

City of Port Moody

Agenda

Finance Committee

Council Chambers
Tuesday, July 17, 2018
Commencing at 6:30pm

1. Call to Order

2. Adoption of Minutes

Minutes

Pages 3-4

2.1 Recommendation:

THAT the minutes of the Finance Committee meeting held on Tuesday, July 3, 2018 be adopted.

3. Unfinished Business

4. New Business

BC Hydro Funding for Step Code Implementation

Pages 5-14

4.1 Memo: Manager of Policy Planning, dated July 4, 2018
File: 13-6870-05

Recommendation:

THAT the memo dated July 4, 2018 from the Manager of Policy Planning regarding BC Hydro Funding for Step Code Implementation be received for information.

Funding Source for Multi-Family Residential Permit Parking System

Pages 15-28

4.2 Memo: Finance and Technology Department – Financial Services Division, dated July 11, 2018
File: 11-5480-05

Recommendation:

THAT the budget of \$21,200 for the initial capital costs of the Multi-Family Residential Permit Parking System – Address Database Permit be funded from Council Strategic Priorities Reserve as recommended in the memo dated July 11, 2018 from the Finance and Technology Department – Financial Services Division regarding Funding Source for Multi-Family Residential Permit Parking System.

5. Information

**Contract Awards
Over \$200,000 –
June 2018**

- 5.1 Memo: Manager of Corporate Purchasing and Risk
Management, dated June 29, 2018
File: 03-1220-01

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6. Adjournment



City of Port Moody

Minutes

Finance Committee

Minutes of the Regular Meeting of the Finance Committee held on Tuesday, July 3, 2018 in Council Chambers.

Present:

Councillor M.P. Lahti, Chair
 Mayor M.E. Clay
 Councillor B.A.J. Junker
 Councillor H. Madsen
 Councillor P.Z.C. Royer
 Councillor R. Vagramov

Absent:

Councillor D.L. Dilworth

In Attendance:

Tim Savoie – City Manager
 Andre Boel – General Manager of Development Services
 Raman Braich – Manager of Information Services
 Ron Coulson – Fire Chief
 Tyson Ganske – Manager of Financial Planning
 Jeff Moi – General Manager of Engineering and Operations
 Paul Rockwood – General Manager of Finance and Technology
 Tracey Takahashi – Deputy Corporate Officer
 Will Ying-udomrat – Committee Coordinator
 Kate Zanon – General Manager of Community Services

1. Call to Order

Councillor Lahti called the meeting to order at 6:02pm.

2. Adoption of Minutes

Minutes

2.1 FC18/049

Moved, seconded, and CARRIED

THAT the minutes of the Finance Committee meeting held on Tuesday, June 5, 2018 be adopted.

3. Unfinished Business

4. New Business

2019 Financial Plan Guidelines for Staff

- 4.1 Memo: Finance and Technology Department – Financial Services Division, dated June 25, 2018
File: 05-1700-03--08/2019

The Manager of Financial Planning gave a presentation on the 2019-2023 Financial Plan Guidelines for Staff, providing information on budget targets, budget timeline, and general guidelines for the budget. The Manager of Financial Planning answered questions from the Committee on potential cost savings from Medical Service Plan (MSP) changes and the parkland acquisition budget.

FC18/050

Moved, seconded, and CARRIED

THAT the 2019 Financial Plan Guidelines be approved as recommended in the memo dated June 25, 2018 from the Finance and Technology Department – Financial Services Division regarding 2019 Financial Plan Guidelines for Staff;

AND THAT the Port Moody Police Board be informed of the 2019 Financial Plan Guidelines.

5. Information

6. Adjournment

Councillor Lahti adjourned the meeting at 6:29pm.

Certified correct in accordance with section 148(a) of the *Community Charter*.

T. Takahashi, Deputy Corporate Officer

Confirmed on the ___ day of _____, 2018.

Councillor M.P. Lahti, Chair

Memorandum

To:	Finance Committee	File #:	13-6870-05
		Date:	July 4, 2018
From:	Manager of Policy Planning		
Subject:	BC Hydro Funding for Step Code Implementation		

This memo is intended to inform the Finance Committee that the Policy Planning Division has been successful in receiving funds in the amount of \$7,500 from BC Hydro. The funding was requested by the Manager of Policy Planning and the Manager of Building, Bylaw, and Licensing to assist with the development of a strategy to implement the BC Energy Step Code.

BC Hydro funding is provided under the Sustainable Communities Program – Project Implementation Funding Application. The Sustainable Communities program helps local governments improve their energy efficiency and reduce Greenhouse Gases (GHGs) by providing expertise, education, and financial incentives.

The total cost of the project is estimated to be \$15,000. The awarded BC Hydro funding will contribute 50% of the funding required and will go toward development of a BC Energy Step Code implementation strategy; \$1,500 of the project cost will be in-kind and the remaining \$6,000 will come from the Policy Planning budget.

The successful consultant is expected to assist with the creation and execution of an engagement plan, identification and evaluation of available policy tools, and development of an implementation strategy specific to Port Moody.

A Request for Quotation was sent to the Community Energy Association, Pinna Consulting, and Integral Group during the week of July 3, 2018. The identified consulting organizations have conducted similar work with municipalities such as City of Surrey, Township of Langley, and City of New Westminster. Upon receipt of quotes, the Policy Planning Division will draft an agreement with the successful consultant. This quotation is in accordance with the City's Corporate Policy.

The attached document is a Contribution Agreement drafted by BC Hydro in accordance with the understanding of partial funding provided for the project.

This memorandum is provided for information only. The recommended resolution is:

THAT the memo dated July 4, 2018 from the Manager of Policy Planning regarding BC Hydro Funding for Step Code Implementation be received for information.

Attachment:

1. BC Hydro Contribution Agreement.

CONTRIBUTION AGREEMENT
City of Port Moody – Step Code Implementation

THIS AGREEMENT is dated as of the ____ day of _____, 2018 (the “Effective Date”).

