

**RESPONSES TO COUNCIL MOTIONS
FORWARDED TO THE 2018 SECOND
QUARTER REPORT**

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Back-Up Beepers in the Downtown

On April 19, 2018, City Council passed the following resolution on the resources needed to explore what other cities are doing in terms of replacing their fleets' back up beepers with new technologies due to noise concerns:

“... direct staff to report at the next quarterly update on the resources needed to explore what other cities are doing, whether there are policies that the City can implement and whether there are other costs needed to have this considered.”

BACKGROUND:

Part 16 of the Occupational Health and Safety (OHS) Regulation requires that when operators of mobile equipment cannot directly or by a mirror or other effective device see immediately behind the mobile equipment, the mobile equipment must not be used unless the mobile equipment has an audio warning device that

- a) provides a signal to people in the vicinity that, if practicable, is audible above the ambient noise level in the workplace where the equipment is being used, and
- b) is activated automatically when the equipment controls are positioned to move the equipment in reverse.

In 2014, the University of Victoria (UVic) installed a broadband backup alarm on a compactor truck, in an attempt to address noise complaint issues during quiet hours, associated with traditional backup alarms. WorkSafe BC inspected the installation, to assess the appropriateness of the device with respect to compliance with the OHS regulations, subsequently confirming the installation met the regulation requirements.

In addition to UVic, Whistler and the City of Delta have installed broadband back up alarms on fleet vehicles. An initial / cursory review by staff suggests there does not appear to be widespread use of this technology by federal or provincial municipal agencies.

A review of documentation from various sources, including UVic and WorkSafe BC, offer the following feedback:

- Broadband alarms appear less intrusive to nearby public at distances greater than 300 meters from the vehicle
- Broadband alarms are most prominently heard in the hazard zone
- Broadband alarms reduce the risk of hearing damage to vehicle operators
- Broadband alarms provide a clearer indication of location of truck (directional sound for better hazard location) compared to traditional alarms, and meet WorkSafe BC requirements
- Location of alarm placement on trucks is vital to be effective
- Broadband alarms pose the risk of ‘blending’ into background noises.

The issue of broadband beeper being subjected to surrounding noise-cancelling poses questions as to its suitability for use during the vehicle's high-idle periods, and/or in areas with interfering background noise, masking the broadband alarm's discrete frequencies. In these circumstances, the broadband alarm may not meet ISO or OHS standards.

Approximately 100 of Victoria fleet vehicles have backup alarms installed comprise only a small percentage of the total number of urban vehicles with back-up alarms operating on City streets (including private waste collection, commercial delivery, and construction companies); converting the City's fleet to broadband alarms would have a small impact on overall noise associated with vehicle

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backing movements. A number of City fleet vehicles (such as mini-sweepers and other street cleaning equipment) currently have manual over-ride capabilities, giving operators the option to suppress the backup alarm, once the ability to carry out a safe backing movement has been confirmed by the operator. As technology advances, other sensors (optical/ proximity) may relax the requirement for audible alarms, which would have to be studied further to better understand the timings and considerations and then endorsed by the relevant authorities. Municipal regulations for backup alarms may also prove ineffective, and be difficult to enforce – any requirement for the use of this type of technology should be mandated at a provincial or federal level.

In addition to the larger City of Victoria Fleet, the Fire Department's has researched available technology for an alternative to the current back up beepers installed on our fire apparatus. The department will be piloting broadband white sound reverse indicators on our apparatus which are instantly locatable, directional and self-adjusting to 5-10 decibels above background ambient sound levels.

FINANCIAL AND HUMAN RESOURCE IMPLICATIONS:

At this time there is not enough information to determine an appropriate capital equipment / sensor replacement program cost or timeline.

Further study and investment would be required to research and determine the most suitable equipment alternatives, review risks/benefits/considerations, implementation plans, policy review, etc. Such an exercise could cost between \$20-50k or more to complete with support from an external consultant to cover required resources. A pilot program would likely be required, which would add further costs.

This work is currently beyond the staff and financial capacity based on Council's approved commitments for the City's fleet management priorities.

For the Victoria Fire Department, the pilot will be undertaken on one Engine initially to investigate whether the installation is worthy of costs and value in noise reduction. The cost of this pilot is approximately \$200.

Collaboration for School Crossing Guard Program

On May 10, 2018, Council approved the following Motion regarding options for the City of Victoria to support a school crossing guard program with SD 61:

“That staff be directed to prepare a report with recommendations on a priority basis outlining the role(s) that the City of Victoria can take to support a crossing guard program for Victoria schools, including possible resource allocations to ensure continuity of the program for the 2018/2019 school year.”

BACKGROUND:

The City of Victoria had received a request from the recently formed Greater Victoria Crossing Guards Association, which has assumed responsibility for the school crossing guard program from Beacon Community Services. The association requested \$27,725 from the City to cover the costs of the program for the remainder of 2018, which was approved by Council August 9, 2018.

