



REGULAR COUNCIL MEETING AGENDA

Monday, July 13, 2020
3:00 P.M.
Remote Video / Teleconference

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7. ADJOURNMENT



MINUTES OF A REGULAR COUNCIL MEETING

Monday, June 29, 2020

3:00 p.m.

Remote Video / Teleconference

Present: Mayor van den Broek
Councillor Albrecht
Councillor James
Councillor Martin
Councillor Pachal
Councillor Storteboom
Councillor Wallace

Staff Present: F. Cheung, Chief Administrative Officer
K. Hilton, Director of Recreation, Culture and Community Services
C. Johannsen, Director of Development Services
D. Leite, Director of Corporate Services
H. Gill, Manager of Engineering
K. Kenney, Corporate Officer

Mayor van den Broek, on behalf of Council, wished everyone a Happy Canada Day, noting that we are all fortunate to live here, have a lot to be thankful for, and that as proud Canadians we embrace living and working with people from all walks of life and are truly a mosaic country.

Mayor van den Broek acknowledged that the land on which we gather is the traditional unceded territory of the Katzie, Kwantlen, Matsqui and Semiahmoo First Nations.

1. **ADOPTION OF AGENDA**

- a. Adoption of the June 29, 2020 Regular Agenda

MOVED BY Councillor Albrecht

SECONDED BY Councillor Pachal

THAT the June 29, 2020 agenda be adopted as circulated

CARRIED

2. ADOPTION OF THE MINUTES

- a. Regular Meeting Minutes from June 15, 2020

MOVED BY Councillor James
SECONDED BY Councillor Wallace

THAT the minutes of the regular meeting held on Jun 15, 2020 be adopted as circulated.

CARRIED

Councillor Martin left the meeting at 3:05 pm.

- b. Special (Pre-Closed) Meeting Minutes from June 22, 2020

MOVED BY Councillor Albrecht
SECONDED BY Councillor Wallace

THAT the minutes of the special (pre-closed) meeting held on June 22, 2020 be adopted as circulated.

CARRIED

3. MAYOR'S REPORT

- a. Upcoming Meetings

Public Hearing - July 6, 2020 - 7pm
Regular Council Meeting – July 13, 2020 - 3pm
Regular Council Meeting – July 27, 2020 - 3pm

Councillor Martin returned to the meeting at 3:08 pm.

- b. Recreation Update

Kim Hilton, Director of Recreation, Culture and Community Services provided an update on upcoming programs for June as follows:

- Funtastic Adventures Day Camps, June 29 – September 4 – Ages 5-12
- Recreation at Home – Videos and Links
- Length Swimming at Al Anderson Memorial Pool – Ages 16+
 - Monday to Friday 7:30am – 8:30am and 9:00pm -10:30pm
- Outdoor Fitness Group Classes – Ages 14+
- Outdoor Youth Programs at Douglas Park – July 2 -10

- Pop Up Play – Outdoor Family Fun – Tuesdays, Thursdays, Saturdays 9:30am-11:30am
- Aquatic Fitness at Al Anderson Memorial Pool – Ages 14+
 - Shallow Water Aquafit – Mondays/Wednesdays/Fridays – 7:30pm-8:30pm
 - Deep Water Aquafit – Tuesdays/Thursdays - 7:30pm-8:30pm

Ms. Hilton advised that Park Ambassadors will be out on the trails, at parks and in the community this summer to answer questions, help with way finding and ensure parks and trails are used safely. She reminded everyone to maintain proper social distancing when participating in outdoor activities.

In response to questions from Council members, Ms. Hilton advised that:

- Pop up Play programs will be held in all parks; however Rotary Park is not going to be used to hold outdoor fitness classes as there is a lack of storage available on site;
- $\frac{3}{4}$ of the spaces at the pool require reservations, with limited drop ins; all fitness class spaces must be reserved in advance;
- The recent Recreation Reopening Survey indicates that some people would be very comfortable to return to participating in programs while some others are not yet comfortable;
- Recreation staff are confident in returning to work having been trained in the required safety plans to protect both themselves and the public.

c. Discover Langley City - Councillor Albrecht

Councillor Albrecht shared the most recent update prepared by Kristina Gervais, Manager of Operations for Discover Langley City:

“Administration

We continue to work with our industry organizations to stay up to date on the state of the effects of Covid 19 on the tourism industry and make plans for recovery.

Virtual Meetings:

- DestinationBC weekly Zoom meeting with Industry Updates
- Vancouver, Coast & Mountains Regional DMO Meeting
- Tourism Industry Association of BC meeting and daily briefing

Industry associations have been providing numerous “Road to Recovery” webinars covering subjects related to the impact of Covid 19 on tourism, particularly as we look forward to welcoming visitors back. Each webinar

has covered a subject related to the travel market, the visitor experience, business operations, digital marketing and more and have been very helpful in working our way through this crisis with additional access to knowledge and skills.

The 2019 MRDT year-end reporting has been submitted to Destination BC. This report is a requirement of the MRDT program and includes an overview of the accomplishments from our 2019 Tactical Plan. It also includes our reviewed financials and budget. If you are interested in reading this report, please request a copy by sending a request to Kristina at tourism@downtownlangley.com.

We continue to make it a priority to connect with our tourism stakeholders by phone and by email, to check in and also to provide them with current information on programs available to aid their business, including WorkSafeBC webinars, and links to subsidies.

The Government of BC recognizes the important role that Community Destination Marketing Organizations (CDMOs) play in providing critical tourism planning and marketing support for BC communities and tourism businesses. In support of our work, Discover Langley City was given a one-time grant in the amount of \$26,300 to help cover immediate operational and critical staffing costs from May to October.

Marketing

We have continued to pause all our marketing campaigns and have switched our focus to developing new tourism experiences that fit in with the Covid restrictions and adhere to the messaging we are getting from Destination BC. The phase 2 messaging is to Explore BC... Local.

While adventures in British Columbia beckon, it's not the time to travel outside of your community.

Stay close to home and follow the latest health recommendations. Get information and future travel inspiration on discoverlangleycity.com".

(Councillor Albrecht noted that subsequent to the writing of this update, the province entered Phase 3 of its Restart Plan and some travel restrictions have lessened, allowing broader travel within the province.)

"These messages have been guiding our social media posts, where we continue to have a strong presence, and amazing imagery has been shared to a very receptive and kind audience. This is a very delicate act as users have very strong opinions on tourism related messaging and it's not an easy task to create and share content right now.

We have been working with our surrounding communities and new start-ups to help develop new tourism experiences that encourages getting out in a safe way and exploring your own town.

With this in mind, we have reconnected with the BeadTrails organization who is setting up a new route from Fort Langley to White Rock.

The BeadTrails movement is growing. Creating a trail system that connects people, communities and experiences is what the BeadTrails is designed to do. Planning trips that are fun-filled and affordable helps people discover and explore new places while collecting whimsical beads for their memory bracelets.

We will be reaching out to our stakeholders with an introduction and hope to have a good representation from the City.”

In response to questions from Council members, Councillor Albrecht advised that:

- more information about BeadTrails can be found on discoverlangleycity.com;
- the provincial grant in the amount of \$26,300 is being used for immediate operational and critical staffing costs for the period May to October;
- the 2019 MRDT report will be emailed to Council members.

4. COMMITTEE REPORTS

a. Environmental Task Group Recommendation June 11 Meeting Report

MOVED BY Councillor Wallace

SECONDED BY Councillor Albrecht

THAT in the spirit of cooperation, the City of Langley continue to provide and maintain the existing water service to the Nicomekl Elementary School garden at no cost for as long as the School District maintains this garden.

CARRIED

5. BYLAWS

a. Commercial Uses Update

Carl, Johannsen, Director of Development Services, spoke to his report dated June 24, 2020.

MOVED BY Councillor Storteboom

SECONDED BY Councillor Martin

1. THAT the report dated June 24, 2020 entitled Commercial Uses Zoning Bylaw Update be received for information; and
2. THAT Council consider 1st and 2nd Readings of Zoning Bylaw Amendment No. 168, Bylaw 3130.

BEFORE THE QUESTION WAS CALLED in response to questions from Council members, Mr. Johannsen advised that:

- in addition to the regular notice requirements, notice of the proposed bylaw amendment can be provided to affected businesses;
- staff will determine whether micro-blading would fall under the definition of a tattoo shop;
- the Public Hearing would be held on July 20 and third reading of the bylaw on July 27.

THE QUESTION WAS CALLED and the motion was

CARRIED

1. Bylaw 3130 - Zoning Bylaw Amendment

First and second reading of a bylaw to amend the Zoning Bylaw to update and add new commercial use definitions and separation distances between certain commercial uses

MOVED BY Councillor Pachal

SECONDED BY Councillor Albrecht

THAT the bylaw cited as the "Zoning Bylaw 1996, No. 2100 Amendment No. 168, 2020, No. 3130" be read a first time.

THAT the bylaw cited as the "Zoning Bylaw 1996, No. 2100 Amendment No. 168, 2020, No. 3130" be read a second time.

CARRIED

b. Bylaw 3090 - Zoning Amendment Bylaw and Development Permit No 16-18

Final reading of a bylaw to rezone the properties located at 5398, 5410, 5448 - 208 Street from RS1 Single Family Residential Zone to CD66 - Comprehensive Development Zone to accommodate a 40 unit, four (4) storey condominium apartment development

MOVED BY Councillor Albrecht

SECONDED BY Councillor Storteboom

THAT the bylaw cited as "Zoning Bylaw 1996, No. 2100 Amendment No. 158, 2018, No. 3090" be read a final time.

BEFORE THE QUESTION WAS CALLED in response to questions from a Council member, Mr. Johannsen advised that:

- this rezoning application has remained at third reading for some time as the applicant was considering whether to sell the property, but has since reconsidered and now wishes to proceed with the project;
- although staff don't have information about the proponent's timeline for proceeding with the project, it is understood that if the bylaw is adopted and the development application approved by Council, the proponent is looking to proceed with the project.

THE QUESTION WAS CALLED and the motion was

CARRIED

1. Approval of Development Permit No. 16-18

MOVED BY Councillor Storteboom

SECONDED BY Councillor Albrecht

THAT Development Permit Application DP 16-18 located at 5398, 5410, 5448- 208th Street to accommodate a 4-storey, 40 unit condominium development be approved subject to execution of a Development Servicing Agreement in compliance with the conditions outlined in the Director of Development Services & Economic Development report.

CARRIED

6. ADMINISTRATIVE REPORTS

a. Development Permit Amendment Application DP 02-20

Carl, Johannsen, Director of Development Services, spoke to his report dated June 22, 2020.

MOVED BY Councillor Pachal
SECONDED BY Councillor Albrecht

THAT Development Permit Amendment Application DP 02-20 by JMC Properties to permit site plan changes and a reduction in the number of visitor parking stalls from 17 spaces to 11 spaces for the 69-unit apartment development at 20416 Park Avenue be approved.

BEFORE THE QUESTION WAS CALLED in response to questions from a Council member, Mr. Johannsen advised that staff would need to review the servicing agreement stipulations for the project to determine what type of BC Hydro servicing is permitted in that area.

Hirod Gill, Manager of Engineering further advised that usually BC Hydro does the design for relocation or undergrounding of hydro poles and provides the design to the City for review to determine if there would be any conflicts with the City's underground utilities; the City doesn't have the authority to approve the design.

Mr. Johannsen further advised that staff do look for opportunities for undergrounding of power lines when reviewing development applications; however, the City must work with BC Hydro to facilitate this.

THE QUESTION WAS CALLED and the motion was

CARRIED

b. Extension of Time Limits for In-Stream Development Applications

Carl, Johannsen, Director of Development Services, spoke to the report dated June 22, 2020.

MOVED BY Councillor Albrecht
SECONDED BY Councillor Storteboom

THAT Council approve extended time limits for in-stream development applications in accordance with Table 1 (Attachment 2 to the report).

BEFORE THE QUESTION WAS CALLED in response to a question from a Council member, Mr. Johannsen advised that the adjusted time limits are intended only for those projects identified in Table 1, not new applications.

