



General Purposes Committee

Date: Tuesday, September 2, 2008

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Linda Barnes
Councillor Cynthia Chen
Councillor Derek Dang
Councillor Evelina Halsey-Brandt
Councillor Sue Halsey-Brandt
Councillor Rob Howard
Councillor Bill McNulty
Councillor Harold Steves

Call to Order: The Chair called the meeting to order at 4:02 p.m.

It was moved and seconded

That the order of the Agenda be varied to deal with Item Nos. 3 and 4 – Appointment Of Approving Officer, and Richmond Yacht Club – Liquor Primary – Club Licence prior to hearing the delegations from the Steveston Harbour Authority and the Richmond Public Library Board.

CARRIED

MINUTES

1. It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on Monday, July 21, 2008, be adopted as circulated.

CARRIED

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PLANNING AND DEVELOPMENT DEPARTMENT

3. **APPOINTMENT OF APPROVING OFFICER**

(Report: August 19, 2008, File No.: 0172-02) (REDMS No. 2489701)

It was moved and seconded

- (1) *That Part (2) of Resolution No. S03/10-02, adopted by Council on October 20, 2003, regarding the appointment of Approving Officers for the City, be rescinded; and*
- (2) *That Mr. Brian J. Jackson, Director of Development, be appointed as Approving Officer for the City; and that Mr. Reg Adams, Supervisor, Urban Development (Utilities), be appointed Approving Officer in the absence of Mr. Jackson; and that Mr. Joe Erceg, General Manager of Planning and Development, and Mr. Wayne Craig, Program Coordinator – Development, be appointed as Approving Officers in the absence of both Mr. Jackson and Mr. Adams.*

CARRIED

BUSINESS AND FINANCIAL SERVICES

4. **RICHMOND YACHT CLUB - LIQUOR PRIMARY - CLUB LICENCE**

(Report: August 26, 2008, File No.: 12-8275-30-030) (REDMS No. 2494448, 2477235)

Councillor Evelina Halsey-Brandt in accordance with Section 100 of the *Community Charter*, declared herself to be in a conflict of interest because she was a member of the Richmond Yacht Club, and then left the meeting 4:04 p.m.

It was moved and seconded

That:

- (1) *the resolution adopted on July 28, 2008, in relation to the Richmond Yacht Club Liquor-Primary Club License application be rescinded; and*
- (2) *the application by Richmond Yacht Club for a Liquor Primary-Club License be supported by Council, and that a letter of resolution be forwarded to Liquor Control and Licencing Branch advising that;*
 - (a) *the premises of the Richmond Yacht Club located at 7411 River Road is zoned School and Public Use which permits the use of a recreational facility and that the area surrounding the Richmond Yacht Club is a mixture of industrial, office uses and other water-related activities*

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- (b) the purpose of the club is to serve club members and invited guests only and not open to the general public. Consequently, if successful in obtaining a liquor license, the operation would not conflict with any nearby social, recreation or public buildings;*
- (c) the establishment is not expected to negatively affect vehicular traffic patterns in the area and as the building is located under the flight path of Vancouver International Airport traffic and on the dyke next to the middle arm of the Fraser River, it is anticipated that the potential of any additional noise would have little or no impact on the surrounding properties;*
- (d) as the proposed liquor sales is to club members and invited guests only and not to the general public; the proposed hours of liquor sales of 9:00 a.m. to Midnight, Sunday to Thursday and 9:00 a.m. to 2:00 a.m., Fridays and Saturdays with a patron capacity of 120 has been reviewed and is acceptable;*
- (e) Council considered the views of area residents by having the applicant erect signage in front of the establishment as well as publish an advertisement in a local newspaper for three consecutive issues with detailed information of the application and the required contact information for submitting any comments on the proposal. In addition, the City mailed letters to businesses, residents and property owners within a 100 meter radius of the building to gather their views of the application. This public consultation was for a period of 30 days and ended on July 9, 2008. Council noted that there was no community responses received from the letters mailed out, posted signage or newspaper advertisements; and*
- (f) there were no other local issues Council considered relevant to this application.*

CARRIED

Councillor Evelina Halsey-Brandt returned to the meeting 4:05 p.m.

