



## General Purposes Committee

Anderson Room, City Hall  
6911 No. 3 Road

Monday, November 19, 2018  
4:00 p.m.

Pg. #      ITEM

### MINUTES

**GP-4**      *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on November 6, 2018.*



### ENGINEERING AND PUBLIC WORKS DIVISION

1. **STEVESTON COMMUNITY CENTRE AND BRANCH LIBRARY PROGRAM UPDATE**

(File Ref. No. 06-2052-25-SCCR1) (REDMS No. 6008656)

**GP-13**

**See Page GP-13 for full report**

*Designated Speakers: Elizabeth Ayers and Martin Younis*

### STAFF RECOMMENDATION

- (1) *That the program totaling 60,350 sq. ft. for the Steveston Community Centre and Branch Library, as outlined in the staff report titled, "Steveston Community Centre and Branch Library Program Update," dated November 1, 2018, from the Director, Recreation Services and the Senior Manager, Capital Buildings Project Development, be approved; and*
- (2) *That site options for the Steveston Community Centre and Branch Library program, as outlined in the staff report titled, "Steveston Community Centre and Branch Library Program Update," dated November 1, 2018, from the Director, Recreation Services and the Senior Manager, Capital Buildings Project Development, be brought to Council for consideration at a later date.*



## COMMUNITY SAFETY DIVISION

2. **BUSINESS REGULATION BYLAW NO. 7538, AMENDMENT BYLAW NO. 9961 – 4211 NO. 3 ROAD**  
(File Ref. No. 12-8060-20-00961) (REDMS No. 6017566)

GP-29

See Page GP-29 for full report

*Designated Speaker: Carli Williams*

### STAFF RECOMMENDATION

*That Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9961, which amends Schedule A of Bylaw No. 7538, to add the address of 4211 No. 3 Road among the sites that permit an Amusement Centre to operate, be introduced and given first, second and third readings.*



## CHIEF ADMINISTRATIVE OFFICER'S OFFICE

3. **RICHMOND'S SUBMISSION TO TRANSPORT CANADA ON THE PORT AUTHORITY REVIEW**  
(File Ref. No. 01-0025-01) (REDMS No. 6011892)

GP-34

See Page GP-34 for full report

*Designated Speaker: Denise Tambellini*

### STAFF RECOMMENDATION

- (1) *That the submission to Transport Canada detailed in the report "Richmond's Submission to Transport Canada on the Port Authority Review" from the Director, Corporate Programs Management Group, regarding the review of the Canadian Port Authorities, be endorsed and submitted to the Government of Canada; and*
- (2) *That copies of the submission be forwarded to local Members of Parliament and Members of the Legislative Assembly as well as senior Federal Ministers on the West Coast of British Columbia.*



COMMUNITY SERVICES DIVISION

4. **UBCM 2019 AGE-FRIENDLY COMMUNITIES GRANT SUBMISSION**  
(File Ref. No. 07-3400-01) (REDMS No. 6005442)

GP-55

See Page GP-55 for full report

*Designated Speaker: Debbie Hertha*

STAFF RECOMMENDATION

- (1) *That the application to the Union of British Columbia Municipalities (UBCM) 2019 Age-friendly Communities Grant Program for \$25,000 in the Age-friendly Assessments, Action Plans and Planning Category be endorsed; and*
- (2) *That should the funding application be successful, the Chief Administrative Officer and a General Manager be authorized to enter into agreement with the UBCM for the above mentioned project and the Consolidated 5-Year Financial Plan (2019-2023) be updated accordingly.*

☐

5. **SPECIAL EVENT PERMITS PILOT PROJECT – REPORT BACK**  
(File Ref. No. 11-7000-01) (REDMS No. 6010445 v. 3)

GP-75

See Page GP-75 for full report

*Designated Speaker: Jane Fernyhough*

STAFF RECOMMENDATION

- (1) *That the staff report titled “Special Event Permits Pilot Project – Report Back”, dated October 31, 2018, from the Director, Arts, Culture and Heritage Services be received for information; and*
- (2) *That Special Event Permits for site-wide liquor licensing at City produced events be endorsed, subject to conditions being met under the City’s Richmond Event Approval Coordination Team (REACT) application.*

☐

ADJOURNMENT

☐



## General Purposes Committee

Date: Tuesday, November 6, 2018

Place: Anderson Room  
Richmond City Hall

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

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

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on October 15, 2018, be adopted as circulated.*

**CARRIED**

### ENGINEERING AND PUBLIC WORKS DIVISION

1. **FEEDBACK ON THE ORGANIC MATTER RECYCLING REGULATION (OMRR) INTENTIONS PAPER 2018**

(File Ref. No. 10-6175-02-01) (REDMS No. 5972541 v. 7)

It was moved and seconded

*That the comments in the report titled "Feedback on the Organic Matter Recycling Regulation (OMRR) Intentions Paper 2018" from the Senior Manager, Sustainability and District Energy, dated October 3, 2018 be forwarded to the BC Minister of Environment and Climate Change Strategy.*

**CARRIED**

**General Purposes Committee**  
**Tuesday, November 6, 2018**

---

**2. WESPAC TILBURY MARINE JETTY PROJECT- APPLICATION COMMENTS FOR THE BRITISH COLUMBIA ENVIRONMENTAL ASSESSMENT PROCESS**

(File Ref. No. 10-6125-30-007) (REDMS No. 6004736 v. 3)

In response to questions from Committee, Chad Paulin, Manager, Environment, advised that there would be an opportunity to oppose the project during the current screening process and that if approved, the City has an additional 180 days to address further concerns. In reply to further queries from Committee, Mr. Paulin noted that there are plans to expand the size of the Fortis B.C. plant; however they are waiting for the WesPac Tilbury Marine Jetty Project to go through the BC Environmental Assessment process to finalize those plans.

Discussion took place on submitting the information in the staff report regarding WesPac's application to the Ministry of Transportation and direction was given to staff to also forward staffs' comments to the BC Environmental Assessment Office regarding the project to the BC Minister of Transportation.

It was moved and seconded

*That the comments regarding the WesPac Tilbury Marine Project Environmental Assessment Application to the BC Environmental Assessment Office for the proposed Liquefied Natural Gas Birthing and Loading Facility identified in the "WesPac Tilbury Marine Jetty Project – Application Comments for the British Columbia Environmental Assessment Process" report dated October 16, 2018, from the Director, Engineering, be endorsed for submission to the BC Environmental Assessment Office.*

**CARRIED**

**3. PROPOSED ROAD SECTION TO BE ADDED TO TRANSLINK'S MAJOR ROAD NETWORK**

(File Ref. No. 01-0154-04) (REDMS No. 6017892)

It was moved and seconded

*That the section of Cambie Road between No. 3 Road and No. 6 Road be added to TransLink's Major Road Network as described in the report titled "Proposed Road Section to be Added to TransLink's Major Road Network" dated October 31, 2018 from the Director, Transportation.*

**CARRIED**

**General Purposes Committee**  
**Tuesday, November 6, 2018**

---

**COMMUNITY SERVICES DIVISION**

**4. MINORU PLACE ACTIVITY CENTRE PROGRAM OPTIONS AS ARTS SPACE**

(File Ref. No. 06-2050-20-MP) (REDMS No. 5848811 v. 17)

In response to questions from Committee, Liesl Jauk, Manager, Arts Services, commented that the main advantages of Option 1 outlined in the staff report is keeping the existing commissary kitchen for programming opportunities, allowing for increased space for the media lab, and increased dance studio space and the addition of a pottery studio.

In further response to queries, Ms. Jausk advised that (i) the current proposal for the kitchen is to work with Lelem (Seyem' Qwantlen Business Group) to utilize and upgrade the kitchen space for programming use, (ii) the intended use of the flex lobby space is to provide meeting space for community groups, and (iii) spaces not utilized by programming would be rented out as available, similar to the cultural centre.

Discussion ensued regarding the estimated costs of the recommended option and staff were directed to provide a memorandum to Council regarding the details of the estimated \$2.5 million for the Arts Program-related costs.

In response to questions from Committee regarding parking, Victor Wei, Director, Transportation, advised that staff assessed the parking demand and concluded during off-peak hours there would be sufficient space on site. He further remarked that during peak times, parking available by the City Hall Annex building could accommodate parking for facility staff or overflow for visitors.

It was moved and seconded

- (1) *That the recommended option, Option 1: Community Arts Education and Program Space with Pottery and Culinary Arts Studio, be approved as the preferred program of the Minoru Place Activity Centre as detailed in the staff report titled "Minoru Place Activity Centre Program Options as Arts Education and Program Space," dated August 29, 2018, from the Director, Arts, Culture and Heritage; and***
- (2) *That a Capital request be considered during the 2019 budget process.***

**CARRIED**



**General Purposes Committee**  
**Tuesday, November 6, 2018**

---

**PLANNING AND DEVELOPMENT DIVISION**

**5. CANNABIS RELATED OFFICIAL COMMUNITY PLAN AND ZONING BYLAW AMENDMENTS IN RESPONSE TO CHANGES TO PROVINCIAL AGRICULTURAL LAND RESERVE LEGISLATION**

(File Ref. No. 08-4430-03-10; 12-8060-20-009928/009929) (REDMS No. 5962868 v. 1; 5994957; 5962994)

In response to question from Committee, Barry Konkin, Manager, Policy Planning, and Kevin Eng, Planner 2, advised that (i) the staff report is in response to a Council referral to bring City bylaws into alignment with provincial regulations on open cultivation, (ii) staff can engage with the development community to communicate the proposed bylaw amendments, (iii) staff will work with corporate communications to issue a press release following Council adoption, (iv) the provincial regulations ban the conversion of existing structures that was not purpose-built for crops, (v) under the licencing regulations, local government, fire-rescue, and police are made aware of upcoming federal applications for a licence, (vi) odour management is difficult for cannabis grown in fields, however indoor facilities are working with Metro Vancouver on obtaining air permits, and (viii) the proposed amendments maintain the restriction of one facility city-wide approach.

It was moved and seconded

- (1) *That Richmond Official Community Plan (OCP) Bylaw 9000, Amendment Bylaw 9928, to revise Section 3.6.5 of Schedule 1 of the OCP on the City's land use policies for the management of cannabis production in response to changes to Provincial Agricultural Land Reserve (ALR) Regulation, be introduced and given first reading;***
- (2) *That Bylaw 9928, having been considered in conjunction with:***
  - (a) The City's Financial Plan and Capital Program; and***
  - (b) The Greater Vancouver Regional District Solid Waste and Liquid Waste and Management Plans;***

***is hereby found to be consistent with the said programs and plans, in accordance with Section 477(3)(a) of the Local Government Act;***
- (3) *That Richmond Official Community Plan 9000, Amendment Bylaw 9928, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043 and Section 477(3)(b) of the Local Government Act, be forwarded to the Agricultural Land Commission for comment in advance of the Public Hearing;***
- (4) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9929, to amend Section 3.4 and Section 5.13 of the Zoning Bylaw related to the production of cannabis in response to changes to Provincial ALR legislation, be introduced and given first reading.***

**CARRIED**

Opposed: Cllr. Au

4.

**COUNCILLOR HAROLD STEVES**

**6. RESIDENTIAL DEVELOPMENT ON AGRICULTURALLY ZONED LAND**

(File Ref. No. 08-4050-10; 04-4057-10) (REDMS No. 6013170; 5766488)

Wayne Craig, Director, Development and Barry Konkin, Manager, Policy Planning advised that staff recommend that restrictions on house size on Single Detached (RS1) zoned properties within the Agricultural Land Reserve (ALR) be added to the staff recommendations.

Background on residential development on agriculturally zoned land in Richmond was discussed and in response to questions from Committee, staff noted that:

- staff are waiting for a response from Ministry of Agriculture staff to confirm information on the grandfathering provision and will provide updated information when available;
- final results from the Agricultural Land Reserve revitalization workshops held earlier this year may provide further information regarding provincial actions to improve agricultural viability such as taxation of farmland, foreign ownership, and incentives for farmers and property owners to ensure agricultural productivity;
- under Bill 52, the *Agricultural Land Commission Amendment Act*, the City would need to amend the City's bylaw to remove the provision on secondary dwellings;
- the restriction of the farm home plate to a maximum size of 1000m<sup>2</sup> is measured abutting the front property line and must be contiguous;
- the seven day moratorium proposed in Part (4) of the staff recommendation is the minimum date allowable; and
- a development variance permit would be required for a single storey bungalow greater than 60% of the floor area, as proposed in the staff report.

John Roston, 12262 Ewen Avenue, referenced recent real estate listings for large homes in Richmond on agriculturally zoned land and expressed concern over the impact of real estate speculation should the staff recommendation be passed by Council. Mr. Roston further remarked that he was of the opinion that house size on agricultural land should be limited to a maximum of 300 m<sup>2</sup>.



## General Purposes Committee

### Tuesday, November 6, 2018

---

Rupinder Dhiman, 9360 Sidaway Road, expressed concern regarding the proposed limitations on house size on agriculturally zoned land and was of the opinion that the proposed limitations were premature and should be delayed until the proposed provincial legislation is enacted. Mr. Dhiman further queried if the variance for existing farmers would still apply should the proposed bylaws be adopted.

Mr. Craig, in response to queries from Committee arising from the previous delegation's comments, noted that an application for a development variance could be made to allow for a house size that exceeds the City limit however Agricultural Land Commission approval would be required for any application that wished to exceed any legislated provincial maximum.

Jim Wright, 8300 Osgood Drive, expressed support for the proposed limitations on house size on agriculturally zoned land. Mr. Wright further expressed support for greater limitations on house size on Agricultural Land Reserve farmland to a maximum of 300m<sup>2</sup>.

In response to questions from Committee, Mr. Wright remarked that he was of the opinion if large houses on ALR land are allowed, it causes residential housing development in the ALR instead of in urban neighbourhoods.

Davi Boyal, 6620 No. 6 Road, commented that he had recently purchased farm property that was under-utilized and remarked that he was of the opinion that large residential dwellings for family to be able to farm the land should be permitted.

Michelle Li, Richmond resident, distributed a report regarding ALR residential development in the City of Richmond and land economics assessment written to the City from Richard Wozny in 2017 (copy on file, City Clerk's Office.) Ms. Li expressed concern regarding speculation of farmland and real estate sales and expressed support for limiting house size on the ALR to the maximum allowable on residential City lots.

Brad Doré, 9051 Blundell Road, offered comments regarding the design process for developments in Richmond and noted that the use of design guidelines by Vancouver allow development to fit into specified environments based on zoning. He further remarked that he was of the opinion that having design guidelines in Richmond would be beneficial.

In response to questions from Committee regarding the previous delegation's comments, Mr. Craig advised that in order for the City to have any form and character review of single-family development, a development permit area would be required. He further advised that the guidelines referenced by Mr. Doré are a part of the *Vancouver Charter*, and not applicable to other municipalities.

Roland Hoegler, 6560 No. 4 Road, expressed concern over the proposed limitations on house size on agriculturally zoned properties and the impact to farmers and property value.

## General Purposes Committee

### Tuesday, November 6, 2018

---

George Pope, 8280 No. 2 Road, offered comments regarding the taxation of agriculturally developed land and noted that he was of the opinion that agricultural development for taxations purposes should be further defined.

In response to comments from the previous delegation, the Chair advised that taxation and rules of assessment are under provincial authority.

