



## General Purposes Committee

Anderson Room, City Hall  
6911 No. 3 Road

Monday, November 2, 2015  
4:00 p.m.

Pg. #      ITEM

### MINUTES

**GP-5**      *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on October 19, 2015.*



### DELEGATION

**GP-18**      1. Robert Kiesman, Chair of the Steveston Harbour Authority, and Bob Baziuk, General Manager, Steveston Harbour Authority, to provide an update on the Authority's **present and future activities**.

### FINANCE AND CORPORATE SERVICES DIVISION

2. **INTER-MUNICIPAL BUSINESS LICENCE BYLAWS**  
(File Ref. No. 12-8060-20-009492/009493; 12-8275-10) (REDMS No. 4741708)

**GP-30**

**See Page GP-30 for full report**

*Designated Speaker: Glenn McLaughlin*

### STAFF RECOMMENDATION

(1) *That Inter-municipal Business Licence Agreement Bylaw No. 9493 be given introduced and given first, second and third readings; and*

- (2) *That Inter-municipal Business Licence Bylaw No. 9040, Amendment Bylaw No. 9492 be introduced and given first, second and third readings.*



## LAW AND COMMUNITY SAFETY DIVISION

3. **SOIL MANAGEMENT IN THE AGRICULTURAL LAND RESERVE**  
(File Ref. No. 12-8060-20-009002/009003) (REDMS No. 4757194 v. 4)

GP-43

See Page GP-43 for full report

*Designated Speaker: Ed Warzel*

### STAFF RECOMMENDATION

- (1) *That the staff report titled “Soil Management in the Agricultural Land Reserve”, dated October 19, 2015, from the General Manager, Law and Community Safety, be received for information;*
- (2) *That the Soil Fill Deposit Regulation Bylaw No. 8094, Amendment Bylaw No. 9002 be introduced and given first, second and third readings; and*
- (3) *That the Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9003 be introduced and given first, second, and third readings.*



## ENGINEERING AND PUBLIC WORKS DIVISION

4. **ODOUR MANAGEMENT FROM ORGANIC WASTE MANAGEMENT FACILITIES IN RICHMOND AND SURROUNDING AREAS**

(File Ref. No. 10-6175-02-01) (REDMS No. 4756818 v. 8)

GP-53

See Page GP-53 for full report

*Designated Speaker: Peter Russell*

### STAFF RECOMMENDATION

- (1) *That staff continue to monitor odour issues and work with Harvest Power and Metro Vancouver to develop durable odour mitigation strategies;*

- (2) *That a letter be sent to the Metro Vancouver Board expressing the City's concerns regarding current air quality from local organic waste management facilities and requesting that it investigate the feasibility of implementing an organics management odour control regulation for composting facilities regionally;*
- (3) *That a letter be sent to the Metro Vancouver Board requesting that it consider a requirement that member municipalities be limited to disposing organic waste at facilities with air quality permits or approvals; and*
- (4) *That a letter be sent to the BC Minister of Environment requesting that Operational Certificates regulating air emissions and odours be required for existing and new municipal facilities managing organic waste.*



5. **NATIONAL ZERO WASTE COUNCIL – FOOD WASTE REDUCTION  
FEDERAL TAX INCENTIVE PROPOSAL**  
(File Ref. No. 10-6370-10-01) (REDMS No. 4775301)

GP-59

See Page GP-59 for full report

*Designated Speaker: Suzanne Bycraft*

STAFF RECOMMENDATION

*That the following resolution be adopted and forwarded to the Federation of Canadian Municipalities (FCM) for consideration at FCM's upcoming Annual General Meeting:*

***BE IT RESOLVED*** *that the City of Richmond supports the National Zero Waste Council's food waste reduction federal tax incentive proposal and urges the Government of Canada to implement tax incentives for food producers, suppliers and retailers to donate unsold edible food.*



COMMUNITY SERVICES DIVISION

6. **CANADA 150 CELEBRATION STEERING COMMITTEE**  
(File Ref. No. 11-7400-01) (REDMS No. 4777603)

GP-68

See Page GP-68 for full report

*Designated Speaker: Liesl Jauk*

STAFF RECOMMENDATION

- (1) *That a Canada 150 Celebration Steering Committee comprised of three to four members of Council be established as per the Terms of Reference to help guide Richmond's Canada 150 Program of activities, events and infrastructure projects; and*
- (2) *That the Terms of Reference for a Canada 150 Celebration Steering Committee as outlined in the staff report titled "Canada 150 Celebration Steering Committee," dated October 23, 2015, from the General Manager, Community Services, be endorsed.*

☐

ADJOURNMENT

☐



## General Purposes Committee

Date: Monday, October 19, 2015

Place: Anderson Room  
Richmond City Hall

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

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

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on October 5, 2015, be adopted as circulated.*

**CARRIED**

### DELEGATION

1. With the aid of a PowerPoint presentation (copy on file, City Clerk's Office), Richard Vetter, WealthSmart Incorporated, accompanied by Stephanie Clarke, Myriad Strategic Marketing, spoke to the potential to establish a Business Improvement Area (BIA) in Steveston. Mr. Vetter read from his submission attached to and forming part of these Minutes as Schedule 1.

In reply to queries from Committee, Mr. Vetter and Ms. Clarke provided the following information:

- an annual levy is added to the property tax of each landowner within a designated BIA, regardless of whether or not a particular landowner is in favour or opposed to the BIA;

## General Purposes Committee

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- the annual levy amount is typically calculated based on property assessment or on square footage;
- unanimous support for a BIA is improbable; however, a robust outreach campaign that explains in detail the anticipated benefits of a BIA can assist in increasing support;
- the proposed BIA boundary is anticipated to be properties within the immediate Steveston Village area; and
- a governance model has not been examined in detail; however, membership can include both property owners and business owners.

Discussion took place and it was noted that additional information regarding the proposed BIA would be valuable, and in particular, Committee requested that information regarding the Steveston Merchants Association (SMA), including the number of its members and who the members are would be appropriate. Also, Committee requested information regarding the activities of other BIAs in the Lower Mainland.

Ms. Clarke stated that she would recirculate the video link to Council. In reply to further queries from Committee, Ms. Clarke advised that there is no rush to establish a BIA in Steveston; instead, the SMA would like to maximize opportunities to reach out to as many property and business owners as possible.

In reply to queries from Committee, Mr. Vetter spoke to alternatives to the establishment of a BIA in Steveston, noting that the continuation of the SMA is challenging due to limited numbers of volunteers carrying out the work. Ms. Clarke advised that the BIA's boundary is determined at the time of establishment, and the boundary of the BIA remains the same during its term. Also, she stated that BIAs traditionally collaborate with their respective local governments, however, local governments do not have a formal say on how the levy is allocated.

Discussion ensued on a past attempt to establish a BIA in Steveston Village, and it was noted that the community was divided. Also, discussion took place on the potential to assist Steveston businesses by means of installing street banners and street furniture to better promote Steveston Village.

In reply to further queries from Committee, Mr. Vetter advised that not all businesses within a BIA would necessarily benefit to the same extent as other businesses; instead, he was of the opinion that a vibrant business community in general would reverberate to all businesses within the area.

**General Purposes Committee**  
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**FINANCE AND CORPORATE SERVICES DIVISION**

**2. STATUTORY RIGHT OF WAY OVER A PORTION OF 23560 WESTMINSTER HIGHWAY**

(File Ref. No. 06-2285-30-187) (REDMS No. 4571310 v. 2)

It was moved and seconded

- (1) That the City secure a statutory right of way over ±272.5 m<sup>2</sup> portion of 23560 Westminster Highway (PID: 027-095-878) from the British Columbia Transportation Financing Authority for Five Thousand Dollars (\$5,000.00) including applicable taxes; and*
- (2) That the Chief Administrative Officer and the General Manager, Finance & Corporate Services be authorized to negotiate and execute all documentation to effect the transaction detailed in the staff report, dated September 29, 2015, including all agreements and Land Title Office documents.*

**CARRIED**

**LAW AND COMMUNITY SAFETY DIVISION**

**3. LESSONS LEARNED FROM THE WINDSTORM OF AUGUST 29, 2015**

(File Ref. No. 09-5125-03-01) (REDMS No. 4727701 v. 2)

In reply to queries from Committee, Deborah Procter, Manager, Emergency Programs, Tom Stewart, Director, Public Works Operations, Victor Wei, Director, Transportation, and Fire Chief John McGowan provided the following information:

- the cost of the City's response to the August windstorm was approximately \$26,000;
- the application for Disaster Financial Assistance is an onerous process;
- the inclusion of an alternative power source for traffic signals is prioritized to key intersections, including those that lead to a bridge, a highway or an arterial road; and
- E-Comm is aware of their technological limitations in light of the windstorm and is seeking solutions with their telecommunication provider; in addition, E-Comm is examining ways in which to manage behavioural issues such as calls for non-urgent matters.

Discussion took place on forwarding a copy of the staff report to Metro Vancouver for information.

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

3.

## General Purposes Committee

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It was moved and seconded

- (1) *That the staff report titled "Lessons Learned from the Windstorm of August 29, 2015," dated September 13, 2015, from the General Manager, Law and Community Safety, be received for information; and*
- (2) *That a letter be sent to Metro Vancouver, with a copy of the staff report titled "Lessons Learned from the Windstorm of August 29, 2015," dated September 13, 2015, from the General Manager, Law and Community Safety, for information.*

The question on the motion was not called as Committee commented on the City's fortune with regard to the limited damage caused by the windstorm and the uninterrupted use of power throughout it.

The Chair directed that staff convey Council's gratitude to staff for their proactive approach and hard work throughout the windstorm, noting that their efforts were instrumental in ensuring the City remained safe.

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

## ENGINEERING AND PUBLIC WORKS DIVISION

### 4. **UPDATE ON PORT METRO VANCOUVER PROJECT AND ENVIRONMENTAL REVIEW APPLICATION PROCESS**

(File Ref. No. 10-6160-01) (REDMS No. 4746931 v. 4)

The Chair suggested that staff's comments regarding the Port Metro Vancouver Project and Environmental Review Application Process be supplemented by Metro Vancouver's request (i) for formal recognition of municipal bylaws and Official Community Plans, (ii) that local government consultation be required for all project categories, and (iii) that a project appeal process be directed through the Port Metro Vancouver Board where there is a dispute.

Also, there was agreement that comments in the staff report, including the additional aforementioned comments be forwarded to the provincial Minister of Forests, Lands and Natural Resource Operations, and the provincial Minister of the Environment.

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



## General Purposes Committee

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It was moved and seconded

- (1) *That comments in the staff report titled "Update on Port Metro Vancouver Project and Environmental Review Application Process" dated October 9, 2015 from the Director, Engineering for projects and activities within Port Metro Vancouver's jurisdiction, be revised to include that the Port Metro Vancouver Board incorporate the following elements into the PMV Project and Environmental Review process:*
  - (a) *that municipal bylaws and Official Community Plans be formally recognized;*
  - (b) *that local government consultation be required for all project categories; and*
  - (c) *that a project appeal process be directed through the PMV Board where there is a dispute; and*
- (2) *That comments, as amended by Committee, in the staff report titled "Update on Port Metro Vancouver Project and Environmental Review Application Process" dated October 9, 2015 from the Director, Engineering be forwarded to Port Metro Vancouver, local Members of Parliament, the federal Ministry of the Environment, the provincial Minister of Forests, Lands and Natural Resource Operations, and the provincial Minister of the Environment.*

The question on the motion was not called as Councillor Steves distributed maps of the City's shorelines (attached to and forming part of these Minutes as Schedule 2), and spoke to Port Metro Vancouver's category definitions under their new project and environmental review process for projects and activities within their jurisdiction; in particular, it was noted that categories A and B are defined as projects that are minor or relatively minor in nature.

Also, it was noted that Port Metro Vancouver has applied for exemption requests for their proposed Habitat Enhancement Projects; two of the four projects are along the City's shorelines: the South Arm Jetty Tidal Marsh and the Steveston Island Tidal Marsh. It was noted that additional information from staff on how these projects will affect the City's shorelines would be valuable and it was suggested that this matter be discussed at the October 21, 2015 Public Works and Transportation Committee meeting.

