



General Purposes Committee

Anderson Room, City Hall
6911 No. 3 Road

Monday, December 16, 2019
4:00 p.m.

Pg. # ITEM

MINUTES

GP-4 *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on December 2, 2019.*



ENGINEERING AND PUBLIC WORKS DIVISION

1. **PARKING STALL FEES AT CITY-OWNED ELECTRIC VEHICLE CHARGING STATIONS**

(File Ref. No. 10-6460-03) (REDMS No. 6346506 v. 15)

GP-9

See Page GP-9 for full report

Designated Speaker: Norm Connolly

STAFF RECOMMENDATION

- (1) *That, as described in the staff report titled, "Parking Stall Fees at City-Owned Electric Vehicle Charging Stations" dated November 20, 2019, from the Manager, Sustainability, a cost recovery approach for public electric vehicle charging be introduced, and:*
- (2) *That each of the following Bylaws be introduced and given first, second and third readings in order to implement parking stall fees, including new ticketing provisions:*
 - (a) *Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9926;*

- (b) *Traffic Bylaw No. 5870, Amendment Bylaw No. 9924;*
- (c) *Parking (Off-Street) Regulation Bylaw No. 7403, Amendment Bylaw No. 9923; and*
- (d) *Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9925.*
- (3) *That the Consolidated 5 Year Financial Plan (2020-2024) be amended accordingly.*
- (4) *That the creation of a PCC and regular full-time position be brought forward for consideration in the 2021 budget process following analysis of operational demand in 2020.*



COMMUNITY SERVICES DIVISION

2. REFERRAL RESPONSE: PROPOSED PLAN FOR MAJOR EVENTS AND PROGRAMS IN 2020

(File Ref. No. 11-7400-01) (REDMS No. 6338676 v. 3)

GP-27

See Page GP-27 for staff memorandum

GP-36

See Page GP-36 for full report

Designated Speaker: Marie Fenwick

STAFF RECOMMENDATION

- (1) *That, "Option 3- Reduced Event Program and Elimination of Richmond World Festival Mainstage," as outlined in the staff report titled "Referral Response: Proposed Plan for Major Events and Programs in 2020" dated November 5, 2019 from the Director, Arts, Culture and Heritage Services, be approved for the 2020 Major Events Program;*
- (2) *That expenditures totaling \$1,332,000 for Major Events and Programs in 2020, with funding of \$1,040,000 from the Rate Stabilization Account and \$292,000 from projected sponsorships and earned revenue, be included in the 2020 budget process; and*
- (3) *That the development of a new City Events Strategy as outlined in the staff report titled "Referral Response: Proposed Plan for Major Events and Programs in 2020" dated November 5, 2019, from the Director, Arts, Culture and Heritage Services, be approved.*



LEGAL AND LEGISLATIVE SERVICES DEPARTMENT

3. **COUNCIL AND COMMITTEE 2020 MEETING SCHEDULE AND AGENDA DISTRIBUTION OPTIONS**

(File Ref. No. 01-0105-00) (REDMS No. 6360444)

GP-57

See Page GP-57 for full report

Designated Speaker: Claudia Jesson

STAFF RECOMMENDATION

- (1) *That the 2020 Council and Committee meeting schedule Option 2 (One Monthly Planning Committee), as shown in Attachment 1 to the staff report dated November 8, 2019, from the Director, City Clerk's Office, be approved with the following revisions as part of the regular August meeting break and December holiday season:*
 - (a) *That the Regular Council meetings (open and closed) of August 10, August 24, and December 28, 2020 be cancelled;*
 - (b) *That the August 17, 2020 Public Hearing be rescheduled to September 8, 2020 at 7:00 p.m. in the Council Chambers at Richmond City Hall; and*
 - (c) *That the December 21, 2020 Public Hearing be rescheduled to December 14, 2020 at 7:00 p.m. in the Council Chambers at Richmond City Hall.*
- (2) *That the Agenda Distribution Option 2 (seven (7) Business Days in Advance for Committees and Wednesday Single Council Distribution) be approved as the preferred agenda distribution option as described in the staff report titled "Council and Committee 2020 Meeting Schedule and Agenda Distribution Options" dated November 8, 2019, from the Director, City Clerk's Office.*

☐

ADJOURNMENT

☐



General Purposes Committee

Date: Monday, December 2, 2019

Place: Anderson Room
Richmond City Hall

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

Call to Order: The Chair called the meeting to order at 5:09 p.m.

AGENDA ADDITION

It was moved and seconded

That Recruitment for a Richmond Representative to the Vancouver Airport Authority Board be added to the agenda as Item No. 3A.

CARRIED

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on November 18, 2019, be adopted as circulated.

CARRIED

General Purposes Committee
Monday, December 2, 2019

COMMUNITY SAFETY DIVISION

1. APPROVAL FOR AMUSEMENT CENTRES AT 3430 - 4151 HAZELBRIDGE WAY AND 180 - 4551 NO 3 ROAD

(File Ref. No. 12-8275-01) (REDMS No. 6292421 v. 3)

A map of the locations of amusement centres in the city was distributed (attached to and forming part of these minutes as Schedule 1).

Discussion ensued with regard to (i) locations of amusement centres in the city, (ii) the variation in the number of machines in each amusement centre, and (iii) restrictions in operating hours of amusement centres to discourage use by students during school hours.

As a result of the discussion, staff were requested to provide a memorandum regarding what the average number of machines would be.

It was moved and seconded

That Business Regulation Bylaw No. 7538, Amendment Bylaw No. 10103, which adds,

- (1) The address of 4151 Hazelbridge Way Unit 3430 among the sites that permit an Amusement Centre to operate; and*
- (2) The address of 4551 No. 3 Road Unit 180 among the sites that permit an Amusement Centre to operate;*

be given first, second and third readings.

CARRIED

PLANNING AND DEVELOPMENT DIVISION

2. HOMELESSNESS SERVICE PROVISION – COMMUNITY COLLABORATION TABLES

(File Ref. No. 08-4057-11-01) (REDMS No. 6337335 v. 4)

Discussion ensued with regard to the composition of the Richmond Community Homelessness Table and participation of individuals with lived experience. Staff noted that individuals with lived experience have opportunities to participate in the Richmond Lived Experience Group.

It was moved and seconded

- (1) That the Terms of Reference for the Richmond Community Homelessness Table as outlined in the report titled “Homelessness Service Provision – Community Collaboration Tables,” dated November 8, 2019 from the Director, Community Social Development, be endorsed; and*

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- (2) *That the Terms of Reference for the Richmond Lived Experience Group be endorsed.*

CARRIED

COMMUNITY SERVICES DIVISION

3. REFERRAL RESPONSE: PROPOSED PLAN FOR MAJOR EVENTS AND PROGRAMS IN 2020

(File Ref. No. 11-7400-01) (REDMS No. 6338676 v. 3)

Discussion ensued with regard to (i) maintaining funding for the Steveston Salmon Festival, (ii) Salmon Festival cost savings through event planning collaboration with the Steveston Community Association and funding contributions from the Steveston Community Association, (iii) utilizing event contingency funds, (iv) costs of previous Salmon Festival events, (v) consolidating the Farm Fest event into an existing farm market in the city, such as the Steveston Farm Market, (vi) reviewing options to hold the Richmond Maritime Festival every other year, and (vii) exploring a smaller World Festival that showcases the city's diverse community groups.

In reply to queries from Committee, staff noted that (i) staff reviewed all events, including events with the largest budgets and proposed budget reductions that would minimize impacts to the events, (ii) staff have informed the Steveston Community Association on the proposed budget reductions for the Richmond Salmon Festival, (iii) staff can review a reduction in the number of days allocated for the Richmond Maritime Festival, (iv) the City's contribution to the Salmon Festival in 2019 was \$250,000, and (v) various community groups are involved in the Richmond World Festival.

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

It was moved and seconded

That the staff report titled, "Referral Response: Proposed Plan for Major Events and Programs in 2020," dated November 5, 2019, from the Director, Arts, Culture and Heritage Services, be referred back to staff to provide information on:

- (1) *the Steveston Salmon Festival, including the City's historical contributions, the event's financial details and future event options;*

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- (2) *event options for Richmond Farm Fest;*
 - (3) *utilizing event contingency funds in event budgets;*
 - (4) *event options for the Richmond World Festival, a list of participants and options to reduce the event's schedule and footprint; and*
 - (5) *the staff and community leads for events and lead applicants for community-led event grants; and*
- report back to the next General Purposes Committee meeting.*

CARRIED

3A. RECRUITMENT FOR A RICHMOND REPRESENTATIVE TO THE VANCOUVER AIRPORT AUTHORITY BOARD

(File Ref. No.)

Mayor Brodie advised that the term of the City's current representative to Vancouver Airport Authority has expired and discussion ensued with regard to the process to recruit a City representative.

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

It was moved and seconded

That staff explore a recruitment strategy to determine the City's representative to the Vancouver Airport Authority Board, and report back.

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:37 p.m.).

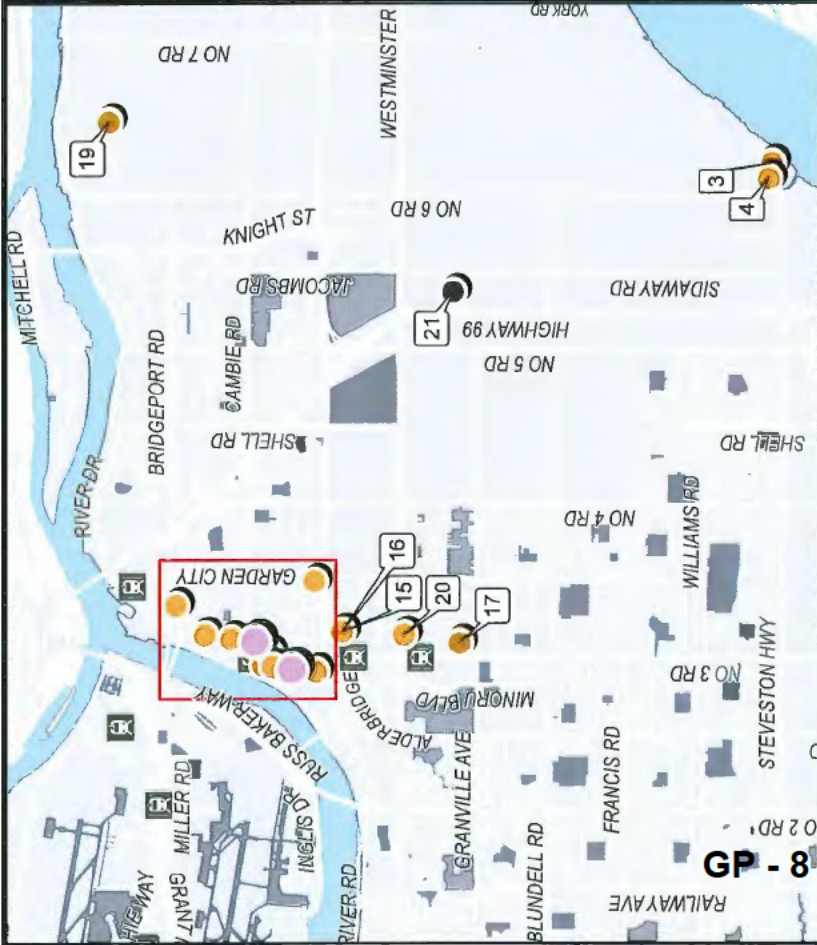
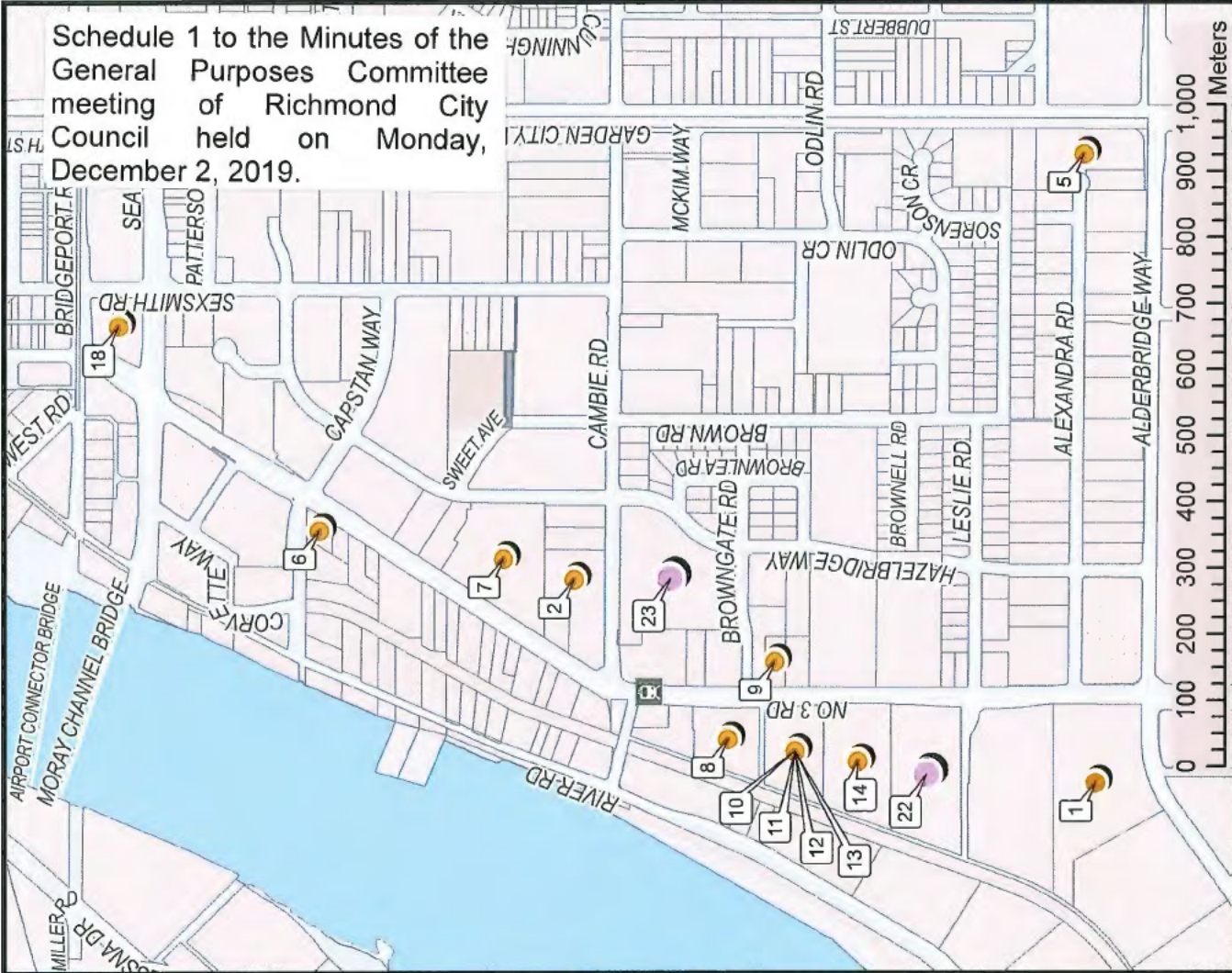
CARRIED

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, December 2, 2019.

Mayor Malcolm D. Brodie
Chair

Evangel Biason
Legislative Services Coordinator

Schedule 1 to the Minutes of the General Purposes Committee meeting of Richmond City Council held on Monday, December 2, 2019.



1. Unit 160 7951 Alderbridge Way
2. Unit 1000 8181 Cambie Rd
3. Unit 150 14200 Entertainment Blvd
4. 14211 Entertainment Blvd
5. Unit 140 4731 Garden City Rd
6. Unit 170 3411 No 3 Rd
7. 3700 No 3 Rd
8. 4211 No 3 Rd
9. Unit 120 4280 No 3 Rd
10. Unit 110 4351 No 3 Rd
11. Unit 120 4351 No 3 Rd
12. Unit 160 4351 No 3 Rd
13. Unit 101 4411 No 3 Rd
14. Unit 175 4351 No 3 Rd
15. 5300 No 3 Rd
16. Unit 323 5300 No 3 Rd
16. Unit 323 5300 No 3 Rd
17. Unit 105 8160 Park Rd
18. Unit 120 8555 Sea Island Way
19. 2100 Viceroy Pl
20. 8260 Westminster Hwy
21. 6631 Sidaway Rd (closed)
22. Proposed - Unit 180 4551 No 3 Rd
23. Proposed - Unit 3430 4151 Hazelbridge Way

Amusement Centre Locations

- Proposed Amusement Centre
- Amusement Centre - Bylaw 7538 Appendix A
- Closed Amusement Centre

Note:
The information shown is compiled from various sources. Not warranted for accuracy or completeness. Intended for convenient visualization only.
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By: D. McGee, GIS Analyst, CS Division



City of Richmond

Report to Committee

To: General Purposes Committee

Date: November 20, 2019


From: Peter Russell
Director, Sustainability and District Energy

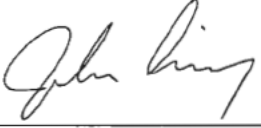

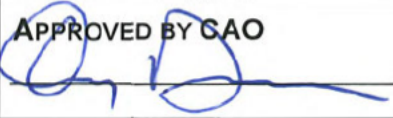
File: 10-6460-03/2019-Vol 01

Re: Parking Stall Fees at City-Owned Electric Vehicle Charging Stations

Staff Recommendations

1. That, as described in the staff report titled, "Parking Stall Fees at City-Owned Electric Vehicle Charging Stations" dated November 20, 2019, from the Director, Sustainability and District Energy, a cost recovery approach for public electric vehicle charging be introduced, and:
2. That each of the following Bylaws be introduced and given first, second and third readings in order to implement parking stall fees, including new ticketing provisions:
 - a) Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9926;
 - b) Traffic Bylaw No. 5870, Amendment Bylaw No. 9924;
 - c) Parking (Off-Street) Regulation Bylaw No. 7403, Amendment Bylaw No. 9923; and
 - d) Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9925.
3. That the Consolidated 5 Year Financial Plan (2020-2024) be amended accordingly.
4. That the creation of a PCC and regular full-time position be brought forward for consideration in the 2021 budget process following analysis of operational demand in 2020.