In addition, Council requested that the Mayor write, on behalf of Council, to the School District 61 Board of Education, requesting that the District work with the City of Victoria to develop a comprehensive crossing guard solution to address both short-term and long-term needs;

A City crossing guard program shares a common regional/district requirement for safe children school crossings and would ideally be configured alongside other agencies and municipalities to ensure consistency, effectiveness and efficiency. City staff will coordinate an initial meeting this fall with School District 61, District of Saanich, the Greater Victoria Crossing Guard Association, and any other key stakeholder(s) to discuss options for addressing short-term program issues and determine what actions would be necessary to provide greater longer-term program effectiveness and stability.

FINANCIAL AND HUMAN RESOURCE IMPLICATIONS:

Financial implications are unknown at this time and are dependent on the future course of action. Engineering and Public Works staff-time to participate in an initial meeting with stakeholders can be accommodated within current work and priorities. Any additional staff time would be determined following the initial meeting. Resource allocations that could impact Council's approved workplans/key initiatives will be reported to senior management and/or Council, when more information is available.

TIMELINE:

An initial meeting with stakeholders will be scheduled in Q4 of 2018. Staff will report back on progress, following the initial meeting.

Housing Reserve Fund Rental Supports

On May 24, 2018 Council approved the following Motion:

“... Council direct staff to investigate and report back on the possibility to introduce three year “Rental Supports” for the tenants still facing an increased net rent of more than \$200 per month, as a result of the renewal of buildings under a rezoning.”

BACKGROUND:

Staff are currently working on an update report related to the status of the Housing Reserve Fund based on the projected impact of a number of anticipated applications expected to be submitted in the next 12-18 months. Staff will be addressing options and implications stemming from the Council motion in this report.

FINANCIAL AND HUMAN RESOURCE IMPLICATIONS:

No implications on staffing or cost related to the planned report. Outcomes of the report and next steps may have impacts on the financial plan for Council consideration. These are not determined at this time.

TIMELINE:

Report back to Council on this and other items related to the Housing Reserve Fund in September 2018.

Residential Rental Zoning

On May 24, 2018, Council approved the following Motion:

“That Council direct staff to report back at the next Quarterly Update on the resource implications of undertaking the following action: That staff be directed to review the Local Government Statutes (Residential Rental Tenure Zoning) Amendment Act, 2018, and report back on a priority basis on next steps for implementing Residential Rental Tenure Zones within the City of Victoria”

BACKGROUND:

Assessment of how these changes to provincial legislation may be utilized to help preserve and increase the overall supply, choice and affordability of rental housing is currently underway. With the support of consultants and as part of the development of a new Community Amenity and Density Bonus Policy, staff are exploring the viability of adopting a pre-zoning approach in some areas. Pre-zoning has the potential to allow for the effective application of Residential Rental Tenure Zoning. In addition, staff are liaising directly with BC Government representatives and our Municipal Government partners to determine other potential uses of Rental Zoning, potential risks and benefits of implementation as well as resource implications. This work is integral to a broader update of the housing affordability actions in the City’s Housing Strategy.

FINANCIAL AND HUMAN RESOURCE IMPLICATIONS:

Reviewing the Act and determining next steps for implementing Residential Tenure Zones will require staff resources from multiple departments including (but not limited to): Legal Services, Community Planning and Development Services.

TIMELINE:

The first stage of the Inclusive Housing and Density Bonus policy provided to Council in September 2018. An assessment of the viability of pre-zoning will be coming back to Council in November 2018 as part of a fulsome update of the Housing Strategy which will include new actions related to the implementation of Residential Rental Tenure Zones.

Accessibility and Active Transportation Advisory Committees

On May 24, 2018, Council approved the following Motion:

“That staff be directed to include in the Quarterly Update a list of recommendations from the Accessibility Working Group and Active Transportation Advisory Committee, with comments from staff including the advisability of the recommendations and potential recourse implications, to inform Council's consideration of the recommendations.

And that recommendations from the Accessibility Working Group and Active Transportation Advisory Committee relating to time-sensitive matters (matters which will be considered by Council prior to the next Quarterly Update) may be brought forward in a Council member report by a Council Liaison directly to the Committee of the Whole, within two weeks of the advisory committee meeting where the recommendation was adopted.”

BACKGROUND:

Since its inception in 2016, the Accessibility Working Group (AWG) has raised a number of issues. An update of on outstanding issues/recommendations are noted below:

1. Curb cuts & detectable warning for individuals who are blind when curb cut is "no lip" - December 2015 AWG motions:

- That truncated dome mats be installed on all new curb cuts, and that the City retrofit all existing 'no lip' curb cuts on an immediate basis.
- That funds from the Accessibility Reserve Fund be used to immediately retro-fit all no-lip curb cuts with truncated domes.
- That the City of Victoria Subdivision and Development Servicing Bylaw be updated to reflect a 10mm curb lip.

