



## General Purposes Committee

Anderson Room, City Hall  
6911 No. 3 Road

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

Pg. #      ITEM

### MINUTES

- GP-5**      *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on December 7, 2015.*



### DELEGATIONS

- GP-9**      1. Damian Kettlewell, **Richmond Liquor Store**, to speak on the Liquor Control and Licensing Act as it relates to the one kilometre rule for all liquor retailers

### 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)

**GP-16**

**See Page GP-16 for full report**

*Designated Speaker: Bryan Tasaka*

STAFF RECOMMENDATION

- (1) *That the transfer of \$750,000 be authorized from the Major Events Provisional Fund to support the following events and programs: Ships to Shore 2016, Maritime Festival 2016, Richmond World Festival 2016, Days of Summer 2016, Children's Arts Festival 2017 and the purchase of festival infrastructure and City branded assets; as outlined in the staff report titled "Transferring of Approved Funds for the City's Major Festivals in 2016/17," dated December 4, 2015, from the Director, Arts, Culture and Heritage Services; and*
- (2) *That the expenditures totaling \$1,100,000 for Major Events, of which \$750,000 is funded from the Major Events Provision Fund, \$243,500 funded from projected sponsorships, and \$126,500 from other revenue (grants, ticket sales, vendor fees, etc.) be included in the 5 Year Financial Plan (2016-2020).*



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)

GP-23

See Page GP-23 for full report

*Designated Speaker: Joyce Rautenberg*

STAFF RECOMMENDATION

- (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 Contribution Agreement have been met.*



## 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)

GP-32

See Page GP-32 for full report

*Designated Speaker: Michael Allen*

#### STAFF RECOMMENDATION

- (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;*

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ITEM

- (b) *the elector response form is substantially in the form as found in Attachment 1 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.*

☐

ADJOURNMENT

☐



## General Purposes Committee

Date: Monday, December 7, 2015

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 Linda McPhail

Absent: Councillor Harold Steves

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 November 16, 2015, be adopted as circulated.*

**CARRIED**

### FINANCE AND CORPORATE SERVICES DIVISION

1. **2016 COUNCIL AND COMMITTEE MEETING SCHEDULE**  
(File Ref. No. 01-0105-00) (REDMS No. 4779755)

It was moved and seconded

*That the 2016 Council and Committee meeting schedule, attached to the staff report, dated November 16, 2015, from the Director, City Clerk's Office, be approved, including the following revisions as part of the regular August meeting break and December holiday season:*

1.

**General Purposes Committee**  
**Monday, December 7, 2015**

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- (1) *That the Regular Council meetings (open and closed) of August 8, August 22, and December 28, 2016 be cancelled; and*
- (2) *That the August 15, 2016 Public Hearing be re-scheduled to September 6, 2016 at 7:00 pm in the Council Chambers at Richmond City Hall.*

**CARRIED**

## ENGINEERING AND PUBLIC WORKS DIVISION

2. **SIGNING THE CALL FOR ACTION ON ENERGY AND CLIMATE IN THE BUILDING SECTOR**

(File Ref. No. 10-6125-07-02) (REDMS No. 4773892 v. 3)

In reply to queries from Committee, Peter Russell, Senior Manager, Sustainability and District Energy, commented that (i) the intent of the report is to advocate for the inclusion of the energy and climate action targets in the revised Provincial Climate Leadership Plan, (ii) staff was not aware of the Province's actions related to their public buildings, and (iii) it is anticipated that the Province's revised Plan will be released in March 2016.

It was moved and seconded

*That the City join other regional stakeholders in the Call for Action on Energy and Climate in the Building Sector in support of a new provincial "Climate Leadership Plan", as presented in the staff report titled "Signing the Call for Action on Energy and Climate in the Building Sector," dated November 17, 2015, from the Director, Engineering.*

**CARRIED**

3. **HARVEST POWER AIR QUALITY PERMIT REVIEW**

(File Ref. No. 10-6175-02-01) (REDMS No. 4813746 v. 9)

In response to queries from Committee, Peter Russell, Senior Manager, Sustainability and District Energy, provided the following comments:

- Metro Vancouver (MV) regulates both solid waste and air quality;
- meat products are processed through the bio-digester in an enclosed facility and products composted go through a different process with additional levels of odour control;
- staff are requesting that MV clearly define pollution and indicate the health impacts being considered through the permit process;
- MV Permit and Enforcement Departments monitor the odour and air quality at the Harvest Power facility and staff is requesting MV enforce their bylaws and conditions of the Air Quality Permit;

## General Purposes Committee

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- MV monitors the facility by reviewing the emission and concentrate flow rates reports submitted by Harvest Power and investigating complaints registered regarding odour and pollution in the area;
- discussions with Harvest Power related to odour and pollution are ongoing;
- the City will have an opportunity to examine the outcomes between MV and Harvest Power regarding the Air Quality Permit process and that the City's concerns are addressed; and
- MV compliant process involves (i) identifying the source, such as the Harvest Power facility or a farm operation, (ii) meeting with Harvest Power to examine the operation, and (iii) enforcing the permit with the issuance of a ticket.

In reply to a query from Committee, Robert Gonzalez, General Manager, Engineering and Public Works, advised that Harvest Power have made a number of changes with their filtration, storage, and handling processes; however, the modifications have not proven successful. He further advised that MV enforcement would have curtailed any odour issues.

In response to questions from Committee, Mr. Russell stated that odour management can be achieved through (i) reducing the pile heights, (ii) ensuring more balanced chemical environments, (iii) effectively managing the collection of material on-site, (iv) requiring effectively treating air emissions through the use of more biofilters and/or stack or carbon filters, and (v) installing adequate dispersal equipment.

Discussion ensued regarding (i) the need to address the odour issue, (ii) consulting with Vancouver Coastal Health on the matter, (iii) the feasibility of placing a moratorium on the volume of product processed at the Harvest Power facility, (iv) potential technologies not being utilized by Harvest Power, and (v) the need for effective enforcement of the permit by MV.

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

It was moved and seconded

- (1) *That comments regarding Harvest Fraser Richmond Organics Ltd. air quality permit renewal application in the staff report titled "Harvest Power Air Quality Permit Review," dated November 17, 2015, from the Director, Engineering, be forwarded to Metro Vancouver's Environmental Regulation and Enforcement branch;*

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- (2) *That the staff report titled "Harvest Power Air Quality Permit Review," dated November 17, 2015, from the Director, Engineering, be forwarded to Vancouver Coastal Health, including James Lu, Environmental Health, for their comments and recommendations; and*
- (3) *That the comments stress the need with Metro Vancouver for more effective enforcement.*

The question on the motion was not called as staff was directed to seek public input through Let's Talk Richmond and forward said comments to Metro Vancouver.

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

## ADJOURNMENT

It was moved and seconded  
*That the meeting adjourn (4:33 p.m.).*

**CARRIED**

Certified a true and correct copy of the  
Minutes of the meeting of the General  
Purposes Committee of the Council of the  
City of Richmond held on December 7,  
2015.

