordinate the actions necessary to prevent and address homelessness in the Tri-Cities and build the capacity of service providers and community organizations to respond effectively. The membership of the TCHHTG includes a broad cross-section of stakeholders, community service providers, elected officials and government organizations in the Tri-Cities community.

The Task Group has been active since 2007 and the three Tri-Cities municipalities have provided in-kind support through meeting venues and committee clerks since that time.

At the January 12, 2018 meeting of the TCHHTG it was announced that both co-chairs will be stepping down in May. The Task Group anticipates difficulty in recruiting a new Chair given the current workload and is proposing to create a part-time paid Task Group Coordinator position to support the on-going work of the Task Force. The Task Group believes that this new coordinator position will reduce the workload on the chair which will increase the possibility of recruiting a new chair.

PLS

Discussion/Analysis:

On February 2, 2018 a letter was received from the TCHHTG (Attachment 1) outlining the proposed creation of a Task Group Coordinator position and requesting funding from the City to support this position. The total annual budget for the Coordinator is \$17,325. The TCHHTG is proposing that funding for this position be split between the three Tri-Cities municipalities based on the terms of the Simon Fraser Formula. This would result in the City of Coquitlam's share being \$10,674 (62%).

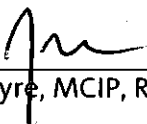
Staff supports this request, contingent on matching support from the City of Port Moody and the City of Port Coquitlam, on a one-year basis to provide the Task Group time to report back on longer-term permanent funding options along with the other actions outlined in Attachment 1.

Financial Implications:

Should Council approve this request, \$10,674 would be withdrawn from the Affordable Housing Reserve Fund.

Conclusion:

The TCHHTG provides an opportunity for community stakeholders to have a collaborative approach to addressing homelessness and housing affordability in the Tri-Cities. Staff supports their funding request to assist in recruiting a part-time Task Group Coordinator for one year.



J.L. McIntyre, MCIP, RPP

AM/ss

Attachments:




1. Letter from Tri-Cities homelessness and Housing Task Group RE: Funding Request (Doc# 2873436)

This report was prepared by Andrew Merrill, Manager Community Planning.

City of North Vancouver





 Division Manager	 Director	 CAO
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The Corporation of **THE CITY OF NORTH VANCOUVER**
PLANNING DEPARTMENT

REPORT

To: Mayor Darrell R. Mussatto and Members of Council

From: Wendy Tse, Planner 2

SUBJECT: AMENDMENT TO MID-MARKET RENTAL POLICY AND EXPLORATION
OF NEW INCLUSIONARY ZONING PROGRAM FOR STRATA
DEVELOPMENTS

Date: July 18, 2018

File No: 10-5040-03-0001/2018

The following is a suggested recommendation only. Refer to Council Minutes for adopted resolution.

RECOMMENDATION:

PURSUANT to the report of the Planner 2, dated July 18, 2018, entitled "Amendment to Mid-Market Rental Policy and Exploration of New Inclusionary Zoning Program for Strata Developments":

THAT the Mid-Market Rental Policy, as outlined in the Density Bonus and Community Benefits Policy, be amended to require 10 percent of units at 10 percent below average rents in the City in perpetuity for all new market rental developments that seek a density bonus;

THAT the amended requirement for Mid-Market Rental Units at "10-10-In Perpetuity" come into effect on January 1, 2019 for any development applications received on or after that date;

THAT staff be directed to explore and report back to Council on a potential Inclusionary Zoning program to require below-market rental units or its cash equivalent for all new strata developments in the City;

AND THAT staff be directed to consult the development community, non-profit housing sector, and other community stakeholders to obtain feedback on an Inclusionary Zoning program in strata developments.

ATTACHMENTS:

1. Excerpt from the City of North Vancouver Housing Action Plan – Mid-Market Rental Units (Doc#[1583441](#))
2. Current Density Bonus and Community Benefits Policy 2018 with Proposed Amendments (Doc#[1677329](#))
3. Financial Analysis Presentation to Council from Coriolis Consulting (Doc#[1677335](#))
4. Final Summary Report of Inclusionary Zoning Financial Analysis from Coriolis Consulting (Doc#[1665962](#))
5. City of Richmond Bulletin – Richmond Affordable Housing Strategy (Doc#[1677385](#))
6. Excerpt from City of Richmond Affordable Housing Strategy – Low End of Market Rental Unit Contribution (Doc#[1677386](#))

PURPOSE

The purpose of this report is to seek Council direction to amend the City's Mid-Market Rental Policy to require Mid-Market Rental units to be provided in perpetuity, as opposed to the current requirement of 10 years, as a condition of a density bonus for new market rental developments. This report also seeks Council support to explore a separate Inclusionary Zoning program to secure below-market rental units or its cash equivalent for all new strata developments in the City.

BACKGROUND

On October 2, 2017, Council directed staff to explore a potential policy to require below-market rental units in all new multi-unit developments in the City:

WHEREAS approximately 50% of City households are renters;

WHEREAS the vacancy rate in the City of North Vancouver is approximately 0.3%;

AND WHEREAS an affordable supply of rental accommodation is fundamental to a sustainable, inclusive and liveable city;

THEREFORE BE IT RESOLVED THAT Council instruct staff to bring forward coordinated policies to ensure that any and all multi-family developments in the City provide a minimum of 20% of units, as rental, on a 10% below market rate in perpetuity.

In British Columbia, local governments may require below-market units in new developments in exchange for a density bonus or other incentives through a regulatory tool known as Inclusionary Zoning (IZ). The City currently utilizes an IZ program to require below-market rental units in new market rental developments, the first of its kind in Metro Vancouver. This initiative, better known as the Mid-Market Rental (MMR) or “10-10-10”

Policy requires, as a condition of a density bonus, that 10 percent of all units be rented at 10 percent below average rents for the City for a minimum period of 10 years (Attachment #1). Average rents are determined annually by the Canada Mortgage and Housing Corporation (CMHC).

The City does not currently have a similar IZ program for new strata developments. Instead, the City's Density Bonus and Community Benefits Policy requires 20 percent of all Community Benefit Contributions (CBCs) received by the City to be directed to the Affordable Housing Reserve Fund (AHRF). In addition, the Density Bonus and Community Benefits Policy allows non-market housing units, which are earmarked for low to moderate income households, to be provided as a community benefit in lieu of a cash contribution to incentivize the provision of affordable housing in new strata developments (Attachment #2).

To understand the financial feasibility of a comprehensive IZ program for the City, Coriolis Consulting Corporation was retained in March 2018, following a public Request for Qualifications process, to conduct this specialized analysis. Through a methodology called Land Residual Analysis, Coriolis determined the value of various sites in the City based on its current development potential, under both a market rental and strata scenario, and the effect an IZ requirement would have on the financial viability of the development. An overview of the sites analyzed is listed in Table #1.

Table #1: Overview of Sites analyzed for Coriolis Consulting

Site	Existing Zoning / Floor Space Ratio	OCP Designation/ Density/ Maximum Bonus	Assumed Construction Material
1	Central Lonsdale Commercial A (C-1A) / 2.6 FSR	Mixed Use Level 4B (High Density) / 3.0 FSR / 1.0 FSR	Concrete
2	Medium Density Residential 1 (RM-1) / 1.6 FSR	Residential Level 5 (Medium Density) / 1.6 FSR / 1.0 FSR	Wood frame
3	Service Commercial 1 (CS-1) / 0.9 FSR	Mixed Use Level 2 (Medium Density) / 2.0 FSR / 0.5 FSR	Wood frame over concrete
4	General Commercial (C-2) / 2.3 FSR	Mixed Use Level 3 (Medium Density) / 2.3 FSR / 0.5 FSR	Wood frame over concrete
			Concrete

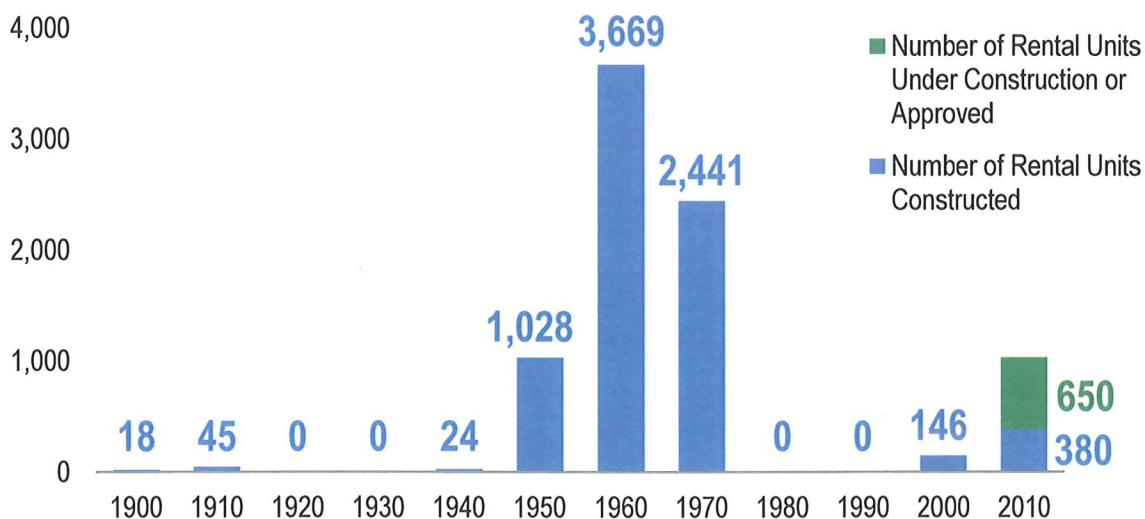
On June 25, 2018, Coriolis presented its preliminary findings to Council. A copy of the presentation and the final summary report are provided for reference in Attachments #3 and #4, respectively.

DISCUSSION

IZ in Market Rental Developments

Due to the difference in economic returns between strata and market rental developments, incentives are often required to persuade the private market to build market rental projects. As illustrated in Figure #1, the elimination of federal funding and tax incentives in the early 1980s, combined with the introduction of strata ownership in British Columbia in 1966, resulted in zero market rental developments constructed in the City until as recently as 2000. Since then, the increase in new market rental projects is likely due in part to incentives offered by the City to encourage new supply, including bonus density, waiver of CBCs, and lower vehicle parking requirements.

Figure #1: Period of Market Rental Construction in the City of North Vancouver
 (Source: Statistics Canada and City of North Vancouver)



Due to the sensitivity of rental development to market factors, the City has endeavoured to balance incentives for market rental developments to encourage additional units, while securing affordability in these projects when feasible. These efforts have resulted in the current MMR Policy. Based on a comparison of current market rents and MMR rents, the discounted rents offered by MMR units are significant and provide affordable rental options in new market rental developments (Table #2).

To date, the City has secured 41 MMR units, including 14 units which will be operated by the YWCA at non-market rents for single mothers with children. The first MMR units are anticipated to be occupied in 2019, with tenants displaced from the existing building having first right of refusal to rent in the new MMR units. Occupancy of the MMR units will be tracked at the initial application for a Business Licence, as well as annually at Business Licence renewal.

Based on Coriolis' analysis, increasing the current MMR Policy to require 20 percent of units at 10 percent below average rents in perpetuity, as per Council's resolution, is not financially feasible for any of the rental sites analyzed (Table #3). However, it was found that the current requirement of "10-10-10" could be changed to "10-10-In Perpetuity" and still produce viable market rental projects on certain sites. This was particularly true for the RM-1 (Medium Density Apartment Residential 1) Zone, which is where the majority of the City's older rental stock is located and the likely redevelopment sites in the near future. As these older buildings reach the end of their economic life, the change to "10-10-In Perpetuity" would help ensure below-market rental units are available for low and moderate income renters for the life of the building, as opposed to only 10 years. As such, staff recommend amending the City's Mid-Market Rental Policy, which is contained within the Density Bonus and Community Benefits Policy, to require 10 percent of all units be rented at 10 percent below average rents for the City in perpetuity, as a condition of a density bonus for market rental developments (Attachment #2).

Table #2: Comparison of Market Rents and MMR Rents

	June 2018 Market Rents*	2017 Mid-Market Rents**	Percentage Difference
Studio	\$1,500	\$916	39% below
One Bedroom	\$1,900	\$1,096	42% below
Two Bedroom	\$2,300	\$1,426	38% below
Three Bedroom	\$3,825	\$1,820	45% below

* Current market rents were obtained from a new market rental development in Central Lonsdale advertised on Craigslist in June 2018

** Mid-Market Rents were determined by discounting 10% from 2017 CMHC Average Rent, assuming occupancy in 2018

Table #3: Financial Feasibility of Various IZ Requirements in Market Rental Projects

Site	Existing Zoning	OCP Designation	Existing Rental	A	B	C
				Max OCP Density No MMR*	Max OCP Density 10% MMR*	Max OCP Density 20% MMR*
1	C1-A	Mixed Use Level 4B (High Density)	No	Not Viable	Not Viable	Not Viable
2	RM-1	Residential Level 5 (Medium Density)	Yes	Viable	Viable	Not Viable
3	CS-1	Mixed Use Level 2 (Medium Density)	No	Viable	Viable	Not Viable
4	C-2	Mixed Use Level 3 (Medium Density)	No	Not Viable	Not Viable	Not Viable

*In Coriolis' analysis, MMR units are to be rented at 10 percent below CMHC average rents and provided in perpetuity

Recognizing that some market rental development sites have been transacted with the understanding of the current "10-10-10" requirement, staff recommend a delayed effective date of January 1, 2019. This allows time for impending developments to submit an application under the existing MMR Policy, as well as time to inform the development community of the new requirement of "10-10-In Perpetuity" for all new market rental developments.

Analysis is currently underway to explore the potential use of rental-only zoning in the City with new provincial legislation now in effect. Through this review, staff will determine if the requirement of "10-10-In Perpetuity" could be applied to rental-only zones without significantly impacting the financial feasibility of new market rental projects built under permitted zoning. Staff anticipate reporting back to Council on this analysis in a separate report and potentially bringing forward Zoning Bylaw amendments to enact rental-only zones later this year or early next year.

IZ in Strata Developments

Based on Coriolis' analysis, similar to market rental developments, an IZ requirement of 20 percent of units to be provided at 10 percent below average rents in perpetuity is not financially feasible for new strata developments (Table #4). This is true even after reducing the cash contribution requested from strata developments by the 20 percent that would have been allocated to the Affordable Housing Reserve Fund (AHRF) and eliminating the cash contribution on the floor area of the IZ units. In order to achieve 20 percent of units at 10 percent below average rents in perpetuity, the full CBC payment would have to be waived, which would have significant impacts on the financial ability of the City to fund community amenities. Alternatively, the City could explore additional density provisions or density waivers. This will require an amendment to the Official Community Plan (OCP), which establishes the maximum base density and bonus density permitted in each land use designation.