Peter Russell
Director, Sustainability and District Energy
(604-276-4130)
Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Law	<input type="checkbox"/>	
Fleet	<input type="checkbox"/>	
Finance	<input type="checkbox"/>	
Community Bylaws	<input type="checkbox"/>	
Transportation	<input type="checkbox"/>	
Communications	<input type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

During the May 18, 2018 Council meeting, Council made the following referral:

(3) a cost recovery approach to impose user fees and time limits for publicly accessible electric vehicle charging stations be endorsed as outlined in the report, and that staff be directed to bring forward amendments to the Consolidated Fees Bylaw No. 8636, the Traffic Bylaw No. 5870, Parking (Off-Street) Regulation Bylaw No. 7403, and the Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122 to implement this cost recovery approach”.

This report supports Council’s Strategic Plan 2018-2022 Strategy #2 A Sustainable and Environmentally Conscious City:

Environmentally conscious decision-making that demonstrates leadership in implementing innovative, sustainable practices and supports the City's unique biodiversity and island ecology.

2.1 Continued leadership in addressing climate change and promoting circular economic principles.

2.2 Policies and practices support Richmond's sustainability goals.

Richmond’s 2014 Community Energy and Emissions Plan (CEEP) outlines strategies and actions for the City to reduce community energy use and GHG emissions, including:

- Strategy 7: Promote Low Carbon Personal Vehicles; and,
- Action 19: Continue expanding the City-owned network of electric vehicle (EV) charging stations.

Modeling undertaken as part of the CEEP indicates Richmond’s 2050 emissions reduction targets can only be achieved with the near-universal adoption of zero emissions personal vehicles by the 2040s, in addition to increasing transit ridership, walking, bicycling, car/ride sharing, and other transportation modes. Staff are currently renewing the CEEP, per Council direction; and it is not anticipated that these directions will be amended.

Analysis

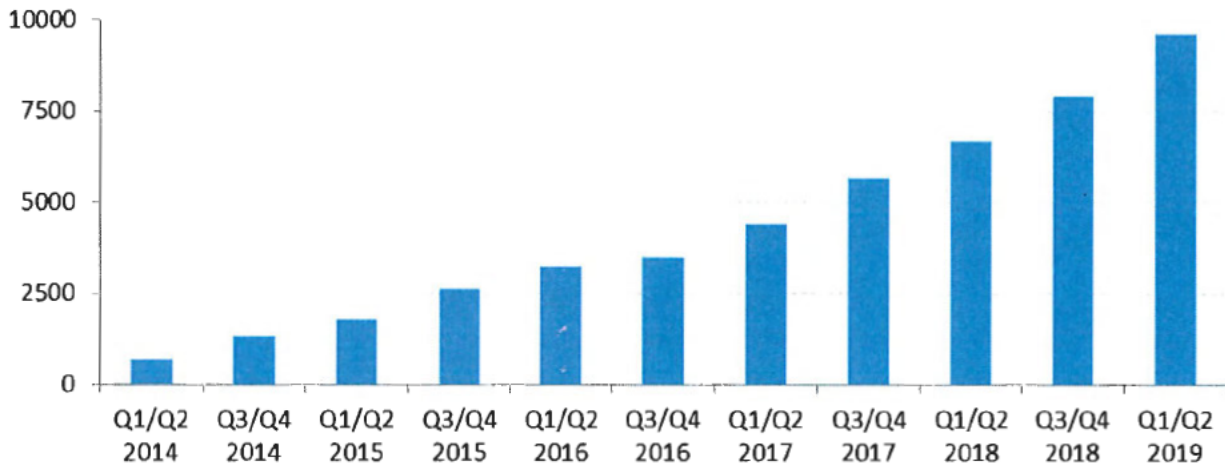
Current and Planned City-Owned EV Charging Services

Council recently approved the expansion of Public Level 2 Electric Vehicle (EV) charging in 2019 (“Public EV Charging Expansion – 2019 Funding Application to Natural Resources Canada”, dated August 16, 2019) and Direct Current (DC) Fast Chargers on May 18, 2018. Staff were able to double the approved funding for DC Fast Chargers through a Natural Resources Canada (NRCAN) funding program. A decision regarding a second grant from NRCAN for Level 2 charger funding is still pending. Staff anticipate that the design, installation and commissioning

of the additional Level 2 and DC Fast Charging infrastructure at City locations will begin in 2020. See Attachment 1 for a list of existing and planned city-owned, public EV charging locations.

The scale of current and planned infrastructure, at this stage, would not be classified as a service provider similar to refueling stations for internal combustion engine vehicles. The current approach would better be described as a customer service approach; that is, if you park at a city facility, EV charging services will be available. As a policy measure to encourage EV adoption, the City has not been requiring payment for use of City-owned public charging stations nor for parking where these services are available. Utilization of City-owned EV charging stations however has doubled over the past two years, from 4,400 sessions in Q1/Q2 2017 up to 9,600 sessions in Q1/Q2 2019 (Figure 1). With rising EV ownership, demand for on-the-go charging is causing congestion at some City-owned public Level 2 EV charging stations.

Figure 1: Number of Sessions per Month since January 2014



An EV charging session has two main components: the period that the car is actively charging and idle time that the car is plugged in but not charging as it is fully charged. Long idle times mean that stations are not being fully utilized and are unavailable to other users. Pricing policies and notifications can encourage drivers to make the chargers available for other users. Data shows that approximately 30% of time spent at City-owned public EV charging stations occurs after the battery is full. The average charging session length is 2 hours and 10 minutes; however, average idle time is currently over an hour.

City staff forecast substantial growth in Richmond electric vehicle ownership over the next decade, driven by provincial and federal incentives for zero emission vehicles and a provincial policy mandate, as well as increasing numbers of residential and commercial buildings with electric vehicle charging infrastructure in parking stalls. Predicted growth of EV ownership in Richmond is shown in Table 1.

Table 1: Predicted Growth in Electric Vehicle Ownership in Richmond Units

	Units
2018	750
2019	1750
2020	3420
2021	5488
2022	8133
2023	> 10000

Proposed EV Charging Rates for City-Owned Public Sites

The proposed user fees for City-owned public EV charging stations are guided by the following principles:

- Increase turnover, accessibility and equitable access to City charging infrastructure;
- Rates that encourage the transition to electric vehicles;
- Ensure customer service excellence and prompt resolution of technical issues that arise;
- Encourage home charging as the preferred option, where home charging exists; and,
- Rates that recover operating, maintenance, replacement and utility costs on an annual basis.

Earlier this year, the British Columbia Utilities Commission (BCUC) established an Inquiry into the Regulation of Electric Vehicle Charging Service. BCUC made recommendations to the BC government that public EV charging service providers should be permitted to resell electricity for the purposes of EV charging without being considered a regulated utility under the Utilities Commission Act. This would allow the service provider to set rates to cover capital costs, operating and maintenance costs and set rates at their discretion based on usage. For simplicity however, the trend regionally has been to charge for parking services rather than electricity.

The following proposed parking rates consider the above where both Level 2 and DC Fast Charging stations are located:

- **Level 2 Charging** (up to 30 km of range per charging hour, 4 to 6 hours for full charge):
 - \$2 per hour for the first 2 hours,
 - \$5 per hour after 2 hours
- **DC Fast Charging** (up to 200 km of range per charging hour, 0.5 to 1 for full charge):
 - \$8 Per hour (25kW)
 - \$16 per hour (50kW)

Note that fees are calculated by total minutes during an active charging session (i.e., charging session activated by the user by tapping a card or mobile application). According to the City of Vancouver and City of Los Angeles, higher rate will increase the turnovers. Staff will monitor usage patterns and recommend rate structure adjustments over time, as needed.

For comparison purposes, the following provides context for the City's proposed DC fast charging rates.

Table 2: Regional DC Fast Charging Rates

Organisation	DC Fast Charging Rate
City of Vancouver	\$16.00/hour
Fortis BC	\$18.00/hour
City of Richmond Proposed Rate	\$16.00/hour

Charging stations are enabled to use the charging device for collecting user parking fees. Attachment 2 describes the user experience for accessing charging stations.

Given the planned and continuing expansion of electric charging infrastructure, staff anticipate a full-time position will be required in 2021 to maintain the infrastructure. Further assessment during 2020 will be undertaken to assess this requirement as well as operating/maintenance requirements and revenues. Should this assessment confirm the need for a regular full-time position, it is expected that the associated costs will be fully recoverable through the proposed cost recovery approach.

Public Communications

The proposed effective date for applying fees is March 1, 2020, subject to the approval of bylaws in this report, to allow time for the public to be notified. City staff will inform the public prior to implementing new user fees through the following means:

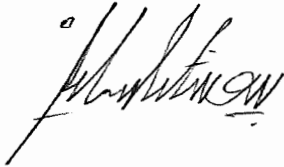
- Signage will be posted adjacent to EV charging stations at each location;
- The charging stations display will be updated to show the rate structure;
- Online posts at Richmond.ca and EV infrastructure mapping sites like Chargepoint.com, Chargehub.com and plugshare.com outlining new pricing; and,
- Regular social media reminders.

Financial Impact

The proposed fee structure is anticipated to recover all costs related to annual software subscription fees, credit card fees, utility costs and other operational and maintenance costs. Based on projections, the total estimated revenue in 2020 is \$178,000 with the net estimated revenue of \$75,000. Operating costs for 2020 are estimated to be \$103,000, and would be funded through existing budgets for 2020 only. Usage and revenues will be assessed throughout 2020 to better refine estimates for 2021 and future years.

Conclusion

Staff are recommending that parking fees be implemented where City-owned public electric vehicle charging stations are available effective March 1, 2020. Fees have been set with the intention of increasing turnover, reducing average idle time at stations and encouraging EV drivers to preferentially charge at home or in the workplace, if that option is available. Staff will implement a communications program to create awareness of the new fees. The proposed fees take into consideration cost recovery for electricity, annual operation and maintenance associated with existing and planned public charging stations.



Poroshat Assadian, B.Arch CEM LEED
Manager, Corporate Energy
(604-244-1239)



Norm Connolly, MCIP, RPP
Manager, Sustainability
(604-247-4676)

Attachment 1: Approved & Planned Future Stations for Public Use

Attachment 2: User Experience

Attachment 1
Approved & Planned Future Stations for Public Use

Station Location	Address	No. of Ports (Parking Stalls)	Type of Station	
			Level 2	Level 3
Public Use – Charging Stations				
City Hall	6911 No. 3 Rd	2	✓	
Firehall 1	6960 Gilbert Rd	2	✓	
Thompson CC	5151 Granville Ave	2	✓	
Steveston CC	4111 Moncton St	2	✓	
Cambie CC	12800 Cambie Rd	2	✓	
Minoru Centre for Active Living	7191 Granville Ave	4	✓	
Approved Stations (2017 Capital Budget - CE000025)				
City Hall	6911 No. 3 Rd	1		✓
City Hall	6911 No. 3 Rd	2	✓	
Richmond Oval	6111 River Rd	1		✓
Richmond Oval	6111 River Rd	2	✓	
Future Planned Stations				
King George Park ⁴	4100 No 5 Rd	1		✓
King George Park ⁴	4100 No 5 Rd	2	✓	
Richmond Ice Centre ⁴	14140 Triangle Rd	1		✓
Richmond Ice Centre ⁴	14140 Triangle Rd	2	✓	
Steveston Tennis Courts ⁵	4151 Chatham St	2	✓	
West Richmond Community Centre ⁵	9180 No 1 Rd	4	✓	
Britannia Heritage Ship Yards ⁵	5180 Westwater Dr	4	✓	
Garden City Park	6620 Garden City Rd	2	✓	
Minoru Park (Arenas) ⁵	7551 Minoru Gate	2	✓	
South Arm Community Centre ⁵	8880 Williams Rd	2	✓	
Blundell Park ⁵	6468 Blundell Rd	2	✓	
Hamilton Community Centre ⁵	5140 Smith Dr	2	✓	
TOTAL		46		

Attachment 2

User Experience

Users can easily start a charging session with a member card, using a mobile application with an RFID credit card or by calling driver support. A driver support number is listed on each station and on the back of the member's card.



There are three ways to start a charging session:

- *Tap to charge.* With the app installed, a user can start a charging session by holding their phone over the reader symbol on the station provided they have the app installed on their device and are signed in to their account.
 - *iPhone:* In the app, go to Menu, select Account and then Manage Cards. Pick set it up, add pass to Apple Wallet and tap phone on the station to charge.
 - *Android:* Enable NFC, turn phone screen on and tap your phone on the station to charge.
- *Start charging from the app.* Choose the station and click the Start Charge button.
- *Use member card.* Users can just tap an activated card on the card reader symbol on the station.



**Parking (Off-Street) Regulation Bylaw No. 7403
Amendment Bylaw No. 9923**

The Council of the City of Richmond enacts as follows:

1. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended by deleting the text in subsection 1.1(b) and replacing it with “**City EV parking stalls**”.
2. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended by adding the following as a new section 3.5:

“3.5 City EV Parking Stalls

- 3.5.1 A person must not **stop, stand or park a vehicle**, other than an **electric vehicle**, in a **City EV parking stall**
- 3.5.2 A person may only **park an electric vehicle** in any of the **City EV parking stalls** for the duration of a **charging session**, and must pay the applicable parking rates to the **City** through the **EV Supply Equipment** payment system.
- 3.5.3 The parking rates payable for **parking** and charging an **electric vehicle** in a **City EV parking stall** are set out in the **City’s Consolidated Fees Bylaw No. 8636**.”.

3. **Parking (Off-Street) Regulation Bylaw No. 7403**, as amended, is further amended at Section 8.1 – “[Interpretation]” by inserting the following definitions in alphabetical order:

“Charging Session means the period of time an **electric vehicle** is connected to the **EV supply equipment**, commencing once the **owner** or occupant of the **electric vehicle** has authorized payment of the **City’s** applicable parking rates through the **EV supply equipment** payment system, and terminating once the **elector** is no longer connected to the **EV supply equipment**.

City EV Parking Stall means an **EV parking stall** located on land owned, leased, or licensed by the **City**, and/or fitted with **EV supply equipment** owned or leased by the **City**.

Electric Vehicle means a **vehicle** that uses electricity for propulsion, and that can use an external source of electricity to charge the **vehicle’s** batteries.

- EV Supply Equipment**

means a complete assembly consisting of conductors, connectors, devices, apparatus, and fittings installed specifically for the purpose of power transfer and information exchange between a branch electric circuit and an **electric vehicle**, including the ability to collect authorized payments of the applicable parking rates.
- EV Parking Stall**

means a **parking stall** or portion of a **street** marked as “EV Only” and featuring **EV supply equipment** capable of providing charging services to an **electric vehicle**.”.

4. This Bylaw is cited as “**Parking (Off-Street) Regulation Bylaw No. 7403, Amendment Bylaw No. 9923**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

MAYOR

CORPORATE OFFICER



**Traffic Bylaw No. 5870
Amendment Bylaw No. 9924**

The Council of the City of Richmond enacts as follows:

1. **Traffic Bylaw No. 5870**, as amended, is further amended at Section 1 – “[Interpretation]” by inserting the following definitions in alphabetical order:
 - “Charging Session** means the period of time an **electric vehicle** is connected to the **EV supply equipment**, commencing once the **owner** or occupant of the **electric vehicle** has authorized payment of the **City’s** applicable parking rates through the **EV supply equipment** payment system, and terminating once the **electric vehicle** is no longer connected to the **EV supply equipment**.
 - City EV Parking Stall** means an **EV parking stall** located on land owned, leased, or licensed by the **City**, including **road**, and/or fitted with **EV supply equipment** owned or leased by the **City**.
 - Electric Vehicle** means a **vehicle** that uses electricity for propulsion, and that can use an external source of electricity to charge the **vehicle’s** batteries.
 - EV Supply Equipment** means a complete assembly consisting of conductors, connectors, devices, apparatus, and fittings installed specifically for the purpose of power transfer and information exchange between a branch electric circuit and an **electric vehicle**, including the ability to collect authorized payments of the applicable parking rates.
 - EV Parking Stall** means a parking stall or portion of a **street** marked as “EV Only” and featuring **EV supply equipment** capable of providing charging services to an **electric vehicle**.”
2. **Traffic Bylaw No. 5870**, as amended, is further amended at Section 12 – “[Parking and Stopping of Vehicles]” by deleting subsection 12.4(n) and replacing it with the following:
 - “(n) other than an **electric vehicle**, in an **EV parking stall**;

3. **Traffic Bylaw No. 5870**, as amended, is further amended by inserting the following as new section 12D:

“12D. Electric Vehicle Parking

12D.1 The **City** may designate any **street** or part of the **street** for the reserved **parking** only of **electric vehicles** by posting on the **street** signs indicating a prohibition on **parking** except for an **electric vehicle** in the **City EV parking stalls**.