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

It was moved and seconded

- (1) *That staff be directed to prepare a bylaw that limits residential development on lots 0.2 ha (0.5 acres) or larger in the Agriculture (AG1) zone, in accordance with Option 1 presented in Table 1 of the staff report titled "Agriculturally Zoned Land: Summary of Public Consultation on Limiting Residential Development in the AG1 Zone for Properties that are 0.2 ha (0.5 acres) or Larger" dated March 13, 2018 from the Manager, Policy Planning, and specifically in accordance with the following provisions:*
  - (a) *a maximum house size of 500 m<sup>2</sup> (5,382 ft<sup>2</sup>);*
  - (b) *a maximum two storey building height;*
  - (c) *a maximum house footprint of 60% of the total floor area;*
  - (d) *a maximum farm home plate of 1000 m<sup>2</sup> (10,764 ft<sup>2</sup>); and*
  - (e) *requiring the septic field to be located within the farm home plate;*
- (2)
  - (a) *That staff be directed to prepare a bylaw to limit house size on RS1 zoned lots in the Agricultural Land Reserve to a maximum of 500 m<sup>2</sup> (5,382 ft<sup>2</sup>); and*
  - (b) *That staff be directed to prepare a bylaw that limits residential development on lots less than 0.2 ha (0.5 acres) in the Agriculture (AG1) zone in accordance with the following provisions:*
    - (i) *a maximum two storey building height;*
    - (ii) *a maximum house footprint of 60% of the total floor area; and*
    - (iii) *requiring the septic field to be located within the farm home plate;*
- (3) *That the aforementioned bylaws be brought forward to the November 13, 2018 Regular Open Council agenda for Council consideration;*

**General Purposes Committee**  
**Tuesday, November 6, 2018**

---

- (4) *Whereas Section 463 of the Local Government Act allows the withholding of building permits that conflict with bylaws in preparation; and*

*Whereas Council has directed staff to prepare bylaws further limiting residential development in the Agricultural Land Reserve:*

*Therefore be it resolved that staff bring forward all building permit applications for residential development on lots located within the Agricultural Land Reserve, received more than 7 days after the passage of this resolution, to determine whether such applications are in conflict with the proposed bylaws to limit residential development for properties in the Agricultural Land Reserve.*

The question on the motion was not called as in further response to Committee's queries staff advised that (i) the footprint regulation could be crafted as a maximum 60% of the maximum floor area for a bungalow which would allow for a 3300 square foot single-storey house or 60% of the maximum proposed floor area (500m<sup>2</sup>), and (ii) the process for applying for a variance for a larger home is outlined in the Official Community Plan (OCP) and that staff could provide further clarifications on the process.

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

## **FINANCE AND CORPORATE SERVICES DIVISION**

**7. 2019 COUNCIL MEETING SCHEDULE**

(File Ref. No. 01-0105-01) (REDMS No. 5927023 v. 2)

The Chair noted a correction to Part 1(a) of the staff recommendation and advised that the second August date of the Regular Council meeting is August 26.

It was moved and seconded

*That the 2019 Council and Committee meeting schedule as shown in Attachment 1 to the staff report dated October 18, 2018, from the Director, City Clerk's Office, be approved with the following revisions as part of the regular August meeting break and December holiday season:*

- (1) *That the Regular Council meetings (open and closed) of August 12, August 26, and December 23, 2019 be cancelled; and*
- (2) *That the August 19, 2019 Public Hearing be rescheduled to September 3, 2019 at 7:00p.m. in the Council Chambers at Richmond City Hall.*

**CARRIED**

**General Purposes Committee**  
**Tuesday, November 6, 2018**

---

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:09 p.m.).*

**CARRIED**

Certified a true and correct copy of the  
Minutes of the meeting of the General  
Purposes Committee of the Council of the  
City of Richmond held on Tuesday,  
November 6, 2018.

---

Mayor Malcolm D. Brodie  
Chair

---

Amanda Welby  
Legislative Services Coordinator



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** November 1, 2018

**From:** Elizabeth Ayers  
Director, Recreation Services

**File:** 06-2052-25-  
SCCR1/Vol 01

Jim V. Young, P.Eng.  
Senior Manager, Capital Buildings Project  
Development

**Re:** Steveston Community Centre and Branch Library Program Update

### Staff Recommendation

1. That the program totaling 60,350 sq. ft. for the Steveston Community Centre and Branch Library, as outlined in the staff report titled, "Steveston Community Centre and Branch Library Program Update," dated November 1, 2018, from the Director, Recreation Services and the Senior Manager, Capital Buildings Project Development, be approved.
2. That site options for the Steveston Community Centre and Branch Library program, as outlined in the staff report titled, "Steveston Community Centre and Branch Library Program Update," dated November 1, 2018, from the Director, Recreation Services and the Senior Manager, Capital Buildings Project Development, be brought to Council for consideration at a later date.

Elizabeth Ayers  
Director, Recreation Services  
(604-247-4669)

Jim V. Young, P. Eng.  
Senior Manager, Capital Buildings  
Project Development  
(604-247-4610)

Att: 3

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Finance Department	<input checked="" type="checkbox"/>	
Arts, Culture & Heritage (Library)	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b>	<b>APPROVED BY CAO</b>



## Staff Report

### Origin

On September 24, 2014, the Parks, Recreation and Cultural Services Committee returned the Steveston Community Centre Space Needs Report to City staff with the following referral:

- (1) the space issue in the Steveston Community Centre and/or replacement of the Steveston Community Centre, including development partnerships (e.g. Vancouver Coastal Health, the Buddhist Church, etc.), other City property, or other options and report back to Committee within 12 months; and (2) short term options for the relocation of the Steveston Library and report back to committee within six months.*

At the General Purposes Committee meeting on July 16, 2018, staff received the following referral:

- (2) That staff work with the Steveston Community Centre Concept Design Building Committee to further examine the size of the community centre and library and to review whether the community centre and library should be standalone facilities or build additional space.*

The purpose of this report is to address the referrals and to seek Council's approval for the program for the new Steveston Community Centre and Branch Library.

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.*

2.1. *Strong neighbourhoods.*

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

This report supports Council's 2014-2018 Term Goal #6 Quality Infrastructure Networks:

*Continue diligence towards the development of infrastructure networks that are safe, sustainable, and address the challenges associated with aging systems, population growth, and environmental impact.*

6.1. *Safe and sustainable infrastructure.*

6.2. *Infrastructure is reflective of and keeping pace with community need.*



This report supports Council's 2014-2018 Term Goal #9 A Well-Informed Citizenry:

*Continue to develop and provide programs and services that ensure the Richmond community is well-informed and engaged on City business and decision making.*

9.1. *Understandable, timely, easily accessible public communication.*

9.2. *Effective engagement strategies and tools.*

## **Analysis**

### **Background**

Council has identified the replacement of the Steveston Community Centre and Branch Library as a priority through Major Facilities planning and has approved capital funding for advanced planning and design.

The Steveston Community Centre and Branch Library Concept Design project scope includes the replacement of the community centre and library. Concept design development is an iterative and involved process to bring the design to a point where program, location, preliminary floor plans, form/character, site orientation and costing are established. Program confirmation is required to be able to progress the project to site selection and concept design.

### **Development Partnership**

To address Part 1 of the September 24, 2014 referral from the Parks, Recreation and Cultural Services Committee, staff commenced discussions with Vancouver Coastal Health to explore development partnership opportunities. Staff worked closely with Vancouver Coastal Health to develop concept level designs to identify basic building configurations that maximize synergies while fully meeting care facility and community centre needs. However, it was found that the needs of Vancouver Coastal Health for its Care facility could not be met in a joint facility. Accordingly, in December 2016, Vancouver Coastal Health advised the City of their appreciation for considering a joint facility, but that they would not pursue this opportunity further.

### **Program Review and Confirmation**

To address the July 16, 2018, referral from the General Purposes Committee, a staff review of the program was conducted which resulted in no material space change and confirmation that the program proposed is the recommended option for the Steveston Community Centre and Branch Library. Staff also confirmed that the Steveston Community Centre Concept Design Building Committee (the "Building Committee") concurs that the proposed program meets the needs of the Steveston Community Society and Richmond Public Library Board, meets both current and future population growth, and accommodates programs and services for the local community, and special events and tournaments with regional appeal.

The program review also reconfirmed that the program outlined in the staff report titled, “Steveston Community Centre and Branch Library Program,” and provided to the General Purposes Committee meeting on July 16, 2018 aligns with:

- The Steveston Community Centre Concept Design Guiding Principles (Attachment 1);
- Community needs, values and priorities identified through public engagement (See Attachment 2 for the Council approved Engagement Strategy);
- Feedback from stakeholders and subject matter experts; and
- Best practices and trends for recreation, sports fitness and library facilities.

The program review included:

- Review and confirmation of community needs identified through the public engagement process;
- Review and confirmation of population projections of 28,023 to year 2041 for the Steveston planning area;
- Comparison of the program space to the City standard of one square foot of community recreation space per resident, which exceeds the standard by 19,925 sq. ft.;
- Two Building Committee meetings, including a detailed review of the program;
- Meetings with Steveston Community Society subject matter experts to discuss storage requirements; and
- Site visits to Lower Mainland recreation facilities to view kitchens and storage areas.

Program review discussions with the Building Committee highlighted four areas that required further evaluation in order to confirm that the program meets service and program needs.

**Kitchen and Food Servery** – Upon further review of program needs, particularly the need for storage and flexibility in service access, 50 sq. ft. of space has been added to the kitchen and food servery area. This change can be accommodated through the detailed design process. This will provide adequate space for the types of events hosted by the Steveston Community Society, including the large number of volunteers that work to support food services at events, storage for equipment and access for people with disabilities.

**Fitness Spaces** – A comparison of the planning area populations and fitness spaces for all City of Richmond community centres was conducted in order to confirm whether the space included was adequate. Through this process, it was identified that the total fitness space in the program for the new Steveston Community Centre, including the Fitness Centre, Active Studio and Gymnasium, exceeds the service levels of other City of Richmond community centres. As a result, the Building Committee confirmed that the total fitness space allocation for the new Steveston Community Centre will meet both current and future program needs.

**Storage for Martial Arts Mats** – During a meeting with representatives from Steveston’s Martial Arts Groups, it was determined that it is not necessary to include space to store the martial arts mats in the new community centre, as the mats can remain in the Tennis Net Shed. However, should the Tennis Net Shed be displaced by the new facility, storage space will need to be provided. One option to accomplish this would be the addition of approximately 1,000 sq. ft. of space to the facility.

General Building Storage – To assess the overall building storage being provided in the program, site visits ensued to three recreation facilities with comparable double gymnasiums and ancillary program areas. Staff also conducted a thorough comparison of storage areas in other City facilities. As a result, it was determined that the overall building storage being provided in the Steveston Community Centre and Branch Library program is substantial and will meet the Steveston Community Society's needs.

The program for the new Steveston Community Centre and Branch Library is provided in Table 1 below and on the following page. A detailed program chart outlining program room uses is provided in Attachment 3.

Table 1: Program for the Steveston Community Centre and Branch Library

Program Area		Existing Facility Program	New Facility Program
		sq. ft. (# of areas)	sq. ft. (# of areas)
<b>COMMUNITY CENTRE</b>			
1.	Gymnasium	5,300 (1 gym)	14,000 (2 high school basketball courts with extra clearance and spectator space)
2.	Fitness Rooms – includes Active Studio	4,700 (1 room)	6,000 (2 rooms + specialized training space)
3.	Multipurpose Rooms	5,100 (3 rooms)	7,800 (5 rooms)
4.	Meeting Rooms – includes Society Meeting Room	700 (2 rooms)	1,000 (3 rooms)
5.	Social/Games Room	900 (1 room)	1,000 (1 room)
6.	Kitchen	300 (1 kitchen)	750 (1 kitchen + food servery)
7.	Administration and Reception – offices, staff room, reception	1,500	2,000
8.	Foyer and Gathering	1,800	1,500
9.	Circulation and Support Areas – corridors, service areas, washrooms, changerooms, storage	11,400	13,900
10.	Other – stage, squash	1,700	0
<i>Subtotal – Community Centre</i>		<i>33,400</i>	<i>47,950</i>



Table 1: Program for the Steveston Community Centre and Branch Library (Continued)

Program Area		Existing Facility Program	New Facility Program
		sq. ft. (# of areas)	sq. ft. (# of areas)
<b>CO-LOCATED BRANCH LIBRARY</b>			
11.	Collections Space	2,600	3,100
12.	Children's and Youth's Resources/Reading Space	0	2,700
13.	Digital Services and Computers	0	1,000
14.	Silent Study/Reading Areas	0	1,300
15.	Educational Program Rooms	0	800
16.	Administration and Control – offices, info desk, self-checkout	1,250	1,400
17.	Circulation and Support Areas – corridors, service areas	150	2,100
<i>Subtotal – Library</i>		<i>4,000</i>	<i>12,400</i>
<b>Total Floor Area – Community Centre and Library</b>		<b>37,400</b>	<b>60,350</b>

As a result of the program review described above, the Building Committee supports the program outlined in this report.

#### Co-Location

The Building Committee agreed that co-locating the community centre and branch library has several advantages and was the favoured option over the alternative of two standalone facilities. Co-location offers numerous space efficiencies, including shared washrooms, staff rooms, and lobbies; as well as opportunities for synergies in program and service delivery, resulting in improved customer service and increased community connectedness. The program totaling 60,350 sq. ft. is contingent on the community centre and branch library being co-located.

#### Additional Space

Per the July 16, 2018 Council referral, staff asked the Steveston Community Centre Concept Design Building Committee to provide comments on the concept of building additional space in conjunction with the new community centre and branch library. While the Building Committee is willing to consider the addition of space to the facility, they were hesitant to provide specific feedback as the impact on the facility would vary greatly depending on what type of space is to be considered.

Generally, there were concerns regarding the additional time that would be required to include additional space with the facility. As well, it was noted that the public expressed concerns regarding the potential loss of green space as a result of a new expanded facility. Any additional space is expected to have an impact on green space due to considerations such as parking, and this was a noted concern of residents at the open houses and through the Let's Talk Richmond surveys.

The program outlined in this report will meet both current and future community needs as it allows for program growth as a result of expanded interest and population growth. As a result, additional space for community recreation use is not required.

However, should Council wish to consider the addition of other spaces and increase service levels to accommodate City-wide programs and services, consideration could be given to the spaces outlined in Table 2 as shown below. These spaces are in addition to the program outlined in this report and would result in increased project costs.

Table 2: Additional Space Options to Serve City-wide Programs or Services

Program Space	Program/Service Provided	No. of sq. ft.	Approximate Cost (in 2020 dollars)
Community Police Station	Replacement of existing Community Police Station	1,500 – 2,000	\$1.1M – \$1.4M
Meeting Space	1 – 3 meeting rooms for community groups	500 – 1,500	\$250K – \$750K
Changerooms and Washrooms for Park	Addition of changeroom space and expanded washrooms to serve park users	1,500 – 2,000	\$1.3M – \$1.7M
Child Care Space	Child Care could include infant, toddler and/or school age care	2,300 – 7,300 (plus dedicated playground space)	\$1.6M – \$5.1M
Multipurpose Space	Addition of program room for Library	1,500	\$1.1M

#### Salmon Shed

The Steveston Community Society has expressed a desire for replacement or expansion of the existing Salmon Shed, to be included in the Steveston Community Centre and Branch Library project scope. The Society would like a storage facility that provides enough space to store their vehicles, floats and trailers, special event equipment and supplies, as well as a workshop space, in one location.

The Salmon Shed supports the Steveston Community Society's delivery of large-scale special events that have both local and regional appeal, such as the Steveston Salmon Festival, Steveston Farmers and Artisans Market and Winter Hayrides through Steveston Village. It provides the Steveston Community Society with space to repair items and build new ones, decorate their hay wagons and parade floats, and store supplies and equipment for special events (e.g., hay wagons, fork lift, golf cart, 10'x10' tents, carnival games, portable stage, etc.). However, as the quantity of items needing to be stored increased, the space has become undersized, resulting in additional storage containers and a trailer being utilized on-site, as well as an off-site storage area for two hay wagons.

The project scope for the Steveston Community Centre and Branch Library Concept Design is for the replacement of the community centre and library. Replacement or expansion of the Salmon Shed is not included in the project as it is a storage facility and not an area from which programs or special events are delivered. Furthermore, it is plausible that the Steveston Community Society could likely meet their additional space needs in the existing Salmon Shed through more efficient use of space and consideration of storing vehicles, such as their hay wagons and parade float, off-site. Should the Salmon Shed be displaced once the site for the new community centre and branch library is chosen, options to replace the storage facility will be explored.

Staff recommend that a new storage facility is not built, unless the shed is displaced by the new Steveston Community Centre and Branch Library facility. However, staff will work with the Steveston Community Society to identify solutions to address their storage requests. These may include improving the internal functionality of the current shed, building an addition onto the existing structure or providing off-site storage for vehicles. Identified solutions may result in additional funding requests through the regular budget process.

#### Site Evaluation and Selection

Upon Council approval of the program outlined in this report, staff will continue with the concept design process by identifying and evaluating site options for the facility. The site evaluation process will include ranking of criteria for the comprehensive analysis of site options within Steveston Park as well as an opportunity for the public to provide feedback on the site and concept design options. Utilizing the community needs, values and priorities identified through the public engagement process, the Steveston Community Centre Concept Design Guiding Principles, as well as the principles of urban and facility design, the site evaluation criteria will include considerations such as synergies with existing site amenities, access to transportation, parking requirements, constructability costs, impacts to green space and established trees, proximity to residents, sustainable siting, and pedestrian access.

Preferred site options will be brought to Council with preliminary costing, including program, parking, replacement/repairs to impacted amenities and additional associated costs, and a funding strategy, for approval to move forward with concept design and public consultation.