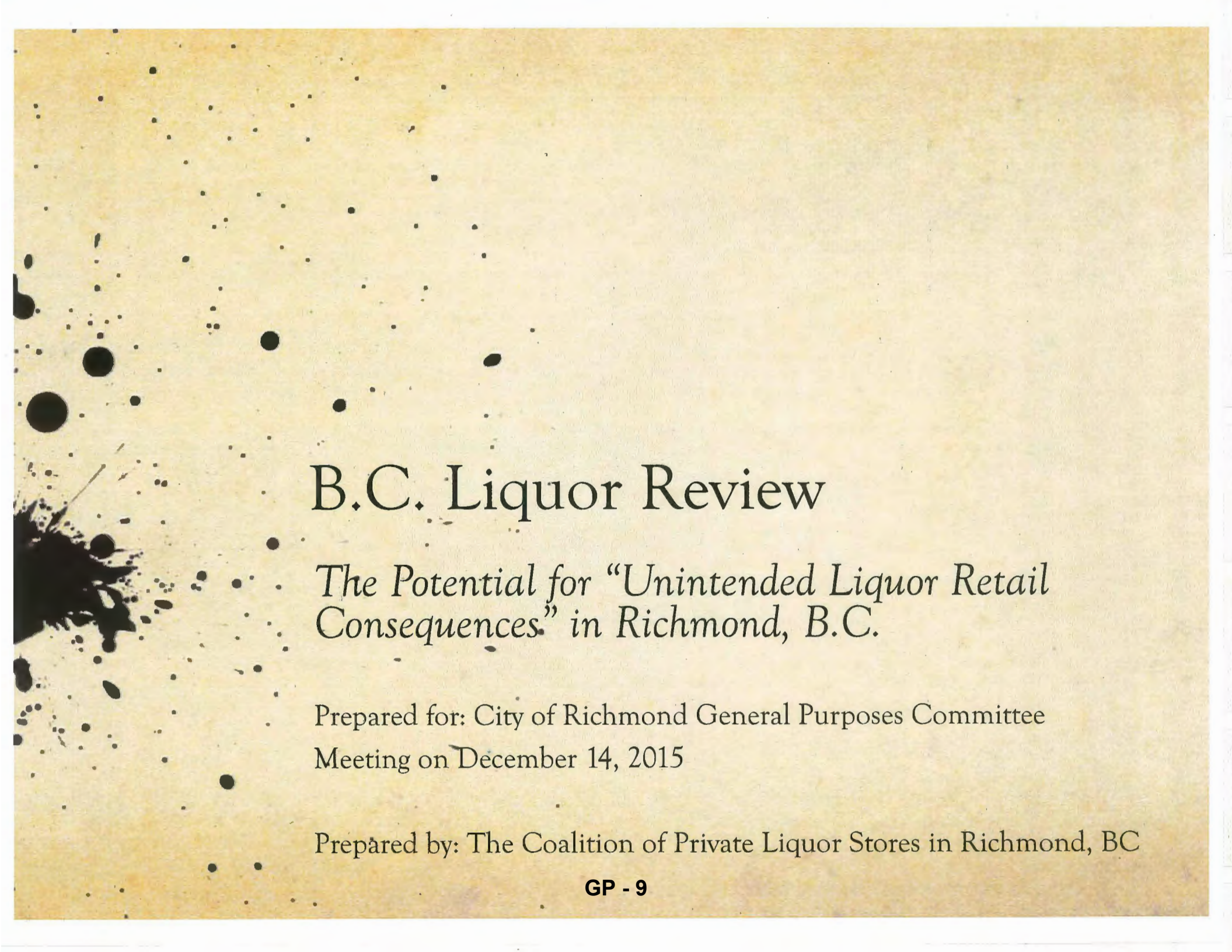
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Mayor Malcolm D. Brodie  
Chair

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Heather Howey  
Legislative Services Coordinator





# B.C. Liquor Review

## *The Potential for “Unintended Liquor Retail Consequences” in Richmond, B.C.*

Prepared for: City of Richmond General Purposes Committee  
Meeting on December 14, 2015

Prepared by: The Coalition of Private Liquor Stores in Richmond, BC



# BC Liquor Review

- Changes in B.C.'s Liquor Control and Licensing Act introduced April 1, 2015 have made liquor more accessible in Richmond and potentially removed the ability of Council to have full control over the retailing of liquor.
- If Council loses full control over the retailing of liquor in Richmond there may be possible "unintended consequences" in the future (e.g. full service liquor stores opening up in grocery stores without land use and zoning controls by Council).
- These new provincial liquor regulatory changes are something Council may want to examine from a public safety and public health perspective.



# Liquor Retail:

access to minors, public health & public safety

- Currently there are 3 government and 16 private liquor stores in Richmond. Provincial liquor regulation requires government and private liquor store to be “one kilometre” from each other.
- The “1 km distance requirement” was put in place to prevent the proliferation of retailers selling a controlled substance (e.g. liquor) and any negative social consequences that may result in regards to minors accessing liquor and other public health considerations.



# Wine in Grocery

- There are currently 19 BC VQA licenses in B.C. 16 of these stores are in stand alone locations. Recently 3 Save-on-Foods locations (2: Surrey, 1: Tsawwassen) started selling wines on their shelves. All of the BC VQA wine licences operating in grocery stores to date are Jim Pattison Group grocery stores and none of the grocery stores went through a local rezoning process.
- Potential NAFTA and GATT trade challenges led by foreign liquor manufactures could likely result in these “wine on grocery shelf” VQA licenses being converted into full fledged liquor stores selling beer, spirits and all types of wine.
- A local municipality will have lost the ability to control the placement of full service liquor retail stores if the likely trade challenges are successful. Thus, “wine on grocery shelves” is a long term land use and planning concern.



# Land use planning for liquor retail

- External forces (e.g. trade challenges and competing liquor producer lobby) may force Victoria to alter BC VQA wine licenses in grocery stores to permit the sale of beer, all wines and spirits
- At that point Richmond City Council would have lost some ability to control the location of liquor retailing in Richmond.
- Thus, we would ask that long term land use and planning measures be taken to ensure that **BC VQA wine licenses** in grocery stores are classified as liquor retailers and thus operate on a level playing field with other liquor retailers in Richmond.



# Our recommendation

1. Enact a “1 KM Separation Rule” for all liquor retailers in Richmond including wine retailers, government and private liquor retailers.
  - Thus, Richmond City Council will have full control over land use and liquor retailing locations to ensure they best limit access to minors and meet public health and safety concerns.
  - Kamloops has enacted a “1 KM Separation Rule” for all liquor retailers and other B.C. municipalities are considering it currently.
2. Pass a bylaw or liquor guideline to ensure that all liquor retailers in Richmond (including BC VQA wine on grocery stores) must go through a rezoning process like government and private liquor stores currently have had to.
  - Nanaimo City Council recently voted to enact a zoning bylaw change to add the definition of wine in grocery store to its bylaw and create criteria for future rezoning applications.
  - City of North Vancouver recently voted to require wine in grocery stores to be subject to a rezoning application.



Thank you from:  
The Coalition of Private Liquor Stores  
in Richmond, B.C.

