



General Purposes Committee

Anderson Room, City Hall
6911 No. 3 Road

Monday, November 6, 2017
4:00 p.m.

Pg. # ITEM

MINUTES

GP-6 *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on October 16, 2017.*



ENGINEERING AND PUBLIC WORKS DIVISION

1. **BRAZILIAN ELODEA MANAGEMENT: MARINER'S VILLAGE (11291 - 11491 7TH AVE)**
(File Ref. No. 10-6160-07-01) (REDMS No. 5574535 v. 10)

GP-12

See Page GP-12 for full report

Designated Speakers: Peter Russell and Chad Paulin

STAFF RECOMMENDATION

That a letter be sent to the BC Ministry of Forests, Lands and Natural Resource Operations, to request their immediate involvement and the allocation of appropriate funding to manage Brazilian elodea infestations in Richmond.



COMMUNITY SAFETY DIVISION

2. **APPLICATION FOR A NEW LIQUOR PRIMARY LIQUOR LICENCE – LUCKY 9 BOWLING CENTRE LTD, DOING BUSINESS AS: MONKEY 9 BREW PUB, 180-14200 ENTERTAINMENT BLVD.**
(File Ref. No. 12-8275-30-001) (REDMS No. 5559386 v. 3)

GP-18

See Page GP-18 for full report

Designated Speaker: Cecilia Achiam

STAFF RECOMMENDATION

- (1) *That the application from Lucky 9 Bowling Centre Ltd., doing business as, Monkey 9 Brew Pub, for a new Liquor Primary Liquor Licence to operate a brew pub, at premises located at 180-14200 Entertainment Blvd. be supported for:*
- (a) *a new Liquor Primary Liquor Licence with the primary business focus on food and liquor service with total person capacity of 200 persons (145 indoor and 55 patio);*
 - (b) *an outdoor bounded patio with capacity of 55 persons;*
 - (c) *liquor service hours from Monday to Sunday, from 10:00 AM to next day 2:00 AM.*
- (2) *That a letter be sent to Liquor Control and Licensing Branch advising that:*
- (a) *Council supports the applicant's new Liquor Primary Liquor Licence and the hours of liquor service with the conditions as listed above;*
 - (b) *the total person capacity at 145 persons indoor and 55 persons for the outdoor patio is acknowledged;*
 - (c) *Council's comments on the prescribed criteria (section 71 of the Liquor Control and Licensing Regulations) are as follows:*
 - (i) *the impact of noise and traffic in the vicinity of the establishment was considered;*
 - (ii) *the general impact on the community was assessed through a community consultation process; and*
 - (iii) *given that this is a new business, there is no history of non-compliance with this operation;*

- (d) *As the operation of a licenced establishment may effect nearby residents, businesses and property owners, the general impact assessment was conducted through the City's community consultation process as follows:*
 - (i) *residents, businesses and property owners within a 50 meter radius of the establishment were notified by letter. The letter provided information on the application with instructions on how to submit comments or concerns; and*
 - (ii) *signage was posted at the establishment and three public notices were published in a local newspaper. The signage and public notice provided information on the application with instructions on how to submit comments or concerns.*
- (e) *Council's comments on the general impact of the views of residents, businesses and property owners as follows:*
 - (i) *the community consultation process was completed within 90 days of the application process;*
 - (ii) *the comments and views of residents, businesses and property owners received through the community consultation process were assessed; and*
 - (iii) *the concerns of residents, businesses and property owners received through the community consultation process could be mitigated by existing Bylaws;*
- (f) *Council recommends the approval of the licence for the reasons that this new application of the liquor primary license is acceptable to the majority of the residents, businesses and property owners in the area and the community.*



PLANNING AND DEVELOPMENT DIVISION

3. **ADVANCEMENT OF PARTIAL FUNDING FOR THE CANADA LINE CAPSTAN STATION**

(File Ref. No. 10-6525-07-04-05) (REDMS No. 5547299 v. 12)

GP-26

See Page GP-26 for full report

Designated Speaker: Victor Wei

STAFF RECOMMENDATION

- (1) *That up to \$3.5 million be approved for the advancement of funds to TransLink to initiate design work for the new Canada Line Capstan Station including \$1,097,817 for Preliminary Design with the balance to be for Detailed Design; and*
- (2) *The 5-Year Financial Plan (2018-2022) reflects this accordingly.*



FINANCE AND CORPORATE SERVICES DIVISION

4. **2018 COUNCIL AND COMMITTEE MEETING SCHEDULE**

(File Ref. No. 01-0105-01) (REDMS No. 5494360 v. 2)

GP-33

See Page GP-33 for full report

Designated Speaker: David Weber

STAFF RECOMMENDATION

That the 2018 Council and Committee meeting schedule as shown in Attachment 3 to the staff report dated October 2, 2017, from the Director, City Clerk's Office, be approved with the following revisions included:

- (1) *That in order to accommodate the August meeting break and the December holiday season,*
 - (a) *the Regular Council meetings (open and closed) of August 13, August 27 and December 24, 2018 be cancelled;*
 - (b) *the Public Hearing of August 20, 2018 be rescheduled to September 4, 2018 at 7:00 p.m. in the Council Chambers at Richmond City Hall;*
- (2) *That in order to adjust the "fifth week" in January 2018,*
 - (a) *the Regular Council meetings (open and closed) of January 8 and January 22, 2018 be rescheduled to January 15 and January 29, 2018 respectively, with all January Committee meetings readjusted accordingly;*
 - (b) *the Public Hearing of January 15, 2018 be rescheduled to January 22, 2018 at 7:00 p.m. in the Council Chambers at Richmond City Hall; and*

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ITEM

- (3) *That in order to avoid meeting conflicts with the 2018 UBCM convention, the Regular Council meeting (open and closed) of September 10, 2018 be cancelled and that a Special Council meeting be called in conjunction with the last Committee meeting during the week of September 4, 2018, if necessary, to deal with any business arising through Committee.*

☐

ADJOURNMENT

☐



General Purposes Committee

Date: Monday, October 16, 2017

Place: Anderson Room
Richmond City Hall

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

Absent: Councillor Harold Steves
Councillor Ken Johnston

Call to Order: The Chair called the meeting to order at 4:03 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on October 2, 2017, be adopted as circulated.

CARRIED

COMMUNITY SAFETY DIVISION

1. **APPLICATION TO AMEND FOOD-PRIMARY LIQUOR LICENCE-RELOCATION OF CACTUS CLUB TO 1666-6551 NO. 3 RD**

(File Ref. No. 12-8275-30-001) (REDMS No. 5551408 v. 2)

Carli Edwards, Acting Senior Manager, Community Safety Policy & Programs and Licencing, introduced Douglas Liu, Manager, Business and Operational Analysis, who will be overseeing future liquor licence applications.

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In response to a question from Committee, Ms. Edwards stated that information on operating hours for other businesses with a food-primary liquor licence in the mall can be provided to Council prior to their next meeting.

It was moved and seconded

- (1) *That the application from Cactus Club Cafe 2900 Ltd., operating as Cactus Club Cafe, for the relocation amendment to their Food Primary Liquor Licence No. 148636 from location at 5500 No. 3 Road with hours of liquor service from 9:00 a.m. to next day 1:30 a.m., Monday to Saturday and from 9:00 a.m. to midnight, Sunday; to location at 1666 – 6551 No. 3 Road with the same hours of liquor service, be supported;*
- (2) *That a letter be sent to the Liquor Control and Licensing Branch advising that:*
 - (a) *Council supports the relocation amendment of the application and the hours of liquor service;*
 - (b) *The total person capacity at 223 persons indoor and 76 persons for the outdoor patio is acknowledged;*
 - (c) *Council's comments on the prescribed criteria (section 71 of the Liquor Control and Licensing Regulations) are as follows:*
 - (i) *The impact of noise and traffic in the vicinity of the establishment was considered;*
 - (ii) *The general impact on the community was assessed through a community consultation process; and*
 - (iii) *Given that there has been no history of non-compliance, this amendment will likely not result in the establishment being operated in a manner that is contrary to its primary purpose;*
 - (d) *As the operation of a licenced establishment may affect nearby residents, business and property owners, the general impact assessment was conducted through the City's community consultation process as follows:*
 - (i) *Residents, businesses and property owners within a 50 meter radius of the establishment were notified by letter. The letter provided information on the application with instructions on how to submit comments or concerns; and*

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- (ii) Signage was posted at the establishment and three public notices were published in a local newspaper. The signage and public notice provided information on the application with instructions on how to submit comments or concerns;*
- (c) Council's comments on the general impact of the views of residents, businesses and property owners as follows:*
 - (i) The community consultation process was completed within 90 days of the application process;*
 - (ii) The comments and views of residents, businesses and property owners received through the community consultation process were assessed; and*
 - (iii) The concerns of residents, businesses and property owners received through the community consultation process could be mitigated by existing Bylaws; and*
- (d) Council recommends the approval of the licence for the reasons that the relocation amendment is acceptable to the majority of the residents and businesses in the area and the community.*

CARRIED

**2. CITY OF RICHMOND SUBMISSION REGARDING CANNABIS
LEGALIZATION AND REGULATION IN BC**

(File Ref. No. 12-8000-01) (REDMS No. 5594044 v. 7)

Carli Edwards, Acting Senior Manager, Community Safety Policy & Programs and Licencing, led a discussion with Committee in regards to the items detailed on Table 1 and highlighted the following points:

- the staff report was put together with the intent of garnering Council's position on the items brought forward from the Province and is presented with the concurrence of other departments;
- federal legislation is intended to be passed by July 1, 2018 which sets certain parameters on regulation but allows each province to amend particular portions;
- the minimum legal age for growth and possession of cannabis has been set at 18 by the Federal Government with the authority given to the provinces to raise that limit, and staff has recommended 19;
- although it is not listed on the survey, staff recommend that the personal possession limit for youth be set at 0 grams;
- staff recommend that the City strongly agree with all questions posed under the Drug Impaired Driving section of the survey;

3.