A truncated dome pilot, utilizing Accessibility Reserve funds, was approved by City Council – installations at 7 trial locations, including a trial of stainless-steel buttons/domes that replicate the preformed truncated dome mat pattern, are to be completed in 2018.

Any decision to make adjustments to existing no-lip curb cuts would be best determined upon completion of the trial period.

Staff have a series of amendments proposed for the City of Victoria Subdivision and Development Servicing Bylaw, including amending SD C9a and SD C9b to require a 10mm curb lip for all wheelchair ramp installations. In the interim, wheelchair ramps that are part of capital construction, maintenance, and development-related improvements, are being installed with a 10mm lip.

2. On-line accessibility survey

An on-line survey to collect comments/feedback on accessibility concerns in the City was completed in May 2017, with approximately 200 responses received. A preliminary report of the findings was presented to AWG in November 2017, however no further analysis has taken place.

Staff have shared the preliminary report with Parks and Recreation staff working on the Crystal Pool project, to assist them with their analysis, and are recommending the results of the survey be shared with the consultant recently retained to develop the City's Accessibility Framework.

3. Accessibility of David Foster Harbour Pathway

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AWG has requested they be consulted when further development of the pathway is being planned.

Staff will include AWG members, in conjunction with other stakeholders, in the consultation process for the planning process, currently scheduled for 2019.

4. **Portable ramps at heritage building entrances**

AWG expressed interest in determining with actions the City can offer to businesses to promote accessibility, subsequently supporting a presentation by a youth accessibility advocate in April 2017 for similar improvements at downtown businesses.

While City assistance to individual businesses is not permitted, the recently-launched Rick Hansen Foundation Accessibility Certification (RHFAC) is a LEED-style rating system that evaluates the accessibility of commercial, institutional, and multi-unit residential buildings and sites. Once rated, these organizations can apply for funding of up to \$20,000 to complete an accessibility improvement project.

5. **Accessible Pedestrian Signals**

Accessible Pedestrian Signals are Audible Pedestrian Signals with enhanced features (locator tones/vibro-tactile pushbuttons) intended to provide improved accessibility for users. AWG recommended a review of an Accessible Pedestrian Signal position statement, including recommendations for implementation.

Staff recommended trial installations of Accessible Pedestrian Signals, which was subsequently approved by Council in January 2017. Installations at the locations, as well as additional installations directed by Council to complete all outstanding requests for pedestrian signal upgrades, are scheduled for completion by the end of 2018.

6. **Accessible public consultations**

AWG developed and approved a checklist in March 2017, to be used by staff for evaluating venues for public consultation events.

Engagement staff refer to the checklist when considering venues and select venues that meet as many of the criteria as possible when determining where to hold public engagement events. Engagement sessions continue to be held in locations not meeting all items noted on the checklist, as there are very few locations of a suitable size and location available that meet all the criteria. All City engagement projects include an opportunity to provide feedback in writing or online; however, it is recognized that online participation is not a complete substitute for in-person participation and interaction with other members of the public.

The checklist was used in July 2018 to help determine an accessible meeting space for AWG – while the meeting location at Save-On-Foods Memorial Centre was deemed to be an acceptable meeting location, issues arose with the location (room temperature, doors locked after hours, access issues given distance from downtown/transit).

7. **Timing of audible signals in downtown do not last as long as visual walk signal**

AWG expressed concerns that audible tones at some traffic signals do not last as long as the entire 'walk' phase.

Some early installations of audible pedestrian signals downtown had a short phase for the audible tone; however, the recommended practice is to have the audible phase match the entire walk phase - this was confirmed at all signals downtown, as part of regular signal controller maintenance.

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8. **Accessibility of Royal Athletic Park**

In July 2016 frontage and plaza improvements were being considered for construction in 2018. At that time, staff provided a commitment to apply a disability lens to the upgrades; however, no improvements are currently proposed.

Recreation staff indicated an accessibility audit of Royal Athletic Park was being considered; however, this has yet to be scheduled, and is not currently contemplated as part of the 2019 workplan.

9. **City Hall is not accessible due to Environmental and allergy related concerns**

This item, following a July 26/18 Council motion, is being addressed separately in this Appendix.

10. **Children with Allergies and Crystal Pool activities**

Information regarding contacts and procedures for accommodating children with allergies in recreation programs, including online location of forms in all recreation guides, was originally recommended by AWG in 2016. While some improvements re: accommodation and reference to forms were incorporated into the 2018 Active Living Guide, concerns remain that children may not be accommodated in recreation programs. The Fall 2018 Active Living Guide does not contain a notice about special needs registration or help.