Following Council approval of the site options, the Building Committee and members of the public will be invited to participate in a design charrette to develop the layout of the building, including program adjacencies and efficiencies for each of the site options. These concepts will be brought to Council for consideration and approval of the preferred option.

### Financial Considerations

The program for the new Steveston Community Centre and Branch Library outlined in this report will cost up to \$68M (in 2020 dollars) for the building. Additional costs will be incurred based on the specific siting of the building within Steveston Park. These additional costs will cover items such as parking, relocation of displaced services, temporary utility services, pre-load, demolition, etc. As an example, additional costs associated with the Minoru Centre for Active Living included field demolition, pavilion relocation and temporary services.

Should Council approve this report, staff will proceed to advance the design and develop site options at which time the associated additional costs can be developed.

The preliminary operating budget impact (OBI) estimate for the facility is \$990,000 (in 2023 dollars) when the facility is projected to be operational, if approved by Council for construction starting in 2019/2020. A detailed business plan and refinement of the OBI will be developed and submitted to Council for consideration.

### Conclusion

The Steveston Community Centre and Branch Library program has been reconfirmed and will meet both current and future community needs. Next steps include site evaluation and selection, continued public consultation, and the development of costing and a funding strategy for the Steveston Community Centre and Branch Library facility, which will be brought forward to Council for consideration in Winter of 2019.

A new Steveston Community Centre and Branch Library will serve the community into the future and contribute to the City of Richmond becoming the most appealing, livable and well-managed community in Canada.



Elizabeth Ayers  
Director, Recreation Services  
(604-247-4669)



Martin Younis  
Senior Project Manager,  
Capital Buildings Project Development  
(604-204-8501)

- Att. 1: Steveston Community Centre Concept Design - Project Guiding Principles  
2: Engagement Strategy for the Steveston Community Centre and Branch Library Concept Plan  
3: Program Details for Steveston Community Centre and Branch Library

# Steveston Community Centre Concept Design

## Project Guiding Principles

(Approved by Council on January 15, 2018)

These Guiding Principles are intended to provide overall direction in the development of the concept design. They have been endorsed by Richmond City Council.



### 1. BE INNOVATIVE

Demonstrate creativity and innovation when developing a facility that fully meets the current and future needs of the Steveston community.



### 2. BE SUSTAINABLE

Reflect sustainability principles through all stages of the project:

- i. **Financial** – deliver the project on time and budget, as well as plan for financial sustainability of the entire facility during its operation.
- ii. **Social** – ensure decisions are transparent, responsive to community input and contribute to community development through public engagement.
- iii. **Adaptable** – develop processes and structures which not only meet the needs of current users, but also support the ability of future generations to maintain a healthy community.
- iv. **Environmental** – consider options for construction and operations that deliver exceptional energy management and respect the natural environment.



### 3. BE INCLUSIVE

Ensure all aspects of accessibility are considered and that the project reflects the community as a whole.



### 4. BE A MODEL OF WELLNESS

Demonstrate that Richmond is a place where individuals feel supported and included and residents raise families to live happy, healthy, connected and active lives.



### 5. BE SYNERGISTIC

Create synergy among users and uses, and indoor and outdoor spaces, while being sensitive to unique needs.



### 6. BE CONNECTED

Encourage and develop community connectedness so that users feel a sense of belonging, and that they are in the heart of the community.

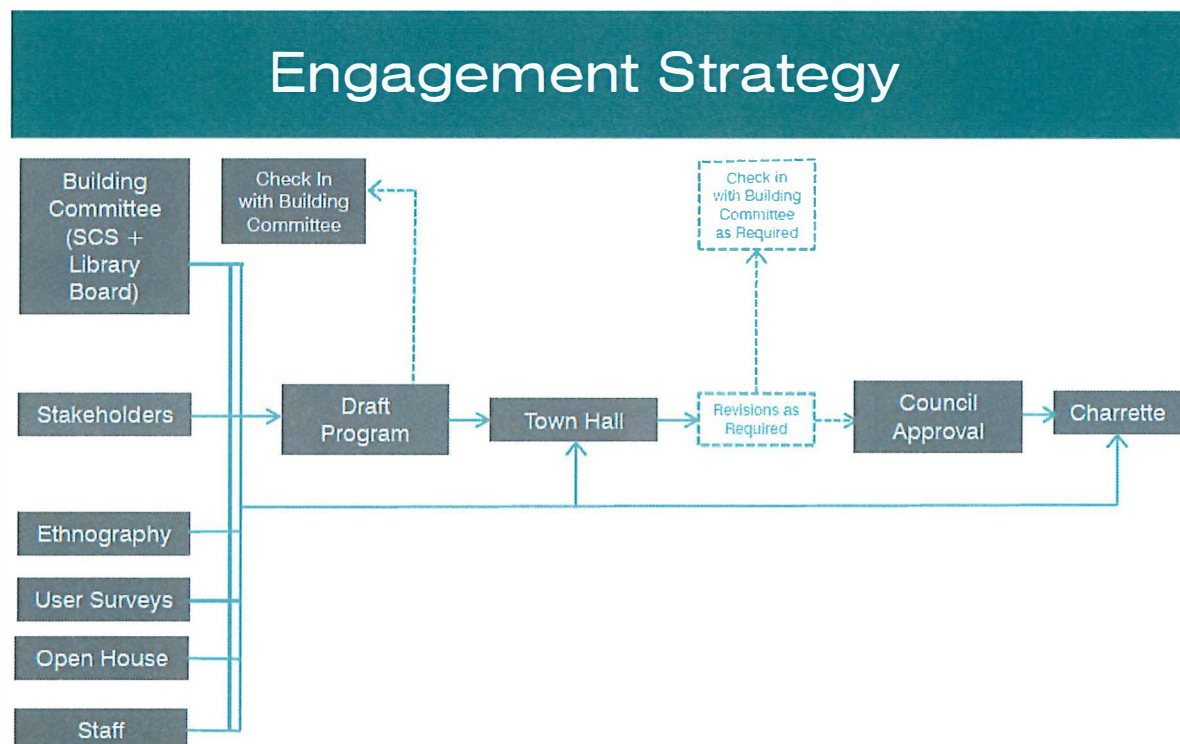


### 7. BE REFLECTIVE

Recognize the unique cultural and historical identity of Steveston and ensure this spirit is reflected throughout the project to inspire current and future generations.

## Engagement Strategy for the Steveston Community Centre and Branch Library Concept Plan

Approved by Council January 15, 2018



The following table outlines the planned methodology and expected timing of each engagement:

### Public Engagement Plan

Engagement/communication method	Description	Expected timing
Building Committee – Steveston Community Society and Richmond Public Library Board	A Building Committee with representatives from both the Steveston Community Society and the Richmond Library Board has been established. This Building Committee will provide input throughout the process to ensure the proposed program and concept reflects the needs of the community.	Kick off meeting held November 20, 2017. Meetings to be held at key points through the process.
Individual Interviews – Steveston Community Society and Richmond Public Library Board	Each member of the Steveston Community Society and the Richmond Library Board will be interviewed to allow each person to voice ideas and concerns, ensuring each individual has input into the program.	December 2017

Public Engagement Plan (Continued)

<b>Engagement/communication method</b>	<b>Description</b>	<b>Expected timing</b>
Individual Interviews – Steveston Community Centre and Library Staff	Key staff from both the Steveston Community Centre and the Steveston Branch Library will be interviewed to allow each person to voice ideas and concerns, ensuring each individual has input into the program.	December 2017
Meetings with Steveston Community Society and Richmond Public Library Board	Following the individual meetings with members, the findings will be compiled and then presented back to the groups as a whole.  The intent of these meetings is to share findings and develop consensus among the groups regarding program priorities.	December 2017/ January 2018
Stakeholder Consultation and Meetings	Direct consultation and meetings will provide opportunities for stakeholder groups, such as the Steveston Martial Arts Centre User Groups, Steveston Historical Society, and the Richmond Centre for Disability, to provide input and receive and share information. A complete list of the groups to be consulted is provided in Attachment 2, Stakeholder Groups to be Consulted.  The intent is to reach a broad representation of the community, including children and youth.  These groups will also be invited to attend all public consultation opportunities associated with the process.	January 2018

Public Engagement Plan (Continued)

<b>Engagement/communication method</b>	<b>Description</b>	<b>Expected timing</b>
Ethnographic Interviews	<p>A rigorous screening process will lead to the selection of 10 diverse households from the community who will be recruited and interviewed for two hours in their own homes.</p> <p>This method of engagement is unique and used to get a deeper understanding of people's needs, opening the door for more possibilities and opportunities in the development of the program. It has been found an effective tool for reaching the hard to reach. This is the first time that this technique has been used in the City.</p>	January 2018
Let's Talk Richmond	A survey will be distributed through the facility and on Let's Talk Richmond to gain input from the general public.	January 2018
Open House	An open house will be held to present the draft program to the general public. It is an opportunity to inform the public of progress to date and to elicit ideas and feedback on the draft program.	March 2018
Design Charette – 3 days	<p>A three day design charette will be held where stakeholders and the public are invited to participate in the design process.</p> <p>The Building Committee and key stakeholders are invited to join the architects each morning to work on the layout of the building components. The architects then refine work each afternoon, presenting a draft design option for consideration and review by the general public at the end of each day.</p> <p>The end result is three viable options vetted by the Building Committee, stakeholder groups, and the public.</p>	Following approval of the program by Council, June 2018.



Public Engagement Plan (Continued)

<b>Engagement/communication method</b>	<b>Description</b>	<b>Expected timing</b>
Best Practices Tours	Staff and the Building Committee will visit facilities in the lower mainland, as well as via virtual tour presentations, to learn from others and see best practices in action.	July 2017 and December 2017
Public Meetings of Committee and Council	Reports related to the project will be brought forward to the Parks, Recreation and Culture Committee, and then forwarded to Council. The public will have access to open agendas and the opportunity to delegate at these meetings.	As required and determined by the Project Team and/or Council.
Translation	When appropriate, communication documents and other facets of the consultation will be translated into one or more languages, other than English, to allow greater accessibility.	As required.
Promotions via print and social media	All public engagement opportunities, including Town Halls, surveys on Let's Talk Richmond, and design charrettes, will be widely publicized via print and social media to ensure the widest audience possible is aware and engaged in the design process.	As required.
Direct promotions	Email and direct mail will be used to invite stakeholders and neighbours of the park to engagement sessions as required.	As required.



Program Details for Steveston Community Centre and Branch Library

Program Area		Key Ideas/Uses	Approximate Area (sq. ft.)
<b>COMMUNITY CENTRE</b>			
1.	Gymnasium	Dividable; sports programs (two 84' high school basketball courts, eight badminton/pickleball courts, two volleyball courts); martial arts tournaments; and special events.	14,000
2.	Fitness Room – includes Active Studio	Cardio and strength equipment, free weights and stretching areas; includes an alcove for spin, TRX or other specialized training; Active Studio for group fitness, yoga, dance, martial arts, and other movement-based classes.	6,000
3.	Multipurpose Rooms	Flexible, adaptable and dividable; preschool, children's and youth programs such as visual arts, music, playtime, group fitness, martial arts, and creative movement classes; community functions; and special events.	7,800
4.	Meeting Rooms	Group meetings, book clubs, educational workshops, smaller group activities; and Society meeting space.	1,000
5.	Social/Games Room	Inclusive, active space to play games, watch movies, hangout and socialize.	1,000
6.	Kitchen and Food Servery	Support space for multiple rooms; space for cooking classes, and food preparation and service for activities and events.	750
7.	Administration and Reception	Offices, staff room and reception desk.	2,000
8.	Foyer and Gathering	Accessible, safe, welcoming and inclusive spaces to read and relax, meet new neighbours, and engage with friends and family.	1,500
9.	Circulation and Support Areas	Corridors; mechanical, electrical and communications rooms; janitors closets; washrooms and changerooms; and storage.	13,900
<b><i>Subtotal – Community Centre Area</i></b>			<b><i>47,950</i></b>

Program Details for Steveston Community Centre and Branch Library (Continued)

Program Area		Key Ideas/Uses	Approximate Area (sq. ft.)
<b>CO-LOCATED BRANCH LIBRARY</b>			
10.	Collections Space	Accessible book stacks, periodicals, and reading area to support the library's diverse and evolving collection.	3,100
11.	Children's and Youth Resources/ Reading Spaces	Comfortable spaces to study and read with age-appropriate resources; includes storytime/program room.	2,700
12.	Digital Services and Computers	Computer workstations, computer lab, and space for scanning, printing and copying.	1,000
13.	Silent Study/ Reading Areas	Quiet, comfortable place for individual reading, studying and relaxing.	1,300
14.	Educational Program Rooms	Group activities, studying, reading circles, meetings and classes.	800
15.	Administration and Control	Offices, circulation workroom, info desk and self-checkout.	1,400
16.	Circulation and Support Areas	Corridors, and mechanical, electrical and communications rooms.	2,100
<b><i>Subtotal – Library</i></b>			<b><i>12,400</i></b>
<b>Total Floor Area – Community Centre &amp; Library</b>			<b>60,350</b>



# City of Richmond

## Report to Committee

**To:** General Purposes Committee **Date:** October 31, 2018  
**From:** Carli Williams, P.Eng.  
Manager, Community Bylaws and Licencing **File:** 12-8060-02-01/2018-  
Vol 01  
**Re:** **Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9961**  
**4211 No. 3 Road**

### Staff Recommendation

That Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9961, which amends Schedule A of Bylaw No. 7538, to add the address of 4211 No. 3 Road among the sites that permit an Amusement Centre to operate, be given first, second and third readings.

Carli Williams, P.Eng.  
Manager, Community Bylaws and Licencing  
(604-276-4136)

Att. 1

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

## Staff Report

### Origin

One of the categories of regulated businesses in Richmond is Amusement Centre which contains Amusement Machines, defined in Business Regulation Bylaw No. 7538 as:

*A machine on which mechanical, electrical, automatic or computerized games are played for amusement or entertainment, and for which a coin or token must be inserted or a fee charged for use, and includes machines used for the purposes of gambling.*

Business Regulation Bylaw No. 7538 restricts a business from operating with more than four amusement machines unless the location is listed in Schedule A of the bylaw. This report deals with an application received from Myesports Ventures Ltd., doing business as: The Gaming Stadium, (hereinafter referred to as The Gaming Stadium). The Gaming Stadium is requesting to operate 60 computer game systems for patrons to participate or watch “esport” events from premises situated at 4211 No. 3 Road. This location is not listed as an approved address on Schedule A.

The Gaming Stadium is a new business and this company and its directors have no history with the City of Richmond. This site has recently been used for the Titanic artifact exhibit.

### Analysis

Amusement Centre regulations and definitions cover different types of amusement machines such as 3D virtual reality computerized games, console gaming, computer games in internet cafés and traditional arcades. Amusement Centres are a regulated business because of their historical impact on the community. Regulations have been introduced to minimize these risks, including restricted operating hours, prohibition on children under 15 to be present during school hours and rules prohibiting gambling, fighting, and consumption of alcohol. Further regulations are in place through the Zoning Bylaw which restricts Amusements Centres to a few zones and each location must be approved and added to Schedule A of the Business Regulation Bylaw No. 7538. These businesses may be inspected from time to time to ensure regulatory compliance of the regulations.

The location the applicant is intending to operate is zoned Auto-Oriented Commercial (CA), which permits among other uses, Amusement Centre. This parcel contains a single building with no additional units. This zone provides for a mix of commercial and related uses oriented to vehicular access. There are currently three commercial businesses operating on this property. Businesses range from various permitted uses such as: office and retail, general. This property is situated on No. 3 Road, at Browngate Road (Attachment1).

In addition to the bylaw amendment, the applicant will be required to ensure that the premises meets all building and health regulations before a Business Licence would be issued

**Financial Impact**

None

**Conclusion**

Amusement Centres are regulated under the City's Business Regulation Bylaw No. 7538 and staff are recommending that the applicant's request for 4211 No. 3, be added to Schedule A of the bylaw to allow more than four amusement machines to be operated.