John Irving, Director, Engineering, advised that discussions with Port Metro Vancouver have been ongoing at the staff level regarding the two aforementioned projects, noting that thus far, staff has not been supportive of their plans. He advised that staff will continue to engage with Port Metro Vancouver staff in an effort to ensure that their activities along the City's shorelines are consistent with Council's objectives.

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

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**Monday, October 19, 2015**

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**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:05 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 Monday,  
October 19, 2015.

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Mayor Malcolm D. Brodie  
Chair

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Hanieh Berg  
Legislative Services Coordinator



October 14th, 2015

His Worship Mayor Malcolm Brodie and Council  
City of Richmond  
6911 No. 3 Road  
Richmond BC V6Y 2C1

**Re: Oct 19<sup>th</sup>, 2015 Update to Mayor & Council on Steveston Business Improvement Association**

Dear Mayor and Council,

The Steveston Merchants Association looks forward to providing Mayor and Council with an update on the activities towards the establishment of a Business Improvement Association (BIA) on October 19<sup>th</sup>, 2015 at Richmond City Hall.

Attached is a copy of our presentation. We have created a video with information about BIA's, some details on the process to initiate one and comments from the former Mayor of Langley, Honourable Peter Fassbender who has many years of experience working with a BIA.

Here is the link to the video: <https://youtu.be/dMrOyG5PQ-Q>

We hope to move forward with engaging Steveston commercial property owners and business operators in discussions about the benefits of a BIA in Steveston over the next several months. Our goal is rally support for a BIA and return sometime in the New Year with a presentation to council requesting the BIA initiative move to the formal petitioning process.

We welcome the opportunity to answer any questions you may have at any time.

Sincerely yours,

**Stephanie Clarke**  
**Steveston Merchants Association**

Steveston Merchants Association  
c/o Steveston Post Office, PO Box 31856  
3811 Moncton Street  
Richmond, BC V7E 3A0  
[info@exploresteveston.com](mailto:info@exploresteveston.com)

## **Steveston Business Improvement Association Initiative**

**Steveston Merchants Association Update to Council October 19<sup>th</sup>, 2015**

### Background:

The Steveston Merchants Association (SMA) became a registered non profit society formed in 2010 and has operated as a volunteer organisation relying on annual membership dues from various merchants and property owners. Over this period of time the SMA has invested over \$118,000 in cash, \$ \$13,000 in in-kind contributions and over 8200 volunteer hours totaling approximately \$180,000 in volunteer hours towards improving the experience and business opportunities for Steveston. A total value of approximately \$311,000.

The SMA has developed many beneficial activities and programs over the past 5 - 6 years with the goal of helping to create more interest in Steveston that the local and tourist community can enjoy that helps to increase business opportunities for a wide range of Steveston businesses. The SMA has annually put on a Christmas festival that is extremely well attended, a Halloween event that is a scary success, a Scarecrow Crawl which is entertaining and imaginative, a Girls Night Out shopping promotion that is very popular to name a few. These types of activities help to encourage visitors to continue to enjoy Steveston and to support local businesses. A thriving retail commercial district is a barometer of the overall health of the community at large. Both do not flourish without each other.

The SMA wants to continue to provide the benefits that can be gained by working as a whole to leverage what Steveston has to offer and to build on its potential and encourage investment not only in its busy season but all year long.

The model the SMA operates under is not sustainable. A handful of volunteers do most of the work and eventually they tire out. The model is not equitable either. Many benefit from the activities without contributing and this is realized on the backs of others trying to lead the way wanting to make a positive difference. Retail experts say the face of retail has never changed as drastically as it has in the last 5 years and it will again over the next 5. Steveston needs to keep pace with that wave rather than be washed over by it.

### Establishing a Business Improvement Association (BIA)

Many commercial retail areas have looked at the success of the BIA model. There are roughly over 350 in Ontario and over 70 BIA's in the province of BC and more form every year. There is a provincially legislated process to form a BIA that all BIA's follow. It is not uncommon for the exploration of a BIA to take a period of years before it is ready to move toward to the formal

voting process. The discussion of a BIA in Steveston dates as far back as 1996. We believe that a BIA model is the best advantage Steveston can utilize to move forward, to begin to compete with our organised neighbours who have established BIA's such as White Rock, Langley, Tsawwassen, or the City of Vancouver that has 23 or with other competitors like indoor malls that have sizable marketing and promotional budgets at their disposal.

We have explored the BIA model. We began to test the waters. We learned we wanted to follow best industry practice approaches to moving forward the best way possible for Steveston. To do that we have brought someone on board to help that has extensive BIA experience at all levels. Stephanie Clarke has worked as the executive director for the provincial BIA organisation and has worked extensively with the provincial department that holds the legislation for the creation of BIA's. We are confident and committed to following the necessary steps to continue what we originally started and to expand our outreach so that more stakeholders can learn what particular benefit a Steveston BIA can have short and long term, to gather input from stakeholders to shape the BIA's direction so they are fully prepared to participate in the voting process when the outreach process is complete.

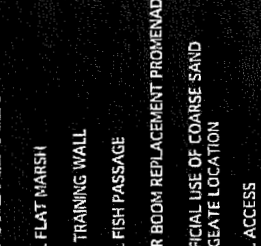
We are here today to provide an update to council about our activities and to continue this process in the right direction.

We are here to answer any questions you may have and to offer to share more information about BIA's and what other BIA's are doing locally in BC and beyond. We have included more detail in the information package and hope you have had a chance to review that.

No BIA has ever formed with unanimous support. This is precisely why the legislation was created in the first place. All that benefit contribute. Provincial governments recognize the value a BIA can provide on so many levels. Statistics prove that almost all opposition to a BIA is eliminated after the BIA has operated for its first term. Statistics show that no BIA in BC has been voted out once it has started. This is a very compelling reality and one we hope to prove to the Steveston business community.

When the time comes we ask council to permit us to utilize the legislation and to allow us to move forward following the same method all of the other 70 BIA's in BC were created through and allow the business community to be responsible for the final outcome through the legislated voting process.

Thank you.



**FEATURE KEY**

- TIDAL FLAT MARSH
- ROCK TRAINING WALL
- TIDAL FISH PASSAGE
- SHEAR BOOM REPLACEMENT PROMENADE
- BENEFICIAL USE OF COARSE SAND DREDGE/GATE LOCATION
- TIDAL ACCESS
- EXISTING DEBRIS SHEAR BOOM

