

General Purposes Committee

Anderson Room, City Hall 6911 No. 3 Road Monday, November 4, 2013 4:00 p.m.

Pg. # ITEM

MINUTES

GP-6

Motion to adopt the minutes of the meeting of the General Purposes Committee held on Monday, October 21, 2013.

FINANCE AND CORPORATE SERVICES DEPARTMENT

1. 2014 COUNCIL AND COMMITTEE MEETING SCHEDULE

(File Ref. No. 01-0105-00) (REDMS No. 3962696)

GP-11

See Page **GP-11** for full report

Designated Speaker: Michelle Jansson

STAFF RECOMMENDATION

That the 2014 Council and Committee meeting schedule, attached to the staff report dated October 10, 2013, from the Director, City Clerk's Office, be approved, including the following revisions as part of the regular August meeting break and December holiday season:

(1) That the Regular Council meetings (open and closed) of August 11 and August 25, 2014 be cancelled; and

Pg. #	ITEM	al Purposes Committee Agenda – Monday, November 4, 2013
		(2) That the August 18, 2014 Public Hearing be re-scheduled to Tuesday, September 2, 2014 at 7:00 pm in the Council Chambers at Richmond City Hall.
	2.	2014 GENERAL LOCAL AND SCHOOL ELECTION PROGRAM AND BUDGET (File Ref. No. 12-8125-70-01) (REDMS No. 3998171 v.2)
GP-15		See Page GP-15 for full report
		Designated Speaker: David Weber
		STAFF RECOMMENDATION
		That the 2014 General Local and School Election be administered and delivered as outlined in the staff report dated October 18, 2013 from the Director, City Clerk's Office, with a program that includes 5-10 additional voting places in neighbourhoods and in the City Centre, additional temporary staff, and the "vote anywhere" approach, subject to further consideration of the following as part of the 2014 budget process:
		(1) One-time expenditure funding of \$251,000 in 2014 to augment the current 2014 election budget; and
		(2) \$100,000 in additional annual funding to the Election Reserve in 2014 and thereafter in order to ensure the same level of service for

ENGINEERING & PUBLIC WORKS DEPARTMENT

3. MINORU OLDER ADULTS AND AQUATIC CENTRE SITE SELECTION

(File Ref. No. 06-2055-20-007) (REDMS No. 4008734 v.3)

GP-38 See Page GP-38 for full report

Designated Speaker: Laurie Bachynski

Pg. # ITEM

STAFF RECOMMENDATION

That Council select a site for the replacement of the Minoru Aquatics and Older Adults' Centre from the following 4 options as outlined in the staff report titled Minoru Older Adults and Aquatic Centre Site Selection dated October 30, 2013 from the General Manager, Engineering & Public Works and General Manager, Community Services:

- (1) Option 1: A co-located Aquatics and Older Adults' Centre at the existing location in Minoru Park (Attachment 3).
- (2) Option 2: A co-located Aquatics and Older Adults' Centre at Minoru 2 Field in Minoru Park (Attachments 4 & 5).
- (3) Option 3: A co-located Aquatics and Older Adults' Centre at Minoru 2 Field in Minoru Park and endorsement of a Phase 2 Aquatics Centre at Lot 5 adjacent to the Richmond Olympic Oval (Attachment 7), with funding for Phase 2 Aquatics to be approved at a future date in conjunction with endorsement of plans for Phase 2 Aquatics and a resolution concerning the future of Watermania.
- (4) Option 4: A co-located Aquatics and Older Adults' Centre at Minoru Park in its existing location and an Aquatics Centre at Lot 5 adjacent to the Richmond Olympic Oval with the Older Adults' Centre and the Aquatics Centre at Lot 5 being constructed concurrently and Minoru Aquatics being constructed in Phase 2 but funded in Phase 1.

FINANCE AND CORPORATE SERVICES DEPARTMENT

4. LOAN AUTHORIZATION BYLAW

(File Ref. No. 12-8060-20-9074/9075/9076) (REDMS No. 3948488 v.7)

GP-57

See Page **GP-57** for full report

Designated Speaker: Jerry Chong

STAFF RECOMMENDATION

That one of the following Loan Authorization Bylaw recommendations, that corresponds to the site selection decision for the replacement of Older Adults' Centre and Aquatic Centre, be forwarded to Council for consideration:

Pg. # ITEM

- (1) That the Integrated Older Adults' Centre and Aquatic Centre Loan Authorization Bylaw No. 9074 be introduced and given first, second and third readings.
 - (Corresponds to Option 1 of the "Minoru Older Adults and Aquatic Centre Site Selection" report)
- (2) That the Integrated Older Adults' Centre, Aquatic Centre and Minoru Pavilion Loan Authorization Bylaw No. 9075 be introduced and given first, second and third readings.
 - (Corresponds to Option 2 or Option 3 of the "Minoru Older Adults and Aquatic Centre Site Selection" report)
- (3) That the Aquatic Centre Loan Authorization Bylaw No. 9076 be introduced and given first, second and third readings.
 - (Corresponds to Option 4 of the "Minoru Older Adults and Aquatic Centre Site Selection" report)

5. SALES CENTRE LICENSE AGREEMENT BETWEEN THE CITY OF RICHMOND AND POLYGON DEVELOPMENT 192 LTD.

(File Ref. No. 06-2280-20-285) (REDMS No. 4005624 v.3)

GP-70

See Page **GP-70** for full report

Designated Speaker: Michael Allen

STAFF RECOMMENDATION

That:

(1) if 8311 Cambie Road is transferred to the City as part of rezoning application RZ 11-591985, then the City enter into a license agreement with Polygon Development 192 Ltd. ("Polygon") to permit Polygon to use a portion (approximately ±3,505 sq. ft. for the building area plus ±3,854 sq. ft. for parking area) of 8311 Cambie Road for a two year period with 1 (one) 6-month renewal option at a rate of \$3.60 per square foot per annum (estimated at \$26,492 per annum), as per the terms described in the staff report from the General Manager, Finance and Corporate Services dated October 17, 2013; and

	Genera	al Pu	rposes Committee Agenda – Monday, November 4, 2013
Pg. #	ITEM		
		(2)	staff be authorized to take all neccessary steps to complete the matter including authorizing the Chief Administrative Officer and the General Manager, Finance and Corporate Servcies to negotiate and execute all documentation to effect the transaction detatiled in the staff report dated October 17, 2013 from the General Manager, Finance and Corporate Services.
		COI	MMUNITY SERVICES DEPARTMENT
	6.	DEV	NSULTATION PLAN FOR MAJOR RECREATIONAL FACILITIES (PELOPMENT Ref. No. 06-2055-20-007) (REDMS No. 4006043 v.4)
GP-77			See Page GP-77 for full report
			Designated Speaker: Serena Lusk
		STA	FF RECOMMENDATION
		That	· •
		(1)	the staff report titled Consultation Plan for Major Recreational Facilities Development, dated October 30, 2013 from the General Manager, Community Services be received for information; and
		(2)	the terms of reference for the Major Recreational Facilities Development Advisory Committee, as detailed in Attachment 1 of the staff report titled Consultation Plan for Major Recreational Facilities Development, dated October 30, 2013 from the General Manager, Community Services be approved.
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General Purposes Committee

Date:

Monday, October 21, 2013

Place:

Anderson Room

Richmond City Hall

Present:

Mayor Malcolm D. Brodie, Chair

Councillor Chak Au Councillor Linda Barnes Councillor Derek Dang

Councillor Evelina Halsey-Brandt

Councillor Ken Johnston Councillor Linda McPhail Councillor Harold Steves

Absent:

Councillor Bill McNulty

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 Monday, October 7, 2013, be adopted as circulated.

CARRIED

DELEGATIONS

- 1. With the aid of a PowerPoint presentation (copy on file, City Clerk's Office) Jeff Norris, Chief Advancement Officer, Kwantlen Polytechnic University (KPU), provided an update to Committee on construction and expansion plans at Kwantlen's Richmond campus highlighting the following:
 - the Richmond campus has approximately 9,000 students annually with the physical space reaching 104% capacity;

General Purposes Committee Monday, October 21, 2013

- programming includes Academic and Career Advancement, Arts, Applied Business, Traditional and Modern Technology Sciences (including the farm school and sustainable food systems program), and Design;
- during the past year, KPU has undertaken renovations to the library, added a new conference centre, and opened up the main public spaces;
- site preparation for the 50,000 sq. ft. expansion for the Chip and Shannon Wilson School of Design will begin in the next several weeks with a scheduled opening in July 2015;
- when the School of Design is completed it will allow expansion of the balance of programming within the existing building;
- an annual minimum growth of 5% is projected for the next five years bringing the annual student body at KPU Richmond to 12,000;
- KPU has applied to be a centre for Traditional Chinese Medicine and are eagerly awaiting the decision from the Province; and
- in an effort to eliminate barriers for International students, KPU will be seeking expressions of interest for a minimum 600 bed residential facility, located either on-site or a nearby property, within the next year.

A brief discussion then took place and the following additional information was provided:

- KPU will be promoting their programming through extensive advertising and by targeting career fairs and non-traditional audiences;
- the partnership with the City will be critical regarding the development of a portion of the Garden City lands for the farm school;
- the proposed expansion has been designed to meet high energy efficiency standards; and
- the submission to the Province proposed a two-year diploma program in Traditional Chinese Medicine that could expand to a four year degree program in the future.

ENGINEERING & PUBLIC WORKS DEPARTMENT

2. ANNUAL REPORT FROM CITY CITIZEN REPRESENTATIVES TO THE VANCOUVER INTERNATIONAL AIRPORT AERONAUTICAL NOISE MANAGEMENT COMMITTEE (YVR ANMC)

(File Ref. No. 01-0153-04-01) (REDMS No. 3852220 v.4)

Victor Wei, Director Transportation, and Margot Spronk, Richmond Representative to the Committee, were present to answer questions.

General Purposes Committee Monday, October 21, 2013

In response to queries, Mr. Wei advised that Transport Canada requires YVR to consult with stakeholders and regulators for any proposed amendments to the Noise Abatement Procedures. The recommendation for prior approval requirements to be applicable to jet aircraft over 34,000 kg will mean fewer departures during the night. The repeated complaints from a Richmond resident is due to the confusion between pre-flight checks conducted at the discretion of a pilot before taking off and the run-ups which are scheduled maintenance checks conducted in the ground run-up area. Expectations may be that with the implementation of the ground run-up area that jet engine noise would be eliminated.

Committee suggested that YVR consider including a permanent site at the proposed outlet mall for educating the general public on airport related issues.

It was moved and seconded

- (1) That staff be directed to explore the recommendations of the City's citizen representatives to the YVR ANMC as outlined in Attachment 1 and provide a status update as part of the annual reporting process in 2014; and
- (2) That the reporting to General Purposes Committee of the City's citizen representatives to the YVR ANMC be revised from semi-annually to annually in light of the reduced YVR ANMC meeting frequency.

CARRIED

CHIEF ADMINISTRATIVE OFFICE

3. DRAFT FEDERAL POLICY - ADDITIONS TO RESERVE/RESERVE CREATION

(File Ref. No. 01-0010-00) (REDMS No. 4004073)

Amarjeet Rattan, Director, Intergovernmental Relations & Protocol Unit, was available to answer questions.

Discussion ensued regarding concerns with the proposed draft Federal Policy particularly as it applies to Additions to Reserves (ATR) being near and 'generally contiguous' to an existing reserve to now being 'non-contiguous' land. ATR would not be subject to taxes or local Official Community Plans and Zoning Bylaws. The proposed policy would be a tremendous threat to agricultural lands within Richmond.

General Purposes Committee Monday, October 21, 2013

Mr. Rattan advised that informal requests were extended from the Federal Government to UBCM and Metro Vancouver to provide feedback on the proposed policy. Currently, non-contiguous land acquisitions by First Nations do not become reserve land. Under the proposed policy any lands purchased, contiguous or non-contiguous, by First Nations could become reserve land. Mr. Rattan noted that the Tsawwassen First Nations is a Treaty Nation to which the ATR policy would not apply; however, the ATR policy would apply to the other First Nations. The proposed policy is vague in terms of consultation with Local Governments concerning a reserve creation proposal.

Further discussion ensued regarding the need for the policy to clearly define dispute processes. In the past the land value of Additions to Reserves increased as farm land was redeveloped into residential uses. Similar increases in the value of agricultural land could be expected should this proposed policy be adopted.

It was moved and seconded

- (1) That Council endorse Metro Vancouver's comments with respect to the Draft Federal Policy on Additions to Reserve/Reserve Creation, as outlined in their September 2013 review prepared by the Metro Vancouver Aboriginal Relations Committee (Attachment 2); and
- (2) That Council write to the Minister of Aboriginal Affairs and Northern Development Canada expressing the City's strong concerns with the Draft Federal Policy on Additions-to-Reserve/Reserve Creation, and copies be sent to MP Kerry- Lynne Findlay, MP Alice Wong, FCM, Raymond Louie, Second Vice-President of FCM, UBCM and the Metro Vancouver Board. (Attachment 4).

CARRIED

3A. SMARTCENTRES APPLICATION

(File Ref. No. 12-8060-20-8864/8865/8973; RZ 10-528877; 06-2275-20-416-001) (REDMS No.)

It was moved and seconded

That the SmartCentre Application be referred to staff to ask for comments from the Advisory Committee on the Environment (ACE) and the Economic Advisory Committee and report back for the Public Hearing.

CARRIED

ADJOURNMENT

It was moved and seconded *That the meeting adjourn (4:57 p.m.).*

CARRIED

General Purposes Committee Monday, October 21, 2013

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 21, 2013.

Mayor Malcolm D. Brodie Chair Heather Howey Committee Clerk City Clerk's Office



Report to Committee

To:

General Purposes Committee

Date:

October 10, 2013

From:

David Weber

File:

01-0105-00/Vol 01

Director, City Clerk's Office

Re:

2014 Council and Committee Meeting Schedule

Staff Recommendation

That the 2014 Council and Committee meeting schedule, attached to the staff report dated October 10, 2013, from the Director, City Clerk's Office, be approved, including the following revisions as part of the regular August meeting break and December holiday season:

- (1) That the Regular Council meetings (open and closed) of August 11 and August 25, 2014 be cancelled;
- (2) That the August 18, 2014 Public Hearing be re-scheduled to Tuesday, September 2, 2014 at 7:00 pm in the Council Chambers at Richmond City Hall.

David Weber

Director, City Clerk's Office

Zail Weles

(604-276-4098)

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER	
REVIEWED BY DIRECTORS	DW
APPROVED BY CAO	7

Staff Report

Origin

Under the Community Charter and the Council Procedure Bylaw, Council must provide for advance public notice of Council and Committee meetings and, at least once per year, advertise the availability of the Council meeting schedule. Accordingly, the 2014 Council meeting schedule is being presented at this time (see **Attachment 1**) to provide certainty and advance notice of Council's regular meeting schedule.

Analysis

August meeting break

In accordance with the Council Procedure Bylaw No. 7560, Council resolutions are required for any changes to the prescribed Council meeting schedule. Therefore, to accommodate the August meeting break, it is recommended that the Regular Council meetings of August 11 and 25, 2014 be cancelled.

Changes to the Committee meeting dates can be altered at the call of the Chair as circumstances arise closer to the dates of the meetings, and do not require a Council resolution. The only changes that staff propose to the Committee schedule is a change to the Parks, Recreation and Cultural Services Committee (PRCS) meetings that would normally fall on July 29, 2014, the day after the last Council meeting before the August meeting break. Instead, and in order for Council to consider any recommendations from this meeting at the Regular Council meeting of July 28, 2014, it is proposed that the PRCS Committee meeting be moved to the previous week (Thursday, July 24, 2014).

With regard to the August Public Hearing, in keeping with past practice, staff propose that it be re-scheduled from August 18, 2014 to September 2, 2014. This change to the Public Hearing schedule minimizes the delay, due to the summer meeting break, for consideration of land use applications that have been given first reading. There would be no need for a second scheduled Public Hearing during the third week of September.

December holiday season

City Hall will be closed from Thursday, December 25, 2014, re-opening on Monday, January 5, 2015 in recognition of the holiday season. In accordance with the Council Procedure Bylaw No. 7560, adjustments to the schedule have also been made to reflect the stipulation that, in the year of an election, the first Regular Council meeting must be held on the first Monday in December (the Inaugural Council meeting), followed by the second Regular Council meeting on the second Monday of that month. In keeping with past practice, a Special Council meeting would be called during the week of December 15th in conjunction with one of the last Committee meetings of the year in order to deal with any business arising from the committees that is of a time-sensitive nature.