BETWEEN:

BRITISH COLUMBIA HYDRO AND POWER AUTHORITY, a Crown Corporation of the Province of British Columbia having an office at 333 Dunsmuir Street, Vancouver, BC V6B 5R3
(Hereinafter “BC Hydro”)

AND:

CITY OF PORT MOODY, having an office at 100 Newport Drive, Port Moody, BC V3H 5C3

(Hereinafter the “Applicant”)

Collectively referred to as the “Parties” or individually as a “Party”

BACKGROUND:

- A. The Applicant is undertaking an implementation project entitled “*Step Code Implementation Framework and Initiation of First Phase*” (the “Project”).
- B. BC Hydro, through its Conservation and Energy Management group, is interested in supporting local governments and organizations to implement high impact projects that deliver energy efficiency and conservation benefits and/or build energy literacy and capacity around conservation and energy management and/or support efficient, low carbon electrification.

NOW THEREFORE, in consideration of the mutual covenants and promises made by the parties and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. PROJECT

- 1.1. BC Hydro agrees to contribute partial funding to the Applicant to support delivery of the Project. The total cost to deliver the Project is \$15,000.
- 1.2. The Applicant shall ensure the Project is carried out in accordance with the statement of work set out in Schedule A.
- 1.3. The Applicant shall ensure the Project complies with any applicable laws and regulations.

2. PAYMENTS AND ADJUSTMENTS

- 2.1. The entire amount of funding payable by BC Hydro pursuant to this agreement will not exceed \$7,500.00, plus applicable taxes (the “Funding”).
- 2.2. Upon both Parties signing this Agreement, BC Hydro shall pay the Applicant the Funding in accordance with the following payment schedule:

- (a) 75% of the Funding upon signing the contribution agreement;
- (b) 25% of the Funding upon submission and approval of project deliverables on or before March 15, 2019.

- 2.3. The Applicant's GST/HST registration number is **108077884RT0001**
- 2.4. The Applicant shall provide BC Hydro with prompt written notice should there be any cancellation or material adjustment to the Project and shall, as appropriate, refund BC Hydro a portion of the Funding that corresponds to the value of the adjustment as agreed upon by the Parties acting reasonably.

3. REPORTING

- 3.1. The Applicant will submit final deliverables to BC Hydro no later than March 15, 2019.

4. TERM AND TERMINATION

- 4.1. The Agreement shall commence on the Effective Date and shall expire on March 31, 2019 (the "Term"), unless terminated earlier in accordance with the provisions of the Agreement.
- 4.2. Either Party may terminate this Agreement prior to its expiration, for convenience, with 30 days written notice to the other Party.
- 4.3. In the event that this Agreement is terminated by either Party prior to its expiration, the Applicant shall return any unused portion of the Funding to BC Hydro within 30 days of the termination.

5. INDEMNITY AND LIMITATION OF LIABILITY

- 5.1. The Applicant acknowledges and agrees that BC Hydro, as a result of its Funding contribution, does not bear any liability whatsoever with respect to the Projects.
- 5.2. The Applicant shall indemnify and save harmless BC Hydro and its officers, employees, consultants, representatives and agents (collectively "BC Hydro Representatives") from and against any and all claims, damages, losses, costs and expenses arising in any way out of this Agreement or the Program.

6. COPYRIGHTS AND INTELLECTUAL PROPERTY

- 6.1. BC Hydro shall be granted an irrevocable royalty-free, non-exclusive right and license to use all the copyrighted materials and intellectual property produced in the course of and as a result of the Project (the "Project Materials") for internal purposes and for communication with its customers. For the term of this agreement, BC Hydro will inform the Applicant of all uses of project copyrighted materials.
- 6.2. BC Hydro may publicize the Project Materials, unless the Applicant, acting reasonably, advises BC Hydro that the Project Materials are confidential.

- 6.3. The Applicant will acknowledge the assistance provided by BC Hydro in relation to the Project in all publications, publicity material and other forms of release or communication pertaining to the Project. The Applicant will seek approval from BC Hydro prior to any such acknowledgement or assistance.
- 6.4. The Applicant may not use or publicize the BC Hydro logos without the prior written permission of BC Hydro.

7. NOTICES

- 7.1. The Parties will provide notices under this Agreement to the following addresses, as applicable:

BC Hydro: Robyn Wark
 Sr. Relationship Manager, Conservation & Energy Management
 333 Dunsmuir St., Vancouver, BC V6B 5R3
 Email: robyn.wark@bchydro.com

The Applicant: Mary De Paoli
 Manager of Policy Planning
 100 Newport Drive, Port Moody, BC V3H 5C3
 Email: mdepaoli@portmoody.ca

8. MISCELLANEOUS

- 8.1. Nothing in this Agreement shall be deemed or construed to create a joint venture, partnership, employment or agency relationship between the Parties for any purpose.
- 8.2. This Agreement will be governed by and interpreted in accordance with the laws of the Province of British Columbia.
- 8.3. This Agreement embodies the entire Agreement between the parties with regard to the subject matters dealt with herein, and no understanding or agreements, oral or otherwise, exist between the parties except as contained in this Agreement.
- 8.4. This Agreement may not be modified except by a writing signed by both parties.
- 8.5. Time is of the essence in this Agreement.

This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same agreement. Delivery of an executed counterpart of this Agreement by facsimile or electronic transmission shall be as effective as delivery of an originally executed counterpart hereof.

IN WITNESS TO THE ABOVE, the duly authorized representatives of each party have executed this Agreement on the date and year first written above.

