



## General Purposes Committee

Date: Monday, November 4, 2019

Place: Anderson Room  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au  
Councillor Carol Day  
Councillor Kelly Greene  
Councillor Alexa Loo  
Councillor Bill McNulty  
Councillor Linda McPhail  
Councillor Harold Steves  
Councillor Michael Wolfe

Call to Order: The Chair called the meeting to order at 4:01 p.m.

### AGENDA ADDITION

It was moved and seconded  
*That the Ferry Terminal on Sea Island be added to the agenda as Item No. 8.*

**CARRIED**

### MINUTES

It was moved and seconded  
*That the minutes of the meeting of the General Purposes Committee held on October 21, 2019, be adopted as circulated.*

**CARRIED**

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### DELEGATION

1. Sean Spear, RainCity Housing, spoke on the management of the housing facility at 6999 Alderbridge Way, noting the following:
  - the housing facility has a capacity of 40 residents and to date, only one resident has moved on from the program;
  - residents have access to in-unit kitchens, a meal program and social activities;
  - the program collaborates with local community groups such as local churches;
  - a Community Advisory Committee was established with community representatives from groups such as neighbouring residents, Richmond RCMP, the City of Richmond, and Vancouver Coastal Health;
  - the program management conducts daily inspections of the site's surrounding area for litter and drug paraphernalia;
  - a 24-hour complaint line is available and the program management actively responds to complaints; and
  - the program works collaboratively with other community groups to provide support for the homeless population in the city.

Discussion ensued with regard to (i) the program's tenant selection process, (ii) available temporary shelters during the winter, (iii) and unit accessibility.

In reply to queries from Committee, staff noted that future expansion of housing facilities in the city are being examined.

### FINANCE AND CORPORATE SERVICES DIVISION

2. **MUNICIPAL AND REGIONAL DISTRICT TAX (MRDT) REVENUE FROM ONLINE ACCOMMODATION PLATFORMS**  
(File Ref. No. 08-4150-03-01) (REDMS No. 6271592)

Discussion ensued with regard to the distribution of the general MRDT revenue to Tourism partners. In reply to queries from Committee, staff noted that the proposed bylaw would permit the distribution of Online Accommodation Platforms revenues to Affordable Housing initiatives.

As a result of the discussion, staff were directed to provide a memorandum on the distribution structure of the general MRDT revenue.

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It was moved and seconded

- (1) *That staff be directed to submit the necessary documentation to Destination BC for allocation of future Online Accommodation Platform (OAP) Municipal and Regional District Tax (MRDT) revenue to affordable housing initiatives in accordance with the City's Affordable Housing Strategy; and*
- (2) *That Municipal and Regional District Tax Imposition Bylaw No. 9631, Amendment Bylaw No. 10099, to add "affordable housing initiatives" as a permitted use for Online Accommodation Platform (OAP) MRDT revenue be introduced and given first, second and third reading.*

**CARRIED**

3. **2020 COUNCIL AND COMMITTEE MEETING SCHEDULE**

(File Ref. No. 01-0105-01) (REDMS No. 6307140 v. 2)

A proposal to amend the Planning Committee meeting schedule was distributed (attached to and forming part of these minutes as Schedule 1).

Discussion ensued with regard to (i) reviewing the distribution schedule for Council and Committee meeting agendas (ii) accommodating the meeting schedule for the UBCM convention meeting, (iii) agenda distribution structures in other municipalities and, and (iv) simplifying the public posting of the Council and Committee agendas.

It was suggested that the first Committee meetings in 2020 be delayed to January 7 and 8, 2020 to accommodate for the winter break.

As a result of the discussion, the following **referral motion** was introduced:

It was moved and seconded

*That staff review the Council and Committee meeting schedule and agenda distribution process, and identify opportunities to optimize the schedule, and report back.*

**CARRIED**

## ENGINEERING AND PUBLIC WORKS DIVISION

4. **2020 DISTRICT ENERGY UTILITY RATES AND BYLAW HOUSEKEEPING AMENDMENTS**

(File Ref. No. 10-6600-10-02) (REDMS No. 6242601 v. 6)

It was moved and seconded

- (1) *That the Alexandra District Energy Utility Bylaw No. 8641, Amendment Bylaw No. 10085 be introduced and given first, second and third readings; and*

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- (2) *That the Oval Village District Energy Utility Bylaw No. 9134, Amendment Bylaw No.10086 be introduced and given first, second and third readings; and*
- (3) *That the City Centre District Energy Utility Bylaw No. 9895, Amendment Bylaw No.10087 be introduced and given first, second and third readings.*

The question on the motion was not called as discussion ensued with regard to the proposed rates for services and the service fees associated with pre-development of sites and incentivizing development of energy efficient buildings.