As with the last PRCS meeting prior to the summer meeting break, it is proposed that the PRCS meeting of December 23, 2014 be moved to the previous week (Wednesday, December 17, 2014 – immediately following Public Works and Transportation Committee) so that Council may consider any PRCS recommendations at a Special Council meeting that would likely be called during the last week before the holiday season City Hall closure.

Financial Impact

None.

Conclusion

It is recommended that the 2014 Council and Committee meeting schedule be approved with the suggested allowances for the Regular Council meeting break in August, and the holiday season in December, on the understanding that a Special Council meeting can be called with 24 hours notice should any unusual or urgent circumstances arise outside of the usual schedule. Such a meeting may be facilitated using a conference call, as permitted by the Council Procedure Bylaw No. 7560, for those Council members who wish to participate but are unable to attend in person.

Manager, Legislative Services

(604-276-4006)

2014

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CO Regular Council Mtg., 7:00pm

Regular (Closed) Council Mtg., 4:00pm

CS Community Safety, 4:00pm

DP Development Permit Panel, 3:30pm

FC Finance, following 1st General Purposes Meeting of each month

GP General Purposes, 4:00pm

Planning, 4:00pm

PH Public Hearing, 7:00pm

PRC Parks, Recreation & Cultural

Services, 4:00pm

PWT Public Works &

Transportation, 4:00pm

Note: All meeting dates are subject to change.



Report to Committee

To:

General Purposes Committee

Director, City Clerk's Office

Date: October 18, 2013

From:

David Weber

File:

12-8125-70-01/Vol 01

Re:

2014 General Local and School Election Program and Budget

Staff Recommendation

That the 2014 General Local and School Election be administered and delivered as outlined in the staff report dated October 18, 2013 from the Director, City Clerk's Office, with a program that includes 5-10 additional voting places in neighbourhoods and in the City Centre, additional temporary staff, and the "vote anywhere" approach, subject to further consideration of the following as part of the 2014 budget process:

- 1. One-time expenditure funding of \$251,000 in 2014 to augment the current 2014 election budget; and
- 2. \$100,000 in additional annual funding to the Election Reserve in 2014 and thereafter in order to ensure the same level of service for the 2017 election and future elections.

David Weber

Director, City Clerk's Office

(604-276-4098)

Att. 4

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER	
REVIEWED BY DIRECTORS	INITIALS:
APPROVED BY CAO	

Staff Report

Origin

For the 2011 General Local and School Election, a number of new initiatives were introduced that were aimed at removing barriers to voting thereby increasing electoral participation. The introduction of these initiatives was in response to an earlier Council referral which asked staff to analyze and comment on low voter turnout. Following the official reporting of the 2011 local election results on December 9, 2011, Council adopted the following referral:

That staff report back on the election program generally and on the various new initiatives that were implemented for the 2011 election.

A general overview of the election program, including information on governing legislation, electors and voting opportunities, election staffing and training, public awareness, advertising, on-line tools, general election day operations and the 2011 election budget are included in **Attachment 1** in response to the referral.

The remainder of this report responds to the request for a report on the various new initiatives that were implemented for the 2011 election and presents an approach looking ahead to the 2014 local election.

Background

On February 28, 2011, staff brought forward a report to Council through Committee in response to a referral which asked staff to analyze and comment on low voter turnout. The report indicated that Richmond's local government election voter turnout had been in decline in previous years, reaching a low of 22.1% in 2008. Although a concerning statistic, the report also showed that this was a typical figure when compared to local government voter turnout figures regionally, and consistent with generally declining elector participation rates observed provincially, nationally and internationally.

The 2011 report also presented available demographic and survey data which focused on voter satisfaction and the main factors and reasons cited by consistent voters for voting (an interest in the issues, a sense of responsibility, civic duty) and the reasons cited by consistent non-voters for not voting (disengagement with politics, general pessimism, lack of knowledge, not available/too busy). In general, the problem of low voter turnout was presented as (a) almost universal in terms of a general societal trend, (b) complex and multi-faceted in terms of its cause, and (c) with no apparent simple short-term solution.

In terms of appropriate actions that could be taken locally, it was acknowledged that even though a large part of the low voter turnout issue resided in the political realm and would be most appropriately addressed in that forum as an ongoing dialogue, there were some things that could potentially be done administratively to help to improve voter turnout by removing barriers to voting. As a result, a number of initiatives were recommended and approved along with one-time funding for implementation.

Analysis

Overview of initiatives implemented for the 2011 election

The City undertook five initiatives for the 2011 election with a view to removing barriers to voting and providing enhanced information to the public about the election. They were:

(1) The "vote anywhere" initiative

The "vote anywhere" initiative allowed electors to vote at any voting place while at the same time, provided for a secure and efficient election. The system was implemented using a centralized electronic voters list that allowed front line election staff at the voting places to determine whether a voter had already voted, even if it was at another location. Using the centralized voters list, front line election staff would electronically "cross off" a voter's name on the voters list and this would electronically cross off that voter's name from all voters lists citywide. This key feature is what made it possible to implement a secure approach to the election that did not necessarily have to tie the voters down to any particular designated voting place.

The vote anywhere approach provided voters with the choice and convenience to vote either close to home in their neighborhoods or vote when they were out running errands in the community. By removing designated voting divisions, voting places could be located in higher-traffic locations such as community centres or shopping malls. This attempted to address some of the concerns raised in the satisfaction surveys which indicated that voters sometimes said they didn't vote because they were too busy, they didn't know where the designated voting places were, or that their designated voting place was not conveniently located.

An analysis of the data from the electronic voters list system shows that voters took advantage of the ability to vote at any voting place of their choosing. If a comparison is made in areas where the same voting places were used in both 2008 and 2011, an average of 41% of voters in 2011 chose to vote at a voting place other than the one that was their designated neighbourhood voting place in 2008.

Attachment 2 shows (for this key comparator group of voting places):

- (1) the number of electors voting at a voting place who came from within the traditional divisional boundaries as compared to the number of electors who came from further afield and were "voting anywhere" by coming to that particular voting place); and
- (2) for all of the electors who voted in 2011 and who lived within one of these traditional voting division boundaries, how many of those voted at the traditionally designated voting place and how many chose to "vote anywhere" at another voting place.

The degree to which voters voted outside their immediate area given the choice to do so varied from voting place to voting place, with voting places on arterial roads, and those at community centres and shopping malls garnering higher numbers of voters who were "voting anywhere." Voting places that were located squarely within neighbourhoods and away from arterial roads tended to have higher numbers of voters attending from that immediate vicinity. (The maps in **Attachment 3** depict, for several representative voting places, the areas from whence voters came, given the choice to vote at any voting place).

One-time funding in the amount of \$88,000 was approved for the 2011 "vote anywhere" initiative for hardware, software, vendor implementation services, connectivity, and election staff training.

(2) The publication of candidate profiles

For many election cycles, the City Election Office has mailed a *Voters Guide* to every household in Richmond outlining basic information for voters (for example, a map showing the location of voting places, basic eligibility and identification requirements, hours of voting, etc.). For the 2011 election, the *Voters Guide* included for the first time brief candidate profiles in addition to the regular election information. The profile statements and photographs were submitted by the candidates as part of the nomination process. To ensure consistency and fairness, candidates were required to follow strict submission guidelines.

This initiative attempted to address concerns raised in the satisfaction surveys that indicated that voters sometimes didn't vote because they didn't feel they had enough information to make an informed choice, they didn't know who was running or they didn't know how to find information about the candidates. The candidate profiles in the *Voters Guide* gave the public a general overview of the candidates and provided a consistent starting point for further information. The City of Vancouver has published candidate profiles for several election cycles already without issue and Richmond experienced a similar positive response to the profiles when they were included for the first time in 2011.

One-time funding in the amount of \$16,000 was approved in 2011 to cover incremental costs for the printing and additional postage required for the expanded 2011 *Voters Guide*.

(3) More advance voting opportunities

Advance Voting has proven to be a popular way to vote, especially for people who are busy or who work on weekends. In keeping with the theme of removing barriers to voting, the City offered an unprecedented 9 advance voting opportunities on 5 separate days, including on the so-called "Super Saturday" where 5 advance voting opportunities were offered in different areas of the City on a single day one week before General Voting Day.

Also for the first time in 2011, advance voting was offered outside of City Hall with advance voting opportunities provided in Steveston (McMath School), East Richmond (Cambie Community Centre); City Centre (the Library/Cultural Centre, the Richmond Olympic Oval and Kwantlen College) and the South Arm area (McRoberts School).

While the City Hall Advance Polls were the most popular, advance voting at the other locations in the community also attracted many voters with a total of 4,448 or 14.3% of all ballots being cast at advance voting opportunities. In comparison, in 2008, 2,942 ballots were cast in advance or 10.6% of all ballots cast.

(4) Expanded and enhanced public education and election awareness campaign

In order to reach a broader audience with key messages about the election, the City's advertising and public education campaign went well beyond the usual minimum statutorily required advertisements. Additional ads were designed with more visual appeal. Newspaper wraps were

used to present election information more prominently. The City participated in a regional radio election awareness campaign in partnership with other municipalities in the lower mainland. Social media was used for the first time in the form of a customized election facebook page that helped to provide key messages and election information in new ways and to expanded audiences.

One-time funding in the amount of \$25,000 was approved in 2011 to fund the enhanced 2011 election awareness campaign.

(5) Improved universal access to voting opportunities for electors with disabilities.

In keeping with the various initiatives to remove barriers to voting, during the planning stages of the election, staff attended a demonstration session which featured an "accessible voting station." Such stations are not yet common in Canada but are prevalent in the United States where federal law requires that they be made widely available. The accessible voting stations consist of a ballot marking device which allows people living with disabilities to independently mark their own ballot without the need for assistance. The device accepts a standard ballot and, with the aid of descriptive audio, enhanced video display, Braille keypad, and connections for sip/puff devices, the voter uses the machine to mark their choices on the ballot.

Following a demonstration of the equipment at the Richmond Centre for Disability, two such units were obtained on a trial basis and deployed at advance voting at City Hall and on General Voting Day at the Lansdowne Mall Voting Place. The equipment performed well and providing it represented an important step in removing a significant barrier to voting.

2011 Election Budget

The cost for the 2011 election was \$508,000, broken down generally as shown below (See **Attachment 1** for further detailed breakdown).

2011 Election Costs	
Advertising / Public Awareness	\$53,600
Printing and Postage	\$103,550
Staffing (at polls and office admin. staff)	\$226,650
Technical Services, Equipment	\$102,375
Supplies, Miscellaneous	\$21,900
Total Costs	\$508,075

The election budget for 2011 was \$476,000, which consisted of the regular funding of \$347,000 from the Election Reserve and the 2011 one-time funding of \$129,000 for the approved initiatives that were undertaken for the 2011 election.

The 2011 election was over budget by approximately \$32,000 owing to (a) the need for additional staff at the voting places and the administration and training costs associated with managing the voting place staff, (b) higher than anticipated costs for technical support, in **GP - 19**

particular for system testing, equipment configuration, and election day technical support, and (c) various increased fixed costs for printing, postage, and advertising. This amount was covered through the regular departmental budget.

In addition to these directly identifiable costs, the election has required a significant level of support by regular staff in the City Clerk's Office and Information Technology, increasingly over the last several election cycles. This is impacting regular departmental work to such a degree that it is becoming unsustainable in terms of getting the regular work completed as required. In addition, it also means that the election budget no longer reflects the true costs of the election or the level of funding and staff support required to fully administer and deliver the election since so much of it is being administered by regular staff through the regular budget. In order to adequately resource expected service levels, staff are proposing an expanded election budget that better reflects the true costs of the election.

2014 Proposed Election Program and Budget

The initiatives implemented in 2011 were the most significant changes to be introduced to the election program since the implementation of automated vote counting 18 years earlier in 1993. The initiatives were well-received by the public and for the first time in several elections, voter turnout increased over the previous election. In 2011, 31,126 people voted in Richmond, for a turnout of 23.74% as compared to 2008 when 27,709 people voted for a turnout of 22.1%.

It would be overly simplistic to attribute this slight reversal in voter behaviour to the new initiatives or to any other single factor. Indeed, the factors affecting voter turnout in local elections are multi-faceted and complex and far more dependent on political factors. However, if administrative barriers to voting can be removed and the public responds positively, then it is appropriate to continue to improve further in that direction. For this reason, staff are recommending that the initiatives that were introduced in 2011 be continued, including the publication of candidate profiles, enhanced public awareness and advertising, improved and more accessible voting opportunities and the "vote anywhere" approach.

In addition, for the 2014 election, staff are recommending the addition of 5 to 10 voting places city-wide. The number of voting places in Richmond has not appreciably increased over the last 20 years even though the population of Richmond has increased significantly over the same period (in recent elections 32 to 34 Election Day voting places are set-up with varying numbers of advance voting opportunities).

In order to better serve the growing population in the City Centre area, which has been increasingly under-served in terms of the number of voting places provided, there was a slight shift in the location of voting places toward the City Centre in 2011. While this balanced the location of voting places across the City according to population distribution, this resulted in slightly fewer voting places in the neighbourhood areas. It would be appropriate moving forward to increase the number of voting places in neighbourhoods and in the City Centre given the general increase in population across Richmond. The average cost for each additional voting place is \$5,000 and covers incremental costs per voting place for staffing, training, administration, equipment and supplies.

For the 2014 election, and as part of the one-time request, staff are proposing that a \$50,000 contingency be established that would cover unanticipated costs, for example, legal consulting, judicial recounts, challenges to the election, and other unanticipated circumstances. This amount would remain and carry over to future elections if not needed.

In order to provide an adequate level of staff at the voting places, provide sufficient training for front line staff, and adequate management of the election process generally, additional temporary staffing resources are required to support the election. This will also ensure that regular staffing levels and work is also not overly impacted. An additional amount of \$90,000 would extend the existing temporary election assignments as well as add additional resources to administer the process.

In 2011, Council asked staff to explore the feasibility and options for Internet voting and to report back to Council regarding the potential for implementation for the 2014 civic election. While the prospect for Internet voting continues to be widely debated in conjunction with voter turnout and democratic participation generally, to date there have been no legislative changes introduced that would permit Internet voting in BC local government elections, although there have been developments toward that goal (see **Attachment 4** for further detail on these developments). As there is no legislative authority for such, Internet voting cannot be proposed or further explored for implementation for the 2014 election.

2014 Election Budget - Proposed

2014 Election Budget - Proposed	
Election Program as per 2011	\$508,000
 General cost breakdown in 2011 was: Advertising / public awareness (\$53,000) Printing and postage (\$103,550) Staffing (at polls and office staff) (\$226,650) Technical services, equipment (\$102,375) Supplies, miscellaneous (\$21,900) 	
 Funding sources in 2011 for \$508,000 consisted of: \$347,000 from Election Reserve; \$129,000 from one-time funding; and \$32,000 from regular departmental budget 	
Additional 5 to 10 voting places	\$50,000
Temporary staffing	\$90,000
General contingency	\$50,000
Total Proposed Budget for 2014 (includes contingency)	\$698,000
Existing funding from Election Reserve	(\$347,000)
Proposed funding requirement for 2014 (\$251,000 in one-time; \$100,000 in additional on-going)	\$351,000

Financial Impact

The total cost for the 2011 election was \$508,000. Staff recommend that the additional services and initiatives from 2011 be incorporated into the 2014 election program.

For the 2014 election, staff also recommend the addition of 5 to 10 voting places as well as additional temporary staffing and the establishment of a (one-time) general contingency for a total amount of \$190,000.

To fund the proposed 2014 election program (and future elections at the same level of service), an additional on-going amount of \$100,000 to the Election Reserve would be required starting in 2014. In addition, one-time funding of \$251,000 would be needed to "catch up" because normally, the election is funded by making 3 annual transfers to the Election Reserve, arriving at full funding by the third year. As 2014 is already the third year of that 3-year cycle, a one-time amount is required to catch up for the first two years of the cycle. Taken together with the \$347,000 already accumulated and available in the Election Reserve, this would provide the full funding of \$698,000 for the proposed 2014 election budget and the same level of funding for future elections, by-elections and referenda.

Conclusion

The theme to delivering the 2011 election was to remove administrative barriers to voting and this was accomplished by providing an enhanced communications and public outreach program, providing more accessible and additional advance voting opportunities, as well as providing electors with the ability to vote "at large" if they wished to do so. The voter turnout increased slightly in 2011 (which reversed the downward trend from the previous several elections) and 41% of voters took advantage of the ability to "vote anywhere" by voting at a voting place other than the one that was traditionally designated.