**A B C D E F G**

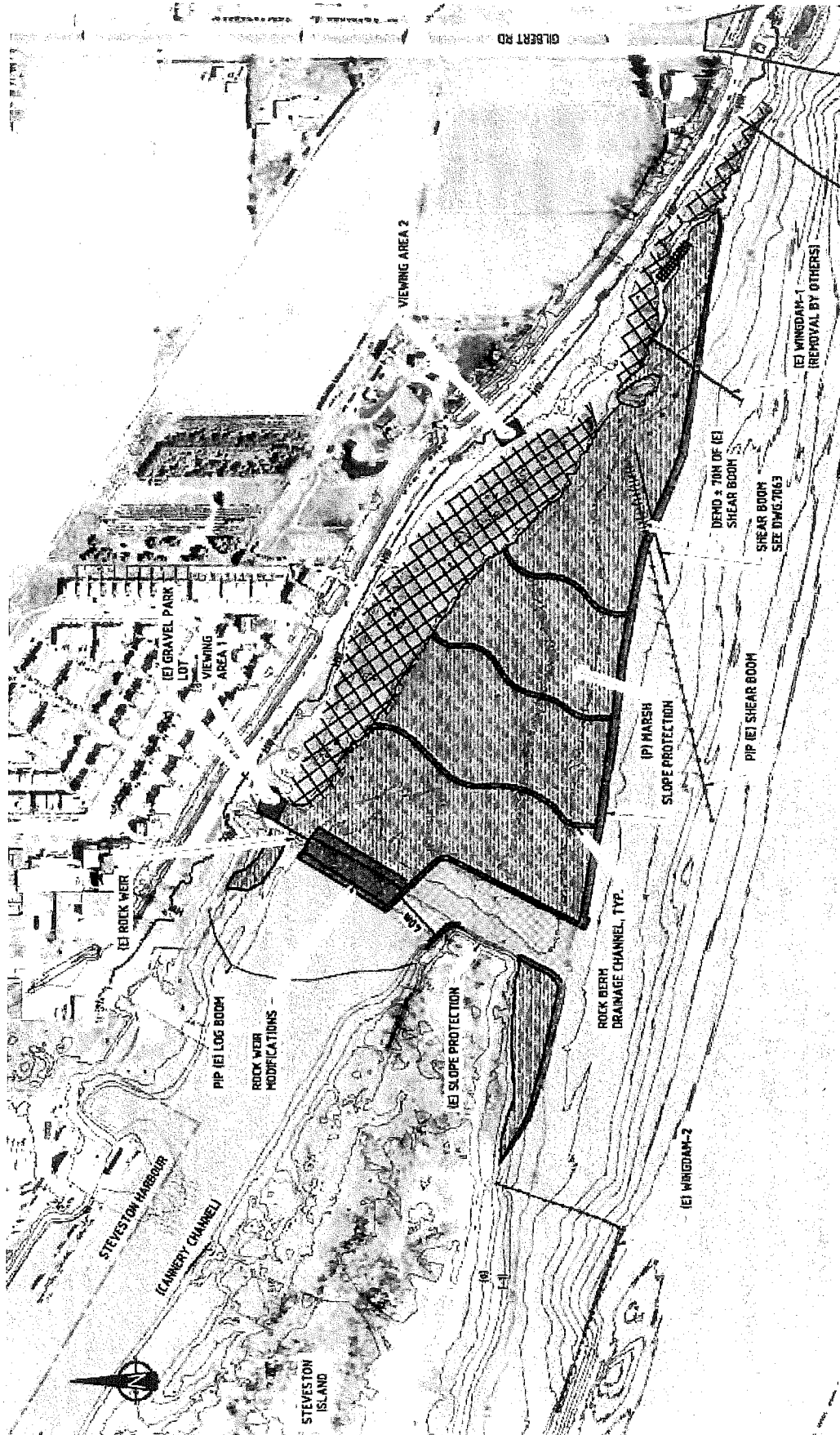
STEVESTON SITE AERIAL

GP - 14  
CNCL - 164

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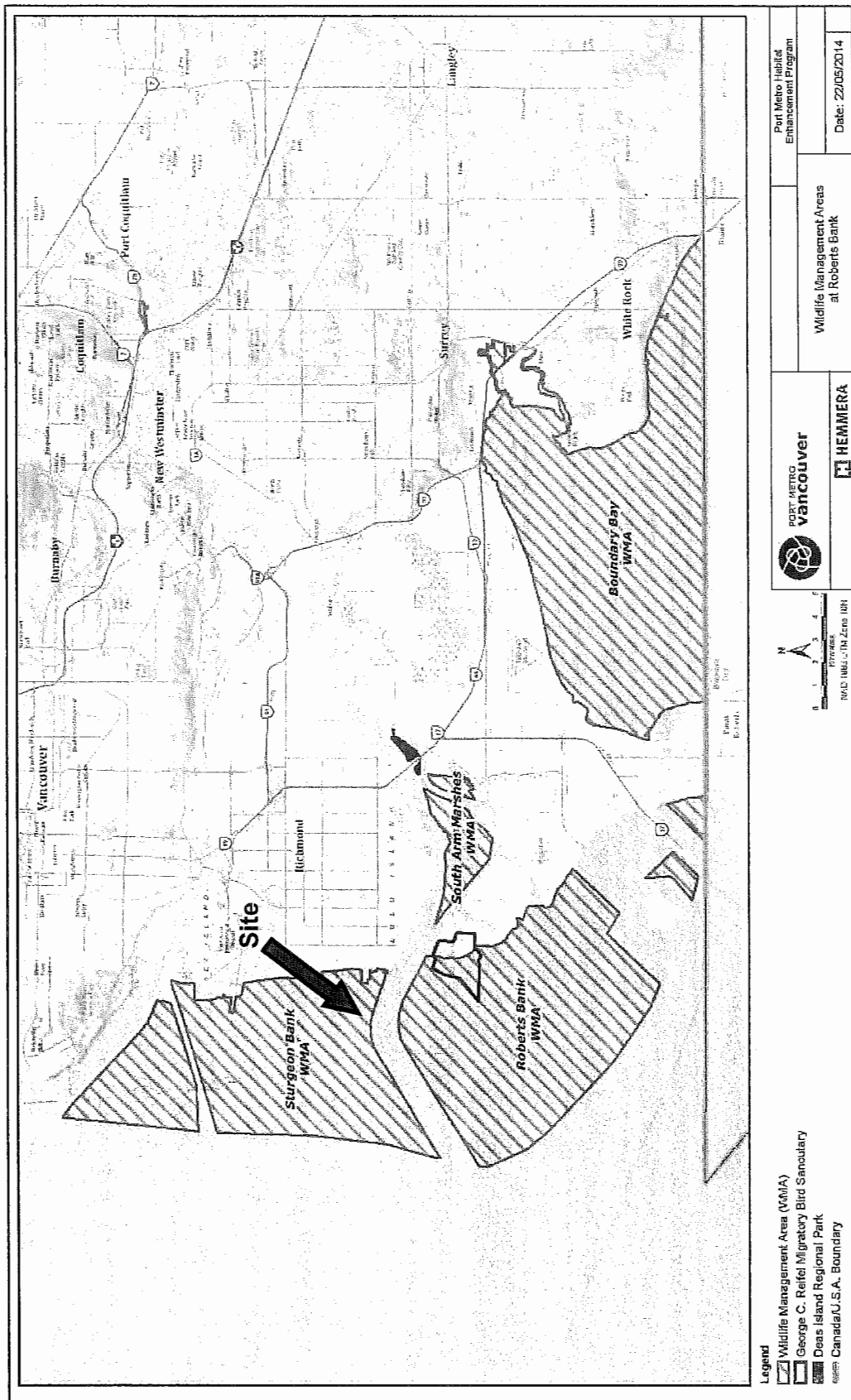


<b>Legend</b> Lot Boundary District Lot Proposed Lease Area VFPA Navigational Jurisdiction		<b>DRAFT</b> N 0 25 50 100 Metres		<b>WorleyParsons</b> 1,000,000 3/1/2015		Steveston Island Tidal Marsh Project Proposed Lease Area		WORLEYPARSONS PROJECT No 307071-00719		FIG No. 00719-ST-0001		REV A	
<b>8 SHEET</b> SCALE SHOWN <b>Oneway</b> 1500/2015		<b>CUSTOMER:</b> 		DATE: 15/01/2015		DRAWN: KR		EDITED: ...		APPROVED: ...		This drawing is prepared for the use of our customers as specified in the accompanying report. WorleyParsons Canada Ltd assumes no liability for representations contained in this drawing.	



OPTION 3A: NOTCH IN WEIR





**Figure 3** Location of the Sturgeon Bank WMA in relation to the Site

# **Steveston Harbour Authority Presentation to the General Purposes Committee November 2, 2015**

**Robert Kiesman, Board Chairman  
Bob Baziuk, General Manager**





A scenic photograph of a sunset or sunrise over a body of water. The sky is filled with vibrant orange, pink, and purple clouds. The sun is low on the horizon, creating a bright glow. In the foreground, the water reflects the colors of the sky. A line of bare trees is silhouetted against the horizon.

# Steveston Harbour Authority's Mandate

The Steveston Harbour Authority exists for the purposes of operating, maintaining and managing a public commercial fishing harbour at the Steveston Gulf site and the Steveston Paramount site in Steveston Harbour as well as surrounding lands.

# Steveston Harbour Authority's 4 Improvement Objectives

1. To enhance and expand our existing operations
1. To become more visible in the public realm
2. To clean up our properties
3. To encourage industry to be more involved in SHA's operations





## *To enhance and expand our operations*

In concert with Small Craft Harbours, SHA's travel lift bay and repair yard will be reconfigured to accommodate Strait Marine's newly purchased 70-ton travel lift expanding the number of clients we can accommodate in our yard.





*To become more visible in the public realm*

## Annual Fishermen Helping Kids with Cancer Herring Event

The annual *Fishermen Helping Kids With Cancer Herring Event* is held at the Steveston Harbour Paramount site in our seine net loft repair area. The sale draws people from all over the lower mainland and is always a huge success with close to \$300,000 raised over the years which goes directly to the *BC Children's Hospital Foundation*. Everything from the vessel, the fuel and the labour is donated by volunteers.

SHA is a proud sponsor of this event.





# *To clean up our properties*

Front Gate- fence replacement

Before



After



7<sup>th</sup> Avenue Lot clean-up

Before



After



***To encourage industry to be more involved in SHA's operations***

**NEW MEMBERS INCLUDE:**

Area E Gillnetters Association

Canadian Sablefish Association



# **\$14 Million in Federal Funding Announced**

## **Paramount Site Projects**

- Replacement of the timber floating docks in Paramount Pond
- Reconstruction of portions of the electrical systems in the service area and of all electrical systems on the floating timber docks
- Upgrades to Paramount site electrical systems
- Replacement of the wharves at the Fish Auction location with a new marginal wharf
- Maintenance dredging





# \$14 Million in Federal Funding Announced

## Gulf Site Projects

- Replacement of the public fish sales floating docks with new, concrete structures as well as reconstruction of electrical, fire protection and water services
- Replacement of the deteriorated Third Avenue wharf
- Replacement of deteriorated components of the Sixth and Seventh Avenue wharves
- Maintenance dredging





# NET RECYCLING PROGRAM AT STEVESTON HARBOUR

SHA participated in an 18-month pilot project to see if it was sustainable to expand *Aquafil* and *Interface's* net recycling program *Net-Works* to Steveston Harbour. During this pilot project, old nets were collected, stripped, bagged and shipped to Slovenia to be regenerated into nylon 6 fiber, which is then used in carpet tiles. While this has been a great start, much more nylon 6 fishing net is required to sustain the program. SHA continues to collect nets in preparation for a second shipment to Slovenia and work is underway to expand the project to other harbours in British Columbia.



# SEDIMENT MANAGEMENT FEE

SHA and the City of Richmond continue to face a serious problem of infill of sediment in Steveston Cannery Channel.

The City of Richmond, the Province and Port Metro Vancouver have allotted funding to complete dredging of the channel

In order provide for a more predictable funding mechanism for future dredging, the SHA Board has acknowledged the need to come to the table with some of the necessary funding and has approved a 1% “sediment management fee” on all of its services.





# Steveston Harbour Authority

Becoming the hub of BC's commercial fishing industry

View Steveston Harbour's promotional video at:  
<https://vimeo.com/132564093>



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Cecilia Achiam  
Director, Administration and Compliance  
**Re:** Inter-Municipal Business Licence Bylaws



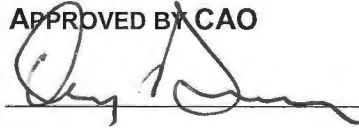
**Date:** September 28, 2015  
**File:** 12-8275-10/2015-Vol  
01

### Staff Recommendation

1. That Inter-municipal Business Licence Agreement Bylaw No. 9493 be introduced and given first, second and third readings.
2. That Inter-municipal Business Licence Bylaw No. 9040, Amendment Bylaw No. 9492 be introduced and given first, second and third readings.

Cecilia Achiam  
Director, Administration and Compliance  
(604-276-4122)

Att. 2

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

## **Staff Report**

### **Origin**

In October 2013, the City of Richmond, in conjunction with the municipalities of Burnaby, New Westminster, Surrey, Delta and Vancouver (Metro West) entered into a trial Inter-municipal Business Licence (IMBL) scheme. The trial end date is December 31, 2015. This program is directed to businesses engaged in the construction industry whereby an eligible business may obtain an IMBL from a participating municipality that allows an establishment to carry on business in all Metro West IMBL municipalities.

The goal of the new IMBL program was to promote a greater business environment and improve economic development by reducing costs and administration for construction related businesses operating in the partnering communities. Improved compliance with business licence requirements and a modest revenue increase were also identified as expected benefits under the new scheme.

As the current IMBL pilot project is near completion, this reports deals with enacting Bylaws to establish the Metro West IMBL scheme on an ongoing basis.

### **Analysis**

#### ***Background***

Prior to the implementation of the Inter-Municipal Business Licence Pilot Program, non-resident (mobile) trade contractor businesses were required to obtain a business licence from their home municipality in which they were based, as well as purchase a non-resident business licence from each municipality in which they operated in. Under the IMBL Program, the participating municipalities have agreed to allow non-resident (mobile) trade contractor businesses from within the participating municipalities to operate in their municipality on the basis of one Inter-Municipal Business Licence purchased from their home municipality. The cost of the IMBL is \$250 annually, and each mobile trade business is still required to purchase a resident business licence from their home municipality. The revenue generated from sales of Inter-Municipal Business Licences is shared among the participating municipalities.

Enacting the IMBL scheme was done with two Bylaws with each municipality enacting an IMBL Bylaw to establish and regulate the activity within their jurisdiction and an Agreement Bylaw permitting the participating municipalities to be enjoined into a program.

A new Agreement Bylaw is proposed to facilitate participating municipalities to enjoin into the IMBL scheme on an ongoing basis and an Inter-municipal Business Licence Amendment Bylaw is proposed for changes recommended to the program.

The Provincial Ministry of Small Business and Red-Tape Reduction (the Ministry) has also been an active partner in establishing and supporting the IMBL during the pilot program. The Ministry has been responsible for maintaining a central database of IMBL program information

and providing analysis of the data to participating cities. This shared database also allows for licence compliance checks by staff of the participating cities.

### ***Bylaw Changes***

#### ***Establish the scheme as an ongoing Program***

The proposed bylaw amendments include changes to remove the provisions identifying the program as a pilot.

#### ***Eligible Businesses***

Staff has reviewed the definition of the current eligible business types and are proposing that the existing definition be modified to include other mobile businesses who may not be directly related to the construction industry however provide similar types of services. The definition of eligible business will be amended to:

**“Inter-municipal Business”** means a trades contractor or other professional related to the construction industry or a contractor who performs maintenance, repair, and/or inspections of land and buildings outside of its Principal Municipality;

### **Financial Impact**

#### ***Revenue Distribution***

The IMBL program is based on an income neutral model amongst participating municipalities using the forecast of projected sales generated from the program against the sales of existing non-resident licences. Total IMBL sales values are distributed on a percentage basis with Richmond realizing 18.86% of total sales in order to be revenue neutral.

Participating Municipality	% of shared revenue
Burnaby	14.37
Delta	9.67
New Westminster	9.34
Richmond	18.86
Surrey	23.46
Vancouver	24.30
Total	100%

Based on Metro West IMBL sales of 2,257 over the year 2014 had Richmond selling 359. Over the period October 1, 2013 to December 31, 2014, the estimated decrease in Non-Resident (Contractor) Business Licenses was 651 Licenses. The net outcome on this model has Richmond realizing a positive \$21,787.

Moving toward an easier administration model and more revenue neutral, staff propose a 90/10 revenue distribution model with the selling municipality retaining 90% of the licence fee and 10% distributed equally amongst the remaining participant municipalities. This method also



permits additional municipalities to join the scheme or the withdrawal of a participating municipality. Under the same scenario of sales, this distribution approach has Richmond realizing a positive value of \$5,595 as opposed to the \$21,787 under the existing model as demonstrated in Appendix 1.

Staff has noted additional sales of Licenses, both IMBL and resident Business Licenses to Richmond contractors participating in this scheme. The growth in Richmond Licenses, both IMBL and Resident, added to the growth of participating municipalities IMBL sales will be offset with further nonresident licenses lost as the program reaches maturity. Overall, there is no material impact expected on Richmond's Licence revenues by participating in this program.

The original agreement required that the revenue collected from IMBL sales be distributed in six month intervals. Staff have found that the given the time and resources necessary to complete this task, distribution on an annual basis is preferred to the biannual practice currently in use.