DELEGATIONS

2. (1) Bob Baziuk, General Manager of the Steveston Harbour Authority accompanied by Adrian Rowland, Regional Engineer, Department of Fisheries and Oceans, Small Craft Harbours Branch, made reference to two conceptual drawings of the Steveston Harbour Long Term Development Plan (Attached as Schedule 1), and briefly reviewed the concept which included reconfiguration to the harbour entrance, and to the east side of Shady Island.

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Mr. Baziuk noted that issues related to making the harbour fit into the community better; to supporting the active fishing industry; and to keeping the harbour viable were all being explored. He concluded by stating that silting and dredging were the most important issues facing the Steveston Harbour.

Mr. Rowland noted that the harbour's primary mandate was to support the fishing industry. He further noted that primary objective was to reduce long term financial impact including the costs of dredging. Mr. Rowland advised that involvement from many stakeholders would be required in developing the Steveston Community Fishing Harbour Long Term Development Plan, including the City of Richmond.

A discussion ensued during which the following was noted:

- a \$50,000 modeling study for the Steveston Harbour had been undertaken, and was expected to be completed by the end of September 2009. The study would not include detailed information related to costs of construction for the Steveston Harbour;
- the recreational boat industry could possibly provide some financial and economical benefits to the harbour;
- the concept of the Steveston Community Fishing Harbour Long Term Development Plan had been presented to the Steveston Harbour Authority Board of Directors;
- an accurate time line could not be predicted for completion of the Steveston Harbour Authority Long Term Development, however it would be a project that would take several years to complete;
- other parties needed to participate in developing the Steveston Community Fishing Harbour Long Term Development Plan would include Fisheries and Oceans Canada (DFO), Environment Canada; the Canadian Wildlife Federation, among others;
- a meeting with Port Metro related to the Steveston Community Fishing Harbour Long Term Development Plan concept is scheduled to take place on September 29th, 2009;
- deflection of debris was essential to the Steveston Harbour;
- dredging costs had been reduced by cleaning the sediments; and
- the size of waves would increase as a result of erosion of the banks.

During the discussion, several questions were raised related to the City owned lands adjacent to the harbour, and reference was made to previous studies that had been done in connection to the Steveston Harbour.

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Mr. Baziuk was requested to send Committee members copies of aerial photos that had previously been taken of the Steveston Harbour during a low tide.

It was moved and seconded

That the matter of the Steveston Harbour Authority Long Term Development Concept be referred to staff for analysis and a report back on the issue of FREMP designations and potential land offsets, and the options for City land in the harbour.

CARRIED

- (2) Lyn Greenhill, Chair, Richmond Public Library Board, accompanied by Greg Buss, Chief Librarian, Richmond Public Library, reviewed the briefing paper submitted to the General Purposes Committee by the Board (Attached as Schedule 2). During her review she spoke about the (i) planning for the future; (ii) services in Hamilton; and (iii) Richmond having the highest per capita circulation in Canada. During her presentation, the following highlights were noted:

- the library was requesting involvement in the development of the City's Corporate Facilities Implementation Plan;
- the library services offered to the Hamilton community were inadequate, and a permanent facility was recommended;
- Richmond had the highest per capita circulation in Canada, even higher than Toronto, and there were issues related to the heavy usage such as worn out materials, and difficulties restocking shelves with returned or new materials; and
- automated self sorting technology would be an effective solution to offset the need for greater staffing resources.

A discussion ensued between the delegation and Committee members, during which the following was noted:

- funding for Richmond's libraries was slightly above average on a per capita basis;
- the library information computer kiosk located in the Hamilton community was unstaffed, therefore users would not be able to obtain assistance;
- a limit of having 25 items checked out at a time was in place, but was difficult to conform to as people who return material usually pick out new material to check out prior to library staff having a chance to check in the returned materials; and

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- an automated self-sorting technology unit could be obtained at a one time cost of \$250,000 and \$25,000 annually. It would consist of a conveyor belt with a laser system that would automatically check books in and activate the security system. The unit would sort the books into appropriate bins by the type of book and location for return, resulting in a reduction of on call staff.

