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**General Purposes Committee**

**Anderson Room, City Hall  
6911 No. 3 Road**

**Tuesday, December 2, 2014  
4:00 p.m.**

Pg. #      ITEM

**MINUTES**

**GP-3**      *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on Monday, November 17, 2014.*



**COMMUNITY SERVICES DEPARTMENT**

1. **COUNCIL POLICY HOUSEKEEPING AND POLICY UPDATES**  
(File Ref. No. 01-0105-00) (REDMS No. 4314460 v. 12)

**GP-35**

**See Page GP-35 for full report**

*Designated Speaker: Cathryn Volkering Carlile*

**STAFF RECOMMENDATION**

- (1) *That the Council Policies, as listed in Attachment 1 to the staff report titled "Council Policy Housekeeping and Policy Updates", dated Nov 28, 2014, 2014, from the General Manager, Community Services, be amended; and*
- (2) *That the Council Policies, as listed in Attachment 2 to the staff report titled "Council Policy Housekeeping", dated Nov 28, 2014, from the General Manager, Community Services, be rescinded.*



Pg. #      ITEM

## ENGINEERING & PUBLIC WORKS DEPARTMENT

2.    **2015 PAVING PROGRAM**  
(File Ref. No. 10-6000-01) (REDMS No. 4440822)

GP-92

See Page **GP-92** for full report

*Designated Speaker: Milton Chan*

### STAFF RECOMMENDATION

*That the staff report titled 2015 Paving Program dated November 21, 2014, from the Director, Engineering, be received for information.*

## PLANNING & DEVELOPMENT DEPARTMENT

3.    **UPDATE ON PROVINCE OF BRITISH COLUMBIA 10-YEAR  
TRANSPORTATION PLAN: BC ON THE MOVE**  
(File Ref. No. 01-0150-20-THIG1) (REDMS No. 4447112)

GP-99

See Page **GP-99** for full report

*Designated Speaker: Victor Wei*

### STAFF RECOMMENDATION

*That the staff report titled Update on Province of British Columbia 10-Year Transportation Plan: BC on the Move dated November 28, 2014, from the Director, Transportation, be received for information.*

## ADJOURNMENT



## General Purposes Committee

Date: Monday, November 17, 2014

Place: Anderson Room  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au  
Councillor Linda Barnes  
Councillor Derek Dang  
Councillor Evelina Halsey-Brandt  
Councillor Ken Johnston  
Councillor Bill McNulty  
Councillor Linda McPhail  
Councillor Harold Steves

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

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on Monday, October 20, 2014, be adopted as circulated.*

**CARRIED**

### DELEGATION

1. Otto Langer, President, VAPOR Society, accompanied by fellow Directors Barbara Huisman, James Ronback, and Judy Williams, provided an update on the Vancouver Airport Fuel Facilities Corporation's judicial review and read from a written submission (attached to and forming part of these minutes as Schedule 1).

Judy Williams, Co-Chair, Fraser River Coalition, strongly endorsed the VAPOR Society's petition, noting that the outcome of the judicial review is critical and therefore Council's support would be appreciated.

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## General Purposes Committee

### Monday, November 17, 2014

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Committee reiterated Council's continued opposition to the planned jet fuel pipeline and terminal on the Fraser River. Discussion ensued regarding the court action and Committee queried whether the City should be a part of it, and whether the City should contribute financially towards the VAPOR Society's legal expenses.

In response to queries from Committee, Mr. Langer provided the following additional information:

- the judicial review is scheduled for November 26 and 27, 2014, and a ruling is not anticipated until 2015; and
- the ruling will not change existing provincial environmental assessment legislation and related public processes.

Also, Mr. Langer stated that he was of the understanding that the City of Surrey had joined the court action challenging Port Metro Vancouver's Fraser Surrey Docks Coal Transfer Facility and coal barge transportation on the Fraser River; however, Mr. Langer noted that he was not aware whether the City of Surrey was contributing to the legal expenses.

Councillor Steves referenced information pertaining to the City of New Westminster's direction to apply for intervenor status against the proposed Fraser Surrey Docks Coal Transfer Facility (copy on file, City Clerk's Office).

In reply to a query from Committee, Mr. Langer commented that the intervenor status would be ideal as it would allow the City of Richmond to appear before the judge for the judicial review.

Discussion ensued with respect to the flawed environmental process, which examined only one option rather than the best options for jet fuel delivery. Committee expressed support for the principles outlined in Items 1 and 2 on Page 2 of Mr. Langer's written submission (attached to and forming part of these minutes as Schedule 1); however, it was noted that advice from staff would be required prior to any commitment for financial contribution.

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

It was moved and seconded

- (1) *That Richmond City Council remains opposed to the transport of jet fuel on the Fraser River and supports the intent of the VAPOR / Otto Langer Judicial Review case to have the Environmental Certificate quashed so that the VAFFC is required to adopt an environmentally friendly and socially safer mode of transport for jet fuel to YVR;*

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- (2) *That Richmond City Council agrees that the environmental review process as conducted by the BC Environmental Assessment Office and Port Metro Vancouver was not fair, not transparent, and did not properly consult with the public nor address the concerns of the City; and*
- (3) *That a letter of support reflecting the above principles be provided to VAPOR.*

**CARRIED**

Discussion ensued regarding the potential to obtain legal opinion on the meaning of and obligations associated with the intervenor status, and to clarify the City's legal position related to the VAPOR Society's legal action, including any financial contribution toward their legal expenses. Committee then emphasized Council's unanimous opposition to the proposed jet fuel pipeline and terminal on the Fraser River.

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

It was moved and seconded

*That the VAPOR Society submission be referred to staff to provide options on the City's legal situation relating to VAPOR's legal action, including the possibility of intervenor status, and/or financial contributions towards VAPOR's legal fees.*

**CARRIED**

Committee directed that, if possible, staff provide the legal opinion prior to the Monday, November 24, 2014, Regular Council meeting. Additionally, the Chair suggested that a Special Council meeting be held immediately following the open General Purposes Committee meeting in order to ratify the main motion, thus allowing the correspondence to be sent to the VAPOR Society in a timely manner.

## **FINANCE AND CORPORATE SERVICES DEPARTMENT**

2. **0973581 BC LTD., DOING BUSINESS AS LEGEND'S PUB, 9031 BLUNDELL ROAD**

(File Ref. No. 12-8275-05) (REDMS No. 4329493)

Glenn Jensen, Applicant, accompanied by Jenny Yates, Co-owner, Legend's Pub, spoke to the proposed Liquor Licence Amendment application and provided the following information:

- the extended hours of operation from 9:00 a.m. to 1:00 p.m. would permit the proprietors to better service the community during special events;

3.

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- approximately \$3,500 in application fees and associated costs are incurred for each application to extend business hours for special events, such as the FIFA World Cup;
- they are working with the community to address concerns with regard to potential increased noise and vehicular traffic as a result of the proposed business hours and increased occupancy; also, it is proposed that a free shuttle service for patrons be implemented; and
- Building Approvals staff identified the need for expanded washroom facilities in order to accommodate an increased occupant load, and such renovations have been completed.

In response to queries from Committee, Mr. Jensen advised that he is in discussions with the owner of an adjacent commercial property to enter into a parking agreement; however, no formal agreement has been reached. He was of the opinion that limited vehicular traffic to the Pub was a reasonable solution, as the current growth in the adjacent residential areas would sufficiently support the neighbourhood pub. Additionally, Mr. Jensen advised that applications have been made for temporary opening and closing hours during special events; however, the costs and fees applicable for each event can be upwards of \$3,500.

In reply to a query from Committee, Glenn McLaughlin, Chief Licence Inspector and Risk Manager, advised that the Liquor Control and Licensing Branch (LCLB) would likely not consider a trial licensing period.

It was moved and seconded

- (1) *That the application from 0973581 BC Ltd., doing business as Legend's Pub, for an amendment under Liquor Primary Licence No. 033298 to:*
  - (a) *increase the hours of liquor service from Monday through Thursday 10:00 am. to 12:00 am and Friday through Sunday 10:00 a.m. to 1:00 a.m. to Monday through Sunday from 9:00 a.m. to 1:00 a.m.; and*
  - (b) *increase the occupant load from 160 patrons to 200 patrons; be supported only for an earlier service at 9 a.m. Monday to Sunday;*
- (2) *That a letter be sent to the Liquor Control and Licensing Branch advising that:*
  - (a) *Council supports an earlier service time but does not support later service hours or an increase in their liquor license occupant load.*

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- (b) Council's comments on the prescribed criteria (set out in Section 53 of the Liquor Control and Licensing Regulations) are as follows:*

  - (i) the potential for additional noise and traffic in the area was considered; and*
  - (ii) the impact on the community was assessed through a community consultation process;*
- (c) as the operation of a licensed establishment may affect nearby residents the City gathered the view of the residents as follows:*

  - (i) property owners and businesses within a 50 metre radius of the subject property were contacted by letter detailing the application, providing instructions on how community comments or concerns could be submitted; and*
  - (ii) signage was posted at the subject property and three public notices were published in a local newspaper. This signage and notice provided information on the application and instructions on how community comments or concerns could be submitted; and*
- (d) Council's comments and recommendations respecting the views of the residents are as follows:*

  - (i) that based on the letters sent and the responses received from all public notifications, Council considers that an earlier opening would not have an impact on the community; and*
  - (ii) Council considered the comments received from residents in the area do not support later operating hours or to increase to the establishments' occupant load.*

The question on the motion was not called as discussion ensued regarding the applicant continuing to work with staff to find a favourable solution.