Table #4: Financial Feasibility of Various IZ Requirements in Strata Projects

Site	Existing Zoning	OCP Designation	A Max OCP Density No MMR*	B Max OCP Density 10% MMR*	C Max OCP Density 20% MMR*	D Max OCP Density 20% MMR* No CBC
1	C1-A	Mixed Use Level 4B (High Density)	Viable	Viable	Not Viable	Viable
2	RM-1	Residential Level 5 (Medium Density)	Viable	Viable	Not Viable	Viable
3	CS-1	Mixed Use Level 2 (Medium Density)	Viable	Viable	Not Viable	Viable
4	C-2	Mixed Use Level 3 (Medium Density)	Viable	Viable	Not Viable	Viable

*In Coriolis' analysis, MMR units are to be rented at 10 percent below CMHC average rents and provided in perpetuity

Similar to market rental developments, an IZ requirement of "10-10-In Perpetuity" is feasible in strata developments. In this case, the 20 percent of CBCs that would currently be allocated to the AHRF would instead go directly into the built units. The remaining CBC payment to the City would also be reduced as a cash contribution would not be collected on the as-built IZ units.

The management of IZ units in strata developments may pose potential challenges due to the fact that developers of strata developments are often not inclined or knowledgeable about managing rental units, particularly below-market rental units that require vetting of household incomes. This has been the case in the City of Richmond, which has required new strata development containing more than a certain number of units to build Low End Market Rental (LEMR) units since 2007 (Attachment #6). Due to the challenges experienced with the management of LEMR units, the recently updated Richmond Affordable Housing Strategy aims to increase non-profit ownership and management of LEMR units in order to ensure occupancy management practices are aligned with the values and intent of municipal affordable housing objectives (Attachment #7).

Overall, any new IZ requirement in strata developments would likely be accompanied by reductions in cash contributions to the City to ensure that development of new projects remains financially feasible. As such, the following considerations should be explored prior to requiring IZ units in strata developments:

- Ability to secure significantly discounted non-market housing units in strata developments,
- Impact to the AHRF and its ability to fund other affordable housing projects;
- Financial impact on current and future CBCs to fund other amenities needed in the community; and
- Sustainable administration and management of IZ units in strata developments.

Based on the considerations listed above, staff recommend taking further time to explore a potential IZ program for new strata developments. This work is suggested to be in collaboration with other City departments, particularly Finance, and guided by the City's Financial Plan process. Staff also propose to consult the development community, non-profit housing sector, and other community stakeholders to obtain feedback on an Inclusionary Zoning program in strata developments prior to reporting back to Council. Similar consultations were conducted by the City prior to the introduction of the MMR Policy.

FINANCIAL IMPLICATIONS

To incentivize market rental development, the City currently forgoes a cash contribution for new market rental projects, but requires the provision of "10-10-10". The amendment to the MMR Policy to require "10-10-In Perpetuity" would result in no change from the current situation in terms of monies collected by the City. The change from "10-10-10" to "10-10-In Perpetuity" would in fact be a better "investment" of the forgone CBC offered

by the City as the below-market rental units would remain for a longer duration of time to the social and economic benefit of lower income renters.

There are financial implications associated with creating an IZ program for strata developments, which have to be explored further through the City's Financial Plan process prior to returning to Council for direction.

INTER-DEPARTMENTAL IMPLICATIONS

This report was endorsed by the Civic Projects Team and the Directors Team at their joint meeting on July 17, 2018.

SUSTAINABILITY COMMENTS

Achieving community benefits, including affordable housing, though density bonusing is a key tool in advancing the City's policy objectives, particularly in the Housing Action Plan, and working towards social, environmental, and economic sustainability. Securing amenities for current and future residents is an important part of ensuring that the City remains a livable, complete community. In particular, securing affordable housing ensures the City remains a welcoming community that is attainable for residents of all economic abilities.

CORPORATE PLAN AND/OR POLICY IMPLICATIONS

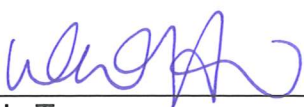
A variety of OCP objectives would be achieved with an Inclusionary Zoning program in effect in the City, including:

- **Opportunity-Filled** – Opportunities for people of all abilities to flourish
- **Healthy and Inclusive** - Safe, socially inclusive and supportive community
- **Diverse and Affordable** - Housing diversity and affordability

This effort further aligns with the vision of the Housing Action Plan:

To ensure there are diverse and appropriate housing options for current and future residents of all ages, incomes, and abilities.

RESPECTFULLY SUBMITTED:



Wendy Tse
Planner 2

WT:eb

City of Surrey



NO: R029

COUNCIL DATE: February 11, 2019

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **February 6, 2019**

FROM: **General Manager, Parks, Recreation & Culture**

FILE: **7800-01**

SUBJECT: **Recommendation for Fleetwood Community and Surrey Arts Centre Public Art Projects**

RECOMMENDATION

The Parks, Recreation & Culture Department recommends that Council:

1. Receive this report for information; and
2. Authorize staff to contract the artists Laara Cerman and Sofia Tan Wu to complete two designs for creative bike racks, one to be located within the Fleetwood community and one to be located at the Surrey Arts Centre as generally described in this report.

INTENT

The purpose of this report is to provide Council with information on two proposed concepts for the creative designs for two bike racks; and to obtain Council approval for staff to retain Laara Cerman and Sofia Tan Wu to complete the Public Art projects.

BACKGROUND

The Public Art Master Plan has guided research into strategies for the creative enhancement of civic facilities and infrastructure. Communities benefit from the introduction of public art within the public realm because public artworks make neighbourhoods more interesting and vibrant, contribute to community identity, and enhance sense of place. Public art and community enhancement staff have identified creative bike racks as a suitable application for creative enhancement through public art and neighbourhood place making. This pilot project initiative provides much needed bike parking infrastructure, while also incorporating art at the neighbourhood level. The project to implement two forms of creative bike racks was collaboratively developed by staff from public art, community enhancement, and the Engineering Department.

Fleetwood Community Location

Two strategic locations were identified for this pilot project – the community of Fleetwood and the Surrey Arts Centre. The Fleetwood community was identified as a suitable pilot location due to interest expressed from the community. The Fleetwood Business Improvement Association (“Fleetwood BIA”) approached community enhancement staff with a desire for more place making projects and public realm enhancements that would help to build the identity of Fleetwood.

The Fleetwood BIA also participated in a public art planning exercise with the public art team. With the support of the Fleetwood BIA a design brief was developed for a Fleetwood-specific bike rack design. The Fleetwood BIA is also supporting implementation through assistance with site selection.

Surrey Arts Centre Location

The Surrey Arts Centre is a major civic facility currently without bike parking infrastructure. This pilot initiative will ensure the Surrey Arts Centre has bike parking facilities, while an artist-designed bike rack will reference the creativity that is a hallmark of the Surrey Arts Centre.

Public Art Recommendation

At the Public Art Advisory Committee (“PAAC”) meeting on November 1, 2018, the PAAC received the creative bike rack Public Art recommendation and unanimously recommended the creative bike rack Public Art opportunity proceed through an open call to artists currently living in BC. PAAC recommended two themes for the public art. The Fleetwood opportunity’s theme, “Crossroads, Connections, Community,” was informed by feedback from local historians and community members. The theme helps to reflect on Fleetwood’s unique characteristics and values. The theme for the Surrey Arts Centre opportunity was “Move, Create, Grow,” and reflects the activities and values of the Arts Centre and the joy of bike riding.

DISCUSSION

Call Process

Public Art staff followed the recommendation of the PAAC by developing an open call to BC artists and a selection process for the creative bike rack Public Art opportunities. Staff advertised the artist competitions on local and national artist platforms, City of Surrey social media channels, and contacted universities and colleges in the Lower Mainland, including Kwantlen Polytechnic University and Simon Fraser University Surrey, to ensure student artists were aware of the opportunity. Eligible artists were invited to attend an information session to learn more about the opportunities. Templates were provided for artists to use to create their design proposals to ensure all proposals would meet the size and material requirements.

Selection Process

On January 11, 2019, staff convened a selection panel to review all the artists’ concept designs proposed for the two bike racks. The voting members of the selection panel invited were representatives of the neighbourhoods where the bike racks would be installed.

Selection Panel Voting Members:

- Dean Barbour (Executive Director, Fleetwood BIA);
- Evelyn Zaklan (Surrey resident, long-time user of the Surrey Arts Centre, and avid cyclist);
- Jane Anderson (Fleetwood Community Association); and
- Kira Wu (visual artist and professor at Kwantlen Polytechnic University).

Non-Voting Panel Members/Advisors:

- Ashley Guindon, Public Art Coordinator;
- David Sadler, Community Enhancement Planner;
- Julia Stewart, Public Art Advisory Committee representative and Surrey resident;
- Liane Davison, Manager, Culture;
- Natalie Androsoff, Engineering Assistant; and
- Ryan Gallagher, Manager, Heritage Administration & Facilities.

The selection process included the review of 135 different designs, with 69 submissions for the Surrey Arts Centre and 66 for the Fleetwood opportunities respectively. The selection panel unanimously voted to recommend Laara Cerman's design for the Fleetwood project and Sofia Tan Wu's design for the Surrey Arts Centre opportunity.

About the Artists and Proposed Designs

Laara Cerman

Laara Cerman is a Vancouver-based artist and graduate of Langara College and Vancouver College of Art and Design. Predominantly a photographer, Cerman has exhibited her work in solo shows in the Lower Mainland. She recently completed public art vinyl mural projects in Richmond and Vancouver. She also works in the commercial photography industry. Cerman writes that the "creative bike rack opportunity is giving me a chance to think in a different medium while continuing to pursue public art projects."

Cerman's design for the Fleetwood creative bike rack references the Fleetwood area's natural and built characteristics. The design depicts the diagonal Fraser Highway and the breathtaking view of Mount Baker. Cerman writes that the design is "*inspired by the natural resources near the Fleetwood area.*"

Sofia Tan Wu

Sofia Tan Wu is an international artist from Honduras who has made BC her home during her studies at Emily Carr University. She has always had an interest in artistic opportunities, both academic and extracurricular. She writes that she is "*always looking for new ways to challenge (herself) and contribute to the community.*"

Wu's design for the Surrey Arts Centre creative bike rack references the powerful energy of a community working and moving together. The active figures invite visitors to the Arts Centre to join in the movement, both artistically and literally, as they engage in activities within the building – participating in classes or attending performances. It also celebrates those who arrive at the Arts Centre by bicycle, which Wu describes as "*a means to grow as a person and live a healthier and happier life. The figures symbolize how movements from one community can grow into something bigger.*"

Final designs from the artists will be received by March 2019, with fabrication and installation of the artworks in April 2019. Aggressive Tube Bending will be fabricating the bike racks.

Engaging with the community on this pilot project has provided good value to the City, as the design for the Fleetwood project can be implemented again should the Fleetwood BIA wish to purchase additional bike racks.

FUNDING

The total budget for these two projects is \$13,000 which includes all costs for design, fabrication and installation of bike racks at Surrey Arts Centre and Fleetwood. Of this total, \$4,000 will be funded from the 2019 Community Enhancement Operating Budget and the remaining \$9,000 will be funded out of the Public Art Contribution Program.

SUSTAINABILITY CONSIDERATIONS

The creative bike racks initiative supports the objectives of the City's Sustainability Charter 2.0. In particular, this work relates to Sustainability Charter 2.0 themes of Built Environment & Neighbourhoods, Education & Culture and Economic Prosperity & Livelihoods. Specifically, this project supports the following Desired Outcomes ("DO") and Strategic Directions ("SD"):

- Neighbourhoods & Urban Design DO 1: Surrey is comprised of distinct, diverse and compact town centres with an engaging public realm.
- Neighbourhoods & Urban Design DO 8: The built environment enhances quality of life, happiness and well-being.
- Neighbourhoods & Urban Design DO 15: All new buildings, public places and outdoor spaces are welcoming, safe and universally accessible.
- Arts and Heritage DO 7: An enviable and vibrant arts and heritage sector contributes to Surrey's citizen engagement, enrichment, economy, community livability and civic pride.
- Arts and Heritage DO 11: Public art is visible in diverse forms throughout the community and brings art into the daily lives of Surrey residents.
- Arts and Heritage SD 9: Support the development of local artists of all ages and through all stages.
- Innovation SD 10: Support the development of growth of key sectors including health technology, clean technology, advanced manufacturing, agri-innovation and the creative economy.

CONCLUSION

The Parks, Recreation & Culture Department recommends that Council authorize staff to undertake contracts and work with artists Laara Cerman and Sofia Tan Wu to designs two creative bike racks.

Laurie Cavan
General Manager,
Parks, Recreation & Culture

Appendix "I" – Concept Design for a Creative Bike Rack in Fleetwood

Appendix "II" – Concept Design for a Creative Bike Rack for the Surrey Arts Centre

NO: R010

COUNCIL DATE: January 30, 2019

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **January 25, 2019**

FROM: **General Manager, Engineering**

FILE: **8630-40 (Vision Zero)**

SUBJECT: **Vision Zero Surrey Safe Mobility Plan 2019-2023**

RECOMMENDATION

The Engineering Department recommends that Council:

1. Receive this report for information; and
2. Approve the Vision Zero Surrey Safe Mobility Plan 2019-2023, which is attached to this report as Appendix "I".

INTENT

The purpose of this report is to highlight the significant impact of serious collisions and seek Council approval of the Vision Zero Surrey Safe Mobility Plan 2019-2023 (the "Plan") to move Surrey towards zero deaths and serious injuries.

BACKGROUND

On December 17, 2018, Council approved the Vision Zero approach and continued development of the Vision Zero Surrey Safe Mobility Plan 2019-2023, as described in the Corporate Report No. R249; 2018 attached as Appendix "II".

Road safety is a shared responsibility and something that affects us all. The impacts of injuries and deaths are far reaching, and for every injury or death, dozens of others, whether family, friend or co-worker, are affected, and the impacts on individuals and their social networks can be life altering.

Injury collisions in Surrey have risen by 26% over the last 10 years. While this is due to numerous complex factors, such as population and traffic growth, and a rise in distracted driving, it is of considerable concern. Staff have reviewed best practices from around the world and have determined the Vision Zero principles would be the most suitable approach to reduce deaths and serious injuries on our roads.

Vision Zero is an international campaign that emphasizes that no loss of life in road transport is acceptable. This approach was first initiated in countries like Sweden, Norway and the United Kingdom, and has since gained momentum in many other countries. These countries have the lowest rates of motor vehicle crash fatalities in the world.

Vision Zero is now being embraced in the United States at a national level, in addition to New York City, Portland, San Francisco, Chicago, Los Angeles and Seattle. Canada has also adopted Vision Zero as a federal strategy. The Province of BC led the way in “Moving to Vision Zero: Road Safety Strategy Update and Showcase of Innovation in British Columbia” (Road Safety BC). Edmonton, Calgary, Toronto, Montreal and Vancouver are pursuing the goals of this mandate.

Vision Zero has been recognized by the World Health Organization as an effective road safety policy and is recognized for its ability to significantly reduce traffic fatalities and serious injuries. The City of Surrey is committed to Vision Zero and accepts its fundamental message: fatalities and serious injuries on the City’s roads are preventable and the City must strive to reduce traffic-related deaths and injuries to zero.

