

File No.: 04-1000-20-2018-595

January 28, 2019

s.22(1)

Dear s.22(1)

Re: **Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")**

I am responding to your request of November 13, 2018 for:

The transition briefing binder for Kennedy Stewart.

All responsive records are attached. Some information in the records has been severed, (blacked out), under s.14 of the Act. You can read or download this section here: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00

Under section 52 of the Act you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your request. The Act allows you 30 business days from the date you receive this notice to request a review by writing to: Office of the Information & Privacy Commissioner, info@oipc.bc.ca or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number assigned to your request (#04-1000-20-2018-595); 2) a copy of this letter; 3) a copy of your original request for information sent to the City of Vancouver; and 4) detailed reasons or grounds on which you are seeking the review.

Please do not hesitate to contact the Freedom of Information Office at foi@vancouver.ca if you have any questions.

Yours truly,



Barbara J. Van Fraassen, BA
Director, Access to Information & Privacy

Barbara.vanfraassen@vancouver.ca
453 W. 12th Avenue Vancouver BC V5Y 1V4

*If you have any questions, please email us at foi@vancouver.ca and we will respond to you as soon as possible. Or you can call the FOI Case Manager at 604.871.6584.

Encl.

:kt

Transition Briefing

October 24, 2018

City of Vancouver

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Transition Briefing 100 Day Objectives

October 24, 2018

1. Permits

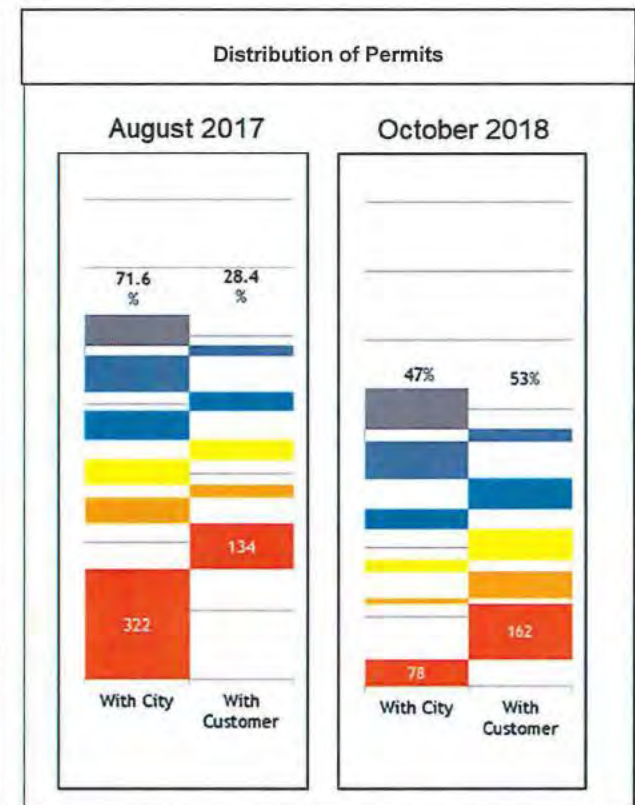
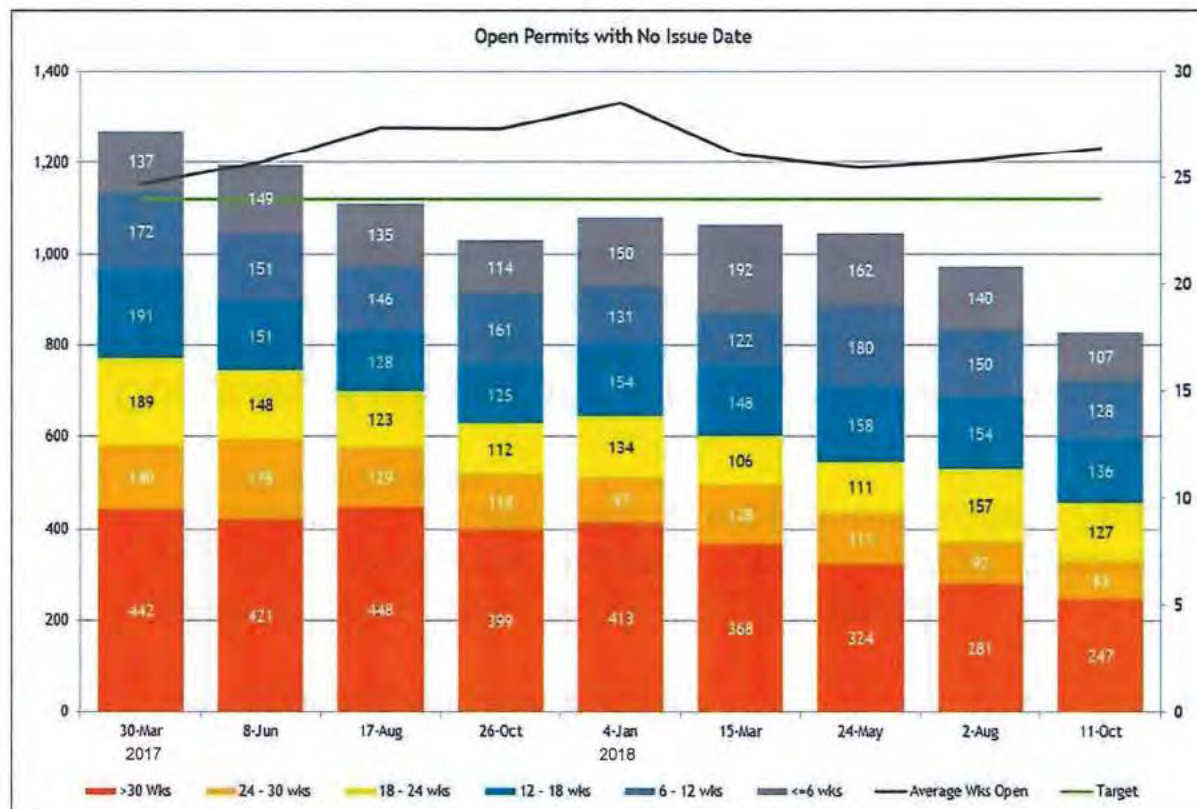
- Annual development and building permit volumes increased by 24% and rezoning volumes increased 350% from 2008 – 2016. Project complexity for staff and applicants also increased over that period as a result of several policy changes. However, staffing levels remained largely static.
- Rezoning, development and building permitting functions are intended to be cost-recovery; direct costs (staffing, technology) are funded by application/permit fees
- 2019 fees were approved by Council on July 24, 2018. Reference: July 24, 2018 report
- Approved fee adjustments range from 0% - 55%; most fee categories increasing by 12%
- **2019 fees contemplate addition of 42.5 FTE to support planning and development work and speed permit issuance; additional staffing included in the draft 2019 operating budget**
 - Planning, Urban Design and Sustainability
 - Development, Buildings and Licensing
 - Engineering
 - Law
- 2019 staffing increases build on 42 incremental positions added in 2018

Permits – Ongoing Improvement Initiatives



- Affordable multi-family housing – expedited permitting pilot
 - 31 projects identified for pilot program
 - 46 week target processing time (rezoning application to building permit)
 - 530 units under construction, 400 additional anticipated by end 2018
 - 1500 units in stream for 2019
- Low-density homes (1-2 family, laneway)
 - July 2018 laneway regulation update – outright approval for 1.5 storey, siting flexibility
 - Expedited permitting pilot for experienced builders: 7 projects in stream; 2 permits issued within 10 weeks
- Commercial renovations – imminent improvements
 - Demising wall alterations – eliminate building upgrade requirements
 - Expedited reviews for experienced applicants
 - Expanded access to TIPS program (simplified Code review for newer buildings)
- Service centre wait times
 - Sept 2018 average wait – approx 50 minutes (72% reduction v. Sept 2017)
- Regulation redesign project
- **Potential action– motion directing staff to conduct a comprehensive assessment of the associated organizational structures, processes and systems and report back with opportunities to shorten processing times**

Low Density Housing – Open Permit Applications



2. Renters Advocate



- Renter Advocacy and Services Officer role is funded in the 2018 operating budget (Affordable Housing; Arts, Culture and Community Services)
- **The role has been posted and interviews completed; ACCS management expect to make a job offer in the coming week**
- \$1.5M allocated in 2019-2022 capital plan for grants to not-for-profit agencies that provide legal advocacy and other support for tenants (\$375K in 2019)

3. DTES Emergency Task Force



- Rates of opioid overdose reflect a city-wide crisis
 - Reference: weekly overdose reporting
- Vancouver Community Action Team (CAT)
 - Funded by Ministry of Health grant (\$100K) and City of Vancouver (\$50K)
 - Co-chaired by Vancouver Coastal Health and CoV
 - Mandate: 1) prevent people from using substances alone; 2) raise awareness of the role of drug policy; 3) expand low-barrier opioid distribution pilots; 4) support the wellbeing of the peer workforce
 - Membership comprises CoV, health agencies, first responders, non-profit services providers, people with lived experience
 - CAT at formative stage; terms of reference in place, hiring project manager and determining priorities
- Mayor's Task Force on Mental Health & Addiction (2013-14)
 - Focused on implementation of 5 recommendations developed jointly by CoV, VPD and VCH
 - Reference: backgrounder
- **Potential action – reconvene/reconstitute a Mayors' task force involving senior level representatives from health sector, first responder agencies, community partners**

4. Mayor's Small Business Review



- January 17, 2018 Council motion re support for small business
- February 20, 2018 staff update on work in progress
- 2018 priorities:
 - **Convene small business roundtable: tentatively planned for early December 2018.** Reference: proposed timeline
 - Initiate commercial district small business study
 - Continue to advocate for Province-led task group to examine impact of assessment methodology and increasing property values on small business
 - Develop a strategy framework for CoV support to small business
- Commercial renovations have been prioritized for improvements in permit processing time and complexity

5. Conflict of Interest Rules



- Reference: existing Code of Conduct obligations for Council members and staff
- Council members and senior staff also subject to ongoing disclosure obligations set out in *Financial Disclosure Act*, including all management staff involved in real estate, planning and development activities
- Currently rolling out robust staff training and procedural requirements for conflict of interest management
- **Potential action – motion to examine the establishment of post-employment restrictions and/or other measures applicable to members of Council and senior staff.**

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6. Lobbyist Registry



- Reference:
 - February 28, 2017 memo to Council
 - April 12, 2017 memo to Council
 - 2017 UBCM motion and Provincial response



ADMINISTRATIVE REPORT

Report Date: June 18, 2018
Contact: Kaye Krishna
Contact No.: 604.873.7160
RTS No.: 12499
VanRIMS No.: 08-2000-20
Meeting Date: July 24, 2018

TO: Vancouver City Council

FROM: General Manager of Development, Buildings and Licensing; General Manager of Planning, Urban Design and Sustainability; and General Manager of Engineering Services

SUBJECT: 2019 Fee Increases for Rezoning, Development, Building, and Other Related Permits

RECOMMENDATION

- A. THAT Council adjust fees to improve recovery of City costs concerning development, construction and other related matters, generally in accordance with Appendix A.
- B. THAT the Director of Legal Services bring forward for enactment the necessary amendments to the Gas Fitting By-law No. 3057, the Subdivision By-law No. 5208, the Electrical By-law No. 5563, the Zoning and Development Fee By-law No. 5585, the Miscellaneous Fees By-law No. 5564, the Secondary Suite Inspection Fee By-law No. 6553, the Noise Control By-law No. 6555, the Protection of Trees By-law No. 9958, the Building By-law No. 10908, and the Sign By-law No. 11879, generally in accordance with Appendix A, to be effective January 1, 2019.
- C. THAT the General Manager of Development, Buildings and Licensing; General Manager of Planning, Urban Design and Sustainability; and General Manager of Engineering Services, be directed to advise the development and building community of the Rezoning, Development and Building Permit fee changes.

REPORT SUMMARY

In 2017, staff proposed a two-year increment to Rezoning, Development, Building, and other associated fees to support an increase in staff needed to support the significant increase in volume and complexity of development in Vancouver. This report provides an

update on the subsequent 2018 staffing and provides a refreshed analysis and new needs to support the second half of the fee and staffing increases for 2019.

The key recommendations in the report include:

1. The addition of 42.5 positions in 2019 to support planning and development work across Planning, Urban Design and Sustainability; Development, Buildings and Licences; Engineering Services; and Legal Services;
2. Supported by the following increases to development-related fees:
 - A 12% increase in most categories;
 - 14 Development & Building Fees are proposed to be increased by 15%;
 - A zero percent increase in Laneway Housing Permits to reflect the simplification to the review process previously presented to Council; and
 - Rezoning:
 - Eight rezoning fees are proposed to be increased by 22%;
 - Fees for Downtown rezoning enquiries and Large Sustainable site applications increasing by 55% to account for the complexity of sites and projects.

This report reflects revised projections given the City's current needs and priorities and is meant to be a refresh of last year's analysis rather than a new, comprehensive review of staff and fees. In 2019, staff will undertake a more robust review of development demand, resource needs, and efficiency gains in order to evaluate staffing levels and fees. We expect to return to Council next year, or other out years, with ongoing resource and fee reviews and changes.

If approved by Council, amendments to the affected by-laws would be prepared by Legal Services and brought forward for enactment in November 2018, generally in accordance with the attached schedules in Appendix A, to be effective on January 1, 2019.

COUNCIL AUTHORITY/PREVIOUS DECISIONS

It is Council policy that these fees and other charges be established on the basis of the cost of providing the associated services.

In 2015, Council approved fee increases and other related amendments to the by-laws described in this report (effective January 1, 2016):

1. A 2% inflationary increase in all categories to compensate for increases to the City's costs;
2. An additional 30% increase to all rezoning fees;
3. An additional 10% to 15% increase to some development permit fees, but no increases other than inflationary increases for single family permits because these permits were facing higher than normal processing times.

4. A consolidation of fees where there is no substantive difference between current fees and elimination of fees which have not been used for at least four years; and
5. Once processing times stabilize, report back to Council on a subsequent set of fee changes.

In 2016, Council approved a second phase fee increase and other related amendments to the by-laws described in this report and bylaws related to Engineering fees (effective September 1, 2016):

1. An increase ranging 2% to 19% on the balance of permit fees and services, excluding Electrical and Sign permit fees. Some fees maintained at current rates and adjusted for inflation only through a separate Council Report.
2. A decrease ranging 2% to 19% on some Drain Tile and Gas permit fees.
3. An increase to some Engineering Services' fees to recover a shortfall of approximately \$3.9M of which \$2.4M was for sewer and water connection fees (Engineering Service fees excluded in this Council Report).
4. Authorized creation of nine new service fees where a service was provided and costs were incurred for which a fee was not charged.

In October 2017, Council approved a staff administrative report that recommended adding 75 new resources over two years to support increased planning and development workloads. That report specifically proposed fee increases to fund the first half of 75 additional positions identified as part of the 2017 Zoning & Development Fee Review, along with transferring existing development-related costs from taxes to fees. In addition to standard inflationary increases, the report included a 9% increase in most fee categories, with some other complex development fees increasing by 19% along with some other more significant increases in targeted areas (outlined in Appendix B).

CITY MANAGER'S/GENERAL MANAGER'S COMMENTS

The City Manager, the General Manager of Development, Buildings & Licensing, the General Manager of Planning, Urban Design & Sustainability and the General Manager of Engineering Services RECOMMEND approval of the foregoing.

REPORT

Background/Context

Over the last several years, application volumes have increased significantly, as has the complexity associated with processing these new developments. In support of the City's priorities to be a world class sustainable, healthy city, numerous planning and development policy and regulation changes have been implemented to improve the quality of communities and buildings. These include the Greenest City Action Plan, Healthy City Strategy, Urban Forest Strategy, Transportation 2040, and Rain City Strategy as well numerous new Community Plans and larger scale rezoning policies (e.g. Rental 100). New development requirements now include waste diversion, provincially-mandated storm water requirements and ASHRAE energy requirements.

At the same time, applications have become more complex and many more applications are now conditional rather than outright. Land use plans and policies are providing new building typologies to accommodate changing housing and business needs, allowing for more mixed-use districts, increased density, and new forms of commercial space for “high tech” businesses. Further, because available land is scarce, most new development is actually re-development and often involves challenging site conditions (e.g. infill, heritage buildings and features, mature trees, peat bogs, contamination, etc.). Increased density also often requires development sites to upgrade sewer, water, and transportation infrastructure. These factors have added to the complexity and effort required to support planning and development.

Increased volume and complexity, paired with the remaining backlogs and the change management associated with new technology systems and processes, negatively impacted the ability for staff to make significant efficiency gains over the past several years. This situation reduced customer satisfaction, staff capacity and staff morale. Increased volumes resulted in more work-per-person, more overtime, and more staff turn-over. These conditions also contributed to longer permit processing times and increased customer complaints.

2017 Fee Review

In October 2017, staff presented a two-year plan to Council to improve service delivery and reduce processing times by adding 75 additional staff to those teams that process rezoning, development and building permit applications in Planning, Urban Design and Sustainability (PDS); Development, Buildings and Licences (DBL); Engineering Services; and Legal Services. This was to address issues driven by the increase in both the volume and complexity of permit applications over the preceding nine years, which significantly outpaced the growth in staff resources.

Rezoning, development and building permit application volumes in Vancouver increased by 24% from 2008 to 2016. In 2017 staff analysis showed that to keep up only with forecasted volumes, and with no assumed efficiency, the City would have to hire 150 new employees across PDS, DBL, Engineering, and Legal Services. However, acknowledging the significant efforts to improve systems and processes, staff recommended that the City hire half of this estimated need - 75 new staff - over two years to support planning and development. This moderated approach also acknowledged that going beyond this number would present significant challenges with absorbing a volume of new staff in a short time (e.g. recruitment, on-boarding, office space needs, etc.).

In addition, staff identified a number of development-related activities and costs that were not being recovered by fees, including staff reassigned from non-fee related functions (such as policy and area planning), to support increased application volumes. As part of the 2017 review staff sought to incorporate all these costs into rezoning, development & building fees over 2018 & 2019.

2018 Staffing and Service Impacts

Last October, Council approved the “2018 Fee Increases for Rezoning, Development, Building, and Other Related Permits” report, which proposed hiring 42 of the 75 positions in 2018 and presented a variety of fee increases to support the proposal. As of the end of June, 88% (37) of the positions have been filled, and we expect the remaining five will be filled by September.

As expected, absorbing these new positions at a fast rate has been challenging, but staff have been pleased with the rapid rate of on-boarding. These new positions created professional development opportunities for existing staff, which led to an increased rate of turn-over and a much higher number of positions to fill during the first half of the year. For example, DBL had 13 new positions to fill, but actually recruited for and filled 72 positions due to promotions and backfills. Also, demand for development related jobs is high across the Lower Mainland, so competing for talent has proven challenging. The City continues to evaluate and address additional space needs to support growth.

Overall the additional staff have had a significant positive impact on service delivery as well as staff morale. Since last October we have seen the following improvements in service delivery:

- Formation of a consolidated Rezoning Centre – staff that process rezoning applications are now centralized to enable efficiencies and reduce processing times.
- Launch of the Affordable Housing (SHORT) Pilot: a dedicated team working with applicants to prioritize and expedite high impact social housing projects. Median processing times are tracking well against target.

	Target (wks)	Current Median (wks)	Projects/Units
Rezoning (wks to public hearing)	28	25.5	12 Projects, 1,620 Units
Development Permit (wks to decision)	12	12.1	13 Projects, 1,463 Units
Building Permit (intake to Stage 1 issue)	6	6.7	8 Projects, 892 Units

Note: Figures include projections for projects in process

- Improvements in permit processing times for Low Density Housing due to improved intake reviews and better application submissions. The median time to issue permits has now dropped to 25 weeks, compared to a median time of 35 weeks in 2017.
- Launch of the Low Density Housing ASAP pilot – focused on streamlining the steps in the housing permit process, and running reviews concurrently to maximize efficiency. The target is to reduce permit processing time to between six and eight weeks.
- Implementation of enhanced customer screening for Building & Development customers in the Service Centre has produced a 23% reduction in customer wait times for the first two quarters of 2018 (compared to average wait times in 2017).
- Staff recently launched a review of the Commercial Renovations process, with the goal of working with industry and a cross-departmental team to improve our processes and reduce permit times for all commercial renovations.
- Engineering has completed the first phase of their internal improvements to their development review processes. Over 30 improvement initiatives are currently being piloted by the staff team, focusing on the rezoning, building grade and geometric design processes. With these improvements, Engineering is targeting to reduce their review times to 20 weeks for rezonings and eight weeks for building grades.

- Council recently received the first report on the Regulatory Review Project, which included a summary of the key phases of work through to the end of 2019, and proposed a number of amendments to various by-laws, guidelines and policies that would simplify and update regulations. The staff team and consultants for this work are in now in place. Public consultation is underway through the project website and further events and opportunities for public input will occur in the fall of 2018. Other work to be undertaken in the second half of 2018 will include a review of advisory committees, developing options and strategic directions, identifying additional regulatory amendments and bringing these to Council in early 2019.
- The City is bringing forward updates to the Parking Bylaw over a couple phases to advance many Transportation 2040 policies and to address out of date regulations and guidelines. The first phase includes the following actions:
 - Downtown:
 - Eliminating all minimum vehicle parking requirements; and
 - Requiring the provision of TDM plans for new buildings.
 - City-Wide:
 - Requiring the provision of passenger loading spaces for all land uses;
 - Requiring visitor parking for all residential developments;
 - Increasing requirements for bicycle parking and end of trip facilities to better reflect current and future cycling mode share; and
 - Enabling reduced vehicle parking requirements for developments opting to provide a TDM plan, with deeper reductions offered for rental developments.

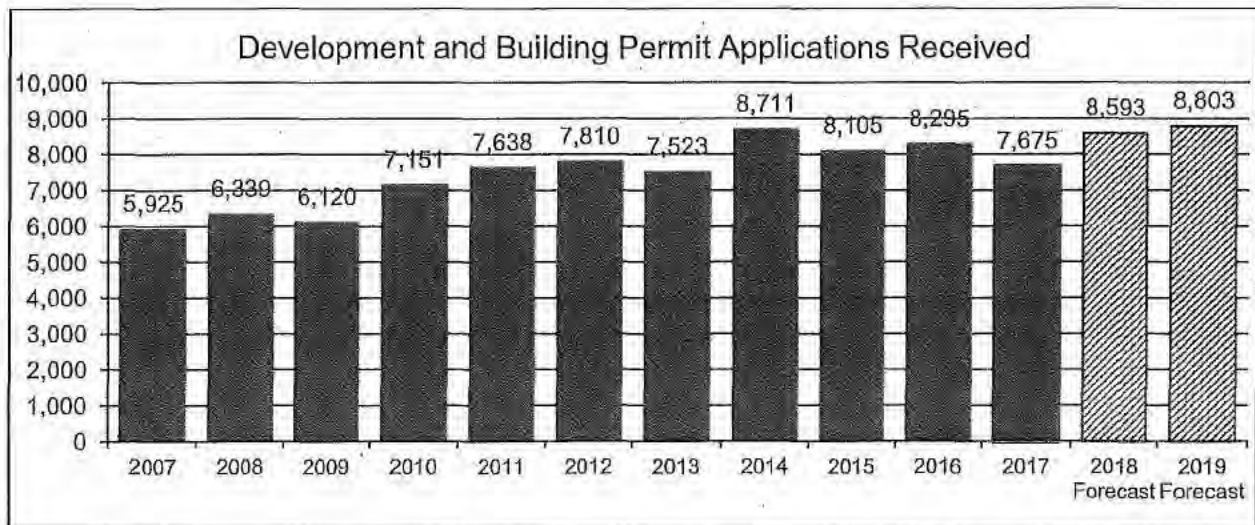
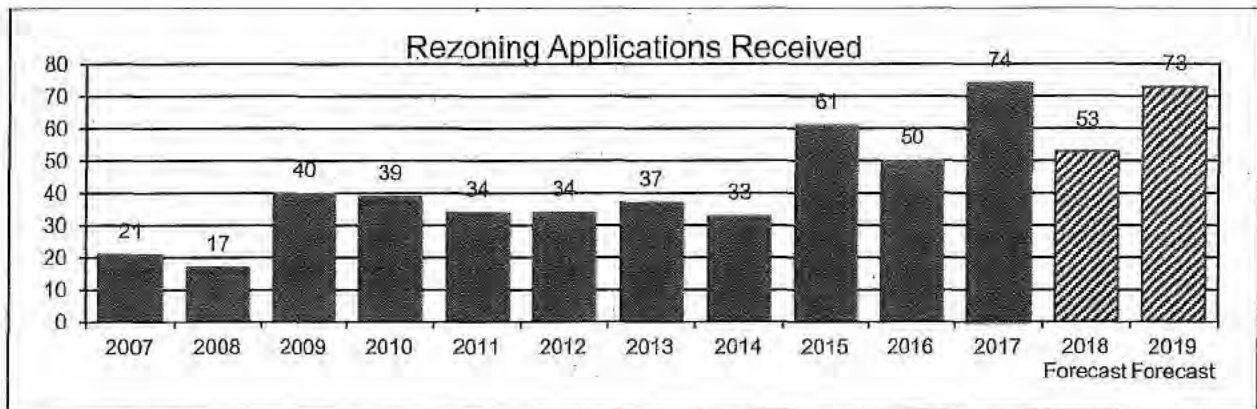
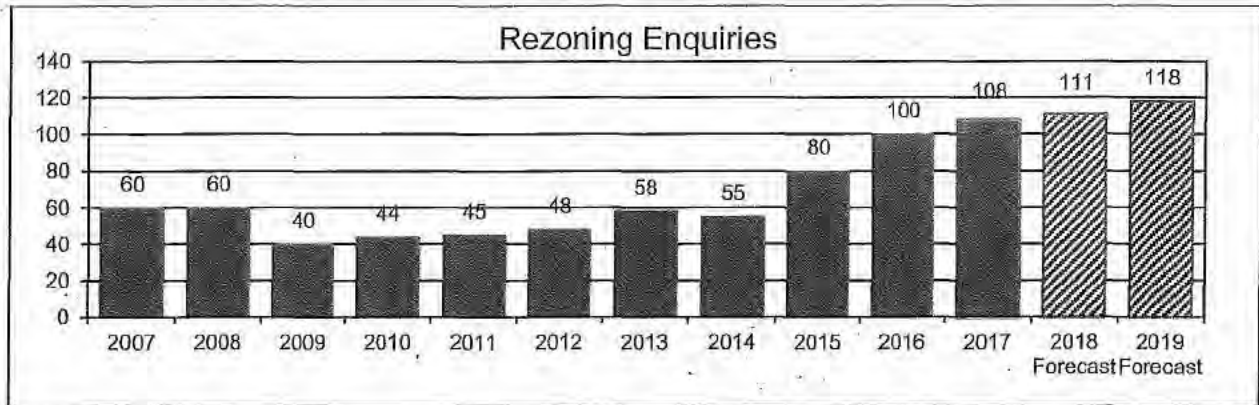
Future Parking By-law update work includes:

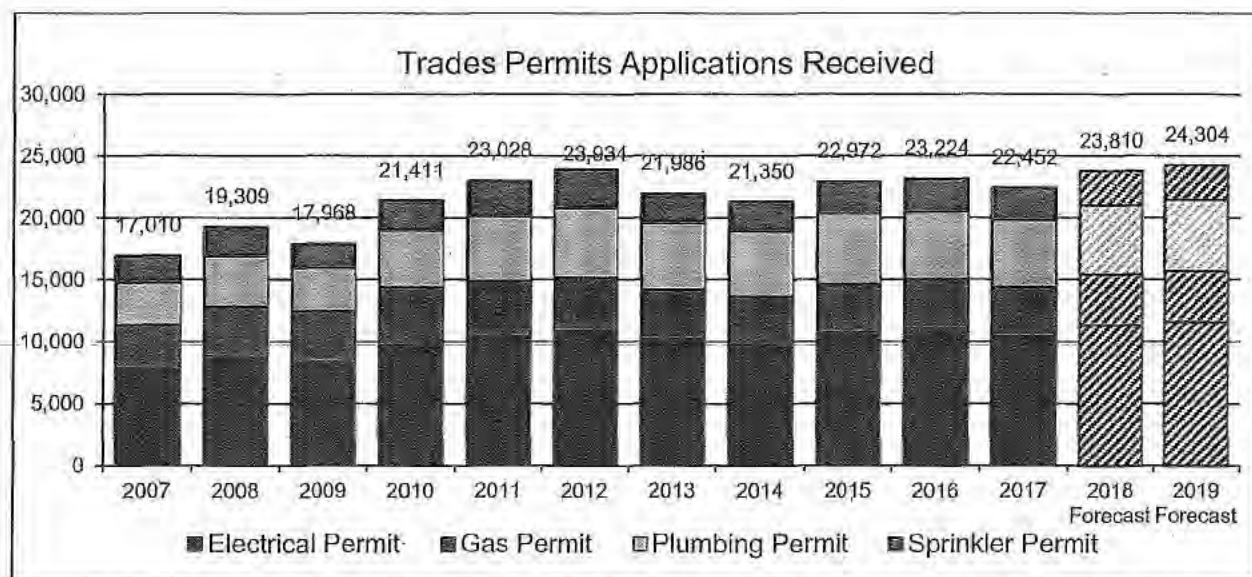
- Optimizing accessibility parking requirements and City-wide design standards;
- Consolidating and update Parking By-law supporting materials;
- Responding to increased density in single family neighbourhoods; and
- Achieving consistency of approach in calculation and assessment of parking rates.