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- under personal cultivation, the Province could enable municipalities to set further regulations;
- staff recommend government distribution as the distribution model from the three options up for debate in order to best control flow and cataloguing; and
- staff recommend a mix of both private and government retail, similar to liquor, and to remain neutral on supporting non-medical cannabis sales in liquor stores.

Committee noted a strong opposition to the legalization of non-medical use of cannabis and discussion took place in regards to (i) the minimum age for cultivation and possession, (ii) land use and zoning for non-medical uses, (iii) lower tolerance for drug impairment for fully licenced drivers (outside of the graduated licensing program), (iv) control and authority over regulation for municipalities, (v) the potential growth of cannabis in community gardens, and (vi) that retail be restricted to government and not private stores.

It was noted that staff should provide Council with a draft of the letter to the Province prior to the next Council meeting.

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

It was moved and seconded

WHEREAS it is important to the City of Richmond to protect the quality of life of its residents and to enact measures to afford such protection, therefore be it RESOLVED:

That the comments summarized in the staff report titled, "City of Richmond Submission Regarding Cannabis Legislation and Regulation in BC" and detailed in Table 1, be approved for submission to the Province of British Columbia with the following additions:

- (1) ***that the minimum age to buy, grow, and possess cannabis be 19;***
- (2) ***that a copy of the staff report titled, "City of Richmond Submission Regarding Cannabis Legislation and Regulation in BC" be submitted to the Province along with a letter detailing the following points of clarification:***
 - (a) ***the City of Richmond strongly opposes the legalization of non-medical use of cannabis;***
 - (b) ***that municipalities continue to maintain authority over regulation of land use and zoning as it pertains to cannabis-related land uses;***
 - (c) ***the limit for youth personal possession (under age 19) should be 0 grams;***

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- (d) Provincial regulations should be a minimum and municipalities should be able to impose stricter regulations;*
- (e) regulations for farm land should be provided;*
- (f) municipalities should be given a share of the federal and provincial revenues to offset extra costs;*
- (g) there has been insufficient time given to respond to the Province's request for feedback;*
- (h) there should be firmer controls on public consumption of cannabis that match public tobacco and alcohol consumption regulations;*
- (i) there should be a low tolerance for drug impaired driving for fully licenced (non "new") drivers and zero tolerance for new drivers;*
- (j) the cultivation, smoking, and use of cannabis and cannabis related products should be prohibited in any place, including residences, where children may reside or be around;*
- (k) the maximum number of cannabis plants allowable for personal cultivation should be set by building premises, not by household;*
- (l) the legal rights of the landlord (including strata council or owner) to forbid tenants to cultivate, consume, and buy/sell marijuana should be protected;*
- (m) enable the strata council or the building owner to prohibit smoking or cultivation of cannabis in any buildings (such as apartments) with central air ventilation systems; and*
- (n) require any products containing cannabis to be labeled and carry health warnings similar to cigarettes.*

It was agreed by Committee that Part (1) of the recommendation would be voted separately.

The question on Part (1) of the motion was not called and as a result of discussion, the following **amendment** was introduced:

That the minimum age to buy, grow, and possess cannabis be 21.

DEFEATED

Opposed: Mayor Brodie
Cllrs. Loo
McPhail
McNulty

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The question on Part (2) of the motion was then called and it was **CARRIED**.

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

It was moved and seconded

That a letter be sent to the Federal government, with copies to the Richmond Members of Parliament, expressing concern over the inadequate time given to Provincial and Municipal governments to prepare prior to cannabis legalization.

CARRIED

Discussion ensued in regards to licenced medical cannabis operations in Richmond and direction was given to staff to provide a list of licenced medical cannabis grow-ops and unlicenced grow-ops.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:22 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, October 16, 2017.

Mayor Malcolm D. Brodie
Chair

Amanda Welby
Legislative Services Coordinator



City of Richmond

Report to Committee

To: General Purposes Committee

Date: October 5, 2017

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

File: 10-6160-07-01/2017-
Vol 01

Re: Brazilian Elodea Management: Mariner's Village (11291 - 11491 7th Ave)

Staff Recommendation

That a letter be sent to the BC Ministry of Forests, Lands and Natural Resource Operations, to request their immediate involvement and the allocation of appropriate funding to manage Brazilian elodea infestations in Richmond.

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

| REPORT CONCURRENCE | | |
|---|---|---|
| ROUTED TO: Parks Services Sewerage & Drainage Law | CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | CONCURRENCE OF GENERAL MANAGER |
| REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE | INITIALS: | APPROVED BY CAO |

Staff Report

Origin

Staff have encountered challenges associated with the eradication of Brazilian elodea (elodea) from a water feature located on City property that is currently exclusively used by residents in Mariner's Village. This report is seeking Council's support to issue a letter to the Minister of Forest, Lands and Natural Resource Operations for their immediate action to manage Brazilian elodea infestations in Richmond.

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

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

6.1. Safe and sustainable infrastructure.

Background

Mariner's Village is a private condominium development constructed in 1973, located between 11291 and 11491 7th Ave in Richmond and consisting of several single- and multi-family dwellings (Attachment 1). A pond feature associated with the development is located on City property and is situated between the site and the west dike.

The pond is approximately 500 metres (m) long by approximately 25 m wide and is a linear water feature that forms part of the City's drainage system in the area. There are two embayments where the pond is notably larger and two gated pedestrian bridges have been installed to provide access to the multi-use pathway along the dike from Mariner's Village (Attachment 2).

In 2014, staff were notified by the Strata of the presence of elodea in the pond, which was likely the result of the improper disposal of the contents of an aquarium. Elodea is a highly invasive aquatic plant that poses a significant risk to flooding infrastructure and the environment as it has the ability to plug drainage and inhibit native vegetation. Currently, there are only two locations in BC that elodea is known to exist (including this one). As such, elodea is one of the City's priority species under the *Invasive Species Action Plan* and is provincially-mandated under the *Early Detection Rapid Response Plan (EDRRP)*. The elodea infestation within the pond feature has the potential risk to spread to the adjacent Sturgeon Banks Wildlife Management Area. Although elodea is a freshwater plant, staff have been monitoring the Sturgeon Banks as there may be pockets of freshwater that are at risk of infestation.

The City currently has a limited role in addressing the elodea but carries the risk that the infestation could spread beyond the pond. Several City programs can assist the Province with the elodea infestation including:

- Sewerage and Drainage Program – the pond is not currently included as part of the City’s regular maintenance activities and City crews only undertake ‘as needed’ activities to control vegetation on weirs and displace nuisance beavers.
- Invasive Species Action Plan – the City adopted the *Invasive Species Action Plan* in January 2016 to mitigate the significant risks posed to our civil and ecological resources from the spread of invasive species.
- Ecological Network Management Strategy – the objectives set out within the strategy can be used to enhance the biological value of the property and maintain ecological connectivity to the surrounding lands through naturalization of the pond rather than a constructed water feature.
- Dike Master Planning – the west side of the pond is bounded by the west dike, which will be raised approximately 1.5 m over the next 25 to 75 years to accommodate climate change induced sea level rise. As a result of the raising efforts, the west dike will be approximately 10 m wider than it is today and some (or all) of the space required to widen the dike may come from the City’s property currently occupied by the pond.
- Parks Open Space Strategy – Currently Parks does not provide any pond maintenance support to the strata. Future activities could include supporting a more desirable open and accessible public space.

Provincial Early Detection Rapid Response Plan

The Province is the lead agency for resourcing the elodea treatment efforts under the EDRRP, but benefits from coordination and engagement from all levels of government and land owners. The program is a proactive approach to managing new invasive species to BC that prevents establishment and subsequent impacts through targeted species risk assessment, verification, containment and eradication. Activities are guided by the EDRRP, which provides detailed direction on the decisions and actions required to address new incursions anywhere in BC. The Provincial government, through the Inter-Ministry Invasive Species Working Group, leads implementation of BC’s EDRRP in partnership with federal agencies, with cooperation of key land managers and stakeholders throughout B.C. and adjacent jurisdictions.