DISCUSSION

In 2017, 21 people were killed on Surrey’s roads. 14,500 were injured. The social costs and impacts of these losses are difficult to measure. Life-changing injuries create a burden on families, friends, communities, the health sector, insurers and social services.

In Surrey:

- Every hour, one person is injured;
- Every day, crashes cost over \$1 million;
- Every month, more than one person dies on our roads; and
- Every year, injury collisions are increasing by 3%.

Looking more closely at Surrey data, it is found that:

- 100% of pedestrians involved in a traffic collision are injured or killed;
- 88% of cyclists involved in a traffic collision are injured or killed;
- 73% of motorcyclists involved in a traffic collision are injured or killed; and
- 78% of all fatal and injury collisions in Surrey occur at intersections.

The scale of the personal loss is unacceptable, and the status-quo must be challenged through data-driven and evidence-led targeted actions. There is an economic and ethical imperative to address this unnecessary loss of life. This data shows that it is critical for Surrey to take a new approach to reducing serious collisions on our roads.

Vision Zero Surrey Safe Mobility Plan 2019-2023

The Vision Zero Surrey Safe Mobility Plan outlines the overarching approach of the City to move towards the concept of zero people killed and seriously injured (“KSIs”) within the transportation network. The Plan sets out the vision, mission and identifies key focus areas to prioritize for action in order to move Surrey towards having the safest roads in British Columbia.

Our Vision

That Surrey has zero people killed and seriously injured on its roads, and that human life is valued above all else in our transportation network.

Our Mission

Working in collaboration with our partners, we will take equitable, data-driven and evidence-based actions to ensure that City resources are spent where they will have the greatest impact on creating safer streets.

Zero is not a target to be achieved by a certain date; rather, it is an aspiration highlighting the need for the very best road safety outcomes and where no loss of life is considered acceptable. It has been called a Vision Zero Surrey Safe Mobility Plan because the freedom to move is fundamental to every aspect of life.

Through enhanced strategic partnerships and collaborations leveraging the broader road safety community, the City is embracing a Safe Systems Approach as a guiding principle to examine all factors contributing to safer roads. By adopting a holistic, evidence-led and data-driven approach to road safety, we will work towards the goal of zero serious injuries and fatalities on the City's roads. Safety will become integrated into the planning of the transportation system and the City as a whole.

The Plan expands on the principles identified in the 2008 Transportation Strategic Plan that recognized the importance of providing safer and healthier communities. It also supports the principles and policies of the City's Official Community Plan, Public Safety Strategy and Sustainability Charter. It recognizes that KSIs are a both a public health issue and social issue which impact our families, our neighbourhoods and our community as a whole.

Road Safety Stakeholder Engagement

Staff reached out to partners and stakeholders in order to explore further issues and opportunities related specifically to road safety.

Four different groups were included in the process:

- Internal staff from across the City;
- Not-for-profit organizations, interest groups and community groups including Lookout Society, MADD, Options Community Services, HUB, Surrey Seniors Planning Table, Disability Alliance BC, BC Coalition of Motorcyclists, Surrey Board of Trade, DiverseCity, and Surrey Crime Prevention Society;
- Business Improvement Associations representing different neighbourhoods; and
- Organizational level stakeholders such as RCMP, ICBC, Surrey Schools, Coroners Service of BC, Road Safety BC, Fraser Health Authority, Provincial Health Services Authority and BC Injury Prevention.

Some key concerns emerged:

- Speeding (biggest concern);
- Distracted driving;
- The need for more enforcement, including automated;
- Vulnerable road users (pedestrians and cyclists specifically);
- The need for more engineering interventions and maintenance; and
- Education.

The Plan responds to community concerns around safety and is aligned to recommendations made by local, regional and provincial stakeholder groups. The Plan has received positive support from all our stakeholders.

Our Focus Areas

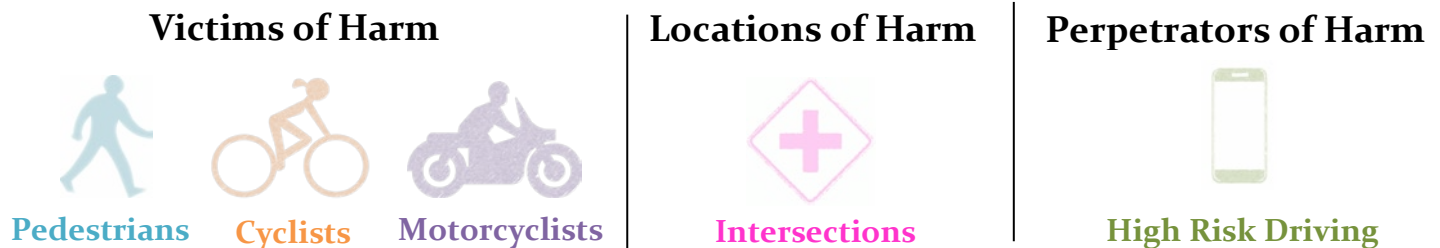
A focus on priority locations is at the center of our planning for Vision Zero safety investments. Through an analysis of crash data, staff have identified priority intersections and high-injury corridors which require specific road safety counter measures. The health impact and collision data reveals the existence of an unequal burden of injury amongst different road users, with pedestrians, cyclists and motorcyclists having the highest rate of death and serious injury.

When we focus on priority locations and victims of harm, resources go to where they are most urgently needed. Targeted enforcement of high-risk driving behaviours will demonstrate that those who break the rules of the road will be made to account for their irresponsible actions that put at risk innocent lives.

Using a holistic, data-driven and evidence-led approach, informed by international best practice research, the City will:

- Target **high-risk hotspot intersections** (Locations of Harm) where almost 80 % of KSI collisions occur;
- Prioritize our **most vulnerable road users**, including pedestrians, cyclists and motorcyclists, (Victims of Harm) who account for 50 % of Surrey’s KSI collisions, and
- Create a community mindset where ‘accidents’ no longer happen and **high-risk driving behaviours** (Perpetrators of Harm), which contribute to about 66% of Surrey’s KSI crashes, are no longer tolerated.

The following will form our areas of focus:

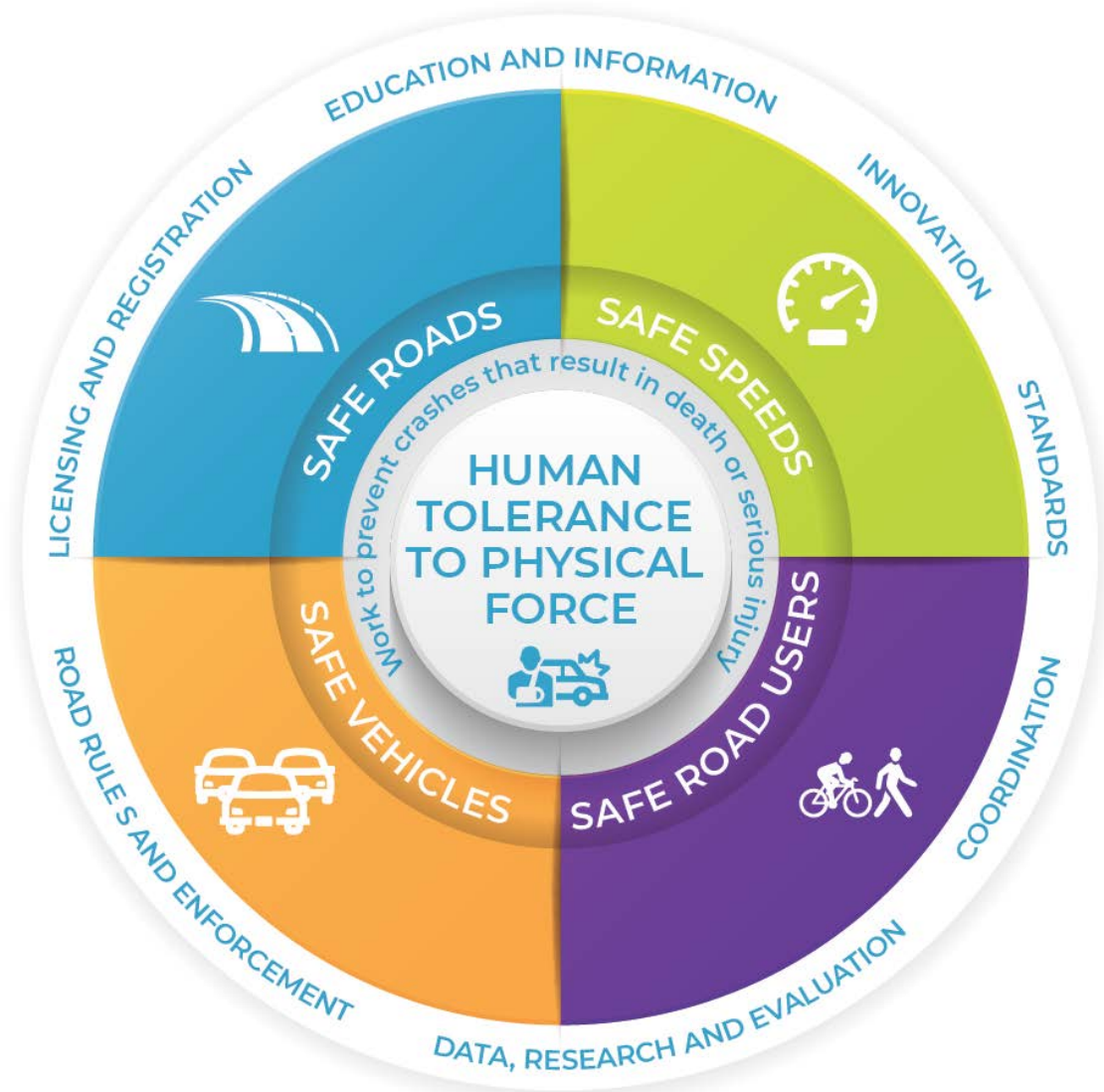


Equity

Surrey’s data demonstrates that certain subgroups of the population suffer disproportionately on our roads. We will ensure equity is embedded within our decision-making for each of the focus areas above.

Our Approach

Our strategy is based on the Safe System Approach. Different elements of a Safe System combine to produce a summary effect greater than the sum of individual treatments, so that if one part of the system fails, other parts provide protection. This means we must work together towards: road designs that prioritize safety; vehicle speeds appropriate for the road environment; road user behaviours that create a culture of safety; and safe and well-maintained vehicles.



The Safe Systems Approach

Safe Roads

In a Safe System, roads are designed to reduce the risk of crashes occurring and the severity of injury should a collision occur. Infrastructure incorporates safety features from the outset by segregating different kinds of road users, as well as traffic moving in different directions or at different speeds. Safe roads interventions will: reduce the likelihood of high-speed collisions; protect road users from side impact and head-on collision impacts; and focus on the safety of our most vulnerable road users. Safe roads prevent unintended use through design and encourage safe behaviors by users.

Safe Speeds

Travel speeds are the fundamental factor in crash severity, with the risk of death and injury increasing as travel speeds increase. Research has shown that a pedestrian hit at 30 kilometres per hour has a 90% chance of surviving, while at 55 kilometres per hour, they have only a 10% chance of surviving. Speeds must be managed through road design, enforcement and education measures, especially in areas where vulnerable road users are present or at locations where side impact and head on collisions remain possible.

Safe Road Users

The Safe Road Users pillar addresses human behaviours that contribute to collisions. While we will design and build safe roads to minimize human error, the Safe System requires that all road users follow the rules of the road. When road users fail to comply, enforcement of unsafe actions will be ensured by law enforcement.

Safe Road Users work will also focus on ensuring an understanding of laws and signage, and on employing a varied approach to education and engagement of all community members. Notwithstanding that, even the best drivers, riders and walkers will make mistakes or wrong decisions at times, having safe road users who accept their share of responsibility in safe roads for all is an important part of a safe road system. Being a safe road user involves more than understanding and following the rules of the road; it involves having greater awareness of road safety issues, understanding one's abilities and limitations, and taking necessary precautions to stay safe.

Safe Vehicles

Safe vehicles that are designed well with the appropriate safety technologies can either prevent a crash or absorb some of the crash forces to help decrease the risk of death and serious injuries. Increasingly, roads and vehicles will be managed within intelligent transport systems, relying ever more on driver-less (autonomous) vehicles and smart infrastructure. As safety becomes hardwired into vehicle technology and road design, there is potential to further reduce road casualties and deaths.

Our Partners

While numerous organizations work diligently to address road safety within their own mandates, none have the responsibility or budget for overall responsibility. It is clear that road safety is a shared responsibility requiring action from the municipality, police, health sector, community and other road safety stakeholders. In order to successfully implement road safety programs and initiatives, we must work together, be mindful of upcoming challenges and opportunities, and regularly measure progress to ensure we are heading towards our goal of Zero. In addition to working across City departments, our external partners include: the police; Surrey Fire Service; Fraser Health Authority; ICBC; and Surrey Schools.

Our Commitment

As a community, it is our responsibility to eliminate traffic deaths and serious injuries for all who share Surrey's streets. Our goal is an achievable and measurable shorter-term target: to reverse the trend of rising injuries and deaths on Surrey's roads and achieve a minimum 15% reduction in injury collisions over the next five years (2019-2023).

The safety performance of Surrey's road network will be continuously monitored, and several performance measures will be used to assess the success of the Plan. The key performance measure is the rate of killed and seriously injured per 100,000 population.

The Plan will be delivered through aligning safety targets into the work of all City departments and prioritizing road safety within planning processes. The City will work with its partners to maximize and leverage all current resources available. Through our data-driven, proactive targeting of resources to areas of greatest need, we will be able maximize our safety returns on investment.

The actions taken within this Plan will be accountable and transparent to our citizens. Embedding regular community consultation and through the use of monitoring and evaluation of our actions, staff will produce an Annual Vision Zero Report to demonstrate how effective our road safety interventions have been. They will also provide an outline of future actions, while engaging citizens in a shared commitment of moving towards the goal of Vision Zero. In addition, quarterly reports on progress will be presented to Mayor & Council.

Next Steps

The City of Surrey is hosting BC's first Vision Zero Summit (February 8 to February 9, 2019), in partnership with the Provincial Health Services Authority, Fraser Health Authority and Vancouver Coastal Health Authority. In addition to launching our Vision Zero Surrey Safe Mobility Plan, the event is intended to foster dialogue on taking a proactive approach to prevent serious injuries and save lives across our BC communities. The Summit will bring together international Vision Zero speakers to present shared solutions to our shared challenges. Civic leaders, health sector, road safety and transportation professionals from across BC will gather at Surrey City Hall to hear from experts who are working to eliminate traffic deaths and severe injuries on their streets, while increasing safe, healthy and equitable mobility for all.

A detailed Implementation Plan is being developed as a matter of priority. The first steps will involve a review of current and planned projects to ensure they proceed in a manner that prioritizes road safety benefits and prevents injuries, as well as saving lives. This Implementation Plan will detail specific interventions, counter measures, locations, milestones and budget.