Recreation staff have planned improvements as part of the 2018 Q4 Work Plan that will address these items, and reference current processes and procedures.

11. **Cook Street Activity Centre entrance and washroom accessibility**

Front entrance modifications at the Cook Street Activity Centre were identified as an upcoming project in 2017 – while a grant application for support funding was unsuccessful, the improvements to the front entrance, as well as automatic door openers for the washroom entrances were made using Facilities capital funding.

Following an AWG meeting held at the Cook Street Activity Centre in April 2018, AWG members recommended the washroom stalls be made more accessible; however, this project has not been identified as a priority improvement for capital funding.

12. **Angle of bus ramps is a safety concern for wheelchair users**

AWG recommended sidewalks in front of Centennial Square and on the west side of Douglas Street adjacent the Bay Centre be improved for wheelchair access to BC Transit.

In April 2018, Council approved not to proceed with sidewalk modifications. Staff noted that upgrades to BC Transit's fleet over the next two years will reduce risks associated with the concern raised, with more buses equipped with adaptable ramps come on-stream. Accessibility improvements along the Douglas Street frontage could also be included in future redevelopment of Centennial Square.

13. **Vic West Dog Park**

AWG echoed a resident concern about inaccessibility to the fenced dog park and gravel pathway in Vic West Park.

While no physical changes are currently contemplated for this area, staff will evaluate and consider these items in future upgrades to the area.

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14. **Accessibility of City website & documents**

AWG noted a number of accessibility-related issues with the City's website and documents. Staff had initial website consultation with AWG in May 2018, to identify user issues.

The consultant developing the Accessibility Framework will be providing guidance on best practices for this issue.

15. **Crossing over bike lane to bus stops on Pandora unsafe for blind pedestrians**

Nov 2017 Motion: That signage be painted on the bike lane surface on either side of the marked crosswalks to the bus stops on Pandora reminding cyclists they need to stop, and if required, that Accessibility Reserve funds be used for this project.

This work was completed in the last week of August 2018. Staff will continue to monitor, and consider further actions, if appropriate.

16. **Emergency planning for persons with disabilities**

AWG members participated in an Emergency Planning session in Feb 2017; however, persons with environmental barriers are unable to attend these City-sponsored sessions, as they have only been held either at City Hall or other venues which do not have a scent-reduction or pet-free policy.

This issue is part of the larger issue of access to City Hall, and other City-owned buildings, noted in item #9.

17. **Single point of contact at City Hall for accessibility concerns**

The Engineering and Public Works Department staff liaison to the Accessibility Working Group is currently identified as the contact for AWG members to raise accessibility issues. All accessibility concerns identified by AWG members are directed to this staff position, who re-directs issues as required.

The Accessibility Framework project will identify best administrative practices for addressing these types of issues, to improve customer service, and maximize efficiencies.

18. **Active Living Guide is not accessible to persons who use screen readers**

This item is included in the overall accessibility concern raised in #14.

19. **City list of requested audible signals**

Previously noted in #5. Council approved \$70,000 to install remaining 6 requested intersections – the work is to be completed in 2018.

20. **Balancing accessibility concerns with pollinator habitat**

In November 2017, Council directed staff to work with the Accessibility Working Group and Urban Food Table and to report back, in the context of the Parks and Open Spaces annual update, on options for balancing accessibility considerations with pollinator habitat, including in the vicinity of playgrounds. Staff met with the Accessibility Working Group (AWG) and Urban Food Table (UFT) in a joint meeting in March 2018.

In July 2019, Staff presented the 2017/2018 Parks and Open Spaces Annual Progress Report to Council. The report outlined actions that the City can take in an effort to balance accessibility considerations with the management of the City's natural habitats, including a focus on Public Education and Plant Selection. The AWG has proposed that the Public Education action may

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not be effective or considered a priority and has expressed a willingness to work further with the Parks staff on this issue.

In the upcoming quarter staff will continue to engage with both AWG and UFT on this important aspect of the City's stewardship of public spaces for the enjoyment of all citizens.

21. **Crystal Pool upgrade/rebuild**

The Crystal Pool project team attended AWG in March 2018 for input. Following the meeting, the Chair of AWG wrote a Consultation Report, requesting continued consultation, along with specific recommendations to improve accessibility. A second consultation meeting with AWG occurred in July 2018. At that meeting, the project team, including the Rick Hansen Foundation, provided an update on the schematic design of the facility, addressed the specific recommendations by the AWG and committed to sharing the RHF Professional Certification Handbook with the group.

The Project Team will continue to engage the AWG with another consultation before final designs are developed.