Strategic Analysis

2018 & 2019 Development Forecasts

Demands on the planning and development staff continue to increase. We have updated our enquiry and application forecasts as shown in the graphs below.





The number of rezoning applications received to date in 2018 is somewhat lower than previous years (as is typical for a municipal election year). However, rezoning enquiry volumes continue to grow and based on the relationship between enquiries and future application submission it is anticipated that application volumes for 2019 will increase.

For every rezoning, there are multiple development permits, building permits, and trade permits, so continued high levels of rezoning applications indicate high future levels for permitting.

Although the number of development, building & trade permit applications in 2017 was marginally lower than forecast (due to an unexpected reduction in applications in Q4), staff still anticipate continuing development growth. As of the end of the end of Q2, development and building permit application volumes are at 48.7% of our annual projection (of 8,593). By comparison, in Q2 of 2017, volumes were at 49% of year end actuals, so staff have a high confidence in the forecast for 2018.

The projected need for 150 staff to catch up to the growth in volumes and the increase in complexity was based on a projected volume of around 8,500 applications in 2017. So, even though the forecast for 2018 is slightly lower, the bottom-up resource forecast remains unchanged at 150 staff.

Updated Staffing Projections

The 2017 staff review was based largely on demand (i.e. application volumes) and from that proposed an incremental increase of 75 resources over two years for all teams that support planning and development, resulting in a proposed total increase of 42 FTE's in 2018, and 33 FTE's in 2019, across PDS, DBL, Engineering, and Legal Services.

This year, staff identified a need to prioritize efforts to further expedite Affordable Housing and improve Commercial Renovations, and revisited the 2019 staffing projections made last year to best support those priorities. Efforts made in 2018 to expedite affordable housing have proven successful and staff identified opportunities to apply lessons learned from those efforts (e.g. the SHORT pilot) to evaluate how staffing could better support the implementation of multi-family housing initiatives proposed in Housing Vancouver. Separately, while many process

improvement initiatives in 2018 focused on housing, staff have received increasing feedback from industry that commercial renovation processes have slowed, become more complicated, and generally require a focused review. As a result, all departments revised their resource projections for 2019 to support these two priority areas. This revised staffing model will add three positions to the 33 resources previously planned for 2019.

In addition, in order to meet increased city-building needs, deliver the Rain City strategy, and to respond to provincially-mandated storm-water management requirements without negatively impacting permit processing times, staff recommend the addition of 6.5 positions to be funded through rezoning, development and building permit fees. These additional positions will help to plan and implement innovative new strategies to creatively manage water through increased development, starting with (but not exclusive to) the Cambie corridor. Of the 6.5 positions for this work, one will support Engineering, one will support DBL, and four will support PDS, with an additional 0.5 FTE position shared across all departments for training, documentation, and general capacity building.

Based on these priorities, staff have revised the 2019 staffing needs and recommend the following:

Department	Original recommendation for 2019	Revised recommendation for 2019
PDS	12	17
DBL	11	13
Engineering Services	9	10.5
Legal	1	2
Total	33	42.5

The total cost of these staff additions (including benefits, and other operating costs) is \$5.23M, which are included in the proposed fee increases described below.

Additional Development-Related Costs and Cost-Adjustments

The 2017 planning and development resource and fee review identified \$10M of existing costs attributable to planning and development services that were not being funded through fees. From these findings, staff recommended transferring these development-related costs from taxes to fees, dividing the redistribution to fees over two years. In 2018, \$6.1M of the costs were transferred to fees, and staff propose transferring the remaining \$3.9M to fees in 2019.

Also, during the 2017 budget process, Council approved an additional \$300K to help improve planning and development processes. To date, this funding has been used to create more senior permit processing positions, augment data entry teams (freeing up senior staff to focus on higher-value work), and provide additional recruitment and on-boarding support. These additional resources have proven valuable and staff recommend making this \$300K regularized and therefore transferring it from tax-funded to fee-funded in 2019.

In addition to adding new resources and transferring development-related costs to fees, there are a number of corporate costs that must be added to fees. First, the new Employer Health Tax was introduced by the Province and will go into effect January 1, 2019. This new tax will be

added to the overhead costs of all City employees, and will be recovered for employees working on planning and development-related work via fees. Also, as is customary, an annual inflationary adjustment of 2.2% will also be factored into fees.

Staff project an anticipated permit revenue volume of \$4.1M in 2019, and in order to balance program costs to program revenue in 2019, an incremental \$7.9M will be required from fee increases in 2019.

Proposed 2019 Fee Increases

A number of key principles have been used to develop the recommendations in this report:

- Ensure that development fees reflect actual effort and costs;
- Direct development costs to development-related services and minimize impact on taxpayers;
- Minimize impact on small homebuilders, small businesses and small projects;
- Increase fees proportionate to scale and complexity of projects; and
- Reflect market conditions for construction costs.

Part of the review considered whether a greater share of these increases should be targeted towards condo developments rather than rental developments; however Council Policy is that fees should reflect the costs of the service provided, and the work involved in permitting a condo development is the same as the work to permit a similar rental development.

In order to make up the \$7.9M of costs, staff recommend that fees are increased in 2019 as follows:

- A 12% increase in most permit fee categories (which will generate \$2.4M);
- That 14 Development & Building Fees are increased by 15% (which will generate \$4.6M);
- A zero percent increase in Laneway Housing Permits to reflect the simplification to the review process previously presented to council; and,
- Eight rezoning fees are proposed to be increased by 22%, with fees for Downtown rezoning enquiries and Large Sustainable site applications increasing by 55% to account for the complexity of sites and projects (which will generate \$970K).
- CD-1 rezoning fees adjusted to better reflect relative complexity of projects (i.e. an increase for sustainable large sites that require additional staff review).
- Remove and collapse fee categories to simplify and improve equity across projects, i.e. removing and replacing the CD-1 fee for sites in an ODP area as it is set much higher than similar projects in the Cambie Corridor and other neighbourhoods;
- Enquiry fees are updated to increase the fee for more complex projects, reflecting the effort required of staff (i.e. higher fee for downtown projects);
- Enhanced rezoning fee to reflect sites that require an enhanced rezoning process to refine development options and conduct pre-application consultation (e.g. unique sites in the Cambie Corridor);

- Rezoning Issues report fees for sites that require bringing a rezoning issues report to Council to provide policy guidance; and
- Major project (>40,000 sq. m) fee to reflect major project staffing budgets.

Even with the fee increases identified above, rezoning fees continue to under-recover the staff costs associated with rezoning applications. The increases proposed in this report will make great strides in better recovering costs, but additional work is required to fully evaluate effort against cost, particularly for large rezonings.

The above recommended increases include inflation as well as increases resulting from the review. The detailed increases to specific fees are included in Appendix A.

Further Review of Fees

As identified earlier in the report, our 2017 demand-driven estimate for development-related resources indicated a need to add up to 150 more staff in order to keep pace with demand and the modern complexities of development in Vancouver. Staff proposed adding half of those projected resources over two years in order to monitor the trends in development demand while concurrently pursuing systems and process improvements. This report reflects revised projections given the City's current needs and priorities and is meant to be a refresh of last year's analysis rather than a deep, comprehensive review of staff and fees.

Next year, staff will endeavour upon a more robust review of development demand, resource needs, and efficiency gains in order to evaluate staffing levels and fees. We are unable to estimate any additional needs for 2020 or beyond at this time, but we expect to return to Council next year, or other out years, with ongoing resource and fee reviews and changes.

Implications/Related Issues/Risk

Financial

Fees are traditionally adjusted on an annual basis to keep them consistent with inflation and changes to the cost base. Given the continuing gap between City costs to process permit applications and the revenues generated by these permits, it is recommended that fees be increased by 12% in most categories, with a small number of rezoning, development and building permit fees increasing by 15% to 22%, with some other complex rezoning fees increasing by 55% (see Appendix A).

Based on current application volume projections, these proposed fees are projected to generate approximately \$7.9M of additional annual operating budget revenue. The new fees are recommended to be effective January 1, 2019.

The increases include inflationary costs increases as well as increases resulting from a review of expenses and revenues relating to permit applications.

Legal

Council is authorized to impose fees pursuant to the *Vancouver Charter*.

CONCLUSION

In order to fully recover costs associated with development, building and related services applications and permit processing, it is recommended that fees be increased by the amounts outlined in Appendix A.

The proposed fee increases would be effective January 1, 2019.

It is also recommended that the City give notice to all interested parties of the increase, and that Legal Services bring forward by-law amendments as required for enactment.

* * * * *

Proposed amendments are shown as follows:

Additions shown in *italics*

Deletions shown in ~~strike-out~~

Zoning and Development Fee By-law - # 5585 Schedule 1		Current Fees	2019 Proposed
Development Permits			
One Family Dwelling, One Family Dwelling with Secondary Suite, Two Family Dwelling and Two-Family Dwelling with Secondary Suite			
1	For a new one family dwelling, one family dwelling with secondary suite, two family dwelling, or two family dwelling with secondary suite, and its accessory building or accessory use to an existing one or two family dwelling or one or two-family dwelling with secondary suite, where such an addition, alteration, change of use, accessory building or accessory use is equal to or greater than 60 m ² in gross floor area:		
(a)	where the permit would be issued as an outright approval or as a conditional approval pursuant to Section 3.2.7 of the Zoning and Development By-law	\$1,960.00	\$2,250.00
(b)	where the permit would be issued as a conditional approval, except as provided for in Sections 1(a), 1(c) and 1C	\$2,840.00	\$3,270.00
(c)	where the permit would be issued as a conditional approval after proceeding to a review by a Council-appointed advisory design panel	\$4,690.00	\$5,250.00
1A.	Except as provided for in Section 1B, for an addition, alteration, relaxation, change of use, accessory building or accessory use to an existing one or two family dwelling or one or two-family dwelling with secondary suite where such addition, alteration, change of use, accessory building or accessory use is less than 60 m ² in gross floor area:		
(a)	where the permit would be issued as an outright approval, or where a relaxation of the required yards, building depth or maximum building height is required and where the relaxation of a required rear yard would be less than 60% of what is required by the applicable District Schedule, or where the permit would be issued as a conditional approval pursuant to Section 3.2.7 of the Zoning and Development By-law	\$511.00	\$572.00
(b)	in all other cases	\$1,007.00	\$1,130.00
1B.	For conversion of a one-family dwelling to a one-family dwelling with secondary suite	\$700.00	\$784.00
1C.	Notwithstanding Section 1, for a one-family dwelling in the RS-3, RS-3A, RS-5, RS-6 or RS-7 Districts which includes permission by the Director of Planning to increase the maximum Floor Space Ratio otherwise permitted by the District Schedule	\$3,350.00	\$3,750.00
1D.	Despite Section 1, for a two-family dwelling in the RS-7 District which includes permission by the Director of Planning to increase the maximum permitted Floor Space Ratio otherwise permitted by the District Schedule	\$3,350.00	\$3,750.00
1E.	For a permit for a laneway house:		
(a)	where the laneway house is one-storey and there is no relaxation of siting or maximum height required	\$1,250.00	\$1,400.00
(b)	in all other cases	\$1,929.00	\$2,150.00

Zoning and Development Fee By-law - # 5585 Schedule 1		Current Fees	2019 Proposed
Multiple Dwellings & Freehold Rowhouses			
2	For a multiple dwelling or freehold rowhouse, or for an addition to an existing multiple dwelling or freehold rowhouse:		
(a)	where the permit would be issued as an outright approval or as a conditional approval pursuant to Section 3.2.7 of the Zoning and Development By-law:		
	Each 100 m ² of gross floor area or part up to 500 m ²	\$1,112.00	\$1,250.00
	For each additional 100 m ² of gross floor area or part	\$556.00	\$623.00
	Maximum fee	\$45,100.00	\$50,500.00
(b)	where the permit would be issued as a conditional approval, except as provided in Section 2 (a):		
	Each 100 m ² of gross floor area or part up to 500 m ²	\$1,515.00	\$1,740.00
	For each additional 100 m ² of gross floor area or part	\$1,013.00	\$1,160.00
	Maximum fee	\$200,000.00	\$224,000.00
Other Uses (Other Than One- or Two-family or Multiple Dwellings)			
3	For a new principal building or use, or for an addition to an existing building or use, being in all cases other than a one- or two-family dwelling and a multiple dwelling:		
(a)	where the permit would be issued as an outright approval or as a conditional approval pursuant to Section 3.2.7 of the Zoning and Development By-law:		
	Each 100 m ² of gross floor area or part up to 500 m ²	\$764.00	\$856.00
	For each additional 100 m ² of gross floor area or part	\$367.00	\$411.00
	Maximum fee	\$37,500.00	\$42,000.00
(b)	where the permit would be issued as a conditional approval except as provided in Section 3 (a):		
	Each 100 m ² of gross floor area or part up to 500 m ²	\$1,341.00	\$1,540.00
	For each additional 100 m ² of gross floor area or part	\$834.00	\$959.00
	Maximum fee	\$200,000.00	\$224,000.00
Alterations, Changes of Use (Other Than One- or Two-family Dwellings)			
4	For an accessory building or accessory use to a principal building or principal use already existing, or for an alteration, relaxation, or change of use to an existing building, being in all cases other than a one- or two-family dwelling:		
(a)	where the permit would be issued as an outright approval or as a conditional approval pursuant to Section 3.2.7 of the Zoning and Development By-law:		
	Each 100 m ² of gross floor area or part thereof	\$658.00	\$737.00
	Maximum fee	\$5,265.00	\$5,900.00

Zoning and Development Fee By-law - # 5585 Schedule 1		Current Fees	2019 Proposed
(b)	where the permit would be issued as a conditional approval, except as provided in Section 4 (a):		
	Each 100 m ² of gross floor area or part thereof	\$928.00	\$1,067.00
	Maximum fee	\$6,638.00	\$7,630.00
(c)	where the change of use does not require a comprehensive development review or minor amendment	\$334.00	\$374.00
Outdoor Uses			
5	For a parking area, storage yard, nursery, or other development which, in the opinion of the Director of Planning, is similar:		
(a)	where the permit would be issued as an outright approval or as a conditional approval pursuant to Section 3.2.7 of the Zoning and Development By-law:		
	Each 200 m ² of site area or part up to 1 000 m ²	\$511.00	\$572.00
	Each additional 200 m ² of site area or part	\$174.00	\$195.00
(b)	where the permit would be issued as a conditional approval, except as provided in Section 5(a):		
	Each 200 m ² of site area or part up to 1 000 m ²	\$700.00	\$784.00
	Each additional 200 m ² of site area or part	\$334.00	\$374.00
5A	For a Farmers' Market	\$618.00	\$692.00
Developments Requiring Development Permit Board Approval			
6	For an application which proceeds to the Development Permit Board:		
(a)	instead of the fees referred to in Sections 1 to 4:		
	Each 100 m ² of gross floor area or part up to 15 000 m ²	\$1,190.00	\$1,370.00
	Each additional 100 m ² of gross floor area or part over 15 000 m ²	\$227.00	\$261.00
(b)	instead of the fees referred to in Section 5:		
	Each 200 m ² of site area or part up to 1 000 m ²	\$771.00	\$864.00
	Each additional 200 m ² of site or part	\$373.00	\$418.00
Child Day Care Facility, Cultural Facility or Social Service Centre			
7	For a child daycare facility, cultural facility or social service centre, where the applicant is an incorporated non-profit society	\$649.00	\$727.00
Demolitions			
8	For the demolition of residential rental accommodation, a building listed on the Heritage Register or a residential building located in the RS-1, RS-3, RS-3A, RS-5 and RS-6 or FSD District	\$356.00	\$399.00

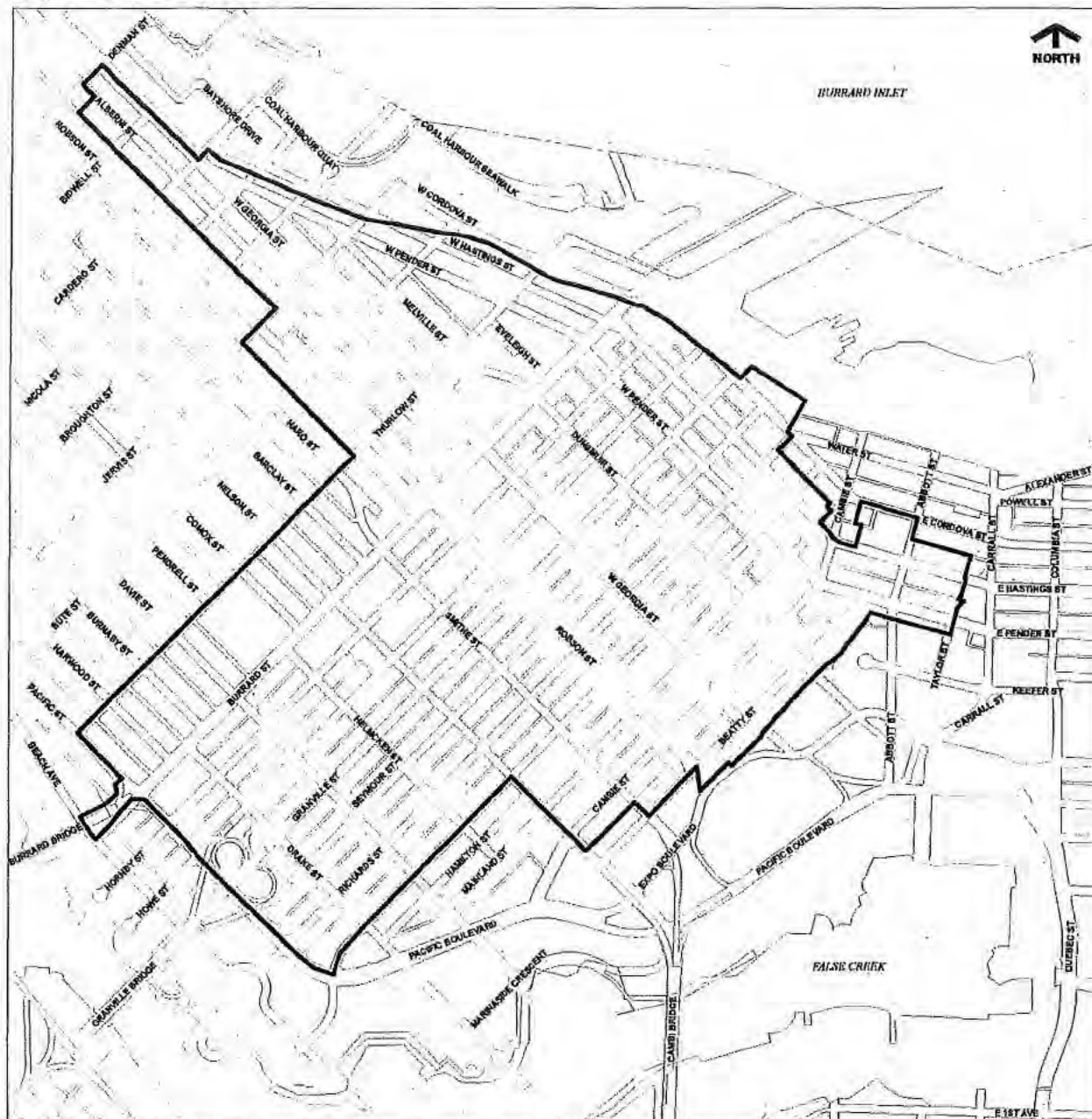
Zoning and Development Fee By-law - # 5585 Schedule 1		Current Fees	2019 Proposed
Preliminary Applications			
9	For an application in preliminary form only	25% of the fee that would, except for this provision, apply (with a minimum fee of \$742.00)	25% of the fee that would, except for this provision, apply (with a minimum fee of \$831.00)
NOTE: This fee will be deducted from the fee for an application in complete form which follows approval of a preliminary application.			
Revisions			
10	For the second revision and every subsequent revision of drawings which are required because of non-compliance with the Zoning and Development By-law, or because there is insufficient information to satisfactorily process the permit, or because the applicant wishes to alter the use or form of development and where less than 15% of the gross floor area or building exterior is altered or less than 15% of the gross floor area is changed in use: where the permit is to be issued under:		
(a)	sections 1 and 7 of this schedule	\$334.00	\$374.00
(b)	all other sections of this schedule	10% of the fee that would, except for this provision, apply (with a minimum fee of \$612.00)	10% of the fee that would, except for this provision, apply (with a minimum fee of \$685.00)
Minor Amendments			
11	For each minor amendment to a permit where less than 15% of the gross floor area or building exterior is altered or less than 15% of the gross floor area is changed in use and:		
(a)	where the original permit was issued under Sections 1 and 7 of this schedule	\$334.00	\$374.00
(b)	where the original permit was issued under any other section of this schedule or where the exterior alterations are to a commercial building which has no development permit authorizing its construction and where the alterations are to not more than one storey	25% of the fee that would, except for this provision, apply (with a minimum fee of \$334.00)	25% of the fee that would, except for this provision, apply (with a minimum fee of \$374.00)

Zoning and Development Fee By-law - # 5585 Schedule 1		Current Fees	2019 Proposed
Extensions And Renewals			
12	For an extension of the period of validity of a development permit application or a development permit, or for a renewal of a development permit which has become void	\$700.00	\$784.00
13	For the renewal of a development permit issued with specified time limitations where the conditions of approval have not changed:		
(a)	for a community care facility or all uses where the applicant is a duly incorporated non-profit society	\$311.00	\$348.00
(b)	For all other uses	\$656.00	\$735.00
NOTE: Where an application is made for the retention of identical uses on more than one site controlled by the same applicant, providing the renewals are required annually and are filed simultaneously, the applications may be combined and considered as one for the purpose of calculating the fee.			
Board of Variance Appeals			
14	For a permit which has been approved as the result of a successful appeal to the Board of Variance after refusal by the Director of Planning or the Development Permit Board	No Charge	No Charge
Application Following Refusal			
15	Where an application has been refused and, within 30 days of such refusal, the applicant reappplies with an application which seeks to rectify the reasons for refusal and where the application is, in the opinion of the Director of Planning, not materially different from the original application in terms of layout and design.	50% of original application fee	50% of original application fee
Changes to Form of Development in CD-1 District			
16	For a development permit application in a CD-1 district where a change to the form of development requires Council approval and where such change is not accompanied by an amendment to, or adoption of, a CD-1 By-law	\$5,177.00 plus the development application fees that would, except for this provision, apply	\$5,798.00 plus the development application fees that would, except for this provision, apply
Maintenance of Heritage Buildings			
17	For a permit for the maintenance or minor repair of a building, structure, use or site designated under the Heritage By-law or located in an HA District or in a heritage conservation area.	\$64.00	\$71.70
Awnings			
18	For an awning where the permit will be issued combined with a building permit or a sign permit.	\$222.00	\$249.00
Higher Building Application Fee			
19	Despite any other provision in this schedule 1 to the contrary, for an application that is considered under the Higher Buildings Policy amended on July 11, 2018 for a building that will exceed 137m, unless fee was collected under Schedule 2 during Rezoning	\$52,000.00	\$58,240.00

Zoning and Development Fee By-law - # 5585 Schedule 2		2018 Proposed	2019 Proposed
Zoning By-law Amendments			
Change Zoning District (Except to CD-1)			
1	For an amendment to the Zoning District Plan to redesignate from one zoning district to any other zoning district except a new Comprehensive Development District:		
	Up to 4,000 2 000 m ² site area	\$14,000.00	\$15,680.00
	For each additional 100 m ² of site area or part thereof	\$314.00	\$352.00
	Maximum fee	\$140,200.00	\$157,024.00
Text Amendments (Except CD-1)			
2	For an amendment to the text of the Zoning and Development By-law	\$28,100.00	\$31,472.00
New CD-1 or Amendment to Existing CD-1 (Not Contemplated in an ODP)			
3	For an amendment to the Zoning District Plan to redesignate from a zoning district to a new Comprehensive Development District, that is not contemplated in an Official Development Plan, - or - for an amendment, in terms of permitted uses and regulations, to an existing Comprehensive Development District By-Law:		
(a)	Within the downtown area shown on Map 1, where the site area is smaller than 40,000 8 000 m ² :		
	Up to 2 000 m ² site area	\$113,410.00	\$138,360.00
	For each additional 100 m ² of site area or part thereof	\$805.00	\$982.00
	Maximum fee		\$210,000.00
(b)	Within the downtown area shown on Map 1, where the site area is 8,000 m ² or greater but smaller than 40,000 m ² or where the proposed floor area is greater than 45,000 m ² :		
	For the first 8,000 m ² of site area		\$175,786.00
	For each additional 100 m ² of site area or part thereof		\$1,248.00
	Maximum fee		\$1,500,000.00
(c)	Outside the downtown area shown on Map 1, where the site area is smaller than 8 000 m ² :		
	For the first 2 000 m ² of site area	\$47,300.00	\$57,706.00
	For each additional 100 m ² of site area or part thereof	\$805.00	\$982.00
	Maximum fee		\$210,000.00
(d)	Outside the downtown area shown on Map 1, where the site area is 8 000 m ² or greater but smaller than 40 000 m ² or where the proposed floor area is greater than 45,000 m ² :		
	For the first 8 000 m ² of site area	\$113,410.00	\$175,786.00
	For each additional 100 m ² of site area or part thereof	\$805.00	\$1,248.00

Maximum fee		\$1,500,000.00
(e) Where the site area is 40 000 m ² or greater:		
For the first 40 000 m ²	\$832,700.00	\$1,500,000.00
For each additional 100 m ² of site area or part thereof	\$1,716.00	\$1,905.00
Maximum fee		\$5,000,000.00

Map 1 - Downtown Area



Note: Amended to include *Rezoning Policy for the West End* policy areas.

