



General Purposes Committee

Anderson Room, City Hall
6911 No. 3 Road

Monday, January 18, 2016
4:00 p.m.

Pg. # ITEM

MINUTES

- GP-6** *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on January 4, 2016.*



PRESENTATION

- GP-11** 1. Geoff Freer, Executive Project Director, George Massey Tunnel Replacement Project, Ministry of Transportation and Infrastructure, to provide an overview on the **Replacement Project**.

PLANNING AND DEVELOPMENT DIVISION

2. **GEORGE MASSEY TUNNEL REPLACEMENT – CITY COMMENTS ON PROJECT DEFINITION REPORT**
(File Ref. No. 01-0150-20-THIG1) (REDMS No. 4863110 v. 5)

GP-30

See Page GP-30 for full report

Designated Speaker: Victor Wei

STAFF RECOMMENDATION

- (1) *That the Ministry of Transportation and Infrastructure (MoTI) be advised that while the City supports the objectives of the George Massey Tunnel Replacement Project to ease traffic congestion at the existing tunnel area, improve transit and cycling connections and replace aging highway infrastructure to enhance public safety, as described in their Project Definition Report, the following issues must be addressed by MoTI prior to advancing the project for further design and the procurement process:*
- (a) *provision of further details to demonstrate how the overall project will:*
 - (i) *have a net zero or positive impact to agricultural land; and*
 - (ii) *maintain, protect and enhance the City's riparian management areas and environmentally sensitive areas through a net gain approach;*
 - (b) *determination of how the toll rate will be implemented so that it would be fair, equitable and part of a region-wide mobility pricing policy consistent with the Mayors' Council vision for regional transportation investments in Metro Vancouver;*
 - (c) *immediate commencement of discussions by MoTI with the Cities of Vancouver and Richmond to jointly establish a contingency plan to address any potential increased traffic queuing on Highway 99 at the approach to the Oak Street Bridge;*
 - (d) *collaboration with the City to identify appropriate infrastructure improvements to minimize any negative impacts from the widened bridge crossing and associated interchanges on the local road network including Steveston Highway, Westminster Highway, No. 5 Road, Van Horne Way, and Rice Mill Road;*
 - (e) *encouragement of project proponents by MoTI to achieve a creative and innovative iconic design of the new bridge that recognizes its significance of being the largest bridge to be built in British Columbia;*
 - (f) *facilitate excellence in supporting sustainable transportation options through:*
 - (i) *partnership with TransLink to ensure that the transit stops within the Steveston Highway and Highway 17A interchanges are operational on opening day;*
 - (ii) *provision of a multi-use path for pedestrians and cyclists on each side of the new bridge of sufficient width to safely accommodate all users in order to:*

- i. improve safety by minimizing the crossing of Highway 99 on- and off-ramps at Steveston Highway that are planned as free flow;*
 - ii. minimize circuitousness and maximize convenience; and*
 - iii. better address existing and future demand;*
 - (iii) inclusion of pedestrian and cycling facilities as part of the new Steveston Highway and Westminster Highway interchanges and on both sides of the Blundell Road overpass;*
 - (iv) provision of improved pedestrian and cycling facilities on Shell Road as part of the widened Shell Road overpass; and*
- (5) That the BC Environmental Assessment Office be requested to extend the deadline for comments on the draft Application Information Requirements from February 10, 2016 to March 15, 2016 to provide the City with sufficient time to provide meaningful input.*



3. **2015 REPORT FROM CITY CITIZEN REPRESENTATIVES TO THE VANCOUVER INTERNATIONAL AIRPORT AERONAUTICAL NOISE MANAGEMENT COMMITTEE (YVR ANMC)**
(File Ref. No. 01-0153-04-01) (REDMS No. 4826933 v. 3)

GP-48

See Page GP-48 for full report

Designated Speaker: Victor Wei

STAFF RECOMMENDATION

That the report from the City citizen representatives to the Vancouver International Airport Aeronautical Noise Management Committee (YVR ANMC) regarding the Committee's 2015 activities dated December 21, 2015, from the Director, Transportation, be received for information.



FINANCE AND CORPORATE SERVICES DIVISION

4. **RICHMOND SPORT HOSTING PROGRAM AMENDMENTS**
(File Ref. No. 08-4150-01) (REDMS No. 4769715 v. 8)

GP-63

See Page **GP-63** for full report

Designated Speaker: Neonila Lilova and Tanya Foley

STAFF RECOMMENDATION

- (1) *That the proposed amended Council Policy 3710 – Sport Hosting Incentive Grant, included as Attachment 1 to the staff report titled “Richmond Sport Hosting Program Amendments,” from the General Manager, Finance and Corporate Services, dated November 12, 2015, be approved; and*
- (2) *That the updated Richmond Sport Hosting Strategy 2016-2020, included as Attachment 3 to the staff report titled “Richmond Sport Hosting Program Amendments,” from the General Manager, Finance and Corporate Services, dated November 12, 2015, be endorsed.*



ENGINEERING AND PUBLIC WORKS DIVISION

5. **DONATION BIN REGULATION BYLAW NO. 9502**
(File Ref. No. 01-0370-01; 12-8060-20-009502/9513/9514) (REDMS No. 4873049 v. 4)

GP-105

See Page **GP-105** for full report

Designated Speaker: Jennifer Kube-Njenga

STAFF RECOMMENDATION

That each of the following bylaws be introduced and given first, second and third readings:

- (1) *Donation Bin Regulation Bylaw No. 9502;*
- (2) *Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9513; and*
- (3) *Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9514;*

with an effective date of July 1, 2016.



General Purposes Committee Agenda – Monday, January 18, 2016

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ITEM

ADJOURNMENT





General Purposes Committee

Date: Monday, January 4, 2016

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Derek Dang
Councillor Carol Day
Councillor Ken Johnston
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Harold Steves

Absent: Councillor Linda McPhail

Call to Order: The Chair called the meeting to order at 4:00 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on December 7, 2015, be adopted as circulated.

CARRIED

DELEGATIONS

1. Damian Kettlewell, Richmond Liquor Store, accompanied by Bert Hick, President, Rising Tide Consultants, spoke on the Liquor Control and Licensing Act as it relates to the one kilometre rule for all liquor retailers and requested that Council support enacting a bylaw or liquor guidelines to ensure that all liquor retailers in Richmond (including BC VQA wine on grocery stores) going through a rezoning approval process.

General Purposes Committee

Monday, January 4, 2016

Mr. Hick circulated the following background material (i) a History of the Licensee Retail Store Model, (ii) Vintage Law Group regarding Trade Compliance and B.C. Grocery Store Wine Sales, (iii) Liquor Policy Review Report Recommendations that have Significant Local Government Implications, and (iv) a Globe and Mail article – “Small B.C. wineries fear grocery store wine sales could wipe them out” (copy on file, City Clerk’s Office).

In reply to queries from Committee, Cecilia Achiam, Director, Administration and Compliance, advised that (i) the zoning regulations for Retail General excludes the sale of alcoholic beverages and therefore an application to rezone would be required for a liquor store within a grocery store. She further advised that the Province’s one-kilometer separation rule applies to private liquor store operations only and that an existing BC VQA liquor license may be transferred to a grocery store without adhering to the one-kilometer separation rule.

Discussion ensued regarding (i) concerns that the changes in the Liquor Control and Licensing Act may allow farmers to operate liquor stores, and (ii) the need for the City to implement a bylaw, policy or guideline related to separation distances for liquor stores.

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

It was moved and seconded

That staff investigate the implementation of a 1-kilometre rule for a liquor store.

The question on the motion was not called as discussion ensued regarding staff providing information on the current locations of all private liquor stores within Richmond. Also, it was discussed that a maximum number of liquor establishments also be considered rather than necessarily regulating through implementing a distance rule.

The question on the motion was then called and it was **CARRIED** with Cllr. Loo opposed.

COMMUNITY SERVICES DIVISION

2. **TRANSFERRING OF APPROVED FUNDS FOR THE CITY’S MAJOR FESTIVALS IN 2016/17**

(File Ref. No. 11-7000-01) (REDMS No. 4818689 v. 5)

Discussion ensued regarding (i) the approval process for the 2016/17 Major Festival events, (ii) the budgets for each of the events, (iii) community partnerships and sponsorship funding, and (iv) the staff report being forwarded to the Canada 150 Celebration Steering Committee for their input.

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

It was moved and seconded

- (1) *That the report be referred back to staff to coordinate and discuss the various events with the Canada 150 Celebration Steering Committee;*
- (2) *That staff provide further information on the event budgets; and*
- (3) *That staff report back to Committee as soon as possible.*

CARRIED

3. **KIWANIS TOWERS – AMENDMENT TO CONTRIBUTION AGREEMENT, DATED NOVEMBER 9, 2012, AND AMENDED MARCH 24, 2015, BETWEEN THE CITY AND RICHMOND KIWANIS SENIOR CITIZENS HOUSING SOCIETY (THE “SOCIETY”) REGARDING THE 296 SUBSIDIZED SENIOR HOUSING UNITS AT 7378 GOLLNER AVENUE (FORMERLY 6251 MINORU BOULEVARD)**

(File Ref. No. 08-4057-01) (REDMS No. 4809750 v. 14)

It was moved and seconded

- (1) *That the Affordable Housing Contribution Agreement dated November 9, 2012 amended March 24, 2015, between the City and Richmond Kiwanis Senior Citizens Housing Society (the “Society”) regarding the 296 subsidized senior housing units at 7378 Gollner Avenue (formerly 6251 Minoru Boulevard) (the “Contribution Agreement”) be amended as follows:*
 - (a) *the fourth disbursement of \$1,860,778 be reduced to \$1,397,469;*
 - (b) *insertion of a fifth disbursement in the amount of \$463,309;*
 - (c) *increase in the City’s maximum contribution to the cost incurred to construct or install City infrastructure services associated with the Seniors Housing Units from a maximum of \$454,350 to a maximum of \$701,839; and*
 - (d) *a reduction in the City’s maximum contributions to the costs relating to development cost charges and building permit fees to offset the increase referred to in Recommendation 1c; and*
- (2) *That the Chief Administrative Officer and the General Manager, Community Services, be authorized on behalf of the City to:*
 - (a) *negotiate and execute all amendments to the Contribution Agreement and other agreements and documents in relation to the disbursements and revised payment schedule; and*
 - (b) *disburse the amounts as stated in Resolution 1 above once the conditions precedent to their payment in accordance with the*

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Contribution Agreement have been met.

The question on the motion was not called as discussion ensued regarding the temporary shortfall of approximately \$463,300 in contribution funding due to one of the projects not proceeding as expected.

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

FINANCE AND CORPORATE SERVICES DIVISION

4. SALE OF PARK BYLAW NO. 9501 (11191 TWIGG PLACE) AND ALTERNATIVE APPROVAL PROCESS

(File Ref. No. 12-8060-20-009501) (REDMS No. 4813806 v. 2)

Staff circulated a revised Attachment 4 – Elector Response Form (copy on file, City Clerk's Office).

It was moved and seconded

- (1) That 11191 Twigg Place -- Sale of Park Bylaw No. 9501 (11191 Twigg Place), which authorizes the sale of 11191 River Road to River Road Investments Ltd. for \$5,125,000 be introduced and given First, Second and Third readings; and*
- (2) That, following third reading of 11191 Twigg Road - Sale of Park Bylaw No. 9501, an Alternative Approval Process be conducted under the following parameters:*
 - (a) the deadline for receiving completed elector response forms is 5:00 pm (PST) on Monday, February 22, 2016;*
 - (b) the elector response form is substantially in the form as found in Attachment 4 to the staff report titled "Sale of Park Bylaw No. 9501 (11191 Twigg Place) and Alternative Approval Process" dated November 30, 2015 from the General Manager Finance and Corporate Services; and*
 - (c) the number of eligible electors is determined to be 124,185 and the ten percent threshold for the AAP is determined to be 12,419.*

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:44 p.m.).

CARRIED

General Purposes Committee
Monday, January 4, 2016

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, January 4, 2016.

Mayor Malcolm D. Brodie
Chair

Heather Howey
Legislative Services Coordinator



George Massey Tunnel Replacement Project

Richmond General Purposes Committee

January 18, 2016

George Massey Tunnel
Replacement Project



BC JOBS
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B.C. on the Move

Project Consultation

- 2012: Phase 1 consultation (1000+ participants)
- 2013: Phase 2 consultation (1000+ participants)
- 2013/14/15: City of Richmond consultation (60+ meetings)
- Current Phase 3 consultation:
 - December 16 – January 28
- Two environmental public comment periods:
 - January 15 – February 15 and again later in 2016

Overview

New 3.3 km bridge
(8 lanes plus 2 transit/HOV lanes)

Replace 3 interchanges; 5 overpasses

24 km of Highway 99 improvements

50 lane-km of transit/HOV lanes
(transit priority to Canada Line at Bridgeport)

Bike and pedestrian pathway

Allow for future rapid transit

Decommission Tunnel

Cost:
\$3.5 billion

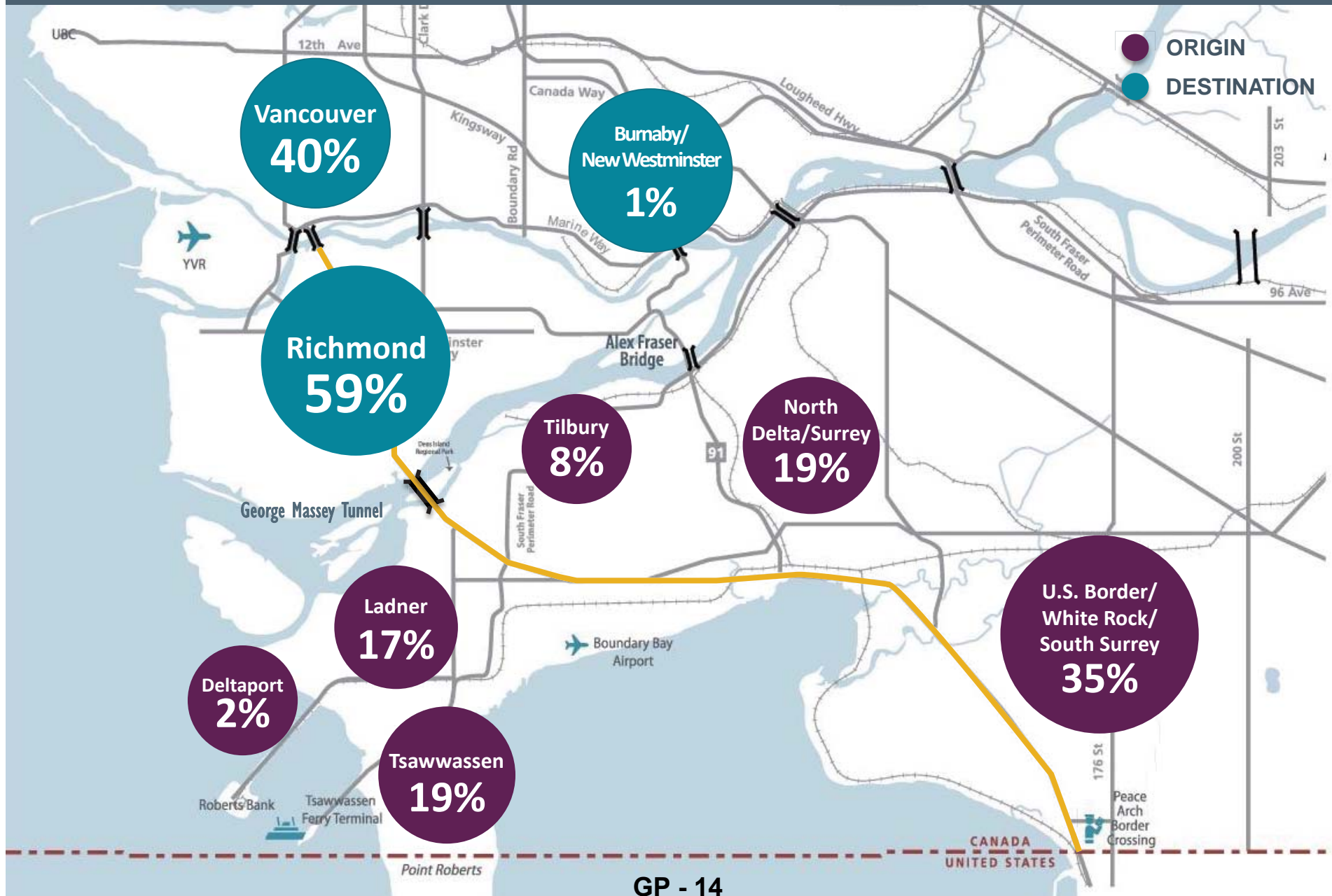
Benefit/Cost Ratio:
2.1 to 1

Funding:
**Funded through user
tolls**

**30-year public private
partnership**

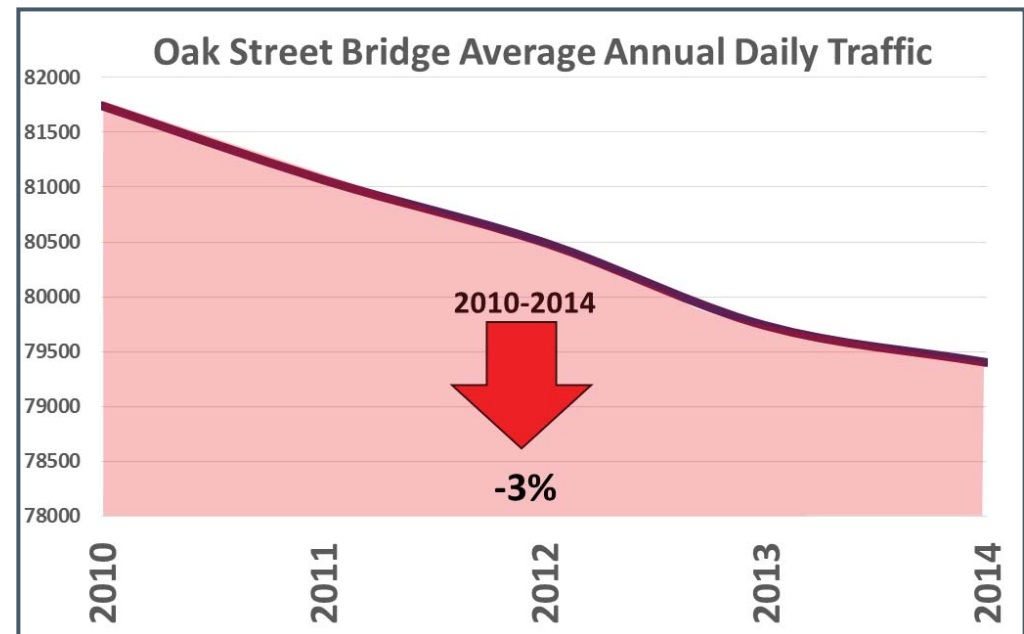
**Procurement to begin in
2016**

Traffic Analysis: Northbound Traffic

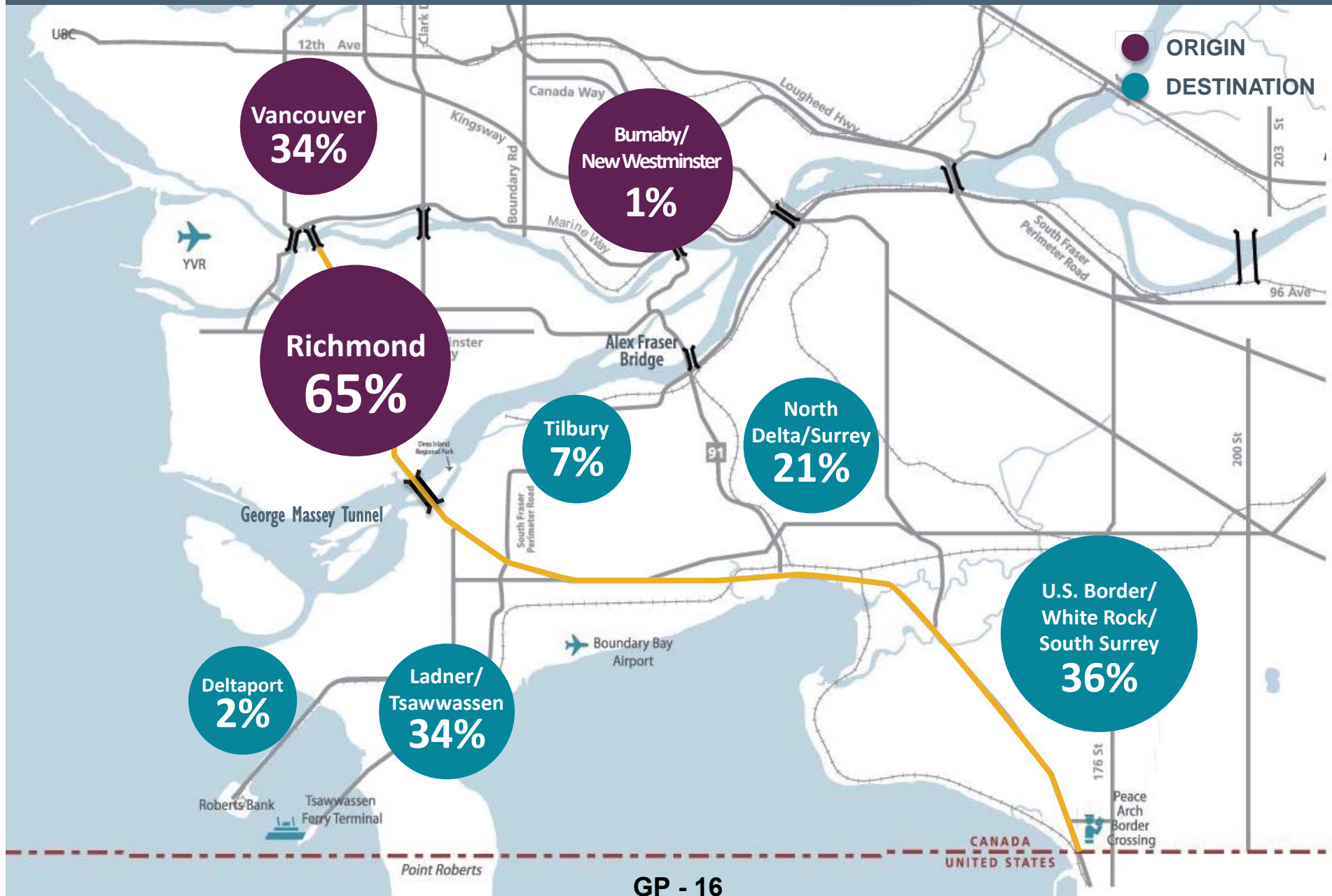


What Happens at the Oak Street Bridge?