As such, City staff have been working closely with the Province to determine a suitable management plan for the elodea since 2015, and have supported a remedial trial with City resources in 2016. The trial was ineffective and for this reason, the City and Province continued to explore alternative solutions. It was determined that alternative solutions come at a significantly higher cost and for this reason, the Province has not been able to commit the necessary resources to address the issue to date. In October 2017, City staff coordinated a meeting onsite with the Province to determine immediate action efforts and are presently waiting for further support.

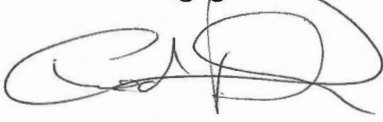
Given the current situation, a recommendation is included in this report to send a letter to the Minister of Forests, Lands and Natural Resource Operations, requesting the immediate deployment of appropriate resources.

Financial Impact

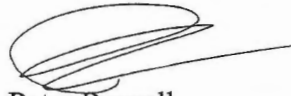
None at this time. The City does not currently have operating or capital budgets allocated for managing the elodea but intend on developing a scope of work in partnership with the Province as needed.

Conclusion

There is a need to address the risks associated with the spread of elodea to protect the City's broader drainage system and natural environment but the Province has the primary responsibility to address the infestation. To ensure that an effective, long term management plan for the pond is prioritized it is recommended that staff proceed with issuing a letter to the Province and continue to engage their senior officials for action.



Chad Paulin
Manager, Environment
(604-247-4672)



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

CP:th

Att. 1: Site location
2: Site photographs



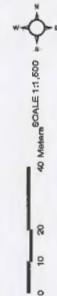
- POND BOUNDARY
- FOUNTAIN
- PHOTO KEY

CITY OF RICHMOND
MARINERS VILLAGE
POND ASSESSMENT

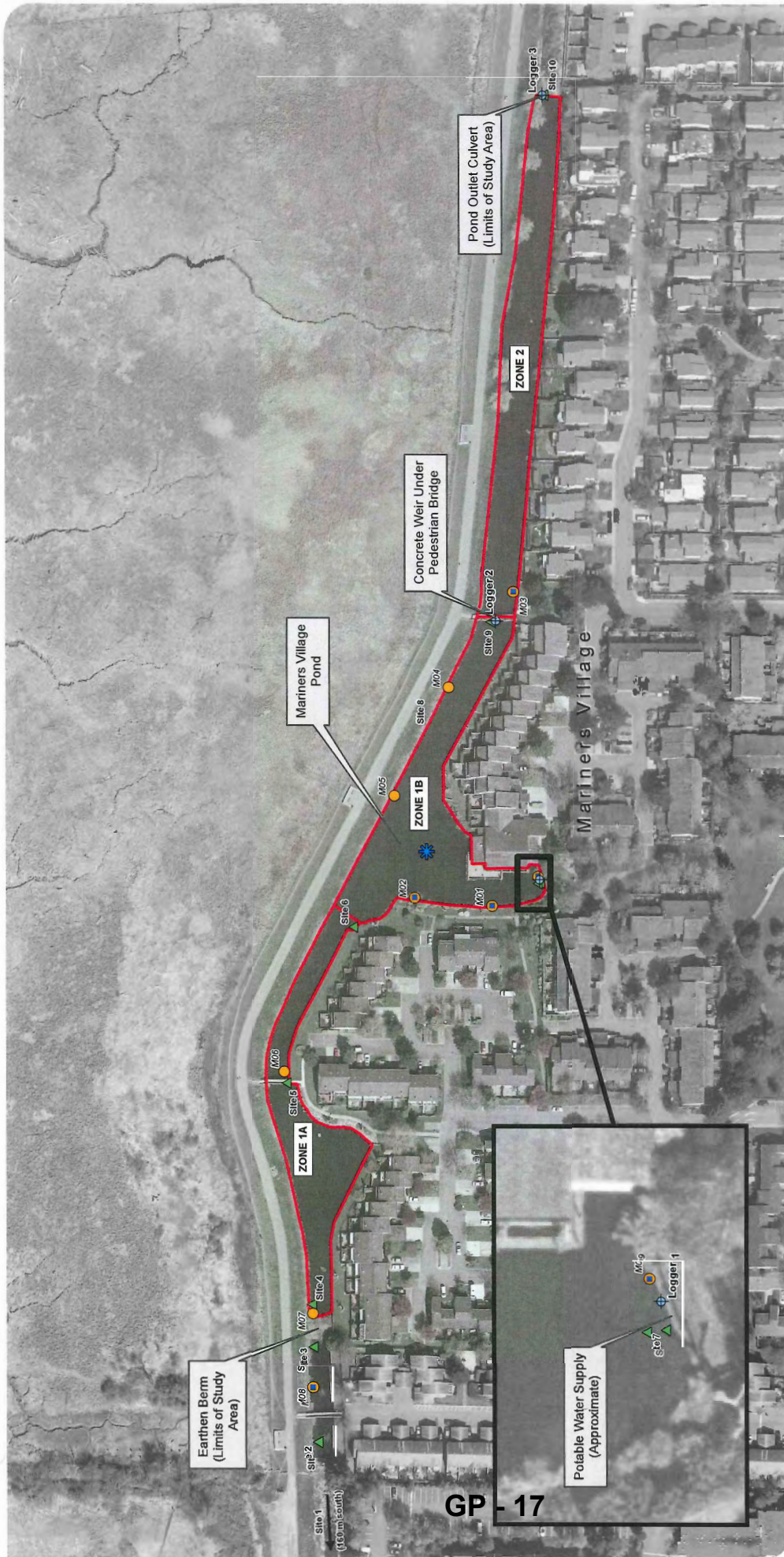
SITE LOCATION PLAN
FIGURE 1



MAP DRAWING INFORMATION:
DATA PROVIDED BY CITY OF RICHMOND
MAP CREATED BY: JLC
MAP CHECKED BY: JAW
MAP PROJECTION: NAD 1983 UTM Zone 12N



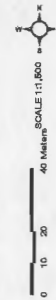
FILE LOCATION: G:\GIS\152109\FIGURE 1 - SITE PLAN.MXD
PROJECT: 15-2103
STATUS: FINAL
DATE: 06/22/2015



CITY OF RICHMOND
MARINERS VILLAGE
POND ASSESSMENT
**WATER QUALITY AND
DATA LOGGER LOCATIONS**
FIGURE 2



MAP DRAWING INFORMATION:
DATA PROVIDED BY CITY OF RICHMOND
MAP CREATED BY LKO
MAP DATE: 06/22/2015
MAP PROJECTION: NAD 1983 UTM Zone 10N



FILE LOCATION: G:\016151\03\Figure 2 - SAMPLING LOCATIONS (2)AWD
PROJECT: 15-2103
STATUS: FINAL
DATE: 06/22/2015



| | | | |
|--------------|--|--------------|--------------------------------|
| To: | General Purposes Committee | Date: | October 16, 2017 |
| From: | Cecilia Achiam General Manager, Community Safety | File: | 12-8275-30-001/2017- Vol 01 |
| Re: | Application for a new Liquor Primary Liquor Licence – Lucky 9 Bowling Centre Ltd, doing business as: Monkey 9 Brew Pub, 180-14200 Entertainment Blvd. | | |

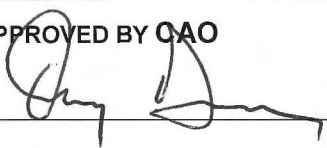
Staff Recommendation

1. That the application from Lucky 9 Bowling Centre Ltd., doing business as, Monkey 9 Brew Pub, for a new Liquor Primary Liquor Licence to operate a brew pub, at premises located at 180-14200 Entertainment Blvd. be supported for:
 - a) A new Liquor Primary Liquor Licence with the primary business focus on food and liquor service with total person capacity of 200 persons (145 indoor and 55 patio);
 - b) An outdoor bounded patio with capacity of 55 persons;
 - c) Liquor service hours from Monday to Sunday, from 10:00 AM to next day 2:00 AM.
2. That a letter be sent to Liquor Control and Licensing Branch advising that:
 - a) The Council supports the applicant's new Liquor Primary Liquor Licence and the hours of liquor service with the conditions as listed above;
 - b) The total person capacity at 145 persons indoor and 55 persons for the outdoor patio is acknowledged;
 - c) The Council's comments on the prescribed criteria (section 71 of the Liquor Control and Licensing Regulations) are as follows:
 - i) The impact of noise and traffic in the vicinity of the establishment was considered;
 - ii) The general impact on the community was assessed through a community consultation process;
 - iii) Given that this is a new business, there is no history of non-compliance with this operation.
 - d) As the operation of a licenced establishment may effect nearby residents, businesses and property owners, the general impact assessment was conducted through the City's community consultation process as follows:

- i) Residents, businesses and property owners within a 50 meter radius of the establishment were notified by letter. The letter provided information on the application with instructions on how to submit comments or concerns; and
 - ii) Signage was posted at the establishment and three public notices were published in a local newspaper. The signage and public notice provided information on the application with instructions on how to submit comments or concerns.
- e) The Council's comments on the general impact of the views of residents, businesses and property owners as follows:
- i) The community consultation process was completed within 90 days of the application process; and
 - ii) The comments and views of residents, businesses and property owners received through the community consultation process were assessed; and
 - iii) The concerns of residents, businesses and property owners received through the community consultation process could be mitigated by existing Bylaws.
- f) The Council recommends the approval of the licence for the reasons that this new application of the liquor primary license is acceptable to the majority of the residents, businesses and property owners in the area and the community.