- Park Road Liquor Store & Pioneer Pub Liquor Store, Ronnie Paterson, [Ronnie@rokapa.com](mailto:Ronnie@rokapa.com)
- Legends Liquor Store at Terra Nova, Jenny Wong & Glenn Jensen [r.yates@shaw.ca](mailto:r.yates@shaw.ca)
- Cambie Liquor Store, Al Arbuthnot, [al@tagpubs.com](mailto:al@tagpubs.com)
- Tug Boat Annies Liquor Store, Gary McPhail [garymcphail@farrellestates.com](mailto:garymcphail@farrellestates.com)
- Garden City Liquor Store, John Grewal, [johndgrewal@gmail.com](mailto:johndgrewal@gmail.com)
- Richmond Liquor Store, Damian Kettlewell [damian.kettlewell@jakgroup.ca](mailto:damian.kettlewell@jakgroup.ca)



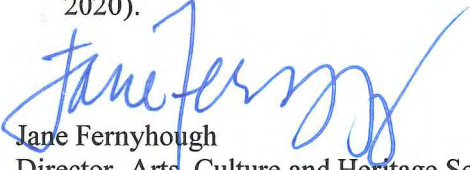
# City of Richmond

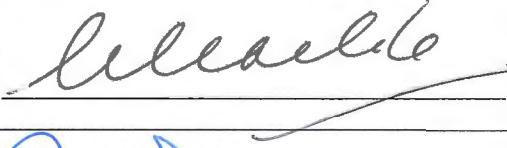
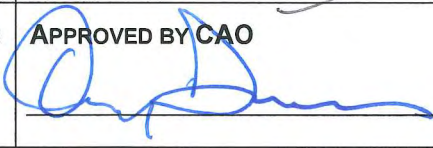
## Report to Committee

**To:** General Purposes Committee **Date:** December 16, 2015  
**From:** Jane Fernyhough **File:** 11-7000-01/2015-Vol  
Director, Arts, Culture and Heritage Services 01  
**Re:** Transferring of Approved Funds for the City's Major Festivals in 2016/17

### Staff Recommendations

1. That the transfer of \$750,000 be authorized from the Major Events Provisional Fund to support the following events and programs: Ships to Shore 2016, Maritime Festival 2016, Richmond World Festival 2016, Days of Summer 2016, Children's Arts Festival 2017 and the purchase of festival infrastructure and City branded assets; as outlined in the staff report titled "Transferring of Approved Funds for the City's Major Festivals in 2016/17" dated December 4, 2015 from the Director, Arts, Culture and Heritage Services; and
2. That the expenditures totaling \$1,100,000 for Major Events, of which \$750,000 is funded from the Major Events Provision Fund, \$243,500 funded from projected sponsorships, and \$126,500 from other revenue (grants, ticket sales, vendor fees, etc.) be included in the 5 Year Financial Plan (2016-2020).

  
Jane Fernyhough  
Director, Arts, Culture and Heritage Services  
(604-276-4288)

REPORT CONCURRENCE		
<b>ROUTED TO:</b> Communications Parks Services Corporate Partnerships Finance Division	<b>CONCURRENCE</b> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<b>CONCURRENCE OF GENERAL MANAGER</b> 
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS</b>	<b>APPROVED BY CAO</b> 



## Staff Report

### Origin

In February 2015, Council approved funding for four events from the Major Events Provision Fund: Ships to Shore 2016, Richmond Maritime Festival 2016, Richmond World Festival 2016, and Children's Arts Festival 2017. In addition, funding was approved for the umbrella marketing program Richmond Days of Summer, which promotes the broad array of seasonal community events happening in Richmond as a summer-long series and funding for festival infrastructure and City branded assets.

This report summarizes the events held in 2015 and Richmond Days of Summer and proposes events and programs for 2016/17.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

*2.3. Outstanding places, programs and services that support active living, wellness and a sense of belonging.*

*2.4. Vibrant arts, culture and heritage opportunities.*

This report also supports Council's 2014-2018 Term Goal #5 Partnerships and Collaboration:

*5.2. Strengthened strategic partnerships that help advance City priorities.*

This report supports Council approved strategies including the Major Events Strategy and its goals of programming and creating a dynamic destination waterfront, the Waterfront Amenity Strategy, the Parks and Open Space Strategy 2022, the Community Tourism Strategy, the Arts Strategy vision for Richmond to be an arts destination, and the Resilient Economy Strategy through enhanced destination and tourism products. The program detailed in this report will maximize the social and economic benefits to the community and provide a rich offering of festivals and events.

### Background

In 2007 City Council endorsed the Major Events Plan to guide the growth and development of festivals and events in the City. Five themes were endorsed with the Plan:

- Celebrate the Island City of Richmond
- Celebrate our Proud and Diverse Community
- Celebrate being a Gateway and a Destination
- Celebrate our Sport Achievements
- Celebrate Arts and Cultural Experiences

### Benefits of Events

- Increase the City's identity and profile and help define a sense of place;
- Enrich the quality of life of residents and contribute to the social well-being of a community through increasing sense of community pride and spirit.
- Events provide numerous volunteer opportunities and help build capacity in the community;
- Create an opportunity to showcase the City's unique waterfront, maritime history, multicultural diversity and dynamic City Centre;
- Provide free or low-cost entertainment options for the City's residents; and
- Provide an auxiliary economic contribution to the community by retaining resident spending and attracting day visitor spending from the region.

### Major Events Provision

In June 2010, City Council approved the creation of the Major Events Provision Fund to support the delivery of future events. This Fund ensures financial support for annual major events, allowing Council to continue supporting major festivals and events that are unique to Richmond without impacting the City's operating budget. Without this unique funding scenario, the City's annual operating budget would have to be increased or the events would cease to continue.

The proposed events and programs to be, in part, funded from the Major Events Provisional Fund are:

1. Ships to Shore: June 30 to July 2, 2016
2. Richmond Maritime Festival: August 6 to 7, 2016
3. Richmond World Festival: September 3, 2016
4. Richmond Children's Arts Festival: February 13 to 17, 2017
5. Richmond Days of Summer: May to October, 2016; and
6. City Branded Assets: for use at all City supported festivals and events.

### **Analysis**

#### 1. Ships to Shore

The Ships to Shore festival, held in conjunction with the annual Steveston Salmon Festival, attracted over 40,000 people in 2015 and featured public viewing and boarding of ships, dragon boat demonstrations, Britannia Heritage Shipyard Society demonstrations, Chalk the Boardwalk art competition, live music, food trucks and a wooden boat display. Over 150 volunteers supported the event. A special highlight of Ships to Shore 2015 was the second annual Canada Day fireworks presentation.

Major sponsor support included YVR and Dueck GM plus value in-kind from Granville Island Brewery, Peller Estates Wine and Coast Capital Savings.

The 6th annual Ships to Shore festival is proposed for June 30 to July 2, at Imperial Landing and Britannia Shipyards. The event will feature new vessels and new land activations. A highlight

of the festival will be the fireworks on July 1. The 2016 Ships to Shore organizing committee will continue to discuss opportunities for joint marketing and physically connecting the Ships to Shore event with the Steveston Salmon Festival. The events already share a joint security and traffic management plan, some coordination of signage and marketing, and considerable coordination around volunteer management and sponsorship.