For the 2014 election, it is proposed that these initiatives continue with further refinements as to the best locations of voting places, along with the addition of voting places in both neighbourhood locations and city centre to better serve all areas of the City given the growth in population in recent years.

The level of funding proposed better reflects the administrative cost and staffing required to support the election service levels, provide the substantive and increased training for front-line election staff (especially in light of the changing legislative and regulatory requirements), and to generally deliver the election while minimizing impacts to regular business processes.

David Weber

Director, City Clerk's Office

David Weller

(604-276-4098)

The City of Richmond Election Program

Governing Legislation and Mandate

Under the City of Richmond election program, the Director, City Clerk's Office (Corporate Officer) is also designated by bylaw as the City's Chief Election Officer and is therefore responsible for the administration of elections and by-elections for the City of Richmond and the Richmond School District. Under current legislation, a General Local and School Election must be held on the third Saturday in November every three years for the Offices of Mayor, Councillor, and School Trustee. The next election will be held on November 15, 2014.

The Richmond General Local and School Election is administered in accordance with the provisions of:

- The Local Government Act (Part 3 and 4),
- The Community Charter (Part 4),
- The School Act (Part 4),
- The Civic Election Administration and Procedure Bylaw No.7244, and
- The Election and Political Signs Bylaw No.8713.

For the 2014 election, the BC Provincial Government has proposed additional new legislation in the form of The Local Election Campaign Financing Act (currently under review and consultation and proposed to be introduced during the 2014 spring legislative session).

Electors

For the last local election in 2011, Richmond had 131,082 registered electors. The City, by bylaw, adopts the Provincial Voters List (the Richmond portion) as the Richmond List of Electors, which is the common practice for municipalities across BC. The Provincial Voters List is maintained by Elections BC and draws from numerous federal and provincial government sources to ensure accuracy as far as possible. The City supplements the list by taking advance voter registrations in the period leading up to local elections as well as by providing elector registration opportunities at the time of voting (as required by the Local Government Act).

Voting Opportunities

In 2011, Richmond had 32 voting places open on General Voting Day (from 8:00 am to 8:00 pm), provided 9 advance voting opportunities, 8 "mobile polls" at local care facilities as well as opportunities for mail-in ballots for travellers and people with limited mobility. In total, 31,126 ballots were cast at all voting opportunities combined and the results were counted and tabulated using automated vote counting machines. The automated vote counting technology has been in use in Richmond for 20 years and is a well accepted and efficient technology. Final election results were broadcast live to the City website following the close of the polls at 8:00 pm, with all results available on-line by 8:45 pm.

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Election Staffing and Training

In order to staff the various voting places, advance voting opportunities and mobile polls, the City Clerk's Office hires and trains approximately 250-275 temporary front-line election staff every election cycle (to fill approximately 350 positions). In 2011, 264 temporary staff were hired to fill 351 front-line election positions (a number of individuals worked on more than one day and in more than one role, for example, working at advance voting and on General Voting Day. Many of the most senior temporary election staff (those in charge of the voting places) have extensive experience working elections in Richmond. A rigorous mandatory training program is provided to temporary election staff which includes:

- Elector registration training sessions,
- Vote-counting machine orientations (hands-on training),
- Computer training for those working with the on-line voters list, and
- A "mock election" night used to demonstrate and review election procedures,

In addition to the in-person training sessions, all election staff are provided with detailed election training manuals and are provided access to customized on-line training videos which cover a range of election procedures and processes.

In addition to the approximately 350 front-line election positions, the City Clerk's Office hires an Election Coordinator and opens a public Election Office within City Hall. The Election Coordinator is a temporary full-time assignment for at least 8 months preceding the election. The Election Coordinator is joined by two other temporary auxiliary administration staff in the Election Office closer to the time of the election. In total, these 3 staff assignments are the equivalent to about a one-year TFT administrative position. The Election Coordinator position is usually filled by a regular staff member from the City Clerk's Office with that person's regular position being back-filled on a temporary basis. In addition to the dedicated Election Office staff, a considerable amount of election-related work is undertaken by other staff in the City Clerk's Office with technical support for the election being provided by the IT Division.

Public Awareness / Advertising / Public Access Tools

Numerous statutorily-required advertisements must be placed in local newspapers at specific points in time leading up to the election in order to notify and inform the public about advance voter registration, the opening of nominations, voting opportunities, and other basic election information. In addition to the statutory advertising, the City Election Office also places additional advertising and key messaging in local papers, in the form of "newspaper wraps" and other less formal and more visually accessible ads, such as bus stop shelter posters.

In addition to print media, the City Election Office prepares and mails to every Richmond household a *Voters Guide* which includes all the pertinent information needed by voters to find the voting places, to understand the eligibility and identification requirements, how to obtain assistance in advance or at the time of voting, and to find out who is running in the election. For the first time in 2011, the *Voters Guide* also included candidate profiles and candidates photographs, which were submitted by candidates along with their nomination papers. The *Voters Guide* is also available on-line in English, French, Chinese and Punjabi.

All manner of election-related information is also available on the City Website Election Pages and for the first time in 2011 on the City Election Office Facebook Page. The City website included several electronic database tools to assist voters to find voting places and to check whether they were registered on the voters list. On General Voting Day, the public could view live election results on the City website as the results are reported from the various voting places. In total in 2011, the Election Pages on the City website had **67,365** public page views with **16,744** of those page views occurring on General Voting Day.

Election Day Operations

On General Voting Day and during advance voting opportunities, voters are able to register to vote if necessary immediately before casting a ballot. Voting place election staff, who have received training in election day procedures arrive early at each voting place to set-up equipment and materials and to prepare to receive electors. Each voting place team is supported by City staff stationed at an election call centre at City Hall. The call centre is available for general inquiries by election staff and the public.

If technical problems present themselves at the voting places during voting hours, technical support staff are available and can be dispatched to any voting location to provide assistance. Additional ballots, supplies and other equipment is also available and ready for distribution to the voting places as required. At the end of the evening, when the polls close, memory cards from the automated vote counting machines are transported to election headquarters where the results are downloaded, compiled and published live to the City website.

Election Budget - 2011

Election Funding Sources - 2011		\$ 476,000
Election Reserve (\$115,700 placed in reserve in each of 3 years)	347,000	
One-time funding for Candidate Profiles	16,000	
One-time funding for Additional Awareness & Advertising	25,000	
One-time funding for Vote Anywhere Initiative	88,000	

Election Costs – 2011

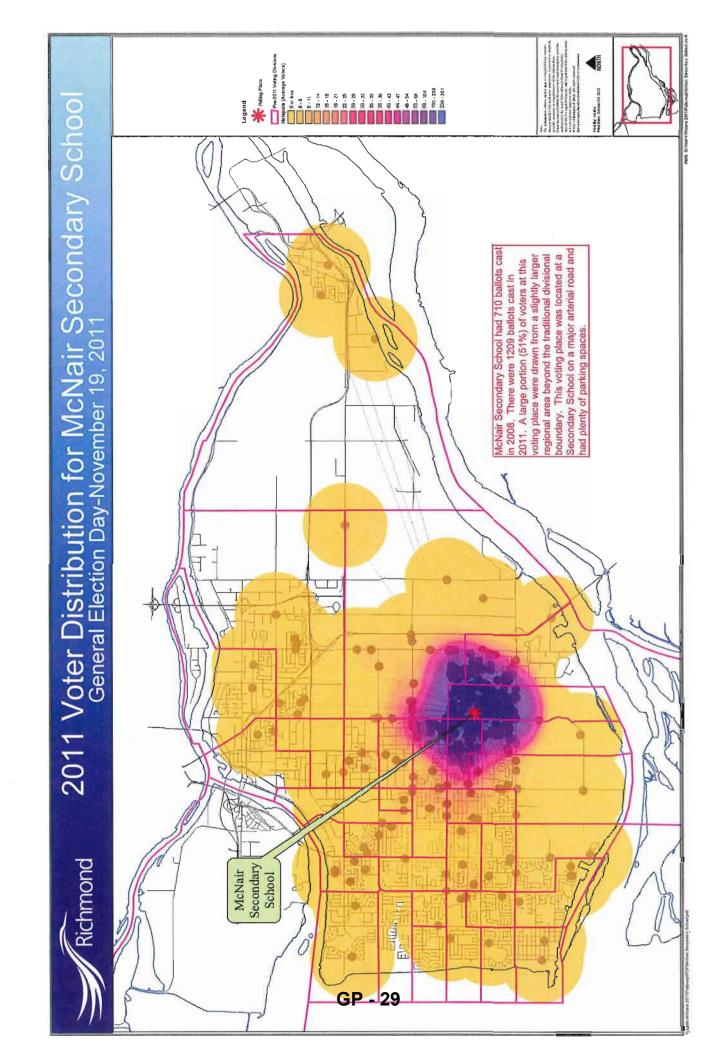
Advertising / Public Awareness		\$ 53,600
Statutory and other Advertising	31,850	
Voters Guide (with Candidate Profiles)	21,750	
Printing and Postage		\$ 103,550
Ballot printing	24,000	
Misc. Printing – training manuals, special signage, voters lists, etc.	7,550	
Mailed Voter Cards (approx. 70,000 pieces)	26,000	
Postage for Voter Cards	46,000	
Staffing		\$ 226,650
Election Day staffing @ Voting Places (Approx. 350 positions)	106,000	
Election Day staffing – Call Centre HQ; internal tech. support	8,600	
Election staff training	12,250	
Election Office staffing (May-Dec; 2 full-time, 1 part-time)	87,000	
Overtime – other departments	12,800	
Technical Services, Equipment and Support		\$ 102,375
Vote Counting Machines - Programming, maintenance, testing, equipment rental, and election day technical support staff	31,175	
Electronic Voters List system	49,700	
Computer equipment for Voting Places - Laptops, barcode scanners, cabling, data plans/airtime	21,500	
Supplies and Miscellaneous		\$ 21,900
Voting Place Supplies – Stationery, office supplies	10,500	_
Moving & Deliveries – transporting equipment and supplies to and from Voting Places, set-up/take down costs	4,600	
General Miscellaneous Costs – cell phones, security, office supplies, legal consulting, confidential document shredding, etc.	6,800	
Total Election Expenses 2011		\$ 508,075

the choice →

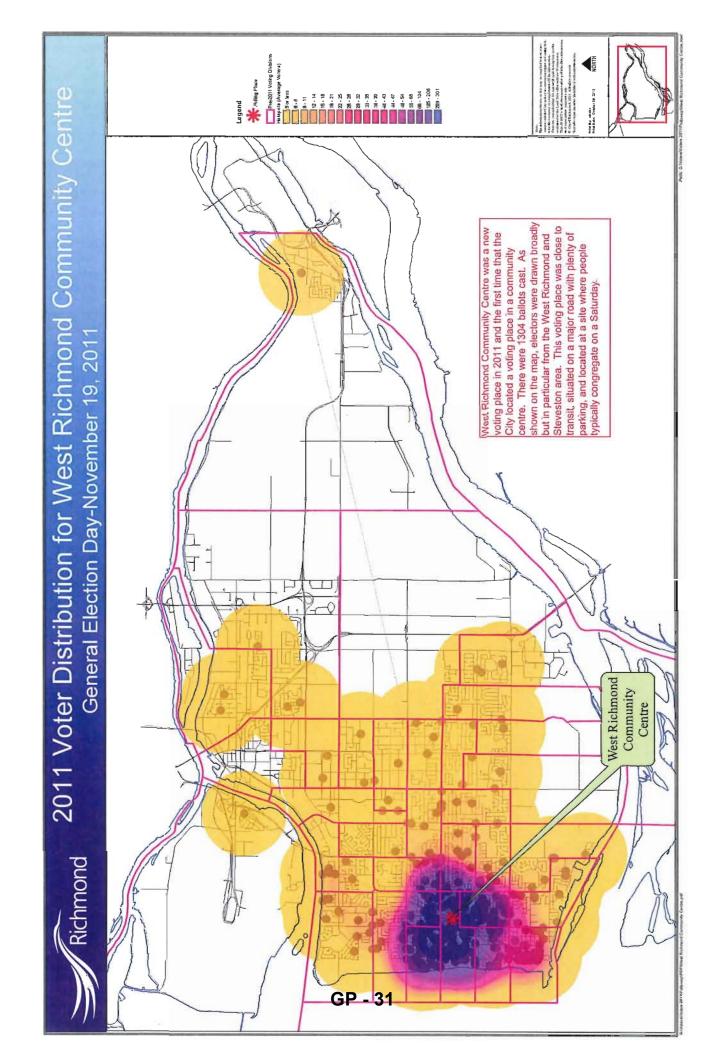
"Vote Anywhere" Statistics

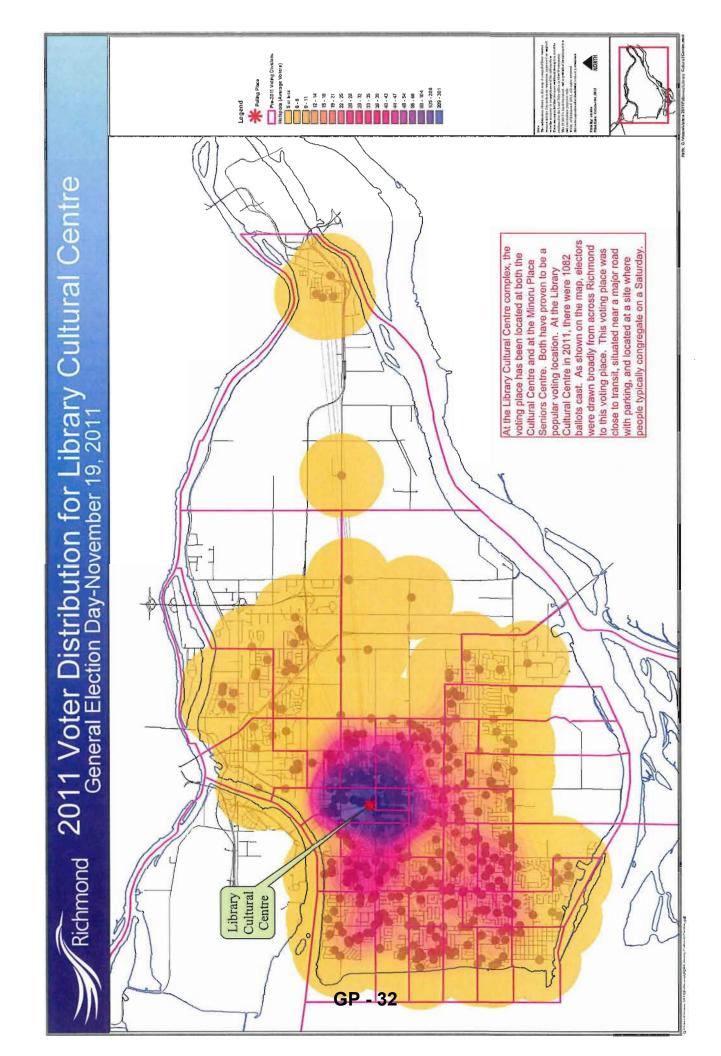
Voting Places	Ballots cast in 2008 (divisional voting only)	Ballots cast in 2011 (with "vote anywhere")	# of "local" people living within this old divisional boundary who voted at this local voting place in 2011	# of people living outside of this old divisional boundary who chose to vote at this voting place in 2011 (ie: People who "voted anywhere" by coming here from elsewhere)	# of people living within this old divisional boundary who voted in 2011	# of "local" people living within this old divisional boundary who voted at this local voting place in 2011	# of "local" people living within this old divisional boundary who voted somewhere else in Richmond in 2011 (ie: People who "voted anywhere" by going somewhere else to vote)
Blundell	681	1043 ↑	427 (41%)	616 (59%)	099	427 (65%)	233 (35%)
Brighouse	629	↑ 494	365 (79%)	99 (21%)	768	365 (48%)	403 (52%)
General Currie	1248	775 ♦	(%98) 899	107 (14%)	1540	668 (43%)	872 (57%)
Grauer	629	\$ 658	340 (40%)	519 (60%)	623	340 (55%)	283 (45%)
Hamilton	592	265 →	543 (96%)	22 (4%)	929	543 (80%)	133 (20%)
McNair	710	1209 ↑	. 595 (49%)	614 (51%)	773	595 (77%)	178 (23%)
Quilchena	789	228 ↑	387 (73%)	141 (27%)	888	387 (44%)	501 (56%)
Richmond Sec.	596	1 €963	542 (56%)	421 (44%)	754	542 (72%)	212 (28%)
Steves	670	822 ↑	574 (70%)	248 (30%)	743	574 (77%)	169 (23%)
StevLondon	864	1216 ↑	559 (46%)	657 (54%)	981	559 (57%)	422 (43%)
Tait	969	427 ♦	383 (90%)	44 (10%)	821	383 (47%)	438 (53%)
Westwind	800	862 ↑	(%87) 699	193 (22%)	902	669 (74%)	236 (26%)
Woodward	564	576 ↑	410 (71%)	166 (29%)	609	410 (67%)	199 (33%)
Wowk	937	\$33 ↑	532 (64%)	301 (36%)	1158	532 (46%)	626 (54%)
Note: The above note	d Voting Places we	ere used in both the	Note: The above noted Voting Places were used in both the 2008 and 2011 election, therefore represent the bast "annles to annles" comparator groun for statistical numbers	יוייססמריי	Average numbe "voted anywh somewhere else t	Average number of people who "voted anywhere" by going somewhere else to vote when given	41%