The Richmond Library Board was requested to provide Committee members with statistics related to the sorting of materials and library usage.

It was moved and seconded

That the briefing paper submitted by Richmond Library Board be referred to staff for further analysis.

CARRIED

Greg Buss provided an update related to a flood that had taken place on the second floor at the Brighthouse library on August 1, 2008, resulting in a brief shut down of the library. Mr. Buss expressed his appreciation to City staff for their assistance and reported that approximately 150 books had been lost.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:19 p.m.).

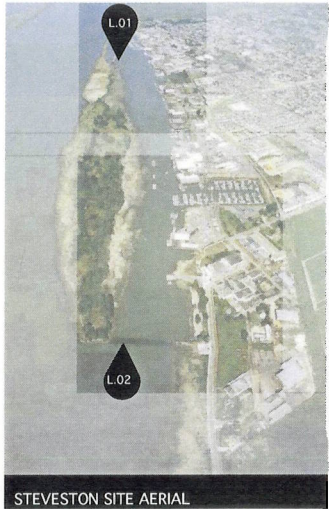
CARRIED

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Tuesday, September 2, 2008.

Mayor Malcolm D. Brodie
Chair

Shanan Dhaliwal
Executive Assistant, City Clerk's Office

SCHEDULE 1 TO THE MINUTES
OF THE GENERAL PURPOSES
COMMITTEE HELD ON
SEPTEMBER 2, 2008



FEATURE KEY

- A 15M WIDE DRIVE ON FLOATING WHARF
- B 30M WIDE DREDGEATE PLACED MATERIAL
- C LARGE VESSEL FLOATING WHARF
- D FLOATING ADMINISTRATION BUILDING
- E HARBOUR ENTRANCE TRAINING WALL
- F HABITAT LAGOON
- G PUBLIC BEACH
- H ARCHITECTURAL LIGHT HOUSE
- I ROCK RIP RAP SIDE SLOPE ENTRANCE
- J FISH AUCTION BUILDING

STEVESTON COMMUNITY FISHING HARBOUR -
LONG TERM DEVELOPMENT PLAN

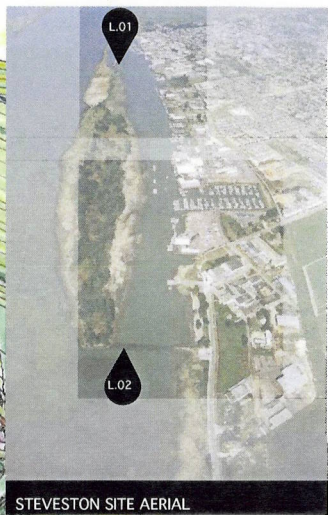
1	12.08.07	CONCEPT FOR CLIENT REVIEW
No.	Date	REVISION

DESIGN BY	DAVID BULL
DRAWN BY	DAVID BULL
APPROVED	
DATE	12.08.07
SCALE	AS SHOWN

L.01



- ### FEATURE KEY
- A TIDAL FLAT MARSH
 - B ROCK TRAINING WALL
 - C TIDAL FISH PASSAGE
 - D SHEAR BOOM REPLACEMENT PROMENADE
 - E BENEFICIAL USE OF COARSE SAND DREDGEATE LOCATION
 - F TIDAL ACCESS
 - G EXISTING DEBRIS SHEAR BOOM



STEVESTON COMMUNITY FISHING HARBOUR - LONG TERM DEVELOPMENT PLAN

1	12.06.07	CONCEPT FOR CLIENT REVIEW
No.	Date	REVISION

DRAWN BY	BOB PAIN
CHECKED BY	BOB PAIN
APPROVED	
DATE	02.06.07
SCALE	AS SHOWN

L.02

RICHMOND PUBLIC LIBRARY BOARD
Presentation to General Purposes Committee
September 2, 2008

Our purpose today is to provide an informal update to Council on some key issues with which the Library is faced. On September 8th, the Library Board plans, as we have for many years, to be a delegation to the Council meeting in order to provide to you and the public our annual report on the community services aspects of the library. Today, however, we are here to let you know about some directions we are planning to take.