- Morning queues will continue as today; traffic patterns may change somewhat but no significant change in total traffic
 - 60% of tunnel users end their trip in Richmond
- Efficiency of Oak Street Bridge will continue to be governed by traffic lights at 70th Street in Vancouver
- Traffic volumes on the Oak Street Bridge have been constant or declining over the past decade (Canada Line effect)



Traffic Analysis: Southbound Traffic



Project Goals



Reduce
congestion



Improve
safety



Support trade
and commerce



Support improved
transit on Hwy 99



Support options for
pedestrians and cyclists



Enhance the
Environment

**George Massey Tunnel
Replacement Project**



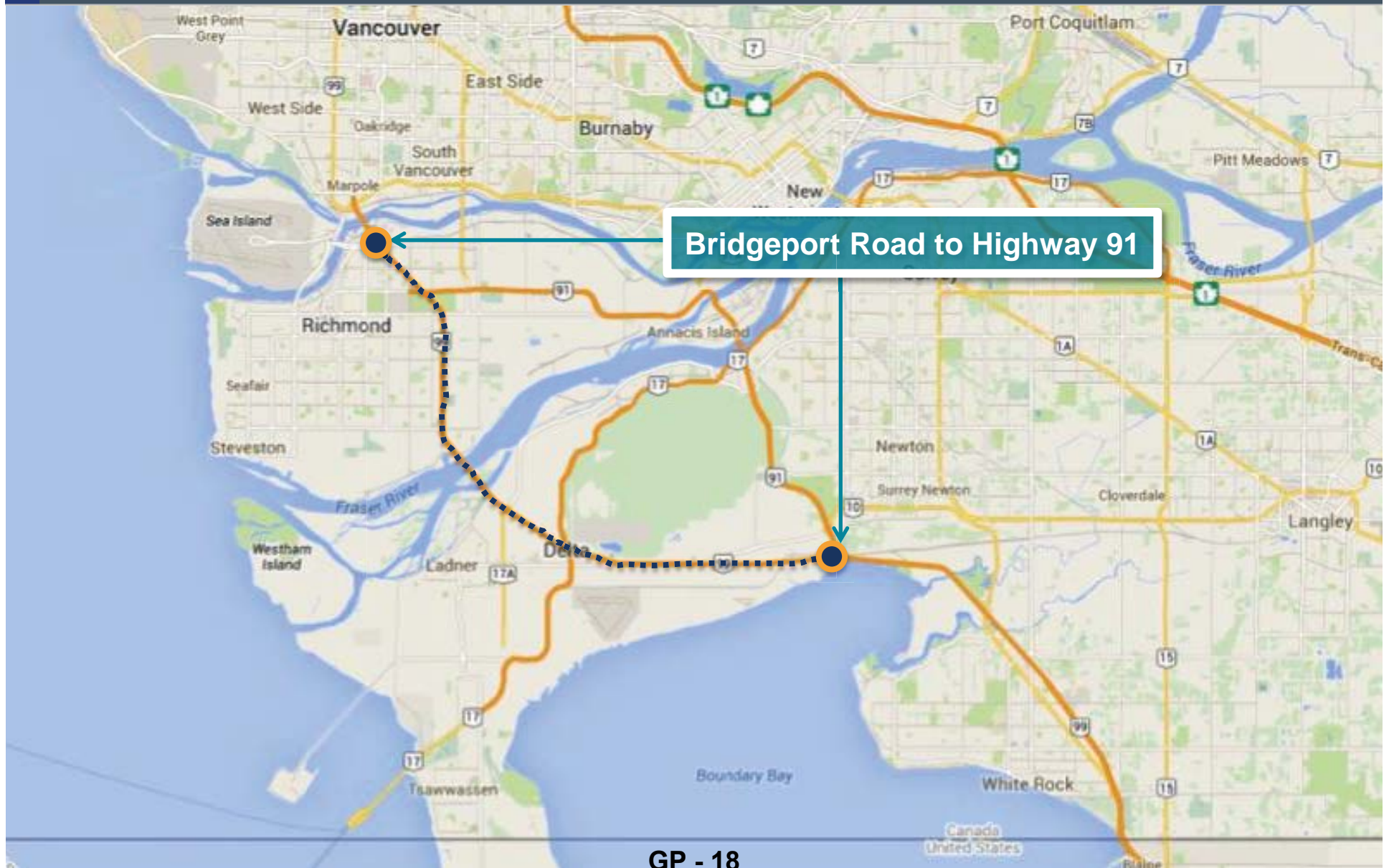
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Project Scope



New Bridge Scope

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George Massey Tunnel
Replacement Project



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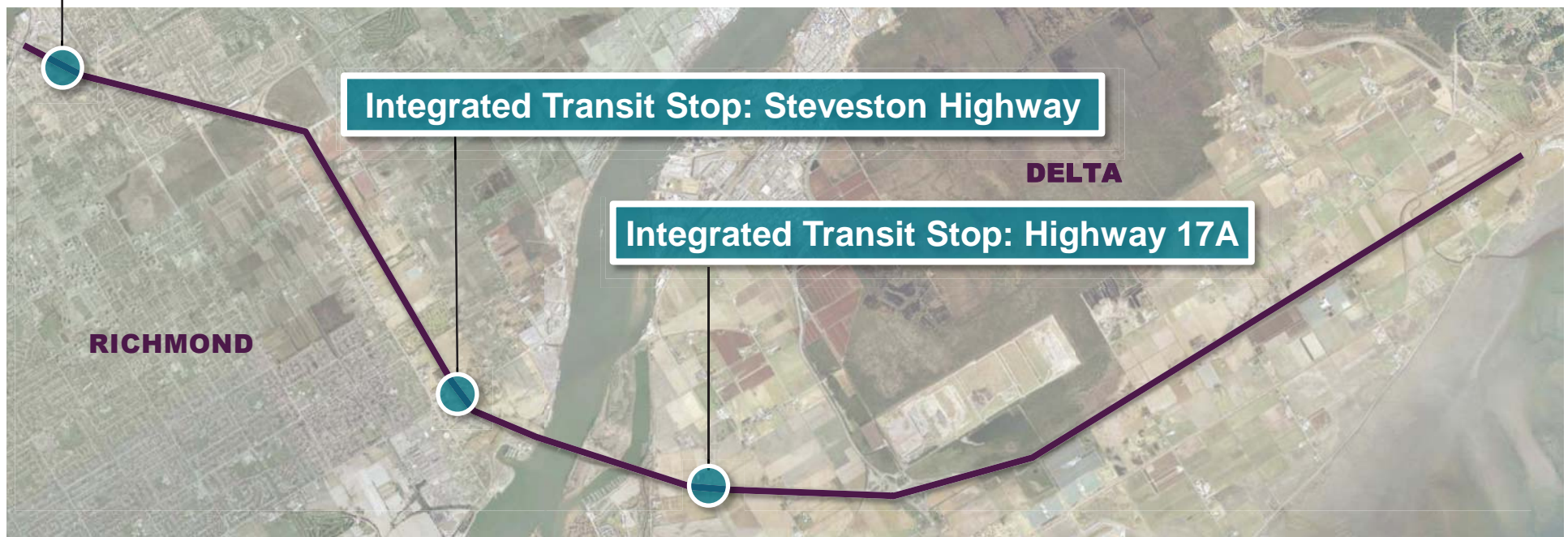
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B.C. on the Move

Project Scope – Transit

Dedicated Transit connection between Highway 99 and Bridgeport Canada Line Station



50 LANE KILOMETRES OF DEDICATED/MEDIAN TRANSIT LANES

George Massey Tunnel
Replacement Project



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B.C. on the Move

Project Scope – Richmond Cycling/Pedestrian Access

Northern Connection:

- Help bridge the gap from Bridgeport Road to Canada Line

Improved Cross-Hwy 99 Access:

- Shell Road
- Westminster Highway
- Blundell Road



Steveston Highway:

- Improved cross Highway 99 access
- Convenient access to new bridge
- Improved access to Rice Mill Road and Dyke Trail
- Access to median transit stop platforms

**George Massey Tunnel
Replacement Project**



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B.C. on the Move

Project Benefit/Cost Analysis



- **User Benefits:**
 - Congestion reduction
 - Improved reliability
 - Travel time savings
 - Vehicle operating cost savings
 - Traffic safety (35% reduction in collisions)
 - Reduced seismic risk
 - Cyclist/pedestrian, transit
- **Long-term Economic Benefits**

Environmental Benefits



**TRANSIT
ENHANCEMENTS**



**ENCOURAGE
CYCLING & WALKING**



REDUCE IDLING



**BIOFILTRATION
OF STORMWATER**



**ENVIRONMENTAL
ENHANCEMENTS**

**George Massey Tunnel
Replacement Project**



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PLAN**

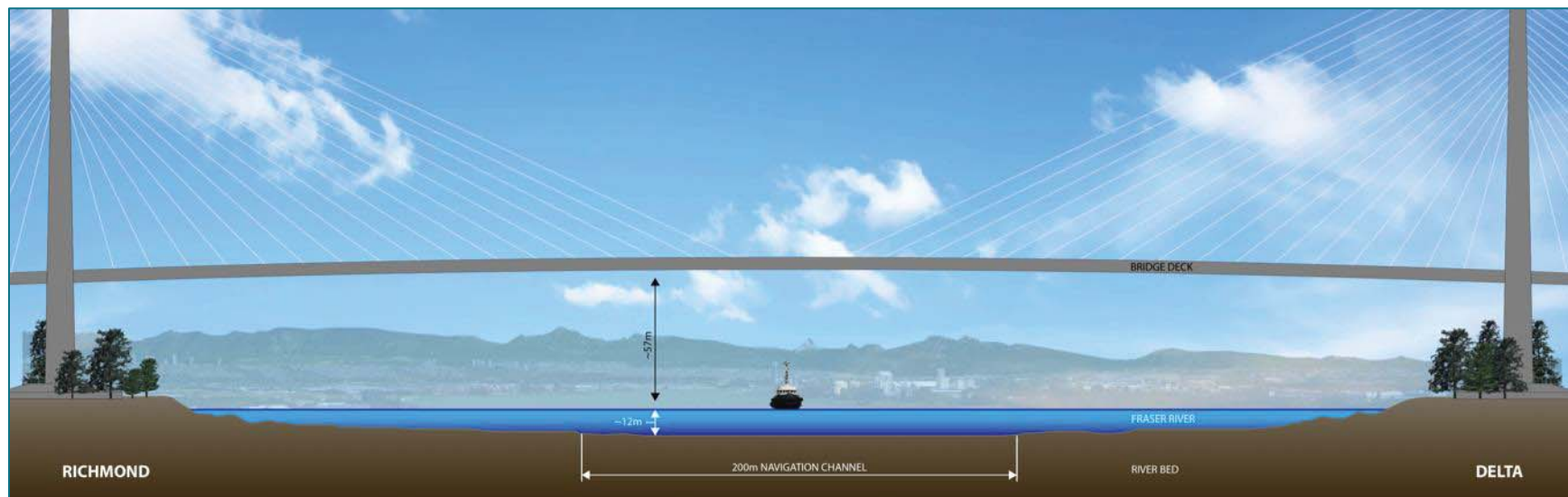
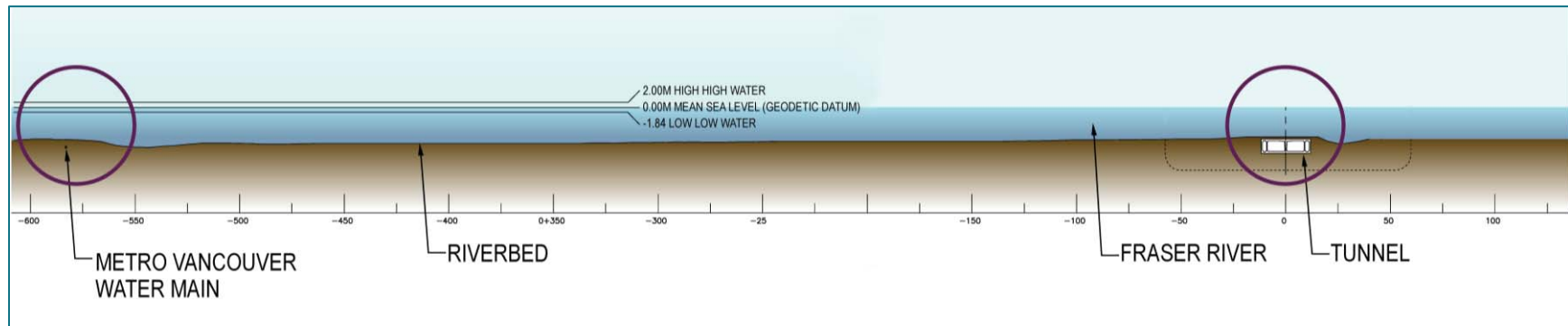


B.C. on the Move

Agricultural Effects

- Net gain to agricultural land in Richmond
- Improved travel time/reliability for perishables
- Wider lanes, higher clearances for traffic
- Improved safety
- Drainage improvements
- No long term effects from Tunnel decommissioning

Navigation/River Depth Effects



George Massey Tunnel
Replacement Project



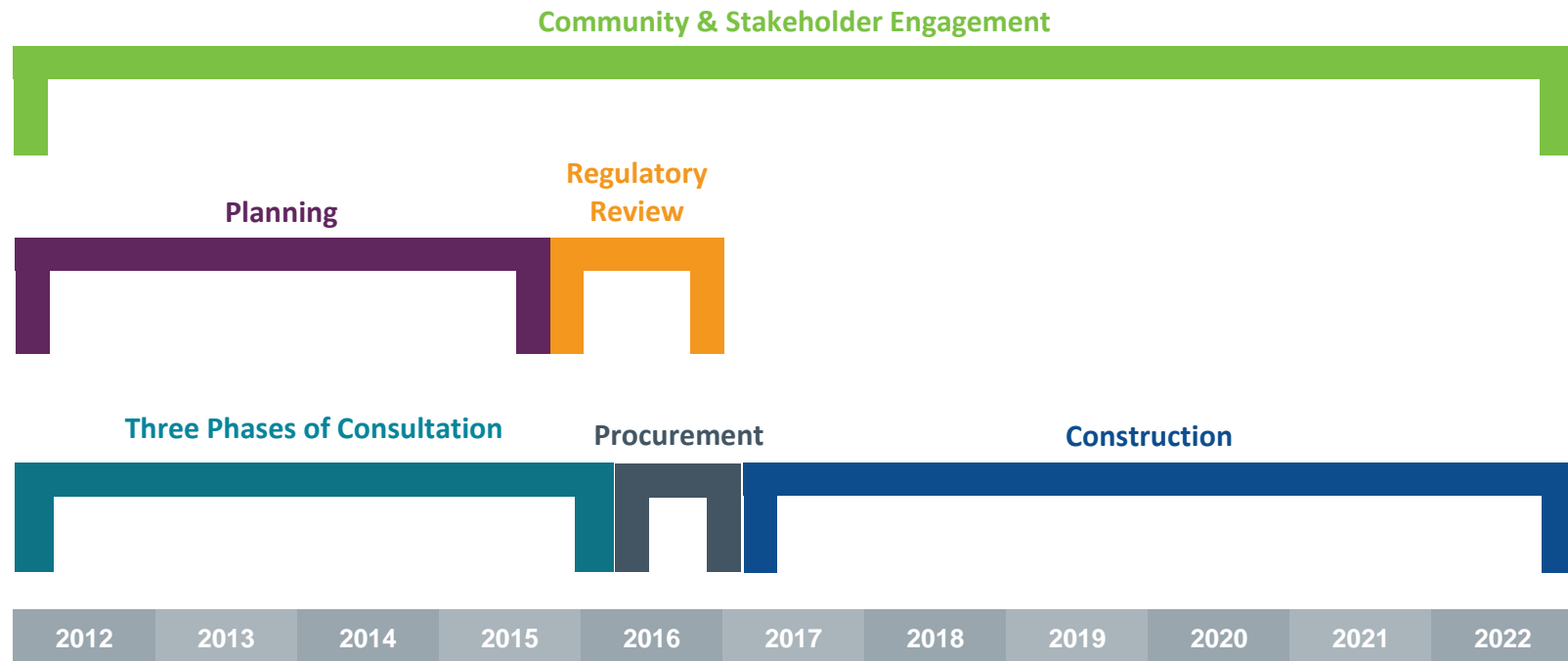
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B.C. on the Move

Schedule

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**George Massey Tunnel
Replacement Project**



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B.C. on the Move

Current Consultation

Project Definition Report

December 16 – January 28

- **Online:**
masseytunnel.ca
- **In person:**
Project Office in Richmond
Open Houses
- **Email:** masseytunnel@gov.bc.ca

EA Project Review

Part 1: January 15 – February 15

Part 2: Spring/Summer 2016

- **Online:**
<http://www.eao.gov.bc.ca/pcp/index.html>
- **Mail:**
Michael Shepard
Project Assessment Manager
Environmental Assessment Office
PO Box 9426 Stn Prov Govt
Victoria, BC V8W 9V1
- **Fax:** 250-387-0230

**George Massey Tunnel
Replacement Project**



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B.C. on the Move

Open Houses



Tuesday, January 26, 2016

2:00 p.m. to 8:00 p.m.

Sandman Signature Hotel Vancouver Airport
Round Room

10251 St. Edwards Drive, Richmond BC

Wednesday, January 27, 2016

2:00 p.m. to 8:00 p.m.

Delta Town & Country Inn
Ballroom

6005 Highway 17A, Delta BC

George Massey Tunnel
Replacement Project



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B.C. on the Move



George Massey Tunnel Replacement Project

masseytunnel.ca

1-8-555-MASSEY

2030 – 11662 Steveston Highway
(Ironwood Plaza)

**George Massey Tunnel
Replacement Project**



**BC JOBS
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B.C. on the Move



To:	General Purposes Committee	Date:	January 12, 2016
From:	Victor Wei, P. Eng. Director, Transportation	File:	01-0150-20- THIG1/2015-Vol 01
Re:	George Massey Tunnel Replacement – City Comments on Project Definition Report		

Staff Recommendation

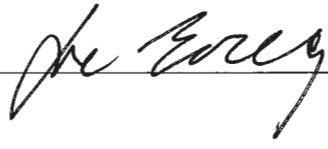

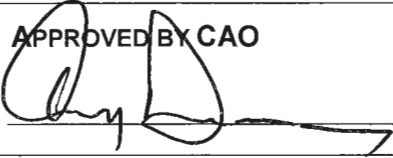
1. That the Ministry of Transportation and Infrastructure (MoTI) be advised that while the City supports the objectives of the George Massey Tunnel Replacement Project to ease traffic congestion at the existing tunnel area, improve transit and cycling connections and replace aging highway infrastructure to enhance public safety, as described in their Project Definition Report, the following issues must be addressed by MoTI prior to advancing the project for further design and the procurement process:
 - (a) Provision of further details to demonstrate how the overall project will:
 - (i) Have a net zero or positive impact to agricultural land, and
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 - (c) Immediate commencement of discussions by MoTI with the Cities of Vancouver and Richmond to jointly establish a contingency plan to address any potential increased traffic queuing on Highway 99 at the approach to the Oak Street Bridge;
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 - i. Improve safety by minimizing the crossing of Highway 99 on- and off-ramps at Steveston Highway that are planned as free flow,
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 - (iv) Provision of improved pedestrian and cycling facilities on Shell Road as part of the widened Shell Road overpass.
2. That the BC Environmental Assessment Office be requested to extend the deadline for comments on the draft Application Information Requirements from February 10, 2016 to March 15, 2016 to provide the City with sufficient time to provide meaningful input.



Victor Wei, P. Eng.
 Director, Transportation
 (604-276-4131)

Att. 4

REPORT CONCURRENCE		
ROUTED TO: Parks Engineering Sustainability Policy Planning	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER 
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

Further to staff memoranda and reports providing regular updates on the George Massey Tunnel Replacement (GMTR) project and, more recently, the release of the Project Definition Report¹ (PDR) and Technical Briefing presentation² to the public on December 16, 2015 as well as the Draft Concept³ (released early January 2016), this report provides staff comments on the PDR vis-à-vis the six project objectives endorsed by Council in June 2014 and other issues arising from Council's discussions on this project. These comments, upon endorsement by Council, would then be forwarded to the Ministry of Transportation and Infrastructure (MoTI) for consideration as part of its current Phase 3 consultation on the project that will close on January 28, 2016.

Findings of Fact

Project Scope

The geographic scope of the GMTR project is from Bridgeport Road in the north and the Highway 91-Highway 99 interchange in Delta in the south. The project has the following primary elements:

- A new 10-lane bridge replacing the existing George Massey Tunnel at the current location.
- New interchanges at Westminster Highway, Steveston Highway and Highway 17A.
- Median HOV/bus lane between Bridgeport Road and Highway 91 in Delta with transit stops on either side of the bridge within the Steveston Highway and Highway 17A interchanges.
- Dedicated transit connection between Highway 99 and the Bridgeport Canada Line Station.
- Provisions for future rapid transit
- New bridge to include a multi-use path for cyclists and pedestrians on the west side only.
- Replacement of Highway 91 overpass north of Westminster Highway interchange.
- New Blundell Road overpass with no connections/ramps to Highway 99.
- Widen Shell Road overpass.
- New connection between Highway 99 and Rice Mill Road.
- Decommissioning of the tunnel with the extent to be determined as part of the Environmental Assessment (EA) process.
- Replacement of the Deas Slough Bridge.
- New southbound exit to River Road in Delta.

The 10 traffic lanes on the new bridge will be comprised of one HOV/transit lane, three general purpose lanes and one climbing/merging lane in each direction. The project scope does not identify any improvements at the Oak Street Bridge.

The bridge will be designed to accommodate future rapid transit and will have the same vertical clearance as the Alex Fraser Bridge (i.e., 57 m from the high water mark). The project scope does

¹ Available online at: <http://engage.gov.bc.ca/masseytunnel/files/2015/12/GMT-Project-Definition-Report-Dec-2015.pdf>.

² Available online at: http://engage.gov.bc.ca/masseytunnel/files/2015/12/GMT-2015-12-16_Technical-Briefing-Presentation.pdf

³ Available online at: <http://engage.gov.bc.ca/masseytunnel/files/2016/01/PDR-Concept-Dec-2015.pdf>.

not include dredging of the Fraser River. The PDR states that removing the tunnel would increase the water draft by less than two metres and that the tunnel is not the shallowest point within the main shipping channel of the Fraser River; the Steveston Cut at the mouth of the river is shallower.

Project Funding

The PDR states that the Province intends to fund the project through user tolls and is also seeking a contribution from the federal government towards the project. In response to questions from the media regarding a funding contribution from Port Metro Vancouver (PMV), Minister Stone stated that PMV was a stakeholder and the two parties are in discussion on potential funding support from PMV towards the project. Minister Stone further indicated that the GMTR project and the major projects in TransLink's Regional Transportation Strategy (i.e., expansion of rapid transit in Vancouver and Surrey plus replacement of the Pattullo Bridge) are all equal priorities for the Province in seeking funding support from senior government. The Province also remains committed to one-third funding support for the major projects in the Regional Transportation Strategy.

Analysis

Council-Endorsed Project Objectives

At the June 23, 2014 Council meeting, six project objectives were endorsed and forwarded to the Ministry of Transportation and Infrastructure (MoTI) for its consideration in the development of a preferred project scope of improvements. The next six sections briefly state the project objective and staff's analysis and recommendations with respect to the consistency of the PDR with the project objective.

Project Objective 1: Land Use Impacts

Project Objective: Ensure a net zero or positive impact to agricultural land.

The draft PDR concept contains a conceptual drawing for the new Steveston Highway interchange (Attachment 1) that indicates a smaller footprint than the existing interchange, achieved via grade separation of the ramps (i.e., three levels), which suggests that there may be surplus land within the southeast quadrant that could be returned for other (e.g., agricultural) uses. However, this design is not shown in sufficient detail to indicate the exact land requirements with dimensions to confirm that the proposed interchange footprint is indeed less than the existing and by how much. This conceptual design is also subject to further change and will not be finalized until the procurement stage.

The PDR does not identify the extent of any required widening of Highway 99 north of Steveston Highway interchange. GMTR project staff have verbally advised staff that up to an additional 18 m of right-of-way will be required on the west side of Highway 99 between Blundell Road and Steveston Highway, which would also impact the City's parkland at the Gardens site. Separately, however, MoTI staff (who are not part of the GMTR team) reviewing a development application for a property adjacent to the west side of Highway 99 advised City staff within the Development Applications department that up to an additional 25 m of right-of-way will be required. Despite these off-setting elements, a fact sheet for the project states that the project design features "Net zero impact to Agricultural Land Reserve by minimizing land

requirements for roadway and repatriating for agricultural use surplus lands created by developing more efficient interchanges.”

Staff have kept the GMTR team apprised of the current review of the City’s Backlands Policy particularly with respect to the potential establishment of a farm access road and how any required Highway 99 widening may impact adjacent properties and the location of the road. Staff have also stated that it is the City’s expectation that the GMTR project would respect and address any requirements of the City’s Backlands and Environmentally Sensitive Areas (ESAs) policies, including any requirements associated with Riparian Management Areas (RMAs), which are designated on both sides of Highway 99. Staff will continue to provide input to the GMTR team to encourage a positive impact to agricultural land (beyond a net zero impact) as well as to ensure the protection and enhancement of the City’s RMAs and ESAs, consistent with Council’s objective.

Staff Recommendation: Staff recommend that the City seek further details from the GMTR team to substantiate how the overall project will have a net zero or positive impact to agricultural land as well as maintain, protect and enhance the City’s RMAs and ESAs through a net gain approach.

Project Objective 2: Support Regional Transportation Vision

Project Objective: *Any expanded peak-hour lane capacity on a new bridge should be dedicated to a specific use (e.g., transit, HOV, trucks) rather than open to general purpose. The project should also include effective improvements to support the increased use of transit, cycling, carpooling and walking in the vicinity of interchanges.*

Of the expanded peak hour lane capacity (i.e., beyond the existing three general purpose traffic lanes) of two additional vehicle lanes, one lane is dedicated for HOV/ transit use while the other lane is identified for climbing/merging but will be open to general purpose traffic, which is not entirely consistent with the Council objective that any additional lanes be dedicated to a specific use.

The PDR states that the new bridge will be tolled which, if applied strategically, may help support regional goals for 2045 that more than one-half of the region’s trips to be by means other than private vehicle and for kilometres driven by auto to be reduced by one-third. The PDR contains no information on the toll rate or how a toll would integrate with the Province’s existing tolling policy. In response to questions from the media regarding a provincial review of the tolling policy, Minister Stone stated that the review will await the results of the public consultation phase of the PDR and that the Ministry invites any public comments on the provincial tolling policy. With respect to the toll rate, Minister Stone stated that the rate has not been determined as:

- the potential funding contribution from the federal government has not been confirmed (a contribution may either reduce the toll rate or the length of repayment period), and
- setting a toll rate now would unduly influence the procurement process.

The PDR also states that traffic diversion to the non-tolled Alex Fraser Bridge is anticipated to occur only during weekday evenings and weekend (i.e., outside of peak periods). Minister Stone

stated that only 14 per cent of traffic using Highway 99 is expected to divert to the Alex Fraser Bridge.

Given that the long-term funding strategy for the Mayors' Council vision is predicated on the implementation of a region-wide mobility pricing policy, the construction of a new tolled bridge presents an opportune moment to initiate work on this policy in partnership with TransLink, particularly as the region's existing and planned tolled facilities will be located solely on bridge crossings linking the region south of the Fraser River,⁴ which also raises questions of fairness and equity.

Regarding the PDR's compatibility with other aspects of the regional transportation vision, further discussion of improvements to support increased use of sustainable transportation options is provided under Project Objectives 4 and 6 below.

Staff Recommendation: Staff recommend that the City seek clarification as to how the toll rate will be implemented to ensure that it will be fair, equitable and consistent with the Mayors' Council vision for regional transportation investments in Metro Vancouver.

Project Objective 3: Reduce Congestion

Project Objective: Travel times, reliability and GHG emissions from idling vehicles should be improved along the entire corridor including connecting roadways and not be simply moved to further downstream.

The PDR states that a 10-lane bridge with a one transit/HOV lane in each direction will eliminate congestion from opening day and accommodate future traffic growth, with no significant congestion to at least 2045. The average commuter is estimated to save 25 to 35 minutes daily in travel time, which would also reduce GHG emissions due to idling of vehicles in congestion at the approaches to this crossing.

With respect to the Oak Street Bridge, the PDR states that the current traffic signal operation at Oak Street-70th Avenue is a constraining factor in terms of limiting capacity but does not identify a traffic management strategy to address potential congestion at this location, which is the primary cause of traffic queuing at the Oak Street Bridge. The PDR states that "*there won't be additional cars crossing the Oak Street Bridge because of the new bridge*" as any increased trips to Vancouver are anticipated to be accommodated by a mode shift to transit use. Staff will seek detailed multi-modal travel demand forecast analysis from the GMTR team to substantiate this finding.