22. **Accessible City managed parking**

Following an April 2018 Victoria Disability Resource Centre (VDRC) Parking Committee presentation titled "Designated On-Street Parking for Persons with Disabilities", AWG passed the following motion:

- The AWG recommends to Council that it direct staff to prepare a 2019 budget submission for a one-time expense for a consultant to undertake a comprehensive study of accessible parkade and street parking in the City of Victoria to develop recommendations for bringing spaces up to CSA Standard B651 or another equivalent standard and ensuring that their numbers and locations are adequate to meet existing need, recognizing that all designated spaces are not available for use at all times, and include plans for expansion to meet future needs. Recommendations may be in the form of a multi-year plan and include other options for increasing the supply of accessible parking for people with accessible parking permits who do not need additional space to enter and exit their vehicles.

At the August 2018 AWG meeting, the VDRC Parking Committee presented additional recommendations re: accessible parking. The AWG passed a motion in support of these recommendations.

At the July 12, 2018 Council meeting, the following motion was approved:

- That Council direct staff to report back to Council with a scope of work, anticipated timelines and estimated costs associated with a review of barrier-free parking needs in the City of Victoria. This review shall provide recommendations for potential regulations and guidelines that could be adopted by the City.

At the August 2018 AWG meeting staff advised they will be reviewing the VDRC Parking Committee report in September, to identify any short-term actions that can be accommodated within existing work plans and budgets. Staff will bring forward any recommended changes in policy and/or major capital programs for Council's consideration, following completion of their review.

23. **Impact Statements in staff reports to Council**

A January 26, 2017 Council motion directed staff to include accessibility impacts on all reports to Council. AWG has raised the concerns that, since that direction was given, numerous staff

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reports have not contained any accessibility impact statement, incorrectly stated that there were no accessibility impacts, did not fully report the concerns/recommendations made by AWG, or neither contained the results of serious accessibility analysis nor concrete plans for conducting consultation and analysis of accessibility implications. AWG has recommended that the full breadth of disabilities be considered for all types of City decisions, including policies, services, information and technology, as well as those for infrastructure and facilities. For some projects, AWG provides written reports to departments on accessibility implications of their initiatives.

AWG members have indicated they are willing to assist in the development of policy and guideline materials to provide consistency in providing accessibility impact statements for staff reports, and have passed a motion that Council direct staff, in consultation with the AWG, to develop a policy and guidance material to implement Council's January 26, 2017 direction regarding Accessibility Impacts statements in staff reports to Council.

The consultant developing the Accessibility Framework will be providing guidance on best practices for this, and other policy issues.

24. AWG governance and membership

The original AWG Terms of Reference (TOR) were for one year only, expiring in the fall of 2016. No new Terms of Reference have been developed to date. AWG have also asked for new members to be appointed (current members are over burdened with AWG responsibilities) - a decision on this has been deferred pending reassessment of the TOR. The AWG has only 7 members (the original TOR allows up to 12 members). AWG has also offered to draft the revised TOR and provided feedback on the Clerk's proposed guidelines in 2017.

One of the tasks required of the consultant developing the Accessibility Framework is the review of / assessment of the Terms of Reference for the Accessibility Working Group.

FINANCIAL AND HUMAN RESOURCE IMPLICATIONS:

A number of these issues included in this report are provided for information, with no further action required at this time. All items identified, however, will be forwarded to the consultant developing the Accessibility Framework, for consideration in their work. Upon completion of the Accessibility Framework, financial and human resource implications associated with these items will be brought forward for Council's consideration. Timeline for completion of the Accessibility Framework is Q1 of 2019.

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Topaz Park Improvement Plan

On June 26, 2018, Council approved the following motion:

“That staff report back at the next quarterly update on the option of expediting the detailed design phases 1 and 2 for completion as soon as possible And indicate to council what elements of the 2018 workplan would not be completed because of this.”

BACKGROUND:

Council approved the Topaz Park Improvement Plan in June 2018. The Plan is an ambitious guide, which will be executed in multiple phases over the next decade. The proposed implementation approach considers replacement timelines for existing amenities, impacts on park users, construction efficiencies, priorities from public consultation, and financial impacts.

Phase 1 Artificial Turf Field

This asset is nearing end of life. Renewing and expanding the capacity of this facility is recommended prior to initiating construction of Phase 2, in order to retain field capacity and minimize service disruption to existing user groups and seasonal schedules.

Phase 2 Southern Area of the Park

An extensive upgrade to the southern area of the park will see the Topaz Avenue grass sports field and adjacent areas replaced with a suite of new amenities, including a skateboard park, bike skills park, tennis courts, pickleball courts, outdoor fitness area, sport hub, picnic area, and associated pathways and amenities.

Consulting services for detailed design of both Phases 1 and 2 were anticipated to commence in early 2019. Detailed design of Phase 1 will take approximately 8 months to complete, while detailed design for Phase 2 will take approximately 12 months to complete.

Council has expressed an interest in the potential for initiating work on the implementation plan in 2018.