12D.2 A person may **park** an **electric vehicle** in any **City EV parking stall** under the following conditions:

(a) a **charging session**, for which the person pays the applicable user fees to the **City** through **EV supply equipment** payment system, has been initiated and is continuing; and

(b) the **electric vehicle** complies with all other **parking** restrictions that apply in that area.

12D.3 The general allocation of **City EV parking stalls** on the **street** will be based on a first-come, first-served basis.

12D.4 The user fee for **parking** in a **City EV parking stall** during a **charging session** are set out in the **City’s Consolidated Fees Bylaw No. 8636**.”

4. This Bylaw is cited as “**Traffic Bylaw No. 5870, Amendment Bylaw No. 9924**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

MAYOR

CORPORATE OFFICER



**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122,
Amendment Bylaw No. 9925**

The Council of the City of Richmond enacts as follows:

1. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by adding the table in Schedule A attached to and forming part of this Bylaw in Section number order to Schedule – Parking (Off-Street) Regulation Bylaw No. 7403 (2002).
2. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by adding the table in Schedule B attached to and forming part of this Bylaw in Section number order to Schedule – Traffic Bylaw No. 5870 (1992).
3. This Bylaw is cited as “**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 9925**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

_____	CITY OF RICHMOND APPROVED for content by originating dept. PA APPROVED for legality by Solicitor 26

MAYOR

CORPORATE OFFICER

SCHEDULE A to BYLAW NO. 9925

Schedule - Parking (Off-Street) Regulation Bylaw No. 7403 (2002) Designated Bylaw Contraventions and Corresponding Penalties							
A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
Parking (OffStreet) Regulation Bylaw No. 7403 (2002)	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
	Parking in a City EV parking stall, other than an EV Vehicle	3.5.1	No	\$ 75.00	\$ 65.00	\$ 110.00	n/a
	Parking in a City EV parking stall when not engaged in a charging session (incl. payment of parking rates)	3.5.2	No	\$ 75.00	\$ 65.00	\$ 110.00	n/a

SCHEDULE B to BYLAW NO. 9925

Schedule - Traffic Bylaw No. 5870 (1992) Designated Bylaw Contraventions and Corresponding Penalties							
A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
Traffic Bylaw No. 5870 (1992)	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
	Parking in a City EV parking space, other than an EV Vehicle	12.4(n)	No	\$ 75.00	\$ 65.00	\$ 110.00	n/a
	Parking in a City EV parking stall when not engaged in a charging session (incl. payment of user fees)	12D.2(a)	No	\$ 75.00	\$ 65.00	\$ 110.00	n/a



**CONSOLIDATED FEES BYLAW NO. 8636,
AMENDMENT BYLAW NO. 9926**

The Council of the City of Richmond enacts as follows:

1. The **Consolidated Fees Bylaw No. 8636**, as amended, is further amended by adding Schedule A attached to and forming part of this bylaw to "SCHEDULE – PARKING (OFF-STREET) REGULATION" to Consolidated Fees Bylaw No. 8636.
2. The **Consolidated Fees Bylaw No. 8636**, as amended, is further amended by adding Schedule B attached to and forming part of this bylaw to "SCHEDULE – USE OF CITY STREETS" to Consolidated Fees Bylaw No. 8636.
3. This Bylaw is cited as "**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9926**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

MAYOR

CORPORATE OFFICER

PARKING (OFF-STREET) REGULATION Bylaw No. 7403**EV Charging – City EV Parking Stall User Fees****Section 3.5.3**

Description	Fee
<u>Charging Level of EV Supply Equipment</u>	<i>Per minute</i>
Level 2 – 3.1kW to 9.6kW Charging Session Parking Rate	Initial 2 hrs: \$0.0333/min (\$2.00/hr) After 2 hrs: \$0.08325/min (\$5.00/hr)
Level 3 – 25kW Charging Session Parking Rate	\$0.1333/min (\$8.00/hr)
Level 3 – 50kW Charging Session Parking Rate	\$0.2666/min (\$16.00/hr)

SCHEDULE – USE OF CITY STREETS**Traffic Bylaw No. 5870****EV Charging – City EV Parking Stall User Fees**

Section 12D.4

Description	Fee
<u>Charging Level of EV Supply Equipment</u>	<i>Per minute</i>
Level 2 – 3.1kW to 9.6kW Charging Session User Fees	Initial 2 hrs: \$0.0333/min (\$2.00/hr) After 2 hrs: \$0.08325/min (\$5.00/hr)
Level 3 – 25kW Charging Session User Fees	\$0.1333/min (\$8.00/hr)
Level 3 – 50kW Charging Session User Fees	\$0.2666/min (\$16.00/hr)



City of
Richmond

Memorandum
Community Services Division
Arts, Culture and Heritage Services

To: Mayor and Councillors **Date:** December 4, 2019
From: Marie Fenwick **File:** 11-7000-01/2019-Vol 01
Director, Arts, Culture and Heritage Services
Re: **Supplementary Information - Proposed Plan for Major Events and Programs 2020**

The purpose of this memo is to provide Council with supplementary information in regards to the report titled "Referral Response: Proposed Plan for Major Events and Programs 2020" received at the General Purposes Committee on December 2, 2019. This report recommended that a plan for Major Events and Programs for 2020 be approved, and that funding of \$1,040,000 from the Rate Stabilization Account to support the program be included in the budget process.

At that meeting staff received the following referral:

That the staff report titled, "Referral Response: Proposed Plan for Major Events and Programs in 2020," dated November 5, 2019, from the Director, Arts, Culture and Heritage Services, be referred back to staff to provide information on:

- (1) the Steveston Salmon Festival, including the City's historical contributions, the event's financial details and future event options;*
- (2) event options for Richmond Farm Fest;*
- (3) utilizing event contingency funds in event budgets;*
- (4) event options for the Richmond World Festival, a list of participants and options to reduce the event's schedule and footprint; and*
- (5) the staff and community leads for events and lead applicants for community-led event grants; and report back to the next General Purposes Committee meeting.*

Steveston Salmon Festival

In 2017, staff conducted a review and determined that the City was providing direct monetary or in-kind support to the Steveston Salmon Festival which included traffic management for the parade, road closures for the festival, marketing and promotions support, usage of City assets (e.g., mobile stage with audio, fencing, picnic tables, etc.), operational labour for delivery of City assets, payment of portable toilets, shuttle bus service, City staff overtime and an events grant. The total City support was over \$100,000, plus an additional \$20,000 in RCMP services. This information was received by Council on January 14, 2019 in a report titled "Proposed Plan for Future Coordination of Salmon Festival and Richmond Canada Day in Steveston" from the Director Arts, Culture and Heritage Services.

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While there has always been some support from the City for Steveston Salmon Festival, 2019 was the first year that Canada Day celebrations were co-produced under the Steveston Salmon Festival Brand.

Major Event Program, Ships to Shore (July 1), Grant and Sponsorship and Steveston Community Society budgets are detailed in Table 1 below.

Table 1 – Steveston Salmon Festival / Canada Day Budgets 2015-2019

	2015	2016	2017	2018	2019
City Events Funding (Co-Produced Steveston Salmon Festival)					\$250,000
City Events Funding (Richmond Canada Day in Steveston)			\$365,000	\$250,000	
City Events Funding (Ships to Shore July 1)	\$150,000	\$180,000			
Grants and Sponsorships	\$20,000	\$25,000	\$81,000	\$107,000	\$137,816
Steveston Community Society (Steveston Salmon Festival)	\$120,591	\$116,950	\$171,000	\$186,000	\$200,996

Council may wish to consider the following options in regards to Steveston Salmon Festival:

1. Option 1 - Status Quo (\$250,000); or
2. Option 2 - Program Reduction, to be determined in consultation with the Steveston Community Society (\$225,000) (**Recommended**).

Staff do not recommend eliminating City support for the Steveston Salmon Festival. With population growth and the popularity of celebrations, there has been an increase to the festival's scope and level of logistical complexity which will challenge the capacity of the volunteer-based community organizers to plan and execute the event.

Farm Fest

Staff approached the organizers of the Steveston Farmers and Artisans Market in regards to the opportunity to develop a program or host a market that could replace Farm Fest. Given their capacity and their focus on their own existing market in Steveston, they do not wish to pursue this opportunity.

Council may wish to consider the following options in regards to Farm Fest:

1. Option 1 - Status Quo (**Recommended**); or
2. Option 2 - Cancel the event for 2020 pending the development of a City Events Strategy.

Program Contingency

Staff have confirmed that the program contingency has been spent in the past, including in 2019. The majority of the contingency was used in support of higher than budgeted production and programming costs related to Richmond World Festival (\$46,096) and some expenses related to Cherry Blossom Festival (\$3,904).

Richmond World Festival

Should Council wish to consider reducing the scale or eliminating the Richmond World Festival, staff have provided additional options for consideration to the three presented in the Report to Council. These include:

1. Option 1 - Status Quo - Two day event with Mainstage (\$400,000);
2. Option 2 - One Day Event with Reduced Footprint with Mainstage (\$300,000);
3. Option 3 - Two Day Event with Reduced Footprint and Elimination of Mainstage (\$250,000);
4. Option 4 - One Day Event with Reduced Footprint and Elimination of Mainstage (\$200,000) (**Recommended**); and
5. Option 5 - Cancel the event for 2020 pending the development of a City Events Strategy. Staff could consider Multifest style of community event as part of this strategy for 2021.

Further to the inquiry in regards to groups who participated in the 2019 Richmond World Festival, a list can be found in Attachment 1.

Staff and Community Lead for Events and Programs

The staff and community leads for Major Events and Programs are detailed in Table 2 below.

Table 2: Staff and Community Lead for Major Events and Programs 2020

Event/Program	Staff Lead Pending 2020 Program Approval	Lead Community Partner
Richmond Neighbourhood Celebration Grant Program	Recreation Leader, Arts, Culture and Heritage Services	N/A
Children's Arts Festival	Arts Coordinator, Cultural Centre	Richmond Public Library Richmond School District
Cherry Blossom Festival	Recreation Leader, Arts, Culture and Heritage Services	Jim Tanaka and Mary Hirano
Doors Open Richmond	Educational Programs Coordinator, Richmond Museum	Richmond Museum Society
Steveston Salmon Festival	Major Events Program Lead	Steveston Community Society
Richmond Maritime Festival	Manager, Britannia Shipyards National Historic Site	Richmond Arts Coalition and Britannia Heritage Shipyards Society
Farm Fest	Manager, Parks Programs	Kwantlen Polytechnic University
Richmond World Festival	Major Events Program Lead	N/A

Richmond Neighbourhood Celebration Grant Program Application and Adjudication Process

The objectives of the Neighbourhood Celebration Grant Program (Grant Program) include community capacity building, creating civic pride through high quality grassroots events, and providing opportunities for input and participation for everyone in the community.

To be eligible for funding, applicants must be a Richmond-based neighbourhood group, including two individuals living in the same neighbourhood but from different households, a not-for-profit community group, a Parent Advisory Committee, or a Student Council. Individuals, Political Parties or events related to political activities or lobbying, events or projects that have funding from another City of Richmond grants program and for profit organizations or businesses are not eligible for funding.

In 2019, events were evaluated using the following criteria:

- Event must be open, inclusive and actively engage diverse community members;
- Applicants must show evidence of capacity to put on the event;
- Project approach must show proper estimate of resources needed and total budget required;
- Commitment that the project will incorporate sustainability initiatives;
- Event must take place between April 1 – September 30, 2019; and
- Event must be held in Richmond.

Following receipt of grant applications, all projects were evaluated by a staff adjudication team based on five key areas - goals, engagement, capacity, budget and sustainability - and were assigned a percentage ranking. This ranking was then presented to the Major Events Advisory Group who endorsed the recommendations of the staff committee.

A list of grant recipients is found in Attachment 2.

Should the 2020 Grant Program be approved, staff recommend applications be evaluated by the adjudication team based on the same criteria and percentage ranking system as in 2019 and that these recommendations be presented for Council's consideration similar to all other City of Richmond grant programs.

Conclusion

Pending the development and adoption of a City Events Strategy, staff recommend the current roster of events with a reduced level of service for 2020. Timing of approvals may impact the

December 4, 2019

- 5 -

ability to secure sponsorship, vendors for services including event production and supplies, performers, and vessels for the Richmond Maritime Festival.

Should you have any questions or require any additional information please contact me at the numbers below.



Marie Fenwick
Director, Arts, Culture and Heritage Services

Office: 604-276-4288
Mobile: 604-999-9042

Att. 2

pc: SMT

2019 Richmond World Festival

Community & City Groups - Programming Support	Exhibitors - Community, City & Non-profit Groups	Exhibitors - Sport Groups	Exhibitors - Vendors & Artisans	Performers
Cinevolution	Bamstella Creations	Dynamo Fencing	Alicias World Gifts	Adalat Dancers
Richmond Arts Centre	BLIA (Buddhist Society)	International Paintball Group	Ani Artisanal	African Dance Workshop
Richmond Art Gallery	Bodhi Meditation	Richmond Gymnastics Association	Balloon Animals by Ka Wai Lee	Akhil Jobanoutra
Richmond Black History Month	City Centre Community Centre	Richmond Martial Arts	Bang ON	Andy the Musical Scientist
Richmond Museum	CoR Climate Action Team	Vancouver Ki Society	Batiqua	Banana Bread
Richmond Public Library	CoR Environmental Programs		Beauty of Africa	Basilissa
Somali Women Empowerment Society	CUPE Locals 394, 718, 3966 (Richmond Municipal and Library Workers)		Boostani Handicrafts	Bedouin Soundclash
Vancouver Cantonese Opera	Emotive Electric Vehicles		Cartoon Katie	Camero 67
	Gateway Theatre		Chu Chu	Carlos Saunier Trio
	Highway to Heaven Association		Comono	Coastal Wolfpack
	ISS of BC		Expressions Designs	Desiree Dorion
	Richmond Animal Protection Society		Indiarts Collective	Early Spirit
	Richmond Cares, Richmond Gives		Judson Handicraft	Ezra Kwizera
	Richmond Centre for Disability		Kick Ass Caramels	Ginalina
	Richmond Multicultural Community Services		Kids Stuff	Grupo America
	Richmond News		KimonoLove	Harrison Lee
	Richmond Youth Street Team		Larki Designs	Jocelyn Alice
	S.U.C.C.E.S.S.		LeafFilter North of Canada Inc.	Jocelyn Pettit Band
	Sister City Advisory Group		Lost at Sea	Josh Welsh & Los Valientes
	Tung Cheng Yuen Buddhist Association		Lulu Island Honey	Karen Flamenco Dance Co.
			Maridadi Craftz	Kentucky Eileen
			Mystic Henna Tattoos	Korean Traditional Arts Society Drummers
			One Thing Lockets	Las Estrellas de Vancouver
			O'ta'unu	Mah Athletic Association Lion
			Pettiskirts Vancouver	Malcolm Jay
			Red Crown Pomegranate Juice	Matices del Sur
			Rim Rasta African Creation	Matt Henry
			Sherabo Organics	Mexican Dance Ensemble
			Shine Gallery	Muevete
			Sisay Art Crafts & Billi Designs	Ndidi Cascade
			Springfree Trampoline	Neezar
			StoneArt Miniature Gardens Ltd.	Neon Dreams

Community & City Groups - Programming Support	Exhibitors - Community, City & Non-profit Groups	Exhibitors - Sport Groups	Exhibitors - Vendors & Artisans	Performers
			SweetLegs Abbotsford with Katie	Ohr Afrika Collective
			The Woodman	Old Soul Rebel
			TLC Cozy Bags	Pangea Arts Eastern Show
			Togo	Peter GG
			Tupperware	Phase III Steel Drummers
			Violethill Mobile Fashion Boutique	Phe
			Xpressions Henna	Quinta Kalavera
				Rejean Bussieres
				Richmond Delta Youth Orchest
				Roots Peruvian folklore dance
				Royal Academy of Bhangra
				Rt Nuba
				Sarah Mcdougall
				Satsuki Kai
				Seishun Music Society
				Sister Says
				Star Captains
				Sweet Soul Gospel Choir
				Tai chi Lion Dance Club
				Terrance Wang
				The Strumbellas
				The Wild Moccasin Dancers
				Toque Flamenco
				Vancouver Cantonese Opera
				Vancouver Okinawa Taiko
				Vancouver Puppet Theatre
				Veronica Fusaro
				Via Barcelona
				Wasakaka All-Stars
				World Music Group
				Yuki