THE QUESTION WAS CALLED and the motion was

CARRIED

7. NEW AND UNFINISHED BUSINESS

a. Motions/Notices of Motion

Councillor Albrecht provided the following Notice of Motion:

Request for Emergency Operating Funding from Other Orders of Government

WHEREAS local governments are on the front lines of some of the most difficult challenges facing Canada; and

WHEREAS local government revenues are collapsing and unanticipated costs are soaring; and

WHEREAS without financial assistance local governments may be forced to cut vital local services our residents and community rely upon; and

WHEREAS public transportation makes our communities more livable, affordable, accessible and fights climate change;

THEREFORE BE IT RESOLVED that the Federal and Provincial governments be requested to provide emergency operating funding to protect vital local services including public transportation, public health and emergency services.

b. Correspondence

1. Response from Minister regarding Request for Official Public Guidance on Pedestrian Protocols
2. Response from Minister regarding Request to Provide Emergency Relief Funding for TransLink
3. Response from Minister regarding Subsidy Request for Sustainable Packaging for the Food and Beverage Industry

In response to a question from a Council member, Mr. Cheung advised that the lifting of restrictions on use of reusable bags could be communicated to the public by way of the City's website, its social media channels and by advising the DLBA.

c. New Business

1. MOTION TO HOLD A CLOSED MEETING

MOVED BY Councillor Albrecht
SECONDED BY Councillor Storteboom

THAT the Council Meeting immediately following this meeting be closed to the public as the subject matter being considered relates to items which comply with the following closed meeting criteria specified in Section 90 of the Community Charter:

(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED

8. ADJOURNMENT

MOVED BY Councillor Wallace
SECONDED BY Councillor Storteboom

THAT the meeting adjourn at 4:02pm.

CARRIED

Signed:

MAYOR

Certified Correct:

CORPORATE OFFICER



MINUTES OF A PUBLIC HEARING MEETING

Monday, July 6, 2020

7:00 p.m.

Remote Video / Teleconference

Present: Mayor van den Broek
Councillor Albrecht
Councillor James
Councillor Martin
Councillor Pachal
Councillor Storteboom
Councillor Wallace

Staff Present: F. Cheung, Chief Administrative Officer
C. Johannsen, Director of Development Services
K. Kenney, Corporate Officer
P. Kusack, Deputy Corporate Officer

1. **CALL TO ORDER**

Mayor van den Broek called the Public Hearing to order and read a statement regarding the procedure to be followed for the Public Hearing.

The Corporate Officer advised that notification of the Public Hearing had been publicized in the following manner:

Notice was placed outside of the entrance to City Hall on June 25, 2020. Notices were mailed to properties within 100 metres of the subject properties and newspaper advertisements were placed in the June 25, 2020 and July 2, 2020 editions of the Langley Advance Times.

The Corporate Officer further advised that one piece of correspondence was received regarding Bylaw 3123 and was included in the Public Hearing Agenda package.

2. BUSINESS

a. Bylaw 3123 - Discharge of Land Use Contract No. 11-78

A Bylaw to authorize the discharge of Land Use Contract No. 11-78 from the property located at 19671 – 50A Avenue to facilitate a future Building Permit application for a secondary suite.

The Mayor invited Carl Johannsen, Director of Development Services to present the proposed bylaw.

Mr. Johannsen advised that the purpose of Bylaw No. 3123 was to discharge an historical Land Use Contract that exists on the subject property which is zoned RS-1 Single Family Residential. Once discharged, this will allow a secondary suite on the property. He further advised that the City's Zoning Bylaw already permits secondary suites on properties zoned for single family homes, and this zoning has been in effect since 2006. All Land Use Contracts in the city are to be discharged with the adoption of a new Zoning Bylaw which is anticipated to occur in late 2020, early 2021. All Land Use Contracts in the province of BC are to be removed by July 1, 2024. The proposed early discharge of this Land Use Contract will enable the owner to have a secondary suite on their property in advance of the province-wide removal of Land Use Contracts.

The Mayor invited those in attendance at the electronic meeting who deem their interest in property affected by the proposed bylaw to present their comments.

Jivan Rajput, 50A Avenue, Langley, inquired as to the purpose of this Public Hearing and whether the term "secondary suite" refers to a suite contained in a house or is a separate dwelling from a house.

Mr. Johannsen advised that the term "secondary suite" refers to a basement suite in a house.

Mr. Rajput inquired if it was a requirement under the City's bylaws to require a Public Hearing for every application for a secondary suite.

Mr. Johannsen advised that the City's Zoning Bylaw does permit secondary suites on single family homes on single family zoned lots, but there is a historical land use contract system still in effect across the province that prohibits use of secondary suites. Although this system will be removed in 2024 by the province, in order for a municipality to remove a Land Use Contract prior to this time, a Public Hearing must be held.

Mr. Rajput requested clarification as to whether a Public Hearing would be required if he were to make application to the City to build a secondary suite on his property.

Mr. Johannsen advised that he would need to determine if a Land Use Contract was in effect for the property, if there wasn't, then the application could be processed through the City's building permit process.

The Mayor called a second and third time for further speakers on Bylaw No. 3123.

There were no further speakers.

b. Bylaw 3124 - Discharge of Land Use Contract No. 22-72

A Bylaw to authorize the discharge of Land Use Contract No. 22-72 from the property located at 19986 – 50A Avenue to legalize an existing secondary suite.

The Mayor invited Carl Johannsen, Director of Development Services to present the proposed bylaw.

Mr. Johannsen advised that the purpose of Bylaw No 3124 was to discharge an historical Land Use Contract from the subject property which is zoned RS-1 Single Family Residential. Once discharged, this would allow a secondary suite for this property. He further advised that the City's Zoning Bylaw already permits secondary suites on properties zoned for single family homes. All Land Use Contracts in the city are to be discharged with the adoption of a new Zoning Bylaw which is anticipated to occur in late 2020, early 2021. All Land Use Contracts in the province of BC are to be removed by July 1, 2024. The proposed early discharge of this Land Use Contract will enable the owner to have a secondary suite on their property in advance of the province-wide removal of Land Use Contracts.

The Mayor invited those in attendance at the electronic meeting who deem their interest in property affected by the proposed bylaw to present their comments.

The Mayor called a second and third time for further speakers on Bylaw No. 3124.

There were no further speakers.

3. MOTION TO CLOSE PUBLIC HEARING

MOVED BY Councillor Albrecht
SECONDED BY Councillor Pachal

THAT the Public Hearing close at 7:16 pm.

Signed:

MAYOR

Certified Correct:

CORPORATE OFFICER



EXPLANATORY NOTE

BYLAW NO. 3123

The purpose of Bylaw No. 3123 is to authorize the discharge of Land Use Contract No. 11-78 from the property located at 19671 – 50A Avenue.

The owner has applied to have Land Use Contract No. 11-78 discharged from the title of the property to facilitate a future Building Permit application for a secondary suite.

City Council has the authority to discharge a land use contract pursuant to Section 546 of the *Local Government Act*.

The City amended Zoning Bylaw 1996, No. 2100 in December 2006 to allow secondary suites. Current records indicate that 287 suites have been approved or are in the building permit application process for approval. In the same timeframe, 673 property owners discharged the land use contracts affecting their single family residential lots. There are 475 single family residential lots still affected by land use contracts in the City.

In accordance with changes to the *Local Government Act* enacted in 2014, all land use contracts in the province will be terminated as of June 30, 2024. The City intends to terminate all land use contracts before this date through the adoption of a new zoning bylaw currently being developed. The City's authority to do so is provided under section 548 of the *Local Government Act*.



DISCHARGE OF LAND USE CONTRACT NO. 11-78

BYLAW NO. 3123

A Bylaw to authorize the discharge of Land Use Contract No. 11-78 from the specified property.

WHEREAS Land Use Contract No. 11-78 is registered against titles legally described in Schedule "A".

AND WHEREAS the registered owners of the Lands have applied to have Land Use Contract No. 11-78 discharged from title to the Lands.

AND WHEREAS Council has the authority to discharge a land use contract pursuant to section 546 of the *Local Government Act*,

NOW THEREFORE, the Council of the City of Langley, in open meeting assembled, enacts as follows:

1. The Land Use Contract registered in the Land Title Office under R3537 is hereby discharged against the title legally described in Schedule "A" which is attached and forms part of this bylaw.
2. The Mayor and Corporate Officer of the City of Langley are authorized to execute such documents on behalf of the City as may be necessary for the purpose aforesaid.
3. This Bylaw may be cited for all purposes as "Discharge of Land Use Contract No. 11-78 Bylaw, 2020, No. 3123".

READ A FIRST AND SECOND TIME this twenty-third day of March, 2020.

A PUBLIC HEARING, pursuant to Section 464 of the "Local Government Act" was held this sixth day of July, 2020.

READ A THIRD TIME this ----- day of -----, 2020.

FINALLY ADOPTED this ----- of -----, 2020.

SCHEDULE "A"

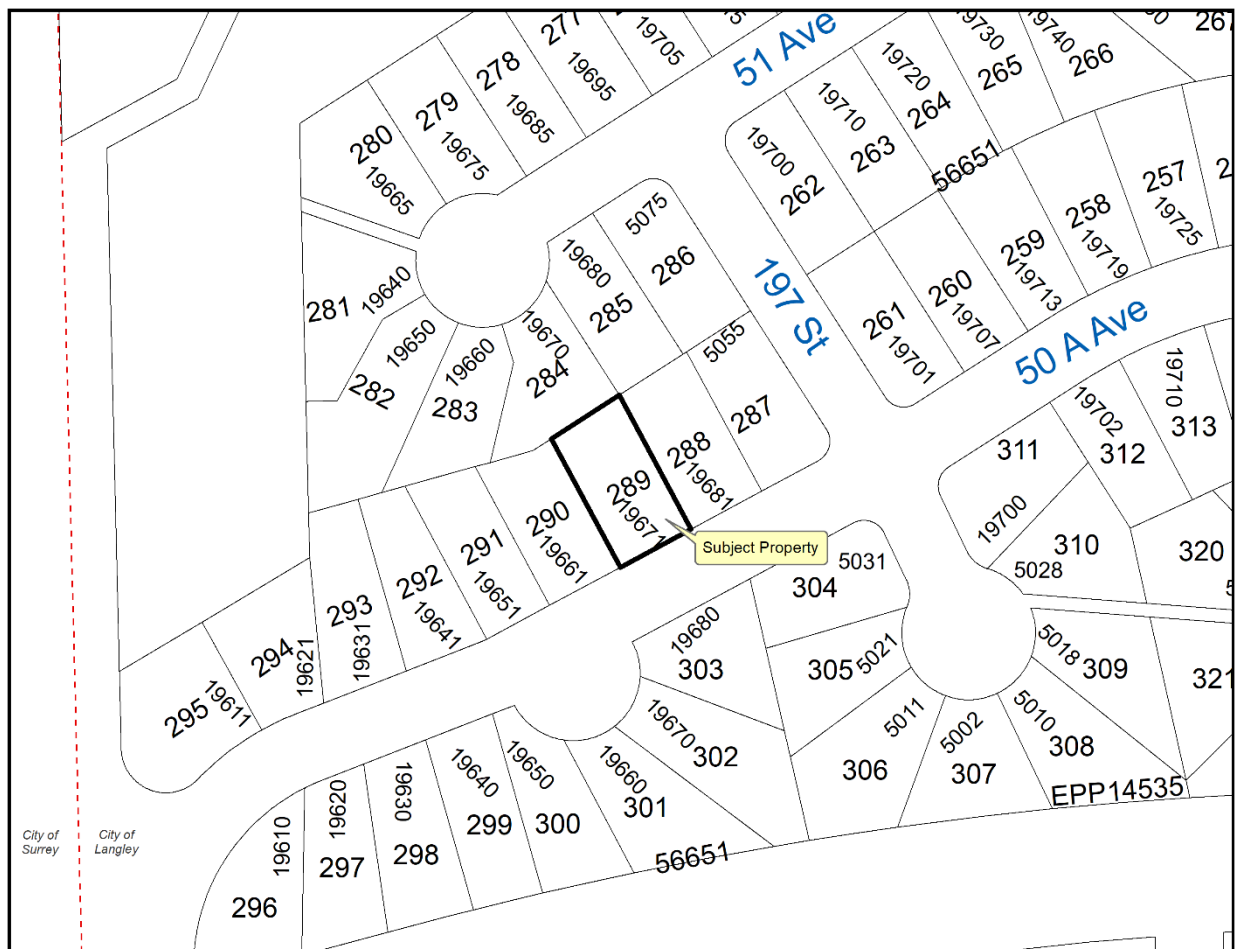
Civic Address: 19671 – 50A Avenue

Legal Description: Lot 289, Section 3, Township 8, New Westminster District, Plan NWP56651, Part SE 1/4

PID: 005-464-226

Applicant: L. Li

Owner: L. Li





EXPLANATORY NOTE

BYLAW NO. 3124

The purpose of Bylaw No. 3124 is to authorize the discharge of Land Use Contract No. 22-72 from the property located at 19986 – 50A Avenue.

The owner has applied to have Land Use Contract No. 22-72 discharged from the title of the property to legalize an existing secondary suite.