The question on the motion was then called and it was **CARRIED**.

## COMMUNITY SAFETY DIVISION

### 5. **REVIEW OF LICENCING AND ENFORCEMENT OF SHORT-TERM RENTALS**

(File Ref. No. 12-8275-01) (REDMS No. 6201134 v. 7)

In accordance with Section 100 of the *Community Charter*, Cllr. Day declared to be in a conflict of interest as her husband owns a short-term rental business, and Cllr. Day left the meeting – 4:41 p.m.

A revised staff recommendation on the Review of Licensing and Enforcement of Short-Term Rentals was distributed (attached to and forming part of these minutes as Schedule 2).

In reply to queries from Committee, staff noted that (i) staff are recommending that two temporary bylaw enforcement officers be added and that those positions be reviewed in one year, (ii) bylaw officers are able to issue multiple fines for multiple violations, (iii) the proposed bylaw amendments will introduce a licencing program for commercial short-term boarding and lodging and will exclude non-profit activities such as sports hosting or cultural exchanges, (iv) there is a 500m buffer restriction between bed and breakfast businesses, however there are no distance restrictions between board and lodging sites, (v) board and lodging sites must be occupied by the permanent resident living in the same site, (vi) should the proposal proceed, news releases on the matter will be produced to increase public awareness of the new regulations, and (vii) staff can examine options to incorporate outstanding violation fines into the owner's property taxes.

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Discussion ensued with regard to (i) introducing permanent bylaw enforcement officer positions, (ii) reviewing options to permit additional bed and breakfast businesses by reducing the 500m buffer regulation, (iii) tracking the number of illegal boarding and lodging sites on online posting platforms, (iv) reviewing the ownership structure of bed and breakfasts and boarding and lodging operations to restrict such operations to a sole-proprietorship structure, (v) reviewing the licensing fees, (vi) the implementation timeline, and (vii) examining an increase of the minimum rental period for long-term housing to 90 days.

As a result of the discussion, the following **referral motion** was introduced:

It was moved and seconded

*That the staff report “Review of Licencing and Enforcement of Short-Term Rentals” dated October 1, 2019, from the General Manager, Community Safety, be referred to staff to review the ownership and occupation requirements in relation to boarding and lodging sites and that such requirements be consistent with current regulations related to the ownership and occupation requirements of bed and breakfast sites, and report back.*

**CARRIED**

Discussion ensued with regard to the incorporation of short-term rental violation fines into the owner’s property taxes, and as a result, the following **referral motion** was introduced:

It was moved and seconded

*That staff examine the process to include short-term rental violation fines to the property taxes, and report back.*

**CARRIED**

Discussion then took place on the 500m siting requirements for bed and breakfast businesses, and as a result a referral motion was introduced to review siting requirements for bed and breakfasts, but failed to receive a seconder.

Cllr. Day returned to the meeting – 5:15 p.m.

**6. REVIEW OF STAFFING AND SERVICE LEVELS RELATED TO BYLAW ENFORCEMENT (EXCLUDING SHORT-TERM RENTALS)**  
(File Ref. No. 12-8060-01) (REDMS No. 6201149 v. 8)

Discussion ensued with regard to the bylaw staffing levels, and as a result there was agreement that the staffing and service levels be reviewed after one year.