2019 Richmond Neighbourhood Celebration Grant Program

Successful Applicants

Project	Organization	Type
St. Joseph the Worker Neighbourhood BBQ	St. Joseph the Worker Parish Community	Community
Block Watch Neighbourhood Gathering	Christina Kwan & Paul Koo	Neighbours
Dorval Neighbourhood Block Party	Patrick Troung & Danny Kai Bong Ching	Neighbours
Edgewater Park Community Labour Day Picnic	Carrie James & Yolanda Booth	Neighbours
Eid Festival at the Park	Dalila Bekkaoui & Suha Subhi Abu-Dayya	Neighbours
Kingsley Community "Eat, Play, Love"	Tara Pang & Xia (Lisa) Liu	Neighbours
Le Jardin Volee Garden Party	Linda Love & Teresa Millar	Neighbours
Mariner's Summer Celebration BBQ	Jamie Crawford & Kate Walker	Neighbours
Neighbours Make A Community	[REDACTED] & Maureen Langen	Neighbours
Orchid "Meet & Mingle"	Tiffany James & Harry Goentoro	Neighbours
Richmond Community Day	Jonathon Chan & Arthur Kam	Neighbours
The Bamfield Neighbourhood Regatta!	Pearly Tang & Emily Leung	Neighbours
Westwater Family Fun Day	Lauren Kramer & Michelle Jensen	Neighbours
Diefenbaker PAC Spring Fair	Diefenbaker Parent Advisory Committee	PAC
Homma Heritage Days and Spring Fair	T. Homma Parent Advisory Committee	PAC
Mitchell Garden Gala	Mitchell PAC	PAC
Music in the Park	Ferris Elementary PAC	PAC
Spul'u'kwuks BBQ party	Spul'u'kwuks Parent Advisory Council	PAC
Tomsett Elementary School Year End Celebration	Tomsett PAC	PAC
Whiteside Spring Fair	James Whiteside PAC	PAC
William Bridge Spring Carnival	William Bridge Parent Advisory Committee	PAC
H.J. Cambie Day	Rob Laing & Cambie School Student Council	School
Bibinka Breakfast - A Fusion Pancake Breakfast Celebration	Helping House Society	Society
Broadmoor Mid-Autumn Celebration	Broadmoor Neighbourhood Association	Society
Broadmoor Neighbourhood Community Party	Ting Ni & Yidong Jiang	Society
Community Cobb Oven Harvest Celebration	The Sharing Farm	Society
Culture Stew & Salmon BBQ - A Community Perspective	Richmond Food Security	Society
Dorchester Block Party	Nancy Jung & Marlene Bothe	Society

Dragon Boat Festival @ Brighthouse Park	Chimo Services	Society
Earth Day	Garden City Conservation Society	Society
Garden Learning Day and Celebration	Richmond Allotment Garden Association	Society
Hamilton Night Out	Hamilton Community Association	Society
Home, Sweet Home - Meet, Share and Appreciate	Western Canada Landlords Association	Society
Multicultural Walk for Mental Health	Community Mental Wellness Association of Canada	Society
Neighbours Connect	City Centre Community Association	Society
Paulik Pollinator Party & Neighbourhood Cultural Stew	Richmond Food Security	Society
Richmond Kigoos 60th Anniversary Celebration	Richmond Kigoos	Society
Richmond Summer Festival at Terra Nova	Sophia Zhang & Lei Yang	Society
South Arm Block Party	South Arm Community Association	Society
Stevestons Community BBQ	Steveston Community Association	Society
Summer Celebration - Play Performance	Richmond Advocacy and Support Committee	Society
Summer Fun in the Park	Thompson Community Association	Society
BCS3718 Wall Centre Richmond at the Marina	Tony Kimble & David Brind	Strata
Ora Community BBQ	Christopher Hudson & Letian Li	Strata



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** November 5, 2019
From: Marie Fenwick **File:** 11-7400-01/2019-Vol
Director, Arts, Culture and Heritage Services 01
Re: Referral Response: Proposed Plan for Major Events and Programs in 2020

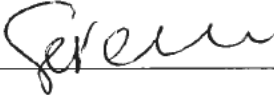


Staff Recommendations

1. That, "Option 3 - Reduced Event Program and Elimination of Richmond World Festival Mainstage," as outlined in the staff report titled "Referral Response: Proposed Plan for Major Events and Programs in 2020" dated November 5, 2019 from the Director, Arts, Culture and Heritage Services, be approved for the 2020 Major Events Program;
2. That expenditures totaling \$1,332,000 for Major Events and Programs in 2020, with funding of \$1,040,000 from the Rate Stabilization Account and \$292,000 from projected sponsorships and earned revenue, be included in the 2020 budget process; and
3. That the development of a new City Events Strategy as outlined in the staff report titled "Referral Response: Proposed Plan for Major Events and Programs in 2020" dated November 5, 2019, from the Director, Arts, Culture and Heritage Services, be approved.

CM Fenwick

Marie Fenwick
Director, Arts, Culture and Heritage
(604-276-4288)

Att. 3

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

Staff Report

Origin

At the General Purposes Committee meeting on July 15, 2019 staff presented a report on a proposed major events program for 2020 which resulted in the following referrals to staff:

1. *That the Major Events and Programs for 2020 as outlined in the staff report titled "Referral Response: Proposed Plan for Major Events and Programs in 2020" dated May 27, 2019, from the Director, Arts, Culture and Heritage Services, be referred back to staff for an evaluation of the City's various major events; and*
2. *That staff provide a report to Council on the methodology and the criteria for review prior to the evaluation process.*

This report responds to these referrals and proposes development of a City Events Strategy.

This report supports Council's Strategic Plan 2018-2022 Strategy #3 One Community Together:

Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.

This report supports Council's Strategic Plan 2018-2022 Strategy #4 An Active and Thriving Richmond:

An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.

4.1 Robust, affordable, and accessible sport, recreation, wellness and social programs for people of all ages and abilities.

This report supports Council's Strategic Plan 2018-2022 Strategy #6 Strategic and Well-Planned Growth:

Leadership in effective and sustainable growth that supports Richmond's physical and social needs.

6.4 Recognize Richmond's history and heritage through preservation, protection and interpretation.

Analysis

Major Events Evaluation

The Major Events Advisory Group (MEAG) conducted an informal evaluation of each event at its meeting on June 12, 2018. As a result of this evaluation, the MEAG recommended that Council should consider an event program for 2020 similar to the 2019 program.

In response to the July 15, 2019 referral for a further evaluation, staff proposed a framework for evaluating the City's major events. This framework was provided in a memo to Mayor and Council dated August 27, 2019 (Attachment 1). As outlined in the memo, proposed evaluation considerations included:

- Success in meeting the event's intended purpose and objective;
- Success in meeting intended objectives of appealing to specific target markets, theme, and community outreach;
- A value assessment considering the festival's outcomes relative to the event budget;
- Overall visitor attendance;
- Visitor's overall satisfaction with the event;
- Sponsorship success;
- Economic impact;
- Alignment with Council Strategic Plan 2018-2022 and other Council-approved strategies; and
- Community partnerships and feedback from key stakeholders.

In general, the results of this further evaluation by staff supported the findings of the MEAG and are summarized in Attachment 2. All major events were in alignment with the Council Strategic Plan 2018-2022 and were able to meet their intended purpose and objectives. Each was well attended and demonstrated value to the community. Reported visitor satisfaction was high and feedback from key stakeholders including the Britannia Heritage Shipyard Society, Steveston Community Society and the Richmond Arts Coalition, was positive. Additionally, the events were successful in securing sponsorship and the larger events demonstrated a positive economic impact.

Some highlights of the 2019 event program include:

- 350 local artists participated in events throughout the year;
- 750 volunteers contributed over 4,500 hours;
- Over \$300,000 in sponsorship revenue was generated;
- An estimated 23.5 full time job equivalents were created (source: Tourism Richmond); and
- 57,000 non-Richmond residents visited the City to attend events with an estimated total spend of \$1,565,401 (source: Tourism Richmond).

The evaluation also identified opportunities to rationalize program and scope in relation to budgets for some major events. These opportunities are described in the 2020 Major Events Program Options described further in this report.

Community Led Events in Richmond

In addition to the events considered in this report, there are approximately 100 community events per year large enough to trigger a Richmond Event Approval Coordination Team (REACT) application. These events are produced by community associations, community members, and by City staff. Attachment 3 includes a complete list of community events for 2019 year to-date. The City Events Strategy will be developed within the broader context of these other community events.

2020 Major Events Program Options

Three event program options are presented for Council's consideration:

1. Option 1 - Status Quo (Total City contribution of \$1,345,000);
2. Option 2 - Reduced Event Program (Total City contribution of \$1,155,000); and
3. Option 3 - Reduced Event Program and Elimination of Richmond World Festival Mainstage (Total City Contribution of \$1,040,000). **(Recommended)**

In all three options, the total amount designated for the Richmond Neighborhood Celebration Grant Program, Doors Open Richmond, Children's Arts Festival, Farm Fest at Garden City Lands and Cherry Blossom Festival would remain the same.

Pending the development of a City Events Strategy, staff propose a targeted reduction to the scale and budgets of the three largest events: Richmond World Festival, Richmond Maritime Festival and Steveston Salmon Festival. The proposed program reductions are suggested as they present the best opportunity to maintain the quality and integrity of the events while maximizing cost savings to the City. Sponsorship would be expected to decline accordingly as larger events are able to attract larger sponsorship amounts. This is reflected in the proposed budgets detailed below.

Option 1 - Status Quo, Total City Contribution of \$1,345,000. (Not Recommended)

In this option, the program scale and budget of 2019 events would be maintained for 2020 as presented in the July 15, 2019 report to General Purposes Committee.

Table 1 – Option 1, Status Quo Event Budget

Proposed Event Program	2019 City Funding <i>Approved</i>	2020 Proposed Funding	2020 Projected Grants and Sponsorships	Total Event Program Budget
Children's Arts Festival	\$75,000	\$ 75,000	\$30,000	\$105,000
Cherry Blossom Festival	\$35,000	\$ 35,000	\$0	\$35,000
Doors Open Richmond	\$20,000	\$ 20,000	\$7,000	\$27,000
Steveston Salmon Festival	\$250,000	\$250,000	\$138,000	\$388,000
Richmond Maritime Festival	\$300,000	\$300,000	\$90,000	\$390,000
Farm Fest at Garden City Lands	\$40,000	\$ 40,000	\$15,000	\$55,000
Richmond World Festival	\$400,000	\$400,000	\$150,000	\$550,000
Richmond Neighbourhood Celebration Grant Program	\$75,000	\$ 75,000	\$0	\$75,000
City-wide marketing campaign	\$85,000	\$ 85,000	\$0	\$85,000
City-branded shared resources	\$15,000	\$ 15,000	\$0	\$15,000
Program Contingency	\$50,000	\$ 50,000	\$0	\$50,000
TOTAL EVENT PROGRAM BUDGET	\$1,345,000	\$1,345,000	\$430,000	\$1,775,000

Option 2 - Reduced Event Program, Total City Contribution of \$1,155,000) (Not Recommended)

In this option, the roster of events produced in 2019 would continue in 2020, but targeted reductions to Richmond World Festival, Steveston Salmon Festival and Richmond Maritime Festival are proposed. This option anticipates a corresponding reduction in sponsorship revenue.

Specific details regarding scope reduction would be determined in consultation with community partners. Staff propose the following reductions for consideration which would achieve cost savings while minimizing the impact to the events.

Steveston Salmon Festival - \$25,000 reduction achieved by the elimination of two smaller stage activations and a reduced overall footprint.

Richmond Maritime Festival - \$50,000 reduction achieved by the elimination of programming at Imperial Landing and/or moving the festival from a two day event to a one day event.

Richmond World Festival - \$100,000 reduction achieved by reducing the festival from a two day event to a one day event and a small reduction in the overall footprint of the event.

This option also recommends a \$15,000 reduction in the marketing budget and anticipates a \$78,000 reduction in sponsorship.

Table 2 – Option 2, Reduced Event Program Budget

Proposed Event Program	2019 City Funding <i>Approved</i>	2020 Proposed Funding	2020 Projected Grants and Sponsorships	Total Event Program Budget
Children's Arts Festival	\$75,000	\$75,000	\$30,000	\$105,000
Cherry Blossom Festival	\$35,000	\$35,000	\$0	\$35,000
Doors Open Richmond	\$20,000	\$20,000	\$7,000	\$27,000
Steveston Salmon Festival	\$250,000	\$225,000	\$125,000	\$350,000
Richmond Maritime Festival	\$300,000	\$250,000	\$75,000	\$325,000
Farm Fest	\$40,000	\$40,000	\$15,000	\$55,000
Richmond World Festival	\$400,000	\$300,000	\$100,000	\$400,000
Richmond Neighbourhood Celebration Grant Program	\$75,000	\$75,000	\$0	\$75,000
City-wide marketing campaign	\$85,000	\$70,000	\$0	\$70,000
City-branded shared resources	\$15,000	\$15,000	\$0	\$15,000
Program Contingency	\$50,000	\$50,000	\$0	\$50,000
TOTAL EVENT PROGRAM BUDGET	\$1,345,000	\$1,155,000	\$352,000	\$1,507,000

Option 3 – Reduced Event Program and Elimination of Richmond World Festival Mainstage, Total City Contribution of \$1,040,000. (Recommended)

In this option, the roster of events produced in 2019 would continue in 2020, but further targeted reductions to Richmond World Festival are proposed. As with Option 2, specific details regarding scope reduction would be determined in consultation with community partners. Staff propose the following reductions which would achieve cost savings while minimizing the impact to the events.

Steveston Salmon Festival - \$25,000 reduction, as per Option 2.

Richmond Maritime Festival - \$50,000 reduction, as per Option 2.

Richmond World Festival - \$200,000 reduction achieved by reducing the festival from a two day event to a one day event, eliminating the mainstage headliner concerts and a small reduction in the scale of the event.

This option also recommends a \$25,000 reduction to the marketing budget, a \$5,000 reduction to the program contingency, and anticipates a \$138,000 total reduction in sponsorship revenue.

Table 3 – Option 3, Reduced Event Program and Elimination of Richmond World Festival Mainstage Budget

Proposed Event Program	2019 City Funding <i>Approved</i>	2020 Proposed Funding	2020 Projected Grants and Sponsorships	Total Event Program Budget
Children's Arts Festival	\$75,000	\$75,000	\$30,000	\$105,000
Cherry Blossom Festival	\$35,000	\$35,000	\$0	\$35,000
Doors Open Richmond	\$20,000	\$20,000	\$7,000	\$27,000
Steveston Salmon Festival	\$250,000	\$225,000	\$125,000	\$350,000
Richmond Maritime Festival	\$300,000	\$250,000	\$65,000	\$315,000
Farm Fest at Garden City Lands	\$40,000	\$40,000	\$15,000	\$55,000
Richmond World Festival	\$400,000	\$200,000	\$50,000	\$250,000
Richmond Neighbourhood Celebration Grant Program	\$75,000	\$75,000	\$0	\$75,000
City-wide marketing campaign	\$85,000	\$60,000	\$0	\$60,000
City-branded shared resources	\$15,000	\$15,000	\$0	\$15,000
Program Contingency	\$50,000	\$45,000	\$0	\$45,000
TOTAL EVENT PROGRAM BUDGET	\$1,345,000	\$1,040,000	\$292,000	\$1,332,000

Financial Impact

The financial impact of the recommended option, Option 3 – Reduced Event Program and Elimination of Richmond World Festival Mainstage, is \$1,040,000. This amount is proposed to be funded through the rate stabilization account and included in the 2020 budget process. An additional \$292,000 is anticipated in sponsorship and grant revenue. Total expenditures for 2020 Major Events and Programs are projected to be \$1,332,000.

Next Steps

Staff will begin the process of developing a strategy to guide the future program of events in Richmond and will report back with proposed guiding principles in Q1 2020. Once developed and endorsed by Council, this strategy will provide direction on the City event program for 2021 and into the future.

Conclusion

Pending the development and adoption of an events strategy, staff recommend retaining the current roster of events with a reduced level of service for 2020. Feedback from community partners, festival attendees and recent research related to the development of the Arts Strategy indicate that City events continue to be valued by the community.



Marie Fenwick
Director, Arts, Culture and Heritage Services
604-276-4288

- Att. 1: Memo to Mayor and Council re: Evaluation of Major Events Program
- Att. 2: Evaluation Summary of Major Events
- Att. 3: REACT Approved Events 2019



**City of
Richmond**

**TO: MAYOR & EACH
COUNCILLOR
FROM: CITY CLERK'S OFFICE**

Memorandum

Community Services Division
Arts, Culture and Heritage Services

To: Mayor and Councillors
From: Bryan Tasaka
Manager, Major Events and Film
Re: **Evaluation Process for Major Events**

Date: August 27, 2019
File: 11-7400-01/2019-Vol 01

Staff presented the report titled "Referral Response: Proposed Plan for Major Events and Programs in 2020" to the General Purposes Committee on July 15, 2019, which recommended City funding in the amount of \$1,345,000 for seven events and the Neighbourhood Celebration Grant Program.

Subsequently, committee made the following referral:

That staff provide a report to Council on the methodology and the criteria for review prior to the evaluation process.

The purpose of this memo is to present the criteria and methodology that Staff will use to evaluate the proposed schedule of major events and programs held in 2020. The results of this evaluation will be included when staff reports back to General Purposes Committee in October 2019.

The evaluation methodology will first focus on understanding the purpose and objective of each festival. Staff will define the event's intended target audience.