City Council has the authority to discharge a land use contract pursuant to Section 546 of the *Local Government Act*.

The City amended Zoning Bylaw 1996, No. 2100 in December 2006 to allow secondary suites. Current records indicate that 287 suites have been approved or are in the building permit application process for approval. In the same timeframe, 673 property owners discharged the land use contracts affecting their single family residential lots. There are 475 single family residential lots still affected by land use contracts in the City.

In accordance with changes to the *Local Government Act* enacted in 2014, all land use contracts in the province will be terminated as of June 30, 2024. The City intends to terminate all land use contracts before this date through the adoption of a new zoning bylaw currently being developed. The City's authority to do so is provided under section 548 of the *Local Government Act*.



DISCHARGE OF LAND USE CONTRACT NO. 22-72

BYLAW NO. 3124

A Bylaw to authorize the discharge of Land Use Contract No. 22-72 from the specified property.

WHEREAS Land Use Contract No. 22-72 is registered against titles legally described in Schedule “A”.

AND WHEREAS the registered owners of the Lands have applied to have Land Use Contract No. 22-72 discharged from title to the Lands.

AND WHEREAS Council has the authority to discharge a land use contract pursuant to section 546 of the *Local Government Act*,

NOW THEREFORE, the Council of the City of Langley, in open meeting assembled, enacts as follows:

1. The Land Use Contract registered in the Land Title Office under M21559 is hereby discharged against the title legally described in Schedule “A” which is attached and forms part of this bylaw.
2. The Mayor and Corporate Officer of the City of Langley are authorized to execute such documents on behalf of the City as may be necessary for the purpose aforesaid.
3. This Bylaw may be cited for all purposes as “Discharge of Land Use Contract No. 22-72 Bylaw, 2020, No. 3124”.

READ A FIRST AND SECOND TIME this twenty-third day of March, 2020.

A PUBLIC HEARING, pursuant to Section 464 of the “Local Government Act” was held this sixth day of July, 2020.

READ A THIRD TIME this ----- day of -----, 2020.

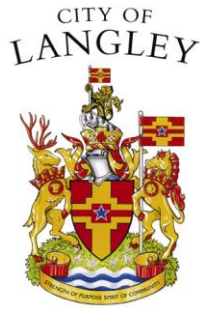
FINALLY ADOPTED this ----- of -----, 2020.

SCHEDULE "A"

Legal Description: Lot 133, Section 3, Township 8, New Westminster District, Plan NWP50080, Except Plan 56334, Excluding Part Dedicated Road on Plan LMP14167

Owner: R. Paras; R. Paras





REPORT TO COUNCIL

To: **Mayor and Councillors**

Subject: Watermain Condition Assessment Grant
Application

File #: 5210.00

Doc #:

From: Rick Bomhof, P.Eng.
Director of Engineering, Parks & Environment

Date: July 7, 2020

RECOMMENDATION:

THAT a grant application be submitted under the Federation of Canadian Municipalities Municipal Asset Management Program for the watermain condition assessment project on Fraser Highway, Glover Road and Grade Crescent.

THAT Council commits to undertake the work proposed in the application and supports the watermain condition assessment project on Fraser Highway, Glover Road and Grade Crescent.

PURPOSE:

The purpose of the report is to request Council support for a watermain condition assessment grant application.

POLICY:

Not Applicable

COMMENTS/ANALYSIS:

The Federation of Canadian Municipalities recently announced a new intake for the Municipal Asset Management Program available to local governments. Municipalities are eligible for 80% funding up to a maximum of \$50,000.

The project recommended for the grant application is the City's watermain condition assessment project.

The condition assessment project was already planned and budgeted (\$75,000) in the 2020 Capital Improvement Plan prior to knowledge of the grant program. A contractor has also been retained to complete the work but will not begin until we have received word from FCM that it is acceptable to commence. This is a condition of the grant application.

The project consists of assessing the watermain on Fraser Highway one way, Glover Road, and Grade Crescent. This is a non-invasive, non-intrusive and non-destructive method which involves attaching acoustic sensors to fire hydrants and valves and sending a signal through the watermain. The data that is collected from this includes, pipe wall thickness and leak detection. The information is then used to determine structural integrity and remaining useful life.

This is very important for the City as we currently have approximately 26km of older (1961 era) Asbestos Cement (AC) pipe, with no condition data, which is likely past or reaching the end of its useful life. This project will assess 3km (12%) of the pipe from that era and will help the City prioritize which sections to replace first.

The City has a budget of \$75,000 and the grant can provide another \$50,000, totalling \$125,000. With the additional \$50,000 the City could choose to complete more assessments, approximately 3km more (24%) to further our certainty on the condition of our AC watermain. By doing a greater length of watermain assessment we also gain the efficiency of scale by not having to pay setup, mobilization and demobilization costs. Alternatively the City could choose to maintain the current budget only and use the \$50,000 savings towards other projects. Unless Council directs otherwise the project length will be increased.

A budget amendment will be required if City Council approves the grant application and FCM approves the grant.

BUDGET IMPLICATIONS:

The project is estimated to cost \$75,000 and is budgeted in the 2020 Capital Improvement Plan. If approved the possible funding from the Municipal Asset Management Program is \$50,000 of the project cost. Breakdown of the budget is as follows:

Funding Source	Budget
Grant	\$ 50,000
City Budget	\$ 75,000
Total	\$125,000

ALTERNATIVES:

Defer project and don't apply for funding.

Respectfully Submitted,



Rick Bomhof, P.Eng.
Director of Engineering, Parks & Environment

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

I support the recommendation.



Francis Cheung, P. Eng.
Chief Administrative Officer

Municipal Asset Management Program

Grants for Municipalities

Application Guide

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The Municipal Asset Management Program is an eight-year, \$110-million program designed to help municipalities make informed decisions about infrastructure investment. The program is delivered by the Federation of Canadian Municipalities and funded by the Government of Canada.

Program summary

The Municipal Asset Management Program (MAMP) is an eight-year, \$110-million program funded by Infrastructure Canada to support Canadian municipalities and communities in making informed infrastructure investment decisions based on stronger asset management practices. The program offers municipal grant funding (the subject of this guide), as well as grants to partner organizations to provide training and capacity-building activities to increase skills within local governments to sustainably maintain their asset management programs now and in the future.

For more information on MAMP, including partner grants as well as training and capacity-building activities, visit our website: fcm.ca/assetmanagementprogram.

This funding offer is open to all municipal governments in Canada. It focuses on building strong foundations in asset management by supporting activities that incorporate asset management into daily practices. **Subject to funding availability**, applications will be accepted until **October 31, 2022**.

All projects must be completed and final reports submitted by March 31, 2024.

This guide outlines everything you need to know to submit an application. It **should be read in its entirety before completing or submitting an application**. Refer to the **Quick Start Guide** for an overview of the steps required to successfully complete the MAMP Grants for Municipalities application.



Quick Start Guide — MAMP Grants for Municipalities

The Asset Management Readiness Scale

The [Asset Management Readiness Scale](#) (AMRS) will be used to evaluate your proposed project. You can also use this scale to help you plan, prioritize, and set milestones to manage the assets in your municipality.

If you have not reviewed the documentation that describes the [AMRS](#), STOP this application process and learn about it and how you can use it to assess your current state of asset management maturity and identify areas for improvement.

Applicant eligibility

The main target group for MAMP Grants for Municipalities program is Canadian municipalities. If you are a Canadian municipality, you are well on your way!

If you are applying in partnership with a Canadian municipality, please read section 2 of this guide for more detailed eligibility criteria.

Project scope

To qualify, your project must lead to improvement of your municipality's asset management practices (progress is measured using the AMRS). This could include a range of practices. Here are a few examples: creating a policy, strategy and roadmap; creating asset class-specific asset management plans; or improving your employees' asset management skills. For more details on which activities can be undertaken, please refer to section 1.1.

Your project must focus on municipally owned infrastructure assets. These can be either constructed or natural assets. Consider adding the impact of climate change to the risk assessment section of your asset management plans; it is best to plan for the impact it will have on your investment decisions.

Capital works do not qualify for this funding.

Project timing

Related approval timelines

MAMP Grants for Municipalities proved to be very popular in the last round of funding, with applications coming in at a much greater rate than we had predicted. Assuming that this second round will be just as popular, it is difficult to predict how long it will take to process and approve your application. For this reason, we recommend that you create your project with flexible timelines. For example, if your project involves activities that are seasonal, be prepared to delay the start date to accommodate the technical review process.

You can reduce processing time by taking the necessary time up front to ensure that your application meets all of the submission criteria. Please read the full text of this guide and refer to it often to ensure that you have adequately covered all requirements.

Summary of application documents

We have created a simplified application process with streamlined reporting needs to meet the requirements of our funding agreement with Infrastructure Canada, while at the same time allowing for an efficient third-party technical review of your application. The following will be required in your application package:

1. Application form

You will need to complete the application form, which includes: identification and contact details; a short project description; clear tangible deliverables for each of your identified activities; and your assessment of your current AMRS maturity and what improvement(s) you expect to see immediately after completing your project. You will also identify in your application the principal outcomes of your project that will improve your AMRS maturity, summarize the resources you will dedicate to the project, and outline how your project fits with your province or territory's approach to asset management in the municipal sector.

2. Asset Management Readiness Scale assessment tool

As a part of your application, you will need to indicate your asset management readiness competency levels by using the AMRS assessment tool (please use the MS Excel worksheet provided) to address each outcome area in the notes section. Every community and organization manages its assets and the tool was designed to help you understand and describe your current asset management practices.

3. Workplan and budget

You will need to identify one to three activities that you will undertake to achieve your project's goals. Then you will need to identify the costs associated with each of those activities (please use the MS Excel worksheet provided).

4. Resolution

Submit a council (or board) resolution authorizing/supporting your asset management project, clearly stating that it commits to the municipality's/organization's portion of project costs. We have created a template that you can use for your resolution.

5. Letter of support

If you are a municipal partner applying for funding in association with a municipal government, you must provide a letter of support from the municipal government.

6. Letter of commitment

If you are submitting an application as part of a group of municipalities that are collaborating to improve knowledge-sharing or achieve economies of scale, you will need to include one letter of commitment signed by each of the participating communities. The letter should identify the expected tangible benefits of working together. Each municipality should include a copy of that letter with their application to MAMP.

Summary

While this quick start guide does not contain all the details you will need to consider in order to successfully complete a funding application, we hope it helps you understand the overall effort required. A thorough understanding of the AMRS resource and this Application Guide will help you prepare an application that meets all requirements, eliminating the need for multiple information exchanges between you and the MAMP team. These exchanges can significantly add to the application processing time.

1 Eligible activities

1.1 What activities are eligible?

The Federation of Canadian Municipalities (FCM) strives to be flexible in funding projects that improve municipal decision-making related to infrastructure. If you do not see your proposed activity on this list, please contact an FCM representative.

Eligible activities	Examples
Asset management assessments	<ul style="list-style-type: none">Asset management needs assessments or risk assessments
Asset management plans, policies and strategies	<ul style="list-style-type: none">Development of asset management strategies, policies, or plans; or asset risk management plans
Data collection and reporting	<ul style="list-style-type: none">Asset condition assessmentsData collection to establish and track levels of serviceInventory of existing assets (e.g., type of asset, asset ID, location, costs to operate and maintain, future costs to replace, remaining useful life)Long-term financial modelling to support asset management decisionsImprovements to data reporting (e.g., introducing a “state of infrastructure” report)
Training and organizational development	<ul style="list-style-type: none">Asset management training for employees and/or elected officialsEstablishment of an asset management committee (e.g., developing terms of reference, facilitating discussions)Clarification of asset management roles and responsibilities across the organization (e.g., modifying job descriptions)Adoption of new asset management systems or processes (e.g., paying for internal or external resources to lead organizational change)
Knowledge transfer	<ul style="list-style-type: none">Contributions to communities of practice, conferences and peer-to-peer learning opportunities (e.g., time employees spend developing materials to share or giving presentations)Supporting a peer community in its asset management work (e.g., time employees spend mentoring another municipality)Developing or adapting frameworks, tools, training or approaches to use in your organization

Ineligible activities

- Any activity and/or effort conducted in the normal course of business not related to the improvement of asset management practices (e.g., regular operation, normal repairs and/or maintenance expenses, etc.)
- Employee time that is not directly associated with eligible asset management–related deliverables
- Employee time spent participating in training or learning events
- Collection and organization of data for the sole purpose of meeting PS-3150 requirements
- Development of a software program

1.2 What costs are eligible?

Eligible costs include all costs considered to be direct and necessary for the successful implementation of a project. Please see [Annex A](#) for full details.