Zoning and Development Fee By-law - # 5585 Schedule 2		Current Fees	2019 Proposed
New CD-1 or Amendment to Existing CD-1 (Contemplated in an ODP)			
For an amendment to the Zoning District Plan to redesignate from a zoning district to a new Comprehensive Development District that is contemplated in an Official Development Plan —or— For an amendment, in terms of permitted uses and regulations, to an existing Comprehensive Development District By-Law that is contemplated in an Official Development Plan:			
Up to 4 000 m ² site area		\$211,400.00	
For each additional 100 m ² of site area or part thereof		\$1,700.00	
Reduced Fees for Large Sites with Limited Changes			
4	Despite sections 3 (e) and 5 of this Schedule 2, for a site area of 40 000 m ² or more, if the complexity or scope of an amendment with regard to the second or subsequent phase of a development is, in the opinion of the Director of Planning, significantly less than that of the first phase by reason of the existence of a land use policy statement or official development plan approved by Council within 10 years preceding the date of the application for the amendment, then the fee for such second or subsequent phase is to be:		
	For the first 40 000 m ² of site area	\$825,100.00	\$500,000.00
	For each additional 100 m ² of site area or part thereof	\$221.00	\$500.00
Reduced Fees for Large Sites with <u>Limited</u> Minor Changes			
5	Notwithstanding 3 (d), (e) and 4 of this Schedule 2, for a site area of 40,000 m ² or more, provided that: For an amendment to the Zoning District Plan to redesignate from an industrial zoning district to a new Comprehensive Development District that relates to a site area of 40 000 m ² or greater provided that:		
	(a) the combined total floor area, of proposed new uses and expanded retail uses, is limited to 20% or less of the total floor area, or		
	(b) the use of at least 80% of the total floor area remains consistent with the existing zoning schedule and its restrictions on use and density.		
	(c) The maximum floor space ratio for all uses combined remains the same as that in the existing zoning schedule; then the fee is to be:		
	For the first 40 000 m ² of site area	\$195,900.00	\$100,000.00
	For each additional 100 m ² of site area or part thereof	\$435.00	\$250.00
7	Despite sections 3(d), 4 and 6 of this schedule:		
	(a) For an amendment to the Zoning District Plan to redesignate from a zoning district to a new Comprehensive Development District that is contemplated in an Official Development Plan or that is not contemplated in an Official Development Plan but relates to a site area of 40 000 m ² or more; or		
	(b) For an amendment, in terms of permitted uses and regulations, to an existing Comprehensive Development District that is contemplated in an Official Development Plan or that is not contemplated in an Official Development Plan but relates to a site area of 40 000 m ² or more;		
	Provided that, in the case of both subsections (a) and (b):		

Zoning and Development Fee By-law - # 5585 Schedule 2		Current Fees	2019 Proposed
(i)	the approved or existing form of development is retained on at least 75% of the site area; or		
(ii)	the floor space ratio of buildings already existing on the site is not increased by more than 25% or 0.5, whichever is the greater; or		
(iii)	the Director of Planning determines that the application is similarly limited in scope having regard to use and form of development:		
	Up to 4 000 m ² site area	\$42,700.00	
	For each additional 100 m ² of site area or part thereof	\$435.00	
	Maximum fee	\$170,100.00	
Amend CD-1 (One Section Only)			
6	Notwithstanding sections 3, 4 and 5 of this schedule:		
	For an amendment to an existing CD-1 By-law where no more than one section required amendment	\$18,750.00	\$22,875.00
Higher Building Application Fee			
7	Despite any other provision in this Schedule 2 to the contrary, the additional fee for an application for a rezoning for a building that will exceed 137m that is considered under the Higher Buildings Policy amended on July 11, 2018	\$52,000.00	\$58,240.00
Application requiring for Rezoning Advice			
8	Despite any other provision in this schedule 2 to the contrary, the additional fee for an application for a rezoning for reviewing drawings and providing comments prior to an application made under Sections 1, 3, 4, 5 or 6.		
(a)	Fee for reviewing drawings and providing comments pursuant to application for rezoning advice where application for rezoning has not yet been made Within the downtown area shown on Map 1:		
	Up to 2,000 m ² site area	\$3,620.00	\$5,611.00
	For each additional 100 m ² of site area or part thereof		\$100.00
	Maximum fee		\$10,000.00
(b)	Fee for reviewing drawings and providing comments to an incorporated non-profit society pursuant to application for rezoning advice where application for rezoning has not yet been made Outside the downtown area shown on Map 1:		
	Up to 2,000 m ² site area	\$3,620.00	\$4,294.00
	For each additional 100 m ² of site area or part thereof		\$100.00
	Maximum fee		\$7,500.00
(c)	Additional fee for an application for a rezoning application to review drawings and provide comments prior to an application made under Section 1, 3, 4, 5	\$362.00	10% of the regular fee

or 6 for an incorporated non-profit society or to a governmental agency providing social housing or community services Fee for reviewing drawings and providing comments to an incorporated non-profit society pursuant to application for rezoning advice where application for rezoning has not yet been made

Application requiring policy, planning and consultation work

9	Despite any other provision in this schedule 2 to the contrary, the additional fee for an application for a rezoning for providing additional planning, policy development, site analysis and public consultation prior to an application made under Section 1, 3, 4, 5 or 6. If the complexity or scope of a proposed rezoning, in the opinion of the Director of Planning, requires planning work including public consultation prior to determining a preferred option for rezoning, the additional fee is as follows:	
(a)	Where the site area is less than 8,000 m ²	
	For the first 2,000 m ² of site area	\$50,000.00
	For each additional 100 m ² of site area or part thereof	\$500.00
	Maximum fee	\$120,000.00
(b)	Where the site area is 8,000 m ² or greater but smaller than 40,000 m ²	
	For the first 8,000 m ² of site area	\$120,000.00
	For each additional 100 m ² of site area or part thereof	\$1,000.00
	Maximum fee	\$700,000.00
(c)	Where the site area is greater than 40,000 m ²	
	For the first 40,000 m ² of site area	\$700,000.00
	For each additional 100 m ² of site area or part thereof	\$1,000.00
	Maximum fee	\$6,000,000.00

Application requiring an Issues Report

10	Despite any other provision in this schedule 2 to the contrary, the additional fee for an application for a rezoning for bringing forward a rezoning issues report. For sites where, in the opinion of the Director of Planning, Council direction is needed prior to processing a rezoning application made under Section 1, 3, 4, 5 or 6, the additional fee is:	\$10,000.00
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Secondary Suite Inspection Fee By-law - # 6553

		Current Fees	2019 Proposed
3	Where an application for a special inspection of a suite is made		
(a)	within 60 days of the notification date, the applicant shall pay a fee, including all the inspections referred to in section 1, of	\$184.00	\$206.00
(b)	more than 60 days after the notification date, the applicant shall pay a fee, including all the inspections referred to in section 1, of	\$552.00	\$618.00

Building By-law - # 10908

Current Fees 2019
Proposed

PART A - BUILDING

1	The fees hereinafter specified shall be paid to the City with respect to and upon the application for the issue of a PERMIT as follows:		
(a)	Except as provided for in Clauses (b)(i) and (b)(ii) for the CONSTRUCTION of any BUILDING, or part thereof:		
	When the estimated cost of the work, being the valuation referred to in Article 1.6.2.3. of Book I, Division C and Book II, Division C of this By-law, does not exceed \$5,000 or for the first \$5,000 of the estimated cost of the work	\$137.00	\$158.00
	For each \$1,000, or part thereof, by which the estimated cost of the work exceeds \$5,000 but does not exceed \$50,000	\$8.80	\$10.10
	For each \$1,000, or part thereof, by which the estimated cost of the work exceeds \$50,000	\$4.40	\$5.10
(b)(i)	For the installation, CONSTRUCTION, re- construction, ALTERATION or repair of, or ADDITION to, any CHIMNEY, FIREPLACE, INCINERATOR, VENTILATING SYSTEM, AIR- CONDITIONING SYSTEM, or HEATING SYSTEM, the fee shall be in accordance with Clause (a), except that a fee shall not be charged when the cost of such work is less than \$500.		
(b)(ii)	For the installation, CONSTRUCTION, re- construction, ALTERATION or repair of, or ADDITION to, any PHOTOVOLTAIC PANELS, and related roof ALTERATION or repair	\$100.00	\$100.00
(c)	For a permit for temporary OCCUPANCY of a part of a STREET, or of the AIR SPACE immediately ABOVE a part of a STREET, in accordance with Section 1.9. of Book I, Division C and Book II, Division C of this By-law, the daily fee for occupancy other than for a portable toilet shall be for each 10 m2 or part thereof, of STREET or of AIR SPACE part thereof, of STREET or of AIR SPACE immediately above such STREET to be occupied	\$2.90	\$3.20
	Subject to a minimum fee of	\$98.00	\$110.00
	Flat rate for each portable toilet	\$98.00	\$110.00
(d)	For an OCCUPANCY PERMIT not required by this By-law but requested	\$204.00	\$228.00
(e)	For the demolition of a BUILDING, not including a ONE-FAMILY DWELLING, which has at any time since November 1, 1986 provided RESIDENTIAL OCCUPANCY, subject to Section 3:		
	For each DWELLING UNIT	\$1,000.00	\$1,150.00
	For each sleeping room in a multiple conversion dwelling, hotel or other BUILDING, which is or has been a principal dwelling or residence of a person, family or household	\$1,000.00	\$1,150.00
(f)	For the demolition of a ONE-FAMILY DWELLING, which has at any time since November 1, 1986 provided RESIDENTIAL OCCUPANCY, subject to Section 3	\$1,000.00	\$1,150.00
(g)	For the repair of building envelope pursuant to requirements of Book I, Division B, Part 5 for any residential building	Nil	Nil

Building By-law - # 10908		Current Fees	2019 Proposed
2	The fees hereinafter specified shall be paid to the City as follows:		
(a)	For a required permit inspection for compliance with this By-Law which cannot be carried out during normal working hours and where there is a request to carry out the inspection after hours, the fee to be based on the time actually spent in making such inspection, at a minimum inspection time of four (4) hours, including traveling time:		
	For each hour or part thereof	\$278.00	\$311.00
(b)	For a plan review where an applicant requests in writing that the review be carried out during overtime:		
	For each hour or part thereof	\$278.00	\$311.00
(c)	For each special inspection of a BUILDING or structure to determine compliance with this By-law, and in respect of which no specific fee is otherwise prescribed, the fee to be based on the time actually spent in making the inspection:		
	For each hour or part thereof	\$184.00	\$206.00
(d)	For each REINSPECTION made necessary due to faulty work or materials or incomplete work requested to be inspected	\$184.00	\$206.00
(e)	For each inspection of a drainage tile system:		
	For a one- or two-family residence	\$184.00	\$212.00
	For all other drain tile inspections:		
	When the estimated cost of the CONSTRUCTION of the BUILDING, being the valuation referred to in Article 1.6.2.3. of Book I, Division C and Book II, Division C does not exceed \$500,000	\$370.00	\$414.00
	When the estimated cost of the work exceeds \$500,000 but does not exceed \$1,000,000	\$738.00	\$827.00
	When the estimated cost of the work exceeds \$1,000,000	\$923.00	\$1,034.00
(f)	For a review of records pertaining to a BUILDING to provide the status of outstanding orders and other matters concerning the BUILDING:		
	For a one- or two-family residence	\$237.00	\$265.00
	For all other BUILDINGS	\$475.00	\$532.00
(g)	To access plans (electronic or on microfilm) or documents for viewing or copying	\$40.30	\$45.10
(h)	For each microfilm image or electronic file copied	\$11.20	\$12.40
(i)	For a request to renumber a BUILDING	\$879.00	\$984.00
(j)	For the extension of a BUILDING PERMIT where requested in writing by an applicant pursuant to Article 1.6.7.1. of Book I, Division C and Book II, Division C	50 percent of the original BUILDING PERMIT fee to a maximum of \$340.00	50 percent of the original BUILDING PERMIT fee to a maximum of \$380.00

Building By-law - # 10908		Current Fees	2019 Proposed
(k)	For the extension of a building permit by Council where requested in writing by an applicant pursuant to Article 1.6.7.4. of Book I, Division C and Book II, Division C	\$2,220.00	\$2,490.00
(l)	For review of plans, specifications, building materials, procedures or design methods for the purpose of revisions to an application or a permit in accordance with Article 1.5.2.13. and Section 1.6.6. of Book I, Division C and Book II, Division C		
	where the PERMIT relates to a ONE-FAMILY DWELLING or a SECONDARY SUITE	\$184.00	\$206.00
	plus for each hour, or part thereof, exceeding one hour	\$184.00	\$206.00
	where the PERMIT relates to any other BUILDING	\$556.00	\$623.00
	plus for each hour, or part thereof, exceeding one hour	\$278.00	\$311.00
(m)	For each RE-OCCUPANCY PERMIT after rectification of an UNSAFE CONDITION and related By-law violations	\$338.00	\$379.00
(n)	For review of plans, specifications, building materials, procedures or design methods for the purpose of acceptance of an alternative solution for new construction under Article 2.3.2.1. Book I, Division C		
	for each application	\$778.00	\$871.00
(o)	For an evaluation of plans, specifications, building materials, procedures or design methods for the purpose of acceptance of existing conditions with mitigating features		
	for each application	\$445.00	\$498.00
(p)	For review by the Alternative Solution Review panel	\$2,490.00	\$2,790.00
(q)	For the evaluation of a resubmission or revised submission made under Clauses (n) or (o) of this Section 2	\$278.00	\$311.00
3	Upon written application of the payor and on the advice of the Acting General Manager of Community Services, the Director of Finance shall refund to the payor, or a designate of the payor, the fees paid pursuant to Clauses (e) and (f) of Section 1:		
(a)	for all demolished dwelling units in a building that will be replaced by a social housing or co-operative development that has received a Project Commitment Letter from the British Columbia Housing Management Commission or the Canada Mortgage and Housing Corporation; and		
(b)	for each demolished dwelling unit that has been replaced by a dwelling unit occupied by rental tenants and not created pursuant to the Strata Property Act.		

Building By-law - # 10908		Current Fees	2019 Proposed
PART B - PLUMBING			
Every applicant for a Plumbing PERMIT shall, at the time of application, pay to the City the fees set out hereunder:			
1	INSTALLATIONS		
	For the Installation of:		
	One, two or three FIXTURES	\$184.00	\$206.00
	Each additional FIXTURE	\$57.80	\$64.70
	Note: For the purpose of this schedule the following shall also be considered as FIXTURES:		
	<ul style="list-style-type: none"> • Every "Y" intended for future connection; • Every ROOF DRAIN, swimming pool, dishwasher, and interceptor; • Every vacuum breaker in a lawn sprinkler system; and • Every back-flow preventer 		
	Alteration of Plumbing (no FIXTURES involved):		
	For each 30 metres of piping or part thereof	\$270.00	\$302.00
	For each 30 metres of piping or part thereof, exceeding the first 30 metres	\$75.00	\$84.00
	Connection of the City water supply to any hydraulic equipment	\$102.00	\$114.00
2	INSPECTIONS OF FIRELINE SYSTEMS:		
	Hydrant & Sprinkler System:		
	First two inspections for each 30 m of water supply pipe or part thereof	\$270.00	\$302.00
	Each additional inspection for each 30 m of water supply pipe or part thereof	\$111.00	\$124.00
	Sprinklers:		
	First head, one- or two-family dwelling	\$307.00	\$344.00
	First head, all other buildings	\$653.00	\$731.00
	First head, renovations to existing sprinkler systems	\$190.00	\$213.00
	Each additional head, all buildings (no limit on number)	\$3.40	\$3.80
	Firelines:		
	Hose Cabinets	\$35.50	\$39.80
	Hose Outlets	\$35.50	\$39.80
	Wet & Dry Standpipes	\$35.50	\$39.80
	Standpipes	\$35.50	\$39.80
	Dual Check Valve In-flow Through Devices	\$35.50	\$39.80
	Backflow Preventer	\$184.00	\$206.00

Building By-law - # 10908		Current Fees	2019 Proposed
Wet & Dry Line Outlets:			
	Each connection	\$35.50	\$39.80
	NOTE: A Siamese connection shall be considered as two dry line outlets.		
	Each Fire Pump	\$287.00	\$321.00
	Each Fire Hydrant	\$88.00	\$99.00
3	REINSPECTIONS		
	For each REINSPECTION made necessary due to faulty work or materials or incomplete work requested to be inspected	\$184.00	\$206.00
4	SPECIAL INSPECTIONS		
	Each inspection to establish fitness of any existing fixture for each hour or part thereof	\$184.00	\$206.00
	An inspection outside normal working hours and at a minimum inspection time of four (4) hours, including traveling time, for each hour or part thereof	\$278.00	\$311.00
5	BUILDING SEWER INSPECTIONS		
	First two inspections for each 30 m of BUILDING SEWER or part thereof	\$270.00	\$302.00
	Each additional inspection for each 30 m of BUILDING SEWER or part thereof	\$111.00	\$124.00
<hr/>			
Protection of Trees By-law - # 9958		Current Fees	2019 Proposed
4.4 (c)	a non-refundable application fee of:		
	(i) \$73.00 for a tree permit to remove the first tree in a 12 month period, and	\$73.00	\$82.00
	(ii) \$211.00 to remove each subsequent tree during that same 12 month period; and	\$211.00	\$236.00

Miscellaneous Fees By-law - # 5664		Current Fees	2019 Proposed
1	Adopt or Amend an Area Development Plan (ADP)		
	For adoption or amendment of an Area Development Plan:		
	Up to 0.4 ha (43,128 sq. ft.) site area	\$30,100.00	\$33,700.00
	For each additional 100 m ² (1,080 sq. ft.) of site area, or part thereof	\$292.00	\$327.00
	Maximum fee	\$120,000.00	\$134,400.00
2	Amend an Official Development Plan (ODP) and Area Development Plan (ADP)		
	For an amendment to the text of an Official Development Plan and any associated Area Development Plan	\$45,200.00	\$50,600.00
3	Amend a Regional or Provincial Land Use Designation		
	For an amendment of a regional or provincial land use designation	\$3,040.00	\$3,400.00
4	Research Requests		
	For research requests:		
(a)	Research requests requiring up to a maximum of 2 hours of staff time	\$244.00	\$273.00
(b)	Extensive research requests (as time and staffing levels permit):		
	For each additional hour or part thereof beyond the 2 hours referred to in clause (a) above	\$122.00	\$137.00
5	Site Profile Review		
	For each review of a site profile	\$100.00	\$100.00
6	Appeal to Board of Variance/Parking Variance Board		
	For the filing of an appeal	\$474.00	\$531.00
7	Approved Use Research Requests		
	Provide written information on the approved use of a building in accordance with the Zoning & Development and Vancouver Building By-laws		
(a)	Residential	\$55.60	\$62.30
(b)	Commercial (one unit only)	\$55.60	\$62.30
(c)	Commercial and/or mixed use (all units) requiring up to a maximum of 2 hours of staff time	\$244.00	\$273.00
	For each additional hour or part thereof beyond the 2 hours referred in Clause (c) above	\$122.00	\$137.00
8	Producing Permit/Document Copies		
	Provide paper copies of permits or specific documents from either microfiche or our images database.		
(a)	1 to 3 paper copies	\$54.00	\$60.50
(b)	Each additional copy	\$10.60	\$11.90

Miscellaneous Fees By-law - # 5664		Current Fees	2019 Proposed
9	File Research Environmental		
	Provide written information as to whether <i>the</i> City records indicate that a property has any contamination or environmental issues	\$244.00	\$273.00
10	Building Grades		
	The following fees shall be paid to the City for the review of design elevations of streets or lanes where they adjoin a building site, as required with a Development and/or Building Permit application:		
	(a) Where City of Vancouver Staff are required to complete a survey for the purpose of calculating the design elevations of the required streets and lanes:		
	Length of property abutting street or lane, or both, is		
	Up to 31 m	\$1,440.00	\$1,610.00
	Over 31 m and up to 90 m	\$1,720.00	\$1,930.00
	Over 90 m and up to 150 m	\$2,420.00	\$2,710.00
	Over 150 m and up to 300 m	\$3,570.00	\$4,000.00
	Over 300 m	\$5,290.00	\$5,920.00
	(b) Where the applicant provides approved building grade survey information to the City for the purpose of calculating the design elevations of the required streets and lanes:		
	Length of property abutting street or lane, or both, is		
	Up to 31 m	\$430.00	\$482.00
	Over 31 m and up to 90 m	\$570.00	\$638.00
	Over 90 m and up to 150 m	\$710.00	\$795.00
	Over 150 m and up to 300 m	\$1,000.00	\$1,120.00
	Over 300 m	\$1,580.00	\$1,770.00
11	Traffic Management Plan Review		
	(a) Where the review is less than 1 hour of staff time	\$ 55.60	\$62.30
	(b) Where the review is 1 to 15 hours of staff time	\$556.00	\$623.00
	(c) Where the review is over 15 hours of staff time	\$1,560.00	\$1,750.00
12	Discharge of a Registered Encumbrance		
	(a) Where the review is less than 2 hours of staff time	\$222.00	\$249.00
	(b) Where the review is more than 2 hours of staff time	\$556.00	\$623.00
13	Road Closure Fee	\$9,340.00	\$10,460.00

Noise Control By-law - #6555		Current Fees	2019 Proposed
Schedule E, Item i			
(For an application for an exception to the noise by-law)			
(i)	(i) for an application submitted at least five working days prior to the date of the proposed activity, and	\$165.00	\$185.00
	(ii) for an application submitted less than five working days prior to the date of the proposed activity	\$329.00	\$368.00

Gas Fitting By-law - #3507	Current Fees	2019 Proposed
Domestic Installations:		
This fee is for one family dwellings only. Any other occupancy shall be charged under "Commercial and Industrial Installation" rates.		
One, two or three appliances	\$184.00	\$206.00
Each additional appliance	\$58.00	\$65.00
Each replacement water heater or gas range	\$102.00	\$114.00
Where piping only is being installed, see "Piping Permits" below.		
Commercial and Industrial Installations		
Fee for each appliance, based on BTU/hour input rating:		
65,000 or less	\$234.00	\$262.00
65,001 to 200,000	\$251.00	\$281.00
200,001 to 409,000	\$286.00	\$320.00
Over 409,000	\$348.00	\$390.00
in addition to all costs incurred by the inspector.		
Vent or Gas Valve or Furnace Plenum (no appliances)		
One, two or three units	\$184.00	\$206.00
Each additional unit	\$58.00	\$65.00
Piping Permits (no appliances)		
For first 60 m of house piping or part thereof	\$184.00	\$206.00
Every 30 m or part thereof exceeding the first 60 m	\$71.00	\$79.50
Reinspections		
For each REINSPECTION made necessary due to faulty work or materials or incomplete work requested to be inspected	\$184.00	\$206.00
Special Inspections		
To establish the fitness of any existing installations, for each hour or part thereof	\$184.00	\$206.00
If conducted with a Plumbing Inspection, for each hour or part thereof	\$184.00	\$206.00
If outside normal working hours, and at a minimum inspection time of four (4) hours, including traveling time, for each hour or part thereof	\$278.00	\$311.00

Subdivision By-law - # 5208		Current Fees	2019 Proposed
Every applicant for subdivision shall at the time of application pay the applicable fee set out below.			
1	CLASS I (Major) - For an application to subdivide pursuant to Part 7 of the Land Title Act or Section 243 of the Strata Property Act, where the site is: (i) more than 40 000 m ² in area; or (ii) where the site is between 10 000 m ² and 40 000 m ² in area and the subdivision is reasonably likely to require that legal agreements be registered on title as a condition of subdivision approval; but in either case where the subdivision is not described in Section 4.5(a), (b) or (c) of this By-law	\$113,400.00	\$127,000.00
2	CLASS II (Intermediate) - For an application to subdivide pursuant to Part 7 of the Land Title Act or Section 243 of the Strata Property Act, where the site is between 4 000 m ² and 10 000 m ² in area and the subdivision is reasonably likely to require that legal agreements be registered on title as a condition of subdivision approval, but where the subdivision is not described in Section 4.5(a), (b) or (c) of this By-law or in Class I	\$56,700.00	\$63,500.00
3	CLASS III (Minor) - For an application to subdivide pursuant to Part 7 of the Land Title Act or Section 243 of the Strata Property Act, where the site is: (i) less than 4 000 m ² in area; or (ii) where the subdivision is unlikely to require that legal agreements be registered on title as a condition of subdivision approval; but in either case where the subdivision is not described in section 4.5(a) or (b) of this By-law or in Class I or II	\$9,760.00	\$10,930.00
4	CLASS IV (Dedication) - For an application to subdivide as described in Section 4.5(a) or (b) of this By-law		
	(a) where such subdivision is required as a condition of enactment of a zoning by-law, or is otherwise required by the City Engineer	\$479.00	\$536.00
	(b) where such subdivision is required by the Director of Planning or Development Permit Board as a condition of issuance of a development permit, or is otherwise initiated by the owner except as arising from rezoning approval	No Fee	No Fee
5	CLASS V (Air Space) - For an application to subdivide made pursuant to Part 9 (Air Space Titles) of the Land Title Act		
	(a) for developments having a Floor Space Ratio (FSR) of 3.0 or greater	\$81,400.00	\$91,200.00
	(b) for developments having a Floor Space Ratio (FSR) of less than 3.0 or smaller, or where the application is solely for the purpose of creating air space parcels to secure separate tenure for public benefits such as libraries, theatres and other cultural amenities, for-profit affordable rental housing, social housing or day care	\$42,600.00	\$47,700.00
6	CLASS VI (Freehold Rowhouses) - For an application to subdivide pursuant to Section 223.2 of the Land Title Act	\$9,760.00	\$10,930.00
	Plus, per freehold lot	\$1,280.00	\$1,430.00
7	RECLASSIFICATION - For an application to change from one sub-area to another sub-area in the RS-1, RS-3, RS-3A, RS-5, or RS-6 Zoning District	\$4,960.00	\$5,560.00
8	STRATA APPLICATIONS - For an application to convert an existing building to strata title ownership pursuant to Section 242 of the Strata Property Act; or amend Strata Plans pursuant to Part 15 of the Strata Property Act; or for Phased Strata applications made pursuant to Section 13 of the Strata Property Act	\$4,960.00	\$5,560.00

Note: Strata Conversions and applications to subdivide strata lots also require a separate fee for a Special Inspection Application, to ensure compliance with relevant provisions of the Zoning and Development By-law and Building By-law.