### Conclusion

After two years of successful operation of the IMBL pilot program in the six partner municipalities, it is recommended that Council authorize staff to enter into a permanent agreement with the cities of New Westminster, Burnaby, Surrey, Vancouver and the Corporation of Delta to participate in an Inter-Municipal Business Licence program as detailed in this report.

As noted previously, in order to participate in the IMBL pilot program Council adopted two bylaws. The first was the *Inter-Municipal Business Licence Agreement Bylaw 9033* and the second was the *Inter-Municipal Business Licence Bylaw 9040*. The first bylaw authorized Richmond's participation in the pilot IMBL and contained a schedule which set the expiry of the agreement as December 31, 2015. The second bylaw defined the conditions for eligibility, set the fee and contained additional regulatory requirements.

If Council accepts the recommendations contained in this report a new *Inter-Municipal Business Licence Agreement Bylaw No. 9493* and the *Inter-Municipal Business Licence Bylaw 9040 Amendment Bylaw No. 9492* would need to be enacted by December 31, 2015 to reflect these changes.

Amendments to Business Regulations require that proposed changes be published as notification of intention. This notification provides an opportunity for those who consider they are affected by the bylaw to make representation to Council. If Council adopts the staff recommendations, notice will be published in a local newspaper to invite written comments which will be compiled for presentation to Council.



W. Glenn McLaughlin  
Special Projects  
(604-276-4136)

- Att. 1: Inter-municipal Business Licence Agreement Bylaw 9493  
2: Inter-municipal Business Licence Bylaw 9040, Amendment Bylaw 9492

## Appendix 1

<i>Existing Program Percentage Based</i>		
Total Sales	2,257 x \$250	\$564,250
Richmond %	X 18.86%	\$106,417
Decrease in Non-Resident Licenses	651 x \$130	(\$84,630)
Net		\$21,787
<i>New Program – Retain 90%</i>		
Total Sales	2,257 x \$250	\$564,250
Richmond 90% Sales	359 x \$250 x 90%	\$80,775
Plus 10% of other Metro West Sales	(2,257-359) x \$250 x 10% / 5	\$9,490
Decrease in Non-Resident Licenses	651 x \$130	(\$84,630)
Net		\$5,595



CITY OF RICHMOND

## ***INTER-MUNICIPAL BUSINESS LICENCE AGREEMENT***

**BYLAW NO. 9493**

EFFECTIVE DATE –



**Inter-municipal Business Licence Agreement Bylaw No. 9493**

A By-law to enter into an agreement among the City of Burnaby, the Corporation of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver (the "Participating Municipalities") regarding an Inter-municipal Business Licence Scheme

THE COUNCIL OF THE CITY OF RICHMOND, in public meeting, enacts as follows:

1. Council hereby authorizes the City to enter into an Agreement with the City of Burnaby, the Corporation of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver, in substantially the form and substance of the Agreement attached to this Bylaw as Schedule A, and also authorizes the Chief Administrative Officer and the General Manager, Corporate and Financial Services to execute the Agreement on behalf of the City, and to deliver it to the Participating Municipalities on such terms and conditions as the Chief Administrative Officer and the General Manager, Finance and Corporate Services deem fit.
2. This Bylaw is cited as "**Inter-municipal Business Licence Agreement Bylaw No. 9493**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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

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

## Schedule A

### Inter-municipal Business Licence Agreement

WHEREAS the City of Burnaby, the Corporation of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver (hereinafter the "*Participating Municipalities*") wish to permit certain categories of Businesses to operate across their jurisdictional boundaries while minimizing the need to obtain a separate municipal business licence in each jurisdiction;

NOW THEREFORE the City of Burnaby, the Corporation of Delta, the City of New Westminster, the City of Richmond, the City of Surrey, and the City of Vancouver agree as follows:

1. The *Participating Municipalities* agree to establish an inter-municipal business licence scheme among the *Participating Municipalities*, pursuant to section 14 of the *Community Charter* and section 192.1 of the *Vancouver Charter*.
2. The *Participating Municipalities* will request their respective municipal Councils to each ratify this Agreement and enact a bylaw to implement a permanent inter-municipal business licence scheme effective January 1, 2016.
3. In this Agreement:

"*Business*" has the meaning in the *Community Charter*;

"*Community Charter*" means the Community Charter, S.B.C. 2003, c. 26;

"*Inter-municipal Business*" means a trades contractor or other professional related to the construction industry or a contractor who performs maintenance, repair, and/or inspections of land and buildings outside of its Principal Municipality;

"*Inter-municipal Business Licence*" means a business licence which authorizes an *Inter-municipal Business* to be carried on within the jurisdictional boundaries of any or all of the *Participating Municipalities*;

"*Inter-municipal Business Licence Bylaw*" means the bylaw adopted by the Council of each *Participating Municipality* to implement the inter-municipal business licence scheme contemplated by this Agreement;

"*Municipal Business Licence*" means a licence or permit, other than an *Inter-municipal Business Licence*, issued by a Participating Municipality that authorizes a *Business* to be carried on within the jurisdictional boundaries of that *Participating Municipality*;

"*Participating Municipality*" means any one of the "*Participating Municipalities*";

"*Person*" has the meaning in the *Interpretation Act*, S.B.C. 1996, c. 238;

“*Premises*” means one or more fixed or permanent locations where the *Person* ordinarily carries on *Business*;

“*Principal Municipality*” means the *Participating Municipality* where a *Business* is located or has *Premises*; and

“*Vancouver Charter*” means the *Vancouver Charter*, S.B.C. 1953 c. 55.

4. Subject to the provisions of the *Inter-municipal Business Licence Bylaw*, the *Participating Municipalities* will permit a *Person* who has obtained an *Inter-municipal Business Licence* to carry on *Business* within any *Participating Municipality* for the term authorized by the *Inter-municipal Business Licence* without obtaining a *Municipal Business Licence* in the other *Participating Municipalities*.
5. A *Principal Municipality* may issue an *Inter-municipal Business Licence* to an applicant if the applicant is an *Inter-municipal Business* and meets the requirements of the *Inter-municipal Business Licence Bylaw*, in addition to the requirements of the *Principal Municipality's* bylaw that applies to a *Municipal Business Licence*.
6. Notwithstanding that a *Person* may hold an *Intermunicipal Business Licence* that would make it unnecessary to obtain a *Municipal Business Licence* in other *Participating Municipalities*, the *Person* must still comply with all other regulations of any municipal business licence bylaw or regulation in addition to any other bylaws that may apply within any jurisdiction in which the *Person* carries on *Business*.
7. An *Inter-municipal Business Licence* must be issued by the *Participating Municipality* in which the applicant maintains *Premises*.
8. The *Participating Municipalities* will require that the holder of an *Inter-municipal Business Licence* also obtain a *Municipal Business Licence* for *Premises* that are maintained by the licence holder within the jurisdiction of the *Participating Municipality*.
9. The *Inter-municipal Business Licence* fee is \$250 and is payable to the *Principal Municipality*.
10. The *Inter-municipal Business Licence* fee is separate from and in addition to any *Municipal Business Licence* fee that may be required by a *Participating Municipality*.
11. Despite section 15, the *Inter-municipal Business Licence* fee will not be pro-rated.
12. The *Participating Municipalities* will distribute revenue generated from *Inter-municipal Business Licence* fees amongst all *Participating Municipalities* based on the *Principal Municipality* retaining 90% of the *Inter-municipal Business Licence* fee and the remaining 10% distributed equally to the remaining *Participating Municipalities*.
13. The *Participating Municipalities* will review the inter-municipal business licence scheme and the revenue sharing formula established by this Agreement from time to time and

- may alter the formula in section 12 by written agreement of all *Participating Municipalities*.
14. The revenue generated from *Inter-Municipal Business Licence Fees* collected from January 1 to December 31 inclusive that is to be distributed to other *Participating Municipalities* in accordance with section 12 will be distributed by February 28 of the year following the year in which fees were collected. The *Participating Municipalities* will designate one municipality, which may change from time to time, to calculate and distribute the revenue generated from *Inter-municipal Business Licence fees*.
  15. The length of term of an *Inter-municipal Business Licence* is twelve (12) months, except that, at the option of a *Principal Municipality*, the length of term of the initial *Inter-municipal Business Licence* issued to an *Inter-municipal Business* in that municipality may be less than twelve (12) months in order to harmonize the expiry date of the *Inter-municipal Business Licence* with the expiry date of the *Municipal Business Licence*.
  16. An *Inter-municipal Business Licence* will be valid within the jurisdictional boundaries of all of the *Participating Municipalities* until its term expires, unless the *Inter-municipal Business Licence* is suspended or cancelled or a *Participating Municipality* withdraws from the inter-municipal business licence scheme among the *Participating Municipalities* in accordance the *Inter-municipal Business Licence Bylaw*.
  17. Each *Participating Municipality* will share a database of *Inter-municipal Business Licences*, which will be available for the use of all *Participating Municipalities*.
  18. Each *Participating Municipality* which issues an *Inter-municipal Business Licence* will promptly update the shared database after the issuance of that licence.
  19. A *Participating Municipality* may exercise the authority of the *Principal Municipality* and suspend an *Inter-municipal Business Licence* in relation to conduct by the holder within the *Participating Municipality* which would give rise to the power to suspend a business licence under the *Community Charter* or *Vancouver Charter* or under the business licence bylaw of the *Participating Municipality*. The suspension will be in effect throughout all of the *Participating Municipalities* and it will be unlawful for the holder to carry on the *Business* authorized by the *Inter-municipal Business Licence* in any *Participating Municipality* for the period of the suspension.
  20. A *Participating Municipality* may exercise the authority of the *Principal Municipality* and cancel an *Inter-municipal Business Licence* in relation to conduct by the holder within the *Participating Municipality* which would give rise to the power to cancel a business licence under the *Community Charter* or *Vancouver Charter* or the business licence bylaw of the *Participating Municipality*. The cancellation will be in effect throughout all of the *Participating Municipalities*.
  21. The cancellation of an *Inter-municipal Business Licence* under section 20 will not affect the authority of a *Participating Municipality* to issue a business licence, other than an *Inter-municipal Business Licence*, to the holder of the cancelled *Inter-municipal Business Licence*.

22. Nothing in this Agreement affects the authority of a *Participating Municipality* to suspend or cancel any business licence issued by that municipality or to enact regulations in respect of any category of *Business* under section 15 of the *Community Charter* or sections 272, 273, 279A, 279A.1, 279B, and 279C of the *Vancouver Charter*.
23. A *Participating Municipality* may, by notice in writing to each of the other *Participating Municipalities*, withdraw from the inter-municipal business licence scheme among the *Participating Municipalities*, and the notice must:
- (a) set out the date on which the withdrawing municipality will no longer recognize the validity within its boundaries of *Inter-municipal Business Licences*, which date must be at least six months from the date of the notice; and
  - (b) include a certified copy of the municipal Council resolution or bylaw authorizing the municipality's withdrawal from the *Inter-municipal Business Licence* scheme.
24. Prior to the effective date of a withdrawal under section 23 of this Agreement, the remaining *Participating Municipalities* may review and enter into an agreement to amend the revenue distribution formula set-out in section 12 of this Agreement.
25. Nothing contained or implied in this Agreement shall fetter in any way the discretion of the Council of the *Participating Municipalities*. Further, nothing contained or implied in this Agreement shall prejudice or affect the *Participating Municipalities'* rights, powers, duties or obligation in the exercise of its functions pursuant to the *Community Charter*, *Vancouver Charter*, or the *Local Government Act*, as amended or replaced from time to time, or act to fetter or otherwise affect the *Participating Municipalities'* discretion, and the rights, powers, duties and obligations under all public and private statutes, bylaws, orders and regulations, which may be, if each *Participating Municipality* so elects, as fully and effectively exercised as if this Agreement had not been executed and delivered by the *Participating Municipalities*.
26. Despite any other provision of this Agreement, an *Inter-municipal Business Licence* granted in accordance with the *Inter-municipal Business Licence Bylaw* does not grant the holder of a licence to operate in any jurisdiction other than within the jurisdictional boundaries of the *Participating Municipalities*. Furthermore, a business licence granted under any other inter-municipal business licence scheme is deemed not to exist for the purposes of this Agreement even if a *Participating Municipality* is a participating member of the other inter-municipal licence scheme.
27. This Agreement may be executed in several counter parts, each of which shall be deemed to be an original. Such counterparts together shall constitute one and the same instrument, notwithstanding that all of the *Participating Municipalities* are not signatories to the original or the same counterpart.