**BRITISH COLUMBIA HYDRO AND
POWER AUTHORITY**

By its authorized representative:

CITY OF PORT MOODY


By its authorized representative:

Signature
Jorge Marques
Manager, Advanced DSM Strategies
Conservation and Energy Management

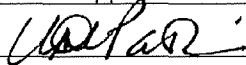
Signature
Name:
Position:


SCHEDULE A
Statement of Work

Project Implementation Funding Application:
Step Code Implementation Framework and Initiation of First Phase


Sustainable Communities Program Project Implementation Funding Application	 BC Hydro Power smart
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CUSTOMER INFORMATION	
Company Information:	
Registered Legal Name of Company: City of Port Moody	
Corporate Head Office Address (Street): 100 Newport Drive	
City: Port Moody	Postal Code: V3L 5C3
GST/HST Number: 10807 7884 RT0001	
Project Contact Information:	
Lead Contact (Project Manager) Name: Mary De Paoli	
Title: Manager of Planning	
Phone: 604-469-4702	Cell:
Fax: 604-469-4550	Email: mdepaoli@portmoody.ca
Alternate Contact Name: Robyn MacLeod	
Title: Manager of Building, Bylaw and Licensing	
Phone: 604-469-4621	Cell:
Fax: 604-469-4550	Email: rmacleod@portmoody.ca

APPLICANT'S DECLARATION	
I, the undersigned, declare:	
<ul style="list-style-type: none"> • that I am a duly authorized representative of the Applicant, • that the information provided in this application is true to the best of the Applicant's knowledge, and if any such information ceases to remain true to the best of the Applicant's knowledge, then the Applicant will immediately notify BC Hydro in writing, • that this form is an application only, the submission of which does not in any way guarantee the granting of any funding from BC Hydro to the Applicant, • that any funding offer from BC Hydro will be in writing and if the Applicant accepts, then the Applicant will be required to sign a Funding Agreement before receiving any funding, • that I have included with this application a copy of the Project Work Plan. 	
Authorized Applicant: 	Date: March 26, 2018
Title: Manager of Planning	
Mailing Address (Street): 100 Newport Drive	Phone: 604-469-4702
City: Port Moody	Fax: 604-469-4550
Postal Code: V3L 5C3	Email: mdepaoli@portmoody.ca

Sustainable Communities Program Project Implementation Funding Application	 BC Hydro Power smart
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PROJECT INFORMATION
Project Name: <i>Please provide a short name for your project</i>
Step Code Implementation at the City of Port Moody – Implementation Framework and Initiation of First Phase
Project Summary: <i>Please provide a maximum 250-word summary of your project.</i> <i>Note: If the project is approved for funding, this summary may be shared with others.</i>
<p>In 2018, the City of Port Moody will be embarking on the development of a strategic framework for the City's approach to implementation of the BC Energy Step Code and working towards the initiation of the first phase of this implementation. This will involve engagement with City Council, various City departments, civic committees, the building community, developers and local residents. It is anticipated that this work will be conducted through a combination of staff resources and consultants with expertise working with municipalities on similar BC Energy Step Code implementation projects.</p>
Project Description: <i>Please provide a detailed description of your project</i>
<p>Given recent changes in staff resources, the City of Port Moody is ready to embark on the development of a strategic framework for establishing the City's approach to BC Energy Step Code implementation and initiate the first phase of implementation by the end of March 2019. It is anticipated that the successful completion of this project will involve staff resources (Sustainability and Energy Coordinator, Manager of Planning and Manager of Building, Bylaw and Licensing), as well as the engagement of consultants with experience working with municipalities on similar projects. An outline of the project steps is provided below:</p> <ul style="list-style-type: none"> • Identify existing policies, bylaws and tools as they relate to the objectives of the BC Energy Step Code • Establish Engagement Plan including: <ul style="list-style-type: none"> ➤ Who to engage, how and when ➤ Corporate orientation and engagement (facilitation of interdepartmental workshops and Council engagement) ➤ Community engagement (local builders, developers, homeowners) ➤ Other municipalities ➤ Includes preparation of materials appropriate for different audiences • Identification and evaluation of tools appropriate for Port Moody at different levels <ul style="list-style-type: none"> ➤ Review of policy tools (OCP updates, CEEP update, new Climate Action Plan, opportunities as neighbourhood plans progress, e.g. Coronation Park and Moody Centre TOD Area) ➤ Review of different levels of potential incentives (streamlining approvals, rebates for building permits, zoning bylaw requirements, density bonus provisions, design guidelines, FAR exclusions) ➤ Review of different levels of corporate initiative (corporate policies, construction of new civic buildings, requirements for development on city-owned lands) • Initiate Engagement Plan <ul style="list-style-type: none"> ➤ Conduct interdepartmental workshops ➤ Conduct Council workshop ➤ Engage with appropriate civic committees (e.g. Environmental Protection Committee, Climate Action Committee) ➤ Engage with local builders and developers ➤ Engage with homeowners • Develop Port Moody's Strategic Approach and Communicate it to Stakeholders • Council endorsement of Strategic Approach and initiation of first phase

Sustainable Communities Program Project Implementation Funding Application	 BC Hydro Power smart
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PROJECT WORK PLAN		
Task Description	Deliverable <i>(if applicable)</i>	Estimated Cost <i>(\$, in-kind \$)</i>
Identify existing policies, bylaws and tools as they relate to the objectives of the BC Energy Step Code	Summary Document	\$500 in-kind
Establish Engagement Plan	Plan outlining who to engage, how and when	\$3,000 (consultant); \$500 in-kind
Identification and evaluation of tools appropriate for Port Moody at different levels	Summary of policy tools, potential incentives and corporate initiatives	\$3,000 (consultant)
Initiate Engagement Plan	Conducting staff and Council workshops; consultation with local builders, developers and homeowners; Summary of Feedback Received	\$6,000 (consultant); \$500 (in-kind)
Develop Port Moody's Strategic Approach and Communicate it to Stakeholders	Port Moody Strategic Implementation Plan; follow up with stakeholders	\$3,000 (consultant)
Council endorsement of Strategic Approach and initiation of first phase	Council endorsement; outline of tasks for first phase implementation	Staff presentation to Council