In response to queries from Committee, Mr. McLaughlin provided the following information:

- the LCLB is expecting to issue new regulations for liquor licensing in the second quarter of 2015, which may allow the applicant to take advantage of any changes;
- the liquor licensing hours are approved by the LCLB with provisions that allow owners to apply to amend business hours for special occasions;

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- Council has delegated authority to the Chief Licence Inspector and Risk Manager to approve short-term temporary changes to liquor licensing hours for special occasions at a maximum of two per year per establishment; and
- under the Richmond Zoning and Development Bylaw No. 8500, the establishment of neighborhood public houses are restricted to a maximum occupancy of 125 persons.

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

**3. BUSINESS REGULATION BYLAW 7538, AMENDMENT BYLAW 9191**

(File Ref. No. 12-8275-01; 12-8060-007538/009191) (REDMS No. 4384681)

It was moved and seconded

- (1) *That Schedule A to Business Regulation Bylaw No. 7538 be amended to include the premises at Unit 170 -3411 No. 3 Road among the sites which permit an Amusement Centre to operate with more than 4 amusement machines; and*
- (2) *That Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9191, which replaces Schedule A of Bylaw No. 7538 in its entirety with an updated Schedule A listing all addresses which permit an Amusement Centre to operate with more than 4 amusement machines, be introduced and given first, second and third readings.*

**CARRIED**

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (4:41 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, November 17, 2014.

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Mayor Malcolm D. Brodie  
Chair

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Heather Howey  
Committee Clerk





**To: City of Richmond  
General Purposes Committee**

**Schedule 1 to the Minutes of the  
General Purposes Committee  
Meeting of Monday, November 17,  
2014.**

**From: VAPOR Society**

**Date: November 17<sup>th</sup>, 2014 -- GPC Meeting, City Hall, Anderson Room - 4PM**

**Re: VAPOR Request for City of Richmond Support for the November 26-27, 2014 Judicial Review in the BC Supreme Court in the matter of -- VAPOR and Otto E. Langer vs. BC AG (representing Ministers Mary Polak, Rich Coleman and BC EAO) and VAFFC.**

VAPOR is a citizens group formed to oppose the transport of jet fuel on the Fraser River and construct an offloading terminal and tank farm immediately upstream of the Richmond Ice Centre, SilverCity Cinemas, Watermania and the large apartment complexes on the north side of the South Arm of the river.

We all agree that this facility is a high risk project to the environment, property and human safety. Jet fuel is highly toxic and flammable and its transport in the Fraser is not acceptable to anyone.

Indeed after VAPOR presentations to Richmond and Delta City Councils they unanimously passed motions opposing any jet fuel transport into the Fraser River.

Before and after approval of the project VAPOR sought legal advice from two different sources. Both legal firms agreed that the public consultation process was not held in a fair and open manner and thus there were good grounds for a legal appeal of a flawed decision making process. We accordingly then engaged the firm of CliffeTobias to challenge the BC Government's approval of this project.

In January VAPOR lawyers met with Mayor Brodie at a fund raising dinner and there was an offer from the Mayor that the City staff would provide VAPOR lawyers with full cooperation in VAPOR's planned legal challenge. In response to an email in June 2014 VAPOR did receive a letter from the Mayor that Richmond would not support VAPOR's case nor any legal costs without a motion to that effect.

After VAPOR filed the case in BC Supreme Court the cooperation from the City seemed to diminish and Mayor Brodie publicly said he had huddled with Richmond City legal staff and determined that the VAPOR case did not have a good chance of winning and the City would not support it. They would only support a certain win in the courts (*see Richmond News attachment*).

We are here today to ask the City to reconsider this position and to re-articulate it so as to not undermine what VAPOR is trying to accomplish for the City and the Citizens of the Lower Fraser River. We ask the City at minimum to acknowledge to the BC Government that what VAPOR is doing is in the public interest and support us in some manner. We feel there is an overarching moral and ethical issue here if we sit back and now allow this terrible precedent to occur in our river. The Fraser River has indeed defined Richmond (Lulu Island) as a natural legacy along with its abundant life. This project approval runs totally contrary to that claim.

**We respectfully request that the General Purposes Committee recommend to City Council that the City:**

1. Indicate in clear terms that they still oppose to jet fuel transport on the Fraser River and note that it does support the intent of the VAPOR / Otto Langer Judicial Review case i.e. to have the Environmental Certificate quashed and force VAFFC to adopt an environmentally friendly and socially safer transport of jet fuel to YVR.
2. Again clearly state that the environmental review process as run by BC EAO and PMV was unfair, not transparent and did not properly consult with the public or address the concerns of the City of Richmond.
3. Rearticulate certain statements made to the press that VAPOR is simply objecting to an issue of principle after our legitimate concerns were overruled by Ministers Polak and Coleman and the BC EAO and PMV. The view stated by Richmond spokesperson(s) diminishes the efforts of VAPOR when Richmond seems to have abandoned this environmental and public safety issue.
4. Appreciate that VAPOR did apply due diligence and did not lightly take this judicial review upon ourselves and a \$50,000 legal bill just to protest a principle. VAPOR is serious about keeping tankers out of the Fraser River and we respectfully ask that the City show the same resolve as the city of Surrey has shown on coal transport on the river and the City of Burnaby on the increased export of bitumen out of that city.
5. Consider that a small contribution of uncommitted monies from the City be granted to VAPOR to cover legal expenses incurred in launching this Judicial Review.

Presented to the General Purposes Committee by Otto Langer (VAPOR President) on behalf of the VAPOR Society.



Attachments:

1. Recent letters of support from Council of Canadians, David Suzuki Foundation, Fraser River Keepers
2. September 16, 2014 article in the Richmond News "Jet fuel opposition 'vaporizes' from within Richmond City Hall".
3. VAPOR Petition to the Courts.

OEL Nov 16, 2014 10PM

## Jet fuel opposition 'vaporizes' from within Richmond City Hall

Residents opposed to jet fuel being moved by tanker on the Fraser River say city councillors and the mayor have abandoned their fight.

Graeme Wood / Richmond News

September 16, 2014 05:12 PM



Mayor Malcolm Brodie, seen here at Garry Point Park two weeks ago making a final plea against the fuel delivery plan, is highly critical of the province's decision. Photograph By Alan Campbell/Richmond News

Richmond city council and Mayor Malcolm Brodie talk the talk, but don't walk the walk when it comes to their opposition to a planned jet fuel pipeline and terminal and on the Fraser River.

That's according to VAPOR, a grassroots group of residents that is now taking the province to court over the BC Environmental Assessment Office's December decision to conditionally green light the facility, which will be able to

store up to just over 100 million litres of fuel next to the Riverport entertainment and recreation complex in east Richmond.

After years of strongly worded letters and statements to the provincial government on the issue, Brodie told the *Richmond News* the city will not be taking part in any court action now that it's a go.

"In terms of the jet fuel line, we did everything (to oppose it.) We devoted staff resources; we did everything politically and administratively to voice our displeasure with the VAFFC, the airline consortium that was addressing the jet fuel and it was their project," said Brodie, adding that he and city lawyers "huddled" and determined it was not prudent to take on a legal battle.

"The courts are no place to make a statement of principle and just demonstrate you're opposed to something. You have to be assured that when you come out of that court that you're going to have a decision that's in your favour," said Brodie, a lawyer to trade.

Although when the project was approved, the City of Richmond said it had "significant flaws."

VAPOR chair Otto Langer, a retired DFO marine biologist, said he and the group are challenging the EAO decision via a petition for a judicial review by BC Supreme Court because the public consultation process was flawed.

"VAPOR is, of course, very disappointed with the position Mayor Brodie has taken," said Langer.

Langer said the city pledged outside support early on but since the group filed its lawsuit Brodie and his bureaucrats have since "disappeared."

He said the group has good legal grounds to challenge VAFFC and noted Burnaby's mayor Derek Corrigan who is taking the National Energy Board to court over its decision to subvert municipal bylaws.

"He (Corrigan) is using action to support his rhetoric. Such is apparently not forthcoming from Richmond City Council," said Langer.

The longtime Richmond resident also critiqued the city's decision in June to forward a report outlining a set of project objectives for a bridge at the George Massey Tunnel, including a demand that its design be "iconic."

Only Coun. Harold Steves opposed the report.

The bridge is critical for the jet fuel terminal to proceed as the tunnel is an impediment to fuel tankers.

Brodie denied endorsing a bridge, stating he merely endorsed objectives the city wants to see.

Langer scoffed at the notion Brodie had any reasonable intention to actually oppose the bridge and, ultimately, the jet fuel facility.

"Why (have) councillors and the mayor lost their voices on an issue that will open up the Fraser to all sorts of undesirable heavy industry over the next many years? Have they turned their backs on the Fraser River and its wealth of salmon and wildlife resources and the public interest found in 'an island by nature' community?" asked Langer.

He said he hopes to reinvigorate council's once-determined opposition to the fuel terminal by making a presentation soon.

He said it would be ironic to have Burnaby win its case, which could potentially result in an additional fuel/oil terminal on the Fraser River Estuary.

VAPOR says it presented a 6,000-signature petition to independent Delta MLA Vicki Huntington. Langer said Richmond's Liberal MLA's merely "sat on the fence" during the four-year approval process, bowing to cabinet solidarity.

MLA John Yap told the *Richmond News* Langer skipped a meeting with him last year. Langer acknowledged doing so, calling a previous meeting with Yap "useless."

The group is now fundraising money to pay for legal fees. It requires close to \$20,000, said Langer, who will be hosting a burger and drink event on Oct. 1 at the Buck and Ear Pub and Grill.

Pending VAPOR has enough money to proceed, the challenge could be heard as early as early next year.