As you know, the population of Richmond is growing every day and becoming more ethnically diverse. Your library circulates more items than any other library in Canada, and we have many requests for increases in programs, materials and space.

We have 3 topics to discuss that we believe, with your help, will start to respond to those challenges.

The first is planning for the future. In October, 2007, the Library Board presented its Strategic Plan 2008- 2010 and the Library Facilities Plan. These documents continue to guide the Library Board's priorities and operations. Council endorsed the Library Facilities Plan and the Library Board appreciates the involvement and support received from City staff in ensuring that library needs are an integral part of the City's planning process.

The Board recognizes that there will be many more stages before specific library facilities can be identified for construction, and in the interim, the Board requests that the Library continue to be involved in the development of the Corporate Facilities Implementation Plan.

The second is our newest location. Services in Hamilton began June 2007 and now consist of a one-day (Saturday) service from 10:00 a.m. to 4:00 p.m. offered in the community centre's rotunda. In addition, there is a library information computer kiosk available whenever the centre is open, allowing Hamilton residents to place holds on any item in the library's collection and the items will then be delivered to Hamilton for personal pickup. Even though it is a very limited service, it is well used by Hamilton residents, with approximately 1,100 items circulating per month.

Further growth of this service is dependant upon a permanent facility. The Library Board is looking forward to the results of the feasibility study regarding possible locations for community services. The Board requests that the Library be made aware of the results and be included in any planning that may result.

The third is managing the highest per capita circulation in Canada. Your library continues to be the busiest in Canada – by far! Richmond's per capita circulation is 24.31

items and the next busiest library's is 20.66 items. Richmond residents are voracious users of their libraries and the biggest challenge we face day-to-day is ensuring that there is sufficient material on the shelves for users to borrow.

Such heavy use of the library means that library shelves must be constantly restocked with returned materials and new materials. This puts great pressure on both our collections and our staff. Materials get worn out more quickly and must be replaced more frequently than in other libraries. In addition, we must purchase more copies of high demand items so there is something on the shelves of interest to customers who use the library in the evening.

High circulation also means a great deal of staff resources are required to check in, sort and reshelve material quickly so it can become available for the next customer. Staffing increases have not kept up with our increase in circulation.

The Library Board believes it can develop a two-prong strategy to address these challenges.

1. Develop a Community Fund Raising Initiative to help sustain the highest use areas of the collection. Funds raised through such an initiative would be used to replace worn out copies of heavily used items and to purchase additional copies of high demand material. If successful, such an initiative would not replace the need for our existing materials budget to be increased, but it would relieve the pressure of our existing book budget going to replacement rather than new material. Initially, this fund would also allow our various ethnic communities to help stock appropriate materials in their languages.
2. Install Automated Self-sorting Technology to relieve pressure to increase staffing. Our self checkout units have been a tremendous boon in being able to cope with long lineups of customers waiting to check out material. However, once the material is returned, there is a great deal of staff labour required to get it checked in, sorted and reshelved. There is now technology available to greatly speed up and streamline this process. The first step in automating this process would be to install an automated self sorting unit at a one time cost of \$250,000 and \$25,000 annually. The Library Board believes this would be a very cost effective solution to offset increasing demand for staffing.

We appreciate your support of your award-winning Library. To continue to be as cost-effective as possible, and to maintain our level of service to an expanding population, a budget increase is required. In the budget process for 2009, we will be submitting an additional level request for increased collection funding, and a capital request for the automated sorting system.

We would appreciate any comments on our direction as outlined, and are ready to answer any questions about this presentation or anything else you would like to know about your Library.