## 2. Maritime Festival

The annual Maritime Festival celebrates Richmond's maritime and cultural heritage through a variety of land and riverside activities, animating the entire Britannia Shipyards site and waterfront boardwalk

An estimated 40,000 people attended the 13th annual Maritime Festival in 2015. The Britannia Heritage Shipyard Society and the Richmond Arts Coalition are key partners of the festival, assisting with parking and artistic programming, respectively. YVR and Port Metro Vancouver provided sponsorship support as did several key media partners in addition to a grant from Heritage Canada. New for 2015 was the development of community workshop programming with "Emerging Performer" workshops that encourage youth development. An attendee survey was conducted on site and 89% of respondents rated the overall event as excellent and would definitely return.

In 2016, the Maritime festival will take place August 6-7 and it will again include an evening concert on Saturday night, an expanded food truck program, more boats and many new art installations. It is planned that in 2016 the community workshop programming will expand to include an 'Emerging Artists' workshop.

## 3. Richmond World Festival

The inaugural Richmond World Festival was a resounding success. The one-day festival was held at Minoru Park on the Labour Day long weekend and drew an estimated 25,000 people. The World Festival featured five performance stages, 50 artist performances, 36 food trucks, 50 exhibitors, and numerous sport demonstrations.

The media program was extensive and generated over 40 pieces of media articles and interviews in various TV, radio, print and online sources. This included front page editorial coverage on the Georgia Straight, the Vancouver Sun, the Richmond Review and the Richmond News; as well as TV interviews on Global News and significant support from our radio partners.

The World Festival had great success in engaging various community groups and a Festival Advisory Committee was established that provided valuable input during the planning phase. The festival had good success securing major corporate sponsorship deals with Coast Capital Savings, YVR, Richmond Centre, Cowell Auto Group, Port Metro Vancouver and Kwantlen Polytechnic University and they are all eager to renew the partnership for 2016.

Exit survey feedback from festival goers was extremely positive. In addition, sponsors, artists, exhibitors, food vendors, volunteers, and key stakeholders commented on the high quality and professionalism of the overall event.

The festival date for 2016 is Saturday, September 3rd of the Labour Day long-weekend with event hours from 11:00 a.m. to 10:00 p.m. The 2016 festival will look to expand the number of food trucks to 50, increase the number and diversity of performances, and possibly expand the festival site to include the Cultural Centre's outdoor plaza.

#### 4. Children's Arts Festival

Over the past several years the Children's Arts Festival has become one of the region's best festivals for children. The festival continues to challenge children's creativity by presenting interactive workshops led by professional artists and performers.

In 2015, the festival site expanded the activation of Minoru Plaza to include a festival main stage with live performances and increased art activities throughout the day. In addition, the event programming included Governor General's award winning author/illustrator Barbara Reid who led classes in plasticine art on all five days of the festival, and the world renowned Beijing Shadow Play Art Troupe performed two sold-out performances on Family Day.

In addition to the five week media campaign in advance of the festival, seven additional articles appeared in the local newspapers. Online coverage included articles and listings in myvancity.ca, the Art and Culture Guide to BC, Steveston Insider and Philippine Canadian Inquirer. The day of event included live CTV coverage during the noon news hour and an interview with New Tang Dynasty TV.

Sponsorship support increased in 2015 with sponsorship dollars increasing from \$13,000 to \$22,500. Lansdowne Centre returned as a Festival sponsor and increased their support becoming the Presenting Sponsor for the Festival in 2015. New sponsors for 2015 included Cowell Auto Group, The Vancouver International Airport and GnuSanté. Media sponsors were CTV, Richmond News and QMFM. The festival also received a grant from the Hamber foundation. The Vancouver International Airport, Cowell Auto Group and Richmond News have renewed their sponsorship for the 2016 Festival.

The five day festival, including the signature event on BC Family Day attracted over 6,500 people last year. The 2016 edition will feature performances by CircusWest, Kutapira, Langley Ukulele Ensemble, Tristan Underwood, and Harrison Lee. The Imagination Stations (drop-in activities) will expand to include the performing arts with the addition of Taiko drumming and Bhangra dancing. Author Kallie George, who has just been signed to Disney-Hyperion in the United States, will present workshops during all five days of the festival.

Over 800 additional school day participant spaces were added to meet demand, and the 2016 Festival School Days are already sold-out. As this festival takes place in February, planning and funding commitments for the 2017 event are required to commence in the summer of 2016.

### 5. Days of Summer

Richmond Days of Summer is an umbrella marketing program designed to promote the broad array of community events happening in Richmond from May to September. In 2015, the program promoted over 50 events through TV, radio and print ads. The program was also promoted through the City's social media channels and website.

While the program supports the signature events, it plays a large role in increasing awareness and attendance of other existing community events that may not have a large marketing budget. The City will continue to focus on community outreach to engage more community groups with qualified events to be included in the program.

### 6. Festival Infrastructure and City Branded Assets

A small amount of funding is being requested to acquire an inventory of event infrastructure (e.g., wheelchair ramps) and custom City branded assets (e.g., tents, flags, signage, umbrellas, etc.). This would help ensure that the City is recognized as a supporter of community events.

### **Allocation of Resources**

Requested funding from the Major Events Provision is the City's commitment to funding successful festivals and events that is used to leverage funding from other sources. Overall, event budgets include funding from the Major Events Provision plus sponsorship and grant funding, in addition to earned revenue (e.g., ticket sales, percentage of food sales, exhibitor fees, etc.). The event program and activities provide the opportunities for successful sponsorships and grants. The following table outlines the projected budgets and funding sources for the 2016 events.

<b>EVENT</b>	<b>TOTAL BUDGET</b>	<b>CITY FUNDING</b>	<b>SPONSORSHIP TARGET</b>	<b>OTHER</b> (grants, vendor fees, ticket sales, etc)
Ships to Shore	<b>\$180,000</b>	\$180,000	* see below	n/a
Maritime Festival	<b>\$345,000</b>	\$205,000	** \$60,000	\$80,000
Richmond World Festival	<b>\$380,000</b>	\$230,000	** \$140,000	\$10,000
Children's Arts Festival	<b>\$130,000</b>	\$70,000	** \$23,500	\$36,500
Days of Summer	<b>\$50,000</b>	\$50,000	n/a	n/a
City branded assets	<b>\$15,000</b>	\$15,000	n/a	n/a
<b>TOTALS</b>	<b>\$1,100,000</b>	<b>\$750,000</b>	<b>\$223,500</b>	<b>\$126,500</b>

\* Any sponsorship revenue acquired for Ships to Shore will be used to offset the City contribution and will be returned to the Major Events Provisional Fund for future festival development. A sponsorship target of \$20,000 has been set for this event.

\*\* Sponsorship revenue for Maritime Festival, World Festival, and Children's Arts Festival is used for program enhancement and is part of the overall budget for the event.

## Financial Impact

This report recommends that the following amounts be transferred from the City's Major Events Provision Fund:

1. Ships to Shore 2016: \$180,000
2. Maritime Festival 2016: \$205,000
3. Richmond World Festival 2016: \$230,000
4. Children's Arts Festival 2017: \$70,000
5. Days of Summer 2016: \$50,000
6. City branded assets: \$15,000

If approved, \$1,100,000 will be included in the 5 Year Financial Plan (2016-2020), of which, \$750,000 will come from City funding, \$223,500 from projected sponsorship and \$126,500 from grants and/or ticket sales. If sponsorship, grants and/or ticket sales are less than projected, the budget and scope for each respective event will be reduced accordingly.