FINANCIAL AND HUMAN RESOURCE IMPLICATIONS:

Staff have assessed the implications of an expedited approach and highlighted the tasks that could be accommodated this year, pending Council direction. This effort would consist primarily of developing and executing procurement activities to acquire the services of a consulting team through a competitive bid process.

The table below provides the timeline for this process.

Tasks	Timeline	
	Current	Expedited
Develop documentation for Request for Proposals (RFP)	Early January	Late September
Post RFP (3 weeks minimum)	Mid January-February	Mid October-November
Evaluate submissions, award and finalize contract (3-4 weeks)	End of February	Early December

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While there are limited impacts to staff resource allocations with this timeline, it is important to note that due to the Christmas holidays, it is likely that the design work would commence in early January.

At present, approximately \$1,000,000 is available in a City fund for the replacement of the artificial turf field, and \$185,000 of already approved budget is remaining towards implementation of the Topaz Park Plan.

Staff have engaged third parties to assist in the development of cost estimates for the design work associated with Phase 1 and 2. The proposed budget for the artificial turf field detailed design is \$430,000, and could be funded from the dedicated reserve fund. The proposed budget to complete the design work for the southern park enhancements is \$550,000, and the \$185,000 already approved could be applied to this project (with \$365,000 outstanding). Budget required for construction is in addition to these design budget amounts.

To initiate the expedited timeline, an amendment to the current Financial Plan Bylaw would be required. This will allow access to the reserve fund for the turf field design, and the additional allocation of \$365,000 towards the Phase 2 detailed design, in 2018, from a different funding source such as reallocation from another project or Contingencies.

TIMELINE:

It is important to note that expediting the design work for Phases 1 and 2 will not necessarily mean an expedited construction schedule. This is because construction of the artificial turf facility would be planned for late spring - summer, in order to minimize service disruption to seasonal users.

The table below outlines a comparison of the overall timeline for both the expedited schedule and the original proposal.

Task	Timeline	
	Current	Expedited
Artificial Turf Field (Detailed design) South Park Enhancements (Detailed design)	Q1 2019 – Q4 2019	Q4 2018 – Q3 2019
Artificial Turf Field (Construction) <i>*pending approval in 2020 Financial Plan</i>	Q2 2020 – Q3 2020*	Q2 2020 – Q3 2020*
South Park Enhancements (Construction) <i>*pending approval in 2021 Financial Plan</i>	2021-2022*	2021-2022*

Accessibility at City Hall

On July 26, 2018 Council approved the following motion:

“That Council direct staff to report back at the next quarterly update on... the implications of achieving 1 and 2:

- 1. Take steps on a priority basis to create a meeting space at City Hall that is accessible to people with a range of disabilities, including people who cannot participate due to allergens / air quality.*
- 2. Continue to remove barriers to access in the Council Chamber and other public areas at City Hall, including entrances, corridors and washroom facilities associated with access to, and use of, these public spaces.”*

BACKGROUND:

On May 10, 2018 council directed:

That staff, in consultation with the Accessibility Working Group, identify/create, without delay, a universally accessible meeting space for the AWG to hold their meetings.

Following this directive, staff worked closely with two consultants, one of whom is a member of the Accessibility Working Group (AWG) and the other a Rick Hansen Foundation Certified assessor, to evaluate a variety of meeting room options within City and CRD owned facilities. Staff and consultants also considered the AWG's accessibility checklist to assess and identify suitable meeting spaces within the City's facility inventory.

The result of this assessment was a recommendation that the AWG pilot the use of meeting rooms at Save-on-Foods Memorial Centre (SOFMC) and the new James Bay Public Library. The AWG met at SOFMC for their July 9 meeting, and identified issues with the space (ie. Challenges with access via transit, room temperature, comfort of chairs). At the conclusion of the meeting the AWG requested that Council direct staff to take steps to create an accessible meeting space at City Hall.

Staff are actively reviewing improvements to the accessibility of City Hall. The following assessments, led by third party professionals, are planned which will provide further guidance to addressing current barriers to accessibility at City Hall:

1. Development of the Accessibility Framework
2. Indoor Air Quality Assessment

Staff are also assessing how future infrastructure projects in and around City Hall may impact the accessibility.

Accessibility Framework

City Council established the priority to develop a set of guidelines that will propel the prioritization and planning of accessibility improvements across the City, in a manner that is integrated with core service delivery and established program planning. Staff are now working on developing a well-designed framework which will promote effective and efficient accessibility planning, consideration and designs of City assets, systems, programs and services that better service all Victorians, regardless of ability.

The proposed Accessibility Framework is intended to establish the City's accessibility policies, guidelines and tools necessary to equip City teams with the information and guidance to systematically reduce barriers for people with disabilities, in the following areas:

- Physical access to City services and programs

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- Access to transportation and mobility systems and services
- Access to City facilities, public spaces and infrastructure
- Access to communications and information

City Hall Air Quality Assessment

City staff have engaged a consultant to review the indoor air quality at City Hall. This assessment will identify specific elements of potential concern, which will inform further analysis of causes and potential solutions. The estimated cost for this assessment is \$11,500. The report will establish a baseline that will be used to evaluate the air quality changes over time.