[@WestcoastWood \(http://www.twitter.com/WestcoastWood\)](http://www.twitter.com/WestcoastWood)

[gwood@richmond-news.com \(mailto:gwood@richmond-news.com\)](mailto:gwood@richmond-news.com)

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S=143182  
Court File No. \_\_\_\_\_  
Vancouver Registry

**IN THE MATTER OF THE JUDICIAL REVIEW PROCEDURE ACT  
R.S.B.C. 1996, c.241**

BETWEEN:

**VAPOR –  
A Society For Vancouver Airport Fuel Project  
Opposition For Richmond  
and  
Otto Emil LANGER,**

PETITIONERS

AND

**Her Majesty the Queen in Right of the Province of British Columbia as  
represented by the Minister of Environment for the Province of British Columbia,  
the Minister of Natural Gas Development for the Province of British Columbia, the  
Attorney General of the Province of British Columbia,  
and  
The Executive Director of the British Columbia Environmental Assessment  
Office, and  
The Vancouver Airport Fuel Facilities Corporation,**

RESPONDENTS

**PETITION TO THE COURT**

## ON NOTICE TO:

The Honourable Mary Polak, Minister of Environment  
PO Box 9047 STN PROV GOVT  
Victoria, BC, V8W 9E2

The Honourable Rich Coleman, Minister of Natural Gas Development  
PO Box 9060 STN PROV GOVT  
Victoria, BC, V8W 9E2

The Attorney General of British Columbia  
Duty Counsel Clerk, Law Services Branch  
PO BOX 9044  
Victoria, BC  
V8W 9E2

Executive Director of the British Columbia Environmental Assessment Office  
2<sup>nd</sup> Floor, 836 Yates Street  
PO Box 9426 STN PROV GOVT  
Victoria, BC V8W 9V1

Vancouver Airport Fuel Facilities Corporation (VAFFC)  
#103 – 12300 Horseshoe Way  
Richmond, BC V7A 4Z1

Port Metro Vancouver  
100 The Pointe  
999 Canada Place  
Vancouver, BC V6C 3T4

**This proceeding has been started by the petitioner for the relief set out in Part 1 below.**

If you intend to respond to this petition, you or your lawyer must

- (a) File a response to petition in Form 67 in the above-named registry of this court within the time for response to petition described below, and
- (b) Serve on the petitioner(s)
  - (i) 2 copies of the filed response to petition, and
  - (ii) 2 copies of each filed affidavit on which you intend to rely at the hearing.

**Orders, including orders granting the relief claimed, may be made against you, without any further notice to you, if you fail to file the response to petition within the time for response.**

### **Time for Response to Petition**

A response to petition must be filed and served on the petitioner(s)

- (a) If you were served with the petition anywhere in Canada, within 21 days after that service,
- (b) If you served with the petition anywhere in the United States of America, within 35 days after that service,
- (c) If you were served with the petition anywhere else, within 49 days after that service, or
- (d) If the time for response has been set by order of the court, within that time.

(1)	<p>The address of the registry is:</p> <p>Law Courts, 800 Smithe Street Vancouver, BC V6Z 2E9</p>
(2)	<p>THE ADDRESS FOR SERVICE of the petitioner is:</p> <p>Cliffe Tobias, Barristers &amp; Solicitors 1570 – 789 West Pender Street Vancouver, BC V6C 1H2</p> <p>Fax number address for service of the petitioner: (604) 684-1512</p> <p>E-mail address for service of the petitioner: <a href="mailto:ctobias@cliffetobias.ca">ctobias@cliffetobias.ca</a></p>
(3)	<p>The name and office address of the petitioner's lawyer is:</p> <p>Cheryl J. Tobias, Q.C. Cliffe Tobias, Barristers &amp; Solicitors 1570 – 789 West Pender Street Vancouver, BC V6C 1H2</p>



## CLAIM OF THE PETITIONER

### PART 1: ORDERS SOUGHT

1. An order declaring that the environmental assessment of the Vancouver Airport Fuel Delivery Project conducted pursuant to the *Environmental Assessment Act*, S.B.C. 2002 c.43, (the "EAA"), failed to satisfy the public consultation requirements of the EAA and regulations made pursuant to the EAA including the *Public Consultation Policy Regulation*, B.C. Reg 373/2002, and the *Prescribed Time Limits Regulation*, B.C. Reg 372/2002.
2. An order declaring that the Assessment Report and Recommendations of the Executive Director, made pursuant to s.17(2) of the EAA, and the issuance of the Environmental Assessment Certificate #E13-02 by the Honourable Mary Polak, Minister of the Environment, and the Honourable Rich Coleman, Minister of Natural Gas Development, on December 11, 2013, to the Vancouver Airport Fuel Facilities Corporation (the "VAFFC") for the Vancouver Airport Fuel Delivery Project (the "proposed project") failed to comport with the common law requirements of natural justice and procedural fairness.
3. An order in the nature of *certiorari* quashing the Environmental Assessment Certificate #E13-02.
4. Costs of this Petition.
5. Such further and other relief as this Honourable Court may deem just.

### PART 2: FACTUAL BASIS

#### The Parties to this Proceeding

1. VAPOR – A Society for Vancouver Airport Fuel Project Opposition for Richmond ("VAPOR") was formed in March, 2011, and was registered pursuant to the *Society Act*, RSBC 1996 Chapter 433 on May 11, 2012. The objects of the society are: (a) To oppose any jet fuel water borne transport on the Fraser River and to promote a safer and more secure fuel delivery system to the Vancouver International Airport by means of a land pipeline fuel delivery system; (b) To protect the wildlife and fish habitat and minimize the risks to the ecology and public safety in the Fraser River and associated waterways in British Columbia;

and (c) To undertake similar activities or initiatives as agreed upon by the membership and executive.

2. The directors of VAPOR are:

- a. Carol Day, a small business owner, who has resided in the City of Richmond, British Columbia ("Richmond"), for 50 years;
- b. The Petitioner, Otto Langer; a semi-retired marine biologist, who has resided in Richmond for over 40 years;
- c. Judy Emily Williams, a retired school teacher and a resident of Bradner, British Columbia;
- d. James Ronback, a retired systems safety engineer and a resident of Delta, British Columbia;
- e. Scott Carswell, an electrical mechanical engineering technologist, who was a resident of Richmond between 2006 and 2013;
- f. Barbara Huisman, a business sustainability consultant, who has resided in Richmond for over 30 years.

3. The Petitioner, Otto Langer, and many of the directors and members of VAPOR are directly affected by the proposed project.

4. The Respondent Minister for Environment for British Columbia, the Honourable Mary Polak, and the Respondent Minister of Natural Gas Development for British Columbia, the Honourable Rich Coleman, issued Environmental Assessment Certificate #E13-02 on December 11, 2013, to the VAFFC for the proposed project pursuant to s.17(3) of the *EAA*.

5. The Respondent Executive Director is appointed by the Lieutenant Governor in Council to oversee the operations of the British Columbia Environmental Assessment Office ("EAO") pursuant to s.3 of the *EAA* and is assigned various powers and duties under the *EAA*.

6. The Respondent Executive Director has the responsibility pursuant to s.11 of the *EAA* to determine the scope of the environmental assessment and the procedures and methods for

conducting the assessment. This responsibility includes determining what public consultation is required as part of an environmental assessment. The Respondent Executive Director also has the responsibility assigned by s.4 of the *Public Consultation Policy Regulation* to assess whether the public consultation that the proponent proposed was adequate. Section 4(1) of the *EAA* permits him to delegate these responsibilities to employees of the EAO. Project Assessment Managers at the EAO made most of the orders and directions in relation to the environmental assessment of the proposed project as the delegate of the Executive Director.

7. The Respondent, the VAFFC, is the proponent of the proposed project. The VAFFC is a not-for-profit company owned by a group of commercial airlines, including most of the domestic and international carriers operating at the Vancouver International Airport. VAFFC also owns and operates fuel storage and distribution facilities at the Vancouver International Airport, including mechanisms used to transfer fuel from storage tanks to airplanes.

### **The Vancouver Airport Fuel Delivery Project**

8. The VAFFC's proposed project is the development of a new aviation fuel delivery system in Richmond. The proposed project consists of:
  - a. Upgrades to an existing marine terminal wharf located on the South Arm of the Fraser River to accommodate fuel cargo vessels and construction and operation/maintenance of new facilities at the marine terminal for off-loading fuel cargo;
  - b. Construction and operation/maintenance of a new fuel receiving facility that comprises six steel above-ground storage tanks capable of holding approximately 80 million litres of fuel;
  - c. Construction and operation/maintenance of a new pipeline to transfer fuel from the marine terminal to the fuel receiving facility and a pipeline approximately 15 kilometres long to deliver fuel from the fuel receiving facility to the Vancouver International Airport ("YVR"); and
  - d. Movement of fuel cargo vessels within the South Arm of the Fraser River to and from the marine terminal.

9. The marine terminal and the site proposed for the new fuel receiving facility are situated on the north shore of the South Arm of the Fraser River at the foot of Williams Road, in Richmond, approximately two kilometres east of Highway 99 and approximately 15 kilometres upstream from the mouth of the Fraser River. They are in close proximity to condominium complexes and to a large commercial and recreational area of Richmond. The South Arm of the Fraser River and the estuaries of the South Arm are highly valuable wildlife habitat and most of the Fraser River salmon travel through the South Arm to and from their spawning grounds.

### **Initiation of the Environmental Assessment**

10. The proposed project was designated a reviewable project pursuant to s.7(3)(a) of the *EAA* in February, 2009, on the basis that:
  - a. It had the potential to result in significant adverse environmental, economic, health, heritage and social effects; and
  - b. Strong public interest was anticipated and a clear, transparent environmental assessment process would be in the public interest.
11. The environmental assessment was to be a cooperative environmental assessment between British Columbia and Canada on the basis that the proposed project is subject to the *Canadian Environmental Assessment Act* S.C. 1992, c.37.
12. By an order made pursuant to s.11 of the *EAA* on November 18, 2009 and amended on December 12, 2009, (the "scoping order") the environmental assessment was to include consideration of potential adverse environmental, economic, social, heritage and health effects and practical means to prevent any such effects or to reduce them to an acceptable level. The assessment was also to consider spill management control and emergency response.
13. The scoping order required the VAFFC to set out in its materials submitted in support of its application for an environmental assessment certificate (its "Application") the public consultation activities it had already carried out and a proposal for a public consultation program for the purpose of the review of its Application; this information was to be used to assess the adequacy of the proposed public consultation activities. The scoping order

required the VAFFC to carry out its proposed public consultation activities subject to any modifications ordered by the Project Assessment Manager. At least one formal comment period was to be established by the Project Assessment Manager.