The current balance in the Major Events Provision Fund is \$753,524. On December 14, 2015 Council approved an additional \$635,000 from the 2016 one-time expenditure request for 2017 events (does not include funding for Ships to Shore 2017), bringing the total balance of the provision to \$1,388,524.

## Conclusion

Ships to Shore and the Maritime Festival are two signature events that add to the vibrancy of the Steveston waterfront, celebrate the rich maritime history of the area, and profile Richmond's arts, culture and heritage. The Children's Arts Festival provides a low cost event on the Family Day holiday. The Richmond World Festival is the City's newest multicultural festival located in the heart of Richmond's City Centre that celebrates Richmond's cultural diversity. All four events provide free or low cost activities for Richmond residents and visitors, are very well received by the attendees, serve a broad demographic and receive excellent media coverage.

The Days of Summer program provides overall marketing and media support to these four marquee festivals, as well as many other events in the City. The program increases awareness and attendance of many of the community events taking place in Richmond, further positioning the City as a destination for fun events in the region.

Major events are an excellent way for the City to stimulate social, cultural and economic growth. Investment in these four major events would improve opportunities for the City to provide free events to its residents, attract out-of-town visitors, engage the business community and support Richmond's reputation as being a great place to work, live, and play.

This report recommends that \$750,000 be transferred from approved funds in the Major Events Provision Fund to invest in four events, one marketing program, and the purchase of City branded assets.



Bryan Pasaka  
Manager, Major Events & Film  
604-276-4320



# City of Richmond

## Report to Committee

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**To:** General Purposes Committee **Date:** November 23, 2015  
**From:** Cathryn Volkering Carlile **File:** 08-4057-01/2015-Vol  
General Manager, Community Services 01  
**Re:** **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)**

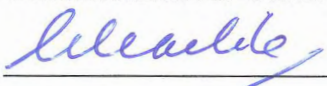

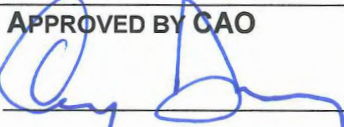
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### Staff Recommendation

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.
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 Contribution Agreement have been met.

Cathryn Volkering Carlile  
General Manager, Community Services  
(604-276-4068)

Att.1

REPORT CONCURRENCE		
<b>ROUTED TO:</b> Finance Division Law Development Applications	<b>CONCURRENCE</b> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<b>CONCURRENCE OF GENERAL MANAGER</b> 
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 



## Staff Report

### Origin

The purpose of this report is to recommend that Council approve an amendment to the Contribution Agreement, dated November 9, 2012, and amended March 24, 2015, (the "Contribution Agreement") to: reduce the fourth disbursement of \$1,860,778 to \$1,397,469; add a fifth disbursement in the amount of \$463,309; to increase the City's maximum contribution to the cost of servicing from a maximum of \$454,350 to a maximum of \$701,839; and to reduce the City's maximum contributions to the costs relating to development cost charges and building permit fees to offset the increase in the servicing costs associated with 296 seniors' subsidized rental housing units owned by Richmond Kiwanis Senior Citizens Housing Society (the "Society") at 7378 Gollner Avenue (formerly 6251 Minoru Boulevard) ("Kiwanis Towers").

Kiwanis Towers represents an innovative multi-stakeholder funding approach to leverage non-profit, private and public sector resources and expertise with senior government financing and technical support to achieve subsidized rental housing with tenant amenity spaces to meet the needs of Richmond's low income seniors.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

*Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.*

This report also supports Council's 2014-2018 Term Goal #3 A Well-Planned Community:

*Adhere to effective planning and growth management practices to maintain and enhance the livability, sustainability and desirability of our City and its neighbourhoods, and to ensure the results match the intentions of our policies and bylaws.*

The report is also consistent with the Richmond Affordable Housing Strategy, adopted by Council on May 28, 2007, which specifies the creation of subsidized rental units as a key housing priority for the City.

### Background

#### Affordable Housing Special Development Circumstance Provisions

On April 10, 2012, Council endorsed amendments (subsequently adopted) to the Affordable Housing Statutory Reserve Fund Policy 5008, Zoning Bylaw 8500 and Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206. The amendments provide Council with authority to direct:

1. Different proportions of contributions to the two Capital and operating Affordable Housing Reserve Funds, from time to time, to support affordable housing special development circumstances ("AHSDCs"); and

2. Capital financial support for specific affordable housing developments for affordable housing project eligible costs that include:
  - a. Municipal fiscal relief (i.e., development cost charges, costs related to the construction of infrastructure required to service the land, and development application and permit fees);
  - b. The construction of infrastructure required to service the land on which the affordable housing is being constructed; and
  - c. Other costs normally associated with construction of the affordable housing (e.g., design costs, soft costs).

At the discretion of Council, 100 per cent of contributions can be allocated to projects that meet the AHSDC requirements set out in Policy 5008.

#### Kiwanis Towers Financial Contributions

On June 25, 2012, Council approved recommendations in a staff report, dated May 30, 2012, from the General Manager, Community Services, titled "Project Specific Financial and Policy Considerations for the Proposed Kiwanis Towers Affordable Housing Development at 6251 Minoru Boulevard." These recommendations included a provision of financial support toward the development of seniors housing units up to a maximum of \$20,837,610 for the costs of construction and up to a maximum of \$3,305,468 for development cost charges, permit fees and service cost charges. The entirety of these latter costs and part of the construction costs are to be funded with Capital Affordable Housing Reserve Funds; the balance of construction costs are to be funded through new Affordable Housing Value Transfers (AHVT) to be received from several contributor sites owned by Polygon (Attachment 1).

A rezoning application (RZ 11-591685) was adopted and a development permit (DP 12-609958) was issued for Kiwanis Towers on March 11, 2013.

The rezoning considerations divided the City's contributions towards Kiwanis Towers into:

- Four payments toward construction costs;
- Payments for development cost charges and permit fees; and
- One payment for service cost charges.

The project's contribution schedule, as well as the Council-approved pre-conditions for the contributions set out in the rezoning considerations, was included in the Contribution Agreement. The Contribution Agreement provides that the City's fourth payment of \$1,860,778 towards the cost of constructing the Kiwanis Towers be contributed, subject to Council's approval, when a quantity surveyor retained by and reporting to BC Housing certifies that the seniors housing units are complete in their entirety and all deficiencies have been corrected, provided that Kiwanis is in compliance with the terms of the Contribution Agreement, Housing Agreement and Housing Covenant and other agreements between Kiwanis and the City relating to Kiwanis Towers.

## Analysis

### Payment Toward Costs of Construction (\$1,397,469)

On June 25, 2012, Council approved a maximum of \$20,837,610 towards the costs of constructing Kiwanis Towers, including the allocation of \$2,147,204 towards construction costs from existing capital Affordable Housing Reserve Funds. The remaining funding is to be provided through Affordable Housing Value Transfers from several Polygon contributor sites, which are being made in phases from 2012 to 2017 subject to Council's approval of the rezoning of those contributor sites.