**SIGNED AND DELIVERED** on behalf of the *Participating Municipalities*, the Councils of each of which has, by bylaw, ratified this Agreement and authorized their signatures to sign on behalf of the respective Councils, on the dates indicated below.

**CITY OF BURNABY**

Clerk \_\_\_\_\_

Date \_\_\_\_\_

**CORPORATION OF DELTA**

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

Date \_\_\_\_\_

**CITY OF NEW WESTMINSTER**

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

Date \_\_\_\_\_

**CITY OF RICHMOND**

Chief Administrative Officer \_\_\_\_\_

General Manager, Finance  
and Corporate Services \_\_\_\_\_

Date \_\_\_\_\_

**CITY OF SURREY**

Mayor \_\_\_\_\_

Clerk \_\_\_\_\_

Date \_\_\_\_\_

**CITY OF VANCOUVER**

Director of Legal Services \_\_\_\_\_

Date \_\_\_\_\_



# City of Richmond

## Bylaw 9492

### Inter-municipal Business Licence Bylaw No. 9040, Amendment Bylaw No. 9492

The Council of the City of Richmond enacts as follows:

1. Inter-municipal Licence Bylaw No. 9040 as amended is further amended by:
  - a. Repealing section 2 and marking it as "REPEALED";
  - b. Deleting the definition of **Inter-municipal Business**, and substituting the following:
 

"**Inter-municipal Business**" means a trades contractor or other professional related to the construction industry or a contractor who performs maintenance, repair, and/or inspections of land and buildings outside of its *Principal Municipality*";
  - c. Deleting section 11 and substituting the following:
 

"11. Despite section 12 the *Inter-municipal Business Licence* fee will not be prorated."
  - d. Deleting Section 12 and substituting the following:
 

"12. The length of term of an *Inter-municipal Business Licence* is twelve (12) months, except that at the option of a *Participating Municipality*, the length of term of the initial *Inter-municipal Business Licence* issued to an *Inter-municipal Business* in that municipality may be less than twelve (12) months in order to harmonize the expiry date of the *Inter-municipal Business Licence* with the expiry date of the *Municipal Business Licence*."
2. This Bylaw shall come into force and take effect on the 1<sup>st</sup> day of January, 2016.
3. This Bylaw is cited as "**Inter-Municipal Business Licence Bylaw No. 9040, Amendment Bylaw No. 9492**".

FIRST READING

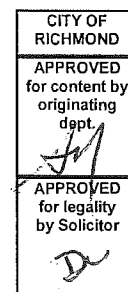
SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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





# City of Richmond


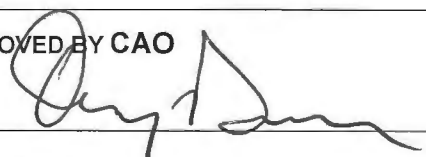
## Report to Committee

**To:** General Purposes Committee  
**From:** Phyllis L. Carlyle  
General Manager, Law and Community Safety  
**Re:** **Soil Management in the Agricultural Land Reserve**  
**Date:** October 19, 2015  
**File:** 12-8060-01/2015-Vol 01

### Staff Recommendation

1. That the staff report titled "Soil Management in the Agricultural Land Reserve", dated October 19, 2015, from the General Manager, Law and Community Safety, be received for information.
2. That the Soil Fill Deposit Regulation Bylaw No. 8094, Amendment Bylaw No. 9002 be introduced and given first, second and third readings; and
3. That the Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9003 be introduced and given first, second, and third readings.

  
Phyllis L. Carlyle  
General Manager, Law & Community Safety  
(604-247-4104)

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

## Staff Report

### Origin

This report provides information on the following Council resolution made at the April 27, 2015 Council meeting:

*That staff report titled Soil Management in the Agricultural Land Reserve, dated April 16, 2015, from the General Manager, Law and Community Safety, and the proposed Soil Removal and Fill Deposit Regulation Bylaw No. 8094, Amendment Bylaw No. 9002 and Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9003 be provided to the Agricultural Advisory Committee for comment.*

This report supports Council's 2014-2018 Term Goal #1 A Safe Community:

*Maintain emphasis on community safety to ensure Richmond continues to be a safe community.*

*1.1 Policy and service models that reflect Richmond-specific needs.*

### Analysis

#### Agricultural Advisory Committee

On May 21, 2015 the Manger of Community Bylaws provided background information to the Agricultural Advisory Committee (AAC) and a summary of the proposed amendments to the Soil Removal and Fill Deposit Regulation Bylaw No. 8094 and Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122.

In providing context, the AAC were advised during the meeting that:

- a ticket (adjudication violation notice) for non-compliance would in many cases be issued to the offending driver of the vehicle;
- past enforcement experience has proven that ticketing the driver was one of the most effective ways to dissuade present and future soil violations;
- land owners would be ticketed where evidence supported a violation, the charge was applicable under the circumstances, and there was a likelihood of conviction; and
- Bylaw Officers would consider ticketing both the property owner and vehicle driver when appropriate and practical.

As a result of the discussion, the AAC carried the following motion unanimously:

1. *That the recommendations in the staff report date April 16, 2015 be supported as presented; and*

2. *Violation notices (tickets) be duplicated and issued to the land owners.*

### Proposed Bylaw Amendments

Soil Removal and Fill Deposit Regulation Bylaw No. 8094, Amendment Bylaw No. 9002 (“Bylaw 9002”) and Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9003 (“Bylaw 9003”) (Attachments 1 and 2), would introduce ticketing for illegal soil removal and deposit activities; this would permit the City to further investigate, enforce and penalize contraventions of soil removal and deposit requirements under the City’s bylaw.

Proposed Amendment Bylaw 9002 includes the following clarification and additions:

- a) A clarification that an application fee under the Bylaw 8904 is required in addition to the prescribed application fee under the *Agricultural Land Commission Act*.
- b) To assist Community Bylaw Officers in their investigative duties, an addition to the bylaw would require that a driver or alleged violator provide their name, address or valid photo identification. Currently, there are no provisions in the bylaw that require this cooperation; without this authority, the ability for Bylaw Officers to conduct timely soil investigations has been hampered.
- c) The offences and penalties section of Bylaw 8094 is amended to permit violation tickets to be issued for non-compliance with certain provisions in Bylaw 8094, including requirements under a permit process.

Proposed Bylaw 9003 sets out the amount of the penalties for violation tickets which range from \$175.00 to \$525.00. Currently, the City is only able to pursue violations of Bylaw 8094 through Provincial Court prosecution, which remains a lengthy and expensive process.

### Recent Information on Soil Enforcement

#### Soil Watch

The City’s Soil Watch program, which was implemented on January 29, 2013, continues to provide a portal to report soil violations in the Agricultural Land Reserve (ALR). The program has raised awareness regarding soil offences in the community and assists staff with identifying violations.

Complaints of Illegal Soil Fill		
2013	2014	2015
42	26	25*

\*to end of September

In 2015, with the additional funds Council approved, the City contracted the services of an agrologist. The agrologist is assisting in streamlining the permit process, monitoring soil sites for illegal activity and identifying contaminated soil areas.

The Agricultural Land Commission


Previously, the AAC had expressed to Council that the Committee was opposed to any type of soil permitting system in the ALR. Recently, the BC Ministry of Agriculture has suggested the City act as an agent for the Agricultural Land Commission. In the past, the ALC advised that the City would have to abide by the ALC's policies if Council assumed the ALC's responsibility in relation to activity in the ALR. On October 7, 2013 the option of acting as an agent for the ALC was presented to Council.

**Financial Impact**

None.

**Conclusion**

This report provides information on the proposed recommendations for amendments to the current Soil Removal and Fill Deposit Regulation Bylaw No. 8094 and the Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122 that would introduce an ability to ticket offenders and have those tickets addressed through the adjudication program, rather than the courts. The adoption of the amendment bylaws will not only address many of the identified soil deposit concerns, but also balance the needs of the different communities of interest in the ALR lands. Staff is recommending adoption of these bylaw amendments.



Edward Warzel  
Manager, Community Bylaws  
(604-247-4601)

Att. 1: Amendment Bylaw No. 9002  
2: Amendment Bylaw No. 9003

(EBW) :ew



**Soil Removal and Fill Deposit Regulation Bylaw No. 8094,  
Amendment Bylaw No. 9002**

The Council of the City of Richmond enacts as follows:

1. Soil Removal and Fill Deposit Regulation Bylaw No. 8094, as amended, is further amended:

- (a) by deleting paragraph 4.1.1(a) and substituting the following:

“(a) a non-refundable application fee of Six Hundred Dollars (\$600) for the purposes of the **permit** application under this bylaw, together with the prescribed application fee under the *Agricultural Land Commission Act*.

- (b) by adding the following after section 5.1.2:

**“5.2 Identification**

5.2.1 Upon request by the **Manager** or a **City** Bylaw Enforcement Officer:

- (a) the driver or operator of a vehicle or any equipment being used for **deposit** or **removal** activity, or the person in charge of the vehicle or equipment, shall provide his or her full name and current address (including photo identification to verify this information), the full name and current address of the owner of the vehicle or equipment, the full name and current address of the person directing the **deposit** or **removal** activity, and the addresses of the **parcel** or **parcels** to or from which the **deposit** or **removal** is being transported; and
    - (b) a person who has allegedly contravened any provision of this bylaw shall provide his or her full name and current address and photo identification to verify this information.”

- (c) by adding the following after section 7.1.1:

“7.1.2 A violation of any of the provisions identified in this bylaw shall result in liability for penalties and late payment amounts established in Schedule A of the Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122.

- 7.1.3 A violation of any of the provisions identified in this bylaw shall be subject to the procedures, restrictions, limits, obligations and rights established in the Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122 in accordance with the *Local Government Bylaw Notice Enforcement Act, SBC 2003, c.60.*"

2. This Bylaw is cited as **"Soil Removal and Fill Deposit Regulation Bylaw No. 8094, Amendment Bylaw No. 9002"**.

FIRST READING

SECOND READING

THIRD READING

MINISTER APPROVALS

ADOPTED

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

\_\_\_\_\_  
MAYOR

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





**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122,  
Amendment Bylaw No. 9003**

The Council of the City of Richmond enacts as follows:

1. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended at Part One – Application by adding the following after section 1.1(l):  
  
“(n) Soil Removal and Fill Deposit Regulation Bylaw 8094, as amended,”
2. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by adding to the end of the table in Schedule A of Bylaw No. 8122 the content of the table in Schedule A attached to and forming part of this bylaw.
3. This Bylaw is cited as **“Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9003.”**

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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

CITY OF RICHMOND
APPROVED for content by originating Division <i>E.W.</i>
APPROVED for legality by Solicitor <i>D.</i>

**SCHEDULE A to BYLAW NO. 9003****SCHEDULE A to BYLAW NO. 8122****Designated Bylaw Contraventions and Corresponding Penalties**

A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
			n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
Soil Removal and Fill Deposit Regulation Bylaw 8094 (2007)	Soil deposit or removal without valid permit	3.1.2	No	\$ 500.00	\$ 475.00	\$ 525.00	n/a
	Not complying with term or condition of permit	3.1.2	No	\$500.00	\$475.00	\$525.00	n/a
	Deposit or remove soil or fill between the hours of 8:00 p.m. and 7:00 a.m.	5.1.1(a)	No	\$500.00	\$ 475.00	\$ 525.00	n/a
	Deposit or remove soil or fill on a Sunday or any statutory holiday	5.1.1(b)	No	\$500.00	\$ 475.00	\$ 525.00	n/a
	Failing to properly license and insure vehicle used for hauling soil or fill	5.1.1(c)	No	\$200.00	\$175.00	\$225.00	n/a
	Failing to cover soil or fill to prevent blowing or falling from vehicle	5.1.1(d)	No	\$300.00	\$275.00	\$325.00	n/a
	Failing to repair damage to drainage, watercourse, highway or other property	5.1.1(e)	No	\$500.00	\$ 475.00	\$ 525.00	n/a