14. The VAFFC's proposal for public consultation as set out in its Application for review of that Application included opportunities for public comment as follows:

- a. Open houses and any other activities directed by the EAO; and
- b. VAFFC would receive comments and respond to enquiries it received via its website, email and dedicated telephone line;
- c. Public review in accordance with regulations established by the EAO, to take place after the Application was accepted by the EAO;
- d. Comments and correspondence regarding the Application received by the EAO either in written form or via their online comment submittal portal would be documented and posted on the EAO website. The VAFFC would prepare responses to these comments within the timeframe established by the EAO following completion of the public comment period. The VAFFC's responses would in turn be posted on the EAO's website.

15. The public was given electronic access through the EAO's Project Information Centre internet site (e-PIC) to the VAFFC's Application and to the other information and records listed in s.6 of the *Public Consultation Policy Regulation* where such information and records were generated for the assessment of the proposed project.

### **The Environmental Assessment**

16. On January 5, 2011, the EAO received the VAFFC's Application. On February 3, 2011, pursuant to s.16 of the *EAA*, the EAO formally accepted the VAFFC's Application for detailed review. The EAO did so without any explicit written assessment of the adequacy of the public consultation activities that the VAFFC had conducted or proposed to conduct in relation to its application for an environmental assessment certificate as specified in s.4 of the *Public Consultation Policy Regulation*. The EAO established a 45-day public comment

period on the Application from February 25 to April 11, 2011. On April 8, 2011, the public comment period was extended by 15 days to April 26, 2011.

17. The 180 day review period provided by s.3 of the *Prescribed Time Limits Regulation*, B.C. Reg. 372/2002, of VAFFC's application for an environmental assessment certificate began on February 18, 2011. On the same day, one week before the beginning of the public comment period, the VAFFC's Application, comprising over 1,500 pages, was posted to the e-PIC site. A paper copy of VAFFC's Application was placed in one branch of each of the Richmond and Vancouver Public Libraries. Notices in English only appeared in various English language newspapers and in one Chinese language newspaper. The notices gave no specific information about the location of either the proposed marine terminal and fuel receiving facility or of the proposed pipeline or any other details of the proposed project.
18. An open house and presentation by the EAO, the VAFFC and Port Metro Vancouver was held in Richmond on March 7, 2011, during which members of the public, including Otto Langer, were permitted to speak for a maximum of two minutes each.
19. Otto Langer and other VAPOR members submitted written comments on VAFFC's application during the public comment period. They did not receive any response to their submissions nor, in most cases, any acknowledgment that the EAO had received their submissions. VAFFC prepared a table of responses dated June, 2011, to all comments by members of the public during the public comment period. This table was not posted to the e-PIC site until January 3, 2012. Many of the responses to comments made by VAPOR members were not meaningful.
20. On April 8, 2011, after 69 days of the 180 day review period, at the request of VAFFC, the time period for the review was suspended pursuant to s.24(2) of the *EAA* to allow VAFFC to complete an assessment of an alternate pipeline route following Highway 99 and to prepare a report. The EAO received the report (the "Highway 99 Addendum") on November 3, 2011. The suspension was lifted approximately nine months later on January 4, 2012.
21. On January 3, 2012, the EAO announced a public comment period from January 11, 2012 to February 1, 2012, for comments relating only to the Highway 99 Addendum. The Highway 99 Addendum was posted to the e-PIC site on January 3, 2012. An open house was held in Richmond on January 28, 2012.

22. Otto Langer and other members of VAPOR sent written comments to VAFFC and to the EAO during this public comment period. Once again, they did not receive any response or, in most cases, any acknowledgment that their submissions had been received. The VAFFC provided summary responses to the comments from VAPOR members and other members of the public in a single table dated February 14, 2012 that was posted to the e-PIC site February 20, 2012.
23. No further public comment periods or open houses took place to permit any public comment with respect to further studies required by the Project Assessment Manager or by the Minister of Environment.
24. On March 7, 2012, the time period for the review was once again suspended after 133 days of review at the request of VAFFC to complete several studies in response to Environment Canada's request for further information related to potential effects of an aviation fuel spill. These studies were expected to take several months to complete. The VAFFC was also required to provide additional information regarding potential effects of medium and small fuel spills and the effectiveness of proposed mitigation measures.
25. The EAO received one of the studies, entitled "Spill Risk in the South Arm of the Fraser River", in June, 2012. On November 19, 2012, the suspension of the review was lifted on the basis that the information required had been adequately supplied by two reports: "Fraser River Delta Biofilm: Sensitivity to Jet A Fuel Spills Summary Report" (September, 2012) and the above "Spill Risk in the South Arm of the Fraser River".
26. On December 14, 2012, the VAFFC's Application, the Assessment Report prepared pursuant to s.16 of the *EAA* and the Recommendations of the Executive Director (collectively the "Referral Package") were referred to the Minister of Environment and the Minister of Energy, Mines and Natural Gas pursuant to s.17 of the *EAA*.
27. On February 25, 2013, then Minister of Environment, the Honourable Terry Lake, suspended the assessment pursuant to s. 30(1) of the *EAA* until the later of two reports was received by him: an Interim Report, consisting of internal evaluations of consultations and a symposium held in the development of a Land Based Spill Preparedness and Response study; and a Marine Report, providing insight on the requirements of establishing a world-class marine spill regime. The suspension order specified that the Minister had directed the

Executive Director to consider the findings of the Interim Report and the Marine report and provide a supplement to the Referral Package that the Executive Director considered appropriate.

28. On October 10, 2013, the suspension was lifted and the environmental assessment resumed with 75 days remaining in the assessment period. The reports, entitled "West Coast Spill Reponse Study" and "Ministry of Environment Spill Preparedness and Response Interim Report", were posted to the e-PIC site on October 10, 2013. Responses to the reports were solicited by November 8, 2013, from members of a Working Group that the EAO had established at the beginning of the assessment process, to be referred to the Ministers for their consideration.
29. On November 18, 2013, the Executive Director completed his Recommendations. On December 11, 2013, the Respondent Ministers issued Environmental Certificate #E13-02 to the VAFFC for the proposed project. The Assessment Report of December 14, 2012, the Recommendations of the Executive Director of November 18, 2013, and the Environmental Certificate #E13-02 and Reasons for Ministers' Decision, both of December 11, 2013, were posted to the e-PIC on December 12, 2013.

### **PART 3: LEGAL BASIS**

1. The Petitioner will rely on:
  - a. The *Supreme Court Civil Rules*, B.C. Reg. 168/2009, generally, particularly Rules 2, 14 and 16;
  - b. The *Judicial Review Procedure Act*, R.S.B.C. 1996, c.241;
  - c. The *Environmental Assessment Act*, S.B.C. 2002, c.43;
  - d. The *Public Consultation Policy Regulation*, B.C. Reg. 373/2002;
  - e. The *Prescribed Time Limits Regulation*, B.C. Reg. 372/2002; and
  - f. The *Interpretation Act*, R.S.B.C. 1996, c.238, particularly s.8.



2. The *EAA*, read together with the *Public Consultation Regulation*, requires consultation of the public as well as various other entities as an integral part of an environmental assessment.
3. The Respondent Executive Director had the duty under s.11 of the *EAA* to determine the means by which the public was to be provided with notice of the assessment, access to information during the assessment and opportunities to be consulted, and also the opportunities for the public to provide comments during the assessment. In making that determination, he was subject to the direction in s.3 of the *Public Consultation Policy Regulation* that he take into account the policies it sets out and ensure that they are reflected in the assessment.
4. Those policies include "general policy requirement[s]" in s.4(2) to (3) of the *Public Consultation Policy Regulation* that, when the Executive Director makes a decision under s.16 of the *EAA* to accept for review an application for an environmental assessment certificate, he make a written assessment of the adequacy of the public consultation that the proponent has carried out or proposes to carry out. In his assessment, he must order further public consultation activities if required "to ensure adequate public consultation".
5. The Executive Director also has the power, provided by s.13 of the *EAA*, to modify his order made under s.11 of the *EAA*, and he was thereby able to modify the public consultation requirements during the assessment to deal with evolving circumstances.
6. To be adequate, consultation must be meaningful. In the context of an environmental assessment under the *EAA* and the Vancouver Airport Fuel Delivery project in particular, meaningful public consultation means that the public is given a reasonable opportunity to comment on the significant assertions, information and justifications relied upon by the proponent in its application for the environmental assessment certificate. Meaningful consultation also requires that the public's comments receive serious consideration. A reasonable opportunity to comment includes timely access to the materials, filed by the proponent or other parties, to be included in the application for the environmental assessment certificate and that form the basis for the Report of the Environmental Assessment Office and the Recommendation of the Executive Director made pursuant to s.17(2) of the *EAA*. These materials, together with the Report and Recommendation, are to be considered by the Ministers in making their decision under s.17(3) on the application for the environmental assessment certificate, as required by s.17(3) of the *EAA*.