PROJECT BUDGET	
Total Project Cost: <i>Total project cost refers to the full cost to deliver your project, inclusive of in-kind time, third-party funding and the funding amount requested from BC Hydro.</i>	\$15,000
In-Kind Cost: <i>In-kind costs refer to the contribution of staff time by your organization's employees (including permanent and contract employees). The value of the total in-kind contributions should not exceed 10% of the total project costs.</i>	\$1,500
Third Party Funding: <i>Provide dollars amounts and partner names for any third-party funding your project has received.</i>	\$ 0
	0
Funding requested from BC Hydro: <i>BC Hydro will pay up to 50% of eligible project costs to a maximum of \$75,000. The Applicant is expected to provide match funding for the project; this match may include funding from third parties and up to 10% as in-kind costs.</i>	\$7,500
Did you submit a separate application to request a UBC Sustainability Scholar for this project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

PROJECT TIMELINE
Anticipated Start Date: April 2018
Anticipated End Date: March 2019

Sustainable Communities Program Project Implementation Funding Application	 BC Hydro Power smart
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PROJECT IMPACTS
This project will have impacts in the following areas (check all that apply):
<input checked="" type="checkbox"/> Electrical savings <input checked="" type="checkbox"/> Greenhouse Gas (GHG) emissions reductions <input type="checkbox"/> Market transformation (creating lasting change in market behaviour) <input checked="" type="checkbox"/> Co-benefits (environmental, social, cultural, economic benefits) <input checked="" type="checkbox"/> Innovation (applying unique concepts or approaches that go beyond "business-as-usual")
Please describe these anticipated project impacts in further detail below.
<p>It is anticipated that the energy efficiency associated with Port Moody's strategic approach to the implementation of the BC Energy Step Code will result in both electrical savings and GHG reductions with associated environmental benefits. The engagement plan will serve to educate both Council and the community on the City's role in implementing the Step Code, changing attitudes towards the importance of the Step Code and building understanding of the benefits of working towards more efficient buildings. Ideally, a strong community commitment to Step Code implementation would also be reflected in the policy framework for two of Port Moody's transit-oriented development neighbourhood plans (Coronation Park and Moody Centre) and in future development on City-owned lands (former Firehall, Works Yard and landfill sites).</p>
Do you plan to evaluate the project impacts? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please explain how these impacts will be evaluated below.
<p>Project impacts will be evaluated through the tracking of building permits and the targets achieved for specific applications. Project impacts will also be evaluated through the uptake of incentives and the development of policy directions for neighbourhood plans and development on city-owned lands.</p>

SUPPORTING DOCUMENTATION
Have you provided any supporting documents or materials with your application <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Please list below

Please send your completed application and any supporting documentation to sustainablecommunities@bchydro.com on or before February 2, 2018.

Memorandum

To:	Finance Committee	File #:	11-5480-05
		Date:	July 11, 2018
From:	Finance and Technology Department – Financial Services Division		
Subject:	Funding Source for Multi-Family Residential Permit Parking System		

At the Regular Council meeting held on July 10, 2018, Council considered the attached memo dated June 18, 2018 from the Engineering and Operations Department – Engineering Division regarding Resident Parking Permits for Multi-Family Residents in Close Proximity to Rapid Transit – Report 2 and passed the following resolution:

RC18/413

THAT multi-family permit parking program Option 1 be implemented as outlined in the report dated June 18, 2018 from the Engineering and Operations Department – Engineering Division regarding Resident Parking Permits for Multi-Family Residents in Close Proximity to Rapid Transit – Report 2;

AND THAT the proposed budget for the multi-family permit parking program be referred to the Finance Committee for identification of a funding source.

The budget of \$21,200 for the initial capital costs of the Multi-Family Residential Permit Parking System – Address Database Permit is now before the Finance Committee for identification of a funding source. Staff recommend the Council Strategic Priorities Reserve as a potential funding source, with the understanding that when revenues permit, capital costs will be repaid to the original funding source.

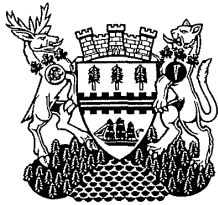
The recommendation for funding is:

THAT the budget of \$21,200 for the initial capital costs of the Multi-Family Residential Permit Parking System – Address Database Permit be funded from Council Strategic Priorities Reserve as recommended in the memo dated July 11, 2018 from the Finance and Technology Department – Financial Services Division regarding Funding Source for Multi-Family Residential Permit Parking System.

Considered at the July 10, 2018 Regular Council Meeting

Council Agenda Information
 Regular Council July 10, 2018

Item 9.4



City of Port Moody Report/Recommendation to Council

Date: June 18, 2018 File No. 11-5480-05
Submitted by: Engineering and Operations Department – Engineering Division
Subject: Resident Parking Permits for Multi-Family Residents in Close Proximity to Rapid Transit – Report 2

Purpose / Introduction

To propose options for resident parking permit passes for multi-family residential units in close proximity to rapid transit stations.

Recommended Resolution

THAT the report dated June 18, 2018 from the Engineering and Operations Department – Engineering Division regarding Resident Parking Permits for Multi-Family Residents in Close Proximity to Rapid Transit – Report 2 be received for information.

Executive Summary

Based on Council direction, staff analyzed the implementation of a simple and low-cost resident parking permit program for multi-family residential developments in close proximity to rapid transit stations.

The following report outlines four basic options for regulating the parking for multi-family residents in close proximity to Rapid Transit:

1. The Address Only Option, which responds to Council direction from April 24, 2018, would allow for the sale of a low-cost transferable permit to a resident who provides proof of occupancy in a multi-family building within the designated area.
2. The Licence Plate Registration Option, which is the option previously recommended by staff and discussed at the April 24, 2018 Regular Council meeting, would allow for the sale of a low-cost non-transferable permit to a specific vehicle whose owner provides proof that the vehicle is registered at a multi-family building within the designated area.
3. The Special Exemption Option would allow for the sale of a high-cost non-transferable permit to a property owner who has a specific parking challenge, such as a vehicle that is over height for their parkade; and would provide an option for a strata to request that the parking regulations be removed in front of the building.