The request for the fourth disbursement is \$1,397,469 towards construction costs at this time. This is less than the fourth disbursement contemplated by the Contribution Agreement (\$1,860,778). The shortfall (\$463,309) is from Polygon's Alexandra East Rezoning. While it was anticipated that Polygon's Alexandra East rezoning would already have been advanced, Polygon has delayed the project. Accordingly, the \$463,309 contribution is not available at this time. Therefore, this amount will be presented to Council as a fifth disbursement request, subject to Council's consideration of the rezoning application. This is anticipated to take place in 2016.

Kiwanis will be finalizing the take-out mortgage with BC Housing in early to mid-February 2016, which requires the City contribution of to be paid at that time (as per the Contribution Agreement). In the meantime, Polygon will loan the shortfall of \$463,309 to Kiwanis so the Society's financing arrangement with BC Housing will not be affected. Despite the additional disbursement request, the City's maximum total contribution to the Kiwanis project remains capped at \$20,837,610.

The following table reflects the targeted and actual disbursed amounts disbursed to Kiwanis and the remaining balance to be distributed in disbursements 4 and 5.

Figure 1: Disbursement 1 (May 2, 2014) – Toward Construction Costs

Source	Description	Amounts Disbursed
Capital Affordable Housing Reserve Fund	Previously approved AH Capital Projects from Cash-in-Lieu projects	\$2,147,204
Capital Affordable Housing Reserve Fund	Developer Contributions from Polygon Sites (AHVTs)	\$7,019,666
	<b>Total Disbursement #1</b>	<b>\$9,166,870</b>
	<b>Remaining Disbursement Balance</b>	<b>\$11,670,740</b>
	<b>Total Contribution</b>	<b>\$20,837,610</b>

\*\$1,745,803 from the Polygon Mueller project didn't advance in time for the first disbursement and is included in the second disbursement request.

Figure 2: Disbursement 2 (June 2, 2015) – Toward Construction Costs

Source	Description	Disbursement #2 Total (Subject to Council Approval)
Capital Affordable Housing Reserve Fund (Developer Contributions from Polygon Sites (AHVTs))	Carrera	\$1,355,344
	Alexandra Road West	\$719,362
	Mueller (Avanti)	\$1,886,850
	<b>Total</b>	<b>\$3,961,556</b>
Capital Affordable Housing Reserve Fund	Developer Contribution from Mueller site (AHVT) – carried from Project Disbursement #1	<b>\$1,886,850</b>
	<b>Total Disbursement #2</b>	<b>\$5,848,406</b>
	<b>Remaining Disbursement Balance</b>	<b>\$5,822,334</b>
	<b>Total Contribution</b>	<b>\$20,837,610</b>

Figure 3: Disbursement 3 (September 29, 2015) – Toward Construction Costs

Source	Description	Disbursement #2 Total (Subject to Council Approval)
Capital Affordable Housing Reserve Fund (Developer Contributions from Polygon Sites (AHVTs))	Carrera	\$1,355,344
	Alexandra Road West	\$719,362
	Mueller (Avanti)	\$1,886,850
	<b>Total</b>	<b>\$3,961,556</b>
	<b>Total Disbursement #3</b>	<b>\$3,961,556</b>
	<b>Remaining Disbursement Balance</b>	<b>\$1,860,778</b>
	<b>Total Contribution</b>	<b>\$20,837,610</b>

Figure 4: Request for Fourth Disbursement (Targeted for Q1 2016) – Toward Construction Costs

Source	Description	Disbursement #2 Total (Subject to Council Approval)
Capital Affordable Housing Reserve Fund (Developer Contributions from Polygon Sites (AHVTs))	Alexandra Road West	\$719,362
	Jayden Mews	\$678,107
	<b>Total</b>	<b>\$1,397,469</b>
	<b>Total Disbursement #4</b>	<b>\$1,397,469</b>
	<b>Remaining Disbursement Balance</b>	<b>\$463,309</b>
	<b>Total Contribution</b>	<b>\$20,837,610</b>

The fifth and final scheduled payment (anticipated to be \$463,309) towards construction costs of Kiwanis Towers will be due subject to Council's consideration of the rezoning application for the Alexandra East site (anticipated 2016).

#### Payment Towards Servicing Costs (Up to a Maximum of \$701,839)

At its open meeting on June 25, 2012, Council approved a City contribution of up to a maximum of \$3,305,468 toward the development cost charges; development application and/or building permit fees and service cost charges associated with Kiwanis Towers.

The City's payment toward development cost charges and permit fees was due, subject to Council's approval, upon issuance of a building permit for Kiwanis Towers. Development cost charges and permit fees amounted to \$2,603,629.51 (which is less than the expected \$2,851,118 contemplated by the Contribution Agreement). That amount was invoiced by Kiwanis to the City and has been paid. This leaves \$701,839 for servicing costs that will be finalized at a later date.

At its December 9, 2013, meeting, Council approved a City contribution of up to a maximum of \$454,350 toward the servicing costs for off-site works (i.e., road, sidewalk, and utilities works) associated with Kiwanis Towers. Council approved that amount as an estimate. The report titled "Kiwanis Towers – First Disbursement from the Affordable Housing Reserve Fund to 6251 Minoru Blvd" dated November 26, 2013, from the General Manager, Community Services, states that actual servicing costs will not be finalized until the works have been completed to the City's satisfaction and have been granted final engineering approvals. The City's approved contribution for servicing costs is due at that time. Should the actual values exceed \$454,350, the Society may request additional City contributions; such requests must be in writing from the Society, must include confirmed values and are subject to the City's determination and approval requirements.

Staff have received a request from the Society, indicating the servicing costs have amounted to \$863,624. As the maximum contribution is \$701,839, staff recommend that Council approves the payment of \$701,839 towards the servicing cost charges associated with Kiwanis Towers, to be funded from the allocation of Capital Affordable Housing Reserve Fund monies approved June 25, 2012.

### Changes to Legal Agreements

In order to implement the revised disbursement amounts and revised payment schedule, staff recommend the Chief Administrative Officer and the General Manager, Community Services, be authorized to negotiate and execute all required amendments to the Contribution Agreement and related agreements.

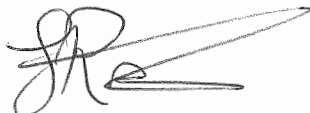
### **Financial Impact**

The amount of the payments being recommended at this time is \$1,397,469 towards construction costs (received by the City as AHVT contributions) and \$701,839 towards servicing cost charges. The amount of \$1,397,469 is part of the \$1,860,778 approved for disbursement through the Five Year Financial Plan (2015-2019) Amendment Bylaw; the balance of the approved amount (\$463,309) will now form part of a separate fifth disbursement in the future. The amount of \$701,839 in connection with the cost incurred to construct or install City infrastructure services associated with the Seniors Housing Units will be funded through the Affordable Housing Reserve Fund monies approved on June 25, 2012.

### **Conclusion**

Staff recommend that Council approve an amendment to the Contribution Agreement to: reduce the fourth disbursement of \$1,860,778 to \$1,397,469; add a fifth disbursement in the amount of \$463,309 (subject to Council approval of the contributor site rezoning); increase the City's maximum contribution to the cost of servicing from a maximum of \$454,350 to a maximum of \$701,839; and reduce the City's maximum contributions to the costs relating to development cost charges and building permit fees to offset the increase in the servicing costs.