Development of the Implementation Plan will include various City departments and agencies, as well as the partner organizations who together comprise the Vision Zero Surrey Action Team. The City will lead key overarching initiatives, while partner organizations will lead those initiatives that fall within their mandates. The result will be a holistic, coordinated, targeted plan of action and goals that are shared by all.

The Vision Zero Surrey Action Team will immediately work to target several 'quick wins' to address critical road safety issues. In parallel to these actions, all partners will align internal and external organizational processes to support the seamless delivery of Vision Zero objectives. Surrey will begin the journey to Zero by enhancing internal processes and using evidence-led decision making to systematically incorporate road safety into the planning, design, construction and maintenance activities.

CONCLUSION

No one should have to grieve the loss of a loved one as a result of our mobility. Vision Zero is an approach to safe mobility that prioritizes eliminating death and serious injury from the transportation system. The City of Surrey acknowledges its obligation to protect the freedom to travel across our City free from harm. We will prioritize our most vulnerable road users and protect everyone's right to safe mobility.

The Engineering Department recommends that Council approve the five-year Vision Zero Surrey Safe Mobility Plan 2019- 2023 which will move us towards zero people killed and seriously injured on our streets because, Every Life Matters.

Fraser Smith, P.Eng., MBA
General Manager, Engineering

JB/SA/cc

Appendix "I" - Vision Zero Surrey - Safe Mobility Plan 2019-2023

Appendix "II" – CR249;2018 Surrey Vision Zero Safe Mobility Plan & Summit

NO: R018

COUNCIL DATE: January 30, 2019

REGULAR COUNCIL

TO: Mayor & Council **DATE: January 30, 2019**

FROM: General Manager, Parks, Recreation & Culture **FILE: 1850-01**
General Manager, Finance

SUBJECT: Surrey 2019 Americas Olympic Qualifier Event - Funding Request

RECOMMENDATION

It is recommended by the Parks, Recreation & Culture and the Finance Departments that Council:

1. Receive this report for information;
2. Approve funding in the amount of \$100,000 from the City (\$80,000 from the Council Initiatives Fund and \$20,000 from the Sport Tourism Grant Program), to support Surrey's 2019 World Baseball Softball Confederation Americas Olympic Qualifier Event, (the "Olympic Qualifier Event") subject to the Olympic Qualifier Event receiving \$250,000 Federal Funding and \$150,000 Provincial Funding to support the event; and
3. Approve staff to reduce the level of City funding if required to a proportionate ratio of combined funding received from other levels of government as generally described in this report.

INTENT

The purpose of this report is to seek approval for financial support in the amount of \$100,000 to assist with the Olympic Qualifier Event that is scheduled to be held in late summer 2019 at Softball City.

BACKGROUND

In 2016, the International Olympic Committee voted in favour of the return of softball/baseball into the 2020 Olympic Games in Tokyo, Japan. Softball at the 2020 Olympic Games will be a six-team round-robin event with two teams qualifying from the Americas region (which includes North America, South America, and Central America). In 2018, Softball Canada, in partnership with the organizers of the Canada Cup, submitted a bid with Surrey/Softball City as the host city/venue for the Americas Olympic Qualifier. On November 28th, 2018 an official confidential letter was received from the World Baseball Softball Confederation ("WBSC") 2019 Americas Olympic Qualifier Organizing Committee (the "Organizing Committee") stating that Canada was successful over several other nations to host the Olympic Qualifier Event in Surrey. Subsequently, on January 20, 2019, the WBSC publicly revealed that the event will be held in Surrey.

The event will be hosted by The Canadian Amateur Softball Association, commonly known as Softball Canada, in partnership with the Organizing Committee. Softball Canada is a not-for-profit National Sport Organization dedicated to advocating and encouraging the development of the sport of softball. On January 2, 2019, staff met with the Organizing Committee's Chair Greg Timm and Board of Director Laura Ballance where they requested \$100,000 in 2019 from the City of Surrey to support the event operations. A letter outlining the Organizing Committee's request is attached as Appendix "I". In consideration of this request, staff identified potential available funding sources from the Council Initiatives Fund and Sport Tourism Grant Program should Council approve this level of funding for the event.

DISCUSSION

The Olympic Qualifier Event will use softball to inspire youth, celebrate our community and promote engagement in sport on and off the field. The Organizing Committee aims to achieve this by hosting an unparalleled Olympic Qualifier Event, where the unifying power of sport will bring the community together in competition, culture and celebration. The group anticipates hosting up to 16 teams from different nations competing in the games including players from Japan, the Asian-Pacific Region, Oceania Region and North, South and Central Americas.

It is anticipated that there will be significant economic activity as a result of the Olympic Qualifier Event. The Organizing Committee estimates that \$300,000 revenue will be received through ticket sales from spectators in attendance. Based on data from previous international events hosted in the area, the participants and spectators generate additional economic tourism activity by spending additional days, outside of the competition time frame, in and around the City.

The Organizing Committee has a projected operating budget of over \$1.1 million. The current challenges that require additional resources include sport management, team hosting, volunteer management, bleachers and a VIP deck. A preliminary operating budget is attached as Appendix "II". Grant funding from the Federal Government, which has received very positive support from the respective Ministry, is contingent on funding contributions from the local municipality and the Provincial Government. The Organizing Committee is actively soliciting support from both levels of Government.

FUNDING

The request for \$100,000 is a significant investment in a single event. However, given the prestige of the Olympic Qualifier Event, the international level of competition, the community engagement and the positive media coverage, staff have worked to develop a funding model for Council's consideration. In comparison, the City made a \$100,000 investment in the 2016 Women's World Softball Championships that was also hosted at Softball City.

Council Initiatives Fund

As part of the City's 2019 Operating budget \$260,000 is allocated to the Council Initiatives Fund. This fund is utilized at the discretion of Council to support community initiatives, emerging priorities and other events supported by Council. It is recommended that Council approve a funding allocation of \$80,000 from the Council Initiatives Fund for the Olympic Qualifier Event. Appendix "III" attached to this report documents the balance of the Council Initiatives Fund based on an assumption that Council will approve the recommendations of this report.

Sport Tourism Grant Program

As part of the City's 2019 Operating budget \$ 50,000 is allocated to the Sport Tourism Grant Program. Currently, the maximum allocation per international level event is \$5,000. Staff recommend exceeding this limit on a one-time basis and approving a funding allocation of \$20,000 for the Olympic Qualifier Event. Appendix "IV" attached to this report documents the balance of the Sport Tourism Grant Program based on an assumption that Council will approve the recommendations of this report.

Distribution of Grant Funding

The combination of recommended funding of \$80,000 from the Council Initiatives Fund and \$20,000 from the Sport Tourism Grant Program will allow the City to provide the requested financial support of \$100,000 for the Olympic Qualifier Event, subject to the Olympic Qualifier Event receiving \$250,000 Federal Funding and \$150,000 Provincial Funding for a combined total of \$400,000 to support this event. If funding received from other levels of government is less than \$400,000, staff recommend reducing City funding to a proportionate ratio. As a condition of receiving funding from the City of Surrey, the Organizing Committee is required to complete a Final Report that provides a summary of the event, identifying any changes to the original proposal, and a detailed financial summary of the event to demonstrate City funding have been used appropriately. Upon Council approval, eighty percent (80%) of the funding will be distributed to the Organizing Committee. Upon receipt and acceptance by staff of a final report from the grant recipient, the remaining twenty percent (20%) of the funding will be distributed.

SUSTAINABILITY CONSIDERATIONS

This event supports the objectives of the City's Sustainability Charter 2.0. In particular, this event relates to Sustainability Charter 2.0 themes of Inclusion and Economy. Specifically, the event supports the following Desired Outcomes ("DO"):

- Community Pride and Engagement DO20: Surrey residents are proud of their community.
- Community Pride and Engagement DO23: Numerous active local clubs, groups and agencies contribute to the community's well-being.
- Education & Culture, DO 9: Surrey supports and celebrates its diverse artists, cultures and community heritage through inclusive festivals, programming and events.

CONCLUSION

Based on the above discussion, it is recommended by the Parks, Recreation & Culture and the Finance Departments that Council approve funding in the amount of \$100,000 from the City subject to the Olympic Qualifier Event receiving \$250,000 Federal Funding and \$150,000 Provincial Funding to support the Olympic Qualifier Event to be held at Softball City.

Laurie Cavan
General Manager
Parks, Recreation & Culture

Kam Grewal, CMA, CPA
General Manager
Finance

Appendix "I" – Correspondence from WBSC 2019 Americas Olympic Qualifier Organizing Committee

Appendix "II" – Olympic Qualifier Event Budget

Appendix "III" – Status of the Council Initiative Fund

Appendix "IV" – Status of the Sport Tourism Grant Fund

City of Victoria



Request for Council Action

Meeting Date: December 10, 2018



Subject: Parking Directional Signs for the Downtown

Staff Contact/Department: Patrick Smith/Community Development

Proposed Motion: Authorize an amount not to exceed \$16,455 to install parking directional signage throughout downtown

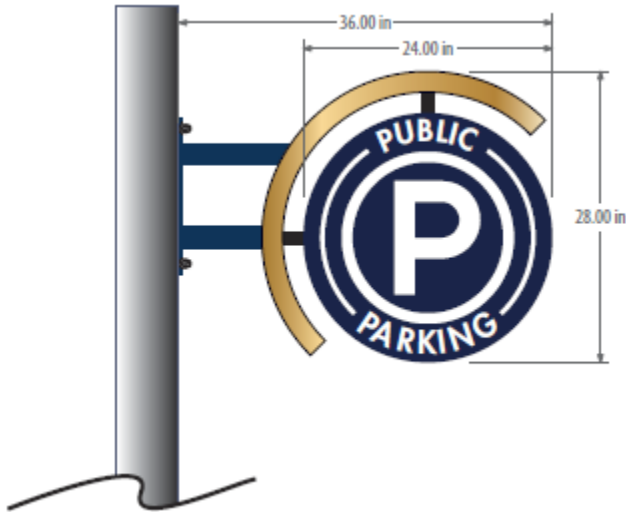
Background

An issue that has been brought up by the Downtown Parking Task Force is that visitors to Victoria do not know where the public parking is located. The Task Force members are recommending that the City install directional signage to the public parking lots located downtown.

Staff is recommending four directional signs that would direct visitors to the downtown parking lots. These signs would be simple metal panels (please see attached location map).



Staff is also recommending six illuminated parking signs located at the entrances of each public parking lot (please see attached location map and drawing by Sign Source). The illuminated parking signs would be placed on existing light poles where available. Where light poles are not available, the signs would need to be installed on new poles or new light poles.



Financial Impact

The \$16,455 would come from Planning and Zoning budget.

Recommendation

Authorize an amount not to exceed \$16,455 to install parking directional signage throughout downtown.

Documents Attached

1. Location map of proposed signs
2. Sign Source Drawings
3. Sign Source estimate



Request for Council Action

Meeting Date: July 23, 2018

Subject: Downtown Parking Study

Staff Contact/Department: Patrick Smith/Community Development

Proposed Motion: Approve the proposed Time & Event Schedule to establish a Task Force and complete a downtown parking study

BACKGROUND

Parking in the downtown has been discussed over the past 30 years in context to a number of plans that have been considered for downtown redevelopment. Below is a summary of those plans and discussion relative to parking:

Year	Plan	Lead	Summary
1980	CBD Plan	HRA	1920's design theme: "Goals: 1. Provide for municipal parking." "Commercial and service establishments shall be grouped together for shopping convenience, sharing of parking, pedestrian safety and integrated design."
1988/1989	Master Plan Study	VIC – Victoria Improvement Committee	Alpine Theme – "substantial amounts of off-street must be provided to support the increase density. This can be achieved without the use of ramps."
1994	Review of 1989 Plan	Council/Planning Commission	"The City's influence in downtown redevelopment will likely be measured to a substantial degree on how well public and/or shared parking is accommodated in a functional, aesthetic and cost-effective manner. If the intensity were to develop as proposed, some deck or below grade parking may be needed for efficiency."
1998	2020 Comprehensive Plan	City/Planning Commission	"Consolidate parking into zones which permit easy and direct access to services and businesses."
2006	Downtown Parking Plan	City Council	Plan focused on "core" downtown (not west of Rose or east of Quamclit); 451 parking spaces generated based on redevelopment and 404 spaces provided; used ULI Shared Parking methodology.

After the review of the 2006 Downtown Master Plan Update, the City Council directed staff to draft an ordinance based on the shared parking analysis provided in the Downtown Master Plan Update. In order to avoid having a suburban strip mall feel, the Business Development Committee recommended a 50% reduction of required parking in the Central Business District (CBD), which was adopted by the City Council.

TASK FORCE

Staff recommends establishing a Task Force to study the downtown parking supply and demands and provide a recommendation to the Planning Commission and City Council on possible city actions and changes to the ordinance. In order for the Task Force to be most effective, resulting in a recommendation that will be supported by the Planning Commission and City Council, it is important that the Task Force be comprised of City Council members, Planning Commission members, residents and downtown business owners. The ideal Task Force would have nine members that represent various values – two Councilmembers, two Planning Commission members, two residents and three downtown business owners.

Staff recommends the City Council nominate two participants, the Planning Commission nominate two participants, the Victoria Business Association nominate three participants, and staff solicit two residents through the webpage and social media. Staff would then bring a list of interested residents, the two Planning Commission members and three downtown business owners to the City Council for your approval.

Task Force Objective

In order to provide clarity of the City Council’s direction, staff recommends that the City Council provide the newly formed Task Force with an objective. The Council should discuss the following statement as the Task Force’s objective:

“Study the projected growth, parking demand and parking supply in the downtown core area and make recommendations for city action (including financing of any recommended improvements) and/or changes to the parking ordinance that are consistent with the adopted Downtown Master Plan.”

CONSULTANT

Staff is getting proposals from two consultants to work with the Task Force: Hoisington Kogler Group Inc. (HKGi) and Mark Kaltsas of Terramark.

TIME AND EVENT SCHEDULE

Below is the proposed Time and Event schedule. The downtown business owners and residents would be notified of all Task Force meetings.

Time	Event
August	City Council approves the Task Force members and consultant
August	Parking demand studies are completed
September/October	Task Force meeting #1 – Consultant reviews current parking demand and supply and future parking demand, listens to Task Force members to gain insight on the main issues
November/December	Task Force meeting #2 – Task Force reviews possible actions and ordinance changes
January/February	Task Force meeting #3 – Task Force makes recommendation to Planning Commission and City Council

CITY COUNCIL RECOMMENDED ACTION

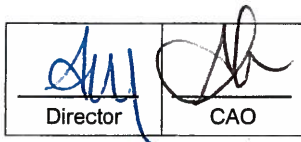
Motion to approve the formulation of the Task Force, Task Force's objective and the proposed Time and Event schedule.