2 Who can apply

This funding offer is intended to support Canadian municipal governments and eligible municipal partners. Eligible applicants are defined as follows:

1. Municipal governments*

Individual municipal governments (e.g., towns, cities, regions, districts, etc.; and local boards thereof)

2. Organizations applying in partnership with Municipal governments**

A municipal partner is one of the following entities:

- a. a municipal corporation
- b. a regional, provincial, or territorial organization delivering municipal services
- c. an Indigenous community (*Note: Certain Indigenous communities require a shared service agreement related to infrastructure with a municipal government to be eligible. Contact FCM for additional details.*)
- d. a not-for-profit organization with a focus on municipal services

3. Applying collaboratively***

Applicants for collaborative projects are required to clearly explain and demonstrate the added value and benefit that the collaboration will provide. This could include:

- economies of scale associated with the hiring of other resources;
- holding regular sessions to provide knowledge-sharing among peer communities;
- sharing best approaches for surmounting challenges associated with their asset management projects; and/or
- sharing the group's asset management best practices with other peer communities (i.e., mentoring other municipalities).

4. Applying for funding of an additional project

MAMP seeks to fund as many municipalities as possible and preference may be given to applicants that have not previously received MAMP funding. However, we will consider submissions from second-time applicants who are committed to sharing asset management knowledge best practices and results of their projects with their peers and/or improving asset management knowledge in the municipal sector. These applicants are required to identify the measures they would take to share their newly garnered expertise in order to qualify for a second round of project funding.

Please note that private-sector entities are not eligible as municipal partners; however, such entities may be subcontracted by an eligible recipient to provide services toward eligible activities.

*Quebec municipalities that apply for funding from MAMP must submit their application through Quebec's Ministère des Affaires municipales et de l'Habitation (MAMH) web portal. Follow the steps below to prepare your application. When you are ready to submit your application, refer to section 5 of this guide, which outlines how to apply and gives special instructions for submitting your application through MAMH.

**Municipal partners must apply for funding in association with a municipal government and must demonstrate municipal commitment to the project by providing a letter of support.

***Two or more municipalities can apply for funding using a collaborative approach. You and your co-applicants will need to identify each of the peer communities participating in the collaborative approach and identify specific, tangible benefits that are directly linked to the group approach on your application form. Even if applying using a collaborative approach, each community is expected to submit its own application package.

3 Funding and project scope

3.1 Contributions

The maximum MAMP contribution to a project is \$50,000. But no funding request is too small. Other (non-FCM) funding sources can be stacked to cover 100 per cent of your project costs (for example, the Gas Tax Fund and/or other government funding).

Applicants may qualify for one of the following funding opportunities:

1. Municipal governments with a population above 1,000*: **80% of eligible costs**
2. Municipal governments with a population of or under 1,000*: **90% of eligible costs**
3. Indigenous communities: **90% of eligible costs**
4. Two or more municipal governments applying as a group for a collaborative application: **90% of eligible costs**

***NOTE:** MAMP uses the municipal population data taken from the Statistics Canada 2016 Census as the only source of data for determining if your municipality is at or under the required 1,000 inhabitants to qualify for this 90% funding ratio.

3.2 Project length

The **maximum project length is 12 months**. The project start date (the date from which FCM recognizes eligible costs) can be on or after the date that FCM confirms eligibility of the proposed project after reviewing the application. It is the applicant's responsibility to ensure that the proposed project is reasonable for the allocated timeline.

All reimbursable costs must only be incurred during the project duration, i.e., between its start and end dates. Costs incurred before the official approval of the proposed project (including eligible costs) are incurred at the applicant's own risk.

Also, please note that receiving confirmation that your application is eligible does not necessarily mean that the application will be approved for funding.

3.3 Project scope of work

The scope of the project must focus on assets owned by the municipality. Both built and natural assets are eligible.

FCM encourages applicants to consider the impact of climate change* as one risk associated with municipal service provision to residents and other stakeholders. The impact of climate change* can be explicitly mentioned in a municipality's asset management policy and flow through to its other asset management business processes.

*Please visit [Learning Journey: Climate resilience and asset management](#) for more information about integrating climate considerations into your business practices.

Applicants must obtain approval from FCM before making any change to their submitted project scope. FCM's approval is not automatically assured, and a request could result in the new scope having to be re-submitted for a third-party technical review.

3.4 Eligibility of costs

Any costs incurred by the applicant before FCM receives the completed application and confirms its eligibility are incurred at the applicant's sole cost and are ineligible.

FCM is not legally obligated to fund any costs that may have been incurred until a grant agreement between the applicant and FCM has been signed.

Please refer to [Annex A](#) for a detailed list of eligible costs.

4 When to apply

FCM accepts applications for projects on a continuous basis, year-round, until October 31, 2022 at the latest. But please note that Grants for Municipalities is very popular and funding may be fully allocated prior to this date. FCM is under no obligation to support projects once all available funding has been committed.

Second-time applications will be considered only after the applicant's first project has been completed and funds have been disbursed. Each municipality may have only one active project at any given time. Funding is subject to availability.



5 How to apply

5.1 What is required to complete an application?

A completed application comprises four or five documents, depending on the application type:

1. completed application form
2. completed Asset Management Readiness Scale (AMRS) assessment tool (using provided MS Excel worksheet template)
3. completed workplan and budget (using provided MS Excel worksheet template)
4. resolution from council, band council, or board of directors
5. signed letter of support or letter of commitment (if applicable)

We recommend following these steps in the order listed here to ensure that you provide all of the information needed for a complete application:

► Step 1: Verify eligibility

Ensure that you are an eligible applicant — either a municipal government or a municipal partner. If you are not a municipal government, ensure that you provide a letter of support from your partner municipal government.

If you are submitting an application as part of a group of municipalities that are collaborating to improve knowledge-sharing or achieve economies of scale, you will need to include **one letter** of commitment signed by **each of the participating communities**. The letter should identify the expected tangible benefits of working together. Each municipality should include a copy of that letter with their application.

► Step 2: Download all documents

Download the following:

1. [application form](#)
2. [AMRS assessment tool](#)
3. [workplan and budget template](#)
4. [sample resolution template](#)
5. sample [letter of support](#) or [letter of commitment template](#) (if applicable)

Please note that the [Asset Management Readiness Scale \(AMRS\)](#) is an essential part of this process. Don't skip downloading it, and make sure you refer to it often.

Save the application form to your computer or other device so that you can edit it and save changes. Open the file using [Adobe Acrobat](#). If you see a dialogue box asking whether you trust the links from FCM, please click “trust.”

► **Step 3: Complete the self-assessment using the AMRS**

The Asset Management Readiness Scale (AMRS) is a tool designed to determine the current state of an organization's asset management practices and progress. The scale is used to track the proposed outcomes and tangible benefits of a project.

To conduct a self-assessment, gather a cross-functional team to assess the current state of your asset management practices. Use the AMRS to evaluate your organization's status in **each of the five competencies**. Each competency has five levels and each level is further broken down into three outcome areas.

Please use the AMRS assessment tool (the MS Excel worksheet provided) to indicate your level according to the AMRS and address each outcome area in the notes section. Please note that the assessment should represent the asset management practices of the entire organization.

The AMRS describes five key competencies:

- Policy and governance
- People and leadership
- Data and information
- Planning and decision-making
- Contribution to asset management practice

► **Step 4: Identify your proposed activities**

Review the list of eligible activities in section 1.1 of this guide to help you identify **a minimum of one and up to three** activities that you feel are appropriate for your organization. Each activity must include a minimum of one **corresponding deliverable** that you will provide to FCM to demonstrate the completion of each activity. Each deliverable must be in the form of **tangible documents** (e.g., reports, assessments, training materials, before-and-after screenshots displaying improved data, etc.).

Activities should be descriptive enough for reviewers to understand your project and determine if your planned activities will result in the outcomes you have identified. Include a description of *why* the activities selected are a priority at this time and *how* the activities and outcomes of the project will improve your asset management capacity.

Please ensure that the activities can be completed **within 12 months**.

► **Step 5: Identify your target levels**

With your proposed activities in mind, return to the Asset Management Readiness Scale (AMRS). Identify your "expected future state" for each activity. This is the level on the readiness scale that you anticipate achieving by the end of your project. These should reflect the levels you realistically anticipate reaching within the timeframe of your project.

We recognize that improvement of asset management practices is incremental and ongoing. In some cases, the activities that are most important to you may not result in a full level change on the AMRS. As long as you describe the anticipated improvement in detail in the "expected future state" section of the AMRS assessment tool, your project will be considered. Please list the specific outcomes on the scale that are likely to be achieved through your proposed activities.

In addition to immediate outcomes, you should also describe the impact that these activities, as well as other future activities that you plan to undertake, will ultimately have on your municipality or community. Refer to section 9 of the application form.

► **Step 6: Answer the remaining questions in the project description section of the application form**

Complete the application form. This includes:

- A working title and a high-level description of the project, which will be used to publicly describe the project should your application be approved.
- Information about the human resources needed to deliver your project. In the workplan and budget template, you will be asked to identify the human resources required for each task. In the application form, please provide specifics about the internal and external human resources to be used and their experience. If you have collected quotes for externally sourced human resources, please provide this information in the application form.
- Information on how your proposed project fits with your province or territory's approach.
- One to three challenges or risks you anticipate during the project and how you plan to mitigate these challenges.

► **Step 7: Complete the workplan and budget template**

Input the activities from section 8 of your application form into the workplan and budget template. Be sure to identify the major tasks and costs associated with completing each activity. The activities in the workplan and budget must be **identical** to the activities listed in the application form. Identify a project start date and project end date in the workplan and budget template, ensuring that your proposed project can be completed in a 12-month period.

Clearly identify the funding source(s) in your budget. **You are required to identify funding sources to cover 100 per cent of the total project costs in the "sources of funding" tab.** Non-FCM funding sources can be stacked to cover 100 per cent of your project costs (for example, Gas Tax Fund and/or other government funding).

► **Step 8: Pass a resolution in support of your project**

Use the sample resolution provided, or draft your own resolution that meets the criteria identified in the sample resolution document. Demonstrate that it has been passed by your council, band council, or board of directors. Your resolution must also include the specific funding dollar amount committed to any project costs that are not covered by the FCM grant or other identified external sources. The resolution must be supplied as, and certified as, an official excerpt of the minutes of the council or board meeting by the official having the authority to do so. Please ensure that the resolution is signed and dated.

► **Step 9: Draft a letter of support or letter of commitment and have it signed (as applicable)**

If you are a municipal partner, use the sample letter of support provided, or draft your own letter that meets the criteria identified in the sample letter of support document. Please ensure that the letter of support is signed by the appropriate individuals and dated.

If you are a municipal government, a letter of support is not required unless you are applying for a collaborative project with other municipalities. In that case, a copy of the **letter of commitment** must be submitted by each municipality that is applying as part of a collaborative application.

► **Step 10: Attach documents and submit the application**

Attach the **completed AMRS assessment tool**, the **completed MS Excel workplan and budget template**, the **passed resolution**, and the **signed letter of support or letter of commitment** (if applicable) to the application form. Click the green “review” button and ensure your application is complete. When ready, submit the form with the attachments by clicking the green “submit” button on the form. This requires an Internet connection.

If you have any questions about how to complete this application, please call one of our advisors at 1-877-997-9926 or email us at programs@fcm.ca.

Quebec municipalities

Quebec municipalities applying for funding from MAMP are required to follow the process below to submit their application through the **Ministère des Affaires municipales et de l'Habitation (MAMH)** portal.

Once you have completed the steps in *How to apply* (outlined earlier in this section of the guide), submit your application to MAMH by following the instructions below (note that the content of the links is available in French only):

- Register and log in to the Portail gouvernemental des Affaires municipales et régionales using your username and password. Please note that this is a government of Quebec site.
- Select the program: “MAMH – Programme de gestion des actifs municipaux”.
- Upload and submit your completed application form with all attachments.
- MAMH will confirm that it has received your application. Note that MAMH requires 20 working days to review the application.
- MAMH will assess your application to ensure that the projects submitted do not conflict with Quebec government policies and directives.
- Once the assessment has been completed, MAMH will inform the applicant of its decision and send the compliant applications to MAMP for review. MAMP will then complete a review of the application (this is outlined in more detail in the sections below). Note that MAMP will inform the applicant when we have received the application from MAMH and have placed it in the queue for eligibility review.

Please direct any questions regarding MAMH or its government portal to MAMH directly.



6 Application review timeline and approval process

6.1 Application receipt confirmation

Within **five business days** of sending your application to FCM, you will receive an email from MAMP confirming that your application has been received. Please contact FCM at programs@fcm.ca if you have not received a response confirming receipt of your application within five business days.