A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
	Failing to keep drainage or watercourse free of soil or fill	5.1.1(f)	No	\$500.00	\$ 475.00	\$ 525.00	n/a
	Removal or deposit greater than 0.5 metre within 2.5 metre of utility pole, pipeline, structure or highway without approval	5.1.1(g)	No	\$500.00	\$475.00	\$525.00	n/a
	Removal or deposit soil or fill on highway, statutory right-of-way or easement without permission	5.1.1 (h)	No	\$500.00	\$ 475.00	\$ 525.00	n/a
	Failure to remove temporary structures	5.1.1 (i)	No	\$200.00	\$175.00	\$225.00	n/a
	Failure to adequately fence or protect hazards	5.1.1 (j)	No	\$500.00	\$ 475.00	\$ 525.00	n/a
	Failure to protect from erosion, collapse, or run-off water or mud	5.1.1 (k)	No	\$300.00	\$275.00	\$325.00	n/a
	Stockpiling soil or fill other than location in permit or causing damage or nuisance	5.1.1 (l)	No	\$300.00	\$275.00	\$325.00	n/a
	Allow soil to encroach, undermine, damage or endanger adjacent property or setback area	5.1.1 (m)	No	\$400.00	\$375.00	\$425.00	n/a

A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
	Driver fail to provide required information	5.2.1(a)	No	\$200.00	\$175.00	\$225.00	n/a
	Person fail to provide name, address or photo identification	5.2.1(b)	No	\$200.00	\$175.00	\$225.00	n/a
	Prevent or obstruct entry by Manager	6.1.2	No	\$500.00	\$ 475.00	\$ 525.00	n/a
	Failure to comply with notice of non-compliance	6.2.1	No	\$500.00	\$ 475.00	\$ 525.00	n/a



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** October 19, 2015

**From:** John Irving, P. Eng., MPA,  
Director, Engineering

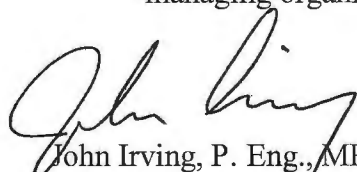
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Vol 01

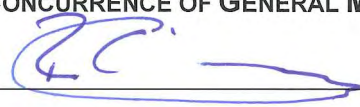


**Re:** **Odour Management from Organic Waste Management Facilities in Richmond and Surrounding Areas**

### Staff Recommendation

That:

1. Staff continue to monitor odour issues and work with Harvest Power and Metro Vancouver to develop durable odour mitigation strategies.
2. A letter be sent to the Metro Vancouver Board expressing the City's concerns regarding current air quality from local organic waste management facilities and requesting that it investigate the feasibility of implementing an organics management odour control regulation for composting facilities regionally.
3. A letter be sent to the Metro Vancouver Board requesting that it consider a requirement that member municipalities be limited to disposing organic waste at facilities with air quality permits or approvals.
4. A letter be sent to the BC Minister of Environment requesting that Operational Certificates regulating air emissions and odours be required for existing and new facilities managing organic waste.

  
John Irving, P. Eng., MPA,  
Director, Engineering  
(604-276-4140)

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

## Staff Report

### Origin

This report is intended to provide Council background and contextual information regarding the recent increase in odour complaints, especially as they relate to commercial composting activities in the City, and an update on the Air Quality Permitting process for Harvest Power.

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.*

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.*

### Background

#### Regulatory Agency

Metro Vancouver has delegated authority from the Province, under the Environmental Management Act, to provide the service of air pollution control and air quality management by controlling the discharge of air contaminants through bylaws adopted by the Greater Vancouver Regional District Board. Metro Vancouver also regulates the management of organic waste through permits; municipally-operated waste management operations are an exemption and are regulated by the BC Ministry of the Environment. Operational Certificates are tools similar to Permits that are issued by the Province to regulate the operations of prescribed industries, in order to assure responsible management of discharges to the environment, including for air emissions. Major organic waste management facilities in operation in or near Richmond include: Harvest Power (currently operating as Harvest Fraser Richmond Organics, Ltd), the City of Vancouver's Kent transfer station (Vancouver), the Vancouver Landfill (Delta), Enviro-Smart Organics Ltd. (Delta) and Revolution Resource Recovery (Vancouver).

#### Harvest Power Odour Management

Locally, Harvest Power has been operating a compost, soil recycling, and biofuel energy production facility at 7028 York Road for several years. The operation of the green waste processing facility has held a Composting Facility License since 1997. The operation includes open row composting of mixed organic wastes (soils, lawn waste, and food scraps) and enclosed digestion of high-calorie organic wastes (residential and commercial food scraps) for the production of biogas that is in turn burned to generate electricity (the "Energy Garden"). To meet regional landfill diversion targets, Harvest Power recently started receiving packaged organic materials (e.g. canned goods, packed meats, etc.). Harvest Power has been receiving organic materials collected by the City of Richmond since it started recycling organic waste, initially with yard trimmings then growing to include organics. The City's current agreement

with Harvest Power is valid through to June 30, 2019; the City has options for two additional terms of sixty months each.

Harvest Power was given an Air Quality Permit in 2013, pursuant to the *Greater Vancouver Regional District Air Quality Management Bylaw No. 1082*, after a lengthy and iterative process which included input from the City and consultation with Metro Vancouver engineers and subject experts. The Permit identifies sources of odour and other air pollutants, identifies standards for various regulated parameters (nitrogen oxides, particulates, volatile organic compounds, etc.) and sets out a monitoring system to assure compliance. The initial permit expired in June 2015, however, a temporary Approval was granted by Metro Vancouver. This effectively extends the conditions of the original permit until December 31, 2015 to provide Harvest Power and Metro Vancouver an opportunity to continue to collect data, revise their Permit and work to address issues that may arise. When permits are issued, stakeholders and the public are invited to provide feedback on proposed conditions of the permit.

Under the conditions of the permit, odours are generally controlled through biofilter technology. These are bodies of organic media supporting microbes that metabolize the odourous compounds of the air passed through them, and reduce odour by an order of magnitude or more. Combined with adequate dispersion, biofilters can manage most odours effectively. Some operations are enclosed; waste feedstock for the Energy Garden biodigesters is managed in an enclosed building where exhaust air passes through scrubbers to reduce or remove odours. During the existing permit period, according to Metro Vancouver it is believed that odour complaints may have been received when the biofilters are degraded, either through overheating or contamination by ammonia, which upsets the organic balance in the filter media.

In the past, odour complaints linked to Harvest Power have increased when broadcast or print media draws attention to the operation. In some cases, a portion of the complaints are not attributed to Harvest operations, but to other sources in the area, such as farming practices or issues related to sewer treatment plants. Previous spikes in complaints have occurred in the early fall, which Metro Vancouver attributes to weather conditions that prevent the dissipation of odours. Fall weather is typically defined by frequent temperature inversions and calm winds; the same conditions that create foggy conditions at ground level. These weather conditions have been persistent in Richmond this year, bringing a peak in odours and complaints.

#### Odour Complaint Management

As air quality permit issuance is through Metro Vancouver, Metro Vancouver is responsible for receiving and responding to odour complaints. When receiving a complaint, Metro Vancouver staff will forward the anonymized complaint to the most likely source. The City also receives complaints directly through various channels. When arriving at Front of House or the City Switchboard, customers are instructed to direct their complaint to the Metro Vancouver 24-hour Air Quality Complaints phone line and/or the online Air Quality Complaints Form. If customers desire more feedback from the City, they are generally put in contact with Environmental Sustainability staff, who are more able to explain the technicalities of the concern and direct the complaint to be more effective. If multiple complaints are received in a short period of time, City staff contact Metro Vancouver Regulation & Enforcement staff to assure that complaints are being registered and to determine what specific actions are being taken by Metro Vancouver regulatory staff.

Harvest Power tracks complaints that they receive from Metro Vancouver and others sources, and provides a monthly report to Metro Vancouver and the City of Richmond. Harvest Power manages a “Progressive Odour Management Plan” which involves a review of complaints received. Complaints received are characterised as “likely” or “not likely” to be a result of their operations; weather and wind conditions are reviewed during this analysis. As part of this, Harvest undertakes air dispersion modelling to help determine the impact of weather conditions on odour travel and to aid in identifying potential site sources to focus on. The last report received by the City was on August 14, 2015, covering the time up to July 31, 2015.

## **Analysis**

### Recent Issues and Short Term Actions at Harvest Power

Harvest Power has occasionally had challenges meeting their odour targets over the years. In particular, this has been an issue when the Energy Garden was introduced as well as when the recent ban on food scraps disposal identified in Metro Vancouver’s Integrated Solid Waste and Resource Recovery Management Plan led to an overall increase in waste being received at the facility. Recently reported anomalous issues or process changes include:

- **Packaged Organic Waste:** Harvest Power reports that they have been accepting some packaged organic material to be processed in the Energy Garden. Initially, packaging was manually depackaged; this slow process has resulted in longer than expected on-site storage. Harvest Power is currently in the process of permitting and commissioning covered automated ‘depacking’ equipment which will decrease storage times. The new system also includes leachate management recovery.
- **Biodigesters:** In January, Harvest Power cleaned their biodigesters as a maintenance procedure, but had difficulties in restoring the system’s biogas scrubbers. Harvest Power reports that the repairs have now been completed and they expect that the system should be fully operational.
- **Biofilter:** Harvest Power reported that they have one underperforming biofilter on site that is scheduled to be replaced in October, 2015. It is Metro Vancouver’s and the City’s experience that complaints decrease after the biofilter media has been changed.

Staff most recently met with Harvest Power on October 8<sup>th</sup> to discuss concerns and solutions. As a short term response, Harvest Power agreed to add more wood chips to the compost piles, reduce pile height, and increase the turnaround time for scheduled windrow biofilters. These measures, in addition to the resolved issues listed above, should lead to reduced odour complaints. Longer term, the City will have opportunities to comment through the permit renewal process, described below. Long term, covering options of the operations or limiting the amount of waste handled on the site may be required.

### Regulation of Other Regional Composting Facilities

Other facilities may be causing detectable odour issues in Richmond. Of all the facilities listed in this report (Harvest Power, Vancouver Kent Transfer Station, Vancouver Landfill, Enviro-Smart and Revolution), only Harvest Power operates under a Metro Vancouver air quality permit. The City of Vancouver facilities are exempt from Metro Vancouver air permitting, but are regulated by the provincial Ministry of the Environment. The Vancouver Landfill operates



under an Operational Certificate but the conditions do not address air quality or odour management. Vancouver's Kent Yard site does not have an operational certificate that regulates odours as well. It is our understanding that Enviro-Smart currently does not have an air quality permit. Metro Vancouver has been pursuing this matter with the operator. Some regional municipalities currently haul organic waste to private sector facilities that do not have air quality permits.

Metro Vancouver advises that while it is still possible that odours from these facilities are detected in Richmond, the majority of "compost" odour complaints in Richmond that are investigated by Metro Vancouver are suspected to trace back to Harvest Power. Despite this fact, there is a disparity regionally in how these facilities are regulated for air quality and until such time that all facilities are operating under the same odour management requirements, it will be difficult to ascertain odour sources and implement appropriate corrective measures. For this reason, a recommendation is included in this report for Council to request that the Metro Vancouver Board consider a requirement that member municipalities be limited to hauling or managing organic waste at facilities with air quality permits or Approvals pursuant to the *Greater Vancouver Regional District Air Quality Management Bylaw*, or operating under an Operational Certificate from the BC Ministry of Environment that regulates air emissions and odours for municipal facilities.

#### Metro Vancouver Permitting Process and Harvest Power Permit Review

Harvest Power is currently operating under an Approval from Metro Vancouver. The short term Approval provides Harvest Power and Metro Vancouver with the necessary time to develop a new Air Quality Permit. Technical details of the new permit application are currently being reviewed by Metro Vancouver. Although the current Approval expires on December 31, 2015, an extension may be granted if the permitting process cannot be completed by that date. The number of complaints is an important input into the permitting process, allowing Metro Vancouver to negotiate more stringent odour management measures.