Cecilia Achiam
General Manager, Community Safety
Att. 2

| REPORT CONCURRENCE | |
|---|---------------------|
| REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE | INITIALS: CJ |
| APPROVED BY CAO  | |

Staff Report

Origin

The Provincial Liquor Control and Licensing Branch (LCLB) issues licences in accordance with the *Liquor Control and Licensing Act* (the Act) and the Regulations made pursuant to the Act.

This report deals with an application to the LCLB and the City of Richmond by Lucky 9 Bowling Centre Ltd., doing business as Monkey 9 Brew Pub (hereinafter referred to as “the establishment”), for a new Liquor Primary Liquor Licence to:

- operate, Monday to Sunday, 10:00 AM to next day 2:00 AM;
- permit a total person capacity of 200 persons, with indoor capacity at 145 persons and outdoor patio at 55 persons; and
- an outdoor bounded patio that is immediately adjacent to the establishment.

The City is given the opportunity to provide written comments by way of a resolution to the LCLB with respect to the proposed Liquor Primary application. Regulatory criteria local government must consider are:

- the location of the establishment;
- the proximity of the establishment to other social or recreational facilities and public buildings;
- the person capacity and hours of liquor service of the establishment;
- the impact of noise on the community in the immediate vicinity of the establishment; and
- the general impact on the community if the application is approved.

Analysis

Location of the Establishment

The Liquor Primary License applicant's establishment is located at 180-14200 Entertainment Blvd., under the business name Monkey 9 Brew Pub. This property is zoned Entertainment and Athletics (CEA) with the following relevant permitted uses respective to this application: liquor primary establishment, microbrewery, winery and distillery, restaurant and recreation indoor.

The establishment will operate out of the existing space of the previous business operated as the Big River Brew Pub. The primary focus of this business is to operate as a brew pub. The establishment will have a full service kitchen featuring a wood stone pizza oven, along with full menu options that feature appetizers, pizzas, burgers, sandwiches and bowl dishes. In keeping the theme of a brew pub, the establishment will have a pool table and a shuffle board table. The business intends to attract customers from the nearby theatre, sports arena and guests staying at the hotel.

This business is under new ownership and as such, there is no history of non-compliance or complaints. The establishment is situated in a commercial use area focusing on sports and entertainment. There are approximately 21 businesses covering a wide footprint. The largest footprint is the movie theatre followed by the City operated skating arena and swimming pool. The businesses in the area range from entertainment, sports, indoor recreation, retail shops and restaurants. There is also a residential complex southeast of this business.

Proximity of the Establishment to Other Social, Recreational and Public Building

There are no schools or parks within 500 metres from the establishment but there are two recreational buildings, Watermania and Richmond Ice Centre, situated in the vicinity of the Monkey 9 Brew Pub. There is also one other liquor primary establishment within the vicinity of the establishment.

Person Capacity and Hours of Liquor Service of the Establishment

The applicant is proposing to operate Monkey 9 Brew Pub with an occupant load of 200 persons. The applicants proposed operating hours of liquor service are Monday to Sunday, 10:00 AM to next day 2:00 AM which is consistent with City's Policy 9400.

The Impact of Noise on the Community in the Immediate Vicinity of the Establishment

The establishment's location is situated in the entertainment district with various athletics and recreational facilities. Within the area, there are also other restaurants, businesses frequently visited by the public. Based on this assessment, the noise level is not a concern due to the location of the establishment.

Summary of Community Consultation Process and Comments

The City's community consultation process for reviewing applications for liquor related licences is prescribed by the Development Application Fees Bylaw 8951 which under Section 1.8.1 calls for:

1.8.1 Every **applicant** seeking approval from the **City** in connection with:

- (a) a licence to serve liquor under the *Liquor Control and Licensing Act and Regulations*;

must proceed in accordance with subsection 1.8.2.

1.8.2 Pursuant to an application under subsection 1.8.1, every **applicant** must:

- (b) post and maintain on the subject property a clearly visible sign which indicates:
 - (i) type of licence or amendment application;
 - (ii) proposed person capacity;
 - (iii) type of entertainment (if application is for patron participation entertainment); and
 - (iv) proposed hours of liquor service; and
- (c) publish a notice in at least three consecutive editions of a newspaper that is distributed at least weekly in the area affected by the application, providing the same information required in subsection 1.8.2(b) above.

The required signage was posted on September 13, 2017 and three advertisements were published in the local newspaper on September 13, 2017, September 15, 2017 and September 20, 2017.

In addition to the advertised signage and public notice requirements, staff sent letters to businesses, residents and property owners within a 50 meter radius of the new establishment. On September 13, 2017, a total of 326 letters were mailed out to businesses, residents and property owners. The letter provided information on the proposed liquor licence application and contained instructions to comment on the application. The period for commenting for all public notifications ended October 13, 2017.

Based on the community consultative process described, the City has received one response opposed to this application. The concerns of the complaint pertain to traffic, noise and impaired driving that would affect public safety (Attachment 1).

All feedback and responses have been analyzed and staff conclude that these concerns can be mitigated by the operator following the terms and conditions of the Liquor Control and Licensing Branch. In addition, existing municipal Bylaws, along with regular inspections and enforcement, are sufficient to further mitigate the public's concerns of this application.

Other Agency Comments

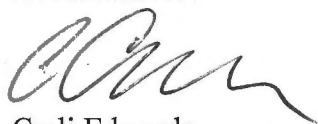
As part of the review process, staff requested comments from other agencies and departments such as Vancouver Coastal Health, Richmond R.C.M.P., Richmond Fire-Rescue and Building Approvals. These agencies and departments generally provide comments on the compliance history of the applicant's operations and premises. All of the agencies and departments expressed no concerns regarding this application.

Financial Impact

None.

Conclusion

The results of the community consultation of the Monkey 9 Brew Pub Liquor Primary Licence application were reviewed based on the LCLB criteria. The assessment concluded there is no potential impact from noise, no significant general impact in the community and no concerns raised by City departments or other agencies. The Monkey 9 Brew Pub operates out of the existing space of the previous business operated as the Big River Brew Pub. Based on the aggregate of these factors, the application of the Liquor Primary Licence with liquor service Monday to Sunday from 10AM to next day 2 AM, occupant capacity of 200 persons and an outdoor patio is recommended.



Carli Edwards
Acting Senior Manager, Community Safety Policy & Programs and Licensing
Chief Licence Inspector
(604-276-4136)

- Att. 1: Complaint letter
2: Ariel Map with 50 meter buffer area

Attachment 1

Neil and Gloria McLean
311-14100 Riverport Way,
Richmond BC

October 12, 2017

Lucky 9 pub

Application to extend opening hours

In response to the notice that Lucky 9 pub is requesting extending its opening hours to 2am I raise the following concerns.

- Why here? The location is far from any neighborhoods other than the residents on Riverport Way.
- Late opening hours will attract traffic and noise which will affect the residents on Riverport Way.
- Richmond does not treat this area east of #6 road as an urban area, visually apparent by the lack of maintenance to the Riverport approaches.
- Lucky 9 pub has shown, since opening, little to no attention to creating an appealing streetscape, perhaps falling in with the other vendors on Entertainment Blvd.

Which begs the question – Why? The Entertainment Blvd area is anchored by a cinema complex, a water based sports complex and an ice based sports complex. It is doubtful that many of their patrons will end their evening at a pub. Therefore Lucky 9 must be expecting to attract destination drinkers.

There were two pubs in this area, along with one licensed restaurant. Stanley's Sports Bar and Big River Brewing along with the Old Spaghetti Factory. Stanley's and the Old Spaghetti Factory have survived with a closing time of 11pm and 9pm respectively. Big River Brew pub closed up for some reason, speculations abound, but it is doubtful the reason was not serving between 11pm and 2am.

So, who is Lucky 9 expecting to serve from 11pm to 2am? Will it attract a gambling clientele? Will it lead to more incidents of impaired driving? Accidents? Sleep deprivation for Riverport Way residents?

We cannot see any benefit to the local community and state that we are vehemently opposed to any extension of operating hours beyond 11pm.

Additionally, Richmond council should take a drive by and look at the poor condition of approaches east of #5 road. West of #5 road gets lovely boulevard landscaping and maintenance. East of 5, the sidewalks have not been swept since all the sand was thrown up on them from last winter. Take a look at all the landscaping around the vendors on Entertainment Blvd – they have left over 10 mature trees to die from lack of water and more will not survive. Shrubbery has also expired from lack of care. The water feature at Steveston and Entertainment has not been functional for years. Councilors, you may not live here, but we do, we pay our taxes, we expect sensible municipal government, and a spend rate in our neighborhood commensurate with the tax levy.