Considered at the July 10, 2018 Regular Council Meeting

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Item 9.4

Report/Recommendation to Council

Resident Parking Permits for Multi-Family Residents in Close Proximity to Rapid Transit –

Report 2

June 18, 2018

- 4. The Monitor Option would have staff continue to monitor the existing regulations and report back to Council in two years.

Table 1 provides a summary of comments related to the four options.

Table 1: Summary of Multi-Family Parking Permit Options

Comment	Address Only	Licence Plate	Special Exemption	Monitor
Estimated permit cost	\$56/year	\$62/year	\$750-\$1,200/year	\$0
Risk of more passes issued than available on-street parking spaces	Yes	Yes	No	No
Process complexity	Low	Medium	Medium	N/A
Risk of promoting the use of on-street parking for longer-term parking	Medium	Medium	Low	No
Risk of reducing on-street parking availability for visitors, business patrons, services, and other short-term parking users	High	Medium	Low	No
Transferrable permit allowing owners the opportunity to provide on-street parking for out of province, visitor, and other vehicles as necessary	Yes	No	No	N/A
Accommodates residents with specific parking concerns	Low	Medium	High	No
Risk of transfer/sale to non-residential users	Yes	No	No	No
Enforcement of Evergreen Parking Regulations	Complaints and as resources permit	Improved frequency and consistency with licence plate system	Complaints and as resources permit	Complaints and as resources permit

If Council chooses to endorse one of the four options, staff will prepare the specified program for implementation.

Considered at the July 10, 2018 Regular Council Meeting

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Item 9.4

Report/Recommendation to Council

Resident Parking Permits for Multi-Family Residents in Close Proximity to Rapid Transit –
Report 2
June 18, 2018

Background

At the June 27, 2017 Regular Council meeting, Council considered a report dated June 19, 2017 from Mayor Mike Clay regarding Multi-Family Residential Parking Restrictions and passed the following resolutions:

RC17/255 and 256

THAT a system of vehicle identification be instituted to exempt residents of multi-family housing developments from the restrictions otherwise imposed on non-residents for street parking adjacent to their homes as recommended in the report dated June 19, 2017 from Mayor Mike Clay regarding Multi-Family Residential Parking Restrictions;

AND THAT the system be based on registration of one vehicle per residential address;

AND THAT parking stickers or tags be issued to identify registered vehicles;

AND THAT the cost of implementing the identification system be recovered through annual registration and user fees;

AND THAT staff report back on a similar system for businesses in affected areas.

In response to these resolutions, at the April 24, 2018 Regular Council meeting, Council considered a report dated April 16, 2018 from the Engineering and Operations Department – Engineering Division. The report proposed a Resident Parking Permit option that included administration through ICBC vehicle registration and a Licence Plate Recognition System for enforcement. The report estimated the revenue neutral annual permit cost to be \$82. Council expressed the following concerns with the proposed program:

- high permit cost and complexity for registration;
- vehicles not registered to a home address were not eligible, including corporate and out-of-province vehicles;
- providing additional parking encourages automobile use;
- on-street parking spaces are limited and the availability may not meet the expectations of permit holders;
- there may be an impact to business parking availability with longer-duration day parking; and
- potential of the program for encouraging residents to park on roadways rather than garages or leasing spaces on private property.

Council passed the following resolution:

RC18/218

THAT staff be directed to report back with a simpler, lower-cost, decal-only system for resident parking based on address rather than vehicle registration.

Considered at the July 10, 2018 Regular Council Meeting

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Item 9.4

Report/Recommendation to Council

Resident Parking Permits for Multi-Family Residents in Close Proximity to Rapid Transit – Report 2
June 18, 2018

In response to the concerns and direction identified by Council on April 24, 2018, staff are reporting back with a simpler, lower-cost, decal-only system for resident parking based on address rather than vehicle registration and have also considered and compared several other options for consideration that may also address these concerns. Staff are now requesting direction on which option to proceed with.

Discussion

This report outlines four options for resident-only permit parking adjacent to multi-family residences in close proximity to rapid transit, including an address-only permit process, a vehicle registration permit process, a specified decal process, and monitoring of the existing Evergreen Parking Strategy.

Program Uptake

Prior to evaluating the options, it is important to consider the potential uptake of the multi-family residential parking permit program. To establish the potential uptake, a comparison between the available parking supply and the residents that requested permit parking has been completed.

Table 1 summarizes both the off-street (private/strata properties) and on-street parking availability in neighbourhoods where multi-family residential permit parking is proposed. 620 on-street multi-family parking spaces were identified that are currently regulated through the Evergreen Extension Parking Management Plan identified as yellow streets on **Attachment 1**. To determine the number of off-street parking spaces, the minimum Zoning Bylaw requirement of 1.5 parking spots per unit was assumed, resulting in 5,621 parking spaces.

Table 1: Multi-Family Residential Density and Parking Availability

Location	Multi-Family Dwelling Units	Off-Street Parking Spaces*	On-Street Parking Spaces**
Klahanie Neighbourhood	1,061	1,592*	105**
Suter Brook Development	957	1,436*	67**
Coronation/Balmoral	91	137*	120**
Dewdney Trunk Road/Fraser/Viewmount/Brookside	192	288*	70**
Moody Centre	820	1,230*	228**
Newport Area	625	938*	29**
Total	3,746	5,621	619**

*Off-street parking estimates based on minimum allocation in the Zoning Bylaw

**On-street four hours on a weekday with no time limitation in the evening and on weekends

During the evaluation of the Evergreen Parking Strategy of the 3,746 multi-family residences, the City received 113 comments including 56 requests for resident-only parking. As the current parking restrictions only impact the use during the week, it is likely that not all residents require a parking pass and that the comments received represented a specific group of users.

Considered at the July 10, 2018 Regular Council Meeting

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Item 9.4

Report/Recommendation to Council

Resident Parking Permits for Multi-Family Residents in Close Proximity to Rapid Transit –
Report 2
June 18, 2018

Staff recommend using 750 permits or 20% of residences as a figure for consideration; however, depending on the versatility of the program, the number of parking passes may increase or decrease.