City Hall Infrastructure Projects

City Hall infrastructure upgrades are ongoing and some impactful work is being planned over the next 3-5 years. Staff are sensitive that these major projects could affect the accessibility and specifically the air quality within the building during these improvements.

Infrastructure projects are determined by the 2015 Facilities Condition Assessment (FCA).

CONCLUSION

Staff will continue to collaborate with AWG members to find a suitable, comfortable meeting space outside of City Hall until assessments and improvements are substantially complete.

FINANCIAL AND HUMAN RESOURCE IMPLICATIONS:

- City Hall Indoor Air Quality Assessment: \$11,500 (Estimated)
- Staff time to prepare suitable meeting spaces

TIMELINE:

- City Hall Indoor Air Quality Assessment - Q4 2018 (estimated)
- Accessibility Framework – Q1 2019 (estimated)
- Infrastructure Projects 2018-2023 (estimated)

Adoption of Canadian Code of Advertising Standards

On July 26, 2018 Council approved the following motion:

“Direct staff to report back at the next quarterly update on the implications of adopting the Canadian Code of Advertising Standards for advertisements posted on City of Victoria infrastructure, including parking pay stations”

BACKGROUND:

The Canadian Code of Advertising Standards sets out criteria for acceptable advertising and forms the basis upon which advertising is evaluated in response to consumer, trade, or special interest group written complaints.

The Code is the Canadian advertising industry’s principal instrument of self-regulation. It applies to advertising of products and services in any medium (i.e. radio, TV, newspapers, magazines, billboard, internet, flyers, outdoor). It does not apply to packaging, wrappers, and labels; political and election advertising; or foreign media.

There are 14 provisions to the Code that guide advertising:

1. Accuracy and Clarity
2. Disguised Advertising Techniques
3. Price Claims
4. Bait and Switch
5. Guarantees
6. Comparative Advertising
7. Testimonials
8. Professional or Scientific Claims
9. Imitation
10. Safety
11. Superstition and Fears
12. Advertising to Children
13. Advertising to Minors
14. Unacceptable Depictions and Portrayals

Advertising Standards Canada (ASC) is the national not-for-profit advertising self-regulatory body. ASC accepts written complaints about Canadian advertising from consumers. When a complaint raises an issue under one or more of the Code’s clauses, it may be brought to an independent, volunteer body called a Standards Council.

If an ad is found to contravene the Code, the advertisers will be asked to remove or amend the advertising. If the advertiser or a consumer disagrees with the Standards Council’s decision, either party can file a Request for an Appeal.

With regard to advertising placed on City-owned property, any expression is protected by the Canadian Charter of Rights and is subject to extremely limited instances where content of the expression can be regulated.

The City already uses the Canadian Code of Advertising Standards as a reference point in its agreements with third-parties, particularly its agreement for the management of advertising on transit shelters in the City. The City currently does not sell advertising space on City infrastructure, including parking pay stations. Information posted on City infrastructure consists primarily of City of Victoria

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public awareness and program information and, in some limited instances, information from select City partner organizations. All third-party information is reviewed by the City prior to installation.

While the City can either join Advertising Standards Canada (ASC) or incorporate their code of standards into our policies, it may not be able to fully apply the code for advertisements posted on City infrastructure, should that space ever be made available for sale. That is because, in most instances, the code could not be used to limit constitutionally-protected freedom of expression on City-owned property. In other words, if the City were to join the ASC, we may not be able to prohibit expression that is Charter protected even if it contravened the ASC code.

Joining the ASC would also commit the City to adopting the Canadian Code of Advertising Standards for City advertisements it places on either on its own infrastructure or in other media. Membership also provides a number of other benefits, including:

- Access to the ASC's expert and collaborative staff for free, confidential, objective advice on your content or creative (recently enhanced focus on digital, online and social media standards.);
- Complimentary/reduced event registration fees for Code Introduction seminars and other educational events;
- Market Intelligence on the latest news and insights on advertising self-regulation and regulatory trends;
- Access to resources such as the Consumer Perspectives on Advertising research, the Annual Ad Complaints Report and the AdChoices Accountability Program Compliance Report;
- City logo and name on the Ad Standards website; and
- Ability to use the Ad Standards Member logo in communication material.

There are more than 200 ASC members, comprised of national retailers and major brands, manufacturers, media outlets and advertising agencies. Other members include the Government of Canada and Canada Post, in addition to provincial transit commissions, including BC Transit. The City of Grande Prairie is the only municipality noted as a member at this time.