The PDR further states that "*because people know that they're no longer going to be stuck in traffic at the George Massey crossing – saving up to 30 minutes a day – they may change their preferred travel time. This could make queue lengths at Oak Street a little longer during the busiest part of rush hours,*" thus recognizing that there will be queuing.

⁴ The Golden Ears Bridge and the Port Mann Bridge are existing tolled facilities while the Pattullo Bridge replacement and the Massey Tunnel replacement are planned as tolled facilities.

In addition, the business case for the PDR states that “*for the Richmond local road network, an increase in northbound traffic is forecast for the busiest hour of the morning peak period*” based on traffic modelling predictions for 2045.

Staff Recommendation: Staff recommend that MoTI be requested to commence discussions immediately with the Cities of Vancouver and Richmond to jointly establish a contingency plan to address any potential increased traffic queuing on Highway 99 at the approach to the Oak Street Bridge.

Project Objective 4: Supporting Connections

Project Objective: *The project scope, design and budget should include connecting pedestrian, cycling, transit, and related roadway improvements at both ends of the crossing and along the Highway 99 corridor.*

The documents identify potentially significant impacts to the City’s local road network not only in the immediate vicinity of the new interchanges (e.g., Westminster Highway (see Attachment 2), Steveston Highway and No. 5 Road) but also with new connections beyond the interchanges that would impact local roads and trails such as Van Horne Way-Bridgeport Trail (see Attachment 3) and Rice Mill Road. While both of these new local connections would have the potential benefit of significantly enhancing highway access to and from the adjacent areas, the PDR does not provide any details as to the scope of these connections, the magnitude of potential traffic volumes or any needed improvements to the local roads (for motorists, cyclists and pedestrians) to accommodate these changes in traffic volumes.

Further information is required (e.g., forecast traffic volumes and details of highway improvements) to assess any required improvements for all other road users (pedestrians, cyclists, transit) to accommodate the potential changes in traffic patterns. Per the Council objective, any local roadway tie-ins triggered by the project should be included in the design, scope and budget of the overall project.

Staff Recommendation: Staff recommend that the GMTR team collaborate with the City to identify appropriate infrastructure improvements that will minimize any negative impacts from the widened bridge crossing and associated interchanges on the local road network including Steveston Highway, Westminster Highway, No. 5 Road, Van Horne Way, and Rice Mill Road.

Project Objective 5: Iconic Bridge Design

Project Objective: *The new bridge should provide a provincial and regional legacy by incorporating a creative architectural design to signify it as an iconic visual gateway.*

The new bridge will be the largest to be built in British Columbia, the longest cable-stayed bridge in North America and one of the widest. At about three kilometres long, the bridge will be 65 per cent longer than the Port Mann Bridge and 32 per cent longer than the Alex Fraser Bridge. The current PDR shows a rendering of the new bridge being similar to the Alex Fraser Bridge and other recently built cable stay bridges (i.e., Port Mann and Golden Ears Bridges).

Being the first river crossing on Highway 99 when entering the western part of the region from the south, the new bridge will be a “gateway” to Canada’s Pacific coast, not just Richmond, and

should make a strong, elegant statement. Opportunities exist now during the planning process and before the procurement process to encourage the design of a spatially and visually attractive bridge without resulting in substantial increase of project cost. These architectural features may include:

- streamline the two towers to create a unique look from other recently built bridges;
- add decorative elements to the towers to improve the proportions and expression;
- incorporate night-time lighting (solar-powered if possible) that gives the bridge a memorable signature/postcard image; and
- create a must-see outdoor shoreline experience along both sides of the Fraser River that entices bridge users to visit, look at the view and enjoy the amenities.

Staff Recommendation: Staff recommend that project proponents be encouraged by MoTI to achieve a creative, appealing and innovative iconic design for the new bridge that recognizes its significance of being the largest bridge to be built in British Columbia.

Project Objective 6: Sustainable Transportation Options

Project Objective: *Promote excellence in facilitating sustainable transportation options including the potential of rapid transit in the near future.*

The project scope identifies transit stops integrated within the Steveston Highway and Highway 17A interchanges complete with “*safe and convenient walkways.*” These accesses should be designed to also accommodate cyclists to facilitate the integration of transit and cycling. The PDR is not clear if the stops will be operational on opening day. GMTR staff have verbally advised that discussions with TransLink remain on-going regarding funding for and operation of the transit stops. The PDR also states that the dedicated transit/HOV lanes will “*support potential future rapid transit expansion.*” Further design details would also be helpful to demonstrate how rapid transit can be accommodated on the new bridge in the future.

The new bridge as well as the new interchanges and overpasses in Richmond also present key opportunities to significantly improve regional and local pedestrian and cycling connections not only across the Fraser River but also east-west within Richmond across Highway 99. All of the new interchanges and overpasses are located on or impact existing and planned cycling routes. With respect to the new bridge, the PDR states that there will be a shared multi-use path on the west side only with no details as to what form of facility, if any, will be on the east side. Consistent with this Council objective, a multi-use path of sufficient width to safely accommodate all users should be provided on both sides of the bridge to:

- Enhance Safety: the conceptual design for the new Steveston Highway interchange (Attachment 1) identifies that there will be “no traffic lights,” which implies that pedestrians and cyclists will need to cross highway on- and off-ramps that have free flow movements where motorists are potentially travelling at relatively higher speeds. A multi-use path on both sides of the bridge would help minimize the number of ramp crossings given the user’s origin and destination. A pathway on both sides would also provide an adjacent safe refuge for motorists whose vehicles become disabled.

- Minimize Circuitousness: the origins and destinations of cyclists and pedestrians in Richmond are not limited to areas west of Highway 99. For those coming from or destined for points to the east (e.g., Riverport), a multi-use path on the west side only would increase circuitousness and inconvenience. The new bridge should provide the same level of directness and connectivity for pedestrians and cyclists as it does for motorists.
- Accommodate Demand: the provision of cycling and pedestrian facilities on the new bridge is anticipated to increase demand, particularly for commuter and recreational cyclists (e.g., cycling clubs that already use Richmond as a training ground) and cycle tourism (e.g., to/from Tsawwassen Ferry Terminal). Moreover, as the new bridge will have a 100 year service life, it would be prudent and cost-efficient to include a multi-use path of sufficient width on both sides of the bridge at construction to accommodate future growth in demand.

In addition, with respect to the new interchanges and overpasses in Richmond included as part of the project scope, pedestrian and cycling improvements should include:

- Steveston Highway and Westminster Highway Interchanges: protected pedestrian and cycling facilities in each direction including safe and convenient crossings of Highway 99 on- and off-ramps and connections to existing facilities at each end;
- Blundell Road Overpass: protected pedestrian and cycling facilities in each direction; and
- Shell Road Overpass: opportunities for protected pedestrian and cycling facilities in each direction on Shell Road, including an extension of the Shell Road Trail (which currently terminates at the overpass due to right-of-way constraints) north towards Cambie Road and provision of a new multi-use pathway connection to the west to Odlin Road.

Staff Recommendation: Staff recommend that the GMTR team be advised that the project should facilitate excellence in supporting sustainable transportation options through:

- Partnership with TransLink to ensure that the transit stops within the Steveston Highway and Highway 17A interchanges are operational on opening day,
- Provision of a multi-use path for pedestrians and cyclists on each side of the new bridge of sufficient width to safely accommodate all users in order to:
 - Improve safety by minimizing the crossing of Highway 99 on- and off-ramps at Steveston Highway that are planned as free flow,
 - Minimize circuitousness and maximize convenience, and
 - Better address existing and future demand;
- Inclusion of pedestrian and cycling facilities as part of the new Steveston Highway and Westminster Highway interchanges and on both sides of the Blundell Road overpass, and
- Provision of improved pedestrian and cycling facilities on Shell Road as part of the widened Shell Road overpass.

Other City Interests

- Tunnel Decommissioning: the PDR states that the tunnel will be decommissioned once the bridge is operational based on a rationale that the tunnel does not meet modern seismic

standards and would require significant rehabilitation and ongoing operating costs, which are not defined. The media release for the PDR states that the tunnel is nearing its end of life and many of its major components have about 10 years of useful life remaining before they need to be replaced, including the lighting, ventilation and pumping systems.

The PDR also states that removing portions of the tunnel would increase the water draft at this location by less than two metres, which would not appreciably change the mix of vessels using the Fraser River because of other constraints in the shipping channel, including an existing Metro Vancouver watermain located at approximately 600m downstream of the tunnel. Based on preliminary information provided by Metro Vancouver staff, this watermain is not planned for replacement until 2035 to 2040. Staff will monitor and provide input on the tunnel decommissioning as part of the upcoming Environmental Assessment (EA) process (see further discussion below of the EA process).

- Mid-Island Dike: staff have advised the GMTR team that the City has a long-term flood protection plan that utilizes Highway 99 as a mid-island flood barrier or dike and therefore would like the project to incorporate features that serve a diking purpose where possible. As the fact sheet for the project states that the project will provide “*Improved flood resilience in Richmond and Delta by enhancing existing dikes within the project limits*,” staff will seek further details on these proposed improvements.
- Relocation of BC Hydro Transmission Line: prior to tunnel decommissioning and construction of the new bridge, BC Hydro must relocate its existing transmission line that runs underground through the tunnel and overhead on either side of the tunnel adjacent to Highway 99. BC Hydro held a public consultation process in November 2015 to obtain feedback on three alternatives: (1) overhead crossing; (2) underground crossing; and (3) attached to the new bridge. BC Hydro has identified an overhead crossing as the technically-leading solution but has not yet confirmed the chosen alternative. As endorsed by Council, staff will continue to advise the agency that the City’s preferred options are either an underground crossing of the Fraser River or attached to the new bridge.

PDR Public Consultation Period

The PDR was released on December 16, 2015 and the Phase 3 public consultation period for the PDR runs from that date to January 28, 2016. At the time of writing this report, opportunities for the general public to provide feedback on the PDR are limited to an on-line survey as there are no public open houses planned with respect to the PDR. As discussed further below, there will be two public open houses in January 2016 related to the Environmental Assessment (EA) process; however, these open houses will be focussed on the potential effects (environmental, economic, social, heritage, and health) that might result from the project rather than the PDR per se. Staff are also aware of at least one stakeholder meeting (i.e., workshop on cycling-related elements) that will be held January 12, 2016 and which staff will attend.

Staff requested the GMTR team to consider extending the PDR consultation period beyond the end of January 2016 given that engagement would likely be low during the holiday season. The Executive Project Director advised that the existing consultation period was lengthened to allow for the holiday period (i.e., from four to six weeks), there will be additional opportunities for

comment in January and February 2016 for the Project Description (PD) and draft Application Information Requirements (dAIR) as part of the EA process.

Environmental Assessment Process

The regular meetings of the GMTR team with City staff have also served to prepare for the upcoming British Columbia Environmental Assessment (BCEA) process for the project. On December 16, 2015, the BCEA Office (BCEAO) announced that the GMTR project is a reviewable project under the BC *Environmental Assessment Act*. Staff received e-mail correspondence from the BCEAO regarding the announcement, which included a web link to the GMTR project and documents including the Project Description.

MoTI has elected to issue a PDR in addition to the British Columbia Environmental Assessment process requirement for a Project Description. As such, much of the project business case details are contained within the PDR, whilst the Project Description contains technical project details relating to the scope of the environmental assessment.

On January 7, 2016, the BCEAO released the public consultation plan for the environmental assessment of the project that outlines the approach and types of public and stakeholder consultation and engagement activities undertaken to date and proposed to be undertaken by MoTI throughout the Pre-Application and Application Review stages of the EA to fulfill the BCEAO's public consultation requirements. The major components of the planned public consultation for the EA are summarized below.

1. Pre-Application Stage (December 2015 – June/July 2016)

A 31-day public comment period on the Project Description and Key Areas of Study document prepared by MoTI will occur from January 15 to February 15, 2016. Two BCEAO-led open houses will be held during this period (staff will attend the open house in Richmond):

- Richmond: Tuesday, January 26, 2016 at the Sandman Inn (10251 St. Edwards Drive) from 2:00 pm to 8:00 pm; and
- Delta: Wednesday, January 27, 2015 at the Delta Town and Country Inn (6005 Highway 17A) from 2:00 pm to 8:00 pm.

The BCEAO has also confirmed January 21, 2016 as the date for the first Environmental Assessment Advisory Working Group meeting. City staff will be participating in both the GMTR Working Group meetings organized by the BCEAO as well as the ongoing GMTR meetings coordinated between the City and the MoTI GMTR team. Staff will continue to provide regular updates to Council on these processes. The staff comments on the PDR outlined in this report will be used as basis for comments on the Project Description and Key Areas of Study document.

Information in the Project Description (PD) and Key Areas of Study document will be used to develop the Application Information Requirements (AIR) document for MoTI's application for an EA Certificate. The BCEAO has sent all Working Group members a link to the PD and Key Areas of study as well as the dAIR, indicating that the documents will be reviewed at the January 21, 2016 working group meeting and seeking comments on the dAIR by February 10, 2016.

Based on recent discussions with the BCEAO, staff anticipate a minimum of one more round of Working Group consultation for the dAIR.

The expectation of the BCEAO for the City to provide comments on both the Project Description and Key Areas of Study document and the dAIR by the specified deadlines within the overlapping review periods is unrealistic.

Staff Recommendation: Staff recommend that the BCEAO be requested to extend the deadline for comments on the dAIR from February 10, 2016 to March 15, 2016 to provide the City with sufficient time to provide meaningful input.

2. Application Review Stage (June/July 2016 – November/December 2016)

Once the final application is submitted, a minimum 45-day public comment period will occur on the Ministry's application. At least two BCEAO-led open houses in Delta and Richmond will be held during the public comment period, similar in format and location as for the Pre-Application phase. Open houses will be complemented by continued online engagement, stakeholder meetings and daily drop-in opportunities at the project office in Ironwood Mall. Working group meetings will continue throughout this period.

3. Post-EA Approval (On-going, 2017-2022)

Following the EA, MoTI will continue to consult and engage with stakeholders and the public as the project moves into procurement, construction, and post-implementation operations and monitoring. Consultation and engagement activities may include:

- Providing updates on the Project website and to the Project database and responding to public enquiries that arise from these updates.
- Presentations to community groups on request.
- Consultation with property owners about proposed noise mitigation measures in their area.
- Development and implementation of construction environmental management and mitigation monitoring plans

Supplementary Documents on Project Website

At the time of and subsequent to the release of the PDR, a number of supplementary documents were posted to the project website at www.masseytunnel.ca. Staff reviewed the key documents and provide the following highlights:

- *Business Case* (dated October 2015): as shown in Table 1, the project has a user benefit/cost ratio of 1.2 to 1 and a total benefit/cost ratio (when economic development costs are included) of 2.1 to 1, based on a project capital cost of \$3.5 billion and a real discount rate of six per cent. Additional non-quantified social, community and environmental benefits include improved emergency response capability,

Table 1: Benefit/Cost Ratio for Project

Item	Present Value (2014\$M)
Total Net Project Cost	\$2,016
Travel Time, Reliability, Operating Cost Savings, Safety/Seismic Benefits	\$2,485
User Benefit/Cost Ratio	1.2:1
Economic Development Benefits	\$1,652
Total Benefits	\$4,137
Total Benefit/Cost Ratio	2.1:1

reduced GHG emission from idling vehicles, and enhancements to Deas Island Regional Park and shoreline habitat. Sensitivity analysis indicates that even with a higher discount rate (7.5 per cent) and a lower traffic growth projection rate (20 per cent lower), the benefit/cost ratios remain positive at 1.5:1 and 1.7: 1 respectively.

The seismic design standard of the new bridge will be significantly improved from the current seismic resistance of the tunnel. The level of seismic event that would lead to a tunnel failure is estimated at 1 in 275 years whereas the current design standard for the new bridge will be 1 in 2,475 years.

The document states that other Ministry infrastructure adjacent to the tunnel also needs significant improvement if the tunnel is not replaced including the Rice Mill Road and CN Rail overpasses on the north side.

The business case concludes that the preferred procurement option is a long-term (30-year) partnership with private finance that includes operation, maintenance and rehabilitation, and that tolling is the preferred mechanism for recovering the capital costs. Transportation Investment Corporation (TI Corp), a Crown corporation, is proposed to undertake the GMTR project as its second tolled project after the Port Mann Bridge.

The business case also acknowledges that the new bridge will be more visible and have higher traffic noise levels than the tunnel. The PDR states that noise walls will be installed at “*key locations along the highway*” but does not specify the exact locations. Staff suggest a need for noise attenuation along the Highway 99 southbound off-ramp approaching Steveston Highway in order to mitigate traffic noise impacts to the adjacent City park. As part of the EA process, staff will monitor the visual, noise and air quality impacts of the new bridge.

- Capital Cost Estimate (dated September 2015): the report states that the bridge “will very likely be a cable stayed bridge.” The deck will be suspended from two towers – one on each side of the Fraser River – that will each be about 210 m high, which is equivalent to a 60 storey building. The report also provides a proposed project schedule (Attachment 4). Per the schedule, construction will commence in the third quarter of 2017 and be completed by the end of 2021. Tunnel decommissioning, assumed to be removal of the middle four segments and mechanical, electrical and other components as well as back-filling of the approaches, will occur from the third quarter of 2021 through to the first quarter of 2023.

Financial Impact

None.

Conclusion

MoTI has released the Project Definition Report for the George Massey Tunnel Replacement project and is now seeking feedback from stakeholders and public on the project scope and funding options as part of its Phase 3 consultation that will close on January 28, 2016. The Province has released the Project Description and Key Areas of Study for public comment by

February 15, 2016 and provided working group members to the first dAIR for comment by February 10, 2016.

As the new bridge crossing is expected to result in benefits to Richmond in terms of easing severe traffic congestion near the areas of the existing tunnel, improving transit and cycling connections as well as replacing aging highway infrastructure to enhance public safety, staff recommend that the Ministry of Transportation and Infrastructure be advised that the City supports these project objectives as noted in the PDR. Before the project is advanced further to the detailed design and procurement process, however, the various issues outlined in this report must be addressed.

Staff will continue to update Council on future EA timelines for City comments and provide details accordingly.

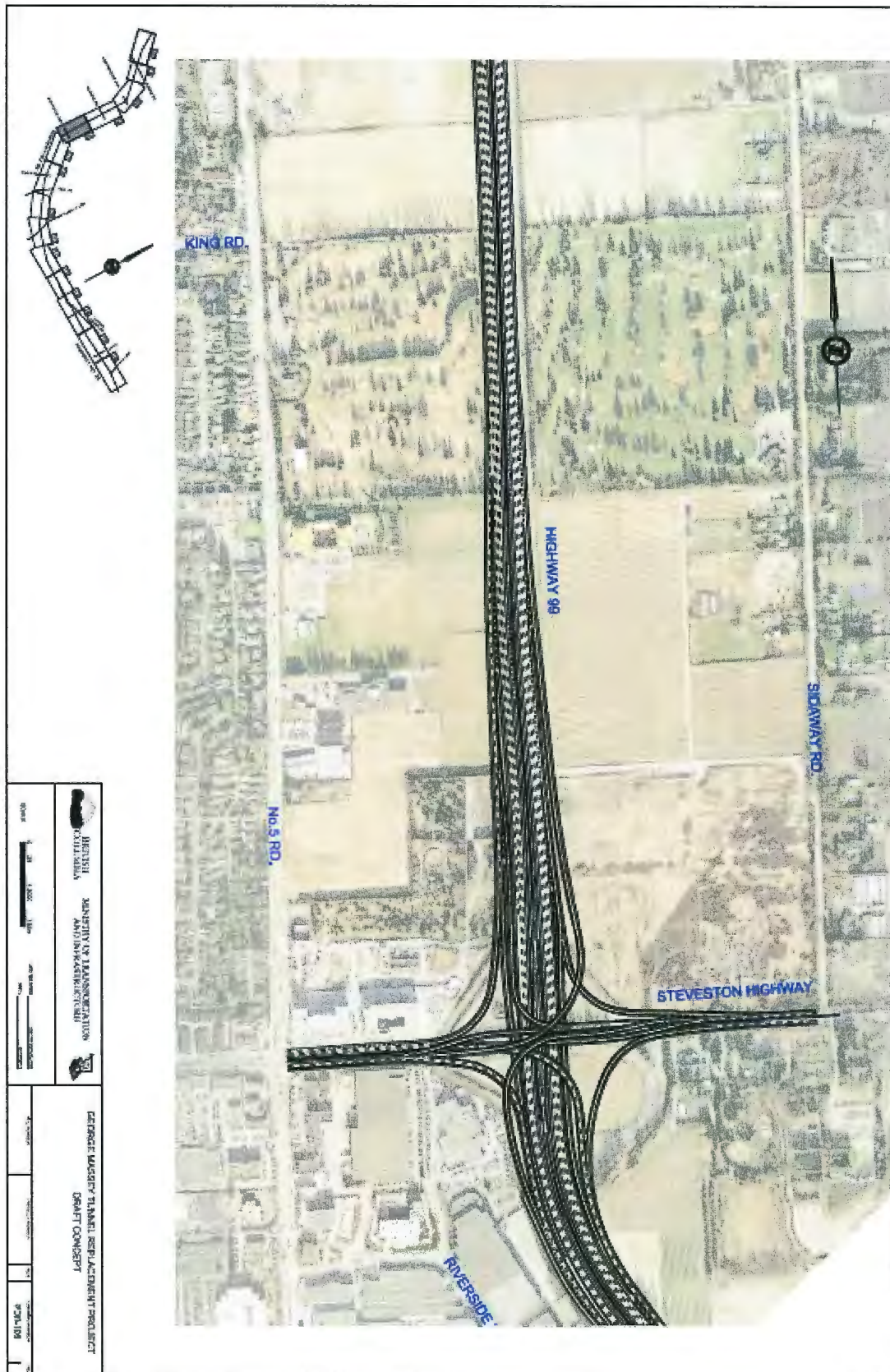


Joan Caravan
Transportation Planner
(604-276-4035)

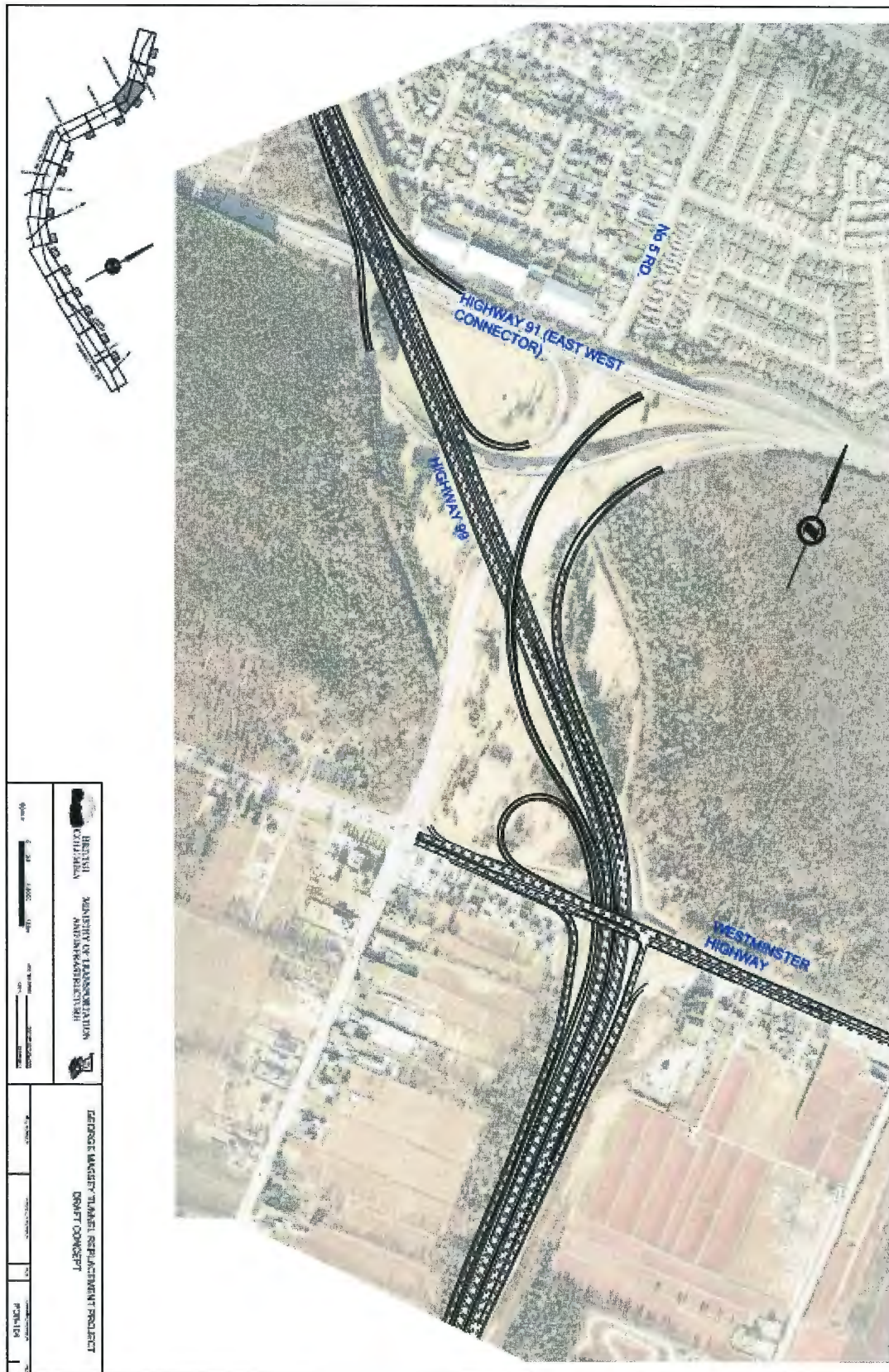
JC:jc

- Att. 1: Current Conceptual Design for Steveston Highway-Highway 99 Interchange
- Att. 2: Current Conceptual Design for Westminster Highway-Highway 99 Interchange
- Att. 3: Current Conceptual Alignment of Dedicated Transit Ramp at Bridgeport Road
- Att. 4: Proposed Project Schedule

