

File No.: 04-1000-20-2022-221

May 24, 2022

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 April 22, 2022 under the ***Freedom of Information and Protection of Privacy Act, (the Act)***, for:

Records regarding the decision-making and implementation of the 'Passenger Zone' on the West side of Thurlow Street (North of Cordova Street). Date range: January 1, 2016 to April 21, 2022.

All responsive records are attached. Some information in the records has been severed, (blacked out), under s.22(1) 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, and within 30 business days of receipt of this letter, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request 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 (#04-1000-20-2022-221); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,

[Signed by Cobi Falconer]

Cobi Falconer, MAS, MLIS, CIPP/C
Director, Access to Information & Privacy
cobi.falconer@vancouver.ca
453 W. 12th Avenue Vancouver BC V5Y 1V4

If you have any questions and require accommodation, please call 3-1-1 (604-873-7000) and request to speak with Dawn Tessier, Team Manager.

Encl. (Response Package)

:ku

ENG - PMB - Form 1 - Update Passenger Loading Zone Signage - 200 Thurlow St - 2019-01-14 - DOC/2019/014875

in list [Sent to Traffic and/or Parking Operations](#) 

MEMBERS

LABELS

BD

CG



PMB



Description

[Edit](#)

An internal request was received to address an existing Passenger Loading Zone on the west side of the 200 block of Thurlow St. This Passenger Loading Zone is currently timed 6PM-2AM, leaving this space as unregulated parking for the remainder of the day. Due to the zones proximity to Canada Place, regulating the zone would maximize its utility.

A site investigation confirmed that this zone is unregulated during the off-hours of the Passenger Loading Zone. Looking into the history of the zone, it was revealed that parking meters were proposed for the west side of 200 Thurlow St in 2013 (DOC/2013/110877) but that the Form 1 was cancelled before installation.

As a result of the above findings it is recommended to alter the timing of the Passenger Loading Zone from 6PM-2AM to be effective 24 hours a day.



Attachments

TR5

ENG - PMB - Form 1 - Update Passenger Loading Zone Signage - 200 Thurlow St - 2019-01-14.tr5 

Added Jan 14 at 2:51 PM - [Comment](#) - [Delete](#) - [Edit](#)

[Add an attachment](#)



Author Checklist #1

[Hide completed items](#)

[Delete](#)

89%

- ☒ ~~Prepare Form 1 and associated drawings to an "approval ready" state~~
- ☒ ~~Add Author as member~~
- ☒ ~~Update Security Settings in VanDocs for your Form 1~~
- ☒ ~~Add Vandocs Record Number for the Form 1 at the end of the Project Title~~
- ☒ ~~Add Trim link (Form 1 & associated drawings)~~
- ☒ ~~Add labels for originating and related branches~~
- ☒ ~~Enter the Form 1 Investigation as the description of this card~~
- ☒ ~~Move card to Supervisor list for review then add Supervisor as card member~~



Make revisions as requested and check for Director approval

[Add an item](#)



Supervisor Checklist

Hide completed items

Delete

100%

- ✓ ~~Review Drawing and Form 1 request or make revisions as required~~
- ✓ ~~Approve Form 1 and add "Approved" as a comment~~
- ✓ ~~Contact appropriate Concurring Supervisor(s) and add them to card if required~~
- ✓ ~~Move card to Branch Head Review (direct report)~~
- ✓ ~~Request or Review Changes by Concurring Supervisors if required~~

Add an item



Branch Head Checklist (No Checks Required)

Delete

0%

- ☐ Review Drawing and Form 1 - return to staff if revisions required
- ☐ Add "Approved" as a comment
- ☐ Add "Branch Approval" Member
- ☐ Move card to Concurring Branch Head(s) list (as required)
- ☐ Move card to Director's Quick Review or Detailed Review

Add an item



Author Checklist #2

Hide completed items

Delete

83%

- ✓ ~~Print and Save a PDF copy of the Trello Log to VanDocs~~
- ✓ ~~Determine if changes must be sent to Traffic Operations~~
- ✓ ~~Determine if changes must be sent to Meter Operations~~
- ✓ ~~Determine if changes must be sent to any other affected groups (e.g. Building site inspector)~~
- ✓ ~~Send the Form 1 via email to each of the identified operations groups (If meter shop, also add them as a member to the board), then transfer to "Sent to Operations" list~~
- ☐ Inform TDM to send Road Closure Notice # 1 to Permanent Road Closure Stakeholders (if applicable)

Add an item



Author Checklist #3 (after Form 1 sent to Operations)

Delete

0%

- ☐ Inform TDM to send Road Closure Notice # 2 to Permanent Road Closure Stakeholders (if applicable) 3:00 PM to inform within 48 hours of road closure.)