7. The Executive Director unreasonably failed to fulfill the obligation to take into account the general policy requirements established by the *Public Consultation Policy Regulation* and to ensure that they were reflected in the environmental assessment of the proposed project, in that:
- a. The opportunities afforded to the public to be consulted and provide comments in relation to key issues and to Application of the VAFFC and the additional important studies and other information provided by the proponent, EAO and other participants, including the Highway 99 Addendum, the Fraser River Delta Biofilm: Sensitivity to Jet A Fuel Spills Summary Report (September, 2012), the Spill Risk in the South Arm of the Fraser River (June 2012), the West Coast Spill Response Study and the Spill Preparedness and Response Internal Interim Report, that supported the application for the environmental assessment certificate were seriously inadequate.
  - b. The Executive Director failed to make the written assessment specified by s.4(2) of the *Public Consultation Policy Regulation* of the adequacy of the public consultation activities that the VAFFC had conducted or proposed to conduct in deciding to accept for review the VAFFC's application for an environmental assessment certificate under s.16(1) of the *EAA*;
  - c. Materials that were key parts of the information upon which the Assessment Report and the Executive Director's Recommendations were based and which were referred to the Respondent Ministers for their decision under s.17 of the *EAA* to issue the environmental assessment certificate for the proposed project were not provided to the public in a timely way. These materials included the Application submitted by the VAFFC, the Highway 99 Addendum, and the report on Spill Risk in the South Arm of the Fraser River (June 2012).

The combined effect of these failures was that there was materially inadequate public consultation in relation to VAFFC's application for an environmental assessment certificate for the proposed project.

8. The Assessment Report to the Respondent Ministers and the recommendation of the Executive Director made pursuant to s.17(2)(a) and s.17(2)(b) of the *EAA*, respectively, were made on the basis of inadequate public consultation and are therefore invalid.

Accordingly, the Environmental Assessment Certificate #E13-02 issued on December 11, 2013, by the Respondent Ministers to the VAFFC for the proposed project pursuant to s.17(3)(c), on the basis of the Assessment Report and ED's recommendation, is invalid, and should be quashed.

9. In addition, and in the alternative, the Environmental Assessment Certificate #E13-02 should be quashed because the environmental assessment process on which the certificate was based failed to comport with the requirements of natural justice and procedural fairness in that:
  - a. the Applicants were not given reasonable notice of the materials upon which the Assessment Report and Executive Director's recommendation were based, and
  - b. the Applicants were not permitted an adequate opportunity to be heard.

**PART 4: MATERIAL TO BE RELIED UPON**

30. Affidavit of Otto Emil Langer, made April 14, 2014
31. Affidavit of James Ronback, made April 22, 2014,
32. Affidavit of Carol Day, made April 22, 2014, and
33. Affidavit of Scott Carswell, made April 20, 2014.
34. Affidavit of Katie Lohrasb, made April 24, 2014.

The Petitioner estimates that the hearing of the petition will take approximately 6 hours.

Dated: April 25, 2014

---

Cheryl J. Tobias, Q.C.  
Counsel for the Petitioners



## DELTA NATURALISTS' SOCIETY

PO Box No. 18136  
1215C 56<sup>th</sup> Street  
DELTA, B.C. V4L 2M4

2014 November 17

The Honourable Christy Clark, Premier of British Columbia  
Legislative Assembly,  
501 Bellville St.  
Victoria, BC, V8V 2L8

Dear Madam Premier:

**Subject: The Fraser River jet fuel issue is an environmental and public safety issue.**  
**Re: Judicial review on lack of proper public consultation during an Environmental Assessment**

The Delta Naturalists Society is concerned with preservation of the Fraser Delta for the benefit of wildlife, birds, fish, and the ensuing economic and environmental benefits to society. The approval of the Vancouver Airport Fuel Facilities which will allow supertankers conveying toxic and flammable jet fuel on the Fraser River poses a clear and present danger to wildlife, migratory bird habitat and salmon fishery in the lower reaches of the Fraser. This proposed facility provides an offloading marine terminal and tank farm that stores 80,000,000 liters of hazardous jet fuel near condominiums and an entertainment and sports complex. The impacts of a spill would be serious; the impacts of a fire and an explosion would be catastrophic.

The Delta Naturalists Society supports VAPOR (a citizens group formed in 2011) in their launch of a judicial review on the lack of proper public consultation for this high risk project. Four polls indicated over 85% of Lower Fraser citizens were opposed to jet fuel transport and handling on the Fraser River. Richmond and Delta city councils were unanimously opposed to it. The vulnerable Fraser River and its estuary needs much better environmental, property and public safety protection than seen in this granting of an Environmental Certificate that allows a corporation to ship hazardous jet fuel into the heart of the Fraser River Estuary for unloading and storage.

Limited environmental assessments do not allow a safer, more reliable and environmentally friendlier jet fuel transport options to be pursued. The environment, our safety, the ALR and our quality of life in Delta and Richmond will greatly suffer. Also if this jet fuel facility is built it will open up the Fraser River to heavy industrial development by Port Metro Vancouver. The hazardous jet fuel issue is just the tip of the iceberg.

The Delta Naturalists Society supports the public's right to challenge the consultation process used in these government decisions. We support VAPOR on their concerns for protecting the public and the environment and applaud their opposition to hazardous jet fuel transport on the Fraser River.

We urge your government to review how you conduct environmental assessments, especially in light of on-going harmonization efforts, and revise legislation and procedures to ensure the public has the opportunity to provide formal comments on that process in a full and transparent manner. Also, the reviews should seriously consider all options, not just the one favored by the proponent. Your government's reconsideration of the high risk threats to the Fraser River and its estuary is long overdue.

Sincerely yours,

*James Ronback, Director - on behalf of*

Tom Bearss, President, Delta Naturalists Society

c.c. Mary Polak, Honourable Minister of the Environment  
c.c. Rich Coleman, Minister of Energy, Mines and Natural Gas  
cc. Kerry-Lynn Findlay, MP (Delta Richmond East)  
cc. Vicki Huntington, MLA for Delta South  
cc. VAPOR  
c.c. Media



Council of Canadians Pacific Regional Office  
700-207 West Hastings St., Vancouver, BC, V6B 1H7  
Delta/Richmond Chapter

To:  
Premier Christy Clark; Ministers Mary Polak and Rich Coleman  
Legislative Assembly  
501 Belleville St.  
Victoria BC V8V 2L8

November 5, 2014

Dear Premier and Hon. Ministers:

As you are aware the VAPOR Society and Otto Langer are taking your decision to issue the Vancouver Airport Fuel Facilities Corp. an Environmental Certificate to BC Supreme Court for a Judicial Review due to the manner in which the public was involved in the environmental assessment. The certificate allows jet fuel barges, tankers, a terminal and tank farm in the Fraser River. The case is to be heard on Nov 26 - 27, 2014 in Vancouver Supreme Court.

We feel your approval has not been based on the best science and to some large degree has ignored the large amount of public opposition to the project as well as the unanimous opposition of Richmond and Delta City Councils. Key to the approval was the inability of government, its EA process and VAFFC to give the public the opportunity for any hearing during a four year review process. To make matters worse, your BC EA Office then partnered in recommending the approval when PMV was to financially benefit greatly from the approval – an obvious conflict of interest that has been totally ignored.

The Council of Canadians supports the public right to challenge such poorly made decisions in our court system. We urge your government to review how you conduct environmental assessments and revise your legislation and procedures to insure that the public is given better options of being heard.

In a time of great economic growth promotion in BC and the downsizing of environmental review and enforcement staff and the elimination of FREMP and the neutering of federal CEAA and Fisheries Act and NWPA legislation it is hoped that your government can at least attempt to do a better job to protect Beautiful BC or the Best Place on Earth!

Sincerely yours,

Cathy Wilander

Council of Canadians,  
Chairperson, Delta/Richmond Chapter



**David  
Suzuki  
Foundation**

**Vancouver (Head Office)**  
219-2211 West 4th Avenue  
Vancouver BC V6K 4S2  
604 732 4228

**Toronto**  
102-179 John Street  
Toronto ON M5T 1X4  
416 348 9885

**Montréal**  
540-50 rue Ste-Catherine Ouest  
Montréal QC H2X 3V4  
514 871 4932

The Honourable Christy Clark, Premier of British Columbia  
Legislative Assembly  
501 Belleville St.  
Victoria, BC, V8V 2L8

October 27, 2014

Dear Premier,

As you are aware, your decision to issue the Vancouver Airport Fuel Facilities Corporation an Environmental Certificate is being challenged in the B.C. Supreme Court for a Judicial Review. This challenge is by the VAPOR Society\* and Otto Langer and is based on limits to public involvement in the environmental assessment. The certificate allows jet fuel barges, tankers, a terminal and tank farm in the Fraser River.

The David Suzuki Foundation has engaged the province in email, phone conversations and via written concerns about the wisdom of allowing jet fuel transportation on the Fraser when there are cost-effective alternatives available that offer greater environmental security (DSF to BC EAO October 3, 2011).

We are concerned that your approval is not based on the best science and does not adequately address public opposition to the project or the unanimous opposition of Richmond and Delta city councils. We believe that the provincial approval and Environmental Assessment processes did not give the public a credible opportunity for a hearing during the four-year review. Attempts to formalize federal-provincial project review harmonization were underway, further confusing matters. Additionally, concerns have been raised that the BC Environmental Assessment Office did not deal appropriately with potential conflict of interest issues relating to their work on the approval with Port Metro Vancouver, an agency that benefits directly from the approval.

The David Suzuki Foundation supports the public's right to challenge these kinds of decisions in our court system. Court proceedings, however, are costly, time consuming and do not always leave room for reasoned compromise. The best way to avoid them is through a fair and open environmental review process led by government.

We urge your government to review how you conduct environmental assessments, especially in light of on-going harmonization efforts, and revise legislation and procedures to ensure that the public has the opportunity to provide formal comments as part of that process. In addition, environmental reviews should consider all options, not just those favored by the proponent.





**David  
Suzuki  
Foundation**

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Montréal QC H2X 3V4  
514 871 4932

**We believe it is essential that government provide rigorous processes, regular and meaningful public access to decision-making and direction to ministries and staff that this is a mandatory component of environmental assessments in the province.**

Sincerely yours,

A handwritten signature in black ink, appearing to read "Jay Ritchlin".