FINANCIAL AND HUMAN RESOURCE IMPLICATIONS:

To become a member of ASC, the City of Victoria will need to complete a membership application and pay an annual membership fee of \$415. The application will be reviewed by the ASC Board and membership commences with Board approval and payment received. This expenditure is not currently planned for in the Engagement budget.

TIMELINE:

During the Q2 2018 Progress Report Presentation to Council, if City staff receive direction to adopt the Canadian Code of Advertising Standards and become a member of ASC, work can get underway immediately.

The Engagement Department will register the City of Victoria as a member starting January 1, 2019 and will communicate internally what it means to be a member and provide links to the Code as well as develop an FAQ. Information about the City being an Ad Standards Member and a link to the Code will be posted on both the City's website and internal Intranet site.

Investigation of Pilot Program for Safe Consumption Sites for Cannabis Use

On August 8, 2018, Council approved the following motion:

“That Council direct staff to report back at the next Quarterly Update on the implications of the following actions:

- 1. That staff be directed to investigate regulations in other jurisdictions governing safe consumption sites for cannabis use.*
- 2. That this review take into consideration the City and County of Denver, Colorado’s Cannabis Consumption Pilot Program, as well as the regulatory context in the City of Victoria arising from regional, provincial and federal regulations.*
- 3. That staff report back to Council on the advisability of initiating a Pilot Program or introducing regulations for safe consumption sites for cannabis use.”*

BACKGROUND:

The Legislative Services work plan for the balance of 2018 involves a number of initiatives that have yet to come forward. These include:

- Renewal of the Animal Control contract which expires at the end of the year
- Street vending review
- Deer management (fencing regulations and funding opportunities)
- Governance (Council Procedure) Bylaw Amendments
- Implementation plan for voting dashboard

In addition the election and new council orientation process require significant resources for the fall.

FINANCIAL AND HUMAN RESOURCE IMPLICATIONS:

A Cannabis Consumption Pilot Project would require changes to the CRD Anti-Smoking Bylaw which was recently amended to include Cannabis. The City’s regulations would require a minor modification to the Cannabis Business Regulation Bylaw. It is anticipated that with external regulations being impacted there would be an additional layer added to the reporting back to address discussions with the CRD and Island Health.

TIMELINE:

In view of the circumstances, this work could be undertaken in Quarter 1 of 2019 should Council wish to move this forward.

Fair Trade City

On August 8, 2018, Council approved the following motion:

“That the following item be referred to the next quarterly update for staff to provide information related to carrying out this work:

WHEREAS Fair Trade is a commercial partnership whose objective is to offer better trade conditions and equity in international trade while ensuring that producers and workers’ right are protected and respected by paying a fair market price for their products;

WHEREAS Fair Trade is in line with the City of Victoria’s vision because it encourages increased social equity while being economically feasible and promotes using methods deemed more environmentally friendly;

Be it resolved that:

- a) The City of Victoria becomes a “Fair Trade Town”;*
- b) The City of Victoria amend its purchasing policy to require Fairtrade certification for all coffee, and tea served by municipal food services managed by municipal administration;*
- c) The City of Victoria publish campaign/designation information on the municipality’s website;*
- d) The City of Victoria attract media attention and promotes its status as a Fair Trade Town;*
- e) The City of Victoria commit to develop and promote ethical and sustainable consumption.*

That after the upcoming municipal election, Council appoints a representative to sit on the Victoria Fair Trade Steering Committee for a term of two years.”

BACKGROUND:

A number of years ago, Council passed a motion directing staff to only purchase Fair Trade coffee when catering civic meetings and events at City Hall. This direction is outlined in the City’s Dining and Catering Policy. However, it does not apply to any facilities other than City Hall.

FINANCIAL AND HUMAN RESOURCE IMPLICATIONS:

A simple amendment to the City’s Purchasing Policy can be done within existing resources and a motion of Council providing that direction is all that is required for staff to action this. This would then be communicated to all staff who are involved in purchasing coffee and tea.

Staff time will be required to prepare and implement an engagement and communications plan to attract media attention and promote the City’s status as a Fair Trade Town, and develop and promote ethical and sustainable consumption. Staff resources are already fully allocated to completing priorities previously approved by Council’s as part of its 2018 Strategic Plan.

Financial costs to implement a public awareness campaign in support of ethical and sustainable consumption are not known at this time and would need to be scoped as part of the engagement and communications planning process. These costs would need to be brought forward as part of the 2019 Financial Plan.

TIMELINE:

If Council would like to pursue this initiative in Q4 2018, Engagement staff would need to shift current priorities to accommodate this new work within their current work plan. This would mean stopping Engagement staff work on the Centennial Square Action Plan project or the Climate Leadership Plan.

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These items have been selected not because they are lower priority, but because they account for approximately the same amount of staff time.

Following the development of an engagement and communications plan, an implementation budget would be brought forward as part of the 2019 financial planning process.