- Submitted by the Library Board

Richmond Library Board Delegation to General Purposes Committee on September 2, 2008 – Briefing Paper

Staff Response

Issue: Key Issues and Opportunities for Richmond Library Board Discussion with Council

Background:

For many years, Richmond Library Board has presented its Annual Report to Council, by delegating at a Council meeting. At the same time as presenting its Annual Report, other issues and opportunities that the Library Board wish to discuss with Council are also often brought up. In discussions between the Mayor and the Chair of the Library Board, it was agreed that a different approach could be taken, whereby issues and opportunities for discussion could be brought forward to a General Purposes Committee (September 2, 2008), while the Annual Report alone is presented at a Council meeting (September 8, 2008).

Staff from the Parks, Recreation and Cultural Services Department met with the Chair, Richmond Library Board and the Chief Librarian to establish the issues and opportunities to be brought forward at GP Committee on September 2, 2008. This Briefing Paper provides a summary of these, along with staff commentary.

Issues and Opportunities:

1. Planning for the Future. In October 2007, the Library Board developed a Strategic Plan 2008- 2010 and a Library Facilities Plan (together comprising a document entitled “Building on Success”), which guide the Library Board’s priorities and operations. At the October 9, 2007 meeting, Council gave a referral to staff to incorporate seven of the eight priorities¹ in the Library Facilities Plan into the Corporate Facilities Implementation Plan. While the Board recognises that there will be many more stages before specific library facilities can be identified for construction, the Board requests that the Library continue to be involved in the development of the Corporate Facilities Implementation Plan.

Staff comment: The Corporate Facilities Implementation Plan is currently being developed by Facilities Management, who confirm that this plan will take into consideration the strategic facility plans of all departments, including the Library Facilities Plan.

2. Library Services in Hamilton. The Library Board began a limited library service in Hamilton in June 2007, being a one-day (Saturday) service in the Community Centre rotunda. There is also a library information computer kiosk available for the public when the community centre is open. The Library Board advise that further growth of this service is dependent upon a permanent facility, and request that they be made aware of the results of the current feasibility study for additional community space in Hamilton.

¹ The eighth priority related to a Richmond Oval Resource Centre, which Council referred to the Richmond Olympic Business Office and Major Projects Office, for consideration as a tenant in the Oval.

Staff comment: A Hamilton Community Space Feasibility Study is currently being conducted by PRCS (with consultants contracted in July 2008). The purpose of the study is to gain an in-depth understanding of the needs for community space in Hamilton and to provide clear recommendations on how Hamilton's current and future needs for community space can be addressed. The results of the feasibility study will be reported to Council in February 2009. The need for library space in Hamilton is well recognised. The Senior Librarian, Special Projects, has been made a member of the staff Advisory Committee that has been set up for the Feasibility Study, and the Library Board is also identified as a Primary Stakeholder for consultation.

3. Managing High Circulation. Richmond Library has the highest per capita circulation of any library in Canada. The Library Board reports that such high circulation means that materials get worn out more quickly and must be replaced more frequently than in other libraries, and that more copies of high demand items need to be purchased. In addition, a great deal of staff resources are required to check in, sort and re-shelve material quickly, so it can become available for the next customer, and that staffing increases have not kept up with the increase in circulation. The Library Board would like to develop a two-prong strategy to address these challenges: a Community Fund Raising Initiative and the installation of Automated Self-Sorting Technology. In the budget process for 2009, the Library Board is submitting an additional level request for increased collection funding, and a capital request for the automated sorting system.

Staff comment: Staff have advised the Library Board that Additional Level Requests for the Operating Budget must be received by September 5, 2008. A Capital Submission for the Automated Sorting Equipment (a one-time cost of \$250,000, with a \$25,000 annual cost for maintenance) has already been submitted, and is currently being reviewed by the Land & Capital Team for the 2009 Capital Budget. The process for evaluating Capital Submissions by the Land & Capital Team takes into account factors such as: need and demand for the project, consideration of competing interests, any prior endorsement or approval by Council, a sustainability analysis including Triple Bottom Line considerations, and, finally, availability of appropriate funding sources.

Actions resulting from discussion:

Notes and questions:

Respectfully submitted by
Lucy Tompkins
Acting Manager, PRCS Projects and Programs