From Richmond News <http://www.richmond-news.com/news/richmond-s-only-bowling-alley-guttered-again-1.2342888>

Snip<In September 2015, the entire Riverport Entertainment and Business Park sold for \$103 million to a Real Estate Investment Trust (REIT), according to Avison Young Real Estate. The *South China Morning Post* reported the sale was facilitated by Sun Commercial Real Estate (SunCom), a firm that specializes in "pooling wealthy investors from Vancouver's Chinese immigrant community."

Online, SunCom advertised the site as "River White Homes," despite the fact the properties are zoned commercial (city council would need to approve rezoning).>

Sincerely


Neil McLean


Gloria McLean

Hone # 604 295 0775

Niels cel 778 888 7534

Ethoria's cel 778 988 7534

City of Richmond Interactive Map



314.4 0 157.20 314.4Meters

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

© City of Richmond

THIS MAP IS NOT TO BE USED FOR NAVIGATION



City of Richmond

Report to Committee

To: General Purposes Committee

Date: October 25, 2017


From: Victor Wei, P. Eng.
Director, Transportation

File: 10-6525-07-04-
05/2017-Vol 01

Re: Advancement of Partial Funding for the Canada Line Capstan Station

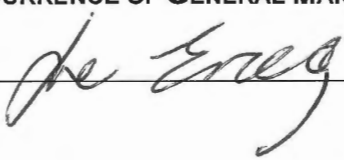

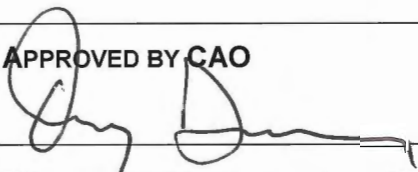
Staff Recommendation

1. That up to \$3.5 million be approved for the advancement of funds to TransLink to initiate design work for the new Canada Line Capstan Station including \$1,097,817 for Preliminary Design with the balance to be for Detailed Design; and
2. The 5-Year Financial Plan (2018-2022) reflects this accordingly.



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

Att. 2

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

Staff Report

Origin

In March 2012, Bylaw No. 8837, to amend the Richmond Official Community Plan, Schedule 2.10 (City Centre), was adopted in order to facilitate the implementation of a funding strategy for the construction of and other related enhancements to the future Canada Line Capstan Station.

The Bylaw provides that:

1. developers of projects within the area described in the Capstan Station Bonus Map may be entitled to bonus density (called the Capstan Station Bonus) in return for making voluntary contributions ("Developer Contributions") to the planning, construction and implementation cost of the Capstan Station as well as other related improvements for users of the station; and
2. the collected developer contributions would be held by the City in a separate interest-bearing bank account and delivered to TransLink when the amount collected from developers is equal to the estimated Capstan Station capital cost as per the Capstan Station Funding Agreement of \$25,316,600.00 (2010\$) plus CPI.

Complementary bylaws also adopted in March 2012 to facilitate the Canada Line Capstan Station funding strategy include:

- Bylaw No. 8839 to Amend Richmond Zoning Bylaw 8500: adopted to enable collection of the voluntary developer contributions prior to issuance of the building permit; and
- Capstan Station Capital Reserve Fund Establishment Bylaw No. 8854: adopted to hold the voluntary developer contributions. The purposes of the Canada Line Capstan Station Reserve Fund (the Fund) are to pay the costs of constructing the station including passenger-related enhancements to the immediate public realm and improvements to roadways and other transportation infrastructure required due to the new station.

Contributions to the Fund have been accumulating more rapidly than the 15-year time frame originally anticipated when the City entered into the 2012 funding agreement with TransLink and thus reaching the target amount of approximately \$27.79 million (2017\$) for the station construction is fast approaching.

In anticipation of achieving the target amount sooner than previously estimated, City and TransLink staff have been in discussion over the past few months regarding next steps to ensure timely delivery of the station. On September 7, 2017, as per the funding agreement, TransLink sent the City a letter requesting the advancement of funds for the proposed Canada Line Capstan Station in order for the agency to proceed with Preliminary Design. This report presents the background for the request and seeks approval for the release of funds to support design work.

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

3.3. Effective transportation and mobility networks.

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

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

6.1. *Safe and sustainable infrastructure.*

Analysis

Capstan Station Funding Agreement

The contributions into the Canada Line Capstan Station Funding are secured on a project-by-project basis via the City's rezoning processes and paid, phase-by-phase, based on the Council-approved rate in effect at the time of Building Permit issuance. The contribution rate is currently \$8,562.97 per dwelling unit (as of October 2017) and is adjusted annually each October based on any increase in the Consumer Price Index (CPI) as of October 1st of that year. The average CPI increase applied for this adjustment, over the past three years, was 1.73% per year.

In order for station construction to proceed today, approximately \$27.79 million (as of October 2017) is required based on the initial station cost of approximately \$25.32 million from September 2010 adjusted for inflation. Once the entirety of the required funds has been collected by the City and Council approves their transfer to TransLink, the funding agreement stipulates that (barring factors outside of TransLink's control) station construction must be completed and fully functional within 30 months. TransLink is not obligated to initiate any work in advance of receiving the entirety of the required funds. Any funding shortfall will be the sole responsibility of TransLink.

TransLink Request for Preliminary Design Funds

The City has collected \$19.36 million (as of September 30, 2017) in developer contributions towards station funding. There is a funding gap of \$8.43 million between this figure and the total cost of \$27.79 million (i.e., initial station cost of approximately \$25.32 million from September 2010 adjusted for inflation to October 2017). Based on in-stream development permits pending issuance, staff anticipate that the full funding could potentially be achieved as early as Spring 2018 (i.e., within only six years of the initiation of the funding strategy versus the originally anticipated 15-year time frame).

Given the rate of accumulation of the funding, the release of some of the funds at this time for design work would be prudent and timely. The 2012 funding agreement between the City and TransLink provides for \$1.0 million for Preliminary Design and \$2.0 million for Detailed Design to be drawn from the Fund to support the design work. As such, TransLink has sent the City a letter (Attachment 1) requesting the advancement of funds in the amount of \$1,095,197 (\$1.0 million adjusted for inflation to September 2017) for the proposed Canada Line Capstan Station in order for the agency to proceed with the Preliminary Design.¹ The Preliminary Design would be the next step towards confirming any land requirements needed for the new station.

¹ Note that the reference to Yuanheng in TransLink's letter is with respect to a potential funding arrangement with that company for Capstan Station that is no longer valid.

Per Sections 2.3(a) and 2.3(b) of the 2012 Funding Agreement, should TransLink wish to carry out, respectively, Preliminary and Detailed Design work in advance of the City collecting full funding for the station, and requests in writing for funding for these works to the City, the City is legally obliged to release the amount requested for these works.

Further, the submission of the rezoning application by Concord for the lands immediately adjacent to the proposed station location also necessitates the need to advance the Preliminary Design funding given that Section 2.5 of the 2012 Funding Agreement obligates the City to secure any additional lands required for the design, construction, operation, maintenance, and repair of the station via the development approval process.

Therefore, staff recommend that up to \$3.5 million be authorized for release from the Capstan Station Capital Reserve Fund (i.e., combined funding for the full costs of Preliminary and Detailed Design adjusted for inflation), which includes \$1,097,817 (i.e., \$1,095,197 as requested by TransLink adjusted for inflation to October 2017 CPI) for Preliminary Design and, given the rate of accumulation of the voluntary developer contributions, the remainder for subsequent Detailed Design.

The funding agreement allows for the continued collection of voluntary developer contributions beyond when the full cost for the station construction is reached. When this full station cost has been collected, which is anticipated to be some time in 2018, staff will bring back a further report to seek Council approval for the release of the larger fund along with a comprehensive plan for the use of any supplemental funding to fulfill the purposes of the Fund as stated earlier in this report. Per Section 2.1 of the 2012 Funding Agreement, the City is legally obliged to deliver the station funding to TransLink once the full cost for the station construction is attained.

Potential Integration of Station to Adjacent Development

The *City Centre Area Plan* outlines policies to enhance No. 3 Road as Richmond's civic spine and make the roadway a "great street" by ensuring that its streetscape will be attractive, pedestrian-friendly and supportive of a lively public realm. With respect to fronting buildings, the *City Centre Area Plan* states that typically, buildings will be set back from the Canada Line guideway and stations to ensure adequate openness in the public realm and minimize potential privacy impacts on the tenants of fronting buildings. Given the unique opportunity of the proximity and coincident timing of adjacent new development to the Canada Line Capstan Station, there is merit to pursuing some form of integration at Capstan Station with the adjacent development.

In staff's discussion with the affected parties to pursue station integration, TransLink has advised that integration at the platform level at Capstan Station (as at Aberdeen Station) is not desirable due to operational issues (e.g., increased fare gate costs and security concerns). Furthermore, integration at platform level at this location would necessitate a higher "third-level" walkway over the existing guideway to provide access to the far side of the tracks, which is not considered collectively by TransLink, Concord and staff to be the most user-friendly way to integrate from a functional and urban design perspective.