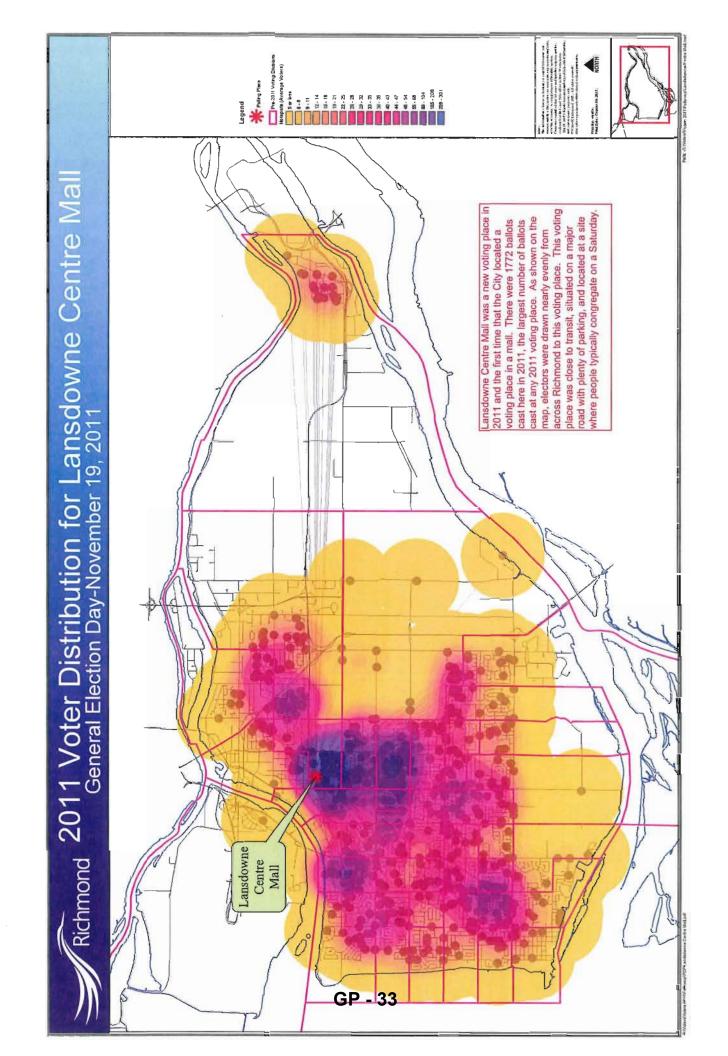
Note: The above noted Voting Places were used in both the 2008 and 2011 election, therefore, represent the best "apples to apples" comparator group for statistical purposes. In total, there were 32 General Voting Day Voting Places.



Hotspots (Average Voters) * Polling Pince Elementary School Tait Elementary School had 696 ballots cast in 2008. There were 427 ballots cast in 2011. itself did not attract a lot of voters from outside located in a residential area. The voting place that a total of 821 people from this divisional area voted in 2011 53% voted elsewhere in Richmond. Tait Elementary School is a good While these numbers may suggest that fewer people voted from this area, statistics show of the immediate neighbourhood but those electors living near by still tended to vote consistently at this local voting place. example of a neighbourhood voting place 副 2011 Voter Distribution for Tait Eler General Election Day-November 19, 2011 Elementary THE THE PERSON NAMED IN COLUMN TO PERSON NAM School Richmond Tait GP - 30







Internet Voting and BC Local Government Elections

On February 28, 2011, Richmond City Council considered a staff report on voter turnout in Richmond and in response to one of the discussion points in the report, Council adopted the following referral:

That staff explore the feasibility and options for internet voting and report back to Council regarding the potential for implementation for the 2014 civic election.

Since 2011, no legislative changes have been introduced that would permit Internet voting in BC local government elections, although there have been developments toward that goal.

In August 2011, Elections BC submitted a discussion paper to the BC Legislature on Internet voting. This discussion paper was preceded in early 2011 by a considerable amount of public dialogue on the subject largely due to the City of Vancouver's proposal to conduct an Internet voting pilot project during the 2011 local government election. Vancouver's request to the BC Provincial Government to approve the pilot project was subsequently denied, but interest in the potential of Internet voting continued.

At the 2011 UBCM Convention, a resolution was endorsed to request that the Province of BC initiate the policy analysis and legislative changes required to advance Internet voting in time for the next local government election. The Provincial response to UBCM was supportive of the concept generally and of exploring ways to address the challenges presented by online voting, such as the security, transparency and integrity of the vote and voter confidence in the system.

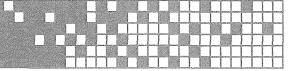
In August 2012, the Minister of Justice and Attorney General formally requested that the Chief Electoral Officer for BC establish a non-partisan expert panel to study best practices and to examine opportunities and challenges related to the potential implementation of Internet-based voting for provincial and local government elections in British Columbia. Using as its launching point the Elections BC Discussion Paper on Internet Voting, the Independent Panel on Internet Voting has been meeting since September 2012. The panel's website (www.internetvotingpanel.ca) includes notes from the meetings that have been held in 2012 and 2013 documenting the progress made.

The panel released an interim report on its website on October 23, 2013 and requested public feedback. A final report to the BC legislature is anticipated early in 2014. One of the key findings of the panel is that they believe that it is not feasible to implement an internet voting system or opportunity which complies with the principles established and recommended by the panel in time for the 2014 local government elections.

The Executive Summary from the interim report follows.



1.0 EXECUTIVE SUMMARY



The Independent Panel on Internet Voting (the panel) was formed by the Chief Electoral Officer on August 9, 2012, following an invitation of the B.C. Attorney General, to examine opportunities and challenges related to the potential implementation of Internet-based voting as a channel of voting for provincial or local government elections in British Columbia. The panel comprised the Chief Electoral Officer and four additional members met 13 times between September 2012 and October 2013. In that time the panel reviewed the existing and evolving literature and spoke to a variety of experts in the fields of technology, Internet security and electoral administration. The panel examined research on both the benefits of and challenges to implementing Internet voting and heard from experts strongly in favour of and strongly opposed to the idea of implementing Internet voting in British Columbia.

This preliminary report is intended to provide the public with a summary of the information the panel used to form its preliminary conclusions outlined below. The panel hopes that members of the public and other interested individuals and groups will use this report to become informed regarding the concepts, principles and arguments made both for and against implementing Internet voting at either the local or provincial government level.

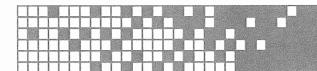
The panel invites public comment on this report through the Independent Panel on Internet Voting website (internetvotingpanel.ca) until December 4, 2013. The panel will review the constructive feedback it receives and consider that feedback in its final report to be submitted to the Legislative Assembly in early 2014.

1.1 Conclusions and recommendations

The panel concludes that Internet voting has the potential to provide some benefits for administering local government elections and provincial elections in British Columbia and that the most significant potential benefit of Internet voting is increased accessibility and convenience for B.C. voters. Other presumed benefits, such as increased turnout and lower cost are not typically realized.¹

The panel also concludes that Internet voting has some significant inherent risks. It is important to understand that although the Internet is used for an increasing number of interactions (such as banking, shopping, dating, planning trips, and the like) with their own risks, voting over the Internet has a set of unique challenges that inevitably introduce a number of additional risks. The extent to which each of these risks can be mitigated or eliminated also depends on the details of the way in which an Internet

¹ For more on the potential benefits of implementing Internet voting, see 4.0 Perceived and actual benefits of Internet voting, page 10



voting model is implemented. Security at the voter's device,² reduced transparency and auditability compared to traditional voting methods, and cost were seen by the panel to be the most significant challenges to implementing Internet voting for either local government or provincial government elections.³

While Internet voting has been investigated by various jurisdictions around the world over the past fifteen years, it is still not widely implemented. Internet voting is used in only a limited number of jurisdictions, and only on a limited basis.

Weighing the benefits and challenges to implementing Internet voting in specific circumstances is the role of policy-makers. There is a high level of trust in the current voting processes used at the local and provincial government levels, but there are opportunities for improvement in each. The panel believes that Internet voting has the potential to be an additional voting channel for voters with specific accessibility challenges in future local or provincial government elections, provided that the recommendations outlined in this report are followed and any system implemented complies with the principles established by the panel. The panel believes it is not feasible for this to occur in time for the 2014 local government elections.

To guide members of the Legislative Assembly, and potentially local government officials, in their task of weighing the benefits and risks of Internet voting, the panel sets forth the following recommendations:⁴

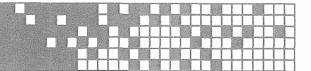
- Do not implement universal Internet voting for either local or provincial government elections at this time. However, if Internet voting is implemented, its availability should be limited to those with specific accessibility challenges. If Internet voting is implemented on a limited basis, jurisdictions need to recognize that the risks to the accuracy of the voting results remain substantial.
- 2. Take a province-wide coordinated approach to Internet voting.
- 3. Establish a technical committee to evaluate Internet voting systems and support jurisdictions that wish to implement approved systems.

² References in this report to the voter's "device" can be read as any means by which an individual could cast a ballot for Internet voting (e.g., computer, tablet, smartphone)

³ For more on the challenges to implementing Internet voting, see 5.0 Perceived and actual challenges to implementing Internet voting, page 20

⁴ For more on the panel's recommendations and principles, see 8.0 Preliminary recommendations, page 45





4. Evaluate any Internet voting system against the principles established by the panel:

Accessibility

Ballot anonymity

Individual and independent verifiability

Non-reliance on the trustworthiness of the voter's device(s)

One vote per voter

Only count votes from eligible voters

Process validation and transparency

Service availability

Voter authentication and authorization



Report to Committee

To: General Purposes Committee Date: October 30, 2013

From:

Dave Semple

File: 06-2055-20-007/Vol 01

General Manager, Community Services

Robert Gonzalez

General Manager, Engineering & Public Works

Re: Minoru Older Adults and Aquatic Centre Site Selection

Staff Recommendation

That Council select a site for the replacement of the Minoru Aquatics and Older Adults' Centre from the following 4 options as outlined in the report titled "Minoru Older Adults and Aquatic Centre Site Selection" dated October 30, 2013 from the General Manager, Engineering & Public Works and General Manager, Community Services:

Option 1: A co-located Aquatics and Older Adults' Centre at the existing location in Minoru Park (Attachment 3);

Option 2: A co-located Aquatics and Older Adults' Centre at Minoru 2 Field in Minoru Park (Attachments 4 & 5);

Option 3: A co-located Aquatics and Older Adults' Centre at Minoru 2 Field in Minoru Park and endorsement of a Phase 2 Aquatics Centre at Lot 5 adjacent to the Richmond Olympic Oval (Attachment 7), with funding for Phase 2 Aquatics to be approved at a future date in conjunction with endorsement of plans for Phase 2 Aquatics and a resolution concerning the future of Watermania.

Option 4: A co-located Aquatics and Older Adults' Centre at Minoru Park in its existing location and an Aquatics Centre at Lot 5 adjacent to the Richmond Olympic Oval with the Older Adults' Centre and the Aquatics Centre at Lot 5 being constructed concurrently and Minoru Aquatics being constructed in Phase 2 but funded in Phase 1.

Dave Semple

General Manager, Community Services

(604-233-3350)

Robert Gonzalez

General Manager, Engineering & Public Works

(604-276-4150)

	REPORT CONCURRE	ENCE
ROUTED TO:	Concurrence	CONCURRENCE OF GENERAL MANAGER
Finance Division Community Services Engineering Transportation Clerks Community Safety	ত্তি ত্ত্তি ত্ত	
APPROVED BY CAO	Dr. A	

Staff Report

Origin

At the June 24, 2013 meeting, Council carried the following resolutions in relation to the report titled "*Major Capital Facilities Program Phase 1*" dated May 31, 2013 from the Director, Engineering:

- 1. "The following Major Capital Facilities Program Phase 1 projects be endorsed and included in the City's 2014 budget process for Council consideration as described in the Staff report titled "Major Capital Facilities Program Phase 1" dated May 31, 2013 from the Director of Engineering:
 - a. Replacement of the Older Adults' Centre in Minoru Park;
 - b. Renovation of the City Hall Annex (formerly known as the Public Safety Building on Minoru Boulevard) for temporary use as an older adults' centre;
 - c. Replacement of the Aquatics Centre in Minoru Park;
 - d. Temporary cover over Steveston outdoor pool for continuity of community aquatic services:
 - e. Replacement of Firehall No. 1 at the corner of Granville Avenue and Gilbert Road;
- 2. The funding strategy outlined in Option 3 of this report be endorsed on the basis that the City would borrow \$50 Million dollars with a 10-year amortization with the balance to be taken from the City's Reserves;
- 3. An amendment to the City's Five Year Financial Plan (2013-2017) to include \$3.5 million for advanced design of the Major Capital Facilities Program Phase 1 with funding to come from the City's revolving fund be brought forward for Council consideration;
- 4. An amendment to the City's Five Year Financial Plan (2013-2017) to include \$500,000 for advanced construction of the City Centre Community Centre Tenant Improvements with funding to come from the City's revolving fund be brought forward for Council consideration;
- 5. Staff bring forward the balance of the list of the capital facilities priorities for examination; and
- 6. Staff provide details of the full consultation plans and report through the General Purposes Committee.

This report addresses recommendation 1(a-d) only; the remaining recommendations will be addressed under separate reports.

During the open Council meeting, stakeholders, as represented by the Aquatic Services Advisory Board, expressed concern over the loss of aquatic services during construction. Specifically, the Board maintained that the proposed temporary measures to mitigate disruption of service during construction (eg., temporary cover over Steveston pool) would not be efficient or effective in meeting the demands of aquatic users, which total approximately 1,100 to 1,250 visits per day. As a result of those concerns, staff was asked to examine the feasibility of building adjacent to the existing aquatic facility and consider alternative sites in the Minoru Precinct.

The June report addressed a single aquatic facility- the replacement of MAC. Through previous feasibility work done in 2009 it was determined that the proposed size (approximately 68,000 square feet) would meet current needs and accommodate future growth in the City Centre for up to ten years at which time the future of Watermania would have to be addressed. Since that time, a significant shift has occurred that not only sees the City Centre population growing more rapidly than was anticipated, but places the bulk of this growth north of Westminster Highway, which will undoubtedly create a significant increase in demand for services. In addition to the demand that can be projected based on population growth, consideration must be given to latent demand (pent up demand for modern facilities), which is expected to be significant.

Watermania is now in the 17th year of a 30 year lease that will expire in 2027. Significant capital expenditures have been made in the last two years, with additional capital required in 2014 in order to keep the facility properly maintained. Given the current and projected expenses required to maintain this facility, decisions about the future of Watermania should not be left until the latter years of the lease. As was stated in the June 24, 2013 Council report, a master planning exercise will be conducted upon implementation of the Phase 1 facility program to establish the next phase of facility priorities for Council consideration. Plans for Watermania will be brought forward at that time.

This report is in response to the questions raised at the June Council meeting regarding aquatic service disruption. As well, given the anticipated latent demand for aquatics and projected long term growth in the City Centre, this report introduces the concept of a second aquatic facility at Lot 5 adjacent to the Richmond Olympic Oval. Council's direction is sought on the preferred location for the replacement of Minoru Aquatic Centre (MAC) and the Older Adults' Centre (OAC), and a potential additional aquatic facility, based on the analysis outlined herein.

In order to deliver the OAC and an aquatic facility by the Fall 2017, a site must be selected this year.