Electrical By-law - # 5563		Current Fees	2019 Proposed
1	The following fees, based on the cost of work, including materials and labour, as estimated by the contractor or owner and established to the satisfaction of the City Electrician, shall be payable to the City and shall accompany every application for a permit for electrical work:		
	When the estimated cost does not exceed \$250	\$69.00	\$77.00
	When the estimated cost exceeds \$250 but does not exceed \$500	\$93.00	\$104.00
	When the estimated cost exceeds \$500 but does not exceed \$700	\$121.00	\$136.00
	When the estimated cost exceeds \$700 but does not exceed \$1,000	\$158.00	\$177.00
	When the estimated cost exceeds \$1,000 but does not exceed \$10,000	\$158.00	\$177.00
	plus for every \$1,000 of the estimated cost, or part thereof, over \$1,000	\$52.00	\$58.20
	When the estimated cost exceeds \$10,000 but does not exceed \$50,000	\$722.00	\$809.00
	plus for every \$1,000 of the estimated costs, or part thereof, over \$10,000	\$28.00	\$31.40
	When the estimated cost exceeds \$50,000 but does not exceed \$100,000	\$2,040.00	\$2,280.00
	plus for every \$1,000 of the estimated costs, or part thereof, over \$50,000	\$17.00	\$19.00
	When the estimated cost exceeds \$100,000 but does not exceed \$500,000	\$3,020.00	\$3,380.00
	plus for every \$1,000 of the estimated costs, or part thereof, over \$100,000	\$12.00	\$13.40
	When the estimated cost exceeds \$500,000 but does not exceed \$1,000,000	\$8,480.00	\$9,500.00
	plus for every \$1,000 of the estimated cost, or part thereof, over \$500,000	\$9.00	\$10.10
	When the estimated cost exceeds \$1,000,000	\$13,960.00	\$15,640.00
	plus for every \$1,000 of the estimated cost, or part thereof, over \$1,000,000	\$4.00	\$4.50
2	The temporary power permit shall be valid for one year and the fee shall be:		
	(a) for single and two-family dwellings	\$374.00	\$419.00
	(b) for all other uses where the temporary power is supplied from a power source not exceeding 750 V	\$396.00	\$444.00
	(c) for all other uses where the temporary power is supplied from a voltage power exceeding 750V	\$1,090.00	\$1,220.00
3	The City Electrician may issue an annual permit where one person, firm or corporation has more than one site, the fee for an annual permit for any one building or site shall be as follows:		
	Total service supply or power supply rating up to and including the first 500 kVA	\$380.00	\$426.00
	For 10 kVA or part thereof exceeding the first 500 kVA	\$8.00	\$9.00
	Subject to a maximum fee of	\$4,810.00	\$5,390.00

Electrical By-law - # 5563		Current Fees	2019 Proposed
4.	Fees for an Electrical Permit for the Entertainment and Film Industry		
(a)	For an annual permit for filming in a single location	\$567.00	\$635.00
(b)	For an annual permit for filming in multiple locations	\$1,090.00	\$1,220.00
(c)	For a temporary permit for filming in a single or multiple locations		
	for up to 14 days	\$184.00	\$206.00
	for 15 to 30 days	\$370.00	\$414.00
	for 31 to 60 days	\$554.00	\$620.00
	for 61 to 90 days	\$923.00	\$1,034.00
5	The fee for staff time spent inspecting of electrical work or reviewing resubmitted or amended drawings or plans to determine compliance with this By-law, if a permit holder deviates from approved drawings or plans, for each hour or part thereof	\$184.00	\$206.00
6	The fee for an inspection of electrical work where errors or omissions were found at a previous inspection shall be	\$184.00	\$206.00
7	The fee for inspection and plan review outside normal working hours and at a minimum inspection and review time of four (4) hours, including traveling time, shall be for each hour or part thereof	\$265.00	\$297.00
8	Fees for an Electrical Permit for installations related to tents and similar structures		
(a)	Where each installation that is supplied from a portable single-phase generator rated at not more than 5 kW	\$93.00	\$104.20
(b)	Where each installation that is supplied from a portable generator rated at more than 5 kW or from any other temporary or permanent power source not exceeding 750 V		
	for up to 14 days	\$184.00	\$206.00
	for 15 to 30 days	\$368.00	\$412.00
	for 31 to 60 days	\$553.00	\$619.00
	for 61 to 90 days	\$921.00	\$1,032.00
(c)	Where each installation is supplied from a High Voltage power source	\$1,110.00	\$1,240.00
9	The fee for an application for special permission pursuant to Section 4.9 shall be	\$169.00	\$189.00
10	For electrical equipment in trade shows that has not been approved in accordance with the provisions of the Electrical By-law, the fee for an application to display or energize for up to 14 days	\$169.00	\$189.00

Sign Fee By-law - # 11880		Current Fees	2019 Proposed
1.1	Permit Application Fee		
(a)	For each sign requiring a permit, other than a billboard, including one building field inspection	\$294.00	\$329.00
(b)	For each sign subject to Part 15 Director of Planning Review, including one building field inspection	\$694.00	\$777.00
(c)	For each billboard sign, including one building field inspection	\$694.00	\$777.00
(d)	For each sign requiring electrical connection, including one electrical field inspection	\$149.00	\$167.00
(e)	For a change of scope to require Part 15 Director on Planning Review, the additional fee is the difference between the fees set out in subsections (a) and (b) above		
1.2	Re-Inspection Fee		
	Where a re-inspection is required to finalize approval of the installation of a sign after any field inspection, fee for each additional inspection or re-inspection	\$169.00	\$189.00
1.3	Fee for Sign Erected without Permit		
	If a sign has been erected for which a sign permit is required, before a sign permit has been issued the fee is double the applicable fee or fees under section 1.1		
1.4	Fee for Revisions to Sign Permit		
	Where a sign permit has been issued and must be revised, the fee for review by city staff	per hour \$45.00	per hour \$50.40
1.5	Sign By-Law Amendment Application Fees		
	Amendment to Schedule A		
	For an application to initiate an amendment to Schedule A only to assign a new Comprehensive Development District to a Sign District Schedule at the time of re-zoning	\$600.00	\$672.00
	Minor Sign By-Law Amendment		
	For an application to initiate an amendment to the Sign By-Law for each sign requiring a <i>minor amendment</i>	\$3,000.00	\$3,360.00
	For every additional sign requiring a <i>minor amendment</i> under the same application	\$600.00	\$672.00
	Major Sign By-Law Amendment		
	For an application to initiate an amendment to the Sign By-Law for each sign requiring a <i>major amendment</i>	\$6,800.00	\$7,620.00
	For every additional sign requiring a <i>major amendment</i> under the same application	\$1,360.00	\$1,520.00
	By-Law Amendment for new Sign District		
	For an application to initiate amendments to the Sign By-Law to create a new Sign District	\$20,000.00	\$22,400.00
1.6	Fees for Removal and Storage of Unsafe Signs		
(a)	Fee for removal and transportation of signs that are certified by the City Building Inspector to be structurally unsafe	At cost	At cost
(b)	Daily storage fee	\$25.00	\$28.00

2018 Fee Increases

- A general 9% increase to fees (excepting rezoning & development permit fees).
- Rezoning fees increased by 9% across all rezoning applications:
 - An amended Downtown Map, which has a higher base rezoning fee than the rest of City. The map amendment added rezoning policy areas from the West End Community Plan (see "Rezoning Policy for the West End, 2015) within the Downtown Area.
 - Lowering the site size threshold for fee calculations and increasing the incremental fees applied to larger sites, to ensures that larger, more complex rezoning projects provide fees reflective of their processing costs.

Rezoning Fee Category/ Project Size	% of Applications Affected	Fee Increase
Amend Downtown Map to include West End Rezoning Policy Areas	<20% (of Downtown projects)	Base fee from \$43,000 to \$103,100
Rezonings Under New Minimum Site Size Threshold ($\leq 2,000\text{m}^2$)	50%	10% (except Downtown)
Rezonings (site size $> 2,000\text{m}^2 \leq 4,000\text{m}^2$)	25%	17-25%
Rezonings (site size $> 4,000\text{m}^2$)	25%	40-50%

(Note: all estimates are based on last 4 years of rezoning applications)

- Development permit fees increased according to the following table:

Development Permit Type	% increase
Low Density Housing (outright)	9%
Low Density Housing (conditional)	19%
Medium/High Density (all)	19% (capped at \$200k)
Complex DP Board approval	19% Threshold increases ($5,000\text{m}^2$)
Medium/Large revisions	100%

- The construction value used to calculate building permit fees increased from \$250 to \$275 per square foot to reflect the increased cost of construction.
- Building Grade fees in Engineering increased by 25%.

Job Title: Social Planner II - Renter Advocacy & Services Officer
Requisition ID: TBD

Company

The City of Vancouver is striving to become the greenest city in the world by 2020 and we are proud to be one of BC's Top Employers, Canada's Best Diversity Employers, and one of Canada's Greenest Employers. With employees that have helped Vancouver consistently rank as one of the world's most livable cities, the City values a diverse workforce which represents the vibrant community we so proudly serve. Consider joining our committed team of staff and being part of an innovative, inclusive and rewarding workplace.

Main Purpose and Function

This position of Social Planner II - Renter Advocacy & Services Officer will focus on coordinating City efforts to directly meet renter needs and maximizing external partnerships with existing renter serving organizations and advocacy groups. The Housing Vancouver Strategy (2017) highlights the critical need to improve housing affordability, security and options for renters. The three year Housing Vancouver Action Plan includes a commitment to better administer, enforce, and monitor the City's Tenant Relocation and Protection Policies, coordinate internal staff to improve City services for renters and rental tenure, and support and enhance external community-based rental supports and work with rental advocates to support renters impacted by renovation and redevelopment (Action Plan, Chapter 8, Action 2E).

Key Contacts and Reporting Relationships

This position reports to the Director of Affordable Housing, in Arts, Culture and Community Services, as well as receiving direction and support from a Senior Planner. The incumbent will work with internal City departments, external renter serving organizations, private and non-profit housing providers, and other levels of government to improve equitable outcomes for renters in the City of Vancouver.

Specific Duties/Responsibilities

The incumbent plays an important role in coordinating, planning and implementing a variety of programs and project specific work related to enhancing renter supports, monitoring existing renter protection policies, and improving the supply, affordability and security of rental tenure. To meet these goals the Officer will utilize City planning and development processes, capital and social service grants, legal agreements, tenant relocation plans and implementation of rental incentives. This position will bring expertise to a range of complex issues, undertaking rigorous analytical and research activities to support critical decisions, projects, plans, and strategies. It will require a range of professional and technical competencies. This position will:

- Lead City staff and coordinate with external partners to provide support to renters impacted by renovation, redevelopment, standards of maintenance issues, and unfair eviction.
- Convene a cross-department team to improve internal alignment and identify City service, plan and policy improvements to better support renters and rental tenure
- Review and refine existing policies, plans and services to improve equity in access to services and outcomes for low-income and marginalized renters (eg.

- improving access to City of Vancouver information and data that can support renters seeking review by the Residential Tenancy Branch)
- Support and enhance external renter serving services and advocacy groups through project collaboration, training and/or non-profit grants for services or research
- Produce an Annual State of Renting/Renters Report, including the monitoring of existing City policies and services and the pace of change in the community
- Liaise with key external stakeholders, including TRAC, SRO Collaborative, BC Housing, Vancouver Coastal Health, Landlord BC and the non-profit sector to influence, affect and deliver broad system and policy changes that improve the lives of Vancouver's renters
- Prepare and manage work programs, including supervising other professional and technical staff and external consultants
- Report writing, including complex Council reports; presenting complex material to staff, senior management, the public and City Council
- Develop and lead collaborative and robust approaches to engagement and communication with internal and external partners and the public that includes designing, attending and facilitating public processes in a sometimes contentious environment
- Employ a continuous improvement approach to the delivery of data collection & management and analysis, utilizing a diverse range of quantitative and qualitative analytical techniques - including survey development, economic analysis and provide robust assessments of options and outcomes
- Other duties/responsibilities as assigned

Minimum Position Requirements

Education and Experience:

A University degree in Planning or related studies, preferably a post-graduate degree, combined with considerable experience in and commitment to developing affordable housing and addressing homelessness. Knowledge of current housing policies of the City of Vancouver and other levels of government, or in areas of work directly related to the responsibilities of this position as well as municipal development approval processes and regulations is expected, and the existing landscape of government and non-profit rental advocacy.

A minimum of 5 years professional experience with strong technical skills and knowledge are required.

Knowledge, Skills and Abilities:

- Strong organizing and project management skills
- Strong knowledge of social and affordable housing legislative and policy context, including the Residential Tenancy Act, City of Vancouver Tenant Relocation and Protection Policies
- Up to date knowledge of social, economic, political, technological, demographic and environmental trends, factors and issues related to rental housing needs of different groups in Vancouver and Metro area
- An in-depth knowledge of the factors affecting housing supply and demand, including land use planning, land and development economics, social safety net policies, income distribution, and the influence of individual characteristics

- (e.g. physical disabilities, mental illness, alcohol/drug dependencies, gender, family status, ethnicity, etc.)
- Direct experience working with homeless residents, low-income and affordable housing communities is an asset
 - Ability to adjust to a complex organizational structure with shifting priorities on highly politicized issues
 - Considerable knowledge of project management philosophies and practices, including project scope, budgeting, scheduling, and coordination of team activities
 - Strong communication skills (oral and written), including the ability to clearly articulate complex planning information to a variety of internal and external stakeholders
 - Ability to establish and maintain effective working relationships with other staff, professionals, non-profit organizations, advocacy groups and the public
 - Ability to supervise staff assigned to various projects and direct the work of consultants engaged on social planning projects
 - Ability to perform planning research and assess option feasibility through financial and social policy analysis
 - Able to work independently and as part of a team in a dynamic work environment.
 - Strong interpersonal and conflict management skills
 - Ability to deal with sensitive issues with diplomacy and tact
 - Considerable experience with electronic spreadsheets, presentation and database software

Business Unit/Department: Arts, Culture and Community Services (1200)

Affiliation: CUPE 15 Non Pks

Employment Type: Temporary Full Time

Position Start Date: May 21, 2018

Position End Date: May 15, 2019

Salary Information: Pay Grade GR-031: \$47.82 to \$56.57 per hour

Application Close: TBD

We thank all applicants for their interest. However, only those selected for an interview will be contacted. [Learn more about our commitment to diversity and inclusion.](#)

Overdose Data for Week of: Oct 8 – Oct 14

****Toxicology reports are not completed on these cases, and final overdose death numbers need to be confirmed by the BC Coroner Service*

2017 Summary Data

- **366 overdose deaths** in Vancouver in 2017 (1 death per day)
*Reported by the BC Coroners Service in Jun 2018
- VFRS reported OD calls:
2017 Average: 119 calls/week

2018 Year-to-date Data

- Estimated **291 overdose deaths** in Vancouver
*(BC Coroner data for Jan to Aug; VPD data for Sept, Oct)
- VFRS reported OD calls:
Year-to-date Average: 106 calls/week

Significant Data: Oct 8 – Oct 14

- VPD reporting **4 OD deaths, down from 5 last week** (3 fewer than the 2017 weekly average)
 - 0 deaths at City-owned buildings
- VFRS reporting **76 OD calls, up from 75 last week** (37% lower than the 2017 weekly average)
 - Down 1 (1%) call from last week
 - 0 fires call to City-owned buildings

Significant News: Oct 8 – Oct 14

- **2 new \$50,000 drug testing machines deployed in Vancouver, B.C.**
(<https://www.cbc.ca/news/canada/british-columbia/drug-testing-machines-deployed-in-vancouver-1.4861655>)
- **Vancouver Coastal Health buys 2 new drug-checking machines to reduce opioid overdoses**
(<https://globalnews.ca/news/4540315/new-drug-checking-machines-vancouver/>)
- **Opioid crisis still 'chewing away' at Vancouver, Gregor Robertson says**
(<https://www.theglobeandmail.com/canada/video-opioid-crisis-still-chewing-away-at-vancouver-gregor-robertson-says/>)
- **Mural brings colour, message of hope to Vancouver's Downtown Eastside**
(<https://www.ctvnews.ca/canada/mural-brings-colour-message-of-hope-to-vancouver-s-downtown-eastside-1.4125953>)

Tainted Drug Supply Alerts

- No tainted drug supply alerts issued in past week

Upcoming Events and Actions

- No upcoming events or actions

Data Reporting: Oct 8 – Oct 14

of Overdose Deaths

VPD reporting **4 OD deaths**

of Overdoses in Vancouver

- VPD reported supporting:
 - 4 OD support calls, same as last week
- VFRS reporting 76 OD calls

of OD responses/deaths in Non-Market Housing

- Alexander Residence – 58 Alexander – 0
- Antoinette Lodge – 535 E Cordova - 0
- Barclay Residence – 1416 Haro Street - 0
- Central Residence – 42 E Cordova St. – 0
- Granville Residence – 1261 Granville St. – 0
- Kingsway Continental – 3484 Kingsway Avenue - 0
- Modular Housing – 220 Terminal Ave – 0
- New Continental – 1067 Seymour Street - 0
- Oppenheimer Lodge – 450 E Cordova – 0
- Roddan Lodge – 124 Dunlevy – 0
- The Gresham – 716 Smithe - 0

Select Community Centres in Vancouver

- Evelyn Saller Centre – 320 Alexander St. – 0
- Carnegie Community Centre – 401 Main St. – 0
- Gathering Place Community Centre – 609 Helmcken St. – 0

Supervised Injection and Overdose Prevention Sites in Vancouver

- The Molson Building - 166 East Hastings St.
- VANDU - 330 E. Hastings St.
- Maple/Washington Hotel - 177 E. Hastings St.
- Powel St. Getaway - 528 Powel St.
- Overdose Prevention Society - 58 E. Hastings St.
- InSite - 139 E. Hastings St.
- Atira Women's-only Overdose Prevention Site - 135 Dunlevy Ave.
- St. Paul's Hospital, Thurlow Courtyard Tent – 1081 Burrard St.

Mayor's Task Force on Mental Health and Addictions Backgrounder

In September 2013, the Mayor of Vancouver, the Chief Constable of the Vancouver Police Department (VPD), and the Chair of the Vancouver Coastal Health (VCH) Authority highlighted the crisis for residents suffering from mental health and addictions issues in the city in a letter to the Premier. Recent statistics indicated:

- A 43% increase in emergency mental health visits at St. Paul's Hospital and Vancouver General Hospital
- A 18% increase in Mental Health Act apprehensions by police
- 2,000 severely ill SRO tenants who are receiving inadequate or no care for mental health and addictions problems
- Two-thirds of the city's homeless in urgent need of adequate mental health and addictions supports

In the letter, four key recommendations were made to stem the immediate mental health crisis in Vancouver while putting in place more actions to better care for people living with serious mental illness and addiction in the city. The four specific recommendations to the Province of BC were to:

- Add 300 long-term and secure mental health treatment beds
- More staffing at supportive housing sites to support tenants with psychiatric issues
- More significant support through Assertive Community Treatment (ACT) teams for psychiatric patients living in the community
- Develop an enhanced form of urgent care centre (crisis centre) and a joint treatment model (VPD-VCH)

Why the immediate call to action?

As Canadians, one in five of us will experience a mental illness in our lifetime. In Vancouver, this means 120,000 out of approximately 600,000 residents, and all of us will experience mental illness through a family member, friend, or colleague.

About 20,400 Vancouver residents are living with serious mental health and addictions. At least 3,000 of these people were estimated to be at extremely high health risk and of these, 300 in crisis. More work is needed to determine the current numbers and characteristics of people with serious mental health and addictions.

Left untreated, serious mental illness and addiction will have long-term negative consequences. Risks to physical health intensify and may result in multiple substance use and mental health disorders, as well as other chronic health problems.

Links between mental health and addictions and homelessness are well documented and the City's homelessness count confirms significant numbers of people struggle

with addictions and/or mental health issues. Of the overall homeless population surveyed in the 2014 Homeless Count, almost half (48 per cent or 519) had an addiction and 34 per cent (361) lived with a mental illness. Of homeless children and youth under 25, 49 per cent (93) had an addiction and 19 per cent (37) lived with a mental illness.

FINAL MOTION AS ADOPTED

THAT the Committee recommend to Council

WHEREAS

1. Small businesses make up 95 per cent of all businesses in Vancouver and are the backbone, and an important driver, of Vancouver's local economy, fostering local entrepreneurship and creating jobs;
2. The central mission of Vancouver City Council and the City of Vancouver is to create a great city of communities, a city that cares about its people, the environment, and the opportunities to live, work, and prosper;
3. In June 2013, Mayor Gregor Robertson presented a motion to Council (title: "Support Local Small Businesses") - carried unanimously at the Tuesday, June 25, 2013 Regular Council Meeting - in which he called for the Vancouver Economic Commission to be asked "to work with City staff, Vancouver BIAs and the Vancouver Board of Trade to recommend immediate and long-term actions the City can take to support the retention and growth of locally owned small businesses, as well as identify opportunities to expedite recommendations within the Economic Action Strategy", and for the Vancouver Economic Commission to "report back to Council with a proposed scope of work, including involvement with the local small business community, by September 2013.";
4. Mayor Gregor Robertson's June 2013 motion (title: "Support Local Small Businesses") noted the following points:
 - Small, locally owned businesses are a crucial component of economic activity and job creation in Vancouver.
 - Businesses comprised of 1-4 employees make up 58% of all businesses in Vancouver, businesses with 5-9 employees make up 18%, and businesses with 10-19 employees make up 11%.
 - The retention and expansion of small, local businesses is a priority for Vancouver within the Vancouver Economic Action Strategy.
 - Small businesses are an integral part of the neighbourhood character in Vancouver's commercial areas.
 - A wide variety of factors can impact small businesses, such as affordability, access to space, taxes and regulation, development pressures, transportation issues, and commercial leases.

- The City has taken a number of steps to support small business and enable a competitive economic climate, such as moving towards a mobile business license, reducing the property tax burden for businesses as recommended by the Property Tax Policy Review Commission, reducing the number of business license categories from 636 to less than 200, and reducing the City's net debt by \$151.4 million in 2012.
5. Similarly, in November 2010, Councillors Woodsworth and Cadman called for Vancouver City Council "to establish a 'one stop shop' to provide a single destination for services and support for small businesses in Vancouver, including but not limited to advice, referrals, and permits";
 6. At the Thursday, November 4, 2010 Standing Committee of Council on City Services and Budgets, Councillor Deal moved to refer Councillor Woodsworth's November 2010 motion back to staff as part of "the Vancouver Service Review", and to have it noted that "Council reaffirms its commitment to small business....";
 7. On Thursday, February 2, 2017, the City of Vancouver launched a "Commercial Renovation Centre" in response to various needs identified by the business community;
 8. The "Commercial Renovation Centre" aims to help new business owners navigate the process for licensing a small business or renovating a commercial tenant space by providing hands-on support related to regulations, permits and procedures;
 9. Despite the City of Vancouver's many efforts over the past decade to support and retain small businesses, there are numerous indications that the city's small business sector is experiencing significant stress related to widespread unaffordability and high property taxes, leading to the closure of numerous long-time Vancouver businesses (for example, West End kitchenware store, Chocolate Mousse, which will reportedly close in January 2019 after more than 30 years due to an almost 93 per cent jump in property taxes after the building's assessed value more than tripled from \$16 million to \$52 million);
 10. Councillor Louie (as Vision Vancouver's point person on city taxes and finances), is quoted in a recent Vancouver Sun article as stating, "What we have been focusing on is trying to figure out a way to support small business owners," and expressed his view that "punishing triple-net lease agreements made between small business owners and property owners", set against sky-high property assessments, are the "culprit" behind recent and widely anticipated future retail business closures;
 11. Actions to date by the City of Vancouver to support the city's small business community - the backbone of Vancouver's local economy - have not been fully effective in achieving Council's small business policy objectives;

12. Vancouver City Council has established numerous agencies, boards, and committees that focus on particular subjects that have an impact on the City of Vancouver and its people, thereby harnessing the specialized expertise of the respective members of these bodies to advise Council and City staff, advisory bodies which variously include, among others:

- Children, Youth and Families Advisory Committee
- LGBTQ2+ Advisory Committee
- Persons with Disabilities Advisory Committee
- Renters Advisory Committee
- Seniors' Advisory Committee
- Trans, Gender Diverse and Two-Spirit Inclusion Advisory Committee
- Urban Aboriginal Peoples Advisory Committee
- Vancouver Food Policy Council
- Active Transportation Policy Council
- Arts and Culture Policy Council
- Public Art Committee
- Mayor's Engaged City Task Force
- Mayor's Task Force on Housing Affordability
- Mayor's Task Force on Mental Health and Addictions

THEREFORE BE IT RESOLVED

- A. THAT Vancouver City Council direct City staff to conduct a systematic and comprehensive review of all existing City of Vancouver programs and policies designed to support and retain local small business and report back to Council within 90 days with recommendations for policies and strategies the City can implement, and actions that can be taken by the City, to create more optimal conditions for small businesses to succeed and thrive in the City of Vancouver, including, but not limited to, the creation of a Small Business Retention Program which could, among other potential actions, offer targeted property tax reductions to commercial property owners to help retain existing small business tenants.
- B. THAT staff report back to Council within 90 days with recommendations for establishing a small business advisory body or roundtable, with proposed structure and terms of reference, to advise City Council on strategic priorities to support small business in Vancouver, including the recommendations and actions brought forward in the review in A above.

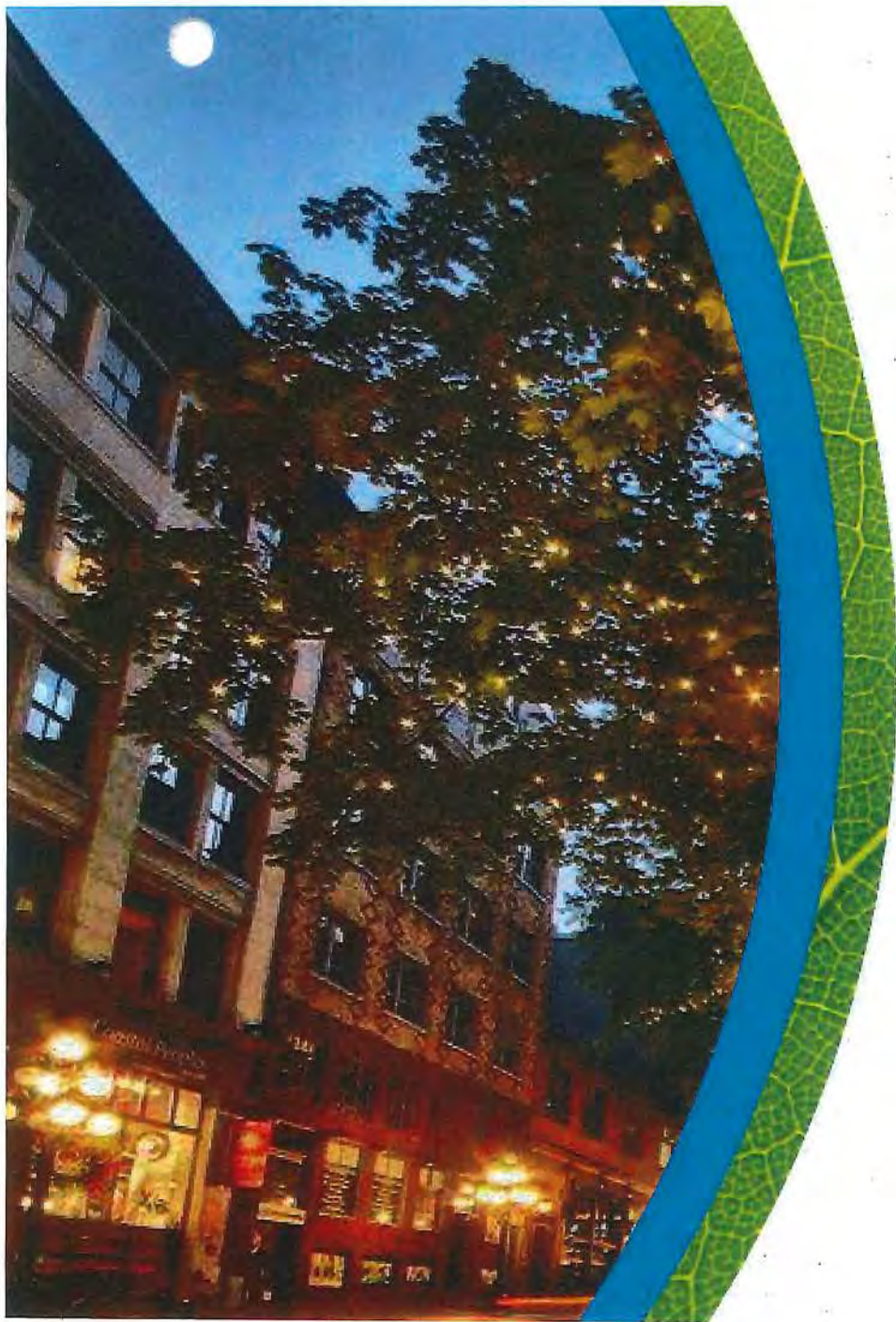
FURTHER THAT the Small Business Advisory Committee terms of reference shall include, but not be limited to:

- Provide input to City Council and staff about issues of concern to the city's small business community.
- Consider any matters which may be referred to the Advisory Committee by Council or staff.
- Take positions on policy initiatives from other levels of government within the mandate of the Advisory Committee.