Attachments:

- 1) Downtown Master Plan

District of West Vancouver





DISTRICT OF WEST VANCOUVER
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

5

COUNCIL REPORT

Date:	January 28, 2019
From:	Doti Niedermayer, Senior Manager, Cultural Services
Subject:	Canada-British Columbia Investing in Canada Infrastructure Program Grant Application – Ferry Building Restoration Project
File:	3008-01

RECOMMENDATION

THAT

1. the submission of a grant application to the Canada-British Columbia Investing in Canada Infrastructure Program: Community, Culture and Recreation for \$1,852,242 towards the total cost of \$2,525,900 for the restoration of the Ferry Building be approved;
2. subject to the full project grant funding by the Canada-British Columbia Investing in Canada Infrastructure Program: Community, Culture and Recreation, staff be directed to bring forward expenditure bylaws for funding from the Amenity Contribution Fund to a maximum of \$1,000,000 as its commitment to the Ferry Building restoration project; and
3. the project be incorporated into the Five-Year Financial Plan 2019-2023.

1.0 Purpose

A requirement of the Canada-British Columbia Investing in Canada Infrastructure Program: Community, Culture and Recreation application process is a resolution by Council approving commitment of funding for the remainder of total project costs as a condition of grant funding. To comply with the tight deadline of January 23, 2019, an application was submitted to the funding program. This report provides an overview of the grant and outlines the reasons for submitting the grant application to restore the century-old Ferry Building.

2.0 Legislation/Bylaw/Policy

The proposed project grant application through the Canada-British Columbia Investing in Canada Infrastructure Program: Community, Culture and Recreation (ICIP-CCR), is in line with the District of West Vancouver's (District) corporate objectives and strategic initiatives as outlined in the District's Community Strategic Plan.

3.0 Official Community Plan

Under Housing & Neighbourhoods, the Official Community Plan (OCP) identifies the importance of respecting character and protecting heritage:

2.1.9 Protect buildings, structures and landscapes on the District's Heritage Register by:

- h. supporting restoration through Heritage Revitalization Agreements; and
- i. expediting the review process for the retention of heritage properties.

4.0 Background

4.1 Previous Decisions

At the July 6, 2015 Council meeting, Council passed the following motion:

THAT as described in the report dated June 19, 2015 regarding Canada 150 Community Infrastructure Grant for Ferry Building Gallery Restoration, up to \$726,000 in the 2016 capital budget for the restoration of the Ferry Building Gallery based on grant funding of up to \$500,000 being provided under the Canada 150 Community Infrastructure Program, be approved.

At the June 20, 2016 Council meeting, Council passed the following motion:

THAT

1. the submission of a grant application to the Canada 150 Community Infrastructure Program of \$500,000 towards the total cost of \$1,268,000 for the restoration of the Ferry Building Community Arts Centre be authorized;
2. the project be authorized to proceed, subject to confirmation that full grant funding has been approved by the federal government, community consultation has been completed, and regulatory/environmental approvals are obtained where necessary; and
3. subject to full project grant funding being approved by the federal government, staff be directed to bring forward expenditure bylaws totaling \$768,000 funded from a combination of Community Amenity Contributions (CAC), District Asset Reserves, Gas Tax Fund Reserve, and/or external funding.

4.2 History

The Ferry Building is a symbol of cultural sustainability in the community. The wood-frame building was constructed in 1913 and designated as a Municipal Heritage Property in 1987. The building has historical value for its associations with the municipal ferry and bus services, both of which were very important to the development of West Vancouver. It also has architectural value for its use of arts and crafts features.

The building has continued its public use and value for having been the first of the "Arts on Argyle" buildings to be adapted for the arts in 1989.

Since then, the Ferry Building Gallery has been an important community gallery showcasing local artists and attracting thousands of residents and visitors through its doors annually.

In 2015, the District submitted an application to the Canada 150 Program for restoration of the Ferry Building. The application was turned down. According to staff at Western Economic Diversification Canada, there were no concerns with the content of the District's application, but rather there were just too many submissions received from across Canada.

In 2016, the District submitted a subsequent application to the Canada 150 Community Infrastructure Program. However, the focus of this funding program was for community centres and subsequently, the District's application was turned down.

In 2017, the Five-Year Financial Plan 2017-2021 included the Ferry Building Restoration Project with a budget of \$1,268,000 with funding identified as \$768,000 from Community Amenity Contributions (CAC) and \$500,000 from grants. Undertaking the project was subject to the grant funding which did not materialize.

The 2019 Canada Infrastructure Program: Community, Culture and Recreation's focus of funding is on culture, recreation and community spaces. The Ferry Building restoration project is well positioned to be eligible for this grant. To comply with the tight January 23, 2019 deadline, an application was submitted; however, the submission remains incomplete without a statement of endorsement for the project by Council.







5.0 Analysis

5.1 Discussion

Current Project

Council approved the Arts & Culture Strategy 2018-2023 and the accompanying Prioritization & Phasing Action Plan which identifies in Strategy 3.2.1 (Maintain and upgrade existing District-owned and District-supported facilities), the restoration as one of its key priorities for 2019.

The OCP identifies the importance of respecting the character of our neighbourhoods and protecting heritage. The Ambleside Waterfront Concept Plan has included the Ferry Building as a cornerstone on the waterfront.

The Ferry Building, an important West Vancouver landmark for many residents, has been in need of restoration for several years and is designated as a Municipal Heritage Property. The current Scope of Work (**Appendix A**) outlines the upgrades needed including:

- removal of hazardous waste including asbestos in vinyl floor tile and lead-containing materials present in exterior paint colours;
- immediate need to repair existing building envelop and window deterioration (including main and porch roofs and exterior wall system);
- seismic and code upgrades;
- electrical system, lighting, emergency power, fire alarm and data infrastructure;
- new inclined platform wheelchair lift on second floor stairway;
- interior and exterior walls and exterior doors; and
- new exterior stairs, ramps and accessible washrooms.

The Ferry Building Gallery is open to the community to visit and enjoy. The building plays a large role in the District's service delivery of arts and culture with over 40,000 visitors annually. The Ferry Building is also viewed and enjoyed for its historical features by many thousands of residents and visitors who walk by the building on the Spirit Trail annually.

The current Ferry Building restoration project focusses on existing floor space with the addition of gender-neutral accessible washrooms for visitors to the building and the area.

The building's location on the waterfront makes it vulnerable to the impacts of climate change and rising sea levels. New flood elevation regulations have come into effect and construction costs have escalated from June 2016 when detailed costing of a previous version of the project was carried out. To ensure the long-term viability of the Ferry Building, it will be raised and moved to a higher location with accessible washrooms located under the building as recommended by professional engineers. The building will remain in the same area as its historical function as a ferry building is deeply connected to the waterfront and to the history of West Vancouver. Architectural plans and drawings for the Ferry Building are attached as **Appendix B**.

Financial Implications

If successful with the ICIP-CCR grant, this funding will significantly offset the District's cost for the project. The current estimated cost further addresses climate change and includes design and construction contingencies as well as cost escalation to complete the project.

The grant application has used the most recently estimated total project cost of \$2,525,900. If successful, the full grant will offset the total project costs by \$1,852,242. The District's required contribution would be \$673,658.

The Federal and Provincial Governments will not cover any share of cost overruns. To indicate that the District has a plan in place to cover these costs, the resolution on funding asks that staff be directed to bring forward expenditure bylaws for funding from the Amenity Contribution Fund to a maximum of \$1,000,000 as its commitment to the Ferry Building restoration project. This funding commitment matches the \$1,000,000 from the CAC currently proposed for the first year of the project in the Five-Year Financial Plan 2019-2023.

Grant Opportunity

The Community, Culture and Recreation funding stream for British Columbia was recently announced to provide funding for infrastructure projects that will support projects that improve citizens' access to and quality of cultural, recreational and community spaces for Canadians, including Indigenous people and vulnerable populations. To be eligible, the project must also meet applicable energy standards, be publicly accessible and be for broad public use or benefit.

For improvements to cultural spaces, there are expectations for program targets and community benefits related but not limited to improving the quality of life for residents; improving community attractiveness to attract and retain residents/businesses; and contributing to preserving historical and cultural character. The Ferry Building restoration project fits into the criteria of the Canada-British Columbia Investing in Canada Infrastructure Program.

Key elements of this grant include:

- This grant provides up to 73.33% of the eligible project costs, funded to a maximum of 40% by the Government of Canada and 33.33% by the Province of British Columbia. The District must demonstrate that their portion of the funds have been secured and that a plan is in place to cover any cost overruns beyond budgeted contingencies.
- A resolution from Council approving commitment of funding for the remainder of total project costs if the grant is approved is a requirement for the application.
- The Province of British Columbia will provide a Shared Cost Agreement to proponents approved for funding. The agreement will outline the terms and conditions associated with the funding. Funding will be announced in the summer of 2019. Projects may not start and no tender can be awarded prior to the signing of a Shared Cost Agreement.

5.2 Sustainability

Long-term sustainability of the historic Ferry Building requires that it be restored as an important heritage resource in the community. The building envelope assessment conducted by Morrison Herschfield in May 2014 identified significant concerns with the structural base of the building; the poor condition of the paint on the exterior of the building; evidence of rot by way of severe deterioration and moisture staining of sheathing in various locations; and the condition of the roof and original windows.

To ensure its protection from the impacts of climate change and rising flood levels, the Ferry Building will also be moved and raised with accessible washrooms located under the building.

5.3 Public Engagement and Outreach

Planning for the restoration of the Ferry Building has been ongoing in the community for a number of years. There has always been strong support for the retention of the Ferry Building as an important part of West Vancouver's history and identity.

The development of the Arts & Culture Strategy 2018-2023 included significant community consultation with West Vancouver residents, as well as key stakeholders of the arts and culture sector and local area businesses. The Ferry Building has always been considered a key destination community art gallery and historic building providing an important function to the character of Ambleside. As a cultural facility on the waterfront, it is busy year-round with exhibitions and programs open to all age groups and participates in complementary programming as part of many other community celebrations that occur in the area including the Harmony Arts Festival.

5.4 Other Communication, Consultation and Research

The OCP policy in 2018 identified the heritage values of character structures in West Vancouver and recommended preservation. The Ambleside Waterfront Concept Plan has included the Ferry Building as a cornerstone on the waterfront and all public consultation has reinforced its inclusion.

6.0 Options

6.1 Recommended Option

THAT

1. the submission of a grant application to the Canada-British Columbia Investing in Canada Infrastructure Program: Community, Culture and Recreation for \$1,852,242 towards the total cost of \$2,525,900 for the restoration of the Ferry Building be approved;

2. subject to the full project grant funding by the Canada-British Columbia Investing in Canada Infrastructure Program: Community, Culture and Recreation, staff be directed to bring forward expenditure bylaws for funding from the Amenity Contribution Fund to a maximum of \$1,000,000 as its commitment to the Ferry Building restoration project; and
3. the project be incorporated into the Five-Year Financial Plan 2019-2023.

6.2 Considered Options

A considered option is to not approve submission of the Canada-British Columbia Investing in Canada Infrastructure Program grant application and seek other funding sources for the restoration of the Ferry Building.

7.0 Conclusion

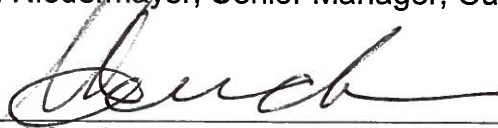
The Ferry Building is an iconic heritage building in West Vancouver, primarily responsible for opening West Vancouver to ferry service in 1912. The building has a long history in the community as a landmark for the Ambleside Waterfront with thousands of visitors annually. The building has been in need of major restoration for several years and the Canada-British Columbia Investing in Canada Infrastructure Program offers the District another opportunity to leverage external funding to complete this important project.

Author:



Doti Niedermayer, Senior Manager, Cultural Services

Concurrence:



Isabel Gordon, Director, Financial Services

Appendices

Appendix A: Ferry Building Scope of Work for Pricing (January 17, 2019)

Appendix B: Architectural Plans and Drawings for Ferry Building Community Gallery



DISTRICT OF WEST VANCOUVER
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

COUNCIL REPORT

Date:	September 14, 2018
From:	Christie Rosta, Events & Festival Manager
Subject:	Community Day Event Planning Working Group – Event Framework
File:	0117-20-CDWG

RECOMMENDATION

THAT

1. the proposed Community Day Event Planning Working Group – Event Framework be approved;
2. the proposed Community Day Event Planning Working Group – Event Framework be incorporated into District work plans and into the budget process for 2019 and subsequent years; and
3. staff proceed with planning and implementing a two-day multicultural festival for the first weekend in June 2019, as outlined in the Community Day Event Planning Working Group – Event Framework.

1.0 Purpose

This report provides to Council the Community Day Event Planning Working Group Event Framework (Event Framework) for a re-created and revitalized Community Day celebration. The Event Framework includes the guiding principles; purpose and scope of the event; and the budget requirements.

2.0 Legislation/Bylaw/Policy

The District of West Vancouver’s Community Outreach and Engagement Policy outlines a spectrum of engagement which communicates the District’s commitment to engaging the community. Active participation by residents in governance is encouraged and citizens can become directly involved through working groups, committees, boards and other civic engagement opportunities that arise from time to time.

3.0 Background

Community Day is held on the first Saturday in June and is an important part of the community’s cultural fabric, having been celebrated in West Vancouver for over 40 years. The event program starts with the Ambleside Mile, a five-kilometre run and parade that takes place in the business corridor on Marine Drive and Bellevue Avenue, followed by a large community showcase in Ambleside Park. The community showcase

features music stages to host local bands and orchestras; a dance stage featuring youth and cultural performances; a sustainability zone hosted by not-for-profit groups; kids zone hosted by sports groups, community organizations and the community centres; a licensed food service on the beach to fundraise for local initiatives such as the West Vancouver Fire Fighters Charitable Society; and food services provided by service groups and food trucks. All presentations and services, with the exception of food trucks, are presented by community organizations seeking to engage with community members.

Over the past five years, the event has had a significant decline in attendance from both presenters and audience members. Stakeholders and annual participants encouraged staff to review Community Day and to undergo a process to review and revitalize the event.

3.1 History

Community Day evolved from the annual May Day celebration that was mainly sponsored through the school system and which ended in 1970. In 1974, then-Alderman Mary Kerr took on the task of creating a new event based on community philosophy and community involvement.

Until 2007, the Community Day Committee (Committee) was a strong, vibrant group of 11 voting members committed to the event. In 2008, after over a decade of carrying out volunteer roles, many of the members stepped down. There had been repeated calls for volunteers in preparation of the planned retirement of many of the Committee members with limited response from the community at the time.

In 2012, in preparation for West Vancouver's Centennial Celebrations, a Centennial Committee was formed to provide direction for implementing a framework that would celebrate West Vancouver Community Day from Ambleside to Horseshoe Bay. To accommodate a celebration that could span across the municipality, the parade was postponed.

In 2013, a Community Day planning meeting was held with over 50 representatives to determine the site and event program elements to be implemented until 2016. At that meeting, it was determined that the parade would be re-instated and that the event would be staged in Ambleside Park featuring the traditional Community Day activities. The Community Day event plan created in 2013 was continued through to 2018.

