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THE CORPORATION OF THE
CITY OF WHITE ROCK
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6

December 11, 2019

A **GOVERNANCE AND LEGISLATION COMMITTEE MEETING** will be held in the **CITY HALL COUNCIL CHAMBERS** located at **15322 Buena Vista Avenue, White Rock, BC**, on **MONDAY, DECEMBER 16, 2019** to begin at **5:00 p.m.** for the transaction of business as listed below.

T. Arthur, Director of Corporate Administration

A G E N D A

Councillor Fathers, Chairperson

1. **CALL MEETING TO ORDER**
2. **ADOPTION OF AGENDA**

RECOMMENDATION

THAT the Governance and Legislation Committee adopt the agenda for December 16, 2019 as circulated.

3. **ADOPTION OF MINUTES**
 - a) October 11, 2019 – Worksafe BC
 - b) October 29, 2019 – Committee Procedures
 - c) November 18, 2019
 - d) November 27, 2019 – Planning Procedures

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RECOMMENDATION

THAT the Governance and Legislation Committee adopt the following meeting minutes as circulated:

- a) October 11, 2019 – Worksafe BC;
 - b) October 29, 2019 – Committee Procedures;
 - c) November 18, 2019; and
 - d) November 27, 2019 – Planning Procedures.
4. **COMMUNITY AMENITY CONTRIBUTION FORUM FORMAT**
To discuss the format for the Community Amenity Contribution Forum anticipated for the New Year (January 20, 2020).
 5. **PROPOSED MARINE DRIVE TASK FORCE VISIT TO WHITE ROCK SISTER CITY: LA CONNER**
Discussion stemming from Marine Drive Task Force regarding a possible visit to La Conner. Topic of discussion includes attendees, costs, etc.

6. **SOCIAL MEDIA POLICY UPDATE FOR THE CITY OF WHITE ROCK** **Page 23**
Corporate report dated December 16, 2019 from the Director of Corporate Administration titled “Social Media Policy Update for the City of White Rock”.

RECOMMENDATIONS

THAT the Governance and Legislation Committee

1. Receive for information the corporate report dated December 16, 2019, from the Director of Corporate Administration titled “Social Media Policy Update for the City of White Rock”; and
2. Endorse the social media policy as attached in Appendix A and direct staff to develop Social Media Guidelines for internal use that allow collaborative engagement.

7. **BUSINESS LICENSING APPROACH FOR PASSENGER DIRECTED VEHICLE SERVICES** **Page 38**

Corporate report dated December 16, 2019 from the Director of Planning and Development Services titled “Business Licensing Approach for Passenger Directed Vehicle Services”.

RECOMMENDATIONS

THAT the Governance and Legislation Committee:

1. Receive for information the corporate report dated December 16, 2019 from the Director of Planning and Development Services titled “Business Licensing Approach for Passenger Directed Vehicle Services”;
2. Direct staff to continue to monitor the proposed inter-municipal business licence program for transportation network services; and
3. Provide feedback on the proposed amendments to the Business Licence Bylaw.

8. **FIRST NATION ACKNOWLEDGEMENT AT COUNCIL MEETINGS**
Councillor Manning has requested the topic of “First Nations Land Acknowledgements” be placed on the Governance and Legislation Committee agenda for discussion.

We would like to recognize that we are standing/working/meeting on the traditional unceded territory of the Semiahmoo First Nation, and also wish to acknowledge the broader territory of the Coast Salish Peoples.

9. **LEAN GOVERNMENT STUDY – COUNCILLOR MANNING** **Page 106**
Councillor Manning has requested the topic of “Lean Government Study” be placed on the Governance and Legislation Committee agenda for discussion. Links to websites with further information on “Lean Government” is attached for reference purposes.

RECOMMENDATION

THAT the Governance and Legislation Committee recommends that Council direct staff to prepare a report on a hiring a consultant to study White Rock and determine how efficiencies can be gained in our municipal government and maintain or reduce cost to residents.

- 10.1 **COUNCIL AND COMMITTEE PROCEDURE BYLAW** **Page 107**
As part of the City’s Policy and Bylaw review, the Council and Committee Procedure Bylaw No. 2232 is included on the agenda for discussion and revision. The Committee may at this time, discuss further revisions or updates and direct staff to bring forward the proposed amendment to a future Regular Council meeting.

10.2 COUNCIL POLICY NO. 111: ORDER OF PROCEEDINGS Page 142

As part of the ongoing City Policy review, Council Policy No. 111 is presented for discussion, comment and consideration of endorsement.

Council Policy No. 111 proposes revisions that are also reflected in Bylaw No. 2232 noted on the agenda as item 10.1.

RECOMMENDATION

THAT the Governance and Legislation Committee recommends that Council endorse Council Policy No. 111 – Order of Proceedings.

11. POLICY REVIEW

11.1. PLANNING AND DEVELOPMENT SERVICES (500 SERIES)

As part of the ongoing City Policy review, the following policies were reviewed by the Planning and Development Services department. These policies were presented for discussion / consideration.

- 1) Planning and Development Services is proposing that Policy No. 505 be repealed and is addressed under Recommendation #1. Page 144
- 2) Policies that have no proposed amendments are listed below to be ratified under Recommendation #2. Page 147
- 3) Policies that have proposed amendments are noted with tracked changes and are presented for the Committee’s endorsement under Recommendation #3. Page 153

RECOMMENDATION #1

THAT the Governance and Legislation Committee recommends that Council repeal Policy No. 505 – Bed and Breakfast Establishments.

RECOMMENDATION #2

THAT the Governance and Legislation Committee recommends that Council endorse the following policies:

- 508 – Secondary Suites
- 512 – OCP Consultation Policy
- 513 – Secondary Stoves in Dwelling Units

RECOMMENDATION #3

THAT the Governance and Legislation Committee recommends that Council endorse the following policies:

- 509 – Development Approval Procedures City Owned Public Space
- 510 – Criteria for Type 2 Tree Removal Requests on Private Lands

11.2 RECREATION AND CULTURE POLICY NO. 708 – PUBLIC ART

As part of the ongoing City Policy review, the following policies were reviewed by the Recreation and Culture Department, with the majority presented to the Committee and Council earlier this year. This is the final policy left for review under the Recreation and Culture department, and is presented for discussion / consideration and recommendation for endorsement. **Page 156**

RECOMMENDATION

THAT the Governance and Legislation Committee recommends that Council endorse Recreation and Culture Policy No. 708 – Public Art.

11.3 HUMAN RESOURCES POLICY NO. 401 – EMPLOYEE RECOGNITION PROGRAM

As part of the ongoing City Policy review, Human Resources Policy No. 401 is presented for discussion/consideration and recommendation for endorsement. **Page 173**

RECOMMENDATION

THAT the Governance and Legislation Committee recommends that Council endorse Human Resources Policy No. 401.

12. COUNCIL MEMBER VOTING RECORDS

Page 175

Council referred this matter to the Governance and Legislation Committee from their November 18, 2019 regular Council meeting.

Note: staff have included preliminary information from the City of Richmond for discussion purposes.

13. UBCM CHILD CARE PLANNING PROGRAM GRANT

Page 199

Correspondence dated December 2, 2019 from Michelle Kirby, Senior Manager, Partnerships and Engagements, from the Ministry of Children and Family Development regarding the “UBCM Child Care Planning Program”.

This item is noted on the agenda for discussion purposes.

14. CONCLUSION OF THE DECEMBER 16, 2019 GOVERNANCE AND LEGISLATION COMMITTEE MEETING

PRESENT: Mayor Walker
Councillor Chesney
Councillor Fathers, Chairperson
Councillor Johanson
Councillor Manning
Councillor Trevelyan (arrived at 4:03 p.m.)

ABSENT: Councillor Kristjanson

STAFF: D. Bottrill, Chief Administrative Officer
S. Lam, Deputy Corporate Officer
Jacquie Johnstone, Director of Human Resources
Candice Roffe, Health and Safety

Press: 0

Public: 0

1. **CALL MEETING TO ORDER**
The meeting was called to order at 4:00 p.m.

2. **ADOPTION OF AGENDA**

2019-G/L-124

It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopt the Special meeting agenda for October 11, 2019 as circulated.

CARRIED

3. **WORKSAFE BC TRAINING – MIKE BENZ, WORKSAFE BC**
Mike Benz, Worksafe BC, provided a PowerPoint presentation titled “City Councillor’s Responsibilities in the Workplace”.

It was noted that employees have the following three (3) principal rights at work:

- To know what hazards are in the workplace
- The right to participate in Health and Safety activities in the workplace
- The right to refuse unsafe work without getting punished or fired.

Discussion ensued and the following information was provided in response to the Committee’s questions:

- Employees are trained to their relative responsibilities in their role (eg: restaurant patron would not be expected to enter the kitchen)
- A Councillor’s workplace could be that of an office environment, or a place where the public would be

- With respect to a recent incident where a Councillor entered a workplace when a tree was removed, Mr. Benz reported that he did not issue “orders of non-compliance” for the incident. Identified that further clarification with respect to what constitutes a workplace could prevent incidents like this in the future.
- When people enter a worksite, it is helpful to consider what that person should be wearing if they are representing the City in that scenario (eg: construction site could require a hard-hat or appropriate shoes).
- An employer is responsible to provide personal protective equipment in order for employees to carry out their job. Gear was not provided to Councillors as the employer identified that it was not required, as operational sites are not within jurisdiction for the elected official position. Council’s role is to address governance and policy – not operations.
- If Council wishes to move forward with worksite orientation, this can be provided by the City; however, Council members and the CAO should not be on a worksite.
- Supervisors should know their supervisors, understand what is happening at home, as that could impact how employees are on the worksite.
- Concerns with work safety, whether on private or public property, should call WorksafeBC and refrain from intervening
- It is an employee’s right to ask for more training

Mr. Benz provided the following outcomes that could have been taken with respect to the recent incident of a City representative entering the work site:

- A written order could have been issued to the City if he felt that proper instruction, training, or anything else needed, was not provided;
- If it was felt that the person in question entered a non-compliant workplace scenario, a written order could have been issued to the worker.

It was noted that written-orders are appended to a worker’s Social Insurance Number and ID, reiterating that they can stay with a worker’s record in perpetuity.

4. CONCLUSION OF THE OCTOBER 11, 2019 GOVERNANCE AND LEGISLATION COMMITTEE MEETING

The Chairperson declared the meeting concluded at 5:16 p.m.



Mayor Walker

Stephanie Lam
Deputy Corporate Officer

PRESENT: Councillor Fathers, Chairperson
Mayor Walker
Councillor Johanson
Councillor Kristjanson
Councillor Manning
Councillor Trevelyan (arrived at the meeting at 4:25 p.m.)

ABSENT: Councillor Chesney

GUEST: Don Lidstone, Lidstone & Company (City Solicitor)

STAFF: D. Bottrill, Chief Administrative Officer
T. Arthur, Director of Corporate Administration
D. Johnstone, Director of Human Resources (departed the meeting at 5:11 p.m.)
S. Lam, Deputy Corporate Officer

Press: 0

Public: 2

1. CALL MEETING TO ORDER
The meeting was called to order at 4:02 p.m.

2. ADOPTION OF AGENDA

2019-G/L-137

It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopts the agenda for the October 29, 2019 meeting as circulated.

CARRIED

The City Solicitor was in attendance to provide an overview, through a PowerPoint presentation, of the City's Respectful Workplace Policy and the Council and Committee Procedure Bylaw.

3. RESPECTFUL WORKPLACE POLICY

The City's Respectful Workplace Human Resources Policy 405 pertains to:

- Respect among Council Members
- Respect in the Workplace (between staff)
- Respect between Council Members and staff

Common Policies in this regard can include:

- Code of Conduct for Council and staff
- Conflict of Interest over and above the *Community Charter*/Code of Ethics
- Nepotism
- Fit for Work (alcohol and drugs)
- Harassment and Bullying
- Discrimination

The reasons behind development of a policy in this regard include:

- Pre-empt and reduce conflict
- Set clear guideline and rules
- Ensure a professional work environment and high quality service delivery
- Protect the City's reputation / interests
- Limit legal liability (policy vs. operational decisions)
- Provides a roadmap for managing and resolving complaints or other difficult interactions
- Meet legal obligations
- Eliminates subjectivity
- Provides a basis for discipline

The City's Respectful Workplace Policy does have an extensive section regarding Disputes. Including between Council or between staff and Council.

Occupational Health and Safety, due to the number of staff working for the City, are required to have the program in place for all of the City's operations.

Common Policies in this regard can include:

- Expense claims
- Social Media and Technology Use
Action: It was noted that there is a new Twitter Account, where defamatory comments have been stated in regard to Council. This can now be traced, staff were asked to inquire on this.
- Attendance at work / sick time
- Discipline
- Scents in the workplace
- Accommodation (*Human Rights Code, Labour Code, Accessibly Act*)
- Dress code (not as common but something to look out for is to avoid clothing that promotes alcohol/drugs/message t-shirts)
- Privacy (possible fine of up to \$500,000 for breach of personal privacy, the City must be careful on documents they release to the public; and further the City must be careful on the information they collect - Is it actually required?)
- Inclusive Language (*Human Rights Code*, gender equality covered on all City publications)
- Workplace misconduct via social media
- Restricting employee's use of social media while at work
- Monitoring of employee's social media (acceptable and unacceptable use / on duty vs. off duty conduct)
- Setting parameters for City Social Media (whose responsibility and who monitors comments)

Councillor Trevelyan arrived at the meeting at 4:25 p.m.

A municipality cannot sue for defamation (ex. "Blackburg is a terrible place to live...") a municipality cannot take action in a circumstance such as this due to the *Charter of Rights of Freedoms*.

A member of Council or staff may sue for defamation.

It was noted that the City currently does not have noted parking for vans with wheelchair access. Mr. Lidstone stated the City has until 2024 to work on this; however, it should be the intent to address something like this when you can (*Accessibility Act* and the *Human Rights Code*).

When there is reliance on policies to impose discipline or to dismiss employees:

Employer must show:

- The policy has been distributed to employees
- It is known to the employee affected (training)
- It is reasonable and unambiguous
- It is consistently enforced by the employer
- Employees are warned that they will be disciplined or dismissed if they breach the policy
- The breach is sufficiently serious to justify dismissal

The Director of Human Resources departed the meeting at 5:11 p.m.

Code of Conduct

It is possible for Council to have a Code of Conduct in addition to the Oath of Office they take at their inaugural meeting. This is something that may be considered for the following reasons:

- Sets standards of expected behavior
- Supplements rules / standards of the *Community Charter*
- Once adopted it should align with all aspects of the City's culture including respectful workplace, harassment and communications

It was noted that there are limited sanctions if the City were to impose a Code of Conduct as they are not statutorily authorized including the following:

- Warning letter
- Pledge to recommit to Code of Conduct
- Requirement to take training
- Letter of reprimand
- Request an apology
- Public disclosure

There was an inquiry regarding Conflict of Interest. It was noted that this is addressed in the *Community Charter* under Sections 100 – 104.

If a Council Member attending a meeting considers that they are not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has:

- (a) a direct or indirect pecuniary interest in the matter, or
- (b) another interest in the matter that constitutes a conflict of interest,

The Council member must declare this and state in general terms the reason(s) why they consider this to be the case (this will be noted in the minutes).

In regard to a direct or indirect pecuniary interest, if found, a Member of Council has participated in the discussion and/or voted on a matter that they are impacted this way they can be disqualified from office.

In regard to another interest in a matter that constitutes a conflict of interest, the vote the Councillor registered for the item would not count.

In British Columbia it is up to the Council Member to determine if there is a Conflict of Interest. The optics of the situation should be taken into consideration, if in question, it is best practice to declare the Conflict of Interest or get advice on the matter.

Meeting Recess / Reconvene

The Chairperson called a recess at 6:00 p.m. stating the meeting will be reconvened at 6:30 p.m. in the City Hall Council Chambers.

The Chairperson reconvened the meeting at 6:30 p.m. with all noted Members of Council and staff in attendance.

4. COUNCIL AND COMMITTEE PROCEDURE BYLAW, 2019, NO. 2232

The *Community Charter* requires the municipality adopt a Procedure Bylaw.

The procedure bylaw includes the following elements at minimum:

- Council meetings and Committee meetings
- How resolutions / bylaws are addressed
- Taking and certifying of minutes
- Giving notice
- Identify public posting places
- Acting Mayor
- Council also include other Rules of Order to reference in circumstances the bylaw is silent

There was an inquiry regarding committees / sub-committees / working groups.

There are two (2) types of Committees addressed in the *Community Charter* (CC):

Standing Committees (s.141.CC):

- 1) The Mayor must establish standing committees for matters the Mayor considers would be better dealt with by committee and must appoint persons to those committees.
- (2) At least half of the members of a standing committee must be council members.
- (3) Subject to subsection (2), persons who are not council members may be appointed to a standing committee.

Select Committees (s. 142 CC):

- (1) A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.
- (2) At least one member of a select committee must be a council member.
- (3) Subject to subsection (2), persons who are not council members may be appointed to a select committee.

From this there can also be the following:

Sub-committees:

A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. Sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee's advice and recommendations coming back to the originating committee. Meetings of the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 CC), must include agenda, meeting minutes and be posted just as a committee meeting held by the City of White Rock.

Working groups:

A committee or sub-committee may form a working group for the limited purpose of

- (1) gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the committee or sub-committee, or
- (2) carrying out a specific prescribed activity (ex. parade float production, taking available information and placing it into a specified format for a committee).

Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, a committee or a sub-committee, then it may be characterized as a sub-committee and not a mere working group - this type of work is to be done in the committee or sub-committee meeting format so the public have to opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (no agenda, meeting minutes, meeting notice is required).

Public Meetings:

If an item is referred to a committee by Council, the intent of Council would be to have the committee discuss it in a public meeting (subject to statutory closed meeting matters under s. 90 CC) . Staff are required to place the item referred by Council on the Committee agenda. Once the topic is on the agenda the committee can determine how they will address it, either at the current meeting or a future meeting or form a sub-committee to begin to address the topic.

There are many terminologies that can be used to describe a committee including but not limited to:

- Standing committee as described in the CC
- Select committee as described in the CC
- Sub-committee, formed by an original committee, by members of the appointed committee to inquire into, report and make recommendations to the committee for a specific purpose
- Task Force, to work on a specific topic (usually by a set timeline), same guidelines as a Select committee
- Advisory committee
- Panel, the City has a Parcel Tax Review Panel as described in the CC (and an Advisory Design Panel)
- Board, the City has a Board of Variance in accordance with the *Local Government Act*
- Commission

All City committees and entities in the list above require public notice and minutes, and are to be open to the public (subject to statutory closed meeting matters under s. 90 CC).

Further Discussion ensued and the following points were noted:

- Speaking times permitted at a Council meeting. It was noted that some of Council were not in favour of the current procedure bylaw where the speaking time on an items is limited as twice for five (5) minutes each time.
- Concern was noted at the length of time the meetings were taking, limiting speaking times in accordance with the procedure bylaw may be a way to alleviate this.
The bylaw also includes wording where there is an option that the speaking time can be extended by the majority of Council.
- Staff are to review the Council and Committee Procedure Bylaw and bring it forward with suggested amendments so Council can continue discussion as to possible amendments at a future Governance and Legislation Committee meeting.

5. **CONCLUSION OF THE OCTOBER 29, 2019 GOVERNANCE AND
LEGISLATION COMMITTEE MEETING**

The Chairperson declared the meeting concluded at 7:03 p.m.

Councillor Fathers, Chairperson

Tracey Arthur, Director of
Corporate Administration

PRESENT: Councillor Fathers
Mayor Walker
Councillor Chesney
Councillor Johanson
Councillor Kristjanson (arrived at 5:04 p.m.)
Councillor Manning
Councillor Trevelyan

STAFF: D. Bottrill, Chief Administrative Officer
T. Arthur, Director of Corporate Administration
J. Gordon, Director of Engineering and Municipal Operations
S. Lam, Deputy Corporate Officer

Press: 0
Public: 1

1. CALL MEETING TO ORDER
The meeting was called to order at 5:00 p.m.

2. ADOPTION OF AGENDA

2019-G/L-144 **It was MOVED and SECONDED**
THAT the Governance and Legislation Committee adopts the agenda for the
November 18, 2019 Committee meeting.

CARRIED

3. ADOPTION OF MINUTES
a) November 4, 2019

2019-G/L-145 **It was MOVED and SECONDED**
THAT the Governance and Legislation Committee adopts the following meeting minutes
as circulated:
a) November 4, 2019.

CARRIED

Due to time constraints, Items 4 and 5 were deferred from the November 4, 2019
Governance and Legislation Committee.

Councillor Kristjanson arrived at the meeting at 5:04 p.m.

4. MEETING FREQUENCY / STRUCTURE
Councillor Fathers requested this item be placed on the agenda for discussion purposes.

The following discussion points were noted:

- Find the Council meeting days long, too many meeting packed into one day, this can be counterproductive
- Drained after the long day but also not interested in meeting every week

- One meeting is preferred before the regular Council, and time needs to be managed during the meetings
- Would rather do one (1) or two (2) extra hours than give up an entire further evening
- This is one (1) year with the new Council, perhaps wait and see how the second goes
- Would like to keep in mind 4 – 5 hours of meetings is a good limit
- The 5:00 p.m. start time appears to work well
- Could consider other nights for some of the standing committee meetings when needed to address outstanding business

2019-G/L-146

It was MOVED and SECONDED

THAT the Governance and Legislation Committee directs that meetings are to be scheduled to begin not before 5:00 p.m. on the regular Council Mondays.

CARRIED

2019-G/L-147

It was MOVED and SECONDED

THAT the Governance and Legislation Committee directs that the procedure bylaw be amended to state that Council meetings will not continue past 9:30 p.m., with the provision that the meeting can be extended through a majority vote of Council.

CARRIED

Councillors Kristjanson and Trevelyan voted in the negative

Note: The City's Council and Committee Procedure Bylaw will be brought forward with this noted amendment

Further discussion ensued and it was noted that Council may want to review the number of delegations and presentations permitted at a Council meeting. This item may be discussed further when the City's Council and Committee Procedure Bylaw is brought forward for an update.

5.

POLICY REVIEW – ENGINEERING AND MUNICIPAL OPERATIONS (600 SERIES)

As part of the ongoing City Policy review, the following policies were reviewed by the Engineering and Municipal Operations department. These policies were presented for discussion / consideration.

Note: *An index summarizing what has been amended is included for reference purposes.*

- 1) Engineering and Municipal Operations is proposing that matters addressed in Policies No. 614-616 be consolidated into Policy No. 603. Recommendation #1 addresses these proposed changes.
- 2) Policies that have no proposed amendments are listed below to be ratified under Recommendation #3.
- 3) Policies that have proposed amendments are noted with tracked changes and are presented for the Committee's endorsement under Recommendation #4.

2019-G/L-148

It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommends that Council:

- 1) Repeals the following Engineering and Municipal Operations Policies:
 - a) Policy 614 – Roads Inspection Maintenance;
 - b) Policy 615 – Sidewalks Inspection and Maintenance;
 - c) Policy 616 – Curbs Inspection and Maintenance; and
- 2) Endorses Engineering and Municipal Operation Policy No. 603 - *Inspections and Maintenance of Sidewalks and Roadways*, which has been revised to include matters addressed in Policies No. 614-616.; and
- 3) Endorses the following policies as circulated in the agenda with no requested amendments:
 - Policy 604 – Ditch Elimination;
 - Policy 606 – Banner over City Streets;
 - Policy 613 – Sweeping and Cleaning;
 - Policy 617 – Parking Lot Inspection and Maintenance;
 - Policy 618 – Centre Lines, Lane Lines, Crosswalks, and Stop Bars – Inspection and Maintenance;
 - Policy 619 – Street Lights;
 - Policy 620 – Traffic Control Signage and Signals;
 - Policy 621 – Equipment – Maintenance;
 - Policy 622 – Polychlorinated Biphenyls (PCB's);
 - Policy 623 – Insects and Pest Infestation – Private Lands;
 - Policy 624 – Asbestos;
 - Policy 625 – Chemical and Hazardous Materials;
 - Policy 626 – Bridges – Inspection and Maintenance;
 - Policy 629 – Retaining Wall;
 - Policy 630 – Facilities Inspection and Maintenance;
 - Policy 631 – Facilities Lighting; and
 - Policy 634 – White Rock Pier; and
- 4) Endorses the following policies with suggested amendments noted as tracked changes as circulated in the agenda:
 - Policy 600 – Roads/Road Allowance;
 - Policy 627 – Public Open Spaces Inspection and Maintenance;
 - Policy 628 – Snow and Ice Control;
 - Policy 632 – Sanitary Sewers;
 - Policy 633 – Storm Drainage System;
 - Policy 635 – Beach Access – Inspection and Maintenance;
 - Policy 636 – Sports Fields; and
 - Policy 637 – Sport Courts.

CARRIED

Councillor Kristjanson voted in the negative

There was concern noted in regard to curb letdowns and ensuring they are not hazardous but also meet City of White Rock standards. Specifically a recent curb let down constructed at Johnston Road and Russell Avenue. It was noted the City could change this to their standard at a cost to the taxpayer. Previously staff have been

working with the contractor requesting it be amended to the City's standard rather than only to the building code.

Subsequent Motion

2019-G/L-149

It was MOVED and SECONDED

THAT the Governance and Legislation Committee directs staff to bring forward a corporate report that will discuss creation of a new policy regarding new construction, when issues are identified with the work that they be addressed in an reasonable timeline so they are brought up to the City of White Rock standards.

CARRIED

Councillor Johanson voted in the negative

Subsequent Motion

2019-G/L-150

It was MOVED and SECONDED

THAT the Governance and Legislation Committee directs staff to change the curb let down at Johnston Road and Russell Avenue to bring it up to the City of White Rock standard as soon as possible.

CARRIED

There was some further discussion regarding Policy 635 – Beach Access, it was noted that this item has been placed in the upcoming Financial Plan process for discussion. The Director of Engineering and Municipal Operations has requested budget funds (approximately \$110,000) to enhance the beach access by the boat launch with the result it is to be fully accessible.

6.

CONCLUSION OF THE NOVEMBER 18, 2019 GOVERNANCE AND LEGISLATION COMMITTEE MEETING

The Chairperson declared the meeting concluded at 5:53 p.m.

Councillor Helen Fathers, Chairperson

Tracey Arthur, Director of
Corporate Administration

- PRESENT:** Councillor Fathers, Chairperson (arrived at the meeting at 4:25 p.m.)
Mayor Walker
Councillor Johanson
Councillor Kristjanson (arrived at the meeting at 4:34 p.m. and departed the meeting at 5:45 p.m.)
Councillor Manning
Councillor Trevelyan
- ABSENT:** Councillor Chesney
- GUEST:** Don Lidstone, Lidstone & Company (City Solicitor)
- STAFF:** D. Bottrill, Chief Administrative Officer
C. Isaak, Director of Planning and Development Services
T. Arthur, Director of Corporate Administration
- Press: 0
Public: 1

1. **CALL MEETING TO ORDER**
The meeting was called to order at 4:10 p.m.

2. **ADOPTION OF AGENDA**

2019-G/L-151

It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopts the agenda for the November 27, 2019 meeting as circulated.

CARRIED

The City Solicitor was in attendance to provide an overview, through a PowerPoint presentation, of the City's Respectful Workplace Policy and the Council and Committee Procedure Bylaw.

3. **CITY PLANNING PROCEDURES AND PROCESSES**

Don Lidstone, City Solicitor, provided an orientation through PowerPoint regarding planning related matters.

OFFICIAL COMMUNITY PLAN (OCP)

- Purpose – Statement of objectives/policies on future land use, density intensity, servicing, open space /parks and Development Permit designation (area, guidelines and objectives)
- They may also include:
 - Neighbourhood plans
 - They ensure the community develops with unified objectives
 - Required versus optional policy content
- Council must identify the groups to consult with, it was noted that the City could have a policy on.

ZONING BYLAW

- Powers of the zoning bylaw: divide area into zones, and regulate or prohibit use, density, setback and side yard, height, lot coverage, accessory uses.
- The zoning bylaw can permit density bonus or the shift of density / amenities / community amenity contributions
- The zoning bylaw does not apply to First Nation land

Councillor Kristjanson arrived at the meeting at 4:34 p.m.

ZONING BYLAW AND OCP INTERFACE

- There is a legal effect of OCP and effect on the Zoning
- There is not a need to rezone land to comply the City's OCP
- Council may not adopt a bylaw that is inconsistent with the OCP (the OCP in place at the time)
- You can't undertake work that is inconsistent with the OCP (the OCP in place at the time)
- OCP exists as a parent the City does not have to bring all bylaws up to date with the approval of a new OCP
- Pre-zoning: for whole municipality can be done but rare
Fairness for developers was questioned if the City were to amend a pre-zoned area proposal can be refused.
- Where can the City place the formula that a percentage of units must be below market (not in zoning bylaw or covenant)? Noted that this must be in a Housing Agreement Bylaw

DEVELOPMENT PERMITS (DP) / DEVELOPMENT VARIANCE PERMITS (DVP)

- All major developments have DP areas designated in the OCP for one or more purposes (ex: protection of natural environment)
- They can vary or supplement zoning or subdivision rules (not use or density)
- Control the form and character of building
- Can be intensive residential DPs for detached homes
- A member of the public has four (4) ways to seek approval:
 - Board of Variance (BOV) – variances other than use or density (undue hardship)
 - Council by making an application for DVP
 - New DP and ask for a variance
 - Council approval for an amendment to the zoning bylaw
- A building permit must be consistent with the zoning, if all is consistent with the zoning and building code etc, then staff must issue the permit
- If a DP application is consistent with OCP guidelines / provisions then the permit must be issued

PLANNING PROCEDURES BYLAW (CITY'S IS FOUR (4) YEARS OLD)

- It is required for the municipality to have a Planning Procedures Bylaw (establishes details of application processes for rezoning, subdivision, DP and DVP etc.)
- The City's Planning Procedures bylaw is solid

PLANNING PROCEDURES

- What is the extent a member of Council should be involved in the application? If a member of Council wants to get involved, it is alright during the early stages of the development to say how a member of Council feels about the development but cannot speak on behalf of Council unless authorized to do so by Council.

Once notice for a public hearing is issued this is the start of the process. If the application involves a rezoning or OCP there must be a public hearing and Council sit as of "judges" and Council must have an open mind / amendable to persuasion by all submissions.

Public Hearing Information was not discussed further as it was covered in the October 29, 2019 Orientation Session with Council.

PROCEDURAL FAIRNESS HEARINGS:

- Example of the when the need to ensure there is procedural fairness: revoking a license or permit then a procedural fairness hearing must be held (reasonable opportunity to make a submission before a decision is made)
- Moratorium on Development, this cannot be done by simple resolution by Council (no effect), must be done by zoning bylaw
- There is an obligation of Council to consider every application

Meeting Recess / Reconvene

The Chairperson called a recess at 5:54 p.m. stating the meeting will be reconvened at 6:35 p.m. in the City Hall Council Chambers.

The Chairperson reconvened the meeting at 6:30 p.m. with all noted Members of Council, excluding Councillor Kristjanson and staff in attendance.

- What is the Council risk on Bylaws and Permits - when Council downzoning or reducing property value? There is no legal liability as a general rule. What Council is doing when rezoning, you are legislating and cannot be liable for that. With the exception if Council is doing so for a public purpose (designated for a tunnel etc.)

APPROVING OFFICER

- Appointed by Council
- Independent autonomous entity under statute
- Council adopts the zoning and subdivision bylaws, then the Approving Officer has independent power to approve subdivisions or not

- Role of the Approving Officer: approves subdivision, bound only by zoning and subdivision bylaws but not by OCP or Council directions or policies
- Must take into account public interest
- Some Approving Officers use preliminary approval process (list of items that must be met)
- Bare land strata plan, phased strata plans
- If someone is opposed to decision of the Approving Officer they can go to court and tries to attack the decision, generally speaking their decision is upheld.

TEMPORARY USE PERMITS (TUP)

- Allows temporary uses not allowed in the zoning bylaw
- TUP areas will be designated in the OCP
- Impose all kinds of conditions
- Normally 2 – 3 years and renewed once
- Must go through a public hearing process

PHASED DEVELOPMENT AGREEMENTS (PDA)

- The City uses PDA, they have a good template and process
- Agreements between the City and a property owner that includes whatever the parties agree to, anything to do with infrastructure and you may include any amenities
- Permits you to impose and keep an amenity contribution
- Also conditions of use like a Letter of Credit, how it works, and term (term is important normally 10 years may be extended to 20 years if the Inspector of Municipalities signs off on it).
- Public Hearing for a PDA would be the same as a zoning hearing, quite often considered at the same time.

OTHER LAND USE POWERS:

- Runoff control (run off from the roof from other parts of the lot), very important when you alter the historical drainage flow (a bylaw to this item is a good idea)
- The City does not have this, subdivision and servicing bylaw does deal with drainage. Some aspects are covered but not directly to the City, this may be something that the City may look forward.

2019-G/L-152

It was MOVED and SECONDED

THAT the Governance and Legislation Committee directs staff to bring forward information in regard a run off control bylaw.

CARRIED

- Off-street parking and loading spaces
- Signs are a possible litigation concern – Council does not have the authority in regard to the content of the sign - Freedom of Expression - only the safety and location.

- Landscaping, must have a bylaw to require it, this is critical to have and it must include enforcement provisions
- Trees, can have tree cutting bylaw
- Set up special council meetings so the first three readings can be considered, and a further meeting is required for adoption/final reading
- Green roofs, authority for any new development there are technical considerations to ensure no leakage / flooding and landscaping is kept intact
- Living walls are covered under the *Building Act*, not the same as the green roof requirement
- Building Energy / GHG emissions, in order to comply the City can wave part of the building fee


REGIONAL GROWTH STRATEGY AND REGIONAL CONTEXT STATEMENTS

- Each member municipality must adopted a Regional Context Statement (RCS)– describes how local land use policies in the OCP relate to the Regional Growth Strategy (RGS)
- All bylaws must be consistent with the RGS (Council must not adopt a bylaw or undertake a work inconsistent with the RCS)
- Council are not bound by RGS
- RGS, it will align with TransLink’s Strategic Plan.

4. CONCLUSION OF THE NOVEMBER 27, 2019 GOVERNANCE AND LEGISLATION COMMITTEE MEETING

The Chairperson declared the meeting concluded at 7:35 p.m.

Councillor Fathers, Chairperson



Tracey Arthur, Director of
Corporate Administration

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: December 16, 2019

TO: Governance and Legislation Committee

FROM: Tracey Arthur, Director of Corporate Administration

SUBJECT: Social Media Policy Update for the City of White Rock

RECOMMENDATIONS

THAT the Governance and Legislation Committee

1. Receive for information the corporate report dated December 16, 2019, from the Director of Corporate Administration titled “Social Media Policy Update for the City of White Rock”; and
 2. Endorse the social media policy as attached in Appendix A and direct staff to develop Social Media Guidelines for internal use that allow collaborative engagement.
-

INTRODUCTION

This corporate report is presented at the request of City Council, it responds to the following Council direction:

That the Governance and Legislation Committee requests a corporate report with details regarding options for managing comments/posting to social media, and that the report include details on how much time is spent using the City’s social media.

The Managing the City of White Rock’s Social Media Presence Policy 136 was adopted April 16, 2012 and last amended July 27, 2015. It was presented for Council’s consideration at the January 14, 2019, Governance and Legislation Committee meeting.

PAST PRACTICE / POLICY / LEGISLATION

Social media is a strong tool for community engagement, and fits within the Corporate Value of Community Participation in Government identified in the 2018-2022 Council Strategic Priorities 2018 to 2022.

Following discussion earlier this year in regard to the policy it is evident there is a need to update the City of White Rock’s social media policy. In addition to keeping current, rules need to be clear to users.

The more significant components of the policy for consideration are as follows:

1. Pages are administered by Manager of Communications and Government Relations

2. Pages comply with laws, policies and regulations
3. Staff representing the City on social media must follow policy and the Employee Code of Conduct
4. The City's Social Media Policy is guided by the B.C. Human Rights Code, B.C. Criminal Code, B.C. Freedom of Information and the Protection of Privacy legislation, as well as copyright and patent laws
5. Social media pages will indicate that they are managed by City of White Rock and subject to terms of use
6. whiterockcity.ca will remain the City's primary internet presence, with social media linking to the website
7. All information posted on the City's social media channels is public information
8. Comments on White Rock's social media pages are reviewed by staff and may be deleted if they don't follow policy
9. The comment section of the City's Social Media Policy is subject to change, as needed.

ANALYSIS

Social media continues to grow for White Rock. As of December 9, 2019, there were 5,630 followers on Facebook, 3,400 followers on Twitter and 2,140 followers on Instagram. The City of White Rock does not currently have a dedicated YouTube channel.

There is an opportunity to work more closely with our community partners to strengthen the City of White Rock's social media platforms and increase collaboration.

The next four (4) items are additions to the components discussed at the January 14, 2019 Governance and Legislation Committee meeting. If this recommendation is approved, the analysis in this section recommends developing Social Media Guidelines to confirm continuity of practice and to support the policy that follows in Appendix A.

The following actions aim to enhance the City of White Rock's social media presence in 2019 and beyond.

1. Create new Social Media Guidelines for users;
2. Enhance community connections to build a stronger social media presence;
3. Survey how people hear about City of White Rock news and information, including through social media channels; and
4. Increase the use of social media tools, including Facebook Live, and a variety of videos on all platforms, including YouTube.

There are many ways to create greater activity and connection on social media. Guidelines for users would include:

- Begin a social media collective with community agencies, Experience White Rock, White Rock BIA, South Surrey and White Rock Chamber of Commerce
 - Create a common hashtag, tag each other on posts
- Use short, punchy videos
- Conduct quick polls on Twitter

- Comment when retweeting
- Use YouTube for videos and cross-promote them with other City media channels
- Retweet Council members, other elected officials and media outlets to share White Rock news
- Use Facebook Live for events and promote them across social media channels

Those are the external activities. Internally, the Manager of Communications and Government Relations would:

- Create and lead a cross-functional team to confirm Guidelines
- Review the Guidelines document annually to keep it fresh
- Look for continuous improvement opportunities
- Measure the effectiveness of social media for communication and engagement
- Continue to track the amount of staff time spent on managing social media.

BUDGET IMPLICATIONS

The City of White Rock currently has two (2) full-time Communications positions: one Manager of Communications and Government Relations and one Communications Co-ordinator.

There is also a Digital Media and Communications Assistant on a full-time contract until March 2020. That position was created to address the need to focus on the City's website, add an additional design resource and enhance the City's presence on social media.