6.2 Evaluation and scoring process

Evaluation of the application consists of an initial screening and an independent technical review, as described in section 7. FCM will approve or deny applications based on their technical review score, subject to availability of funding.

6.3 Application decision timeline

FCM is committed to informing you of the results of your application. We will provide monthly updates to applicants on our progress in processing their applications. Quebec applicants should add at least **20 business days** to the timeline for review by MAMH.

6.4 Funding process

If your project is approved, you will receive a funding notification letter followed by a grant agreement. The agreement must be signed by the funding recipient and returned to FCM within two weeks. Grant agreements that are not returned signed by the deadline stated in the accompanying email will be considered null and void, and funding may be re-allocated.

7 Application evaluation

7.1 Initial screening (eligibility criteria)

Applications will first be screened for consistency with the following basic criteria:

- applicant is eligible
- AMRS assessment is complete
- documentation is complete, including a resolution in support of the project
- grant amount is appropriate
- other sources of funding are available to cover total project costs
- project activities are eligible
- project start and end dates are appropriate
- letter of support is attached (if applicable)
- letter of commitment for collaborative applications is attached (if applicable)
- knowledge-sharing approaches are identified (for second-time applicants)

If your application passes the initial screening, you will receive confirmation, via email, that it has been accepted for further evaluation by peer reviewers. If your application is not accepted for further evaluation, FCM will contact you to provide feedback on the missing elements and, wherever possible, permit re-submission of the application in a timely manner.

7.2 Peer review evaluation (technical assessment)

A technical committee of peer reviewers will assess applications based on standards outlined for them in an evaluation guide.

In general, peer reviewers will evaluate applications based on the following considerations:

- the appropriateness of the eligible activities selected to improve the state of asset management practices in the organization;
- the reasonableness of the deliverables and outcomes, based on the activities identified;
- the appropriateness of the identified levels of effort, human and financial resources, and value for money, based on the eligible activities proposed; and
- the anticipated impacts of the proposed improvements on the organization's behaviours, relationships, policies and daily practices.

7.3 Evaluation system

The peer reviewers will evaluate the applications using the criteria and point system in the table below.

Evaluation criteria and points

Evaluation criteria	Points
Documentation of self-assessed readiness level	20
Appropriateness of activities	20
Human and financial resources	10
Significance of anticipated asset management improvements	30
Workplan and budget	20
TOTAL	100

7.4 Evaluation criteria

The evaluation criteria will assess the relative impact and proposed benefit of the project. The peer reviewers will evaluate the criteria based on the following considerations:

Documentation of self-assessed readiness level (20%):

- To evaluate the degree of asset management improvement proposed in the application, the peer reviewers require solid baseline information. They are looking for an accurate description of the current level of asset management in the organization. It is critical that the applicant has clearly and thoroughly described the organization's current level of asset management in the notes section of the AMRS assessment tool.
- Specifically, the peer reviewers will confirm that the following information is provided:
 - The rationale for the assessment of the organization's readiness level addresses each of the three outcomes associated with each of the five competencies in the Asset Management Readiness Scale (AMRS).
 - The rationale clearly supports the assessment of your organization's readiness level, so that no interpretation is required.

Appropriateness of activities (20%):

- The application must address an area of asset management with potential for improvement. The peer reviewers will evaluate **the appropriateness of the proposed activities in addressing a priority area for improvement** identified in the self-assessment.
- Specifically, the peer reviewers will consider the following questions during their evaluation:
 - Are the proposed activities, deliverables, workplan and budget commensurate with the municipality's current state of asset management readiness?
 - Will the activities and deliverables lead to the identified project outcomes, as outlined in the application form?
- The reviewers will give a higher score to municipalities whose activities include mentoring other communities or improving asset management for other municipalities.

Human and financial resources (10%):

- For the proposed activities to be successful, the application must identify sufficient and appropriate human and financial resources. The peer reviewers will consider the appropriateness of the human and financial resources assigned to the project. Human resources can be external (consultants) or internal (employees). In order to ensure good integration of activities completed by external resources and facilitate capacity-building within the organization, it is ideal for municipalities to include employees in the project work to the furthest extent possible.
- Specifically, the peer reviewers will consider the following questions during their evaluation:
 - Are the resources assigned to the project sufficient for the project's scope and required level of effort?
 - Does the assignment of resources demonstrate a commitment by the municipality to complete the identified activities?
 - Are roles and responsibilities clearly assigned for each of the human resources?
- The reviewers will give a higher score to those applicants leading training sessions or mentoring other communities.

Significance of anticipated improvements (30%):

- The goal of the Municipal Asset Management Program is to support sustained improvement of asset management practices at the municipal level, resulting in better evidence-based decision-making for infrastructure investments. Therefore, the main consideration in the evaluation of applications is **the degree to which the proposed project will improve asset management practices**. Even proposed projects with minor improvements in a single area may be eligible for funding.
- Specifically, the peer reviewers will consider if the proposed activities are likely to lead to the outcomes identified in the application form.
- The reviewers will examine the direct, immediate results of the project.
- Outcomes that also demonstrate leadership in the development or dissemination of asset management knowledge in municipalities will receive a higher score.

The peer reviewers are looking for improvement in the municipality's asset management practices, whether or not that improvement leads to a change in level on the Asset Management Readiness Scale. Peer reviewers are not evaluating applications based on the applicant's current level on the AMRS but are looking for how the proposed activities align with the AMRS and will improve the municipality's asset management practices.

Workplan and budget (20%):

- The evaluation will consider **how complete and appropriate the workplan and budget are, relative to the project scope**. The evaluation will also consider whether other sources of funding needed for the project can be obtained.
- Specifically, the peer reviewers will consider the following questions during their evaluation:
 - Are the workplan and the budget both well defined, with tasks that support the proposed deliverables and outcomes identified for each activity?
 - Is the workplan sufficiently detailed to give the project a high likelihood of success?
 - Does the budget represent good value?
 - If additional funding is required from other sources, can it be obtained?

7.5 Re-submission of applications

Wherever an application is deemed unsuitable for funding, the applicant will be given the opportunity to receive feedback on the reason(s) why. While decisions are final, FCM will work with the applicant to address gaps in promising applications so that they can be re-submitted—provided that funding was not denied for eligibility reasons. An application that has addressed FCM's feedback may be re-submitted one-time only.

8 Intellectual property

The Municipal Asset Management Program retains copyrights to the project description and final report. With the recipient's consent, FCM may share other documents developed as a result of this funding program that will benefit the broader municipal asset management community. Intellectual property (IP) developed by the recipient(s) as a result of this funding program will be owned by the recipient(s). Background IP (patents, copyright, software) and any third-party technology rights remain with the original owner(s).

If you are working with a third party who will be producing a document for you that will form part of the deliverables of your project, you are required to:

- a. include in your agreement with the third party (e.g., engineering consultant) statements that the copyright to the materials is assigned to the municipality (a written copyright assignment agreement) ***[Note: in this case the third party must delete their copyright notation on the document];***
or
- b. include in your agreement with the third party (e.g., engineering consultant) statements that the third party grants the municipality a broad copyright license with the ability to give a broad copyright license to FCM (a written copyright license agreement).

9 Disbursements

Funds will be disbursed when the recipient delivers a completed final report that meets the reporting requirements. This includes the following:

1. A final report document that:

- summarizes the completed project;
- describes the outcomes and knowledge developed;
- describes the impacts of the project on infrastructure-related decision-making on the organization and the broader community; and
- includes lessons learned.

2. The deliverables related to your project activities as specified in the grant agreement.

3. An updated self-assessment using the Asset Management Readiness Scale (AMRS) assessment tool, identifying progress achieved.

4. A summary of the actual eligible project expenditures accompanied by an attestation from an officer of the organization.

Templates for reporting on the requirements noted above are provided in the grant agreement (for reference). Editable templates will be emailed to the grant recipient before the project completion date. **These templates must be used without exception.**

Final reports MUST be satisfactorily received within 30 days of project completion.

10 Audit requirements

Funding recipients are responsible for maintaining records associated with funded activities until March 31, 2031. All recipients could be subject to audit by FCM or the program funder (Infrastructure Canada), following completion of the MAMP program, until March 31, 2031. Of particular note, labour and consulting costs must be documented in a manner that meets audit standards for verification of eligibility of activity and level of effort (e.g., timesheets).

Annex A — Eligible costs

Cost category	Eligible costs	Ineligible costs
Pre-application	N/A	<ul style="list-style-type: none"> Any expenditure incurred prior to FCM's eligible expenditure date Expenditure of developing this proposal or application
Administrative and overhead expenditures	<p>Administrative expenditures that are directly linked to and have been incurred for the project, such as:</p> <ul style="list-style-type: none"> Communication expenditures (e.g., long-distance calls or faxes) Outsourced printing or photocopying Acquisition of documents used exclusively for the project Document translation Transportation, shipping, and courier expenditures for delivery of materials essential for the project Design and production of communication products to promote project outcomes and benefits to the public 	<p>General overhead expenditures incurred in the regular course of business, such as:</p> <ul style="list-style-type: none"> Office space, real estate fees and supplies Financing charges and interest payments Promotional items Permits or certifications Advertising, website development, project education materials, or expenditures to disseminate project communications products Hospitality expenses (food and drink, alcohol, entertainment, etc.)
Capital expenditures	<p>Purchase of software related to asset management</p> <p><i>Note: FCM's contribution to this expense may not exceed 50% of FCM's total contribution to the project</i></p>	<ul style="list-style-type: none"> Any other capital expenditures or amortization expenses Development of a software program
Equipment rental	<ul style="list-style-type: none"> Rental of tools and equipment Related operating expenditures, such as fuel and maintenance expenditures 	Rental of tools or equipment related to regular business activities
In-kind	N/A	Any goods and services received through donation
Training	<ul style="list-style-type: none"> Expenditures associated with accessing reference materials, such as standards, templates, and toolkits Expenditures associated with attending training sessions, (provided externally) or bringing training in-house Food and drink, to the extent that these costs comply with the Treasury Board of Canada guidelines, and to the extent that they are necessary to conduct the training/workshop sessions. 	<p>Any hospitality expenses, such as:</p> <ul style="list-style-type: none"> Alcohol Door prizes Entertainment Music Decorations Flowers, centerpieces Etc.
Professional and/or technical services	Fees for professional or technical consultants and contractors, incurred in support of eligible activities	<ul style="list-style-type: none"> Expenditures associated with regular business activities not related to the project Legal fees

Cost category	Eligible costs	Ineligible costs
Employee remuneration	<p><i>Daily rates actually paid by the Eligible Recipient to its employees in Canada for time actually worked on the implementation of the Project.</i></p> <p><i>The daily rate per employee shall include the following costs:</i></p> <ol style="list-style-type: none"> direct salaries: actual and justifiable sums paid by the Eligible Recipient to employees in accordance with the Eligible Recipient's pay scales as regular salary excluding overtime pay and bonuses fringe benefit: in accordance with the Eligible Recipient's policies, as follows: <ol style="list-style-type: none"> time-off benefits (prorated to the annual percentage (%) of time actually worked on the implementation of the Project) allowable number of days to be paid by the Eligible Recipient for the following payable absences: statutory holidays, annual vacation and paid benefits actual sums paid by the Eligible Recipient for paid benefits (prorated to the annual percentage (%) of time actually worked on the implementation of the Project) the Eligible Recipient's contribution to employment insurance and workers' compensation plans (where applicable), health and medical insurance, group life insurance, or other mandatory government benefits <p><i>Note: Labour costs must be documented in a manner that meets audit standards for verification of eligibility of cost and level of effort.</i></p>	<ul style="list-style-type: none"> In-kind contribution of services Participant salaries Expenditures related to regular business activities Overtime pay Bonuses/performance pay Fringe benefits, such as: <ul style="list-style-type: none"> sick days pension plan; or any other fringe benefits not listed as eligible Costs related to ongoing or other business activities and not specifically required for the project Professional membership fees or dues

Cost category	Eligible costs	Ineligible costs
Supplies and materials	Supplies and materials required to undertake the project	Expenditures related to regular business activities
Taxes	The portion of Provincial/Harmonized Sales Tax and Goods and Services Tax for which your organization is not eligible for rebate	The portion of Provincial/Harmonized Sales Tax and Goods and Services Tax for which your organization is eligible for rebate, and any other expenditures eligible for rebates
Travel and accommodation	<p>For individuals on travel status (individuals travelling more than 16 km from their assigned workplace, using the most direct, safe and practical road):</p> <ul style="list-style-type: none"> Travel and associated expenses for implementing partners, guest speakers and consultants to the extent that the travel and accommodation rates comply with the Treasury Board of Canada guidelines, and to the extent that such travel is necessary to conduct the initiative https://www.canada.ca/en/treasury-board-secretariat/services/travel-relocation/travel-government-business.html Where justified, participant travel costs may be claimed with prior written consent from FCM. Under no circumstances will participant honorariums be covered. 	Any travel expense that is not paid in accordance with the Treasury Board guidelines



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REPORT TO COUNCIL

To: **Mayor and Councillors**

Subject: June 2020 Community Grants

File #: 1850.00

Doc #: 173316

From: Darrin Leite, CPA, CA
Director of Corporate Services

Date: July 7, 2020

RECOMMENDATION:

THAT City Council endorse the recommendation of the Community Grant Committee to award community grants totalling \$21,064.81 to the following organizations;

Archway Community Services – Fraser Valley Cultural Diversity	\$ 750.00
Boys and Girls Club of Langley	\$ 1,420.00
Douglas Park Community School	\$ 2,300.00
Fibromyalgia Well Spring Foundation	\$ 358.40
Langley Arts Council	\$ 1,500.00
Langley Food Bank Society	\$ 1,861.74
Langley Meals on Wheels	\$ 26.25
Langley Ukulele Association	\$ 1,810.00
Langley Volunteer Bureau	\$ 2,000.00
Southgate Church – Back to School	\$ 4,500.00
Special Olympics Langley	\$ 3,500.00
Terry Fox Foundation – Terry Fox Run	\$ 1,038.42
	\$ 21,064.81

PURPOSE:

The purpose of the report is to seek Council's support of the Community Grant Committee recommendations regarding the distribution of the community grants.