**Jay Ritchlin**  
Director-General, Western Canada

**Copy to:**  
The Honourable Leona Aglukkaq, Minister of the Environment  
The Honourable Gail Shea, Minister of Fisheries and Oceans  
Vicki Huntington, MLA  
John Yap, MLA  
Linda Reid, MLA  
Teresa Wat, MLA  
Robin Silvester, President and CEO, Port Metro Vancouver

**\*VAPOR Society is a Lower Fraser River citizens group that opposes jet fuel tankers in the Fraser River and promotes an environmentally safer on-land option for jet fuel to YVR.**





# FRASER RIVERKEEPER®

October 23rd, 2014

Joe Daniels, Riverkeeper  
Fraser Riverkeeper  
90 - 425 Carrall Street  
Vancouver, British Columbia, V6B 6E3  
Tel: 250-600-6262  
joe@fraserriverkeeper.ca

Premier Christy Clark; Ministers Mary Polak and Rich Coleman  
Legislative Assembly  
501 Belleville St.  
Victoria, British Columbia, V8V 2L8

Dear Premier and Hon. Ministers:

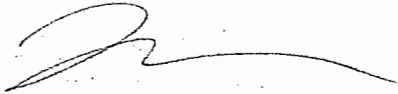
As you are aware, the VAPOR Society and Otto Langer is taking your decision to issue the Vancouver Airport Fuel Facilities Corp. an Environmental Certificate to the BC Supreme Court for a Judicial Review due to the manner in which the public was involved in the environmental assessment. The issuing of this certificate will allow jet fuel barges, tankers, a terminal and tank farm in the Fraser River. The case is to be heard on Nov 26 -27, 2014 in Vancouver Supreme Court.

We at Fraser Riverkeeper agree with VAPOR and Mr. Langer's view that your approval has not been based on the best available science and has largely ignored the considerable public opposition to the project; in addition to the unanimous opposition of Richmond and Delta City Councils. During a four-year review process neither the government, its environmental assessment process, or VAFFC gave the public the opportunity for any real hearing on the project.

Fraser Riverkeeper supports the public's right to challenge these sorts of poorly made decisions in our court system; however, such challenges are costly and should be avoided where we have a fair and open environmental review process, as well as strong leadership from government. We urge that your government review how you conduct environmental assessments and revise your legislation and procedures to insure that the public is given better opportunities to make their opinions heard. Furthermore, government must have a process in place that will consider better options than simply those preferred by the proponent who purchased the land for the project long before an EA was even contemplated.

At a time when Canadians are faced with a government agenda of economic growth at any cost, when environmental review and enforcement staff have been downsized, when the Federal environmental protections that have kept our fish and waters safe for generations have been utterly defanged; it falls to provincial government to show strong, thoughtful leadership in safe-guarding Super Natural BC: The approval of this project not only represents a failure in leadership, it also damages our democracy as it signals to BC citizens that the rights of deep-pocketed developers and special interests trump their own.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joe Daniels', with a long horizontal flourish extending to the right.

Joe Daniels  
Riverkeeper  
Fraser Riverkeeper



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Cathryn Volkering Carlile  
 General Manager, Community Services  
**Re:** Council Policy Housekeeping and Policy Updates

**Date:** November 28, 2014  
**File:** 01-0105-00/Vol 01

### Staff Recommendation

1. That the Council Policies, as listed in Attachment 1 to the staff report titled "Council Policy Housekeeping and Policy Updates", dated Nov 28, 2014, 2014, from the General Manager, Community Services, be amended; and
2. That the Council Policies, as listed in Attachment 2 to the staff report titled "Council Policy Housekeeping", dated Nov 28, 2014, from the General Manager, Community Services, be rescinded.

Cathryn Volkering Carlile  
 General Manager, Community Services  
 (604-276-4068)  
 Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Human Resources	<input checked="" type="checkbox"/>	 <hr/>
Administration & Compliance	<input checked="" type="checkbox"/>	
Recreation Services	<input checked="" type="checkbox"/>	
Community Social Development	<input checked="" type="checkbox"/>	
City Clerk	<input checked="" type="checkbox"/>	
Finance Division	<input checked="" type="checkbox"/>	
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Fire Rescue	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	

November 28, 2014

## Staff Report

### Origin

In January 2012, the Chief Administrative Officer established a Senior Management Policy and Procedure Subcommittee with a mandate to monitor and review City policies and procedures, to ensure policies are not impediments to providing high quality customer service, to ensure policies and procedures are current and relevant, and that policies and procedures are consistently applied throughout the organization.

This report deals with:

1. Housekeeping amendments and changes that do not amend the fundamental Council policy philosophy;
2. Updating old policies that need to reflect changes and work practices in the organization; and
3. Rescinding of policies that are redundant and/or no longer relevant.

In 2012, Council rescinded 41 policies that were no longer current or relevant. The City's Policy and Procedure Subcommittee has now reviewed the remaining Council policies to identify proposed housekeeping changes and updating changes to policies and to confirm whether the remaining policies continue to be relevant.

Also, at the City Council meeting held on July 21, 2014, Council meeting made the following referral:

*The staff report titled "Council Policy Housekeeping" be referred to staff for further analysis.*

### Analysis

The City of Richmond has over 196 Council adopted policies covering various aspects of City business including:

- Administration
- Buildings Properties and Equipment
- Finance
- Health and Social Services
- Land and Land Use Planning
- Personnel
- Public Works and Related Services
- Recreation and Cultural Services
- Regulatory and Protective Services
- Single Family Lot Size

Council Policies are different from Bylaws. Council has the authority to regulate, prohibit or impose through establishing bylaws in business areas as outlined in the *Community Charter*. Council Policies express the philosophy of City Council and provide a framework for staff to carry out administrative and operational matters.

November 28, 2014

Policies distinguish between the policy-setting function of Council, and the policy implementation function of City staff (Administrative Directives). They ensure consistent operating practices on matters, which occur on a regular basis, and prevent inconsistent decision making on issues where fairness and equity are important considerations.

The table attached outlines the policies and the rationale for recommending housekeeping and updating amendments (Attachment 1), which includes a copy of the track changes of each policy as well as a copy of the proposed final version. Policies that are recommended to be rescinded are attached (Attachment 2). Each policy is also attached.

The next phase of the Policy Review process will be for staff to bring policy revisions and amendments to Council for consideration routinely until the remaining policies are reviewed for their relevance and effectiveness. Staff are also reviewing best practices in other cities and researching gaps or policy innovations that Council may want to consider.

### **Financial Impact**

There is no financial impact.

### **Conclusion**

The City has 196 Council Policies. The Policy and Procedure Subcommittee has reviewed all polices and has deemed that some be rescinded as they are redundant, obsolete or out of date. The Subcommittee also deemed that some policies receive housekeeping amendments, updating to ensure relevance and effectiveness and that some new policies be established.



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

Att.1 – Recommended Policy Amendments  
Att.2 – Recommended Policies to be Rescinded

cvc:cvc

## Recommended Policy Amendments

Policy No.	Title	Date Adopted by Council	Explanation	Division/ Department
1016	Corporate Advertising (Newspapers)	Amended March 24, 2003	Housekeeping amendments.	Communications
3562	Water, Sewage, Drainage and Dyking Charges Collected in Error	April 10, 1978	This policy is amended to include the drainage and dyking charges that were implemented after Policy 3562 was first adopted.	Treasury and Financial Services
4001	Group Homes	February 25, 1991	Expanded to be consistent with the current Group Home Planning Framework, endorsed by Council on May 25, 2009.	Community Social Development
4012	Access and Inclusion	October 13, 1981	This Policy represents a consolidation of three existing policies. It is a more contemporary and inclusive statement of the City's roles and values with respect to access and inclusion matters.	Community Social Development
4016	Senior Services	August 23, 1982	This Policy was expanded, and made more contemporary, to reflect the broad role that the City plays with respect to supporting older adults. It is consistent with directions specified in the Social Development Strategy.	Community Social Development
4017	Child Care Development Policy	Amended April 10, 2012	Housekeeping amendments.	Community Social Development
6002	Professional Fees and Memberships	August 21, 1985	Housekeeping amendments.	Human Resources
6700	Driver's/Operator's License & Certification – Suspension	May 1, 1961	Housekeeping amendments.	Human Resources
8000	Community Leisure Transportation - Operations	September 25, 1989	Housekeeping amendments.	Community Social Development
8010	City Facilities – Schedule Changes Due to Special Events	May 24, 1977	Housekeeping amendments and updating.	Recreation



Page 1 of 1

Adopted by Council: November 14<sup>th</sup>, 1994  
 Amended: March 24<sup>th</sup>, 2003

Policy 1016

File Ref: 0190-00

Corporate Advertising (Newspapers)

### Policy-1016

It is Council policy that:

1. The City Clerk and the Senior Manager, Corporate Communications and Public Affairs shall be responsible for coordinating all statutory and discretionary advertising undertaken by the City in the *Richmond News* and *Richmond Review* (or alternative).
2. Statutory advertising for public hearings on land use matters:
  - (a) shall be in accordance with the provisions of the Community Charter and Local Government Act ~~Local Government Act~~ and this policy;
  - (b) shall not be combined with other statutory or discretionary advertisements; and
  - (c) shall be coordinated by the City Clerk.
3. Discretionary advertisements shall only be placed upon approval by the Senior Manager, Corporate Communications and Public Affairs.
4. The combining of individual advertisements into one comprehensive advertisement shall be undertaken whenever possible, and individual discretionary advertisements shall only be placed where, in the opinion of the Senior Manager, Corporate Communications and Public Affairs, circumstances so require.
5. City corporate advertising shall be awarded through a regular, competitive Request for Proposal process. The RFP process shall be open to Richmond newspapers that provide distribution to a majority of homes and business within the City.
6. The provisions of this policy shall **not** apply to advertising in Provincial or national newspapers in connection with:
  - (a) the filling of vacant positions undertaken by the Human Resources Department;
  - (b) tenders or proposal calls undertaken by the Purchasing Department;
  - (c) economic development and retention programs;
  - (d) marketing of revenue-generating City programs; or
  - (e) advertising placed at the direction of Council.