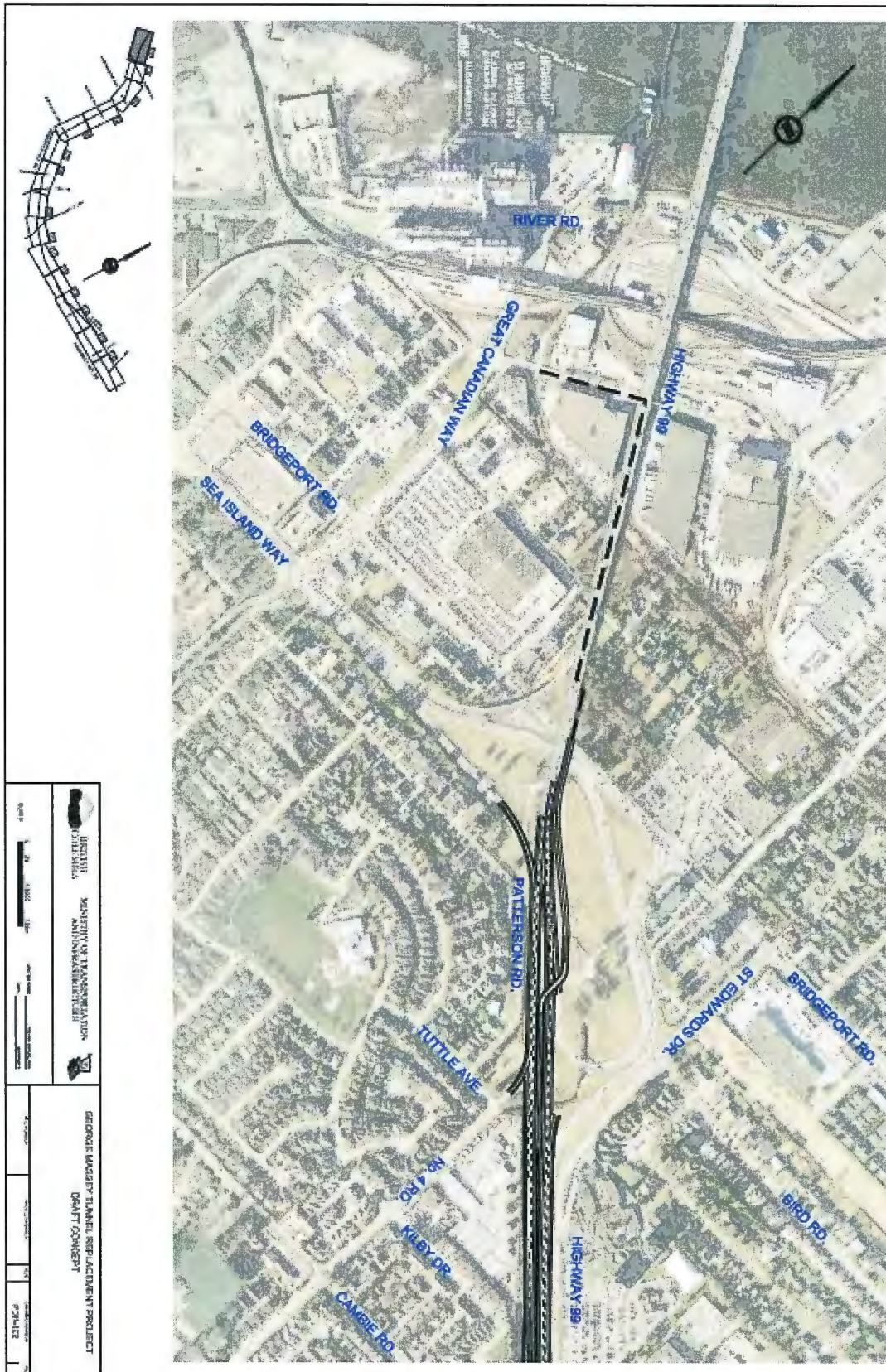
Current Conceptual Design for Steveston Highway-Highway 99 Interchange



Current Conceptual Design for Westminster Highway-Highway 99 Interchange



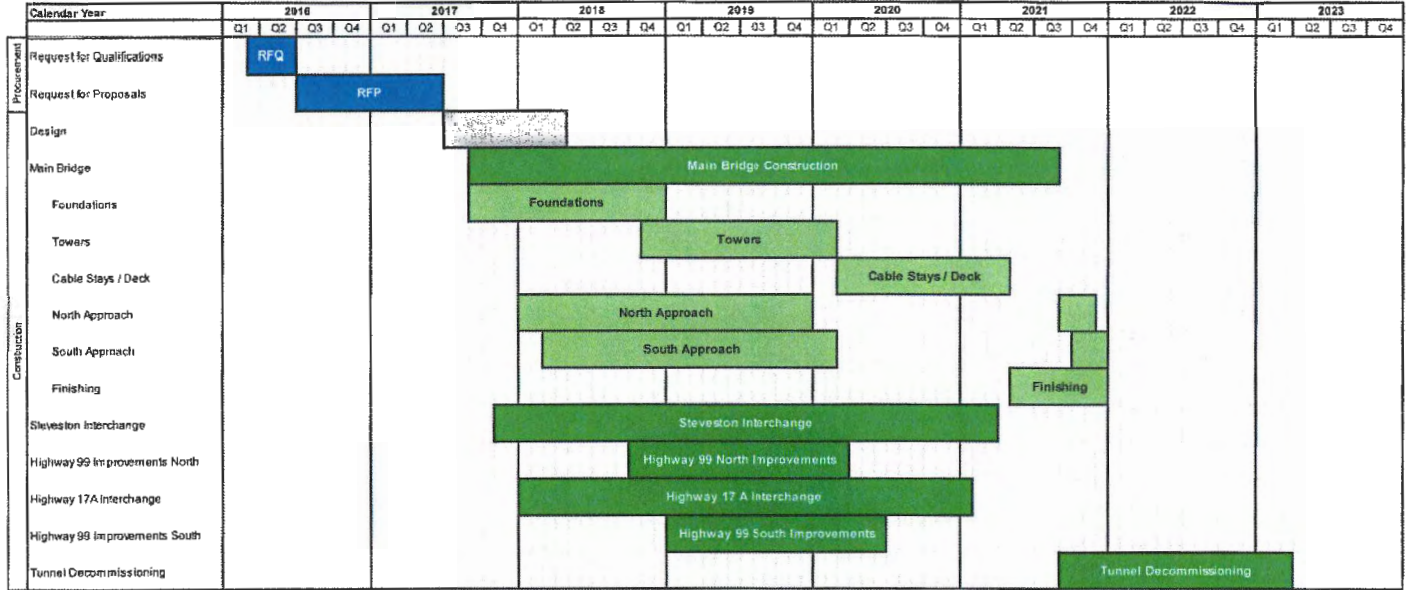
Current Conceptual Alignment for Dedicated Transit Ramp at Bridgeport Road



Proposed Project Schedule

PROPOSED PROJECT SCHEDULE

George Massey Tunnel Replacement Project






City of Richmond

Report to Committee

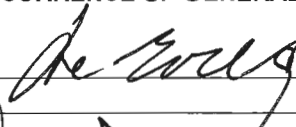

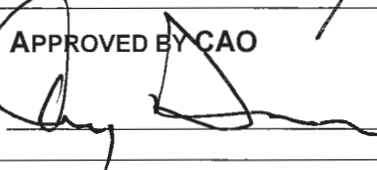
To: General Purposes Committee
From: Victor Wei, P. Eng.
Director, Transportation
Date: December 21, 2015
File: 01-0153-04-01/2015-
Vol 01
Re: **2015 Report from City Citizen Representatives to the Vancouver International
Airport Aeronautical Noise Management Committee (YVR ANMC)**

Staff Recommendation

That the report from the City citizen representatives to the Vancouver International Airport Aeronautical Noise Management Committee (YVR ANMC) regarding the Committee's 2015 activities dated December 21, 2015, from the Director, Transportation, be received for information.


Victor Wei, P. Eng.
Director, Transportation
(604-276-4131)

Att. 1

REPORT CONCURRENCE		
ROUTED TO: Policy Planning	CONCURRENCE <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER 
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

As directed by Council, the City's two citizen appointees to the YVR ANMC provide annual updates directly to the General Purposes Committee on agenda items discussed at the YVR ANMC meetings. This report provides the 2015 update through a status report prepared by the City's appointees to the YVR ANMC (Attachment 1).

Analysis

The YVR ANMC continues to achieve good participation from all cities and agencies and provides the opportunity for insightful discussions on a wide range of aeronautical noise-related topics as well as continued educational tours to enhance members' understanding of airport operations. The attached status report from the citizen appointees provides a summary of the key agenda items discussed at Committee meetings held between January and November 2015; staff also provide the following supplemental comments.

Airspace Change Communication and Consultation Protocol (the "Protocol")

The voluntary Protocol is a formalized broad-based public communication and consultation procedure for changes in airspace or procedures that have the potential for material noise impacts at ground level regardless of where the change occurs in proximity to the airport (i.e., even if the change occurs beyond an airport's area of responsibility for noise management of up to 10 nautical miles from the airport).¹ The Protocol applies to proposed changes to arrival and departure procedures at the nine largest airports in Canada.² Generally, the types of proposed changes for which the Protocol applies are flight path design changes that:

- result in aircraft flying over new areas around an airport;
- affect the lateral location of an aircraft on an IFR flight (i.e., flying by reference to instruments in the flight deck versus by visual reference or VFR); and
- implement new advanced navigational technologies (i.e., Required Navigational Performance or RNP) that replicate an existing IFR or VFR route.

The key components of the protocol are:

- *What Constitutes Communication and Consultation:* Typically, communication would comprise one-way notification (e.g., notice in local newspaper) while consultation would include the preparation of materials and more robust and interactive engagement with communities and stakeholders.
- *Communication versus Consultation:* The protocol defines when communication versus consultation will occur and the trigger points for each. Table 1 summarizes how the protocol will be applied based on the type of change.

¹ The Protocol is available on NAV CANADA's website at www.navcanada.ca/airspace.

² The Protocol applies to airports with more than 60,000 annual Instrument Flight Rules (IFR) movements which, based on 2014 data, would include airports at Vancouver, Calgary, Edmonton, Winnipeg, Ottawa, Toronto, Montreal, Quebec City, and Halifax.

Table 1: Type of Notification based on Type of Flight Path Design Change

Type of Proposal	Type of Notification
Flight path over new area	Communication
Lateral change in aircraft position below 4,000 feet AGL	Consultation
Lateral change in aircraft position between 4,000-6,000 feet AGL	Communication
Lateral change in aircraft position above 6,000 feet AGL but still in vicinity of airport	Communication
Increase in flight frequency of 30% (day) or 15% (night) when lateral position of aircraft is below 4,000 feet AGL	Consultation
Implementation of RNP that replicates an existing IFR/VFR route	Communication
Implementation of RNP that replicates an existing IFR/VFR route and increases flight frequency by 30% (day) or 15% (night) or has lateral change in aircraft position below 4,000 feet AGL	Consultation

- ***Roles and Responsibilities:*** The lead responsibility for consultation will be assumed by the organization that proposes making the change (typically either NAV CANADA or the airport operator).
- ***Decision-Making and Review:*** For airspace changes subject to consultation under the protocol, the input received will be assessed and considered. A final decision by the organization proposing the change will be announced along with a description, if relevant, of any changes to the original proposal. The decision will be issued at least three weeks prior to implementation and will be available on the website of the proponent including a document summarizing the comments received during the consultation and reasons for the final decision. An assessment of the change will be made by the organization implementing the change and the affected airport operator within 180 days following implementation. This assessment will examine whether noise levels are in line with what was anticipated and should include actual decibel measurements taken in the affected area.

Required Navigation Performance (RNP)

Whereas traditional navigational infrastructure primarily uses a ground-based system (i.e., radar or radio aids such as beacons), the aviation industry is now moving towards GPS-based navigation. Required Navigation Performance (RNP) technology allows aircraft to follow very accurate paths, both laterally and vertically, and gives greater flexibility in how flight paths are designed. Noise and emissions generated from an aircraft using an RNP approach are less than that from an aircraft using current conventional procedures. RNP allows aircraft to maintain a continuous descent profile, thereby eliminating noise from changes in flap reconfiguration and power application for level flight segments associated with a conventional approach.

A new RNP approach procedure developed for the north runway at YVR, but currently on hold pending resolution of operational issues, is based on an existing Standard Terminal Arrival Route (STAR) that is typically used by aircraft approaching YVR from the northeast, primarily from originating airports such as Calgary, Edmonton, and some airports in northern BC. Figure 1 illustrates sample flight tracks of aircraft using the current STAR (yellow) compared to the flight track to be followed by an aircraft using the new RNP 08L approach (magenta). The lateral shift of the flight track associated with the RNP approach occurs over English Bay, away from populated areas, and is thus expected to have positive community benefits.

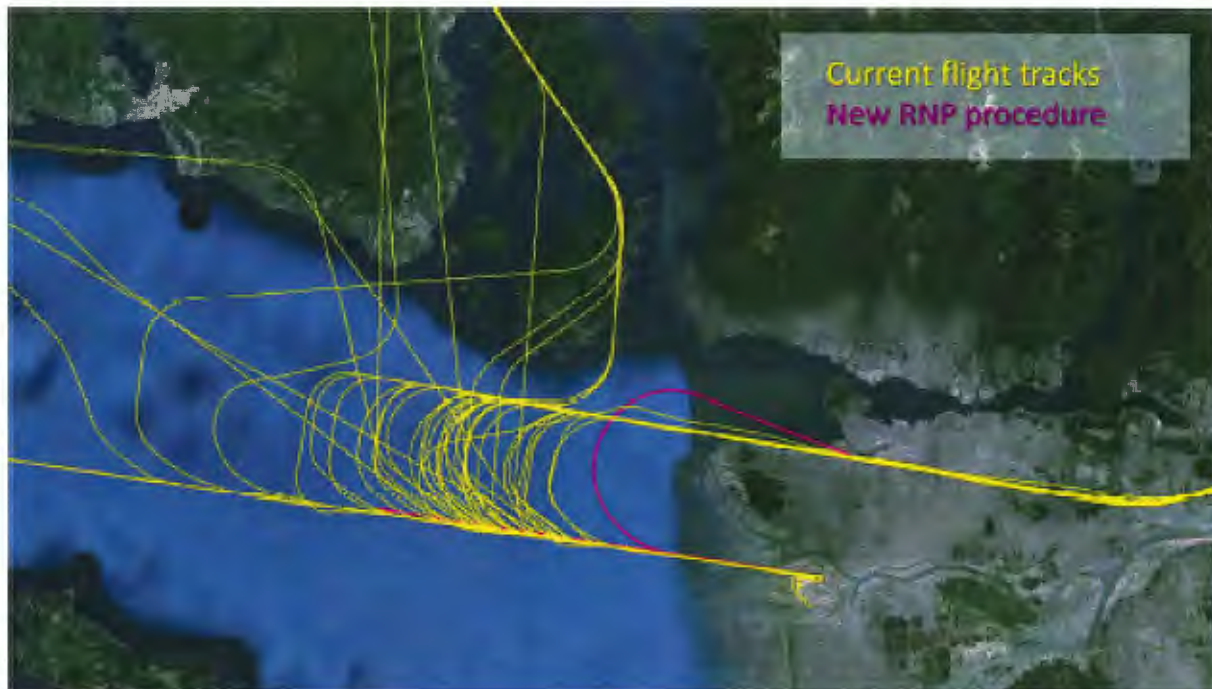


Figure 1: Comparison of Flight Tracks for Existing versus Proposed Approaches for 08L

As the RNP 08L initiative constitutes a flight path design change, the Airspace Change Communication and Consultation Protocol applies. Given that the approach procedure occurs at an altitude above 4,000 feet and that the lateral shift of flight tracks will occur over unpopulated areas, consultation is not required and a communications plan has been developed by the Airport Authority and NAV CANADA. A briefing session for the YVR ANMC was held and informational material (fact sheet and video) has been posted on the YVR website.

Ground Run-up Enclosure (GRE) Study

Canada's first GRE was constructed in 2011 and is located adjacent to the South Terminal. The facility comprises a three-sided, open-roofed enclosure with noise-absorbing panels and several louvered vents that reduce engine run-up noise by absorbing and channelling sound up rather than out. Engine run-ups are mandated by Transport Canada as part of stringent maintenance and safety standards that require operators to test engines and their components before an aircraft is put back into service.

The GRE study comprised a review of the existing engine run-up procedures and directives with a focus on optimizing noise reduction opportunities at all non-Ground Run-up Enclosure (GRE) locations. An analysis of existing run-up events performed during the 2013-2014 period yielded the following key findings:

- Over 10,000 run-up events were performed, of which idle run-ups were the most common.
- 55 per cent of the run-ups were performed by operators on the south side of the airport.
- Of the run-ups conducted on the south side, the GRE accommodated 39 per cent of total run-ups and 88 per cent of full power run-ups.

Runway End Safety Area (RESA)

RESA is a pending requirement from Transport Canada that would require an additional area at each end of a runway to enhance aircraft and passenger safety. These areas reduce the severity of damage to an aircraft should one overrun or undershoot during landing thereby increasing passenger safety, as well as providing an area for better access for emergency response vehicles. In anticipation of the enactment of the Canadian standard within the next few years, YVR is proactively planning to construct RESAs for its three runways (north, south and crosswind) that will meet existing international safety recommendations.

Year one of a three-year project to construct RESAs on the south airfield commenced in Summer 2015. Construction occurred between May and August at night between 9:00 pm and 7:00 am on most nights of the week. During this time, the south runway was closed and air traffic diverted to the north runway. Additional runway maintenance work was undertaken in conjunction with the closures to maximize efficiency. Extended closures over the next two years (2016 and 2017) will be required to complete this multi-year project; project information and the construction schedule is available on the YVR website at: <http://www.yvr.ca/en/business-at-yvr/construction/Projects.aspx>.

Noise Management Home Buyer and Owner Guide

The 2014 report on YVR ANMC activities identified that a brochure had been developed to help educate new homebuyers and provide existing homeowners with suggestions on how to sound insulate older homes. The guide is planned to be posted on YVR's website in late 2015 as an on-line resource for new home buyers and existing home owners. Limited hard copies have also been produced and are available at City Hall for the public.

YVR Master Plan Update

The Vancouver Airport Authority (VAA) is required to submit a Master Plan every 10 years under the lease agreement with the Federal Government. The current YVR Master Plan covers the period 2007-2027 and the update to the Plan, which commenced in May 2015, will span the time period 2017-2037. VAA has established a separate website for the process (www.yvr2057.ca). Each Master Plan helps to outline:

- (1) How growth in passenger aircraft and cargo volumes will be accommodated,
- (2) How the needs of stakeholders and the communities that YVR serves will be met in the future,
- (3) How YVR's longer term viability will be supported, and
- (4) How YVR's key strategic objectives will be achieved.

On June 16, 2015, staff updated Planning Committee on the *2017-2037 YVR Master Plan* update, noting that:

- Staff have established a City Team and held discussions with VAA staff.
- The YVR Master Plan will be prepared in four phases as shown in Table 2. Note that the VAA has advised that the work program will be redefined in 2016 and the timing of the four phases will be extended beyond what is shown in Table 2.

- VAA will be holding approximately 10 consulting opportunities for Richmond residents through to Fall 2016. To protect and advance the City's interests, staff have identified a comprehensive list of City issues which VAA staff have been asked to address in preparing the Master Plan (e.g., sustainability, land use, noise, transportation, environmental, revised Noise Exposure Forecast contours).

Table 2: Key Phases and Work Items of YVR Master Plan Update

Phase	Period	Work Items	Focus of Public Consultation
1	Spring 2015	<ul style="list-style-type: none"> • Public survey • Develop possible future events and forecasts 	<ul style="list-style-type: none"> • Confirm collective vision for the future • How YVR can help meet/serve the vision
2	Fall-Winter 2015	<ul style="list-style-type: none"> • Develop options, scenarios and evaluation criteria 	<ul style="list-style-type: none"> • Future possibilities for key elements of the Master Plan • Discussion of the trade-offs between future possibilities • Understanding of how well these possibilities serve the needs and aspirations identified in Phase 1
3	Winter 2016	<ul style="list-style-type: none"> • Evaluate options • Develop recommendations and draft plan 	<ul style="list-style-type: none"> • How well does the plan serve the vision of the future • What other elements, if any, need to be considered
4	Early 2017	<ul style="list-style-type: none"> • Finalize Master Plan 	<ul style="list-style-type: none"> • Information sharing

VAA and City staff have continued to meet during 2015 including with the YVR AMNC and the YVR Environmental Advisory Committee (EAC). On December 4, 2015, VAA staff provided staff with the final Phase 1 "*Our World in 2057*" public consultation report, which staff are presently reviewing and will update Council in January 2016. VAA staff further advised that the Master Plan update program continues as follows:

- *Phase 2 - Building a World Class Sustainable Airport:* This phase will develop options to respond to growth and become a world class sustainable gateway to meet the future described in Phase 1. Options will address key components, including land use, terminals, runways and taxiways, ground access, parking and recreational areas.
- *Phase 3 - YVR Draft Master Plan:* VAA will develop a draft final concept for the Master Plan, including selecting a preferred future state for each key element, such as ground access, and put forward the draft plan for consultation.
- *Phase 4 - Approval of YVR Master Plan:* This phase will primarily focus on final consultations with approving entities including the federal Minister of Transport and primary stakeholders, and information sharing with the public. Phase 4 will also focus on determining key milestones for future consultation during the implementation of the Master Plan.

Staff will meet with VAA staff in 2016 to determine when and how the City's interests will be addressed (e.g., land use, transportation, sustainability).

2015 Aeronautical Noise Management – Summary Report

This section and the status report from the City's appointees to the YVR ANMC include YVR's Noise Management Report for the period January 1 through November 21, 2015.

During this period, YVR received a total 1,667 noise concerns from 298 individuals across Metro Vancouver, which is a 1.7 per cent decrease in the number of concerns and a 7.2 per cent increase in the number of complainants over 2014 (see Figure 2). One individual in South Surrey registered 61 per cent of all noise concerns to date in 2015 (i.e., 1,015 concerns regarding overflights of the area).

As noted in the 2014 report from the City citizen representatives to the YVR ANMC, the spike in the number of Richmond-related concerns beginning in 2013 (see Figure 3) is attributable to one individual in Richmond who resides adjacent to the float plane route and registered 225 concerns in 2013 and 130 concerns in 2014 (60 per cent and 42 per cent of all Richmond-related concerns respectively).

In 2015, a different single individual living in the same area registered 126 concerns in 2015 (54 per cent of all Richmond-related concerns). The total number of complainants residing in Richmond remained essentially the same (92 in 2014 and 93 in 2015). When the concerns from the single individual are excluded for 2015, the remaining number of Richmond-related concerns is 130, which is a 26 per cent decrease from the balance of 176 concerns received in 2014.

As shown in Figure 4, the operational concerns identified include float plane operations as noted above

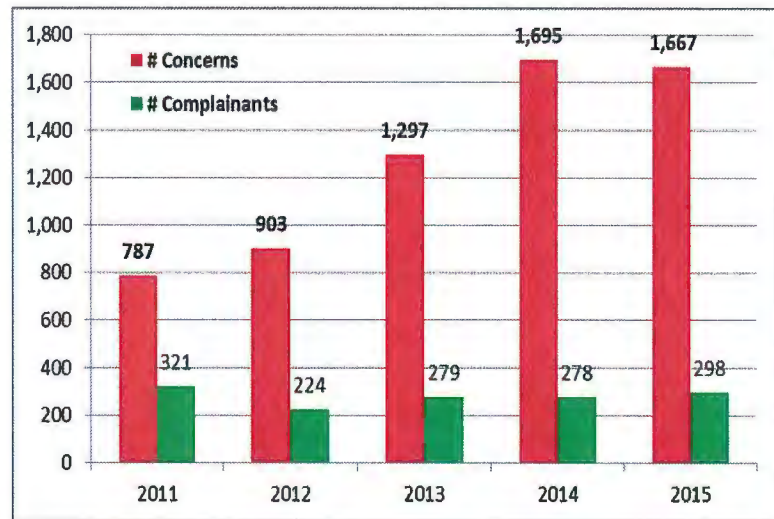


Figure 2: Region-wide Noise Concerns and Complainants

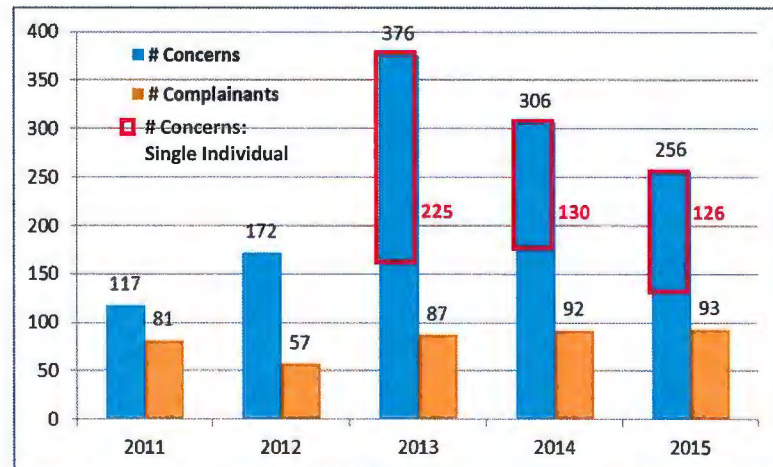


Figure 3: Richmond-Related Noise Concerns and Complainants

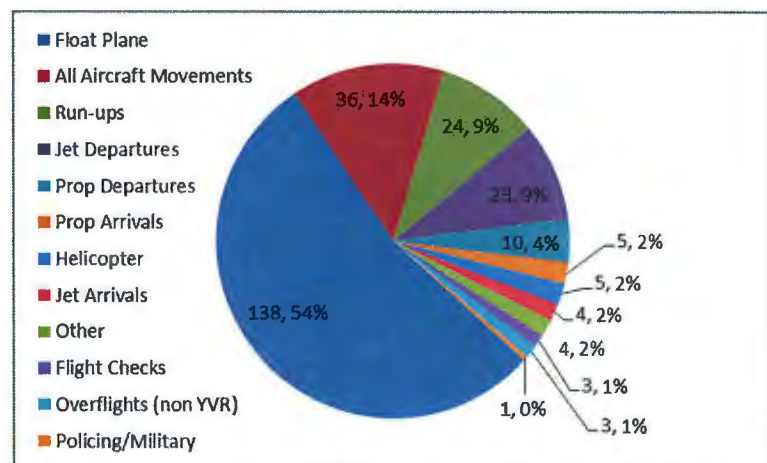


Figure 4: Total Number and Per Cent of Richmond-Related Noise Concerns by Operational Category

followed by all aircraft movements, engine run-ups, and departures.