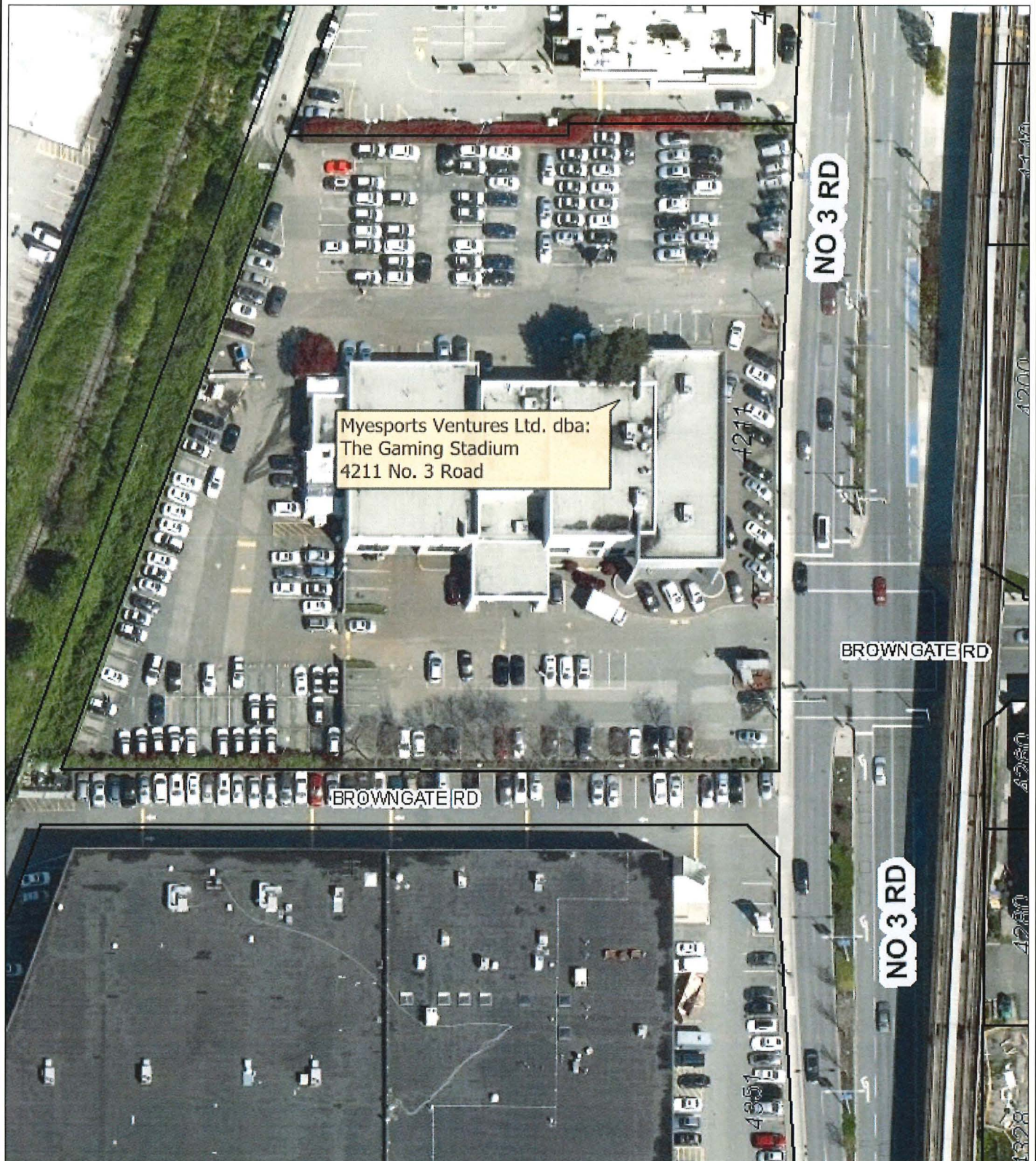
Victor M. Duarte  
Supervisor, Business Licences  
(604-276-4389)

VMD:vmd

Att. 1: Aerial View Map



## City of Richmond Interactive Map







**Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9961**

The Council of the City of Richmond enacts as follows:

1. That Business Regulation Bylaw No. 7538, as amended, is further amended by adding the following address in Schedule A item 8:

Civic Address	Civic Number	Original Bylaw Reference
8. No. 3 Road	4211	9961

and renumbering the rest of the remaining items in Schedule A in numerical order.

2. This Bylaw is cited as **“Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9961”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

_____
_____
_____
_____

CITY OF RICHMOND
APPROVED for content by originating dept. <i>[Signature]</i>
APPROVED for legality by Solicitor <i>[Signature]</i>

\_\_\_\_\_  
MAYOR

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



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** November 5, 2018

**From:** Jason Kita  
Director, Corporate Programs Management  
Group

**File:** 01-0025-01/2018-Vol  
01

**Re:** **Richmond's Submission to Transport Canada on the Port Authority Review**

### Staff Recommendation

1. That the submission to Transport Canada detailed in the report "Richmond's Submission to Transport Canada on the Port Authority Review" from the Director, Corporate Programs Management Group, regarding the review of the Canadian Port Authorities, be endorsed and submitted to the Government of Canada; and
2. That copies of the submission be forwarded to local Members of Parliament and Members of the Legislative Assembly as well as senior Federal Ministers on the West Coast of British Columbia.

Jason Kita  
Director, Corporate Programs Management Group  
(604-276-4091)

Att. 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Economic Development	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Finance Department	<input checked="" type="checkbox"/>	
Information Technology	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Richmond Fire Rescue	<input checked="" type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

At the October 15, 2018 General Purposes Committee meeting, discussion occurred regarding Richmond's submission to Transport Canada on the Port Authority Review. As a result, the following referral was made:

*That the staff report titled, "Richmond's Submission to Transport Canada on the Port Authority Review" from the Director of the Corporate Programs Management Group, be referred back to staff to provide further analysis.*

This report responds to the referral with further analysis and information provided.

In March 2018, as part of the Government of Canada's Transportation 2030 Plan, Transport Canada announced a review of the Canadian Port Authorities in order to promote sustainable and inclusive economic growth through effective governance and innovative operations. The arms-length Canadian Port Authorities (CPAs) run Canada's 18 ports and were created in 1998. They are legislated under the Canada Marine Act<sup>1</sup>.

The Vancouver Fraser Port Authority (VFPA), which manages the Port of Vancouver, has significant operations in Richmond. Over the last five years, the City has had several conflicts working with the VFPA primarily regarding land use. As the City has a direct interest in the outcome of the review, the City of Richmond should contribute to Transport Canada's review in order to recommend solutions to improve the working relationship and achieve the long term goals of the City.

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

*Continue development and utilization of collaborative approaches and partnerships with intergovernmental and other agencies to help meet the needs of the Richmond community.*

*5.1. Advancement of City priorities through strong intergovernmental relationships.*

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

This report supports Council's 2014-2018 Term Goal #8 Supportive Economic Development Environment:

*Review, develop and implement plans, policies, programs and practices to increase business and visitor appeal and promote local economic growth and resiliency.*

---

<sup>1</sup> Canada Marine Act <http://laws-lois.justice.gc.ca/eng/acts/C-6.7/page-1.html>

## Findings of Fact

Transport Canada is reviewing the effectiveness of the Canada Port Authorities (CPA) across Canada. Ports are significant economic generators. In 2017, CPAs handled more than 60% of Canada's commercial cargo volume, which is approximately 334 million tonnes, valued at over \$200 billion and generated \$2.1 billion in taxes. The Port of Vancouver is the largest port in Canada. Its role is to responsibly facilitate Canada's trade through the port at various locations across the Lower Mainland.

The CPA review is intended to increase the ability of ports across Canada to promote sustainable and inclusive economic growth through effective governance and innovative operations. The deadline for submission is December 3, 2018 with the results of the review released in the spring of 2019.

The CPA review will focus on five key objectives:

1. Support the competitiveness of Canada's economy by facilitating the movement of goods and passengers;
2. Strengthen relationships with Indigenous peoples and local communities;
3. Promote environmentally sustainable infrastructure and operations;
4. Enhance port safety and security; and
5. Optimize governance and accountability, including with respect to financial management.

Transport Canada's discussion paper which outlines the need for the review and identifies key target questions is included for information (Attachment 1).

The City of Richmond has identified various issues in working with the VFPA over the last four years. With the growth of the port operations and the City of Richmond, the priorities of the Port of Vancouver and the VFPA have often conflicted with priorities and long-term objectives of the City of Richmond.

The following table outlines the Reports to Council which provide background on the key issues with VFPA that Richmond City Council has dealt with in the last four years. These issues have primarily focused on the expansion of Port of Vancouver operations and the purchase of land in the Agricultural Land Reserve as well as the actions taken by the City to offset the future use of this land for industrial use.

**Table 1: Key Reports to Council 2014 to 2018**

Report to Council	Date	Description
<b>1. Removal of Highway 99 interchange at Blundell Road and extension of Blundell Road</b>	July 23, 2018	Council approved the removal of the transportation corridors on Blundell Road from the Official Community Plan.
<b>2. Application by VAFFC for a Development Permit</b>	February 13, 2018	Council approved the development permit for the construction of a marine Terminal facility for aviation/ jet fuel at 15040 Williams Road. Staff



at 15040 Williams Road		issued the permit
<b>3. Industrial Designation of 1700 No.6 Road</b>	July 8, 2017	Council approved the designation of additional industrial land for Port use on land already designated/ zoned as industrial.
<b>4. Vancouver Airport Fuel Delivery Project Environmental Assessment Certificate Amendment</b>	April 26, 2016	Council approved comments to send to the BC Environmental Assessment Office regarding the Vancouver Airport Fuel Corporation's application for amendment of the approved Vancouver Airport Fuel Delivery project's Environmental Assessment Certificate submission.
<b>5. FCM Resolution – Federal Port Operations on Agricultural Land</b>	January 22, 2016	Staff reported on the approved resolution at the FCM Annual General Meeting. The resolution recommended the Port Authorities establish a meaningful consultation processes and prohibit the expansion of Port Metro Vancouver operations onto lands within the Agricultural Land Reserve.
<b>6. Update on Port Metro Vancouver Project and Environmental Review Application Process</b>	October 9, 2015	Council approved the staff analysis of the new Environmental Review Process.
<b>7. Revised UBCM Resolution-Port Metro Vancouver and Agricultural Lands</b>	September 24, 2015	Council approved a revised resolution be sent to and approved by UBCM. The resolution recommended the prohibition of the expansion of Port Metro Vancouver operations onto lands within the Agricultural Land Reserve.
<b>8. Vancouver Airport Fuel Delivery Project Update</b>	September 14, 2015	Council approved the staff comments sent to Port Metro Vancouver regarding the Vancouver Airport Fuel Facility Corporation's Fuel Receiving Facility.
<b>9. Supporting Port and Industrial Development While Protecting Agricultural Lands in Richmond</b>	July 27, 2015	Council recommended letters be sent to Port Metro Vancouver, the Prime Minister, the Minister of Transport Canada, Provincial Ministers and the Agricultural Land Commission.
<b>10. Port Metro Vancouver Resolutions to LMLGA, UBCM and FCM</b>	February 25, 2015	<p>Council approved that resolution be sent to LMLGA,UBCM and FCM. The resolution recommended the prohibition of the expansion of Port Metro Vancouver operations onto lands within the Agricultural Land Reserve.</p> <p>Council directed staff to send a letter and the staff report to all the municipalities in the Lower Mainland.</p> <p>Council directed staff to send copies to the Prime</p>



		Minister, the Minister responsible for Transport Canada, the Premier of British Columbia, the Minister of Agriculture, Richmond Members of Parliament and Members of the legislative assembly and the Federal and Provincial leaders of the official opposition.
<b>11. Richmond Response: Adopted Port Metro Vancouver Land Use Plan</b>	January 27, 2015	Council approved the staff comments to send to Port Metro Vancouver regarding the Vancouver Airport Fuel Facility Corporation's Fuel Receiving Facility.
<b>12. Update on PMV's Approval of Fraser Surrey Docks Direct Transfer Coal Facility</b>	September 3, 2014	Council recommended letters be sent to Port Metro Vancouver and senior government elected officials outlining outstanding concerns regarding the Fraser Surrey Docks Direct Transfer Coal Facility.

## Analysis

The City of Richmond understands the important role that the Port of Vancouver plays in the economy of the region, the province and the country. Richmond will continue to work toward an effective working relationship and a viable port operation. For 2018, Port Authorities and their related tenants contributed over 4% of total municipal taxes and ranked as the 2nd highest commercial property tax payer to the City.

With the growth of the Port of Vancouver, there have been several areas where conflict has arisen. The City of Richmond has identified several issues and suggests the following recommendations be submitted to Transport Canada in order to develop a more effective and integrated port operation that aligns with the long term goals of municipal government.

## Richmond Submission to Transport Canada – Canadian Port Review

The following is Richmond's proposed input to the Canadian Port Authority Review. Through the identification of City issues and recommendations, the intention is to ensure the VFPA's goals support the City's priorities and plans.

### 1. Port Governance

City of Richmond Issues:

- a. VFPA has been perceived in a position of conflict of interest as it relates to the environmental assessment review of the Vancouver Airport Fuel Delivery Project. The VFPA leases the land to the owner of the fuel tanks facility, the Vancouver Fuel Facilities Corporation (VAFFC). VAFFC managed the environmental permit process for the Fuel Receiving Facility and the VFPA was the federal reviewer of the project even though it was on VFPA owned land. Richmond could only comment on the review but had no recourse if a dispute arose. Fire Safety Plans and disaster response plans requested by the City still have not been provided.

- b. The community consultation identified by the VFPA is often perceived as information sharing as opposed to meaningful engagement where feedback is integrated into solutions. Where VFPA has the authority as the lead agency, meaningful public consultation is not required. It needs to become evident where public consultation has an effect on the project to meet the community's needs.
- c. The City is opposed to the use of agricultural land for industrial use. With the growth of the Port of Vancouver and the City of Richmond, land use is becoming a very important issue. There is growing conflict over the jurisdiction of municipal bylaws and upholding of Provincial legislation, especially as it relates to the Agricultural Land Reserve. The VFPA has purchased land zoned as agricultural land in Richmond. This purchase and the refusal of the Port Authorities' Board of Directors to begin communication with Richmond City Council, has strained the relationship for several years and sent a clear message to Richmond that VFPA does not respect, acknowledge and support municipal priorities or the City's Official Community Plan (OCP).
- d. The VFPA Board of Directors is comprised mainly of port users and business leaders, including directors from out of Province, who can assist with the growth and expansion of port operations. The VFPA has minimized the influence of municipal government. The organizational structure prevents the VFPA from being aware of community concerns or opportunities for City input.
- e. The focus on growth and expansion and increasing funding for new Port projects often places the objectives of the Port Authorities in direct conflict with municipal government's priorities to ensure livable and safe communities. Growth and expansion is often perceived as more valuable than the objectives and priorities of municipal government. Opportunities for collaboration and creative solutions are lost due to perceived conflicting priorities.
- f. There is a lack of a dispute mechanism when a conflict arises with municipalities. Municipal governments have very few options to resolve a conflict with the port authorities. There is a lack of clarity on port authority accountability.

Recommendations:

- a. Revise the governance model in order to include and respect municipal government's priorities, the OCP and bylaws including the protection of the Agricultural Land Reserve. VFPA needs to be clearly accountable to longstanding municipal plans, regulations and jointly planned outcomes with municipal governments.
- b. Ensure the VFPA is accountable to municipal safety bylaws including enforcement of the building code and the Fire Safety Code and takes responsibility for financial costs relating to its projects.
- c. Include the possibility of currently serving municipal representation on the VFPA Board of Directors as well as working committees and build in mechanisms to work with municipal governments.
- d. Provide joint planning and communication opportunities on a regular basis with municipal government. Create letters of agreement with municipal governments in

multiple areas including land use, utilities, disaster and emergency planning, police services, dredging development and fire protection.

- e. Integrate joint planning when problem solving and include the participation of municipal governments. Use meaningful community engagement which affects project outcomes.

## **2. Innovation and Trade Logistics**

City of Richmond Issues:

- a. There is an industrial land scarcity and need for efficient and customer-optimized use of industrial lands in the region.
- b. A labour shortage exists in the logistics & warehousing sectors and a skills shortage in administering and operating digital supply chains.
- c. There is a lack of co-operation and integration of goods movement between the Port and regional and local jurisdictions regarding transportation network planning.
- d. There is a need for the VFPA to support long-term municipal priorities, objectives and policies with respect to land use and transportation planning.
- e. Infrastructure improvement is often planned in isolation of stakeholders (e.g., business tenants and the City). Lands owned by the VFPA are not subject to municipal bylaws or taxes. The VFPA does not pay Development Cost Charges (DCCs) including Roads DCCs, which decreases the assistance the City can provide in funding transportation capital projects. Timely project implementation is often lacking especially with respect to infrastructure required by the VFPA operations within its lands to support current and future demand for transportation services, both short-term and long-term.