Kiwanis Towers exemplifies an innovative multi-stakeholder approach to combine non-profit, private, and public sector funding and expertise with senior government financing and technical support to achieve subsidized rental housing to meet the needs of Richmond's low income seniors.



Joyce Rautenberg  
Affordable Housing Planner  
(604-247-4916)

Att. 1: Kiwanis Project Total Contribution Schedule

### Kiwanis Project Total Contribution Schedule

Source	Affordable Housing Contribution Amount
Affordable Housing Capital Reserve Fund	\$2,147,204
<b>Polygon Contributor Sites</b>	
Mayfair Place (RZ 10-537689) 9399 Odlin Rd	\$2,223,360
Cambridge Park (RZ 08-408104) 9500 Odlin Rd	\$2,721,600
Carrera (RZ 11-591685) 6251 Minoru Blvd	\$4,066,032
Alexandra Road West (RZ 12-598503) 9311,9331,9393,9431,9451,9471 Alexandra Rd	\$2,871,264
Mueller (Avanti) (RZ 11-591985) 8331,8351,8371 Cambie Rd and 3651 Sexsmith Rd	\$5,237,409
Alexandra Road East (RZ 12-598506) 9491,9511,9531,9591 Alexandra Rd	\$892,634 *
Jayden Mews (RZ 13-649641) 9700 and 9740 Alexandra Rd	\$678,107
<b>TOTAL</b>	<b>\$20,837,610</b>

\*Amount was decreased from the original contribution agreement amount of \$1,570,741 in lieu of Jayden Mews contribution and securing built units on site. This contribution is subject to Council, in its discretion, approving the proposed rezoning of these properties.





## City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Andrew Nazareth  
General Manager, Finance and Corporate Services  
**Re:** Sale of Park Bylaw No. 9501 (11191 Twigg Place) and Alternative Approval Process  
**Date:** November 30, 2015  
**File:** 12-8060-20-009501/Vol01

### Staff Recommendation

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 1 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.

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

REPORT CONCURRENCE			
<b>ROUTED TO:</b>		<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Parks		<input checked="" type="checkbox"/>	
City Clerk's Office		<input checked="" type="checkbox"/>	
Law		<input checked="" type="checkbox"/>	
<b>REVIEWED BY DIRECTORS</b>	<b>INITIALS:</b>	<b>APPROVED BY CAO</b>	<b>INITIALS:</b>



## **Staff Report**

### **Origin**

On November 23, 2015, at a closed Council Meeting, Council approved the purchase of 7080 River Road from River Road Investments Ltd. (Attachment 2) with the cost of the purchase to be comprised of a cash component as well as the proceeds from dispositions including 11191 Twigg Place to River Road Investments Ltd (Attachment 1).

As part of the approval, it was noted that 11191 Twigg Place was received as park from a subdivision process on the west end of Mitchell Island (although the property has never been utilized as park). As a result, the disposition of 11191 Twigg Place requires a bylaw and the approval of the electors which can be achieved by way of the Alternative Approval Process (AAP).

### **Analysis**

The purpose behind the above noted transactions is the formation of the Middle Arm Waterfront Park which was approved by Council as part of the City Centre Area Plan ("CCAP") on February 12, 2007. The park will encompass five (5) properties along River Road stretching from Dinsmore Bridge to the future extension of Browngate Road including River Road which will be relocated to the former CP Rail corridor directly adjacent to the southeast of the properties (Attachment 2). Since the plan was approved in 2007, the City has purchased 7500, 7400 and 7360 River Road representing approximately 11 acres of the planned 37 acre park. The acquisition of 7080 River Road (approximately 12 acres) represents the fourth of five properties required to complete the park.

This report specifically concerns the disposition of 11191 Twigg Place which was received as park from a subdivision process on the west end of Mitchell Island. In 2007 Mitchell Island Holdings Inc. applied to the City to subdivide the parcel located at 11200 Twigg Road into 6 separate parcels of land. As part of the subdivision the City received transfer of one of the parcels-- specifically 11191 Twigg Place (approximately 2.77 acres) -- for park purposes. At the time of the transfer, the land was valued at \$894,320.

The property has never been developed or utilized as a park and has served as a strategic holding property in the interim. The creation of the Middle Arm Park affords the City of the opportunity to dispose of the park designated land at 11191 Twigg Road located in the heavily industrialized west end of Mitchell Island and purchase park land located adjacent to the most populous area in Richmond -- the City Centre Area.

In order to dispose of 11191 Twigg Place to raise a portion of the funds required to purchase 7080 River Road and thereby utilize funds for park in another area of the City, the City commissioned an independent 3<sup>rd</sup> party appraisal to value 11191 Twigg Place. The appraisal was thorough and staff supported the appraised value of \$5,125,000 for 11191 Twigg Place.

Given the original value of the land -- \$894,320 -- and the proposed disposition value of \$5,125,000, the City has reaped a return of over 24% annually over the 15 year holding period. The proceeds from the disposition of 11191 Twigg Place will be directly applied to the purchase of 7080 River Road which will form part of Middle Arm Waterfront Park.

Under the requirements of the *Community Charter* (section 27), the City may sell park land with the passage of a bylaw that is subject to elector assent. The City must seek the approval of the electors through a voting opportunity (referendum) or by alternative approval process. An Alternative Approval Process (AAP) allows a Council to proceed with an action unless at least 10% of the electors state their opposition within a prescribed period. If more than 10% of the electors state their opposition to the proposed action, the Council may not proceed with the action unless the matter is made subject to and successfully passes a full referendum.

### **Alternative Approval Process Parameters**

Before an AAP is conducted, Council must establish through resolution, several key parameters for the process.

The first parameter that must be set by Council is the deadline for receiving elector responses. The date and deadline that would meet the 30-day minimum notice period following publication of the second notice is 5:00 pm (PST) on Monday, February 22, 2016

The second parameter that Council must establish is the form to be used for elector responses. Attached to this report (Attachment 4) is an Elector Response Form which would meet all the statutory requirements. A valid elector response form must be originally signed by the elector (photocopies or faxed forms with signatures cannot be accepted), and the form must have the person's full name and residential address and be submitted to the Corporate Officer before the deadline. Non-resident property electors are also eligible. The eligibility requirements are the same as those for voting in a local government election.

The third parameter that must be set by Council is the total number of electors to which the 11191 Twigg Road - Sale of Park Bylaw No. 9501 AAP applies. Using the total number of electors registered and new registrations for the 2014 General Local and School Election, this number is 124,185. The 10% threshold for the AAP is therefore 12,419 valid response forms received in opposition.

### **Financial Impact**

None.

### **Conclusion**

As outlined above, Council must establish several key parameters for the 11191 Twigg Road - Sale of Park Bylaw No. 9501 Alternative Approval Process. If the bylaw receives first, second and third readings and approval of the electors is obtained through the AAP, adoption of bylaw may proceed. The proceeds from the disposition of 11191 Twigg Road will be applied to the purchase of 7080 River Road which in turn will form part the Middle Arm Waterfront Park.

November 30, 2015

- 4 -

A handwritten signature in black ink, appearing to read 'Michael Allen', with a stylized, cursive script.