The strength of each festival will be evaluated based on the following criteria:

- Success in meeting the event's intended purpose and objective;
- Success in meeting its intended objectives of appealing to specific target markets, theme, and community outreach;
- A value assessment considering the festival's outcomes relative to the event budget;
- Overall visitor attendance;
- Visitor's overall satisfaction with the event (collected through visitor surveys at 2019 events);
- Sponsorship success;
- Economic impact;
- Alignment with Council Strategic Plan 2018-2022 and other Council-approved strategies; and
- Community partnerships and feedback from key stakeholders;

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Children's Arts Festival

CRITERIA	Yes/No/N/A	COMMENTS
Did the event meet the stated purpose and objective?	Yes	The festival's goal is to encourage children to spark their imagination through music, hands-on activities, literary and performing arts. The event included each of these as core themes of the programming.
Did the event meet the intended objectives of appealing to specific target markets, theme and community outreach.	Yes	The event was well attended with 9,000 participants in total. All school programs sold out and public programs were at or near capacity. The target market was focused on Richmond school age children who made up the vast majority of the participants.
A value assessment considering the festival's outcomes relative to the event budget.	Yes	The Children's Arts Festival is one of the lower cost City events. The City and sponsorship funding is further subsidized with funding from affordable or low cost programming revenue from the public. This partial cost recovery concept will be considered in the proposed City Events Strategy.
Visitor overall satisfaction with the event.	N/A	No survey data is available at this time.
Sponsorship Success	Yes	The sponsorship target of \$32,000 was reached.
Economic Impact	N/A	This event did not have a formal economic impact study performed.
Community partnerships and feedback from stakeholders.	Yes	<p>The event provided opportunities for community partnerships, including:</p> <ul style="list-style-type: none"> • SD38; • The Richmond Art Gallery Association; and • The Richmond Public Library. <p>Debrief meetings and conversations with each stakeholder indicated high levels of satisfaction and a desire to return as partners in 2020.</p>

Cherry Blossom Festival

CRITERIA	Yes/No/N/A	COMMENTS
Did the event meet the stated purpose and objective?	Yes	The purpose of Cherry Blossom Festival is to celebrate Richmond's Japanese history, promote authentic Japanese customs and showcase traditions of a Sakura Matsui (Cherry Blossom Festival). The event included traditional Japanese food, interactive Japanese exhibits and traditional Japanese programming on stage. In addition, the event was well timed with the actual blossoming of the cherry blossom trees. The large volume of cherry tree blossoms proved to be a popular tourist attraction featured on many local social media influence accounts.
Did the event meet the intended objectives of appealing to specific target markets, theme and community outreach.	Yes	The festival targets a diverse market of individuals. The local Japanese Community is targeted as it celebrates their heritage, but the goal is also to educate all members of the public on the importance and beauty of Japanese culture. Attendees from all backgrounds were in attendance.
Number of visitors and value assessment considering the festival's outcomes relative to the event budget.	Yes	At a cost of \$35,000, this festival is one of the lower cost events funded by the City of Richmond. Over 10,000 attendees were at the event over a four hour period.
Visitor overall satisfaction with the event.	N/A	No survey data is available at this time.
Sponsorship Success	N/A	This event received no sponsorship funding.
Economic Impact	N/A	This event did not have a formal economic impact study performed.
Community Partnerships and feedback from stakeholders.	Yes	The City partners with members of the local Japanese community including the Wakayama Kenjin Kai Society, local Japanese Language Schools and the Steveston Buddhist Temple. All partners indicated a strong desire to return in 2020.

Steveston Salmon Festival

CRITERIA	Yes/No/N/A	COMMENTS
Did the event meet the stated purpose and objective?	Yes	<p>The Steveston Salmon Festival Committee lists the following as important objectives of the event:</p> <ul style="list-style-type: none"> • Community engagement; • Community/country pride; • Volunteer engagement; and • Raising funds for the Society. <p>The event was successful in each of these objectives:</p> <ul style="list-style-type: none"> • The festival had a large number of local volunteers; • The residences in the area were decorated with Canadian symbols of pride; • Attendees showed an outpouring of Canadian pride with their red and white ensembles; and • Money was raised for the Society.
Did the event meet the intended objectives of appealing to specific target markets, theme and community outreach.	Yes	Community outreach and engagement is one of the top priorities of the festival. The volume of people in attendance (80,000 plus) and the interaction of locals throughout the nearly 12 hour day shows success in community engagement.
A value assessment considering the festival's outcomes relative to the event budget.	Yes	This festival has the highest attendance to budget ratio in the City. However, given the size of the budget and the scope of the program, there is an opportunity to rationalize expenses and reduce some scope without impacting the event quality or experience.
Visitor overall satisfaction with the event.	Yes	<p>77% of visitors rated their experience at the Steveston Salmon Festival as very good to excellent.</p> <p>48% of attendees were returning festival goers.</p>

Steveston Salmon Festival

CRITERIA	Yes/No/NA	COMMENTS
Sponsorship Success	Yes	<p>With the new partnership between the Steveston Agriculture Society and the City of Richmond, 2019 had a successful sponsorship year. \$105,000 of sponsorship revenue and an additional \$10,000 of value in kind was secured for the event.</p> <p>Most zones were sponsored, with only a few remaining. Several sponsors reached out post-event to suggest further sponsorship opportunities for 2020.</p>
Economic Impact	Yes	<p>Data from Tourism Richmond research:</p> <ul style="list-style-type: none"> • 63% of the overall festival attendees were local to Richmond, each spending roughly an average of \$16. • Day visitors to Richmond, specifically for the Steveston Salmon Festival, totalled 31.9% of the total attendance. • Non-Richmond resident spending in and out of the festival is estimated at \$612,000. • Roughly 11.3 new jobs were created.
Community Partnerships and feedback from stakeholders.	Yes	<p>The community partners indicated a strong desire to continue partnering with the City of Richmond Major Events Team. The expertise of City staff on technical matters such as event production was welcomed by festival volunteers, many of whom are at capacity.</p>
Did the event provide opportunities for community partnerships?	Yes	<p>The City partners with the Steveston Community Society to produce the Steveston Salmon Festival. The Society is an active participant throughout the year in all areas of planning and execution of this event.</p>

Richmond Maritime Festival

CRITERIA	Yes/No/N/A	COMMENTS
Did the event meet the stated purpose and objective?	Yes	The goal of the event is to showcase the cultural and maritime history of Steveston. The core planning team ensures that each exhibit, performance, display or artist compliments or promotes the cultural and maritime history of Steveston.
Did the event meet the intended objectives of appealing to specific target markets, theme and community outreach.	Yes	The festival targets both a niche and wide ranging market. The wooden boat displays are enjoyable for all attendees, but are specifically enjoyed by local wooden boat enthusiasts who engage in technical discussions regarding the vessels. The arts, culture and heritage aspects of the festival provide a free and entertaining event for all visitors, particularly local families.
A value assessment considering the festival's outcomes relative to the event budget.	Yes	Over 40,000 festival attendees were able to take part in a number of free activities over the 2 day festival. Depending on the availability and size of ships, the Imperial Landing portion of the event could be removed and the event focused only at Britannia. Further, the event could be reduced to a single day without significant impact to the visitor experience.
Visitor overall satisfaction with the event.	Yes	84% of festival attendees rated their experience as very good to excellent. 35% of attendees were returning festival goers.
Sponsorship Success	Yes	\$95,000 of sponsorship revenue was generated for the event.
Economic Impact	Yes	Richmond residents attending the festival accounted for 55% of the overall attendance. On average, residents spent \$17 per person. Non-Richmond residents who travelled to the City specifically for the festival totaled 37% of the attendance and spent on average \$21 per person.

Richmond Maritime Festival

CRITERIA	Yes/No/N/A	COMMENTS
Community Partnerships and feedback from stakeholders.	Yes	<p>Britannia Heritage Shipyard Society (BHSS) reported that the festival is central to their constitution and purpose, including the preservation, promotion and celebration of maritime history, boat building and the cultural diversity at the Britannia site. The festival offers the BHSS the chance to display the many historic and cultural attributes of the site. This opportunity is beneficial for members by enhancing general public awareness and support.</p> <p>Richmond Arts Coalition (RAC) reported that this event raises the profile of local artists by featuring opportunities in the festival. The mandate of RAC is to promote the arts and artists in the community and the Richmond Maritime Festival features a strong art component. The event also allows for local artists to create original content specific to the Festival.</p>
Did the event provide opportunities for community partnerships?	Yes	<p>The City partnered with the Richmond Arts Coalition and Britannia Heritage Shipyard Society to produce this event. In addition, the following groups were activated on site:</p> <ul style="list-style-type: none"> • Richmond Boat Builders • Vancouver Maritime Museum • Royal Canadian Sea Cadets • Richmond Public Library • Vancouver Aquarium Ocean Wise • Steveston Maritime Modellers • Richmond Potters Club • Marina Mammal Rescue Program • Gulf of Georgia Cannery • Richmond Environmental Programs • Greyhaven Exotic Bird Sanctuary • Scandinavian Cultural Society • Richmond Sustainability Department • Canadian Parks and Wilderness Society • Gateway Theatre • Richmond Artists Guild • Grove Front Gallery • Richmond Green Fleet

Farm Fest at Garden City Lands

CRITERIA	Yes/No/N/A	COMMENTS
Did the event meet the stated purpose and objective?	Yes	<p>The stated purpose and objectives of this event include:</p> <ul style="list-style-type: none"> • Richmond's connection with agriculture; • Showcasing local farmers and vendors; • Educating the public on agricultural practices; and • Connecting residents to the Garden City Lands. <p>The event included the general (non-farm) members of the public which allowed for educational opportunities related to farming practices. The location on the Garden City Lands further connects the public to the site which is of important farming significance.</p>
Did the event meet the intended objectives of appealing to specific target markets, theme and community outreach.	Yes	<p>Residents from City Centre, tourists, farmers, community partners and sponsors were all in attendance and identified as target markets.</p> <p>12 community partners participated in the event.</p>
A value assessment considering the festival's outcomes relative to the event budget.	Yes	Farm Fest has a low overall budget and a good attendance of approximately 5,000 people annually.
Visitor overall satisfaction with the event.	Yes	69% of festival attendees rated their experience as very good to excellent.
Sponsorship Success	Yes	<p>The sponsorship target of \$10,000 was exceeded by 40% with a total sponsorship revenue of \$14,000.</p> <p>Farm Fest received positive sponsorship feedback.</p>
Economic Impact	Yes	The average person spent \$10 at the festival.

Farm Fest at Garden City Lands

CRITERIA	Yes/No/N/A	COMMENTS
Community Partnerships and feedback from stakeholders.	Yes	<p>Staff received feedback from Kwantlen Polytechnic University (KPU), The Sharing Farm, Steveston Farm Market Association and farmers who highlighted and were pleased with the following aspects of the event:</p> <ul style="list-style-type: none"> • The Savage Farm Steam Tractor; • Local businesses; • Farm style canning demonstrations; • Farming demonstrations presented by KPU; • Farm decor and themes; • Livestock viewing; • Local entertainment, and; • Play area for children.
Did the event provide opportunities for community partnerships?	Yes	<p>The event included 15 community partners:</p> <ul style="list-style-type: none"> • Garden City Conservation Society • Richmond Food Security Society • Green Ambassadors • KPU • The Sharing Farm Society • BC Dairy • The Steveston Farmers & Artisans Market Association • Farm Folk City Folk • Young Agrarians • UBC Sustainable Eating • The Sherman Armoury • City Center Community Association • David Suzuki Foundation • Richmond Public Library • Richmond Nature Park Society

Richmond World Festival

CRITERIA	Yes/No/N/A	COMMENTS
Did the event meet the intended objectives of appealing to specific target markets, theme and community outreach.	Yes	The goal of showcasing cultural diversity through art, dance, performance and crafts to Richmond residents and visitors was achieved.
A value assessment considering the festival's outcomes relative to the event budget.	Yes	Over 60,000 people attend this high profile event over two days. The mainstage performances were of a high quality and attracted a niche audience; however, the goal of showcasing cultural diversity could be achieved at the festival without this expense or impacting the general visitor experience.
Visitor overall satisfaction with the event.	Yes	76% of festival attendees rated their experience as very good to excellent. 35% of the attendees attended in previous years.
Sponsorship Success	Yes	\$150,000 of sponsorship revenue was generated in 2019.
Economic Impact	Yes	On average, visitors to the festival spent up to \$26 per person. Richmond residents totaled 66% of the festival attendees, while Non- Richmond residents who were visiting Richmond for the day totalled 32.48% of the festival attendees. Out of town and overnight festival attendees totalled 1.22% of the overall festival attendee count. The equivalent of 4.8 new jobs were created due to the Richmond World Festival. (Source Tourism Richmond).

Richmond World Festival

CRITERIA	Yes/No/N/A	COMMENTS
Did the event provide opportunities for community partnerships?	Yes	<p>Community and City Groups that ran programming at the event include:</p> <ul style="list-style-type: none"> • Cinevolution • Somali Women Empowerment Society • Vancouver Cantonese Opera Society • Richmond Black History Month • Richmond Art Gallery • Richmond Museum • Richmond Arts Centre <p>Community, City and Non-Profit Groups that activated a booth:</p> <ul style="list-style-type: none"> • Regional Animal Protection Society • S.U.C.C.E.S.S. • Richmond Cares, Richmond Gives • Gateway Theatre • Richmond Youth Street Team • Richmond Centre for Disability • City Centre Community Association • Sister City Advisory Committee • CoR Climate Action Team • CoR Environmental Programs • Bammstella Creations • Emotive Electric Vehicles • Bodhi Meditation • Tung Cheng Yuen Buddhist Association • BLIA (Buddhist Society) • Highway to Heaven Association • ISS of BC • Richmond Multicultural Community Services

2019 REACT APPROVED EVENTS LIST

City of Richmond Sponsored Events

Children's Arts Festival 2019
Richmond Cherry Blossom Festival (B.C. Wakayama Kenjin Kai)
Public Works Open House
Doors Open Richmond 2019 (Richmond Museum)
2019 Island City, by Bike (Richmond Active Transportation Committee)
Steveston Nikkei Memorial Public Art Project Unveiling
Steveston Salmon Festival in Partnership with the Steveston Community Society
2019 Richmond Maritime Festival
Farm Fest at Garden City Lands
Richmond World Festival
Culture Days 2019
Minoru Halloween Fireworks Festival

Partnered Community Associations Sponsored Events

Steveston Farmers and Artisans Market (Richmond Agriculture and Industrial Society Steveston Farmers and Artisans Market)
Licences Preschools Wee Walk Event
Kigoos Icebreaker Swim Meet
Paulik Pollinator Party and Neighbourhood Cultural Stew (Richmond Food Security Society and Richmond Garden Club)
South Arm Block Party (South Arm Community Association)
Hamilton Night Out (Hamilton Community Association)
Thompson Community Picnic (Thompson Community Association)
ARRL/RAC Amateur Radio Field Day (REMO supported event) (Richmond Emergency Programs Amateur Radio Society)
Burkeville Daze (Sea Island Community Association)
Steveston Salmon Festival - Bullhead Derby (Steveston Community Society)
Concerts in the Park (City Centre Community Association)
Steveston Alive! Walking Tour Vignettes (Steveston Historical Society)
Steveston Summer Fun Community BBQ (Steveston Community Society)
Pride Picnic (Community Cultural Services - Branscombe House Artist in Residence)
City Centre Outdoor Movie Night (City Centre Community Association)
East Richmond Summer Fun Night (East Richmond Community Association)
The Sharing Farm 11th Richmond Garlic Fest
Hamilton Outdoor Movie Night in the Park (Hamilton Community Association)
Summer West Fest (West Richmond Community Association)
Forever Young 8K (Richmond Olympic Oval)
City Centre Harvest Full Moon Celebration (City Centre Community Association)
Richmond Nature Park Wild Things (Richmond Nature Park Society)
West Richmond Halloween Fireworks (West Richmond Community Association)
South Arm Halloween Fireworks (South Arm Community Association)
Hamilton Halloween Fireworks (Hamilton Community Association)
Sea Island Halloween Fireworks Display (Sea Island Community Association)

2019 REACT APPROVED EVENTS LIST

Events Organized by Various Community Groups

Panther Pups and Puddles 5K Walk for (RAPS)
Steveston Icebreaker 8K & Kidsrun (Kajaks)
Chinese New Year Dharma Events (Lingyen Mountain Temple (Canada)
Chinese New Year Eve Celebration (International Buddhist Society)
Coldest Night of the Year (Chimo Community Services)
Soccer Sunday: League Cup / All-Star Game & Masters Cup (Richmond Adult Soccer Association)
Parkrun (Richmond Olympic Parkrun)
Pacific Populaire (BC Randonneurs)
Kwantlen Farmers Market (Kwantlen St. Farmers Market)
Thursday Night Challenge Series (Coastal Race Club)
Youth Slo-Pitch Fundraiser (Richmond Addiction Services)
2019 IG Wealth Management Walk for Alzheimer's (Alzheimer Society of B.C.)
Royal Canadian Circus (Lansdowne Mall)
School Walkathon (St. Joseph the Worker School)
Buddha's Light International Association Annual Spring Fair (Buddha's Light International Society BLIA)
2019 BC Elementary Track & Field Championships (Kajacks Track & Field Club)
Triangle Beach Cleanup (Four Wheel Drive Association of BC)
Mitchell Island Environmental Stewardship Info-Session
Flag Football Jamboree (Richmond Raiders Minor Football)
Richmond-Vancouver Walk for ALS (ALS Society of Canada)
Soi Dog Canada Mutt March, Fixin To Save Lives (Soi Dog Canada)
Heart and Stroke Foundation Big Bike (Heart and Stroke Foundation of Canada)
Recognition of End of Ramadan (The BC Muslim Association)
Richmond MLA Joint Community BBQ (BC Liberal Party)
MEC Vancouver: Road Race FOUR (Mountain Equipment Co-operative)
Sockeye Show & Shine 2019 (Richmond Lions)
CPA RSD Chapter Annual Event (CPA RSD Charper)
Kingsley Community "Eat Play Love" (Kingsley Estates Community)
Pacific Rim Kite Festival (B.C. Kite Fliers Association)
St. Paul School Primary Year End Celebration (St. Paul School)
LYMT's 20th Anniversary Event Series Event #1 - Water, Land and Air Grand Dharma Service
Canada Day Celebrations/Carnival (Canadian Alliance of Chinese Association)
BLIA Family Sports Day (Buddha's Light International Association - Light Passing Subchapter)
E&E Global Foundation Charity Walkathon 2019 (E&E Global Foundation)
Soccer Funfest 2019 (Coast Mountain Bus Company)
MASONIC FAMILY BBQ (Masonic Family BBQ)
Dolphin Park Classic Basketball Tournament (Dolphin Basketball Association)
The Nations Cup (The Nations Cup Soccer Society)
Community In Motion (Richmond Cares, Richmond Gives)
Summer Slam Hope For Kids (Summit International Trade Services Inc.)