Recommendations:

- a. Increase cross-jurisdictional integration and include OCP objectives as well as industrial land use, transportation planning and project requirements amongst all stakeholders. This includes transportation planning especially where municipal infrastructure and Port infrastructure connect.
- b. Recognize, support and reflect municipal priorities and OCP objectives when expanding industrial land use on Port lands.
- c. Create increased density on VFPA owned lands to minimize the pressure on agriculture land and use the land for Port related uses only.
- d. Investigate the expansion of Port operations outside the Lower Mainland to decrease the demand for land in Richmond.
- e. Do not expand industrial uses onto land in the Agricultural Land Reserve.
- f. Increase smart technology and ensure collaboration with Richmond, academia and the private sector toward efficient, shared infrastructure and a transportation network integrating municipal and Port operations. This will assist with increased efficiency, emergency planning, improved safety and increased communication between stakeholders.

- g. Develop partnerships to augment the labour force, develop local labour skills and enhance environmental sustainability, including educational institutions, academia and training organizations, as well as First Nations, municipal government and Provincial ministries.
- h. Ensure capital costs allocated by the Port for road improvements within Port lands keep pace with growth.

### **3. Partnering with Indigenous Peoples**

The City of Richmond recommends the continued commitment to work with First Nations communities.

### **4. Sustainability and Port Communities**

City of Richmond Issues:

- a. The Fraser River Estuary Management Program (FREMP) which provided an integrated environmental review of projects along the Fraser River was disbanded. Since that time the review process has become increasingly disjointed. There appears to be no reference to, or coordination of the processes for projects spanning areas of foreshore under jurisdiction of the Port of Vancouver, the Province of BC and the local First Nations.
- b. Tenants of VFPA that are in violation of municipal bylaws and contribute to significant environmental pollution, are not held to the same standard as other municipal businesses not located on Port land.
- c. Joint planning between municipalities and VFPA with respect to sustainability, is not consistent. There is little recognition of City Policies or Bylaws or how the VFPA's permit process will address a project that may contradict Richmond's Official Community Plan or adjacent land uses.
- d. It remains unclear how or when the City will be notified in an environmental review process and if and how public consultation will be carried out for assessed projects.
- e. Multiple agencies are responsible for separate environmental reviews. Richmond is an island and only part of the foreshore is covered under the Port of Vancouver's permit process. The balance of the foreshore is managed by the Province's Ministry of Forest, Land, and Natural Resource Operations and Rural Development. First Nations are also required by the Provincial Government to conduct an independent review of projects in and around the Fraser River. The disjointed review process often adds significant time and potentially cost to projects.
- f. The Environmental Review Process, conducted on Port of Vancouver land, is not legally required to consider municipal priorities. Municipalities are not approving partners in the approval process. The Vancouver Airport Fuel Delivery Project owned by the Vancouver Fuel Facilities Corporation (VAFFC) is an example of a project that was not consistent with City priorities. A conflict of interest was perceived when the VFPA issued the environmental review process approval on land they owned. The Port of Vancouver leases the land to the VAFFC, where the potential 107 million litre capacity jet fuel receiving facility, providing fuel to Vancouver International Airport, is housed. The



Environmental Review Process, while it included the federal and provincial governments, was managed by the VAFFC and the Federal reviewing agency was the VFPA. The City was permitted to comment but there was no dispute mechanism to challenge the outcomes of the project. Permits and plans expected in the rest of the municipality, such as a Fire Prevention Plan including clear access roadways, are currently not in place creating a significant safety hazard. The City currently has no course of action to require these or other plans.

- g. There is limited consideration for timely evaluation of projects.
- h. There is confusion with respect to who is responsible for dredging of the Fraser River which is affecting the primary and secondary channels bordering Richmond. There is a need for timely dredging and regular communication with key stakeholders along the Fraser River.

Recommendations:

- a. Reinstate an integrated environmental review board, similar to the FREMP model that includes multiple partners and conducts reviews in a comprehensive and timely manner. Include municipal government as a required partner in the review process.
- b. Plan jointly around community environmental enhancement areas that integrate with the long term objectives of the City of Richmond.
- c. Ensure tenants of VFPA adhere to municipal/regional bylaws and standards regarding pollution and odor emission.
- d. Include municipal, provincial and other federal agencies with vested interest in Richmond when planning in areas such as disaster mitigation, traffic management and other areas of mutual interest. Integrate shared smart technology, increase renewable power sources and maximize operational efficiency. Share data where appropriate.
- e. Understand and support municipal sustainability principles and the OCP. Set measurable deliverables with municipal governments which demonstrate a genuine interest in community enhancement.
- f. Formalize intergovernmental relationships to create accountability for areas of mutual concern such as land use planning, disaster and emergency planning, dredging of the Fraser River and/or environmental assessment.
- g. Integrate a clear community consultation requirement when developing projects that potentially have effect on the City of Richmond. Public consultation or notification should be a requirement regardless of project size or category. Ensure the consultation involves meaningful community engagement, influences project outcomes and is more than information sharing.
- h. Take ownership of the dredging of primary and secondary channels along the Fraser River. Planning should include shared timelines and work plans in order to ensure smooth operation of businesses along the river.

## **5. Port Safety and Security**

City of Richmond Issues:



- a. Emergency planning is conducted in isolation of municipal priorities. There are challenges with enforcement and compliance on VFPA owned lands.
- b. Data is not shared between partners in areas such as transportation, crime statistics and fire safety.
- c. City Bylaws are not enforced on Port of Vancouver land and Richmond Fire Rescue is challenged to enforce the Fire Safety Code as accountability of the VFPA is unclear. The Port does require tenants on their land to comply with bylaws and in general are not obstructive when RFR has tried to enforce bylaws. The accountability of the VFPA is not clearly defined.
- d. The Vancouver Airport Fuel Delivery Project on leased Port of Vancouver land was not required to adhere to municipal safety and building bylaws as well as other standards. With a 107 million litre capacity of jet fuel at the receiving facility, the potential for a major disaster is significant. Fire Safety Plans and disaster response plans have not been provided to the City. This creates a significant safety hazard and there appears to be no course of action.

#### Recommendations:

- a. Ensure buildings on Port lands are accountable to fire safety and other municipal bylaws related to safety. Create binding agreements between municipal, provincial and federal governments and the VFPA with respect to safety plans on Port land. This includes taking responsibility and being accountable for fire response, safety and other related costs.
- b. Increase smart technology and ensure collaboration with multiple Smart Cities partners on traffic management and disaster mitigation. Create opportunities to strengthen partnerships between public, academic and private sectors to advance new solutions and processes.
- c. Integrate joint planning around transportation routes and work with City departments for funding requests.
- d. Develop joint strategies with municipal governments to meet the demand of limited resources including policing, flood protection and fire services.
- e. Create data driven solutions to increase digital monitoring and surveillance to decrease crime, increase emergency response and increase communication between the VFPA and the City of Richmond as well as other stakeholders.
- f. Create regular bilateral planning sessions between the VFPA Board of Directors and Richmond City Council and safety working committees. Demonstrate a commitment to more effective communication between municipal and Port operations.

#### Financial Impact

None

## Conclusion

Transport Canada is reviewing the Canadian Port Authorities (CPA) to promote sustainable and inclusive economic growth through effective governance and innovative operations. To improve the viability of the Port of Vancouver operation in Richmond and the working relationship with the Vancouver Fraser Port Authority, staff recommends the City of Richmond contribute the included submission to Transport Canada to help shape the future direction of port operations.



Denise A. Tambellini  
Manager, Intergovernmental Relations and Protocol Unit  
(604-276-4349)

Att. 1: Ports modernization review: discussion paper Transport Canada

## Ports Modernization Review Discussion Paper

### Purpose and objectives

Transport Canada is reviewing Canada Port Authorities. We're aiming to increase their ability to promote sustainable and inclusive economic growth through effective governance and innovative operations.

The review will focus on how ports can best advance five key objectives:

- Supporting the competitiveness of Canada's economy by facilitating the movement of goods and passengers
- Strengthening relationships with Indigenous peoples and local communities
- Promoting environmentally sustainable infrastructure and operations
- Enhancing port safety and security
- Optimizing governance and accountability, including with respect to financial management

This discussion paper explains the need for the review. It identifies considerations and questions that we at Transport Canada will consider through both public consultation and our own research and analysis.

### Setting the context

The marine sector is evolving. In 2016, the Canada Transportation Act Review Report was released. In the report, the independent review panel made many recommendations for Canada Port Authorities. The report also noted the need for more analysis and engagement about the future of Canada's ports system.

Also in 2016, the Minister of Transport unveiled Transportation 2030. This is our strategic plan to support:

- trade and economic growth
- a cleaner environment
- the well-being of the middle class

Transportation 2030 has five themes:

- The Traveller: support greater choice, better service, lower costs, and new rights for travellers
- Safer Transportation: build a safer, more secure transportation system that you can trust
- Green and Innovative Transportation: reduce air pollution and embrace new technologies to improve lives
- Waterways, Coasts and the North: build world-leading marine corridors that are competitive, safe and environmentally sustainable, and enhance northern transportation infrastructure
- Trade Corridors to Global Markets: improve the performance and reliability of our transportation system to get products to markets to grow Canada's economy

Ports will be big contributors. They will help us:

- improve our transportation system and how we get products to market
- grow our economy
- build world-class marine corridors that are competitive, safe and environmentally sustainable

As a plan, Transportation 2030 reflects much consultation with Canadians. Canadians told us that government, industry, Indigenous groups and communities must work together to strengthen the competitiveness of ports. We also heard that we must go beyond infrastructure investments. We need to use innovation, policy, regulations, partnerships and creativity to improve the efficiency of supply chains.

### **How Canada's port system is structured**

The 1995 National Marine Policy and the 1998 *Canada Marine Act* form the basis for today's port system. The Policy laid out a detailed model for Canada's marine transportation system. Its key principles emphasized accountability to users and the public, business discipline and self-sufficiency. This was done to shift the cost of port operations from the general taxpayer to users. The Act, meanwhile, placed federal ports of national significance on a commercial footing by creating 18 Canada Port Authorities. It also began the divestiture of other ports owned by Transport Canada to local interests such as provincial governments, municipalities and private organizations.

Together, these changes promoted a more competitive, effectively managed and sustainable port system.

### **Why ports are important**

Canada is a very large trading nation. Canadians rely on the port system for the goods they use and consume, and for getting their merchandise to domestic and international markets.

In 2017, ports and marine shipping carried almost:

- \$101 billion (19%) of Canada's **exports** to world markets
- \$116 billion (21%) of Canada's total **imports** by value

The commodities with the biggest shares of marine **exports** were:

- petroleum products (23.8%)
- grains and oilseeds (15.8%)
- mineral or stone products (9.5%)
- base metals (9.0%)
- pulp or paper products (7.2%)

The commodities with the biggest shares of marine **imports** were:

- petroleum products (17.8%)
- machinery (14.6%)
- motor vehicles and parts (11.7%)
- base metals (8.9%)
- chemical products (7.7%)

Canada Port Authorities alone handled about 60% of Canada's marine commercial cargo tonnage.

Ports play an important role in supporting economic development and enabling trade with the world. In Canada, ports:

- support local and regional economic development
  - They help local industries and provide well-paying, middle-class jobs
- contribute over 213,000 direct and indirect jobs and over \$25 billion to Canada's gross domestic product (according to a recent study by the Association of Canadian Port Authorities)

Their contribution affects communities and Canadians across the country, whether they are near a port or far away.

Ports are an important part of the supply chains and gateways to the world. They are also important members of the community. They manage lands often at the heart of municipalities and build partnerships with communities and Indigenous groups. Canada Port Authorities also have important regulatory functions in the areas of marine safety and security, and environmental protection. Canadians have a clear interest and stake in these areas.

### **Why we are reviewing Canada Port Authorities**

The Canada Port Authority system has served Canada well by supporting regional economic development and international commerce. But, over the past 20 years, the operating landscape has changed greatly. And it will likely continue to change at a greater pace. These changes mean new challenges and opportunities. We need to re-examine Canada Port Authorities to ensure our nation continues to be well-positioned to innovate and compete.

Key drivers of change include:

- an evolving marine industry
- reconciliation with Indigenous peoples
- local communities
- environmental protection and climate change
- safety and security
- governance

### **An evolving marine industry**

- Marine industry consolidation
- Digital connectivity
- People

### **Marine industry consolidation**

The shipping industry has undergone a period of major restructuring. As of April 2018, only 10 shipping lines control more than 87% of deep sea shipping container capacity. Some members of the shipping industry are concerned with these mergers and acquisitions. They worry about issues like competition, carrier instability and services offered.

The shipping industry is ordering new, larger container ships to realize economies of scale. 20 years ago, the standard ship size was Post-Panamax. It could carry 4,000 to 8,000 twenty-foot equivalent units (TEUs) or standard-sized metal container boxes that can be transferred between ships, trains and trucks. Today, major ship building yards around the world are working on ships with 22,000 TEU capacity. Consolidation may mean that shipping companies use fewer of these larger ships to optimize their services on each trade route.



The consolidation of the shipping industry and the growth in ship sizes may deeply affect the port sector and our economy. How? By the number of ports at which ships call and the infrastructure and logistics services needed to support them. This consolidation will likely mean much more traffic for certain ports and added pressure to improve the efficiency of facilities and marine, rail and road connections.

### **Digital connectivity**

Technology is evolving. We now have:

- autonomous vessels
- expanded use of block-chain applications
- big data
- artificial intelligence
- Internet of Things

We expect technology to fundamentally change the maritime industry. How? By connecting everyone and everything in the supply chain. We may be able to help improve and streamline supply chain operations by gathering, sharing and analyzing data more effectively and securely. How the marine sector adopts these technologies will be important. Ports are convergence points in the supply chain, so they will need to be at the centre of these innovations. They will need to work more closely with their users to maximize:

- coordination of supply chain logistics
- convergence across marine, road and rail suppliers, carriers and operators

Early adopters will set the pace for the marine industry, as they do in other sectors. They will likely gain greater benefits such as a larger client base and secure, broader access to global value chains for their national economies.

### **People**

People continue to be the heart of the marine sector's ability to support the economy and ensure the reliability of Canada's supply chains. For many years, the marine sector has been a source of quality jobs with good wages, stability and benefits. During this time, transportation and logistics companies have consistently reported difficulty in keeping enough skilled and qualified workers at all levels. This problem could weaken regional economic development and trade if we don't take action.

New technologies and automation in several ports worldwide may mean many changes for the Canadian marine labour market. Technology has made ports more productive and has opened up new career possibilities, including for underrepresented groups.

Together, we need approaches for adapting workforce training systems to best support current and future workers. Government, employers, academic institutions and individuals will need to evolve and better understand the opportunities and challenges associated with the future of work in the sector. By working together, we can ensure our workforce is prepared and can successfully adapt to an ever-changing labour market.

### **Reconciliation with Indigenous peoples**

We are working to renew the relationship with First Nations, Inuit and Métis peoples based on the recognition of rights, respect, cooperation and partnership. Well over 100 Indigenous communities across Canada live and practice their protected rights near ports. These communities are diverse and how they interact with ports can vary a lot. Port-related activities may affect Indigenous communities, so Canada Port Authorities need to work closely with them to understand their concerns and needs.

We have done a lot of work toward reconciliation, including through the \$1.5 billion Oceans Protection Plan. The plan is made up of many initiatives to:

- improve marine safety
- improve responsible shipping
- protect our marine environment
- offer new possibilities to work with Indigenous communities

Some Indigenous communities have expressed a desire to see Canada Port Authorities reflect our commitment to reconciliation. The partnerships between Canada Port Authorities and Indigenous communities vary. Both the Canada Port Authorities and Indigenous communities have shown they can build partnerships around concrete issues and can advance their interests through these relationships. But federal and Indigenous partners need to do more to come together. The perspectives and concerns of Indigenous communities are important factors that will shape the future of Canada Port Authorities.

### **Local communities**

Port cities are dynamic. Ports provide a long-term basis for local socio-economic development. They once served to welcome newcomers, and continue to generate jobs and provide goods. But ports can also create challenges for local communities. Port operations as well as truck and rail connections can affect quality of life, such as through noise, traffic and poor air quality. Some communities, both in large and small cities and towns, have expressed concern that port activities occur without enough local involvement and at their expense.

Leading ports understand that working together with local communities is becoming very important to facilitating port development and operations. Examples of what ports are doing to include:

- hosting open houses to explain their major projects
- starting good neighbour committees
- talking with Canadians on social media

Through efforts such as these, ports can continue to provide local benefits while working to lessen negative effects.