Site Analysis

Based on the size of the facilities endorsed in the June report, a number of potential alternative sites in Minoru Park and other city-owned properties were identified for comparison purposes. They are as follows:

- 1. Minoru Precinct
 - a. Minoru 2 field on Granville Avenue
 - b. Gilbert Road south of Gateway Theatre
 - c. Cricket Pitch
 - d. Corner of Granville Avenue and Gilbert Road (Firehall #1)
 - e. City Hall Annex on Minoru Boulevard
- 2. Garden City Lands
- 3. Lot 5 adjacent to the Richmond Olympic Oval
- 4. Brighouse Park
- 5. Triangle Road adjacent to Watermania
- 6. Steveston Park
- 7. South Arm Park
- 8. King George Park

Of the twelve sites identified, three (Steveston Park, South Arm Park, King George Park) were ruled out for further analysis as they were not located within the City Center where the majority of the demand for these services is located. The Triangle Road property will be considered in the analysis of the future of Watermania. Garden City Lands was ruled out as the use of that land is restricted by the Agricultural Land Reserve. Brighouse Park and City Hall Annex were also ruled out as there is not enough space for provision of adequate on-site parking and circulation in these locations.

The remaining five sites (Minoru 2 Field, Gilbert Road, Cricket Pitch, Firehall No. 1, Lot 5) as well as the previously endorsed existing location, were measured against site evaluation criteria (Attachment 1). A summary of the analysis is outlined in Attachment 2. Based on the analysis, 4 viable options emerged as follows:

- Option 1: A co-located Aquatics and Older Adults' Centre at the existing location in Minoru Park (Attachment 3).
- Option 2: A co-located Aquatics and Older Adults' Centre at Minoru 2 Field in Minoru Park (Attachments 4 & 5).
- Option 3: A co-located Aquatics and Older Adults' Centre at Minoru 2 Field in Minoru Park and endorsement of a Phase 2 Aquatics Centre at Lot 5 adjacent to the Richmond Olympic Oval (Attachment 7), with funding for Phase 2 Aquatics to be approved at a future date in conjunction with endorsement of plans for Phase 2 Aquatics and a resolution concerning the future of Watermania.
- Option 4: A co-located Aquatics and Older Adults' Centre at Minoru Park in its existing location and an Aquatics Centre at Lot 5 adjacent to the Richmond Olympic Oval with the Older Adults' Centre and the Aquatics Centre at Lot 5 being constructed concurrently and Minoru Aquatics being constructed in Phase 2 but funded in Phase 1.

For each of the four options, and for purposes of this analysis, the proposed aquatic facility is estimated to be 68,000 square feet and the proposed older adults' centre is estimated to be 33,000 square feet. Each of these facilities can be expanded, or reduced, with such changes being determined through program development once the site has been selected. The costs shown reflect the cost of those facilities plus any additional site-specific costs (eg., relocation of services, incorporation of additional space, etc.) as described in each. All cost estimates are based on the year in which the funds will be required. Any change in the size of these facilities will necessitate a revision of the costs provided herein.

Option 1 A co-located Aquatics and Older Adults' Centre at the existing location in Minoru Park (Attachment 3)

At the June Council meeting, where Council endorsed the replacement of MAC and OAC on the existing site, concerns were raised by the Aquatic Services Advisory Board about the significant disruption to aquatic services even with mitigation measures in place (eg., temporary cover over Steveston pool). Questions arose about the feasibility of building adjacent to MAC thereby keeping it operational during construction. At the time, Engineering confirmed that the risk of damage to the existing MAC during site preparation was very high due to extreme vibrations and therefore not recommended. Engineering has since engaged the services of a structural and geotechnical engineer to work with Stuart Olson (Council approved Construction Manager for

Phase 1 projects) and an architect to determine whether there were any design/engineering solutions that would mitigate this risk. The consultants have concluded that given the proposed size of the facility and the site constraints, there is no solution that will provide certainty of uninterrupted aquatic services; unplanned closures and unknown expenses can be expected should construction take place adjacent to the existing aquatic facility.

As a result of the consultants' findings, there is no ability to improve this option from what was previously endorsed. It has the advantage of being the location that meets the needs and preferences of the stakeholders upon completion given the close proximity of adjacent uses. It will, however, cause significant disruption to aquatic services and it does not address the anticipated latent and long-term aquatic demand. Option 1 is summarized as follows:

Summary of Option 1

Project 2014-2017	Estimate	Key Advantage	Key Disadvantage
Co-located OAC/MAC	\$68 million (2015 dollars)	An integrated MAC/OAC facility	Significant reduction of aquatic services for
Temporary OAC *	\$3 million* (2014 dollars)	immediately adjacent to other	a minimum 2 years;
Temporary Steveston Cover *	\$3.8 million* (2014 dollars)	civic precinct services	Does not fully address latent and future
Total	\$74.8 million	SCIVICES	demand

Note * These costs are for temporary improvements to maintain service levels. As with all renovations, unforeseen circumstances may arise that will affect the ultimate cost of the project.

Option 2 A co-located Aquatics and Older Adults' Centre at Minoru 2 Field in Minoru Park (Attachment 4)

Option 2 is located within Minoru Park on the Minoru 2 field, within walking distance to other services such as the library, Cultural Centre, ice rinks, etc. Given the proximity of the site to the Minoru Pavilion, and the age and condition of that structure, consideration has been given to incorporating a new Pavilion within the new facility. The integration of the Pavilion with the new MAC/OAC would provide opportunities for operational efficiencies and additional meeting room and assembly space within the new structure.

To complete the facility at this location, the existing artificial turf field and grass field would have to be relocated further north and configured with the baseball field. This move would also impact the throwing events for the track and field users of this site. Potential reconfiguration of these services is shown in Attachment 5. It is believed that the work could be completed during the soccer off-season and would ultimately add value to the sport environment at Minoru Park. An alternative location for baseball would have to be identified for the 2014 season only.

Two of the field improvements required for this option are in the current 5-Year Parks Capital Plan Submissions, i.e., replacement of Minoru 2 artificial surface in 2014 (\$600,000) and conversion of the LaTrace Diamond to artificial turf in 2018 (\$1,200,000). Because this option requires a relocation of the fields, rather than just resurfacing existing ones, more ground work (drainage, lighting, parking, re-routing pathway, concrete curb/sidewalk perimeter) is required.

The estimated cost to relocate the soccer fields and LaTrace Diamond is \$5.7 million, of which \$1.8 million is a previously planned future expenditure.

The main advantage of this location is that there would be no disruption of services: both older adults' and aquatic services would remain in operation at their current location until the new facility was completed. The main disadvantage is that it is not immediately adjacent to other civic precinct facilities and it does not address the anticipated latent and long-term aquatic demand.

Should this option be selected, apart from the relocation of the playing fields, additional costs would include temporary washrooms/change rooms and integration of the Pavilion. The costs associated with this option are as follows:

Summary of Option 2

Project 2014 -2017	Estimate	Key Advantage	Key Disadvantage
Co-located OAC/MAC	\$69.8 million (2015 dollars)	No disruption of aquatic/older adult	MAC/OAC is not immediately adjacent
Incorporate Pavilion	\$3.7 million (2015 dollars)	services	to other civic precinct services (eg., library,
Relocation/installation of fields	\$5.7 million* (2014 dollars)		cultural centre.)
Temporary Washrooms / change rooms	\$0.4 million (2014 dollars)		Does not fully address latent and long term
Total	\$79.6 million		aquatic demand

Note * These costs are for permanent improvements.

Option 3 A co-located Aquatics and Older Adults' Centre at Minoru 2 Field in Minoru Park and endorsement of a Phase 2 Aquatics Centre at Lot 5 adjacent to the Richmond Olympic Oval (Attachment 7), with funding for Phase 2 Aquatics to be approved at a future date in conjunction with endorsement of plans for Phase 2 Aquatics and a resolution concerning the future of Watermania. (Attachment 6)

Based on 2009 feasibility work, it was concluded that the aquatic facility proposed in Options 1 and 2 would meet current needs and accommodate future growth in the City Centre for up to ten years. However, as mentioned earlier in this report, a significant shift has occurred that not only sees the City Centre population growing more rapidly than was anticipated, but places the bulk of this growth north of Westminster Highway, which will undoubtedly create a significant increase in demand for services. In addition to the demand that can be projected based on population growth, consideration must be given to latent demand (pent up demand for modern facilities), which is expected to be significant.

While it is expected that a single aquatic facility will accommodate some of the latent demand, such demand is anticipated to be significant. This, combined with the accelerated growth in the City Centre, is the reason a second aquatics facility at Lot 5 adjacent to the Richmond Olympic Oval is included in Option 3. Lot 5's location north of Westminster Highway puts it at the centre of the bulk of the City Centre's population growth and demand. In addition, there are synergies and operational efficiencies with locating an aquatic facility adjacent to a multi-sport facility.

In this option, both Minoru and Lot 5 will be full service aquatic facilities. Balancing facility sizes and programming will be determined through the public consultation process with the ultimate objective of having complimentary facilities as opposed to competing ones. Funding and construction of these facilities would be in two phases with the second phase commencing upon completion of the first. The following is the suggested phasing with cost estimates:

Summary of Option 3

Phase 1 2014 to 2017	Estimate	Key Advantage	Key Disadvantage
Co-located OAC/MAC	\$69.8 million (2015 dollars)	Will meet latent, current and future	MAC/OAC is not immediately adjacent
Incorporate Pavilion	\$3.7 million (2015 dollars)	demand	to other civic precinct services (eg., library,
Relocation/installation of fields	\$5.7 million* (2014 dollars)		cultural centre.)
Temporary Washrooms / change rooms	\$0.4 million (2014 dollars)		
Total Phase 1	\$79.6 million		
Phase 2 2018 to 2020			
Lot 5 Aquatics (incl. parkade)	\$74 million (2018 dollars)		
Total Phase 2	\$74 million		

Note * These costs are for permanent improvements.

Option 4 A co-located Aquatics and Older Adults' Centre at Minoru Park in its existing location and an Aquatics Centre at Lot 5 adjacent to the Richmond Olympic Oval with the Older Adults' Centre and the Aquatics Centre at Lot 5 being constructed concurrently and Minoru Aquatics being constructed in Phase 2 but funded in Phase 1. (Attachment 7)

Option 4 is similar to Option 3 in that it includes two aquatic facilities to fully address latent, current and future demand. In this Option, the OAC will be built in its existing location concurrently with an aquatics centre at Lot 5. Upon completion of the Lot 5 aquatics facility, MAC will be demolished and a new MAC will be integrated with the new OAC.

In order to provide a clear construction site and eliminate unforeseen costs by constructing too close to the existing OAC, older adults' services will be temporarily relocated to the City Hall Annex. Given the size of the new OAC, there will be enough room on the site to keep it at a safe distance from MAC. As a result, there will be no disruption of aquatic services during construction.

As in Option 3, both Minoru Park and Lot 5 will have a full service aquatic facility with programming being balanced through the public consultation process. Although construction of the proposed facilities will be in 2 phases (Lot 5 Aquatics/Minoru OAC Phase 1; Minoru Aquatics Phase 2), full funding will be required in Phase 1. The following is the suggested phasing of Option 4 with cost estimates:

Summary of Option 4

Phase 1 Construction (2014 - 2017)	Estimate	Key Advantage	Key Disadvantage
Minoru OAC	\$20.4 million	Will meet latent,	Co-location of
Lot 5 Aquatics	(2015 dollars) \$67.5 million	current and future demand	MAC/OAC is phased
•	(2015 dollars)	•	
Temporary OAC	\$3.0 million* (2014 dollars)		
Construction Phasing	\$1.0 million		
Phase 2 Construction (2018-2020)			
Minoru Aquatics (integrated with OAC)	\$47.6 million (2015 dollars)		
Total Cost	\$139.5 million		

Note* These costs are for temporary improvements to maintain service levels. As with all renovations, unforeseen circumstances may arise that will affect the ultimate cost of the project.

Preliminary Traffic Assessment of Site Options

In addition to the Site Evaluation Criteria, a preliminary assessment of the likely traffic impacts of the site options for Minoru precinct and Lot 5 identifies the following key findings:

- As each of these sites has good access from an existing arterial road, the traffic impacts
 on existing roadway systems can be managed adequately with new signalization,
 intersection and internal driveway improvements;
- The relocation of the existing MAC would provide an opportunity to re-align the existing Granville Avenue access with Moffat Road, thereby making the signalization of this intersection feasible to improve access to the overall Minoru precinct;
- Oval Way is originally envisioned to serve Lot 5 as well as the Oval as part of the Oval
 precinct master plan. This road is currently upgraded with new signalization and
 associated widening which would provide added capacity to facilitate the added demand
 generated by an aquatic centre on Lot 5. River Road will also be widened to full fourlane urban arterial standard as adjacent re-development occurs on both sides of this street;
- Transit access currently exists for all of these sites.

Once the site configuration and service programming are determined upon selection of a preferred site, detailed traffic impact studies will be carried out to determine the specific traffic and parking improvements needed to service the site.

Financial Impact

The Phase 1 capital projects endorsed by Council in June included the replacement of MAC and OAC as well as Firehall #1 (\$22.3 million), City Centre Community Centre (\$6.8 million) and a multi-project contingency of \$10 million. The total cost for Phase 1 capital projects based on the options presented in this report are summarized below. As the major construction will not commence before 2015, a 3% allowance (\$5 million) for construction escalation has also been included:

Major Capital Project Phase 1 Cost Summary (in millions)
--

Project	Option 1	Option 2	Option 3 (Phase 1)	Option 4
MAC/OAC replacement	\$74.8	\$79.6	\$79.6	\$72.0
Lot 5	-	-	Phase 2	\$67.5
FH #1	\$22.3	\$22.3	\$22.3	\$22.3
CCCC	\$6.8	\$6.8	\$6.8	\$6.8
Multi-project contingency	\$10.0	\$10.0	\$10.0	\$10.0
Construction cost escalation contingency	\$5.0	\$5.0	\$5.0	\$5.0
Total	\$118.9	\$123.7	\$123.7	\$183.6

In June, Council endorsed external borrowing up to \$50 million with the remaining funds for the Phase 1 capital projects to come from reserves. Based on the approved funding strategy the estimated opening and ending balance of each reserve, depending on the option selected, is summarized below.

Selected Reserve Balances 2017 (in millions)

Reserves	2014 Opening Balance		2017 Endin	g Balance	
		Option 1	Option 2	Option 3 (Phase 1)	Option 4
Revolving Fund Reserve	\$67.3	\$46.9	\$45.7	\$45.7	\$14.0
Capital Building &					
Infrastructure Reserve	19.4	18.9	15.3	15.3	3.0
Legacy Reserve	15.9	15.9	15.9	15.9	-
Watermain Replacement					
Reserve	26.9	26.9	26.9	26.9	26.9
Sanitary Sewer Reserve	23.7	23.7	23.7	23.7	23.7
Total Reserve Balance	\$153.2	\$132.3	\$127.5	\$127.5	\$67.6

The above summary factors in an annual \$12.0 million transfer to reserve.

Operating costs have not been included at this time as they are dependent upon site selection, final design and programming.

Conclusion

Since receiving Council endorsement of the Major Capital Facilities Program Phase 1 on June 24, 2013, an alternative site analysis has been conducted to respond to concerns raised by stakeholders with respect to continuity of aquatic services and to address anticipated latent and long-term aquatic

demand. This analysis resulted in four options for the replacement of MAC and OAC; one previously endorsed by Council and three additional ones. The advantages and disadvantages of each option have been identified and outlined. It is recommended that Council select the preferred option for the replacement of these facilities from the four provided, with public consultation on the building(s) program to follow upon selection.