Hence, a lower-level integration of the station with the adjacent development (like Marine-Gateway Station) is considered to be the best form of integration. This design would feature

continuous weather protection and a seamless walking surface and appearance of surroundings to enhance passenger convenience, comfort and safety which is strongly supported by all parties. As indicated in Attachment 2, TransLink is very supportive of an integrated design concept at the ground level provided that any necessary additional lands are provided and incremental integration costs are funded by sources other than TransLink; the adjacent developer (Concord) has also expressed full support for ground level integration. Therefore, it is expected by all parties that the design would proceed on this basis.

The 2012 funding agreement states that "Capstan Station shall be designed to at least the same standard of finish as the existing Aberdeen and Lansdowne Stations," both of which at the time were stand-alone stations. The agreement does not, however, preclude the possibility of any form of station integration with adjacent development. Depending on the final detailed design, it is possible that a ground level integrated station model may incur additional costs versus a stand-alone station. If so, further discussion would be needed amongst TransLink, the City and the developer to determine the funding strategy for the incremental cost. To this end, the prompt release of funds to TransLink to initiate preliminary design would enable TransLink to confirm integrated design concepts, land requirements and integration opportunities.

Financial Impact

None. In order for TransLink to commence Preliminary Design, staff recommend that an existing Council-approved capital project be utilized as a temporary funding source (i.e., draw upon unspent funding for approved Roads capital projects) until the 2018 Capital Budget and 5-Year Financial Plan (2018-2022) is approved.

Conclusion

This report seeks approval for the advancement of funds to TransLink to initiate the Preliminary Design of the Capstan Station. Implementation of the Capstan Station would help achieve the vision of the *City Centre Area Plan* to support transit-oriented development and maximize the use of the Canada Line as well as support the *Official Community Plan* objectives to reduce car dependence and greenhouse gas emissions by providing a rapid transit station in a growing area of the City Centre.



Donna Chan, P. Eng., PTOE
Manager, Transportation Planning
(604-276-4126)



Joan Caravan
Transportation Planner
(604-276-4035)

DC:jc

- Att. 1: Letter dated September 7, 2017 from TransLink to the City of Richmond requesting funding for Preliminary Design of the Canada Line Capstan Station
Att. 2: Confirmation of Support for Ground Level Integrated Station Design from TransLink and Concord



TransLink
400 - 287 Nelson's Court
New Westminster, BC V3L 0E7
Canada
Tel 778-375-7500
www.translink.ca

South Coast British Columbia
Transportation Authority

07 September 2017

Our File: 6100-16/0409-2400

Mr. Victor Wei
Director, Transportation Division
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Dear Victor,

RE: Canada Line Future Capstan Station Funding

TransLink refers to TransLink correspondence File: 6100-16/0409-2400 dated May 19, 2017, City of Richmond response File: 10-6525-01/2017-Vol 01 dated June 28, 2017 and our follow up meeting with Yuanheng on July 25, 2017.

Notwithstanding the fact that Yuanheng has decided to not advance funding for Capstan Station at this time, TransLink believes it's in the best interests of the project, given potential impacts from pending adjacent developments, to commence some preliminary design work to determine whether Additional Land Interests, as defined in the Capstan Station Funding Agreement are required.

Accordingly, pursuant to clause 2.3 a) of the Capstan Station Funding Agreement, TransLink requests that City of Richmond advance the Preliminary Design funds to TransLink as soon as possible. The Preliminary Design amount of \$1,000,000 (September 2010 dollars) adjusted for inflation totals \$1,095,197.

TransLink looks forward to working with City of Richmond to achieve a successful implementation of the Capstan Station project.

Kind regards,

A handwritten signature in black ink, appearing to read "Derrick Cheung".

SOUTH COAST BRITISH COLUMBIA TRANSPORTATION AUTHORITY

Derrick Cheung
Vice President, Strategic Sourcing & Real Estate

c. J. Herold, HDS Consulting

From: Herold, Jeff
Sent: Tuesday, October 17, 2017 11:24 AM
Subject: RE: Capstan Station Integration

TransLink is also very supportive of an integrated design concept at the ground level provided that any necessary additional lands are provided and incremental integration costs are funded by sources other than TransLink.

Jeff

Jeff Herold
Contractor – Senior Commercial Advisor

www.translink.ca
TransLink
South Coast British Columbia Transportation Authority
307 Columbia Street
New Westminster, BC
V3L 0E7 Canada

A better place to live, built on transportation excellence

From: Brian Jackson
Sent: Friday, October 13, 2017 10:09 AM
Subject: Re: Capstan Station Integration

Concord is very supportive of the integration at the ground level and will work with the City on the costs associated with the connection, perhaps using our Public Art money to develop a creative solution to the integration.



City of Richmond

Report to Committee

To: General Purposes Committee
From: David Weber
Director, City Clerk's Office
Re: 2018 Council and Committee Meeting Schedule

Date: October 2, 2017
File: 01-0105-01

Staff Recommendation

That the 2018 Council and Committee meeting schedule as shown in Attachment 3 to the staff report dated October 2, 2017, from the Director, City Clerk's Office, be approved with the following revisions included:

- (1) *That in order to accommodate the August meeting break and the December holiday season,*
 - (a) *the Regular Council meetings (open and closed) of August 13, August 27 and December 24, 2018 be cancelled;*
 - (b) *the Public Hearing of August 20, 2018 be rescheduled to September 4, 2018 at 7:00 p.m. in the Council Chambers at Richmond City Hall;*
- (2) *That in order to adjust the "fifth week" in January 2018,*
 - (a) *the Regular Council meetings (open and closed) of January 8 and January 22, 2018 be rescheduled to January 15 and January 29, 2018 respectively, with all January Committee meetings readjusted accordingly;*
 - (b) *the Public Hearing of January 15, 2018 be rescheduled to January 22, 2018 at 7:00 p.m. in the Council Chambers at Richmond City Hall; and*
- (3) *That in order to avoid meeting conflicts with the 2018 UBCM convention, the Regular Council meeting (open and closed) of September 10, 2018 be cancelled and that a Special Council meeting be called in conjunction with the last Committee meeting during the week of September 4, 2018, if necessary, to deal with any business arising through Committee.*

David Weber
Director, City Clerk's Office
604-276-4098

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

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 2018 Council meeting schedule is being presented at this time to provide certainty and advance notice of Council's regular meeting schedule.

Analysis

Option 1 – August Meeting Break and December Holiday Season

It has been the City's usual practice to observe a meeting break in August and to close City Hall during the December holiday season. In 2018, City Hall will be closed Monday, December 24 and will re-open on Wednesday, January 2, 2019.

Accordingly, adjustments to the meeting schedule are proposed to:

- cancel the open and closed Regular Council meetings of August 13 and 27, 2018 and the Committee meetings associated to those Council meeting cycles;
- reschedule the August 20, 2018 Public Hearing to September 4, 2018;
- cancel the open and closed Regular Council meetings that would otherwise fall during the December City Hall closure (on December 24, 2018) and, instead, plan to hold a Special Council meeting in conjunction with 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; and
- schedule the July Parks, Recreation and Cultural Services Committee (PRCS) meeting for Thursday, July 19, 2018 and the December PRCS meeting for December 19, 2018 so that Council may consider any recommendations from the PRCS meetings at the last Regular Council meeting before the August break on July 23, 2018 and at the December 19 Special Council "wrap-up" meeting respectively.

A draft meeting schedule for Option 1 is presented in Attachment 1.

Option 2 – Includes all adjustments under Option 1

PLUS a change for the "fifth week" in January 2018

The Council and Committee meeting calendar is primarily based upon the scheduling of two Council meetings per month held on the 2nd and 4th Mondays, with the Committee schedule being built upon this cycle accordingly. It is important to note during the scheduling process that when a given month includes 5 Mondays, it becomes necessary to include a week at the end of such months during which no meetings would normally be scheduled. This adjustment is required in order to maintain the standard cycle of Council meetings occurring on the 2nd and 4th Mondays in subsequent months. The week during which no meetings are normally scheduled is colloquially referred to as a *fifth week* and usually occurs 4 times a year. In 2018, so-called fifth weeks occur at the end of January, April, July and October.

With a fifth week occurring at the end of January 2018, there is an opportunity to adjust the usual schedule for January such that the fifth week is observed at the beginning of January instead of at

the end of that month. In essence, this adjustment would see all of the meetings in January moved forward on the calendar by one week from where they would otherwise normally fall. This adjustment does not impact the normal pattern of meetings scheduled in subsequent months.

This adjustment to the January 2018 fifth week would assist in the production of more substantive agendas and reports being made available for the first Council and Committee cycle in January. By contrast, the usual approach presents challenges in this regard due to the fact that there are very few business days between the last meetings of the year and the first meetings of the New Year due to the City Hall closure in December. By adjusting the January schedule to observe the fifth week at the beginning of January, staff would be in a better position to respond to and bring forward to Committee any emerging issues occurring during the closure period and the period immediately after City Hall re-opens.

A draft meeting schedule for Option 2 is presented in Attachment 2, which incorporates adjustments for the August meeting break, the December holiday season City Hall closure and an adjusted January schedule as described above.