Page 1 of 1

Adopted by Council: November 14<sup>th</sup>, 1994  
 Amended: March 24<sup>th</sup>, 2003

Policy 1016

File Ref: 0190-00

Corporate Advertising (Newspapers)

**Policy1016**

It is Council policy that:

1. The City Clerk and the Senior Manager, Corporate Communications shall be responsible for coordinating all statutory and discretionary advertising undertaken by the City in the *Richmond News* and *Richmond Review* (or alternative).
2. Statutory advertising for public hearings on land use matters:
  - (a) shall be in accordance with the provisions of the *Community Charter and Local Government Act* and this policy;
  - (b) shall not be combined with other statutory or discretionary advertisements; and
  - (c) shall be coordinated by the City Clerk.
3. Discretionary advertisements shall only be placed upon approval by the Senior Manager, Corporate Communications.
4. The combining of individual advertisements into one comprehensive advertisement shall be undertaken whenever possible, and individual discretionary advertisements shall only be placed where, in the opinion of the Senior Manager, Corporate Communications, circumstances so require.
5. City corporate advertising shall be awarded through a regular, competitive Request for Proposal process. The RFP process shall be open to Richmond newspapers that provide distribution to a majority of homes and business within the City.
6. The provisions of this policy shall **not** apply to advertising in Provincial or national newspapers in connection with:
  - (a) the filling of vacant positions undertaken by the Human Resources Department;
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  - (e) advertising placed at the direction of Council.





# City of Richmond

# Policy Manual

Page 1 of 1

Adopted by Council: Apr. 10/78

**POLICY 3562**

File Ref: 0930-00

**WATER, AND SEWAGE, DRAINAGE AND DYKING CHARGES COLLECTED IN ERROR****POLICY 3562:**

It is Council policy that:

Should notice be received by the City that any rate or charge has been collected in error, the City shall not refund such rates or charges collected in error during a period greater than three years immediately prior to the date of such notice being received by the City.

(Treasury Finance Department)

**GP - 41**



# City of Richmond

# Policy Manual

Page 1 of 1

Adopted by Council: Apr. 10/78

**POLICY 3562**

File Ref: 0930-00

**WATER, SEWAGE, DRAINAGE AND DYKING CHARGES COLLECTED IN ERROR****POLICY 3562:**

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Should notice be received by the City that any rate or charge has been collected in error, the City shall not refund such rates or charges collected in error during a period greater than three years immediately prior to the date of such notice being received by the City. (Finance Department)



# City of Richmond

# Policy Manual

Page 1 of 5

Adopted by Council: Feb. 25/94

POLICY 4001

File Ref: 4057-00

**GROUP HOMES LOCATIONS FOR RICHMOND**

## POLICY 4001:

It is Council policy that:

### 1. Group Home Role

The City of Richmond recognizes that group homes offer an important service, providing their residents with short and long-term living arrangements, affordable and safe housing, skills training, peer support, counselling, and other support. The homes make it possible for people in need to live independently, with support, in the community.

### 42. Location Criteria

- a) A dwelling unit used as a group home may be located no closer to another dwelling unit used as a group home than 200 m (656.17 ft.), ~~with a maximum of four group homes per quarter section.~~
- b) A variance to the distance separation criteria of section 1(a) may be permitted, on a case to case basis, at the discretion of City Council, where documented and approved by the Health and Social Services Committee of Council.
- c) Group homes should be located close to transit routes, shopping, recreation and health facilities, schools or community services, depending on the nature of the clientele.
- d) Dwellings used for group homes should be compatible with the form and scale of the surrounding neighbourhood.

### 32. Size of FacilityGroup Home Size

- a) ~~Group homes are permitted in accordance with the provisions of the Community Care Facility Act and Regulations.~~
- b) ~~Group homes in Richmond are permitted to accommodate with a maximum of 10 residents, no more than eight of whom can be persons in care.~~

### 34. Design Criteria

- a) Group homes should be sited on suitable sized lots to allow for adequate setbacks from property lines, and provision of outdoor open space.
- b) Provision should be made for at least two off-street parking spaces.
- c) The lot should be screened from adjacent properties, either with landscaping or fences.



# City of Richmond

# Policy Manual

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Adopted by Council: Feb. 25/94

POLICY 4001

File Ref: 4057-00

**GROUP HOMES LOCATIONS FOR RICHMOND**

- d) The internal design should be suitable to residents' needs and should conform to the applicable regulations of the Community Care and Assisted Living Facility Act.

## 45. Zoning

Under Zoning Bylaw 8500, a group homes are classified as a "minor community care facility" and are a permitted use in all residential districts. The Zoning Bylaw contains the following definition:

"Community care facility, minor means the use of a principal dwelling for:

- a) residential care of up to 10 people on a temporary or permanent basis (not including employees or resident caregivers) who are not related by blood or marriage, in a facility which may or may not be licensed under the Community Care and Assisted Living Act, including supervision provided to minors through a prescribed residential program, or adults who are vulnerable because of family circumstances, age, disability, illness or frailty and are dependent on caregivers for continuing assistance or direction; or
- b) care under the Community Care and Assisted Living Act, for up to 10 children (not including employees or child caregivers) such as nursery school, emergency care, out of school care, family day care, special needs day care, group day care and occasional, casual or short term supervised care for children and which may include limited overnight accommodation for minors who are supervised under a prescribed program and is distinct from a child care program which is a home business.

~~Group homes are a permitted use in all residential districts. The Zoning and Development Bylaw contains the following definitions:~~

~~"Group Homes" means a group living arrangement for persons with physical, mental, emotional or related handicaps and/or problems, that provides food and/or lodging and that is developed for the personal rehabilitation of its residents through self help and/or professional care, guidance and supervision.~~

~~"Residential" means a use which pertains clearly to the accommodation and home life a family. "Residential" includes a group home with a maximum of 10 residents, no more than eight of whom can be persons in care, but specifically excludes any facility operated under the jurisdiction of the Correction Act.~~

## 65. "Good Neighbour" Policies

The City of Richmond encourages group homes to follow "good neighbour" guidelines whereby the operators:



# City of Richmond

# Policy Manual

Page 3 of 5

Adopted by Council: Feb. 25/94

POLICY 4001

File Ref: 4057-00

**GROUP HOMES LOCATIONS FOR RICHMOND**

- a) Ensure ongoing contact with the local neighbourhood (at least five houses on each side of the group home) to address issues and concerns in a productive and problem-solving manner, and to provide contact to address potential problems or issues;
- b) Undertake maintenance and renovations of the facility according to neighbourhood standards and carried out in the least disruptive manner;
- c) Maintain ongoing staff contact with the neighbourhood to ensure any issues are immediately resolved; and
- d) Encourage group home residents to become part of the neighbourhood.

~~The City of Richmond supports the development of guidelines for group home operators by funding authorities. The City supports the specific *Guidelines for Group Home Operators* which have been prepared by the Ministry of Social Services and Housing.~~

## **PROCEDURES FOR ESTABLISHING GROUP HOMES**

### **47. General Group Home Planning Framework**

- a) The City recognizes four categories of group homes:
  - i. Group homes licensed under the Community Care and Assisted Living Act for 1 – 6 residents
  - ii. Unlicensed group homes for 1 – 6 residents
  - iii. Group homes licensed under the Community Care and Assisted Living Act for 7 - 10 residents
  - iv. Unlicensed group homes for 7 - 10 residents.

Larger facilities (i.e., those accommodating more than ten persons in care) fit within the Zoning Bylaw definition of Major Community Care Facility and are not considered to be group homes.

- b) All group homes are expected to meet the City's requirements with respect to building, fire, zoning and location criteria
- c) Commercial (for profit) group homes are required to obtain a Business License.
- d) The planning and approval process for the various categories of group homes is summarized in Table 1, attached.



# City of Richmond

# Policy Manual

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Adopted by Council: Feb. 25/94

POLICY 4001

File Ref: 4057-00

**GROUP HOMES LOCATIONS FOR RICHMOND**

**Table 1: City of Richmond Group Home Planning Framework**

<u>Group Homes</u>	<u>Fire &amp; Building Safety</u>	<u>Zoning</u>	<u>Neighbourhood Notification/Information</u>
<u>Licensed Group Home: 3-6</u> (three to six residents)	Proposed building must meet City fire and building safety requirements for single family homes, and must also contain a sprinkler system, emergency lighting, and fire separation at the garage	Managed as a residence.  Permitted in all districts zoned for residential use.	Not required.
<u>Unlicensed Group Home: 1-6</u> (one to six residents)	As above	As above.	Not required.
<u>Licensed Group Home: 7-10</u> (seven to ten residents)	As above.	Managed as a residence.  Permitted in all districts zoned for residential use, provided building is a minimum of 200 metres from another licensed or unlicensed Group Home	<ol style="list-style-type: none"> <li>Upon notification by Vancouver Coastal Health (VCH)-Richmond that an application for a Licensed Group Home (7-10 residents) has been received, the City writes to neighbours within a five-house radius of the proposed home to: <ul style="list-style-type: none"> <li>Invite them to an informal meeting, hosted by the City in conjunction with Richmond, to provide information and to solicit comments on the home;</li> <li>Provide them with contact information for designated member of group home operating team, a "fact sheet" about the home, and the "Group Homes in Richmond" publication.</li> </ul> </li> <li>The City provides comments on the group home application to VCH-Richmond for information and consideration.</li> <li>VCH-Richmond, at its discretion, issues a Community Care Facility (CCF) License for facility.</li> <li>Nine months after issuance of the CCF License: <ul style="list-style-type: none"> <li>The City contacts neighbours within a five-house radius of the facility, in writing, to seek additional comments and feedback on the group home, through an additional information meeting for the neighbours, if required;</li> <li>The City conveys comments of VCH-Richmond for information and consideration</li> </ul> </li> </ol>
<u>Unlicensed Group Home: 7-10</u> (seven to ten residents)	As above.	As above.	Upon the City receiving an application for an Unlicensed Group Home (7-10 residents) City writes to neighbours within a five-house radius of the proposed home to: <ul style="list-style-type: none"> <li>Invite them to an informal meeting to provide information and to solicit comments on the home;</li> <li>Provide them with contact information for designated member of facility operating team, a "fact sheet" about the home, and the "Group Homes in Richmond" publication.</li> </ul>
<u>Institutional Facility 10+</u> (more than ten persons in care) <u>NOTE: These are not group homes.</u>	Proposed building must meet Assembly Occupancy Standards of the National Building Code.	Managed as an institution.  Rezoning likely required to accommodate institutional use.	Rezoning includes neighbourhood notification and public hearing process.