Laurie Bachynski

Major Capital Project Team Lead

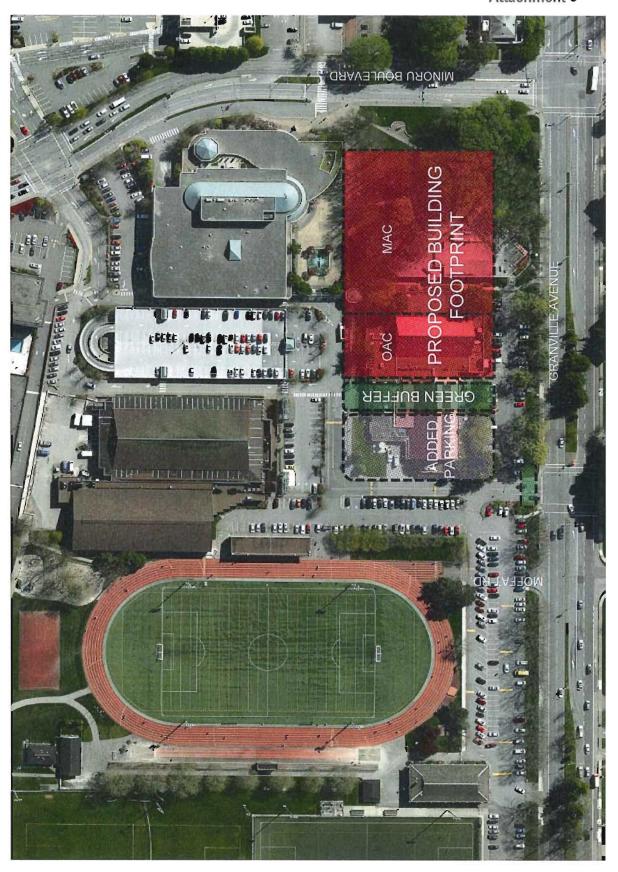
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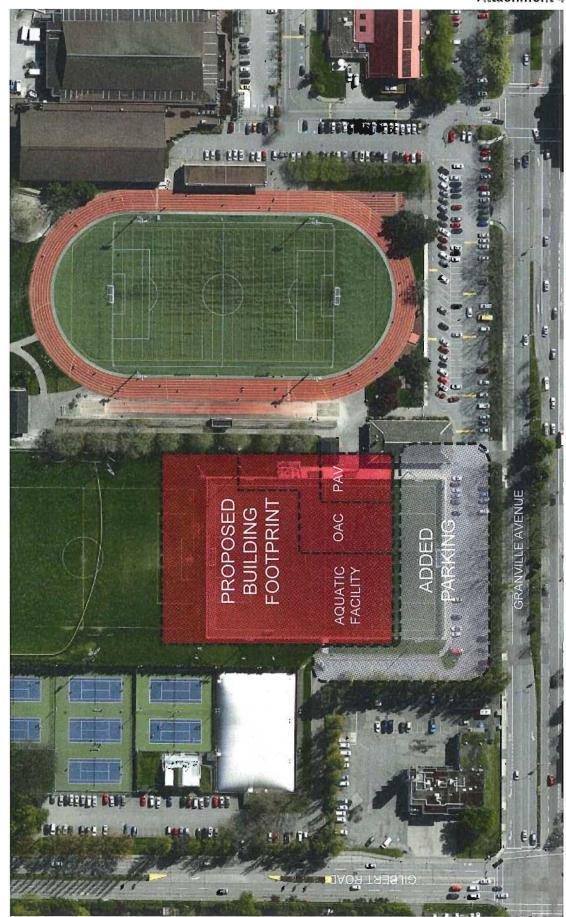
Site Evaluation Criteria

Criteria	Explanation
Co-location of Older Adults' and Aquatic Services	Previous stakeholder consultation revealed a preference for an integrated older adults/aquatics facility.
Synergies with other services	Both aquatic and older adult service users enjoy the proximity to other services such as the library, cultural centre, shopping centre and transit.
Continuity of Aquatic Services	Aquatic Services Advisory Board has advised that disruption of service is unacceptable. This is assumed to mean anything unplanned and outside of normal annual maintenance.
Impact to other services	Sites were assessed on whether existing services would be impacted by the location of the new MAC/OAC.
Access, Parking	Users and user groups should be able to easily access the services by foot, bike, bus or car. As well, there must be adequate provision of on-site parking.
Retains Green Space	Should the facility be located on open space, loss of green space should be minimized.
Addresses Demand for the Long Term	Latent, current and anticipated future demand.

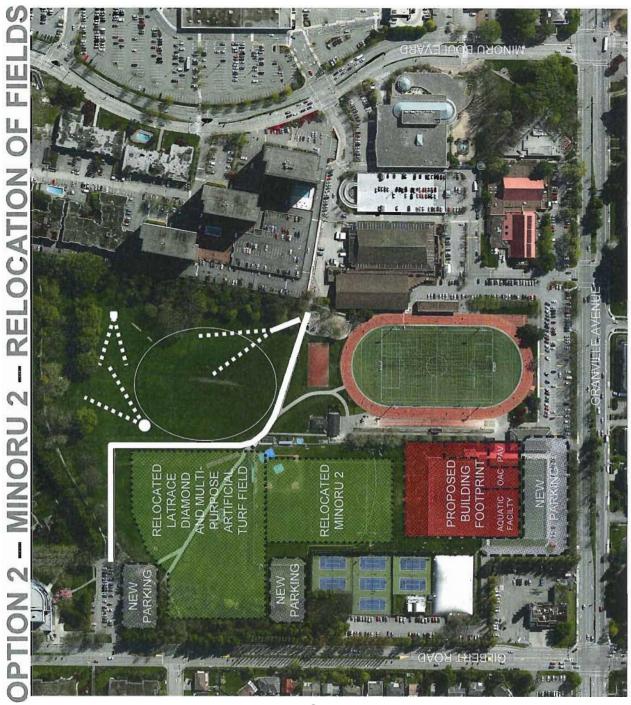
Site Analysis

Location	MAC/OAC co-location	Synergies with other Services	Continuity of Aquatic Services	Impact to other services	Access. Parking	Retains Green Space	Meets Long Term Demand
Existing Location	Yes	Yes	significant reduction of aquatic services	Temporary relocation of OAC	Yes	Yes	ON N
Minoru 2	Yes	MAC/OAC not immediately adjacent to civic precinct services	Yes	Relocation of soccer field, baseball field & throwing events	Yes	Yes	ON.
MAC/OAC at Minoru 2 & Aquatics at Lot 5	Yes	MAC/OAC not immediately adjacent to civic precinct services	Yes	Relocation of soccer field, baseball field & throwing events	Yes	Yes	Yes
MAC/OAC at Existing Minoru Location & Aquatics at Lot 5	Yes	Yes	Yes	Temporary relocation of OAC	Yes	Yes	Yes
Firehall #1	Yes	MAC/OAC not immediately adjacent to civic precinct services	Yes	Relocation of FH #1, tennis courts and Minoru 2	Yes	Additional parking impacts green space	ON
Gilbert Road	Yes	MAC/OAC not immediately adjacent to civic precinct services	Yes	Relocation of baseball field	Less frequent transit stop	Additional parking impacts greens space	ON.
Cricket Pitch	Yes	MAC/OAC not immediately adjacent to civic precinct services	Yes	Relocation of cricket pitch	Not adjacent to road frontage and transit	Additional parking impacts greens space	o Z

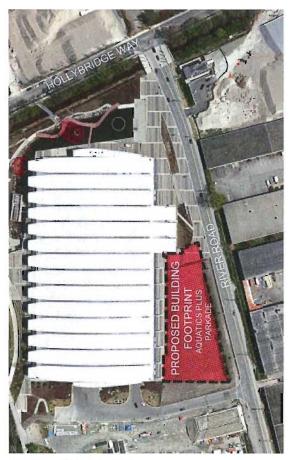




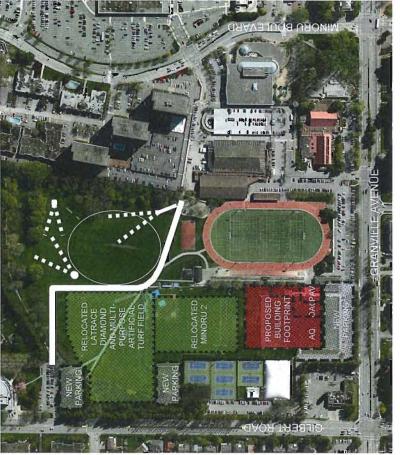
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PHASE 2

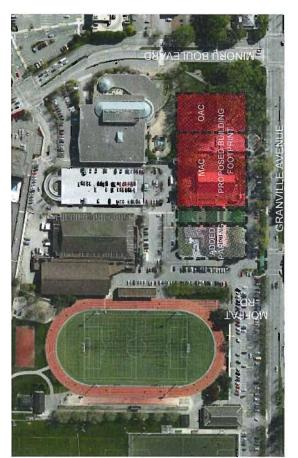


PHASE 1

OPTION 4 - EXISTING LOCATION AND LOT 5



PHASE 1



PHASE 1 – OAC PHASE 2 – MAC

Options Summary

Option	Advantages	Disadvantages	Additional Costs	Delivery	Estimate (including additional costs)
Option 1 - Existing Location	Co-located OAC/MAC; location liked by users and user groups due to synergies with other services	Disruption of aquatic services; does not address aquatic demand for the long term	Temporary OAC & temporary Steveston pool cover	Fall 2017	\$74 million
Option 2 - Minoru 2	No disruption to aquatic services; co-located OAC/MAC; no need to temporarily relocate older adults; opportunity to integrate Pavilion	MAC/OAC not immediately adjacent to civic precinct services; does not address aquatic demand for the long term	Integration of the Pavilion; relocation of fields & ancillary works; temporary washrooms/change rooms	Fall 2017	\$79.6 million
Option 3 Phase 1 - MAC/OAC at Minoru 2,	No disruption to aquatic/older adults' services; synergies with adiacent services at both Lot	MAC/OAC not immediately adjacent to civic precinct services	Integration of the Pavilion; relocation of fields & ancillary works; temporary	Phase 1 Fall 2017	Phase 1 - \$79.6 million
Phase 2 - Lot 5 Aquatics	5 and Minoru; MAC/OAC located in Minoru; long-term aquatic solution		washrooms/change; rooms; parkade at Lot 5	Phase 2 Fall 2020	Phase 2 - \$74 million
Option 4 Phase 1 – Minoru OAC and Lot 5 Aquatics Phase 2 – MAC	No disruption to aquatic/older adults' services; synergies with adjacent services at both Lot 5 and Minoru; MAC/OAC located in Minoru; long-term aquatic solution.	Co-location of MAC/OAC is phased	Parkade at Lot 5; temporary OAC	Phase 1 Fall 2017 Phase 2 Fall 2020	\$139.5 million



Report to Committee

To:

General Purposes Committee

Date:

October 30, 2013

From:

Jerry Chong

Director, Finance

File:

Re:

Loan Authorization Bylaw

Staff Recommendation

That one of the following Loan Authorization Bylaw recommendations, that corresponds to the site selection decision for the replacement of Older Adults' Centre and Aquatic Centre, be forwarded to Council for consideration:

That the Integrated Older Adults' Centre and Aquatic Centre Loan Authorization Bylaw No. 9074 be introduced and given first, second and third readings. (Corresponds to Option 1 of the "Minoru Older Adults and Aquatic Centre Site Selection" report)

That the Integrated Older Adults' Centre, Aquatic Centre and Minoru Pavilion Loan Authorization Bylaw No. 9075 be introduced and given first, second and third readings. (Corresponds to Option 2 or Option 3 of the "Minoru Older Adults and Aquatic Centre Site Selection" report)

That the Aquatic Centre Loan Authorization Bylaw No. 9076 be introduced and given first, second and third readings.

(Corresponds to Option 4 of the "Minoru Older Adults and Aquatic Centre Site Selection" report)

Jerry Chong Director, Finance (604-276-4064)

REPORT CONCURRENCE

Concurrence Concurrence of General Manager

Law

Initials: Approved by CAO

Approved by CAO

Staff Report

Origin

The purpose of this report is obtain Council's authorization to borrow \$50,815,000 from the Municipal Finance Authority (MFA) to fund the selected capital project as proposed in the staff report titled "Minoru Older Adults and Aquatic Centre Site Selection" dated October 30, 2013 from the General Manager, Engineering & Public Works and General Manager, Community Services.

As outlined in the "Minoru Older Adults and Aquatic Centre Site Selection" report, four site options for the replacement of Minoru Older Adults' Centre and Aquatic Centre (herein referred to as OAC/MAC Project) were presented to Council for selection. This report is to follow through with the funding strategy of the external borrowing of net loan proceeds of \$50,000,000 as previously endorsed by Council in recommendation 2 of the staff report titled "Major Capital Facilities Program Phase 1" dated May 31, 2013 from the Director, Engineering.

General information on the City's long-term debt process as required by the *Community Charter* and the MFA's borrowing process is found in Attachment A of this report.

Analysis

Depending on the site that was chosen by Council in the "Minoru Older Adults and Aquatic Centre Site Selection" report, staff are proposing one of the following loan authorization bylaws that corresponds to Council's site selection decision for Council's consideration:

- Bylaw No.9074: If the option selected is the co-located Aquatic and Older Adults' Centre at the existing location in Minoru Park (Option 1 of the "Minoru Older Adults and Aquatic Centre Site Selection" report), then staff is recommending that the "Integrated Older Adults' Centre and Aquatic Centre Loan Authorization Bylaw No. 9074" be introduced and given first, second and third readings (Attachment B); or
- Bylaw No.9075: If the option selected is the co-located Aquatic and Older Adults' Centre at Minoru 2 Field in Minoru Park (Option 2 of the "Minoru Older Adults and Aquatic Centre Site Selection" report) or the co-located Aquatic and Older Adults' Centre at Minoru 2 Field in Minoru Park and endorsement of a future Aquatic Centre at Lot 5 adjacent to the Richmond Olympic Oval (Option 3 of the "Minoru Older Adults and Aquatic Centre Site Selection" report), then staff is recommending that the "Integrated Older Adults' Centre, Aquatic Centre and Minoru Pavilion Loan Authorization Bylaw No. 9075" be introduced and given first, second and third readings (Attachment C); or
- Bylaw No.9076: If the option selected is a co-located Aquatic and Older Adults' Centre at the existing location in Minoru Park and an Aquatic Centre at Lot 5 adjacent to the Richmond Olympic Oval, with the Older Adults' Centre and the Aquatic Centre at Lot 5 being constructed concurrently and the Minoru Aquatic Centre

being constructed at a future date (Option 4 of the "Minoru Older Adults and Aquatic Centre Site Selection" report), then staff is recommending that the "Aquatic Centre Loan Authorization Bylaw No. 9076" be introduced and given first, second and third readings (Attachment D).

Under this bylaw, the net loan proceeds will be used solely for the purpose of the construction of an Aquatic Centre on Lot 5, adjacent to the Richmond Olympic Oval.

Under each of the four site options in the "Minoru Older Adults and Aquatic Centre Site Selection" report, the estimated cost of construction of the assets subject to borrowing is in excess of \$50,000,000. Staff is recommending that a mix of internal and external funding be used to finance the capital facility in order to achieve a balance between impact of tax increase and the preservation of a healthy and sustainable long-term financial reserve position of the City.

Staff is therefore proposing a Loan Authorization Bylaw in the amount of \$50,815,000 in order for the City to receive net loan proceeds (after fees) of \$50,000,000 to partially finance the project selected by Council. The anticipated debt repayment will be funded by the City's available budget, namely the debt servicing budget of the Terra Nova debt (\$1.0 million) that will be maturing in December 2014 and the gaming revenue transfer (\$5.0 million) to repay the Oval's construction that will coincidentally also end in December 2014.

Elector Approval Requirement of the Loan Authorization Bylaw

Under the *Municipal Liability Regulation (B.C. Reg. 254/2004)*, if a municipality's annual liability servicing cost (namely the annual interest and principal debt repayments that are capital in nature) is no greater than 5% of the municipality's last year's controllable revenues (such as taxes revenue, utilities revenue, investment income, unconditional grants and other revenues that are consistent from year to year), the municipality qualifies for the elector approval free exemption. The elector approval free exemption permits a municipality to adopt a loan authorization bylaw without elector's consent (i.e. without a referendum or an alternative approval process).

After taking into consideration the annual liability servicing costs of the proposed loan of \$50,815,000 and the City's existing debt (estimated to be less than a total of \$10 million) and the City's controllable revenue in 2012 (estimated to be at a minimum of \$300 million), the City will meet the requirements of the electoral approval free exemption for the Loan Authorization Bylaw. Therefore, Council has the option to proceed with the Loan Authorization Bylaw adoption process without elector's consent.

It is anticipated that the proposed loan authorization will not trigger any additional tax impact as the debt repayment will be funded by existing available budgets. Staff is therefore recommending that Council proceed with the Loan Authorization Bylaw without a referendum or an alternative approval process.