Move to "Recently Installed" list, once confirmed

☐

Add an item

 Activity

Hide Details

CG **Cody Gerow** moved this card from Director Approved to Sent to Traffic and/or Parking Operations Just now

CG **Cody Gerow** completed Send the Form 1 via email to each of the identified operations groups (If meter shop, also add them as a member to the board), then transfer to "Sent to Operations" list on this card Just now

CG **Cody Gerow** completed Determine if changes must be sent to any other affected groups (e.g. Building site inspector) on this card Just now

CG **Cody Gerow** completed Determine if change must be sent to Meter Operation on this card Just now

CG **Cody Gerow** completed Determine if changes must be sent to Traffic Operations on this card Just now

CG **Cody Gerow** completed Print and Save a PDF copy of the Trello Log to VanDocs on this card Just now

LL **Lon Lachlaine** moved this card from Director - Low Risk to Director Approved 3 hours ago

LL **Lon Lachlaine** 3 hour ago

Approved.

Reply

CD **Chris Darwent** moved this card from Branch Head - PMB to Director - Low Risk Feb 19 at 10:40 AM

CD **Chris Darwent** Feb 19 at 10 39 AM

Approved.

Reply

CD **Chris Darwent** removed the due date from this card Feb 19 at 10:39 AM

CD **Chris Darwent** added **PMB Approval** to this card

Feb 19 at 10 39 AM

BD **Billy Dong** set this card to be due Jan 23 at 12:00 PM

Jan 22 at 12:56 PM

BD **Billy Dong** moved this card from Supervisor to Branch Head - PMB

Jan 16 at 1:39 PM

BD **Billy Dong** Jan 16 at 1 39 PM

Approved.

[Reply](#)

BD **Billy Dong** completed Request or Review Changes by Concurring Supervisors if required on this card

Jan 16 at 1:39 PM

BD **Billy Dong** completed Move card to Branch Head Review (direct report) on thi card

Jan 16 at 1:39 PM

BD **Billy Dong** completed Contact appropriate Concurring Supervisor(s) and add them to card if required on this card

Jan 16 at 1 39 PM

BD **Billy Dong** completed Approve Form 1 and add "Approved" as a comment on this card

Jan 16 at 1:39 PM

BD **Billy Dong** completed Review Drawing and Form 1 - request or make revisions as required on this card

Jan 16 at 1:39 PM

CG **Cody Gerow** completed Add Author a member on thi card

Jan 14 at 2:52 PM

CG **Cody Gerow** completed Add labels for originating and related branches on this card

Jan 14 at 2 52 PM

CG **Cody Gerow** added **Billy Dong** to this card

Jan 14 at 2:52 PM

CG **Cody Gerow** joined this card

Jan 14 at 2:52 PM

CG **Cody Gerow** completed Move card to Supervi or li t for review then add Supervi or a card member on thi card

Jan 14 at 2:52 PM

CG **Cody Gerow** completed Add Trim link (Form 1 & associated drawings) on this card

Jan 14 at 2 52 PM

- CG** **Cody Gerow** completed Enter the Form 1 Investigation as the description of this card on this card
Jan 14 at 2:52 PM
-
- CG** **Cody Gerow** completed Add Vandocs Record Number for the Form 1 at the end of the Project Title on this card
Jan 14 at 2:52 PM
-
- CG** **Cody Gerow** completed Update Security Settings in VanDocs for your Form 1 on this card
Jan 14 at 2:52 PM
-
- CG** **Cody Gerow** completed Prepare Form 1 and a associated drawing to an "approval ready" state on this card
Jan 14 at 2:52 PM
-
- CG** **Cody Gerow** attached [ENG - PMB - Form 1 - Update Passenger Loading Zone Signage - 200 Thurlow St - 2019-01-14.tr5](#) to this card Jan 14 at 2:51 PM
[Reply](#)
-
- CG** **Cody Gerow** copied this card from [TDM - Form 1 - Installation of Concrete Barrier & Turn Restrictions - N Nanaimo St & Eton St - 2019-01-24](#) in list Supervisor
Jan 14 at 2:51 PM
-

Parking Management Branch
Field Report



Field Reports will be completed by the Engineer of Record or designate(s) as needed. Documenting a safety discussion prior to completing the Field Report by completing the first page of this form is recommended. Following the Field Report, the Inspector(s) will complete the check-sheet and print for EoR review (as necessary).

Date of Field Report: 2019-01-11 **Location:** 200 Thurlow St.