2019 REACT APPROVED EVENTS LIST

Events Organized by Various Community Groups - Continued

Summer BBQ (Canada Sichuanese Friendship Association)
Jao Family Reunion (Jao Family Reunion)
Get to know the Neighbours (Springbrook Events)
Summer Picnic (Organika Health Products Inc.)
Volunteer Appreciation Picnic (Richmond Food Bank)
ITA Summer Event (Industry Training Authority (ITA))
Join Eid Joy! (Dalila Bekkaoui)
Teldon 50th (Teldon)
Block Party - Jensen Dr /Harrison Ave (Block Party - Jensen Dr/Harrison Ave)
Ingram Micro 2019 Family Day Picnic and 10th Anniversary Soccer Cup Celebration (Ingram Micro)
Steveston Dragon Boat Festival (Canadian International Dragon Boat Society)
Launch Service (Richmond Baptist Church)
Trail Appliances Picnic (Outback Team Building)
2019 Terry Fox Run Richmond (The Terry Fox Foundation)
BMO Family Sport Event (Bank of Montreal)
Tourism Richmond: End of Summer Stakeholder Mix & Mingle (Tourism Richmond)
Grand Prix of Art (Phoenix Coastal Art Ltd.)
Rotary Bahamas Relief Walk (Rotary Club Steveston-Richmond)
Tout le Mond - Neighbourhood Gathering (Mond Neighbours)
4ocean Garry Point Community Cleanup (4ocean)
Richmond Recovery Festival 2019! (Turning Point Recovery Society)
Terry Fox Run - School Event (Board of Education of School District No. 38 – Richmond)
St. Paul School Annual Walkathon (St. Paul's School)
dnata runs the world (dnata Catering Canada)
Ketcheson Park Community Celebration (Concord Pacific Developments Inc.)
MEC Vancouver: Road Race FIVE (Mountain Equipment Co-operative)
Autism Speaks Canada Walk (Autism Speaks Canada)
Ride for Refuge (Blue Sea Philanthropy Inc.)
Salmon Run (St. Joseph the Worker)
Christmas in Steveston (Steveston Merchants Association)
Richmond Society for Community Living Annual Family Picnic
2019 Ride Don't Hide Greater Vancouver (Canadian Mental Health Association, Vancouver-Fraser)
Walk For Mental Health (Community Mental Wellness Association of Canada)



City of Richmond

Report to Committee

To: General Purposes Committee

Date: November 8, 2019

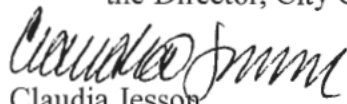
From: Claudia Jesson
Director, City Clerk's Office

File: 01-0105-00/Vol 01

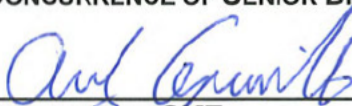
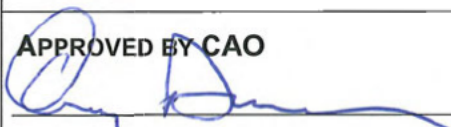
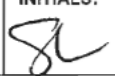
Re: Council and Committee 2020 Meeting Schedule and Agenda Distribution Options

Staff Recommendations

1. That the 2020 Council and Committee meeting schedule Option 2 (One Monthly Planning Committee), as shown in Attachment 1 to the staff report dated November 8, 2019, from the Director, City Clerk's Office, be approved with the following revisions as part of the regular August meeting break and December holiday season:
 - a) That the Regular Council meetings (open and closed) of August 10, August 24, and December 28, 2020 be cancelled;
 - b) That the August 17, 2020 Public Hearing be rescheduled to September 8, 2020 at 7:00 p.m. in the Council Chambers at Richmond City Hall; and
 - c) That the December 21, 2020 Public Hearing be rescheduled to December 14, 2020 at 7:00 p.m. in the Council Chambers at Richmond City Hall.
2. That the Agenda Distribution Option 2 (seven (7) Business Days in Advance for Committees and Wednesday Single Council Distribution) be approved as the preferred agenda distribution option as described in the staff report titled "Council and Committee 2020 Meeting Schedule and Agenda Distribution Options" dated November 8, 2019, from the Director, City Clerk's Office.


Claudia Jesson
Director, City Clerk's Office
(604-276-4006)

Att. 3

REPORT CONCURRENCE	
CONCURRENCE OF SENIOR DIRECTOR	
	
REVIEWED BY SMT	INITIALS:
	
APPROVED BY CAO	

Staff Report

Origin

At the November 4th General Purposes Committee, the following referral to staff was made:

That staff review the Council and Committee meeting schedule and agenda distribution process, and identify opportunities to optimize the schedule, and report back.

The purpose of this report is to respond to the referral and provide Council with options for the 2020 Council and Committee meeting schedule and options for the distribution of Council and Committee agendas.

This report supports Council's Strategic Plan 2018-2022 Strategy #8 An Engaged and Informed Community:

Ensure that the citizenry of Richmond is well-informed and engaged about City business and decision-making.

8.1 Increased opportunities for public engagement.

Analysis

When identifying meeting schedule and agenda distribution options, staff found that the following key principles are important to consider when selecting the optimal meeting schedule and agenda distribution process:

- Recognizing of the City's unique overall Committee Structure in terms of Committee items forming the Council agendas, as no other lower mainland municipality that has been polled has a Committee structure that directly feeds into a Council meeting;
- Respecting each Council Committee's role in considering and vetting various matters prior to proceeding to the Council meeting for formal ratification;
- Enhancing the current public access to the meeting process whenever possible;
- Providing elected officials more time to review new Committee material and submit queries to staff in advance of meetings;
- Ensuring that City business proceeds as expeditiously as possible to ensure that overall customer service levels remain high;
- Ensuring that the cycle of each report proceeding to a Committee meeting for consideration and to the Council meeting for formal ratification must not experience unnecessary delay;
- Maintaining the quality control and high standards for reports proceeding to Committee/Council meetings; and,
- Reducing additional burden on administration.

Council and Committee 2020 Meeting Schedule Options

Table1 below provides a highlight of four meeting schedule options for consideration. The four options for the 2020 Council and Committee meeting schedule all include a schedule that has been adjusted to enable Council members to attend the 2020 UBCM Convention. In other words, there are no Council and/or Committee meetings proposed for September 21-25, 2020. With regards to the 2020 FCM Convention (June 4-7, 2020), this does not conflict with any usual meeting days. In

addition, the four meeting schedule options all include the first cycle of committee meetings commencing on Tuesday, January 7, 2020 due to the timing of the City Hall holiday closure.

It should be noted that should any unusual or urgent circumstances arise outside of the usual schedule, a Special Council meeting can be called with 24 hours' notice. In addition, Council and Committees may make adjustments to the meeting schedule through the year as circumstances may require. This flexibility applies to all options.

Table 1: Council and Committee Meeting Schedule Options

Option	Description	Summary of Options
Option 1	Base Schedule <i>(NOT RECOMMENDED)</i>	August Meeting Break December City Hall closure No meetings during UBCM
Option 2	One Monthly Planning Committee and Tuesday Public Works & Transportation Committee <i>(RECOMMENDED)</i>	August Meeting Break December City Hall closure No meetings during UBCM One Planning Committee Tuesday PWT Committee No Wednesday Committee meetings
Option 3	Tuesday Consecutive Committee Schedule – No Committee post Public Hearing <i>(NOT RECOMMENDED)</i>	August Meeting Break December City Hall Closure No meetings during UBCM One Planning Committee No Tuesday Committee Meeting post Public Hearing Community Safety and PWT held back to back No Wednesday Committee Meetings
Option 4	Wednesday Consecutive Committee Schedule – No Tuesday Committees post Council and Public Hearings Meetings <i>(NOT RECOMMENDED)</i>	August Meeting Break December City Hall Closure No meetings during UBCM One Planning Committee No Tuesday Committee Meeting post Council & PH PRCS and PWT held back to back on Wednesday

RECOMMENDED: Option 2 – One Monthly Planning Committee (Attachment 1)

There are numerous options for a Council and Committee schedule. However, when the key principles are taken into account (refer to page 2), significant change to the actual Committee structure is not recommended. The City's Committee structure is unique, as no other Lower Mainland municipality exhibits this structure where reports to Committees form the Council agenda. The Committee structure enables matters to be carefully reviewed/scrutinized prior to proceeding to Council again for further consideration and formal ratification. Each Committee is unique and should be preserved; there is the opportunity to make the schedule more efficient.

Staff is recommending “Option 2 – One Monthly Planning Committee” (Attachment 1) which reduces the number of Planning Committee meetings by replacing a bi-weekly schedule with a monthly Planning Committee meeting. Under this option, the monthly Planning Committee will be scheduled for the first Tuesday of every month to ensure that all land use development applications proceed to the subsequent month’s Public Hearing.

With a monthly Planning Committee schedule, the agenda would be more substantial and there would be one less meeting per month for Planning Committee members to attend. This option also proposes to move the Public Works and Transportation Committee from the regularly scheduled third Wednesday of each month to the third Tuesday of each month, taking the place of the eliminated second Planning Committee. With this option, Council and Committee meetings only take place on Mondays and Tuesdays, with the exception of weeks having statutory holidays on a Monday. Figure 1 below depicts the “One Monthly Planning Committee” schedule for the month of March 2020.

Figure 1 – One Monthly Planning Committee Sample Month

SUN	MON	TUE	WED	THU	FRI	SAT
MARCH						
	GP FC PC					
1	2	3	4	5	6	7
8	CO	CS	DP	12	13	14
	GP PH PWT					
15	16	17	18	19	20	21
	CO	PRC	DP			
22	23	24	25	26	27	28
29	30	31				

Benefits for Option 2	Challenges for Option 2
<ul style="list-style-type: none"> No impact to the stream of applications being forwarded to Public Hearing, hence, no erosion of service level 	<ul style="list-style-type: none"> Adjustment for external applicants to adhere to new deadlines for the monthly Planning Committee
<ul style="list-style-type: none"> Monthly Planning Committee agenda would be more substantial, as at times bi-monthly agendas have been quite light 	<ul style="list-style-type: none"> Monthly Planning Committee agenda could be heavy in terms of agenda items
<ul style="list-style-type: none"> One less Committee meeting for members to attend 	<ul style="list-style-type: none"> Missed deadlines for land use applications may result in additional Special Planning Committee meetings being called
<ul style="list-style-type: none"> Establishes a clear pattern for applications, all applications for the monthly Planning Committee would proceed to next month’s Public Hearing 	
<ul style="list-style-type: none"> No Committee meetings on a Wednesday 	

Attachment 2 provides additional detailed information on the other proposed Council and Committee schedule meeting options 1, 3 and 4, should Council wish to consider alternative meeting schedules. Unlike, the other meeting options described in Attachment 2, the recommended Option 2 takes into account the important role of each Committee (ie. No consecutive meetings) and identifies an efficiency via a monthly Planning Committee. As the public is very familiar with the current committee structure and it is working well overall, significant changes to the Committee schedule are not recommended.

Council and Committee Agenda Distribution

Municipal Survey

Staff undertook a survey of six lower mainland municipalities to ascertain the agenda production process in other cities. Unlike other municipalities, the City of Richmond is unique in terms of its Committee structure and Committee Items feeding into subsequent Council Agendas.

The Cities of Burnaby, New Westminster and Surrey distribute complete Council agendas on a Thursday for a Monday Meeting; it should be noted that unlike in Richmond, these Cities' Council agendas contain new material (ie. Reports to Council) that have not come via Standing Committees which Council has been able to review previously. The City of Delta distributes Council agendas on a Wednesday for a Monday meeting, and the City of Vancouver issues Council agendas five business days in advance on a Tuesday for a Tuesday meeting.

The recommended "Option 2 – Seven (7) Business Days in Advance and Wednesday Single Council Distribution" enhances the current distribution of Committee and Council material. In addition, the recommended option exceeds the current agenda distribution practices of other municipalities with respect to the timing of when elected officials receive Committee and Council packages.

Committee Report Cycle

With regards to the report preparation, from the drafting to the finalization of a report, the life cycle of a report represents a long continuum. Due to the current advance distribution of Committee packages five (5) business days in advance (Option 1 – Status Quo), the life of cycle of all reports has been further extended, as reports need to be prepared that much earlier.

Prior to finalized and signed off reports reaching a respective Committee, there is much internal review and quality control of reports to ensure the reports are of a high quality when presented to Council. Most reports are at least six (6) weeks old when they reach a targeted Committee and as such it is important that the Committee reports proceed to the next available Council meeting for formal ratification. The recommended agenda distribution option addresses the need to ratify Committee Reports at the Council level as quickly as possible. In terms of quality control, report final sign-offs/approvals on a Council or Committee meeting day are disruptive for the administration and the quality of control of reports is impacted. The current "Status Quo" arrangement of five (5) business days in advance is challenging and accordingly the recommended option, as outlined below, aims to both enhance and improve the current process.

Agenda Distribution Options

In response to Council's recent referral, staff has also reviewed the current agenda distribution process and five options have been identified. Historically, the Council and Committee agenda distribution was on the Friday prior to the following week's meetings (Monday, Tuesday, and Wednesday). As all elected officials are familiar with this agenda distribution schedule, staff have not included it as an option in the list below. The following five options have been identified for Council's consideration:

- Option 1 – Status Quo – Five (5) Business Days in Advance for Committees and Council Distribution
- Option 2 – Seven (7) Business Days in Advance for Committees and Wednesday Single Council Distribution (**RECOMMENDED**)
- Option 3 – Six (6) Business Days in Advance for Committees and Thursday Single Council Distribution
- Option 4 – Seven (7) Business Days in Advance for Committees and Thursday Single Council Distribution
- Option 5 – Six (6) Business Days in Advance for Committees and Council Distribution

As with the recommended meeting schedule in the previous section, staff has also taken into account the key principles (page 2) when determining which agenda distribution option should be recommended. If the purpose is to ensure adherence to the key principles, then staff recommend that the agenda distribution "Option 2 – Seven (7) Business Days in Advance for Committees and Wednesday Single Council Distribution" (see page 7) best meets and exceeds the key principles of timeliness, transparency, report quality control, and respect of the Committee structure. It should be noted that prior to the current distribution process, all Committee, Council and Public Hearing packages were distributed on a Friday prior to the following Monday's cycle of meetings. The traditional format for distribution did not provide the public much advance access to any agendas nor provide much time for Council members to review the packages and send out queries to staff. Although improvements have been made to provide earlier access to Committee packages, the recent changes with the five (5) business days in advance distribution have created additional challenges for staff. Ultimately, the aim of this report is to enhance these recent improvements and resolve some of the challenges that have resulted from changing the timing of distributing Committee and Council agendas packages.

Option 1 – Status Quo - Five (5) Business Days in Advance for Committees and Council Distribution (NOT RECOMMENDED)

At this point in time, for Committees, the packages are being distributed to Council on a Monday, five (5) business days in advance of the meetings. Along with the Committee packages, Public Hearing packages are distributed to Council five (5) business days in advance. Having agenda production work on a Monday when Committee and Council meetings take place is continually challenging to manage and balance. The finalization of reports and assembly of packages on a Monday Committee and/or Council meeting day is also challenging in terms of report quality control, as it is difficult to undertake the day of busy Committee/Council meeting days while finalizing Committee reports.

In terms of Council packages, the challenge with the five (5) business days advance distribution has been to ensure that Committee items are not delayed going to Council for formal consideration and endorsement. In an effort to ensure that Council packages incorporate items considered by

Committees in the immediate two weeks prior to the Council meeting, an initial Council agenda is distributed to Council five (5) business days in advance which captures all potential committee items from the last two weeks. An updated/revised Council agenda is distributed to Council on the Friday before the Monday Council meeting, which captures the outcome from the respective Committee meetings. There has recently been concern expressed by some Council members that the current approach applied to the distribution of Council agendas is not working well.

It should be noted that the revised Council agenda “revisions” do not represent new material and only capture the updates (ie. actual recommendations) regarding the previously considered Committee items. While Council meeting agendas are primarily comprised of recent Committee reports, the current dual Council agenda production is not a clear process and may be confusing to the public. Figure 2 below illustrates when Committee and Council (Initial and Revised) packages are currently distributed.

SUN	MON	TUE	WED	THU	FRI	SAT
MARCH						
1	GP, FC ★	PC 3	4	5	6	7
8	CO ★	CS ★	DP 10	11	12	13
15	GP, PH ★	PWT 17	18	19	20	21
22	CO ★	PRC 24	DP 25	26	27	28
29	30	31				



Committee Package Distribution (five (5) Business Days in Advance)



Council Package Distribution – Initial five (5) Business Days in Advance and Revised on Fridays

Figure 2 – Status Quo

Benefits for Option	Challenges for Option
<ul style="list-style-type: none"> Council and the public receives Committee packages, comprised of new items, well in advance of scheduled meetings 	<ul style="list-style-type: none"> Advance distribution of Committee and Council agendas on a Monday is challenging to administer for staff, as Council and/or Committee meetings are taking place
<ul style="list-style-type: none"> Council package is comprised of items from the previous two weeks of Committees, representing no delay in Council ratification of items 	<ul style="list-style-type: none"> Report finalization and sign off on a meeting Monday is challenging to administer for all staff involved
<ul style="list-style-type: none"> Additional time for staff to respond to Council members' agenda queries 	<ul style="list-style-type: none"> Council agenda distribution is not one complete package due to the initial and revised agendas Increased likelihood of Committee agenda changes/revisions with earlier distribution

RECOMMENDED - Option 2 – Seven (7) Business Days in Advance for Committees and Wednesday Single Council Distribution

Under this option, the Committee and Public Hearing packages would be distributed to Council members seven business days in advance, an enhancement to the current five (5) business days in advance schedule. In an effort to provide the Council package to Council members as early as possible and as one complete package, but still capturing the previous two weeks' committee items, this option proposes to distribute the complete Council agenda on the Wednesday prior to a Monday Council meeting. It should be noted that with a Wednesday distribution of Council agendas, there would be times when Committee meeting minutes would need to be provided with a supplemental agenda on a Friday.