Multi-Family Resident Parking Option 1:*Multi-Family Residential Permit System – Address Only Database*

This option is consistent with direction provided by Council at the April 24, 2018 Regular Council meeting and would provide an annual parking permit based on verification of a home address. Although the database would be limited to the address only, administration would still need to include tracking the permits issued, renewal notifications, and responding to inquiries and concerns. As this would be a new service, a new part-time position or a portion of a position would be required to administer the program.

As the permit would be connected to a home address and not to a specific vehicle, the permit would be a transferrable sticker or plastic placard that could be affixed to the rear view mirror and transferable to any vehicle including visitors, employees, and out-of-town and company vehicles.

Enforcement would include ticketing only vehicles that are not displaying parking passes and would not include monitoring of permit ownership or the replication of passes. The enforcement would be limited to staff resource availability and include daily monitoring and responses to complaints. It is anticipated that the impacts to enforcement of permit parking would initially be high as the program is rolled out and residents become familiar with the program, but as with most regulations, would become routine.

As noted in the parking availability section of the report, principles of supply and demand may limit the permits purchased to around 750. **Attachment 2** identifies that an initial annual permit fee of \$56 would be required to provide a revenue-neutral parking permit program. As this program is highly flexible, it is anticipated that uptake will increase in future years, further decreasing the cost.

It is anticipated that if the number of permits issued increases over time, the program may ultimately result in challenges for permit holders to find one of the 620 on-street parking spaces available during the evening. In addition, a high uptake will restrict the availability for visitor, delivery, and other short-term parking uses that require access to on-street parking.

Should the above potential issues become a concern, the City may have some control of uptake in future years by increasing or decreasing the annual permit cost.

Multi-Family Resident Parking Option 2:*Multi-Family Residential Permit System – Vehicle Registered Database*

The second option, which was previously identified in the April 16 2018 staff report, has been modified to address concerns raised at the Regular Council meeting. Option 2 provides a permit through a licence plate-registered database. Registration would include proof of address

Considered at the July 10, 2018 Regular Council Meeting

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and residents would self-report their vehicle licence plate number. The requirement for a vehicle mounted camera recognition program has been removed.

Administration of the licence plate database would still require tracking of the permits for the purposes of renewal notifications and verification that one pass was provided per residence. With the inclusion of licence plates to the database, the administrative effort of data entry, verification, and mailing of notifications would slightly increase; however, the same amount of administration effort is applied to responding to inquiries and concerns. As with Option 1, as this would be a new service, a part-time employee or a portion of a position would be required to administer the program, working roughly 14 hours per week.

In order to allow for improved accountability and limit the transfer of parking passes to non-registered vehicles, the passes would be a non-transferable decal.

As noted in the parking availability section of the report, principles of supply and demand may limit the permits initially purchased to around 750. **Attachment 2** identifies that the annual permit fee of \$62 would be required to provide a revenue-neutral parking permit program. As this program is not flexible and is limited to a single vehicle use, it is anticipated that the City could have some control of uptake in future years by increasing or decreasing the annual permit cost.

If the number of permits sold decreased and the permit cost increased, the program may ultimately reach a balancing point where the on-street parking during the day is available for permit holders as well as other visitor, delivery, and short-term parking uses.

With this option, it is possible to provide future enforcement with a vehicle-mounted camera recognition program and ticket all vehicles whose licence plates do not have an associated parking pass. Enforcement Officers would drive parking routes on a regular basis to monitor parking violations. With this enforcement technology, complaints would be reduced as enforcement of the time duration restrictions and permitted vehicles would be provided simultaneously and on a more consistent and equitable basis. The need for this additional technology can be monitored if Option 2 is implemented. However, if vehicle-mounted camera recognition was included with the Option 2 permit system at this time, the annual permit fee would be increased to \$77 to recover the associated costs.

Multi-Family Resident Parking Option 3:***High-Cost Decal Parking for Special Exemptions and Strata Requests for Removal of Regulations***

The third option considers that permit parking is to assist a specific user group with parking challenges that have resulted from the implementation of the Evergreen Parking Regulations. This option would maintain the existing regulations, but introduce a pilot program allowing permit requests for specific parking challenges or the reduction in parking restrictions to be considered on a case-by-case basis.

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A set of guidelines, for vehicles that are currently not restricted under existing bylaws, would be established, identifying specific parking challenges that would allow a higher-cost non-transferable decal to be issued to a vehicle. It is anticipated that the decal would cost between \$750 and \$1,200. This cost is based on the \$3/day parking rate at the Evergreen Station and common \$100/month underground parking space rental rate. The high cost is intended to limit the uptake to residents with specific parking challenges without promoting the use of on-street parking for additional personal vehicles.

Eliminating parking regulations fronting a portion of a multi-family building would require a request through a strata resolution and, prior to implementation, review and approval by the Engineering Department. The removal of parking regulations would apply to all vehicles and would not include the provision of permit-only parking.

It is anticipated that this program would target the specific users who require permits, and buildings that are on the extremity of the influence of the Evergreen Extension and do not have on-street parking challenges.

Multi-Family Resident Parking Option 4:

Extend Evergreen Parking Management Pilot Project and Monitor Impacts

From a separate report, the Pilot Project for Evergreen Extension Parking Management single-family residential and commercial components were adopted as permanent programs. The pilot multi-family parking regulations, currently four-hour parking, Monday to Friday from 9am to 5pm, are still in effect.

To date, the percentage of responses received relative to the total number of multi-family residences impacted by four-hour parking regulations is 2%. This option proposes to keep current parking regulations in place and continue to monitor impacts for the next two years and, in the spring of 2020, staff would report to Council on any new findings.

Table 2 provides an outline of the initial and subsequent permitting cost as well as the perceived benefits and potential issues of each of the three options.