Option 3 – Includes all adjustments under Option 1 and Option 2

PLUS a change to accommodate the Union of BC Municipalities (UBCM) convention (Recommended)

In 2016, Council first considered whether changes to the meeting schedule would be made to accommodate attendance at the FCM or UBCM Conventions and the direction given was that the circumstances be considered each year.

No schedule change would be necessary to accommodate the FCM convention as the 2018 convention (May 31 - June 3) does not conflict with any usual meeting days.

The UBCM convention is scheduled for September 10-14, 2018 in Whistler and if the meeting schedule were to be adjusted to accommodate the convention, staff propose that the Community Safety Committee meeting be rescheduled to the previous Wednesday (September 5th) and held immediately following the Planning Committee meeting. In addition, a Special Council meeting could be called on September 5th to deal with any matters arising from Committee during that week. This would allow for the cancellation of the Regular Council meeting (open and closed) that would otherwise fall on September 10th. These adjustments would avoid a scheduling conflict for those wishing to attend the UBCM convention.

A draft meeting schedule for Option 3 (**Recommended**) is presented in Attachment 3, which incorporates adjustments for:

- the August meeting break,
- the December holiday season City Hall closure;
- the scheduling of the fifth week in January at the beginning of the month; and
- the UBCM convention.

It is noted for information only that due to changes in provincial legislation, the 2018 General Local and School Election will be held in the month of October, specifically October 20, 2018. Accordingly, the Inaugural Council meeting following the election would be held on the first

Monday in November. Both of these dates are shown on the proposed 2018 meeting calendar and are noted here because they fall approximately one month earlier than in previous election years.

Financial Impact

None.

Conclusion

It is recommended that the 2018 Council and Committee meeting schedule be approved as shown in Attachment 3, 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. Likewise, Council and Committee may make adjustments to the meeting schedule through the year as circumstances may necessitate. The approval of the meeting schedule at this time provides Council and the public with certainty and advance notice of the meeting schedule.

A handwritten signature in black ink, appearing to read "David Weber". The signature is fluid and cursive, with the first name "David" and last name "Weber" clearly distinguishable.

David Weber
Director, City Clerk's Office
(604-276-4098)

- Att. 1 Proposed 2018 Council and Committee Meeting Schedule – Option 1
- Att. 2 Proposed 2018 Council and Committee Meeting Schedule – Option 2
- Att. 3 Proposed 2018 Council and Committee Meeting Schedule – Option 3 (Recommended)

2018 MEETING SCHEDULE

ATTACHMENT 1

| SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT |
|----------------|----------|----------------|----------|--------|-----|-----|-----------------|----------|-------------|----------|--------|-----|-----|------------------|----------|------------|---------------------------|-----|---------|-------|
| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | |
| | STAT 1 | GP FC 2 | PC 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 | | | | | 1 | 2 | 3 |
| 7 | CO 8 | CS 9 | DP 10 | 11 | 12 | 13 | 4 | GP FC 5 | PC 6 | 7 | 8 | 9 | 10 | 4 | GP FC 5 | PC 6 | 7 | 8 | 9 | 10 |
| 14 | GP PH 15 | PC 16 | PWT 17 | 18 | 19 | 20 | 11 | STAT 12 | CO 13 | CS DP 14 | 15 | 16 | 17 | 11 | CO 12 | CS 13 | DP 14 | 15 | 16 | 17 |
| 21 | CO 22 | PRC 23 | DP 24 | 25 | 26 | 27 | 18 | GP PH 19 | PC 20 | PWT 21 | 22 | 23 | 24 | 18 | GP PH 19 | PC 20 | PWT 21 | 22 | 23 | 24 |
| 28 | 29 | 30 | 31 | | | | 25 | CO 26 | PRC 27 | DP 28 | | | | 25 | CO 26 | PRC 27 | DP 28 | 29 | STAT 30 | 31 |
| | | | | | | | | | | | | | | | | | | | | |
| APRIL | | | | | | | MAY | | | | | | | JUNE | | | | | | |
| 1 | STAT 2 | GP FC 3 | PC 4 | 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | 5 | | | | | | FCM 1 | FCM 2 |
| 8 | CO 9 | CS 10 | DP 11 | 12 | 13 | 14 | 6 | GP FC 7 | PC 8 | 9 | 10 | 11 | 12 | FCM 3 | GP FC 4 | PC 5 | 6 | 7 | 8 | 9 |
| 15 | GP PH 16 | PC 17 | PWT 18 | 19 | 20 | 21 | 13 | CO 14 | CS 15 | DP 16 | 17 | 18 | 19 | 10 | CO 11 | CS 12 | DP 13 | 14 | 15 | 16 |
| 22 | CO 23 | PRC 24 | DP 25 | 26 | 27 | 28 | 20 | STAT 21 | GP PH 22 | PC 23 | PWT 24 | 25 | 26 | 17 | GP PH 18 | PC 19 | PWT 20 | 21 | 22 | 23 |
| 29 | 30 | | | | | | 27 | CO 28 | PRC 29 | DP 30 | FCM 31 | | | 24 | CO 25 | PRC 26 | DP 27 | 28 | 29 | 30 |
| | | | | | | | | | | | | | | | | | | | | |
| JULY | | | | | | | AUGUST | | | | | | | SEPTEMBER | | | | | | |
| 1 | STAT 2 | GP FC 3 | PC 4 | 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | | | | | | | | 1 |
| 8 | CO 9 | CS 10 | DP 11 | 12 | 13 | 14 | 5 | STAT 6 | 7 | 8 | 9 | 10 | 11 | 2 | STAT 3 | GP FC PH 4 | PC 5 | 6 | 7 | 8 |
| 15 | GP PH 16 | PC 17 | PWT 18 | PRC 19 | 20 | 21 | 12 | 13 | 14 | DP 15 | 16 | 17 | 18 | 9 | CO 10 | CS 11 | DP 12 | 13 | 14 | 15 |
| 22 | CO 23 | 24 | DP 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | GP PH 17 | PC 18 | PWT 19 | 20 | 21 | 22 |
| 29 | 30 | 31 | | | | | 26 | 27 | 28 | DP 29 | 30 | 31 | | 23 | CO 24 | PRC 25 | DP 26 | 27 | 28 | 29 |
| | | | | | | | | | | | | | | 30 | | | | | | |
| OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | |
| | GP FC 1 | PC 2 | 3 | 4 | 5 | 6 | | | | 1 | 2 | 3 | | | | | | | | 1 |
| 7 | STAT 8 | CO 9 | CS DP 10 | 11 | 12 | 13 | 4 | CO 5* | GP FC 6 | PC 7 | 8 | 9 | 10 | 2 | GP FC 3 | PC 4 | 5 | 6 | 7 | 8 |
| 14 | GP PH 15 | PC 16 | PWT 17 | 18 | 19 | 20 | 11 | STAT 12 | CO 13 | CS DP 14 | 15 | 16 | 17 | 9 | CO 10 | CS 11 | DP 12 | 13 | 14 | 15 |
| 21 | CO 22 | PRC 23 | DP 24 | 25 | 26 | 27 | 18 | GP PH 19 | PC 20 | PWT 21 | 22 | 23 | 24 | 16 | GP PH 17 | PC 18 | PWT 19* | 20 | 21 | 22 |
| 28 | 29 | 30 | 31 | | | | 25 | CO 26 | PRC 27 | DP 28 | 29 | 30 | | 23 | 24 | STAT 25 | STAT 26 | 27 | 28 | 29 |
| | | ★ Election Day | | | | | | | ★ Inaugural | | | | | 30 | 31 | STAT 1 JAN | ★ Special Council Meeting | | | |