Permit applications of this type are subject to the provincial *Public Notification Regulation*. The details of the public consultation in regards to the new Permit have not yet been determined, however Metro Vancouver have indicated that local newspaper notices and direct engagement of stakeholders (including the City of Richmond and people who have registered complaints through the Metro Vancouver complaints system) will be included in the review. A public meeting, intended to give the proponent an opportunity to explain their compliance plan to the public, is possible but has not been confirmed at this time. Staff are prepared to engage in this process and will bring a report forward summarizing key concerns and priorities for the City.

#### **Financial Impact**

None.

#### **Conclusion**

An increase of odour complaints has been noted by the City and Metro Vancouver. Staff met with both Harvest Power and Metro Vancouver staff to better understand current issues and to identify solutions. Harvest Power has committed to some immediate and on-going changes in

their operations to address the City's concerns. Metro Vancouver is currently reviewing a draft air quality permit recently submitted by Harvest Power. The City and members of the public will have an opportunity to provide input on the permit in late 2015 or early 2016. Staff analysis also revealed that similar organic waste management facilities in the region do not have air quality permits or operational certificates, in the case of municipal facilities, that regulate air quality and odours. Staff recommend that letters be sent to both Metro Vancouver and the BC Ministry of Environment requesting that these facilities be regulated for air quality. City staff will continue to monitor odour complaints and work closely with Harvest Power, Metro Vancouver and the province to address and mitigate odour concerns. Staff will also continue to direct public complaints to Metro Vancouver since complaint frequency is a factor considered at the time of air quality permit review.



Peter Russell  
Senior Manager, Sustainability and District Energy  
(604-276-4130)

PR:pj



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Tom Stewart, ASCT.  
Director, Public Works Operations  
**Date:** October 25, 2015  
**File:** 10-6370-10-01/2015-  
Vol 01  
**Re:** **National Zero Waste Council – Food Waste Reduction Federal Tax Incentive Proposal**

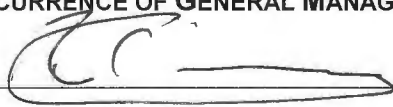

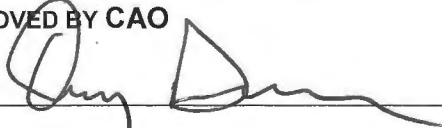
### Staff Recommendation

That the following resolution be adopted and forwarded to the Federation of Canadian Municipalities (FCM) for consideration at FCM's upcoming Annual General Meeting:

BE IT RESOLVED that the City of Richmond supports the National Zero Waste Council's food waste reduction federal tax incentive proposal and urges the Government of Canada to implement tax incentives for food producers, suppliers and retailers to donate unsold edible food.

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

Att. 3

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 
APPROVED BY CAO 	

## Staff Report

### Origin

The National Zero Waste Council is seeking support from their members and supporters for a federal tax incentive to reduce food waste (see Attachment 1). The proposed tax incentive would offer businesses a simple tax credit linked to the fair-market value of food donated to charities. This initiative would help promote diversion of food waste from landfills, providing a variety of economic, environmental and social benefits.

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

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

4.2. *Innovative projects and initiatives to advance sustainability.*

### Analysis

#### About the National Zero Waste Council

The National Zero Waste Council, chaired by Mayor Malcolm Brodie, is a cross-sector leadership initiative bringing together governments, businesses, and non-government organizations to advance a national waste prevention and reduction agenda in Canada. With a focus on influencing behavior and improving product design and packaging, the National Zero Waste Council aims to unite efforts in waste prevention and drive a fundamental shift in our relationship with waste.

#### Proposed Tax Incentive

The purpose of the proposal from the National Zero Waste Council is to encourage the federal government to introduce a tax incentive to encourage businesses to donate food, thereby keeping edible food out of the waste stream.

It is estimated that 40% or 170,000 tonnes of edible food, equivalent to 300 million meals, is disposed of in landfills every year. Production, shipping and lost market value tied to this waste is estimated to be in excess of \$31 billion. Producers and suppliers account for half of the waste and these businesses often end up paying more to donate food than it costs to dispose of the excess. Environmentally, organic waste, largely food, produces 3% of Canada's greenhouse gas emissions. Therefore, any initiative which helps to divert edible food from landfills or disposal streams can help reduce greenhouse gas emissions. A Metro Vancouver study estimated that a tax credit for food donations could reduce emissions by an amount equal to removing 275,000 cars from the road.

Under the proposed tax incentive plan, businesses would be offered a tax credit linked to the fair-market value of food donated to charities serving Canadian households. Eligible recipients of donations would be charitable, food community organizations including food banks, shelters,



community kitchens, etc. It is estimated that the food industry could reduce its operating costs by 15%-20% by reducing food waste. Socially, donated food would help to bring food and nutrition to food-insecure households, thereby helping to improve public health.

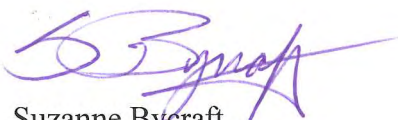
This initiative would also support the recent food waste disposal ban at regional facilities, implemented by Metro Vancouver in a staged fashion, commencing January, 2015.

### **Financial Impact**

None.

### **Conclusion**

The National Zero Waste Council's food waste reduction federal tax incentive proposal offers economic, financial and social benefits, and therefore aligns with the City's overall sustainability agenda. It is recommended that the proposal be supported and that this resolution be forwarded to the Federation of Canadian Municipalities (FCM), requesting that the FCM urge the government of Canada to implement tax incentives for food producers, suppliers and retailers to donate unsold, edible food and that this resolution be considered at FCM's upcoming Annual General Meeting.



Suzanne Bycraft  
Manager, Fleet and Environmental Programs  
(604-233-3338)

SJB:

- Att. 1: National Zero Waste Council Draft Resolution Letter
- Att. 2: National Zero Waste Council Webpage – Food Working Group
- Att. 3: National Zero Waste Council Tax Incentive for Food Donations, Briefing, Fall 2015



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Canada united in the achievement of zero waste, now and for future generations

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### **Draft Member's Motion**

#### **Recommendations**

Councillor [NAME],

Seconded by Councillor [NAME],

#### **Recommends that:**

1. Mayor and Council support the National Zero Waste Council's food waste reduction federal tax incentive proposal and urge the Government of Canada to implement tax incentives for food producers, suppliers and retailers to donate unsold edible food, thereby, reducing unnecessary food waste, decreasing disposal cost to municipalities, reducing the environmental impact of food waste and addressing the issue of hunger and poverty in our communities.
2. Mayor and Council forward this resolution to the Federation of Canadian Municipalities (FCM), requesting that FCM urge the Government of Canada to implement tax incentives for food producers, suppliers and retailers to donate unsold edible food and that this resolution be considered at FCM's upcoming Annual General Meeting.

#### **Summary**

It has been estimated that up to 40% of the food produced is lost along the value chain, with much of it finding its way to landfill or composting instead of ending up as nourishment ([Provision Coalition, 2014 via National Zero Waste Food Working Group](#)). The value estimated for food waste across Canada is \$31 billion dollars, or 2% of the Canadian Gross Domestic Product ([Cost of Canada's Annual Food Waste, Gooch, 2014](#)).

It is estimated that one in eight Canadians struggle to put food on the table ([Second Harvest, 2015](#)). Nutrition and food security are among the top four indicators of health in Canada, with limited access to nutritious, affordable food linked to poor health ([What Makes Us Sick, 2013](#))

Although waste arises at all stages of the food supply chain the most significant gains for food waste reduction lie in food manufacturing, retail and with consumers, with the causes of food waste ranging from limitations of technology with respect to equipment and packaging, to the behaviour and risk perception ([Provision Coalition, 2014 via National Zero Waste Food Working Group](#)).

A major policy report published in October by the Ontario Waste Management Association and national partners recommended "tax incentives and ...government procurement policies to avoid the creation of food waste through mechanisms like food donation programs." ([Rethink Organic Waste: A circular strategy for organics](#)).

More follows.../

**Attachment 1 (cont'd)**

The tax incentive proposed would not address the systemic causes of poverty and food insecurity; rather, it is one of a suite of tools needed to address the growing problem of food waste, which would also alleviate suffering.

## Food Working Group

- National Zero Waste Council

- Food

Preventing food waste is a huge opportunity for Canada's economy and efforts to reduce poverty. The wasting of edible food costs us at least \$31 billion every year, in production, shipping and lost market value, according to research by VCM International (2014). Organic waste, largely food, produces 3% of Canada's greenhouse gas emissions (half that of the oil, gas and mining sector). This hurts our economy, municipalities and environment. The impacts of this waste, however, are most keenly felt by food charities and those they serve: some of the 1.1 million Canadian households with moderate to severe food insecurity.

Inefficiencies in the supply chain account for about half of all food waste in this country; consumers account for the rest. Causes run the gamut from technological limitations in equipment and packaging to risk perception and wasteful behaviour among employees, managers and consumers, according to Provision Coalition (2014).

Studies also show that collaborative approaches across different sectors – by managers, employees, suppliers, service providers, consumers, food banks, regulators, etc. – produce the best results in reducing food waste. These can take the form of education, information-sharing, pilot studies and advocacy for legislative and regulatory reform, among other approaches.

With this in mind, the National Zero Waste Council's Food Working Group brings together representatives of key sectors to collaborate in the development of policies, actions and harmonized approaches that address "avoidable" food waste, nationally. This includes recent advocacy for a federal government tax incentive to encourage the donation of larger volumes of edible food to charities offering public assistance.

### Tax incentive to prevent food waste

In October 2015, members of the National Zero Waste Council began advocating for a federal tax incentive to encourage businesses to donate more edible food to charitable organizations.

The aim is to divert larger volumes of edible food from the waste stream, nationwide. Diverting organic waste from landfills is a priority for many local governments, and edible food remains a major part of this. The equivalent of 300 million meals wind up in Canadian landfills every year. About 40% of this is generated by producers and suppliers, at a significant cost to cities and towns; our environment, particularly with respect to GHG emissions from landfills with high organic content; and Canadian citizens, where nearly 1.6 million Canadian households currently suffer from food insecurity.



**Attachment 2 (cont'd)****How can you help?**

**Municipal members and supporters:** Please speak to your municipal council about taking forward a resolution that supports a tax incentive for businesses looking to donate edible food. In the fall of 2015, the City of Toronto and other municipalities across Canada are expected to approve resolutions calling on the federal government to introduce such an incentive. A draft motion along with a briefing note are provided for local governments to use at their discretion.

- [Tax incentive issues brief](#)
- [Summary of research on tax incentive options](#)
- [Draft municipal resolution](#)

**Business and community members and supporters:** Please read the draft motion and briefing note. The [executive summary of a Conference Board of Canada report \(May 2015\)](#) provides further background. You may want to discuss this initiative with employees, and promote the tax incentive proposal through your networks. Please see our [frequently asked questions](#) for more information, or contact [denise.philippe@metrovancover.org](mailto:denise.philippe@metrovancover.org) or [james.boothroyd@metrovancover.org](mailto:james.boothroyd@metrovancover.org)

- **WORKING GROUP MEMBERS**

- **Mike Layton**, Councillor, City of Toronto (Co-lead)
- **Allen Lynch**, Representative, Solid Waste Association of North America (Co-lead)
- **Michael Goeres**, Executive Director, Canada Council of Ministers of the Environment, Manager of Solid Waste Resources (Acting), Halifax Regional Municipality
- **Andrew Marr**, Senior Engineer, Solid Waste Services, Metro Vancouver
- **Maryam Mofidpoor**, Environmental Management Officer, Waste Prevention Section, Environmental Standards Branch, BC Ministry of Environment
- **Annette Synowiec**, Waste Management Planning, Solid Waste Management Services, City of Toronto
- **Shawn Pegg**, Senior Policy Advisor, Food Banks Canada
- **Philippe Ozga**, Senior Manager of Government Relations Food Banks Canada
- **Marie-Claude Bacon**, Senior Director, Corporate Affairs Department Metro Richelieu Inc.