Together, we will need to do more to make sure community partnerships effectively inform the pace of change at our ports. As trade grows, local communities will keep advocating for liveable communities. Ports will need to create and maintain community partnerships. This will affect how they share objectives and solve challenges.

## **Environmental protection and climate change**

We are working to protect the environment and address climate change. It is one of our priorities. The Pan-Canadian Framework on Clean Growth and Climate Change is our plan to grow our economy, reduce emissions and build resilience to a changing climate. The transportation sector is a key part of this plan. It includes many actions to reduce greenhouse gas emissions from all transportation modes (marine, air, rail and road). It calls for the federal, provincial, and territorial governments to invest in building more efficient trade and transportation corridors, including investments in ports.

Ports must do their share to better protect the environment, and serve as environmental stewards. Canada Port Authorities:

- have added environmental and sustainable development practices and oversight into their governance structures
- have put environmental management systems in place based on internationally-recognized standards
- are global leaders through the Green Marine partnership, which helps them:
  - reduce the environmental footprint of the marine sector
  - focus on other issues such as local air quality and protecting marine species

Ports contribute to a greener, low-carbon transportation system. Such a transportation system creates new economic opportunities and good jobs and helps Canada remain an environmental world leader.

Together, we need to pay attention to the role ports play in environmental regulation and to their ability to adapt, build resilience and adequately prepare for climate risks. Why? As trade and transportation intensify, and as we better understand the effect of climate change, we will need to monitor and talk about the environmental effects of port-related activities.

## **Safety and security**

As Canadians, we enjoy a high degree of security. But world events show us that the maritime transportation system is not immune to safety and security threats. These threats could affect our physical and socio-economic well-being. This means we must secure our important port infrastructures and related transportation systems. This will make sure that criminal and security threats do not weaken the competitiveness of our ports.

Today, our maritime transportation system is more complex and interconnected than ever. The system involves much more than just vessels and port-specific activities. Every year, over 2.5 million TEUs move through our ports to be delivered by truck and train. The multimodal nature of Canada's port sector means that government and private sector partners need to take a broad view. Plus, the increasing reliance on automated systems and emerging technologies adds even more considerations.

Over the last two decades, we have been investing to secure our ports. Human and technical investments include:

- enhanced cargo screening
- advanced notification requirements for vessels

- automated targeting systems
- gamma-rays
- ion mobility spectrometers
- trace detection systems

These investments allow goods and people to transit safely and security through our ports.

Canada has a reputation as a trusted and effective maritime trading nation. But port users and operators depend on clear norms and procedures. Some industry players are moving forward with their own solutions to make marine transportation more efficient and secured.

For example, new block-chain applications show that security and the economy are two sides of the same coin. Regulations and practices will need to keep pace with an evolving safety and security landscape. And so will the partnerships across federal departments, provinces, communities, the private sector and international community that strengthen our performance in this area. How we adapt and advance collaborative solutions in this area will influence whether our reputation continues to constitute an advantage for our ports.

### **Governance**

Canada Port Authorities are federally incorporated, non-share corporations. They operate at arm's length from the federal government. They fulfil important public policy objectives such as:

- supporting economic development
- performing many regulatory functions relating to safety, security and environmental protection

They must be financially self-sufficient. We designed the corporate structure of Canada Port Authorities to let them be both sound businesses and accountable, transparent managers of public assets.

We established this governance model 20 years ago. It was suitable for the maritime sector and was rooted in the regional and socio-economic conditions and markets of those times. As our ports and neighbouring communities have prospered, we are seeing many new challenges. These challenges sometimes expose the potential limitations of this governance model to meet either:

- new demands
- the desire for greater scrutiny and accountability when they seize large development opportunities

The 2016 *Canada Transportation Act* review examined, in part, whether we needed to make changes to the current policy and legislative frameworks for port authorities to support our:

- economic growth and prosperity
- trade interests
- international competitiveness

The review suggested we need to do more work about:

- how ports are legally constituted, governed, and financed
- how to could support clearer approaches to planning and growth across the port system



As well, we note above that some Indigenous groups and municipalities have expressed a desire:

- for ports to respond better to their concerns
- to be more involved in decision-making activities that affect their interests and quality of life

While the Canada Port Authority system has proven to be strong, we now need to consider how the Canada Port Authority model can better reflect and align global and local considerations while maintaining a strong commercial orientation to day-to-day operations.

### **Engagement questions for the review**

The review will be evidence-driven. It will propose an updated model for Canada Port Authorities that helps them to continue supporting sustainable and inclusive economic growth. It will examine the changing landscape under five key streams:

- Innovation and trade logistics
- Partnering with Indigenous peoples
- Sustainability of ports and communities
- Port safety and security
- Port governance

Based on your knowledge of Canada's port system and Canada Port Authorities, we invite you to consider the following questions and we welcome your input.

### **Innovation and trade logistics: review stream 1**

This stream will look at how to position ports in relation to key socio-economic and technological trends. Through this stream, the review aims to better understand how ports can continue to:

- support economic development and trade
- improve job opportunities
- respond to new technologies

More specifically, this stream will examine:

- marine transportation in Canada and the trade and traffic outlook, the role of ports in the supply chains and attributes of port competitiveness
- emerging socio-economic trends and changing technologies that affect ports and supply chains, and the ability of the port system to respond to opportunities and challenges created by these trends

**Q1.** What trends will affect port operations and supply chains, and who are the port partners that are key to adapting to these trends?

**Q2.** Do ports have the appropriate infrastructure and supply chain integration in place to support future demand for transportation services?

**Q3.** What strategies could link business to research, and research to learners in support of innovative solutions and greater competitiveness?

### **Partnering with Indigenous peoples: review stream 2**

This stream will look at how Indigenous perspectives can inform and shape the role of Canada Port Authorities in carrying out their mandate, particularly with respect to enabling partnerships for fostering socio-economic growth.

More specifically, this stream will examine:

- opportunities for Canada Port Authorities to reflect Canada's commitment to reconciliation with Indigenous peoples
- ways to promote and integrate understanding of Indigenous perspectives, including the needs and concerns of Indigenous groups, to explore available means for achieving mutually beneficial objectives

**Q4.** How can Canada Port Authorities ensure their activities acknowledge Indigenous perspectives and values?

**Q5.** How can Canada and Canada Port Authorities best identify opportunities to develop mutually beneficial partnerships with Indigenous groups?

**Q6.** What current practices at Canada Port Authorities reflect to Government's commitment to reconciliation with Indigenous peoples and what additional steps can be taken?

### **Sustainability and port communities: review stream 3**

This stream will look at:

- Canada Port Authorities' role in an environmentally responsible and low-carbon transportation system and how they can be more resilient in the face of climate risks
- how Canada Port Authorities can contribute to building healthy communities and integrate local perspectives in carrying out their mandate

More specifically, this stream will examine:

- Canada Port Authorities stewardship functions in support of environmental protection and sustainability
- the environmental liability of Canada Port Authorities as well as options for strengthening the federal government's environmental oversight role
- Canada Port Authorities accountability measures and relationships with local communities

**Q7.** How can ports ensure their operations and future development remain environmentally sustainable and adapted to climate risks?

**Q8.** How can Canada Port Authorities contribute to building healthier communities?

**Q9.** What mechanisms could be put in place to increase Canada Port Authority transparency relating to their environmental performance?

### **Port safety and security: review stream 4**

This stream will look at ways to enhance port safety and security in an evolving operating environment while advancing the goal of efficient movement of goods.

More specifically, this stream will examine:

- safety and security challenges to port operations
- private sector led approaches and solutions to maritime transportation services that can enhance security of our ports and related supply chain
- opportunities to strengthen partnerships between public and private sectors to advance new solutions and processes

**Q10.** What are the current and emerging safety and security challenges facing Canadian ports?

**Q11.** What new actions and public-private collaborative efforts could be pursued to enhance safety and security at Canada's ports?

#### **Port governance: review stream 5**

This stream will look at ways to modernize the governance framework for Canada Port Authorities to seize the opportunities presented by a changing landscape, and to position themselves for success well into the future.

More specifically, this stream will examine:

- opportunities to strengthen the governance framework of Canada Port Authorities, including examining government oversight and approaches for optimizing responsiveness to users
- models to enhance the delivery of regulatory functions while ensuring accountability and transparency
- tools and approaches, including financial instruments, that can support smarter planning and growth at ports and across the Canada Port Authority system

**Q12.** Does the current governance model enable Canada Port Authorities to effectively manage their assets, support economic development and deliver their regulatory duties?

**Q13.** What models or approaches could be pursued to ensure Canada Port Authorities are more responsive to user and local perspectives?

**Q14.** Do Canada Port Authorities have the tools and partnerships they need to respond to an evolving maritime sector?

#### **Submitting your input**

Please submit your submissions either:

- directly at [Let's Talk Transportation](#)
- by email: [tc.portsreview-examendesports.tc@tc.gc.ca](mailto:tc.portsreview-examendesports.tc@tc.gc.ca)



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Kim Somerville  
Manager, Community Social Development  
**Date:** November 2, 2018  
**File:** 07-3400-01/2018-Vol  
01  
**Re:** **UBCM 2019 Age-Friendly Communities Grant Submission**

### Staff Recommendation

1. That the application to the Union of British Columbia Municipalities (UBCM) 2019 Age-friendly Communities Grant Program for \$25,000 in the Age-friendly Assessments, Action Plans and Planning Category be endorsed; and
2. That should the funding application be successful, the Chief Administrative Officer and a General Manager be authorized to enter into agreement with the UBCM for the above mentioned project and the Consolidated 5-Year Financial Plan (2019–2023) be updated accordingly.

Kim Somerville  
Manager, Community Social Development  
(604-247-4671)

Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Intergovernmental Relations & Protocol Unit	<input checked="" type="checkbox"/>	
Finance Department	<input checked="" type="checkbox"/>	
Recreation & Sport Services	<input checked="" type="checkbox"/>	
Roads & Construction	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 



## Staff Report

### Origin

The Age-Friendly Communities grant program administered by the Union of BC Municipalities (UBCM) is intended to assist and support local governments in BC to develop and implement policies and plans, or undertake projects that enable seniors to age in place and facilitate the creation of age-friendly communities. Richmond currently has a Council adopted 2015–2020 Age-Friendly Assessment and Action Plan and received Age-Friendly Community Designation in 2015.

The Ministry of Health has committed an additional \$0.5 million in funding to the 2019 Age-friendly Communities grant program. The grant application requires a Council resolution indicating support by local government for the proposed project as well as a willingness to provide overall grant management.

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.*

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

This report 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.*

- 3.3. *Effective transportation and mobility networks.*

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

*Continue development and utilization of collaborative approaches and partnerships with intergovernmental and other agencies to help meet the needs of the Richmond community.*

- 5.1. *Advancement of City priorities through strong intergovernmental relationships.*
- 5.2. *Strengthened strategic partnerships that help advance City priorities.*

This reports supports the Council adopted 2013-2022 Social Development Strategy Strategic Direction #3 Address the Needs of an Aging Population:

**Action #9:**

*Support aging in place initiatives and the ongoing development of Richmond as an age-friendly community.*

**Analysis**

In 2015, Council adopted the 2015–2020 Age-Friendly Assessment and Action Plan and Richmond was designated an Age-Friendly Community. The actions related to the physical and social environment in an age-friendly community are designed to help seniors “age actively” thereby supporting them to live safely and stay involved. The City continues to implement actions outlined in the Age-Friendly Assessment Plan including the creation of a Dementia-Friendly Community Action Plan.

In Richmond, seniors aged 55+ years currently represent 32 per cent of the total population. This number is estimated to increase to 39 per cent in 2036. While most seniors continue to be active, healthy and engaged there are some barriers to fully participating in the community resulting in poor health, isolation and disconnection to their community. The need to identify and remove these barriers is crucial in supporting seniors to remain healthy and independent as long as possible.

Staff submitted a grant application on November 2, 2018 for the UBCM 2019 Age-Friendly Communities Program for \$25,000 under Stream 1: Age-Friendly Assessments, Action Plans and Planning. Due to a condensed timeline UBCM has approved that a Council resolution of support of the grant application can be provided at a later date.

If the grant is awarded, this project will further the actions in the Age-Friendly Assessment and Action Plan and also build on the UBCM 2018 Age-Friendly Grant Project: Richmond Dementia-Friendly Community Action Plan, which is currently being developed.

The main goal of the project is to facilitate a group of seniors living in a designated neighbourhood in Richmond to work with City staff to identify barriers in the built environment in which they live and to connect them with resources to support them to age in place. The project will involve a Stakeholder Committee including representatives from Community Partner organizations including Richmond Cares, Richmond Gives, Vancouver Coastal Health, Minoru Seniors Society and Community Centre Associations to oversee the proposed activities. It is anticipated that the project findings will be able to assist seniors with aging in place in other neighbourhoods in Richmond.

Should the grant application be successful, the City would be required to enter into funding agreements with UBCM. The agreements are standard form agreements provided by senior levels of government and include an indemnity and release in favour of UBCM. As with any grant submission to senior governments, there is no guarantee that this application will be successful.

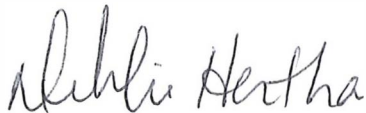
### **Financial Impact**

The \$25,000 grant will be included in the Consolidated 5 Year Financial Plan (2019–2023) if the application is successful.

### **Conclusion**

Staff submitted a grant application with the intention of engaging seniors in making their neighbourhoods age-friendly. It is intended that this project will continue to further several actions outlined in the Council adopted 2015–2020 Age-Friendly Assessment and Action Plan as well as actions outlined in other Council-adopted plans.

Involving seniors in the creation of Age-Friendly Neighbourhoods will further Richmond's commitment to being an Age-Friendly community and ensure all seniors living in Richmond continue to age in place healthy and well.



Debbie Hertha  
Seniors Coordinator  
(604-276-4175)

Att. 1: UBCM Age-friendly Communities 2019 Program & Application  
Guide

Att. 2: UBCM 2019 Application Form for Stream 1 Age-friendly Assessments, Action Plans &  
Planning



# Age-friendly Communities

## 2019 Program & Application Guide

### 1. Introduction

---

The Age-friendly Communities program assists communities in BC to support aging populations by developing and implementing policies and plans, undertaking projects that enable seniors to age in place and facilitating the creation of age-friendly communities.

Since 2005, the provincial government has provided \$6.25 million to support the program. To date, more than 148 local governments have completed projects or been approved for funding.

#### 2019 Age-friendly Communities Grant Program

The Ministry of Health has committed an additional \$0.5 million in funding to the program and grants are now available for 2019 program.

For local governments, this will include the continuation of funding under Stream 1: Age-friendly Assessments, Action Plans & Planning and Stream 2: Age-friendly projects.

In addition, in partnership with health authorities, a pilot program is being introduced in 2019 to offer up to five First Nations the opportunity to apply for Stream 1 grants.

### 2. Other Programs & Resources

---

In an age-friendly community, the policies, services and structures related to the physical and social environment are designed to help seniors "age actively." In other words, the community is set up to help seniors live safely, enjoy good health and stay involved.

The creation of age-friendly communities in BC builds on findings from the World Health Organization's Age-friendly Cities and the Canadian Age-friendly Rural & Remote Communities projects in 2007.

The Province of BC, in collaboration with key partners including health authorities, has advanced the age-friendly agenda since 2007 to engage and support local governments in preparing their communities for an aging population. Age-friendly BC (AFBC) is supported by:

1. The Age-friendly Communities grant program, which is administered by UBCM
2. A range of services to support age-friendly projects, which are provided by the BC Healthy Communities Society (BCHC):
  - Age-friendly BC Community Recognition
  - Applicants approved under the 2019 Age-friendly Communities grant program may be eligible to apply for a range of services to support their project from BCHC.



3. A commitment to meet the needs of an aging population and work with partners to ensure people of all ages and abilities feel included and valued in their communities, which is provided by the Ministry of Health

### 3. Guiding Principles

---

All applications should demonstrate a commitment to the following guiding principles:

- Community Driven - Community solutions are based on local priorities and plans
- Catalyst for Action – Community activities are catalysts that enable local governments and community partners, including health authorities, to enhance and improve services for older adults
- Focus on Funding Priorities - Activities are focused on funding priorities with clear outcomes
- Flexible - Required actions differ in each community
- Coordinated - Activities of different levels of government and community partners, including health authorities, are coordinated to avoid duplication among programs and projects
- Sustainable Results – Community activities contribute to improving the lives of older adults over time

### 4. Eligible Applicants

---

All local governments (municipalities and regional districts) in BC are eligible to apply for Stream 1 or Stream 2 funding. Local governments can each submit one application.