With the recommended meeting schedule Option 2 (One Monthly Planning Committee), there would be no committees on a Wednesday which would enable staff to finish off the minutes from Monday and Tuesday meetings and issue a complete Council agenda on Wednesdays. A Wednesday distribution would provide Council and the public with even earlier access to a complete Council package and would ensure Committee items are ratified by Council in a timely manner.

Should Council endorse this option, an amendment to the Council Procedure Bylaw would be required relative to the distribution day for Council agendas and deadline for non-agenda delegation requests. Figure 3 below illustrates when Council and Committee packages would be distributed.

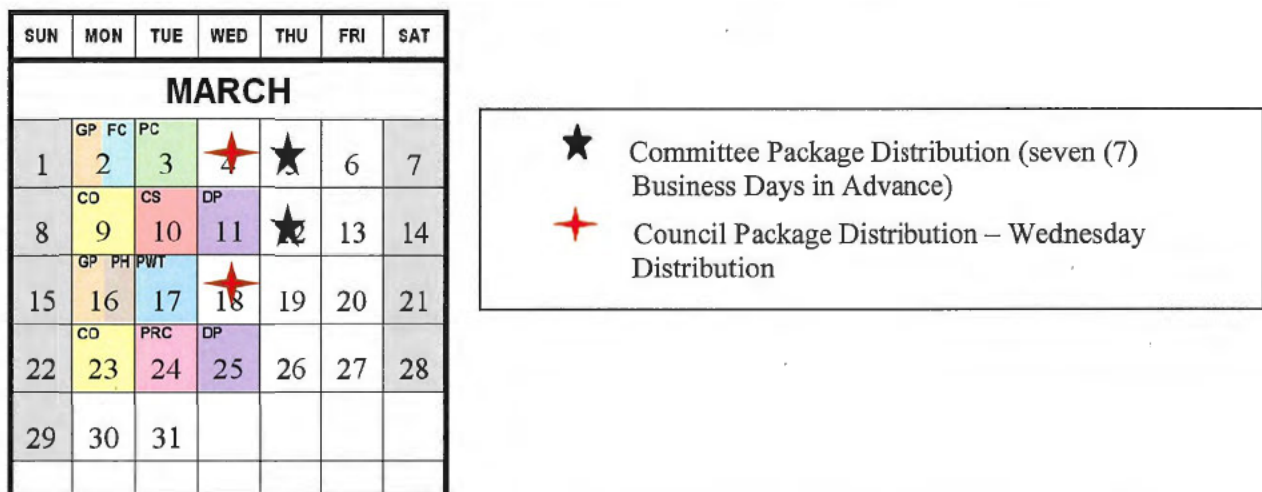


Figure 3 – Wednesday Council Distribution and “Seven (7) Business Days in Advance” Committee Package

Benefits for Option	Challenges for Option
<ul style="list-style-type: none"> Agenda production work moved from a Monday meeting day 	<ul style="list-style-type: none"> Tighter timeframe to finalize, sign-off and compile agenda items
<ul style="list-style-type: none"> Council and the public receives Committee packages, comprised of new items, earlier than current distribution, providing more review time 	<ul style="list-style-type: none"> Earlier distribution of agendas increases the likelihood of agenda changes, revisions and distribution of supplemental agendas
<ul style="list-style-type: none"> Council agenda is distributed as one complete package well in advance of meeting 	<ul style="list-style-type: none"> Adding an additional courier delivery, as most Council members are not in on Wednesdays

Alternative Agenda Distribution Options

Should Council wish to consider alternative options, Attachment 3 provides additional material regarding the following options that are not recommended:

- Option 3 – Six (6) Business Days in Advance for Committee Meetings and Thursday Single Council Distribution
- Option 4 – Seven (7) Business Days in Advance for Committee Meetings and Thursday Single Council Distribution
- Option 5 – Six (6) Business Days in Advance for Committee and Council Meetings Distribution

Financial Impact

There is no financial impact. Any additional courier costs and staff overtime costs that may arise would be covered under the existing budget.

Conclusion

This report provides options for the 2020 Committee and Council meeting schedule and the agenda distribution cycle. This report recommends a 2020 Committee and Council meeting schedule that proposes to move to a monthly Planning Committee schedule, with all other Committee meetings proceeding, as per existing schedule. This report also recommends enhanced changes to the agenda distribution schedule by moving the distribution of Committee packages from the current five (5) business days in advance to seven business days in advance. Furthermore, this report recommends the streamlining of the Council agenda distribution to one single agenda distribution on the Wednesday before a Monday meeting.

The recommended meeting schedule and agenda distribution schedule serve to ensure that the principles of timeliness, transparency, report quality control and respect of the Committee structure are all enhanced rather than compromised.



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Director, City Clerk's Office
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CJ:cj

- Att. 1: Recommended: Option 2 – One Monthly Planning Committee
2: Additional Information – Meeting Schedule Options 1, 3 and 4 – Not Recommended
3: Additional Information – Agenda Distribution Options 3, 4 and 5 – Not Recommended

2020 MEETING SCHEDULE

OPTION 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							1	1	GP 2	FC 3	4	5	6	7
5	6	GP 7	FC 8	9	10	11	2	3	GP 4	FC 5	6	7	8	8	CO 9	CS 10	DP 11	12	13	14
12	CO 13	CS 14	DP 15	16	17	18	9	CO 10	CS 11	DP 12	13	14	15	15	GP 16	PH 17	18	19	20	21
19	GP 20	PH 21	PWT 22	23	24	25	16	STAT 17	GP 18	PH 19	PWT 20	21	22	22	CO 23	PRC 24	DP 25	26	27	28
26	CO 27	PRC 28	DP 29	30	31		23	CO 24	PRC 25	DP 26	27	28	29	29	30	31				
APRIL							MAY							JUNE						
			1	2	3	4					1	2			GP 1	FC 2	3	FCM 4	FCM 5	FCM 6
5	GP 6	FC 7	8	9	STAT 10	11	3	GP 4	FC 5	6	7	8	9	FCM 7	CO 8	CS 9	DP 10	11	12	13
12	STAT 13	CO 14	CS 15	DP 16	17	18	10	CO 11	CS 12	DP 13	14	15	16	14	GP 15	PH 16	17	18	19	20
19	GP 20	PH 21	PWT 22	23	24	25	17	STAT 18	GP 19	PH 20	21	22	23	21	CO 22	PRC 23	DP 24	25	26	27
26	CO 27	PRC 28	DP 29	30			24	CO 25	PRC 26	DP 27	28	29	30	28	29	30				
							31													
JULY							AUGUST							SEPTEMBER						
			STAT 1	2	3	4						1				1	2	3	4	5
5	GP 6	FC 7	8	9	10	11	2	STAT 3	4	5	6	7	8	6	STAT 7	GP 8	PH 9	10	11	12
12	CO 13	CS 14	DP 15	16	17	18	9	10	11	DP 12	13	14	15	13	CO 14	GP 15	PWT 16	17	18	19
19	GP 20	PH 21	PWT 22	23	24	25	16	17	18	19	20	21	22	20	UBCM 21	UBCM 22	UBCM 23	UBCM 24	25	26
26	CO 27	28	DP 29	30	31		23	24	25	DP 26	27	28	29	27	CO 28	PRC 29	DP 30			
							30	31												
OCTOBER							NOVEMBER							DECEMBER						
				1	2	3	1	GP 2	FC 3	4	5	6	7			PC 1	2	3	4	5
4	GP 5	FC 6	7	8	9	10	8	CO 9	CS 10	STAT 11	DP 12	13	14	6	CO 7	CS 8	DP 9	10	11	12
11	STAT 12	CO 13	CS 14	DP 15	16	17	15	GP 16	PH 17	PWT 18	19	20	21	13	GP 14	PH 15	PWT 16	17	18	19
18	GP 19	PH 20	PWT 21	22	23	24	22	CO 23	PRC 24	DP 25	26	27	28	20	21	22	23	24	STAT 25	26
25	CO 26	PRC 27	DP 28	29	30	31	29	GP 30	FC					27	STAT 28	29	30	31	STAT 1 JAN	2 JAN
														3 JAN						

December 6, 2019

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 - 66

*Special Council Meeting

Meeting Schedule Options 1, 3 and 4 – Additional Information

Option 1 – Base Schedule (NOT RECOMMENDED)

Option 1 is the current Committee and Council meeting schedule and observes a meeting break in August, and closure of the City Hall during the December holiday season. Following the 2019 closure, City Hall will re-open on Thursday, January 2, 2020. This option, therefore, proposes that the General Purposes and Finance Committees will resume on Tuesday, January 7, 2020 and the Planning Committee on Wednesday, January 8, 2020. In 2020, City Hall will be closed on Friday, December 25, 2020 and will re-open on Monday, January 4, 2021. This option, Figure 4 below depicts the schedule for the month of March 2020.

Figure 4 –Sample Month

SUN	MON	TUE	WED	THU	FRI	SAT
MARCH						
	GP FC	PC				
1	2	3	4	5	6	7
	CO	CS	DP			
8	9	10	11	12	13	14
	GP PH	PC	PWT			
15	16	17	18	19	20	21
	CO	PRC	DP			
22	23	24	25	26	27	28
29	30	31				

Benefits for Option 1	Challenges for Option 1
<ul style="list-style-type: none"> Other than no meetings during UBCM, the Committee schedule is the usual pattern that has been in place for a very long time 	<ul style="list-style-type: none"> Committee, Council and Public Hearing schedule is demanding, as every week there are always at least two consecutive meeting days

Option 3 – Consecutive Committee Schedule – No Tuesday Committee Meeting Post Public Hearing and No Wednesday Committee Meetings

This option modifies Option 2 by eliminating Committee meetings on the Tuesday following Public Hearings. In order to have no committee meetings following a Public Hearing, this option proposes to move the Public Works and Transportation Committee to the second Tuesday of each month, to be held consecutively with the Community Safety Committee.

As the schedule for a Monday Public Hearing also includes a General Purposes Committee being held prior to the Public Hearing, having no Committee meetings scheduled for the following day would free up Council members from having to attend a committee meeting, after a potentially long Monday meeting night. In addition, by holding the Public Works and Transportation and Community Safety Committees back to back, the overall meeting schedule is more efficient while maintaining the frequency of these committee meetings. Figure 5 below depicts the “No Committee Meetings Post Public Hearing” schedule for the month of March 2020.

Figure 5 – No Tuesday Committee Meeting Post Public Hearing and No Wednesday Committees - Sample Month

SUN	MON	TUE	WED	THU	FRI	SAT
MARCH						
1	GP FC PC 2	3	4	5	6	7
8	CO 9	CS PWT DP 10	11	12	13	14
15	GP PH 16	17	18	19	20	21
22	CO 23	PRC 24	DP 25	26	27	28
29	30	31				

Benefits for Option 3	Challenges for Option 3
<ul style="list-style-type: none"> Monthly Planning Committee benefits highlighted in Option 2 	<ul style="list-style-type: none"> Monthly Planning Committee challenges highlighted in Option 2
<ul style="list-style-type: none"> Reduction in Committee Meeting days with no reduction in actual Committee meetings due to Community Safety and Public Works and Transportation being held back to back 	<ul style="list-style-type: none"> Holding two committees consecutively (back to back) will mean committee members of the second Committee will need to wait for the first committee to adjourn
<ul style="list-style-type: none"> No Tuesday Committee meetings following a heavy Monday meeting of GP and Public Hearing 	<ul style="list-style-type: none"> Delegations scheduled for the second Committee will need to wait until the first Committee adjourns
<ul style="list-style-type: none"> Back to back schedule already takes place with consecutive Special Council, Open and Closed GP and Finance Committees 	<ul style="list-style-type: none"> Heavy meeting schedule, as two consecutive committees are scheduled on the Tuesday following a Monday Council Meeting

Option 4 –Consecutive Committee Schedule – No Tuesday Committee Meetings Post Council and Public Hearing Meetings

This option incorporates elements of Option 2 and Option 3, and proposes to have no Committee meetings held on a Tuesday following Council Meetings.

Under this option, the Community Safety would take place on the first Wednesday of each month. In addition, the Parks, Recreation and Cultural Services (PRCS) and the Public Works and Transportation (PWT) Committees would be held back to back on the third Wednesday of each month. A benefit of this option is that the days following Council meetings will be free of meetings enabling Council members to do other work. By holding the PRCS and PWT Committees back to back, this consecutive meeting schedule frees up other meeting days while still ensuring that the committee business proceeds, with no meetings being eliminated. Figure 6 below depicts the “No Committee Meetings Post Council Meetings and Public Hearings” schedule for the month of March 2020.

Figure 6 – No Tuesday Committee Meetings Post Council and Public Hearing Meetings - Sample Month

SUN	MON	TUE	WED	THU	FRI	SAT
MARCH						
	GP FC PC	CS				
1	2	3	4	5	6	7
	CO		DP			
8	9	10	11	12	13	14
	GP PH		PWT PRCS			
15	16	17	18	19	20	21
	CO		DP			
22	23	24	25	26	27	28
29	30	31				

Benefits for Option 4	Challenges for Option 4
<ul style="list-style-type: none"> Monthly Planning Committee benefits highlighted in Option 2 	<ul style="list-style-type: none"> Monthly Planning Committee challenges highlighted in Option 2
<ul style="list-style-type: none"> Reduction in Committee Meeting days with no reduction in actual Committee meetings due to Public Works and Transportation and Parks, Recreation and Cultural Services being held back to back 	<ul style="list-style-type: none"> Holding two committees consecutively (back to back) will mean committee members of the second Committee will need to wait for the first committee to adjourn
<ul style="list-style-type: none"> No Tuesday Committee meetings following Monday Council meetings and Monday Public Hearings 	<ul style="list-style-type: none"> Delegations scheduled for the second Committee will need to wait until the first Committee adjourns
<ul style="list-style-type: none"> Back to back schedule already takes place with consecutive Special Council, Open and Closed GP and Finance Committees 	<ul style="list-style-type: none"> Heavy meeting schedule, as two consecutive committees of PWT and PRCS can both have substantial agendas

2020 MEETING SCHEDULE

OPTION 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	2	3	4							1	1	GP 2	FC 3	PC 4	5	6	7
5	6	GP 7	FC 8	9	10	11	2	3	GP 4	FC 5	6	7	8	8	CO 9	CS 10	DP 11	12	13	14
12	CO 13	CS 14	DP 15	16	17	18	9	CO 10	CS 11	DP 12	13	14	15	15	GP 16	PH 17	PWT 18	19	20	21
19	GP 20	PH 21	PWT 22	23	24	25	16	STAT 17	GP 18	PH 19	PC 20	PWT 21	22	22	CO 23	PRC 24	DP 25	26	27	28
26	CO 27	PRC 28	DP 29	30	31		23	CO 24	PRC 25	DP 26	27	28	29	29	30	31				
APRIL							MAY							JUNE						
			1	2	3	4						1	2		GP 1	FC 2	PC 3	FCM 4	FCM 5	FCM 6
5	GP 6	FC 7	8	9	STAT 10	11	3	GP 4	FC 5	6	7	8	9	FCM 7	CO 8	CS 9	DP 10	11	12	13
12	STAT 13	CO 14	CS 15	DP 16	17	18	10	CO 11	CS 12	DP 13	14	15	16	14	GP 15	PH 16	PWT 17	18	19	20
19	GP 20	PH 21	PWT 22	23	24	25	17	STAT 18	GP 19	PH 20	PWT 21	22	23	21	CO 22	PRC 23	DP 24	25	26	27
26	CO 27	PRC 28	DP 29	30			24	CO 25	PRC 26	DP 27	28	29	30	28	29	30				
							31													
JULY							AUGUST							SEPTEMBER						
			STAT 1	2	3	4							1			1	2	3	4	5
5	GP 6	FC 7	8	9	10	11	2	STAT 3	4	5	6	7	8	6	STAT 7	GP 8	FC 9	PH 10	CS 11	12
12	CO 13	CS 14	DP 15	16	17	18	9	10	11	DP 12	13	14	15	13	CO 14	GP 15	PH 16	PWT 17	DP 18	19
19	GP 20	PH 21	PWT 22	23	24	25	16	17	18	19	20	21	22	20	UBCM 21	UBCM 22	UBCM 23	UBCM 24	UBCM 25	26
26	CO 27	28	DP 29	30	31		23	24	25	DP 26	27	28	29	27	CO 28	PRC 29	DP 30			
							30	31												
OCTOBER							NOVEMBER							DECEMBER						
				1	2	3	1	GP 2	FC 3	4	5	6	7			PC 1	2	3	4	5
4	GP 5	FC 6	7	8	9	10	8	CO 9	CS 10	STAT 11	DP 12	13	14	6	CO 7	CS 8	DP 9	10	11	12
11	STAT 12	CO 13	CS 14	DP 15	16	17	15	GP 16	PH 17	PWT 18	19	20	21	13	GP 14	PH 15	PWT 16*	17	18	19
18	GP 19	PH 20	PWT 21	22	23	24	22	CO 23	PRC 24	DP 25	26	27	28	20	21	22	23	24	STAT 25	26
25	CO 26	PRC 27	DP 28	29	30	31	29	GP 30						27	STAT 28	29	30	31	STAT 1 JAN	2 JAN
														3 JAN						