Here are some highlights of what has been accomplished through the three (3) positions, with Council's support and leadership, between September and November 2019:

- **Advertising:** The Communications Co-ordinator and Digital Media and Communications Assistant are both expert designers. The Manager of Communications and Government Relations has extensive experience in advertising. As a result, the department is creating high-quality advertisements for publications, electronic media and posters, postcards, banners and signage within tight deadlines. **This service will continue with the enhancement of increased digital advertising.**
- **Community Engagement:** Community engagement is a key priority of City Council. The Manager of Communications and Government Relations previously led a team to an International Association for Public Participation Core Values Award. The City of White Rock also has the advantage of using the leading online engagement tool, Bang the Table (Talk White Rock). **Communications staff will be trained in the IAP2 model of engagement as well in enhanced use of the Bang the Table (Talk White Rock) tool to maximize its use and to create leading engagement activities.**
- **Communication Strategy:** During the past three (3) months, communication strategies have been developed to support the reopening of the White Rock Pier, the Dogs on the Promenade pilot program and the Mayor's State of the City Address. **With the three (3) positions in place, these plans can be developed and implemented quickly and professionally.**
- **Crisis Communication:** The Manager of Communications and Government Relations is trained in emergency management response and has served as the Emergency

Information Officer during critical situations, such as a train derailment involving fatalities, a major flood damaging roads and destroying property and a significant fire that burned for days. In November, the Director of Corporate Administration and the Manager of Communications and Government Relations attended the IPREM (Integrated Partnership for Regional Emergency Management) 2019 Regional Tabletop Exercise on Public Communication along with the Fire Chief and other city staff. **In 2020, Communications will develop a Crisis Communication plan and engage in a tabletop exercise.**

- **Digital and Print Design:** It is important to manage and create digital and print design that supports the City of White Rock's strategic direction. Both the Communications Co-ordinator and the Digital and Digital Media and Communications Specialist have training and experience related to digital and print design. From September to November, the team has supported the work of Council with 18 flyers and brochures, five cards or postcards, 15 signs, three branding projects, five presentations, eight posters and the design of newsletters, decals and parking guides. **The team can continue to produce work at this pace at full complement.**

Event Support: Between September and November, the Communications team has provided event support for the Official Reopening of the White Rock Pier; The Buskers Festival; the start of the Dogs on the Promenade pilot program; the unveiling of the public art piece at Peace Arch Hospital—Stande; the TransLink Community Forum in White Rock; the Mayor's State of the City Address; and the Volunteer Appreciation Dinner. **With a full team, the Communications department can continue to support events.**

Government Relations: The Manager of Communications and Government Relations has connected with both provincial and federal members, as well as colleagues from other municipalities and from the White Rock BIA, the South Surrey and White Rock Chamber of Commerce, Experience White Rock and the White Rock Museum and Archives. **The Manager is working with a representative from the Semiahmoo First National and a representative from the Province to develop an MOU for Communications between the City and the Semiahmoo First Nation and will continue to attend the meetings of the Metro Vancouver Municipal Technical Advisory Committee on Indigenous Relations.**

- **Internal Communications:** The Communications group provides support for the staff Intranet site, The Wave, and assisted with the site relaunching, including communication to staff to increase use of the site. In November, the Communications team began working with Human Resources on a recruitment strategy to reach potential employees. **The Communications team will support Human Resources in 2020 to respond to needs identified in the employ survey and to continue to support the recruitment strategy. The Communications Co-ordinator will continue to support the Wave.**
- **Issues Management:** The Manager of Communications and Government Relations has provided Briefing Notes and talking points for Council on such issues as: public safety, parking, Dogs on the Promenade pilot program, drinking water, Semiahmoo First Nation, snow and ice control and parking and RVs. **Providing issues management support allows the other two (2) positions to focus on support for design, web, writing and social media.**
- **Media Relations:** Communications has met with local media to strengthen that important relationship. News releases are issued for newsworthy items at an average of once weekly. Response to media takes place within an hour and request deadlines are met as

soon as information is available. Major and local media cover city events. **The relationship with local and national media will continue to grow in 2020.**

- **Photography and Video:** The Communications team has created several short videos for social media and one two-minute video, donated by FlinnWest Solutions, to complement the Mayor's State of the City Address. **Together We're White Rock is the first of many videos that can be created with talented vendors with the leadership of Communications.**
- **Social Media Management:** Social media followers, friends and fans continue to increase in number since the contract position of Digital Media and Communications Assistant was put in place. Postings for Facebook, Twitter and Instagram reflect corporate priorities while connecting with people in the community in a direct way, using photos and video and short pieces of information. **With the continuation of this position, White Rock's social media channels will continue to reach more people and the City will connect.**
- **Website Development:** The Digital Media and Communications Assistant is the lead on posting information to the City's website, whiterockcity.ca. This includes updating content, posting photos and helping departments with their web posting. Major changes to the website require greater resources. Much of this year, with the previous Manager of Communications and Government Relations leaving the City and the required time for finding a replacement for the position, many additional tasks fell to the Digital Media and Communications Assistant. **With a full department complement, this position can then spend more time ensuring the website information is current and that all pages meet corporate standards.**
- **Writing and Editing (including Speechwriting):** Communications produces a variety of written projects, and provides editing and messaging assistance to staff across the organization. Of note between September and November are the production of one 4,000-word speech, 42 sets of speaking notes and 13 news releases, in addition to writing for advertising, the web, posters, flyers, newsletters and Q and As. **Communications will continue to support the organization with a large quantity of written products.**

Staff Time Used for Social Media

When staff absences occur, as they did in the Spring and Summer of 2019, the Digital Media and Communications Assistant, with supervision and support from the Director of Corporate Administration, provided communications service across a number of areas.

The staff shortage created a need to temporarily reduce the communication services offered, and significantly impacted the time available for the City's website and social media accounts. When fully staffed, this third position, proposed for full-time in the 2020 operating budget, can focus on its core responsibilities: web, design and social media. It can provide a needed resource to enhance social media.

Here is breakdown of the time spent by staff on social media:

Staff position	Activities	Weekly hours
Fully staffed (3 FTEs)	<ol style="list-style-type: none"> 1. Posting on social media of essential items, including news releases and upcoming Council meetings 2. Planning and programming social media posts 3. Planning proactive social media campaigns 4. Responding to social media questions 5. Scanning social media; monitoring City posts 	25% of 35 hours
Partially staffed (2 FTEs)	<ol style="list-style-type: none"> 1. Posting on social media of essential items, including news releases and upcoming Council meetings 2. Planning and programming social media posts 3. Responding to social media questions 4. Some scanning of social media; monitoring City posts 	15% of 35 hours
One staff only (1 FTE)	<ol style="list-style-type: none"> 1. Posting on social media of essential items, including news releases and upcoming Council meetings 2. Responding to social media questions 3. Monitoring City posts 	5% or less of 35 hours

RISK MANAGEMENT

With the last policy amendment in 2015, it is the right time to update City of White Rock social media policy and consider how to make social media even better for the City of White Rock while ensuring a respectful, safe social media environment for all visitors to our social media channels.

OPTIONS

The following options are available for Governance and Committee’s consideration:

1. Endorse the social media policy as attached in Appendix A and direct staff to develop Social Media Guidelines for internal use that allow collaborative engagement; or
2. Endorse the social media policy as attached in Appendix A and direct staff to continue to track staff time spent on social media, returning in Q1 of 2020 with an update to Council

Staff recommend Option 1, which is reflected in the recommendations of this corporate report.

CONCLUSION

The City of White Rock’s Social Media Policy was last updated in 2015. To ensure the policy remains current, it is recommended that Guidelines are developed by staff and the policy is updated frequently to keep up with changes to social media.

Social media continues to grow for White Rock. As it does, there is an opportunity to work more closely with our community partners to strengthen the City of White Rock’s social media platforms and increase collaboration.

The City of White Rock is a welcoming, inclusive City. Putting in place checks and balances to ensure respectful social media activity will reflect the City of White Rock’s values regarding Community Participation in Government identified in the 2018-2022 Council Strategic Priorities 2018 to 2022.

Respectfully submitted,



Tracey Arthur
Director of Corporate Administration

Comments from the Chief Administrative Officer:

I concur with the recommendation of this corporate report.



Dan Bottrill
Chief Administrative Officer

Appendix A: Council Policy 136 – Managing the City of White Rock’s Social Media Presence

Note: there is both a tracked version and clean version with all the changes accepted for a clear review

THE CORPORATION OF THE
CITY OF WHITE ROCK
 15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: MANAGING THE CITY OF WHITE ROCK'S SOCIAL MEDIA PRESENCE

POLICY NUMBER: COUNCIL - 136

<i>Date of Council Adoption: April 16, 2012</i>	<i>Date of Last Amendment: July 27, 2015</i>
<i>Council Resolution Number: 2012-105, 2013 -082, 2015-285</i>	
<i>Originating Department: Administration</i>	<i>Date last reviewed by the Governance and Legislation Committee: January 14, 2019</i>

Policy:

1. The City of White Rock social media pages will be administered and approved by the Manager of Communications and Government Relations or designate approved by the Manager of Communications and Government Relations.
2. The City of White Rock social media pages will comply with all applicable provincial, federal and local laws, regulations and policies including but not limited to the following City of White Rock Policies:
 - a. Respectful Workplace, Policy 405
 - b. Employee Code of Conduct, Policy 404
 - c. Correspondence Received by the City, Policy 107
 - d. Invitations to Mayor and Council, Policy 122
 - e. Corporate Vision, Mission and Values, Policy 101
3. Designated City of White Rock employees representing the city government on social media outlets must conduct themselves at all times as a representatives of the City and in accordance with the Employee Code of Conduct, Policy 404.
4. The personal information posted on any of the social media and digital platforms used by the City of White Rock may be collected by the City of White Rock under Section 26(c) of the British Columbia Freedom of Information and Protection of Privacy Act for the purposes of engaging and consulting with the public. Please note that the information collected may be stored and/or accessed outside of Canada on servers not belonging to the City but belonging to host sites. Members of the public can protect their privacy and the privacy of others by not including personal information such as phone numbers, email addresses, personal photos and information about others in the body of their online comments.

5. All City of White Rock social media pages will clearly indicate that they are maintained by the City of White Rock and will prominently display City of White Rock contact information.

The pages will also indicate to users that they are participating on City of White Rock-related social media networks and are subject to the Terms of Use of the host sites. (Examples of host sites are Facebook, Twitter and Instagram.) Information shared with, or posted on, official City of White Rock online engagement platforms is also subject to the Terms of Use of the host site and may be used by the owners of the host sites for their own purposes. Users should consult terms of use on the host website. The City of White Rock social media moderators must also follow the rules listed in the terms of use of host sites.

6. The City of White Rock’s website (www.whiterockcity.ca) will remain the City’s leading internet presence. When possible, content posted to City of White Rock social media pages will contain links directing users back to the City’s official website for more information, forms, documents and online services.
7. All information posted on social media pages is considered public information similar to that published on the City of White Rock’s web pages and must follow the host site’s Terms of Use. Examples of host sites are Facebook, Twitter and Instagram.
8. Comments made by the public on City of White Rock social media pages are reviewed and, while comments will not be edited by designated City of White Rock employees, a comment may be deleted if it violates the comment policy described here:
 - a. Comments should be related to the posted topic for the City of White Rock’s social media page or post. City of White Rock social media accounts are not meant for comments that do not directly relate to the purpose or topic of the social media website or for service complaints.
 - b. The City of White Rock’s social media accounts are not open to comments promoting or opposing any person campaigning for election to a political office, or promotion or advertisement of a business.
 - c. Repetitive posts copied and pasted or duplicated by single or multiple users will be deleted.
 - d. The City will delete posts, comments or messages that are hateful, offensive or discriminatory, that use profane language or content, that contain personal attacks, that encourage or incite hatred or violence or that reasonably compromise safety.
 - e. The use of profane language or content is prohibited. Filters will be applied on social media sites, where available.
 - f. The use of content that promotes, fosters or perpetuates discrimination on the basis of race, creed, colour, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation is prohibited.
 - g. Sexual content or links to sexual content is prohibited.

- h. Conduct or encouragement of illegal activity is prohibited.
 - i. Information that may lead to compromise the safety or security of the public or public systems is prohibited.
 - j. Content that violates a legal ownership interest of any other party is prohibited.
9. The comment section of the policy is subject to amendment or modification at any time.

Rationale:

The City of White Rock encourages the use of social media to further enhance communications with citizens, local businesses and various stakeholder organizations in support of the City’s goals and objectives. This policy provides a framework for public communication on behalf of the City of White Rock using social media tools. This policy is intended to ensure effective online communication while adhering to legal requirements.

Attachment A: Definitions

Social Media: Social media is content created by individuals using accessible and scalable technologies through the Internet. Examples of social media include Facebook, blogs, You Tube, Instagram, Twitter, LinkedIn, Flickr.

Blog: (an abridgement of the term web log) is a website with regular entries of commentary, descriptions of events, or other material such as graphics or video.

Author: A designated City of White Rock employee that creates and is responsible for posted articles and information on social media sites.

Article: An original posting of content to a social media site by a designated City of White Rock employee.

Commenter: A City of White Rock official or member of the public who submits a comment for posting in response to the content of a particular City of White Rock article or social media commenter.

City of White Rock Moderator: A designated City of White Rock employee, who reviews, authorizes and allows content submitted by City of White Rock authors and public commentators to be posted to a City of White Rock social media site.



POLICY TITLE: MANAGING THE CITY OF WHITE ROCK'S SOCIAL MEDIA PRESENCE

POLICY NUMBER: COUNCIL - 136

<i>Date of Council Adoption:</i> April 16, 2012	<i>Date of Last Amendment:</i> July 27, 2015
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<i>Originating Department:</i> Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> July 13, 2015 December 10, 2018 , January 14, 2019

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Policy:

1. The City of White Rock social media pages ~~shall~~ will be administered and approved ~~by the Communications Officer~~ Manager of Communications and Government Relations or ~~other designate~~ approved by the Manager of Communications and Government Relations ~~Communications Officer.~~
2. ~~The All~~ City of White Rock social media pages ~~shall~~ will comply with all applicable provincial, federal and local laws, regulations and policies including but not limited to the following City of White Rock Policies:
 - ~~a.~~ Respectful Workplace, Policy 405
 - ~~a.~~ b. ~~Employee Code of Conduct, Policy 404~~
 - ~~b.~~ c. ~~Correspondence Received by the City, Policy 107~~
 - ~~c.~~ d. ~~Invitations to Mayor and Council, Policy 122~~
 - ~~d.~~ e. ~~Corporate Vision, Mission and Values, Policy 101~~
3. Designated City of White Rock employees representing the city government ~~via on~~ social media outlets must conduct themselves at all times as a representatives of the City and in accordance with ~~all Human Resources policies~~ the Employee Code of Conduct, Policy 404.
4. ~~Social media usage must be in compliance with the BC Human Rights Code, BC Criminal Code, BC Freedom of Information and Protection of Privacy legislation, copyright and patent laws~~ The personal information posted on any of the social media and digital platforms used by the City of White Rock, may be collected by the City of White Rock under Section 26(c) of the British Columbia Freedom of Information and Protection of Privacy Act for the purposes of engaging and consulting with the public. Please note that the information collected may be

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~~stored and/or accessed outside of Canada on servers not belonging to the City but belonging to host sites. Members of t~~The public can protect their privacy and the privacy of others by not including personal information such as phone numbers, email addresses, including personal photos of and information about others, in the body of their online comments.

5. All City of White Rock social media pages ~~shall will~~ clearly indicate ~~that~~ they are maintained by the City of White Rock and ~~shall will prominently display~~have City of White Rock contact information.

~~The pages will also indicate to users that they are prominently displayed. The City will also post a disclaimer informing users that they are providing personal information to the site and the City and that the City does not have ownership or control of the information because this information resides with the social media service. Please note that by participating on City of White Rock-related social media networks and you are subject to the Terms of Use of the host sites. (Examples of host sites are Facebook, Twitter, and Instagram, etc.) Information you shared with, or posted on, to official City of White Rock online engagement platforms are is also subject to the Terms of Use of the host site and may be used by the owners of the host sites for their own purposes. UTherefore, users should consult terms of use on the host website’s Terms of Use. The City of White Rock mustsocial media moderators must also adhere tofollow the rules listed in the terms of use of host sites. the Terms of Use of host sites.~~

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6. The City of White Rock’s web-site (www.whiterockcity.ca) will remain the City’s ~~primary and predominant~~leading internet presence. ~~Whenever~~ possible, content posted to City of White Rock social media pages will contain links directing users back to the City’s official web-site for ~~in depth~~more information, forms, documents ~~and~~or online services.
7. All information ~~placed~~posted on social media pages is considered public information similar to ~~information that~~ published on the City of White Rock’s web pages and must adhere~~follow~~ the host site’s Terms of Use. Examples of host sites are ~~(i.e. Facebook, Twitter and Instagram.)~~.
8. Comments made by the public on City of White Rock social media pages are reviewed and, while comments will not be edited by designated City of White Rock employees, a comment may be deleted if it violates the comment policy described here:
- a. Comments should be related to the posted topic for the City of White Rock’s ~~’s~~ social media page or post. City of White Rock social media accounts are not meant for comments that do not directly relate to the purpose or topic of the social media website or for service complaints.
 - b. The City of White Rock’s social media accounts are not open to comments promoting or opposing any person campaigning for election to a political office, or promotion or advertisement of a business.
 - ~~b.c.~~Repetitive posts copied and pasted or duplicated by single or multiple users will be deleted.

~~d.~~ The City will delete posts, ~~Posts~~, comments or messages that are hateful, offensive or discriminatory, that use profane language or content, ~~or comments~~ that contain personal attacks, that encourage or incite hatred or violence or that reasonably compromise safety will be deleted.

~~e.~~ The use of profane language or content is prohibited. ~~Filters will be applied on social media sites, where available.~~

~~f.~~ The use of content that promotes, fosters or perpetuates discrimination on the basis of race, creed, colour, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation is prohibited.

~~g.~~ Sexual content or links to sexual content is prohibited.

~~h.~~ Conduct or encouragement of illegal activity is prohibited.

~~i.~~ Information that may lead to compromise the safety or security of the public or public systems is prohibited.

~~j.~~ Content that violates a legal ownership interest of any other party is prohibited.

9. The comment section of the policy is subject to amendment or modification at any time.

Rationale:

The City of White Rock encourages the use of social media to further enhance communications with citizens, local businesses and various stakeholder organizations in support of the City’s goals and objectives. This policy provides a framework for public communication on behalf of the City of White Rock using social media tools. This policy is intended to ensure effective online communication while adhering to legal requirements.

Attachment A: Definitions

Social Media: Social media is content created by individuals using accessible and scalable technologies through the Internet. Examples of social media include Facebook, blogs, ~~MySpace,~~ ~~RSS,~~ You Tube, ~~Instagram,~~ ~~Second Life,~~ Twitter, LinkedIn, Flickr, ~~etc.~~

Blog: (an abridgement of the term web log) is a web-site with regular entries of commentary, descriptions of events, or other material such as graphics or video.

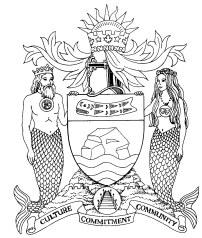
Author: A designated City of White Rock employee that creates and is responsible for posted articles and information on social media sites.

Article: An original posting of content to a social media site by a designated City of White Rock employee.

Commenter: A City of White Rock official or member of the public who submits a comment for posting in response to the content of a particular City of White Rock article or social media commenter.

City of White Rock Moderator: A designated City of White Rock employee, who reviews, authorizes and allows content submitted by City of White Rock authors and public commentators to be posted to a City of White Rock social media site.

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: December 16, 2019

TO: Governance and Legislation Committee

FROM: Carl Isaak, Director, Planning & Development Services

SUBJECT: Business Licensing Approach for Passenger Directed Vehicle Services

RECOMMENDATIONS

THAT the Governance and Legislation Committee:

1. Receive for information the corporate report dated December 16, 2019 from the Director of Planning and Development Services titled “Business Licensing Approach for Passenger Directed Vehicle Services;”
 2. Direct staff to continue to monitor the proposed inter-municipal business licence program for transportation network services; and
 3. Provide feedback on the proposed amendments to the Business Licence Bylaw.
-

BACKGROUND

The purpose of this corporate report is to provide staff commentary on a letter received from the Township of Langley regarding an inter-municipal business licence approach for ride-hailing services (also known as transportation network services), and to introduce proposed amendments to the White Rock Business Licence Bylaw, 1997, No. 1510 to update the bylaw to reflect changes to Provincial legislation regarding passenger directed vehicle services.

The City has not participated in any inter-municipal or regional mobile business license programs to date, and it has been noted in a previous corporate report on the topic (attached as Appendix A) that participating in these arrangements would likely result in the loss of substantial business licence revenue, particularly from non-resident businesses. However, as ride-hailing (e.g. Uber, Lyft, Kater, etc.) is a new form of transportation services which by its very nature is a cross-boundary service, and the City is not currently collecting fees from this sector, an inter-municipal approach to business licensing may not significantly impact existing business licence revenues and it is recommended that Council direct staff to continue to monitor the parameters of the proposed inter-municipal business licence program.

The Business Licence Bylaw currently has established licence fees for “taxi” services but not for other forms of passenger directed vehicle services, such as ride-hailing. If the Business Licence Bylaw is not updated to reflect this new form of transportation, the existing fees charged to taxi companies would be charged to ride-hailing services. Staff recommend that the bylaw be amended to reflect the language and definitions in the *Passenger Transportation Act*, and that business licence fees for both taxi services and ride-hailing services (collectively, “passenger directed vehicle services”) be set at the same amount. The draft amendment also follows the approach taken by the City of Vancouver regarding incentivizing the use of accessible and zero-

emission vehicles, by not charging businesses the per vehicle fee for these types of vehicles. Staff proposed to implement a 'tiered' licence fee approach to simplify the administration of these business licences, given that the number of vehicles in the businesses' fleet will fluctuate, and the businesses will only pay the difference in fees once their number of vehicles exceeds the number in their initial business licence application (businesses will need to update the City on a monthly basis with the current number of vehicles in their fleet and the associated license plate numbers, in order to enable enforcement).

Future updates to the City's Street and Traffic Bylaw may be considered to regulate issues such as curbside management and related items (e.g. specific locations where pick up and drop off are permitted/not permitted for passenger directed vehicle services, etc.).

A comprehensive report from the City of Vancouver regarding their approach to regulating transportation network services is attached for the Committee's information as Appendix B.

A report from the City of Delta regarding their approach to business licensing and the potential inter-municipal business licence program is attached for the Committee's information as Appendix C.

The draft amendment (Bylaw No. 2322) to the White Rock Business Licence Bylaw is attached as Appendix D.

PAST PRACTICE / POLICY / LEGISLATION

At the Regular Council meeting on November 18, 2019, a letter dated October 16, 2019 from Mayor Jack Froese, Township of Langley, requesting the City of White Rock's support for an Inter-Municipal Ride-Hailing Business Licence was referred to staff for consideration and response.

At the Regular Council meeting on September 13, 2019, Council received information from a resident regarding ride-hailing issues and passed a resolution regarding ride-hailing and supporting a motion from the Union of British Columbia Municipalities to oppose the Passenger Transportation Board's Operational Policy for licensing ride-hailing companies and requesting the policy be withdrawn and a public consultation process be facilitated to enable input on the operating licences issued to ride hailing firms.

The vote on the related resolution was defeated at the UBCM conference with 51.7% of representatives voting against it.

BUDGET IMPLICATIONS

This corporate report provides the Governance and Legislation Committee with previous consideration regarding participation in inter-municipal or regional mobile business licence programs. Generally, participation in these programs could result in revenue reduction, particularly from non-resident businesses, however as the ride-hailing industry is currently being established the City does not currently receive revenue from these businesses.

If the Committee directs staff to pursue the inter-municipal business licence approach, staff will provide further details on the financial implications in a future corporate report when details are available.

The recommended updates to the Business Licence Bylaw will not result in substantial changes to the budget. There are currently two licensed taxi companies operating in White Rock, and their business licence fees would not change substantially under the proposed changes.

CONCLUSION

An inter-municipal business licence program for ride-hailing services referenced in the letter dated October 16, 2019 from Mayor Jack Froese has not been established, and staff recommend that the program be monitored and a future report brought forward when the details of the program are established. In the interim, staff recommend updating the Business Licence Bylaw so that passenger directed vehicle companies (including taxi companies and ride-hailing services) will continue to be required to obtain a White Rock business licence. The proposed amendments to the Business Licence Bylaw include updates to the definitions for related terms, and update the fees charged to passenger directed vehicle services to simplify the administration of the licences and to provide an incentive for businesses to utilize zero-emission and accessible vehicles in their fleet.

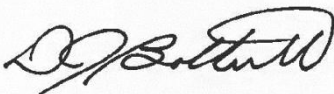
Respectfully submitted,



Carl Isaak, MCIP, RPP
Director, Planning & Development Services

Comments from the Chief Administrative Officer:

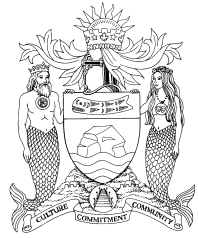
This corporate report is provided for information.



Dan Bottrill
Chief Administrative Officer

- Appendix A: Corporate Report dated September 18, 2017 titled "Update on the Regional Mobile Business License Project (Regional Prosperity Project)"
- Appendix B: City of Vancouver Report titled "Adapting to Provincial Legislative Changes Related to Passenger Directed Vehicles"
- Appendix C: City of Delta Report titled "Transportation Network Services"
- Appendix D: Draft Business Licence Bylaw Amendment No. 2322 for Passenger Directed Vehicle Services

**THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT**



DATE: September 18, 2017

TO: Governance and Legislation Committee

FROM: Carl Johannsen, Director of Planning and Development Services

SUBJECT: Update on the Regional Mobile Business License Project (Regional Prosperity Project)

RECOMMENDATIONS

THAT the Governance and Legislation Committee:

1. Receive for information the corporate report dated September 18, 2017, report from the Director of Planning and Development Services, titled “Update on the Regional Mobile Business License Project (Regional Prosperity Project);” and
2. Direct staff to communicate to Metro Vancouver that the City of White Rock will not be participating in the Regional Mobile Business License Project at this time.

INTRODUCTION

In early 2017 the City was invited to take part in a working group associated with Metro Vancouver’s ‘Regional Prosperity Initiative,’ to work with elected officials and staff from other local governments and determine the feasibility of creating a Mobile Business License (MBL) platform that applies to the entire Metro Vancouver region.

The intent of this regional initiative is to encourage local government members, within the Metro Vancouver region, to adopt a regional MBL (RMBL) that would make it easier and less costly for businesses to work in different/adjacent jurisdictions by not requiring them to obtain a Business License for each jurisdiction they work within.

This corporate report provides a summary of the proposed RMBL, and an analysis and staff recommendation regarding the likely impact on the City’s business license revenue if the City takes part in a RMBL initiative.

PAST PRACTICE / POLICY

At present, the City of White Rock requires Business Licenses from anyone conducting business activity within the City. The revenue from these licenses provides funds for necessary departmental operations and is factored into yearly Financial Plan updates, and is utilized to reduce operational revenue needs from general taxation.

ANALYSIS

Existing MBL Examples

As noted above, all resident and non-resident businesses operating within the City of White Rock are required to obtain a Business License. While this approach is common throughout Metro

Vancouver, some jurisdictions have recently developed Inter-Municipal Business License (IMBL) agreements that capitalize on strong patterns of inter-municipal business activity within well-defined geographical and economic trade ‘sub-areas’ that include more than one municipality. IMBLs are in place and operating in the Tri-Cities, Fraser Valley, North Shore and ‘Metro West’ sub-areas.

The Tri-Cities IMBL model provides an example of how an IMBL works and how revenues are shared. This IMBL was created in 2013 and includes Port Moody, Coquitlam, and Port Coquitlam. Under this particular model, the business licensing revenue from businesses obtaining licenses to operate in all three jurisdictions was initially distributed as follows:

Port Moody	53 percent
Coquitlam.....	29 percent
Port Coquitlam	18 percent

This revenue split is now being amended to create equal revenue shares (33.3 percent) amongst the Tri Cities municipalities. This scenario could result in a projected loss of revenue for Port Moody, which is the smallest municipality participating in the IMBL of approximately \$10,000 from the previous year.

The Fraser Valley IMBL provides an example of a different revenue sharing approach, where the ‘principal jurisdiction,’ where the business is physically located, is allocated up to 90 percent of the resident Business License revenue, with the remaining 10 percent being split amongst the others members of the IMBL. For example, a resident business in Surrey would pay their annual IMBL fee and the City of Surrey would retain 90 percent of that license fee, and the remaining 10 percent would be distributed to other participating jurisdictions.

RBLs and Working Group Outcomes to Date

As of July 25, 2017, the Metro Vancouver working group has not proposed a definitive revenue sharing model for a potential MBL that applies to the whole region. The working group has also acknowledged that achieving ‘revenue neutrality’ for all jurisdictions within a Metro Vancouver RMBL will be challenging, where some jurisdictions could disproportionately gain or lose business license revenue relative to others.

In light of this the working group is considering ‘bundling’ select jurisdictions together, in a way that follows the existing IMBL areas, where bundled licenses could be made available for ‘purchase’ by businesses that are resident in one of the member jurisdictions.

The working group has also not clearly identified how a RMBL platform would be tracked (i.e. business license database) funded and maintained, or how the fees would be collected and distributed to participating jurisdictions. Metro Vancouver staff have suggested that the Regional District could host the database and help maintain the MBL platform, in return for a nominal fee that would be funded from taking a share of RMBL revenue. New license registrations and updates to this database would be carried out by the member jurisdictions at their expense.

Potential MBL Implications for White Rock

In 2016 there were \$236,644 in business license fees collected from non-resident businesses, many of which are businesses and contractors working in the development and construction industry.

Based on analysis of the working group outcomes to date, relative to business license activity in the City of White Rock, there seems to be no model proposed under the RMBL initiative where

the City will not lose a potentially significant portion of the Business License revenue it now receives from non-resident businesses operating in White Rock.

For example, if the City were to join the Fraser Valley IMBL, which has a 90 percent/10 percent revenue split as noted previously in this report, the City would likely see a substantial drop in Business License revenue from non-resident business, as many businesses that undertake work in White Rock are permanently located in Surrey, Langley or elsewhere.

A good 'case-in-point' example of the potential negative impact to the City, regarding revenue sharing through a potential RMBL platform, involves Plumbing Contractors operating in the City. In 2016 the Business License fee revenue from all resident and non-resident Plumbing Contractors totaled \$21,850, of which \$1,072 is attributable to resident contractors.

If the City were part of the Fraser Valley IMBL '90 percent/10 percent' approach, it would receive 90 percent of the business license fees from resident contractors, but the majority of revenue from the non-resident contractors would be re-directed back to their home jurisdictions. This could result in a significant loss in business license revenue, despite the fact that the City would receive 10 percent of revenues coming in from other participating jurisdictions. It is also not clear if this 10 percent amount would also offset the loss of the full Business License fee revenue, and the shared cost of maintaining a Business License database (i.e. by Metro Vancouver).

Staff Recommendation

Based on the above discussion, it appears that the Metro Vancouver RMBL initiative requires additional work and consideration regarding revenue splits, tracking, administration and funding RMBL platform(s).

It is also important to note that the RMBL initiative, and existing IMBLs, are oriented towards economic and geographic sub-regions where there is a lot of 'two-way' business travel over municipal boundaries. In the case of White Rock, the City is in more of a 'one-way' business travel relationship, where there are more businesses operating in the City that are not resident in White Rock than those resident in the City, by virtue of its size, location and adjacency to Surrey, one of the largest population and employment centres in the Metro Vancouver region with a significant commercial and industrial land base. Thus if the City were to be involved in a MBL platform, that for example used a 90 percent/10 percent revenue split model, the City would see a substantial drop in Business License revenue from non-resident business.

It is also important to note that White Rock is experiencing an unprecedented level of development and is anticipated to do so over the next few years based on existing development approvals, which will likely increase the amount of business license revenues from non-resident businesses that come into White Rock to work on new developments.

Based on this forecasted loss of revenue, staff recommends that the City does not participate in the RMBL Initiative at this time.

BUDGET IMPLICATIONS

As noted above, the business license fee revenue collected in 2016 from Business Licenses issued to non-resident businesses totaled \$236,644. Participation in an RMBL platform could result in a revenue reduction from non-resident businesses, subject to the proportion of revenue sharing and revenues being used to fund business license tracking/data based and administration of RMBL platforms.

OPTIONS

The Governance and Legislation Committee can recommend that Council:

1. Direct staff to communicate to Metro Vancouver that the City of White Rock will not be participating in the Regional Mobile Business License Project at this time; or
2. Direct staff to continue participating in the Metro Vancouver RMBL initiative/working group, and provide an update to Governance and Legislation Committee once the working group has completed further work on the implications of a RMBL platform and reports out on recommendations to address these implications.

Staff recommends Option 1, which is reflected in the recommendations of this corporate report.

CONCLUSION

In early 2017 the City was invited to take part in a Metro Vancouver working group that is examining the feasibility of creating a Mobile Business License (MBL) platform that applies to the entire Metro Vancouver region.

Following staff review of this concept, it appears that if the City participates in a regional MBL (RMBL) platform it could lose substantial business license revenue from non-resident businesses. Also, the City is also expected to experience a high level of development activity in the coming years, which will likely increase the amount of business license activity by non-resident businesses, and in turn increase business license revenues overall.

Based on these findings, staff recommends that the City does not participate in the Regional MBL Initiative at this time.


Respectfully submitted,



Carl Johannsen, MCIP, RPP
Director of Planning and Development Services

Comments from the Chief Administrative Officer:

I concur with the recommendations of this corporate report.



Dan Bottrill
Chief Administrative Officer

Appendix A: Draft Summary of Meeting Discussions July 25, 2017 (Regional Mobile Business License Project)

Draft Summary of Meeting Discussions

Working Group of the Regional Mobile Business Licence Project

Meeting date: July 25, 2017
12:30pm to 3pm

Location: 10th floor conference room, 5945 Kathleen Avenue, Burnaby

In attendance:

- Hugh Davies, Corporation of Delta
- Kim Deighton, City of New Westminster
- Bev Endersby, City of Langley
- Chantal Gemperle, City of Pitt Meadows
- Sarah Hicks, City of Vancouver
- Andréa Khan, City of New Westminster
- Dan Layng, City of Burnaby
- Kim Marosevich, City of Surrey
- Veronika Metchie, City of New Westminster
- Greg Moore, Metro Vancouver and Regional Prosperity Initiative

Invited guests:

- John Merkle, Cascadia Partners (by phone)
- Colin Stewart, Municipal Solicitor

Metro Vancouver staff:

- Heather Schoemaker, General Manager, External Relations
- Tess Kitchen, Senior Policy Advisor, Collaboration Initiatives

Summary of Discussions

Attendees were presented with a Project Snapshot document (attached), providing an overview of work to date and key issues that the Working Group has identified as needing deliberation in establishing a business model.

Key points of the discussion were the following:

- *Project objectives*
 - “Sharing data” should be more prominent in terms of municipal objectives, as current lack of data sharing is an issue
 - Question about whether this project would actually achieve stated objective of “increasing compliance” – enforcement is paid for by licences & fees, so if revenue is affected, enforcement abilities could be impacted

August 10, 2017

- *Project process*
 - Participants
 - Participants in this project to date have mostly been Metro West members
 - There is a need to ensure others are engaged in the discussion and decisions – how do we do that?
 - Prioritization & possible phased approach
 - There is some concern that best use of time at present would be achieving non-resident modification to existing IMBLs
 - Metro West IMBL municipalities are prepared to move forward with opening up the agreement to non-resident businesses
 - Some feelings that this should be a priority – is it a good interim step
 - Concern that this is a piece-meal approach and does not address the issue of moving to a more regional approach
- *Project motivation*
 - There remains a desire to understand businesses’ demand for this project
 - Interest in seeing more engagement with industry groups
- *Business model*
 - Approach to licensing non-resident businesses in a bundle requires ongoing discussion
 - Principle jurisdiction within a bundle
 - Dispute resolution process
 - Out-of-region businesses
 - Bundle geographies
 - Keeping bundle areas similar in size to current IMBLs is advisable – the number of jurisdictions involved means communication among them is manageable
 - Revenue impacts
 - This is key to moving forward; subsequent meetings need to focus on this
 - Need to share detailed information about number of business from each jurisdiction getting (a) NRBL licenses in each other jurisdiction, and (b) IMBL licences
 - Should try to learn from projections made prior to implementing Metro West IMBL – are there lessons learned?
 - Revenue sharing
 - Agreement that revenue sharing scheme could vary by bundle, depending on preferences of jurisdictions within the bundle
 - General agreement around revenue needing to cover costs
 - And related to this, a suggestion that a municipality’s effort at “upselling” to a bundle should be rewarded with increased portion of revenue
- *Technical implementation*
 - While there are APIs available for local jurisdictions’ business systems, this does not mean it is necessarily easy to share information
 - Concern regarding providing the public with a ‘centralized online portal’
 - Could cause expectation of same-day business licence (when in fact online applications are lower priority than in-person applications, and can take many weeks)
 - Some organizations have very restrictive firewalls; gaining access could be difficult, especially for public-facing application
 - One option would be for counter staff to be the ones with access
 - Another option would be allowing jurisdictions to select how they receive data

August 10, 2017

- Possibility of limiting access to the portal to municipal staff
- Who will manage the data? How does the Province fit in, given its existing role in managing IMBL data? Will they continue to do it for “free”?
- *Enforcement*
 - Currently, IMBL agreements are set up such that if one participating jurisdiction wants to revoke a licence, the licence is revoked for the whole area; however, the business would then still be able to purchase individual NRBLs for the other jurisdictions

August 10, 2017

Regional Mobile Business Licence Project Snapshot July 2017

Background

Within the Metro Vancouver region, a mobile business must apply for a business licence in its home jurisdiction and can apply for a non-resident business licence (NRBL) from other jurisdictions in the region. More recently, eligible mobile businesses can apply for an **inter-municipal business licence (IMBL)** if it is based in the IMBL's boundaries. There are four IMBLs in the region:



Tri-Cities IMBL

Fee \$165

Split 53% PM / 18% PoCo / 29% Coq



North Shore IMBL

Fee \$60

Split 50% principal / 25% / 25%



Metro West IMBL

Fee \$250

Split 90% principal / 10% rest



Fraser Valley IMBL

Fee \$250

Split 90% principal / 10% rest

Jurisdictions not involved in any IMBL are: Anmore, Belcarra, Bowen Island, Electoral Area A, Lions Bay, Tsawwassen First Nation, White Rock.

Objectives

The Regional Prosperity Initiative initiated the Regional Mobile Business Licence (RMBL) Project to demonstrate the value of a more collaborative approach to supporting local businesses. The project aims to:



Enable mobile businesses to operate more easily across the region



Reduce administrative burden for businesses and government



Improve information flow to and among local jurisdictions



Increase licensing compliance & improve compliance enforcement for mobile businesses



Increase choice in service providers for residents

Bundle model

Staff from local jurisdictions, including Chief Administrative Officers, Business Licence Managers, and Economic Development Officers from across the Metro Vancouver region, have participated in workshops organized by the Regional Prosperity Initiative since March 2017 to provide input into the RMBL Project. Over this time different options for the business model of a regional approach to mobile business licensing have been discussed.

More recent discussions have focused on the notion of creating a bundle-based model. This would involve four “bundles” of jurisdictions in the Metro Vancouver region, allowing eligible businesses to apply for one or more bundles, including all of the bundles to be licensed right across the region. This bundled approach, implemented with a centralized application system, would reduce the administrative burden for a business applying for individual licences, provide consumers in any one jurisdiction with a larger pool of contractors, and should increase compliance. Key differences between this bundle model and the existing IMBL system are:

- The geographical boundaries of bundles will not overlap as currently exists with the IMBL system (currently Surrey and Delta are in both the Metro West and the Fraser Valley IMBLs)
- Revenues from NRBLs for eligible mobile businesses would be reduced, and revenues from bundles would increase (under the current model, a business can only get an IMBL that contains its home jurisdiction, and otherwise needs to apply for NRBLs for operations outside its home jurisdiction)

Proposed revenue principles

The Working Group of the Regional Mobile Business Licence project has discussed what may become foundational principles for this project moving forward:

- Businesses are not to be provided with a discount for purchasing multiple bundles
- The new model must be “revenue neutral within a margin” for each jurisdiction

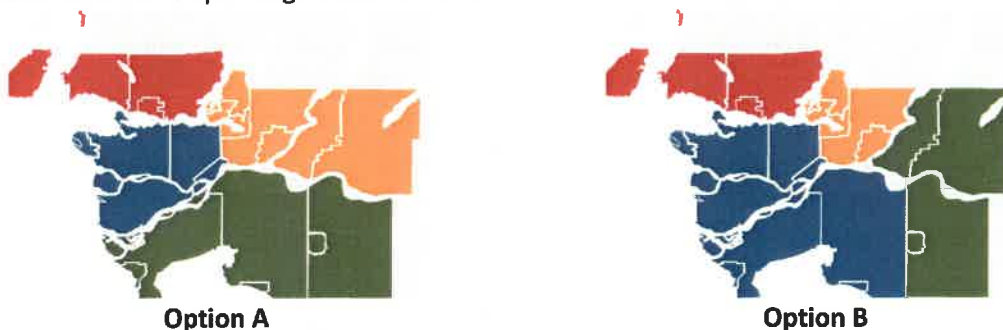
Key considerations in developing a business model

Implementation

- Would the new model be implemented by modifying existing IMBLs or by replacing them entirely?

Geographic boundaries of the bundles

- The two scenarios in discussion for bundle boundaries pivot around which bundles Delta, Surrey, Pitt Meadows and Maple Ridge should be in:



This is in addition to determination of which bundles White Rock and Tsawwassen First Nation might join – currently they are not in any IMBL agreements.

Revenue impacts

- The reduced role of NRBLs in licensing mobile businesses can have a significant impact on a jurisdiction’s revenue and can present a challenge in reaching a “revenue neutral” solution.