Borrowing Timeline

In order to meet the upcoming MFA issue deadline (Spring 2014), the City and approval authorities have the following actions to complete and timeline to meet prior to the requested funds being advanced to the City from the MFA:

Actions	Performed By	Estimated Completion Date
Three readings of the loan authorization bylaw	City Council	November 12, 2013*
Approval of the loan authorization bylaw	Inspector of Municipalities	November 29, 2013
Adoption of the loan authorization bylaw	City Council	December 9, 2013*
One month quashing period	No action	January 9, 2014
Application of Certificate of Approval from the Ministry of Community Services	City Staff	January 10, 2014
Approval of Certificate of Approval from the Ministry of Community Services	Inspector of Municipalities	January 15, 2014
Passing of Municipal Security Issuing Resolution and Agreement	City Council	January 16, 2014 (Special Council Meeting)
Delivery of all necessary documents to Metro Vancouver	City Staff	January 20, 2014 (Metro Vancouver's affirmative deadline)
Readings and adoption of Regional District Security Issuing bylaw	Metro Vancouver	February 2014
Application of Certificate of Approval of the Regional District Security Issuing bylaw from the Ministry of Community Services	Metro Vancouver	February 21, 2014
Advance of funds to the City	MFA	April 2014

^{*}Scheduled Council Meeting

Financial Impact

The actual rate of borrowing will be determined by MFA at a later time once their bond rates are set when the related MFA debentures are issued in the market. Based on the current market information and the recent MFA loan issues, it is estimated that the interest rate of the City's borrowing would likely range between 3.5% and 4.5%.

The annual principal and interest repayment for the loan is not expected to have any tax impact due to the use of the existing \$1 million debt servicing budget and \$5 million gaming revenue transfer, both of which will be available starting in fiscal year 2015. If borrowing was to take place during 2014, a one-time bridging to service the 2014 partial debt repayments will be funded from the debt provision account.

Conclusion

To ensure that financing is in place to fund the construction of the Council endorsed OAC/MAC Project, staff is recommending that the appropriate Loan Authorization Bylaw be forwarded to Council for consideration, so that actions can be taken immediately in order to meet the deadlines for obtaining the necessary financing through the MFA.

Manager, Treasury and Financial Services

(604-276-4217)

General Information on the City's Long-Term Debt Process

Under section 179 of the *Community Charter*, a council may, by a loan authorization bylaw adopted with the approval of the inspector, incur a liability by borrowing for any purpose of capital nature. Any debt with term of over 5 years must be obtained through the MFA.

Loan Authorization Bylaw

Any time when long-term borrowing is required, a Loan Authorization Bylaw is required to be approved by Council and the Province. Some characteristics of a Loan Authorization Bylaw are:

- (i) Joint and several obligations with Metro Vancouver
 - Metro Vancouver must consent to the borrowing requested by the City through the Regional District Security Issuing Bylaw
 - Metro Vancouver and the City have joint and several obligations on the debt
- (ii) Content of a Loan Authorization Bylaw
 - The total amount proposed to be borrowed under the Loan Authorization Bylaw
 - The purpose of which the debt is to be incurred
 - The term of the borrowing, which is the lesser of 30 years or the life expectancy of the capital asset financed by the debt
 - A Loan Authorization Bylaw may not be included as part of a general bylaw
- (iii) Life of a Loan Authorization Bylaw
 - The Loan Authorization Bylaw, once adopted, has a life of five years
 - Municipalities have the flexibility in determining the timing of borrowing, as long as the borrowing takes place within five years from the adoption date of the Loan Authorization Bylaw
 - The actual amount of borrowing can be equal to or less than the amount authorized by the Loan Authorization Bylaw
 - Any authorized but unissued amount of the Loan Authorization Bylaw will automatically expire in five years from the bylaw adoption date if remained unused
 - Any authorized but unissued amount of the Loan Authorization Bylaw can be cancelled at any time as authorized by Council

Loan Authorization Process

Since the City and Metro Vancouver have joint and several obligations on all MFA loans, this makes the loan authorization process lengthier then a typical bylaw adoption as it requires review and approval from the Province at various steps of the process and it also requires formal consent from the Board of Metro Vancouver.

These are the steps in obtaining a MFA loan:

- 1. Three readings of Loan Authorization Bylaw by Council
- 2. Review and approval by the Province
- 3. Elector approval, alternative approval process, or no elector approval if exemption requirement is met
- 4. Adoption of Loan Authorization Bylaw by Council
- 5. Application of Certificate of Approval of the Loan Authorization Bylaw from the Province

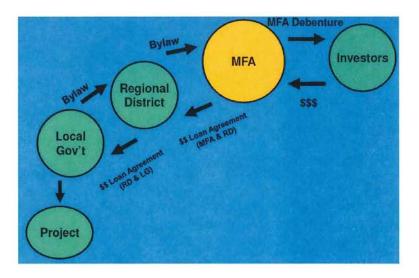
Once approval in step 5 is obtained, the Loan Authorization Bylaw is effective and valid for five years from the date of adoption. When the City is ready to initiate the actual borrowing process, these steps will follow:

- 6. Council passes the Municipal Security Issuing Resolution and Agreement (this resolution is one of the mandatory components that forms part of the legal documentation for all MFA debt due to the joint and several liability between the City and Metro Vancouver)
- 7. Three readings and adoption of Regional District Security Issuing Bylaw by Metro Vancouver's Board
- 8. Application of Certificate of Approval of the Regional District Security Issuing Bylaw from the Province
- 9. MFA Annual General Meeting
- 10. Advance of loan proceeds to the City

Municipalities are advised by MFA that the entire loan authorization process will normally take an average of six to nine months to complete due to the various agencies being involved. In order for the City to meet the upcoming MFA Spring Deadline (February 2014), the above steps must begin by early November 2013 in an expedite manner for the MFA deadline to be met.

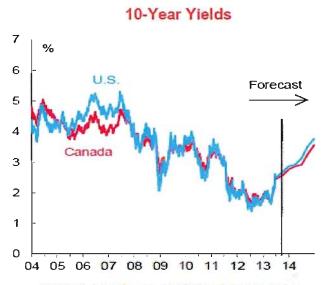
MFA Loan Process

MFA generates funds to be loaned to municipalities by issuing MFA Debentures in the financial market. The actual borrowing rate of the MFA loan issue is therefore tied to the market yield of the MFA bond at the time of the bond issue (i.e. local government's loan interest payment is used to pay bond interests to the investors). See below for process flow:



MFA Loan Rate

The actual borrowing rate is therefore unknown to the municipalities at the time of the loan process but an estimated rate is published by the MFA for analytical purposes based on the current market condition and their outlook of the economy. The current economic forecast is anticipating that the long-term rate will slowly rise as the market makes its gradual transition towards recovery. See forecast of long-term yield below:



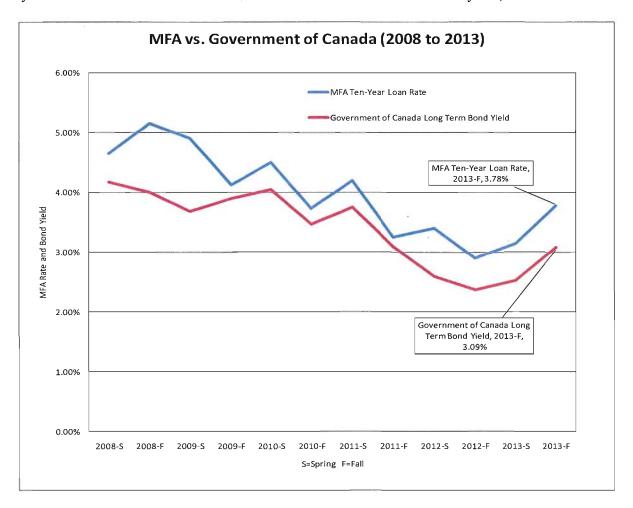
The actual interest rate of MFA loan is determined by MFA at a later time once their bond rates are set when the related MFA debentures are issued in the market. The actual interest rate information is typically released after their Annual/Semi-Annual General Meeting that takes place every Spring and Fall.

The most recent Fall 2013 MFA loan was issued at a 10-year loan rate of 3.78%.

Municipalities that have requested a loan from the MFA are committed to the loan and they are not allowed to renege on their loan request (e.g. if the borrowing rate is higher than expected, or if the capital project requiring funding got cancelled after submission of the loan request etc.).

Historical MFA Loan Rate

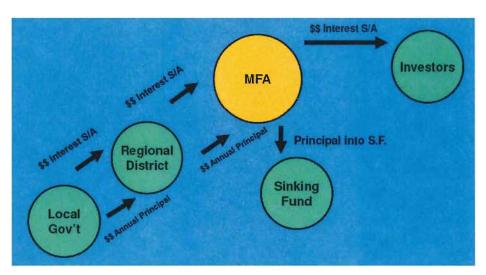
Using the Government of Canada (same AAA credit rating as MFA) 10-year bond yield as a benchmark for comparison purpose, it is expected that MFA's loan rate can typically range anywhere from 0.50% to 1.00% above the Government of Canada bond yield, as shown below:



MFA Loan Repayment Structure

The interest rate is fixed for the duration of the loan and is calculated based on gross amount requested. Each new loan issue will generally be for a 10 year term, which means the lending rate will be set from the date of funding for a period of 10 years. Any terms that exceed the 10 year period will have the lending rate reset starting in year 11. Typically, the rate will be reset for the next 5 years covering the start of year 11 to the end of year 15, and this "5 year reset process" will continue as required (i.e. until loan obligations mature).

Interest is payable semi-annually and principal is payable annually. The amount of principal repaid is deposited into a sinking fund account. The estimated interest earned on the sinking fund pool (known as actuarial credit) is being applied to the outstanding principal amount as a non-cash repayment annually. If the actual earnings of the sinking fund are greater than the estimated earnings, surplus will be paid back to the municipality at the expiry of the loan. In some cases, there is possibility of stop or forgiven payments where the outstanding debt is repaid by the earnings in the sinking fund, so municipalities do not need to make any further debt repayments.



MFA Loan Proceeds

All MFA loan request is subject to a deduction of 1.00% by the MFA for security against loan default (this is held in trust by the MFA in its Debt Reserve Fund and will be refunded to clients, with interest, at loan expiry) and another 0.60% is deducted by MFA as issue expenses (non-refundable) to cover the costs of raising money. The City must take into consideration this 1.60% deduction to ensure adequate funds remain to fully finance the funding requirement of the capital project(s). Below illustrates the amount of loan request required in order for the City to obtain \$50,000,000 in net proceeds from the MFA:

Loan Request Amount	\$ 5	0,815,000
Less:		
1.0% Debt Reserve Fund	\$	508,150
0.6% Issue Expenses	\$	304,890
Net Loan Proceeds	\$ 5	0,001,960



Bylaw 9074

Integrated Older Adults' Centre and Aquatic Centre Loan Authorization Bylaw No. 9074

WHEREAS Council considers it desirable to construct an integrated Older Adults' Centre and Aquatic Centre in Minoru Park, Richmond;

AND WHEREAS the City wishes to partially fund the construction of the integrated Older Adults' Centre and Aquatic Centre by borrowing the sum of \$50,815,000, which is the amount of debt intended to be borrowed by this bylaw;

NOW THEREFORE the Council of the City of Richmond, in open meeting assembled, enacts as follows:

- 1. The City is hereby empowered and authorized to borrow upon the credit of the City a sum not exceeding \$50,815,000 for the purpose of constructing an integrated Older Adults' Centre and Aquatic Centre in Minoru Park, including all expenses incidental thereto.
- 2. The maximum term for which debentures may be issued to secure debt created by this bylaw is thirty (30) years.
- 3. This bylaw may be cited as "Integrated Older Adults' Centre and Aquatic Centre Loan Authorization Bylaw No. 9074".

FIRST READING	
SECOND READING	
THIRD READING	
RECEIVED the approval of the Inspector of Municipalities	
ADOPTED	
MAYOR	CORPORATE OFFICER



Bylaw 9075

Integrated Older Adults' Centre, Aquatic Centre and Minoru Pavilion Loan Authorization Bylaw No. 9075

WHEREAS Council considers it desirable to construct an integrated Older Adults' Centre, Aquatic Centre and Pavilion at Minoru 2 Field in Minoru Park, Richmond;

AND WHEREAS the City wishes to partially fund the construction of the integrated Older Adults' Centre, Aquatic Centre and Pavilion by borrowing the sum of \$50,815,000, which is the amount of debt intended to be borrowed by this bylaw;

NOW THEREFORE, the Council of the City of Richmond, in open meeting assembled, enacts as follows:

- 1. The City is hereby empowered and authorized to borrow upon the credit of the City a sum not exceeding \$50,815,000 for the purpose of constructing an integrated Older Adults' Centre, Aquatic Centre and Pavilion in Minoru Park, including all expenses incidental thereto.
- 2. The maximum term for which debentures may be issued to secure debt created by this bylaw is thirty (30) years.
- 3. This bylaw may be cited as "Integrated Older Adults' Centre, Aquatic Centre and Minoru Pavilion Loan Authorization Bylaw No. 9075".

FIRST READING	
SECOND READING	
THIRD READING	_
RECEIVED the approval of the Inspector of Municipalities	
ADOPTED	
MAYOR	CORPORATE OFFICER



Bylaw 9076

Aquatic Centre Loan Authorization Bylaw No. 9076

WHEREAS Council considers it desirable to construct an Aquatic Centre on a parcel owned by the City and legally described as Lot 5 Section 6 Block 4 North Range 6 West New Westminster District Plan BCP30383 ("Lot 5");

AND WHEREAS the City wishes to partially fund the construction of the Aquatic Centre by borrowing the sum of \$50,815,000, which is the amount of debt intended to be borrowed by this bylaw;

NOW THEREFORE the Council of the City of Richmond, in open meeting assembled, enacts as follows:

- 1. The City is hereby empowered and authorized to borrow upon the credit of the City a sum not exceeding \$50,815,000 for the purpose of constructing an Aquatic Centre on Lot 5, including all expenses incidental thereto.
- 2. The maximum term for which debentures may be issued to secure debt created by this bylaw is thirty (30) years.
- 3. This bylaw may be cited as "Aquatic Centre Loan Authorization Bylaw No. 9076".

THIRD READING	
RECEIVED the approval of the Inspector of Municipalities ADOPTED	
ADOPTED	
MAYOR	CORPORATE OFFICER



Report to Committee

To:

General Purposes Committee

Date:

October 17, 2013

From:

Andrew Nazareth

File:

06-2280-20-285/Vol 1

General Manager, Finance and Corporate Services

Re:

Sales Centre License Agreement between the City of Richmond and Polygon

Development 192 Ltd.

Staff Recommendations

That:

- 1. If 8311 Cambie Road is transferred to the City as part of rezoning application RZ 11-591985, then the City enter into a license agreement with Polygon Development 192 Ltd. ("Polygon") to permit Polygon to use a portion (approximately $\pm 3,505$ sq. ft. for the building area plus ±3,854 sq. ft. for parking area) of 8311 Cambie Road for a two year period with 1 (one) 6-month renewal option at a rate of \$3.60 per square foot per annum (estimated at \$26,492 per annum), as per the terms described in the Staff report from the General Manager, Finance and Corporate Services dated October 17, 2013; and
- 2. Staff be authorized to take all neccessary steps to complete the matter including authorizing the Chief Administrative Officer and the General Manager, Finance and Corporate Servcies to negotiate and execute all documentation to effect the transaction detatiled in the staff report dated October 17, 2013 from the General Manager, Finance and Corporate Services.

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

Att. 4

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Budgets Development Applications Law Parks and Recreation Transportation	d d d	A
REVIEWED BY DIRECTORS	GP - 70	APPROVED BY CAO

Staff Report

Origin

On December 18, 2012, at a Special Council Meeting, Council gave first reading to Cambie Field – Sale of Park Bylaw 8927 in conjunction with rezoning application RZ 11-591985.

As part of the rezoning considerations for RZ 11-591985, if approved by Council, Polygon will transfer fee simple title for 8311 Cambie Road to the City of Richmond prior to the adoption of the Rezoning Bylaw. This parcel will be incorporated into the new neighbourhood park in the City Centre's Capstan Village Area which will be constructed by Polygon adjacent to the current Cambie Field (see Attachment 1). The rezoning application also noted that opportunities would be explored to locate the developer's temporary sales centre on the new park site, at the sole cost of the developer.

The purpose of this report is to obtain Council approval for the business terms of the proposed license agreement between the City and Polygon, subject to a Public Hearing, final approval of rezoning application RZ 11-591985, and transfer of 8311Cambie Road to the City.

If this report's recommendations are approved, it is Polygon's intention to apply to the City for permits to construct a sales centre on 8311 Cambie Road and to construct the sales centre in advance of transferring the property to the City. This report seeks to make Council aware of that proposed sequence and the developer's proposal that the land be transferred with the sales centre and related improvements in place. For clarification, staff's recommendation that the City enter into a license in respect to the portion of property that would be occupied by Polygon's proposed sales centre and related improvements under the terms and conditions noted herein will be implemented if and only if Council, in its discretion, ultimately approves rezoning application RZ 11 – 591985 and adopts the Rezoning Bylaw.