POLICY:

Community Grant Policy CO-51

COMMENTS/ANALYSIS:

The City has allocated \$168,000 of casino proceeds to provide community grants to organizations that contribute to the general interest and advantage of the City. City Council has already awarded \$123,364.55 in community grant, in February 2020.

BUDGET IMPLICATIONS:

The grants requested for the second intake, with a application deadline of June 30, 2020, totalled \$46,254.81 from 13 organizations of which \$21,064.81 was identified for distribution.

ALTERNATIVES:

Council could alter the amounts of the grants being considered and/or approve other grant requests.

Respectfully Submitted,



Darrin Leite, CPA, CA
Director of Corporate Services

CHIEF ADMINISTRATIVE OFFICER'S COMMENTS:

Since the inception of the Community Grant Program in 2006 the City has contributed over \$1,843,110 to non-profit and community organizations.



Francis Cheung, P. Eng.
Chief Administrative Officer



July 2, 2020

Mayor Val van den Broek and Members of Council
City of Langley
20399 Douglas Crescent
Langley BC V3A 4B3

Dear Mayor and Members of Council

Re: Right to Charge - Access to Electric Vehicle charging in multiple unit residential buildings (MURBs)

- Meeting Municipal GHG reduction targets

At the 2019 meeting of UBCM, Resolution B144 entitled “Electric Vehicle Right to Charge Rules” was endorsed by the UBCM membership. Access to EV charging infrastructure in multiple unit residential buildings is an essential requirement for higher EV sales as demand for EVs is reported to be reduced by as much as 40%¹ without access to home charging.

Attached please find a copy of correspondence dated June 26, 2020 to the Minister of Municipal Affairs & Housing regarding a request for “Right to Charge” electric vehicle regulations for British Columbia. The correspondence includes an extensive brief on this subject entitled – “Electric Vehicle Right to Charge Backgrounder”.

Without Strata Property and Residential Tenancy electric vehicle “Right to Charge” regulations, British Columbia, and its municipalities will not meet their climate action targets that are dependent upon increasing electric vehicle adoption rates.

We are therefore seeking the support of your municipality in any suitable form, to encourage the passage of the necessary regulations to expeditiously facilitate access to EV charging in multiple unit residential buildings.

Respectfully

David Grove, President,
The Victoria Electric Vehicle Association
info@VictoriaEVclub.com

¹ SFU Simon Fraser University - The Canadian Plug in Electric Vehicle Study 2015 <https://sustainabletransport.ca/the-canadian-plug-in-electric-vehicle-study-cpevs/>



VICTORIA EV ASSOCIATION

June 26, 2020

The Honorable Selina Robinson
Minister of Municipal Affairs & Housing
PO Box 9056 Stn. Prov Govt
Victoria, BC V8W 9E2
MAH.Minister@gov.bc.ca

Dear Minister Robinson

Re: - Access to Electric Vehicle charging in multiple unit residential buildings (MURBs) –

A zero taxpayer cost solution to remove an obstacle that will prevent BC from meeting its ZEV sales targets.

British Columbia is a world leader in municipal electric vehicle infrastructure regulations that facilitate the adoption of electric vehicles to address the climate emergency. In 2011 Vancouver was the first City in the world to require EV infrastructure in new residential construction followed by Richmond being first to require 100% residential coverage in 2018. The District of Saanich is on track to become first in the world to tailor EV infrastructure requirements by property use in their zoning bylaw (2020). It would be beneficial if all municipalities amended their zoning bylaws to provide for EV infrastructure in, at least, new residential construction.

BC is also home to the state-of-the-art technology that enables multiple EVs to optimize the sharing of power between EVs and reduce peak building power requirements. Further, BC is also home to the professionals that successfully drafted the changes to the Electrical Codes that were necessary to enable this state-of-the-art EV charging technology. This technology, for the first time, has made large-scale EV charging in MURBs affordable.

However, in BC, there is no requirement for Strata Corporations or apartment landlords to approve access for EV owners to EV charging outlets, either for buildings that already have partial or complete base EV infrastructure¹, or for older buildings that require retrofitting.

With more than 60 percent of the BC urban population in the larger cities living in MURBs, lack of a requirement to enable access to EV charging is a major impediment to EV adoption rates, reducing EV purchasing demand by as much as 40%².

¹ There are a reported 50,000 residential units in Vancouver alone with various degrees of EV readiness

² Simon Fraser University - The Canadian Plug-in Electric Vehicle Study (CPEVS) 2015

Without the ability to charge at home, prospective owners or renters, that otherwise would have purchased an electric vehicle will continue to purchase conventional vehicles.

There is no prospect of British Columbia meeting its ZEV sales targets of 10/30/100% by 2025/2030 and 2040 respectively unless this EV adoption obstacle is removed.

The policy solution to this problem is often referred to as “Right to Charge”. As the Ministry is aware, this has the support of the UBCM that passed a resolution to this effect³ in 2019.

We have many records in our case files of requests for EV charging access in MURBs being summarily rejected by Strata Councils, corporations or landlords. In the infrequent successful cases, approval can typically take years. (references are included in the attached “Backgrounder”)

Some jurisdictions⁴ have addressed the Right to Charge issue with some success but we believe that BC has an opportunity to implement a “Right to Charge” policy that would be more effective and equitable. There would be no mandatory requirement for the Strata or landlords to contribute financially as the infrastructure could be financed entirely by the EV owners that benefit from access to charging outlets. Installations would still qualify for incentive programs depending on the conditions associated with such programs at the time.

The core principles of the suggested “Right to Charge” policy for Stratas⁵ are as follows:

- 1) A Strata Corporation would be required to enter into an agreement with Electric Vehicle owner(s) on the request of an owner or owners provided that:
 - a. The electrical capacity of the building be determined and a long-range strategy for providing as many EV charging spaces as feasible be presented to the Strata.
 - b. There is no requirement (it is optional) for the Strata to contribute financially to the provision of the EV infrastructure.
 - c. EV owner(s) agree to pay up to 100% of the cost of installation, operation, maintenance and all electricity fees.
 - d. Any amortization plan for the financing of the infrastructure be reviewed as to its viability and sustainability by a Professional Accountant
- 2) That there be expeditious approval requirements including time limits for entering into agreements, responding to requests, and final approvals.
- 3) A Strata Corporation would be permitted to levy supplementary Strata fees to individual strata units that agree to such fees in order to amortize the cost of EV infrastructure over a period of years and internal financing (with interest) would be permitted using capital reserve funds⁶. Subsequent additional EV owners would contribute to the original base infrastructure costs resulting in reduced payments for the initial contributors.
- 4) Strata Corporations may only turn down a request to enter into an agreement under the conditions that; the electrical capacity of the building would be exceeded, as certified by a

³ UBCM Resolution B144 (2019)

⁴ Ontario, California, Hawaii

⁵ The BC Strata Property Act and Regulations

⁶ To reduce financing costs and simplify administration

qualified professional or if the installation would compromise the structural integrity of the building, as certified by a qualified professional.

The core principles of the suggested “Right to Charge” policy for Landlords⁷ are as follows:

- 1) No lease agreement shall include provisions that prohibit, or unreasonably restrict, lessee access to EV charging infrastructure or outlets.
- 2) A requirement that the lessor approve a written request in accordance with specified requirements in a timely manner.
- 3) The specified requirements would include the lessee’s responsibilities for installation, operations, maintenance and electricity costs and the lessor’s conditions for making modifications to the property.

We would also suggest that the Ministry give consideration to issuing guidance that would encourage municipalities, that have not already done so, to amend their zoning bylaws to provide for EV infrastructure in new residential construction, thereby significantly reducing the cost of retro-fitting new builds in the future.

We are respectfully requesting the consideration of the above to remove this key obstacle to EV adoption rates in British Columbia, as without timely action, BC’s EV sales targets and municipal GHG reduction targets will not be met.

Respectfully submitted



James Locke, President,
The Victoria Electric Vehicle Association
info@VictoriaEVclub.com

cc The Honorable John Horgan, Premier of British Columbia, Premier@gov.bc.ca
The Honorable George Heyman, Minister of Environment & Climate Change Strategies,
ENV.Minister@gov.bc.ca
The Honorable Bruce Ralston, Minister of Energy, Mines & Petroleum Resources
EMPR.Minister@gov.bc.ca
Members of the Legislative Assembly of British Columbia
BC Municipalities with populations of over 25,000
Maja Tait, Chair, UBCM mtait@sooke.ca
Tony Gioventu, Executive Director, Condominium Home Owners' Association of BC tony@choa.bc.ca
Wendy Wall, President, The Vancouver Island Strata Owners' Association president@visoa.bc.ca

⁷ The BC Residential Tenancy Act (RTA)

Electric Vehicle “Right to Charge” Backgrounder

[Overview](#)

[The importance of home charging](#)

[Having some EV infrastructure in place does not guarantee access to charging](#)

[The challenges of deploying electric vehicle charging in multi-unit residential buildings \(MURBs\)](#)

[Approval from Strata Council and Owners](#)

[Approval from Landlords](#)

[The solution: Right-to-charge legislation](#)

[Stories from British Columbia EV Owners and Prospective Owners](#)

[The List of BC municipalities with EV-ready requirements for multi-unit residential buildings](#)

Overview

British Columbia is leading the way with electric vehicle (EV) adoption and under the provincial CleanBC plan, the sale of fossil-fueled light duty vehicles is set to be phased out such that all new vehicles sales will be zero emission by 2040.

For many, the deciding factor for buying an EV is whether they will be able to charge on a daily basis. Given that personal vehicles are typically parked at the place of residence for the longest portion of the day, access to charging at home is critical for widespread adoption, making EVs both convenient and affordable.

Access to charging in multi-unit residential buildings (MURBs) like stratas and apartments can be very difficult due to the nature and processes of strata governance and the use of common property and, in the case of apartments, landlord restrictions on EV charger installations. As many as 60% of larger municipality households in British Columbia live in MURBs, where a significant number of residents find it difficult to get access to EV charging infrastructure. This lack of access works directly against the province’s 2040 sales target of 100% zero-emission vehicles.

The Importance of home charging

Given that over 70% of EV charging occurs at home¹, having access to charging at home is critical to EV adoption and countless studies (e.g. [Electrifying Vehicles: SFU’s Canadian PEV Study](#) and [A Review of Consumer Preferences of and Interactions with Electric Vehicle Charging Infrastructure](#)) have demonstrated the linkage between access to home charging and EV sales.

The Province’s light duty vehicle zero emission sales targets of 10/30/100% by 2025/2030/2040 respectively, will not be met without addressing the issue of right of access to EV charging in multi-unit residential buildings

Having some EV infrastructure in place does not guarantee access to charging

Although many progressive B.C. local governments are adopting EV-ready zoning bylaws for new construction (Table 1), the vast majority of the MURBs in BC require either complete retrofitting or various degrees of retrofitting² for EV infrastructure. In the cases of retrofitting, residents are frequently

¹ Charge the North Study <https://www.fleetcarma.com/charge-the-north-summary/>

² There are a reported 50,000 parking spaces in various stages of EV readiness in Vancouver alone.

denied the installation of EV infrastructure by the Strata or landlords. Currently, a supermajority vote of Strata owners is required even if the EV owners are prepared to fully-finance the acquisition, installation, and operation of the EV charging infrastructure. In the case of apartments, landlords are under no obligation to accommodate any requests for access to EV charging even if the tenant is prepared to pay 100% of the cost.