- Work co-operatively with other agencies whose activities affect constituent small business communities, including initiating and developing relevant projects.
- Act as a resource for staff coordinating public involvement processes and civic events.
- Exchange information with constituent small business communities and the general public about relevant programs and issues of interest.
- Engage in outreach to disseminate information and encourage participation from constituent small business communities.
- Produce an annual work plan with specific objectives by no later than April of each year, in consultation with Council and staff liaisons, for distribution to Council and civic departments for information.
- Submit an annual report to Council describing the Advisory Committee's accomplishments for the year, including reference to each objective set out in the work plan and any arising issues to which the Advisory Committee has responded.

The Committee adjourned at 10:26 pm.

* * * * *



City of Vancouver Support to Small Business and Retail

Presented to
Vancouver City Council
February 20, 2018



Purpose

Report back to Council on the January 17, 2018 motion concerning small business, and update Council on a number of small business-related initiatives.



SLIDE 3

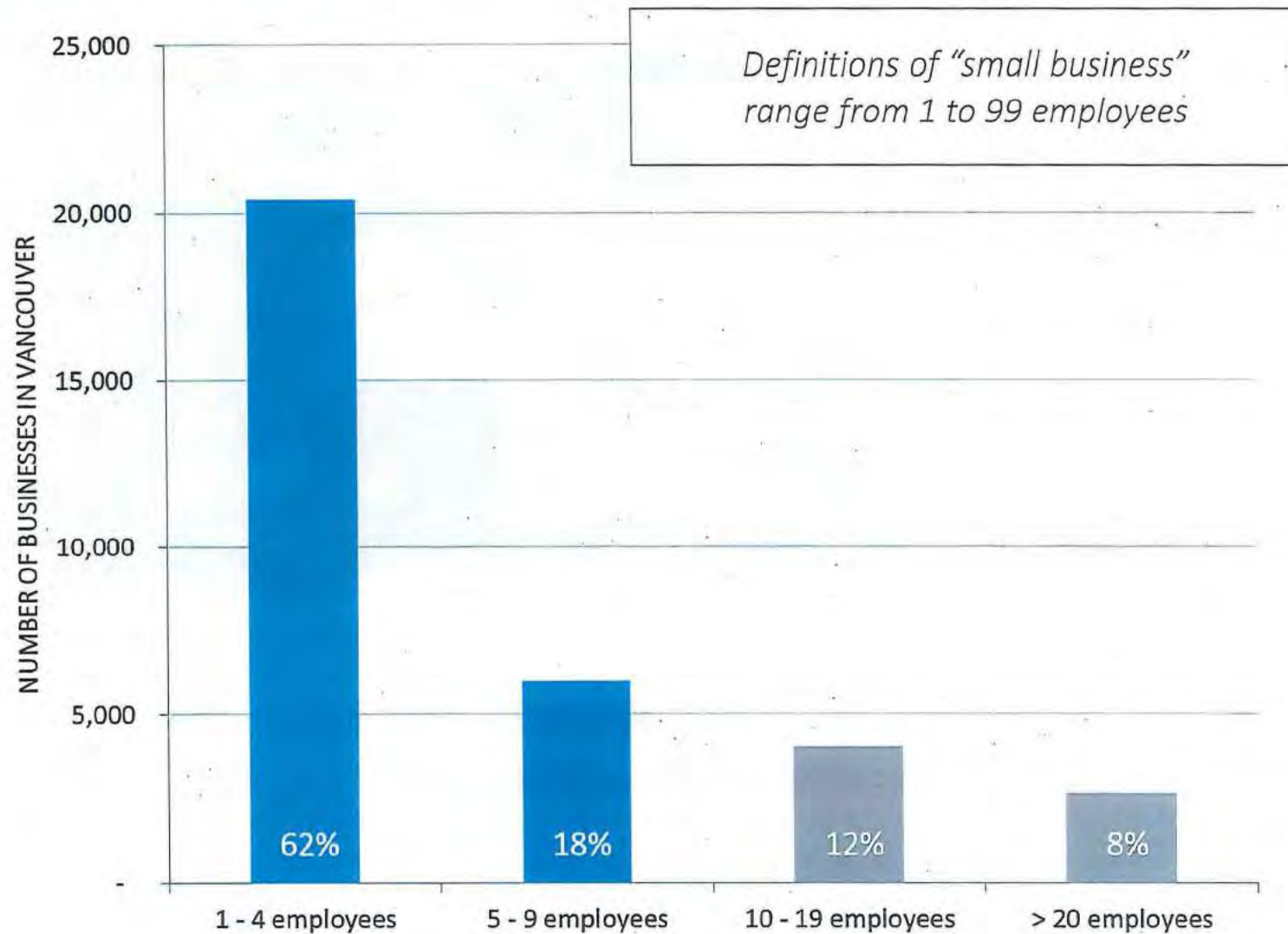
Contents

1. Background
2. Current City of Vancouver-small business support/interface
3. City support to small business, 2018 workplan
4. Work-in-progress updates
 - a. Commercial District Small Business Study
 - b. Vancouver Small Business Strategy
 - c. Small business engagement
 - d. Supporting small business through provincial tax reform

1. Background

SLIDE 4

~ 80% of Vancouver businesses have less than 10 employees



SOURCE: STATISTICS CANADA, BUSINESS REGISTER

Many small business challenged with rising rent, property taxes and other issues

Soaring 1
business
west sid

KERRY GOLD
SPECIAL TO THE GLOBE
PUBLISHED JULY 9, 2016
UPDATED JUNE 5, 2017

Comm
could

Why A
Down E

Posted on December

Sn
ris

This is a regional issue, small businesses in many
Lower Mainland cities dealing with the same challenges.



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Empty store tax, rent control protection and a voice at the table — small businesses look for solutions
By Clare Henning, CBC News Posted: Jan 05, 2016 12:35 PM PT | Last Updated: Jan 05, 2016 11:00 AM PT

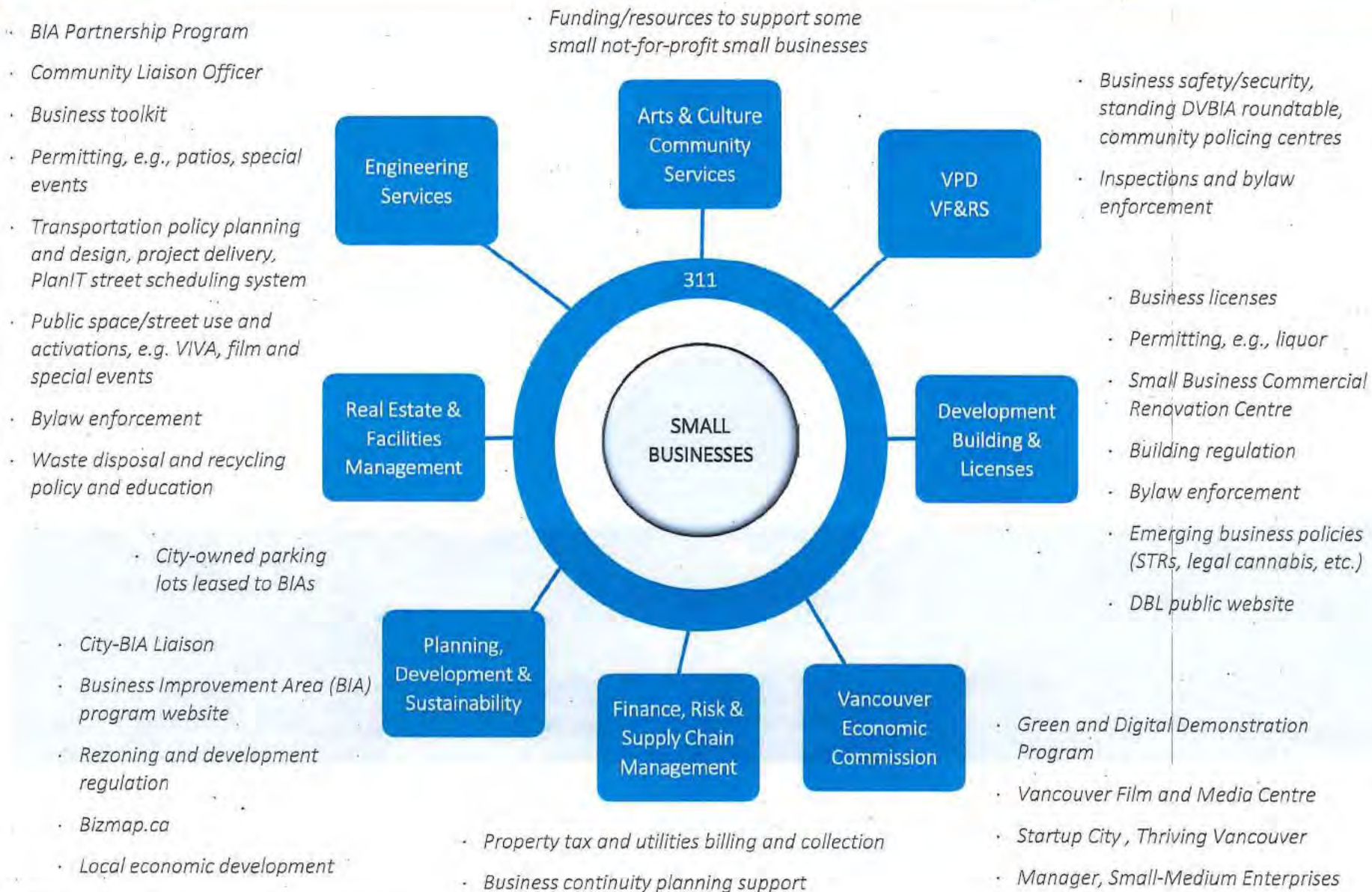
SLIDE

- A. *THEREFORE BE IT RESOLVED THAT Vancouver City Council call on the Province of BC to enable the City to transition from three-year to five-year land assessment averaging in 2018 through an exemption to the legislative requirement or legislative amendments as appropriate;*
- B. *BE IT FURTHER RESOLVED THAT City staff report back on the outcome of the work with the Province of BC, BC Assessment Authority and key stakeholders, with associated policy recommendations that specifically address the impact of triple net leases on property tax payments for small business tenants.*

- 1. Review.** Review of existing City programs and policies that support/retain local small business
- 2. Recommended actions.** Recommendations for policies and strategies the City can implement, and actions that can be taken by the City, to create more optimal conditions for small businesses to succeed and thrive, including a small business retention program
- 3. Advisory body.** Recommendations for establishing a small business advisory body or roundtable, with proposed terms of reference

2. Current City of Vancouver-small business support/interface

Many touchpoints between the City and small business



NOTE: ILLUSTRATIVE LIST, UNDER DEVELOPMENT

Existing City forums and committees concerning small business

A. BUSINESS IMPROVEMENT AREAS (BIAs)

- *Led by GM, PDS*
- *22 self-funded districts managed by non-profit groups of property owners and business tenants, to promote/improve their business district*

B. COV-BIA LIAISON COMMITTEE

- *Led by GM, PDS*
- *Forum for senior City staff and BIA-nominated representatives to resolve issues affecting BIAs city-wide, and to solicit BIA input into select City initiatives*

C. BIA-ENGINEERING PARTNERSHIP PROGRAM

- *Led by GM, Engineering Services*
- *Ongoing liaison between Engineering Services and BIAs via a dedicated staff person, to prioritise and address BIAs' needs related to work of Engineering Services*

D. SMALL BUSINESS COORDINATION GROUP

- *Led by GM, PDS*
- *Internal staff forum for information-sharing and coordination on initiatives, issues and opportunities, includes Vancouver Economic Commission*

Small business issues and opportunities, preliminary staff situational analysis

A. AFFORDABILITY/ SPACE

1. Escalating rents
2. Limited affordable space
3. Lease insecurity/
displacement due to
rapid pace of change
4. Property tax download
from landlords to
tenants
5. Cost of living for
employees and owners



SLIDE 12

B. CITY PROCESSES

1. Permits and licensing
2. Difficult to find
information
3. Too many visits per
transaction, touchpoints
across many
departments
4. Regulatory and fee
burden



C. ENGAGEMENT/SUPPORT

1. Insufficient City support
for small business
2. No single City point of
contact
3. Potential improvements
to Business Improvement
Area framework



Key initiatives underway: Affordability/space



- 1. Provincial property assessment and tax reform:** *Working with the provincial government to establish a Province-led intergovernmental working group (Province, BC Assessment, City of Vancouver) to engage key partners and stakeholders to develop assessment and tax policy options to support small businesses [GM, Finance, Risk and Supply Chain Management]*
- 2. Commercial District Small Business Study:** *Undertaking an evaluation of the current state of the small business and retail landscape in a selection of Vancouver's commercial districts, and making recommendations re: how the City can best support ongoing viability/success of these businesses [GM, Planning, Urban Design and Sustainability]*

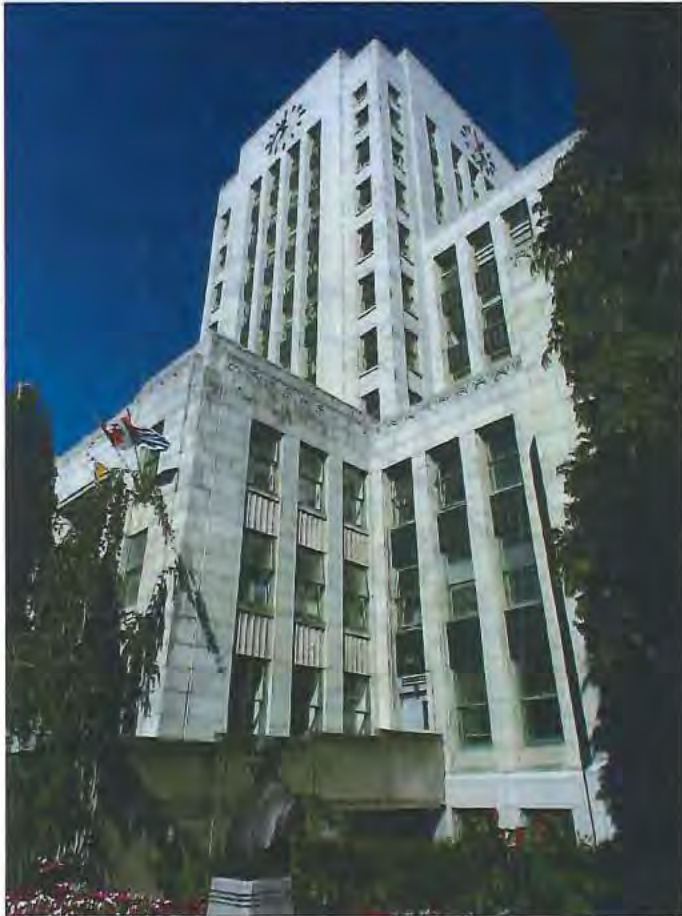


3. **Chinatown/Vancouver Legacy Business Studies:**
Exploring policy options to support retention of longstanding legacy businesses, based upon San Francisco model [GM, Arts, Culture and Community Services]
4. **Employment Lands and Economy Study:**
Initiating the development of the City's employment lands and economy strategy and action plan, to ensure that the beneficial use of all employment lands across Vancouver, including office, retail and industrial uses, is maximized over time [GM, Planning, Urban Design and Sustainability]
5. **The Flats Economic Development Strategy:** *Have developed a plan for evolving the False Creek Flats neighbourhood to support light industrial business, with a focus on innovation, sustainability and resilience [CEO, Vancouver Economic Commission]*



1. **Regulatory review:** *Undertaking a cross-departmental regulatory review associated with the City's development and planning processes, to include bylaws, regulations, policies, processes, online tools, public/stakeholder engagement, and a review of the mandates/roles of advisory committees [GM, Planning, Urban Design and Sustainability]*
2. **Small Business Commercial Renovation Centre:** *Adding resources and undertaking continuous improvement initiative to streamline processes, reduce wait times and improve customer service [GM, Development, Buildings and Licensing]*
3. **Public space activations:** *Ongoing partnerships between the City and small business for public space activations, e.g., parklets, patios, merchandise displays, food vendors, special events, with policy work underway to ensure appropriate prioritization and internal coordination [GM, Engineering Services]*

Key initiatives underway: Engagement and support



1. ***Small business guide web portal:*** Creating a small business portal on the City website that connects small business owners/operators to all relevant City services and requirements, as well as to outside agencies, organisations and resources [GM, Planning, Urban Design and Sustainability]
2. ***Engineering Services-BIA Partnership Program:*** Significantly enhanced engagement between Engineering Services and the Business Improvement Area societies, with a senior Engineering staff person dedicated to working proactively with each BIA [GM, Engineering Services]



3. ***BizMap upgrade:*** Upgrading the City's Bizmap.ca website to provide interactive statistical profiles of BIA commercial districts and their neighbourhood customer base, to facilitate marketing, staff recruitment/retention and forward planning for small businesses [GM, Planning, Urban Design and Sustainability]
4. ***VIVA Vancouver partnerships:*** Ongoing partnerships with community groups, local businesses and regional partners to facilitate activation of public streets, including short- and long-term street-to-plaza conversions, creation of public spaces for walking and activities, e.g., recently partnered with the Downtown Vancouver BIA to convert a laneway to a new public space [GM, Engineering Services]



- Initial intention was a focused discussion with an inter-governmental working group re: provincial property assessment and tax reform options
- Scope was expanded to create a single integrated conversation, including other issues/opportunities facing small business and retail

1. **Building Owners and Managers Association of BC (BOMA)** – *Commercial real estate industry association*
2. **Business Improvement Associations (BIAs)** – *District-based non-profit groups representing property owners and business tenants*
3. **Canadian Federation of Independent Business (CFIB)** – *Small business advocacy organisation*
4. **Greater Vancouver Board of Trade** – *Business association*
5. **NAOIP** – *Commercial Real Estate Development Association*
6. **REALpac** – *Industry association for owners/managers of investment real estate*
7. **Urban Development Institute (UDI)** – *Property development industry association*



SLIDE 19



February 2018 pre-consultation, themes

1. **Pressures.** *Recognition of the stress in the small business and retail communities, and that pace of change has resulted in the displacement of small businesses*
2. **Advisory committee.** *Support for small business advisory committee or roundtable*
3. **Coordinated approach.** *Interested in coordinated approach within the City and across the region*
4. **Study.** *Support for commercial and retail study, and interest in participation*
5. **Definition.** *Questions as to how best to identify/define small business*
6. **Tax deferral.** *Supportive of tax deferral program for business owners, possibly landlords*
7. **Provincial property assessment and tax reform.** *Support for split assessment, mixed response to split tax bill, developers/landlords concerned may lead to rent control*
8. **Rent control.** *Concern about negative financial impact to landlords, significant departure from current commercial lease terms, unintended consequences, e.g., forcing owner/operators to sell, dampened investment in commercial properties*
9. **Zoning.** *Some interest in refining commercial zoning bylaws to enable split assessments*

3. City support to small business, 2018 workplan

2018 workplan, City support to small businesses

CITY SUPPORT TO SMALL BUSINESS FRAMEWORK

Internal governance, staff structure, external advisory committee/roundtable

Deputy City Manager
Q2-2018

VANCOUVER SMALL BUSINESS STRATEGY

Deputy City Manager

Property
Assessment
and Tax Reform

GM, FRS
June 2018

Commercial District
Small Business
Study

GM, PDS
Q4-2018

Aligning
Existing Programs/
Initiatives

Deputy
City Manager

Potential New
Strategies/
Initiatives

Deputy
City Manager

Stakeholder Engagement

Director, Corporate Communications
Timeline will accommodate workplan harmonization



1. **Advisory.** *Establish a small business advisory committee or roundtable*
2. **Study.** *GM, PDS to launch the Commercial District Small Business Study*
3. **Tax.** *GM, FRS to complete property assessment and tax reform work by June 2018*
4. **Strategy.** *Deputy City Manager to initiate development of the Vancouver Small Business Strategy in Q2-2018*
5. **Engagement.** *Director, Corporate Communications to support all of the above work with appropriate stakeholder consultation and engagement*

4. Work-in-progress updates

4a. Update, Commercial District Small Business Study

Commercial District Small Business Study, purpose



Undertake an evaluation of the current state of the small business and retail landscape in a selection of Vancouver's commercial districts, and make recommendations concerning how the City can best support the ongoing viability/success of small business and retail enterprises in Vancouver's commercial districts.

Commercial District Small Business Study, scope

In scope

- A selection of small businesses in Vancouver's commercial districts/high streets, with a focus on independent retail and commercial enterprises

Out of scope

- Light and heavy industrial enterprises, manufacturing
- Home-based businesses
- Businesses located in malls and large office towers



Precise scope and definitions to be developed as part of detailed study design, study title may be refined

Commercial District Small Business Study, workplan

PHASE 1 WHERE WE ARE

- a. **Current state.** *Qualitative and quantitative snapshot of current state – data, stakeholder engagement*
- b. **Leading practices.** *Review and evaluate best practices in comparable jurisdictions*
- c. **Drivers.** *Identify key drivers of small business viability/success*
- d. **Metrics.** *Establish a set of metrics for evaluating and monitoring the health of Vancouver's commercial district small business and retail sector*
- e. **Evaluation.** *Evaluate present and future viability of small business in Vancouver*

PHASE 2 WHERE WE'RE GOING

- a. **Recommendations.** *Develop a set of recommendations concerning how the City can best support the ongoing viability/success of small businesses in Vancouver's commercial districts*
- b. **Implementation plan.** *Develop and execute implementation plan*

4b. Update, Vancouver Small Business Strategy

Vancouver Small Business Strategy, overview

Overarching

Integrate and build on various work components underway to develop recommended strategies, actions and/or policies to support local small business, based on a comprehensive current-state evaluation

Scope

Small businesses in Vancouver, with a focus on independent retail and commercial enterprises, precise definitions tbd

Consultation

To be developed in consultation with new small business advisory committee/ roundtable and the Vancouver Economic Commission, and supported by appropriate stakeholder engagement

Timing

Target launch Q2-2018



4c.
Update, small business engagement

Stakeholder engagement, key elements

- *To the greatest extent possible, engagement will be aligned/integrated across all work components*
- *Engagement will involve (a) initial outreach and information-gathering, and (b) subsequently sharing emerging recommendations as they are developed*

PROPERTY TAX REFORM OPTIONS

COMMERCIAL DISTRICT SMALL BUSINESS STUDY & SMALL BUSINESS STRATEGY

PUBLIC
EDUCATION

FEB MAR APR MAY JUN JUL AUG SEPT OCT NOV DEC

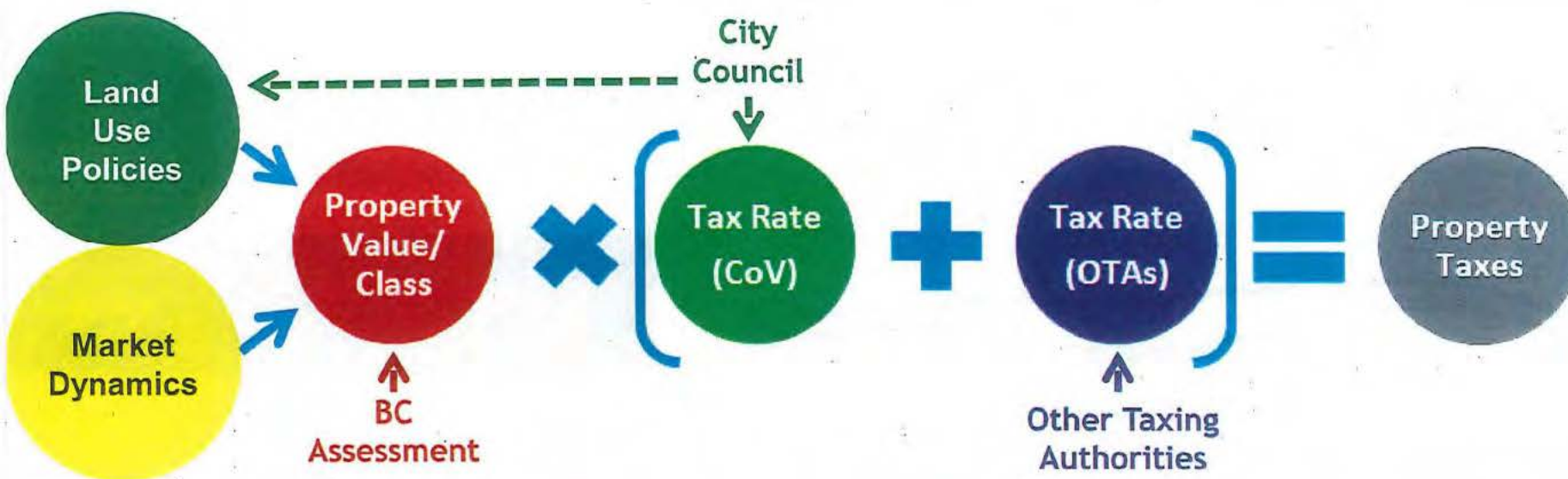
4d.