Outcome of 2015 Recommendations of the City Appointees to the YVR ANMC

VAA was requested to publicize and provide training for Richmond residents in the use of WebTrak. As part of a broader VAA project to update the YVR website, VAA intends to translate much of the material on its website, including materials in the noise management section. In preparation for this, a review of all on-line noise materials has been completed to ensure they are up-to-date and relevant. The materials related to WebTrak will be translated and VAA will explore opportunities to provide additional information to help users navigate the system. At this time, the new website is anticipated to be live in early 2016.

Financial Impact

None.

Conclusion

The City's citizen representatives to the YVR ANMC continue to uphold Richmond's profile at the Committee and contribute positively to discussions. The YVR ANMC remains a valuable forum for addressing aeronautical noise impacts on Richmond. The provision of input regarding action items to support VAA's new *2017-2037 Master Plan* will be an opportunity for the City and the City's representatives to the YVR ANMC to ensure that the initiatives are consistent with a goal of minimizing aeronautical noise impacts to the community and enhancing residents' quality of life.



Joan Caravan
Transportation Planner
(604-276-4035)

In collaboration with: Gary Abrams and Margot Spronk
City Citizen Representatives to the YVR ANMC

Att. 1: Report from City Citizen Representatives to the YVR ANMC

Date: December 14, 2015

To: City of Richmond General Purposes Committee

From: Margot Spronk
Gary W.D. Abrams
City of Richmond Citizen YVR ANMC Representatives

2015 Status Report: YVR Aeronautical Noise Management Committee

City Appointees

The 2014/15 term is Year 2 of the third two-year YVR ANMC appointment for Margot Spronk. Margot was previously NAV CANADA's General Manager for the Vancouver Flight Information Region, and worked as an air traffic controller at the Vancouver Area Control Centre. Gary Abrams was appointed to the YVR ANMC in January 2015 for a one-year term. Gary is a Richmond lawyer with military and civil flying experience and involvement in the British Columbia Aviation Council and other aviation organizations. Both live in Richmond.

Past Year at the YVR Aeronautical Noise Management Committee

The YVR ANMC met on January 14, April 1, June 16, July 22, and November 26, 2015. Highlights of these meetings are provided below.

Required Navigation Performance

The April 1 meeting had, as its main topic, a presentation by Capt. David Deere, of Westjet, on Performance Based Navigation (PBN), which describes an aircraft's capability to navigate using performance standards. PBN uses satellite and equipment on board the aircraft to provide greater track accuracy compared with conventional procedures that use ground based navigation aids. At the meeting of July 22, a representative of NAV CANADA delivered a briefing on the proposed implementation of an RNP (Required Navigation Performance), which is a subset of PBN, approach to Runway 08L (the north runway). The Runway 08L RNP approach procedure was published on October 15, and was used by a relatively small number of flights. At the November 26 meeting, a NAV CANADA representative advised that use of the procedure was currently on hold until certain operation issues could be resolved. The Runway 08L RNP approach has no effect on Richmond as the procedure uses an existing flight path over the City of Vancouver and the change associated with the RNP section of the approach occurs over English Bay. If later implemented on other runways (there are no present plans for this), RNP approaches will need further consideration by the Committee.

Airspace Change Communication and Consultation Protocol

The Airspace Change Communication and Consultation Protocol, a joint product of NAV CANADA and the Canadian Airports Council, was, the meeting of July 22 was informed, approved by the Minister of Transport in June, 2015. This protocol outlines commitments by industry to communicate and consult with regards to airspace changes. As such, of interest to

Richmond, is that in future all proposed changes affecting airspace below 4,000 ft will be the subject of either communication or consultation, depending on the nature of the change.

Noise Management Reports

YVR quarterly YVR Noise Management summaries, as well as the 2014 Year-end Noise Complaint Review, were presented and discussed at a number of meetings. The subject of engine run-ups received particular attention. The Vancouver Airport Authority retained consultants in 2015 to review procedures at run-up locations outside the airport's dedicated ground run-up enclosure to ensure the procedures employed were effective in reducing noise as much as possible. Preliminary results of this review were presented at the November 26 meeting and a final report will be delivered by year end. Recommendations arising from this review will be further evaluated and considered by the Airport Authority. A copy of the YVR Noise Management Report for the 4th Quarter 2015 is appended to this report.

Engine Run-ups

As engine run-ups are of particular interest to Richmond, given its nearness to the Airport, further details of the review may be useful. The 4th Quarter 2015 Noise Management Report (for the period January 1 to November 21) records 23 concerns about run-ups. Of these, 16 were from persons in Richmond.

The opening of the ground run-up enclosure (GRE), near the South Terminal on the South Side of the Airport, in 2012 has gone some distance towards reducing the number of run-up complaints. The GRE reduces, but does not eliminate, noise affecting the parts of Richmond nearest the airport.

Engine run-ups are conducted at approximately 13 locations at YVR, but mainly at eight of these. All run-ups require advance approval from YVR Operations and are conducted strictly within the permission granted. Well under 10 per cent of run-ups at any location (except the GRE) are conducted at full power. The consultant's review also looked at the area to the north of the Air Canada South Hangar. While this area currently experiences a very low number of run-ups, a high level analysis to assess the benefits of having noise and blast barrier was done for further consideration if this area were to receive increased run-ups in the future. Barrier or berms at this location were thought, however, to be of limited value in reducing the impact of run-up noise, in Burkeville or beyond, and would likely pose problems with design, placement, and meeting height requirements associated with airport zoning.

Float Plane Operations

Float plane operations at YVR were the subject of 138 concerns, of a total of 249, registered by residents of Richmond in the 4th Quarter 2015 summary. A similar proportion appears in the reports for 2013 and 2014. A substantial number of the float plane concerns emanate from one person. It may be that not primarily noise, but the perceived hazard created by float planes travelling east downwind or departing westbound in line with Westminster Highway at only 500 feet, is the source of some of the complaints. The solutions proposed by a former City-appointed member of the Committee in 2014 (downwind at 1,500 feet, and westbound departure path over Swishwash Island) were considered operationally infeasible. A fresh look

might, however, be useful. In January 2015, Gary Abrams informally approached the representative of the British Columbia Floatplane Association with a view to discussing the situation. No discussion has yet occurred, but a meeting early in 2016 with YVR and City staff participation may yet be arranged.

Quieter Aircraft

The trend, referred to in the 2014 report, towards quieter aircraft continues. Residents of Richmond will be pleased to hear that the use of the Boeing 727 freighters decreased during the year to operate from Vancouver.

Construction Projects

The Committee was informed during the year of construction projects at YVR, which resulted in a displacement of aircraft noise. The main projects were construction of RESAs (runway end safety areas) on the south airfield, which includes the south (08R/26L) and crosswind (13/31) runways, and urgently needed repairs to Taxiway Delta (parallel, and a short distance to the north of, the south runway).

Use of FRASER SIX Departure Procedure during the Spring-Summer

The FRASER SIX standard instrument departure procedure from Runway 08R was again implemented in the spring of 2015. This follows its use in previous years and the use of the FRASER SIX, along with other air traffic control techniques, allows for increased capacity and efficiency. The FRASER SIX may hereafter be used on a year-round basis. The FRASER SIX requires departing aircraft to turn 15 degrees to the right, from the runway heading of 083° to 098°, on reaching 1,000 feet. The Airport Authority reported no complaints related to the use of the FRASER SIX. It is unlikely that any persons on the ground in Richmond, unless involved in aviation, would even notice that some eastbound jet aircraft are turning 15 degrees to the right 1,000 feet above them. Traffic noise, especially in central Richmond, has for many years been more noticeable than the noise created by aircraft.

Recommendations to the General Purposes Committee

No specific recommendations are made at the end of 2015. The work of the Committee will continue.

Margot Spronk
Gary Abrams



Noise Management

4th Quarter 2015

Notes: reported date is from January 1 to November 21 for all years.

	2011	2012	2013	2014	2015	% Change (from 2014)
YVR Complaints (YTD)	740	668	1,107	1,568	1,529	-2.5%
Complainants	299	218	271	272	287	+5.5%

Breakdown of 2015 complaints by geographic area:

Location	# of Concerns	# of Complainants
Surrey	957	21
Richmond	249	89
Vancouver	178	119
North Delta	86	15
South Delta/ Tsawwassen	15	9
New Westminster	5	3
Other	34	26
Unknown	5	5
Total	1,529	287

Analysis of the 1,529 complaints:

- 59% (n=900) of concerns were registered by one individual from South Surrey regarding over-flights of the area. There was nothing out of the ordinary about these operations.
- Night-time use of the north runway due to the annual and monthly south runway closures resulted in 59 concerns:
 - 54 concerns were registered during the construction of Runway End Safety Area (RESA) between May 19 and the morning of September 1.
 - 3 concerns were registered during the extended south runway closure period for the repair of Taxiway Delta between September 1 and the morning of September 19.
 - 2 concerns were registered due to the monthly south runway closure for maintenance.
- 14 concerns were related to ILS flight checks:
 - 3 from Richmond
 - 10 from Vancouver
 - 1 from South Surrey
- 29 concerns were regarding engine run-up activities:
 - 23 concerns from 16 individuals in Richmond
 - 6 concerns from 6 individuals in Vancouver



Noise Management

Community Concern Operational Breakdown

Community	Operational Concern	No. of Concerns
Surrey	Jet Departures	602
	Jet Arrivals	296
	Prop Arrivals	36
	Overflights (non-YVR)	7
	All Aircraft	5
	Prop Departures	4
	Helicopter	3
	Policing/Military	2
	Flight Checks	1
	Other	1
Vancouver	Jet Departures	34
	Helicopter	33
	All Aircraft	32
	Jet Arrivals	22
	Prop Arrivals	15
	Flight Checks	10
	Overflights (non-YVR)	10
	Policing/Military	8
	Run-ups	6
	Other	5
	Prop Departures	3
North Delta	Jet Arrivals	58
	Jet Departures	10
	All aircraft	8
	Prop Arrivals	5
	Overflights (non-YVR)	4
	Helicopters	1
Richmond	Float Plane	138
	All Aircraft	34
	Run-ups	23
	Jet Departures	20
	Prop Departures	9
	Prop Arrivals	5
	Helicopter	5
	Jet Arrivals	4
	Other	4
	Flight Checks	3
	Overflights (non-YVR)	3
	Policing/Military	1
New Westminster	All Aircraft	3
	Jet Arrivals	1
	Prop Arrivals	1



Noise Management

Community Concern Operational Breakdown (cont'd)

Community	Operational Concern	No. of Concerns
South Delta/Tsawwassen	Overflights (non-YVR)	7
	Jet arrivals	4
	All Aircraft	2
	Jet Departures	2
Other	All Aircraft	14
	Jet Arrivals	6
	Helicopter	5
	Overflights (non-YVR)	4
	Other	2
	Prop Arrivals	1
	Policing/Military	1
	Jet Departures	1
Unknown	All Aircraft	3
	Jet Departures	2

April - November 2015 Highlights

Month	Event
April	<ul style="list-style-type: none"> The ANMC held its second meeting of 2015. Agenda items included: an overview of Performance Based Navigation (PBN); YVR Master Plan; engine run-up project; and 2015 summer runway operations. Airport Authority staff attended the B&K Aircraft Noise & Operations Monitoring System (ANOMS) User Forum in Chicago where B&K provided product direction and demonstrations. Several airports presented on noise management case studies and their use of ANOMS.
May	<ul style="list-style-type: none"> NAV CANADA commenced the use of the FRASER SIX departure procedures on Runway 08R on May 4. Nightly closure of the south runway for annual maintenance and the Runway End Safety Area (RESA) project commenced on May 19.
June	<ul style="list-style-type: none"> YVR Master Plan team hosted a joint meeting of Environmental Advisory Committee and the ANMC to provide an update on the YVR Master Plan work. Airspace Change Communication & Consultation Protocol (ACCCP) was approved by the Minister of Transport. The ACCCP was drafted jointly by NAV CANADA and airports in 2014 to provide direction for the aviation industry on how best to coordinate communication and consultation regarding airspace changes with the communities.
July	<ul style="list-style-type: none"> A special meeting was held with NAV CANADA and the ANMC to provide information on the new Required Navigation Performance (RNP) approach procedure for Runway 08L. Technology background of RNP, changes associated with the new procedure, and the communications plan were discussed at the meeting. Emergency repair work on Taxiway Delta commenced in late July due to rapidly deteriorating conditions.



Noise Management

Month	Event
August	<ul style="list-style-type: none"> Engine run-up study contract was awarded to HMMH and the project kick-off meeting was hosted. Installation of noise monitoring terminal (NMT #1) at Richmond Olympic Oval was completed.
September	<ul style="list-style-type: none"> RESA project concluded on the morning of September 1 as scheduled. Repair work on Taxiway Delta was completed on the morning of September 19.
October	<ul style="list-style-type: none"> The new RNP approach procedure for Runway 08L was published on October 15. Airport Authority staff presented 2014 YVR Fly Quiet Awards at the Airline Operators Committee meeting. The winners were Central Mountain Air (propeller category), Jazz (narrow-body category), and Japan Airlines (wide-body category).
November	<ul style="list-style-type: none"> Airport Authority staff hosted a meeting of Canadian airport noise staff. Airports attending included Calgary, Toronto, and Montreal. Discussion topics included RNP implementation and representation on the ACI-NA Noise Working Group and Transport Canada's Aircraft Noise and Emissions Committee (ANEC).



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** November 12, 2015
From: Andrew Nazareth **File:** 08-4150-01/2015-Vol
General Manager, Finance and Corporate Services 01
Re: **Richmond Sport Hosting Program Amendments**

Staff Recommendation

That:

1. the proposed amended Council Policy 3710 – Sport Hosting Incentive Grant, included as Attachment 1 to the staff report titled “Richmond Sport Hosting Program Amendments” from the General Manager, Finance and Corporate Services dated November 12, 2015 be approved; and
2. the updated Richmond Sport Hosting Strategy 2016-2020, included as Attachment 3 to the staff report titled “Richmond Sport Hosting Program Amendments” from the General Manager, Finance and Corporate Services dated November 12, 2015 be endorsed.

Andrew Nazareth
General Manager, Finance and Corporate Services
(604-276-4095)

Att. 6

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Recreation Services	<input checked="" type="checkbox"/>	
REVIEWED BY 1A/5B SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

Richmond Sport Hosting (“RSH”) is a City program established to take advantage of ongoing economic opportunities presented through Richmond’s prominent role as a Venue City for the 2010 Olympic and Paralympic Winter Games. Since its inception in 2009, the program has been funded in its entirety by the Municipal and Regional District Tax (“MRDT” or “hotel room tax”), at \$500,000 per year between 2009 and 2011, and at \$400,000 per year during the current 2012-2017 hotel room tax cycle. The RSH program delivers a high return on investment, with 102,561 room nights generated since program inception. Richmond realizes \$5 in direct economic benefit for each \$1 invested in the RSH program, as represented by hotel room revenues alone. Other direct and indirect economic benefits accrue to the broader community, such as spending on local amenities and attractions.

The RSH program is comprised of two major components:

- Richmond Sport Hosting Office – a one-stop enterprise accessible to sport event organizers with a mandate to generate positive net economic benefit for local hotels, facilities, restaurants, shops and visitor attractions by utilizing Richmond’s sport infrastructure to bring out-of-town sport events and visitors to the city. The RSH office works closely with other City departments, Richmond sport groups, hotels and other tourism operators to fulfill its mandate.
- Richmond Sport Hosting Incentive Grant Program (“Grant Program”) – a \$100,000 per year grant program developed to provide financial support for sport event organizers to successfully bring and host high level sporting events in Richmond. In 2011, a Richmond Sport Hosting Task Force (“Task Force”) was established, with representatives from the Richmond Sports Council, Richmond Olympic Oval Corporation, Richmond Tourism Association (“Tourism Richmond”) and the City of Richmond. The Task Force reviews and decides on Grant Program funding and the Grant Program itself is administered by the RSH office.

In February 2010, Council approved the Richmond Sport Hosting Strategy 2010-2014, Sport Hosting Task Force Terms of Reference, including the delegation of authority to the Task Force to grant funds from the Grant Program, and Policy 3710 – Sport Hosting Incentive Grant. In December 2011, further revisions to the Grant Program were approved, including enabling the Task Force to approve up to three special grants to a maximum of \$25,000 per annum and updated criteria for assessing grant applications. Since then, the following updates and amendments have been identified to position the RSH program for ongoing success:

- Revisions to various aspects of the Grant Program, triggering amendments to Policy 3710 – Sport Hosting Incentive Grant
- An updated sport hosting strategy that will guide the RSH program beyond its start-up phase

The proposed updates and revisions presented below have been developed through consultation with key stakeholders of the RSH program.

Furthermore, through its demonstrated ability to generate net positive economic benefit to the local community, the RSH program and this report support Council's 2014-2018 Term Goal #8 Supportive Economic Development Environment:

8.2. Opportunities for economic growth and development are enhanced.

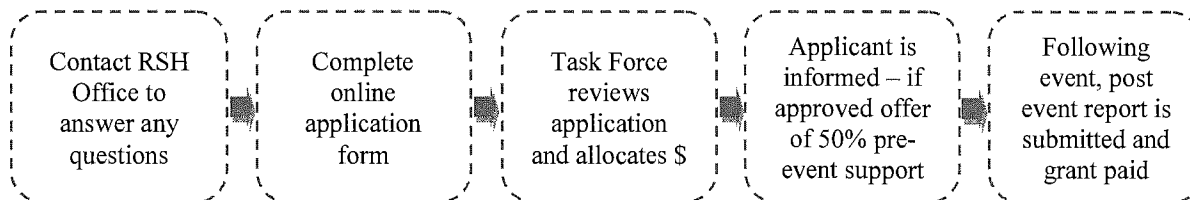
Analysis

Amendments to the Richmond Sport Hosting Program

The RSH program has been in operation for six years and has matured and evolved beyond its initial phase. As a result of implementation through the start-up phase, the following revisions have been identified and developed in collaboration with the RSH program's key stakeholders, including the Richmond Sports Council and sport organizations, Tourism Richmond and the Richmond Hotel Association, the Richmond Olympic Oval, and relevant City departments:

1. Revisions to Council Policy 3710 – Sport Hosting Incentive Grant

The goal of the Grant Program is to provide financial support to events that generate economic benefits for the City of Richmond. It is desired to have a simple process in place that allows the efforts of the program to be maximized. While there are revisions recommended for the Grant Program, the process an applicant must follow remains unaltered in order to maintain a level of ease of involvement. Each application would follow these five steps:



The proposed Grant Program adjustments below have been developed by the Sport Hosting Task Force and endorsed by the Sport Hosting Sub-Committee and the Richmond Sports Council. For these adjustments to the Grant Program to take effect, respective sections of Council Policy 3710 ("Policy 3710") have been revised, resulting in a proposed amended Policy 3710 for approval, as enclosed in Attachment 1 (a copy of the original Council Policy 3710 is enclosed as Attachment 2 for reference).

a) Creation of a set intake for applications – as per revised Item 3 in Policy 3710

The vast majority of grants offered through sport and culture programs operate using an intake period with specific deadlines. This provides administrative efficiency and the ability to create consistency in allocating funds.

- b) Assigning a cap per organization – as per revised Item 3 in Policy 3710

In order to provide support for as many organizations as possible through the program, it is recommended that each applicant organization be eligible to receive a maximum of two grants per year, which will not exceed a \$7,000 threshold per annum.

- c) Clarifying eligibility for provincial and national sport organizations to apply – as per revised Item 4 in Policy 3710

The majority of provincial, national and international events do not allow local clubs to act as the lead organizer and the previous wording alluded to the local club having to be that primary organizer. It is not desirable to restrict these events from being eligible for the grant, however, it is desirable to maximize the ability for the local clubs to be involved in any major event occurring in the city. By requesting that a letter of support be submitted with the grant application, direct connection is made between the applicant and the club early in the process and opportunities for involvement and potential legacy can be identified.

- d) Updating the evaluation criteria – as per revised Item 5 in Policy 3710

The 2010 Grant Program utilized a simple formula to determine the grant amount allocation for each applicant. This formula was based on the number of visiting participants (i.e., non-Richmond residents), the number of room nights and the type of event. While hotel room nights can be easily verified, figures for non-resident participants have been shown to be uncertain and typically a best guess by applicants as hometown is rarely gathered in registration processes.

The Sport Hosting Task Force has recommended that each application be assessed based on five criteria: 1) number of hotel room nights, 2) scale of event, 3) ability to leave a legacy in Richmond, 4) potential to generate measurable economic impact, and 5) the opportunity for the same or similar event to return in the future. Event organizers will be required to identify how the criteria were met in the post event report.

- e) Providing definitions for national and international levels of events – as per revision to Items 3 and 4 in Section “Definitions of eligible grant categories” in Policy 3710

As the scale of event increases in level (i.e., provincial to national to international) additional funding is awarded to the event. Definitions have been narrowed to ensure that applications made for national or international events truly meet the definition of such events. Approximately 50% of all grant applications have come from organizations not based in Richmond, and most of them provide significant economic impact and require a grant as part of the host selection process. However, limited connection has been established with the local club in many of these events and it is believed that the proposed changes may increase these potential partnerships.

- f) Increasing minimum number of hotel room nights from 20 to 50 – as per revised Section “Exclusions from eligibility for Sport Hosting Incentive Grant” in Policy 3710

It is recommended that in order to be eligible an event must generate a minimum of 50 room nights in Richmond hotels. In 2015, four events would have fallen below the 50 room night threshold. Their grants totalled \$5,957, which could be re-deployed towards events with greater economic impact.

- g) Housekeeping edits

Minor formatting edits have been added to improve readability of Policy 3710.

2. Updated Five Year Strategy

The City of Richmond has been established as a destination of choice in Canada to host events. The RSH office provides turnkey assistance to sport event organizers in attracting sport events to Richmond. The number of events assisted by RSH has grown from 14 in 2010 to 50 in 2014, and it is projected that 60 events will be held in the city by the end of this year as a result of the RSH office facilitation work. The associated direct economic benefit, as measured by the value of room nights generated, is \$13.3 million to date. Additional direct and indirect economic benefits are realized from other aspects of the stay, such as spending on local amenities and attractions.

The original strategy – Richmond Sport Hosting Strategy 2010-2014 – provided a foundation for establishing the RSH office and has now expired. An updated strategic document is required to guide future implementation of the program. The majority of the original strategy revisions reflected in the new proposed Richmond Sport Hosting Strategy 2016-2020 centre on updating the language to reflect the RSH office maturation from a start-up operation to an established service. The proposed updated strategy is enclosed as Attachment 3.

Consultation Process

In developing the new sport hosting strategy and identifying revisions to the RSH Grant Program, as reflected in changes to Council Policy 3710, Staff consulted with the following key RSH program stakeholders:

- Sport Hosting Sub-Committee – mandated by the current contract agreement between the City and Tourism Richmond, the Sport Hosting Sub-Committee acts as an advisory group to the RSH office and includes representatives from the City, Tourism Richmond, the Richmond hotel community and the Richmond Olympic Oval Corporation. The proposed updated strategy, including the guiding principles, objectives, and strategic priorities, was endorsed by the Sport Hosting Sub-Committee. This sub-committee also provided positive feedback on the general direction of the Grant Program.
- Sport Hosting Task Force – the primary focus of engaging the Task Force was to develop revisions to the Grant Program in order to maximize the reach of the funding. Task Force members also reviewed and endorsed the proposed guiding principles, objectives and priorities of the updated strategy.

- Richmond Sports Council – Staff presented at the November 10, 2015 Richmond Sports Council meeting and obtained endorsement for the proposed Grant Program revisions, as reflected in an excerpts from the meeting minutes included in Attachment 4.
- Sport Organizations – in preparation of the updated strategy, an online survey was sent to the main event contacts at 82 local, provincial and national sport organizations seeking input on what RSH program services they had used and any services they either would like to see added or they have experienced from other sport tourism offices that are not available in Richmond. Feedback received from the 38 respondents was incorporated in developing the draft 2016 to 2020 strategic priorities for sport hosting. Respondents indicated a high level of satisfaction for the menu of services currently offered by RSH.
- Tourism Richmond – Tourism Richmond supported the proposed updated strategy and the Grant Program revisions through its participation on the Sport Hosting Sub-Committee and the Sport Hosting Task Force. In addition, Tourism Richmond has extended a letter of support of the overall RSH program, included in Attachment 5.
- Richmond Hotel Association – this is a newly formed non-profit association of Richmond hoteliers to which staff presented the proposed sport hosting strategy and vetted associated accommodations elements included in the document. In addition, the Richmond Hotel Association has extended a letter of support of the overall RSH program, included in Attachment 6.

Communication Plan

A number of community outreach and communication actions will be taken should the proposed strategy and grant program amendments be endorsed by Council. Both items will be prominently placed on the RSH website as the primary information source for clients. In addition, a draft updated Grant Guidelines document has been developed that provides direction based on the amended Council Policy 3710 and will be sent directly to all previous grant recipients, event organizers for upcoming events working with the RSH office and members of the Richmond Sports Council.