Purpose of Report:

- ☒ Site Investigation *Generally performed prior to design stage (i.e. to collect information, assess the site, etc.)*
- ☐ Field Review *Ascertaining whether the construction of the work complies with the engineering work or intent reflected in the construction drawing/specifications*
- ☐ Quality Inspection *Checking/testing of completed work (includes inspections conducted on behalf of the CoV for contracted work)*

Report Phase: ☒ Design ☐ Construction ☐ Warranty

Project Number and Name e.g. VanDocs container # and name	13-5500-20/ ENG - PMB - [Site Investigation] - 200 Thurlow St - 2019-01-14		
Design Number e.g. ENG/S #(s), Hansen #, Posse #		Other Numbers e.g. DE #, RE #, etc.	

Scope of Field Report:

Confirm existing conditions and site measurements.

Safety

- ☐ Contractor Controlled Site
- ☒ Working Alone – inform someone

What Personal Protective Equipment (PPE) will be worn?

- ☒ None (*inspection to be completed from designated pedestrian spaces only e.g. sidewalk*)
- ☐ High-visibility vest only
- ☐ Full PPE - hard hat, gloves, safety glasses, high visibility vest, steel toe boots (*Required on active construction sites*)
- ☐ Other (*i.e. confined space*) _____
- ☐ Is Traffic Control Required? (*Required for inspections on active roadways, streets and lanes*)
- ☐ Has/Have the Field Reporter(s) completed similar observations without incident before?

Notes:

Initials CG

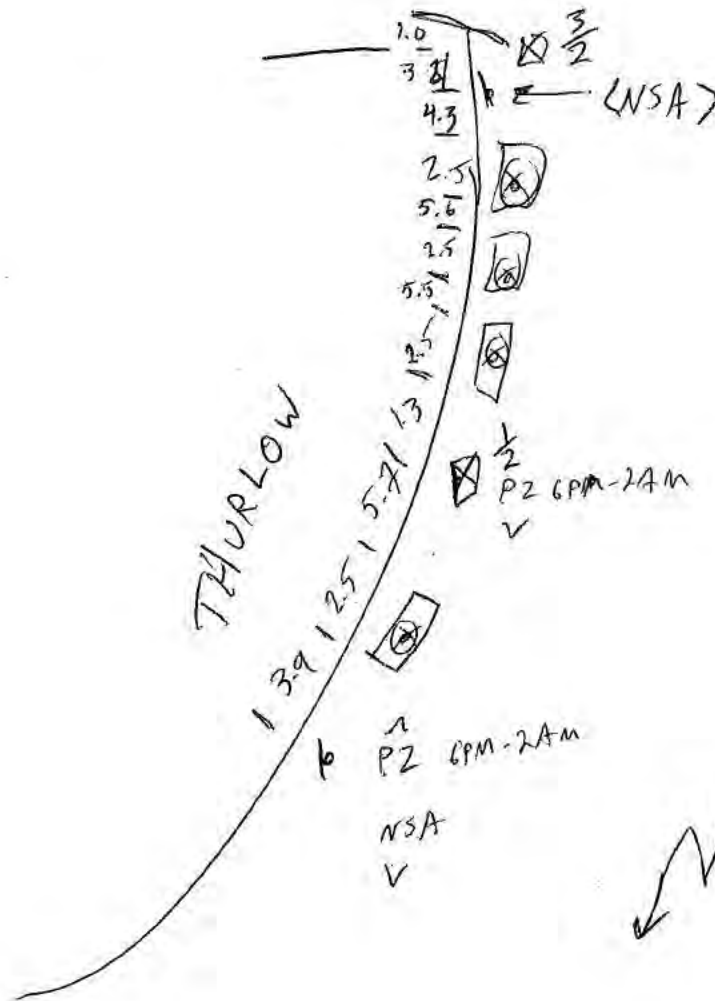
Parking Management Branch
Field Report



Field Report Notes

Weather	Cloudy		
Time on-site	13:45	Time off-site	14:00

Observations: Consider persons, crew and equipment on-site, construction progress, current construction activities, document any discussions and additional observations.



Parking Management Branch
Field Report



☒ Field reporter name recorded in photo metadata [as 'author']*

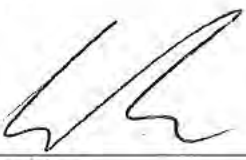
☒ Site photos (unaltered/unedited) saved in the project folder. Location**: Doc/2019/014 754

☒ Marked drawings saved in the project folder. Location**: _____

*Select all photos, right-click, select "Details" tab, enter name(s) under "Authors".

**For example, VanDocs # of zipped files.

Field Reporter(s):

Cody Gerow	Engineering Assistant		2019-01-11
Name	Role	Signature	Date (YYYY-MM-DD)

_____	_____	_____	_____
Name	Role	Signature	Date (YYYY-MM-DD)

Reviewed by (Engineer of Record, as necessary):

_____	_____	_____
Name	Signature	Date (YYYY-MM-DD)



W Cordova St

s.22(1)

s.22(1)





s.22(1)

s.22(1)



va St

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