4.0 Analysis

4.1 Discussion

The Community Day Event Planning Working Group (Working Group) was formed to revitalize and re-create a new event framework for West Vancouver's Community Day celebration. The Working Group commenced in September 2017 and met regularly through to July 2018.

The Working Group has developed a framework that reflects the values of the community; addresses the cultural diversity and interests of West Vancouver residents; and anticipates future needs. The Working Group's Terms of Reference (**Appendix A**) identified six areas to be explored and confirmed. These are as follows: develop the overall vision and mission for the Community Day event; define the purpose of a large community celebration; identify the values the event will possess; outline the size and scope; define the target audience; and identify a structure and financial model.

Timeline

October 2017 to January 2018:

The Working Group met up to two times per month to review the current state of Community Day; to review other events in the region and globally; and to review the changing demographics of West Vancouver. The Working Group had several discussions regarding the purpose and value of hosting a community-wide celebration. The Working Group also reviewed the demographic shift in West Vancouver from statistical data gathered by the West Vancouver Foundation's Vital Signs report and from Statistics Canada. The Working Group confirmed that an annual community celebration is important and that it plays a valuable role in bringing the community together. The Working Group also agreed that the event provides a great opportunity to share new experiences and to build community pride and a sense of belonging.

February 2018:

Southcott Strategy was retained to support the Working Group to confirm the alignment on the work to date and to build consensus moving forward. On February 20, 2018, Southcott Strategy facilitated a session with the Working Group and local representatives from youth, the Squamish Nation and the North Shore Multicultural Society with a goal to establish a revitalized event brand. This included the name, theme, vision, purpose and values for the event; and explored initial opportunities for a multicultural themed event in 2019. During the session, the Working Group also participated in an exercise reviewing the event's strengths, weaknesses, opportunities and threats.

The following opportunities were identified:

- **Open the Front Door** – create an inviting event that encourages participants to come to West Vancouver to share values, stories, food and traditions
- **Learn from Commercial Drive** or other events that promote togetherness and trying new experiences
- **Learn from Expo** and create an event that is welcoming and inclusive to everyone (those at home and visitors)

- **Youth engagement** – find a great reason to bring youth to the event

April 10, 2018:

A community workshop facilitated by Southcott Strategy was held at Municipal Hall. The purpose of the session was to engage a variety of West Vancouver community stakeholders and regular Community Day participants to discuss the revitalization of the annual event; to test the idea of transforming the traditional celebration into a new multicultural themed event; and to generate event ideas for the 2019 event. To bring the multicultural theme to life, the session participants were organized into six teams to answer questions and brainstorm on four different topics: Walk the World; Maker Fest; Exploratorium; and One Heart, One Mind. Some of the themes within a multicultural context were:

- food, food, food;
- unique events;
- interactive learning;
- festival fun;
- activities for diverse age groups; and
- inclusivity, welcoming everyone from inside and outside of West Vancouver.

May to June, 2018:

The Working Group continued to review the outcomes from the workshop and the Community Day information table. This review confirmed the vision, purpose, values and scope of the event; the target audience; and a financial model. As part of the analysis, different locations were considered including Marine Drive (Main Street's Car Free Day event model), Argyle Avenue (Harmony Arts Festival location), and Ambleside Park. It was determined that Ambleside Park, south side of the park, was most suitable and that the event footprint would need to be reduced to create a lively and interactive atmosphere. The date of the event was also considered, and it was deemed that the first weekend in June still provides the best opportunity for good weather and does not conflict with other community events. The final meeting of the Working Group addressed the annual parade. The Working Group agreed that a parade is important and it should be incorporated into the event plans moving forward.

Outcome

The Event Framework provides direction for planning and implementing a re-created Community Day for 2019 and is attached as **Appendix B**.

Overall Vision for the Community Day Event

It was determined that a new event name and brand would provide an opportunity to attract a new audience from within the community as well as

a regional audience to share the spirit and uniqueness of West Vancouver. The event will have new programming guided by a multicultural theme, be hosted over two-days and is projected to attract 10,000 to 15,000 participants per day.

Purpose of the Event

The purpose of the event is to bring people together to create a sense of belonging and community pride and to develop a sense of place. The event will provide a platform to bring the community together to share new experiences in a fun, casual and inviting atmosphere.

Event Values

The event must be community driven, culturally inclusive and accessible for all. Youth are important and the event should provide interesting activities and opportunities for youth participation either as performers or as part of the audience.

Outline Event Size and Scope

The event will be hosted over two days on the first weekend in June and will provide a welcoming place to enjoy day and evening programming with several experiences, encouraging guests to make the event a full-day destination. The event will be held in Ambleside Park on the south side of the railway tracks and staged in a smaller footprint to create an engaging environment. Experiences should include extensive food offerings. Food brings people together and food service should be provided by food trucks, restaurants and community groups. Entertainment stages for dance and music will provide an opportunity for many community and professional groups to perform. A parade should be integrated into the event. At least one highlighted spectacle program or element will be hosted.

Define the Target Audience

The event will be for all ages and free and open to the public. A day at the event will provide an opportunity for multi-generations to attend together.

Financial Model

The Event Framework proposes a much larger and vibrant two day festival which requires more resources than the current \$35,000 direct budget allocation from the District to Community Day. Sponsorships, grants and food and beverage sales and an additional contribution from the District are needed to offset the expenditure budget of \$250,000. The ongoing direct budget commitment for the District increases from \$35,000 to \$50,000 per year under proposed programming. Details of revenues and expenditures are shown in the table below.

Event Expenses *	\$250,000
Event Revenues	
• Sponsorships	\$100,000
• Grants	\$50,000
• Food and beverage	\$50,000
• District of West Vancouver	\$35,000
• District of West Vancouver	<i>(ongoing program request for \$15,000 in 2019)</i>

* In-kind contributions have not been included in expenses.

New large outdoor events are inherently risky. In general, new events can take a few years to get established. Larger events that count on sponsorships and grants carry financial risk if programming cannot be scaled back when funding does not materialize. Outdoor events carry risks in that food and beverage sales are weather dependent.

In implementing the June two-day event, staff will monitor progress on grant applications, sponsorships and in-kind contributions to scale the programming as much as possible to the funding level. There will still be the risks of starting a new event and some revenues being weather dependent.

It is proposed that if the event has an unfavourable variance, and thus the District's contribution is greater than the \$50,000 allocated, Ambleside Live concert revenues be used to supplement the shortfall. This extra funding would be requested through the District's normal budget amendment process in 2019 and for two subsequent years. It is expected that after three years, the back-up support from the concert funds will no longer be needed.

Concert revenues have been used in the past for the benefit of community amenities such as music equipment at the West Vancouver Community Centre and as a contingency fund to manage the inherent risks in events. The balance of unallocated summer concerts revenue was \$41,597.50 as at December 31, 2017. Approximately \$22,400.00 will be added to that amount in 2018 for a total of approximately \$64,000 in unallocated funds.

4.2 Sustainability

As a core value, the Working Group identified that the event must be community driven to ensure it is engaging, inclusive and sustainable for the next several years. West Vancouver has had a significant demographic shift over the past five years and there is a great opportunity to consult and include newcomers into the planning process. It is envisioned that citizen committees will support the development of the event programming and marketing plans.

4.3 Public Engagement and Outreach

The Working Group had a display at Community Day on June 2, 2018 asking attendees their opinion on a two-day multicultural festival. The general feedback concurred with a multicultural themed event.

4.4 Other Communication, Consultation and Research

On April 10, 2018, Southcott Strategy facilitated a community workshop at West Vancouver Municipal Hall. There were approximately 40 people in attendance including representatives from West Vancouver Chamber of Commerce; Ambleside Dundarave Business Improvement Association; West Vancouver Community Arts Council; URP Production and Creative Services; West Vancouver Minor Hockey; West Vancouver Field Hockey Club; Seniors' Activity Centre; West Vancouver Branch of SPCA; North Shore Multicultural Society; Vancouver Beideng Society and members from the Chinese community; West Vancouver Police Department; North Shore Black Bear Society; Old Growth Conservancy Society; West Vancouver Community Centres Society; School District 45 and District Parent Advisory Committee; West Vancouver Community Foundation; North Shore Optimist Club; members of the public; and members of the Working Group.

Calls for participation at the workshop were sent to past Community Day event participants and was advertised in the *North Shore News* and through the District's social media channels.

5.0 Options

5.1 Recommended Option

THAT

1. the proposed Community Day Event Planning Working Group – Event Framework be approved;
2. the proposed Community Day Event Planning Working Group – Event Framework be incorporated into District work plans and into the budget process for 2019 and subsequent years; and
3. staff proceed with planning and implementing a two-day multicultural festival for the first weekend in June 2019, as outlined in the Community Day Event Planning Working Group – Event Framework.

5.2 Considered Options

Staff and the Working Group be directed to revise the Community Day Event Planning Working Group – Event Framework to be implemented in 2020 and maintain the traditional Community Day events for 2019.

6.0 Conclusion

Community Day has been held in the same format for over 40 years and requires changes to ensure that the event meets the needs of today's community. The Community Day Event Planning Working Group was formed to re-create the annual Community Day event and has undergone a thorough review of the current event and has compared Community Day with other existing successful community events throughout the region and internationally. The Working Group also reviewed the demographics in West Vancouver and considered the work identified by other partner agencies such as the West Vancouver Foundation's Vital Signs report. The Working Group's Event Framework for a re-created Community Day outlines a two-day multicultural festival that is designed to attract West Vancouver residents and invite guests from the region to celebrate community diversity through culture, food and entertainment. The two-day re-created Community Day event will provide an opportunity for learning and exploration while creating a sense of community pride and belonging.

Author:



Christie Rosta
Events & Festival Manager

Concurrence:



Anne Mooi
Director of Parks, Culture & Community Services

Appendices

Appendix A: Community Day Event Planning Working Group Terms of Reference

Appendix B: Proposed Community Day Event Planning Working Group – Event Framework

City of Richmond





To: George Duncan
Chief Administrative Officer

Date: May 16, 2019

John Irving, P.Eng., MPA
Acting General Manager,
Engineering & Public Works

David Aarons
Manager, Purchasing

From: Marilyn Kam, PMP
Acting Project Manager

File: 06-2050-20-GT/Vol 01

Re: Standard Award of Contract – T.6529 Gateway Theatre Upgrades (General Contractor)

Recommendation

Staff have assessed the quotes and made a recommendation that the contract for T.6529 Gateway Theatre Upgrades (General Contractor) be awarded to the lowest responsive and responsible bidder, in the amount of \$5,491,683.36 excluding GST. The contract is to be awarded to Kindred Construction Ltd.

Capital Buildings Project Development also requests pre-authorized spending authority to reflect the project contingency amount of \$830,000.00 excluding GST.

In addition, Capital Buildings Project Development also requests pre-authorized spending authority to reflect the additional risks associated with unknown existing conditions when undertaking a complete envelope rehabilitation in the amount of \$460,000.00.

Project Description

The scope of the project includes the following:

- envelope repairs
- minor structural upgrades
- replacement of mechanical heat pumps and cooling tower
- replacement of the water distribution system
- plumbing upgrades, including some fixtures
- replacement of the fire alarm panel and associated work
- replacement of the emergency and exit lights
- security system upgrades
- stage lighting, associated controls, equipment, and infrastructure replacement

The City requested for pre-qualification statements from interested and experienced general contractors through BC Bid (6433 PQ) and received 13 proposals on the closing date of January 17, 2019 (REDMS #6188474 and 6188475). The City's designated representatives evaluated each proposal and shortlisted five respondents based on work history, experience, qualifications, technical strengths and team availability. Subsequent to the pre-qualification process, City Staff invited the shortlisted respondents to submit a proposal through an Invitation to Tender process and received three proposals on the closing date of May 13, 2019. City Staff reviewed the proposals and concluded that Kindred Construction Ltd. is the lowest responsive and responsible bidder.

Company	Total Amount + Disbursements (excluding GST)
Kindred Construction Ltd.	\$5,491,683.36
Chandos Construction Ltd.	\$5,691,865.00
Scott Construction Group	\$7,249,649.00
Heathebrae Builders Co. Ltd.	<i>Declined to Bid</i>
Double V Construction Ltd.	<i>Declined to Bid</i>

The bids received expire on August 13, 2019. Bid price includes cash allowances.

Action to be Taken

In accordance with Bylaw 8215, detailed as follows, your concurrent authority is required to award this contract.

The Chief Administrative Officer is assigned authority, together with the applicable Department General Manager to award construction contracts to the lowest qualified bidder when the following conditions are met:

- (i) the contract has been publicly tendered;*
- (ii) the contract amount is within the budget approved by Council for the project.*

Corporate policies and procedures have been followed in the soliciting and award of this contract.


Financial Impact

The budget amount for this element of the work is \$8,095,400. Funding is in place within 2018 and 2017 Council Approved Capital accounts: Envelope and Infrastructure Replacements CB00048, Lighting Infrastructure and Systems Renewals CB00049 and Lighting Upgrade CE00016. Note the three separate capital accounts have been consolidated into one main account – CB00056. Funding is also in place within the CB00062 Envelope Renewal Phase II for the complete envelope upgrade. Upon project completion, excess funding shall be returned to CB00056 and CB00062 accounts as the budget source.

Table 1: Estimated Cost to Complete the Project

Approved Budget	
1760-40-000-00000-0000-CITY-CB00056	\$4,395,400.00
1760-40-000-00000-0000-CITY-CB00062	\$3,700,000.00
Total Approved Budget	\$8,095,400.00
Estimated Costs	
Contract: Gateway Theatre Upgrades (General Contractor) (WO# 1282379 & 1282380)	\$5,491,683.36
Contingency	\$830,000.00
Additional Risks Cash Allowance	\$460,000.00
Total Award for this Contract (include contingency)	\$6,781,683.36
Previously Committed Funds Including Contingency (as of May 15, 2019)	\$334,275.00
Total Estimated Costs to Complete Remaining Work	\$800,000.00
Estimated Funds Remaining	\$179,441.64

The following signatures have reviewed this request:

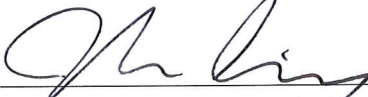


 David Aarons
 Manager, Purchasing

May 24/19
 Date

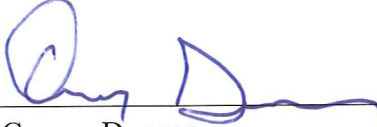
The following signatures have approved this request:

Award Approval



 John Irving, P.Eng., MPA
 Acting General Manager,
 Engineering & Public Works

May 28/19
 Date



 George Duncan
 Chief Administrative Officer

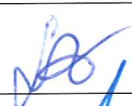

June 11/19
 Date



Marilyn Kam
 Acting Project Manager
 (4176)

MK:mk

Original Award Memo to be returned to Project Manager.

