

From: "Mochrie, Paul" <Paul.Mochrie@vancouver.ca>

To: "[Direct to Mayor and Council - DL](#)"

Date: 11/29/2024 1:36:53 PM

Subject: ENG - Memo - Decorative Lighting Application

Attachments: ENG - Memo - Decorative Lighting Application.pdf

Dear Mayor and Council,

Please see the attached Council Memo from Lon LaClaire regarding Decorative Lighting Application. A short summary of the memo is as follows:

- Decorative lighting in the public realm is typically provided by community partners such as Business Improvement Associations (BIAs). City processes and requirements for decorative lighting have historically faced issues with unclear approval processes, hidden costs, and inconsistent practices.
- Engineering and Park Board staff have taken measures to consolidated existing requirements into a single document, streamlined internal processes, and created a dedicated staff position to assist community partners. Feedback from BIA's highlight continued concerns and identified further areas of improvement.
- Staff will be collaborating with the BIAs' Streetscape Committee to further simplify the application process, develop guides for standard installations, and create a clear process for complex installations. They will also explore alternative funding sources for electrical and structural investigations.

If you have any questions, please feel free to contact Lon LaClaire at 604-873-7336 or lon.laclaire@vancouver.ca

Best,
Paul

Paul Mochrie (he/him)
City Manager
City of Vancouver
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The City of Vancouver acknowledges that it is situated on the unceded traditional territories of the x̱m̱ ḵ y̱ m̱ (Musqueam), S̱ wxw̱7mesh (Squamish), and s̱ lilw̱ ta̱ (Tsleil-Waututh) Nations.



ENGINEERING SERVICES
Lon LaClaire, M.Eng., P.Eng.
City Engineer/General Manager

MEMORANDUM

November 29, 2024

TO: Mayor and Council

CC: Paul Mochrie, City Manager
Armin Amrolia, Deputy City Manager
Karen Levitt, Deputy City Manager
Sandra Singh, Deputy City Manager
Katrina Leckovic, City Clerk
Maria Pontikis, Chief Communications Officer, CEC
Teresa Jong, Administration Services Manager, City Manager's Office
Mellisa Morphy, Director of Policy, Mayor's Office
Trevor Ford, Chief of Staff, Mayor's Office
Steve Jackson, General Manager, Parks and Recreation

FROM: Lon LaClaire
General Manager, Engineering Services

SUBJECT: Decorative Lighting Application Process

RTS #: N/A

This memo provides an update on work underway to update the decorative lighting process, feedback we've heard from community partners, and efforts underway to further improve and streamline the process.

Background

Decorative lighting in the public realm animates our streets, creates more welcoming spaces, and supports community and cultural expression. Decorative lighting is typically provided by community partners such as Business Improvement Associations (BIAs) and can take a variety of forms from string lights to LED banners to more complex installations.

For many years, the approval process for decorative lighting in the City has been unclear resulting in hidden costs, delayed timelines, and inconsistent installation and maintenance practices. This has caused frustration for community partners, resulted in some lighting installations that have harmed trees, and raised some public safety concerns.

To help improve this process, staff in Engineering and Parks – Urban Forestry consolidated existing processes and requirements for all project types with the support of a technical consultant into one document. Internal process between teams and departments was also streamlined and a dedicated position with electrical expertise was created to be a single point of contact for community partners to help guide and support them through the approval process.

Recently, staff brought this consolidated information to community partners and asked for feedback on how to further improve the process. Staff heard concerns from BIAs with the process overall, as well as with some specific requirements and associated costs. In general, BIAs noted that the process was overwhelming and asked that the City determine ways to better support community partners to do this work.

Next Steps:

In response to this feedback and the need to further streamline the process, staff will be working with the BIAs' Streetscape Committee to identify improvements. This group will explore further changes to the process such as:

- Extending the length of the simplified application for winter-seasonal installations
- Developing a simplified approach for standard installations, including guides for products and installation methods that are compatible with our infrastructure
- Developing a clear process for “non-standard or complex” installations

Staff will also explore alternative City funding sources for electrical and structural investigations for BIAs from Uplifting Communities Fund using City’s pre-qualified consultants.

Please contact me directly if you have any questions.



Lon LaClaire, M.Eng., P.Eng.
General Manager, Engineering Services

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