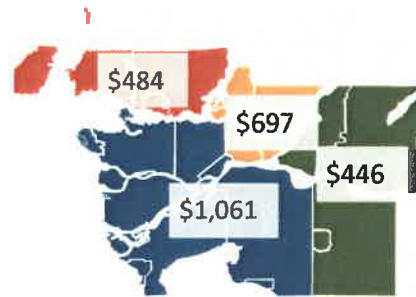
The revenue model

- How should the fee for each bundle be determined? Should the bundle fees be somewhat similar to each other? Should a bundle fee be related to the sum of the individual jurisdictions' licence fees within the bundle area? The sum of individual fees within each area is shown here for reference:



Option A

Sum of local jurisdictions' licence fees shown



Option B

Sum of local jurisdictions' licence fees shown

- What should the revenue sharing model be within a bundle? Current IMBL revenue sharing formulas, except for the Tri-Cities IMBL, allocate the largest percentage of the IMBL fee to the "principal" (home) jurisdiction with the remainder shared among the other members of the IMBL.
 - The formula for revenue sharing has a major impact on whether a jurisdiction is a "net remitter" or "net receiver" of funds. Jurisdictions with relatively small numbers of resident eligible businesses have been "net receivers" of funds under the current system in order to compensate for lost NRBL revenue.
 - How will the formula for revenue sharing account for businesses from outside a bundle area being able to apply for the bundle licence?

Administration

- Who should manage the "banking" and administrative services of this new model, including providing regular reports and sharing important data? What would be fair compensation for these services?

Eligibility

- Which mobile business would be eligible for these bundle licences in the pilot phase? Will it be limited to construction services? Should the range of mobile licences be expanded if the pilot is successful?

Approval process

- Currently when a business applies for an IMBL, the business's home jurisdiction approves the application. If non-resident businesses are allowed to apply to a bundle, what would the approval process look like?
- Given that a new approval process is needed for non-resident businesses, would this new approval process apply to all businesses, including those that reside within the bundle area?

Region-wide licensing

- Would region-wide licensing entail getting the four "bundle" licences or would there be a region-wide licence? If the latter, there would need to be a separate agreement on how the revenues from the region-wide licence would be shared among participating jurisdictions.

**POLICY REPORT**

Report Date: June 24, 2019
 Contact: Kathryn Holm
 Contact No.: 604.873.7545
 RTS No.: 12922
 VanRIMS No.: 08-2000-20
 Meeting Date: October 2, 2019

TO: Standing Committee on City Finance and Services

FROM: General Manager of Engineering Services and Chief Licence Inspector

SUBJECT: Adapting to Provincial Legislative Changes Related to Passenger Directed Vehicles

RECOMMENDATION

- A. THAT Council approve the street management policies that support the introduction of ride-hailing vehicles and continue to support the operation of taxis and limousines in Vancouver as outlined in this report.
- B. THAT Council approve the business licensing policies that support the introduction of ride-hailing vehicles and continue to support the operation of taxis and limousines in Vancouver as outlined in this report.
- C. THAT Council direct staff to work with other municipalities in Metro Vancouver and with TransLink to develop an inter-municipal business licence for Transportation Network Services (TNS) and limousine companies.
- D. THAT Council approve, in principle, changes to the Street and Traffic By-law No. 2849 as detailed in this report and Appendix A;

 FURTHER THAT Council authorize the Director of Legal Services to prepare and bring forward for enactment amendments to the Street and Traffic By-law No. 2849 as generally outlined in Appendix A.
- E. THAT Council approve, in principle, changes to the Licence By-law No. 4450 as detailed in this report and Appendix B;

 FURTHER THAT Council authorize the Director of Legal Services to prepare and bring forward for enactment amendments to the Licence By-law No. 4450 as generally outlined in Appendix B.

- F. THAT Council approve, in principle, changes to the Vehicles for Hire By-law No. 6066 as detailed in this report and Appendix C;

FURTHER THAT Council authorize the Director of Legal Services to prepare and bring forward for enactment amendments to the Vehicles for Hire By-law No. 6066 as generally outlined in Appendix C.

- G. THAT Council approve, in principle, changes to the Parking Meter By-law No. 2952 as detailed in this report and Appendix D;

FURTHER THAT Council authorize the Director of Legal Services to prepare and bring forward for enactment amendments to the Parking Meter By-law No. 2952 as generally outlined in Appendix D.

- H. THAT Council approve, in principle, changes to the Granville Mall By-law No. 9978 as detailed in this report and Appendix E;

FURTHER THAT Council authorize the Director of Legal Services to prepare and bring forward for enactment amendments to the Granville Mall By-law No. 9978 as generally outlined in Appendix E.

REPORT SUMMARY

Ride-hailing is a consumer-friendly service that increases travel options, can provide first and last mile connections to transit, and has the potential to reduce impaired driving and contribute to car-free and car-light lifestyles. However, as ride-hailing services have rolled out in North America and the world, many municipalities are reporting increases in vehicle trips and congestion, declining transit ridership and reduced walking, cycling and transit trips (Appendix F). Increased curb activity in active travel areas can also impact the safety of vulnerable road users. These outcomes are in direct contradiction with the City's Climate Emergency Response and Congestion Management Strategy goals.

Provincial legislation to enable ride-hailing in BC came into force on September 16, 2019. Under this legislation, a ride-hailing vehicle is considered a Passenger Directed Vehicle (PDV), a class of vehicle that also includes taxis and limousines. In Provincial legislation, the companies that offer ride-hailing services are referred to as "Transportation Network Services" (TNSs). As of September 18, 2019, nine TNS companies have applied to operate in the region that includes Vancouver.

The Province has reduced the municipal authority to regulate Passenger Directed Vehicles. The Province now has sole authority to regulate fleet size and operational boundaries, to set vehicle standards, and to issue driver Chauffeur Permits; however, the City has retained the ability to issue business licences and regulate street use and traffic.

Using the ride-hailing principles approved by Council in January 2019, the City's Climate Emergency response, and other relevant City policies, staff have conducted a review of the Provincial legislation and regulations to determine where City objectives have, and have not, been addressed. Where they have not, staff have proposed a series of policy

and by-law changes using the business licencing and street management authorities still available to the City.

To manage streets and congestion staff are recommending the introduction of a Congestion and Curbside Management Permit (CCMP) the ride-hailing services will be required to access any curb side within the Metro Core for passenger pick up and drop off between 7 AM and 7 PM to temper the demand for vehicle-based transportation during this already congested window. The recommended fee is \$0.30 per pick up and \$0.30 per drop off; however, for zero-emission and accessible vehicles, this fee will be discounted by 50% and 100%, respectively.

Using field observations as well as the data provided by companies operating passenger directed vehicles, staff will evaluate the impact of taxis and ride-hailing vehicles on Vancouver's transportation network. Depending on the results of this evaluation, the CCMP can either be lowered or increased through a future by-law amendment by Council.

Additional on-street management measures recommended to improve safety and address congestion include:

- increasing the number of passenger pick-up and drop-off zones;
- working with ride-hailing companies to optimize pick up and drop off activity in high demand areas through a virtual perimeter incorporated into ride-hailing apps to re-direct passengers to designated passenger zones (often referred to as "geofencing"); and,
- continuing to maintain existing taxi zones and allow taxis in bus lanes, subject to further review.

For business licences, staff recommend a consistent licensing scheme for all ride-hailing, taxi, and limousine companies to provide a level playing field. Companies would be licensed and each vehicle operating in Vancouver under their licence would be registered. A key condition of this licence is the requirement to submit monthly trip and vehicle data that would be used for monitoring traffic impacts, to audit the CCMP, and to support transportation planning efforts. Additionally, similar to all businesses, companies would be responsible for ensuring that vehicle operators comply with all City by-laws including compliance with the proposed CCMP. Licensing fees are proposed at \$155 for a company licence plus \$100 per vehicle. To incentivize vehicles that align with City priorities, there will be no annual fee for wheelchair accessible and zero emission vehicles.

Staff also recommend that the City work with the Province, TransLink and other municipalities to coordinate licensing requirements and work toward an inter-municipal business licence for ride-hailing companies and limousine companies; these companies are authorized by the Passenger Transportation Board to operate within regional rather than municipal boundaries.

To support the policies and actions outlined in this report, amendments to the Street and Traffic By-law, the Licence By-law, the Granville Mall By-law, Vehicles for Hire By-law, and the Parking Meter By-law are required to enable the proposed regulations be enacted immediately so that ride-hailing companies may be licensed to operate, taxi and

limousine companies may renew licences under the new fee structure and street use management tools can be put into place.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

In 2012, Council approved Transportation 2040, providing a foundation for future transportation policy and investments.

In 2012, Council approved a motion that permits taxis to travel, but not stop, in bus lanes on a trial basis. In 2013, Council regularized this change.

In 2014, Council approved a motion to suspend the issuance of new taxi licences. Staff were directed to consult with the Taxi Roundtable and other stakeholders on measures necessary to expand service and meet evolving customer demands and to determine how to sustainably achieve the full benefits of new ride-share technology.

In 2015, Council agreed to urge the Ministry of Transportation, the Passenger Transportation Board, YVR, the taxi industry, TransLink and other stakeholders to establish a renewed regional policy direction. Council also approved amendments to the *Vehicles for Hire By-law*, a number of directions that aimed to improve taxi service, and extended the moratorium on the issuance of new taxi licences.

In 2017, in response to increasing congestion issues, Council approved the Congestion Management Strategy. This plan aims to improve traffic monitoring, road safety, and street use coordination to ensure a smart and efficient transportation system that prioritizes people and goods movement.

On December 5, 2018, Council directed staff to report back with analysis and options for ride-hailing in Vancouver, and subsequently to report back with proposed by-law changes to allow for ride-sharing and ride-hailing that includes discussion on the City's ability to regulate ride-hailing, the impact removing boundaries may have, especially on persons with disabilities, potential for extending the lifespan of accessible vehicles, the ability of the City to limit traffic congestion related to ride-hailing, and the possibility of a municipally-owned ride-hailing organization.

On January 15, 2019, Council endorsed a set of seven regulatory principles to guide feedback and input related to Provincial consultations on ride-hailing and taxi modernization and directed staff to report back on: ride-hailing impacts on transportation mode share and on the City's emission reduction goals; and key stakeholder consultation.

On April 29, 2019, Council approved its Climate Emergency Response to increase the City's efforts to tackle climate change through six big moves and 53 accelerated actions.

CITY MANAGER'S/GENERAL MANAGER'S COMMENTS

The City Manager recommends approval of the foregoing.

REPORT

Background/Context

Provincial legislation to enable ride-hailing in BC was introduced in November 2018 and came into force on September 16, 2019. Under this legislation, ride-hailing vehicles are “Passenger Directed Vehicles”, a class of vehicle that also includes taxis and limousines. The companies that offer ride-hailing services are “Transportation Network Services” (TNSs).

The Province regulates Passenger Directed Vehicles through the *Passenger Transportation Act*, the *Motor Vehicle Act*, and the *Commercial Transportation Act*. Companies that operate passenger directed transportation services are licensed by the independent, provincially appointed BC Passenger Transportation Board. Municipalities may issue business licences to TNSs to operate only after they have been issued Provincial licences. The Passenger Transportation Board has been accepting applications from TNSs since September 3, 2019.

Vancouver’s Current Policy Directives related to Ride-Hailing

The City has many policy goals and directives that are directly and indirectly related to the introduction of ride-hailing.

The Transportation 2040 plan establishes a modal hierarchy prioritizing walking, cycling and transit and sets targets towards achieving zero traffic related fatalities, and, by 2040, at least 2/3 of trips by walking, cycling and transit. Ride-hailing was not specifically considered as part of this plan; however, the Plan calls for working through the Taxi Roundtable to encourage the Ministry of Transportation and Infrastructure and Passenger Transportation Board to implement innovative service improvements. It also calls for support of alternative delivery mechanisms for paratransit services, including potential increased use of taxis, to lower per-ride costs, improve reliability, and reduce booking times.

On January 15, 2019, Council endorsed a set of seven regulatory principles relating to ride-hailing to guide feedback and input to Provincial consultations on ride-hailing and taxi modernization. They are summarized below and in Appendix G:

1. **Are regionally coordinated** and operate effectively with Metro Vancouver to achieve net positive sustainable transport goals for both the city and region.
2. **Prioritize passenger and public safety**, companies, drivers and vehicles meet minimum safety standards, and be held accountable for meeting them. Effective enforcement mechanisms and sufficient resources should be in place to ensure compliance.
3. **Enhance mobility**, complementing transit and active travel, advancing shared mobility and contributing to an efficient and safe transportation system.
4. **Enhance accessibility**, contributing to a system that maintains or exceeds standards for accessibility and ensures sufficient availability and maintenance of accessible vehicles.

5. **Reduce carbon emissions** through company programs and targets that encourage drivers to use hybrid or zero emission vehicles. The City request of the Province to retain the ability to regulate new TNS or PDV licences, in particular if they are not hybrid or zero emission vehicles, in order to meet the City's established and emerging carbon reduction goals.
6. **Are economically viable** for passenger directed vehicle services drivers and business owners, including the opportunity for drivers to earn a living wage.
7. **Provide affordable ride services** as part of an enhanced mobility framework.

In April 2019, Council approved its Climate Emergency Response report. The intent of this report is to increase the City's climate actions in order to limit global warming to 1.5°C, which is the guiding target in the Paris Agreement. Big moves and accelerated actions of this report relevant to ride-hailing include:

- Big Move #2, which is to accelerate the existing sustainable transportation target by 10 years, so that by 2030, two-thirds of trips in Vancouver will be by active transportation and transit;
- Big Move #3, which calls for 50% of the kilometres driven on Vancouver's roads to be by zero emission vehicles by 2030;
- Accelerated action 8c, Supporting transportation pricing that would curtail emissions and support zero emission mobility; and,
- Accelerated action 9b, which proposes to update curbside management and enforcement to encourage efficient use of street space and transition to zero emission vehicles.

Recent Updates to Provincial Legislation on Ride-hailing and Passenger Directed Vehicles

Changes to the *Vancouver Charter* that came into effect on September 16, 2019 have significantly reduced the role and authority of the City of Vancouver in regulating Passenger Directed Vehicles and TNSs. Key changes are the removal of municipal authority to regulate fleet size and operational boundaries, and vehicle conditions such as maximum age, accessible features or emission standards. The Province sets the requirements for criminal and driver record checks for all drivers, and the issuance of Chauffeur's Permits. It also regulates vehicle identifiers. Table 1 shows the division of authority.

In July 2019, Provincial regulations on ride-hailing were released, including the requirement for a Class 4 driver's licence. Staff participated in the Provincial consultation process that developed these regulations with a written submission to the Select Standing Committee on Crown Corporations public hearing on ride-hailing using the Council-approved ride-hailing principles as a guide. In August 2019, the Passenger Transportation Board announced its regulations on fleet size and operational boundaries for TNS vehicles and taxis.

Municipalities have retained regulatory authority to issue business licences and to regulate street use. However, municipalities cannot restrict or prohibit a provincially licensed TNS or PDV from operating. For example, the City cannot require TNSs to operate accessible or zero/low emission Passenger Directed Vehicles.

Table 1 Regulatory authority over Passenger Directed Vehicles

	Regulatory condition (per Passenger Transportation Act and Regulations)	Province	City Current authority	City Remaining Authority
1.	Vehicles - number operating in Vancouver	✓	✓	X
2.	Vehicles - service area/operating boundary	✓	✓	X
3.	Vehicle - standards such as age, accessibility, and emissions	✓	✓	X
4.	Vehicle - standards safety and inspection requirement; vehicle identification	✓	✓	X
5.	Driver – chauffeur permit requirements including criminal and driving record checks	✓	✓	X
6.	Fare rates	✓	X	X
7.	Licence companies and vehicles	✓	✓	✓*
8.	Manage street use and traffic	X	✓	✓

*Municipal business licence requirements cannot restrict a Provincially licensed company or vehicle from operating in the City.

Table 1. Provincial Regulations and Passenger Transportation Board (PTB) conditions and requirements by company type

	TNS	Taxi	Limousine
Fleet Size	No limit	Limit determined by PTB	Limit determined by PTB
Operational Boundaries	Regional Boundaries*	Municipal	Determined by PTB on per application basis
Driver Licence	BC Issued, Class 4	BC Issued, Class 4	BC Issued, Class 4
Vehicle Requirements	Maximum age 10 years No requirement for accessible vehicles No requirement for zero emission vehicles	No age requirement Additions to fleet must be low emission	No age requirement No requirement for accessible vehicles No requirement for low emission vehicles

*5 Regions. Region 1 includes Metro Vancouver, Fraser Valley and Squamish – Lillooet.

A more comprehensive summary of Provincial and Passenger Transportation Board legislation and regulations can be found in Appendix H.

The Province will be enforcing compliance with provincial regulations and licence conditions. Field investigations will be carried out by the Commercial Vehicle Safety and Enforcement (CVSE) Branch; the Registrar of the Passenger Transportation Branch is authorized to investigate and audit companies for issues including compliance with licence conditions and public safety. At this time, it is unclear how many provincial enforcement staff will be assigned to address potential issues in Vancouver.

Strategic Analysis

Staff have conducted a review of the Provincial and Passenger Transportation Board legislation and regulations to determine how they align with City policies, objectives and ride-hailing principles. Further, staff have assessed the City's ability to regulate the industry with respect to these priorities given the new legislative framework.

Key findings from this review are:

Regional Coordination – The regional operating boundaries set for TNS companies align with goals for regional coordination. There are five operating boundary regions; a TNS company applies to the Passenger Transportation Board for a licence to operate within one or many regions.

The City has authority to partner with other municipalities to coordinate licence conditions and pursue a regional business licensing approach through an inter-municipal business licence.

Passenger safety – Passenger safety relating to driver background and criminal record checks is the full responsibility of the Province. The Province has authority to set training and education requirements; it has signalled its intention to do so in the coming year, and to consult with municipalities.

The City may not regulate with regard to driver criminal record checks and may not issue chauffeur permits.

Accessibility – The need for accessible services have been considered by the Province through the introduction of a \$0.30/trip fee on non-accessible ride-hailing vehicles that will be collected to fund accessible transportation. The Province has not yet announced specific plans for this program, including whether any funds would be shared with municipalities or the region to support accessible transportation. There are no requirements for TNS companies to provide accessible vehicles within their fleet. Taxis can now use side-entry vehicles, a provision that allows owners more choice in purchasing and outfitting accessible vehicles.

Changes to the Vancouver Charter prohibit the City from setting vehicle requirements that would prohibit a Passenger Transportation Board authorized vehicle from operating in the city. The City cannot impose requirements that mandate that accessible vehicles be provided as this could be easily construed as a regulation that would prohibit a TNS company from operating. Furthermore, the Passenger Transportation Board currently has no requirement for TNS companies to accessible vehicles. There will no longer be a maximum age for taxis, meaning that existing wheelchair accessible vehicles may remain in operation for longer.

Enhanced Mobility – The Province has made no provisions to actively manage congestion related to the introduction of ride-hail vehicles. TNS companies may operate an unlimited number of vehicles under a company licence in any region where they are provincially licensed.

The Province requires monthly, historical data submissions from TNS and taxi companies. Data will include information such as drop off and pick up locations, vehicle licence information, driver shift duration and frequency. A complete list of Provincial data requirements is in Appendix I. The Province has indicated they will use data to monitor impacts and in consideration of setting fleet sizes in the future.

At this time the Province has indicated that they intend to share data with municipalities; however, they have not announced how, if or when this will occur.

Reduced Carbon Emissions - There are no provisions to promote zero or low emission vehicles for TNSs.

Changes to the *Vancouver Charter* prohibit the City from setting vehicle requirements that would prohibit a Passenger Transportation Board authorized vehicle from operating in the city. The City cannot impose requirements that mandate that zero emission vehicles be provided as this could be easily construed as a regulation that would prohibit a TNS company from operating. Furthermore, the Passenger Transportation Board currently has no requirement for TNS companies to provide zero emission vehicles.

Economic Viability and Affordability - The Passenger Transportation Board will continue to consider economic conditions in the Passenger Directed Vehicle industry as part of its company application and licensing process. The Province has full authority to set fare rates and structures, for all Passenger Directed Vehicles including taxis, limousines and ride-hail vehicles.

In light of the above findings, staff recommend a number of key measures and actions to continue to regulate Vehicles for Hire, within the limited authorities retained by the City. The recommendations are limited to on-street management through street and traffic by-laws and updates to business licensing. Further, because Provincial regulation prohibits the City from setting accessible and zero emission vehicle requirements, the recommendations have been constructed to incentivize these vehicles.

On-Street Management

Congestion Management Pricing

Vancouver is one of the last major North American municipalities without ride-hailing and much has been learned from other municipalities that have experienced growth in this service. Ride-hailing can offer an alternative to private vehicle trips, increasing transportation options for late night workers and for those planning to consume alcohol. Ride-hailing can also complement rapid transit as a first/last mile travel option and provide flexible employment for full and part-time workers.

These on-demand travel options also create challenges to the transportation system. In many major cities, ride-hailing is showing to increase congestion with more cars on the

road, deadheading trips and illegal stopping activity, most often in urban areas with the highest access to transit and active travel. Cities are also reporting declining transit ridership and that ride-hailing may be replacing walking, cycling and transit trips. These outcomes are in direct contradiction with the City's Climate Emergency Response and Congestion Management Strategy goals.

To mitigate these potential impacts, staff recommend the implementation of a congestion management fee based upon curbside access. This is consistent with the City's ride-hailing enhanced mobility principle which called for the ability for road user charges to be used to manage mobility outcomes and Climate Emergency Response accelerated action 8 C: Transportation Pricing to curtail vehicle emissions and support zero emissions mobility.

Ride-hailing trips tend to be concentrated in high density urban centres adding to existing traffic and competing with transit service. Accordingly, it is anticipated that Vancouver's Metro Core, which has the highest population and employment density in the region, will likely experience the highest ride-hailing pressures.

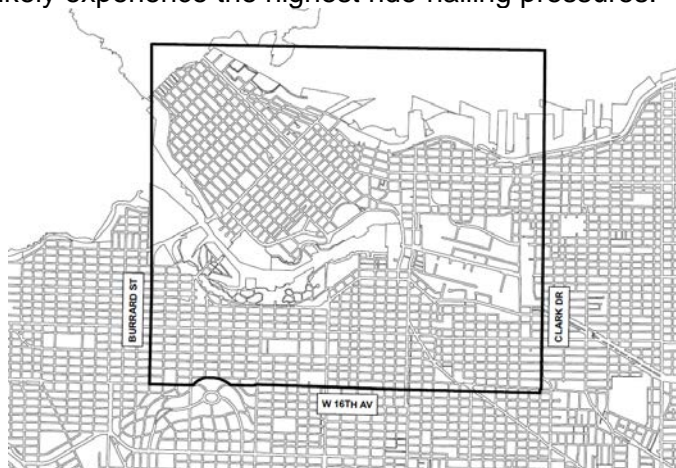


Figure 1 - Vancouver's Metro Core

Today, congestion within the Metro Core is already prevalent, even without the additional pressure of ride-hailing. This congestion does vary by time of day, however, and typically occurs between 7 AM and 7 PM. During this same time period, the Metro Core also has the best transit access in the region and the best conditions for walking and cycling are present.

In light of the above, staff recommend requiring ride-hailing companies to purchase a Congestion and Curbside Management Permit (CCMP) to allow the vehicles operated under their licence to access any curb side for pick-up or drop-off within the Metro Core between 7 AM and 7 PM to temper the demand for vehicle-based transportation during this already congested window. An added advantage to focusing on this daytime window is that the City is not adding any additional cost barriers to ride-hailing activity that serves late night demand. During late night periods, many individuals may rely on these services to avoid impaired driving or to avoid situations on the transportation network which they believe to be unsafe.

Given that this is a new system in Vancouver, staff recommend keeping the initial CCMP cost low. Additionally, to incentivize zero emission vehicles and more wheelchair

accessible vehicles, staff recommend providing 50% and 100% discounts, respectively. As ride-hailing becomes more established in Vancouver, staff will monitor to determine if this fee should be raised or lowered based upon ride-hailing’s measured impact to Vancouver’s roadways. To assist in this review, staff recommend requiring data to be supplied as part of the business licence.

If approved by Council, permit fees will be paid directly by the ride-hailing companies post-event. It is expected that the ride-hailing companies will incorporate the fee directly into their mobile applications. Staff will also use on-street observations to audit fees submitted to the City. In the event of significant discrepancies, the City has the ability to enforce for non-compliance.

At this time, the CCMP is only recommended to be required for ride-hailing vehicles since, as of the time of this report, taxis are still limited by boundaries and caps instituted by the Passenger Transportation Board. Should these boundaries and caps change in the future, the applicability of the CCMP to taxis will require re-evaluation.

A summary of the CCMP for ride-hailing vehicles can be found in Table 3 below.

Table 2. Summary of Congestion and Curbside Management Permit for Ride-Hailing Vehicles

Area in effect	Metro Core (See Figure 1)
Hours in effect	Every day, 7 AM to 7 PM
Cost	\$0.30/passenger pick-up \$0.30/passenger drop-off
Discounts	50% discount for zero emission vehicles 100% discount for accessible vehicles

In order to facilitate the CCMP, amendments to the Street and Traffic By-law No. 2849 are required as outlined in Appendix A.

To allow time for the ride-hailing industry to prepare for the introduction of CCMP fees, it is recommended that they do not come into effect until January 6, 2020.

Using field observations as well as the data provided by companies operating passenger directed vehicles, staff will evaluate the impact of taxis and ride-hailing vehicles on Vancouver’s transportation network. Depending on the results of this evaluation, the CCMP can either be lowered or increased through a future by-law amendment by Council.

Additional On-Street Management Measures

In addition to the CCMP, staff have identified a number of other on-street management tools to address ride-hailing. To facilitate these additional on-street management measures, amendments to the Parking Meter By-Law 2952, Granville Mall By-Law No. 9978, Street and Traffic By-Law No. 2849 as outlined in Appendices D, E, and A:

Passenger Zones

Passenger zones, dedicated on-street spaces that can be used for pick-up and drop-off, are allocated within the city under the authority delegated to the City Engineer. Typically, these zones are allocated adjacent to theatres, hotels, transit stations, and some restaurants that offer valet services. There are approximately 270 passenger zones within the city of Vancouver today with 200 of these located in the Metro Core. With the introduction of ride-hailing, pick-up and drop-off activity is expected to increase. To promote safe pick-up drop-off activity, staff intend on installing approximately 30 additional passenger zones by the end of 2019. On an on-going basis, staff will install passenger zones within the city based upon requests, observations, and data provided by ride-hailing and taxi companies.

Similar to taxis today ride-hailing vehicles will be allowed to stop in metered spaces for up to two minutes, while actively picking up or dropping off passengers.

Optimize pick up and drop off activity in high demand areas through geofencing

Geofencing is a virtual perimeter that is incorporated into ride-hailing apps that restrict where pick-up activity can occur. Geofencing is commonly used in airports, transit stations, during major events and other high activity locations. Staff plan on working with ride-hailing companies and other stakeholders to increase safety and reduce congestion using this tool. It should be noted that as the City Engineer is authorized to limit where classes of vehicles may stop on City Streets. Accordingly, passenger directed vehicles that contravene street stopping regulations set by the City Engineer may be subject to fines.

Many high demand locations already experience competition and congestion from taxis, limos, tour buses and shuttle buses include Canada Place and cruise ship terminals, the Granville Entertainment District, Stadium district, and special events zones (fireworks, marathons, etc.).

Taxi Stands and Taxis in Bus Lanes

On Vancouver streets, taxi travel is supported by taxi stands and access to transit priority lanes. Currently, there are 110 designated taxi stands in the city and, supported by a 2013 Council motion, taxis are allowed to travel, but not stop in transit priority lanes (with the exception of accessible taxis). Bus speed and reliability is a key priority for moving people in our region.

Staff recommend that taxi stands remain for taxi access only, given their unique operational ability to pick up street hails as well as pick up on a first-come/first-served basis. Designating respite or staging areas for ride-hailing vehicles will be considered based upon a balance of operational requirements of ride-hailing vehicles and other curbside uses.

Buses make up the majority of transit trips and bus ridership has seen significant growth in recent years. Much of that growth has occurred within the city of Vancouver. However, those same bus journeys have been experiencing increasing delays and unreliability due to growing congestion on the road network; 80% of bus routes across the region are slower today than they were in 2014. TransLink has stated that they believe allowing taxis in bus lanes adds delay and risk to bus reliability for critical portions of the transit network and has requested that the City of Vancouver restrict their access. Staff will continue to work with TransLink to collect further data on this matter prior to making a final recommendation.

In light of the above, staff recommend that ride-hail vehicles be restricted from operating in transit lanes and that taxis maintain access under existing parameters. Staff will continue to work with TransLink to further review and collect data that determines if taxis operating in bus lanes impact bus speed and reliability.

An additional consideration that the City may need to take into account when looking at taxi stands or taxis in bus lanes, is the potential ability for existing taxi companies that are authorized outside of Vancouver obtaining authorization to operate as a ride-hailing vehicle within Region 1, which includes Vancouver. In this case, there may be vehicles that look like taxis, but are not operating as such. To date, there have been no applications to the Passenger Transportation Board of this nature, so it is unclear as to how this would look in practice.

Licensing Passenger Directed Vehicles and Companies

Licensing in Canadian Cities

Ride-hailing is regulated in a number of Canadian municipalities including Toronto, Calgary, Edmonton, Regina, and Winnipeg. Business licensing structure and regulations vary among cities, as does the degree of provincial versus municipal oversight and regulatory authority (Appendix J). British Columbia is unique in the extent of regulatory authority assumed by the Province. British Columbia and Alberta are the only provinces to require drivers of all PDVs to hold a commercial driver's licence (Class 4).

Current Licensing and Regulation in Vancouver

To date, companies, vehicles and drivers of Passenger Directed Vehicles have been licensed and regulated under the City's *Vehicles for Hire By-law*. Licensing has included issuance of a City-owned licence plate, annual renewal decals, and vehicle inspections (semi-annual taxi meter testing for compliance with provincially mandated fare rates).

Many existing licence requirements must now be removed from City by-laws to align with the new Provincial regulations. These include all requirements that duplicate or are contrary to Provincial legislation. Removal of these requirements will benefit taxi and limousine operators; for example, they will no longer have to submit to City inspections and meter testing.

Recommended Licensing and Regulation

Staff recommend a consistent licensing regime for taxi, limo and TNS companies. Staff recommend that each company that operates PDVs in Vancouver requires a business licence, and must provide information to the City regarding each PDV that operates (pick-ups, drop-offs) in Vancouver.

Licence Conditions

Business licence conditions for TNS, taxi and limousine companies will require trip and vehicle data to be provided to the City on a monthly basis. The data requested will be consistent with the data these companies must provide to the Province. The data will be used to audit for compliance with vehicle registration, monitor and evaluate the impact of the expanded Passenger Directed Vehicle industry; to audit the Congestion and Curbside Management Permit; and for transportation planning. Although the Province is requiring data from taxi and ride-hailing companies, at this time it is unable to provide assurance of municipal access.

Companies will be responsible for ensuring that vehicles operating under their Passenger Transportation Board licence comply with all municipal by-laws including compliance with the proposed Congestion and Curbside Management Fee. The City will support companies in educating their drivers, to ensure they are aware of the City's curbside regulations related to pick up and drop off, and other street use restrictions.

A company licensed by the Passenger Transportation Board to operate in Region 1 would not require a City licence if it does not plan to operate vehicles for pick up and drop off in Vancouver but only in other Region 1 municipalities. Similarly, a company licensed in Vancouver only needs to report on vehicles that will be conducting pickup and drop off in Vancouver.

Licence Fee

Companies will pay an annual licence fee of \$155 and an annual per vehicle fee of \$100. Licence fees will be prorated, similar to all other business licence fees. These fees are intentionally set low to not excessively restrict a local or small TNS operator from entering the Vancouver market. The fees are also set at the same level across the industry to reflect Council's desire for a level playing field.

To incentivize vehicles that align with City priorities, there will be no annual fee for wheelchair accessible and zero emission vehicles.

Taxi and limousine companies will realize a significant reduction in fees under the new licensing structure: from \$616 per taxi and \$235 per limousine to \$100 per vehicle.

The full cost of managing the expanded Passenger Directed Vehicle industry is as yet unknown. Anticipated costs include administration, data management, review and audit of company data; on-going industry monitoring, and policy refinement in partnership with other municipalities and the Province.

Regional Coordination of Licensing

Because the Passenger Transportation Board has set regional operating boundaries for ride-hailing companies and some limousine companies, companies could be required to obtain licences from each municipality in which they choose to conduct passenger drop off or pick up activity. Staff are working with Metro Vancouver municipalities and TransLink to advance a regionally coordinated licensing approach. The goal is to establish an Inter-municipal Business Licence (IMBL) so that companies could obtain one business licence to operate throughout the region, with common conditions such as data submission requirements, vehicle registration and vehicle identification (trade dress). At the time of this report, Staff are aware of four jurisdictions within Passenger Transportation Board's Region 1 that may be bringing forward licensing frameworks for

TNSs before the end of 2019: the University of British Columbia, Vancouver International Airport (YVR), the City of Richmond, and the North Shore (City of West Vancouver, City of North Vancouver and District of North Vancouver through their existing inter-municipal business licence program).

Enforcement of Licence Conditions

Staff will work with companies to ensure compliance with street use and licence by-laws. The City has a number of tools to pursue by-law compliance. This can include Licensing Orders, fines for violation of licence conditions, including fines for operating without having an appropriate business licence, of up to \$1,000 a day. Further, enforcement action can include suspensions of the business licence and prosecution for those that do not come into compliance with the City's by-laws and regulations.

The proposed changes to City regulation of Passenger Directed Vehicles require amendments to the City's *Vehicles for Hire By-law No.6066* and *Licence By-law No.4450*. Draft amendments are in Appendices B and C.

Licence fees for all Vehicles for Hire are adjusted annually for inflation. As this report recommends amendments taxi and limousine fees, staff are bringing forward the recommendation for annual inflationary fee increases as well. The draft *Vehicles for Hire By-law* includes a recommended annual inflationary fee increase of 2.6% for all Vehicles for Hire. This increase is consistent with the annual inflationary fee increase of 2.6 % approved by Council on September 11, 2019, for all business Licence and Animal Services fees.

Municipally Owned and Operated Ride-hailing

Council directed staff (December 5, 2018) to report back on the possibility of a municipally-owned ride-hailing organization. There is considerable private interest in operating TNSs, and non-profit organizations are eligible to apply to the Passenger Transportation Board. There is also significant uncertainty about the role and performance of TNSs as part of the Passenger Directed Vehicles industry. While it is within City authority to operate businesses, staff do not recommend operating a municipally owned ride-hailing company at this time.

Next Steps

As ride-hailing is a new transportation service in Vancouver, there will likely be many lessons learned after its introduction. Furthermore, the ride-hailing industry is also known for being exceptionally dynamic and fluid in the types of services it offers. Consequently, the manner in which the City responds to ride-hailing must continue to evolve to ensure that its goals and objectives continue to be met.

Staff have identified a number actions to ensure that the City continues to work towards its goals and objectives:

Continued Work with the Province

As the Province controls most of the key regulatory levers that determine how passenger directed vehicles operate, staff will continue to work with the Province to further the City's ride-hailing principles. In particular, staff will look to identify further ways to

incentivize an increased number of accessible and zero-emission passenger directed vehicles.

Furthermore, the *Passenger Transportation Act* requires a Provincial review to assess impacts and effectiveness of the ride-hailing legislation on or before January 1, 2022. Staff will pursue opportunities to contribute to this review.

Regional Coordination

Staff have been participating in TransLink and Provincial lead regional working groups and the Regional Transportation Advisory Committee (RTAC) to advance local and regional goals. To help with regional coordination, the creation of an inter-municipal business licence (IMBL), which would be a replacement for the City's business licence, would ensure that the City's as well as the region's concerns relating to passenger directed vehicles are met and provide a simplified regulatory environment for ride-hailing, taxi, and limousine companies to operate.

Staff recommend that the City work with our regional partners and TransLink to develop an IMBL to regulate these operators.

Adjustments to On-Street Management

Staff routinely make adjustments to City streets, such as through changes to parking or traffic regulations, to manage on-street operational issues. Using the street management tools identified in this report, such as geofencing and the introduction of passenger zones, staff will encompass the management of ride-hailing vehicles into this practice. In particular, staff will focus on working with key interest groups to implement safety and traffic congestion measures in high activity areas such as stadiums, Canada Place, and the Granville Entertainment District.

Monitoring

Using the data provided by the company, staff will continue to monitor impacts of ride-hailing on streets at city block level and wider transportation trends. Staff will also incorporate ride-hailing related questions in to the transportation panel survey. This will help inform adjustments to on-street management and transportation planning efforts.

Public/Civic Agency Input

Staff held two rounds of consultation meetings, in July and August 2019. Attendees included the taxi industry, Transportation Network Services companies, Vancouver Port Authority, Vancouver Tourism Association, Vancouver Board of Trade, and Business Improvement Associations. At the first meetings staff learned about key stakeholder priorities for ride-hailing and taxi regulation. In the second round of meetings staff shared the proposed framework for licensing and street use regulation for feedback and consideration. The full list of stakeholders is shown in Appendix K.

Staff also presented to the City of Vancouver People with Disabilities Advisory Committee and the Transportation Advisory Committee. The Transportation Advisory Committee has put forward a motion for council consideration; see Appendix L.

Implications/Related Issues/Risk

Financial

There are two forms of revenue described in this report. The revenue generated from the licensing framework for taxi's, limousines, and ride-hailing companies as well as the revenue generated from the congestion and curbside management permit for ride-hailing vehicles.

1. Licensing: \$155 company business license, plus \$100 per vehicle fee with a 100% discount (\$0) for accessible and zero emission vehicles (electric and hydrogen fuel cell).

The revenue generated from the new licensing framework for taxi, limousine and ride-hailing companies will be largely dependent on the number of companies and PDV's that operate in Vancouver upon receipt of their PTB licence and as such revenue generated from the introduction of the new licensing framework is uncertain. Overall, the City expects to see a net loss from taxi and limousine licensing of approximately \$500,000; however, our estimates based on the uptake in other Cities suggests we will make up that loss under the new licensing framework and be revenue neutral.

2. Curbside management permit for ride-hailing vehicles: \$0.30/passenger pick-up, \$0.30/passenger drop off (daily 7 AM to 7 PM in the Metro Core) with a 50% discount for zero emission vehicles and 100% discount for accessible vehicles. Conservative estimates indicate this could generate between \$200,000 and \$400,000 in 2020.

One additional operations and data specialist at an approximate cost of \$100,000 per year will be required to process and analyze the data associated with taxis and ride-hailing. In addition, staff estimate there will be a one-time start-up costs of approximately \$40,000. These costs will be funded from the incremental revenue generated from the curbside management permit for ride-hailing vehicles.

Revenues and costs will be built into the annual operating budget and monitored closely.

CONCLUSION

Ride-hailing has been enabled in BC under the Provincial *Passenger Transportation Act*. As an addition to existing Passenger Directed Vehicle services (taxis and limousines) in Vancouver, ride-hailing will offer increased options for travellers. Under Provincial regulation, the City's ability to regulate ride-hailing is limited to business licences and the ability to regulate street and traffic.

To avoid or mitigate potentially negative outcomes that have been observed with ride-hailing in other jurisdictions, staff are recommending a Congestion and Curbside Management Permit fee be applied to ride-hailing trips that occur inside the Metro Core between 7 AM and 7 PM. Additionally, staff recommend instituting more passenger zones on street to facilitate safe pick-up and drop-off activity as well as working with

companies to direct passenger to safe pick up and drop off areas in their respective apps.

For business licences, staff recommend a consistent licensing scheme for all ride-hailing, taxi, and limousine companies to provide a level playing field. Companies would be licensed and each vehicle operating in Vancouver under their licence would be identified. A key condition of this licence is the requirement to submit monthly trip and vehicle data that would be used for monitoring traffic impacts, to audit the CCMP, and to support transportation planning efforts.

Staff also recommend that the City work with the Province, TransLink and other municipalities to coordinate licensing requirements and work toward an inter-municipal business licence for ride-hailing companies and limousine companies; these companies are authorized by the Passenger Transportation Board to operate within regional rather than municipal boundaries.

To support the policies and actions outlined in this report, it is recommended that amendments to the Licence By-law, the Vehicles for Hire By-law, the Parking Meter By-law, and the Granville Mall By-law be enacted and brought into force and effect immediately so that ride-hailing companies may be licensed to operate, taxi and limousine companies may renew licences under the new fee structure and street use management tools can be put into place. The Street and Traffic By-law will come into force and effect on January 6, 2020.