The challenges of deploying electric vehicle charging in multi-unit residential buildings (MURBs)

Approval from strata council and owners

- Under current rules for common property in stratas, a $\frac{3}{4}$ strata majority is needed to pass a bylaw to allow the installation and use of EV infrastructure. Strata Councils and owners can, and with few exceptions, vote without cause, against strata resolutions for EV charging infrastructure and access.
- Strata owners prefer not to call Special General Meetings (SGMs) to vote to install EV infrastructure, and the inconvenience could bias owners into voting against such a motion. As a result, the few resolutions that get to this stage are generally limited to Annual General Meetings (AGMs). This leads to long delays (years) for EV charging infrastructure project decisions.
- Currently, it is the strata council and its owners who ultimately determine if a strata owner can install a charging station, even if the EV owner(s) are willing to pay 100% of the cost.
- Through the “tragedy of the commons” it can be difficult to gain the necessary votes to install infrastructure, when other strata owners do not own, or lack interest in, or do not understand, electric vehicles.

Approval from Landlords

- There are currently no requirements in the BC Residential Tenancy Act or Regulations that either; prohibit landlords from including prohibitions of EV charging in standard leasing agreements, or require access if the lessee is prepared to pay the installation cost for the EV charging equipment.
- Although EV charging demand and associated market forces may eventually incentivize more landlords to provide EV infrastructure access, there is an immediate need to ensure that tenants who wish to purchase an electric vehicle can, at their option, and under reasonable conditions, gain access to EV charging infrastructure. Particularly if that all that is required is access to existing low-cost charging outlets³
- The California tenancy model⁴ provides an example of the terms and conditions under which EV charging access can be structured to include the interests of both the landlord and the lessee.

Experience from provincial incentive programs

- In the province's 2017 MURB incentive program, even with a rebate of 75% of costs (up to \$4,000) for the installation of EV chargers, the top reason for applicants to withdraw from the program was their inability to secure the necessary strata votes to proceed with projects.⁵
- The 2018 Charging Solutions and Incentives program application was updated to require project approval from the authorized body (e.g. strata or building owner) in advance of applying, to

³ Such as existing 120 Volt wall receptacles with dedicated circuit upgrades

⁴ California Assembly Bill 2565 Chapter 529 (2014)

⁵ Plugin BC MURB incentive program administrator

reduce the number of expected withdrawals. A number of would-be applicants had to withdraw from the program because they were unable to secure the necessary strata votes to proceed with their projects.⁶

- In both programs, Plugin BC, the program’s administrator, collected data on applicants who were initially approved for funding but withdrew their application. The reasons cited for withdrawn applications include (see Appendix A for testimonials from BC EV owners):
 - Nearer-term financial priorities (e.g. building repairs).
 - An unwillingness to subsidize, or be perceived to be subsidizing, a project that benefits one, or just a few, strata members.
 - Lack of clarity on who pays, and how costs are recovered.
 - Tendency to be risk adverse; uncertainty or lack of understanding makes it easiest to say “no”.
 - Strata council not seeing EV charging as a priority, and postponing or not bringing the resolution to a vote at the AGM.
 - The disposition of individual strata residents.
- In cases where applicants were successful, applicants clearly laid out how they would cover expenses and responsibility for the infrastructure installation. This may suggest that stratas may be agreeable to the installation of EV infrastructure, as long as all the costs are borne by the EV owner(s) and/or the terms and conditions are properly defined. Properly drafted right-to-charge could achieve this condition.⁷

The Solution: Right-to-charge legislation

- Other jurisdictions have dealt with this issue by passing what is known as “Right-to-charge” amendments to their respective Strata/Condo and Residential/Tenancy Acts.
- This legislation outlines the conditions under which an installation and management of EV charging can occur and sets the rights and responsibilities of EV owners for EV charging infrastructure.
- Right-to-charge legislation exists in:
 - Ontario, Canada—O. Reg. 114/18, s. 8
 - California—CA Assembly Bill AB2565
 - Colorado—CO Senate Bill SB13-126
 - Oregon—2015 ORS 94.762
 - Hawaii—HRS 196-7.5
 - Florida—HB 841
- Some common elements for legislation include:
 - A process and requirements for Condo/ Homeowners’ Association/Strata owner(s)/Landlords to make an installation application.
 - An agreement between EV owners and the Condo/HOA/Strata/Landlord
 - Timelines in which building owners must respond to the EV owners’ request and completion of agreements.

⁶ Plugin BC MURB incentive program administrator

⁷ Plugin BC MURB incentive program administrator

- Responsibility for installation and operational costs covered by the EV owner(s) and/or strata/landlord.
- Clear and consistent definitions of what constitutes a reasonable denial.
- Responsibility for maintenance, insurance, and removal.
- Process for dispute resolution.
- Ability for the property owner (Strata/Condo/HOA/Landlord) to propose reasonable modifications (e.g. to support energy management)

British Columbia has the opportunity to join these leading jurisdictions by updating the Strata Property Act and the Residential and Tenancy Acts and Regulations to address the barriers identified above and enable a fairer and faster process for EV owners living in MURBs to access EV charging. Effective Right-to-charge legislation will clear the way to removing this obstruction to meeting the Province's EV sales and GHG emission targets.

Stories from British Columbia EV Owners and Prospective Owners

The following are excerpts of responses when current EV owners and prospective owners were asked what challenges they faced in trying to get access to EV charging in their MURB.

- "A strata council executive member dissuaded me from applying for a station at one of my three business parking spaces as there was no chance of it passing the council."
- "Property management is our main customer base and I have heard on numerous occasions that a strata's demographic is a hurdle in getting car chargers approved "
- "I tried a little more than a year ago, went through several things to get as accurate info as I could, arranged for a rep from *[a supplier]* to talk to strata, a second resident got a new EV, and her son paid to have her own install. Since then I have been told I have to charge off site."
- "Despite my offer to pay for electrical work and power consumption and a letter from *[a mayor of a municipality]* offering financial assistance as a pilot project for the city. They thought it was unfair to provide access to an outlet for one person, when they could not make that exception for everyone in the building They would rather say no, than discuss a solution."
- "They were confused about costs, and unaware of level 1 vs level 2, quoting \$50,000 costs, despite me only asking for access to a 110V outlet."
- "I had one property management company approve my use of an outlet, and then shut off power to the entire parkade, claiming their hydro bill went up by hundreds of dollars a month."
- "One claimed that my using an existing 110V outlet (I offered to pay to run a dedicated line to it) was a significant change in use and would require an SGM to vote on it."
- "...my Strata is against me plugging the car to any outlet, their main point is 'who is going to pay for the electricity and how'?"
- "I cannot even get a meeting with the (Strata) Council."

Table 1: List of BC municipalities with EV-ready requirements for multi-unit residential buildings (MURBs)

Municipality	Residential Requirement	Policy type
City of Burnaby	100% stalls energized	Zoning bylaw 13903, No 24
City of Coquitlam	1 stall per dwelling unit	Zoning bylaw 4897
Township of Langley	100 % residential stalls	Zoning Bylaw 2500
City of New Westminster	100% stalls energized	Zoning bylaw amendment 8040
City of North Vancouver	20% stalls L2; capacity for remaining 80%	Sustainable Development Guidelines
City of Port Coquitlam	100% stalls “roughed in”	Zoning bylaw 3630, No. 4035
City of Port Moody	100% residential stalls	Zoning Bylaw 2937
City of Richmond	100% stalls energized	Zoning bylaw 8500
City of Victoria	100% stalls energized (pending 07/20)	Bylaw 20-001 and 20-075
City of Vancouver	100% stalls energized	Building bylaw 10908
District of Saanich	100% dwelling energized (pending 07/20)	Zoning Bylaw 8200
District of Squamish	30% off-street parking	Zoning bylaw 2200, No. 2569
City of Surrey	100% residential stalls	Zoning Bylaw 12000
City of Port Moody	100% stalls energized	Zoning Bylaw 2937

Compiled by:
The Victoria Electric Vehicle Association, Victoria, BC
June 11,2020



VICTORIA EV ASSOCIATION

July 2, 2020

Mayor Val van den Broek and Members of Council
City of Langley
20399 Douglas Crescent
Langley BC V3A 4B3

Dear Mayor and Members of Council

Re: Right to Charge - Access to Electric Vehicle charging in multiple unit residential buildings (MURBs)

- Meeting Municipal GHG reduction targets

At the 2019 meeting of UBCM, Resolution B144 entitled "Electric Vehicle Right to Charge Rules" was endorsed by the UBCM membership. Access to EV charging infrastructure in multiple unit residential buildings is an essential requirement for higher EV sales as demand for EVs is reported to be reduced by as much as 40%¹ without access to home charging.

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Without Strata Property and Residential Tenancy electric vehicle "Right to Charge" regulations, British Columbia, and its municipalities will not meet their climate action targets that are dependent upon increasing electric vehicle adoption rates.

We are therefore seeking the support of your municipality in any suitable form, to encourage the passage of the necessary regulations to expeditiously facilitate access to EV charging in multiple unit residential buildings.

Respectfully

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The Victoria Electric Vehicle Association
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VICTORIA EV ASSOCIATION

June 26, 2020

The Honorable Selina Robinson
Minister of Municipal Affairs & Housing
PO Box 9056 Stn. Prov Govt
Victoria, BC V8W 9E2
MAH.Minister@gov.bc.ca

Dear Minister Robinson

Re: - Access to Electric Vehicle charging in multiple unit residential buildings (MURBs) –

A zero taxpayer cost solution to remove an obstacle that will prevent BC from meeting its ZEV sales targets.

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- 1) A Strata Corporation would be required to enter into an agreement with Electric Vehicle owner(s) on the request of an owner or owners provided that:
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 - d. Any amortization plan for the financing of the infrastructure be reviewed as to its viability and sustainability by a Professional Accountant
- 2) That there be expeditious approval requirements including time limits for entering into agreements, responding to requests, and final approvals.
- 3) A Strata Corporation would be permitted to levy supplementary Strata fees to individual strata units that agree to such fees in order to amortize the cost of EV infrastructure over a period of years and internal financing (with interest) would be permitted using capital reserve funds⁶. Subsequent additional EV owners would contribute to the original base infrastructure costs resulting in reduced payments for the initial contributors.
- 4) Strata Corporations may only turn down a request to enter into an agreement under the conditions that; the electrical capacity of the building would be exceeded, as certified by a

³ UBCM Resolution B144 (2019)

⁴ Ontario, California, Hawaii

⁵ The BC Strata Property Act and Regulations

⁶ To reduce financing costs and simplify administration

qualified professional or if the installation would compromise the structural integrity of the building, as certified by a qualified professional.

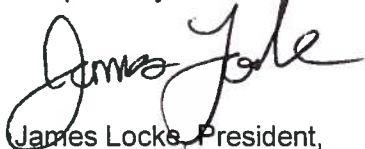
The core principles of the suggested “Right to Charge” policy for Landlords⁷ are as follows:

- 1) No lease agreement shall include provisions that prohibit, or unreasonably restrict, lessee access to EV charging infrastructure or outlets.
- 2) A requirement that the lessor approve a written request in accordance with specified requirements in a timely manner.
- 3) The specified requirements would include the lessee’s responsibilities for installation, operations, maintenance and electricity costs and the lessor’s conditions for making modifications to the property.

We would also suggest that the Ministry give consideration to issuing guidance that would encourage municipalities, that have not already done so, to amend their zoning bylaws to provide for EV infrastructure in new residential construction, thereby significantly reducing the cost of retro-fitting new builds in the future.

We are respectfully requesting the consideration of the above to remove this key obstacle to EV adoption rates in British Columbia, as without timely action, BC’s EV sales targets and municipal GHG reduction targets will not be met.