Michael Allen  
Manager, Property Services

- Att.    1: Site Plan (Disposition)  
          2: Site Plan (Acquisitions)  
          3: 11191 Twigg Road - Sale of Park Bylaw No. 9501  
          4: Elector Response Form

Site Plan (Disposition)



## ATTACHMENT 2

### Site Plan (Acquisitions)





City of  
Richmond

Bylaw 9501

11191 Twigg Place - Sale of Park Bylaw 9501

The Council of the City of Richmond enacts as follows:

1. Subject to a compliance with Section 27 of the Community Charter, S.B.C., 2003, c.26, that Lot 1 District Lot 459, 1014, and 5091 Group 1 New Westminster District Plan BCP32626 (PID 027-226-794) as outlined in bold on the attached plan (Schedule A) be sold to River Road Investments Ltd. or its designate for \$5,125,000 (the purchase price).
2. This Bylaw is cited as “**11191 Twigg Place - Sale of Park Bylaw 9501**”.

FIRST READING

SECOND READING

PUBLIC NOTICE GIVEN

THIRD READING

ADOPTED

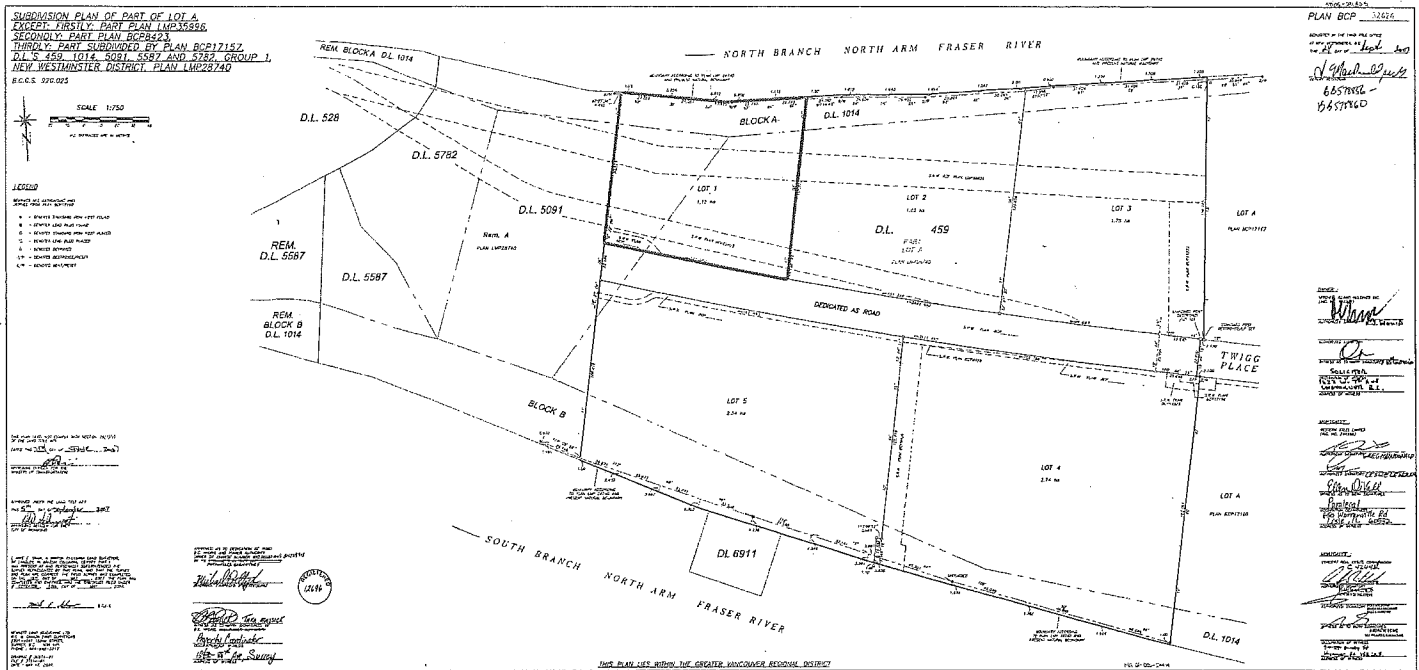
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CITY OF RICHMOND
APPROVED for content by originating dept. <i>KT</i>
APPROVED for legality by Solicitor <i>DN</i>

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

## Schedule A







Elector Response Form

Proposed Sale of Park Land  
11191 Twigg Place

I am **OPPOSED** to the City of Richmond proceeding with the proposed sale of park land located at 11191 Twigg Place.

and I, the undersigned, hereby declare that:

- ✓ I am eighteen years of age or older; and
- ✓ I am a Canadian Citizen; and
- ✓ I have resided in British Columbia for at least six months; and
- ✓ I have resided in, OR have been a registered owner of property in the City of Richmond for at least 30 days; and
- ✓ I am not disqualified by law from voting in local elections; and
- ✓ I am entitled to sign this elector response form, and have not previously signed an elector response form related to the proposed sale of park land (relocation of Cambie Field at 3651 Sexsmith Road).

Elector's Full Name (print)	
Residential Address <sup>1</sup>	
AND mailing address if different from residential address	
Signature of Elector	

**See the reverse side of this form for further information regarding the Alternative Approval Process.**

Personal Information provided on this form is collected in compliance with the *Freedom of Information and Protection of Privacy Act* (FOIPOP) and will be used only for the purposes of the City of Richmond Alternate Approval Process. If you require further information regarding the FOIPOP, please contact the FOI Coordinator at 604.276.4165.

<sup>1</sup> Non-resident Property Electors must include the address of their property in Richmond in order to establish their entitlement to sign the elector response form.





Pursuant to Section 86 of the *Community Charter*, the City of Richmond is proposing to seek elector approval by alternative approval process.

**The question before the electors is whether they are opposed to the City of Richmond proceeding with the proposed sale of park land located at 11191 Twigg Place.**

### INSTRUCTIONS

1. If you are opposed to the proposed sale of park land at 11191 Twigg Place, you can sign an elector response form if you qualify as an elector in the City of Richmond.
2. If you are NOT opposed to the proposed sale of park land 11191 Twigg Place, you do not need to do anything.
3. Forms are available at the City of Richmond, 6911 No. 3 Road, Richmond, BC, V6Y 2C1 between 8:15 am – 5:00 pm beginning November 20, 2013.
4. To sign an elector response form you MUST meet the qualifications as either a Resident Elector or a Non-Resident (Property) Elector of the City of Richmond. If you are unsure if you qualify, please contact the City of Richmond at 604.276.4007.
5. A person who obtains an Elector Response Form may make accurate copies of the form.
6. One elector of the City of Richmond may sign each Elector Response Form.

**1.**

All Elector Response Forms must be received by the City of Richmond on or before **5:00 pm on January 17, 2014** to be considered.

No faxed or scanned Elector Response Forms will be accepted. In other words, originally signed forms must be submitted.

**2.**

The number of electors in the City of Richmond is estimated to be 131,082. If ten percent (10% or 13,108 electors) of the estimated number of electors in the City of Richmond sign an Elector Response Form in opposition to the proposed sale of park land (relocation of Cambie Field at 3651 Sexsmith Road), the City of Richmond cannot proceed without receiving the assent of the electors by referendum.

**3.**

For further information, contact:

David Weber  
City Clerk  
City of Richmond  
6911 No. 3 Road  
Richmond, BC V6Y 2C1  
604.276.4007