* * * * *

**DRAFT By-law to amend Street and Traffic By-law No. 2849
Regarding Transportation Network Services**

Note: A By-law will be prepared generally in accordance with the provisions listed below, subject to change and refinement prior to posting.

1. This By-law amends the indicated provisions of the Street and Traffic By-law.
2. In section 3, Council adds the following definitions in the correct alphabetical order:
 - (a) **“Accessible Passenger Directed Vehicles”** has the same meaning as in the Passenger Transportation Act.”;
 - (b) **“Metro Core”** means area west of Clark Drive, north of 16th Avenue, east of Burrard Street, and south of Burrard Inlet.”; and
 - (c) **“Transportation Network Services”** has the same meaning as in the Passenger Transportation Act.”.
3. In section 3, Council strikes out the definition of “Zero Emission Vehicle” and substitutes:

“Zero-emission Vehicle” means a motor vehicle that is exclusively propelled by electricity or hydrogen from an external source, or a motor vehicle that has been approved by the City Engineer as a zero-emission vehicle.”.
4. Council adds a new section 21.8 as follows:
 - “21.8 (1) Except for accessible passenger directed vehicles, a transportation network services provider must not cause, allow, or permit any passenger directed vehicles being operated under the license issued to them under the Passenger Transportation Act to stop to pick up or drop off any passengers on any city street within the Metro core between 7:00 a.m. and 7:00 p.m. unless they hold a valid congestion and curbside management permit, in which case the passenger directed vehicles may stop at any place where stopping is permitted within the Metro core between 7:00 a.m. and 7:00 p.m. for the purposes of picking up or dropping off passengers.
 - (2) The City Engineer may issue a congestion and curbside management permit to a transportation network services provider for a fee of \$0.15 per pick up or drop off within the Metro core between 7:00 a.m. and 7:00 p.m. for zero-emission vehicles, and \$0.30 per pick up or drop off within the Metro core between 7:00 a.m. and 7:00 p.m. for all other passenger directed vehicles, payable monthly at the end of each month in a manner satisfactory to the City Engineer.”.
5. In section 23.6(b), Council strikes out “, being the area west of Clark Drive, north of 16th Avenue, east of Burrard Street, and south of Burrard Inlet”.
6. In section 100, Council strikes out “and E” and substitutes “, E, F, G, and H”.

**DRAFT By-law to amend License By-law No. 4450
Regarding Passenger Directed Vehicles**

Note: A By-law will be prepared generally in accordance with the provisions listed below, subject to change and refinement prior to posting.

1. This By-law amends the indicated provisions of the License By-law.
2. In section 2, Council adds the following definitions in the correct alphabetical order:
 - (a) ““Accessible Passenger Directed Vehicle” has the same meaning as in the Passenger Transportation Act.”;
 - (b) ““Zero-Emission Vehicle” means a motor vehicle that is exclusively propelled by electricity or hydrogen from an external source, or a motor vehicle that has been approved by the City Engineer as a zero-emission vehicle.”;
 - (c) ““Mobility Aid” has the same meaning as in the Passenger Transportation Act.”;
 - (d) ““Passenger Directed Vehicles” means taxis, limousines, and vehicles operated under a license held by a transportation network service provider under the Passenger Transportation Act.”;
 - (e) ““Transportation Network Services” has the same meaning as in the Passenger Transportation Act.”; and
 - (f) ““Passenger Directed Vehicle Services” means a person carrying on the business of providing passenger directed vehicles.”.
3. Council adds a new section 26.5 as follows:

“

PASSENGER DIRECTED VEHICLE SERVICES

- 26.5 (1) The provisions of this section apply to all persons carrying on the business of providing passenger directed vehicle services.
- (2) Every person providing passenger directed vehicle services must provide the Inspector with any information, including personal information, and data that the Inspector may require, including, without limitation, information and data respecting:
- (a) the passenger directed vehicles operating under the authority of that passenger directed vehicle services provider, including the license plate number of each vehicle, and the number of accessible passenger directed vehicles and zero emission vehicles;

(b) the availability of the passenger directed vehicles, at given points in time, for hailing by the methods as permitted under the Passenger Transportation Act; and

(c) trips taken by passengers transported in passenger directed vehicles, including:

(i) pick-up times and locations in decimal degrees latitude and longitude,

(ii) drop-off times and locations in decimal degrees latitude and longitude,

(iii) trips taken by passengers in accessible passenger directed vehicles and zero-emission vehicles, and

(iv) trips taken by passengers that included pick-ups or drop-offs in the Metro core, as defined in the Street and Traffic Bylaw.

(3) All information and data that the Inspector requires must be submitted on a monthly basis, within 5 business days of the end of each month.

(4) If additional passenger directed vehicles begin operating under the authority of a passenger directed vehicle services provider after the annual license fee is paid, the passenger directed vehicle services provider shall:

(a) report the additional vehicles to the Inspector, indicating the total number of vehicles added, and the number of accessible passenger directed vehicles and zero-emission vehicles added, within 5 business days of the end of the month in which the vehicles were added; and

(b) shall pay the additional per vehicle fee set out in Schedule "A", pro-rated by dividing the applicable annual license fee for each vehicle by 12 and multiplying the resulting number by the number of whole or partial months remaining in that calendar year.

(5) Every passenger directed vehicle services provider must ensure that the drivers of passenger directed vehicles operating under their authority comply with all City by-laws."

4. In Schedule A, Council adds the following in the correct alphabetical order:

"Passenger Directed Vehicle Services	Per annum, plus	\$155.00
	for each vehicle except for	

accessible passenger directed vehicles
and zero-emission vehicles \$100.00”.

**DRAFT By-law to amend Vehicles for Hire By-law No. 6066
Regarding the Passenger Transportation Amendment Act
and Inflationary Adjustment Fees for 2020**

Note: A By-law will be prepared generally in accordance with the provisions listed below, subject to change and refinement prior to posting.

1. This By-law amends the indicated schedules of the Vehicles for Hire By-law.
 2. In section 2, Council strikes out the following definitions:
 - (a) Chauffeur's Permit;
 - (b) Chauffeur's Permit (New Driver);
 - (c) Chauffeur's Permit (Graduated Driver);
 - (d) Limousine; and
 - (e) Taximeter.
 3. In section 2, Council amends the Vehicle for Hire definition by:
 - (a) adding “, other than a passenger directed vehicle as defined in the License By-law,” after “means a vehicle”;
 - (b) striking out the following classifications:
 - a. Antique Limousine;
 - b. Bus Limousine;
 - c. Dual Taxicab;
 - d. Handicapped Cab;
 - e. Luxury Limousine;
 - f. Part-time Taxicab;
 - g. Sedan Limousine;
 - h. Sport Utility Limousine;
 - i. Stretch Limousine; and
 - j. Taxicab.
 4. In section 4(b), Council strikes out “section 7(2)” and substitutes “section 6(2)”.
 5. Council:
 - (a) strikes out the following sections:
 - i. section 6,
 - ii. section 7A,
 - iii. section 11(5),
 - iv. section 13,
 - v. section 14,
 - vi. section 18,
 - vii. section 23,
 - viii. section 24, and
 - ix. section 25; and
- (12)

-
- (b) renumbers sections 7, 8, 9, 11, 12, 15, 16, 19, 20, 21, 22, and 26 through 34 as sections 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, and 17 through 25, respectively.
6. In section 6, Council:
- (a) in section 6(3):
- i. adds “and” to the end of section 6(3)(d),
 - ii. strikes out “and” at the end of section 6(3)(e) and substitutes “.”, and
 - iii. strikes out section 6(3)(f);
- (b) strikes out section 6(5); and
- (c) strikes out section 6(6).
7. In section 8, Council:
- (a) in section 8(2), strikes out “section 7(3)” and substitutes “section 6(3); and
- (b) in section 8(5), strikes out “section 7(1)” and substitutes “section 6(1).
8. In section 11, Council:
- (a) renumbers section 11(2)(a) as section 11(3);
- (b) in renumbered section 11(3), strikes out “section 15(2)” and substitutes “section 11(2); and
- (c) renumbers sections 11(3) through 11(5) as sections 11(4) through 11(6), respectively.
9. In section 12(4), Council strikes out “including, without limitation, section 12.6”.
10. In section 14(1)(l), Council strikes out “section 2 of”.
11. In section 16, Council:
- (a) strikes out the following sections:
- (i) section 16(1),
 - (ii) section 16(2),
 - (iii) section 16(3), and
 - (iv) section 16(7); and
- (b) renumbers the remaining sections 16(4) through 16(6) as sections 16(1) through 16(3), respectively.
12. In section 18(6), Council strikes out “section 27” and substitutes “section 18”.
13. In section 19, Council:
- (a) in section 19(6), strikes out “holds a subsisting taxi driver’s license in the case of taxicabs, or in the case of any other vehicle for hire”;
- (b) in section 19(14), strikes out the final sentence; and
- (c) strikes out section 19(17).
14. In section 23(1), Council strikes out “section 7(1), 23(14), 23(15)(b) or (c), 23(16) or 23(21)(a)” and substitutes “section 6(1)”.

15. Council:
 - (a)
 - (a) repeals Schedule A, and substitutes Schedule A attached to this By-law; and
 - (b) approves the fees set out in the new Schedule A.
16. Council strikes out "Schedule 1" at the top of Schedule B, and substitutes "Schedule B".

**DRAFT By-law to amend Parking Meter By-law No. 2952
Regarding Transportation Network Services**

Note: A By-law will be prepared generally in accordance with the provisions listed below, subject to change and refinement prior to posting.

1. This by-law amends the indicated provisions of the Parking Meter By-law No. 2952.
2. In section 2, Council adds the following definition in the correct alphabetical order:

““Passenger Directed Vehicle” means taxis, limousines, and vehicles operated under a license held by a transportation network service provider under the Passenger Transportation Act.”.

3. In section 6(5), Council strikes out “taxicabs” and substitutes “passenger directed vehicles”.

**DRAFT By-law to amend Granville Mall By-law No. 9978
Regarding Transportation Network Services**

Note: A By-law will be prepared generally in accordance with the provisions listed below, subject to change and refinement prior to posting.

1. This By-law amends the indicated provisions of the Granville Mall By-law.
2. In section 2, Council:
 - (a) strikes out the definition of “limousine” and substitutes ““limousine” means a vehicle licensed as such by the Passenger Transportation Board, and being operated as a limousine and not as a transportation network services vehicle;”;
 - (b) strikes out the definition of “taxi” and substitutes ““taxi” means a vehicle licensed as such by the Passenger Transportation Board, and being operated as a taxi and not as a transportation network services vehicle;”
 - (c) strikes out “and” at the end of the definition for “transitway”; and
 - (d) adds the following definition in the correct alphabetical order:

““transportation network services vehicle” means a vehicle being operated under a license held by a transportation network service provider under the Passenger Transportation Act; and”.

Research Findings

Following are key findings from a number of reports highlighting the impact, challenges and benefits ride-hailing:

Table 1. Research findings and associated sources

Adoption	Source
In the US, more than 2.61 billion ride-hailing trips were taken in 2017, a 37% increase over the 1.90 billion trips in 2016.	Schaller, Bruce (2018) The New Automobility: Lyft, Uber and the Future of American Cities, Schaller Consulting. http://www.schallerconsult.com/rideservices/automobility.htm
A study of seven major US municipalities revealed that ride-hailing is used by 30% of adults daily and 24% weekly.	Clewlow, Regina R. and Gouri S. Mishra (2017) Disruptive Transportation: The Adoption, Utilization, and Impacts of Ride-Hailing in the United States. Institute of Transportation Studies, University of California, Davis, Research Report UCD-ITS-RR-17-07
Convenience, avoiding parking and avoiding drinking and driving are the most common reasons cited for taking ride-hailing.	Clewlow, Regina R. and Gouri S. Mishra (2017) Disruptive Transportation: The Adoption, Utilization, and Impacts of Ride-Hailing in the United States. Institute of Transportation Studies, University of California, Davis, Research Report UCD-ITS-RR-17-07
Benefits	Source
First/Last Mile Service. Some studies show that ride-hailing can complement first and last mile service with rapid transit.	Clewlow, Regina R. and Gouri S. Mishra (2017) Disruptive Transportation: The Adoption, Utilization, and Impacts of Ride-Hailing in the United States. Institute of Transportation Studies, University of California, Davis, Research Report UCD-ITS-RR-17-07
Increased options for those who can't drive. App based technologies can be utilized to meet the needs of specific users including seniors and people with disabilities. For example, Rapid, a Michigan Transit Agency and the VIA ride-hailing company have partnered to provide on-demand paratransit service to decrease passenger wait times.	The Rapid (2019) https://www.ridetherapid.org/articles/new-app-offers-the-rapids-gobus-passengers-convenience-and-less-wait-time
Reducing drinking and driving. Some cities have found that drinking and driving related crashes have reduced with the introduction of ride-hailing.	Dills, Angela K. and Mulholland, Sean E. (2017) Ride-Sharing, Fatal Crashes and Crime. https://ssrn.com/abstract=2783797
Reduced parking demand. TNSs are associated with reduced parking, particularly at restaurants and bars, event venues, and airports.	University of Colorado Denver (2019) Cities rethink parking as ride-hailing grows and parking revenue declines: Uber and Lyft are shifting parking demand in major US cities, and researchers believe it's a good thing. ScienceDaily. www.sciencedaily.com/releases/2019/03/190320102022.htm

Challenges	Source
<p>Increased congestion. Multiple studies found that TNSs contribute to increased congestion, mostly in urban centres and during peak travel. A recent study showed that TNCs increased vehicle miles travelled by 12.8% in San Francisco’s urban core; 7.7% in Boston’s and 6.9% in Washington D.C. Only 50% are attributed to trips with a passenger in a vehicle.</p>	<p>City of Toronto & University of Toronto Transportation Research Institute (2019) Research & Analysis; The Transportation Impacts of Vehicle-for-Hire in the City of Toronto. www.toronto.ca/wp-content/uploads/2019/06/96c7-Report_v1.0_2019-06-21.pdf Schaller Consulting (2018) The New Automobility: Lyft, Uber and the Future of American Cities. www.schallerconsult.com/rideservices/automobility.htm B. McGuigan and C. Pangilinan (2019) Estimated TNC Share of VMT in Six US Metropolitan Regions (Revision 1). Fehr & Peers.</p>
<p>Transit Ridership Decline – Ride-hailing is associated with transit ridership decline experienced in many major cities. One study of 7 major metropolitan areas reported an average 6% ridership decline, another study reported that municipalities can expect 1.7% decrease in bus ridership per year with the introduction of ride-hailing.</p>	<p>Clewlow, Regina R. and Gouri S. Mishra (2017) Disruptive Transportation: The Adoption, Utilization, and Impacts of Ride-Hailing in the United States. Institute of Transportation Studies, University of California, Davis, Research Report UCD-ITS-RR-17-07 M. Graehler, R. A. Mucci, G.D> Erhardt. (2018) Understanding the Recent Transit Ridership Decline in Major US Cities: Service Cuts or Emerging Modes? University of Kentucky https://www.researchgate.net/publication/330599129_Understanding_the_Recent_Transit_Ridership_Decline_in_Major_US_Cities_Service_Cuts_or_Emerging_Modes</p>
<p>Replacing sustainable trips. Multiple travel surveys indicate that about 42 - 50% of urban TNS users would have walked biked or taken transit or not taken the trip at all, if TNSs had not been available.</p>	<p>Clewlow, Regina R. and Gouri S. Mishra (2017) Disruptive Transportation: The Adoption, Utilization, and Impacts of Ride-Hailing in the United States. Institute of Transportation Studies, University of California, Davis, Research Report UCD-ITS-RR-17-07 MAPC (2018) Share of Choices: New Ride-Hailing Research Brief. https://www.mapc.org/planning101/shareofchoices/</p>
<p>Ride-hailing is not associated with a decrease in private vehicle trips. One report stated that TNS rides added 2.6 new miles to city traffic for every mile of a personal auto taken off the road</p>	<p>Schaller, Bruce (2018) The New Automobility: Lyft, Uber and the Future of American Cities, Schaller Consulting retrieved from http://www.schallerconsult.com/rideservices/automobility.htm</p>
City Initiatives	Source
<p>Optimizing pick-up and drop-off through app technology (Geofencing). San Francisco and other jurisdictions have been using geo-fencing technology to direct passengers through the app to designated pick-up zones.</p>	<p>“Lyft Restricts Pick-Ups, Drop-Offs On Busy San Francisco Streets” (2018) https://sf.curbed.com/2018/8/27/17785734/lyft-geofencing-valencia-permanent</p>
<p>Flexible passenger zones. Washington D.C. is conducting pilots to replace parking with passenger zones between 10pm and 7am in popular night time locations to increase safety and manage congestion.</p>	<p>DDOT.(2019). https://ddot.dc.gov/release/ddot-expand-pick-and-drop-zones-through-research-pilot</p>
<p>Partnerships - Over 27 US Municipalities and transit agencies have partnered with ride-hailing operators to supplement transit and paratransit services</p>	<p>Schwieterman, J.; Livingston, M.; Van Der Slot, S. (2018) Partners in Transit: A review of Partnerships between transportation network companies and public agencies in the United States. Chaddick Institute for Metropolitan Development at DePaul University</p>

Principles on Regulation of Ride-hailing as approved by Council on January 15, 2019

1. **Regional coordination** -Regulation is coordinated across the Metro Vancouver Region and can operate effectively within our regional context to achieve net positive sustainable transport goals for both the city and region.
2. **Passenger safety** -Companies, drivers and vehicles meet minimum safety standards, and be held accountable for meeting them. Effective enforcement mechanisms and sufficient resources should be in place to ensure compliance.
3. **Enhanced accessibility** -Ride-hailing companies should contribute to a system that maintains or exceeds standards for accessibility and ensures sufficient availability and maintenance of accessible vehicles.
4. **Enhanced mobility** -Ride-hailing is a complement to transit and active, safe travel, thereby advancing shared mobility and contributing to an efficient transportation system including supporting public safety, reducing congestion and overall reduced dependency on private vehicle ownership. The following mechanisms support this:
 - a. Ride-hailing vehicles are subject to city by-laws regulating streets, traffic and parking.
 - b. Municipalities are assured access to company/app data for traffic management and policy and planning purposes.
 - c. The City (or region) is provided future opportunities for road user charges (eg. a per-trip mobility fee) to best manage mobility outcomes, manage curbside demands, minimize congestion, ideally by time of day in any problematic areas, and further incentives to pooled shared vehicles & low emissions are enabled.
5. **Reduced carbon emissions** -Ride-hailing companies have ambitious programs and ultimately targets that encourage drivers to use hybrid or zero emission vehicles in order to be leaders in provincial climate change transition for all vehicles. That the City request of the Province for the City to retain the ability to regulate new TNS or Passenger Directed Vehicles licences, in particular if they are not hybrid or zero emission vehicles, in order to meet the City's established and emerging carbon reduction goals.
6. **Economic viability** -The regulatory regime ensures opportunity for financial viability of the existing taxi industry and new entrants to the market for Passenger Directed Vehicle services such as ride-hailing including non-profit organizations. Additionally, in line with Council's commitment to providing living wage employment in Vancouver, and considering the high local cost of living, the City advocate for a regulatory regime that provides strong employment standards and the opportunity to make a living wage for ride-hailing drivers, as contractors or employees.
7. **Affordability**: The regulatory regime provides consideration and opportunity for the provision of affordable ride services as part of an enhanced mobility framework.

Table 1. Passenger Transportation Act and Regulations

New Definitions	
Passenger Directed Vehicle (PDV)	a commercial passenger vehicle, when the vehicle is operated to or from locations determined by or on behalf of the passengers (includes taxis, limousines, shuttle buses, and ride-hailing vehicles)
Transportation Network Service (TNS)	services respecting the connection of drivers of passenger directed vehicles with passengers who hail and pay for the services through the use of an online platform
Changes to municipal regulatory authority	
Supply and prohibition of PDVs	Municipalities cannot regulate supply; cannot prohibit provincially approved vehicles from operating within municipal boundaries
Driver background checks	Province will determine driver criminal & driver record check requirements and issue Chauffeur Permits
Insurance	
ICBC Authority	ICBC is authorized to develop new insurance products for Passenger Directed Vehicles and companies
Data submission required	
Taxi and TNS	Must submit data to the Passenger Transportation Board; data may include trip rates, wait times, pick up and drop off locations and times
Driver requirements - all Passenger Directed Vehicle drivers including ride-hailing	
Driver's Licence	BC issued Class 4 licence
Provincial Record Check	Annual police information check with Vulnerable Sector Search and driver abstract (record of driving infractions)
Licensee (company) requirements – All PDV and TNS	
Driver identity	Ensure identity of driver matches criminal record check; may issue record check certificate
National Safety Code	Obtain National Safety Code which requires company to: ensure drivers are properly licensed; monitor hours of driver service; ensure vehicles are mechanically sound
Vehicle safety requirements	
Mechanical Inspections, all PDVs	Annual mechanical inspection required; semi-annual if 40,000 or more km per year
Vehicle Age – TNS vehicles	Vehicles must be 10 years old or newer
Taxi & Limousine	No minimum age, however new fleet must be low emissions
Licence fees	
TNS	\$5,000 annual + \$0.30 fee per trip made by non-accessible vehicles
Taxi & Limousine	\$100 per vehicle fee annually
Enforcement & Fines	
All PDV	Audit and inspection is a PTB function Fines increased to a maximum of \$5,000/day for drivers and \$100,000/day for unlicensed companies

Table 2. Passenger Transportation Board Licence Conditions

Licence Condition	TNS	Taxi & Limousine
Company fleet size	unrestricted fleet size	current fleet sizes; application required for additional vehicles
Company service boundary	See Table 3 below	existing service boundaries maintained
Vehicle identification	Determined by PTB	Determined by PTB
Fare rates	Total fare may not be lower than Taxi flag drop rate;	rates set by Passenger Transportation Board, unchanged;
Data submission	See Appendix H	See Appendix H

Table 3. Passenger Transportation Board TNS Service Boundaries

Region 1: Lower Mainland, Whistler	Region 2: Capital	Region 3: Vancouver Island, excluding CRD	Region 4: Okanagan- Kootenay Boundary- Cariboo	Region 5: BC North Central & other regions of BC
<ul style="list-style-type: none"> • Metro Vancouver • Fraser Valley • Squamish-Lillooet 	<ul style="list-style-type: none"> • Capital Regional District 	<ul style="list-style-type: none"> • Cowichan Valley • Nanaimo • Comox Valley • Alberni-Clayoquot • Strathcona • Mt. Waddington • Qathet (Powell River) 	<ul style="list-style-type: none"> • Okanagan-Similkameen • Central Okanagan • North Okanagan • Kootenay Boundary • Shuswap Cariboo • Thompson-Nicola • Columbia 	<ul style="list-style-type: none"> • Fraser-Fort George • Bulkley Nechako • Kitimat-Stikine • Peace River • Northern Rockies • North Coast • Island Trust • Sunshine Coast

Table 1. Passenger Transportation Board Data submission requirements for Taxis, TNS and Limousines

No.	Category	Requirement
1.	Licensee Information	<ul style="list-style-type: none"> • User Id number • Application Id number • Passenger transportation (PT) licence number • National Safety Code (NSC) number
2.	Trip and Shift Classification	<ul style="list-style-type: none"> • Service type – taxi service, TNS service, limousine service • Start date of submitted trip data • End date of submitted trip data • Data and time of file creation
3	Shift, Driver and Vehicle Information	<ul style="list-style-type: none"> • Vendor shift ID • Vehicle registration number • Province/State in which the vehicle is registered • Driver's licence number • Province/State in which the driver is licenced • Start of driver's shift or login into the dispatch system • End of driver's shift or logout from the dispatch system
4.	Trip Data	<ul style="list-style-type: none"> • Shift ID • Trip ID • Trip type (accessible, conventional, pre-booked, service animal) • Trip status (Completed, cancelled by requester, no-show of requester, refused by driver) • Hail type (flag, phone, interactive voice response request (IVR), application based request (app), request via website)
5.	Trip Initiation	<ul style="list-style-type: none"> • Date/Time when the trip request was initiated or assigned. • Time elapsed from call initiation to call answer by the dispatcher or IVR system (for IVR and phone hails) • Degrees latitude of the requested pickup location • Degrees longitude of the requested pickup location
6.	Trip metrics	<ul style="list-style-type: none"> • Trip duration • Trip distance • Fare of the trip
7.	Pick-Up and Drop-off times and locations	<ul style="list-style-type: none"> • Date and time of arrival at the requested passenger pick-up and drop-off location • Date and time of departure from the requested passenger pick-up and drop-off location • Degrees latitude of the requested passenger drop-off location • Degrees longitude of the requested passenger drop-off location

Table 1. Regulation of TNS in Canadian Cities

City	Provincial Regulation	Municipal Regulation	Data Requirement	Annual Licensing Fees
Toronto, Ontario	The Province has no direct role in licensing and regulation of TNS companies; drivers or vehicles	<p>The Municipality regulates and licenses companies, vehicles and drivers</p> <p>Sets conditions with respect to:</p> <ul style="list-style-type: none"> • Company fleet size • Company identifier • Provision of wheelchair accessible service • Vehicle safety inspections • Vehicle maximum age • Vehicle standards of operation and service • Driver criminal record checks • Driver licence class (non-commercial) • Driver requires separate licence for each TNS driver operates under • Sets minimum fare rates 	Trip and vehicle data must be submitted to the Municipality when requested	<ul style="list-style-type: none"> • \$15/Driver submitted by the TNS • \$0.30 per trip fee • Submitted by TNS
Calgary, Alberta	<p>Provincial Registrar of Motor Vehicles:</p> <ul style="list-style-type: none"> • authorizes companies • requires company criminal record check <p>Province sets:</p> <ul style="list-style-type: none"> • Insurance requirements • Driver licence class (Class 4) • Driver criminal record check requirement which includes vulnerable sector check • Vehicle mechanical inspection requirements <p>Province registers drivers with Class 1-55 Ride-for-hire certificate</p>	<p>Municipality regulates and licenses companies, vehicles and drivers</p> <p>Sets conditions with respect to:</p> <ul style="list-style-type: none"> • Company app - to be approved by Chief Livery Officer • Company standards of service and operation • Driver to register vehicle with Chief Livery Officer • Driver to obtain municipal TNS Driver Licence • Vehicle maximum age 10 years 	<p>Must submit trip and vehicle data to the Municipality on a regularly scheduled basis as determined by the Chief Livery Inspector</p>	<ul style="list-style-type: none"> • Per Driver Fee plus a Per Trip fee payable as follows: 0-100 - \$5,000 101-1000 - \$15,000 1001-3000 - \$30,000 3001+ \$50,000 • \$0.20 per trip • Minimum annual fee total must = # of TNC Drivers x \$229 (the Municipal cost to licence a driver). Fees reconciled at year end.

Edmonton, Alberta	As for Calgary above	<p>Municipality licenses and regulates companies</p> <p>Sets conditions with respect to:</p> <ul style="list-style-type: none"> • Company responsibilities • Vehicle condition • Vehicle standards of operation and service • Driver training, criminal and driving checks • Minimum fares 	<p>No scheduled data sharing requirement with respect to trip location and duration</p>	<ul style="list-style-type: none"> • Per Vehicle Fee 1-15 vehicles: \$3,048 16-50 vehicles: \$10,160 51+ vehicles: \$20,320 • \$0.30 per trip fee • Accessibility Surcharge \$50/Vehicle to maximum \$50,000 (waived provided 1 accessible vehicle is available for dispatch at all times)
Regina, Saskatchewan	<p>Province sets driver licence class (can be commercial or class 5+ good driving record for 2 years)</p> <p>Insurance requirements</p> <p>Criminal record check and drivers abstract requirements</p> <p>Approves TNS driver applications</p>	<p>Municipality licenses and regulates companies</p> <p>Sets conditions for:</p> <ul style="list-style-type: none"> • Company responsibilities • Vehicle condition, standards and operation • Driver criminal and driving record checks • Driver standards of service 	<p>Companies are required to maintain trip data for 1 year and submit to Municipality upon request</p>	<ul style="list-style-type: none"> • Per Vehicle Fee 1 to 10 vehicles: \$2500 11 to 50 vehicles: \$12,000 51 or more: \$25,000 • \$0.20 per trip fee • \$0.07 Accessibility per trip fee • Company to report monthly the number of active vehicles
Winnipeg, Manitoba	<p>The Province has no direct role in licensing and regulation of TNS companies; drivers or vehicles</p>	<p>Municipality licenses and regulates companies</p> <p>Sets conditions for:</p> <ul style="list-style-type: none"> • Vehicle condition • Vehicle standards of service and operation • Vehicle identification • Driver criminal and driver record check requirements • Driver training • Process for customer complaint and dispute resolution 	<p>Trip data to be retained by company for 3 years; to be made available to the City upon request</p>	<ul style="list-style-type: none"> • Per Vehicle Fee 1-10 vehicles: \$2,000 11-25 vehicles: \$5,000 26-100 vehicles: \$20,000 100+ vehicles: \$50,000 • \$0.20 per trip • Accessibility Surcharge: \$0.07 per trip • Safety Surcharge: \$0.03 per trip

STAKEHOLDER CONSULTATION

Staff consulted a number of key stakeholders regarding the introduction of ride-hailing in BC and the City of Vancouver’s proposed regulations for street use and licensing. Following is a summary of what we heard identified as interests and concerns.

Table 1. Stakeholder consultation feedback

Who We Spoke to	What We Heard Interests and Concerns	How We Responded
Taxi Industry <ul style="list-style-type: none"> ○ Sunshine Taxi ○ Vancouver Taxi Association 	<ul style="list-style-type: none"> • Loss of business and drivers with the introduction of TNSs • Congestion impacts • Maintain taxi-supportive street assets (such as taxi stands) • Concern about reduction in accessible taxis continuing to operate given lack of incentives 	<ul style="list-style-type: none"> • Maintain taxi stands • Maintaining taxi access to bus lanes with further study of impacts on transit • Curbside and Congestion Management Permit will not apply to taxis • No licence fee for accessible PDVs
Ride-Hailing Companies: <ul style="list-style-type: none"> ○ Kater ○ Lyft ○ TappCarr ○ Uber 	<ul style="list-style-type: none"> • Pursue regional licencing to minimize burden and costs • Curb-side access at high activity areas • Protect company data privacy • Open to collaboration with municipalities to advance EV and accessibility initiatives • Operational viability of implementing curbside access fees or permits 	<ul style="list-style-type: none"> • Exploring an Inter-municipal Business Licence with the region • Expanding passenger zones • In response to operability concerns with the Curbside and Congestion Management Permit, staff providing a per-trip fee option that can be integrated directly into the app • CCMP is only in effect during peak times and in the Metro Core, not during late night
Vancouver Port Authority	<ul style="list-style-type: none"> • Safety and congestion management at cruise-ship terminals. Passenger volumes range from 10,000 – 15,000/day • Working with the City to geo-fence street access immediately adjacent to the terminal to limit TNS pick-up on street. 	<ul style="list-style-type: none"> • Support for management of ride-hailing vehicles adjacent to terminal to ensure safety, efficient traffic flow and coordination of multiple road users. • Continue to support taxi queuing

Stakeholder consultation feedback continued

Who We Spoke to	What We Heard Interests and Concerns	How We Responded
<p>Business Improvement Associations Vancouver Tourism Association, Vancouver Board of Trade, and Ride-share Now</p>	<ul style="list-style-type: none"> • Wide support for ride-hailing to improve transportation options for residents, workers and visitors, especially for hours and areas not well serviced by transit • Ensure ride-hailing is economically viable for full and part time drivers • Support efforts for regional coordination • Operational viability of curbside access fees or permits 	<ul style="list-style-type: none"> • Continue to work with partners to support improved travel options for residents, visitors and workers • Proposed licensing and curbside access regulations are low barrier to entry for TNS • CCMP is only in effect during peak times and in the Metro Core, not during late night
<p>TransLink:</p>	<ul style="list-style-type: none"> • Advance an Inter-Municipal Business Licence (IMBL) for the Region • Maintain bus speed and reliability, limit traffic congestion and service interruption • Strong desire to remove taxis from bus lanes • Establish mechanisms for open data sharing to set the stage for Mobility as a Service in the future 	<ul style="list-style-type: none"> • Ride hail vehicles will not be allowed in bus lanes • Staff will study the impact of taxis on bus service in transit priority lanes and mitigate current conflict areas • Staff is working towards advancing an IMBL with TransLink and Metro Vancouver municipalities

Transportation Advisory Committee Motion
Regular Meeting, September 18, 2019

WHEREAS

1. Research shows that ride hailing is increasing congestion in cities where it exists and is not having a positive impact on climate emergency goals;
2. May interfere with increased cycling, walking, and rolling, and the use of public transit;
3. May reduce the safety of vulnerable road users.

THEREFORE BE IT RESOLVED THAT Vancouver City Council adopts measures being put forward to mitigate the negative impacts of ride hailing;

FURTHER THAT Vancouver City Council encourages the Province to enact further measures to increase accessibility and the use of Electric Vehicles;

FURTHER THAT Vancouver City Council increase fines and enforcement relating to any behavior that impinges on other road users, especially vulnerable users;

AND FURTHER THAT Vancouver City Council collect occupancy data on ride hailing vehicles including in non-revenue trips (e.g. when the vehicle is empty and circulating).



City of Delta
COUNCIL REPORT
Regular Meeting

F.07

To: **Mayor and Council**

From: **Property Use & Compliance Department**

Date: **October 29, 2019**

Transportation Network Services – Business Licences

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

▪ **RECOMMENDATION:**

THAT an inter-municipal business licence program for transportation network services continue to be pursued and brought back to Council for approval at the appropriate time.

▪ **PURPOSE:**

The purpose of this report is to update Council on the work being done related to transportation network services (also known as ride-hailing) since Council last discussed the issue at the September 16, 2019 Regular meeting.

▪ **BACKGROUND:**

At the September 16, 2019 Regular Meeting, Council endorsed the following resolution:

THAT letters be sent to the Honourable Premier John Horgan, and to the Honourable Claire Trevena, Minister of Transportation and Infrastructure, and to the Passenger Transportation Board to request that discrepancies, generally described in Attachment 'B' to the memorandum, between taxi and Transportation Network Services regulations be addressed.

Mayor Harvie sent the letters on September 18, 2019 (Attachment 'A'). Minister Trevena provided a response to Mayor Harvie's letter on October 25, 2019 (Attachment 'B')

Recently, Mayor Harvie received a letter from Jack Froese, Mayor of the Township of Langley, regarding Inter Municipal Ride-Hailing Business Licence (Attachment 'C').

▪ **DISCUSSION:**

As one of only two municipalities to be part of multiple inter-municipal business licence programs, Delta has been a leader in the inter-municipal business licence process

across the region. To date, inter-municipal business licences have been restricted to construction and trades-related businesses that operate in multiple municipalities. To support an effective and coordinated approach to transportation network services, staff have been working with counterparts across the region to expand the inter-municipal business licence program to include ride-hailing. Recommendations for such a program will be brought forward to Council's consideration at the appropriate time.

Since transportation network service companies will be in operation before an inter-municipal business licence program can be put into place, staff have been engaging with ride-hailing operators to ensure the businesses can legally operate when they are ready to do so. Transportation network service companies will be required to pay a base business licence fee of \$110 plus \$25 per car with a cap per company of \$1,500. This is consistent with the business licence fees paid by taxis that operate in Delta. Once the inter-municipal business licence program takes effect, the Delta-specific fees will no longer be charged.

Implications:

Financial Implications – The business licence fees obtained from transportation network service operations will cover associated administration and enforcement costs; therefore, there are no financial implications to Delta.

▪ **CONCLUSION:**

Staff are working towards an inter-municipal business licence program for transportation network service companies with other municipalities across the region. Until this program is in place, transportation network service companies that operate in Delta will be required to obtain a Delta business licence and pay business licence fees that are consistent with taxis that operate in Delta.

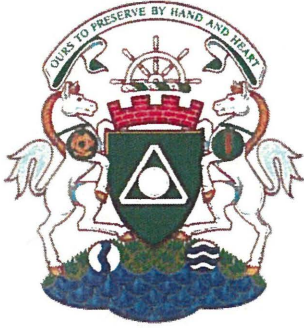


Hugh Davies
Manager of Property Use & Compliance

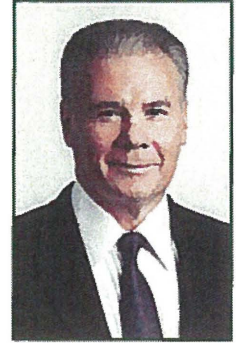
Department submission prepared by: Michael Gomm, MPP, Manager of Strategic Initiatives

▪ **ATTACHMENTS:**

- A. Letters from Mayor Harvie dated September 18, 2019
- B. Letter from Minister Trevena dated October 25, 2019
- C. Letter from Mayor Froese dated October 16, 2019



CITY OF DELTA
Office of The Mayor, George V. Harvie



September 18, 2019

The Honourable John Horgan
Premier of British Columbia
PO Box 9041 STN PROV GOVT
Victoria, BC V8W 9E1

Dear Premier,

Re: Regulations for Transportation Network Services and Taxis

For many years, Delta residents have faced significant challenges with transportation. The Delta community as a whole is underserved by public transit, the major highways are heavily congested at peak times, and getting stranded in Vancouver at night is common due to the lack of transit and antiquated taxi regulations. The impending arrival of transportation network service companies will help, but regulations for these companies and for taxis need to be fair and equitable for both the taxi industry and transportation network service companies.

We are concerned about the discrepancies between regulations for the taxi industry and those that have recently been put in place by the Passenger Transportation Board for transportation network services. These regulations should be revisited to the extent necessary to avoid disadvantaging the taxi industry, limit substantial increases in traffic congestion, provide effective transportation options for people with disabilities, and ensure passenger safety. A list of the discrepancies that should be revisited is included with this letter.

We have waited a long time for the implementation of transportation network services in our community and are excited for the increased service Delta residents will soon experience – it is important that this gets done right the first time. We are seeking a review of the regulations that affect both the taxi industry and transportation network service companies to ensure a level playing field and safe, effective, accessible service for our residents.

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September 18, 2019
Page 2

Yours truly,

A handwritten signature in blue ink that reads "George V. Harvie". The signature is written in a cursive style and is underlined with a single horizontal line.

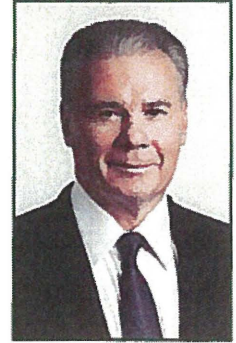
George V. Harvie
Mayor

Enclosure

cc: Delta Council
Sean McGill, City Manager
Mel Cheesman, Director of Corporate Services



CITY OF DELTA
Office of The Mayor, George V. Harvie



September 18, 2019

The Honourable Claire Trevena
Minister of Transportation and Infrastructure
PO Box 9055 STN PROV GOVT
Victoria, BC V8W 9E2

Dear Minister,

Re: Regulations for Transportation Network Services and Taxis

For many years, Delta residents have faced significant challenges with transportation. The Delta community as a whole is underserved by public transit, the major highways are heavily congested at peak times, and getting stranded in Vancouver at night is common due to the lack of transit and antiquated taxi regulations. The impending arrival of transportation network service companies will help, but regulations for these companies and for taxis need to be fair and equitable for both the taxi industry and transportation network service companies.

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September 18, 2019
Page 2

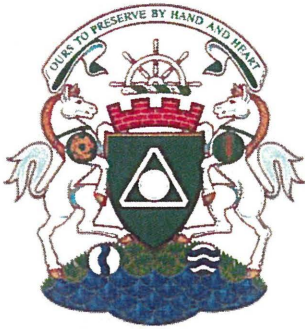
Yours truly,

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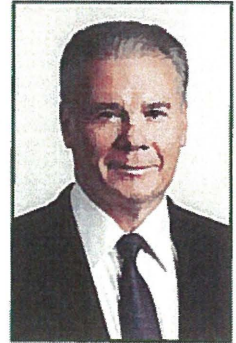
George V. Harvie
Mayor

Enclosure

cc: Delta Council
Sean McGill, City Manager
Mel Cheesman, Director of Corporate Services



CITY OF DELTA
Office of The Mayor, George V. Harvie



September 18, 2019

Catherine Read
Chair, Passenger Transportation Board
PO Box 9850 STN PROV GOVT
Victoria, BC V8W 9T5

Dear Chair Read,

Re: Regulations for Transportation Network Services and Taxis

For many years, Delta residents have faced significant challenges with transportation. The Delta community as a whole is underserved by public transit, the major highways are heavily congested at peak times, and getting stranded in Vancouver at night is common due to the lack of transit and antiquated taxi regulations. The impending arrival of transportation network service companies will help, but regulations for these companies and for taxis need to be fair and equitable for both the taxi industry and transportation network service companies.