Financial Impact

The RSH program is funded by the hotel room tax until 2017. Continuation of the hotel room tax beyond 2017 will be required to provide future funding under the current funding model for the program.

Conclusion

Richmond Sport Hosting is a valuable service to event organizers and the city of Richmond continues to be a sought after destination for sport events. The RSH office has continually increased the number of major sport events that have come to Richmond on an annual basis and has significantly added to the economic benefit generated from sport tourism. After six years of operation, updates to the strategy and Grant Program are required in order to maximize the opportunity for ongoing program success. The proposed updates and revisions have been

developed in consultation with key stakeholders of the RSH program. If endorsed, both the new sport hosting strategy and the revised Grant Program are expected to come into effect in 2016, with relevant information to be distributed to all past grant recipients as well as the event organizers of all upcoming events currently being assisted by the RSH office.



Tanya Foley
Manager, Sport Hosting
(778-296-1406)



Neonila Lilova
Manager, Economic Development
(604-247-4934)

- Att. 1: City of Richmond Sport Hosting Incentive Grant Policy 3710 – Amended
2: City of Richmond Sport Hosting Incentive Grant Policy 3710 – Original
3: Richmond Sport Hosting Strategy 2016-2020
4: Minutes – Richmond Sports Council dated November 10, 2015
5: Letter of Support – Tourism Richmond
6: Letter of Support – Richmond Hotel Association



Page 1 of 3

Adopted by Council: February 8, 2010

Policy 3710

Amended by Council:

File Ref: 03-1085-01

Sport Hosting Incentive Grant Policy

It is Council policy that

1. The City of Richmond supports the enhancement of a positive quality of life for all its residents, and the Council recognizes that one method of helping to achieve that goal is through an annual sport hosting incentive grant program.
2. The City of Richmond Sport Hosting Task Force has the responsibility to award Sport Hosting Incentive Grants to successful applicants and the program will be administered by the City of Richmond.
3. The incentive grant program is open to eligible groups through an online application process following an annually defined intake schedule. Each organization will be eligible to receive a maximum of two grants or \$7,000 total per year. Any approved application will have the option to receive 50% up front funding (pre event) and 50% post event and upon submission of accountability paperwork.
4. Applicants from the Richmond Olympic Oval Corporation, Richmond Community Associations, Societies, Richmond School District No. 38 Athletics Association, Richmond non-profit organizations and non-profit sport organizations or associations are eligible to apply for a Sport Hosting Incentive Grant. Applicants from other organizations may also apply but best efforts must be made to obtain a letter of support from a Richmond based organization.
5. All applications must include a business plan outlining:
 - event's objectives
 - high level action plan and timelines
 - organizational structure
 - budget – including indication of items grant would be applied to
 - indication of how any budget surplus would be used
 - cultural component(s) of event
 - indication of sustainable event practices planned
6. All applications will be evaluated by the Sport Hosting Task Force against five criteria to determine the final allocation:
 - a) Number of hotel room nights
 - b) Scale of Event (e.g. Provincial, National, International)
 - c) Ability to leave a legacy in Richmond
 - d) Potential to generate measurable economic impact and tourism benefits
 - e) Opportunity for continuation of this event or hosting potential for future new events.

**DEFINITIONS OF ELIGIBLE GRANT CATEGORIES:**

All events must either be sanctioned by a recognized sport governing body or, in the case of an emerging sport that has not yet achieved official status, the sport must be one that has official rules/regulations that are being used in the event being funded.

1. **Provincial event** – includes tournament/championship competition between teams/individuals from around the province of British Columbia.
2. **Western Canadian** – includes tournament/championship competition between teams/individuals from the western provinces (BC, AB, SK, MB, YK, NT, NU).
3. **National event** – includes tournament/championship competition between teams/individuals from across Canada. To be eligible for this level of event when applying, one of the following conditions must be met:
 - at least 30% of the participating athletes must be from outside BC with a minimum of 4 provinces/territories, including BC, participating
 - at least 40% of the participating athletes must be from outside BC with a minimum of 3 provinces/territories, including BC, participating
 - at least 50% of the participating athletes must be from outside BC with a minimum of 2 provinces/territories, including BC, participating
4. **International event** – includes tournament/championship competition between teams/individuals from around the world. To be eligible for this level of event when applying, one of the following conditions must be met:
 - at least 30% of the participating athletes must be from outside Canada with a minimum of 4 nations, including Canada, participating
 - at least 40% of the participating athletes must be from outside Canada with a minimum of 3 nations, including Canada, participating
 - at least 50% of the participating athletes must be from outside Canada with a minimum of 2 nations, including Canada, participating
5. **Conferences/Symposiums/Congresses & AGM's** – The meeting must be hosted/sanctioned by a recognized sport governing body, be held over more than one day and host a minimum of 50 room nights on at least one night to be eligible. This would include topics such as sport system development, sport medicine, high performance training, sport legacy, sport hosting, coaching.
6. **Multiple year events** – must submit an application on an annual basis.



EXCLUSIONS FROM ELIGIBILITY FOR SPORT HOSTING INCENTIVE GRANT:

- Funding for bids for provincial, national or international events are not eligible.
- Events with less than 50 room nights in Richmond are not eligible.
- Events hosted outside the City of Richmond are not eligible for consideration.
- Professional events hosted by for-profit organizations with the exception of the Richmond Olympic Oval Corporation will not be supported.
- Funding for recreational activities (i.e. golf weekend) are not eligible for consideration.
- Funding for jamborees, playoffs, and league games are not eligible for funding.
- Applications for events that have already been hosted retroactively are not eligible.

GRANTS REVIEW CONSIDERATIONS:

The Sport Hosting Task Force will review and award grant applications on an annual intake schedule and ensure that successful grant applications have met the established criteria.

The City will ensure notification of awarded grants will occur to comply with Community Charter requirements.

If an application is denied, the applicant may appeal to Richmond City Council through the Parks Recreation and Cultural Services Committee.

All events must comply with City rules, policies, regulations and bylaws.



It is Council policy that

1. The City of Richmond supports the enhancement of a positive quality of life for all its residents, and the Council recognizes that one method of helping to achieve that goal is through an annual sport hosting incentive grant program.
2. The City of Richmond Sport Hosting Task Force has the responsibility to award Sport Hosting Incentive Grants to successful applicants and the program will be administered by the City of Richmond.
3. The incentive grant program is open to eligible groups on a first come, first serve basis until the funding is exhausted annually and any approved application will receive 50% up front funding (pre event) and 50% post event and upon submission of accountability paperwork.
4. Applicants from the Richmond Olympic Oval Corporation, Richmond Community Associations, Societies, Richmond School District No. 38 Athletics Association, Richmond non-profit organizations and non-profit sport organizations or associations are eligible to apply for a Sport Hosting Incentive Grant.
5. The grant process incorporates 2-tiered application eligibility: groups seeking less than \$1000.00 and groups seeking over \$1000.00.

Groups seeking less than \$1000 have the following criteria to meet:

- utilize facilities and venues within the City of Richmond.
- stay a minimum of 20 hotel room nights in Richmond.
- compliance with City policies and procedures.

Groups seeking finding over \$1000 have the following criteria to meet:

- utilize facilities and venues within the City of Richmond.
- stay a minimum of 20 hotel room nights in Richmond.
- outline how the support from the City of Richmond would be applied to the event.
- demonstrate the extent to which the event will encourage increased participation in sport and provide direct or indirect sport development opportunities to the City of Richmond's sport stakeholders.
- demonstrate the social and economic benefits of the event including but not limited to the size of the audience, media coverage, volunteerism and any potential legacy for the community (i.e. equipment, infrastructure).
- include a cultural component to the event.



- include a business plan outlining the sport event's objectives, action plan, volunteer and committee structure, participant breakdown, timelines, budget and if a surplus is generated through the event, identify how the surplus is to be used.
- be required to acknowledge the City's support in all of their information materials, including publications and programs related to the funded activities. If the logos of other funders are used in an acknowledgement, the City and Tourism Richmond should similarly be represented.
- compliance with City policies and procedures.

DEFINITIONS OF ELIGIBLE GRANT CATEGORIES:

1. **Provincial event** – The event must be sanctioned by a LSO and/or PSO that includes tournament/championship competition between teams/individuals from around the province of British Columbia.
2. **Western Canadian** – The event must be sanctioned by a LSO and/or PSO that includes tournament/championship competition between teams/individuals from the western provinces (BC, AB, SK & MB).
3. **National event** – The event must be sanctioned by a LSO and/or PSO, NSO that includes tournament/championship competition between teams/individuals from across Canada.
4. **International event** – The event must be sanctioned by a LSO and/or PSO, NSO, ISO that includes tournament/championship competition between teams/individuals from around the world.
5. **Invitational/Test event** – The event must be sanctioned by a LSO and/or PSO, NSO, ISO that includes tournament/championship competition between a minimum of 10 participants from outside of Metro Vancouver.
6. **Conferences/Symposiums/Congresses & AGM's** – The meeting must be sanctioned by a LSO and/or PSO, NSO, ISO. The meeting must be multiple days and host a minimum of 50 room nights on peak to be eligible. This would include topics such as sport system development, sport medicine, high performance training, sport legacy, sport hosting, coaching.
7. **Multiple year events** – must submit an application on an annual basis.

EXCLUSIONS FROM ELIGIBILITY FOR SPORT HOSTING INCENTIVE GRANT:

- Funding for bids for provincial, national or international events are not eligible.
- Events with less than 20 room nights in Richmond are not eligible.
- Events hosted outside the City of Richmond are not eligible for consideration.



- Professional events hosted by for-profit organizations with the exception of the Richmond Olympic Oval Corporation will not be supported.
- Funding for recreational activities (i.e. golf weekend) are not eligible for consideration.
- Funding for jamborees, playoffs, and league games are not eligible for funding.
- Applications for events that have already been hosted retroactively are not eligible.

GRANTS REVIEW CONSIDERATIONS:

The Sport Hosting Task Force will review and award grant applications on a monthly basis and ensure that successful grant applications have met the established criteria.

The City will ensure notification of awarded grants will occur to comply with Community Charter requirements.

If an application is denied, the applicant may appeal to Richmond City Council through the Parks Recreation and Cultural Services Committee.



RICHMOND
**SPORT
HOSTING**

IN PARTNERSHIP WITH



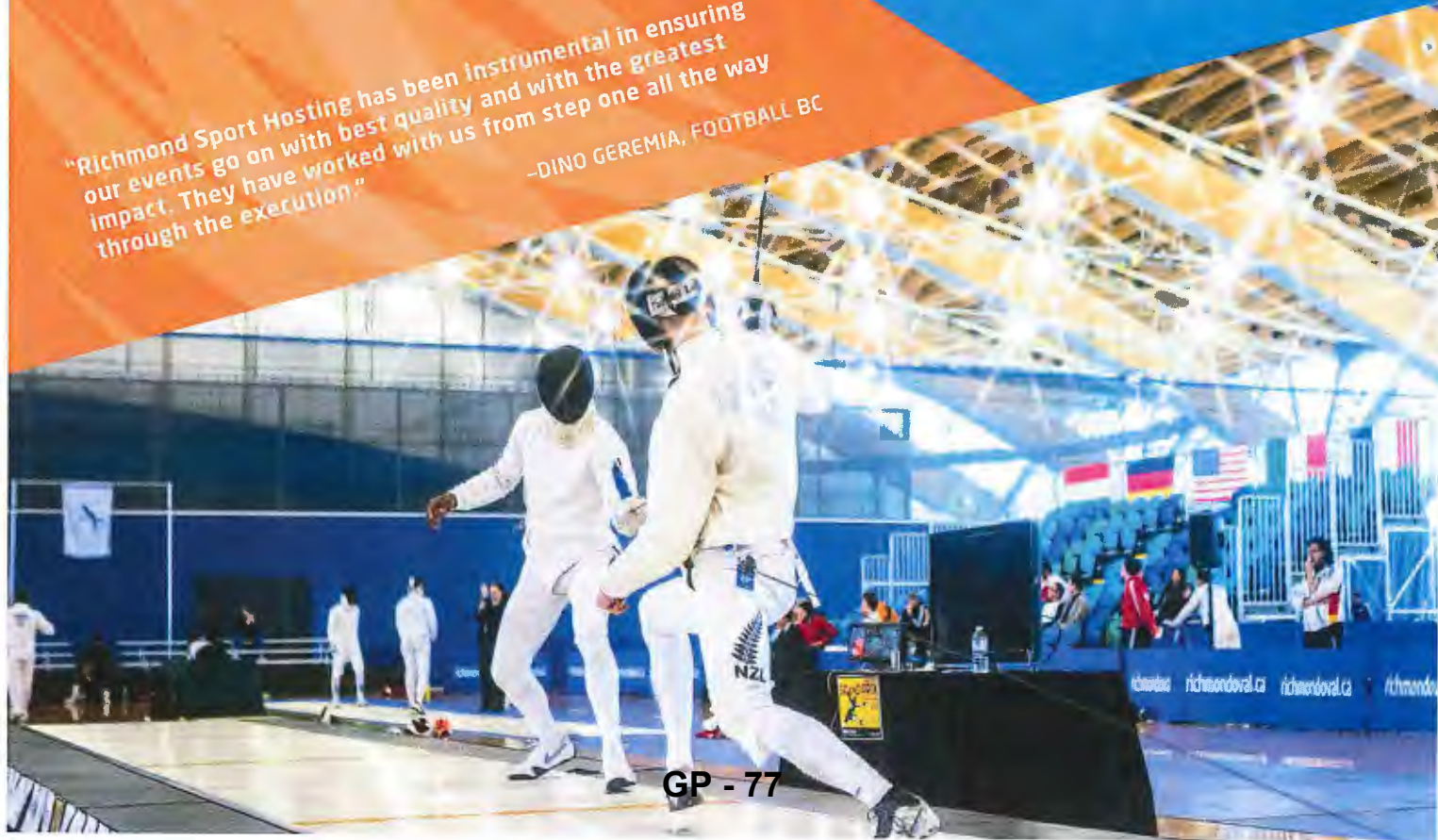
DEC 2015

STRATEGY 2016-2020



"Richmond Sport Hosting has been instrumental in ensuring our events go on with best quality and with the greatest impact. They have worked with us from step one all the way through the execution"

-DINO GEREMIA, FOOTBALL BC



1. MESSAGE FROM THE MAYOR

To come ...

1





"We are so lucky to have Richmond Sport Hosting to help us in all kinds of jobs such as the selection of host hotel, application of grants and funding, acquisition of equipment, transportation, sponsors, and lots of valuable information to connect with other parties we need."

-KION WONG, RICHMOND LAWN BOWLING CLUB



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"The Richmond Oval was an ideal location to host our event because the facility and equipment were top of the line, the high performance environment inspired the national team athletes, and the facility staff went above and beyond to ensure our needs were taken care of."

-DONNA LEE, VOLLEYBALL BC



3. RICHMOND SPORT HOSTING

Richmond Sport Hosting (RSH) was established as a direct response to the City of Richmond's role as a Venue City for the 2010 Olympic Winter Games and has quickly made a mark in the sport tourism industry. After hosting fourteen events in 2010, RSH has continued to grow and in 2015 provided assistance to over sixty provincial, national or international events. The Richmond Olympic Oval, a world class event hosting facility, has provided the impetus to establish Richmond as a destination of choice for major sport events. In addition, there are over 30 indoor sport hosting facilities as well as dozens of outdoor spaces throughout the city that provide the sport technical requirements to host provincial or higher levels of sport events.

In 2014, Statistics Canada announced that the sport segment was the fastest growing tourism sector and represented \$5.2 billion dollars nationwide. This represented an 8.8% increase compared to a 0.7% decrease in the overall Canadian tourism market from two years previous. As a result, significant interest across Canada has emerged and the number of dedicated sport tourism offices has increased from less than 100 offices in 2009 to approximately 250 in 2015.

Funded through the Municipal and Regional District Tax Program (MRDT) via an agreement between Tourism Richmond and the City of Richmond, RSH has an operating budget of \$400,000, including a \$100,000 Incentive

Grant Program. The RSH office provides a complimentary, one-stop-shop enterprise accessible by all event organizers operating within Richmond venues. The core business revolves around supporting the City of Richmond's Council Term Goal "Supportive Economic Development Environment" through identifying opportunities to bring visitors to the city creating positive economic benefits for local hotels, facilities, restaurants, shops and visitor attractions.

The City of Richmond has recently undergone an assessment of the sport facilities across the city and have identified a number of improvements and/or replacement opportunities over the coming years. Many of these will allow for additional major sport event prospects to be pursued increasing the number and variety of events possible in the city.

Sporting events are consistently increasing in overall number as sports continue to offer new programs to their members. As well, the quality of events are escalating and there is a heightened desire to provide higher service levels in comparison to past efforts (e.g. mandatory broadcast/live stream options, dedicated dressing rooms, higher number of spectator expectations, etc). It is expected that this trend will continue and is the key factor identifying sport tourism as a stable option that is not as affected by external pressures such as fluctuation with the Canadian dollar as other tourism segments.



4. RICHMOND SPORT HOSTING'S PLAN

OUR VISION

To be the premiere sport hosting community in Canada for provincial, national and international sporting events, while growing and integrating our local sport community.

GUIDING PRINCIPLES

Since 2009, Richmond Sport Hosting has been providing exceptional service to sport organizations from around the globe. The City of Richmond provides a world class event atmosphere and is well established as a premiere destination for all levels of sport events. The City of Richmond Sport Hosting program will:

- Assist Richmond in reaching the Council term goals, increase the City's image, community pride, economic development and continue to build a legacy of sport for the City
- Be a strategic and coordinated approach targeting a broad scope of 'events' to include single sport competitions, multi-sport games, training camps, coaching clinics, sport related business meetings
- Communicate benefits and opportunities to stakeholders
- Ensure financial accountability by building in processes for evaluations, both of individual events and of the overall initiative to create a transparent operation
- Collaborate with City departments, event organizers and facility operations to ensure events are engaging in sustainable event practices
- Find niches in the sport hosting marketplace where Richmond can effectively market its facilities, services and expertise and cultivate a strong sport hosting identity
- Recognize the role of sport and sport volunteers as valuable partners in the process of sport event hosting and continually build community capacity to host high quality sporting events.
- Equip our sport partners with tools, information and support to be successful in building or engaging the required capacity to host existing major events or creating new events unique to Richmond
- Use Sport Hosting to support a robust and integrated sport development system in Richmond



OBJECTIVES

INCREASE THE NUMBER OF POTENTIAL HOSTING OPPORTUNITIES by expanding collaboration with local stakeholders such as Tourism Richmond, Richmond School District, Richmond Hotel Association, private sports clubs and the event hosting expertise of the Richmond Olympic Oval.

SEEK POTENTIAL STRATEGIC PARTNERSHIPS with the BC Sport Branch, Destination BC, BC Sport Tourism Network, and professional event management businesses

ENGAGE WITH EVENT ORGANIZERS through supporting additional aspects of logistical requirements to maximize the cost saving aspects of hosting in Richmond

MAXIMIZE NEW AND RENOVATED SPORT HOSTING FACILITIES coming online in the City and be flexible to adapt to priorities adopted by Council in the future

GROW SPORT RELATED TOURISM ECONOMIC VALUE by 10% by 2020

SUPPORT SUSTAINABLE EVENT INITIATIVES promoted by the City of Richmond through working with event organizers to provide direction and assistance to ensure compliance with City programs

CONTRIBUTE TO THE COMMUNITY'S healthy living, increased awareness of the benefits of sport, building civic pride and a stronger volunteer base



5. SUCCESS THROUGH PARTNERSHIP

8

The strength of Richmond as a sport event destination lies in the collaborative approach between the Sport Hosting office, official program partners and other key stakeholders. Together they form an indispensable resource for event organizers and offer an elite support system.

PROGRAM PARTNERS

CITY OF RICHMOND

Richmond Sport Hosting is a complimentary city service offered by the City of Richmond. As a strategic partner, the City provides program oversight, access to City owned facilities, and management of the Sport Hosting Task Force.

TOURISM RICHMOND

Tourism Richmond is the established tourism destination marketing organization for Richmond, BC. They oversee all other tourism market segments in the city and support Richmond Sport Hosting through visitor servicing, destination marketing and industry support.

RICHMOND SPORTS COUNCIL

The Richmond Sports Council was established in December 1982 for the purpose of unifying and representing sports groups within the community on relevant issues affecting the local sport community. Ultimately the local sport community is involved either as host or support to the hosts of the majority of sport events held in Richmond and is a vital connection for future event opportunities.

RICHMOND OLYMPIC OVAL CORPORATION

The Richmond Olympic Oval is a breathtaking venue on the banks of the Fraser River and winner of the Institution of Structural Engineers top award for Sports or Leisure Structures. With over 47,500 square metres of world class facility, it is the destination of choice for dozens of sports at all levels of play. The Richmond Sport Hosting office is situated within the Richmond Olympic Oval and shares a vision of excellence for welcoming the world to Richmond.



OTHER STAKEHOLDERS

RICHMOND HOTEL ASSOCIATION

The Richmond Hotel Association is an active representative group for Richmond's hotel community and a vital partner for Richmond Sport Hosting's success. As an airport city, Richmond can offer options and service levels that are rarely seen by sport groups across Canada. Through collaboration with the Richmond Hotel Association, Richmond Sport Hosting is able to work collectively with a number of hotels and ensure the best options are made available to event organizers.

LOCAL BUSINESSES

Sport events typically bring participants, officials and spectators to the host city. For provincial, national or international events, these visitors not only stay in local hotels, but they also purchase meals, souvenirs and spend time away from the sport venue at local attractions. Richmond businesses are

well equipped to service out of town visitors and offer a plethora of options for tourists. As well, sport events often serve as marketing opportunities for local organizations and create a mutually benefitting opportunity for the event organizer and the business.

RICHMOND RESIDENTS

The Richmond community benefits in a variety of ways through experiencing high level sport events. For athletes, the ability to compete on home soil has been well established in Richmond as a Venue City for the 2010 Olympic Winter Games. Residents continually have the ability to engage with elite events as volunteers, technical officials and event organizers. Bringing elite sporting events into the community promotes a healthy lifestyle and encourages dreams of young athletes as they join the ranks of spectators enjoying these events.



6. STRENGTHS, WEAKNESSES, OPPORTUNITIES AND THREATS

Identified through various consultations and industry research, the following SWOT analysis will provide focus for Richmond Sport Hosting activities.

STRENGTHS

- Logistical ease of hosting in Richmond
- Exceptional hosting experience
- Elite sport facilities
- Strong base of volunteer support
- Multi-cultural community
- Transportation hub (International Airport and Canada Line Skytrain)
- Proximity to downtown Vancouver, Whistler, USA Border
- Extensive accommodation options at various price points
- Variety of visitor attractions
- City and facility event staff experience

WEAKNESSES

- Spectator capacity
- Required new construction or facility improvements at some event hosting sites needed to expand opportunities
- Financial support from outside Richmond
- Requirement to rely on neighbouring communities to be able to hold multi-sport games
- Expertise available amongst RSH and venue staff to organize events, but limited time/financial resources exist

OPPORTUNITIES

- Training camps
- Pre-Stage camps/events
- Growth of female sport
- High performance athlete training and development
- Tradeshows and Conferences
- Provincial, National & International sport events
- Accessible destination – focus on athletes with a disability
- International events with decreased Canadian dollar
- Created event options

THREATS

- Facility use – community vs event
- Economic volatility
- Financial support offered by competitors
- Tourism Industry changes
- Municipal and Regional District Tax (MRDT) revisions



7. STRATEGIC PRIORITIES

1. Maximizing relationships with:
 - a. **EVENT RIGHTS HOLDERS** to ensure Richmond continues to be seen as a strong option for hosting major events
 - b. **CITY PARKS AND RECREATION AND RICHMOND OLYMPIC OVAL STAFF** to facilitate site selection and onsite facilitation for Sport Hosting events
 - c. **RICHMOND SCHOOL DISTRICT STAFF** to facilitate site selection and facility booking for Sport Hosting events.
 - d. **PRIVATE FACILITY OPERATORS** to ensure Sport Hosting is up to date on their hosting desires and able to maximize all spaces within the City of Richmond
 - e. **EXTERNAL SPORT HOSTING OFFICES OR EVENT ORGANIZERS** in order to ensure all opportunities for economic benefits in Richmond are explored
 - f. **RICHMOND HOTELS** to ensure sport group appropriate options continue to exist in Richmond
 - g. **CITY AND RICHMOND OLYMPIC OVAL COMMUNICATION STAFF** to facilitate media promotion
 - h. **ARTS, HERITAGE AND CULTURE** contacts to better provide opportunities for cultural component inclusion in Sport Hosting events.
2. By ensuring organizational efficiency, the Sport Hosting office will ensure multiple requirements are achieved and an exceptional level of service is offered to clients
3. Serve as a "one-stop-shop" to be able to assist event organizers with securing information on all aspects of hosting an event in Richmond
4. Conduct a dedicated marketing approach to identify the logistical benefits of operating in Richmond identifying the cost saving opportunities to assist rights holders in selecting Richmond for their event
5. Offer a Richmond Sport Hosting Incentive Grant program in order to financially support event organizers in the securing of major sport events
6. Maximize the economic impact opportunities from sport event participants through developing direct information packages targeting local attractions and activities that can be used to build an overall experience for event attendees



"The Richmond Olympic Oval and Richmond Sport Hosting are invaluable partners in BC Wheelchair Sports Association's international hosting strategy. Without their support, we would not be able to host a world class event such as the Canada Cup International Wheelchair Rugby Championships that welcomes the top international teams to Richmond every two years."