Table 2: Option Comparison

Option	Est. Permit Cost	Benefits	Potential Issues
Option 1 Address	\$56/year	<ul style="list-style-type: none"> Lower cost Simpler registration Transferrable permit to allow commercial, out of town, and visitors vehicles 	<ul style="list-style-type: none"> Abuse of permits (selling/transferring permits to non-eligible users or users with multiple vehicles, etc.) Limited ability to investigate or enforce abuse May lead to reduction in use of off-street parking, reducing the on-street space for visitors, business patrons, services, and other short-term parking users

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Option 2 Vehicle	\$62/year	<ul style="list-style-type: none"> Ability for abuse to be investigated and tracked Improves consistency of parking regulation enforcement 	<ul style="list-style-type: none"> Uptake likely to exceed available on-street parking Moderate cost Non-transferrable permit does not support commercial, out-of-town, or visitors vehicles May lead to reduction in use of off-street parking, reducing the space for visitors, business patrons, services, and other short-term parking users Uptake likely to exceed available on-street parking
Option 3 Monitor, Decal, and Request	\$750- \$1,200/year	<ul style="list-style-type: none"> Promotes parking turnover and limits long-term parking on the street during business hours Accommodates residents with specific parking challenges Offers strata option to deregulate a portion of the on-street parking 	<ul style="list-style-type: none"> High cost Residents of multi-family buildings are required to park on-site or for only short terms when parking on the street May lead to small reduction in use of off-street parking, reducing the space for visitors, business patrons, services, and other short-term parking users
Option 4 Monitor	\$0	<ul style="list-style-type: none"> No administrative costs or registration by homeowners Promotes parking turnover and limits long-term parking on the street during business hours 	<ul style="list-style-type: none"> Vehicles that do not fit into off-street parking facilities are not accommodated for long-term parking Residents of multi-family buildings are required to park on-site or for only short terms when parking on the street

In both Option 1 and Option 2, the main concern is the loss of parking for visitors, business patrons, services, and other short-term parking users. Increasing the permit cost may help to reduce the overall uptake of permit passes, limiting the impact to short-term parking while allowing users with a significant parking challenge to park on the street if desired.

In summary, staff were directed to report back on a simpler, low-cost, decal-only resident permit parking system for multi-family residential developments in close proximity to rapid transit.

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If Council chooses to endorse one of the four options identified, staff will include the project in the 2019 work plan and prepare a permit program for implementation.

Other Options

1. THAT multi-family permit parking program Option 1 be implemented as outlined in the report dated June 18, 2018 from the Engineering and Operations Department – Engineering Division regarding Resident Parking Permits for Multi-Family Residents in Close Proximity to Rapid Transit – Report 2;

AND THAT the proposed budget for the multi-family permit parking program be referred to the Finance Committee for identification of a funding source.

2. THAT multi-family permit parking program Option 2 be implemented as outlined in the report dated June 18, 2018 from the Engineering and Operations Department – Engineering Division regarding Resident Parking Permits for Multi-Family Residents in Close Proximity to Rapid Transit – Report 2;

AND THAT the proposed budget for the multi-family permit parking program be referred to the Finance Committee for identification of a funding source;

AND THAT vehicle-mounted camera recognition be included with Option 2.

3. THAT multi-family permit parking program Option 3 be implemented as outlined in the report dated June 18, 2018 from the Engineering and Operations Department – Engineering Division regarding Resident Parking Permits for Multi-Family Residents in Close Proximity to Rapid Transit – Report 2.

4. THAT multi-family permit parking program Option 4 be implemented as outlined in the report dated June 18, 2018 from the Engineering and Operations Department – Engineering Division regarding Resident Parking Permits for Multi-Family Residents in Close Proximity to Rapid Transit – Report 2.

Financial Implications

Per the resolution of the June 27, 2017 Regular Council meeting, this program is intended to be revenue neutral.

Communications / Civic Engagement

If multi-family residential permit parking is supported, a communications plan would be developed to inform impacted residents of the upcoming changes.

Council Strategic Plan Objectives

This initiative supports the Council Strategic Plan objective of Moving People through the implementation of parking strategies supporting the Evergreen Extension.

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Attachments:

1. Evergreen Extension Parking Management Plan Implementation Map – Updated April 2018.
2. Permit Cost Tables.

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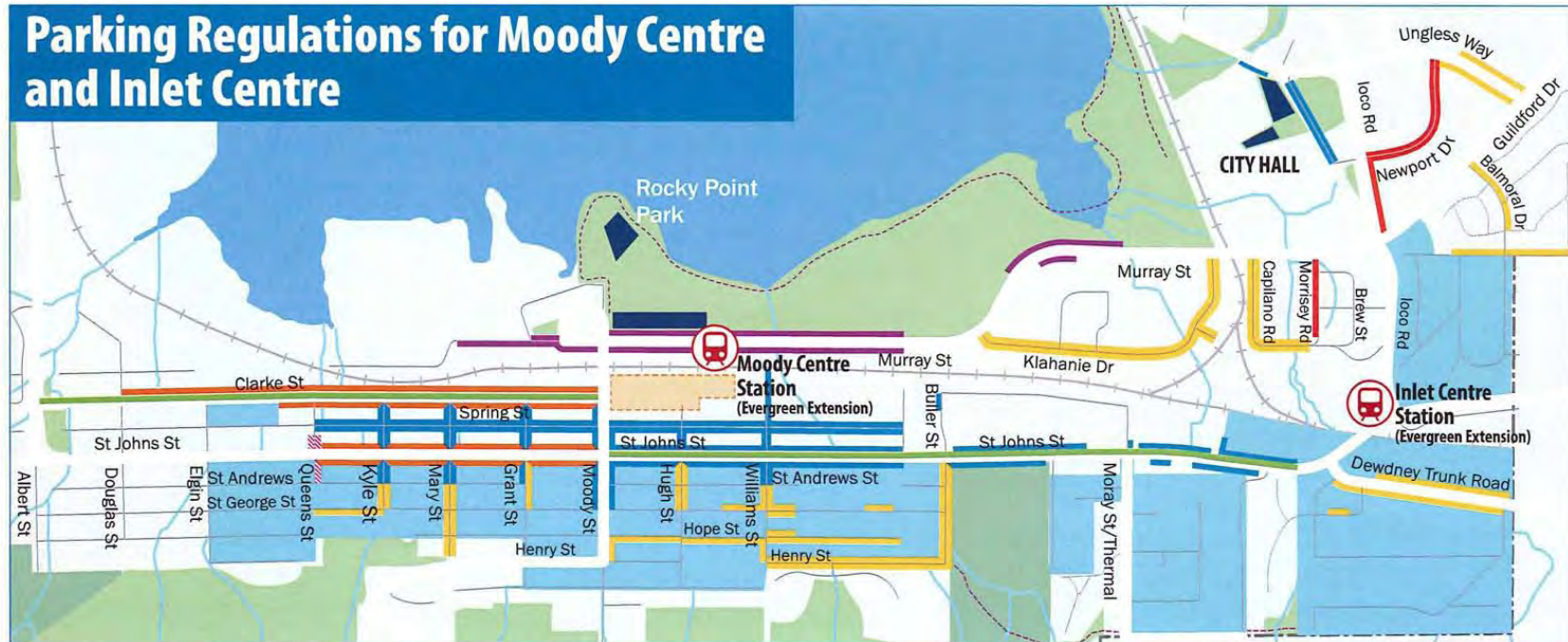
June 18, 2018