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... 2

September 18, 2019
Page 2

Yours truly,

A handwritten signature in blue ink that reads "George V. Harvie". The signature is written in a cursive style and is underlined with a single horizontal line.

George V. Harvie
Mayor

Enclosure

cc: Delta Council
Sean McGill, City Manager
Mel Cheesman, Director of Corporate Services

Discrepancies between Taxi and Transportation Network Services Regulations

Operating Condition	Taxi	Transportation Network Service (Ride Hailing)
Fleet Size	Capped	Uncapped
Geographic Boundary	Specific operating areas	Regional operating boundaries (Region 1 includes Metro Vancouver, Fraser Valley, Squamish-Lillooet)
Rates	Base fare with no surge pricing	Equal to taxi base fare with surge pricing allowed
Passenger Booking	Can be hailed from the street; may be booked for hire through an app, phone, or website	No street hailing; only booked using a transportation network system (app, website or digital dispatch system)
Fare Payment	Charge fares when passenger dropped off; choice of payment (app, credit, debit, or cash)	Generally set fees when booking confirmed and prior to passenger pick up; accept payment only through the transportation network system; no cash payment
Trade Dress/Vehicle Identifiers: Outside	Passenger Transportation Board plate and vehicle number; top light on roof of vehicle	Company name and logo; no requirement for illumination
Trade Dress/Vehicle Identifiers: Inside	Driver record check certificate; taxi Bill of Rights; fare and baggage charge information; information on how to register a complaint; taxi meter	Driver record check certificate to be available on the online platform

Operating Condition	Taxi	Transportation Network Service (Ride Hailing)
Data Sharing with Province	No requirement	Required to provide data for monitoring purposes
In-Vehicle Camera	Required when operating in Passenger Transportation Board taxi camera program	No requirement
Accessible Services	Passenger Transportation Board goal to have accessible taxis in communities with eight or more taxis; Passenger Transportation Board may require accessible taxis as condition of licence	Fee of \$0.30 for each trip in non-accessible vehicle paid to Province; portion of funds to be used to develop alternative accessible transportation service options
Low Emission Vehicles	For any expansion of fleet in Metro Vancouver or the Capital Regional District, all conventional taxis must be gas-electric (hybrid) or all-electric	No requirement
Vehicle Age	No requirement	Max 10 years and 1 month

Mayor's
FILE # 8330-01



OCT 25 2019

His Worship
Mayor George V. Harvie
City of Delta
4500 Clarence Taylor Crescent
Delta BC V4K 3E2

Reference: 288757

TYPE: Mayor
DEPT: Mayor
A.T. #: 138318
Comments:

Dear Mayor Harvie,

Re: Apron 1 Taxi-lane Rehabilitation Project and Ride-hailing

Thank you for your letter of September 13, 2019, regarding the Apron 1 Taxi-lane Rehabilitation Project at the Boundary Bay Airport, and your letter of September 18, 2019, regarding ride-hailing.

I appreciated your kind words regarding the BC Air Access Program and the success of the rehabilitation project. The Boundary Bay Airport is an important aviation hub for the Fraser Valley, and it is great to hear the newly rehabilitated lane has been well-received by airport users. Likewise, the Boundary Bay Airshow provides residents and visitors with the exciting experience of seeing aerial demonstrations up close, and I was grateful to learn the newly rehabilitated lane benefited the show's performers this past July. I will ensure your kind words are also shared with the ministry staff involved in the BC Air Access Program.

I appreciated the opportunity to review your ongoing concerns regarding ride-hailing. Over the past two years, our government has worked hard to support the modernization of the taxi industry in advance of the introduction of ride-hailing services. In September 2018, the Passenger Transportation Board allowed licensees to increase their fleet size by 15 per cent to give them a head start before ride-hailing companies entered the market. Taxi companies also have the opportunity to use app-based technologies.

Decisions about boundaries, fleet sizes and rates for taxis and ride-hailing are made exclusively by the independent Passenger Transportation Board. I know the Board is committed to keeping B.C.'s passenger transportation industry diverse, stable and competitive. As indicated in my previous response to you of September 3, 2019, I remain confident that the Board understands its mandate to make passenger transportation decisions in the public interest.

.../2

MAYOR'S OFFICE

OCT 25 2019

RECEIVED

Ministry of Transportation
and Infrastructure

Office of the Minister

Mailing Address:
Parliament Buildings
Victoria BC V8V 1X4

-2-


I have ensured Chair Read is aware of your comments regarding in-vehicle cameras, interior trade/dress identifiers, data sharing, low emission vehicle requirements, vehicle age and insurance.

We have taken many steps to ensure the taxi industry remains an important part of our transportation network, and we will continue to work hard to minimize any negative impacts to the taxi industry as ride-hailing is introduced.

If you have any questions, please do not hesitate to contact Steven Haywood, the ministry's Executive Lead for Taxi Modernization and Ride-Hailing. He may be reached at 604 220-7176 or by email at Steven.Haywood@gov.bc.ca and would be pleased to hear from you.

Thank you again for taking the time to write.

Yours sincerely,



Claire Trevena
Minister

Copy to: Premier John Horgan

Ravi Kahlon
MLA, Delta North

Catharine Read, Chair
Passenger Transportation Board

Steven Haywood, Executive Lead
Taxi Modernization and Ride-Hailing

Reg Faubert, Manager
Manager, Programs and Air Policy

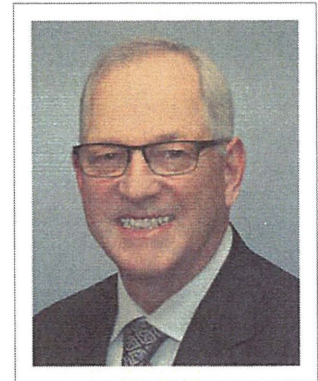
Township of
Langley



Est. 1873

Mayor's
FILE # 8330-01

OFFICE OF THE MAYOR **JACK FROESE**



TYPE: Mayor
DEPT: Mayor
A.T. #: 138265
Comments:

October 16, 2019

File No. 0400-60

Mayor George Harvie
City of Delta
4500 Clarence Taylor Crescent
Delta, BC V4K 3E2

Dear Mayor Harvie:

RE: Inter Municipal Ride-Hailing Business Licence

I am writing to ask that the City of Delta support the development of an inter-municipal business licence for ride-hailing operators in Metro Vancouver and the Fraser Valley.

Since 2013, The Township of Langley has been a part of the Fraser Valley Intermunicipal program which was created in partnership with local governments, the Union of British Columbia Municipalities and the Province of British Columbia. This IMBL partnership has proven to streamline and simplify the licencing process, making it easier to do business in participating communities.

September 30, 2019 Township of Langley Council passed the following resolution:

MOTION

Moved by Mayor Froese

Seconded by Councillor Richter,

That staff be directed to provide a report regarding developing a ridesharing policy, appropriate regulations, and supportive business licensing frameworks, working with TransLink, Metro Vancouver, and other municipalities.

CARRIED

As you know, ride-hailing has a number of potential impacts at the local and regional level. For these reasons, a number of local governments in Metro Vancouver and elsewhere have expressed an interest in leveraging the authority that has been granted to them by the Province to enact some regulatory control over ride-hailing companies operating within their jurisdiction. However, experience from other jurisdictions indicates that inconsistency in local regulations, and an excessive cumulative regulatory and financial burden of multiple local licenses is often cited as a reason for state/provincial pre-emption of local authority. Coordination of local government licensing may avoid provincial pre-emption of our local authority and also allows for simpler compliance on the part of the Transportation Network Services (TNS) operators and is generally welcomed by TNS operators.

MAYOR'S OFFICE
OCT 22 2019

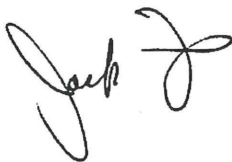
Page 2
Inter Municipal Ride-Hailing Licence

There is now an emerging consensus from municipal staff in Metro Vancouver that local government licensing of ride-hailing companies should be coordinated, and that an inter-municipal business license (IMBL) is the best option to ensure a coordinated approach. *[Footnote: An inter-municipal business license (IMBL) is an add-on to a base business license that allows mobile businesses (e.g. contractors and caterers) to operate across participating communities. The partnership is formed through a bylaw enacted by each participating community. As examples, there are four existing IMBLs in place in Metro Vancouver for specific industries: Metro West (Richmond, Burnaby, Surrey, Vancouver, Delta, New West) and the Fraser Valley (Township of Langley, Abbotsford, Chilliwack, Delta, Hope, Kent, City of Langley, Maple Ridge, Mission, Pitt Meadows, Surrey) for trades and contractors; Tri-Cities (Coq, POCO, POMO) for all mobile services (with exclusions); North Shore (DWV, DNV, CNV) for mobile trades.]*

Over the past two months, a working group of TransLink and interested local government staff have met regularly to research key policy considerations to include in possible IMBL for TNS operators. This research was presented to the Mayors' Council on September 20. In response, the Mayors' Council asked TransLink to develop options and next steps for the creation of an IMBL for TNS companies for consideration at a subsequent meeting.

Your local government's support for an IMBL will send a signal to the public, the province, TNS operators and the Mayors' Council that a coordinated local approach to TNS licensing should be developed and brought back to local decision-makers for consideration. There is some urgency to this request given TNS operators will begin service shortly. Please contact Andrew McCurran, Director of Strategic Planning and Policy, at 778-375-7643 or Andrew.McCurran@TransLink.ca if you would like more background on its work on IMBL's to date, and if your local government supports this initiative.

Sincerely,



Jack Froese
MAYOR

copy: Ramin Seifi, General Manager, Community Development & Engineering, Township of Langley
Mike Buda, Executive Director, Mayors' Council on Regional Transportation, TransLink
Andrew McCurran, Director of Strategic Planning and Policy, TransLink, Mayor Braun, Mayor Hurley, Mayor Popove, Mayor Harvie, Mayor Stewart, Mayor Morden, Mayor Alexis, Mayor Little, Mayor Booth, Mayor van den Broek, Mayor Cote, Mayor Buchanan, Mayor Dingwall, Mayor West, Mayor Vagramov, Mayor Brodie, Mayor McCallum, Chief Bryce Williams, Mayor Stewart, Mayor McEwen, Mayor Belenkie, Mayor McLaughlin, Mayor Walker, Mayor Ander

APPENDIX D
Draft Business Licence Bylaw Amendment No. 2322 for Passenger Directed Vehicle Services

**THE CORPORATION OF THE
CITY OF WHITE ROCK
BYLAW NO. 2322**



A Bylaw to amend the White Rock Business License Bylaw, 1997, No. 1510.

The COUNCIL of The Corporation of the City of White Rock, in an open meeting assembled, ENACTS as follows:

1. THAT White Rock Business License Bylaw, 1997, No. 1510, as amended, be further amended:
 - 1) By adding the following definitions to section 1 Interpretation, in the correct alphabetical order:

“**Accessible Passenger Directed Vehicle**” has the same meaning as in the *Passenger Transportation Act*.

“**Passenger Directed Vehicles**” means taxis, limousines, and vehicles operated under a license held by a transportation network service provider under the *Passenger Transportation Act*.

“**Passenger Directed Vehicle Service**” means a person carrying on the business of providing passenger directed vehicles.

“**Transportation Network Services**” has the same meaning as in the *Passenger Transportation Act*.

“**Zero-Emission Vehicle**” means a motor vehicle that is exclusively propelled by electricity or hydrogen from an external source;
 - 2) By deleting the existing definition for Inspector in section 1 Interpretation;
 - 3) By deleting the existing section 4 (b) in its entirety and replacing with the following new section 4 (b);
 - (b) Owners or operators of passenger directed vehicles other than taxis or vehicles operated under a license held by a transportation network service, who either pick up passengers or chattels in the City for discharging or delivery outside the City or discharge or delivering within the City passengers or chattels picked up outside the City or both;
 - 4) By deleting the existing section 4 (c) in its entirety and replacing with the following new section 4 (c);
 - (c) Owners or operators of passenger directed vehicles who only discharge passengers within the City;
 - 5) By deleting the business type “Taxi” from Schedule “A” Group 1:

- 6) By adding the business type “Passenger Directed Vehicle Service” to Schedule “A” Group 4 following “Motor Hotel”:

Passenger Directed Vehicle Service	Per licence period	\$300
	Plus:	
	1-10 vehicles*	\$200
	11-20 vehicles*	\$400
	More than 20 vehicles*	\$700

Vehicles that are accessible passenger directed vehicles and zero emission vehicles are not included in the number of vehicles for the purpose of calculating business licence fees.

- 7) By adding to section 19 a new section 19 (g) in the correct alphabetical order, as follows:

(g) Passenger Directed Vehicles

- (i) Every person conducting business as a passenger directed vehicle service must provide the Licence Inspector with any information, including personal information and data that the Director may require, including, without limitation, information and data respecting the passenger directed vehicles operating under the authority of that passenger directed vehicle services provide, including the license plate number of each vehicle, and the number of accessible passenger directed vehicles and zero emission vehicles.
- (ii) If additional passenger directed vehicles begin operating under the authority of a passenger directed vehicle services provide after the licence fee is paid, the passenger directed vehicle services provider shall report the additional vehicles to the Licence Inspector, indicating the total number of vehicles added, and the number of accessible passenger directed vehicles and zero-emission vehicles added, within 5 business days of the end of the month in which the vehicles were added, and shall pay the additional vehicle fee set out in Schedule “A” if the number of vehicles has exceeded the number of vehicles paid for under the initial licence.
- (iii) Every passenger directed vehicle services provider must ensure that the drivers of passenger directed vehicles operating under their authority comply with all City bylaws.

2. This Bylaw may be cited for all purposes as the “*White Rock Business Licence Bylaw 1997, No. 1510, Amendment No. 10, 2019 No. 2322.*”

RECEIVED FIRST READING on the	16 th day of	December,	2019
RECEIVED SECOND READING on the	16 th day of	December,	2019
RECEIVED THIRD READING on the	16 th day of	December,	2019
Published in the Peace Arch News on the	day of	January,	2020
ADOPTED on the	day of	January,	2020

MAYOR

DIRECTOR OF CORPORATE ADMINISTRATION

Stephanie Lam

From: Anthony Manning
Sent: Monday, November 25, 2019 12:14 PM
To: Helen Fathers
Cc: Dan Bottrill; Darryl Walker
Subject: G&L agenda item: Lean government study

I'd like to move that council direct staff to prepare a report on hiring a consultant to study White Rock and determine how efficiencies can be gained in our municipal government and maintain or reduce cost to residents.

An overview of lean principals in government:

https://en.wikipedia.org/wiki/Lean_government

Lean government - Wikipedia

Lean Government refers to the application of lean production (also known as "Lean") principles and methods to both identify and then implement the most efficient, value added way to provide government services. Government agencies have found that when Lean is implemented, they see an improved understanding of how their own processes work, that it facilitates the quick identification and ...

en.wikipedia.org

Some examples of consultancies for lean government in a Canadian context:

<https://publicsectordigest.com/article/lean-six-sigma-and-public-sector>

<http://www.camacam.ca/sites/default/files/inline-files/2017Library-KPMG.pdf>

<https://www.municipalworld.com/feature-story/leveraging-power-lean-local-government/>

<https://www.leadingedgegroup.com/our-sectors/lean-for-municipalities/>

Councillor Anthony Manning

City of White Rock
15322 Buena Vista Avenue
White Rock, BC V4B 1Y6 Canada
(778) 867-7810

www.whiterockcity.ca

**THE CORPORATION OF THE
CITY OF WHITE ROCK
BYLAW NO. 2232**



A Bylaw to establish the rules of procedure for
Council and Committee Meetings.

DISCLAIMER: THIS BYLAW IS CONSOLIDATED FOR CONVENIENCE ONLY. THE CITY DOES NOT WARRANT THAT THE INFORMATION CONTAINED IN THIS CONSOLIDATION IS CURRENT. IT IS THE RESPONSIBILITY OF THE PERSON USING THIS CONSOLIDATION TO ENSURE THAT IT ACCURATELY REFLECTS CURRENT BYLAW PROVISIONS.

Consolidated as of January 2019.

TABLE OF CONSOLIDATION			
BYLAW	DATE APPROVED	AMENDMENT NO.	SUBJECT MATTER
2277	January 14, 2019	1	Question & Answer Period
2284	January 28, 2019	2	Agenda Publication & Deadlines

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The Council of the City of White Rock, in an open meeting, enacts as follows:

PART 1 – INTRODUCTION

Title

1. This Bylaw may be cited as the “*Council and Committee Procedure Bylaw, 2018, No. 2232*”.

Definitions

2. In this bylaw:

- ~~(a)~~ (a) ‘Advisory Body’ means any committee, sub-committee or working group ~~or~~ that has been established by the Council.
- ~~(b)~~ (b) ‘City’ means the City of White Rock.
- ~~(c)~~ (c) ‘Chief Administrative Officer’ is the staff person whose responsibilities are outlined under Chief Administrative Officer in the *Community Charter*. and as set out in the City’s Officer and Indemnification Bylaw.
- ~~(d)~~ (d) ‘Chairperson’ means the presiding member of a meeting.
- ~~(e)~~ (e) ‘Closed Meeting’ means a meeting that the public are not permitted to attend in accordance with the *Community Charter*.
- ~~(f)~~ (f) ‘Committee’ means a standing, select or advisory committee, but does not include Committee of the Whole.
- ~~(g)~~ (g) ‘Committee Clerk’ is the person who is responsible for establishing an agenda, with other City staff and the Chairperson, and taking the minutes at a meeting of a Committee.
- ~~(h)~~ (h) ‘Committee Member’ is a person who is appointed by the Mayor or City Council to a standing, select, advisory, task force, panel or other Committee.
- ~~(i)~~ (i) ‘Committee of the Whole’ (COTW) refers collectively to those members of Council present when Council moves to sit as a Committee.
- ~~(j)~~ (j) ‘Council’ is the Mayor and Councillors duly elected in the City of White Rock and who continue to hold office.
- ~~(k)~~ (k) ‘Councillor’ is a Councillor duly elected in the City of White Rock and who continues to hold office.
- ~~(l)~~ (l) ‘Council Liaison’ is a Councillor appointed to represent the City/Council on any advisory body or external group or organization (eg: select committee, regional committee, etc.)
- ~~(m)~~ (m) ‘Delegation’ refers to an individual or group bringing information to Council on a topic specified on a “Request to Appear as a Delegation” form.

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- (n) ‘Deputy Mayor’ is the Councillor who, in accordance with Part 3 of this Bylaw, is responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
- (o) ‘Director of Corporate Administration’ is the staff person with the responsibilities of the Corporate Officer as outlined in the *Community Charter* and as set out in the City’s Officer and Indemnification Bylaw.
- (p) ‘Mayor’ is the Mayor duly elected in the City of White Rock and who continues to hold office.
- (q) ‘Member’ is a Member of Council including the Mayor or a person appointed to a committee / advisory board, as defined in this bylaw, by Council and/or by the Mayor.
- (r) ‘Presentation’ refers to an individual or group that has been requested by Council or staff in order to inform or update Council on a subject relevant to City -business, when possible the topic is already scheduled to be discussed being conducted on the agenda. The presenter’s name and, if applicable, title to the organization, and topic will be placed on the meeting agenda.
- (s) ‘Presiding Member’ is the person who is responsible for chairing the meeting.
- (t) ‘Public Hearing’ means a hearing that is required according to the *Local Government Act*, for the purposes of this bylaw where public hearing is noted will also include public meetings.
- (u) ‘Public Notice Posting Place’ is the notice board at City Hall.
- (v) ‘Quorum’ means a majority of all of its Council or Committee voting members that must be present in order to conduct official business (any matters requiring a vote, including adoption of the agenda, minutes, etc.).

Application of Rules of Procedure

3. (1) The provisions of this Bylaw apply to all meetings of Council, COTW and all Committees.
- (2) In cases not provided for under this Bylaw, the latest edition of Robert’s Rules of Order will apply to the proceedings of Council, COTW, and Committees to the extent that those rules are:
- applicable in the circumstances, and
 - not inconsistent with the provision of this Bylaw the *Community Charter* or *Local Government Act*.

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PART 2 – COUNCIL MEETINGS

Inaugural Meeting

- 4. (1) Following a general local government election, the inaugural meeting (the first meeting of the newly elected Council) must be held on the first Monday in November in the year of the election.
- (2) If a quorum of members elected at the general local election has not taken office by the date of the meeting referred in subsection (1), the first Council meeting will be called by the Director of Corporate Administration and held as soon as reasonably possible after a quorum of members has taken office.

Time and Location of Meetings

- 5. (1) Council meetings will take place within City Hall, or at a city owned facility, unless another location is deemed necessary by Council or staff to hold its meetings elsewhere. The meeting location will be noted on the meeting notice when applicable, and/or the agenda for the meeting.
- (2) Regular Council meetings will:
 - (a) be held on Mondays, in accordance with the schedule adopted by resolution by Council on or before December 31 of the preceding year;
 - (b) commence in accordance with the approved regular Council meeting schedule posted at the Public Notice Posting Place; generally, but not exclusively, at 7:00 p.m.; if there is a public hearing/meeting scheduled, the regular meeting will begin at the scheduled start time and be reconvened immediately following conclusion or adjournment of the public hearing/meeting;

Earlier start times for regular meetings and public hearings / meetings will be applied when circumstances, determined by the Mayor and/or staff require them (including but not limited to: high volume of business, special presentation(s) or a large public hearing/meeting is anticipated).
 - (c) be concluded or adjourned at ~~9:00~~ 9:30 p.m. unless Council resolves to proceed beyond that time in accordance with Section 32 of this bylaw.
- (3) Council Meetings may:
 - (a) be cancelled by resolution by Council, provided that two consecutive meetings are not cancelled.
- (4) Special Council meetings may be called:
 - (a) By the Mayor at their discretion; or

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- (b) By two (2) or more Council Members, in writing, may request the Mayor call a Special Council meeting;
- (c) Two (2) or more Council Members may themselves call a Special Council meeting if:
 - Within 24 hours after receiving a request under subsection (b), and no arrangements are made under subsection (a) for a special Council meeting to be held within the next seven (7) days, or
 - both the Mayor and the Acting Mayor are absent or otherwise unable to act

Note: if the meeting is called under subsection (c) the Council Members calling the meeting or the Director of Corporate Administration must sign the meeting notice.

- (5) (1) Closed Meetings of Council will be called as the need arises.
- (2) Any items which, in the opinion of Council, do not comply with the Closed Meeting criteria specified in the *Community Charter* must be deleted from the agenda of the Closed Meeting and be referred to:
 - (a) a future Regular Council Meeting as an additional item; or
 - (b) a committee; or to
 - (c) staff.
- (3) Information considered in any part of a Closed Meeting of Council must be kept in confidence until Council ~~discusses the information at a meeting that is open to the public or~~ releases the information to the public. The consequences of a Member breaching the duty of confidentiality may include, but are not limited to: motions by Council to censure the Member, removal of the Member from the Deputy Mayor rotation, removal of the Member from committees, court proceedings to recover damages from the Member, and court proceedings to obtain a statutory injunction (including contempt of court proceedings in the event of a continuing contravention).

Notice of Council Meetings

- 6. (1) In accordance with the *Community Charter*, Council will annually:
 - (a) adopt on or before December 31 a schedule of dates, times and places of Regular Council meetings for the following year and make the schedule available to the public by posting it at the Public Notice Posting Place ; and

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- (b) give notice when the schedule of Regular Council meetings will be available at least once a year in accordance with sections 94 and 127 the *Community Charter*.

7. (1) Except where notice of a special meeting is waived by unanimous vote of all members, a notice of the date, time and place of a special Council meeting must be given at least 24 hours before the time of a meeting by:
 - (a) posting a copy of the notice on the Public Notice Posting Place;
 - (b) leaving a copy of the notice for each member in the member’s mailbox at City Hall; and
 - (c) e-mailing Council.
- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Director of Corporate Administration.

PART 3 – DESIGNATION OF COUNCILLOR TO ACT IN PLACE OF THE MAYOR

Deputy (Acting) Mayor

8. (1) Annually Council will designate the order in which each member will serve as Deputy Mayor on a rotating basis. During an election year this will be conducted at the inaugural Council meeting. Amendments to the schedule must be made by Council resolution.
- (2) If both the Mayor and the Councillor appointed under section (1) are absent from a Council meeting, the Councillor that appears next on the rotation ~~that~~ is present at the Council meeting will act as Deputy Mayor/Chairperson for that Council meeting.
- (3) When the Mayor is absent or otherwise unable to act, or when the office of the Mayor is vacant, the Deputy Mayor:
 - (a) has the same powers and duties as the Mayor in relation to the applicable matter;
 - (b) must fulfill the responsibilities of the Mayor at the Council Meeting; and
 - (c) may sit in the Mayor’s chair for the duration of the Council meeting.

PART 4 – COUNCIL PROCEEDINGS

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Attendance of Public at Meetings

9. (1) Except where the provisions of the *Community Charter* apply, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with the *Community Charter* that states:
 - The fact that the meeting or part of the meeting is to be closed; and
 - The basis under the applicable subsection of section 90 of the *Community Charter* on which the meeting or part is to be closed
- (3) This section applies to all meetings of the bodies referred to in the *Community Charter* including without limitation :
 - (a) COTW
 - (b) Standing, Select, Sub Committees;
 - (c) Parcel Tax Review Panel;
 - (d) Boards;
 - (e) Advisory Committees; and
 - (f) Task Forces
- (4) Despite subsection (1), the Presiding Member may expel or exclude a person from a Council meeting in accordance with the *Community Charter*.

Minutes of the Meetings

10. (1) Minutes of the proceedings of Council must be legibly recorded and certified as correct by the Director of Corporate Administration or designate and signed by the Mayor or Chairperson at the meeting or at the next meeting at which the minutes are adopted responsible for taking the meeting minutes.
- (2) The Director of Corporate Administration is responsible for taking the meeting minutes and shall record that a Member has moved the motion and a Member has seconded the motion but need not record the names of the Members that move and second the motion.
- (3) Subject to subsection (4), minutes of the proceedings of Council must be open for public inspection at City Hall during its regular office hours and as technology permits available on the City website.
- (4) Subsection (3) does not apply to minutes of a Council meeting or that part of a Council meeting that is closed to the public

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- (5) The Director of Corporate Administration is responsible for taking the meeting minutes and may make minor amendments to approved minutes including but not limited to typographical errors, sequential number errors, grammatical errors or completing missing information.

Seating Arrangements

- 11. (1) The Mayor shall designate each Councillor to a seat at the Council table at the beginning of the term.
- (2) Except as provided in section 8(3), each Councillor shall remain in their designated seat at each Council meeting for the duration of the term.

Calling Meeting to Order

- 12. (1) As soon after the time specified for a Council meeting and if there is a quorum present, the Mayor must take the Chair as Chairperson and call the Council meeting to order.
- (2) If the Mayor is absent, then the Deputy Mayor must take the Chair as Chairperson and call the meeting to order.
- (4) If both the Mayor and Deputy Mayor are absent, the next on the rotation for Deputy Mayor that is in attendance must take the Chair as Chairperson and call the meeting to order.
- (34) If a quorum of Council is present but the Mayor and the Deputy Mayor do not attend within 15 minutes of the scheduled time for a Council meeting:
 - (a) the Director of Corporate Administration must call to order the members present; and
 - (b) the next scheduled Deputy Mayor of the rotation would act as Chairperson for the meeting.

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Adjourning Meeting Where No Quorum

- 13. (1) If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Director of Corporate Administration will:
 - (a) record the names of the Members present, and those absent; and
 - (b) Adjourn the meeting until the next scheduled meeting stating date/ time and location of the meeting.

Agenda

- 14. (1) Prior to each Council meeting:
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- (a) the Director of Corporate Administration, in consultation with the Chief Administrative Officer and the Mayor, must have prepared an Agenda setting out all items for consideration at the meeting; and
 - (b) Will provide a copy of the agenda by end of the day on the Wednesday prior to the meeting to each member of Council through technological means and/or in their mailbox at City Hall, unless otherwise directed by the member of Council. *(amended by Bylaw 2284)*
~~will provide a copy of the agenda by end of day on the Thursday prior to the meeting to each member of Council through technological means and/or in their mailbox at City Hall, unless otherwise directed by the member of Council.~~
- (2) The deadline for items or submission to the Corporate Administration Department for inclusion on the agenda for Council, staff and the public is ~~4~~⁸:30 ~~p~~^a.m. on the Monday prior to the Council meeting. If a time-sensitive matter arises, the Director of Corporate Administration and/or the Chief Administrative Officer may, at their discretion, add agenda items following this deadline.
- (3) The Director of Corporate Administration will make the agenda available to the public after it has been sent to Council as follows:
- A reading / reference copy will be available in the Administration office;
 - Photocopies of the agenda will be available upon request in accordance with the City’s Fees and Charges Bylaw; and
 - On the City website, the ~~Thursday~~ ~~Friday~~ prior to the Monday meeting (making allowance for technical error when the system is down and or documents have had issue being uploaded to the website).

Order of Proceedings and Business

15. (1) The agenda order of proceedings and business for all regular Council meetings will be set in accordance with a separate council policy.

Late Items (On Table or Supplemental Agenda)

16. (1) An item of business not included on the Agenda must not be considered at a Council meeting unless Council resolves to introduce the late item to the agenda by vote of the majority of members present.
- (2) If the Council makes a resolution under subsection ~~16~~⁵(1), information pertaining to the late item(s) must, when possible, be distributed to the Members by written copy (On-Table) or verbally.

If Council votes to permit the amendment to the agenda, the Chairperson or Director of Corporate Administration will advise if a) there is a written copy of the information to be supplied on table or b) if the item will be introduced

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verbally.

Voting at Meetings

17. (1) The following procedures apply to voting at Council meetings:
 - (a) when debate on a matter is closed, the Chairperson must put the matter to a vote of Members;
 - (b) after the Chairperson finally puts the question to a vote, a member must not speak to the question or make a motion concerning it;
 - (c) the Chairperson’s decision about whether a question has been finally put is conclusive;
 - (d) whenever a vote of Council on a matter is taken, each member present will signify their vote by raising their hand; and
 - (e) the Chairperson must declare the result of the voting.
- (2) Every Council member present when a question is put will be expected to vote unless they make a declaration under the provisions of the *Community Charter*, regarding conflict of interest, in which case the provisions of that section apply and in such cases they will not participate in the discussion or vote ~~and~~ must leave the Chambers until the vote is taken at which time they may resume their seat.
- (3) Should any member in attendance refrain from voting when any question is put, for any reason other ~~than~~ situations pertaining to provisions of the *Community Charter*, regarding conflict of interest, the member will be regarded as having voted in the affirmative and the vote will be counted accordingly.
- (4) A speaker may not speak against the motion they have made, but may choose to vote against it.
- (5) All acts whatsoever authorized or required by the *Community Charter*, to be done by the Council, and all other questions, ~~including questions of adjournment,~~ that may come before the Council will, save where otherwise so expressed, be done and decided by the majority of the members of Council present at the meeting.
- (6) In all other cases where the votes of the members then present, including the vote of the Chairperson, are equal for ~~or~~ against a question, the question will be defeated, and it will be the duty of the Chairperson to so declare.
- (7) The name of any member who voted in the negative on a question will be recorded in the minutes of such meeting.

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- (8) When the question under consideration contains distinct propositions, upon request of any member, the vote upon each proposition will be taken separately.
- (9) When a regular meeting is to be adjourned to go into a Public Hearing or Public Meeting (Development Variance Permit) it will be noted in the agenda and noted verbally by the Chairperson as follows:

MEETING POSTPONE (ADJOURNMENT)

~~In the circumstance the Public Hearing for Bylaws (No. xxxx) is not concluded by 7:00 p.m.:~~ The regular Council meeting will be called to order and following consideration of the agenda, minutes and any special presentations the meeting will be postponed (adjourned) ~~and~~ at this point in ~~the agenda of the Regular Council -meeting will be postponed (adjourned)~~ in order to continue to the public hearing.

The regular meeting will be reconvened directly following the adjournment or conclusion of the noted Public Hearing/Meeting here at (location: City Hall Council Chambers) later this same evening.

Presentations on a Regular Agenda)

- 18. (1) A presentation by the Mayor or a Councillor at a Council meeting shall only pertain to:
 - (a) events attended as a representative of the City; or
 - (b) information on community events and activities.
- (2) Presentations by a Member to Council will be limited to a maximum of five (5) minutes.
- (3) Presentations by an invited guests at a Council meeting will be limited to a maximum of ten (10) minutes.

Presentation time by an invited guest can only be extended by Council by unanimous vote of all present members of Council.

19. Question and Answer Period (added by Bylaw 2277 and renumbered accordingly)

Section 19 (1) Question and Answer Period will be included toward the start of the regular Council meeting (following Meeting Minutes approval or any special presentations to be made by Council). This will be an opportunity for the public to ask questions and make comments.

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- (2) Questions will be addressed to the Chairperson. If there are questions for an individual member of Council, they will be addressed through the Chairperson for direction.
- (3) Question and Answer Period will be timed, not to exceed 15 minutes unless Council wishes to extend Question and Answer Period just prior to the conclusion of the regular Council meeting. Extension for a further 15 minutes at that time may be permitted by majority vote of Council. No further extensions will be permitted for that evening for Question and Answer Period.
- (4) Each speaker will be given two (2) minutes, the speaker will be given one (1) opportunity to ask a question or make comment(s) during this time. In the circumstance there is still time from the original 15 minutes remaining and there are no further speakers a second opportunity may be provided.
- (5) The speaker will begin by stating their name and city of residence to be recorded in the minutes along with a summary of the question / comment(s). When the Chairperson does not have the information to provide for an immediate answer to the response it will be given in written format and included on the next agenda on the city's website under this topic when the information is available.
- (6) An area on the website will be designated for a summary list of all the questions, comment topics and answers provided during Question and Answer Period so this item can be easily searched by the public.
- (7) There is to be no questions or comments on a matter that will be the subject of a public hearing or public meeting (example: Development Variance Permit). Questions that may be subject to the Freedom of Information and Protection of Privacy Act will be forwarded for a direct response through the FOI process.
- (8) Question and Answer Period will not be conducted during the months of September and October of an election year.

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Delegations / Petitions

- 20. (1) The Council may allow a Delegation to address the Council at a meeting on a topic provided a Delegation request form has been received by the Director of Corporate Administration by 8:30 a.m. on the Monday prior to the meeting. If the Monday prior falls on a holiday, the form must be received by 8:30 a.m. the

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Tuesday prior. (amended by Bylaw 2284)

~~The Council may allow a Delegation to address the Council at a meeting on a topic provided a Delegation request form has been received by the Director of Corporate Administration by 4:30 p.m. on the Monday prior to the meeting.~~

- (2) A maximum of five up to four Delegations will be permitted at any Council meeting.
- (3) Each Delegation must be limited to a maximum of five (5) minutes; this time may only be extended by unanimous vote of all Members present.
- (4) The Mayor and Chief Administrative Officer or the Director of Corporate Administration must not permit a Delegation to address a meeting of the Council regarding:
 - i. Any matter that will be the subject of a public hearing that is required under an enactment as a prerequisite to the adoption of a bylaw;
 - ii. Any matter that is undergoing a local area service process or counter petition process;
 - iii. Any matter which the City has commenced prosecution and on which judgment has not been rendered;
 - iv. The promotion of commercial products or services which have no connection to the business of the City;
 - v. Publicly tendered contracts or proposal calls for the provision of goods and services for the City, between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded by Council or City staff; and further
 - vi. A subject is beyond the jurisdiction of Council.
- (5) A delegate may only appear once per year in relation to a specific topic, such appearance is to be measured from the time of the last appearance on the matter. This includes the topic, any process, resolution or concerns regarding the topic or any review or assessment of the topic.
- (6) The Director of Corporate Administration determines the delegations scheduled for each agenda, and ~~may schedule Delegations to a later Council meeting than requested. The Director of Corporate Administration finalizes the scheduled delegations based on subject matter. Applications beyond the limit of up to four (4) will also be scheduled to an alternate date, considering the subject matter or if there are already five (5) requests to appear as a Delegation at the same meeting.~~
- (7) A Delegation intending to give a Power Point presentation must supply the Director of Corporate Administration with a copy of the presentation by 8:30 a.m. on the Monday (or Tuesday if the Monday is a statutory holiday) prior to the

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meeting. The presentation will be reviewed by staff, to ensure that it is professional and relevant to the Council proceedings. If the Director of Corporate Administration is of the opinion that the Presentation is unprofessional or irrelevant the noted slides/pages will be removed or the entire presentation will be rejected. Staff will contact the delegation to inform if this is to occur. (amended by Bylaw 2284)

~~A Delegation intending to give a Power Point presentation must supply the Director of Corporate Administration with a copy of the presentation by 4:30 p.m. on the Monday prior to the meeting. The presentation will be reviewed by staff, to ensure that it is professional and relevant to the Council proceedings. If the Director of Corporate Administration is of the opinion that the Presentation is unprofessional or irrelevant the offending slides/pages will be removed or the entire presentation will be rejected. Staff will contact the delegation to inform if this is to occur.~~

- (8) Every petition presented to Council by a Delegation, or otherwise, must include:
 - (a) the date of the petition;
 - (b) legible full names of each signatory petitioner with their address; and,
 - (c) a statement at the top of the page clearly indicating why signatures have been collected.

- (9) All petitions addressed to Council will be placed on the Council agenda for receipt. Petitions must be received by 8:30 a.m. on the Monday prior to the next regular scheduled meeting. Petitions received after this agenda deadline will be automatically placed on the next regular scheduled meeting agenda. (Amended by Bylaw 2284)

~~Petitions may also be submitted at a regular Council meeting during the Delegations and Petitions section of the agenda. All petitions addressed to Council will be placed on the Council agenda for receipt. Petitions must be received by 4:30 p.m. on the Monday prior to the next regular scheduled meeting. Petitions received after this agenda deadline will be automatically placed on the next regular scheduled meeting agenda. Petitions may also be submitted at a regular Council meeting during the Delegations and Petitions section of the agenda.~~

Consent Agenda

21. (1) A Consent Agenda can be utilized to help streamline meetings with a large volume of items. Items listed under the Consent Agenda section are considered for approval in one motion, unless a member wishes to debate an item and requests that it be excluded. If an item is excluded from the Consent Agenda, it will be considered as an agenda item. The rule of order establishing a Consent Agenda provides that Consent Agenda items may be considered in total without debate or amendment.

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Items will be listed in the Consent Agenda section include items received “for information” (no action), or in the opinion of the Mayor, Chief Administrative Officer and/or Director of Corporate Administration, require little or no discussion.

Point of Order (Question to the Chair: Are the rules of the meeting being followed?)

224. (1) The Chairperson will preserve order and decide all points of order which may arise, but subject to an appeal to the other members of the Council present.
- (2) Without limiting the Chairperson’s duty under the *Community Charter*, the Presiding Member must apply the correct procedure to a motion:
- (a) if the motion is contrary to the rule of procedure in this Bylaw; and
 - (b) whether or not another Member has raised a point of order in connection with the motion.
- (3) When the Chairperson is required to decide a point of order:
- i) first immediately suspend the debate;
 - ii) ask “What is your Point of Order?”;
 - iii) rule as to whether or not the point of order is valid; citing the applicable rule or authority, if required by another Member;
 - iv) another Member must not question or comment on the rule or authority cited by the Chairperson under subsection (2)(a);
 - v) the Chairperson may reserve the decision until the next Council meeting; and
 - vi) the Chairperson may direct the members to stand at ease (brief pause where members remain in their places until the Chairperson calls the meeting to order) while considering their decision.
- (4) If an appeal (disagreement with the ruling by the Chairperson) be taken by a member of the Council from the decision of the Presiding Member, the question will be immediately put, and decided without debate. "Will the Chair be sustained?" and the Chairperson will be governed by the vote of the majority of the other members of the Council then present, and the names of the members of the Council voting against the question "Will the Chairperson be sustained?" will be recorded on the minutes, and in the event of the votes being equal, the question will pass in the affirmative. The Chairperson will not be permitted to vote on an appeal of their decision hereunder.
- (5) If the Chairperson refuses to call the question "Will the Chairperson be sustained?" the Council will immediately appoint one of its members to preside temporarily, and the Chairperson temporarily appointed will proceed in accordance with (4) and in the event of the votes being equal, the question will pass in the affirmative.