Reviewed by
Senior Project Manager
NR May 21, 2019
Senior Manager
 for Martin Y. on May 23, 2019
Director
Act 26  May 29/19



City of Richmond

Report to Committee


To: General Purposes Committee **Date:** December 20, 2019
From: Jim Young **File:** 06-2050-01/2017-Vol 01
Director, Facilities and Project Development
Re: **Ageing Facility Infrastructure – Update**

Staff Recommendation

That the report titled “Ageing Facility Infrastructure – Update” dated December 20, 2019 from the Director, Facilities and Project Development, be received for information.

Jim V. Young

Jim Young, P.Eng.
Director, Facilities and Project Development
(604-247-4610)

REPORT CONCURRENCE		
ROUTED TO: Finance Division	CONCURRENCE <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER 
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS:	APPROVED BY CAO

Staff Report

Origin

On September 23, 2002, staff submitted an Ageing Facility Infrastructure Report to Council for information as requested by the Public Works and Transportation Committee. The purpose was to provide Council with a pictorial overview of typical problems, a summary of the prioritized maintenance deficiencies and Facility Condition Index (FCI) for the selected buildings.

The report highlighted the early stage facility condition assessments done through the recently adopted Vanderwell Facility Advisors assessment program and computerized maintenance planning software (now VFA Canada Corporation) through RFP 2238P. Facility condition assessments have continued on a rotating schedule since 2002 providing valuable building information used to forecast the City's facility maintenance needs.

Staff have submitted multiple Ageing Facility Infrastructure Update Reports since the 2002 Report to Council for information. The reports are a means to periodically update Council on the overall facility condition, age, and future needs. The reports also provide Council with a comprehensive view of the City's infrastructure and funding needs which serve to support our upcoming capital submissions to better maintain the City's building inventory.

This report supports Council's Strategic Plan 2018-2022 Strategy #1 A Safe and Resilient City:

Enhance and protect the safety and well-being of Richmond.

1.2 Future-proof and maintain city infrastructure to keep the community safe.

This report supports Council's Strategic Plan 2018-2022 Strategy #4 An Active and Thriving Richmond:

An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.

4.2 Ensure infrastructure meets changing community needs, current trends and best practices.

This report supports Council's Strategic Plan 2018-2022 Strategy #5 Sound Financial Management:

Accountable, transparent, and responsible financial management that supports the needs of the community into the future.

5.3 Decision-making focuses on sustainability and considers circular economic principles.

Background

The City's owned and leased facilities inventory consists of 165 buildings with a total building area of approximately 2,200,000 sq. ft. These facilities are operating as intended and will continue to do so with appropriate funding levels.

City facilities are critical to the delivery of a broad range of services to the public. Several of the facilities are unique to Richmond and establish an important and positive cultural or iconic identity, such as Britannia Shipyards National Historic Site, Branscombe House, Seine Net Loft and the Richmond Olympic Oval.

Construction of City-owned facilities is accomplished through Council approved capital programs and/or agreements with developers. For capital projects, staff define a scope of work in consultation with the user groups and the public, leading to construction through the public procurement process. A similar process is followed with developer related facilities, whereby the developer often assumes the role of design/construction lead and City staff assumes a review/approval and quality assurance role.

Once constructed, it is necessary to fund and perform day-to-day operations and maintenance activities at all facilities to enable their intended uses, including janitorial services and minor repairs/replacements such as filter replacements to HVAC systems. It is also necessary to fund and complete preventative maintenance programs, which may include items such as roof replacement, boiler replacement and new paint for the building interior/exterior, to ensure continuity of service.

The practical life expectancy of a facility is generally 45 years or more; however, with regular preventive maintenance, the life of a quality building can be extended much longer. The City currently has Council approved funding in place for operations/maintenance, preventative maintenance and capital replacement programs. The Capital Building and Infrastructure Reserve has been established to fund capital related facility construction and major renovations.

On an ongoing basis, staff develop and update a comprehensive plan for capital repair and improvements. This plan considers the condition of all current infrastructure assets such as buildings and equipment, and is used to plan infrastructure replacement and repair needs in the future within available capital and operating funding levels.

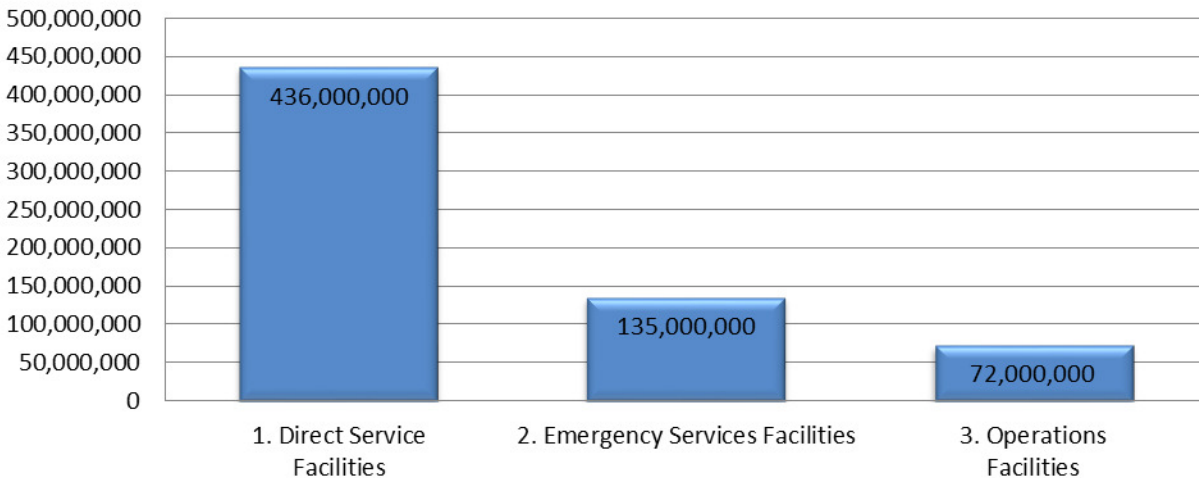
The City's building inventory is comprised of three categories, specifically facilities that serve community services, emergency services and City operations.

1. **Direct Service Facilities** – These are facilities where the public comes to access service or do business. This includes City Hall, community centres, libraries, sports/recreation, heritage, social programs and related facilities.
2. **Emergency Service Facilities** – This category includes fire, police, emergency response programs and related facilities.

3. **Operations Facilities** – These are facilities that are critical to service and infrastructure support, but do not receive the public. The key facility in this category is the Works Yard, excluding the recycling depot.

The graph below illustrates Council approved capital funding from 1989 to 2019 for the City’s three building categories.

Capital Expenditure by Facility Category 1989 - 2019



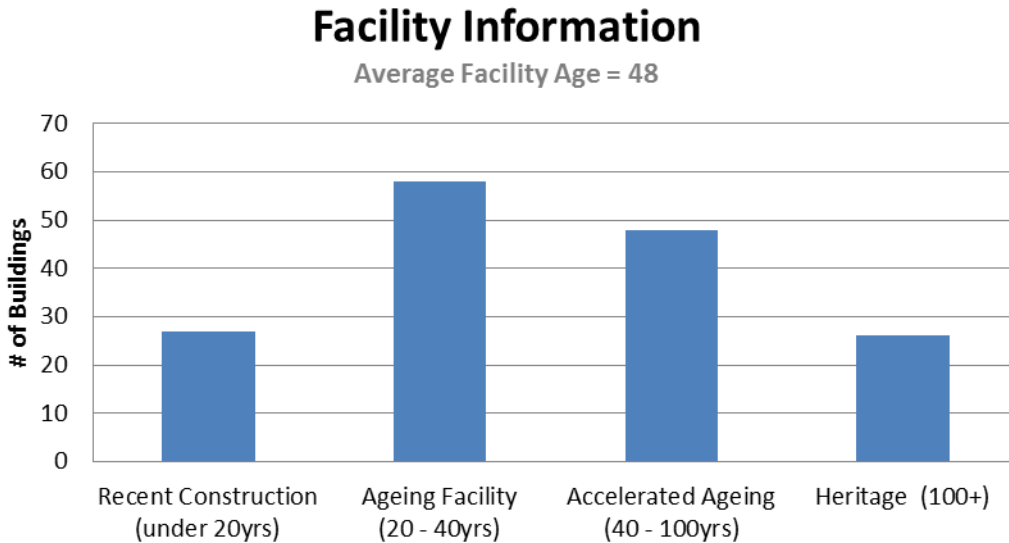
The City currently has Council approved annual funding in the operating budget of approximately \$4 million for Infrastructure Replacement and Building Improvement programs. This is for repair and preventative maintenance, but is insufficient to ensure buildings remain operable. Additional capital funding is always required to complete major repairs and replacements for critical building components, such as roofs, boilers and elevators. For 2019, facility related capital utilities funding of \$17.5 million was approved by Council to complete major repairs to buildings such as Gateway Theatre, Watermania, Minoru Arenas, the Works Yard, City Hall and City Hall Annex facilities. Additional operating budget funding is also in place to complete day-to-day facility operations related activities such as janitorial, minor repairs, etc., as well as payment for power, gas, etc.

These preventative maintenance and facility capital programs are planned in advance by staff with the aid of maintenance planning software and are based on information collected through regular building condition assessments. These assessments are critical for staff in understanding the overall health and condition of the City’s building portfolio and the subsequent analysis enables staff to recognize levels of deferred maintenance and to anticipate future maintenance needs.

The City generally completes annual physical audits of 25 per cent of City facilities through detailed site visits and assessments. These assessments are conducted by a team of engineers, architects and staff through facility site walks, interviews, testing, plan review and historical maintenance reporting in order to expertly assess the overall facility condition.

Analysis

Through previous assessments and facility information, the City’s general building portfolio is entering a period of decline as the average building age is 48 years, which is beyond the practical life expectancy of 45 years. While some assets are in reasonable shape and lasting longer than anticipated, other assets have deteriorated due to heavier use or less resilient design/construction and deferred maintenance levels. The graph below provides an overview of facility age and number of buildings in each age category.



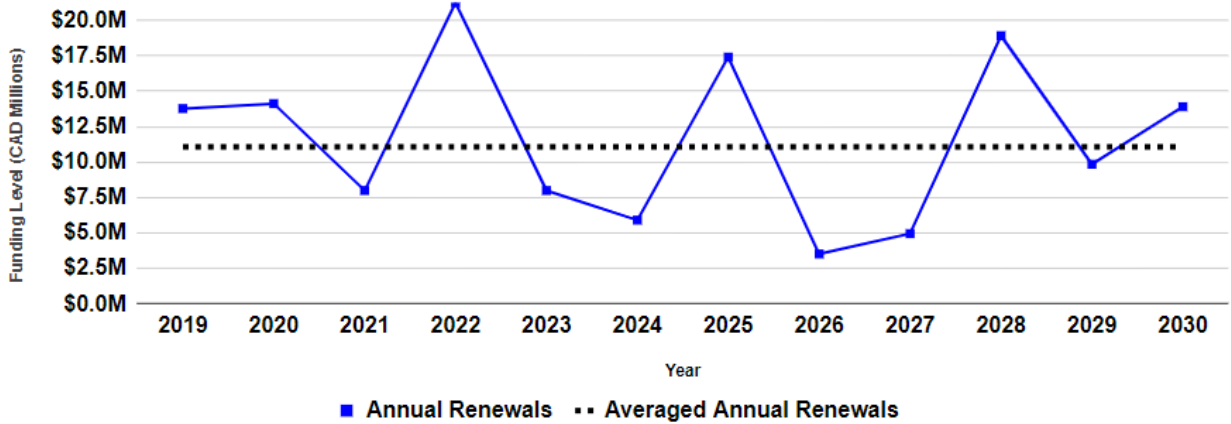
As more facilities enter into the accelerated ageing category, it is estimated that annual funding levels will need to increase for Building Improvement, Infrastructure Replacement and Capital Programs in order to ensure continued, reliable service to residents and adoption of circular economic practices. A significant example of this is the City Works Yard site which is in the accelerated ageing category and requires increased funding to accommodate major repairs and replacements to ensure the facility continues to deliver the City wide emergency response, community operations and infrastructure performance as intended. Replacement of the Works Yard has been identified by Council as a priority and will be the subject of a separate report.

Funding projections for the next 10 years are shown on the next page in the ‘Facility Renewal Forecast’ graph, which shows a significant rise in maintenance related costs in the near future and a required average annual funding level of \$11 million. In addition to the increase in annual funding levels, construction cost escalation is being sought annually through the budgeting process; our current escalation cost is projected to be 7 per cent as detailed in the financial impact.

Without this level of funding, our facilities would deteriorate at an accelerated rate and service levels would be negatively impacted.

Facility Renewal Forecast

Averaged Annual Funding Need - \$11M



Consequence of Facility Deterioration

A notable industry observation related to facilities is that it costs five times as much to repair a facility on an emergency or reactive basis as compared to having a preventative maintenance program.

Significant deficiencies are anticipated should City facilities be allowed to deteriorate over the next 20 years. Examples that may be typical of non-functional facility infrastructure after 20 years includes failure of roofs, boilers and HVAC systems; similar to the recent chiller failure at the RCMP building and the boiler failure at City Hall. The consequence of these items no longer functioning are significant and could lead to facility closure, service level interruption, loss of City revenue, negative public perception and elevated costs to react in emergency conditions.

While facility replacement is an excellent solution to address growth needs and implement modern systems and design, those facilities that are intended for long term use greatly benefit from the City’s preventative maintenance programs.

The current service level can be maintained through increased preventative maintenance funding and continued capital funding for building rehabilitation and replacement support as follows:

- Capital Replacement - The Council-approved Major Facilities Phase 1 projects represent over \$124 million in capital investment for the replacement of Minoru Aquatics, Older Adults Centre, City Centre Community Centre, Fire Hall No. 1 and Fire Hall No. 3. On December 12, 2016, Council also approved Advanced Design and Planning funding to commence the Richmond Major Facilities Phase 2 program. This includes the replacement or expansion of the Richmond Animal Shelter, Richmond Lawn Bowling Club, City Centre Community Centre North, Steveston Community Centre and Branch Library. The new facilities will provide medium term relief from the increasing cost of maintaining the old facilities and introduce service level improvements. Investing in the capital replacement of buildings is a key strategy for maintaining overall facility condition and addressing growing service level demands;

- Capital Repairs - In 2019, Council approved \$17.5 million of capital funding to complete major repairs and rehabilitation. Staff are currently preparing the 2020 – 2024 Building Capital Program for Council consideration and it is anticipated that the capital repair funding for this five-year period will be in the \$60 - \$70 million range. Staff will continue to prepare annual and five-year capital programs with required levels of funding for Council consideration and approval; and
- Operating Maintenance and Minor Capital - Current facility infrastructure replacement, improvement and annual maintenance operating budget funding is approximately \$4 million. Going forward, it is estimated that this level of funding needs to be increased by at least the price index associated with building construction (estimated to be seven per cent in 2019), to maintain existing service levels.

Staff will utilize the preceding analysis and information outlined in preparation of future operating and capital budgets with the objective of maintaining the current level of overall facility condition and service level.

Financial Impact

The impact of increasing the Operating Maintenance and Minor Capital budget by 7 per cent associated with building construction cost escalation is estimated to be approximately \$280,000 which will be considered in the 2020 budget process.