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 - 70

2020 MEETING SCHEDULE

OPTION 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							1	1	GP 2	FC 3	PC 4	5	6	7
5	6	GP 7	FC 8	9	10	11	2	GP 3	FC 4	PC 5	6	7	8	8	CO 9	CS 10	PWT 11	12	13	14
12	CO 13	CS 14	PWT 15	16	17	18	9	CO 10	CS 11	PWT 12	13	14	15	15	GP 16	PH 17	18	19	20	21
19	GP 20	PH 21	22	23	24	25	16	STAT 17	GP 18	PH 19	20	21	22	22	CO 23	PRC 24	DP 25	26	27	28
26	CO 27	PRC 28	DP 29	30	31		23	CO 24	PRC 25	DP 26	27	28	29	29	30	31				
APRIL							MAY							JUNE						
			1	2	3	4							1	2	GP 1	FC 2	PC 3	FCM 4	FCM 5	FCM 6
5	GP 6	FC 7	8	9	STAT 10	11	3	GP 4	FC 5	6	7	8	9	7	FCM 8	CO 9	CS 10	PWT 11	12	13
12	STAT 13	CO 14	CS 15	DP 16	17	18	10	CO 11	CS 12	PWT 13	14	15	16	14	GP 15	PH 16	17	18	19	20
19	GP 20	PH 21	PWT 22	23	24	25	17	STAT 18	GP 19	PH 20	21	22	23	21	CO 22	PRC 23	DP 24	25	26	27
26	CO 27	PRC 28	DP 29	30			24	CO 25	PRC 26	DP 27	28	29	30	28	29	30				
							31													
JULY							AUGUST							SEPTEMBER						
			STAT 1	2	3	4							1			1	2	3	4	5
5	GP 6	FC 7	8	9	10	11	2	STAT 3	4	5	6	7	8	6	STAT 7	GP 8	FC 9	PH 10	PC 11	CS 12
12	CO 13	CS 14	PWT 15	16	17	18	9	10	11	DP 12	13	14	15	13	CO 14	GP 15	PWT 16	17	18	19
19	GP 20	PH 21	PRC 22	23	24	25	16	17	18	19	20	21	22	20	UBCM 21	UBCM 22	UBCM 23	UBCM 24	UBCM 25	26
26	CO 27	28	DP 29	30	31		23	24	25	DP 26	27	28	29	27	CO 28	PRC 29	DP 30			
							30 31													
OCTOBER							NOVEMBER							DECEMBER						
				1	2	3	1	GP 2	FC 3	4	5	6	7			PC 1	2	3	4	5
4	GP 5	FC 6	7	8	9	10	8	CO 9	CS 10	PWT 11	STAT 12	13	14	6	CO 7	CS 8	PWT 9	10	11	12
11	STAT 12	CO 13	CS 14	PWT 15	16	17	15	GP 16	PH 17	18	19	20	21	13	GP 14	PH 15	PRC 16	17	18	19
18	GP 19	PH 20	21	22	23	24	22	CO 23	PRC 24	DP 25	26	27	28	20	21	22	23	24	STAT 25	26
25	CO 26	PRC 27	DP 28	29	30	31	29	GP 30						27	STAT 28	29	30	31	STAT 1 JAN	2 JAN
														3 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 - 71

2020 MEETING SCHEDULE

OPTION 4

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							1	1	GP 2	FC 3	PC 4	CS 5	6	7
5	6	GP 7	FC 8	CS 9	10	11	2	3	GP 4	FC 5	6	7	8	8	CO 9	10	DP 11	12	13	14
12	CO 13	14	DP 15	16	17	18	9	CO 10	11	DP 12	13	14	15	15	GP 16	PH 17	PWT 18	19	20	21
19	GP 20	PH 21	PWT 22	PRC 23	24	25	16	STAT 17	GP 18	PH 19	PWT 20	PRC 21	22	22	CO 23	24	DP 25	26	27	28
26	CO 27	28	DP 29	30	31		23	CO 24	25	DP 26	27	28	29	29	30	31				
APRIL							MAY							JUNE						
			1	2	3	4							1		GP 1	FC 2	PC 3	CS 4	FCM 5	FCM 6
5	GP 6	FC 7	CS 8	9	STAT 10	11	3	GP 4	FC 5	PC 6	CS 7	8	9	FCM 7	CO 8	9	DP 10	11	12	13
12	STAT 13	CO 14	DP 15	16	17	18	10	CO 11	12	DP 13	14	15	16	14	GP 15	PH 16	PWT 17	PRC 18	19	20
19	GP 20	PH 21	PWT 22	PRC 23	24	25	17	STAT 18	GP 19	PH 20	PWT 21	PRC 22	23	21	CO 22	23	DP 24	25	26	27
26	CO 27	28	DP 29	30			24	CO 25	26	DP 27	28	29	30	28	29	30				
							31													
JULY							AUGUST							SEPTEMBER						
			STAT 1	2	3	4							1							
5	GP 6	FC 7	CS 8	9	10	11	2	STAT 3	4	5	6	7	8	6	STAT 7	GP 8	FC 9	PH 10	11	12
12	CO 13	14	DP 15	16	17	18	9	10	11	DP 12	13	14	15	13	CO 14	GP 15	PWT 16	DP 17	18	19
19	GP 20	PH 21	PWT 22	PRC 23	24	25	16	17	18	19	20	21	22	20	UBCM 21	UBCM 22	UBCM 23	UBCM 24	UBCM 25	26
26	CO 27	28	DP 29	30	31		23	24	25	DP 26	27	28	29	27	CO 28	PRC 29	DP 30			
							30	31												
OCTOBER							NOVEMBER							DECEMBER						
				1	2	3	1	GP 2	FC 3	PC 4	CS 5	6	7			FC 1	2	3	4	5
4	GP 5	FC 6	PC 7	CS 8	9	10	8	CO 9	10	STAT 11	DP 12	13	14	6	CO 7	CS 8	PWT 9	10	11	12
11	STAT 12	CO 13	DP 14	15	16	17	15	GP 16	PH 17	PWT 18	PRC 19	20	21	13	GP 14	PH 15	PRC 16	17	18	19
18	GP 19	PH 20	PWT 21	PRC 22	23	24	22	CO 23	24	DP 25	26	27	28	20	21	22	23	24	STAT 25	26
25	CO 26	27	DP 28	29	30	31	29	GP 30	FC 31					27	STAT 28	29	30	31	STAT 1 JAN	2 JAN

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 - 72

Agenda Distribution Options 3, 4 and 5 – Additional Information

Option 3 – Six (6) Business Days in Advance for Committees and Thursday Single Council Distribution (NOT RECOMMENDED)

As there has been concern expressed by some Council members that the distribution of the initial and revised agendas is confusing to the public, this option proposes to address these concerns through one single Council agenda distribution. Unlike the status quo, this option proposes that complete Council agendas be distributed on the Thursday before a Monday Council meeting. With a Thursday distribution, the Council package would capture the last two weeks of committee items and would provide the public access to one complete Council package on Thursday. Under this option, it is proposed that the distribution of Committee and Public Hearing packages takes place six business days in advance, as the current distribution on a Monday is challenging for staff to administer. Undertaking agenda production work on the same day of Council, Public Hearing and Committee meetings is challenging to balance for all staff involved in reviewing, finalizing and compiling of the various agenda items.

Should Council endorse this option, an amendment to the Council Procedure Bylaw would be required relative to the distribution day for Council agendas and deadline for non-agenda delegation requests. Figure 7 below illustrates when Council and Committee packages would be distributed.

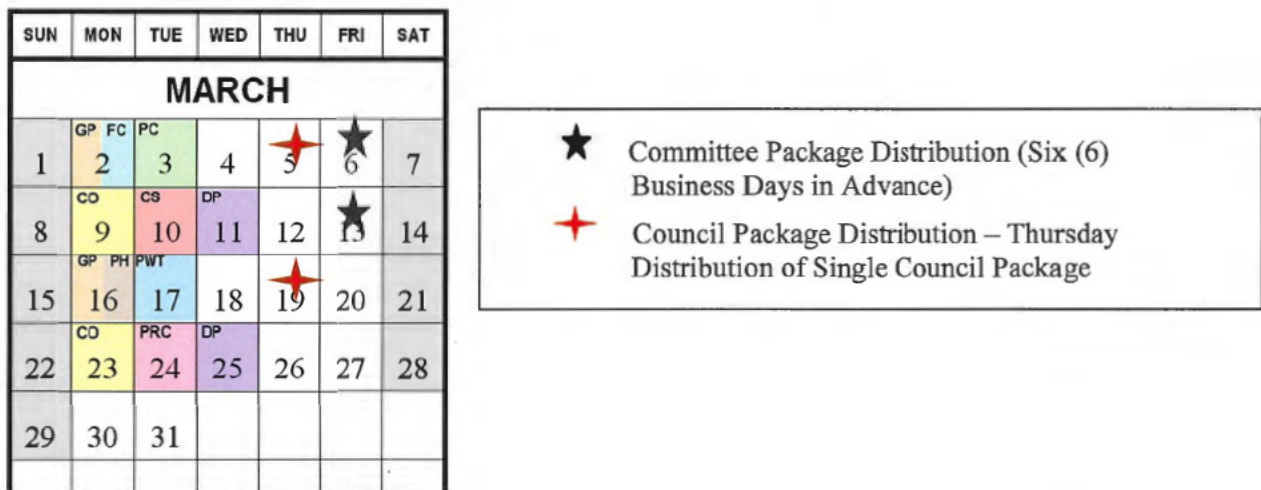


Figure 7 – Thursday Council Distribution and “Six (6) Business Days in Advance” Committee Package

Benefits for Option	Challenges for Option
<ul style="list-style-type: none"> Agenda production work moved from a Monday meeting day 	<ul style="list-style-type: none"> Tighter timeframe to finalize, sign-off and compile agenda items
<ul style="list-style-type: none"> Council and the public receives Committee packages, comprised of new items, earlier then current distribution 	<ul style="list-style-type: none"> Earlier distribution of agendas increases the likelihood of agenda changes, revisions and distribution of supplemental Committee agendas
<ul style="list-style-type: none"> Council agenda is distributed as one complete package 	<ul style="list-style-type: none"> Adding an additional courier delivery, as most Council members are not in on Thursdays

Option 4 – Seven (7) Business Days in Advance for Committees and Thursday Single Council Distribution (NOT RECOMMENDED)

Similar to Option 2, this option proposes to have one single Council agenda distribution on the Thursday before a Monday meeting. With a Thursday distribution, the Council package would capture the last two weeks of committee items and would provide the public access to one complete Council package on Thursday.

Under this option, it is also proposed that the distribution of Committee and Public Hearing packages take place seven business days in advance, in order to move all agenda production related work to a Thursday. As noted earlier, the current distribution on a Monday is challenging for staff to administer.

Should Council endorse this option, an amendment to the Council Procedure Bylaw would be required relative to the distribution day for Council agendas and deadline for non-agenda delegation requests. Figure 8 below illustrates when Council and Committee packages would be distributed.

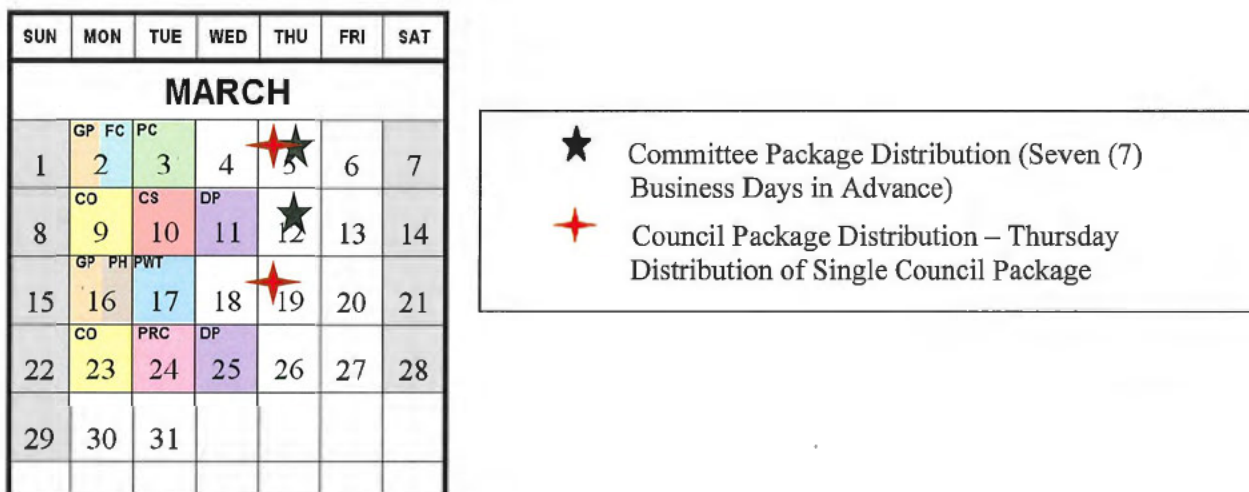


Figure 8 – Thursday Council Distribution and “Seven (7) Business Days in Advance” Committee Package

Benefits for Option	Challenges for Option
<ul style="list-style-type: none"> All agenda production work moved from a Monday meeting day to a Thursday 	<ul style="list-style-type: none"> All agenda production would be taking place on one day; every Thursday there would be some agendas going out
<ul style="list-style-type: none"> Council and the public receives Committee packages, comprised of new items, earlier than current distribution 	<ul style="list-style-type: none"> Tighter timeframe to finalize, sign-off and compile agenda items
<ul style="list-style-type: none"> Council agenda is distributed as one complete package in advance of meeting 	<ul style="list-style-type: none"> Adding an additional courier delivery, as most Council members are not in on Thursdays
<ul style="list-style-type: none"> Reduced likelihood of Council agenda revisions and distribution of supplemental agenda with a Thursday distribution 	<ul style="list-style-type: none"> Earlier distribution of committee agendas increases the likelihood of agenda changes, revisions and distribution of supplemental agendas

Option 5 – Six (6) Business Days in Advance for Committees and Council Distribution (NOT RECOMMENDED)

Under this option, it is proposed that the Committee and Public Hearing packages would be distributed to Council on the Friday, six business days in advance of the actual meetings. The current distribution on a Monday, five (5) business days in advance, would move to the preceding Friday. In addition, the agenda production work would move from a Monday Council and Committee meeting day to the Friday.

With a Friday distribution of the Council package six (6) business days in advance, it should be noted that the Council package would be comprised of Committee items from three weeks before, rather than from the most recent two previous weeks. While there would be a single complete Council agenda distributed to Council, the consideration and ratification of Committee items would be significantly delayed.

Figure 9 below illustrates which Committees will feed into which Council meeting, with a typical three week delay.

SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
MARCH							APRIL							
	GP	FC	PC											
1	2	3	4	5	6	7				1	2	3	4	
8	CO	CS	DP					GP	FC	PC		STAT		
	9	10	11	12	13	14	5	6	7	8	9	10	11	
15	GP	PH	PC	PWT			12	13	STAT	CO	CS	DP		
	16	17	18	19	20	21				14	15	16	17	18
22	CO	PRC	DP				19	20	GP	PH	PC	PWT		
	23	24	25	26	27	28				21	22	23	24	25
29	30	31					26	27	CO	PRC	DP			
										28	29	30		

Figure 9 – Committees Feeding into Council Meetings

Under this option, there would be a need to distribute supplemental Council agendas to ensure that applications and related land use bylaws and matters of a time-sensitive nature are brought to Council in a timely manner. As an example, the March 23rd Council package would be distributed on Friday, March 13th and would be comprised of the March 2nd General Purposes and Finance Committees, March 3rd Planning Committee and March 10th Community Safety Committee. The supplemental agenda would be distributed on Friday, March 20th, if required.

If the bi-monthly Planning Committee would continue, it should be noted that the March 17th Planning Committee (refer to Figure 9 above) land use applications would need to be part of the March 20th Supplemental Council Package in order to be ratified at the March 23rd Council and proceed in time to the April 21st Public Hearing.

Figure 10 below illustrates the distribution of both Council and Committee packages on a Friday, six business days in advance of the actual meetings.



Figure 10 – Six (6) Business Days in Advance Distribution

Should Council endorse this option, an amendment to the Council Procedure Bylaw would be required relative to the distribution day for Council agendas and deadline for non-agenda delegation requests.

Benefits for Option	Challenges for Option
<ul style="list-style-type: none"> Agenda production work moved from a Monday meeting day to Friday 	<ul style="list-style-type: none"> Consideration and ratification of Committee items will be significantly delayed
<ul style="list-style-type: none"> Council and the public receives Committee packages, comprised of new items, well in advance of meetings 	<ul style="list-style-type: none"> Impact on land use applications and bylaws being delayed to later Public Hearings, unless supplemental packages are issued
<ul style="list-style-type: none"> Council agenda is distributed as one complete package 6 business days in advance of meeting 	<ul style="list-style-type: none"> Increased likelihood for late reports and need for supplemental agendas Increased likelihood for Special Council meetings to be called; Special Council meetings do not afford the public significant time to consider items