For the First Nations pilot program, health authorities will identify one First Nation in each health authority region that is at a stage of readiness to apply for Stream 1 funding. **Only the five First Nations identified by the health authorities are eligible to apply under the pilot program and can each submit one application.**

### 5. Eligible Projects

---

Eligible projects are new community planning or community projects that are undertaken by an eligible applicant and that address the guiding principles and funding priorities of the program.

In addition, to qualify for funding, projects must:

- Be a new project (retroactive funding is not available)
- Be capable of completion by the applicant within the 2019 calendar year
- Focus on one or more of the eight age-friendly community components:
  - Outdoor spaces and buildings
  - Transportation (including traffic safety)
  - Housing
  - Respect and social inclusion
  - Social participation
  - Communications and information
  - Civic participation and employment
  - Community support and health services

## 6. Eligible & Ineligible Activities & Costs

---

Eligible costs are direct costs that are approved by the Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted.

### **Stream 1: Age-friendly Assessments, Action Plans & Planning**

The intent of this funding stream is to support communities to develop or update assessments or plans in order to enable seniors to age in place and to facilitate the creation of age-friendly communities. The maximum grant under Stream 1 is \$25,000.

Under Stream 1, eligible activities must be cost-effective and may include:

- Development of a local Age-friendly plan or assessment
- Creation of specific plans and/or policies that address one or more of the eight community components (see Section 5)
- Engagement of seniors in planning activities
- Adding an age-friendly or seniors lens to existing plans or policies, such as:
  - Official Community Plans, Integrated Community Sustainability Plans, Health and Wellness Plans, or community or neighbourhood plans
  - Zoning and other bylaws (subdivision, snow removal, parking, etc.)
  - Development permit requirements
  - Emergency response, evacuation and/or emergency social services plans
  - Design guidelines
  - Active transportation planning
  - Food security and food systems planning
  - Community planning processes related to social determinants of health (e.g. affordable housing, homelessness, etc.)
  - Development of community health plans

### **Stream 2: Age-friendly Projects**

The intent of this funding stream is to support local governments to undertake local projects that enable seniors to age in place and facilitate the creation of age-friendly communities. The maximum grant under Stream 2 is \$15,000.

In order to be eligible for Stream 2, eligible applicants are required to have a completed an age-friendly assessment or action plan, or demonstrate that their Official Community Plan, Integrated Sustainability Community Plan, or an equivalent plan, is inclusive of age-friendly planning principles.

Under Stream 2, eligible activities must be cost-effective and may include:

- Support for persons with dementia
- Increased community accessibility (transportation, housing, services)

- Provision of recreation and healthy living activities and/or referral and support to link seniors with recreation and healthy living services
- Community gardens and healthy eating
- Health literacy and promotion (e.g. workshops, guides, etc.)
- Chronic disease prevention
- Injury prevention and community safety (including traffic safety)
- Intergenerational projects
- Promotion of age-friendly business practices
- Prevention of elder abuse

The 2019 Age-friendly Communities grant program is not intended to be a capital funding program. However, minor capital expenditures for eligible activities that have a clear and definable benefit to seniors and that are clearly linked to programming for seniors will be considered for funding under Stream 2.

Capital costs cannot exceed 40% of the total requested Stream 2 grant (i.e. an application for a \$15,000.00 grant cannot include more than \$6,000.00 in capital costs).

### **Ineligible Activities & Costs**

Any activity that is not outlined above or is not directly connected to activities approved in the application by the Evaluation Committee is not eligible for grant funding. This includes:

- Development of feasibility studies, business cases, architectural, engineering or other design drawings for the construction or renovation of facilities providing services to seniors, including housing and care facilities
- Fundraising
- Sidewalk, path or trail construction or improvements, or other infrastructure projects

## **7. Grant Maximum**

---

Stream 1 can contribute a maximum of 100% of the cost of eligible activities – to a maximum of \$25,000. Stream 2 can contribute a maximum of 100% of the cost of eligible activities – to a maximum of \$15,000.

In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant

## **8. Application Requirements & Process**

---

### **Application Deadline**

Applications are due by November 2, 2018, and applicants will be notified of the status of their application within 60 days.

## Required Application Contents

- Completed Application Form
- Local government Council or Board resolution or Band Council Resolution, indicating support for the current proposed activities and willingness to provide overall grant management
- Detailed budget that indicates the proposed expenditures and aligns with the proposed activities outlined in the application form. Although additional funding or support is not required, any other grant funding or in-kind contributions should be identified.

## Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

## Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application elements (identified above) have been submitted and to ensure that basic eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, the Evaluation Committee will assess and score all eligible applications based on the funding priorities. Higher application review scores will be given to applications that:

- Demonstrate direct participation of seniors
- Complement the Health Promotion Initiatives regarding seniors outlined in Appendix 1
- Include collaboration with health authorities or others partners (e.g. school districts, First Nations or Aboriginal organizations, seniors, senior-serving organizations, community organizations and other local governments)

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

The Evaluation Committee will also consider the location of each application in order to ensure a balanced representation of projects across the province.

All application materials will be shared with the Province of BC and the BC Healthy Communities Society
---

## 9. Grant Management & Applicant Responsibilities

Grants are awarded to eligible applicants only and, as such, the applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.



## Notice of Funding Decision

All applicants will receive written notice of funding decisions, which will include the terms and conditions of any grant that is awarded. Grants are awarded in two payments: 70% at the approval of the project and 30% when the project is complete and UBCM has received the required final report and a financial summary.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

## Changes to Approved Projects

Approved grants are specific to the project as identified in the application, and grant funds are not transferable to other projects. Approval from Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Revised application package, including updated, signed application form, budget and an updated Council, Board or Band Council resolution
- Written rationale for proposed changes to activities and/or expenditures

The revised application package will then be reviewed by the Evaluation Committee.

Applicants are responsible for any costs above the approved grant unless a revised application is submitted and approved prior to work being undertaken.

## Extensions to Project End Date

All approved activities are required to be completed within the 2019 calendar year and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed six months.

## 10. Final Report Requirements

---

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form
- Financial summary
- Optional: photos of the project, media clippings and or any reports or documents developed or amended with grant funding.

All final report materials will be shared with the Province of BC and the BC Healthy Communities Society

## **Submission of Final Reports**

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca) Mail: 525 Government Street, Victoria, BC, V8V 0A8

## **11. Additional Information**

---

### **Union of BC Municipalities**

For further information on grants and the application process, please contact: Local Government Program Services: (250) 952-9177 or [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

### **BC Healthy Communities Society**

For further information on age-friendly communities, visit [www.bchealthycommunities.ca](http://www.bchealthycommunities.ca) or contact: Sarah Ravlic, Program Coordinator: 250 590-1845 or [sarah@bchealthycommunities.ca](mailto:sarah@bchealthycommunities.ca)

### **Ministry of Health**

For further information on other provincial initiatives, please visit the [Age-friendly BC website](http://Age-friendlyBC.ca) or contact: (250) 952-2574 or [AgeFriendlyBC@gov.bc.ca](mailto:AgeFriendlyBC@gov.bc.ca)

## Appendix 1: Health Promotion Initiatives

---

The following are examples of provincial priorities that may complement age-friendly community planning and projects:

### **Accessibility 2024** ([www.gov.bc.ca/accessibility](http://www.gov.bc.ca/accessibility))

---

In 2014, *Accessibility 2024: Making B.C. the most progressive province in Canada for people with disabilities by 2024* was released. This 10-year action plan is designed around 12 building blocks: inclusive government, accessible service delivery, accessible internet, accessible built environment, accessible housing, accessible transportation, income support, employment, financial security, inclusive communities, emergency preparedness and consumer experience.

#### **Example of an age-friendly assessment/project incorporating accessibility**

**Sun Peaks Mountain Resort Municipality** has committed to being an age-friendly community by providing essential amenities to facilitate walking and skiing around the village, as well as accessible recreation and adaptive sports. (Awarded age-friendly recognition in 2015)

### **Aging Well** ([www.healthyfamiliesbc.ca/aging-well](http://www.healthyfamiliesbc.ca/aging-well))

---

Supporting older adults to think about and plan for the future helps them anticipate needs as they age. Knowing where to find the right information if and when they need it is key to planning for a healthy and independent future. Aging Well is an online resource on Healthy Families BC, the Province's health promotion plan to encourage British Columbians to make healthier choices. Aging Well has information, tools and videos on topics including health and wellness (includes healthy eating and physical activity), finance, transportation, housing and social connection - areas of life that are important and interconnected when it comes to healthy aging.

#### **Example of an age-friendly project incorporating planning for a healthy and independent future**

**Columbia-Shuswap Regional District** has engaged the Communities of the South Shuswap in the development of a resource centre to support age-friendly community planning. Services offered through the centre include financial planning, computer literacy training, transportation and health eating programs.

### **Better at Home** ([www.betterathome.ca](http://www.betterathome.ca))

---

Better at Home, an innovative non-medical home support program funded by the Province and managed by United Way of the Lower Mainland, helps seniors with day-to-day tasks so that they can continue to live independently in their own homes and remain connected to their communities. Better at Home services may include transportation to appointments, light housekeeping, light yard work and home visits. There are currently 67 community-based Better at Home programs across B.C., including six rural and remote pilot sites.

#### **Example of an age-friendly project incorporating the Better at Home program**

**District of Invermere** created an age-friendly business directory, companion program, monthly luncheons and a mentorship program. The companion program matched seniors with volunteers

who will assist with everyday living activities such as shoveling the sidewalk, driving to and from the grocery store or appointments. Business owners and employees offered training on how their operations can be more age-friendly.

### **Physical Activity Strategy** (<http://www2.gov.bc.ca/gov/content/health/managing-your-health/physical-activity>)

---

The BC Physical Activity strategy is designed to guide and stimulate coordinated policies, practices and programs in physical activity that will improve the health and well-being of British Columbians and the communities in which they live, learn, work and play. It aims to foster active people and active places and its development was guided by key leaders and organizations across the province who worked collectively to determine the best approach to increasing physical activity rates.

#### **Example of an age-friendly project incorporating physical activity**

**Town of Oliver** developed an outdoor fitness park with input from partners including Interior Health, service clubs and seniors groups. The year-round park is well utilized and provides a no-cost opportunity for seniors to be physically active.

### **Provincial Guide to Dementia Care in British Columbia** (<http://www.health.gov.bc.ca/library/publications/year/2016/bc-dementia-care-guide.pdf>)

---

Dementia impacts roughly 66,000 British Columbians. In May 2016, the Ministry of Health released the Provincial Guide to Dementia Care in British Columbia. The Guide identifies priorities, goals and deliverables to support people with dementia, their families and caregivers. One deliverable identifies need to increase understanding of dementia and expand community information and support programs, e.g., dementia friendly communities, for people with dementia and their caregivers. In addition, priorities of the Guide include: increasing public awareness and early recognition of cognitive changes; supporting people with dementia to live safely at home for as long as possible, including caregiver support; improving quality of dementia care in residential care including palliative and end-of-life care; and, increasing system supports and adoption of best practices in dementia care.

#### **Example of an age-friendly project incorporating dementia**

**City of Richmond** conducted a survey and focus groups and used the results to develop the age-friendly action plan. Next steps include establishing an inter-departmental task force and designing a framework for monitoring and evaluation. One of the action items is working with health partners to ensure sufficient supported, affordable housing is provided locally for disabled and frail older adults, as well as those with dementia and other mental health challenges. (Awarded age-friendly recognition in 2015)

### **Provincial End of Life Care Action Plan for British Columbia** (<http://www.health.gov.bc.ca/library/publications/year/2013/end-of-life-care-action-plan.pdf>)

---

The Provincial End of Life Care Action Plan identifies priority, goals, and actions to improve health care outcomes and quality of life for individuals living with life limiting or life threatening illness, and for their families. Actions in the plan include increasing public knowledge and



awareness of palliative care as an approach to care that improves quality of life for both the person receiving care and their family, at any stage of illness; and, providing information and resources to support advance care planning, including an understanding of the available options for ensuring values, wishes, and instructions for health care treatments and choices for end-of-life care are respected by health care providers.

**Example of a potential age-friendly project in support of people with serious illness**

Become a 'compassionate community'. A compassionate community builds awareness of vulnerable people, including people who are seriously ill or frail. A compassionate community promotes shared responsibility and support of people who are vulnerable.

## Age-friendly Communities

### 2019 Application Form for Stream 1 Age-friendly Assessments, Action Plans & Planning

Please complete and return the application form by Friday, November 2, 2018. All questions are required to be answered by typing directly in this form. If you have any questions, contact lgps@ubcm.ca or (250) 952-9177.

#### SECTION 1: Applicant Information

Local Government: City of Richmond

Complete Mailing Address: 6911 No. 3 Road,  
Richmond BC V6Y 2C1

Contact Person: Debbie Hertha

Position: Seniors Coordinator

Phone: 604-276-4175

E-mail: dhertha@richmond.ca

#### SECTION 2: Project Information

##### 1. Project Information

- A. Project Title: Engaging Seniors in the Creation of Age-Friendly Neighbourhoods in Richmond
- B. Proposed start and end dates. Start: January 7, 2019      End: December 20, 2019
- C. Total proposed project budget: \$25,000

##### 2. Proposed Focus Areas. Please indicate which age-friendly components will be the primary focus of the proposed planning activities:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Outdoor spaces and buildings              | <input checked="" type="checkbox"/> Social participation               |
| <input checked="" type="checkbox"/> Transportation (including traffic safety) | <input type="checkbox"/> Communications and information                |
| <input type="checkbox"/> Housing  | <input checked="" type="checkbox"/> Civic participation and employment |
| <input type="checkbox"/> Respect and inclusion                                | <input type="checkbox"/> Community support and health services         |
|   | <input type="checkbox"/> Plan/assessment dealing with all features     |

##### 3. Age-friendly Accomplishments to Date & Recognition. Many BC communities have already completed steps required to be recognized as an age-friendly community. Please indicate below if your community has completed the following:

- ☒ Established an age-friendly advisory or steering committee that includes the active participation of older adults. An existing committee can also take on this mandate.

☒ Passed a council or district board resolution to actively support, promote and work towards becoming an age-friendly community. As an alternative, local governments may have chosen to commit to being age-friendly through specific goals, objectives or policies in an official community plan or strategic plan.

☒ Conducted an age-friendly assessment in consultation with older adults.

☒ Developed and published an action plan.

Can BC Healthy Communities Society contact you to discuss completing Age-friendly Community recognition?

☒ Yes ☐ No

**4. Proposed Activities.** Please describe the specific activities you plan to undertake. Refer to Section 4 of the Program & Application Guide for eligible activities under Stream 1.

The activities proposed in this project include the creation of an Age-Friendly Stakeholder Committee, identification of a neighbourhood for the project, neighbourhood group recruitment, neighbourhood group meetings, a roundtable meeting and an evaluation report.

1. Age-Friendly Stakeholder Committee: various members of the Dementia-Friendly Stakeholder Committee (UBCM 2018 Age-Friendly Communities Grant) have agreed to stay on to continue work on Richmond's Age-Friendly Action Plan initiatives. Additional members will be recruited to the group including City staff (Built Environment) and local organizations/businesses to ensure adequate representation. Coordinated by City staff, the group will meet to advise project activities, attend neighbourhood group meetings (when appropriate), participate in the roundtable meeting and planned evaluation activities.

2. Identification of a Neighbourhood in Richmond: The Stakeholder Committee will identify a neighbourhood in Richmond utilizing background information provided by City staff, actions from City Plans addressing Age-Friendly components (e.g. Official City Plan, Social Development Strategy and Age-Friendly Plan), information sessions and brainstorming activities

3. Neighbourhood Group Recruitment: a plan will be developed with the Stakeholder Committee to target and recruit a representative group of seniors to participate in the neighbourhood group including those who are vulnerable and facing barriers to aging in place (e.g. isolated/potentially isolated, varying mental/physical abilities, multiple chronic conditions, using assistive devices, differing living arrangements, varying income level and language ability). This plan will include the development of marketing materials with key messaging, advertising and promotions in areas where seniors in the neighbourhood may visit and target existing clients of the Stakeholder Committee such as Vancouver Coastal Health as well as other organizations serving seniors. There will also be a targeted effort to distribute and share information in the specific neighbourhood the project will take place in.