# A TAX INCENTIVE TO PREVENT FOOD WASTE IN CANADA

ISSUES BRIEF | FALL 2015

**Purpose:** Provide a rationale for the federal government to introduce a tax incentive to divert thousands of tonnes of edible food away from landfills to food-insecure households.

**Problem:** About 170,000 tonnes of edible food—equivalent to about 300 million meals—wind up in Canadian landfills every year. Production, shipping and lost market value tied to this waste costs between \$31–\$107 billion.<sup>1</sup> Producers and suppliers account for half of the waste. These businesses often pay more to donate food than to throw it out. This hurts our economy, municipalities and the environment. Organic waste, largely food, produces 3% of Canada's greenhouse gas emissions—half that of the oil, gas and mining sector. The impacts of this waste are felt by food charities, which experience shortages, and those they serve, including, 1.1 million households with moderate to severe food insecurity.

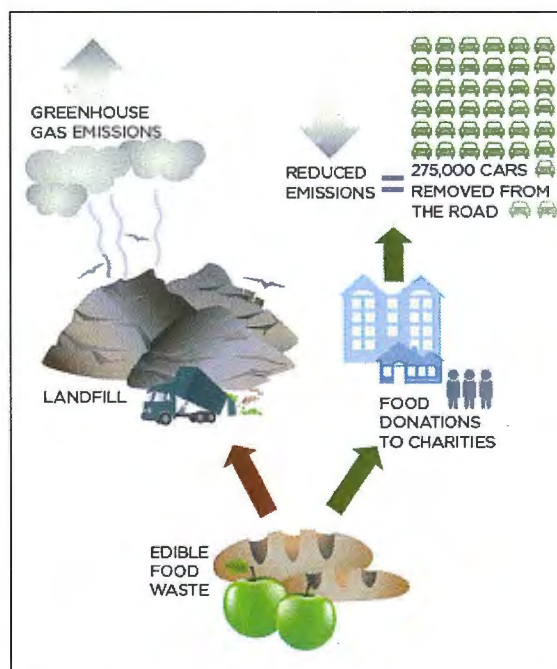
**Solution:** Offer businesses a simple tax credit linked to the fair-market value of food donated to charities serving Canadian households in need.

**How It works:** The cost of manufactured goods is used as the basis for the tax incentive. Food donors report only the cost of goods as income. They are then permitted to deduct the cost of donated items, plus half the unrealized appreciation (mark-up based on fair market value), up to twice the cost of the food donated (see examples).<sup>2</sup> Eligible recipients of donations are charitable, food community organizations including food banks, shelters, community kitchens, etc.

**Effectiveness and efficiency:** According to the Conference Board of Canada, a tax credit based on the cost of food manufactured would be the most effective and efficient, as it would appeal to businesses and divert large volumes of food from the waste stream. Charities would ensure that the donated food reaches those in need.

**Economic benefits:** A recent study estimates that our food industry could reduce its operating costs by 15% – 20% by reducing food waste. Cities would cut food waste management costs by an estimated \$41.5 million per year. Costs to the public purse would be lowered, as health and education outcomes associated with improvements to food security rise. The broader economy would also save money, owing to lower consumption of water and other resources, used in production and storage, and greater food security.

**Environmental benefits:** Improved land, air and water quality would result from reductions in leachate and greenhouse gas emissions, as more edible food is diverted from landfills. A Metro Vancouver study indicates that a tax credit for food donations would slash emissions by the same amount as removing 275,000 cars from the road.



TAX INCENTIVE FOR FOOD DONATIONS, BRIEFING, FALL 2015

## Attachment 3 (cont'd)



**Social benefits:** Adults in food-insecure households are more inclined to suffer poor health, develop more chronic illnesses, and suffer mental illnesses; and their children do not perform as well at school as schoolmates with better nutrition. Food-insecurity afflicts 13% of Canadian households; so this proposed tax incentive would improve public health and education outcomes and reduce associated costs to the public purse.

**Global alignment:** Local and provincial Canadian governments are now banning organic waste from landfills. France has banned the disposal of edible food and, like the United States and Spain, provides financial incentives to boost businesses' donations of food. In 2015, the US also announced a first national food-waste reduction goal, calling for a 50% reduction in food waste by 2030. The EU has tabled a strategic proposal targeting food waste. The United Nations has called for an 'urgent response' to reduce the 10 billion tonnes of urban waste produced each year, including measures to "reduce waste at source, engage citizens, industries and other stakeholders [and] move from linear waste management to the circular economy."

**Conclusion:** Businesses already donate edible food. A tax deduction linked to the value of food donated would be attractive to businesses and would help divert larger volumes of edible food from waste. Well aligned with business practices and emerging legislation and global strategies, this incentive would benefit our economy, environment and society.

The **National Zero Waste Council** brings together leaders in government, business and community organizations to advance waste prevention in Canada.

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**Notes**

<sup>1</sup> For brevity, this document does not offer references. For details, please email [james.boothroyd@metrovancover.org](mailto:james.boothroyd@metrovancover.org) and [denise.philippe@metrovancover.org](mailto:denise.philippe@metrovancover.org).

<sup>2</sup> For example, see the below calculation of current and proposed tax credit on a bread donation:

**Bread Donation Under the Current Practice**

Giovanni's Bakery gives bread with a fair market value (FMV) of \$1,000 to a local food bank that is a registered charity. The cost of the bread to the company is \$500, half its sale price. The charity gives the business a tax receipt for \$1,000.

*Calculation of taxable income*

Sales of bread	\$ 50,000
Plus the FMV of bread donated to charity	+ 1,000
Income	\$ 51,000
Less production costs	- 25,500
Net income	\$ 25,500
Less tax deduction for donated bread	- 1,000
<b>Taxable Income</b>	<b>\$ 24,500</b>

**Bread Donation with proposed tax reduction***Calculation of taxable income*

Sales of bread	\$ 50,000
Plus the cost of bread donated to charity	+ 500
Income	\$ 50,500
Less production costs	- 25,500
Net income	\$ 25,000
Less tax deduction for donated bread (limited to 2x the cost)	- 1,000
<b>Taxable Income</b>	<b>\$ 24,000</b>





# City of Richmond

## Report to Committee

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**To:** General Purposes Committee **Date:** October 23, 2015  
**From:** Cathryn Volkering Carlile **File:** 11-7400-01/2015-Vol  
General Manager, Community Services 01  
**Re:** **Canada 150 Celebration Steering Committee**

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### Staff Recommendation

1. That a Canada 150 Celebration Steering Committee comprised of three to four members of Council be established as per the Terms of Reference to help guide Richmond's Canada 150 Program of activities, events and infrastructure projects; and
2. That the Terms of Reference for a Canada 150 Celebration Steering Committee as outlined in this report be endorsed.

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

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 
APPROVED BY GAO 	

## **Staff Report**

### **Origin**

At the Parks, Recreation and Cultural Services Committee of July 23, 2015, the following referral motion was passed:

*That:*

1. *the vision for Richmond's Canada 150 activities, events and infrastructure be endorsed, as outlined in the staff report titled, "Canada 150 Activities", dated June 19, 2015, from the Director, Arts, Culture and Heritage Services;*
2. *the guiding principles for determining Richmond's Canada 150 activities, events and infrastructure be endorsed;*
3. *staff be authorized to engage Council and the community for input into Richmond's Canada 150 activities, events and infrastructure; and*
4. *staff report back with options for Council's consideration.*

This report supports Council's 2014-2018 Term Goals:

#### **#2 A Vibrant, Active and Connected City**

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

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

#### **#5 Partnerships and Collaboration**

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

### **Analysis**

Canada will celebrate its 150th anniversary of Confederation in 2017 and this significant milestone for the country allows citizens to connect with their past, celebrate their identity as Canadians and build a legacy for the future.

As instructed by Council earlier this year, staff have sought public input for celebration ideas through the Canada 150 Outreach Program. Through this program, staff have consulted with targeted stakeholders and the general public to collect their thoughts on how to commemorate this landmark occasion and foster civic pride in Richmond. Volunteers have been soliciting survey participation at various City events and facilities, and a survey is available online via the City's Let's Talk Richmond page.



While this process of community consultation is still in progress and will continue until mid-November, many ideas ranging from nature walks, to concerts, to establishing a Poet Laureate program have already been received.

Some members of Council have suggested that a Canada 150 Celebration Steering Committee made up of Council members be established to steer Richmond's 2017 initiatives. As such, it is recommended that a Canada 150 Celebration Steering Committee be formed to review the ideas and feedback provided by stakeholders and general public, and recommend Richmond's Canada 150 Program of activities, events and infrastructure projects. This Steering Committee would comprise three or four Council members appointed by Council as per the Terms of Reference (Attachment 1). The Steering Committee's review process will be informed by the Vision and Guiding Principles as endorsed by Council in July.

Staff anticipate the review of ideas to occur this fall with a report on potential activities for 2017 brought forward for Council consideration in early 2016.

The Canada 150 Celebration Steering Committee will remain active, to provide support and guidance and acting as Canada 150 program ambassadors for the program through 2017.

### **Financial Impact**

There is no financial impact to this report.

### **Conclusion**

An appointed Canada 150 Celebration Steering Committee to review ideas and feedback provided by stakeholders and general public will ensure a strong program of activities, events and infrastructure projects to commemorate this important national occasion. Through 2017, the members will provide continued support for the program to foster civic pride and advance Richmond's continued development as a destination and vibrant cultural city.



Liesl G. Jauk  
Acting Manager, Arts Services  
(604-204-8672)

LJ:lj

Att. 1: Terms of Reference for Canada 150 Celebration Steering Committee

## Canada 150 Celebrations Steering Committee Terms of Reference

### 1. Purpose

The purpose of the Canada 150 Celebrations Steering Committee is to provide guidance to Richmond's celebration of Canada's 150<sup>th</sup> birthday.

The Canada 150 Celebrations Steering Committee will:

- a) Receive from staff the findings of the Canada 150 Outreach Program.
- b) Review the information and suggest a program of activities that reflect the Vision and Guiding Principles as endorsed by Council July 27, 2015.

### Vision

*"Richmond's Canada 150 ignites the passions of the citizens of Richmond in a multi-faceted, year-long celebration, honours Richmond's distinct and vibrant cultural diversity, and leaves lasting legacies that foster civic pride and carry the spirit of 150 into the future."*

### Guiding Principles

***Tie the past with the future*** – commemorate the history of the community while celebrating and shaping the future

***Showcase Richmond*** – activities shed a positive light on all Richmond has to offer

***Create legacies*** - these legacies include lasting memories, increased organization and community capacity, physical legacies and pride in the community and the country

***Inclusive*** – ensure opportunities for input and participation for our diverse residents

***Collaborative*** – partner with the community in planning and implementation and support community organizations to plan their own celebrations

***Environmentally sustainable*** – follow the principles set out in the Richmond Sustainable Event Toolkit that has been developed

***Coordinated*** – activities are coordinated and synergistic to effectively utilize resources and not compete with each other

- c) Attend meetings with staff to provide support and guidance and act as community ambassadors for the program through 2017.
- d) Prioritize a list of recommended activities, events and infrastructure projects.
- e) Receive from staff proposed Canada 150 program schedule and recommended budget prior to presentation to Committee.
- f) Meet with staff, on a schedule to be determined, to receive updates on the progress of the Canada 150 Program.
- g) Advocate for and champion the Canada 150 Program with stakeholders and the public at-large.

## **2. Composition**

- a) The Canada 150 Celebration Steering Committee will consist of three or four members of Council and be appointed by Council.
- b) The Canada 150 Celebrations Steering Committee will be comprised of members of Richmond City Council only.
- c) The Sub Committee will appoint the Chair and Vice Chair.
- d) Meetings will be scheduled by the Steering Committee based on member availability and the program of work to be undertaken.

## **3. Process**

Recommendations from the Canada 150 Celebrations Steering Committee will be forwarded to Council for their consideration through City staff and staff report(s).

## **4. Term**

The Canada 150 Celebrations Steering Committee will dissolve upon completion of the Canada 150 program of activities, events and infrastructure projects, or when the Steering Committee determines that its work has been completed; whichever occurs first.