Conduct and Debate

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223. (1) A member may speak to a question or motion at a Council meeting only if that member first addresses the Chairperson.
- (2) A member must address the Chairperson by that person's title followed by their surname: Mayor, Councillor, Deputy Mayor or Chairperson.
- (3) A member must address other non-Chairperson by the title of Councillor, Mayor or Committee Member followed by their surname.
- (4) No member may interrupt a member who is speaking except to raise a point of order.
- (5) If more than one member speaks, the Chairperson must call the member who, in the Chairperson's opinion, first spoke.
- (6) A member who is called to order by the Chairperson:
- (a) must immediately stop speaking;
 - (b) may explain their position on the point of order; and
 - (c) may appeal to Council for its decision on the point of order in accordance with the *Community Charter*.
- (7) Member at a Council Meeting:
- (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must speak only in connection with the matter being debated;
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded; and
 - (e) must adhere to the rules of procedure established under this bylaw and to the decision of the Chairperson and Council in connection with the rules and points of order.
- (8) If a member does not adhere to subsection (7), they may order the member to leave the member's seat and:
- (a) if the member refuses to leave, the Chairperson may cause the member to be removed by a peace officer or by the R.C.M.P.; and
 - (b) if the member apologizes to the Council, Council, may, by resolution, allow the member to retake the member's seat.
- (9) A member may require the motion being debated at a Council meeting to be read at any time during the debate, if that does not interrupt another member who is speaking.

- (10) The following rules apply to limit speech on matters being considered at the Council meeting:
- (a) a member may speak no more than twice for a maximum of five (5) minutes per time in connection with the same question unless:
 - i. with the permission of Council by majority vote, or
 - ii. if the member is explaining a material part of a previous speech while introducing a new matter;
 - (b) the mover of the motion, after obtaining the floor from the Chairperson, will have the first opportunity to speak to the motion; and be permitted the opportunity of summation before the question is called.

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- (11) The following rules apply to all persons attending a City meeting. This includes participants, staff, and Members of the public.

Members of the public may attend to observe open council meetings. A Member of the public at a meeting must maintain decorum at all times. Interruptions of any kind are not permitted while the meeting is in progress.

In accordance with Human Resources Policy No. 405 (Workplace Harassment), *“Every employee has the right to work in a respectful atmosphere that promotes equal opportunities and is free from harassment, bullying and discrimination.”*

City meetings are working meetings for Council and staff; as such, outbursts, shouting (questions or comments), clapping, and booing/heckling are not permitted. Members of the public must view the meeting from the designated gallery/seating area established for the public (area away from the Council / Committee Member table or staff table) in most circumstances there will be chairs provided in the designated area~~set up~~.

Council meetings, unless Closed as per the provisions of the *Community Charter*, are open to all Members of the public. If the public have signs or placards, they must not contain profanity or disrespectful language. Those with signs and placards may display their signs from the back of the room in order to ensure the sightline of others observing the meeting are not blocked.

Members of the public who do not adhere to the meeting conduct, as outlined in this bylaw, will be given a compliance warning. If a Member of the public is unwilling to do so, as per the *Community Charter*, the City reserves the right to request or have a person removed from the meeting.

- (a) If, in the opinion of the Chairperson, a Member of the public has contravened section 11~~(a)~~ the Chairperson may issue a warning to the offender. A warning will consist of the following: The Chairperson will advise the offending individual or group of individuals the behavior is not in accordance with this bylaw. The offending individual(s) will be requested to provide their name and it will be noted in the meeting minutes (if name is not provided a description will be noted).

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If the behavior continues, the Chairperson may, in accordance with the *Community Charter*, order that the offending individual or group is expelled from the meeting (↔) Should the Chairperson determine expulsion from the meeting is required they will state the following:

“In accordance with the *Community Charter* Section 133, hereby order that (Persons Name or Description) be expelled from the meeting at this time due to the person acting improperly as follows: (state the offending behavior) thus interrupting the meeting proceedings.

If you do not leave the meeting at this time, the RCMP will be contacted and you will be escorted from these Council Chambers / City Hall.”

Motions

- 234. (1) A motion will be phrased in a clear and concise manner so as to express an opinion or achieve a result. When a motion has been moved by a member and seconded by another member, it is then a motion on the floor, and is deemed to be in the possession of Council, and such motion:
 - (a) must be recorded in the minutes;
 - (b) the mover of the motion, after obtaining the floor from the Chair, will have the first opportunity to speak to the motion;
 - (c) the mover of the main motion will be permitted the opportunity of summation before the question is called; and
 - (d) may only be withdrawn by the mover and seconder of the motion, with the consent of all the members present (any Member not in agreement must make this known by raising their hand to notify the Chairperson).

- (2) A Council member may make only the following motions, when the Council is debating a question. These motions are numbered; the higher number determines the type of motion that must be considered prior to the lower number motion. Each of the following motions are required to be seconded:

	Motion/Purpose	Amendable	Debatable	Required Vote
1	Postpone Indefinitely	Amendable	Yes	Majority
2	Amend	Amendable if primary	Yes	Majority
3	Refer (to someone or somewhere)	Amendable	Yes	Majority
4	Postpone Definitely/Defers (until a certain time)	Amendable	Yes	Majority
5	Limit or Extend Debate	Amendable	No	2/3
6	End Debate and Amendments		No	2/3

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7	Table (temporarily suspend consideration of an issue to address another topic). The Presiding Member would ask “For what reason?” and rule on it.		No	Majority
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- (3) A member may request that a motion that is on the floor, be read for information, at any time during the debate.
- (4) Amendments will be put to the question in the reverse order to that in which they have been moved. An amendment will be only to the main motion and will be decided or withdrawn before the question is put to the vote on the main motion. Only one amendment will be considered by Council at a time. Council may amend an amendment by way of a sub-amending motion. No amendment will alter in a material way the principle embodied in the main motion but should merely vary its terms in one or more particulars.
- (5) A motion to refer the subject matter to a Committee, until it is decided, will preclude all amendment(s) of the main motion.
- (6) At any time after a question has been proposed, any member may "call for the question" and unless the Chairperson considers such request is an abuse of the Rules of Procedure or an infringement of the rights of minority the original question will immediately thereafter be put and decided without further debate.
- (7) Prior to the Question being called a member may request a motion to be read by either the Chairperson or the Director of Corporate Administration.
- (8) Motions that are not seconded will not be included in the meeting minutes.
- (9) A motion to conclude a meeting is not necessary. Following the completion of all agenda items the Presiding Member may state: “This meeting is now concluded.”

Amending Motions

- 254. (1) A member, other than the mover of a motion, may propose an amendment to a motion, and subject to the provisions regarding sub-amendments, that amendment must be disposed of before any subsequent amendments are proposed.
- (2) When an amendment to a motion has been moved and seconded, the Chairperson must, if requested by a member, state the original motion and the amendment, and must permit debate only on the amendment.
- (3) If the amendment is defeated, debate may continue on the original motion, and if no further amendments are proposed, the Chairperson must call the question

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on the original motion.

- (4) If an amendment is adopted and no further amendments are proposed, the Chairperson must then call the question on the original motion, as amended.
- (5) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

Sub-Amendments of Motions

- 256. (1) A member may propose a sub-amendment to an amendment, and the provisions of Amending Motions apply, so far as applicable to sub-amendments.
- (2) A member may not propose a sub-amendment to a sub-amendment.
- (3) The Chairperson must call the question on a motion which has been amended, in the following order:
 - (a) a sub-amendment, if any;
 - (b) an amendment to the original motion; and
 - (c) the original motion.

Scope of Amendments and Sub-Amendments

- 267. The amendments may take the form of the deletion, addition, or substitution of words or figures, provided such deletions, additions, or substitution do not, in the opinion of the Chairperson, affect the original motion, the amendment, or the sub-amendment, whichever is applicable, to the extent that it is either:
 - (a) negated, or
 - (b) changed in such a way that either an alternative motion is proposed, or all reference to the original motion, the amendment, or the sub-amendment, whichever is applicable, is eliminated.

Bringing Back Adopted Motions

- 278. (1) A Member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (2) A resolution or bylaw which was adopted may be brought back before Council by a motion to reconsider, rescind or amend something previously adopted, provided:

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- (a) Council has given due consideration to any actions taken by an officer, employee, or agent of the City; and
 - (b) the resolution or bylaw has not had the approval of the electors or the assent of the electors.
- (3) A motion to reconsider or rescind an adopted resolution or bylaw:
- (a) may be made at the same meeting; and
 - (b) may only be made by a Member who voted in favour of it.
- (4) A motion to rescind or amend an adopted resolution or bylaw:
- (a) may be made at a future meeting, by a Member giving notice under Notice of Motion at a regular Council meeting; and
 - (b) may be made by any Member, regardless of how they voted the first time.
- (5) A motion to reconsider:
- (a) is debatable;
 - (b) if adopted, the resolution or bylaw shall be reopened for debate; and
 - (c) if reopened for debate, may be referred, amended, postponed, or voted on for a second time.
- (6) A motion to rescind:
- (a) Is debateable; and
 - (b) If adopted, the motion is no longer applicable, and it would be in order to move a subsequent motion.
- (7) If a motion to reconsider or rescind something previously adopted is defeated twice within three (3) months, the same or substantially the same motion to rescind or amend may not be renewed for at least six (6) months, except if Council, by a two-thirds majority vote, permits such renewal.

Bringing Back Defeated Motions

289. (1) A motion to reconsider a defeated motion of City Council will only be applicable to the votes taken on main motions, resolutions or bylaws, and will not apply to votes on secondary motions, i.e. to postpone, to refer, to table and to amend.
- (2) A resolution or bylaw which was defeated may be brought back for consideration by a motion to reconsider or rescind something previously defeated, provided:
- (a) Council has given due consideration to any actions taken by an officer, employee, or agent of the City.
- (3) A motion to reconsider or rescind a defeated resolution or bylaw:
- (a) may be made at the same meeting during which the resolution or bylaw was defeated

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- (b) may be made at the next regular Council meeting; and
 - (c) may only be made by a Council Member who voted against the resolution or bylaw (voted in favour), or who was not in attendance during the vote.
- (4) A motion to rescind a defeated resolution or bylaw:
- (a) may be made at a future meeting, by a Member giving notice under notice of motion at a regular Council meeting; and
 - (b) may be made by any Member, regardless of how they voted the first time.
- (5) A motion to reconsider:
- (a) is debatable
 - (b) if adopted, the resolution or bylaw shall be re-opened for debate; and
 - (c) if re-opened for debate, may be referred, amended, postponed or voted on for a second time.
- (6) A motion to rescind:
- (a) is debatable; and
 - (b) if adopted, the motion is no longer applicable, and it would be in order to move a subsequent motion.
- (7) If a motion to reconsider or rescind something previously defeated is defeated twice within three (3) months, the same or substantially the same motion to rescind or amend may not be renewed for at least six (6) month, except if Council by a two-thirds majority vote, permits such renewal.

Reconsideration Requested by the Mayor

2930. (1) Without limiting the authority of council to reconsider a matter, the Mayor may require the council to reconsider and vote again on a matter that was the subject of the vote.
- (2) As restrictions on the authority under subsection (1):
- (a) the Mayor may only initiate a reconsideration under this section:
 - i) at the same council meeting as the vote took place; or
 - ii) within the 30 days following that meeting, and
 - (b) a matter may not be reconsidered under this section if:
 - i) it has had the approval of the electors or the assent of the electors and was subsequently adopted by the council, or
 - ii) there has already been a reconsideration under this section in relation to the matter.

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- (3) On a reconsideration under this section, the council
 - (a) must deal with the matter as soon as convenient, and
 - (b) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.

Notice of Motion

- 319. (1) A Notice of Motion, if forwarded to the Director of Corporate Administration’s office prior to the Council agenda deadline, will be placed on the upcoming regular meeting agenda under Motion and Notices of Motion with the requesting Member of Council’s name so they may introduce the motion for consideration at that time or at a future meeting; or
- (2) During the Motion and Notices of Motion portion of a regular or special meeting of the Council, any Council Member may give a “Notice of Motion” respecting an item which they intend to present at a future meeting, upon the Member being acknowledged by the Chairperson and the Notice of Motion being read to the meeting.

The Member of Council shall provide a written copy of the motion presented under this section the Director of Corporate Administration for inclusion in the Minutes of that meeting as a “Notice of Motion”. The Director Corporation Administration shall place the motion on the Agenda of the next regular or special council meeting, or other future meeting designated by the Member of Council by bringing forward the Notice of Motion, for consideration.

Reports from Committees

- 324. Council may take any of the following actions in connection with a recommendation(s) it receives from COTW or any of its Committees:
 - (a) agree or disagree with the recommendation(s);
 - (b) amend the recommendation(s);
 - (c) refer the recommendation(s) to staff
 - (d) refer the recommendation(s) back to the originating committee or to another committee; or
 - (e) postpone consideration of the recommendation(s).

Communications to Council

- 332. (1) Communications intended to be presented to Council will:
 - (a) be legibly written, typed or printed;

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- (b) signed by a least one person; and
 - (c) include the name and city of residence ~~evie address~~ for each person who has signed the communication.
- (2) All communications which require a report may be referred by Council to any Committee, the CAO or to staff by formal resolution by Council for such referral.
334. (1) A Council may continue a Council meeting after 9:30 p.m. only by an affirmative majority vote of Members present.
- (2) At the close of a meeting of Council or Committee, the Chairperson will state “This meeting is concluded” (motion to conclude is not necessary).

PART 5 – PUBLIC HEARINGS

Rules of Public Hearing/Meetings

354. (1) Public Hearings must be held in accordance with the *Local Government Act*. A statement outlining the meeting conduct will be read at the start of the public hearing for the evening by either the Presiding Member or the Director of Corporate Administration. The statement must include the following points:
- (a) each person wishing to address Council will be given a maximum of five (5) minutes to speak;
 - (b) in order to speak, one must be acknowledged first by the Chairperson;
 - (c) once all in attendance have had the opportunity to speak, the Chairperson will ask again for anyone wishing to speak to come forward. Those speakers who have already addressed Council may speak again; however, speakers should refrain from repeating information that they have already presented to Council; and
 - (d) At the end of the public hearing the Chairperson will conclude the Public Hearing (motion to conclude is not necessary)

PART 6 – BYLAWS

Copies of Proposed Bylaws to Council

356. A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each member with the agenda or where circumstances prevented a copy of the bylaw from being delivered to each Member with the agenda, with an affirmative majority vote of Members present.

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Form of Bylaws

367. A bylaw introduced at a Council meeting must:
- (a) be available in hard copy for review by Council;
 - (b) have a distinguishing name;
 - (c) have a distinguishing number and
 - (d) be divided into sections.

Bylaws to be Considered Separately or Jointly

378. Council must consider a proposed bylaw at a Council meeting either:
- (a) separately when directed by the Chairperson or required by a member; or
 - (b) jointly with other proposed bylaws in the sequence determined by the Presiding Member.

Reading and Adopting Bylaws

389. (1) The reading of a proposed bylaw may be given by stating its short title or by reference to the bylaw number provided a copy of the proposed bylaw has been included in the agenda.
- (2) First, second and third reading of the Bylaw may consist of debate upon the general principles of the Bylaw.
- (3) The bylaw may be given first and second reading or first, second and third readings in one (1) motion at the same Council meeting provided a copy of the proposed bylaw has been included in the agenda or hard copy has been placed On-Table for consideration.
- (4) The only motion required for the final adoption of a bylaw after consideration shall be “That Council give “bylaw title or number” final reading”, may be noted in this short form if included in the agenda or a hard copy has been placed On-Table.
- (5) A proposed bylaw may be amended at any time during the first three (3) readings unless prohibited by the *Community Charter*.
- (6) Unless otherwise provided, each reading of a proposed bylaw must receive the affirmative vote of a majority of Members present.
- (7) Notwithstanding the *Community Charter* and in accordance with the *Local Government Act*, Council may adopt a proposed official community plan or

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zoning bylaw at the same meeting at which the plan or bylaw was given third reading.

- (8) The Director of Corporate Administration may consolidate one or more of the City's bylaws for convenience purposes.

Bylaws Must be Signed

~~403~~9. After a bylaw is adopted, and signed by the Director of Corporate Administration and the Chairperson of Council at which it was adopted, the Director of Corporate Administration must have the bylaw placed in the City's records for safekeeping.

PART 7 – COMMITTEE OF THE WHOLE (COTW)

- ~~401~~. (1) A COTW meeting can be called:
- (a) at any time by the Mayor; and
 - (b) at any time during a council meeting, Council may, by resolution, go into COTW.

Notice of Committee of the Whole Meetings

- ~~412~~. (1) Subject to subsection (2), a notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting by:
- a) posting a copy of the notice at the Public Notice Posting Place; and
 - b) leaving a copy of the notice for each member in the member's mailbox at City Hall; and
 - c) e-mailing Council.
- (2) Subsection (1) does not apply to a COTW meeting that is called, in accordance with section 40 during a Council meeting for which public notice has been given pursuant to this Bylaw.

During a Council meeting, Council may resolve to go into a COTW by a resolution "...that the Council do now resolve itself into a Committee of the Whole." The Chairperson of the Council Meeting will release the Chair. The Chairperson of the COTW (the Deputy Mayor) will then assume control of the COTW meeting. When all matters referred to a COTW have been considered, a question will be called on a motion to revert back to the regular meeting.

Chairperson at COTW Meetings

~~423~~. (1) The current Deputy Mayor will act as the Chairperson of COTW.

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(2) In the current Deputy Mayor’s absence the next scheduled Deputy Mayor in the rotation that is present will take the role as Chairperson of COTW.

Conduct and Debate

434. The rules of the Council will be observed in COTW~~committee of the Whole~~, so far as may be applicable, except that the number of times that a Member may speak on any question will not be limited, and debate may occur prior to a motion being made.

PART 8 – COMMITTEES (INCLUDING COMMITTEE OF THE WHOLE WHERE NOT SPECIFICALLY ADDRESSED UNDER PART 7)

Standing and Select Committees are defined in the Community Charter.

Duties of Standing Committees

- 454. (1) Standing Committee members may consider, inquire into, report and make recommendations to Council on the following matters:
 - (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by Council; and
 - (c) matters that are assigned by the Mayor.
- (2) Notwithstanding section 434 (1) Standing Committees consisting of all members of Council may deliberate on all matters in 443(1) but will forward only matters onto Council that pertain to Council policy, bylaws and legislated items for a decision of Council; all other matters will be handled at the Committee level.

Duties of Select Committees

- 465. (1) Select committees may consider, inquire into, report and make recommendations to Council about matters referred to committee by Council, the Chief Administrative Officer, Staff Liaison or items brought forward by Committee members that are described in the Committee’s mandate / Terms of Reference.
 - a) Sub-committees: A committee may appoint members to a sub-committee to inquire into matters and to report and make recommendations to the committee for a specific purpose. Sub-committee may be formed in the circumstance there is a heavy workload and there are items that can be broken down and worked on with the sub-committee’s advice and recommendations coming back to the originating committee. Meetings of

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the sub-committee are open to the public (subject to statutory closed meeting matters under s. 90 *Community Charter*), must include agenda, meeting minutes and be posted just as a committee meeting held by the City of White Rock.

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b) Working Groups: A committee or sub-committee may form a working group for the limited purpose of:

(a) gathering, summarizing or preparing a presentation of information, including research and analysis, to deliver to the committee or sub-committee, or

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(b) carrying out a specific prescribed activity (ex. -parade float production, taking available information and placing it into a specified format for a committee).

Due to the limited nature of the working group, they would perform their work on their own. If a working group provides advice and recommendations or an opinion on matters of policy to Council, a committee or a sub-committee, then it may be characterized as a sub-committee and not a mere working group - this type of work is to be done in the committee or sub-committee meeting format so the public have the opportunity to see and hear how recommendations to Council are formed. A working group does not meet in a formal circumstance (no agenda, meeting minutes, meeting notice is required).

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(2) Select committees All advisory bodies must report and make recommendations to Council when directed by Council resolution.

(3) Members of Council may be appointed to Advisory Bodies of Council to serve as a Council Liaison or the Council Liaison Alternate. Council Liaisons attend meetings, participate/contribute to discussions, and offer information from a City/Council perspective. A Council Liaison will provide context to matters referred to the Committee, and report updates and introduce recommendations at the Regular Council meetings when brought forward for consideration. A Council Liaison monitors discussions to ensure they coincide with Council's Corporate Priorities.

Schedule of Committee Meetings

467. (1) At the first meeting after its establishment, a select committee will review and adopt the established regular schedule of meetings distributed by the Corporate Administration Office.

(2) Standing Committees meet as the need arises; items are brought forward by staff in accordance with the Committee mandate and agendas will be provided at the same time and means as the regular Council meeting agendas or at

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minimum ~~four~~ three (3) ~~three~~ business days prior to the meeting date.

Note: Standing Committees that consist of all Members of Council in most cases but not all will hold their meetings on the same days as regular Council meetings are scheduled (example: Land Use and Planning, Governance and Legislation, Finance and Audit Committee).

Agendas for Committee Meetings

- 487. (1) The deadline for submissions by the staff and by the public to the Committee Clerk or the Director of Corporate Services of items for inclusion on the Agenda for the Committee meeting must be by four (4) business days ~~noon on the Wednesday~~ prior to the Committee meeting.
- (2) If there are no agenda items for meeting received by noon on the day, in accordance with 47.(1) ~~that is one (1) week prior to the meeting~~ the Committee Clerk will inform the Chairperson, Council and staff Liaisons and will cancel the Committee meeting.

Notice of Committee Meetings

- 498. (1) Subject to subsection (2), after the Committee has reviewed the established regular schedule of committee meetings, including the times, dates and places of the committee meetings, notice of the schedule must be given by:
 - (a) posting a copy of the schedule at the Public Notice Posting Place; and
 - (b) providing a copy of the schedule to each Member of the Committee.
- (2) Where revisions are necessary to the annual schedule of Committee meetings, the Committee Clerk or the Director of Corporate Administration must post a notice and a revised schedule as soon as possible at the Public Notice Posting Place
- (3) The Committee Clerk or the Director of Corporate Administration must ensure a notice of the day, time and place of a meeting called under section 43 (2) is given or sent to all Members of the Committee at least 24 hours before the time of the meeting.

Attendance at Committee Meetings

- 5049. (1) Members of the public may attend committee meetings that are not closed in accordance with the *Community Charter*, to observe only.

Council Liaisons to City Committees

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510) The Councillor Liaison to the City committee are non-voting. The function for a Councillor Liaison for the City committees includes:

- Attending the Committee meetings, when unable to attend to contact the Alternate Councillor Liaison to arrange for their attendance (inform the Committee Clerk of the known to be absence)
- As a representative of Council, participate and contribute in discussions and offer information from Council’s perspective
- Introduce and provide background to topics referred to the Committee by Council in order to provide guidance with respect to what Council is seeking from the referral
- Monitor topics and discussion that coincide with Council’s Corporate Priorities
- Be the spokesperson / answer questions on behalf of the Committee while at the Council table when recommendations come forward

The Councillor Liaison (Alternate) to a City Committee functions include:

- Attending the Committee meetings when the primary Councillor Liaison is unable to attend
- The Alternate may attend the Committee meetings at any time however when they are there and the primary Council Liaison is also there the Alternate must let the primary Councillor Liaison fulfil the functions as noted in this section
- If both the Council Liaison and the Alternate are in attendance the Alternate may sit as an audience member or at the Committee table but in both circumstances the primary Council Liaison would be responsible to perform the functions of the role

The Council Liaisons to each committee work together as a team with a common goal, let the Committee do their work but ensure they are aware of Council works and their Corporate Priorities.

Presentations at Committee Meetings

- ~~5120.~~ (1) When deemed relevant to the discussion of a particular item of business under consideration by the Committee, the Chairperson may, with majority consent of those Committee members in attendance, give permission to a member of the public in attendance to speak to the item in question.
- (2) At Standing Committees meetings, where the members are comprised of all of Council, a presentation will be permitted regarding an item on the agenda where the presenter could outline the intent of an application or give professional insight to a subject matter. A presentation of this nature must not exceed 10 minutes unless agreed to by a majority of members present. ~~In this case a notation will be made on the agenda to indicate that there is a Presentation expected.~~

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Minutes of the Committee Meetings

- 5321. Minutes of the proceedings of a Committee must be:
 - (a) legibly recorded;
 - (b) certified by the Committee Clerk;
 - (c) open for public inspection in accordance with the *Community Charter*; and
 - (d) motions are to be recorded as recommendations that would be forwarded to Council for ratification, unless they are by a Standing Committee of Council that is comprised of all members of Council and the Terms of Reference states contrary, the Terms of Reference in this circumstance will be followed.

Conduct and Debate

- 5432. (1) The rules of the Council procedure must be observed during Committee meetings, so far as is possible and unless as otherwise provided in this bylaw.
- (2) Persons attending a meeting of a Committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the Committee Members present.
- (2)(3) The Committee Clerks are there to help ensure the City’s process and legislation are known and adhered to. It is the City’s expectation that when the Committee Clerk states an item of concern or when they give advice in regard to meeting process that it would be adhered to.

Terms of Reference

- 5453. Council must approve all of the City’s Committee Terms of Reference.

PART 9 – GENERAL

- 5654. If any provision of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.
- 5765. A motion to censure may be used to express Council’s indignation with a Council member’s conduct regarding Council business. A motion of this nature would be used only in extra-ordinary circumstances, where the principles of the Respectful Workplace Policy has not been adhered to, and will be:
 - (a) seconded;
 - (b) debatable;

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- (c) amendable;
- (d) requires a majority vote;
- (e) and will be recorded in the Council meeting minutes.

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5876. “*The White Rock Council Procedure Bylaw, 2015, No. 2105*” and all amendment are hereby repealed.

RECEIVED FIRST READING on the	29 th day of	January, 2018
RECEIVED SECOND READING on the	29 th day of	January, 2018
RECEIVED THIRD READING on the	29 th day of	January, 2018
PUBLISHED in the Peace Arch News on the	9 th & 16 th days of	February, 2018
ADOPTED on the	19 th day of	February, 2018

MAYOR

DIRECTOR OF CORPORATE ADMINISTRATION

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CITY OF WHITE ROCK
BYLAW 2232
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THE CORPORATION OF THE
CITY OF WHITE ROCK
 15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: ORDER OF PROCEEDINGS AND BUSINESS FOR COUNCIL AGENDAS

POLICY NUMBER: COUNCIL - 111

<i>Date of Council Adoption:</i> July 13, 2009	<i>Date of Last Amendment:</i> January 14, 2019
<i>Council Resolution Number:</i> 2009-382, 2013-082, 2015-214	
<i>Originating Department:</i> Corporate Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> December 10, 2018

Policy:

(1) The agenda for all regular Council meetings may contain the following matters in the order in which they are listed below or as needed where the Mayor, Chief Administrative Officer or [Director of Corporate Administration](#) [City Clerk](#) deem appropriate this order may be varied to accommodate necessary situations:

- 1) Call Meeting to Order
- 2) Adoption of Agenda
- 3) Adoption of Minutes
- 4) [Special Presentation\(s\) \(if applicable\)](#)
- 5) [Postpone / Adjournment for Public Hearing or Meeting \(if applicable\)](#)
- ~~4~~6) Question and Answer Period
- ~~5~~7) Delegations / [Petitions](#)[Presentations](#)
- 8) Corporate Reports [and Presentations \(Action\)](#)
- ~~6~~9) [Corporate Reports \(Information\)](#)
- ~~7~~1) ~~Minutes and Committee Recommendations (Standing and Select)~~
- 10) Bylaws and Permits
- ~~8~~11) [Consent Agenda](#)
- ~~12~~ ~~Minutes and Committee Recommendations (Standing and Select)~~
- ~~9~~13) Correspondence
- ~~10~~14) Mayor and Councillor Reports
- ~~11~~15) Motions and Notices of Motion
- ~~12~~16) Release of Items from Closed Council Meeting(s)
- ~~13~~17) Other Business
- ~~14~~18) Conclusion of the Meeting

~~Note: In the event Council will be making a special presentation or recognizing an individual(s) or organization this opportunity will be placed on the agenda directly following the meeting being called to order.~~

- (2) The agenda for all Special Council meetings may contain whatever items are listed for consideration at that meeting.
- (3) Particular business at a Council meeting must be taken up in the order in which it is listed on the agenda unless otherwise amended by Council through resolution.

Rationale:

This item is established under a policy enabling Council and staff to work through the order of business for Council agendas. Previously it has been included in the Council Procedure Bylaw. Due to the nature of the policy this item does not affect the decision making process, it is an operational aspect of the meeting agenda. A Council Procedure Bylaw requires readings that would involve at least two (2) meetings to complete. It is more efficient to have an item of this nature addressed through a policy where unusual circumstances can be addressed by staff or it can be amended by Council through a single consideration should the need arise.

THE CORPORATION OF THE
CITY OF WHITE ROCK



POLICY TITLE: EXISTING ACCESSORY BED & BREAKFAST ESTABLISHMENTS

POLICY NUMBER: PLANNING AND DEV. SERVICES - 505

<i>Date of Council Adoption: April 14, 2009</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2009-216</i>	
<i>Originating Department: Planning and Development Services</i>	<i>Date last reviewed by Council:</i>

Policy:

The list of properties by legal description, BC Assessment’s property identification number (PID) and civic address at the end of this policy statement are deemed to be ‘grandfathered’ from the following requirements of Section 407 of the “White Rock Zoning Bylaw, 1999, No. 1591, as amended”:

(h) provide one (1) additional on-site parking space per *sleeping unit* used for the *accessory bed & breakfast use*, provided that all parking for patrons shall be provided on the same lot as the *accessory bed & breakfast use*.

Bed & breakfast establishments at the properties listed may continue to operate in their current form PROVIDED THAT:

1. They MUST comply with all other requirements of the “White Rock Zoning Bylaw, 1999, No. 1591, as amended”, “White Rock Sign Bylaw, 1986, No. 1042, as amended”, and “White Rock Business License Bylaw, 1997, No. 1510, as amended”, including ALL life safety requirements;
2. No structural improvements or additions are made to the dwelling;
3. No increases are made to the number of sleeping units used for the bed & breakfast operation.

In the event that an owner / operator of a bed & breakfast wishes to make any such changes, compliance with ALL requirements of the “White Rock Zoning Bylaw, 1999, No. 1591, as amended”, including those for on-site parking, must be adhered to. In addition, bed & breakfast establishments at the properties listed, as well as all new applications for bed & breakfast establishments within the City, may include the name of

the bed & breakfast on the signage permitted under the “White Rock Sign Bylaw, 1986, No. 1042, as amended”, with a maximum sign area of 0.37m² (4ft²).

This policy will be effective until December 31, 2011 (following review and update of the Zoning Bylaw).

List of Subject Properties:

Lot 9, Section 10, Township 1, New Westminster District Plan 6761
PID: 011-206-560
(14466 Sunset Drive)

Lot 18, Block 16, Section 11, Township 1, New Westminster District Plan 1334
PID: 000-599-948
(15964 Pacific Avenue)

South Half Lot 18, Section 10, Township 1, New Westminster District Plan 1390
PID: 002-272-920
(1185 Oxford Street)

Lot 1, Block 10, Section 11, Township 1, New Westminster District Plan 1334
PID: 001-480-481
(15671 Columbia)

Lot 27 Except: The North 200 Feet; Section 9, Township 1, New Westminster District Plan 6684
PID: 011-204-478
(13894 Terry Road)

Lot “M”, Section 10, Township 1, New Westminster District Plan 7710
PID: 011-285-761
(1287 High Street)

Lot 7, Section 10, Township 1, New Westminster District Plan 5729
PID: 011-147-156
(14647 Marine Drive)

Lot 15, Block 10, Section 10, Township 1, New Westminster District Plan 1390
PID: 011-280-239
(14778 Thrift Avenue)

Lot 16, Block 10, Section 10, Township 1, New Westminster District Plan 1390
PID: 011-280-247
(14778 Thrift Avenue)

Lot 47, Section 10, Township 1, New Westminster District Plan 5768
PID: 011-163-666

(14635 Bellevue Crescent)

Lot 1, Section 10, Township 1, New Westminster District Plan BCP14412
PID: 026-106-027
(15089 Buena Vista Avenue)

Lot A, Section 11, Township 1, New Westminster District Plan LMP18400
PID: 018-900-721
(835 Kent Street)

Lot 8, Section 10, Township 1, New Westminster District Plan 4378
PID: 011-079-720
(14884 Hardie Avenue)

Lot 1, Block 35, Section 11, Township 1, New Westminster District Plan 2525
PID: 012-693-804
(1107 Fir Street)

Lot 4, Section 9, Township 1, New Westminster District Plan 7798
PID: 011-262-028
(14336 Marine Drive)

Lot 2, Section 10, Township 1, New Westminster District Plan BCP14412
PID: 026-106-035
(15093 Buena Vista Avenue)

Lot 103, Section 9, Township 1, New Westminster District Plan 30382
PID: 002-280-621
(1511 Phoenix Street)

Strata Lot C, Section 10, Township 1, New Westminster District Strata Plan LMS4719
PID: 025-447-777
(1353 Overall)

Rationale:

The City aims to encourage accessory bed & breakfasts as a form of tourist accommodation provided that they are safe and comfortable for tourists. Authorization, by way of licensing existing bed & breakfast establishments, is a valuable part of achieving this objective.

THE CORPORATION OF THE
CITY OF WHITE ROCK
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: SECONDARY SUITES

POLICY NUMBER: PLANNING & DEV. SERVICES - 508

<i>Date of Council Adoption:</i> January 2004	<i>Date of Last Amendment:</i> April 29, 2013
<i>Council Resolution Number:</i> 2004-15, 2013-134	
<i>Originating Department:</i> Planning and Development Services	<i>Date last reviewed by the Governance and Legislation Committee:</i> April 15, 2013

Policy:

Unauthorized secondary suites which are not yet registered through the City's Secondary Suite registration process, but which have been given notice by the City that they must be inspected and registered in accordance with the Zoning Bylaw shall be given six months from the date of the notice to meet the requirements of the Zoning Bylaw for secondary suites.

Secondary suites which have voluntarily applied for registration but which are deficient in some manner shall also be given six months from the date of the initial inspection to complete the required work.

Rationale:

Some secondary suites may require renovation or additional off-street parking to be constructed and they should be allowed a reasonable period of time to perform the required work.

THE CORPORATION OF THE
CITY OF WHITE ROCK



POLICY TITLE: OFFICIAL COMMUNITY PLAN CONSULTATION

POLICY NUMBER: PLANNING - 512

<i>Date of Council Adoption: November 7, 2016</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2016-482</i>	<i>Historical Change:</i>
<i>Originating Department: Planning and Development Services</i>	<i>Date last reviewed: November 7, 2016</i>

1. Purpose:

1.1 The *Local Government Act* requires local governments to provide one or more opportunities for consultation with persons, organizations and authorities that the local government considers will be affected by the development, repeal or amendment of an official community plan. This document sets out Council’s consultation policies for implementing these requirements of the *Local Government Act*.

2. Background:

2.1 Section 475 (1) of the *Local Government Act* requires that during the development of an official community plan, or the repeal or amendment of an official community plan, a local government, in addition to a public hearing, must provide one or more opportunities it considers appropriate for consultation. Section 475 (2) of the *Local Government Act* requires local governments to consider whether the opportunities for consultation should be early and ongoing, and specifically to consider whether consultation is required with:

- i) the board of the regional district in which the area covered by the plan is located, in the case of a municipal official community plan;
- ii) the board of any regional district that is adjacent to the area covered by the plan;
- iii) the council of any municipality that is adjacent to the area covered by the plan;
- iv) first nations;
- v) boards of education, greater boards and improvement district boards; and
- vi) the Provincial and federal governments and their agencies.

2.2 Nothing in this policy fetters Council’s absolute discretion in relation to any particular development of an official community plan, or repeal or amendment of an official community plan.

3. **Policy:**

3.1 During the development of an official community plan, or the repeal or amendment of an official community plan, Council will provide the following opportunities it considers appropriate for consultation with the following persons, organizations and authorities, being the persons, organizations and authorities Council considers will be affected, and the following consultation policy applies to the development of an official community plan and any repeal or amendment of an official community plan:

3.1.1 if a new plan, or a plan amendment or repeal, is in the opinion of the Director of Planning and Development Services inconsistent with the regional context statement, Metro Vancouver will be invited to participate in the early stages of the planning process, as soon as such inconsistency has been identified and will be consulted throughout the planning process;

3.1.2 if a new plan under development, or a plan amendment or repeal, requires new servicing from the Greater Vancouver Sewage and Drainage District, they will be invited to participate in the early stages of the planning process and will be consulted throughout the planning process;

3.1.3 if a new plan under development, or a plan amendment or repeal, is in an area immediately adjacent to the City of Surrey or Semiahmoo First Nation Reserve, the City of Surrey or Semiahmoo First Nation, as applicable, will be invited to participate in the early stages of the planning process and will be consulted throughout the planning process;

3.1.4 if a new plan under development, or a plan amendment or repeal, is in an area that includes the whole or any part of the School District, or proposes new residential development greater than three (3) dwelling units, the School District will be invited to participate in the early stages of the planning process and will be consulted throughout the planning process and in any event will be consulted at least once in each calendar year under section 476 (1) of the *Local Government Act*;

3.1.5 if a new plan under development, or a plan amendment or repeal, includes land that is within an improvement district, that improvement district will be invited to participate in the early stages of the planning process and will be consulted throughout the planning process;

3.1.6 if a new plan under development, or a plan amendment or repeal, affects areas of federal or provincial jurisdiction the appropriate department or agency or both will be invited to participate in the early stages of the planning process and will be consulted throughout the planning process; and

3.1.7 if a new plan is under development, TransLink or any successor entity will be invited to participate in the early stages of the planning process and will be consulted throughout the planning process.

3.2 Consultation in the early stages of the planning process includes initial contact to discuss issues at the Staff level.

- 3.3 Consultation throughout the planning process will include:
 - 3.3.1 referral of draft options, concepts or plans;
 - 3.3.2 requests for comments, a timeline for response, and general outline of the approval process; and
 - 3.3.3 contact among staff members to review, discuss and clarify issues that might arise.
- 3.4 Consultation with the School District will include seeking input as to:
 - 3.4.1 the actual and anticipated needs for school facilities and support services in the School District;
 - 3.4.2 the size, number and location of the sites anticipated to be required for the school facilities referred to in s. 3.4.1;
 - 3.4.3 the type of school anticipated to be required on the sites referred to in s. 3.4.1;
 - 3.4.4 when the school facilities and support services referred to in s. 3.4.1 are anticipated to be required; and
 - 3.4.5 how the existing and proposed school facilities relate to existing or proposed community facilities in the area.
- 3.5 During the planning process for a new or updated official community plan, amendment or repeal of a plan, consultation with the public may include one or more of the following, subject to Council's discretion in each case:
 - 3.5.1 consultation at an early stage to determine a vision, goals, and potential policies (through a workshop or design charrette);
 - 3.5.2 open houses / public information meetings;
 - 3.5.3 questionnaires and surveys of opinions;
 - 3.5.4 meetings with individual landowners.

For certainty, during the planning process for an amendment of an official community plan initiated by an application, consultation with the public will include:

 - 3.5.5 open house / public information meeting as required in the Planning Procedures Bylaw, as amended.
- 3.6 Council will consider any input from the consultation process.
- 3.7 If an organization or authority listed under Section 2.1 does not respond to consultation efforts, within the timeline set out under Section 3.3.2, a notice will be sent to advise that the City will proceed with its consideration of the bylaw.

- 3.8 If an application has been submitted for an amendment to the zoning bylaw, which triggers an amendment to an existing official community plan, the zoning bylaw and official community plan amendments may be processed concurrently with consultation conducted as described in Section 3.1 through 3.5.
- 3.9 After first reading of an official community plan bylaw, Council will, in sequence:
 - 3.9.1 consider the plan in conjunction with the financial plan and any applicable waste management plan;
 - 3.9.2 hold a public hearing on the proposed official community plan in accordance with the requirements of the *Local Government Act*, as amended.