Conclusion

While the City's facility infrastructure is operating as expected and being maintained in good order, it is entering a period of accelerated deterioration due to age and deferred major maintenance. In order to maintain the current facility condition and service levels, reduce levels of deferred maintenance and prevent future equipment failures and service disruptions, sustained funding will be required through the City's operating and capital budgets.



Martin Younis, B.Eng., M. Eng.
Manager, Capital Buildings Project Development
(604-204-8501)

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City of Delta





City of Delta
COUNCIL REPORT
Regular Meeting

F.12

To: **Mayor and Council**

From: **Mayor George V. Harvie**

Date: **May 3, 2022**

Proposed Changes to Federal Electoral Boundaries

▪ **RECOMMENDATIONS:**

- A. THAT a letter be sent to the Federal Electoral Boundaries Commission to express Delta's opposition to the proposed changes to Delta's electoral boundary and requesting that Delta remain as a single electoral district.
- B. THAT Mayor Harvie be registered to speak at the public hearing on June 9, 2022 in Tsawwassen.
- C. THAT a copy of this report be referred to Delta's MP and MLAs.

▪ **PURPOSE:**

The purpose of this report is to advise Council of proposed changes to Delta's federal electoral boundaries and seek direction to provide feedback to the electoral review process.

▪ **BACKGROUND:**

The reconfiguration of electoral district boundaries takes place every 10 years, after completion of the decennial census. The 2021 census reports an increase of approximately 600,000 residents in BC, therefore, the number of electoral districts is required to be increased by 1, from 42 seats to 43. This translates into 116,300 people per electoral district - the electoral quota – and each electoral district should correspond to this as closely as possible to promote equality of voting power and fair representation across the whole province.

In 2012, Delta supported the consolidation of Delta into a single federal riding to replace the ridings of Delta-Richmond East and Newton-North Delta. These electoral boundaries were established during the 2002 review process, contrary to the wishes of Delta Council which supported retaining a single riding for Delta.

▪ **DISCUSSION:**

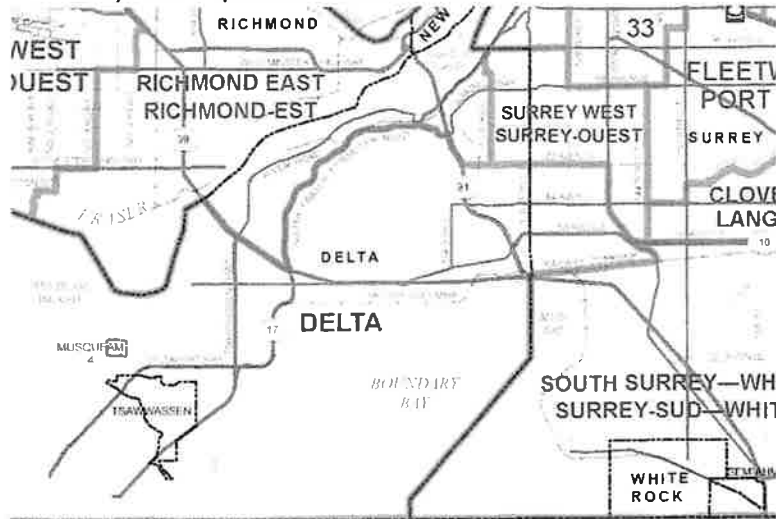
The 2022 Federal Electoral Boundaries Commission (Commission) is proposing to make several electoral boundary changes to address uneven population growth across the province. It is also mandated to create a new electoral district and it is proposing the Vernon—Lake Country electoral district.

Delta is currently a single electoral district, shown on Map 1, and the Commission is proposing the boundary amendments shown on Map 2.

Map 1: Existing Delta Electoral District



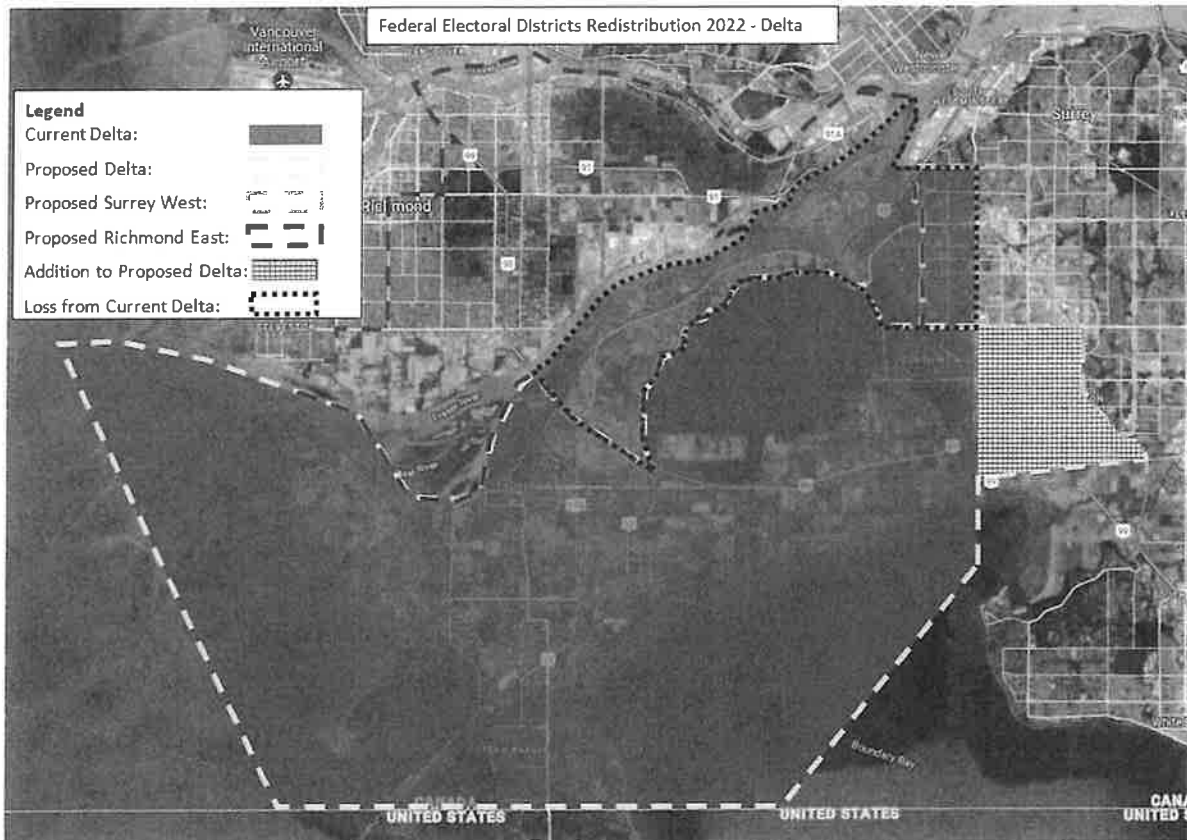
Map 2: Proposed Delta Electoral District



This would result in the following changes, shown on Map 3:

- The area north of Highway 17 and east of Highway 99, including Tilbury, Annacis Island, Nordel and the area north of 72 Avenue west of 112 Street would move to the Richmond East electoral district (area delineated by the red dashed line with blue background on Map 3).
- The area north of 72 Avenue east of 112 Street would move to the Surrey West electoral district (area delineated by the orange dashed line with blue background on Map 3).
- The Delta electoral district would gain a part of Surrey between 72 Avenue to King George Boulevard and along BC Rail (hatched area on Map 3), while losing the area delineated by the black dashed line on Map 3.

Map 3: Proposed Electoral Changes for Delta - Potential Losses and Gains



These proposed changes would, once again, result in the community of Delta being fragmented in terms of electoral representation. Large sections of the North Delta population will be represented by elected officials in Richmond and Surrey, and Delta's MP would also have to represent a large area of west Surrey. Not only would this situation be confusing for Delta voters, it would serve to undermine Delta's identity as a single, united community. A single riding would also help foster a municipal identity and

promote a consistent and focused federal representation on the wide variety of issues that affect the municipality.

It is, therefore, recommended that a written submission be provided to the Federal Electoral Boundaries Commission expressing Delta's opposition to the proposed changes to Delta's electoral boundaries. The Commission is also holding a series of public hearings at locations across the province throughout June to September to gain public input to the proposed boundary changes. It is recommended that Mayor Harvie register to attend the public hearing in Tsawwassen on June 9, 2022 to present Delta's opposition to the proposed changes and seek to keep Delta as a single electoral riding.

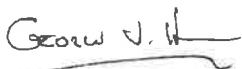
Implications:

Foundation for the Future Implications – a sense of unity between the different communities in Delta is integral to preserving and fostering a sense of community with common goals and priorities.

Financial Implications – none.

▪ **CONCLUSION:**

Should proposed changes to Delta's Federal Electoral Boundaries be approved, Delta will lose its status as a single riding and the community would be fragmented in terms of political representation. This would significantly impact areas of North Delta, Tilbury, Annacis Island and some rural areas, and would also include the addition of a large section of west Surrey to Delta's riding. Consistent with Council's position during the last two electoral boundary reviews in 2002 and 2012, it is recommended that Delta's opposition to the proposed changes be communicated to the Commission in writing and through the Public Hearing process.



George V. Harvie
Mayor



City of Delta
COUNCIL REPORT
Regular Meeting

Item 8

To: **Mayor and Council**

From: **Corporate Services and Community
Planning & Development Departments**

Date: **January 18, 2023**

Strata Property Act Amendments – Community Concerns

The following report has been reviewed and endorsed by the City Manager.

▪ **RECOMMENDATIONS:**

- A. THAT a letter be sent to Premier David Eby regarding recent amendments to the *Strata Property Act* to highlight community concerns relating to strata age-restriction bylaws, and requesting that the BC government ensure that adequate protections are in place for strata owners and their families where such bylaws are implemented.
- B. THAT copies of this letter be sent to the Honourable Ravi Kahlon, Minister of Housing, and Ian Paton, MLA Delta South.

▪ **PURPOSE:**

The purpose of this report is to provide information regarding recent changes to the *Strata Property Act* and identify potential actions that Council could take to address residents' concerns regarding strata age-restriction bylaws.

▪ **BACKGROUND:**

At the January 9, 2023 Regular Meeting, Councillor Kruger brought forward the following motion:

WHEREAS Bill 44, Building and Strata Statutes Amendment Act, 2022, has recently received royal assent;

AND WHEREAS under Bill 44, the Province will end all strata rental-restriction bylaws and limit age-restriction bylaws so that the only permitted age restriction is to preserve and promote seniors' housing through "55 and over" ownership restrictions;

AND WHEREAS Council has received correspondence from residents who are concerned about their stratas calling special general meetings to become 55+

designated buildings as a means to circumvent the policy changes outlined in Bill 44;

AND WHEREAS existing strata residents are concerned the new rules will discourage or preclude families from living in newly designated 55+ residences;

THEREFORE BE IT RESOLVED THAT Council direct staff to report back on the residents' concerns, as well as any actions Council can take to limit exclusionary strata bylaws enacted by local strata councils in response to Bill 44.

▪ **DISCUSSION:**

Recent amendments to the *Strata Property Act* ban strata corporations from implementing bylaws that restrict rentals, and also only allow strata corporations to impose age restrictions for those age 55 and older. These changes fulfill a recommendation of the BC Rental Housing Task Force¹ to preserve seniors' communities, while opening up housing options for families.

Rental restriction bylaws have already been banned in strata corporations formed since January 1, 2010. The change extends the ban on rental restrictions to stratas formed before that date. The Province estimates that there are 300,000 strata units built before 2010 that may still be subject to rental bans. Common rental restrictions include limits on the number of strata lots that may be rented, minimum and maximum rental periods, and age limits that preclude young families. Strata bylaws that prohibit short term accommodations (eg. Airbnb) continue to be permitted in all strata corporations.

Since the changes came into effect on November 24, 2022, there have been some concerns and confusion expressed by strata owners about what the changes mean. Some strata councils began the process of converting to 55+ only buildings, under the mistaken belief that age-restricted stratas can also ban rentals. This is incorrect – rentals cannot be prohibited and they can only be limited to people 55 and older if there is an age-restriction bylaw in place.

If a strata council is considering a 55+ age restricting bylaw, there must be a three-quarter vote of approval for the bylaw. Younger residents may oppose such a bylaw since it may negatively impact them in the future. However, if a 55+ age restricting bylaw were to be adopted, younger residents currently residing in the strata lot would be exempted (ie. they could continue to live there and be exempt from the new bylaw). The legislation is less clear whether any new resident in the same unit, for example new partners or children, would also be exempt from age-restriction bylaws, and this has been the subject of considerable concern for some strata unit owners.

The legislation does provide for exemptions to age-restricting bylaws. For example, live-in caregivers for a resident who is disabled, ill or frail are exempt from age restrictions. The legislation also provides for a "prescribed class of persons", which allows the

¹ Rental Housing Review Recommendations and Findings. BC Rental Housing Task Force December 2018

government to add further classes of people that can be exempt by regulation instead of another legislative amendment to the Act. This means that additional exemptions could be added relatively easily to address concerns relating to new family members of existing strata residents.

Next steps:

The speed with which the legislative amendments came into effect prompted some strata corporations to start implementing bylaws to restrict renters to age 55+. Several of these strata councils have since reversed course fearing negative impacts on property values or owners' ability to sell units. It is still early days for this new legislation and the Provincial Housing Minister, Ravi Kahlon, has indicated that the government is monitoring for any unintended consequences of the legislative amendments, but that no immediate changes are being considered.

Since this is primarily a provincial matter, it is recommended, as an initial step, that a letter be sent to Premier David Eby highlighting the community concerns regarding strata age-restriction bylaws, and requesting that the BC government ensure that adequate protections are in place for strata owners and their families where such bylaws are implemented. Municipal authority to address this issue is limited and would, in any event, have to be consistent with provincial legislation. As a result, the province is in the best position to address concerns regarding this legislation.

Related to this issue, Delta continues to take steps to secure the provision of rental housing. In line with recent legislation, Delta has started to implement rental-only zoning for new purpose built rental developments, and staff will continue to explore the use of rental-only zoning when feasible.

Staff will continue to monitor this situation and provide reports back to Council as appropriate.

Implications:

Foundation for the Future Implications – Delta is committed to working with the community, developers, and government agencies to ensure a broad range of housing options are available for Delta citizens.

Financial Implications – none.

▪ CONCLUSION:

Recent amendments to the *Strata Property Act* will help preserve seniors' communities and open up housing options for families. However, the amendments have created uncertainty for some strata owners, particularly as they relate to strata age-restricting bylaws.

It is recommended, as a first step, that Delta raise these concerns with the Province and urge the government to take whatever steps are necessary to protect the rights of existing strata owners and their immediate family members. Staff will report back on this issue as matters progress.



Mel Cheesman
Director of Corporate Services



Marcy Sangret
Director of Community Planning &
Development/Deputy City Manager

Department submission prepared by: Bernita Iversen, Manager of Corporate Policy

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