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It was moved and seconded

- (1) *That “Option A – Enhanced Enforcement” as described in the report titled, “Review of Staffing and Service Levels Related to Bylaw Enforcement (Excluding Short-Term Rentals)”, dated October 10, 2019, from the General Manager Community Safety, be endorsed;*
- (2) *That a position complement control number be assigned to create a new Regular Full-Time Business License Inspector position using existing funding; and*
- (3) *That staffing and service levels related to bylaw enforcement be reviewed in one year.*

**CARRIED**

**COMMUNITY SERVICES DIVISION**

**7. LOCAL ART PLANS, VISION AND THEMES, OPPORTUNITIES FOR YOUNG AND EMERGING ARTISTS AND COUNCIL APPROVAL OF PRIVATE DEVELOPMENT PUBLIC ART AND DEVELOPER CONTRIBUTIONS – NEW POLICY**

(File Ref. No. 11-7000-00) (REDMS No. 6272541 v. 7)

Discussion ensued with regard to (i) introducing an art review process for Council only during the initial art project phase, (ii) encouraging opportunities to support local and emerging artists, and (iii) considering options to escalate the review process for higher-cost projects.

In reply to queries from Committee, staff noted that (i) currently, the terms of reference for a proposed project are presented to Council, followed by the final selection process, (ii) the proposed policy would grant Council the ability to refuse public art contributions on private property, (iii) the public art program is a voluntary contribution made by developers and there is a high participation rate by developers, and (iv) a review of the amenity contribution rates by developers can be considered.

As a result of the discussion, the following **referral motion** was introduced:

It was moved and seconded

*That the staff report titled, “Local Art Plans, Vision and Themes, Opportunities for Young and Emerging Artists and Council Approval of Private Development Public Art and Developer Contributions – New Policy” from the Director, Arts, Culture and Heritage Services dated September 17, 2019, be referred back to staff to examine:*

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- (1) *the harmonization of procedures for public art development on private and public property, which provides the terms of reference and concepts for Council consideration only at the initial application phase;*
  - (2) *potential monetary thresholds and options for the allocation of voluntary developer public art contributions; and*
  - (3) *whether preference can be given to local and emerging artists in public art projects;*
- and report back.*

The question on the motion was not called as discussion ensued with regard to allocation options for the voluntary developer public art contributions, including allocation to art programs and defining a transparent public art approval process.

The question on the referral motion was then called and it was **CARRIED**.

8. **FERRY TERMINAL ON SEA ISLAND**  
(File Ref. No.)

An article from the *Richmond News* titled, "Ferry Terminal at YVR 'suggested as province looks at B.C. Ferris' future", dated October 22, 2019, was distributed (attached to and forming part of these minutes as Schedule 3).

Discussion ensued with regard to the history of ferry terminal proposals in Sea Island and utilizing local waterways for transportation alternatives.

As a result of the discussion, the following **referral motion** was introduced:

It was moved and seconded

*That staff examine the status of the proposal by the Province to develop a B.C. Ferry terminal in Sea Island, and report back.*

**CARRIED**

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:56 p.m.).*

**CARRIED**

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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 Monday, November 4, 2019.

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Mayor Malcolm D. Brodie  
Chair

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Evangel Biason  
Legislative Services Coordinator



Schedule 1 to the Minutes of the  
General Purposes Committee  
meeting of Richmond City  
Council held on Monday,  
November 4, 2019.

Motion Council Schedule 2010

Carol Day

Nov 3rd 2019

Whereas the Clerk's office has been unable to prepare the agenda's for City Council meetings with five business days between committee meetings and the Council meetings and the primary obstacle is the meetings schedule and

Whereas the council motion to allow 5 business days between committee meetings and council meetings has not been achieved and

Whereas the public have not been able to access council agendas and content five business days prior to Council meetings and

Whereas city staff often have 10 to 12 revisions to the agenda each week and

Whereas Metro Vancouver and the City of White Rock are able to provide 5 business days spread between committee meetings

Be it resolved that the following changes to the 2020 Council Meeting Schedule be made and staff be given further direction to follow councils decision for five business days spread between Committee meetings and council meetings for Content and Agendas.

Changes to Council Schedule for 2020 please note in all cases the alternative Committee would move to the planning committee scheduled meeting spot.

Planning committee changes

January Jan 14 and 28th

February Feb 11th and 25th

March Mar 10th and 24 th

April Apr 15th and 28th

May May 12th and 26th

June June 9th and 23rd

July July 14th and 20th

Aug no change

September Sept 8th and 16th

October Oct 13th and 27th

November Nov 10th and 24th

December Dec 8th

TO: MAYOR & EACH  
COUNCILLOR  
FROM: CITY CLERK'S OFFICE

Schedule 2 to the Minutes of the  
General Purposes Committee  
meeting of Richmond City  
Council held on Monday,  
November 4, 2019.