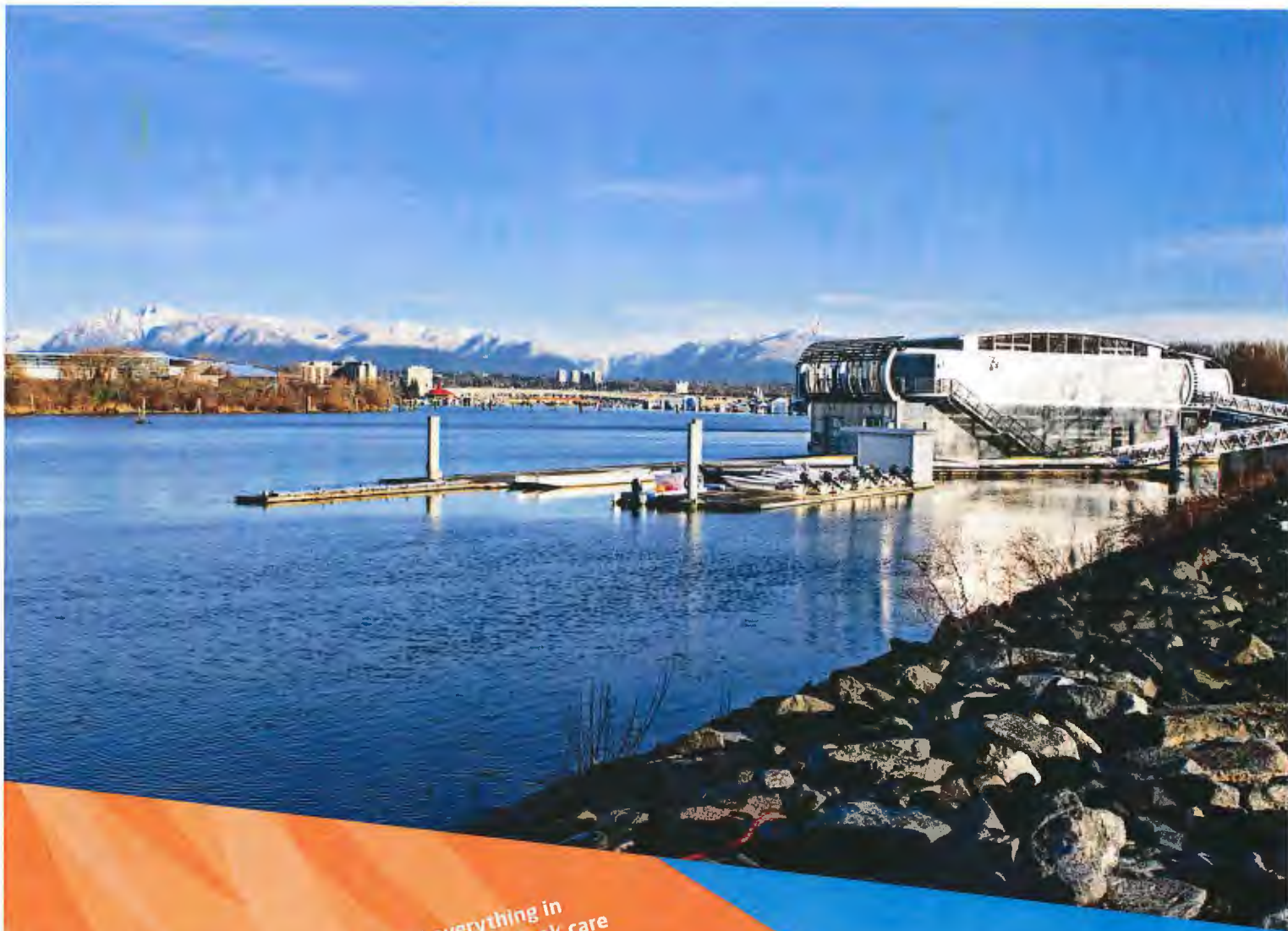
-GAIL HAMMAMOTO, BC WHEELCHAIR SPORTS ASSOCIATION



8. ACTION PLAN

ACTION ITEM	SHORT TERM (0-12 MOS)	LONG TERM (13-36 MOS)
STRATEGIC PRIORITY #1: MAXIMIZING RELATIONSHIPS		
Attend industry conferences (CSTA Sport Events Congress, CAC Sport Leadership sportif Conference, TIABC Conference)	X	X
Work with Richmond School District to identify potential events that would align with their future goals/vision		X
Develop regular communication method with facility operators	X	X
Participate in the BC Tourism Network meetings/events to develop relationships with external sport hosting offices in BC	X	X
Maintain regular schedule of contact with sport organizations and hotel sales managers overseeing sport market	X	X
Develop relationships with International Sport Organizations representing sports that are high level targets for Richmond	X	X
Actively participate on sport and tourism committees and Boards		X
STRATEGIC PRIORITY #2: ENSURING ORGANIZATIONAL EFFICIENCY		
Develop online form for grant application	X	
Utilize new website to send RSH newsletter	X	X
STRATEGIC PRIORITY #3: OPERATING AS A ONE-STOP-SHOP		
Redevelop RSH website to provide checklist and detailed information on hosting events in Richmond	X	
Develop online event application outlining the areas RSH can provide assistance for	X	X
Develop promotion of City of Richmond's Sustainable Event Champion program and Quick Guide to incorporate sustainable event practices for event organizers	X	
STRATEGIC PRIORITY #4: MARKETING RICHMOND'S LOGISTICAL BENEFITS		
Develop and update marketing elements:		
- Richmond facility brochure	X	X
- Richmond map of facilities/hotels/attractions	X	X
Advertising promotions include statement on logistical benefits	X	X
STRATEGIC PRIORITY #5: PROVIDING FINANCIAL SUPPORT		
Revise Richmond Sport Hosting Incentive Grant Program	X	
Develop online grant application and post event form	X	
STRATEGIC PRIORITY #6: BUILDING AN EXPERIENCE		
Collaborate with Tourism Richmond Visitor Services to develop brochures/website menu for Richmond experience options		X
Develop a rate card for local attractions, team building opportunities and tourist discounts		X





"The Richmond Sport Hosting Team did everything in their power to make our event a success. They took care of all the details: from helping with equipment set up to offering expert advice on branding opportunities to providing sharples for athlete signings. Every detail was thought of and accommodated. We can't wait to host our next event in Richmond!"

-KANIKA THAKAR, SPEED SKATING CANADA



9. PERFORMANCE MEASURES

MEASURE	2014	2016
Number of bids	9	12
Number of grant applications	41	40
Leads generated	59	70
Lead room nights	17,812	20,000
Definite room nights	12,204	12,750

10. RICHMOND FACILITIES

Richmond has an abundance of sport and meeting facilities equipped to host major events for traditional, emerging and mind sports.

From the majestic Richmond Olympic Oval to a variety of City and privately owned venues to hotels, our exceptional venues have hosted various AGMs, conferences and major events for the following sports:

INDOOR

Archery
 Archery Tag
 Artistic Gymnastics
 Badminton
 Ball Hockey
 Basketball
 Beach Volleyball
 Box Lacrosse
 Bridge
 Chess
 CrossFit
 Curling
 Darts
 Diving
 Dodgeball
 Field Hockey
 Figure Skating
 Floorball
 Futsal
 Highland Dance
 Ice Hockey
 Inline Skating
 JiuJitsu
 Judo
 Karate
 Powerchair Soccer
 Powerlifting
 Rhythmic Gymnastics
 Ringette
 Shooting (Air Pistol)
 Short Track
 Sitting Volleyball
 Speed Skating
 Swimming

Synchronized
 Swimming
 Table Tennis
 Taekwondo
 Tennis
 Track & Field
 Trampoline
 Volleyball
 Water Polo
 Weightlifting
 Wheelchair Basketball
 Wheelchair Rugby
 Wrestling

OUTDOOR

Archery
 Basketball
 Beach Volleyball
 Cricket
 Field Hockey
 Field Lacrosse
 Football
 Golf
 Race Walk
 Rowing
 Rugby
 Shooting
 Soccer
 Softball
 Tennis
 Track & Field
 Ultimate

An up to date listing of all venues in Richmond can be found at www.richmondsporthosting.ca



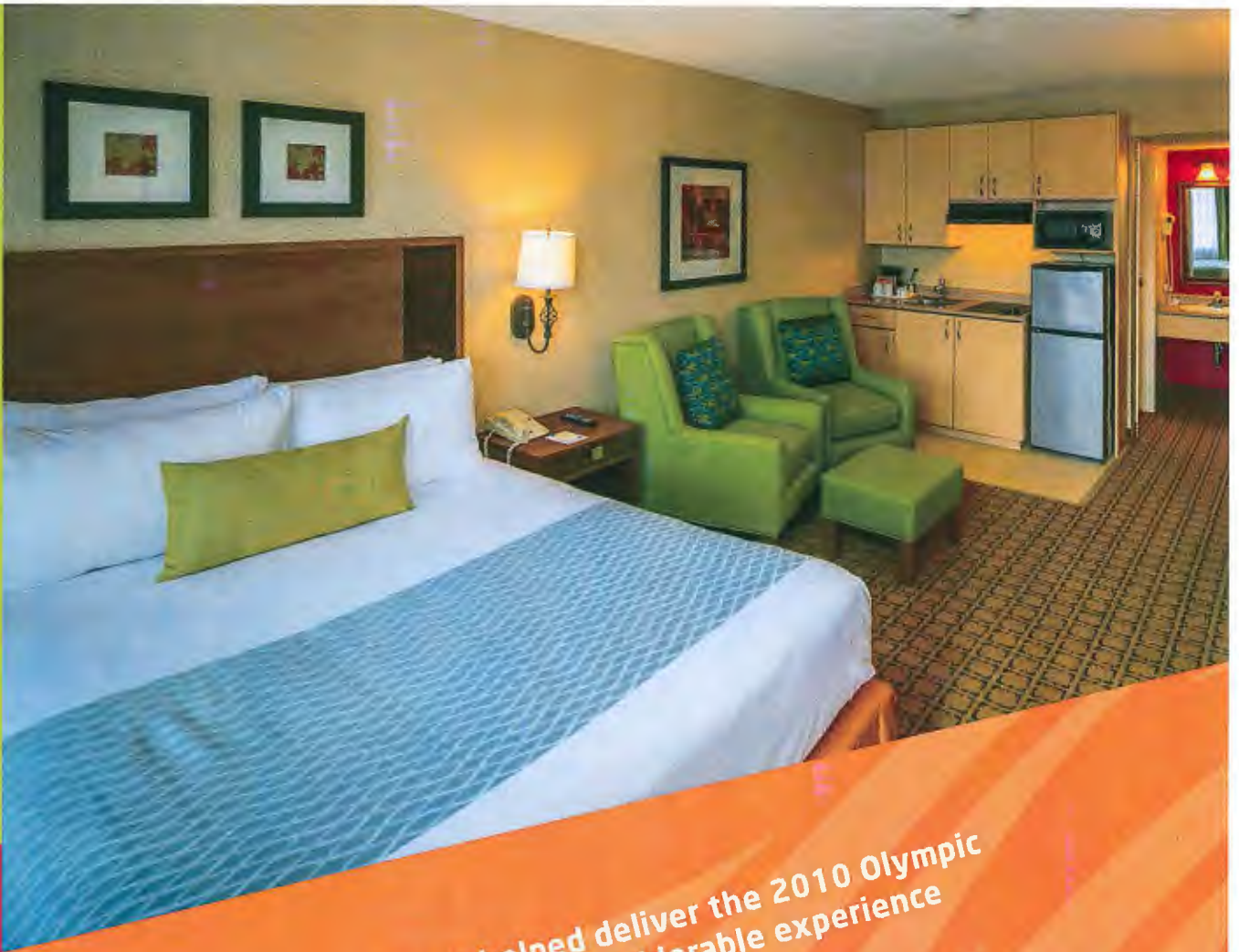
All of Richmond's hotels are within
20 minutes of the Vancouver International
Airport and any Richmond sporting facility.



11. HOTELS

HOTEL NAME	MEETING ROOMS		# GUEST ROOMS
	#	LARGEST CAPACITY	
Accent Inns	2	50	205
Best Western Abercorn Inn	4	200	98
Days Inn Vancouver Airport	0	-	67
Executive Airport Plaza Hotel & Conference Centre	16	700	290
Fairmont Vancouver Airport	16	150	392
Four Points by Sheraton Vancouver Airport	6	180	140
Hampton Inn Vancouver Airport	0	-	109
Hilton Vancouver Airport	7	400	237
Holiday Inn Express Hotel & Suites Riverport	3	80	147
Holiday Inn Vancouver Airport	5	85	161
La Quinta Inn Vancouver Airport	1	40	74
Pacific Gateway Hotel	22	600	414
Quality Hotel Airport (South)	1	33	70
Radisson Vancouver Airport Hotel	12	600	200
Ramada Vancouver Airport	1	150	76
River Rock Casino Resort / The Hotel at River Rock	11	950	395
Sandman Hotel Vancouver Airport	1	80	171
Sandman Signature Hotel & Resort Vancouver Airport	13	180	438
Sheraton Vancouver Airport	27	1200	390
Travelodge Vancouver Airport	1	50	160
Vancouver Airport Marriott Hotel	7	400	237
Westin Wall Centre Vancouver Airport	5	536	188





Richmond's hotels helped deliver the 2010 Olympic Winter Games and have considerable experience supporting world class sport events.

Collectively, they understand how to go above and beyond to meet the unique need of sport groups.



12. RICHMOND SPORT EXPERIENCE

Richmond has worked with local, provincial, national and international sport organizations to bring a wide variety of events to Richmond. With tremendous hosting experience, Richmond facilities and staff are able to assist event organizers throughout the process. A sample of some of the over 300 successful events held in the past five years include:

INTERNATIONAL EVENTS

2015 Powerlifting Commonwealth Championship

2015 Fencing World Cup

2014-2015 Men's Tennis ITF Tournament

2014 US/Canada Dual and International Open Race Walks

2014 World Martial Arts Games

2014 Pacific Rim Gymnastics Championships

2013-2014 Fencing World Grand Prix

2013-2015 Pacific Cup International Curling Championship

2012 & 2014 International Wheelchair Rugby Canada Cup

2012-2013 Yonex Canada Open Grand Prix

2011-2015 Judo Pacific International Championship

2010 World Wheelchair Rugby Championships

NATIONAL EVENTS

2015 Rhythmic Gymnastics National Championships

2015 Volleyball Canada National Team Challenge Cup

2015 Short Track Speed Skating National Qualifier

2014-2016 Karate Canada National Championships

2015 Canadian Senior Lawn Bowling Championship

2014 RCGA Canadian Men's Senior Championship

2014 Canadian Wheelchair Basketball League Women's National Championship

2012 Canadian Senior and Junior Table Tennis Championships

2011 Royale Cup Canadian Junior Girls Golf Championship

2011 Canadian Junior Badminton Championships

2010 National Taekwondo Championship



PROVINCIAL/REGIONAL EVENTS

2014-2015 Pacific Coast Female Rep Hockey Classic

2013 Futsal Fiesta

2013-2015 BC Powerlifting Association Cup Championship

2012-2015 Red Bull Crashed Ice Vancouver Qualifier

2012-2015 Karate BC Provincial Championship

2012 & 2013 CrossFit Games- Canada West Regional

2011-2015 Harry Jerome Indoor Classic

2010 BC Open Squash Championship

TRAINING CAMPS

2015 BC Hockey Pre-Stage Camp for Canada Winter Games

2015 National Team Sitting Volleyball

2014 Team Finland National Women's Ice Hockey Pre-Stage Camp

2014 Australian Jr. National Track and Field Team Training Camp

2013 New Zealand Ice Hockey Training Camp

2012 Karate BC Training Camp



MEETINGS/CONFERENCES

2014 Softball Canada Blue Convention

2013 Rowing Canada AGM & Coaching Conference

2012 Canadian Sport Tourism Alliance Sport Events Congress

2012 BC Athletics AGM & Award Banquet

2010 Baseball Canada Convention

2010 Sport BC Athlete of the Year Awards

UPCOMING

2016 CAC Petro-Canada Sport Leadership sportif Conference

2016 Fencing World Cup

2016 Karate Canada National Championships

2016 Men's ITF Tennis Tournament

2016 Wheelchair Rugby Canada Cup

2017 Gojukai 7th World Championships

2017 Karate Canada North American Cup



RICHMOND SPORT HOSTING

IN PARTNERSHIP WITH



13. WE ARE HERE TO WELCOME YOUR WORLD!

If you are looking for a place to host your next event, and want the advantage of a complimentary service dedicated to helping you elevate your participants' experience, Richmond Sport Hosting is here for you!

RICHMOND SPORT HOSTING

778 296 1406

sporthosting@richmondoval.ca

www.richmondsporthosting.ca

@RichmondSH

RICHMOND
SPORT
HOSTING

IN PARTNERSHIP WITH



Excerpt from Minutes of Richmond Sports Council Meeting held November 10, 2015



www.richmondsportscouncil.com

Tuesday November 10, 2015

Present:

Jim Lamond (Chair), Dan Marriott, Gregg Wheeler, (City staff), Tony Shaw, Bob Jackson, Terry Kehoe, Jack Hamilton, Don Fisher, Barb Norman, Sam Morizawa, Tanya Foley, Warren Karsgaard, Gary Rosval, Sanjeet Sadana, Kathleen Wong, Mike Thorne, Steve Valenzuela, Ivan Wong, Bill Shayler, Kim Seaborn

Regrets: Councillor Bill McNulty, Serj Sangara, Stu Corrigan, Mke Fletcher, Donna Marsland

Meeting called to order at 7.00 pm

[Begin Excerpt]

6. Sport Hosting Update

Jim referred to the updated guidelines previously circulated via email and Tanya continued by circulating a list of the Recommended Changes to start in 2016 with regard to the Richmond Sport Hosting Incentive Grant Program. A question and answer period followed and also circulated was a draft of the 2016-2020 Sport Hosting Strategy.

During discussion it was confirmed that funds from the program came via the hotel room tax which was sent to Destination BC and then to Tourism Richmond. Total funds amounted to \$400,000 of which \$100,000 funds the grants.

Motion:

To endorse the changes to the Richmond Sport Hosting Incentive Grant Program.

Moved: Don Fisher, Seconded: Bob Jackson, Carried. Opposed – Barb Norman

Sanjeet recommended that the grant funds be increased and he will follow up with Tanya re the process for the increase in 2017. This issue to be discussed at the next Sports Council meeting.

[End Excerpt]



November 4, 2015

Ms. Tanya Foley
Manager, Sport Hosting
Richmond Olympic Oval
6111 River Road
Richmond, BC V7C 1A2

Dear Ms. Foley,

Thank you for presenting the draft Richmond Sport Hosting Strategy 2016-2020, the updated Sport Hosting Task Force Terms of Reference and the Grant Incentive Program to the Sport Hosting Sub Committee on September 25, 2015.

Tourism Richmond has had the opportunity to review the updated strategy and Grant Program including the revisions and we support it all. As one of Richmond's tourism sectors, sport continues to grow year over year and provide a positive economic outcome for our community. We would like to congratulate you and your team for your efforts and look forward to seeing the outcome of this revitalized strategy.

We encourage City Council to adopt this strategy and the proposed revisions, so that together we can continue to grow our visitor economy and strengthen the wellbeing of our City.

Sincerely,


Tracy Lakeman
CEO





October 28, 2015

Ms. Tanya Foley
Manager, Sport Hosting
6111 River Rd
Richmond, BC V7C 0A2

RE: Richmond Sport Hosting Strategy Plan

Dear Tanya:

Thank you for taking the time to meet with the Richmond Hotel Association Board of Directors on October 19th to present the draft Richmond Sport Hosting Strategy Plan to our board.

I am pleased to let you know that after review of the strategy and discussion, the board is in support of the overall Sport Hosting program. We believe it is a successful program within the tourism sector for the city of Richmond and will help to drive room night production and overall revenues for the city.

Sincerely,

Gary Collinge
Chair
Richmond Hotel Association



City of Richmond

Report to Committee

To: General Purposes Committee
From: Tom Stewart, ASct.
Director, Public Works Operations
Re: Donation Bin Regulation Bylaw No. 9502

Date: January 4, 2016
File: 01-0370-01/2015-Vol
01

Staff Recommendation

That:

- a. Donation Bin Regulation Bylaw No. 9502,
- b. Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9513, and
- c. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9514

be introduced and given first, second and third readings with an effective date of July 1, 2016.

Tom Stewart, ASct.
Director, Public Works Operations
(604-233-3301)

Att. 3

REPORT CONCURRENCE		
ROUTED TO: Community Bylaws Law	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

At the September 14, 2015 meeting, Council approved the following resolutions:

That a fee and permit structure for donation bins on City property, as outlined in Option B of the staff report titled, "Donation Bins within the City of Richmond", dated August 21, 2015 from the Director, Public Works Operations, be endorsed; and that staff prepare the required bylaws and bylaw amendments to implement the proposed fee and permit structure.

Council requested that donation bin operators on City property be limited to registered charities that can demonstrate that the donation bin proceeds benefit programs and services used by Richmond residents.

This report presents the appropriate bylaw and bylaw amendments to implement the fee and permit structure for donation bins on City property.

This report supports Council's 2014-2018 Term Goal #4 Leadership in Sustainability:

Continue advancement of the City's sustainability framework and initiatives to improve the short and long term livability of our City, and that maintain Richmond's position as a leader in sustainable programs, practices and innovations.

Analysis

The following is a summary of proposed regulations for the Donation Bin Regulation Bylaw No. 9502, amendments to the Consolidated Fee Bylaw 8636, Amendment Bylaw No. 9513, and the Notice of Bylaw Violation Adjudication Bylaw No. 8122, Amendment Bylaw No. 9514.

1. Donation Bin Regulation Bylaw No. 9502

Staff have identified donation bin issues in Richmond and researched best practices in other municipalities. Bylaw No. 9502 introduces a fee and permit structure and the following regulations to enable management of donation bins.

- Donation bin activity on City property will only be permitted to those entities which have been approved for registration as a charity by the Canada Revenue Agency (CRA) and have been issued a charitable registration number by the CRA ("Eligible Permittees").
- Permittees will be required to respond to an Expression of Interest and meet the application criteria set out in the Bylaw No. 9502. As part of the application process, Permittees must also identify how the permittee's charitable work benefits City of Richmond residents.
- Ceasing to be a charity will result in termination of said permittee's agreement.

- Permittees will be responsible for cleaning up within a five metre radius of the permitted donation bin and within 24 hours of the City or the public reporting a need for cleanup to the permittee.
- Permittees will be responsible for paying a damage deposit. If Permittees do not respond to a cleanup request within 24 hours, the damage deposit will be used to reimburse the City's costs.
- Permittees will be responsible for posting signage on each bin outlining no dumping allowed, acceptable items, collection schedules, and how the permittee's charitable work benefits Richmond residents.
- The donation bins must be professional in appearance, regularly maintained, in good working order, free of graffiti, and to the satisfaction of the General Manager, Engineering & Public Works.
- Violation and penalty provisions are included if Permittees do not comply with the regulations addressed in the bylaw.

2. Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9513

Consistent with the report endorsed by council on September 14, 2015, the amendment bylaw establishes permit fees, damage deposit fees and other fees related to the implementation of the Donation Bin Regulation Bylaw No. 9502.

3. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9514

The amendment bylaw lists the penalty amounts that are enforceable for violations of the Donation Bin Regulation Bylaw No. 9502.

Next steps

If the proposed bylaws and amendments are approved, the following next steps would form part of the implementation:

- Time to serve notice to current bin operators, and issue and respond to an Expression of Interest.
- Bylaw and bylaw amendments would be effective on July 1, 2016.
- Staff will identify and permit approximately 50 donation bin locations on City property.
- Implement departmental procedures for effective management of the bylaws.
- Educate the public and bin operators about the new requirements through various means.

- Engineering and Public Works staff will work closely with bin operators to ensure a smooth transition during the implementation of the new bylaw and bylaw amendments.

Financial Impact

None. Revenue from annual permit fees and penalty revenues would be applied to offset the costs (i.e. cleanup by Environmental Programs and enforcement by Community Bylaws staff,) of managing the permit structure.

Conclusion

Staff recommend that Council endorse Donation Bin Regulation Bylaw No. 9502, Consolidated Fees Bylaw No. 8636 Amendment Bylaw No. 9513, and Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122 Amendment Bylaw No. 9514. Additionally, it is recommended that the effective date be July 1, 2016 to allow time to notify bin operators and issue and respond to an Expression of Interest for bin locations.

Enforcement of the above bylaws will be incorporated into the work plans of Engineering and Public Works and Community Bylaws staff.



Jennifer Kube-Njenga
Public Works - Program Manager
(604-244-1260)

JKN:jkn

- Att. 1: Donation Bin Regulation Bylaw No. 9502 (REDMS 4772125)
2: Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9513 (REDMS 4867084)
3: Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9514 (REDMS 4867312)



CITY OF RICHMOND

DONATION BIN REGULATION

BYLAW NO. 9502

EFFECTIVE DATE – July 1, 2016



Donation Bin Regulation Bylaw No. 9502

The Council of the City of Richmond enacts as follows:

PART ONE: GENERAL PROVISIONS

1.1 Authorizations

- 1.1.1 The **General Manager Engineering & Public Works** is authorized to establish **donation bins locations** on **City land** pursuant to the provisions of this bylaw and to issue **permits** and establish a proposed fee structure for the placement and use of **donation bins** on **City land**.
- 1.1.2 The **General Manager Engineering & Public Works** may designate particular portions of **City land** as **donation bin locations**, in accordance with the following:
- (a) will not impede traffic flow or access to highways, roads, lanes, sidewalks, or pedestrian pathways within the **City**;
 - (b) not within the sightline triangle of any street intersection;
 - (c) not in contravention of any of the **City's** bylaws applicable to traffic, including but not limited to the **City's Traffic Control and Regulation Bylaw No. 5870**, as amended or replaced from time to time;
 - (d) will not cause health or safety risks to 'residents' of the **City**; and
 - (e) may include portions of **City** roads, sidewalks, parking lots, community centres and/or unused park land.