4. Neighbourhood Group Meetings: will take place in various locations within the neighbourhood (e.g. schools, Community centres, places of worship) and reflect the topic area if needed. City staff and other community partners will be invited to attend meetings and to share information and resources as needed. Each meeting will include a "hands-on" component including a walk around the neighbourhood led by the neighbourhood group and City staff to identify barriers and successes in the built environment. The first meeting will include a brainstorm session and neighbourhood asset mapping exercise. Proposed topics include: Signage/Wayfinding; Safety and Accessibility; Social Gathering Spaces; Greenspaces; Transportation including a bus and skytrain ride from the neighbourhood. Discussion points will be based on: 1) Actions outlined in

the City's Plans that address Age-Friendly components (e.g. Official Community Plan, Social Development Strategy and Age-Friendly Assessment and Action Plan) and 2) Topics and issues raised during the first meeting brainstorm session with the neighbourhood group

5. A Roundtable Meeting will bring together all involved in the project to present findings from activities to date, evaluate the "neighbourhood group" process and develop key recommendations for future age-friendly planning in Richmond.

6. A Final Evaluation Report will outline the project activities, evaluation of the neighbourhood group process, outcomes from the Roundtable meeting, recommendations for City plans and future age-friendly activities and next steps.

**5. Program Goals & Objectives.** How will the proposed planning activities meet the goals of the 2019 Age-friendly Communities grant program? How will this make your community more age-friendly?

The proposed planning activities will meet the goals of the 2019 Age-Friendly Communities grant program by supporting the development of a template or plan to engage seniors in the creation of Age-Friendly neighbourhoods in Richmond.

This project will help to make Richmond more Age-Friendly by educating and increasing the knowledge and awareness of residents about:

1. Age-Friendly communities
2. How to identify and reduce barriers in the built environment and
3. Available programs, services, tools and resources that are available to help them to age in place and remain healthy, active and connected to their communities.

The City can apply this plan to other neighborhoods in Richmond ensuring the City as a whole is working towards becoming Age-Friendly.

**6. Intended Outcomes, Deliverables & Impacts** What will your project achieve? What will be the specific deliverables? List any policies, practices, plans or documents that will be developed or amended as a result of your project.

The goal of the project is to engage seniors with the support from the City and Community Partners in the creation of Age-Friendly neighbourhoods by identifying barriers in the built environment that may prevent them from positively aging in place.

The project will provide the following:

1. A neighbourhood group will act as a resource to City staff and other Community Partners for issues that arise and Age-Friendly actions to be completed in the future (e.g. future developments, proposed programs and services for seniors, evaluations of existing spaces, etc.)
2. Members of the neighbourhood group will be a valuable resource to others living in their neighbourhood having an increased knowledge and awareness of City programs, services, tools and resources and trained in how to access and utilize them effectively.
3. Suggestions for improvements to existing City programs, services, tools and resources based on feedback and project findings as well as suggestions for new ideas.
4. Suggestions for improvements to the existing built environment in Richmond based on feedback and project findings as well as suggestions for new ideas.
5. Members of the neighbourhood group will serve as a network and social connection for others living in the neighbourhood which may lead to residents feeling more safe, secure and connected to their community.
6. The neighbourhood group approach and project findings can be rolled out to other



neighbourhoods in Richmond and beyond in the future.

7. The Age-Friendly Stakeholder Committee including key members of the neighbourhood group would continue on to help guide future Age-Friendly projects.

## **7. Community Partners & Participation by Seniors**

- A. All applicants are encouraged to work with their local Health Authority. How will the proposed planning activities include your health authority?

Various departments of Vancouver Coastal Health (VCH) will be a part of this project through representation on the Age-Friendly Stakeholder Committee as well as a neighbourhood group participant. The City will also partner with VCH for referrals to the neighbourhood group, marketing and promotions support, training and education, information and resources, providing guest speakers for meetings and connections to programs and services.

- B. List all confirmed partners (e.g. school districts, First Nations or Aboriginal organizations, seniors, senior-serving organizations, community organizations and other local governments) that will directly participate in the proposed planning activities and the specific role they will play.

1. Richmond Cares, Richmond Gives (Better at Home): Age-Friendly Stakeholder Committee Member; Referrals to Neighbourhood Group; Marketing and Promotions; Information and Resources; Connections to Programs and Services; Volunteer Support

2. Richmond Addictions Services Society: Age-Friendly Stakeholder Committee Member; Referrals to Neighbourhood Group; Information and Resources; Connections to Programs and Services

3. Richmond Food Bank: Age-Friendly Stakeholder Committee Member; Referrals to Neighbourhood Group; Connections to Programs and Services

4. Richmond Seniors Advisory Committee: Age-Friendly Stakeholder Committee Member; Neighbourhood Group Participant; Referrals to Neighbourhood Group; Marketing and Promotions

5. Verve Senior Living: Age-Friendly Stakeholder Committee Member; Referrals to Neighbourhood Group; Marketing and Promotions; Information and Resources

6. Metro Vancouver Housing Corporation: Age-Friendly Stakeholder Committee Member; Referrals to Neighbourhood Group; Marketing and Promotions; Information and Resources; Connections to Programs and Services

7. Vancouver Coastal Health (Public Health and Primary Care, Falls Prevention Team and Older Adult Mental Health): Age-Friendly Stakeholder Committee Member; Neighbourhood Group Participant; Referrals to Neighbourhood Group; Marketing and Promotions; Training and Education; Information and Resources; Guest Speaker; Connections to Programs and Services; Volunteer Support

8. Alzheimer Society of B.C.: Age-Friendly Stakeholder Committee Member; Referrals to Neighbourhood Group; Marketing and Promotions; Training and Education; Information and Resources; Guest Speaker; Connections to Programs and Services

9. Minoru Seniors Society: Age-Friendly Stakeholder Committee Member; Neighbourhood Group Participant; Referrals to Neighbourhood Group; Marketing and Promotions;

Information and Resources; Connections to Programs and Services; Volunteer Support

10. Richmond Public Library: Age-Friendly Stakeholder Committee Member; Referrals to Neighbourhood Group; Marketing and Promotions; Information and Resources; Connections to Programs and Services

11. Community Centre Associations: Age-Friendly Stakeholder Committee Member; Neighbourhood Group Participant; Referrals to Neighbourhood Group; Marketing and Promotions; Information and Resources; Guest Speaker; Connections to Programs and Services; Volunteer Support

12. City of Richmond: Community Services: Parks, Recreation and Community Social Development; Planning & Development: Policy Planning and Transportation; Engineering and Public Works: Roads and Construction; Community Safety: RCMP: Age-Friendly Stakeholder Committee Member; Neighbourhood Group Participant; Referrals to Neighbourhood Group; Marketing and Promotions; Training and Education; Information and Resources; Guest Speaker; Connections to Programs and Services; Volunteer Support

C. Describe any direct participation by seniors in the proposed planning activities.

Seniors will directly participate in the project in the following ways:

1. Age-Friendly Stakeholder Committee Member
2. Neighbourhood Group Participant
3. Referrals to Neighbourhood Group
4. Marketing and Promotions Support
5. Training and Education
6. Volunteer Support
7. Participants of the Roundtable Meeting

**8. Evaluation.** How will the project be evaluated (performance measures and/or benchmarks be used to measure outcomes)? How will this information be used?

A pre and post survey will be given to neighbourhood group members to measure their awareness of built environment components in their neighbourhood as well as City programs and services that may support positive aging in place.

The roundtable meeting which will bring together the Age-Friendly Stakeholder Committee and neighbourhood group will be evaluating the project work done thus far and will be an evaluation of whether the concept of a neighbourhood group works. All members will present on their experiences and will report back on project activities. This information will be used to determine the success of the neighbourhood group concept and also to make recommendations for use of this tool in the future for other neighborhoods in Richmond.

**9. Support from BC Healthy Communities (BCHC) Society.** Applicants approved under the 2019 Age-friendly Communities grant program may be eligible to apply for a range of services from BCHC Society.

The purpose of this support is to: 1) engage sector leaders so they can collaboratively prioritize the goals intended to be achieved through their age-friendly community grant; 2) understand and utilize key capacities and innovative practices that will support community groups to bring their age-friendly initiatives to the next level; and 3) determine the next wise actions to achieve the community's age-friendly goals.

Would you be interested in additional information to learn more about possible supports from BCHC Society?

☒ Yes ☐ No

**10. Additional Information.** Please share any other information you think may help support your submission.

The idea for this project stemmed from the success of the previously funded 2018 UBCM Age-Friendly Grant: Richmond Dementia-Friendly Community Action Plan currently being developed which included a Walking Interview led by a person living with dementia and included City staff working in the built environment and other partners such as the Alzheimer Society of B.C. All those involved learned from sharing their perspectives and experiences around navigating the built environment and formed meaningful partnerships through the process.

Please note: Resolution for this grant proposal is on the Agenda for the upcoming Council Meeting on November 26, 2018.

### SECTION 3: Required Attachments

Please submit the following with your application:

- ☒ Council/Board or Band Council Resolution – Indicating local government support for the proposed project and a willingness to provide overall grant management
- ☒ Detailed budget

Submit the completed Application Form and all required attachments as an e-mail attachment to [lgps@ubcm.ca](mailto:lgps@ubcm.ca) and note "2019 Age-friendly" in the subject line. Submit your application as either a Word or PDF file(s). If you submit by e-mail, hardcopies and/or additional copies of the application are not required.

### SECTION 4: Signature

Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC and BCHC Society.

Name: Debbie Hertha

Title: Seniors Coordinator

Signature:



Date: November 2, 2018



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** October 31, 2018

**From:** Jane Fernyhough  
Director, Arts, Culture and Heritage Services

**File:** 11-7000-01/2018-Vol  
01

**Re:** Special Event Permits Pilot Project – Report Back

### Staff Recommendation

1. That the report titled “Special Event Permits Pilot Project – Report Back”, dated October 31, 2018, from the Director, Arts, Culture and Heritage Services be received for information.
2. That Special Event Permits for site-wide liquor licensing at City produced events be endorsed, subject to conditions being met under the City’s Richmond Event Approval Coordination Team (REACT) application.

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

Att. 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Recreation	<input checked="" type="checkbox"/>	
Parks	<input checked="" type="checkbox"/>	
RCMP	<input checked="" type="checkbox"/>	
Risk Management	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 



**Staff Report****Origin:**

At the City Council meeting of July 24, 2017, Council approved the Special Event Permits Pilot Project that endorsed site-wide licensed beverage consumption at City produced festivals. The pilot project allowed staff to work closely with the RCMP and British Columbia Liquor Control and Licensing Branch (LCLB) to obtain a Special Event Permit for select City events. The purpose of this report is to update Council on the outcome of the pilot program and recommend continuing the practice.

**Background:**

Over the past three years, the LCLB issued a series of policy directives that enabled organizations to hold public events with site-wide liquor accessibility under a “Special Event Permit” (SEP). These changes are partly due to increased public demand for a wider array of event amenities, as well as the need to provide event organizers with additional tools to manage public safety.

**Benefits**

Benefits of implementing a SEP at suitable City events include:

- *Enhanced event amenities and the deterrence of rapid liquor consumption:* The public is able to enjoy event programming throughout the site, while partaking in a licensed beverage at their leisure. This reduces the practice of increased alcohol consumption over short durations in a segregated beer garden;
- *Enhanced security:* Additional security, which would normally be tethered to a traditional beverage garden, is strategically situated throughout the entire site; and
- *Economic instigator for local goods and services:* The site-wide accessibility of licensed beverages at an event may draw additional visitors and encourage attendees to stay for longer periods, which provide greater exposure for local entertainers, goods and services.

**Other Events in the Region:**

Since 2014, there has been a noticeable shift from the traditional beer garden to site-wide licensing at festivals. In the Metro Vancouver region alone, site-wide licensing under the SEP process has occurred at the following events: Skookum Festival (Vancouver); Seawheeze Sunset Festival (Vancouver); Rock Ambleside (West Vancouver); Burnaby Blues & Roots Festival (Burnaby); Live Nation: Concerts at Deer Lake Park (Burnaby); European Festival (Burnaby); Enchant Christmas Maze & Market (Vancouver); Steveston Dragon Boat Festival (Richmond); and Vancouver Dragon Boat Festival (Vancouver).

**The Pilot Program Results:**

The Richmond Harvest Fest in 2017 and the Richmond Maritime Festival in 2018 were the two City produced events in the pilot program. Each event worked closely with the RCMP on the required logistics to mitigate potential risk.

The Richmond Harvest Fest was held on September 30, 2017 at Garden City Lands and attracted over 5,000 people to the event. The festival included interactive agricultural displays and activations, a straw bale slide, wagon rides, culinary stage, live music and local artisans and vendors.

The site-wide licensed area covered the main festival venue with two controlled access points. The festival partnered with Canada Berries Winery, Country Vines Winery, Fuggles & Warlock Craftworks and Britannia Brewing Company who set up tents and provided beverage service. Approximately 470 units of beer and wine were sold during the eight-hour festival. Public feedback on the availability of alcohol was positive. The RCMP reported no public safety incidents related to alcohol consumption at Richmond Harvest Fest.

The second event in the pilot project was the 15th annual Richmond Maritime Festival held on July 28-29 at Britannia Shipyards National Historic Site. This festival celebrates the City's rich maritime heritage and includes ship boarding, live music, roving performances, salmon BBQ and numerous family friendly activations.

The two-day Maritime Festival attracted over 35,000 people and the licensed beverage zone was a large area around the main stage and food trucks. The City partnered with the Richmond Firefighters Association who was responsible for organizing and operating the alcohol sales in exchange for the fundraising opportunity. Approximately 760 units of beer and wine were sold over the two days. The feedback from festival goers was positive and the RCMP reported no public safety incidents related to alcohol consumption.

Although it was not a City produced event, the Steveston Salmon Festival was granted a SEP for their 2018 event. The entire parking lot, south of the community centre, was included in the site-wide licensed area and was the location of their main stage and approximately 12 food trucks. The event partnered with Fuggles & Warlock who managed the alcohol sales. Net revenue went to the event. In total, the event sold approximately 2,460 units of alcohol between 11 a.m. and 7 p.m. The feedback from festival goers was positive and the RCMP reported no public safety incidents related to alcohol consumption.

#### Future Events:

While the two events in the Special Event Permits Pilot Project and Steveston Salmon Festival received positive community feedback and did not result in any alcohol related incidents, future events would continue to be evaluated and approved on a case by case basis through the City's Richmond Event Approval Coordination Team (REACT) and the existing event permit approval process. See Attachment 1 for Logistics and Public Safety Considerations.

In addition, the event organizer will work closely with the RCMP to ensure any safety requirements, based on the festivals scope and event plan, are upheld (e.g., controlled access, age verification systems, security plan, etc.). Managing risk and ensuring public safety at the festival will continue to be paramount.

Requests by non-City organizations for Special Event Permits for site-wide liquor will continue to be evaluated and approved by the City's REACT event permit approval process.

### **Financial Impact**

There is no financial impact as a result of this report.

### **Conclusion**

Over the years, Richmond has built a strong reputation for successful, world-class community events. Providing licensed beverage service meets public demand for a wider array of event amenities. The regional shift towards site-wide licensing model is supported by the RCMP and LCLB. It is recommended that Council support Special Event Permits for site-wide licencing at City produced festivals in Richmond where appropriate.

A handwritten signature in black ink, appearing to read 'B. Tasaka', with a stylized flourish at the end.

Bryan Tasaka  
Manager, Major Events and Film  
(604-276-4320)

Att. 1 Logistics and Public Safety Considerations

Logistics and Public Safety Considerations

For each City event applying for a Special Event Permit, event organizers will:

1. Submit a Richmond Event Approval Coordination Team (REACT) application to ensure consideration and coordination of City and emergency services, which will be reviewed by and require the approval of:
  - a. members of REACT;
  - b. the City's Risk Management Section; and
  - c. the RCMP, whom take into consideration:
    - the size, duration and time of the event;
    - the type of music and entertainment provided;
    - the type and size of expected crowds;
    - whether the event is professionally managed; and
    - the site location and the controlled area.
2. If approved by REACT and the RCMP, staff will submit a SEP application to the LCLB for approval.

Some of the factors considered by REACT, the RCMP and the LCLB when assessing security and public safety for a SEP event include:

- A fully fenced site with controlled entry and exit points;
- An age verification system, where patrons must produce two pieces of government identification to verify their age and receive a 19+ wristband in order to be served a licensed beverage;
- Security guards in service areas and strategically placed throughout the site to:
  - check identification;
  - ensure anyone consuming alcohol is wearing a 19+ wristband; and
  - monitor the crowd;
- An experienced contractor to manage the SEP process on behalf of the City, which would include acquiring and verifying appropriate insurance coverage, the hiring and training of a bar manager and staff, and obtaining the necessary Serving It Right credentials; and
- Restrictions on the quantity and size of drinks served.