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

PC Planning, 4:00pm

PH Public Hearing, 7:00pm

PRC Parks, Recreation & Cultural Services, 4:00pm

PWT Public Works & Transportation, 4:00pm

FCM FCM

UBCM UBCM

Note: All meeting dates are subject to change. GP - 37

2018 MEETING SCHEDULE

ATTACHMENT 2

| SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT |
|----------------|--------|----------------|-------|--------|-----|-----|-----------------|---------|-------------|-------|--------|--------|-----|------------------|--------|------------|---------------------------|---------|-------|-------|
| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | |
| | STAT 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 | | | | | 1 | 2 | 3 |
| 7 | GP 8 | FC 9 | PC 10 | 11 | 12 | 13 | 4 | GP 5 | FC 6 | PC 7 | 8 | 9 | 10 | 4 | GP 5 | FC 6 | PC 7 | 8 | 9 | 10 |
| 14 | CO 15 | CS 16 | DP 17 | 18 | 19 | 20 | 11 | STAT 12 | CO 13 | CS 14 | DP 15 | 16 | 17 | 11 | CO 12 | CS 13 | DP 14 | 15 | 16 | 17 |
| 21 | GP 22 | PH 23 | PC 24 | PWT 25 | 26 | 27 | 18 | GP 19 | PH 20 | PC 21 | PWT 22 | 23 | 24 | 18 | GP 19 | PH 20 | PC 21 | PWT 22 | 23 | 24 |
| 28 | CO 29 | PRC 30 | DP 31 | | | | 25 | CO 26 | PRC 27 | DP 28 | | | | 25 | CO 26 | PRC 27 | DP 28 | STAT 29 | 30 | 31 |
| | | | | | | | | | | | | | | | | | | | | |
| APRIL | | | | | | | MAY | | | | | | | JUNE | | | | | | |
| 1 | STAT 2 | GP 3 | FC 4 | PC 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | 5 | | | | | | FCM 1 | FCM 2 |
| 8 | CO 9 | CS 10 | DP 11 | 12 | 13 | 14 | 6 | GP 7 | FC 8 | PC 9 | 10 | 11 | 12 | FCM 3 | GP 4 | FC 5 | PC 6 | 7 | 8 | 9 |
| 15 | GP 16 | PH 17 | PC 18 | PWT 19 | 20 | 21 | 13 | CO 14 | CS 15 | DP 16 | 17 | 18 | 19 | 10 | CO 11 | CS 12 | DP 13 | 14 | 15 | 16 |
| 22 | CO 23 | PRC 24 | DP 25 | 26 | 27 | 28 | 20 | STAT 21 | GP 22 | PH 23 | PC 24 | PWT 25 | 26 | 17 | GP 18 | PH 19 | PC 20 | PWT 21 | 22 | 23 |
| 29 | 30 | | | | | | 27 | CO 28 | PRC 29 | DP 30 | FCM 31 | | | 24 | CO 25 | PRC 26 | DP 27 | 28 | 29 | 30 |
| | | | | | | | | | | | | | | | | | | | | |
| JULY | | | | | | | AUGUST | | | | | | | SEPTEMBER | | | | | | |
| 1 | STAT 2 | GP 3 | FC 4 | PC 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | | | | | | | | 1 |
| 8 | CO 9 | CS 10 | DP 11 | 12 | 13 | 14 | 5 | STAT 6 | 7 | 8 | 9 | 10 | 11 | 2 | STAT 3 | GP 4 | FC 5 | PH 6 | PC 7 | 8 |
| 15 | GP 16 | PH 17 | PC 18 | PWT 19 | 20 | 21 | 12 | 13 | 14 | DP 15 | 16 | 17 | 18 | 9 | CO 10 | CS 11 | DP 12 | 13 | 14 | 15 |
| 22 | CO 23 | 24 | DP 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | GP 17 | PC 18 | PWT 19 | 20 | 21 | 22 |
| 29 | 30 | 31 | | | | | 26 | 27 | 28 | DP 29 | 30 | 31 | | 23 | CO 24 | PRC 25 | DP 26 | 27 | 28 | 29 |
| | | | | | | | | | | | | | | 30 | | | | | | |
| OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | |
| | GP 1 | FC 2 | PC 3 | 4 | 5 | 6 | | | | 1 | 2 | 3 | | | | | | | | 1 |
| 7 | STAT 8 | CO 9 | CS 10 | DP 11 | 12 | 13 | 4 | CO 5* | GP 6 | FC 7 | 8 | 9 | 10 | 2 | GP 3 | FC 4 | PC 5 | 6 | 7 | 8 |
| 14 | GP 15 | PH 16 | PC 17 | PWT 18 | 19 | 20 | 11 | STAT 12 | CO 13 | CS 14 | DP 15 | 16 | 17 | 9 | CO 10 | CS 11 | DP 12 | 13 | 14 | 15 |
| 21 | CO 22 | PRC 23 | DP 24 | 25 | 26 | 27 | 18 | GP 19 | PH 20 | PC 21 | PWT 22 | 23 | 24 | 16 | GP 17 | PH 18 | PC 19* | 20 | 21 | 22 |
| 28 | 29 | 30 | 31 | | | | 25 | CO 26 | PRC 27 | DP 28 | 29 | 30 | | 23 | 24 | STAT 25 | STAT 26 | 27 | 28 | 29 |
| | | ★ Election Day | | | | | | | ★ Inaugural | | | | | 30 | 31 | STAT 1 JAN | ★ Special Council Meeting | | | |

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

PC Planning, 4:00pm

PH Public Hearing, 7:00pm

PRC Parks, Recreation & Cultural Services, 4:00pm

PWT Public Works & Transportation, 4:00pm

FCM FCM

UBCM UBCM

Note: All meeting dates are subject to change. GP - 38

2018 MEETING SCHEDULE

ATTACHMENT 3

| SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT |
|----------------|-----------|----------------|----------|-----------|-----|-----|-----------------|------------|-------------|----------|-----------|-----------|-----|------------------|-----------|---------------|---------------------------|-----------|------------|----------|
| JANUARY | | | | | | | FEBRUARY | | | | | | | MARCH | | | | | | |
| | STAT 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 | | | | | 1 | 2 | 3 |
| 7 | GP 8 | FC 9 | PC 10 | 11 | 12 | 13 | 4 | GP 5 | FC 6 | PC 7 | 8 | 9 | 10 | 4 | GP 5 | FC 6 | PC 7 | 8 | 9 | 10 |
| 14 | CO 15 | CS 16 | DP 17 | 18 | 19 | 20 | 11 | STAT 12 | CO 13 | CS 14 | DP 15 | 16 | 17 | 11 | CO 12 | CS 13 | DP 14 | 15 | 16 | 17 |
| 21 | GP 22 | PH 23 | PC 24 | PWT 25 | 26 | 27 | 18 | GP 19 | PH 20 | PC 21 | PWT 22 | 23 | 24 | 18 | GP 19 | PH 20 | PC 21 | PWT 22 | 23 | 24 |
| 28 | CO 29 | PRC 30 | DP 31 | | | | 25 | CO 26 | PRC 27 | DP 28 | | | | 25 | CO 26 | PRC 27 | DP 28 | 29 | STAT 30 | 31 |
| APRIL | | | | | | | MAY | | | | | | | JUNE | | | | | | |
| 1 | STAT 2 | GP 3 | FC 4 | PC 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | 5 | | | | | | FCM 1 | FCM 2 |
| 8 | CO 9 | CS 10 | DP 11 | 12 | 13 | 14 | 6 | GP 7 | FC 8 | PC 9 | 10 | 11 | 12 | FCM 3 | GP 4 | FC 5 | PC 6 | 7 | 8 | 9 |
| 15 | GP 16 | PH 17 | PC 18 | PWT 19 | 20 | 21 | 13 | CO 14 | CS 15 | DP 16 | 17 | 18 | 19 | 10 | CO 11 | CS 12 | DP 13 | 14 | 15 | 16 |
| 22 | CO 23 | PRC 24 | DP 25 | 26 | 27 | 28 | 20 | STAT 21 | GP 22 | PH 23 | PC 24 | PWT 25 | 26 | 17 | GP 18 | PH 19 | PC 20 | PWT 21 | 22 | 23 |
| 29 | 30 | | | | | | 27 | CO 28 | PRC 29 | DP 30 | FCM 31 | | | 24 | CO 25 | PRC 26 | DP 27 | 28 | 29 | 30 |
| JULY | | | | | | | AUGUST | | | | | | | SEPTEMBER | | | | | | |
| 1 | STAT 2 | GP 3 | FC 4 | PC 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 | | | | | | | 1 |
| 8 | CO 9 | CS 10 | DP 11 | 12 | 13 | 14 | 5 | STAT 6 | 7 | 8 | 9 | 10 | 11 | 2 | STAT 3 | GP 4 | FC 5 | PH 6 | PC 7 | CS 8 |
| 15 | GP 16 | PH 17 | PC 18 | PWT 19 | 20 | 21 | 12 | 13 | 14 | DP 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 22 | CO 23 | 24 | DP 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | GP 17 | PC 18 | PWT 19 | 20 | 21 | 22 |
| 29 | 30 | 31 | | | | | 26 | 27 | 28 | DP 29 | 30 | 31 | | 23 | CO 24 | PRC 25 | DP 26 | 27 | 28 | 29 |
| OCTOBER | | | | | | | NOVEMBER | | | | | | | DECEMBER | | | | | | |
| | GP 1 | FC 2 | PC 3 | 4 | 5 | 6 | | | | 1 | 2 | 3 | | | | | | | | 1 |
| 7 | STAT 8 | CO 9 | CS 10 | DP 11 | 12 | 13 | 4 | CO 5* | GP 6 | FC 7 | PC 8 | 9 | 10 | 2 | GP 3 | FC 4 | PC 5 | 6 | 7 | 8 |
| 14 | GP 15 | PH 16 | PC 17 | PWT 18 | 19 | 20 | 11 | STAT 12 | CO 13 | CS 14 | DP 15 | 16 | 17 | 9 | CO 10 | CS 11 | DP 12 | 13 | 14 | 15 |
| 21 | CO 22 | PRC 23 | DP 24 | 25 | 26 | 27 | 18 | GP 19 | PH 20 | PC 21 | PWT 22 | 23 | 24 | 16 | GP 17 | PH 18 | PC 19 | PWT 20 | 21 | 22 |
| 28 | 29 | 30 | 31 | | | | 25 | CO 26 | PRC 27 | DP 28 | 29 | 30 | | 23 | 24 | STAT 25 | STAT 26 | 27 | 28 | 29 |
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FCM FCM
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Note: All meeting dates are subject to change. GP - 39