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**To:** "Direct to Mayor and Council - DL"

**CC:** "City Manager's Correspondence Group - DL"

"Scollard, Taryn" <taryn.scollard@vancouver.ca>

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**Date:** 11/22/2018 9:21:02 AM

**Subject:** Memo - Local Improvement Process Briefing

**Attachments:** ENG - SED - Memo to Mayor and Council - Local Improvement Process Briefi....pdf

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Dear Mayor and Council,

Please see attached a memo from Jerry Dobrovolny regarding a Local Improvement Process briefing. A short summary of the memo is as follows:

- A local improvement project is a capital improvement such as paving an unimproved (dirt and gravel) street or lane or installing lane lighting, traffic circles or speed humps.
- The Vancouver Charter and the Local Improvement Procedures Bylaw (3614) provide a structured process and the cost-sharing methods for the advancement and implementation of local improvement projects.
- Local improvement projects are advanced by one of the following four ways: by petition, city initiative, special grounds or ballot. Please see attached memo for detailed description. The most common type of advancement is by petition.
- Local improvement projects are required to achieve the two-thirds minimum support from the affected property owners and must represent at least 50% of the total assessed property values. Projects meeting the threshold are initially presented to council in a *Project List for Consideration* report, and will then advance to the Court of Revision and a subsequent Council meeting.
- At the Court of Revision #639 on November 22, staff are recommending council approval of three petition projects that were first presented on September 18, 2018. We may expect members of the public (e.g. petitioners and/or residents) to speak at the meeting.

If you have any questions, please feel free to contact Taryn Scollard, Director of Streets, at 604.873.7789 or [taryn.scollard@vancouver.ca](mailto:taryn.scollard@vancouver.ca).

Thank you,  
Paul

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## MEMORANDUM

November 22, 2018

TO: Mayor and Council

CC: Sadhu Johnston, City Manager  
Paul Mochrie, Deputy City Manager  
Lynda Graves, Administration Services Manager, City Manager's Office  
Rena Kendall-Craden, Civic Engagement and Communications Director  
Katrina Leckovic, City Clerk  
Neil Monckton, Chief of Staff, Mayor's Office  
Alvin Singh, Communications Director, Mayor's Office  
Anita Zaenker, Chief of Staff, Mayor's Office  
Taryn Scollard, Director of Streets

FROM: Jerry Dobrovolny, General Manager, Engineering Services

SUBJECT: Local Improvement Process Briefing

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This memo serves to provide background on the Local Improvement Program in advance of the upcoming Court of Revision #639 scheduled for November 22, 2018.

### **Background on the Local Improvement Process**

A Local Improvement is a capital improvement such as paving an "unimproved" (e.g. dirt and gravel) street or lane, installing lane lighting, traffic circles or speed humps. Costs of the improvement are recovered wholly or in part by a special tax on the benefitting properties.

The Vancouver Charter and the Local Improvement Procedures Bylaw (3614) provide a structured process for the advancement and implementation of local improvement projects. The provisions of the Charter also specify the methods for advancing projects, percentages of property owner approval required, methods for assessing costs to property owners, and requirements for notifying property owners.

### **Methods for Advancing Local Improvement Projects**

There are four methods for advancing local improvement projects as per the Charter:

- **By Petition (most prevalent)** whereby a resident circulates a petition seeking support from owners of properties that would be assessed for a portion of the cost. Under the Charter, two-thirds support from the affected property owners is required, with the supporting property values representing at least 50% of the total assessed property values.
- **By City Initiative** whereby a project is advanced by resolution of Council. Affected property owners are provided with an opportunity to object to the project, and if more than half of the property owners object, the project is considered defeated.
- **By Special Grounds** whereby Council chooses to undertake a project without or despite any vote by the affected property owners.

- **By Ballot** when the specially benefitted area is “unduly large”, the project is advanced by resolution of Council and put to a vote of the owner-electors in the area.

Projects are routinely advanced by resident petition. It is rare for projects to be advanced by initiative, special grounds or ballot.

### Local Improvement Project Types

Table 1 below provides details on the most common Local Improvement types, cost-sharing percentages, and related amortization periods as prescribed by the Local Improvement Procedures Bylaw:

**Table 1. Local Improvement Project Types and Cost Share Information**

Type	Sub-type	Property Owner Share	City Share	Amortization Period
Pavement & Curbs	Higher-Zoned	90%	10%	15 years
	Neighbourhood Street	60%	40%	
Sidewalk		35%	65%	15 years
	Collector	25%	75%	
Lane Pavement	Higher-Zoned	90%	10%	15 years
	Neighbourhood Street	70%	30%	
Street Lighting		85%	15%	10 years
Lane Lighting		100%	0%	5 years
Speed humps in lanes		100%	0%	15 years

### Petition Project Approval Process

The following five main steps represent the approval process of a petition-driven project:

1. Completed petitions returned from residents are certified complete by the Collector of Taxes if they achieve the required two-thirds minimum support from the affected property owners and represent at least 50% of the total assessed property values.
2. A *Project List for Consideration* is presented to Council. Council approval enables staff to schedule, notify residents of, and table the projects for approval by Council at a Court of Revision and subsequent Council meeting.


At the Court of Revision #639 on November 22, a list of three projects will be presented to council to proceed through the steps noted below:

3. At the Court of Revision a *Report of the Collector of Taxes – Projects by Petition* is presented to council. Consideration will be made for any of errors or omissions, after which Council will be requested to certify the correctness of the special assessment roll.
4. Immediately following the Court of Revision an *Approval of Project List Report* is presented to Council for the approval of each project subject to any actions taken at the Court of Revision. Approval of the administrative report allows the projects to proceed to construction.

5. An annual report containing a list of completed projects will be presented to council upon the completion of construction in order to seek Council approval regarding the billing of affected property owners for their share of the projects.

Should you require further information, please contact Taryn Scollard, Director of Streets, at 604.873.7789 or [taryn.scollard@vancouver.ca](mailto:taryn.scollard@vancouver.ca).

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Dobrovolny', with a stylized flourish at the end.

Jerry W. Dobrovolny, P.Eng., MBA  
General Manager, Engineering Services

604.873.7331 | [jerry.dobrovolny@vancouver.ca](mailto:jerry.dobrovolny@vancouver.ca)