Update, supporting small business
through provincial assessment & tax reform

- Property assessment & taxation framework
 - provincial vs. municipal mandate
- Issues:
 - development potential/speculation drives up property values
 - apportionment of tax burden: landlord & tenants
 - challenges faced by owner/operators
 - increasing tax burden from provincial/regional taxing authorities
- Policy options being discussed with stakeholders
- Approach & next steps

Property Assessment & Taxation Framework – Provincial vs. municipal mandate





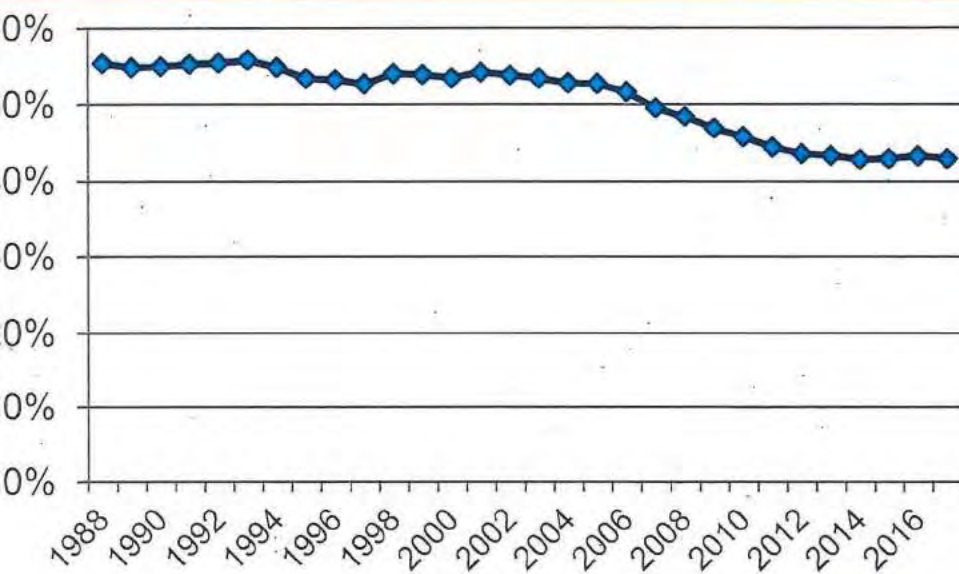
BC Assessment determines:

- property value based on highest & best use & market activities
- property class based on actual use

City Council determines:

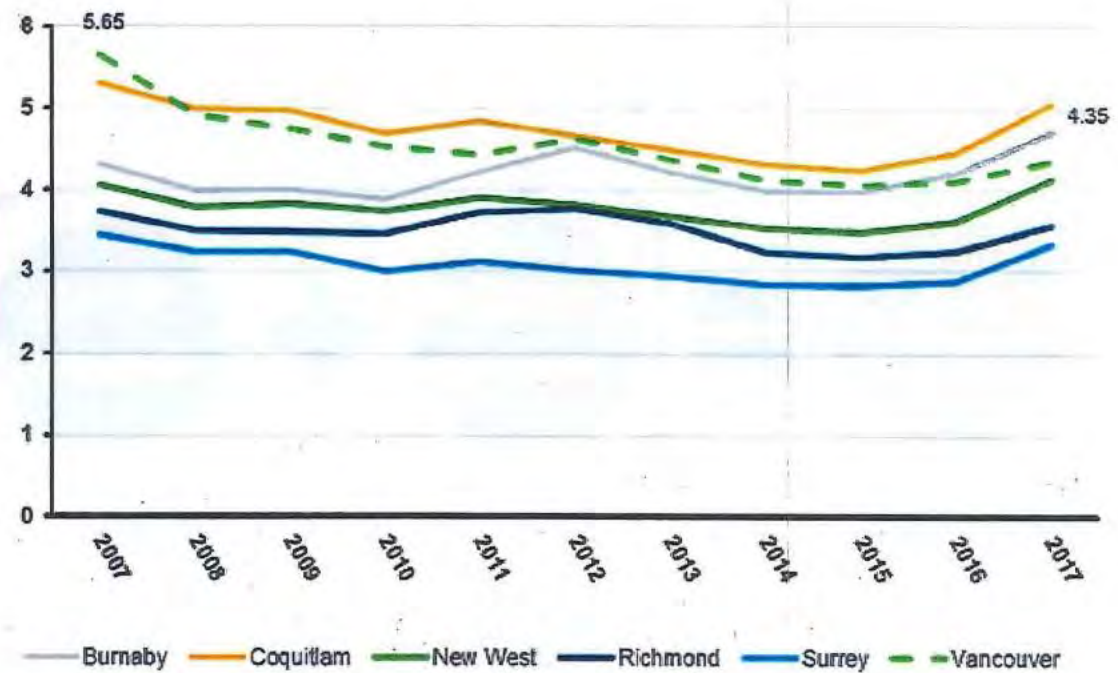
- land use policies (zoning, density, etc.)
- total tax levy to be collected
- residential/business tax share
- tax rate for each property class
- use of land assessment averaging

Business Tax Share & Tax Rate Ratio

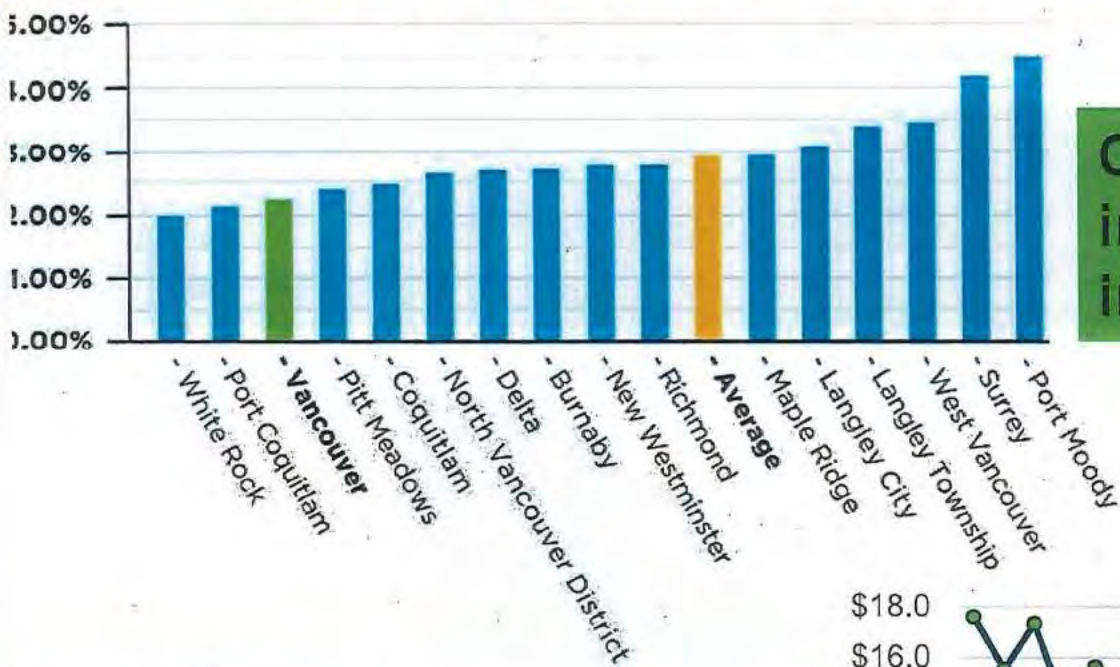


Business tax share declining for three decades

Business tax rate ratio continues to improve

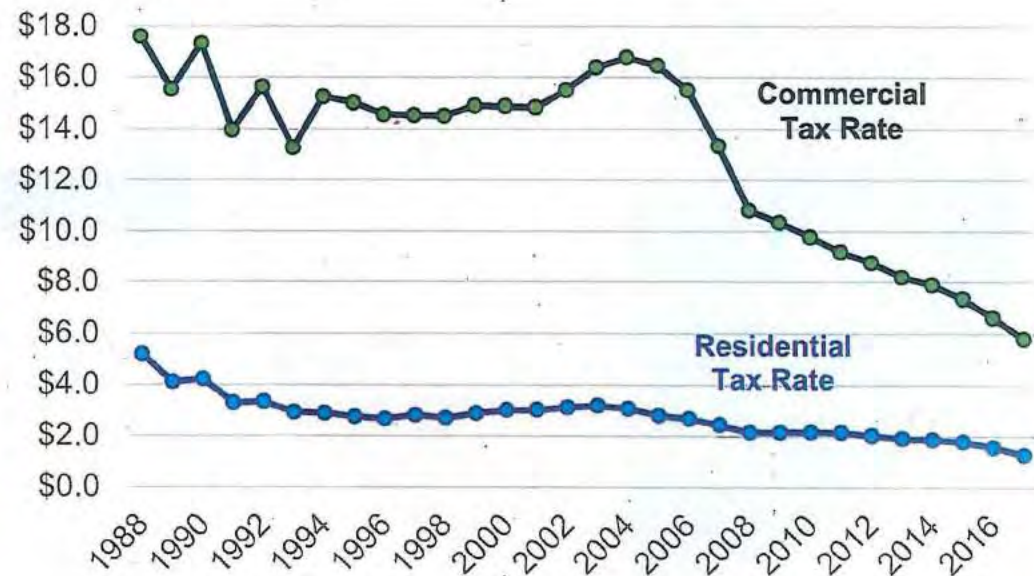


Property Taxation – Fiscal Restrain & Revenue Neutrality

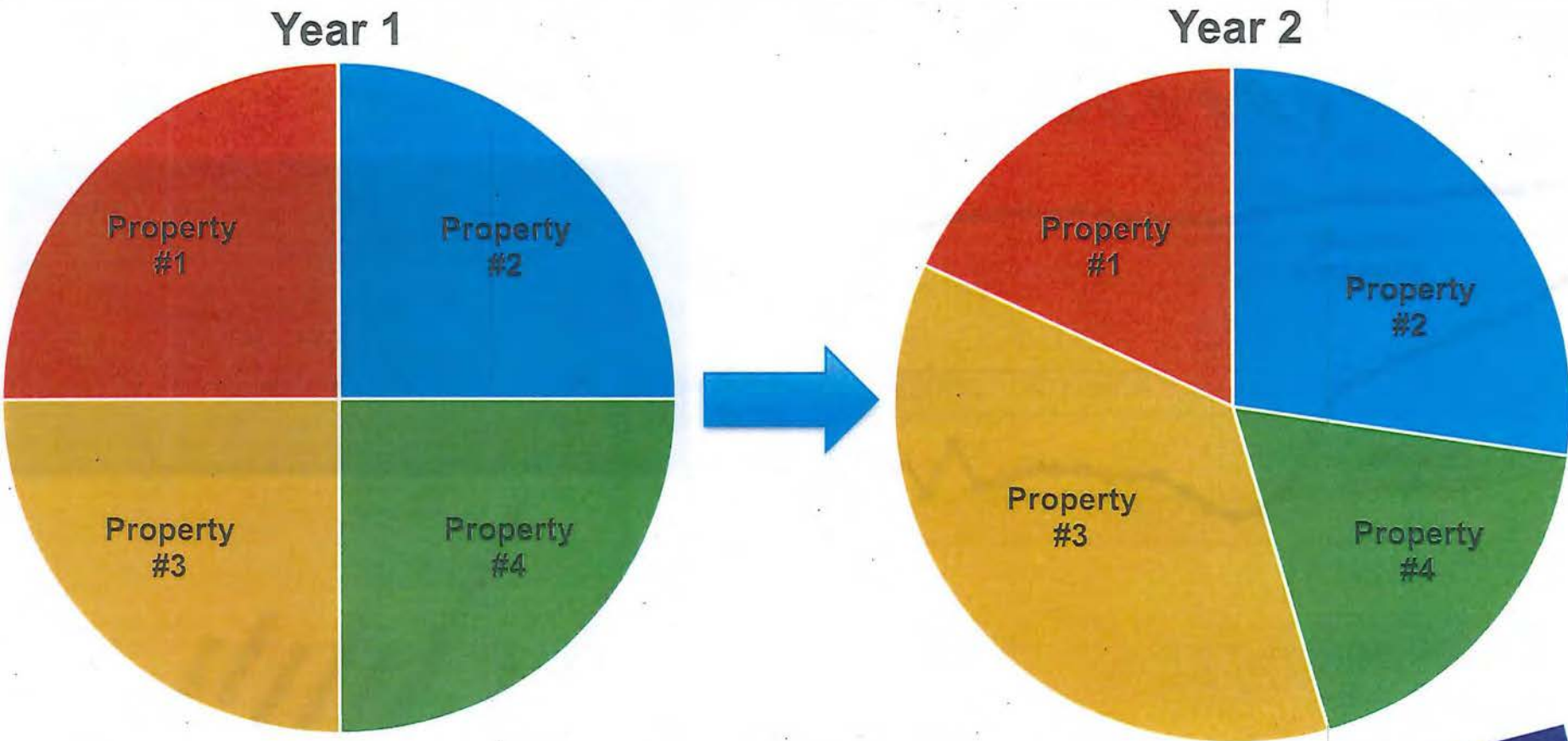


City's 5-yr average tax increase among the lowest in Metro Vancouver

City does NOT get more taxes due to higher assessment; tax rates are adjusted annually to collect levy set by Council



Differential Property value increases Result in Differential Taxation Impact



City allocates taxes among properties based on:

- below avg increase in property value for 1 & 4
- above avg increase in property value for 2 & 3

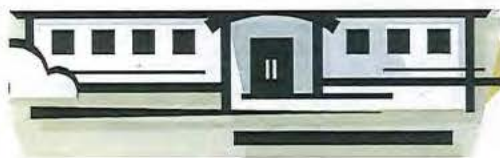
**TARGETED
AVERAGING**

- Property assessment & taxation framework
 - provincial vs. municipal mandate
- **Issues:**
 - **development potential/speculation drives up property values**
 - **apportionment of tax burden: landlord & tenants**
 - **challenges faced by owner/operators**
 - **increasing tax burden from provincial/regional taxing authorities**
- Policy options being discussed with stakeholders
- Approach & next steps



Issue #1:
**Actual/anticipated development potential
drives up property values**

developed
commercial density



rezoning/
land
speculation

Valuation &
Classification
out of sync

Assessment

Value: 1 storey retail
Class: 100% commercial

Taxation

100% business tax rate

developed commercial density +
undeveloped residential density



Assessment

Value: 20/80% retail/residential
Class: 100% commercial

Taxation

100% business tax rate

developed commercial density +
undeveloped residential density



redevelopment

developed commercial +
residential density



Assessment

Value: 20/80% retail/residential
Class: 100% commercial

Taxation

100% business tax rate

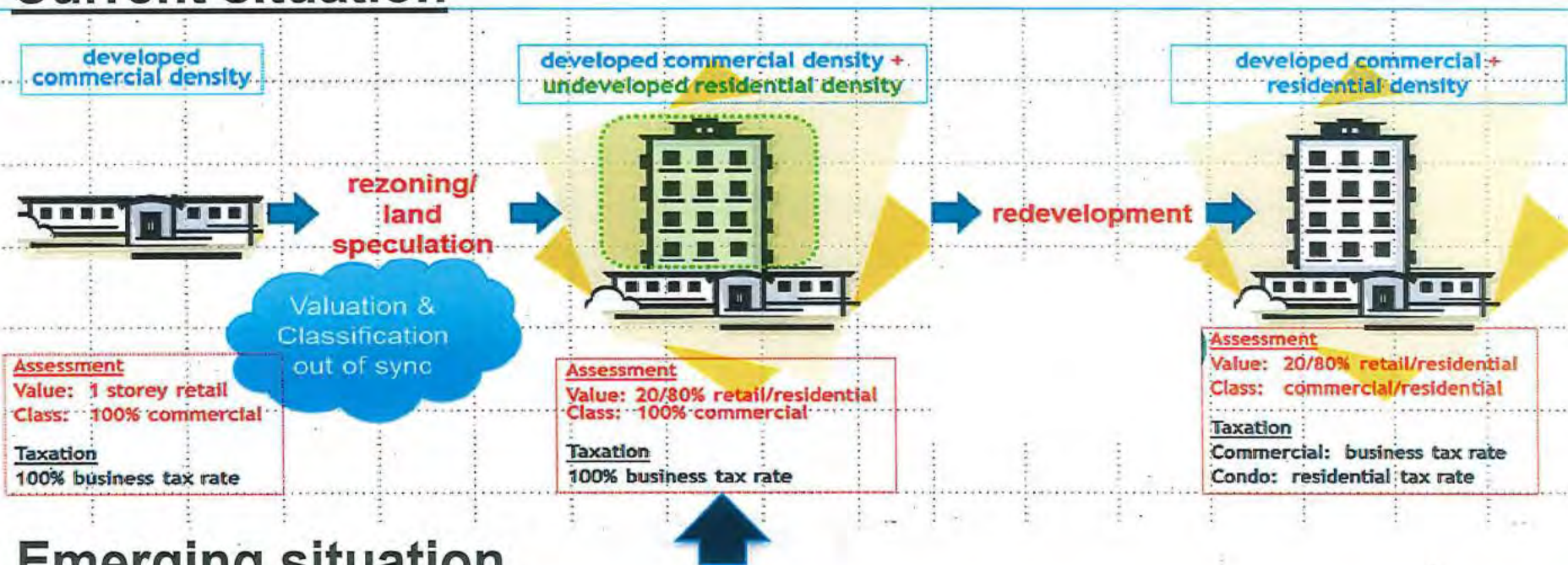
Assessment

Value: 20/80% retail/residential
Class: commercial/residential

Taxation

Commercial: business tax rate
Condo: residential tax rate

Current situation

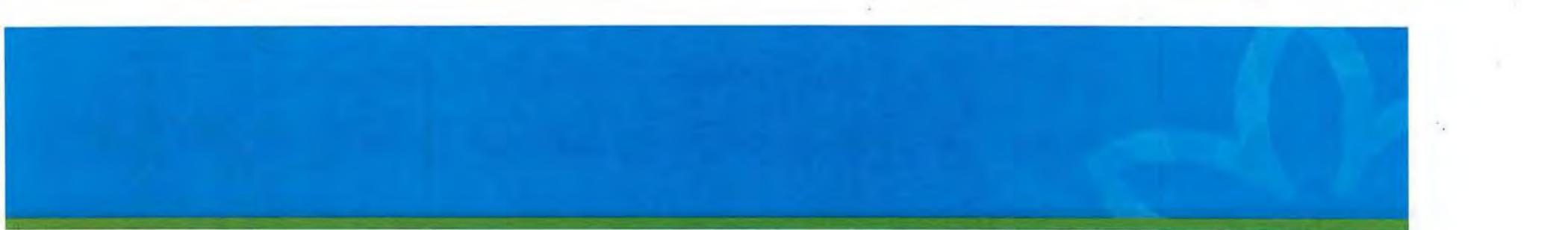


Emerging situation

Appeals underway in zones with specificity

Successful appeals see development potential moved to residential (lower tax)

Using appeals to correct anomalies undermines the integrity of the assessment framework, creates uncertainty and is subject to manipulation.
A better approach is to conduct a holistic review/update of the Assessment Act.



Issue #2:
Apportionment of tax burden:
landlords & tenants

Rent includes...

Add'l charges...

Gross Lease

Base rent, taxes, insurance,
maintenance, utilities, janitorial

Modified Gross Lease

Base rent, taxes, insurance,
maintenance

Utilities,
janitorial

"N" Lease

Base rent, insurance,
maintenance

Tax, utilities,
janitorial

"NN" Lease

Base rent,
maintenance

Tax, insurance, utilities,
janitorial

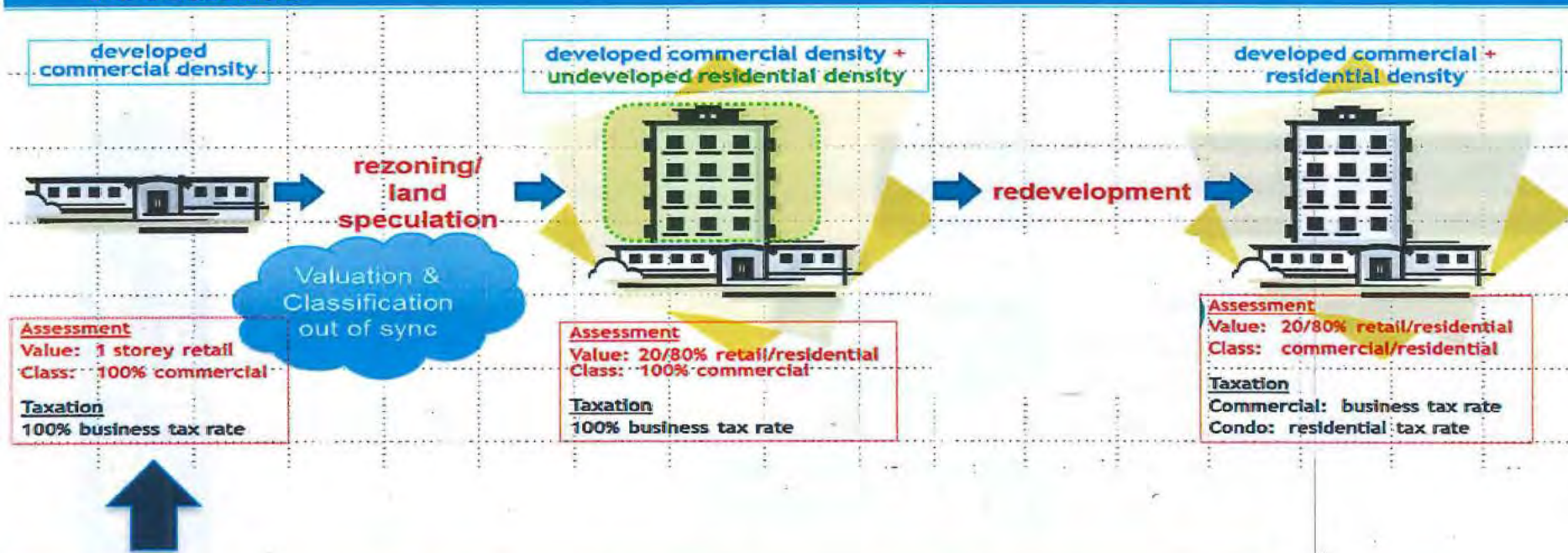
"NNN" Lease

Base
rent

Tax, insurance, maintenance,
utilities, janitorial

More certainty for...
Tenants
Landlords

Tenants




Tenants enter into leases before assessment increases, cannot reasonably anticipate, nor afford to pay, significantly higher taxes resulting from undeveloped density during lease term



Averaging is effective in mitigating short-term volatility, but not intended for significant increase from development potential

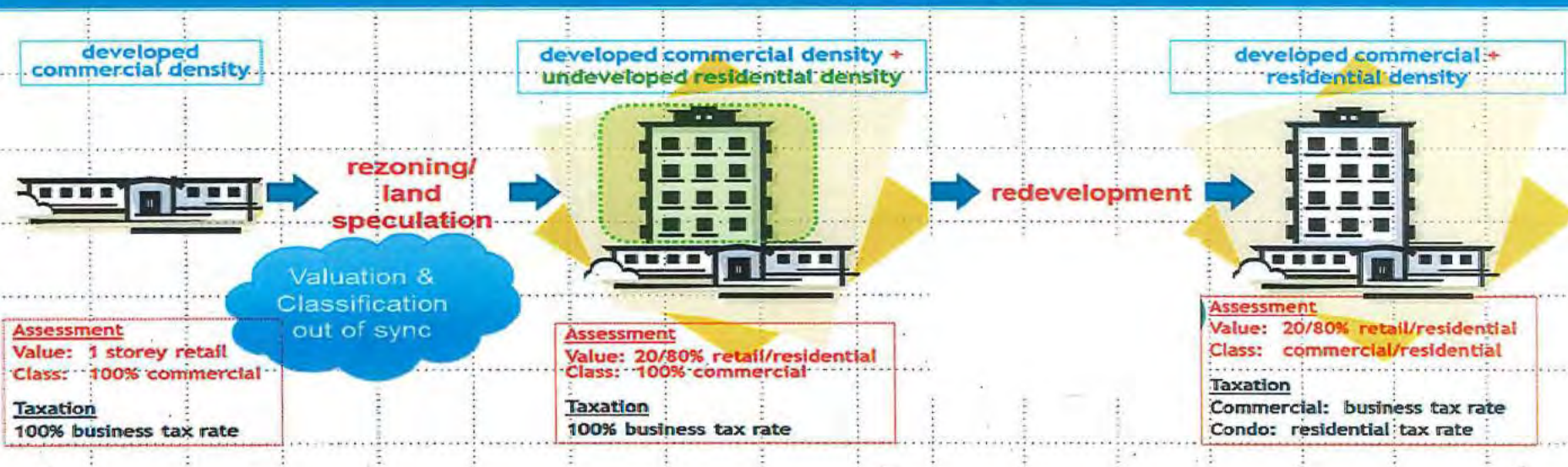
- Properties are assessed/taxed at highest and best use.
- While property owners benefit from rising property values upon redevelopment or sale, small business tenants continue to shoulder the entire tax burden pertaining to the rented space as well as the unrealized development potential.
- Typical commercial leases do not convey development rights to tenants and tenants do not realize any benefit of the increase in property values, as an owner would, upon redevelopment or sale.
- Taking on the full burden of property taxes can cause significant financial distress for small businesses
- Fixed-term leases offer certainty on rent but not property taxes, especially when spike in taxes arise from actual/perceived development potential that occurs during the lease term.



Issue #3:

Challenges faced by owner/operators

Challenges Faced by Owner/Operators



Similar to tenants, **owner/operators** cannot reasonably anticipate, and may not be able to afford to pay, significantly higher taxes resulting from undeveloped potential

Unlike tenants, **owner/operators** could potentially:
 finance through a mortgage on the property
 relocate and sell/redevelop property

- Property assessment & taxation framework
 - provincial vs. municipal mandate
- Issues:
 - development potential/speculation drives up property values
 - apportionment of tax burden: landlord & tenants
 - challenges faced by owner/operators
 - increasing tax burden from provincial/regional taxing authorities
- **Policy options discussed with stakeholders**
- Approach & next steps

- alignment with Council's public policy objectives
 - economic, social, fiscal & environmental sustainability
- integrity of the property assessment system
 - objectivity, comparability, transparency
- equal treatment of equals
- fairness, based on benefits received
- fairness, based on ability to pay
- economic behavior
- accountability
- stability & predictability
- simplicity & ease of administration
- regional & national competitiveness



developed commercial density +
undeveloped residential density



Assessment

Value: 20% retail 80% residential
Class: 100% business

Taxation

100% business



developed commercial density +
undeveloped residential density



Assessment

Value: 20% retail 80% residential
Class: 20% business 80% residential

Taxation

20% business 80% residential

Clarify & standardize criteria in the *Assessment Act* with regards
to approach to split assessment

developed commercial density +
undeveloped residential density



Landlords pay taxes
on undeveloped
density

Tenants pay taxes on
rented space

developed commercial density +
undeveloped residential density



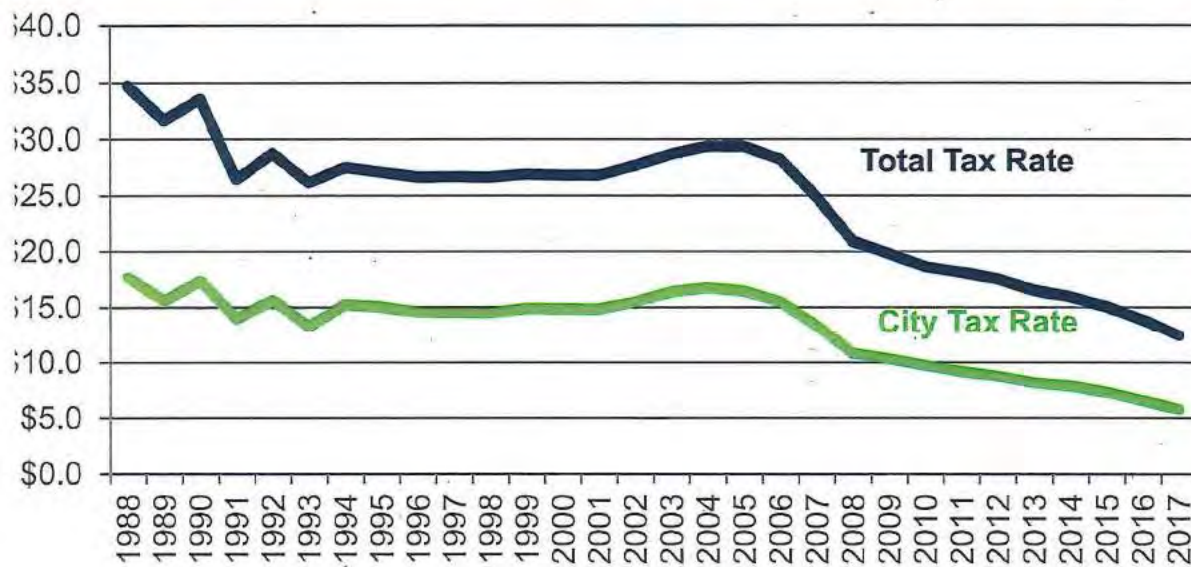
Owner/operators defer
taxes on undeveloped
density until
sale/redevelopment

Owner/operators pay
taxes on actual use



Issue #4:
**Increasing tax burden from
provincial/regional taxing authorities**

Increasing Tax Burden from Provincial/Regional Taxing Authorities



City tax <50% of total taxes (City + OTA's)

Vancouver's Share of Taxes Levied by OTAs Increasing



- City currently uses **Targeted Averaging** to smooth out short-term assessment volatility
- Potential policy tools that have been discussed with stakeholders:
 - **Split Tax Bill** to limit tenants' tax obligation to rented space
 - **Tax Deferral** to provide cashflow relief for owner/operators
 - Clarify & standardize criteria with regards to approach for **Split Assessment**
- Review & update the **Assessment Act** to address emerging assessment & taxation issues based on best practices

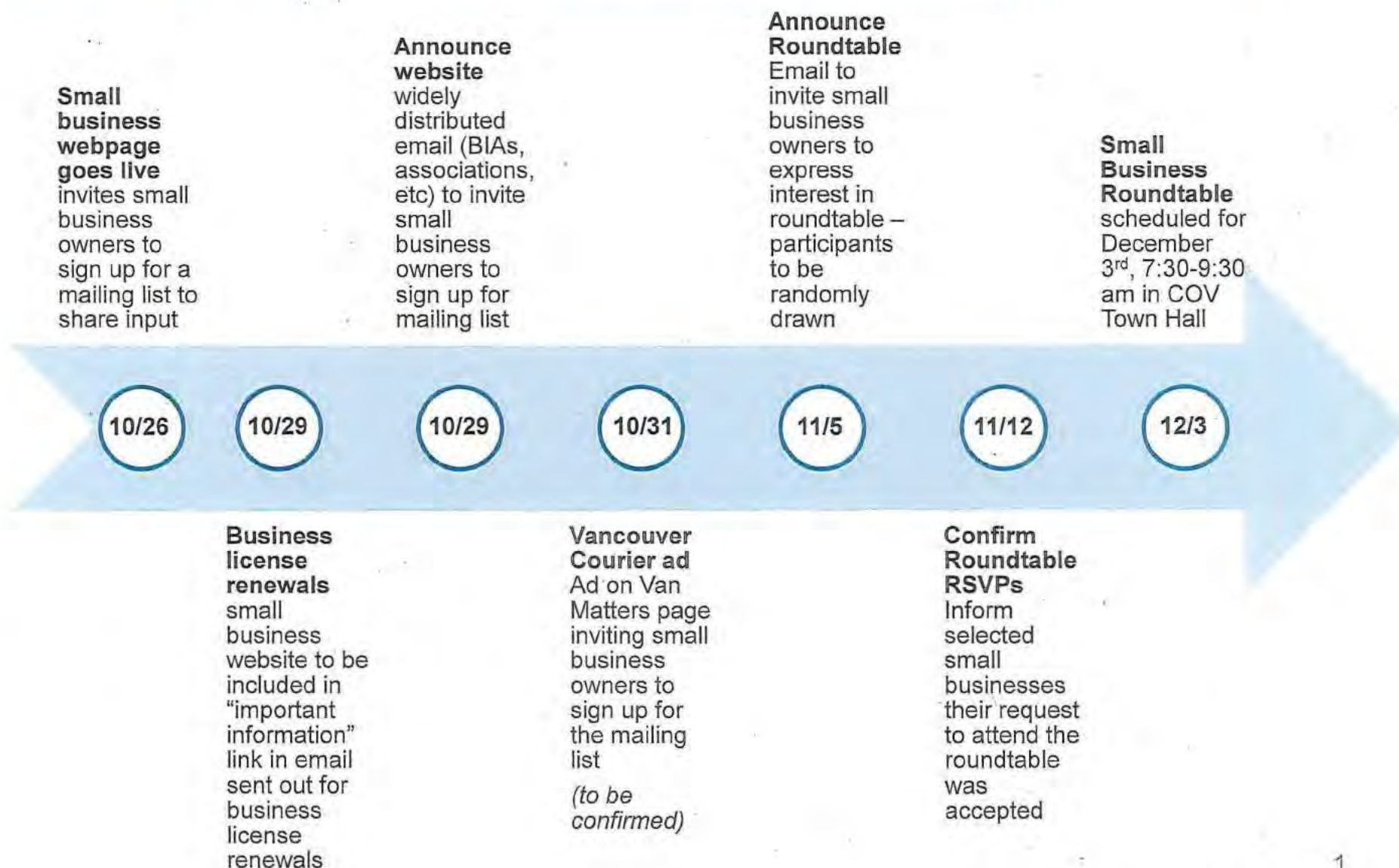
- Escalating property values are a regional issue, not just in Vancouver
- **Province-led inter-governmental workgroup**
(Province, BC Assessment, City of Vancouver, Metro Vancouver municipalities) to engage key stakeholders on policy options & make recommendations to Council for implementation in time for 2019
- Continue to work with Metro Vancouver to address increasing tax burden for small business from provincial/regional taxing authorities



Questions?