Findings of Fact

In summer 2013, as part of the park consultation process, Polygon approached the City and requested a license agreement for the operation of a sales centre at 8311 Cambie Road in anticipation of the marketing program for their planned development.

At the September 5, 2013 Parks, Recreation and Cultural Services (PRCS) meeting, a report detailing the conceptual design plans and the Public Consultation held Saturday May 18, 2013 regarding the new proposed Cambie Road/Mueller Development Park stated that:

"Business terms with respect to the potentially locating the sales centre on the park, would be developed as part of a separate licensing agreement and would include but not be limited to access, frontage, and servicing agreements for the sales centre. This proposed licensing agreement will be brought forward to Council for consideration in a separate report."

Analysis

In preliminary enquiries with the City's Planning, Parks and Real Estate Services Divisions in September of 2013, Polygon was informed that the City did not have any practical objections to negotiating a license for a sales centre on the site, subject to Council's final approval. The proposed sales centre measures ±3,505 sq. ft. for the building area plus ±3,854 sq. ft. for parking area (see Attachment 2 & 3). Sign and building permits as per typical city process will apply. Transportation Division has confirmed that the proposal conforms to parking requirements and Development Applications have confirmed the use conforms to City policy. Real Estate Services has negotiated the business terms of the license (see Attachment 4).

Financial Impact

Subject to approval of the rezoning application and license agreement, the City will receive approximately \$52,985 of rental income during the term with such funds to be transferred into the Industrial Use Reserve. This will be considered as part of the 2014-2018 Five –Year Financial Plan.

Conclusion

City staff has investigated the request and recommend that a sales centre license between Polygon and the City according to the terms as described in this report, be approved.

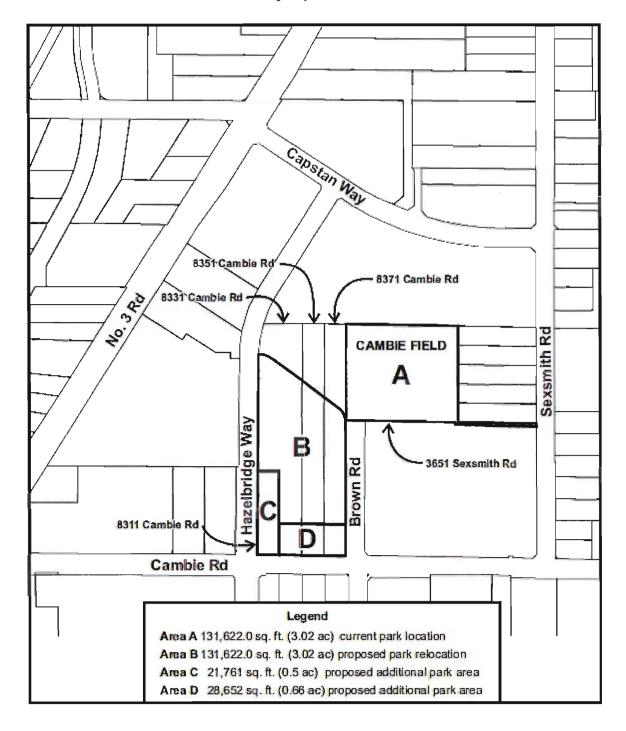
Michael Allen

Manager, Property Services

(604-276-4005)

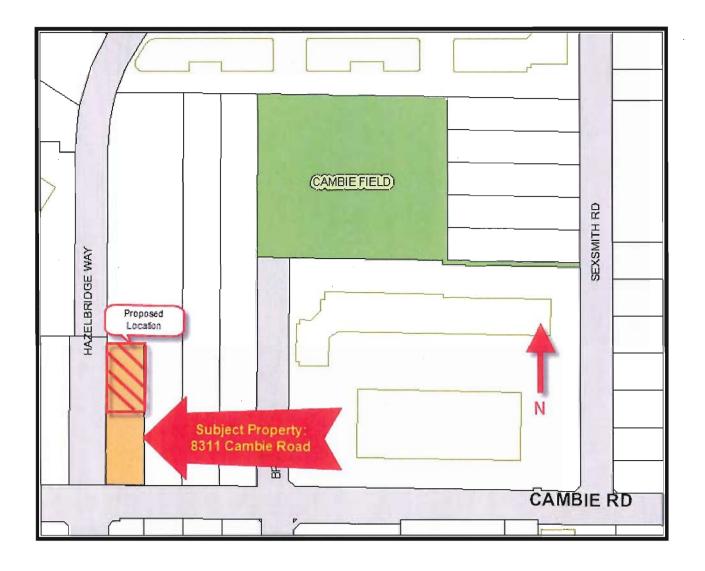
Attachment 1

Property Location



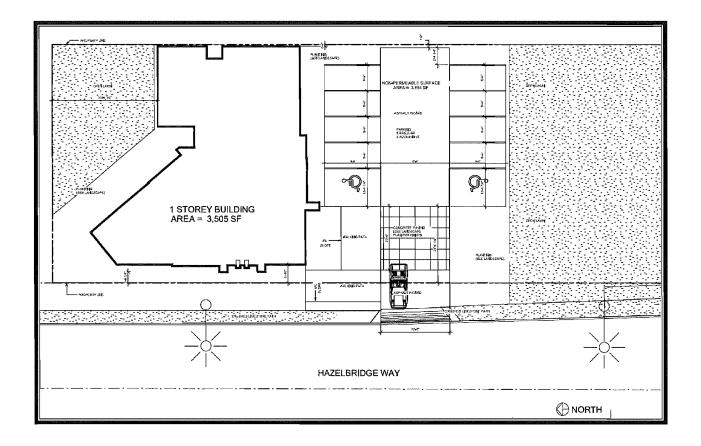
Attachment 2

Property and Sales Centre Location



Attachment 3

Sales Centre Site Plan



Attachment 4

License Agreement Terms

	Primary Business Terms	
Licensor:	City of Richmond	
Licensee:	Polygon Development 192 Ltd.	
Address:	8311 Cambie Road	
Area:	$\pm 3,505$ sq. ft. for building plus $\pm 3,854$ for parking area	
	Total: ±7,359 sq. ft.	
Initial Term	2 years	
Initial Term License Fee	\$3.60 per sq. ft. per annum net	
	Total: \pm \$26,492 per annum	
Renewal Option Term	6 months	
Net License	Net to the City, including but not limited to utilities (such	
	as gas, electricity and water) and property taxes.	
Commencement:	Following transfer of property to the City.	
Permitted Use:	Sales Centre, parking and related purposes	
Termination Clause:	City may terminate the License immediately if Polygon	
	refuses or neglects to carry out its obligations pursuant to	
	the License or uses the License area for any purpose other	
	than set out in the License (i.e. Sales Centre).	
Indemnification:	In favour of the City.	
Insurance:	\$5,000,000 Comprehensive General Liability insurance	
	coverage per occurrence provided by Polygon in favour the	
	City.	
Improvements:	Licensee responsible for all permits and approvals at their	
_	cost for construction, servicing and signage.	
Removal and Restoration:	Prior to the end of the term, Polygon shall remove all	
	buildings and structures and restore the License Area, at its	
	sole cost, to the same or better condition prior to the	
	exercise by Polygon of its rights of the License.	



Report to Committee

To: General Purposes Committee Date: October 30, 2013

From: Cathryn Volkering Carlile File: 06-2055-20-007/Vol 01

General Manager, Community Services

Re: Consultation Plan for Major Recreational Facilities Development

Staff Recommendation

That:

- 1. The report, Consultation Plan for Major Recreational Facilities Development, dated October 30, 2013 from the General Manager, Community Services be received for information; and
- 2. The terms of reference for the Major Recreational Facilities Development Advisory Committee, as detailed in Attachment 1 of the report, Consultation Plan for Major Recreational Facilities Development, dated October 30, 2013 from the General Manager, Community Services be approved.

Cathryn Volkering Carlile

General Manager, Community Services

(604-276-4068)

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Communications Project Development Major Facilities Project Team		lilearlie
REVIEWED BY DIRECTORS	Initials:	APPROVED BY CAO

Staff Report

Origin

At its June 24th 2013 meeting, Council made the following resolution in relation to the Major Capital Facilities Program Phase 1:

(6) Staff provide details of the full consultation plans and report through the General Purposes Committee.

The purpose of this report is to respond to the resolution by providing a detailed plan for public engagement and involvement, including public consultation, in the development of the planned aquatic and older adults facilities in City Centre.

This report supports Council Term Goal Priority 4.1:

"Development and Implementation of a comprehensive facility development plan for current and future needs that outlines an effective public process"

And Council Term Goal Priority 13.1:

Use the City's website and other communication tools to inform and regularly update the Richmond Community on Council's Term Goals, plans, priorities and progress.

Analysis

In order to ensure the planned facilities and associated building programs best meets the needs of the community, it is important to have a comprehensive consultation plan. The purposes of the consultation plan are as follows:

- 1. To ensure the building program and programming meets the needs of the general public and specific stakeholder groups.
- 2. To ensure that, given the expected fifty-year or more lifespan of the facilities, the long-term needs of the community are considered in the development process.
- 3. To ensure the development process for the facilities is transparent and provides opportunity for input into decision making where appropriate.
- 4. To ensure the public is engaged and excited about the benefits to the community of these planned facilities.

Consultation and engagement in the planning process will include both ongoing and periodic involvement from the public and staff anticipate engaging the community at many junctures throughout the development process and using a wide variety of methods.

Consultation and Engagement Methods

Public involvement is proposed to include the following:

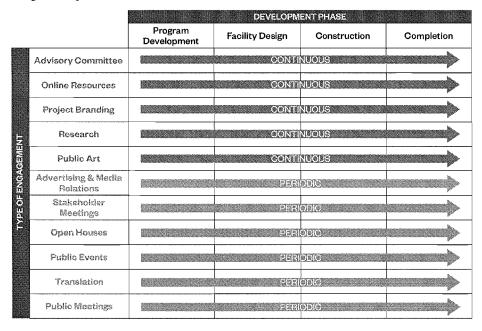
Consultation/Engagement Method	Description
Project Branding	Establish a visual identity for the project.
Establishment of the Richmond Aquatic Facility and Older Adults Centre Replacement Advisory Committee	Members of the Advisory Committee will provide input and, at times, seek broader stakeholder input, in the planning process.
Open Houses	Open houses at key points during the facility development process will assist in informing the public of progress to date and seek input into options or decision points for moving forward with the development process.
Stakeholder consultation and meetings	Direct consultation and meetings will provide opportunities for stakeholder groups such as the Minoru Seniors Society, Richmond Aquatic Services Board, sport and community user groups, related advisory committees, Vancouver Coastal Health, Richmond Olympic Oval, Richmond Fitness and Wellness Association, and the Richmond Centre for Disability to provide input and receive and share information.
Research	Research results from past consultations.
Social Media	Establish a dedicated social media presence through Facebook, Twitter and other emerging technologies.
Dedicated project web page	Design and maintain a dedicated web page on the City's website to provide project background, identify opportunities for input and follow the facility development process.
Media Releases and general public information	Traditional media will be used to reach the broad public through press releases and paid advertising informing the public of developments and upcoming opportunities for input into the process.
Let's Talk Richmond	This online discussion platform will be used to engage the public in specific issues related to facility development.
Public meetings of Committee and Council	Reports related to the project will be brought forward to General Purpose Committee and then forwarded to Council. The public has access to open agendas and has the opportunity to delegate at these meetings.
Translation	When appropriate, communication documents, meeting minutes, and other facets of the consultation process will be translated into one or more languages other than English to allow greater accessibility.
Public Events	Sod turnings, opening events and other celebrations will mark project milestones.

Consultation Strategy

City staff will be developing a comprehensive communication and consultation strategy that includes the categories above and will commence as soon as the site is approved and encompass the duration of the project from design, construction to opening phases.

The graphic on the next page outlines the overall public engagement strategy for the development of replacement of the aquatic and older adult facilities in City Centre.

Public Engagement for Development of Major City Centre Recreational Facilities



Richmond Aquatics Facilities and Older Adults Centre Replacement Advisory Committee

Staff propose the establishment of one Advisory Committee for this project.

The proposed terms of reference for the Advisory Committee are included as Attachment 1 of this report. The role of the Committee is to provide advice, input and feedback at key milestones during the planning and development of the Minoru Older Adults Centre and interim centre and the Richmond Aquatics Facility.

Membership of the Advisory Committee is proposed to include:

- 1. Two representatives from the Aquatic Services Board
- 2. Two representative from the Minoru Seniors Centre
- 3. If Lot 5 is selected, two representatives from Richmond Olympic Oval Board
- 4. Three representatives from the general public.

Two Council members will be appointed as liaisons to the Advisory Committee.

The Advisory Committee will be supported by the City of Richmond and related costs will be incorporated into the project budget. Professional staff including City staff and construction management, architecture and engineering and community engagement consultants will be also included as technical support.

Financial Impact

The budget for the consultation process will be included in the capital program for the facilities.

Conclusion

Engaging the public through a variety of avenues will ensure the process of developing the proposed older adults and aquatics facilities will be transparent, meet community needs and excite the community about the future benefits to the community.

Serena Lusk

Acting Manager, Projects and Programs

(604-233-3344)

Richmond Aquatic Facility and Older Adults Centre Replacement Advisory Committee

PROPOSED TERMS OF REFERENCE

Purpose

The purpose of the Richmond Aquatic Facility and Older Adults Centre Replacement Advisory Committee (the "Advisory Committee") is to provide advice, input and feedback upon request at key milestones during the development process for building these important community recreation facilities.

Principles

The following guiding principles will apply to the community-involved process:

- The project must meet the objectives and timelines of the City of Richmond
- The project must be completed within budget
- The project will follow a business model approach
- The process will encourage effective relationships, partnerships with others and community involvement

The Advisory Committee will reflect the adopted principles in all its activities.

Membership

Richmond City Council appoints members of the Advisory Committee. The membership will include the following:

- Two representatives from the Aquatic Services Board.
- Two representatives from the Minoru Senior's Centre.
- Three representatives from the general public.
- If Lot 5 is selected as a site, two representatives from the Richmond Olympic Oval Corporation.

Two members of Council will be appointed as liaisons to the Advisory Committee.

The term of the Advisory Committee will be for the duration of the project.

The Advisory Committee will report to the Chief Administrative Officer (CAO) or designate.

At the beginning of each year, a member of the Advisory Committee will be elected as Chair. This individual will call meetings upon request of the CAO or designate and facilitate and chair meetings.

Members are expected to attend all meetings. If unable to attend a meeting, an alternate is not required.

Sub-comittees may be established to discuss specific issues as requested by the City.

The CAO or designate will be the senior staff liasion for this committee. Other City staff will attend meetings as required.

Objectives and Expectations

The primary objective for the Advisory Committee is to support the City's efforts in planning and program development for the Aquatic and Older Adults Replacement Facilities.

Procedures

The Advisory Committee will make recommendations and advise staff and the Project team. Communications will be through the CAO or designate.

The decision process is to be consensus based. If some members disagree with the Committee's recommendations or activities, decisions will be recorded in the meeting records.

The Advisory Committee will receive administrative staff support services from the City for the preparation of agendas and the recording of meetings.

The Advisory Committee will liaise with other stakeholders where appropriate.

Council may amend these Terms of Reference at its discretion.

Meetings

Meetings will be at the call of the Chair when requested by the CAO or designate.

Copies of the agenda and record of the previous meeting will be circulated to the Advisory Committee members in advance of the next meeting.

A quorum is established when 50% + 1 members are present.

Code of Conduct

Advisory Committee members are expected to be respectful towards each other and work cooperatively.

Advisory Committee members are drawn from both the public and stakeholder interests. The expectation is that each member will conduct themselves in the best interest of all of Richmond residents.

If there is a conflict of interest, it will be up to the member to remove himself or herself from the discussion and decision. However, where a conflict is not recognized by an individual, the City may exercise its prerogative to excuse the member from the meeting and/or restrict their access to pertinent information.

Committee members who have been found by the City to have breached their confidentiality agreements; failed to abide by the Code of Conduct or failed to abide by other policies adopted by the committee will be subject to immediate rescinding of their appointment. Without the express consent of the City, members are not authorized to discuss matters covered by the Committee or information provided to them in the course of carrying out their roles with the media.

Richmond Aquatic Facility and Older Adults Centre Replacement Advisory Committee members serve at the pleasure of Council.