THE CORPORATION OF THE
CITY OF WHITE ROCK
 15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: SECOND STOVES IN A DWELLING UNIT

POLICY NUMBER: PLANNING - 513

<i>Date of Council Adoption: June 12, 2017</i>	<i>Date of Last Amendment:</i>
<i>Council Resolution Number: 2017-276</i>	
Planning and Development Services	<i>Date last reviewed by the Governance and Legislation Committee: April 24, 2017</i>

Policy:

To allow a second stove in an ancillary kitchen within the main dwelling unit in a Single Family Dwelling Unit with or without an accessory registered secondary suite. The second stove must be adjacent to the main kitchen and not accessible to any part of the house other than the main kitchen.

Rationale:

It has become popular for many homes to have an “Oil” or “Spice Kitchen” ancillary to the main kitchen. The purpose of this ancillary kitchen is to cook things that require deep frying or “messy” processes.

The Zoning Bylaw defines “*one - unit residential use*” means a *residential use* limited to one *dwelling unit* on a lot exclusive of an *accessory registered suite*.

The Zoning Bylaw defines “*dwelling unit*” means *one or more habitable rooms used for residential accommodation of one or more persons as independent and separate residence containing cooking, living, sleeping and sanitary facilities, containing of **one** stove and kitchen sink, and one or more sets of sanitary facilities for the exclusive use of such person or persons, but specifically excludes recreational vehicles*”.

In order to allow the ancillary kitchen, it must be subsidiary to the main kitchen in use and be adjacent to the main kitchen but cannot be accessible to or from any other room or part of the house other than the main kitchen.

The conformance to this policy shall be established through the plan review of the Building Permit application.

A second stove will not be permitted in any other part of the building unless it is in an accessory registered secondary suite.

THE CORPORATION OF THE
CITY OF WHITE ROCK
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: DEVELOPMENT APPROVAL PROCEDURES CITY OWNED PUBLIC SPACE

POLICY NUMBER: PLANNING AND DEV. SERVICES - 509

<i>Date of Council Adoption:</i> September 11, 2000	<i>Date of Last Amendment:</i> April 29, 2013
<i>Council Resolution Number:</i> 2013-134	
<i>Originating Department:</i> Planning and Development Services	<i>Date last reviewed by the Governance and Legislation Committee:</i> April 15, 2013

Policy:

~~All City-owned public buildings are required to proceed through a development and design approval process similar to that used by the private sector regardless of whether or not they are sited within a Development Permit area.~~

~~For new City-owned buildings that are publically accessible, the architect and/or City staff managing the project will present the project to the City's Advisory Design Panel, and the Advisory Design Panel may provide feedback in the form of a resolution to Council on any recommended changes to the project.~~

~~This presentation to the Advisory Design Panel may be waived at the discretion of the Director of Planning and Development Services under extenuating circumstances, such as grant application timelines or the unavailability of the Advisory Design Panel.~~

THE CORPORATION OF THE
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 15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: CRITERIA FOR TYPE 2 TREE REMOVAL REQUESTS ON PRIVATE LANDS

POLICY NUMBER: PLANNING AND DEV. SERVICES - 510

<i>Date of Council Adoption:</i> June 28, 2010	<i>Date of Last Amendment:</i> April 29, 2013
<i>Council Resolution Number:</i> 2010-323; 2013-134	
<i>Originating Department::</i> Planning and Development Services	<i>Date last reviewed by the Governance and Legislation Committee:</i> April 15, 2013

Policy:

1. **Who Can Apply** – The tree must be on the applicant’s lands or more than 50% on the applicant’s lands and the remainder is on the City right-of-way. If more than 50% is on the City right-of-way it is treated as a tree on City lands. Further, if the tree(s) or the critical root zone straddles the property lines of two privately owned properties, both property owners will be required to make joint application.

2. **Criteria for Making Type 2 Tree Removal Requests** – In order to be considered for removal (as defined in Bylaw No. 1831), the tree or trees must meet the following criteria:
 - i) ~~the tree’s roots are destroying property and cannot be resolved through root pruning; or~~
 - ii) ~~the tree is a nuisance and dropping pitch, sap, fruit or branches/nuts, causing damage to property (i.e. houses, cars); or~~
 - iii) ~~the tree is getting large and mature and, although healthy, is generating concern that it could become a hazard during a major storm event; or~~
 - iv) ~~the tree has been previously topped or inappropriately trimmed and although still healthy is at future risk of failure; or~~
 - v) ~~the tree is impeding completely obstructing views and views cannot be improved through approved pruning practices such as crown thinning or width reduction.~~

3. **Notification Prior to Decision** – The City will mail or deliver letters to the property owners immediately adjacent to the property under consideration for Type 2 tree removal request with a request for comments to be returned by a specified date prior to consideration of the request.

4. **Criteria for Decision** – Requests for Type 2 requests shall be reviewed in relation to the following criteria:

- i) the topping of trees as defined in Bylaw No. 1831 is not permitted.
 - ii) the proposed tree removal must not adversely impact privacy, screening or shading for a neighboring property owner, unless they have no objections to the tree removal.
 - iii) the “~~nuisance-unwanted~~ tree” criteria must be supported by sufficient evidence, including photographs in order to determine the degree or type of nuisance or damage, where the accumulation of falling leaves or evergreen needles only does not qualify as a nuisance damage.
 - ~~iv) — Previously topped or inappropriately trimmed trees should be considered for removal and replacement.~~
5. **Notice of Decision** – copies of the decision will be given to Council, to the applicants, and to the immediately adjacent property owners.
6. **Appeals** – the opportunity to appeal the decision to Council shall be made within 14 days of the notification, and provided solely to applicants when their request has been denied. The decision of Council on the appeal shall be final. No tree cutting will be permitted until completion

THE CORPORATION OF THE
CITY OF WHITE ROCK
 15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: PUBLIC ART
POLICY NUMBER: RECREATION AND CULTURE - 708

Date of Council Adoption: July 12, 2010	Date of Last Amendment: May 30, 2016
Council Resolution Number: 2010-347, 2013-134, 2014-152, 2015-285, 2016-302	
Originating Department: Recreation and Culture	Date last reviewed by the Governance and Legislation Committee: May 9, 2016

Policy:

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1. INTRODUCTION

A. Purpose

The purpose of the Public Art Policy is to:

- a) Ensure public art continues to make the environment visually beautiful and reflects both White Rock's character and a broader cultural diversity.
- b) Ensure artwork and the creative concepts of artists are supported through the City's Public Art Program.
- c) Serve as an act of public trust and stewardship for public art.
- d) Establish a sustainable funding mechanism to support the City's commitment to public art.
- e) Guide City staff in the implementation of the Public Art program.

B. Principles

The Public Art Policy ensures that public art is:

- a) Selected through an informed, open and fair public art competition process and consideration is being given to local, regional and national artists.
- b) Increasing public understanding, awareness and enjoyment of the arts in everyday life.
- c) Reflective of the diversity, values and history of the community to foster a sense of belonging, identity and place.
- d) Reflective of a wide range of professional artistic expression and practice, demonstrating excellence, quality and innovation.
- e) Responding to and enhancing the natural, social and built environment of the City of White Rock.
- f) A catalyst for creativity in White Rock's diverse community by providing opportunities for community engagement, development and partnerships.
- g) Stimulating economic and tourism development and presenting a positive image to visitors and potential investors.
- h) Integrated into the planning, design and execution of applicable community/civic development.

C. Goals

The Public Art Program will include three distinct programs:

I. City Public Art Program

A consistent and key principle underlying the successful development and implementation of a City Public Art Program is the demonstration of leadership and commitment by the City in initiating and facilitating the creation of public art as an integral component of its city capital projects.

A Public Art Policy for the City will:

- a) Provide an impetus and flexible framework for incorporating public art, at the planning stages, into new or existing capital improvement projects by the City.
- b) Establish guidelines for accepting gifts/bequests of public art and for the deaccession of public artworks.
- c) Develop a stable funding mechanism to ensure that resources are available to create, preserve and inventory public artworks.
- d) Incorporate the ideas and work of various artists and artistic disciplines in the public realm.
- e) Advance capital project goals or other City objectives, such as economic development and tourism.
- f) When calling for artists for City and Community Public Art Projects, the selection committee will

endeavor to select where possible local artists from White Rock, South Surrey, or Semiahmoo First Nation. NOTE: For any procurement where the value is equal or greater than \$75,000, the following trade agreements apply and must be adhered to:

- Northwest Partnership Trade Agreement
- Canadian Free Trade Agreement

II. Community Public Art Program

The goal of a Community Public Art Program is to create artwork that is accessible to the public, in a public space. By virtue of its placement, content and public engagement, public art shapes the environment. Successful community art can help communities change the local environment and develop a sense of pride and ownership over their public spaces.

A Community Public Art Policy will:

- a) Create a livable community by linking arts and everyday life.
- b) Encourage community participation in ways that respect the diversity and interests of our neighbourhoods.
- c) Strengthen community identity, spirit and collective cultural experiences.
- d) Increase public understanding of the role of art and artists in the community.

Community public art focuses on the vision and belief systems of the community. A community based design process helps people articulate their concerns and goals in terms of public art creating opportunities for community participation. In this way, people's knowledge and experience become part of the design.

III. Private Sector Public Art Program

The Private Sector Public art program is designed to encourage developers to commission site-specific art works that are integrated into the public spaces adjacent to or part of the development project. Developers see the benefits inherent to public art as a means to enhance their project by adding interest and character to their developments. Public art can improve the public realm, whether publicly or privately owned, and create a destination for residents and visitors alike, thereby contributing to the local economy.

City staff, when reviewing new developments, will encourage developers to incorporate public art in their projects. Proposals received or referred to the Public Art Advisory Committee (PAAC) from private individuals or organizations will be reviewed and assessed by the PAAC. The review will consider artistic merit, public safety, ongoing maintenance demands and the process for implementing the project.

A Private Development Public Art Policy will:

- a) Encourage the private sector to seek out the PAAC to review and assess public art projects
- b) Reflect a range of artistic expression, demonstrate excellence, quality and innovation
- c) Create landmark features on new developments and revitalize the urban landscape
- e)d) Encourage the private sector to include local artists in their artist calls for public art projects to be located on private property within the City of White Rock.

Developers may wish to hire an independent consultant to provide advice on public art opportunities, potential locations for public art and artists' resources. Creation, installation, maintenance and repair of artwork on private property is the responsibility of the property owner, unless otherwise established by agreement with the City.

2. DEFINITION OF PUBLIC ART

The definition of public art, for the purposes of this policy, is defined broadly to include all art forms, permanent or temporary, which are located in, part of, or associated with a public space, environment or facility that is highly accessible to members of the public. Without limiting the definition of public art, the following spheres of public art are included:

- a) Permanent artworks created for (often specific) public places.
- b) The collaboration of artists, architects, and landscape or urban designers to create unique physical environments or features, which integrate art into the urban fabric.
- c) Artworks produced by or through the involvement of the community (where they result in art in public spaces).
- d) Temporary art exhibits/performances/exhibitions/events/installations in public spaces.

Examples of public art could include sculptures, murals, functional art (e.g. designed public seating, paving, manhole covers, forms of landscaping, sound and light works, water or glass features).

This policy will apply to public art that is created, facilitated, owned or maintained by the City of White Rock.

3. COUNCIL'S STRATEGIC DIRECTION AND MONITORING

The Public Art Policy will be in keeping with the strategic documents and direction set by Council.

The City of White Rock Annual Report will reference public art. Council will then be able to monitor the performance of the Public Art Policy with consideration given to the following measurable outcomes:

- a) The number of artworks in the public domain.
- b) Level of compliance with the Public Art Policy.
- c) The amount of funding devoted to public art in White Rock.
- d) The number of new types of artworks installed in public places each year.
- e) The diversity of cultures and types of artworks represented by the artists that either gift works or are commissioned to produce public art that will be owned by the City.

4. FUNDING

During the annual budgeting process consideration will be given to fund a Public Art Reserve. The Public Art Reserve will hold funds until such a time as their use is directed by Council based on recommendations from the Public Art Advisory Committee.

Public Art Reserve monies may be applied to:

- a) Selected capital projects such as new building construction, major additions to existing buildings, or major park development projects.
- b) Small-scale community public art projects proposed jointly by community non-profit organization(s) and artist(s).
- c) Installations for gifted works.
- d) Consultant fees for commissioning works for the Public Art Program.

A. Community Public Art Funding

\$50,000 will be considered annually for Community Public Art projects. The funds will be used for the following:

- a) Community Art. Applicable projects are ones initiated by the community such as “Youth at Risk” art programs.
- b) Public art around the City. Applicable projects can include banner programs, manhole and mural programs.
- c) Managing, maintenance and installation of Community Public Art.

In the City’s annual operating budget an appropriate amount will be set aside for the insurance and maintenance of public art works.

B. City Public Art Funding

In the annual capital planning process 1.25 percent of large capital cost projects will be considered for city public art projects. Applicable projects include new building construction, major additions to existing buildings, and major park development projects.

City Public Art funding does not apply to costs normally associated with capital projects such as design and engineering, insurance, fees and permits, building demolition, relocation of tenants, contingency funds, land acquisition, environmental testing or other engineering project costs.

Public Art projects cannot be funded retroactively, and cannot receive funds from other city cultural grant programs.

As matching funds are often available, Council will work with various organizations, the business community and other levels of government to fund and promote community public art.

5. PUBLIC ART ADVISORY COMMITTEE (PAAC)

Council will set up a Public Art Advisory Committee (PAAC) committee. The committee’s duties will be included in the Term of Reference (Council Policy 147).

These duties will include:

- a) Overseeing the direction of the Public Art policies and making recommendations to Council for the allocation of funds.
- b) Representing the needs and interests of the community in the public art process.
- c) Ensuring that Artists are selected through an informed, open and fair public art competition process with consideration being given to local, regional and national artists.
- d) Advising Council on the implementation of the Public Art policies, including selection processes, acceptance of gifts, donations, bequests, loans, and de- accessions.
- e) The committee will be composed of individuals who have expertise in fields related to public art.

In order to facilitate the work of the PAAC, and to ensure the on-going development and administration of a public art program, a City staff member will be appointed as the staff liaison.

The public art program will be set up so that each project is reviewed by all appropriate staff.

PAAC will be kept apprised of any public art submissions through the Private Sector policy.

General awareness of all public art initiatives will be shared throughout the City and all City departments will be encouraged to consider opportunities for the appropriate integration of public art.

6. PUBLIC ART SELECTION PANEL (PASP)

The Public Art Advisory Committee will convene a selection panel for each significant Public Art Project (for the Selection Process see Appendix [21](#)).

A. Selection Panel Terms of Reference

The Terms of Reference for the selection panel will be developed by the Manager, Cultural Development on a per project basis and in conjunction with the PAAC. On larger projects it may be desirable to give selection panels' broad terms of reference and responsibility for determining sites, budgets, the nature of the artist participation and recommended selection processes.

A selection panel usually consists of three to seven voting members as well as non-voting advisors as are needed to supply technical information or community advice. The panel process should also allow for neighbourhood input or representation and panelists should reflect community diversity.

A typical panel might consist of the following.

- a) Developer representative (if required).
- b) One member from the design community (Architect, Landscape Architect).
- c) Three representatives from the art and design community (preferably two artists).
- d) One member from the Public Art Advisory Committee.
- e) One member from the community at large.
- f) Non-voting advisors including city staff, project staff, technical staff.

Smaller projects may suffice with only three panelists; one from the Art Community, one architect or landscape architect and a member from the community at large.

7. ACQUISITIONING, COMMISSIONING OR ACCEPTING GIFTS OF PUBLIC ART

The City of White Rock will acquire pieces of art through the Public Art Program. It is important to ensure the quality and integrity of artwork commissioned and its relevance to the community and site. Before any work of art is accepted, recognition must be given to the following:

A. Meeting the Objectives of the Public Art Policy

Primary consideration should be given to the objectives of public accessibility quality and diversity. Diversity should be taken to mean diversity of culture and of type of art (for example non-functional versus functional art; 'fine art' versus 'community art'; temporary versus permanent).

B. Cost of Maintenance and Installation

The costs of maintenance over a ten year period should be estimated and assessed, along with an indication of the expected life of the artwork. Maintenance and installations costs should be reasonable in relation to the value of the artwork, and affordable within operational maintenance and installation budgets.

C. Safety

Public art is, more often than not, physically accessible to the public. Artworks therefore need to be both

physically robust and safe to members of the public. Issues of safety are of primary concern.

D. Artistic Merit and Quality of the Work

Artworks will and should be the subject of debate as to their artistic merits. Bearing in mind the primary objective of gaining quality and diverse public art, regard should be given to:

- a) The anticipated public response and interaction.
- b) Accessibility to the public.
- c) The degree to which the artwork reflects White Rock's character and/or contemporary culture.
- d) Expert judgment as to the merits of the art work.
- e) The degree to which its artistic merits will be endured in relation to the costs associated with its adoption.

E. Gifts, Donations and Bequests

The PAAC will consider acceptance of gifts, donations and bequests of artwork (in the form of existing works or offers to commission new work) according to the following criteria:

- a) Ability to integrate work in the City's existing Public Art Collection.
- b) Quality and condition of the work, based upon professional assessment and a detailed written proposal that is accompanied with drawings, maquettes (model) and/or photographs.
- c) Fairness of the process whereby the work and artist were selected.
- d) Suitability of the theme of the artwork to a public venue.
- e) Appropriateness to site, if applicable.
- f) Susceptibility of the work to degradation, wear or vandalism and any potential of endangering public safety.
- g) Suitability of the work to technical installation requirements of public spaces.
- h) Suitability of the work to variable environmental conditions.
- i) Financial implications of acceptance based on installation, maintenance, insurance, and restorative/repair cost estimates.
- j) Provision by the donor for ongoing maintenance and, where relevant, the cost of future relocation or removal.
- k) Authenticity: legal title, copyright, moral right.

For gifts, donations and bequests the donor must outline the offer in writing to staff. The donor then may appear as a delegation to present the work or staff will present it. The PAAC will make the recommendation to Council to accept or decline the gifted, donated or bequested artwork.

8. MANAGEMENT OF THE PUBLIC ART COLLECTION

A. Collection Management

The management, maintenance and insurance of the Public Art Collection is the responsibility of the City. The costs of maintenance and insurance of the public art and privately owned art in publicly accessible locations will be incorporated into purchase/donation/gift agreements or any other agreements deemed appropriate to ensure the ongoing term maintenance of artwork in public places. The Public Art Collection will be managed according to appropriate professional inventory and documentation practices.

B. Risk Management and Liability

As the creation of art is atypical and is not governed by construction standards, there is need to apply

some means to ensure that public safety is not put at risk through the installation of public art projects. The City will review projects to identify and reasonably address potential hazards. Artists commissioned will similarly be required to give due care to public safety in the design, fabrication and installation of public art pieces.

C. Inventory

An inventory of public artworks owned by the City will be created and maintained. Documentation procedures will conform to standard museum practice citing:

- a) Title of artwork.
- b) Date work was completed.
- c) Provenance.
- d) Purchase/commission price and insurance value upon acquisition.
- e) Photographic and written description detailing materials, construction, dimensions, location, site conditions and context of the work.
- f) Artist's statement of the work and biographical information.
- g) Published material about the artwork.

D. Removing or Relocating Public Artworks

Occasionally decisions will need to be made about either removing or relocating public artworks from the City's collection for a range of reasons including artistic relevance, public safety, changes to the design and use of the public space occupied by the artwork, and the possibility that a new and better site has become available for an artwork.

Reassessment of a work's suitability as a continuing part of the community public art collection should take into account:

- a) The primary objective of the policy is to increase the amount, quality and diversity of public art in White Rock.
- b) Where possible, decisions should involve discussions with the artist(s) and other relevant people or organizations involved in its establishment.
- c) That the Community Public Art Policy emphasizes raising awareness of public art and promoting opportunities for the public to access public art and, as such, the storing of public artworks is generally to be discouraged.
- d) Whether an artwork continues to be relevant to its location.
- e) Whether the work forms part of a collection.
- f) The popularity of the artwork with the public.
- g) If an artwork needs to be moved, consideration should be given to whether another site can be located.

Decisions on deaccession of public artwork will be made by the Public Art Advisory Committee. The determination would be based on one or more of the following reasons:

- a) The ongoing good condition or security of the artwork cannot be reasonably guaranteed.
- b) The artwork requires excessive maintenance or has faults in design or workmanship and repair or remedy is either impractical or infeasible.
- c) The artwork has been damaged and repair is either impractical or infeasible.
- d) The artwork endangers public safety.
- e) The artwork is not, or is only rarely on display owing to the lack of a suitable venue.
- f) Significant alterations in the use, character or design of the site have occurred which affect the integrity of the work and its relation to its environment.
- g) Significant adverse public reaction has continued over an extended period of time.
- h) The quality or authenticity of the artwork is debatable and subsequently justified.

- i) PAAC deems that the same artist should replace the artwork with a more appropriate work.
- j) The artwork has been assessed to be of inferior quality compared to other works in the collection, or has been determined to be incompatible with the rest of the collection.
- k) Removal is requested by the artist.
- l) The site is no longer accessible to the public or the physical setting is to be re-developed.

Options for deaccession of public art works include:

- a) Re-location to another appropriate site.
- b) Selling or gifting the artwork back to the artist.
- c) Donating to a community group or facility or organization that operates for public benefit.
- d) Open sale or auction.
- e) Other removal as appropriate.

Decisions on the above options will need to be made on a case by case basis, based on criteria which include:

- a) Resale value.
- b) Sensibilities around how the City came to own the artwork.
- c) Condition of the work.

E. Managing Controversy

The Public Art Advisory Committee should:

- a) Ensure the provision of opportunities for direct and informed public involvement in the direction and selection of public artwork.
- b) The Community Public Art Policy must provide a responsible, public selection process which in turn ensures that secured artwork is supported by the community.
- c) If reasonable efforts by the Public Art Advisory Committee to resolve the concern have failed, PAAC will appoint an impartial third party of art and design professionals to resolve the conflict. The recommendation of the third party member will require the approval of Council.

9. RATIONALE

The following is the rationale for both the City and Community Public Art programs:

I. City Public Art Program

A consistent and key principle underlying the successful development and implementation of a City Public Art Program is the demonstration of leadership and commitment by the City in initiating and facilitating the creation of public art as an integral component of its city capital projects.

II. Community Public Art Program

The goal of a Community Public Art Program is to create artwork that is accessible to the public, in a public space. By virtue of its placement, content and public engagement, public art shapes the environment. Successful community art can help communities change the local environment and develop a sense of pride and ownership over their public spaces.

III. Private Sector Public Art Program

The objective of a Private Sector Public Art Program is to encourage developers to contact the Public Art Advisory Committee and submit a detailed public art plan. A strong Private Sector Public Art Program contributes to the character of the City and demonstrates the significance of arts in everyday life.

10. COMMUNITY CONSULTATION PROCESS: PUBLIC ART ON CITY OWNED RETAINING WALLS

The addition of art in public spaces creates a more aesthetically pleasing environment for residents, workers and visitors. The following is a community consultation process to be followed when the City of White Rock initiates a public art project on retaining walls that are adjacent to a residents' home.

- 1) Pick a potential site. Criteria to include:
 - City owned property
 - Visible to the public
 - Public access to the site
 - The capacity of the site to sustain art
- 2) The City of White Rock will hold an invitational focus group meeting with the purpose to determine the themes and characteristics for the site. Key stakeholders specific to the site include city staff and adjacent property owners.
- 3) The City of White Rock will choose a budget that includes artist fees, material costs, installation costs and maintenance.
- 4) The City of White Rock will initiate a call for artists from information collected at the focus group meeting.
- 5) The City of White Rock will select a panel of jurors in accordance with the Selection Panel Terms of Reference of the Public Art Policy. The selection panel will take into consideration if the artist has reflected the themes presented in the artist call and stayed within budget.

For City owned retaining walls, the panel of jurors should include:

- Adjacent property owners
 - Three representatives from the art and design community
 - Manager of Cultural Development
- 6) The City of White Rock will award the project to the artist who achieves the highest combined score.
 - 7) The City of White Rock will send a letter to residents within a minimum of a two-block radius with a draft of the proposed art and allow at least two weeks for feedback.
 - 8) The City of White Rock will finalize design, timeline and sign a contract with the artist.

APPENDIX 1 - PUBLIC ART SELECTION PROCESS

1. Preparing for Artist Selection

- a) Identify potential project and location for public art.
- b) Determine budget for the project.
- c) Determine method of selection (open competition, limited competition, and direct selection).
- d) Determine if the call will be local, regional, national or international and whenever possible consideration should be for local, regional and national.
- e) Write the Call for Artists.
- f) Post the Call.
- g) Identify Public Art Selection Panel members. A Public Art Selection Panel (PASP) will be convened for each major public art project. The purpose of the PASP is to select the highest qualified artist(s) to complete the project.
- h) Selection panel reviews submissions and short-lists artists.
- i) Short-listed artists commissioned to either prepare a drawing, maquette and/or site plan.
- j) Selection panel meets to review short-listed proposals. One finalist is selected to initiate the artwork. Note: Some finalists are composed of more than one artist.

2. Selection and Commissioning of Artist

- a) Initiation of the contract preparations.
- b) Artist may be required to revise plan to address issues identified by PASP, developer and/or staff.
- c) Revised plans, construction drawings/model prepared by the artist.

3. Selection Process for Commissioning Artists

There are three accepted methods of selecting a public artist:

a) Open Competition:

Artists may submit requested materials from a public call for qualifications. Mailing lists should be advertised or by a database of names. Consideration should be given to local, regional and national artists.

b) Limited Competition:

A limited number of artists may be requested to submit qualifications for a specific project. This competition is usually employed when the project specifies a particular art form, or there are unusual time constraints. Names of artists should be submitted by the Public Art Advisory Committee or the Public Art Selection Panel.

c) Invitation or Direct Selection:

One artist may be invited to submit qualifications. Upon acceptance of the artist's qualifications, the artist is commissioned for the project. This method is rarely employed due to possible perceptions of favoritism and other political difficulties.

Artists are selected on the basis of their qualifications as demonstrated by past work, ability to handle a budget, creativity appropriateness of the proposal to the project. Short-listed artists will be requested to prepare a proposal for the project.

Where possible, the City will encourage the developer (if involved) to engage in a collaborative process for City Public Art whereby artists become equal members of a design team under the direction of the PAAC. The benefits of collaboration are many: better ideas, wider range of approaches, higher levels of energy and a broader spectrum of skills. The artists' involvement will encourage the design process to integrate art and architecture. This is especially important in instances where concerns regarding safety, operations, maintenance, vandalism, and the interaction of people often eliminate the possibility of including applied or discrete art pieces.

Working with architects, landscape architects and engineers gives the artist the opportunity to create projects, which will attract people by adding an aesthetic overview. Integral to the success of a collaborative process, it is important that all members of a team understand the following points:

- Adding the artist to the design team early in the process creates the opportunity to leverage the cost of the artwork.
- Art is an important aspect of the project.
- Artists must be recognized as equal member of the design team.

4. Artist Application Materials

Materials to be submitted by the artists should include:

- 1) A letter of interest, no more than one page in length, that explains the artist's particular interest in the project, applicable experience that has prepared the artist for this project, and availability to work within the established timeline. Issues to be addressed should include design team participation and experience with collaborative design.
- 2) A current resume.
- 3) In hard copy: One (1) copy of a CD or USB Flash Drive containing a maximum of 20 digital images of the artist's work in a JPEG format with 300 DPI. All images must clearly identify the title of the artwork, location, media, size and other relevant information.
- 4) A numbered image list with the artist's name and a brief description of each image stating the title, date, medium, size, location and, if a commissioned project, the commission contract cost.
- 5) References required: Each artist applying should list at least one design professional (architect, landscape architect, engineer, graphic designer, etc.), and two artists who have an intimate knowledge of the artist's work and working methods. Include complete addresses and telephone numbers. For artists with no prior involvement with public art projects, please list at least two art professionals and one artist as references.
- 6) A self-addressed, stamped envelope for return of USB Flash Drive.

5. Selection Panel Guidelines

The Manager, Cultural Development will develop a Public Art Selection Panel in association with City staff and PAAC.

A new Public Art Selection Panel is convened for each project. The purpose of the selection panel is to select the highest qualified artist(s) to complete the project.

Depending on the size of the project, most panels consist of the following appointments:

- Developer representative (if required).
- One member from the design community (Architect, Landscape Architect).
- Three representatives from the art and design community (preferably two artists).
- One Member from the Public Art Advisory Committee.
- One member from the community at large.
- Non-voting liaisons including city staff, project staff, technical staff.

Smaller projects may suffice with only three panelists; one from the art community, one architect or landscape architect and a member from the community at large.

a) Selection Panel Goals

The goals of the artist selection process are threefold:

- a) To implement the agreed upon goals of the project through an appropriate art selection.
- b) To seek quality and integrity in the artwork.
- c) To choose an artist(s) who will best respond to the distinctive characteristics of the site.

b) Selection Panel Process

Panelists must be well informed about the project for which they are selecting an artist. It is important that an orientation meeting be provided for the panel members. At this meeting they will be provided with written materials and drawings on the specific area in which the selected artist will be working. There should be an opportunity to visit the site and to have issues and questions answered by staff and representatives of the City.

Members of the Public Art Selection Panel should have one vote, and no member should have the right of veto. The selection of an artist should be based on a consensus vote by the panel. If a consensus cannot be reached, then the majority vote carries the decision. The committee should have the option to make no selection if there is not a submission that warrants consideration.

In some instances, groups that might have a special interest in the project will be invited to appoint non-voting advisors to the jury. The comments of these advisors would be solicited by the panel prior to making a final decision.

Costs incurred by the panelists such as parking and childcare will be paid. Meals will be provided for the panelists.

c) Selection Criteria

The Selection Panel should select finalists to be interviewed based on the quality of their application. The finalists should be interviewed by the jury using the following criteria:

- a) Artist's work habits and history:
 - Resume.
 - Ability to think conceptually.
 - Problem solving abilities.
 - Ability to meet deadlines.
 - Experience with budgeting and staying within a budget.
 - Familiarity working with and reading technical drawings.
- b) Artist's collaborative abilities:
 - Ability to work as a member of a team.

- Communication skills.
 - Ability to carry out principled negotiations.
 - Flexibility.
- c) Artist's awareness of the project:
- Perception of project.
 - Awareness of community attitudes and concerns.
 - Familiarity with project design.
 - Ability to understand and accept the timeline.

6. Project Eligibility

Projects will be selected by a Selection Panel according to the following criteria:

- a) Artistic merit and innovation.
- b) Significance of the project to the specific site and surrounding neighborhoods.
- c) High degree of public use or public realm impact.
- d) Demonstrated support and involvement of the community.
- e) Technical feasibility and quality of production.
- f) Art work must be safe, durable and vandal resistant.
- g) Probability of successful completion within stipulated timelines and budget.

Other criteria specific to the project might be included relating to issues of safety, operational requirements, maintenance.

7. Ineligible Projects

- a) Heritage buildings.
- b) Privately owned works (except where they are located in public places).
- c) Community arts programs (except where they result in art installations in public places).
- d) Contemporary advertising/billboards.
- e) Special Events / Festivals.
- f) Directional elements such as super graphics, signage or colour coding except where these elements are integral parts of the original work of art or public art project.
- g) Art objects which are mass-produced of standard design such as playground equipment, fountains, or statuary objects.
- h) Reproductions, by mechanical or other means, of original works or art, except in cases of film, video, photography, printmaking or other media arts.
- i) Decorative, ornamental, architectural or functional elements, except where they are an integral part of the original work of art, or are the result of collaboration among the design professionals including at least one artist.
- j) Landscape architecture and landscape gardening except where these elements are an integral part of the original work of art, or are the result of collaboration among design professionals including at least one artist.

APPENDIX 2 - PUBLIC ART DEFINITIONS

Artist

A person generally recognized by his/her peers, critics and other art professionals as committed to producing works of art on a regular basis.

Artwork

A tangible creation by an artist.

City Public Art Program

A consistent and key principle underlying the successful development and implementation of a City Public Art Program is the demonstration of leadership and commitment by the City in initiating and facilitating the creation of public art as an integral component of its city capital projects.

Commissioned Work

Usually consists of discrete pieces of artwork that has been commissioned by Open, Limited or invitational competition. It may be public art that is not integrated with the site either in a physical or conceptual manner. Usually, this type of public artwork only relates to the site from a location and scale point of view and is created off site. However, some commissioned pieces do relate to the site both in terms of location, geography, and the site. These may also be termed as discrete pieces, but the artist has addressed the physical components of the site and the surrounding area.

Community Public Art

Community Public Art Programs provide funding for small-scale public art projects proposed jointly by community groups or organizations in collaboration with artists.

Public art that is created as a result of a collaborative process between a professional, practicing artist(s) and a self-defined community. It is a collective method of art making, engaging artists and communities through collaborative, creative expression.

Community Art projects may result in either temporary or permanent works of art. The funds for Community Public Art Program are accessible to community individuals, as well as profit and not for profit groups through the Community Public Art Program Grant Application Form.

Competitions

There are three basic types of competition: “open” competitions are open to a wide range of entrants who may submit entries and “limited” competitions, which are open to only a few invited entrants. As well, “invitational competition” occurs when sponsors invite one specific artist to submit proposals for jury.

Contract or Agreement

A binding, legal document by which parties agree to perform certain services.

De-accession

To sell (a work of art) from a museum's or gallery's collections, especially with a view to acquiring funds for the purchase of other works.

Design Collaboration

Projects created through the co-equal cooperative design efforts of design professionals, such as artists, architects and landscape architects.

Design Professionals

Individuals professionally trained in design, such as architecture, landscape architecture art, graphics, urban design, and planning; also graphic, industrial, interior, and clothing design.

Discrete

Public art that is not integrated with the site either in a physical or conceptual manner. Usually this type of public artwork only relates to the site from a location and scale point of view and is created off site and is often moved into the place.

Integrated Public Art

Public Art that becomes part of the urban infrastructure of a City or a community. It reflects the social, cultural, architectural and historic nuances of the place there by creating a sense of place.

Leverage

Integrated public art is often added to building or landscape parts such as pillars, walkways, seating, flooring, etc. The original cost for these items are added to the public art budget, thereby increasing or leveraging the cost of the artwork.

Maquette

Refers to the drawing or model of the proposed artwork.

Percent for Art Programs

A public art program funded by a percentage (usually 1 to 2%) of gross construction budgets, for the commission, design; purchase and installation of artwork in the public realm.

Permanent Installation

Artwork or an art place which has a permanent site, as opposed to a temporary site.

Program Costs

The amount that is taken off the top of the total art allocation, in order to administer the project. This amount is used for, but not limited to, the following: advertising, printing of competition briefs, jury fees, artist's maquette fees, plaque, lighting of work, invitations for official openings, photo documentation of the finished work, contingencies etc. Management costs vary according to type of competition and project.

Provenance

Place or source of origin.

Public Art

Publicly accessible original art that enriches the City as it evokes meaning in the public realm. It can be of a variety of forms and takes into consideration the site, its location and context, and the audience. Public art may possess functional as well as aesthetic qualities. Public art can be related to the site in three different ways: integrated, semi-integrated and discrete. (See definition of integrated).

Public Art Consultant (PAC)

An advisor to the project on art sitting, selection, and artist issues. Consultants should have a broad knowledge of current art-making practices and of artists able to work in public and development contexts.

Public Artwork Collection

All works of art owned by the City that are site specific, part of a portable collection or documentation of works of specific duration.

Public Art Reserve Fund

A City-maintained account of funds generated by the public art requirement which is dedicated to the cost of public art planning, administration, documentation, education, and the creation of public art. This fund is made up of a variety of sources including cash in lieu of the public art requirement, donations, etc.

Semi-Integrated

Public art that derives to some degree, its conceptual inspiration, from some aspect of the site and displays a heightened degree of physical and conceptual integration. These works may exist in a number of locations providing that all possess the same requisite physical and conceptual conditions, i.e. a piece which must be located in a windy open field condition could be located in any windy open field anywhere (see Integrated and Discrete).

Site Specific Work

An artwork that relates in content, form and/or image to its surroundings.

Statuary

A group or collection of statues.

Rationale:

This policy has been established to set out the purpose, principles, goals, considerations and processes in regard to public art.

THE CORPORATION OF THE
CITY OF WHITE ROCK
 15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



POLICY TITLE: CITY EMPLOYEE RECOGNITION PROGRAM
POLICY NUMBER: HUMAN RESOURCES - 401

<i>Date of Council Adoption:</i> September 11, 2000	<i>Date of Last Amendment:</i> July 27, 2015
<i>Council Resolution Number:</i> 2013-134, 2015-285	
<i>Originating Department:</i> Human Resources	<i>Date last reviewed by the Governance and Legislation Committee:</i> July 13, 2015

Policy:

The City values its employees and acknowledges them for service milestones, at retirement and provides special recognition for employees who have excelled beyond expectations.

1) **Service Recognition:**

- i) Recognition will be given to employees with continuous service commencing with five years of service and will continue to be given every 5 years thereafter until conclusion of the employee's employment with the City.
- ii) The following represents the financial scale applicable for relevant years of service:

<u>Years of Service</u>	<u>Financial Scale</u>
5 years	Certificate of Recognition
10 years	\$ 100
15 years	\$ 150
20 years	\$200
25 years	\$250
30 years	\$250
35 years	\$250
40 years	\$250

2) **Retiring Employees:**

Employees retiring from the City will be presented with a personalized gift from the City with a value of \$10 per year of service to a maximum of \$300.

3) **Employees - Special Recognition:**

All City employees will have the ability to nominate co-workers and supervisors for workplace contributions that go beyond the call of duty and warrant special recognition. Consideration for selection will be at the discretion of the Department Heads in consultation with the CAO. Certificates of Special Recognition will be presented at City-wide staff events.

Rationale:

This policy has been established to ensure there is a consistent criteria that is followed in regard to recognition of City staff for their contributions, dedication and commitment to the organization.

MEMO

DATE: DECEMBER 16, 2019

TO: GOVERNANCE AND LEGISLATION COMMITTEE

FROM: TRACEY ARTHUR, DIRECTOR OF CORPORATE ADMINISTRATION

RE: ONLINE COUNCIL MEMBER VOTING RECORDS

At the November 18, 2019 regular Council meeting, a member of the public inquired if the City of White Rock could post voting records on the website, noting that the City of Richmond offers this feature on theirs.

Council directed this matter to be placed on the next Governance and Legislation Committee meeting agenda, and in preparation for discussions, staff reached out to the City of Richmond requesting information and background with respect to their system.

Attached for your information is the directive and corporate report outlining options considered by the City of Richmond. Their selection is a stand-alone database, and the data is populated into the system after the meetings. This system was designed by in-house technical staff.

The City of White Rock uses existing software and creates/publishes their Council documents (agendas/minutes) manually without a data-base or software program. The only external systems used to convey information is web-streaming (Granicus) as well as the City's website, Civic Plus, which would involve purchase of further modules.

Staff have contacted the City's web streaming service (Granicus) and they provided preliminary cost(s) of approximately \$9,840 US.

The information is also attached to the memo for information purposes.

Given the time and extra funds required, Council would ultimately need to consider the value and use of the materials it provides.



Director of Corporate Administration

Appendix A: City of Richmond corporate report dated February 26, 2019 titled "Options for an Online Council Member Voting Record"

Appendix B: Council directive requesting staff bring forward information regarding Online Council Member Voting Records.

Appendix C: City of Richmond Voting Record Excerpt & example from their website.

Corporate Administration

P: 604.541.2212 | F: 604.541.9348

City of White Rock

15322 Buena Vista Avenue, White Rock BC, Canada V4B 1Y6

WHITE ROCK
City by the Sea!

www.whiterockcity.ca
G/L AGENDA
PAGE 175



**City of
Richmond**

Report to Committee

To: General Purposes Committee **Date:** February 26, 2019
From: David Weber **File:** 01-0105-01/2019-Vol
 Director, City Clerk's Office 01
Re: Options for an Online Council Member Voting Record

Staff Recommendation

That the staff report titled "Options for an Online Council Member Voting Record," dated February 26, 2019, from the Director, City Clerk's Office, be received for information.

David Weber
 Director, City Clerk's Office
 (604-276-4098)

Att. 7

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

Staff Report

Origin

At the General Purposes Committee of December 3, 2018, the following referral motion was adopted:

That staff be directed to examine options and the feasibility for a public registry of City Council member voting records and report back.

This report responds to this referral and outlines options for Council's consideration.