Proposed - Small business roundtable comms timeline





CITY OF VANCOUVER CORPORATE POLICY

SUBJECT: Code of Conduct	
CATEGORY: Employment	POLICY NUMBER: AE-028-01

PURPOSE

To set minimum expectations for the behaviour of Council officials, staff and advisory body members in carrying out their functions.

SCOPE

All City Staff, including political staff, Council officials and Advisory Body Members.

DEFINITIONS

Advisory Body Member: a person sitting on an advisory committee, task force, commission, board, or other Council-established body.

Confidential Information: Confidential Information is information that could reasonably harm the interests of individuals or organizations, including the City of Vancouver, if disclosed to persons who are not authorized to access the information.

Council official: the Mayor and Council members

Staff: an employee or contract employee of the City of Vancouver, and includes staff that supports Advisory Bodies.

POLICY STATEMENTS

1 Key Principles

- 1.1 **Integrity:** Council officials, staff and advisory body members are keepers of the public trust and must uphold the highest standards of ethical behaviour. Council officials, staff, and advisory body members are expected to:
 - make decisions that benefit the community;
 - act lawfully and within the authorities of the Vancouver Charter; and
 - be free from undue influence and not act, or appear to act, in order to gain financial or other benefits for themselves, family, friends or business interests
- 1.2 **Accountability:** Council officials, staff, and advisory body members are obligated to answer for a responsibility that has been entrusted to them. They are responsible for the decisions that they make. This responsibility includes acts of commission and acts of omission. In turn, decision-making processes must be transparent and subject to public scrutiny; and proper records are kept and audit trails are in place

- 1.3 **Responsibility:** Council officials, staff and advisory body members must act responsibly, within the law and within the authorities of the Vancouver Charter. They are to observe the Code of Conduct. This means disclosing actual or potential conflict of interest relating to their public duties and taking steps to resolve the conflict for the protection of the public interest; following the letter and spirit of policies and procedures; and exercising all conferred power strictly for the purpose for which the powers have been conferred.
- 1.4 **Leadership:** Council officials, staff and advisory body members must demonstrate and promote the key principles of the Code of Conduct through their decisions, actions and behaviour. Their behaviour must build and inspire the public's trust and confidence in local government.
- 1.5 **Respect:** Council officials, staff and advisory body members must conduct public business efficiently, with decorum and with proper attention to the City's diversity. They must treat each other and others with respect at all times. This means not using derogatory language towards others, respecting the rights of other people, treating people with courtesy and recognizing the different roles others play in local government decision making.
- 1.6 **Openness:** Council officials, staff and advisory body members have a duty to be as open as possible about their decisions and actions. This means communicating appropriate information openly to the public about decision-making processes and issues being considered; encouraging appropriate public participation; communicating clearly; and providing appropriate means for recourse and feedback.

2 General Conduct

- 2.1 Council officials, staff and advisory body members must adhere to the key principles and provisions of the Code of Conduct.
- 2.2 Council officials, staff and advisory body members must act lawfully and within the authorities of the *Vancouver Charter*, and exercise a reasonable degree of care and diligence in carrying out their functions
- 2.3 Council officials, staff and advisory body members have an obligation to consider issues consistently and fairly.
- 2.4 Council officials, staff and advisory body members must avoid behaviour that could constitute an act of disorder or misbehaviour. Specifically, Council officials, staff and advisory body members must avoid conduct that:
 - Contravenes the law, including the BC Human Rights Code, the *Vancouver Charter*, City By-laws, associated regulations, and City policy;
 - Is an abuse of power or otherwise amounts to discrimination, intimidation, harassment, verbal abuse, or the adverse treatment of others;
 - Prejudices the provision of a service or services to the community.

- 2.5 When making decisions, Council officials, staff and advisory body members must consider all relevant facts, opinions and analyses of which they should be reasonably aware.
- 2.6 Council officials, staff and advisory body members are obliged to question any request to act or make a decision that they think may be unethical or unlawful.
- 2.7 Staff and advisory body members must carry out duties in a manner that allows City Council members and the public to remain informed about local government activity and practices.
- 2.8 Should there be uncertainty about the ethical issues around a conduct or decision, Council officials, staff, and advisory body members should consider the following:
- Is the conduct or decision lawful?
 - Is the conduct or decision consistent with City policy, Council's objectives and the Code of Conduct?
 - Will the outcome of the decision or conduct provide a private benefit for the individual, family, friends or business interests?
 - Can the decision or conduct be justified in terms of the public interest and would it withstand public scrutiny?

3 Handling of Information

- 3.1 Council Officials, staff and advisory body members must:
- Protect information that is specifically marked confidential and other material understood to be confidential in nature;
 - Refrain from discussing/disclosing any Confidential Information with/to other staff, or with persons outside the organization except as authorized;
 - Take reasonable care to prevent the examination of confidential material by unauthorized individuals;
 - Not use Confidential Information with the intention to cause harm or detriment to Council or any other person or body;
 - Only access information needed for City business;
 - Only use Confidential Information for the purpose it is intended to be used;
 - Only release information in accordance with established City policies and procedures and in compliance with the *Freedom of Information and Protection of Privacy Act*;
 - Not disclose decisions, resolutions or report contents from an in-camera meeting of Council until a corporate decision has been made for the information to become public; and
 - Not disclose detail on Council's in-camera deliberations or specific detail on whether individual Councillors voted for or against an issue.

- 3.2 Except in the normal course of duties, Council officials, staff and advisory body members must not in any way change or alter City records or documents.
- 3.3 When dealing with personal information, Council officials, staff and advisory body members must comply fully with the provisions of the *Freedom of Information and Protection of Privacy Act*. All reasonable and necessary measures must be taken to ensure that the personal or private business information of individuals is protected. Personal information is information or an opinion about a person whose identity is apparent, or can be determined from the information or opinion.

4 Conflict of Interest

- 4.1 Council officials, staff and advisory body members are expected to make decisions that benefit the community. They are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends, or business interests.
- 4.2 A conflict exists when an individual is, or could be, influenced, or appear to be influenced, by a personal interest, financial (pecuniary) or otherwise, when carrying out their public duty. Personal interest can include direct or indirect pecuniary interest, bias, pre-judgment, close mindedness or undue influence.
- 4.3 Council officials, staff and advisory body members must appropriately resolve any conflict or incompatibility between their personal interests and the impartial performance of their public or professional duties in accordance with statutory requirements. When considering whether or not a conflict of interest exists, it is important to consider whether there are any grounds for a reasonable person to think that a conflict exists.
- 4.4 Section 145.2 ff of the *Vancouver Charter* set out requirements with respect to conflict of interest, including procedures mandated for disclosure of such interests and matters relating to the acceptance of gifts, the use of insider information and disclosure of contracts. These requirements apply to Council Officials and Park Board Commissioners. The common law interprets and applies the law in respect of conflict of interest.

Council Officials (and Park Board Commissioners) must fully inform themselves of the statutory requirements in respect of conflicts, and of the related common law, and must comply with all requirements. In the event of a conflict or perceived conflict, Council Officials (and Park Board Commissioners) must seek legal advice.
- 4.5 Staff must fully disclose to their supervisor or the City Manager any direct or indirect pecuniary interest or any bias or undue influence with respect to any matter they are dealing with as soon as practicable.
- 4.6 Advisory body members must fully disclose to the City Clerk any direct or indirect pecuniary interest, any bias or undue influence with respect to any matter they are dealing with immediately.

- 4.7 When staff or advisory board members are uncertain whether a conflict exists, the situation must be immediately presented to the General Manager or City Manager for guidance.
- 4.8 Staff and advisory body members must not use Confidential Information gained through their official position for the purpose of securing a private benefit for themselves or for any other person.
- 4.9 Examples of conflicts that may be encountered by staff or advisory body members include but are not limited to:
 - 4.9.1 *Obligation to others:* Staff and advisory body members must not place themselves in a situation where they may be under obligation to someone who has business dealings with the City, and who would benefit from special consideration or treatment.
 - 4.9.2 *Special advantage/disadvantage:* When staff or advisory body members can gain special advantage because of their position or when the City is disadvantaged as a result of the other interests of Council officials, staff or advisory body members.
 - 4.9.3 *Provision of special consideration/ treatment:* In the performance of their duties, staff and advisory body members may only grant special consideration/treatment as specifically authorized by City Council or the General Manager.
 - 4.9.4 *Representation to City Council, its Committees, Boards or Tribunals:* Staff and advisory body members must not represent any private interest(s) except on their own behalf;
 - 4.9.5 *Litigation involving the City:* Staff and advisory body members must not be party to any litigation against or involving the City.
 - 4.9.6 *Use of City-owned equipment:* Staff must use City owned equipment, material, staff time or property in accordance with City policy, or as specifically authorized by City Council or the General Manager.
 - 4.9.7 *Discounts/Rebates:* Staff may not take advantage of discounts/rebates on personal purchases from suppliers having an existing business relationship with the City, unless those suppliers offer the same discounts/rebates to the general public or those discounts/rebates are offered to staff of other large employers (public and private) on a no-strings-attached basis to the employer.
- 4.10 Council officials, staff and advisory body members must not expect or request preferential treatment for themselves or their family because of their position. They must also avoid any action that could lead members of the public to believe that they are seeking preferential treatment.

4.11 Staff who are considering outside employment, contract work or any business or undertaking that relates in any way to the business of the City or that might conflict or appear to conflict with their duties to the City must notify and seek the approval of their General Manager or the City Manager in writing.

4.11.1 In dealing with such requests General Managers and the City Manager must not unreasonably withhold approval except where such employment is deemed to be inappropriate or present a high probability of the existence of a conflict.

4.11.2 Before staff engage in outside employment or business they must ensure that it will not:

- Conflict or appear to conflict with official duties;
- Interfere with City work;
- Involve the use of Confidential Information or Council resources obtained through their work for the City;
- Require work during City work hours;
- Discredit or disadvantage the City or City Council; or
- Result in their holding any property or interest which may be in conflict with the employee's duties to the City.

5 Political Activity

5.1 Staff members enjoy broad political freedoms and should be able to engage in democratic politics with few restrictions. However, such broad freedoms must be exercised so as not to call into question their ability to perform their employment duties in a professional and impartial manner.

5.2 "Political Activity" is applicable to the civic, regional, provincial, and national elections and includes:

- carrying on any activity in support of, within, or in opposition to a political party;
- carrying on any activity in support of or in opposition to a candidate before or during an election period; or
- seeking nomination as or being a candidate in an election before or during the election period.

5.3 The *Vancouver Charter*, section 39 allows staff of the City of Vancouver to seek nomination as candidates for City Council and for the Park Board, provided they meet certain requirements.

It requires the employee to:

- Notify the employer in writing, of the employee's intention to consent to nomination, before being nominated.
- After advising the employer in writing, the employee is entitled to and must take a leave of absence, as follows:

- i) Commencing on the first day of the nomination period or the date of notification, whichever is later, and;
 - ii) Ending:
 - *if not nominated*: on the day after the end of the nomination period;
 - *if employee withdraws as a candidate*: on the day after the withdrawal;
 - *if elected*: on the day the employee resigns from the position;
 - *if not elected and no application for judicial recount has been made*: on the last day on which an application for a judicial recount may be made; and
 - *if not elected and an application for a judicial recount has been made*: on the date when the results of the judicial recount are determined.
- If elected, resign from the position before swearing the oath of office.

5.4 Staff may seek nomination and hold office on the Vancouver School Board provided they do not violate the standards outlined in this Code of Conduct.

5.5 The purpose of this section of the Code of Conduct is to recognize the right of employees to engage in Political Activity while maintaining the principle of political impartiality in the public service.

5.6 An employee may engage in any Political Activity so long as it does not impair, or is not perceived as impairing, the employee's ability to perform his or her duties in a politically impartial manner. This precludes employees from displaying slogans or symbols supporting a particular party or candidate while at work where their duties may reasonably require them to interact in person with the public or where their duties require them to supervise, schedule or assign work to others.

5.7 An employee may only seek candidacy as set out in Sections 5.2 and 5.3 above.

5.8 The City Manager, General Managers and their equivalents shall not engage in any public Political Activity other than voting in an election.

6 Gifts and Personal Benefits

6.1 What are gifts and personal benefits?

6.1.1 Gifts and personal benefits are items or services of value that are received by Council members, staff, or advisory body members for their personal use. Gifts and personal benefits include, but are not limited to, cash, gift cards, tickets to events, items of clothing, jewelry, pens, food or beverages, discounts/rebates on personal purchases, free or subsidized drinks or meals, entertainment, and invitations to social functions organized by groups or community organizations.

6.1.2 The following are not considered to be gifts or personal benefits for the purposes of this policy:

- compensation authorized by law,
- reimbursement for out-of-pocket costs incurred for authorized travel, living and accommodation expenses associated with attendance at an event, and
- a lawful contribution made to a Council member who is a candidate for election conducted under Part I or II of the Vancouver Charter.

6.2 What gifts and personal benefits may and may not be accepted?

- 6.2.1 Council members, staff, or advisory body members must not, directly or indirectly, accept a gift or personal benefit that is intended to influence the member's performance of their respective official duties related to the City of Vancouver.
- 6.2.2 Council members may accept gifts and personal benefits received as an incident of the protocol or social obligations that normally accompany the responsibilities of elected office.
- 6.2.3 Staff, or advisory body members may accept a gift or personal benefit that meets both of the following criteria:
 - it has a value of \$50 or less, AND
 - is received as an incident of protocol or as a City representative on activities such as speaking engagements, technical presentations, business meetings and social obligations reasonably related to their role with the City of Vancouver.
- 6.2.4 Notwithstanding section 6.22 and 6.23, Council members, staff, or advisory body members must never accept a gift of cash (for the purpose of this policy, gift cards constitute cash).
- 6.2.5 Notwithstanding section 6.22 and 6.23, Council members, staff, or advisory body members must never accept a gift or personal benefit that could reasonably be expected to result in a real or perceived conflict of interest as set out in sections 4.1 and 6.21 of this Code.
- 6.2.6 Staff may not take advantage of discounts/rebates on personal purchases from suppliers having an existing business relationship with the City, unless those suppliers offer the same discounts/rebates to the general public or those discounts/rebates are offered to staff of other large employers (public and private) on a no-strings-attached basis to the employer.
- 6.2.7 Council members, staff, or advisory body members must take all reasonable steps to ensure that their immediate family members do not receive gifts or personal benefits that could appear to an impartial observer to be an attempt to subvert this policy or to influence or secure a favour from the Council member, staff, or advisory body member. Immediate family members include parents, spouses, children and siblings.

6.3 How must gifts and personal benefits be reported?

6.3.1 Council members must disclose any gift or personal benefit they have accepted that is valued at more than \$50.

6.3.2 If a Council member, staff, or advisory body member receives multiple gifts or personal benefits valued under \$50 from a single individual or source in one calendar year, the gifts must be disclosed if the combined value of these gifts for the year is more than \$50.

6.3.3 Council members, staff, or advisory body members in receipt of gifts or personal benefits that they do not wish to accept have the option of immediately relinquishing the gift or personal benefit to the City Clerk without filing a disclosure form. If not relinquished immediately, a disclosure form will be required.

6.3.4 Where a disclosure is required, it must be filed with the City Clerk as soon as practicable, using the forms designated for this purpose. The disclosure must include:

- the name of the individual in receipt of the gift or personal benefit
- a description of the gift or personal benefit, estimated value, and date that it was received
- the source of the gift or personal benefit (if from a corporation, the full names and addresses of the CEO/Executive Director and at least 2 individuals who are directors)
- the circumstances under which the gift or personal benefit was given and accepted
- the final disposition of the gift or personal benefit

6.3.5 Responsibility for relinquishing of gifts and personal benefits in accordance with 6.33, and filing of the disclosure form in accordance with 6.34 lies solely with the recipient of the gift.

6.4 How are gifts and personal benefits valued?

6.4.1 For the purposes of this Code, the value of each gift or personal benefit shall be determined by its replacement cost, i.e. how much it would cost to replace the item.

6.4.2 Where the value for a gift or personal benefit is unclear, the City Clerk shall determine this value.

6.5 How are relinquished gifts managed and disposed of?

6.5.1 The City Clerk will maintain records of all gifts and personal benefits received, including disposition.

6.5.2 Any gifts or personal benefits that have been received in contravention of section 6.2 of this policy must be turned over to

the City Clerk immediately for safekeeping or disposition, and are the property of the City.

6.5.3 At the City Clerk's discretion, such gifts may be disposed of as follows:

- returned to the donor,
- displayed in individual offices, general offices, or in the public areas of City Hall,
- disposed of by donation, sale or auction, with any proceeds credited to the City's general revenues or to the direct or indirect support of a charitable organization.

6.5.4 The City Clerk may contact the donor, where appropriate, to report on the disposition of the gift.

Quick reference guide on gift acceptance and disclosure policy:

	What can be accepted	What must be disclosed
Elected officials	May accept any gift or personal benefit related to protocol or social obligations related to elected official duties. (No defined dollar limit, in accordance with Vancouver Charter)	<ul style="list-style-type: none"> ▪ Must disclose individual items worth more than \$50 ▪ Must disclose multiple items from one source where the total value exceeds \$50 in a calendar year
Staff and advisory body members	May accept gift or personal benefit if related to a protocol event or such activities as speaking engagements and business meetings <i>and</i> valued at less than \$50.	<ul style="list-style-type: none"> ▪ Must disclose multiple items from one source where the total value exceeds \$50 in a calendar year
<p>Gifts and personal benefits may never be accepted by elected officials, staff or advisory body members when:</p> <ul style="list-style-type: none"> ▪ in the form of cash or gift card ▪ acceptance of the item could reasonably be expected to result in a real or perceived conflict of interest ▪ the gift or benefit is intended to influence the member's performance of their official duties <p>Elected officials, staff and advisory bodies have the option to not accept the gift or personal benefit and relinquish immediately to the City Clerk without disclosure.</p>		

7 Interactions of Council, Staff and Advisory Body Members

- 7.1 Council is the governing body of the City of Vancouver. It has the responsibility to govern the City in accordance with the Vancouver Charter and other legislation.
- 7.2 Council officials must act in accordance with Council's Procedure By-Law and the conduct guidelines outlined in this Code.
- 7.3 Council officials are to contact staff according to the procedures authorized by the City Manager regarding the interaction of Council members and staff. As a general guide, inquiries are to be directed to General Managers. Direct access to staff within a department is at the General Manager's discretion.
- 7.4 Where a Council official inquiry may, in the opinion of the City Manager, result in more than a few hours work or may involve sensitive matters, the Council official must obtain the approval of the City Manager or City Council.
- 7.5 Council officials must not direct or influence, or attempt to direct or influence, any staff or advisory body member in the exercise of their duties or functions.
- 7.6 Council officials are not to contact or issue instructions to any of the City's contractors, tenderers, consultants or other service providers.
- 7.7 Council members must not make public statements attacking or reflecting negatively on City of Vancouver staff or invoke staff matters for political purposes.
- 7.8 Council officials must not approach staff organizations about personal matters of individual staff members.
- 7.9 Council officials are to direct requests for working papers or preliminary drafts of reports to the General Manager. The General Manager may point out controversial or confidential aspects of the document, and may stress that the document may not represent the final position of staff.
- 7.10 The City Manager is responsible for the efficient and effective operation of the City organization and for ensuring the implementation of the decisions of the Council.
- 7.11 Staff are expected to:
 - Give their attention to the business of the City while on duty;
 - Ensure that their work is carried out efficiently, economically and effectively;
 - Provide Council officials with information sufficient to enable them to carry out their civic functions;
 - Carry out lawful directions given by any person having authority to give such directions; and
 - Give effect to the lawful policies, decisions and practices of Council, whether or not the staff member agrees with or approves of them.

- 7.12 Staff should seek the advice and approval of their General Manager prior to responding to a direct request from Council officials, except where the request is minor or of a day-to-day operational nature.
- 7.13 Staff are to provide information and professional advice through regular City processes and are not to lobby Council members on any matter.
- 7.14 Staff must not make public statements unfairly attacking or reflecting negatively on the City of Vancouver, City Council, individual Council members or staff.
- 7.15 General Managers are to be equally helpful to all members of Council, and should avoid close alliance, or the appearance of close alliance, with any particular member. Information and advice is to be provided as requested, within the limitations of this document.
- 7.16 Significant information provided to any member of Council, which is likely to be used in Council or in political debate, should also be provided to all other Council Members, and to the City Manager.
- 7.17 Advisory body members must act in accordance with the relevant sections of the Procedure By-Law and the conduct guidelines outlined in this document.
- 7.18 Advisory body members must not inappropriately direct or influence, or attempt to direct or influence, any staff in the exercise of their duties or functions except where such direction or influence is necessary to fulfill the specific mandate of the advisory body.
- 7.19 Advisory body members must not make public statements unfairly attacking or reflecting negatively on the City of Vancouver City Council, individual Council members or staff.

8 Breaches, Complaint Handling and Disciplinary Action

General

- 8.1 Council officials, Advisory Body Members and Staff are to abide by the requirements of the Vancouver Charter and this Code of Conduct, and shall endeavour to resolve interpersonal disputes in good faith.

Council Officials

- 8.2 Alleged breaches of this Code of Conduct by Council Officials shall be submitted in a written complaint addressed to the Mayor and/or the City Manager within six (6) months of the last alleged breach. In the event that the Mayor is the subject of, or is implicated in a complaint, the complaint shall be addressed to the Deputy Mayor.
- 8.3 Upon receipt of a complaint under Section 8.2, the Mayor or Deputy Mayor shall, within thirty (30) days, appoint an independent third party identified and agreed between the Complainant(s) and Respondent(s) as having the necessary

professional skills, knowledge and experience to investigate the complaint (the "Third Party Investigator"). The Third Party Investigator:

- 8.3.1 May conduct a preliminary assessment of the complaint, at the conclusion of which the Investigator may determine to continue the investigation or make a written recommend that the complaint be dismissed as unfounded, beyond jurisdiction or unlikely to succeed;

If the Third Party Investigator determines to continue the complaint, the Third Party Investigator shall:

- 8.3.2 Conduct an independent and impartial investigation of the complaint in a manner that is fair, timely, confidential and otherwise accords with the principles of due process and natural justice;
- 8.3.3 Provide an investigation update within ninety (90) days of his or her appointment to the Mayor or Deputy Mayor, as applicable, and to the Complainant and the Respondent;
- 8.3.4 Provide a written, confidential report (the "Report") of the findings of the investigation, including findings as to whether there has been a breach of this Code of Conduct, to the Mayor or Deputy Mayor, as applicable, and to the Complainant and the Respondent; and
- 8.3.5 Provide recommendations in the Report as to the appropriate resolution of the complaint, which recommendations may include:
 - a) dismissal of the complaint; or
 - b) public censure of a Council Official or Officials for misbehaviour or a breach of this Code of Conduct;
 - c) a requirement that a Council Official or Officials apologize to any person adversely affected by a breach of this Code of Conduct;
 - d) counselling of a Council Official or Officials, and/or
 - e) such other recommendations as are deemed appropriate in the professional judgment of the Third Party Investigator.

8.4 The City Clerk will receive and retain all Reports prepared under Section 8.3.3 and 8.3.4.

8.5 Where a Council Official alleges a breach of this Code of Conduct by a fellow Council Official, all Council Officials shall refrain from commenting on such allegations at meetings of Council.

Advisory Body Members

- 8.6 Alleged breaches of this Code of Conduct by Advisory Body Officials shall be submitted in a written complaint addressed to the Mayor within six (6) months of the last alleged breach.
- 8.7 The Mayor shall consider alleged breaches of this Code of Conduct by Advisory Body Members, direct that any enquiries he or she considers appropriate or desirable be undertaken, and recommend appropriate disciplinary action to Council.
- 8.8 The Mayor may recommend that Council take any actions provided for in the Code of Conduct that the Mayor considers reasonable in the circumstances.
- 8.9 Where Council finds that an Advisory Body Member has breached this Code of Conduct, Council may decide by resolution to:
- 8.9.1 censure the Advisory Body Member for misbehaviour;
 - 8.9.2 require the Advisory Body Member to apologize to any person adversely affected by the breach;
 - 8.9.3 counsel the Advisory Body Member;
 - 8.9.4 terminate the Advisory Body Member's appointment; or
 - 8.9.5 implement such other measures as Council deems appropriate.