Respectfully submitted



James Locke, President,
The Victoria Electric Vehicle Association
info@VictoriaEVclub.com

cc The Honorable John Horgan, Premier of British Columbia, Premier@gov.bc.ca
The Honorable George Heyman, Minister of Environment & Climate Change Strategies,
ENV.Minister@gov.bc.ca
The Honorable Bruce Ralston, Minister of Energy, Mines & Petroleum Resources
EMPR.Minister@gov.bc.ca
Members of the Legislative Assembly of British Columbia
BC Municipalities with populations of over 25,000
Maja Tait, Chair, UBCM mtait@sooke.ca
Tony Gioventu, Executive Director, Condominium Home Owners' Association of BC tony@choa.bc.ca
Wendy Wall, President, The Vancouver Island Strata Owners' Association president@visoa.bc.ca

⁷ The BC Residential Tenancy Act (RTA)

Electric Vehicle “Right to Charge” Backgrounder

Overview

The importance of home charging

Having some EV infrastructure in place does not guarantee access to charging

The challenges of deploying electric vehicle charging in multi-unit residential buildings (MURBs)

Approval from Strata Council and Owners

Approval from Landlords

The solution: Right-to-charge legislation

Stories from British Columbia EV Owners and Prospective Owners

The List of BC municipalities with EV-ready requirements for multi-unit residential buildings

Overview

British Columbia is leading the way with electric vehicle (EV) adoption and under the provincial CleanBC plan, the sale of fossil-fueled light duty vehicles is set to be phased out such that all new vehicles sales will be zero emission by 2040.

For many, the deciding factor for buying an EV is whether they will be able to charge on a daily basis. Given that personal vehicles are typically parked at the place of residence for the longest portion of the day, access to charging at home is critical for widespread adoption, making EVs both convenient and affordable.

Access to charging in multi-unit residential buildings (MURBs) like stratas and apartments can be very difficult due to the nature and processes of strata governance and the use of common property and, in the case of apartments, landlord restrictions on EV charger installations. As many as 60% of larger municipality households in British Columbia live in MURBs, where a significant number of residents find it difficult to get access to EV charging infrastructure. This lack of access works directly against the province’s 2040 sales target of 100% zero-emission vehicles.

The Importance of home charging

Given that over 70% of EV charging occurs at home¹, having access to charging at home is critical to EV adoption and countless studies (e.g. [Electrifying Vehicles: SFU’s Canadian PEV Study](#) and [A Review of Consumer Preferences of and Interactions with Electric Vehicle Charging Infrastructure](#)) have demonstrated the linkage between access to home charging and EV sales.

The Province’s light duty vehicle zero emission sales targets of 10/30/100% by 2025/2030/2040 respectively, will not be met without addressing the issue of right of access to EV charging in multi-unit residential buildings

Having some EV infrastructure in place does not guarantee access to charging

Although many progressive B.C. local governments are adopting EV-ready zoning bylaws for new construction (Table 1), the vast majority of the MURBs in BC require either complete retrofitting or various degrees of retrofitting² for EV infrastructure. In the cases of retrofitting, residents are frequently

¹ Charge the North Study <https://www.fleetcarma.com/charge-the-north-summary/>

² There are a reported 50,000 parking spaces in various stages of EV readiness in Vancouver alone.

denied the installation of EV infrastructure by the Strata or landlords. Currently, a supermajority vote of Strata owners is required even if the EV owners are prepared to fully-finance the acquisition, installation, and operation of the EV charging infrastructure. In the case of apartments, landlords are under no obligation to accommodate any requests for access to EV charging even if the tenant is prepared to pay 100% of the cost.

The challenges of deploying electric vehicle charging in multi-unit residential buildings (MURBs)

Approval from strata council and owners

- Under current rules for common property in stratas, a $\frac{3}{4}$ strata majority is needed to pass a bylaw to allow the installation and use of EV infrastructure. Strata Councils and owners can, and with few exceptions, vote without cause, against strata resolutions for EV charging infrastructure and access.
- Strata owners prefer not to call Special General Meetings (SGMs) to vote to install EV infrastructure, and the inconvenience could bias owners into voting against such a motion. As a result, the few resolutions that get to this stage are generally limited to Annual General Meetings (AGMs). This leads to long delays (years) for EV charging infrastructure project decisions.
- Currently, it is the strata council and its owners who ultimately determine if a strata owner can install a charging station, even if the EV owner(s) are willing to pay 100% of the cost.
- Through the “tragedy of the commons” it can be difficult to gain the necessary votes to install infrastructure, when other strata owners do not own, or lack interest in, or do not understand, electric vehicles.

Approval from Landlords

- There are currently no requirements in the BC Residential Tenancy Act or Regulations that either; prohibit landlords from including prohibitions of EV charging in standard leasing agreements, or require access if the lessee is prepared to pay the installation cost for the EV charging equipment.
- Although EV charging demand and associated market forces may eventually incentivize more landlords to provide EV infrastructure access, there is an immediate need to ensure that tenants who wish to purchase an electric vehicle can, at their option, and under reasonable conditions, gain access to EV charging infrastructure. Particularly if that all that is required is access to existing low-cost charging outlets³
- The California tenancy model⁴ provides an example of the terms and conditions under which EV charging access can be structured to include the interests of both the landlord and the lessee.

Experience from provincial incentive programs

- In the province's 2017 MURB incentive program, even with a rebate of 75% of costs (up to \$4,000) for the installation of EV chargers, the top reason for applicants to withdraw from the program was their inability to secure the necessary strata votes to proceed with projects.⁵
- The 2018 Charging Solutions and Incentives program application was updated to require project approval from the authorized body (e.g. strata or building owner) in advance of applying, to

³ Such as existing 120 Volt wall receptacles with dedicated circuit upgrades

⁴ California Assembly Bill 2565 Chapter 529 (2014)

⁵ Plugin BC MURB incentive program administrator

reduce the number of expected withdrawals. A number of would-be applicants had to withdraw from the program because they were unable to secure the necessary strata votes to proceed with their projects.⁶

- In both programs, Plugin BC, the program’s administrator, collected data on applicants who were initially approved for funding but withdrew their application. The reasons cited for withdrawn applications include (see Appendix A for testimonials from BC EV owners):
 - Nearer-term financial priorities (e.g. building repairs).
 - An unwillingness to subsidize, or be perceived to be subsidizing, a project that benefits one, or just a few, strata members.
 - Lack of clarity on who pays, and how costs are recovered.
 - Tendency to be risk adverse; uncertainty or lack of understanding makes it easiest to say “no”.
 - Strata council not seeing EV charging as a priority, and postponing or not bringing the resolution to a vote at the AGM.
 - The disposition of individual strata residents.
- In cases where applicants were successful, applicants clearly laid out how they would cover expenses and responsibility for the infrastructure installation. This may suggest that stratas may be agreeable to the installation of EV infrastructure, as long as all the costs are borne by the EV owner(s) and/or the terms and conditions are properly defined. Properly drafted right-to-charge could achieve this condition.⁷

The Solution: Right-to-charge legislation

- Other jurisdictions have dealt with this issue by passing what is known as “Right-to-charge” amendments to their respective Strata/Condo and Residential/Tenancy Acts.
- This legislation outlines the conditions under which an installation and management of EV charging can occur and sets the rights and responsibilities of EV owners for EV charging infrastructure.
- Right-to-charge legislation exists in:
 - Ontario, Canada—O. Reg. 114/18, s. 8
 - California—CA Assembly Bill AB2565
 - Colorado—CO Senate Bill SB13-126
 - Oregon—2015 ORS 94.762
 - Hawaii—HRS 196-7.5
 - Florida—HB 841
- Some common elements for legislation include:
 - A process and requirements for Condo/ Homeowners’ Association/Strata owner(s)/Landlords to make an installation application.
 - An agreement between EV owners and the Condo/HOA/Strata/Landlord
 - Timelines in which building owners must respond to the EV owners’ request and completion of agreements.

⁶ Plugin BC MURB incentive program administrator

⁷ Plugin BC MURB incentive program administrator

- Responsibility for installation and operational costs covered by the EV owner(s) and/or strata/landlord.
- Clear and consistent definitions of what constitutes a reasonable denial.
- Responsibility for maintenance, insurance, and removal.
- Process for dispute resolution.
- Ability for the property owner (Strata/Condo/HOA/Landlord) to propose reasonable modifications (e.g. to support energy management)

British Columbia has the opportunity to join these leading jurisdictions by updating the Strata Property Act and the Residential and Tenancy Acts and Regulations to address the barriers identified above and enable a fairer and faster process for EV owners living in MURBs to access EV charging. Effective Right-to-charge legislation will clear the way to removing this obstruction to meeting the Province's EV sales and GHG emission targets.

Stories from British Columbia EV Owners and Prospective Owners

The following are excerpts of responses when current EV owners and prospective owners were asked what challenges they faced in trying to get access to EV charging in their MURB.

- "A strata council executive member dissuaded me from applying for a station at one of my three business parking spaces as there was no chance of it passing the council."
- "Property management is our main customer base and I have heard on numerous occasions that a strata's demographic is a hurdle in getting car chargers approved "
- "I tried a little more than a year ago, went through several things to get as accurate info as I could, arranged for a rep from [a supplier] to talk to strata, a second resident got a new EV, and her son paid to have her own install. Since then I have been told I have to charge off site."
- "Despite my offer to pay for electrical work and power consumption and a letter from [a mayor of a municipality] offering financial assistance as a pilot project for the city. They thought it was unfair to provide access to an outlet for one person, when they could not make that exception for everyone in the building They would rather say no, than discuss a solution."
- "They were confused about costs, and unaware of level 1 vs level 2, quoting \$50,000 costs, despite me only asking for access to a 110V outlet."
- "I had one property management company approve my use of an outlet, and then shut off power to the entire parkade, claiming their hydro bill went up by hundreds of dollars a month."
- "One claimed that my using an existing 110V outlet (I offered to pay to run a dedicated line to it) was a significant change in use and would require an SGM to vote on it."
- "...my Strata is against me plugging the car to any outlet, their main point is 'who is going to pay for the electricity and how'?"
- "I cannot even get a meeting with the (Strata) Council."

Table 1: List of BC municipalities with EV-ready requirements for multi-unit residential buildings (MURBs)

Municipality	Residential Requirement	Policy type
City of Burnaby	100% stalls energized	Zoning bylaw 13903, No 24
City of Coquitlam	1 stall per dwelling unit	Zoning bylaw 4897
Township of Langley	100 % residential stalls	Zoning Bylaw 2500
City of New Westminster	100% stalls energized	Zoning bylaw amendment 8040
City of North Vancouver	20% stalls L2; capacity for remaining 80%	Sustainable Development Guidelines
City of Port Coquitlam	100% stalls "roughed in"	Zoning bylaw 3630, No. 4035
City of Port Moody	100% residential stalls	Zoning Bylaw 2937
City of Richmond	100% stalls energized	Zoning bylaw 8500
City of Victoria	100% stalls energized (pending 07/20)	Bylaw 20-001 and 20-075
City of Vancouver	100% stalls energized	Building bylaw 10908
District of Saanich	100% dwelling energized (pending 07/20)	Zoning Bylaw 8200
District of Squamish	30% off-street parking	Zoning bylaw 2200, No. 2569
City of Surrey	100% residential stalls	Zoning Bylaw 12000
City of Port Moody	100% stalls energized	Zoning Bylaw 2937

Compiled by:
The Victoria Electric Vehicle Association, Victoria, BC
June 11,2020



Jonathan X. Côté
Mayor

July 6, 2020

VIA EMAIL

Dear Mayor and Council:

Re: Disaggregated COVID-19 Data Collection

I am writing to seek your support for calling on the Provincial and Federal governments to collect disaggregated COVID-19 data. At a meeting on June 22, 2020, New Westminster City Council passed the following resolution:

WHEREAS it is clear from other jurisdictions, including the United States, that the COVID-19 pandemic and other health concerns disproportionately impact racialized community members and those with who experience systemic, marginalizing barriers to healthcare access as well as precarious work; and

WHEREAS BC and Canada do not capture race-based or socioeconomic data, which effectively buries the impact of illness and disease on disproportionately impacted groups within the larger aggregated data, erasing opportunities to address health inequities; and

WHEREAS BC has experienced a lower than average illness and causality rate primarily because of evidence based data; and

WHEREAS racialized communities and advocates have been requesting that the province collect disaggregated data;

THEREFORE BE IT RESOLVED THAT the City of New Westminster write to the provincial and federal Ministers of Health requesting that they collect disaggregated data including race, socioeconomic class,

and disability that will allow for evidence-based health care and social program interventions; and


THAT the data are analyzed and interpreted with community leadership and input; and

THAT the data are collected with the intention of being understood as indicators of systemic and structural oppression to identify root causes of disparity; and

THAT this letter be forwarded to all BC municipalities asking to write their support as well.

We appreciate your consideration of this important matter.

Yours truly,



Jonathan X. Cote
Mayor

Cc: The Honourable Patty Hajdu, Federal Minister of Health
The Honourable Adrian Dix, British Columbia Minister of Health