Analysis

It is commonplace even for very small local governments to publish agendas and minutes online. The City of Richmond was an early adopter of this practice and has been publishing Council and Committee agendas and minutes since January 2000. The minutes comply with all requirements of the *Local Government Act* and the *Council Procedures Bylaw* by recording all motions and final decisions of Council, direction to staff, Council members' attendance or absence, declarations of conflict of interest, pertinent discussion and votes cast on all motions including specifying those voting in opposition. Outside of the Council and Committee minutes, there is currently no other stand-alone City summary of individual Council member votes.

Staff conducted a scan of 80 local government websites in BC and across the country in order to determine if and how municipalities post summary voting data online (Attachment 1). A total of 40 BC and lower mainland local government websites were surveyed. Of those surveyed, every local government publishes agendas and minutes online, and 2 of those local governments, namely Vancouver and Prince George, also create and publish a separate Council member voting record online. Additionally, out of a total of 40 of the largest cities and provincial capitals that were surveyed across Canada, a further 3 cities, namely Toronto, Brampton, and Halifax, were found to publish a separate voting record or summary on their websites in addition to publishing agendas and minutes.

The municipalities that regularly provide a voting summary separate from meeting minutes take varying approaches to compiling and presenting the voting data and offer different features as part of their end product. These differing approaches generally reflect varying levels of resources devoted to the process. A brief description of each city's approach is provided in Attachments 2-6 along with samples of the published voting records. Below is a summary of some of the key differences in approaches and features observed:

- How voting data is captured: Some of the municipalities simply work from the official minutes to glean the voting data for the voting record or summary after the fact. Other municipalities, such as Vancouver, Toronto and Halifax, instead use their meeting audio/visual control systems to capture and collect live voting data at the time of voting. By pressing buttons during the meeting on a control panel, individual Council members can cast their vote on a motion which is then captured and populated into a system that is used to create and display a voting record. This approach requires the appropriate hardware and software to be in place in the meeting room.

- Static documents versus database-driven systems: Some municipalities create a separate static document for the voting summary which simply lists the agenda items along with the individual Council member votes. Other municipalities capture the voting information in a database system which is then used to create or display a dynamic online report. Database-driven systems are typically more flexible in terms of how the information can be accessed and displayed over time, they provide more search and filter options, and can more easily link to related minutes and reports.
- Resources: Depending on the nature of the voting record or summary, a municipality's investment towards providing this service may be modest or significant. Prince George's model, for example, would be fairly modest to implement as it would only require the production of a single document once every two weeks. At the other end of the spectrum, Toronto's investment has been significant in that their online voting record is part of a larger meeting management database system that was developed in-house approximately ten years ago. This system manages all manner of information related to the legislative process including agenda creation, minutes, referral and action tracking, voting records, searching and web publication. The system is used by numerous legislative services staff and the public and is supported by four full-time technical staff to manage the system.

City of Richmond Council Decisions Database

Since approximately 2005, the City Clerk's Office has maintained a database which documents all open Council meeting decisions as presented in official minutes. Information in the Council Decisions Database dates from the year 2000 onwards and is regularly kept up-to-date. Using a web-based interface, users can search the database by multiple fields such as subject, keyword and date. Once a search result is obtained, users can link directly from the database search results list to the relevant minutes and reports on the City website. Over the years, the database has grown in scope and has become a significant tool for staff for records management and research.

Initially, the database was used only by staff in the City Clerk's Office to assist with research requests. However, a few years ago, after the addition of a more user-friendly search screen, the database was made available to all City staff as a self-serve research tool through the City intranet. Over the last year, staff have been working towards making the database available to the public on the City website, with a potential public launch of the system by mid-2019.

The database significantly enhances access to the vast store of information found in minutes and reports on the City website that document the Council decision-making process over the last 19 years. Once launched, the Council Decisions Database will provide an enhanced level of service to the public and will support transparency of government and improve access to information. This enhanced level of service will support and make all of the options outlined below more robust.

Option 1 – Enhanced status quo

Voting information is a required element and is already included in official municipal minutes. Every recorded motion indicates whether it is carried or defeated and includes the names of individual Council members who may have voted in opposition. Minutes of Council and

Committee meetings have been readily available online and in the public domain since January 2000 and provide a comprehensive voting record for all motions and resolutions.

While it may currently be challenging to search for a specific item out of 19 years of minutes and reports, the soon to be launched Council Decisions Database (available mid-2019) will significantly enhance the public's ability to research Council decisions, reports to Council and voting information as recorded in minutes.

There is no additional financial impact to implementing Option 1.

Option 2 – Voting Record created as a static document

A separate voting record could be produced after each meeting in the form of a simple word-processed, excel or pdf document, similar to the Prince George voting record. As a static stand-alone document, there would be little to no ability to search or filter results, and there would be no ability to dynamically display the information. Over time, static stand-alone voting record documents would become very lengthy and numerous and challenging to navigate.

Staff recommend that if voting information were provided separately under this option, that it only be made available on a “go-forward” basis (starting with the beginning of the current Council term) and that the scope of the available records would cover decisions made at Council meetings and Public Hearings.

There would be no additional start-up cost to creating and publishing static stand-alone voting record documents following each meeting. There would be some ongoing staffing impact since the creation of the voting record documents would require some effort on the part of staff following each meeting, however, it is anticipated that this task could be reasonably incorporated into current workloads. Implementation could proceed forthwith.

Option 3 – Voting Record built as an add-on to an existing City database

It would also be feasible to create a separate voting record or voting summary by building new functionality into the Council Decisions Database. The vendor of the Council Decisions Database software has indicated that this functionality could be reasonably added to the current system and would work in conjunction with the existing body of work in the database, thus avoiding duplication of effort if a separate stand-alone record were to be implemented. A voting record provided in this manner would function similarly to that seen in the Vancouver model and would provide various search, filtering and display features. Links to the minutes and reports would also be possible.

Staff recommend that if voting information were provided separately under this option, that it only be made available on a “go-forward” basis (starting with the beginning of the current Council term) and that the scope of the available records would cover decisions made at Council meetings and Public Hearings.

A voting record provided as an add-on to Richmond's existing Council Decisions Database would have an estimated start-up cost under \$10,000. There would be some ongoing staffing impact since entering the voting data into the database following each meeting would require some effort on the part of staff, however, it is anticipated that this task could be reasonably incorporated into current workloads. Implementation would occur by mid-2019 with the launch of the Council Decisions Database.

Option 4 – Voting Record built on live voting data

Several of the municipalities that provide a separate voting record, including Vancouver, Toronto and Halifax, capture the voting data using a live voting feature that is built into their respective meeting room control systems. To illustrate, during a meeting when the question is called on a motion, Council members are asked to press voting buttons on a control panel, the results of which are displayed on a screen and are automatically captured into a database system. This data is later used as the source to display an online voting record. Online voting records created using this type of system typically include search and filter capabilities and flexible online reporting.

The City of Richmond does not have a voting component as part of the current Council Chambers audio/visual meeting control system, although the original system was capable of displaying voting information on the Council Chamber screens. In order to display and capture live voting data in the same manner as Vancouver, Toronto and Halifax, and then to provide an online voting record, software modifications would be required to the current Council Chambers system at a one-time estimated cost of \$44,000.

This option would require a significant change to the existing meeting procedures in that voting would no longer be conducted by a show of hands, but instead, voting would be conducted using technology to tabulate, display and record voting results.

Although staff recommend that voting records be provided only for Council decisions made at Council meetings and Public Hearings on a “go-forward” basis, if Council directed that the same functionality also be provided for Committee meetings, then the Anderson Room would have to be equipped with the appropriate hardware and software (similar to the Council Chambers system) at a further estimated cost of \$32,000 or, alternately, the Committee meetings would have to be held in the Council Chambers.

If Council’s preference were Option 4, the next steps would be to better define the scope of work for the necessary system upgrades, including any potential OBI (ongoing budget impact) and to submit a capital request as part of the 2020 budget cycle.

Table 1: Summary of Options and Features

	Option 1 (Enhanced status quo)	Option 2 (Voting Record created as a static document)	Option 3 (Voting Record as add-on to City database)	Option 4 (Voting Record built on live voting data)
Minutes and Reports Available Online (minutes include voting information)(already existing)	✓	✓	✓	✓
Enhanced search capability using new Council Decisions Database (starting mid-2019)	✓	✓	✓	✓
Separate Voting Record in addition to official minutes		✓	✓	✓
Ability to search and filter voting data			✓	✓
Additional cost – one-time (with possible OBI for Option 4)			✓ (Under \$10,000)	✓ (\$44,000 - \$76,000)
Changes to meeting procedures required				✓

Financial Analysis

There is no direct financial impact for Option 1 or Option 2.

The financial impact of implementing Option 3 would be under \$10,000 and could be funded from Council Contingency.

The financial impact of Option 4, which would require significant software and hardware upgrades in the Council Chambers (and potentially in the Anderson Room) would be estimated to cost from \$44,000 to \$76,000. If Option 4 is the preferred option, a capital project request, including any potential OBI (operating budget impact), would be submitted for consideration as part of the next budget process. However, if Council wished to proceed with Option 4 prior to the next budget process, staff could suggest alternate funding sources such as Council Contingency.

Financial Impact

None.

Conclusion

There are a number of options available should Council decide to implement a separate Council member voting record. Option 1 (Enhanced Status Quo) will leverage the mid-2019 launch of the Richmond Council Decisions Database. This Database will offer a new and robust search tool that will assist the public in navigating through the official minutes and reports considered by Council over the last 19 years. The database supports transparency of the Council decision-making process and provides enhanced access to information found in the minutes. The official minutes provide a complete record and full wording of every resolution along with the voting information for each motion as required by law.


The Council Decisions Database will also support and provide an enhanced level of service in conjunction with all of the options outlined in this report. Options 2, 3 and 4 outline levels of service whereby a further additional voting record is made available that summarizes how individual Council members vote on resolutions. The difference between Options 2, 3 and 4 is the cost, the flexibility and strength of the search and display features, and the way in which the voting data is captured.

In Option 2 (the static document model), the voting data is taken from the minutes, the cost is negligible, but the search and display features are limited. In Option 3 (building a voting record by adding new functionality to the Council Decisions Database), the voting data is also taken from the minutes, the start-up cost is under \$10,000, and the search and display features would be flexible and similar to Vancouver's online voting record. In Option 4, the voting data would be captured live using a new push-button voting display system, the cost of which is estimated at \$44,000 to upgrade the Council Chambers or \$76,000 to upgrade the Chambers and the

February 26, 2019

- 7 -

Anderson Room meeting control systems. Option 4 would also have flexible search and display features and would have the ability to provide an online voting record with similar features to Vancouver's and similar to that described in Option 3.



David Weber
Director, City Clerk's Office
(604-276-4098)

- Att. 1: Online Voting Record – Scan of 80 Local Government Websites
 2: City of Vancouver - Council Voting Record
 3: City of Prince George - Council Voting Summary
 4: City of Brampton - Recorded Vote Summary
 5: City of Halifax - Council Voting Report
 6: City of Toronto – Council Voting Record Data Set
 7: City of Richmond - Council Decisions Database

Online Voting Record – Scan of 80 Local Government Websites

BC and Lower Mainland Local Governments Larger Canadian and Other Select Local Governments

A scan of other local government websites was undertaken to determine:

- Which local governments publish **agendas** online
- Which local governments publish **minutes** online
- Which local governments publish an additional **voting record** online

Findings:

- All local governments surveyed publish minutes and/or agendas online.
- **5 out of 80** local governments surveyed publish an additional voting record online.

BC and Lower Mainland Local Governments	Publish Agendas?	Publish Minutes?	Publish additional or separate Voting Records?
1. Abbotsford	Yes	Yes	No
2. Anmore	Yes	Yes	No
3. Belcarra	Yes	Yes	No
4. Bowen Island	Yes	Yes	No
5. Burnaby	Yes	Yes	No
6. Chilliwack	Yes	Yes	No
7. Coquitlam	Yes	Yes	No
8. Delta	Yes	Yes	No
9. Harrison Hot Springs	Yes	Yes	No
10. Hope	Yes	Yes	No
11. Kamloops	Yes	Yes	No
12. Kelowna	Yes	Yes	No
13. Kent	Yes	Yes	No
14. Langley (City)	Yes	Yes	No
15. Langley (Township)	Yes	Yes	No
16. Lions Bay	Yes	Yes	No
17. Maple Ridge	Yes	Yes	No
18. Metro Vancouver	Yes	Yes	No
19. Mission	Yes	Yes	No
20. Nanaimo	Yes	Yes	No
21. Nanaimo Reg. District	Yes	Yes	No
22. New Westminster	Yes	Yes	No
23. North Vancouver (City)	Yes	Yes	No
24. North Vancouver (Dist)	Yes	Yes	No
25. Pemberton	Yes	Yes	No

BC and Lower Mainland Local Governments	Publish Agendas?	Publish Minutes?	Publish additional or separate Voting Records?
26. Pitt Meadows	Yes	Yes	No
27. Port Coquitlam	Yes	Yes	No
28. Port Moody	Yes	Yes	No
29. Prince George	Yes	Yes	Yes
30. Quesnel	Yes	Yes	No
31. Richmond	Yes	Yes	No
32. Squamish	Yes	Yes	No
33. Surrey	Yes	Yes	No
34. Vancouver	Yes	Yes	Yes
35. Vernon	Yes	Yes	No
36. Victoria	Yes	Yes	No
37. West Kelowna	Yes	Yes	No
38. West Vancouver	Yes	Yes	No
39. Whistler	Yes	Yes	No
40. White Rock	Yes	Yes	No

Larger Canadian / Other Select Local Governments	Publish Agendas?	Publish Minutes?	Publish additional or separate Voting Records?
41. Barrie , Ontario	Yes	Yes	No
42. Brampton , Ontario	Yes	Yes	Yes
43. Burlington , Ontario	Yes	Yes	No
44. Calgary , Alberta	Yes	Yes	No
45. Cambridge , Ontario	Yes	Yes	No
46. Charlottetown , PEI	Yes	Yes	No
47. Edmonton , Alberta	Yes	Yes	No
48. Gatineau , Quebec	Yes	Yes	No
49. Greater Sudbury , Ontario	Yes	Yes	No
50. Guelph , Ontario	Yes	Yes	No
51. Halifax , Nova Scotia	Yes	Yes	Yes
52. Hamilton , Ontario	Yes	Yes	No
53. Kitchener , Ontario	Yes	Yes	No
54. Levis , Quebec	Yes	Yes	No
55. London , Ontario	Yes	Yes	No
56. Longueuil , Quebec	Yes	Yes	No
57. Markham , Ontario	Yes	Yes	No
58. Mississauga , Ontario	Yes	Yes	No
59. Montreal , Quebec	Yes	Yes	No

Larger Canadian / Other Select Local Governments (cont.)	Publish Agendas?	Publish Minutes?	Publish additional or separate Voting Records?
60. Oakville , Ontario	Yes	Yes	No
61. Oshawa , Ontario	Yes	Yes	No
62. Ottawa , Ontario	Yes	Yes	No
63. Pointe Claire , Quebec	Yes	Yes	No
64. Portland , Oregon	Yes	Yes	No
65. Quebec City , Quebec	Yes	Yes	No
66. Regina , Saskatchewan	Yes	Yes	No
67. Saint John , New Brunswick	Yes	Yes	No
68. Saskatoon , Saskatchewan	Yes	Yes	No
69. Seattle , Washington	Yes	Yes	No
70. Sherbrooke Quebec	Yes	Yes	No
71. St. Catharines , Ontario	Yes	Yes	No
72. St. John's , Newfoundland	Yes	Yes	No
73. Toronto , Ontario	Yes	Yes	Yes
74. Trois-Rivières , Quebec	Yes	Yes	No
75. Vaughan , Ontario	Yes	Yes	No
76. Whitby , Ontario	Yes	Yes	No
77. Whitehorse , Yukon	Yes	Yes	No
78. Windsor , Ontario	Yes	Yes	No
79. Winnipeg , Manitoba	Yes	Yes	No
80. Yellowknife , NWT	Yes	Yes	No

City of Vancouver Council Voting Record

- The City of Vancouver began publishing a searchable online voting record in 2016 as part of a broader City-wide open data initiative.
- The voting data is captured and recorded live at the time of voting when Council members press voting buttons that are linked to the Council Chambers a/v meeting control system.
- Council member votes are captured and made available for Regular and Special Council meetings, Standing Committee meetings, and Public Hearings, which are all held in the Council Chambers where the hardware / software for data capture is located.
- The Vancouver Council Voting Record system allows users to download voting data, to filter and display voting data by month, meeting type, agenda items and by Council member.
- Agendas and minutes are available in a separate area on the City of Vancouver’s website and are not directly linked to the Voting Record items.

City of Vancouver Council Voting Record

The dashboard below shows the voting record of Vancouver City Councilors since April 5th 2016 for Regular Council, Special Council, Standing Committee, and Public Hearing meeting types. For more information on the Vancouver City council meetings and decisions please visit <http://vancouver.ca/your-government/city-council-meetings-and-decisions.aspx>

Vote1

Absent

In Favour

In Opposition

Day of Vote Date	Meeting Type	Agenda Description	Vote Number	Council Member												
				Councillor A Carr	Councillor C Boyle	Councillor C Hardwick	Councillor J Swanson	Councillor L Dominato	Councillor M D o Genova	Councillor M Wiebe	Councillor P Fry	Councillor R Bligh	Councillor S Kirby-Yung	Mayor K Stewart		
January 15, 2019	Regular Council	B.1 Ramping Up Vancouver's Climate Action In Response to the ...	3769	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		B.2 #AllOnBoard Campaign - referral motion	3777	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		B.3 Deterring and Preventing Money Laundering and the Busine...	3779	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Communication 1 - 2019 Council Meetings Schedule Revision	3764	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Motion to reconsider Matters Adopted on Consent	3768	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		P1 CD-1 Rezoning: 815-825 Commercial Drive and 1680 Adanac ...	3765	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		P2 CD-1 Rezoning: 1906-1918 West 4th Avenue - referral motion	3766	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		P3 CD-1 Rezoning: 441-463 West 59th Avenue - referral motion	3767	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Postpone the motion "Putting the Lid on Clothing Donation Bin...	3778	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Putting the Lid on Clothing Donation Bins - Amendment	3774	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Putting the Lid on Clothing Donation Bins - amendment	3775	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Putting the Lid on Clothing Donation Bins - amendment	3782	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Putting the Lid on Clothing Donation Bins - Amendment as amen..	3788	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Putting the Lid on Clothing Donation Bins - Amendment to the Amendment	3771	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Putting the Lid on Clothing Donation Bins - motion as amended	3773	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Putting the Lid on Clothing Donation Bins - motion as amended	3776	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Request for Leave of Absence	3780	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Request for Leave of Absence	3781	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		RR 1 Confirmation of Regulatory Principles Related to Ride-Hail..	3763	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Vote Date
January 2019

Meeting Type
 (All)
 Regular Council

Agenda
 (All)
 B.1 Ramping Up Vanco...
 B.2 #AllOnBoard Camp...
 B.3 Deterring and Prev...
 Communication 1 - 20...
 Motion to reconsider ...
 P1 CD-1 Rezoning: 815...
 P2 CD-1 Rezoning: 190...
 P3 CD-1 Rezoning: 441...
 Postpone the motion "...
 Putting the Lid on Clot...
 Putting the Lid on Clot...
 Putting the Lid on Clot...
 Putting the Lid on Clot...
 Request for Leave of A...
 RR 1 Confirmation of R...

Website: <https://vancouver.ca/your-government/council-voting-dashboard.aspx>

City of Prince George Council Voting Summary

- The City of Prince George produces a Voting Summary document following each Council meeting which is published on its website alongside the meeting minutes.
- The summary provides a listing of agenda items and report titles along with the voting data which is taken from the minutes.
- The summary is a stand-alone document and published as a pdf document.
- The individual Voting Record summaries are not linked to one another, they have no search or filtering capabilities and are not directly linked to the meeting minutes.

Regular Council Meeting - March 5, 2018 Council Voting Summary													Page 1
Agenda Item	Description	Mayor Hall	Councillor Everitt	Councillor Fizzell	Councillor Koehler	Councillor Krause	Councillor McComachie	Councillor Merrick	Councillor Scott	Councillor Skakun	Decision	For/Against Count	
A.	ADOPTION OF AGENDA	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	Yes	CARRIED	8 - 0	
B.	ADOPTION OF MINUTES												
B.1	Minutes of Regular Council Meeting held February 19, 2018	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	Yes	CARRIED	8 - 0	
C.	DELEGATIONS												
C.1	Volunteer Prince George												
C.2	Prince George BMX Supertrak	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	Yes	CARRIED	8 - 0	
D.	CONSENT AGENDA												
D.1	Report: Dave Dyer, General Manager of Engineering and Public Works: BMX Track Lighting at Carrie Jane Gray Park	Yes	Yes	Absent	Yes	Yes	Yes	Yes	Yes	Yes	CARRIED	8 - 0	
E.	INFORMAL HEARINGS												
E.1	Report: Ian Wells, General Manager of Planning and Development: Development Variance Permit Application, No. VP100491 5202 Chief Lake Road (To Approve)	Yes	Yes	Absent	Yes	Yes	Yes	No	Yes	Yes	CARRIED	7 - 1	
E.2	Report: Ian Wells, General Manager of Planning and Development: Development Variance Permit Application, No. VP100490 3620 Fisher Road (To Approve)	Yes	Yes	Absent	Yes	Yes	Absent	Yes	Yes	Yes	CARRIED	7 - 0	
F.	FORMAL PUBLIC HEARING												

Document No. 451190

Sample page from March 5, 2018 City of Prince George Council meeting
https://www.princegeorge.ca/City%20Hall/Minutes/2018/March/2018-03-05_Voting_Summary_2018.pdf

City of Brampton Council Recorded Votes Summary

- The City of Brampton publishes a voting record summary of “*recorded votes*” only.
- Recorded votes are those that, by request of a Council member, are recorded indicating those in favour and those opposed to a motion. Unless a recorded vote is otherwise requested, the minutes would only indicate whether a motion is carried or lost.
- The summary is provided on the website in a pdf format and in a large tabular form online (shown below) which allows for filtering and sorting of results.
- Links to meeting minutes are also provided.

2014-2018 Term of Council Recorded Votes

Last Updated for the Council Meeting held on September 12, 2018.

This page lists recorded votes for City Council and its Standing Committees for the 2014-2018 term. For the official meeting record or quest

This glossary of terms is listed for convenience to help users understand the terminology that has been used in the list of recorded votes.

Council / Committee	Meeting Date	Agenda Item #	Agenda Item Subject
City Council	2014/12/10	N.1	Mayor's compensation
City Council - Special	2014/12/17	D.2	Interim Auditor General
City Council - Special	2014/12/17	D.2	Interim Auditor General
City Council - Special	2014/12/17	D.2	Interim Auditor General
Corporate Services Committee	2015/01/21	H.9	Lobbyist Registry under Sec.223.9
Corporate Services Committee	2015/01/21	H.10	Gift Registry
Community and Public Services Committee	2015/02/04	E.2	Staff Recommended Disapproval of Proposed Fence Encroachment
Corporate Services Committee	2015/02/04	E.1	Prayer at Council Meetings
Corporate Services Committee	2015/02/04	E.1	Prayer at Council Meetings
City Council	2015/02/11	F.3	Lord's Prayer
City Council - Special	2015/04/08	E.1	2015 Operating and Capital Budget

Cont. →

Resolution #	Minute Link	Motion Type	Recorded Vote	Result	Vote Type	Motion Description
C2014-2014	Minute	Adopt Item	11-0-0	Carried	Majority	Establish remuneration for Mayor
C2014-2014	Minute	Adopt item	11-0-0	Carried	Majority	Clause 20 - Appointment of Jim McCart
C2014-2014	Minute	Adopt item	11-0-0	Carried	Majority	Clause 21 - Budget for Auditor General
C326-2014	Minute	Adopt Item	11-0-0	Carried	Majority	Clause 22 - Terms of reference for Auditor General
CS011-2015	Minute	Adopt Item	11-0-0	Carried	Majority	Develop a framework/mechanism to administer Lo
CS012-2015	Minute	Adopt Item	11-0-0	Carried	Majority	Develop Gift Registry
CPS013-2015	Minute	Adopt Item	4-6-0	Lost	Majority	Instalment of a fence on City-owned land
CS021-2015	Minute	Adopt Item	2-9-0	Lost	Majority	Reinstate Lord's Prayer at council meeting on inter
CS022-2015	Minute	Adopt item	9-2-0	Carried	Majority	Call Special Council Meeting to consider prayer at C
C028-2015	Minute	Adopt item	10-0-1	Carried	Majority	Moment of reflection be observed at meetings
C111-2015	Minute	Amend Item	10-1-0	Carried	Majority	2015 budget be reduced by \$1 million - staffing, w

Cont. →

Cont. →

	Bowman	Dhillon	Fortini	Gibson	Jeffrey	Medeiros	Miles	Moore	Palleschi	Sprovieri	Whillaps
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	No	Yes	No	No	N/A	No	No	Yes	No	Yes	Yes
	No	No	No	No	No	No	No	Yes	No	Yes	No
	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Absent	Yes
	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Cont. →

City of Halifax Council Voting Report

- Halifax publishes a vote summary for its Council meetings the data for which is captured using a meeting room control system similar to Vancouver's. However, the summary that is produced (sample shown below) is a static document and has no search or filter capabilities.
- The Voting Report summary is published online as a background document along with the meeting video and meeting minutes.

Voting Report

14.6.1 Case 20594 - Amendments to the Municipal Planning Strategy and Land Use By-law for lands at Opportunity Site B, Fall River

Voting Details

Meeting:	Regional Council January 29, 2019
Agenda name:	14.6.1 Case 20594 - Amendments to the Municipal Planning Strategy and Land Use By-law for lands at Opportunity Site B, Fall River
Vote name:	14.6.1 Case 20594 - Amendments to the Municipal Planning Strategy and Land Use By-law for lands at Opportunity Site B, Fall River
Vote subject:	Land Use By-law for lands at Opportunity Site B, Fall River
Vote start:	29/01/2019 15:23:11
Vote stop:	29/01/2019 15:23:55

Total Voting Results

Participants:	Present	17
Votes:	Yes	15
	No	2/1

Individual Voting Results

Yes	
Steve Streach	District 1
David Hendsbee	District 2
Bill Karsten	District 3
Lorelei Nicoll	District 4
Sam Austin	District 5
Waye Mason	District 7
Lindell Smith	District 8
Russell Walker	District 10
Stephen Adams	District 11
Richard Zurawski	District 12
Matt Whitman	District 13
Lisa Blackburn	District 14
Steve Craig	District 15
Tim Outhit	District 16
Mike Savage	Mayor
No	
Shawn Cleary	District 9
Deputy Mayor Mancini	District 6

City of Toronto Council Voting Record Data Set

- The City of Toronto provides web-based access to their Council member voting records dating back to 2010.
- Accessible through Toronto’s open data system, the voting record includes the ability to search by Council term and Council member name. Further filtering by Committee or date range is also possible from the main search screen. Once a result is presented, the system allows the user to sort various information columns.
- Users may also download into Microsoft Excel the voting records for the entire cumulative 2018-2022 term.
- The Voting Record data is a component of a broader more comprehensive legislative services information management system that was developed in-house.
- Links to further information in agendas and minutes are provided

The screenshot shows the City of Toronto website's navigation bar with links for Services & Payments, Community & People, Business & Economy, Explore & Enjoy, City Government, and a HELP button. Below this is a banner for "Toronto City Council and Committees Meetings, Agendas and Minutes". The main content area features a search bar and a "Select Report" dropdown menu set to "Member Voting Record". A section titled "Voting Record Reporting for Members of Toronto City Council" provides instructions on how to generate and download reports. It includes a "Description of the data" section with bullet points explaining the availability and format of the data. At the bottom, there is a search form with fields for Term (2018-2022), Member (Paul Ainslie), Committee (All), and Date Range (From and To), along with a "Show Vote Report" button.

City of Richmond Council Decisions Database

- The Council Decisions Database was developed as an internal research tool. Staff have been working over the last year to make the database available to the public on the City of Richmond website. It is anticipated that the database will be ready to launch by mid-2019.
- With close to 12,000 entries in the database covering 19 years of Council minutes and reports the database provides enhanced search capabilities and enables browsing by multiple fields.
- Database users have the ability to save, email, or print out search results for future reference and use.
- The database searches the full text of the minutes and returns results showing resolutions, discussion and Council member voting information.
- Links are provided directly to minutes and reports.

Council Decisions Database Search Screen:

The screenshot shows the search interface for the Council Decisions Database. At the top, there is a search bar with a magnifying glass icon. Below the header, there are navigation tabs for different city services: Discover Richmond, Parks, Trails & Cycling, Recreation & Community Centres, Sport & Event Hosting, and Arts, Culture & Heritage. A secondary row of tabs includes City Hall, City Services, Planning, Building & Development, Sustainability & Environment, Business & Local Economy, Public Safety, and Careers. The breadcrumb trail reads: > Home > City Hall > City Council > Agendas & Minutes > Council Decisions Database > Search. The main heading is "Search Council Decisions Database". Below this, there is a search input field labeled "Any word or phrase:" with a "Search" button. A "Dates:" section includes a date range input field and a "Browse Dates" link. Two radio buttons are present: "Within the last year" (selected) and "Within the last 5 years". There are "Search" and "Clear Form" buttons. At the bottom, there are links for "Advanced Search", "View Most Recent Minutes", "View Selections (0 items)", and "Disclaimer". A "Print" button and a "Back to top" link are also visible.

Search Results

Search results initially present an abbreviated list with the option to select "[More Details](#)" "[View Minutes](#)" and/or "[View Report](#)".

CITY COUNCIL

Council Decisions Search Results

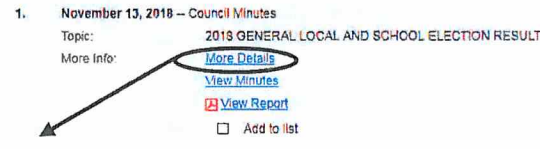
Your search for *election** AND *>=@DATE-365* found 11 result(s). Sort: Date [Relevance](#) [View Selections \(0 items\)](#)

« First 20 ◀ Previous 20 Next 20 ▶ Last 20 ▶ [Revise Search](#) [New Search](#) Select All

1. **November 13, 2018 – Council Minutes**
Topic: 2018 GENERAL LOCAL AND SCHOOL ELECTION RESULTS
More Info: [More Details](#)
[View Minutes](#)
[View Report](#)
 Add to list

Selecting "More Details"

Selecting "[More Details](#)" will provide the complete entry from the official minutes including discussion, the text of the resolution, the result of the vote and the names of those opposed (if any):



1. **November 13, 2018 – Council Minutes**
Topic: 2018 GENERAL LOCAL AND SCHOOL ELECTION RESULTS
More Info: [More Details](#)
[View Minutes](#)
[View Report](#)
 Add to list

CITY COUNCIL

Council Decisions Search Results

Record 1 of 11 [View Selections \(0 items\)](#)

« First ◀ Previous [Next](#) ▶ Last ▶ [Revise Search](#) [New Search](#) [Back to search results](#)

November 13, 2018 – Council Minutes

Agenda Item Number: 17
Item Topic: 2018 GENERAL LOCAL AND SCHOOL ELECTION RESULTS
Resolution Number: R18/19-14
Full Text: n/a
Resolution: It was moved and seconded

Outcome: CARRIED

Related Items by Name: [RICHMOND SCHOOL DISTRICT BOARD](#)

Related Items by Subject: [ELECTIONS - LOCAL | SCHOOL DISTRICTS | COUNCIL](#)

[View Minutes](#)
[View Report](#)
 Add to list
[Permalink](#)

« First ◀ Previous [Next](#) ▶ Last ▶ [Revise Search](#) [New Search](#) [Back to search results](#)


Selecting "View Minutes"

Selecting "[View Minutes](#)" links the user to the minutes web page relevant to that item.

1. November 13, 2018 -- Council Minutes
 Topic: 2018 GENERAL LOCAL AND SCHOOL ELECTION RESULTS
 More Info: [More Details](#)
[View Minutes](#)
[View Report](#)
 Add to list

2018 AGENDAS & MINUTES
 November 13, 2018 - Minutes

[Print-Friendly Minutes](#)



City of Richmond
 6911 No. 3 Road
 Richmond, BC V6Y 2C1

Minutes

Regular Council
 Tuesday, November 13, 2018


Place: Council Chambers
 Richmond City Hall

Present: Mayer Malcolm D. Brodie
 Councillor Chak Au
 Councillor Carol Day
 Councillor Kelly Greene
 Councillor Alexa Leo
 Councillor Bill McNully
 Councillor Linda McPhail
 Councillor Harold Steves
 Councillor Michael Wolfe
 Corporate Officer – David Weber

Selecting "View Report"

Selecting "[View Report](#)" links the user directly to the PDF of the report(s) to Council which may then be downloaded as a pdf or printed.

1. November 13, 2018 -- Council Minutes
 Topic: 2018 GENERAL LOCAL AND SCHOOL ELECTION RESULTS
 More Info: [More Details](#)
[View Minutes](#)
[View Report](#)
 Add to list



City of Richmond

Report to Council

To: Richmond City Council
 From: David Weber
 Director, City Clerk's Office
 Chief Election Officer
 Re: 2018 General Local and School Election Results

Date: November 1, 2018
 File: 12-8125-80-01/Vol 01

Staff Recommendation

That the Declaration of Official Results for the 2018 General Local and School Election, attached to the staff report dated November 1, 2018 from the Chief Election Officer, be received for information by Richmond City Council in accordance with the requirement of Section 158 of the *Local Government Act*.

David Weber
 David Weber
 Director, City Clerk's Office
 Chief Election Officer
 (604-276-4098)

Att 3

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER	
<i>[Signature]</i>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS <i>[Initials]</i>
APPROVED BY CAO <i>[Signature]</i>	

4619911

CNCL - 296

CNCL - 140

ONLINE VOTING RECORD

Direct staff to find options for a public registry of City Councils members voting records that clearly and simply allows interested parties to access the voting record of each councillor and the mayor and bring the options back to council for consideration.

Rational: Currently people interested in the voting record of council have to go through tedious and often confusing minutes of each public meeting in order to access the voting records. The public find it difficult to follow the process and subsequently understand the results are various issues that have come before council.

Providing current and easy to understand information would enhance transparency and confidence in City Council and allow the public to better understand the decisions made at council meetings.

In Toronto the public can see the description of the agenda item and the vote by simply clicking a button the attached information was found on this web site
<http://app.toronto.ca/tmmis/getAdminReport.do>.

In Vancouver a simple tab on the web site allows the public to quickly and easily access voting records on all agenda items chronologically for all council

<http://data.vancouver.ca/datacatalogue/council-voting-record.htm>

Here is the link:<http://data.vancouver.ca/datacatalogue/council-voting-record.htm>

City of Vancouver Council Voting Record

The dashboard below shows the voting record of Vancouver City Councilors since April 5th 2016 for Regular Council, Special Council, Standing Committee, and Public Hearing meeting types. For more information on the Vancouver City council meetings and decisions please visit <http://vancouver.ca/your-government/city-council-meetings-and-decisions.aspx>

- Vote1
 Absent
 Abstain
 In Favour
 In Opposition

Day of Vote Date	Meeting Type	Agenda Description	Vote Number	Councillor A Carr	Councillor A Reimer	Councillor E Ball	Councillor G Affleck	Councillor H Bremner	Councillor H Deal	Councillor K Jang	Councillor M De Genova	Councillor R Louie	Councillor T Stevenson	Mayor G Robertson
September 19, 2018	City Finance & Services	1. Amendments to Vacancy Tax By-law No. 11674	3333	X	X	X	X	X	X	X	X	X	X	X
	& Services	2. Supply and Delivery of Pipe and Fittings	3334	X	X	X	X	X	X	X	X	X	X	X
		3. Roddan Lodge Construction	3335	X	X	X	X	X	X	X	X	X	X	X
		4. Fire Hall 17 Construction	3336	X	X	X	X	X	X	X	X	X	X	X
		5. Amendment to Subdivision By-law (re 728-888 West 48th Av.	3337	X	X	X	X	X	X	X	X	X	X	X
		6. Vancouver Heritage Foundation - Approval of Revised Constit.	3338	O	X	X	X	X	X	X	X	X	X	X
		7. Enactment Report - 650 West 41st Avenue - Oakridge Centre	3339	X	X	X	X	X	X	X	X	X	X	X
		8. Theatre Rental Grants - Fall 2018/Spring 2019 and One-time..	3340	X	X	X	X	X	X	X	X	X	X	X
		9. Making Room for Families - Provide the Most Affordable Famili..	3341	X	X	X	X	X	X	X	X	X	X	X
		UB1. Commemorative Naming of Various Civic Assets	3342	X	X	X	X	X	X	X	X	X	X	X
		UB2. Ensuring Drinking Water in Vancouver Public Facilities is L..	3343	X	X	X	X	X	X	X	X	X	X	X
		UB3. Imminent Risk to Local Government Democracy in BC - AM..	3344	X	X	X	X	X	X	X	X	X	X	X
		UB3. Imminent Risk to Local Government Democracy in BC - AS .	3346	X	X	X	X	X	X	X	X	X	X	X
		UB4. Ensure the Integrity of Voting in the 2018 Vancouver Municipal Election	3347	X	X	X	X	X	X	X	X	X	X	X
		UB5. Family Friendly Vancouver - Fast Track new Child Care Cen..	3349	X	X	X	X	X	X	X	X	X	X	X
September 5, 2018	Public Hearing	1. TEXT AMENDMENT. 2018 Annual Inflationary Adjustments ..	3289	X	X	X	X	X	X	X	X	X	X	X
		2. TEXT AMENDMENT. 155 East 37th Avenue (Little Mountain)	3290	X	X	X	X	X	X	X	X	X	X	X
		3. HERITAGE DESIGNATION. 2040 Columbia Street (Lougheed H..	3291	X	X	X	X	X	X	X	X	X	X	X
		4. REZONING: Amendments - Zoning and Development By-law (r..	3292	X	X	X	X	X	X	X	X	X	X	X
		5. ODP AMENDMENTS. Arbutus Corridor Official Development P..	3293	X	X	X	X	X	X	X	X	X	X	X
		6. REZONING: 950 West 41st Avenue (Jewish Community Centre)	3294	X	X	X	X	X	X	X	X	X	X	X

Stephanie Lam

Subject: UBCM Child Care Planning Grant

From: Kirby, Michelle MCF:EX <Michelle.Kirby@gov.bc.ca>

Sent: December 2, 2019 12:22

To: Darryl Walker <DWalker@whiterockcity.ca>; David Chesney <DChesney@whiterockcity.ca>; Helen Fathers <HFathers@whiterockcity.ca>; Erika Johanson <EJohanson@whiterockcity.ca>; Scott Kristjanson <SKristjanson@whiterockcity.ca>; Anthony Manning <AManning@whiterockcity.ca>; Christopher Trevelyan <CTrevelyan@whiterockcity.ca>

Subject: UBCM Child Care Planning Grant

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Mayor Walker and Councillors,

I want to let you know that the [UBCM Child Care Planning Program](#) reopened in September, and the deadline for grant applications is January 31, 2020. In 2019, UBCM granted 74 local governments up to \$25,000 each for the development of child care plans to better assess the inventory of child care spaces, as well as the gaps in access to licensed, affordable child care in their communities.

I noticed that White Rock did not receive a child care planning grant in 2019, and I hoped that you would consider applying for 2020.

This would require:

- a resolution from Council,
- a completed three page [application form](#),
- and budget detailing how you would spend the grant.

I hope that you will consider applying for these funds to support your community planning, and provide valuable insight into where child care should be built, and identify which age groups need spaces (Infant-Toddler, 3-5 year old, or School Age care).

The [Childcare BC New Spaces Fund](#) is helping to fund the creation of 22,000 licensed child care spaces throughout British Columbia. Funding is available to support the creation, expansion and relocation of child care facilities proposing to create new licensed child care spaces. Families earning less than \$111,000 have access to the [Affordable Child Care Benefit](#), which can reduce fees for parents by hundreds of dollars. They can only access the affordability programs if they have access to licensed spaces, so we're doing our best to create more licensed child care centres across BC.

Please feel free to contact me to learn more!

Thanks,

Michelle Kirby

Senior Manager, Partnerships and Engagement

Child Care Capital and Community Services

Early Years and Inclusion Division

Ministry of Children and Family Development

Michelle.Kirby@gov.bc.ca

Office: 778-698-2215