**ON TABLE ITEM**  
Date: November 4, 2019  
Meeting: OPEN CIP  
Item: 5



# City of Richmond

## REVISED Report to Committee

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**To:** General Purposes Committee **Date:** October 1, 2019  
**From:** Cecilia Achiam **File:** 12-8275-01/2019-Vol 01  
General Manager, Community Safety  
**Re:** **Review of Licencing and Enforcement of Short-Term Rentals**

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### Staff Recommendation

1. That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10066, to clarify the definition of Boarding and Lodging, be introduced and given first reading;
2. That a business licencing program for Short-Term Boarding and Lodging be introduced and:
  - a. That, subject to the 2020 one-time expenditure process, a new temporary Full-Time Licence Clerk position be approved as a one-time expenditure to be reviewed after 12 months in order to administer the business licencing program; and
  - b. That each of the following Bylaws be introduced and given first, second and third readings in order to implement a licencing program, including new ticketing provisions, for Short-Term Boarding and Lodging:
    - i. Business Licence Bylaw No. 7360, Amendment Bylaw No. 10067;
    - ii. Business Regulation Bylaw No. 7538, Amendment Bylaw No. 10068;
    - iii. Municipal Ticket Information Bylaw No. 7321, Amendment Bylaw No. 10069;
    - iv. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10070; and
    - v. Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10089; and
3. That, subject to the 2020 one-time expenditure process, the addition of two temporary full-time bylaw enforcement officers, as described in this staff report "Review of Licencing and Enforcement of Short-Term Rentals" dated October 1, 2019, from the General Manager, Community Safety be approved as a one-time expenditure to be reviewed after 12 months.

Cecilia Achiam  
General Manager, Community Safety

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NOV 04 2019



## Ferry terminal at YVR 'suggested' as province looks at B.C. Ferries' future

Kirsten Clarke / Richmond News  
OCTOBER 22, 2019 03:00 PM



The provincial NDP government is looking at the future of BC Ferries, including a suggestion to build a terminal on Iona Island near YVR. Photograph By BC FERRIES / FACEBOOK

Schedule 3 to the Minutes of the General Purposes Committee meeting of Richmond City Council held on Monday, November 4, 2019.

A government review of BC Ferries has raised the idea of building a terminal on Iona Island near YVR.

The idea, floated in a [2018 report](#), would "significantly reduce" crossing times to Vancouver Island and would better connect ferry passengers to the airport and Canada Line.

The suggestion was one of many which prompted the provincial government to consider making big changes to BC Ferries.

In 2011, the option of having an aviation fuel off-loading facility off the west coast of Sea Island – as part of an airline consortium's fuel delivery plan – was dismissed by the [proponent's marine engineers](#), due to a number of practical and environmental concerns.

The issues included the location being "exposed" and the "proximity to environmentally sensitive foreshore and intertidal habitats, including the land designated as a Regional Park (Iona Beach) and Sea Island Conservation Area."

The consortium instead chose to locate the facility on the south arm of the Fraser River.

Over the next few months, the NDP government will start the process of public consultation as it works to develop a vision for the ferry service.

In 2017, the province hired Blair Redlin — who was deputy transportation minister in the last provincial NDP government — to review coastal ferry services.

His report, published in June 2018, asks the government to think big and "identify potential new ferry services or terminals that respond to changed settlement patterns."

As well as the Iona Island terminal idea, other suggestions included examining the future of the Horseshoe Bay terminal and a possible passenger-only service from the Sunshine Coast to the Burrard Inlet, as well as ways to reduce greenhouse gas emissions.

Claire Trevena, B.C.'s transportation minister, will be [holding a series of seven meetings](#) this winter with stakeholders in Vancouver, across Vancouver Island and on Salt Spring Island and Haida Gwaii.

And in the new year, when an online engagement is set to launch, British Columbians will be able to weigh in on the conversation.

“We want to continue the conversation and hear from people on what they would like to see for coastal ferries in the future — from things like looking at how transportation needs have changed over the years, or how we can better integrate all modes of transportation into the ferry system,” said Trevena.

**RICHMOND  
NEWS**

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