1.2 Prohibitions

- 1.2.1 No person shall place, install or maintain a **donation bin**, for the collection of any type of donations, on any portion of **City land**, except in accordance with this bylaw and a **permit** issued pursuant this bylaw.

PART TWO: PERMITS

2.1 Permit Application & Issuance

- 2.1.1 Every **applicant** for a **permit** to place a **donation bin** on **City land** must:

- a) be a **charity**;
- b) provide to the **General Manager Engineering & Public Works**:
 - i) a completed application in the form, and containing such information as, required by the **General Manager Engineering & Public Works** from time to time, including but not limited to:
 - a. the **applicant's** charitable registration number;
 - b. if the **applicant's donation bin(s)** are owned and/or operated by an **agent bin operator**, the name and contact information for said **agent bin operator**; and
 - c. a photograph or pictorial depiction and written description of the **donation bin**,

which application shall be signed by the **applicant** or by an individual who has legal authority to bind the **applicant**;

- ii) a signed letter or statement with respect to the **applicant's** registered charitable status, the **applicant's** charitable work conducted within the **City** and/or for the benefit of the 'residents' of the **City**, and the **applicant's** ability to operate and maintain the **donation bins** to the standard set out in this bylaw, and containing a representation that the **applicant** gains ownership of all items donated through the **donation bins** it owns, operates and/or receive the benefit from, and receives at least 50% of the net proceeds from such donations;
- iii) certificate of insurance, in a form and on terms acceptable to the **City's** Risk Manager, to provide \$5,000,000 general liability insurance and naming the **City** as an additional insured; and
- iv) a release and indemnity by the **applicant** in favour of the **City**, in a form and on terms acceptable to the **City's** Risk Manager, and if applicable, a release and indemnity by the **applicant's agent bin operator** in favour of the **City**, in a form and on terms acceptable to the **City's** Risk Manager.

2.1.2 The **General Manager Engineering & Public Works** may issue a **permit** to an **applicant** for all or some of the **applicant's** existing and proposed locations for **donation bins**, provided the **applicant**:

- a) has complied with the requirements set-out in section 2.1.1 of this bylaw;

- b) is not in breach of any term or condition of this bylaw or any current or previous **permit** issued to the **applicant** by the **City**; and
- c) has paid to the **City** the fees set-out in section 2.1.3 of this bylaw.

The allocation of locations for each **permit** shall comply with Section 2.1.7 of this bylaw. A **permit** may contain such additional terms and conditions deemed advisable by the **General Manager Engineering & Public Works**.

- 2.1.3 Upon approval of an application for a **permit** by the **General Manager Engineering & Public Works**, the **applicant** will pay to the **City** the applicable annual **permit** fees set-out in the *Consolidated Fees Bylaw No 8636*, and security by way of a **damage deposit** in the amount set-out in the *Consolidated Fees Bylaw No 8636*. For applications approved on or after July 1 of a calendar year, the **permittee** will pay 50% of the applicable annual **permit** fees, and will pay the full amount of the **damage deposit** each as set-out in the *Consolidated Fees Bylaw No 8636*.
- 2.1.4 A **permit** issued pursuant to section 2.1.2 of this bylaw is valid from the date of issue to December 31 of the calendar year for which the **permit** is issued.
- 2.1.5 Neither the temporary nor permanent removal nor relocation of a **donation bin** by the **General Manager Engineering & Public Works** pursuant to this bylaw nor the revocation or surrender of a **permit** entitles the **permittee** to a refund of any portion of any annual **permit** fee paid pursuant to section 2.1.3 of this bylaw.
- 2.1.6 A **permit** is considered in good standing if:
 - a) all annual **permit** fees, as outlined in section 2.1.3 are fully paid;
 - b) the **permittee** is a **charity**;
 - c) business licence fees payable under the **City's Business Licence Bylaw No. 7360**, as amended or replaced from time to time, are fully paid; and
 - d) an **identification decal** has been affixed to each **donation bin** covered by the **permit**, in accordance with any instructions provided by the **City**.
- 2.1.7 The **General Manager Engineering & Public Works** will determine where to locate **donation bins** on **City land**, **donation bin locations**, and may prohibit or limit the number of **donation bins** or **bin operators** in any portion of **City land** or **donation bin location**. The general allocation of **donation bins locations** will be based on the following:
 - a) **donation bins locations** will be allocated to the interested **applicants** by way of a lottery draw and/or a committee established by the **General Manager Engineering & Public Works**, on the basis of rules the **General Manager**

Engineering & Public Works considers just and equitable in the circumstances; and

- b) in the allocation of **donation bin locations**, preference will be given to having one **bin operator** per **donation bin location**, however the **General Manager Engineering & Public Works** may allocate **donation bin locations** to one or more **bin operators** within a single portion of **City land** in accordance with the provisions of this bylaw and the **permits** granted hereunder.

2.2 General Permit Conditions

- 2.2.1 Subject to the terms and conditions of this bylaw, a **permit** that is in good standing in accordance with Section 2.1.6 of this bylaw gives the **permittee** the non-exclusive licence to place, or cause to be placed, one or more **donation bins** on the **donation bin location** specified in the **permit**, in accordance with the provisions of this bylaw and the **permit**.
- 2.2.2 A **permit** does not vest any ownership or other interest in land to the **permittee**.
- 2.2.3 A **permittee** must not dispose, assign or sub-licence a **permit**, or any of the **permittee's** rights or obligations under the **permit**, to another person, without the **City's** prior written approval.
- 2.2.4 A **permittee** must ensure that each of the **donation bins** it owns, operates, and/or receives the benefit from:
 - a) are not placed outside of the boundaries of the applicable **donation bin location** as specified in their **permit**;
 - b) are not chained or fastened to any utility apparatus, including any traffic signal, traffic control device, street light, hydro or telephone pole or signpost, fire hydrant, parking meter, bus shelter, telephone booth, post box, benches or trees;
 - c) display clear identification information with the **permittee's** name, contact information, charity status, and registered charity number, in lettering no smaller than 100 millimetres x 75 millimetres and of a contrasting colour to the colour of the **donation bin**;
 - d) display an **identification decal** in accordance with any instructions provided by the **City**;
 - e) display a written or pictorial list of items that can be donated by members of the public in the **donation bin**;
 - f) display a clear written or pictorial notice that all donation articles must fit into the **donation bin**, prohibiting any items to be left outside or around the **donation**

bin on or near the **donation bin location**, and prohibiting the donation of items that may create a safety hazard, including but not limited to paint, garbage, soiled rags, propane or any other like items;

- g) display the telephone number for a 365 day a year, manned 24-hour on-call line for use by the **City** and the public to report to the **permittee** and, if applicable, the **permittee's agent bin operator**, any issues with the **donation bin**, including but not limited to the dumping of items and/or debris outside the **donation bin** or damage to the **donation bin**;
- h) display a donation pick up schedule for the **donation bin**;
- i) display "No Dumping" signage;
- j) display a brief written message identifying the **permittee's** charitable works benefiting the 'residents' of the **City**, which were set out the **permittee's** application letter submitted pursuant to Section 2.1(b)(ii) of this bylaw;
- k) do not display any third party advertising. For the purposes of this bylaw, if the **permittee's donation bin** is owned or operated by an **agent bin operator**, any information or imagery on the **donation bin** regarding or related to the **permittee** shall not constitute third party advertising;
- l) are not placed such as to obstruct clear sight triangles, circulation, setbacks, parking and driveways;
- m) are not placed within the sightline triangle of a street intersection, as outlined in the visibility clearance provision set-out in section 5.1 of the **City's Traffic Bylaw No. 5870**, as amended or replaced from time to time;
- n) are not placed so as to create safety hazards or to restrict accessibility for pedestrians, motorists and the public accessing the **donation bin**;
- o) do not exceed the following dimensions:
 - Width – 1.2 metres
 - Depth – 1.3 metres
 - Height – 1.9 meters;
- p) are professional in appearance and construction; and
- q) comply with all applicable provisions of this bylaw and the permit applicable to the **donation bin**.

2.2.5 A **permittee**, throughout the term of the **permit**, must comply with the following:

- a) the **permittee** must continue to be a **charity**;
 - b) maintain commercial general liability insurance coverage, naming the **City** as an additional insured entitled to full coverage, in the amount of Five Million Dollars (\$5,000,000) per occurrence, protecting the **City** against all claims for personal injury, death, bodily injury or property damage arising out of the occupying, servicing or operation or the actions of the **permittee** or any agent of the **permittee**, including but not limited to any **agent bin operator**. The **permittee** will be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments. Such insurance shall include on an occurrence basis with respect to third party liability claims for bodily injury, property damage, and personal injury.
 - c) maintain insurance, or cause insurance to be maintained, for the vehicles used in servicing, maintaining, and picking-up from the **donation bin(s)** permitted under said **permit**;
 - d) maintain with the **City**, and provide to the **City** on request, an up-to-date list of the specific locations of all **donation bin(s)** owned and/or operated by the **permittee**, and, if applicable, owned and/or operated by the **permittee's agent bin operator**, on **City lands**;
 - e) remove, or cause to be removed, all rubbish or other accumulated materials within five (5) metres of the **donation bin(s)** permitted under said **permit** in all directions, within twenty four (24) hours of the **City** or the public reporting such circumstances to the **permittee** or, if applicable, the **permittee's agent bin operator**; and
 - f) upon request by the **City**, provide to the **General Manager Engineering & Public Works** an updated signed letter or statement containing the same information outlined in section 2.1.1(b)(ii) .
- 2.2.6 A **permittee** must maintain, or cause to be maintained, the **donation bins** it owns, operates and/or receives the benefit from, in accordance with the following:
- a) with regular maintenance and painting, in a good state of repair, in good working order and free of graffiti, to the satisfaction of the **General Manager Engineering & Public Works**;
 - b) in a clean and tidy condition, free of the overflow of items and litter from the **donation bins**, and free of items and litter left outside the **donation bins** within a five (5) metre radius of the **donation bins**, with all items and litter disposed of using the **permittee's** own resources and at the **permittee's** cost and expense; and

- c) the **permittee** will conduct, or will cause to be conducted, regular scheduled pick-up of donated items and emptying of the **donation bins**, using the **permittee's** own resources and at the **permittee's** cost and expense, and in accordance with the schedule displayed on the **donation bin** pursuant to 2.2.4(h) above. Such regular pick-up by the **permittee** or the **permittee's agent bin operator** will occur between 9 a.m. and 9 p.m.. Upon the request of the **City**, the **permittee** will conduct, or will cause to be conducted, additional pick-ups of donated items and emptying of the **donation bins**, using the **permittee's** own resources and at the **permittee's** cost and expense.

2.2.7 If the **permittee** fails to comply with sections 2.2.5(e) and/or 2.2.6(b), the **City** is authorized to complete any work not carried out by the **permittee** and the clean-up fee, as set out in the **City's Consolidated Fees Bylaw No 8636**, plus labour costs incurred by the **City**, will become immediately due and owing by the **permittee**. At the discretion of the **General Manager Engineering & Public Works**, the **City** may draw on the **permittee's damage deposit** to pay such fees and costs. Within thirty (30) days of receipt of written notification from the **City** of the draw from the **damage deposit**, the **permittee** shall provide the **City** with additional funds such that the **permittee's damage deposit** is returned to its previous amount.

2.2.8 In addition to the provisions of this bylaw, every **Permittee** must comply with all other **City** bylaws applicable to its business and operation.

2.3 Permit Revocation

2.3.1 Any **permit** issued pursuant to the this bylaw may be revoked by the **City's General Manager Engineering & Public Works**, without notice, if

- a) the application submitted by the **permittee** pursuant to section 2.1.1(a) of this bylaw contains false or misleading information, and the **permittee** does not correct such information to the satisfaction of the **General Manager Engineering & Public Works**;
- b) the **permittee's** certificate of insurance, provided to the **City** pursuant to section 2.1.1(iii) of this bylaw, is void or cancelled by the insurer and the **permittee** does not promptly provide proof of replacement insurance, to the satisfaction of the **City's Risk Manager**; or
- c) the **permittee** is in contravention of or fails to comply with any of the provisions of this bylaw or the **permit**.

2.3.2 Any **permit** issued pursuant to this bylaw may be revoked by the **General Manager Engineering & Public Works** for any reason, without cause, by providing thirty (30) days prior written notice to the **permittee**.

2.3.3 For the purposes of this Section 2.3.2, written notice will be deemed to have been given four (4) days following mailing of the notice, if sent by ordinary prepaid mail,

to the **permittee's** address as set out in the application for the **permit** or the most recent address provided by the **permittee** to the **City**, and the next business day if sent via facsimile or e-mail.

2.4 Donation Bin Removal or Relocation

2.4.1 The **General Manager Engineering & Public Works** may order, at any time and without notice, the temporary or permanent removal or relocation of any **donation bin**, without compensation to the **permittee** or, if applicable, the **permittee's agent bin operator**, for the loss of use of a **donation bin**:

- a) which or who the **General Manager Engineering & Public Works** considers creates a safety hazard;
- b) due to a special event;
- c) due to **City** work on utilities, streets, sidewalks, bus or transit stops or shelters, or any other structures or improvements, or any other construction;
- d) which do not comply with any provisions of this bylaw or the **permit** applicable to the **permittee**; or
- e) for any reason, without cause, at the discretion of the **General Manager Engineering & Public Works**.

2.4.2 The **permittee** will permanently remove, or cause to be removed, the **donation bin** subject to its **permit**, the **donation bin** contents, and any related installations, from a **donation bin location** and restore the portion of **City land** used by the **permittee** to its former condition, within twenty-four (24) hours, of:

- a) the expiry of a **permit** applicable to the **donation bin location** if a new **permit** is not issued by the **City** to the **permittee** for the same **donation bin location**; or
- b) revocation of a **permit** applicable to the **donation bin location**, in accordance with section 2.3.1 or 2.3.2 of this bylaw.

2.4.3 (a) Upon the adoption of this bylaw by the **City**, all **bin operators** not satisfying the requirements of Section 2.1.1 and not being a **permittee's agent bin operator**, will permanently remove their **donation bins** from **City land** and restore the portion of **City land** used to its former condition.

- (b) If a **bin operator** refuses or fails to remove or relocate a **donation bin** pursuant section 2.4.3(a) of this bylaw, the **General Manager Engineering & Public Works** is authorized, without further notice to the **bin operator**, to remove the **donation bin**.

- 2.4.4 The **permittee** will restore the portion of **City land** used by the **permittee** to its former condition upon any removal or relocation of a **donation bin** ordered by the **General Manager Engineering & Public Works** pursuant to section 2.4.1 of this bylaw.
- 2.4.5 If a **permittee** or **bin operator** fails to comply with section 2.4.2, 2.4.3(a) or 2.4.4 of this bylaw, the **City** is authorized to complete any work not carried out by the **permittee** or **bin operator** and any fees in relation to such work, including but not limited to the removal fee, storage fee and/or disposal fee, as set out in the **City's Consolidated Fees Bylaw No 8636** will become immediately due and owing by the **permittee** or **bin operator**, and any costs or expenses incurred by the **City**, in excess of the applicable fees, will become a debt immediately due and owing by the **permittee** or **bin operator**, as applicable. In the case of **permittee's**, the **City** may draw on the **permittee's damage deposit** to pay such fees, costs and expenses, at the discretion of the **General Manager Engineering & Public Works**. Within seven (7) days of such draw on the **damage deposit** by the **City**, the **permittee** shall provide the **City** with additional funds such that the **permittee's damage deposit** is returned to its previous amount.
- 2.4.6 If the **permittee** refuses or fails to remove or relocate a **donation bin** as directed by the **General Manager Engineering & Public Works** pursuant to section 2.4.1, or as set out in section 2.4.2 of this bylaw, the **General Manager Engineering & Public Works** is authorized, without further notice to the **permittee** or, if applicable, to the **permittee's agent bin operator**, to remove the **donation bin**.
- 2.4.7 **Donation bins** removed by the **City** pursuant to sections 2.4.6 or 2.4.3(b) of this bylaw will be stored by the **City** for thirty (30) days and may be picked up by the **permittee**, the **permittee's agent bin operator**, or **bin operator**, as applicable, upon payment of the removal fee and the storage fee set-out in the *Consolidated Fees Bylaw No 8636*, plus recovery and labour costs incurred by the **City**.
- 2.4.8 Any **donation bin**, including its contents, removed by the **City** pursuant to sections 2.4.6 or 2.4.3(b) of this bylaw and left unclaimed by the **permittee**, the **permittee's agent bin operator**, or **bin operator**, as applicable, for a period in excess of thirty (30) days become the property of the **City** and may be disposed by the **City**, in its discretion, without compensation to the **permittee**, the **permittee's agent bin operator**, or **bin operator**, as applicable, and the removal fee, the storage fee, and the disposal fee set-out in the *Consolidated Fees Bylaw No 8636*, plus recovery and labour costs incurred by the **City**, will become immediately due and payable by the **permittee** or **bin operator**, as applicable.
- 2.4.9 Notwithstanding, sections 2.4.1 and 2.4.6, the **City** reserves right to temporarily remove and relocate **donation bins** if the **City** needs to do work in, on, under, over, or adjacent to the applicable **donation bin location**, without compensation to the **permittee** or, if applicable, the **permittee's agent bin operator**.

2.5 Damage Deposit

- 2.5.1 The **General Manager Engineering & Public Works** will, within sixty (60) days of the expiration, or earlier revocation or termination, of a **permit**, return to the **permittee** any unused portion of the **permittee's damage deposit**.
- 2.5.2 If, at the expiry of its existing **permit**, a **permittee** is applying for a new **permit**, the **permittee** may request that the unused portion of the existing **damage deposit** be applied against the required **damage deposit** for the new **permit**.

PART THREE: VIOLATIONS AND PENALTIES

- 3.1 (a) A violation of any of the provisions identified in this bylaw shall result in liability for penalties and late payment amounts established in Schedule A of the *Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122*, as amended and replaced from time to time; and
- (b) A violation of any of the provisions identified in this bylaw shall be subject to the procedures, restrictions, limits, obligations and rights established in the *Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122*, as amended and replaced from time to time, in accordance with the *Local Government Bylaw Notice Enforcement Act, SBC 2003, c. 60*, as amended and replaced from time to time.
- 3.2 Any person who contravenes or violates any provision of this bylaw, or any **permit** issued under this bylaw, or who suffers or allows any act or thing to be done in contravention or violation of this bylaw, or any **permit** issued under this bylaw, or who fails or neglects to do anything required to be done under this bylaw, or any **permit** issued under this bylaw, commits an offence and upon conviction shall be liable to a fine of not more than Ten Thousand Dollars (\$10,000.00), in addition to the costs of the prosecution, and where the offence is a continuing one, each day that the offence is continued shall constitute a separate offence.

PART FOUR: INTERPRETATION

- 4.1 In this bylaw, the following words have the following meanings:

AGENT BIN OPERATOR

means a **bin operator** who owns the **donation bins** operated by an **applicant** or **permittee**, who operates **donation bins** in the name of and for the benefit of an **applicant** or **permittee** where such **donation bins** are owned by the **applicant** or **permittee**, or who owns and operates **donation bins** in the name of and for the benefit of an **applicant** or **permittee**.

APPLICANT	means a person applying for a permit to place a donation bin on City land pursuant to this bylaw.
BIN OPERATOR	means the person, charity , corporation, trust, or partnership or organization that owns and/or operates a donation bin .
CITY	means the City of Richmond.
CITY LAND	means land for which the City is the registered owner in fee simple or leasehold, and all roads, highways, lanes, sidewalks, boulevards or other public rights-of-way held by and/or registered in favour of the City , including, but not limited to, all statutory rights-of-way over privately owned land for the purposes of vehicular or pedestrian purposes.
CHARITY	means a registered charity, as defined in subsection 248(1) of the <i>Income Tax Act</i> , R.S.C 1985 (5 th Supp) or successor legislation, that has been issued a charitable registration number by the Canadian Revenue Agency, or successor agency.
COUNCIL	means the Council of the City .
DAMAGE DEPOSIT	means security paid by an applicant to the City , in the form of a cash deposit, an irrevocable letter of credit, or a certified cheque payable to the City .
DONATION BIN	means any receptacle used for the purpose of collecting clothing and other small reusable item donations from the public.
DONATION BIN LOCATION	means the precise location on City land where that donation bins may be placed, as designated by the General Manager Engineering & Public Works .
GENERAL MANAGER ENGINEERING & PUBLIC WORKS	means the person appointed by Council to the position of General Manager of Engineering and Public Works or those positions or persons designated by Council to act under this bylaw in the place of the general manager.
IDENTIFICATION DECAL	means a decal, in the form required by the City from time to time, containing the following information in clear and legible writing:

- (a) the **permit** reference number and calendar year for which the **permit** is issued; and
- (b) the current contact name, address and telephone number for the **permittee** responsible for emptying and maintaining the **donation bin**.

PERMIT

means a permit issued by the **General Manger Engineering & Public Works** pursuant to section 2.1.2 of this bylaw.

PERMITTEE

means a person who has been issued a **permit**.

PART FIVE: SEVERABILITY AND BYLAW CITATION

- 5.1 If any part, section, sub-section, clause, or sub-clause of this bylaw is, for any reason, held to be invalid by the decision of a Court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.
- 5.2 This bylaw is cited as "**Donation Bin Regulation Bylaw No. 9502.**"

PART SIX: FEES BYLAW

- 6.1 The *Consolidated Fees Bylaw No. 8636*, as may be amended from time to time, applies to this bylaw.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR_____
CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept. <i>SKN</i>
APPROVED for legality by Solicitor <i>MA</i>



City of
Richmond

Bylaw 9513

**CONSOLIDATED FEES BYLAW NO. 8636,
AMENDMENT BYLAW NO. 9513**

The Council of the City of Richmond enacts as follows:

1. The **Consolidated Fees Bylaw No. 8636**, as amended, is further amended by adding Schedule A attached to and forming part of this bylaw as a schedule to Consolidated Fees Bylaw No. 8636, in alphabetical order.
2. This Bylaw is cited as "**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9513**", and is effective July 1, 2016.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept. <i>SKW</i>
APPROVED for legality by Solicitor <i>JIA</i>

SCHEDULE – DONATION BIN REGULATION**Donation Bin Regulation Bylaw No. 9502**

Section 2.1

Description	Fee
Annual Permit Fee	\$100.00 per donation bin
Damage Deposit Fee	\$1,000 per donation bin location to a maximum of \$3,000 per permittee

Donation Bin Regulation Bylaw No. 9502

Section 2.2.7

Description	Fee
Clean-up Fee	Actual Cost

Donation Bin Regulation Bylaw No. 9502

Section 2.4

Description	Fee
Bin Removal Fee	\$100 per donation bin
Bin Retrieval Fee	\$200 per donation bin
Storage Fee	\$15 per day per donation bin
Disposal Fee	\$80 per donation bin disposal



City of
Richmond

Bylaw 9514

**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122,
Amendment Bylaw No. 9514**

The Council of the City of Richmond enacts as follows:

1. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended at Part One – Application by adding the following after section 1.1(n):

“(o) Donation Bin Regulation Bylaw No. 9502,”
2. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by adding to the end of the table in Schedule A of Bylaw No. 8122 the content of the table in Schedule A attached to and forming part of this bylaw.
3. This Bylaw is cited as “**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9514**” and is effective July 1, 2016.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating Division SLW
APPROVED for legality by Solicitor JH

SCHEDULE A to BYLAW NO. 9514**SCHEDULE A to BYLAW NO. 8122****Designated Bylaw Contraventions and Corresponding Penalties**

A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
Donation Bin Regulation Bylaw No. 9502	Placing or maintaining a donation bin on City land without a permit	1.2.1	No	\$ 475.00	\$ 450.00	\$ 500.00	n/a
	Placing a donation bin on a donation bin site outside the designated donation bin location	2.2.4(a)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Securing donation bin to unauthorized structure	2.2.4(b)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Failure to display identification information regarding the permittee	2.2.4(c)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Failure to display identification decal on donation bin	2.2.4(d)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Failure to display a written or pictorial list of items that can be in the donation bin	2.2.4(e)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Failure to display notice that all donation articles must fit into the donation bin, prohibiting any items to be left outside or around the donation bin on or near the donation bin site, and prohibiting the donation of items that may create a safety hazard	2.2.4(f)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a

A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
Donation Bin Regulation Bylaw No. 9502	Failure to display the telephone number for a manned 24-hour on-call line for use by the City and the public to report issues with the donation bin	2.2.4(g)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Failure to cause telephone number displayed on donation bin to be manned 24-hour per day	2.2.4(g)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Failure to display a donation pick up schedule for the donation bin	2.2.4(h)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Failure to display "No Dumping" signage on donation bin	2.2.4(i)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Failure to display a brief written message on donation bin identifying the permittee's charitable works benefiting the residents of the City	2.2.4(j)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Displaying third party advertising on donation bin	2.2.4(k)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Placing donation bin within traffic sightline	2.2.4(l) and (m)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Placing donation bin so as to create a safety hazard or restrict accessibility	2.2.4(n)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Exceeding permitted dimensions of donation bin	2.2.4 (o)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a

A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
Donation Bin Regulation Bylaw No. 9502	Failure for donation bin to be professional in appearance and construction	2.2.4(p)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Failure to comply with term or condition of permit	2.2.4(q)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Failure to maintain required commercial general liability insurance coverage	2.2.5(b)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Failure to maintain insurance for the vehicles used in servicing, maintaining, and picking-up from the donation bin(s)	2.2.5(c)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Failure to provide the City with an up-to- date list of the specific locations of all donation bins	2.2.5(d)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Failure to remove rubbish and other materials within 5 m of donation bins within 24 hours	2.2.5(e)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a
	Failure to provide an updated charitable statement upon request	2.2.5(f)	No	\$ 150.00	\$ 125.00	\$ 175.00	n/a