City Staff and Contract Employees

- 8.10 Alleged breaches of this Code of Conduct by Staff or Contract Employees shall be reported in writing to a General Manager or the equivalent.
- 8.11 Breaches of this Code of Conduct by staff party to collective agreements will be handled through existing collective agreements including identified grievance and arbitration processes. These mechanisms include the ability for the City to take appropriate disciplinary action up to and including dismissal.
- 8.12 Breaches of this Code of Conduct by exempt staff will be handled through existing processes and in accordance with current employment law. The General Manager of Human Resource Services, departmental General Managers or equivalents and/or the City Manager review alleged breaches, make any necessary inquiries and determine appropriate disciplinary action.
- 8.13 Consequences associated with breaches of this Code of Conduct by contract employees are incorporated in the contracts under which they are retained, and will be dealt with in accordance with the conditions outlined therein.

RELATED POLICIES

<u>AE - 028 - 02</u>	Whistleblowing - Reporting, Investigation and Protection
<u>AE - 002 - 05</u>	Human Rights and Harassment Policy
<u>AE - 002 - 06</u>	Respectful Workplace Policy

APPROVAL HISTORY

ISSUED BY:	APPROVED BY:	DATE :
City Clerk	Council	2008/05/15
City Clerk	Council	2011/03/01

MEMORANDUM

February 8, 2017

TO: Mayor and Council

CC: Sadhu Johnston, City Manager
Janice MacKenzie, City Clerk
Lynda Graves, Manager, Administration Services, City Manager's Office
Rena Kendall-Craden, Director, Communications
Kevin Quinlan, Chief of Staff, Mayor's Office
Katie Robb, Director, Communications, Mayor's Office
Naveen Girm, Director, Community Relations, Mayor's Office
Francie Connell, Director, Legal Services and City Solicitor
Kelly Oehlschlager, Assistant Director, Legal Services
Corporate Management Team

FROM: Paul Mochrie
Deputy City Manager

SUBJECT: RTS 11888 - Establishment of a Lobbyist By-law and Lobbyist Registry for the City of Vancouver

This memo is provided in response to Council's requests on December 16, 2014 and October 4, 2016 for information regarding the establishment of a Lobbyist By-law and Lobbyist Registry for the City of Vancouver. Specifically, Council asked staff to recommend options for the establishment of a lobbyist registry, including all funding or staffing, if required.

Council's initial direction to staff on December 16, 2014 also referenced the creation of an Independent Office of the Ombudsperson for the City of Vancouver, which was addressed previously in a memorandum to Council dated October 22, 2015.

I. Background

Lobbying is commonly defined for legislative purposes as oral or written communications intended to influence the decisions or actions of public officials.

Lobbyist registries, where such mechanisms exist, are intended to provide that interactions between public servants, elected officials and lobbyists are a matter of public record and accessible to citizens.

In July 2006, City Council instructed staff to research the steps required to establish a Lobbyist Policy at the City of Vancouver. The work flowed from efforts initiated by the *Roles, Relationships and Responsibilities Committee* in January 2006, which resulted in the City's Code of Conduct.¹ A report was brought before Council, which advised that a *Vancouver Charter* amendment would be required in order to authorize and implement any lobbyist policy and thereby allow for enforcement. At that time, Council did not pursue a request for a Charter amendment.

II. Lobbying Legislation applicable to Canadian Municipalities

The federal government and five of the Provinces, including British Columbia, have enacted legislation that requires paid lobbyists to register their interactions with elected officials and government staff. Only Quebec has extended its mandatory lobbyist registration to include interactions with local as well as provincial government.

Outside Quebec, we understand that four municipalities in Canada have established a mandatory requirement to register lobbying activities: Toronto; Hamilton; Brampton; and Ottawa. We also understand the City of Vaughan is in the process of setting up a voluntary lobbyist registry. Sections 223.9 and 223.11 of the *Ontario Municipal Act* authorize a municipality to establish and maintain a registry to keep returns filed by persons who lobby public office holders and to appoint an independent registrar who is responsible for performing functions assigned by the municipality with respect to its lobbyist registry.

British Columbia's *Lobbyist Registration Act* presently applies to lobbyists attempting to influence Members of the Legislative Assembly as well as certain employees and appointees of the provincial government and provincial agencies. The *Lobbyist Registration Act* covers paid lobbyists, including consultants as well as individuals who undertake lobbying in the course of their employment with an organization. Lobbyists are required to register with the Office of the Registrar of Lobbyists within 10 days of undertaking an active lobbying matter and must provide the subject matter of the lobbying activity and the person(s) being lobbied. The Office of the Registrar of Lobbyists is administered by the Office of the Information and Privacy Commissioner.

The *Lobbyist Registration Act* does not currently apply to local governments and neither the *Vancouver Charter* nor the *Community Charter* provides express authority for a local government in British Columbia to implement mandatory lobbyist registration or reporting.

¹ <http://council.vancouver.ca/20060613/documents/rr1CoverReport.pdf>

In 2008, the City of Surrey adopted a Lobbyist Registration Policy stipulating that lobbyists who intend to advocate on behalf of applicants for a rezoning, development permit, or an official community plan amendment register with the City. The lobbyist registration process is managed by Surrey's City Clerk and the registry is posted quarterly on the City's website. Absent a legal obligation to report or consequences for non-compliance, Surrey's policy operates essentially as an "honour system" and its efficacy is unknown.

III. Options to Establish a Lobbyist Registry for the City of Vancouver

A. *Seek an amendment to the Vancouver Charter to enable the creation and enforcement of a mandatory registry*

Should Council seek to establish enforceable obligations or limitations on lobbying activity at the local government level within Vancouver, Council would need to request that the Province amend the Vancouver Charter to include the necessary authorities for the creation and enforcement of a lobbying bylaw, including a registry, any limitations on conduct and consequences for non-compliance.

Apart from the necessary legislative amendment, the adoption of a mandatory lobbyist registration regime would entail incremental administrative costs. For a lobbyist registry to be effective, such regime should be overseen by an independent registrar with the capacity and authority to make independent decisions, engage in education and outreach to inform both lobbyists and public officials, and would need the legal authority to impose fines, withdraw access privileges, or impose other penalties for non-compliance. These requirements were articulated by Madame Justice Bellamy in her judicial inquiry into computer leasing contracts entered into by the City of Toronto².

As a point of reference regarding administrative costs, the Office of the Lobbyist Registrar for the City of Toronto employs 8 staff and operates with an annual budget of \$1.1 million. In addition, Toronto has approved a capital expenditure of \$660 thousand to maintain and update the lobbyist registration and search systems. Toronto also engages in extensive outreach and education, at additional cost to the above-noted figures.

As a second example, the City of Hamilton invested approximately \$100,000 to implement its lobbyist registry and spends approximately \$115,000 per year to maintain it. The City of Hamilton's contracted integrity commissioner performs a double duty as the lobbyist registrar as well.

B. *Request that the Province of British Columbia amend the Lobbyist Registration Act to cover local government organizations*

As an alternative to creation of a specific lobbying regime for the City of Vancouver, Council could request that the Province amend its existing legislation

² For more information on the Bellamy Inquiry, please reference:
https://www1.toronto.ca/inquiry/inquiry_site/report/pdf/TCLJ_TECI_Report_Facts_Findings.pdf

to regulate lobbying conducted at the local government level. As set out above, Quebec has adopted the model of a single legislative framework covering the province and municipalities.

An amendment to the *Lobbyist Registration Act* would have minimal financial implications to the City of Vancouver, provided the municipalities were also subject to the Province's existing independent administrative and oversight mechanisms. As precedents for this approach, the *Freedom of Information and Protection of Privacy Act* and the *Ombudsperson Act* impose on local governments the same obligations and oversight as are applicable to the provincial government and its agencies.

C. *Establish a non-enforceable policy governing lobbying activities*

Absent the authority to enact an enforceable bylaw, Council could establish an expectation for registration of lobbying activity as a matter of policy in a manner similar to the City of Surrey.

Council could also consider establishing, as a matter of policy, an obligation on elected officials and staff to document and report interactions with external parties that would constitute lobbying. Such an approach would depart from the legislated lobbying regimes in place across Canada, all of which establish reporting obligations on the individuals engaged in lobbying, rather than the elected officials and public servants who are the subject of such contacts. The development of a policy would require further work to define the criteria and circumstances which would trigger the reporting obligation. Of concern, a positive reporting obligation for elected officials and/or staff could impose an onerous administrative burden.

As there would be no means to assess the efficacy of a policy-mandated reporting requirement as an accurate or reliable record of lobbying activities, staff do not recommend proceeding with any approach that is not supported by the statutory authority to enact an enforceable bylaw and establish independent oversight.

IV. Conclusion

This memo is intended to provide Council with a summary briefing on the Canadian landscape regarding lobbying regulation and a general overview of options available to the City of Vancouver to address this matter. Should Council wish to pursue any of the options outlined above, staff recommend that further detailed analysis be undertaken to fully assess the legal, practical and financial implications.

In considering the regulation of lobbying activity, it is also important to note that interactions between elected officials, staff and the public are already subject to various constraints set out in the *Criminal Code*, the conflict of interest, election, and campaign finance and disclosure provisions of the *Vancouver Charter*, existing procedural bylaws and the provisions of the City's Code of Conduct.

Should you have any further questions regarding this matter, please do not hesitate to contact me.

Yours truly,

A handwritten signature in black ink, appearing to be 'Paul Mochrie', enclosed within a hand-drawn oval.

Paul Mochrie
Deputy City Manager

tel: 604.873.7666
paul.mochrie@vancouver.ca

MEMORANDUM

April 12, 2017

TO: Mayor and Council

CC: Sadhu Johnston, City Manager
Paul Mochrie, Deputy City Manager
Janice MacKenzie, City Clerk
Lynda Graves, Manager, Administration Services, City Manager's Office
Rena Kendall-Craden, Director, Communications
Kevin Quinlan, Chief of Staff, Mayor's Office
Katie Robb, Director, Communications, Mayor's Office
Naveen Girn, Director, Community Relations, Mayor's Office
Francie Connell, Director, Legal Services and City Solicitor
Kelly Oehlschlager, Assistant Director, Legal Services
Corporate Management Team

FROM: Paul Mochrie
Deputy City Manager

SUBJECT: Summary of the City of Surrey's Lobbyist Registry Policy

This memo is provided in response to Council's request at the Regular Council meeting on February 21, 2017 for staff to investigate the City of Surrey's voluntary lobbyist registry including costs, impacts, and any information on the impetus behind the decision to establish the registry.

Note that the content below reflects information that was provided to staff by the City of Surrey.

Purpose of Surrey's Lobbyist Registry

Surrey's Lobbyist Registry was put in place to provide the citizens of Surrey with access to information about persons who attempt to influence decision-making through the use of paid lobbyists in relation to land use development applications.

Who Registers

Self-declared lobbyists voluntarily file a form with the City Clerk's Office containing the following information:

- Date qualified as a lobbyist

- Full name and business phone number
- Business address
- Lobbyist's employer (if applicable) and business phone number
- Employer's business address
- Nature and purpose of employer's business
- Client's name and business phone number
- Client's business mailing address
- Nature and purpose of client's business
- Development application number and description of proposal / project for which the lobbyist was retained to represent the client

Overview of Surrey's Lobbyist Registry

As mentioned, Surrey's Lobbyist Registration policy applies to two types of lobbyists - independent consultant lobbyists and in-house lobbyists, all of whom are paid.

Lobbyists may register with the City Clerk's office and update their file whenever they take on new clients. Applications are collected by a Planning Clerk, approximately once per week, and are forwarded to Legislative Services where staff review for completeness, file, scan and upload the application to its public website: <https://surrey.ca/city-government/3089.aspx>. It is updated on a quarterly basis.

The City's Lobbyist Registrar is located in the City Clerk's office, who is responsible for keeping the registry and, in that capacity, can:

1. determine consultation and registration times;
2. examine whether the returns and notices submitted contain all the required information and whether they are submitted in the prescribed form and manner; and
3. refuse to accept, or remove from the registry, any return or notice that does not contain all the required information or that is not submitted in the prescribed form or manner.

Since inception, the number of lobbyists who have voluntarily registered has steadily increased (from 54 registrants in 2009 to 291 registrants in 2016.) The lists include architects, engineers, telecommunications companies, builders and real estate agents.

Restrictions on Application of Policy

Surrey's Lobbyist Registry policy does not apply to federal, provincial or municipal elected representatives or their staff. Aboriginal peoples and bands are also exempt. The policy does not apply in respect of an oral or written submission made in proceedings that are a matter of public record to Council or a committee of Council.

The policy also does not apply to the enforcement, interpretation of any by-law or legislation, or the implementation or administration of any policy, directive or program that applies to that person or organization. The policy does not apply in respect of submissions on behalf of a personal matter related to a constituent. However, a matter considered to specifically benefit a constituent would be covered.

Surrey's policy requires registration only for lobbyists advocating on behalf of applicants for a rezoning, a development permit, or an official community plan amendment. Additionally, registrants are not required to provide any detail regarding their lobbying activity. As such, there is no information available regarding the elected officials or staff who are the subject of such activity or the dates of communications.

Cost of Establishment and Administration

There is minimal cost to the City Clerk's Office for the administration of the registry. As such, the City of Surrey does not have a line item in its budget for the lobbyist registry.

Effectiveness of City of Surrey's Lobbyist Registry

Since the Policy is voluntary, it places the onus on the lobbyist to register. Surrey has no method for enforcement. There are no consequences to City staff or members of Council if dealing with unregistered lobbyists.

To date, City of Surrey staff have not undertaken any formal evaluation of the program, and no formal information is available outlining the strengths or weaknesses of the registry.

Please do not hesitate to contact me if you require any additional information.

A handwritten signature in black ink, appearing to read 'Paul Mochrie', is written over a circular stamp. The signature is fluid and cursive.

Paul Mochrie
Deputy City Manager

tel: 604.873.7666
paul.mochrie@vancouver.ca

Appendix A - City of Surrey Lobbyist Registry Policy

APPENDIX "A"

Lobbyist Registration Policy

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1. PURPOSES

The purposes of the Lobbyist Registration Policy are:

- 1.2 To put in place registration and disclosure requirements to ensure that the citizens of Surrey have access to information about persons who attempt to influence decisions of City government through the use of paid lobbyists in relation to land use development applications, and
- 1.2 To promote transparency concerning attempts to influence Municipal decision making and ensure that complete information and disclosure of lobbyists and the clients they represent become public information for the benefit of Council and the general public;

2. DEFINITIONS

The following terms are used in this Policy and are defined as follows:

- (a) "City" means the City of Surrey;
- (b) "Clerk" means the holder of statutory officer position of Surrey City Clerk;
- (c) "client" means a person or organization on whose behalf a lobbyist undertakes to lobby;
- (d) "Council" means the elected Council of the City;
- (e) "lobby" means, in relation to a lobbyist, to communicate with a public office holder in an attempt to influence a decision in relation to a development application for a development permit, a rezoning Policy or an official community plan amendment in each case pursuant to the provisions of the *Local Government Act*;
- (f) "lobbyist" means an individual who engages in lobbying activities;
- (g) "organization" means
 - (1) a business, trade, industry, professional or voluntary organization,
 - (2) a charitable or non-profit organization, association or society, and
 - (3) a government, other than the City;
- (h) "public office holder" means
 - (1) any officer or employee of the City, and
 - (2) a member of the Council and any person on his or her staff;
- (i) "undertaking" means an undertaking by a lobbyist to lobby on behalf of a client, but does not include an undertaking by an employee to do anything:
 - (1) on the sole behalf of the employer, or
 - (2) if the employer is a corporation, at the direction of the employer on behalf of a subsidiary of the employer or any corporation of which the employer is a subsidiary.

3. RESTRICTIONS ON APPLICATION OF POLICY

3.1 This Policy does not apply to any of the following persons when acting in their official capacity:

- (a) members of the Senate or House of Commons of Canada or persons on their staff;
- (b) members of the Legislative Assembly of a province or persons on their staff;
- (c) employees of the government of Canada or of the government of another province or territory;
- (d) public office holders, members of a municipal council, regional district board, improvement district board, school district board or other local government authority, persons on the staff of those members, or employees of a municipality, regional district, improvement district, school district or other local government authority; or
- (e) employees of bodies representing municipal councils, regional district boards, improvement district boards, school district boards or other local government authorities.

3.2 This Policy does not apply in respect of an oral or written submission made as follows:

- (a) made in proceedings that are a matter of public record to Council or a committee of Council or to any body or person having jurisdiction or powers conferred by or under an Act;
- (b) made to a public office holder by an individual on behalf of a person or organization concerning
 - (i) the enforcement, interpretation or application of any Policy, Act or regulation by the public office holder with respect to the person or organization, or
 - (ii) the implementation or administration of any program, policy, directive or guideline by the public office holder with respect to the person or organization;
- (c) made to a public office holder by an individual on behalf of a person or organization in direct response to a written request from a public office holder for advice or comment on any matter referred to in the definition of "lobby"; or
- (d) made to a member of the Council by or on behalf of a constituent of the member with respect to any personal matter of the constituent.

3.3 A submission made to a member of the Council concerning the introduction in Council or the passage or amendment of a Policy for the special benefit of a constituent of the member is not considered to be a personal matter of the constituent.

4. REQUIREMENT TO FILE A LOBBYIST REGISTRATION

4.1 A registration in the prescribed form identified as Schedule "A" to this Policy and containing the information required by section 5 is to be filed with the Clerk by a lobbyist, within 10 days after entering into an undertaking to lobby on behalf of a client.

4.2 Only one registration need to be filed for each undertaking even though the lobbyist may, in connection with the undertaking,

- (a) communicate with one or more public office holders on one or more occasions, or
- (b) arrange one or more meetings between a public office holder and any other person.

5. FORM OF CONTENT OF LOBBYIST REGISTRATION

5.1 Each registration filed under section 4 is to include the following information as applicable:

- (a) the name and business address of the lobbyist;
- (b) the name and business address of the client and of any person or organization that, to the lobbyist's knowledge, controls, or directs the client's activities and has a direct interest in the outcome of the lobbyist's activities on the client's behalf;
- (c) the date of the undertaking entered into by the lobbyist; and
- (d) particulars to identify the land use development application for a development permit, a re-zoning Policy or an official community plan amendment, in each case pursuant to the *Local Government Act*, concerning which the lobbyist named in the registration has undertaken to lobby.

6. CERTIFICATION OF DOCUMENTS AND DATE OF RECEIPT

6.1 An individual who submits a registration, to the Clerk under this Policy is to certify:

- (a) on the document; or
- (b) in the manner specified by the Clerk, if the document is submitted in electronic or other form under section 7,

that, to the best of the individual's knowledge and belief, the information contained in the document is true.

6.2 Subject to sections 7.2 and 8.5, for the purposes of this Policy the date on which a registration is received by the Clerk is the date on which the return is considered to have been filed.

7. SUBMISSION OF DOCUMENTS IN ELECTRONIC OR OTHER FORM

7.1 A registration that is required to be submitted to the Clerk under this Policy may be submitted in electronic or other form by the means and in the manner specified by the Clerk.

7.2 For the purposes of this Policy, any registration or other document that is submitted in accordance with section 7.1 is deemed to be received by the Clerk at the time provided for in this Policy.

8. DUTIES OF THE CLERK

8.1 The Clerk will establish and maintain a registry in which a record of all registrations submitted to the Clerk under this Policy is to be kept.

8.2 The registry will be organized in the manner and kept in the form as the Clerk may determine to be reasonable.

8.3 The Clerk may do one or more of the following:

- (a) verify the information contained in the registration;
- (b) subject to section 8.4, refuse to accept a registration that does not comply with the requirements of this Policy or that contains information not required to be supplied or disclosed under this Policy;
- (c) delegate, in writing, to a person employed in the Clerk's office any of the Clerk's functions under this Policy; and
- (d) authorize a person to whom functions are delegated under subsection (c) to subdelegate those functions to another person employed in the Clerk's office.

8.4 On refusing to accept a return or other document under section 8.3(b), the Clerk will:

- (a) inform the individual who submitted it of the refusal and the reason(s); and
- (b) allow a reasonable extension of the time set under this Policy for filing the registration if that individual cannot reasonably be expected to file another registration immediately.

8.5 A registration that is filed within the time allowed under section 8.4(b) and is accepted by the Clerk in place of one refused under section 8.3(b) is deemed to have been filed or submitted, as the case may be, on the date the Clerk received the one that was refused.

9. PUBLIC ACCESS TO REGISTRY

9.1 The registry will be available for public inspection in the manner and at the times that the Clerk may determine.

10. STORAGE OF DOCUMENTS

10.1 Any registration that is received by the Clerk under this Policy may be entered or recorded by any information storage device, including any system of mechanical or electronic data processing that is capable of reproducing the stored registration in intelligible form within a reasonable time.

SCHEDULE "A"

CITY OF SURREY
LOBBYIST REGISTRATION FORM

Type or Print in Ink. Complete both sides. File Original with City Clerk.

☐ Check Box if an Amendment

If this is an Initial Registration, enter
DATE QUALIFIED as a Lobbyist: _____

FULL NAME OF LOBBYIST:

BUSINESS PHONE NUMBER:
()

BUSINESS ADDRESS: (Number and Street)

MAILING ADDRESS: (if different from above)

LOBBYIST'S EMPLOYER (if applicable):

BUSINESS PHONE NUMBER:
()

EMPLOYER'S BUSINESS ADDRESS: (Number and Street)

NATURE AND PURPOSE OF EMPLOYER'S BUSINESS:

VERIFICATION

By signing the verification below, I certify that I have reviewed and understand the requirements of the City of Surrey.

I have used all reasonable diligence in preparing this Registration. I have reviewed this Registration and to the best of my knowledge the information contained herein is true and complete.

Executed on _____ at _____
(date)

By _____
(signature of lobbyist)

Name of Lobbyist: _____

CLIENT DISCLOSURE

CLIENT'S NAME: _____

BUSINESS OR MESSAGE
PHONE NUMBER:
() - - -

CLIENT'S BUSINESS OR MAILING ADDRESS: (Number and Street) _____

NATURE AND PURPOSE OF CLIENT'S BUSINESS: _____

DEVELOPMENT APPLICATION NO. AND DESCRIPTION OF PROPOSAL/PROJECT FOR WHICH THE LOBBYIST
WAS RETAINED TO REPRESENT THE CLIENT: _____

CLIENT'S NAME: _____

BUSINESS OR MESSAGE
PHONE NUMBER:
() - - -

CLIENT'S BUSINESS OR MAILING ADDRESS: (Number and Street) _____

NATURE AND PURPOSE OF CLIENT'S BUSINESS: _____

DEVELOPMENT APPLICATION NO. AND DESCRIPTION OF PROPOSAL/PROJECT FOR WHICH THE
LOBBYIST WAS RETAINED TO REPRESENT THE CLIENT: _____

CLIENT(S) TO BE DELETED FROM LOBBYIST'S REGISTRATION (check "Amendment" box on p. 1 of form):

NAME: _____

NAME: _____

☐ If more space is needed, check box and attach continuation sheet(s)

B. Motions on Notice

1. Requests for Leaves of Absence

MOVED by Councillor De Genova
SECONDED by Councillor Jang

- A. THAT Councillor Meggs be granted leave of absence for Civic Business for meetings to be held February 22, March 8, November 1, and December 13, 2017.
- B. THAT Councillor Meggs be granted leave of absence for personal reasons for any meetings to be held March 9, 2017.
- C. THAT Councillor Affleck be granted leave of absence for personal reasons for any meetings to be held February 23, 2017.

CARRIED UNANIMOUSLY (Vote No. 01775)
(Councillor Ball absent for the vote)

2. Municipal Lobbyist Registry

The following motion contains a revision to correct a factual error, which was accepted by Council.

MOVED by Councillor Reimer
SECONDED by Councillor Affleck

WHEREAS

- 1. The public has an increasing interest in greater transparency in government and the City of Vancouver has been at the forefront of efforts to increase access to information, including establishing the first open data policy for a major city in Canada;
- 2. Lobbyist registries are intended to provide a public record that is accessible to residents of interactions between public servants, elected officials and lobbyists and to allow for rules regarding lobbyists to be enforced;
- 3. Council has asked staff to investigate the options for creating a municipal lobbyist registry a number of times beginning in 2005. The most recent response to a 2014 request confirms that the City does not have the independent power to do so;
- 4. Other provinces have enacted legislation that allows for municipal lobbyist registries ranging from Quebec which requires municipal lobbyists to register in the provincial registry, to Ontario which allows for municipalities to set up their own registries with enforcement powers;

5. British Columbia does not currently allow municipalities to use the provincial lobbyist registry nor does it extend the legal authorities municipalities would need to enforce lobbyist rules with a local registry;
6. The City of Surrey has set up a voluntary registry for a limited set of lobbying activities.

THEREFORE BE IT RESOLVED

- A. THAT Council submit the following motion to the 2017 Lower Mainland Local Government Association (LMLGA) Annual Conference requesting the Province of BC provide municipalities with the ability to register lobbyists, create rules for lobbyist's conduct in their interactions with elected officials and public servants, and the ability to enforce those rules:

MUNICIPAL LOBBYIST REGISTRY
City of Vancouver

WHEREAS other provinces have enacted legislation that allows for municipal lobbyist registries ranging from Quebec, which requires municipal lobbyists to register in the provincial registry, to Ontario, which allows for municipalities to set up their own registries with enforcement powers;

WHEREAS British Columbia does not currently allow municipalities to use the provincial lobbyist registry nor does it extend the legal authorities municipalities would need to enforce lobbyist rules with a local registry;

THEREFORE BE IT RESOLVED THAT the Lower Mainland Local Government Association (LMLGA) request the Province of BC provide municipalities with the ability to register lobbyists, create rules for lobbyist's conduct in their interactions with elected officials and public servants, and the ability to enforce those rules.

- B. THAT Council ask staff to investigate the City of Surrey's voluntary registry including costs, impacts and any information on what informed their decision to have a limited set of lobbyists included in the registry.

CARRIED UNANIMOUSLY (Vote No. 01769)
(Councillor Meggs absent for the vote)

* * * * *

At noon, it was

MOVED by Councillor Louie
SECONDED by Councillor Carr

THAT the length of the meeting be extended to complete the business on the agenda.

CARRIED UNANIMOUSLY AND
BY THE REQUIRED MAJORITY

* * * * *



Resolutions Detail

Year	Number	Resolution Title	Sponsor
2017	B99	Municipal Lobbyist Registry	Vancouver

Resolution Text

Whereas other provinces have enacted legislation that allows for municipal lobbyist registries ranging from Quebec, which requires municipal lobbyists to register in the provincial registry, to Ontario, which allows for municipalities to set up their own registries with enforcement powers; And whereas British Columbia does not currently allow municipalities to use the provincial lobbyist registry nor does it extend the legal authorities municipalities would need to enforce lobbyist rules with a local registry: Therefore be it resolved that the Province of BC provide municipalities with the ability to register lobbyists, create rules for lobbyists' conduct in their interactions with elected officials and public servants, and the ability to enforce those rules.

Convention Decision

Endorsed

Executive Decision

Committee Decision

Provincial Response

Ministry of Municipal Affairs & Housing The Government of BC believes in openness and transparency. This is why a provincial lobbyist registry was created in 1996. Currently, local governments can take voluntary approaches to establishing a municipal lobbyist registry. For example, they can establish a voluntary lobbyist registry in their community, as has been done in the City of Surrey. Self-declared lobbyists voluntarily file a form with the City of Surrey to provide the citizens of the City with access to information about persons who attempt to influence decision-making. However, as noted in the resolution, current authorities do not allow local governments with a registry the ability to enforce compliance. If local governments, through the Union of BC Municipalities, express interest in establishing mandatory lobbyist registries, the Province is willing to discuss the matter further.

Federal Response

Other Response

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