<p>Prepared by:</p>  <hr/> <p>Stephen Judd, P.Eng. Manager of Infrastructure Engineering Services</p>	<p>Reviewed by:</p>  <hr/> <p>Jeff Moi, P.Eng., PMP General Manager of Engineering and Operations</p>
<p>Reviewed for Form and Content / Approved for Submission to Council:</p> <p><i>City Manager's Comments</i></p> <div style="text-align: right;">  <hr/> <p>Tim Savoie, MCIP, RPP City Manager</p> </div>	
<p>Corporate Review</p> <p>Communications and Engagement</p> <p>Planning and Development (Building, Bylaw, and Licensing, Planning)</p> <p>Finance and Technology (Financial Services, Information Services)</p>	<p>Initials</p> 

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Attachment 1



Commercial

- Commercial areas east of Moody Street** Daytime (9am–5pm) parking will be restricted to four hours, Monday through Saturday.
- Commercial areas west of Moody Street will have the following restrictions:**
- St. Johns Street and Clarke Street, two-hour parking (9am–6pm), Monday to Saturday
 - Murray Street, four-hour parking (9am–6pm), seven days a week
 - Spring Street, four-hour parking (9am–5pm), Monday to Saturday
 - Moody Street, Grant Street, Mary Street, and Kyle Street (boundaries are Clarke Street to the north and St. Andrews Street to the south), four-hour parking (9am–5pm), Monday to Saturday
 - Queens Street, one-hour parking (9am–6pm), seven days a week.

Residential

Single-family (detached homes) The existing bylaw states that parking will be restricted to three hours adjacent to single-family dwellings. *This restriction does not apply to residents parked in front of their own property.* Parking signs will be installed in these neighbourhoods.

Multi-family (townhomes/condos)
NEW RESTRICTIONS 9am–5pm
Parking will be limited to four hours, Monday to Friday, daytime (9am–5pm) adjacent to multi-family dwellings and public park areas. *These are new restrictions.* Parking in these areas was previously unregulated.

LEGEND

<p>Residential Parking</p> <ul style="list-style-type: none"> Residential 3 hour bylaw signs 2 hour parking 4 hour parking, 9am–5pm, Monday–Friday Civic Facilities, 4 hour parking 	<p>Commercial Parking</p> <ul style="list-style-type: none"> 1 hour parking, 9am–6pm 2 hour parking, 9am–6pm, Monday–Saturday 4 hour parking, 9am–5pm, Monday–Saturday 4 hour parking, 9am–6pm HOV, no parking, 6am–8:30am Pay Parking at Moody Centre Station
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Time limits are used to prevent long-term parking and encourage turnover so people can access businesses, civic facilities, public parks, and residential areas.

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Attachment 2

Attachment 2 – Permit Cost Tables

Option 1: Multi-Family Residential Permit – Address Database Permit Cost

Description	Initial Capital Cost	Ongoing Operating Cost	Amortized Cost (four year)
Sign	\$9,000		\$9,000
Software	\$12,200	\$1,200	\$15,800
Decals		\$7,500	\$30,000
Administration		\$23,852	\$95,407
Enforcement		\$ -	\$ -
Notification		\$4,500	\$18,000
		Total	\$168,207
		Annual Permit Cost	\$56.07

Option 2: Multi-Family Residential Permit – Licence Plate Database Permit Cost

Description	Initial Capital Cost	Ongoing Operating Cost	Amortized Cost (four year)
Sign Installations	\$9,000		\$9,000
Software	\$12,200	\$1,200	\$15,800
Decals		\$7,500	\$30,000
Administration		\$28,467	\$113,868
Enforcement		\$ -	\$ -
Notification		\$4,500	\$18,000
		Total	\$186,668
		Annual Permit Cost	\$62.22

Memorandum

To:	Finance Committee	File #:	03-1220-01
		Date:	June 29, 2018
From:	Manager of Corporate Purchasing and Risk Management		
Subject:	Contract Awards Over \$200,000 – June 2018		

In accordance with the Purchasing Policy (03-1200-01), this is an information update to advise Council of contract awards in amounts greater than \$200,000. If there are no contracts that exceed \$200,000, a memorandum will not be provided.

Competitive Bid #: RFP18-02	
Project Name	Angela Drive and Cecile Drive – Roadworks Upgrades
Project Manager	Dom Ieraci
Consultant (if applicable)	Associated Engineering
No. of responses received	5
Awarded Firm	Lafarge Canada Inc.
Award Amount (excl. GST)	\$465,865
Project Number	CWT17103
Project Budget	\$1,600,000