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# City of Richmond

# Policy Manual

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Adopted by Council: Feb. 25/94

POLICY 4001

File Ref: 4057-00

**GROUP HOMES LOCATIONS FOR RICHMOND**

~~The Health Department operates as the central information source and co-ordinator of applications for group homes. The Health Department will assemble updated information on annual unit allocation (provided by the appropriate ministries) and on proposed group home applications.~~

## ~~2. Pre-Application Stage~~

- ~~a) Potential operators contact the Health Department to discuss their preliminary proposal to establish a group home. The Health Department, in consultation with the Planning Department, will make a map available to potential operators identifying area where group homes could be located. A brochure outlining municipal procedures establishing group homes will also be made available to operators.~~
- ~~b) The Health Department will review the proposal and advise on applicable Community Care Facility Act regulations, and procedures for obtaining approval on other applicable municipal regulations.~~

## ~~3. Formal Application Stage~~

~~The formal application for a Community Care Facility licence will be reviewed by the Health Department in consultation with other municipal departments and sponsoring government agencies, as appropriate.~~

~~(Planning Department~~Community Social Development)

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# City of Richmond

# Policy Manual

Page 1 of 4

Adopted by Council:

POLICY 4001

File Ref: 4057-00

**GROUP HOMES**

## **POLICY 4001:**

It is Council policy that:

### **1. Group Home Role**

The City of Richmond recognizes that group homes offer an important service, providing their residents with short and long-term living arrangements, affordable and safe housing, skills training, peer support, counselling, and other support. The homes make it possible for people in need to live independently, with support, in the community.

### **2. Location Criteria**

- a) A dwelling unit used as a group home may be located no closer to another dwelling unit used as a group home than 200 m (656.17 ft.).
- b) A variance to the distance separation criteria of section 1(a) may be permitted, on a case to case basis, at the discretion of City Council.
- c) Group homes should be located close to transit routes, shopping, recreation and health facilities, schools or community services, depending on the nature of the clientele.
- d) Dwellings used for group homes should be compatible with the form and scale of the surrounding neighbourhood.

### **3. Group Home Size**

Group homes in Richmond are permitted to accommodate a maximum of 10 residents.

### **4. Design Criteria**

- a) Group homes should be sited on suitable sized lots to allow for adequate setbacks from property lines, and provision of outdoor open space.
- b) Provision should be made for at least two off-street parking spaces.
- c) The lot should be screened from adjacent properties, either with landscaping or fences.
- d) The internal design should be suitable to residents' needs and should conform to the applicable regulations of the Community Care and Assisted Living Act.

### **5. Zoning**

Under Zoning Bylaw 8500, a group homes are classified as a "minor community care facility" and are a permitted use in residential districts. The Zoning Bylaw contains the following definition:





“Community care facility, minor means the use of a principal dwelling for:

- a) residential care of up to 10 people on a temporary or permanent basis (not including employees or resident caregivers) who are not related by blood or marriage, in a facility which may or may not be licensed under the Community Care and Assisted Living Act, including supervision provided to minors through a prescribed residential program, or adults who are vulnerable because of family circumstances, age, disability, illness or frailty and are dependent on caregivers for continuing assistance or direction; or
- b) care under the Community Care and Assisted Living Act, for up to 10 children (not including employees or child caregivers) such as nursery school, emergency care, out of school care, family day care, special needs day care, group day care and occasional, casual or short term supervised care for children and which may include limited overnight accommodation for minors who are supervised under a prescribed program and is distinct from a child care program which is a home business.

## 6. "Good Neighbour" Policies

The City of Richmond encourages group homes to follow “good neighbour” guidelines whereby the operators:

- a) Ensure ongoing contact with the local neighbourhood (at least five houses on each side of the group home) to address issues and concerns in a productive and problem-solving manner, and to provide contact to address potential problems or issues;
- b) Undertake maintenance and renovations of the facility according to neighbourhood standards and carried out in the least disruptive manner;
- c) Maintain ongoing staff contact with the neighbourhood to ensure any issues are immediately resolved; and
- d) Encourage group home residents to become part of the neighbourhood.

## 7. Group Home Planning Framework

- a) The City recognizes four categories of group homes:
  - i. Group homes licensed under the Community Care and Assisted Living Act for 1 – 6 residents
  - ii. Unlicensed group homes for 1 – 6 residents
  - iii. Group homes licensed under the Community Care and Assisted Living Act for 7 - 10 residents



iv. Unlicensed group homes for 7 - 10 residents.

Larger facilities (i.e., those accommodating more than ten persons in care) fit within the Zoning Bylaw definition of Major Community Care Facility and are not considered to be group homes.

- b) All group homes are expected to meet the City's requirements with respect to building, fire, zoning and location criteria
- c) Commercial (for profit) group homes are required to obtain a Business License.
- d) The planning and approval process for the various categories of group homes is summarized in Table 1, attached.

(Community Social Development)



**Table 1: City of Richmond Group Home Planning Framework**

Group Homes	Fire & Building Safety	Zoning	Neighbourhood Notification/Information
<b>Licensed Group Home: 3-6</b> (three to six residents)	Proposed building must meet City fire and building safety requirements for single family homes, and must also contain a sprinkler system, emergency lighting, and fire separation at the garage	Managed as a residence.  Permitted in all districts zoned for residential use.	Not required.
<b>Unlicensed Group Home: 1-6</b> (one to six residents)	As above	As above.	Not required.
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<b>Unlicensed Group Home: 7-10</b> (seven to ten residents)	As above.	As above.	<p>Upon the City receiving an application for an Unlicensed Group Home (7-10 residents) the City writes to neighbours within a five-house radius of the proposed home to:</p> <ul style="list-style-type: none"> <li>• Invite them to an informal meeting to provide information and to solicit comments on the home;</li> <li>• Provide them with contact information for designated member of facility operating team, a "fact sheet" about the home, and the "Group Homes in Richmond" publication.</li> </ul>
<b>Institutional Facility 10+</b> (more than ten persons in care) <b>NOTE: These are not group homes.</b>	Proposed building must meet Assembly Occupancy Standards of the National Building Code.	Managed as an institution.  Rezoning likely required to accommodate institutional use.	Rezoning includes neighbourhood notification and public hearing process.



# City of Richmond

# Policy Manual

Page 1 of 1	Adopted by Council: Oct. 13/81 Amended by Council:	POLICY 4012
File Ref: 3190-00	<del>ACCESS AND INCLUSION DISABLED PERSONS - ACCESSIBILITY</del>	

## POLICY 4012:

It is Council policy that:

~~Council encourages improved accessibility for the disabled by:~~

- ~~1. Making a long term commitment to accessibility.~~
- ~~2. Developing and implementing plans approval procedures to ensure that features for the disabled are included.~~
- ~~3. Providing in-service training for plans approving staff and those dealing directly with the disabled.~~
- ~~4. Taking steps to ensure accessibility of outdoor recreation facilities.~~
- ~~5. Monitoring the implementation of accessibility.~~

Richmond is an accessible and inclusive city by:

- I. Acknowledging and keeping abreast of the accessibility and inclusiveness needs and challenges of diverse population groups in Richmond.
- II. Ensuring that the Official Community Plan and other key City plans, strategies and policies incorporate measures to support Richmond's efforts to be an accessible and inclusive city.
- III. Developing programs and adopting practices to ensure Richmond residents and visitors have access to a range of opportunities to participate in the economic, social, cultural and recreational life of the City.
- IV. Collaborating with senior levels of government, partner organization and stakeholder groups to promote social and physical infrastructure to meet the diverse needs of people who visit, work and live in Richmond.
- V. Promoting barrier free access to the City's facilities, parks, programs and services.
- VI. Promoting a welcoming and respectful municipal workplace.
- VII. Providing information to the public in a manner that respects the diverse needs and characteristics of Richmond residents.

Community Services Division (Planning Department)



Page 1 of 1

Adopted by Council: Oct. 13/81  
Amended by Council:

**Policy 4012**

File Ref: 3190-00

**ACCESS AND INCLUSION**

**POLICY 4012:**

It is Council policy that:

Richmond is an accessible and inclusive city by:

1. Acknowledging and keeping abreast of the accessibility and inclusiveness needs and challenges of diverse population groups in Richmond.
2. Ensuring that the Official Community Plan and other key City plans, strategies and policies incorporate measures to support Richmond's efforts to be an accessible and inclusive city.
3. Developing programs and adopting practices to ensure Richmond residents and visitors have access to a range of opportunities to participate in the economic, social, cultural and recreational life of the City.
4. Collaborating with senior levels of government, partner organization and stakeholder groups to promote social and physical infrastructure to meet the diverse needs of people who visit, work and live in Richmond.
5. Promoting barrier free access to the City's facilities, parks, programs and services.
6. Promoting a welcoming and respectful municipal workplace.
7. Providing information to the public in a manner that respects the diverse needs and characteristics of Richmond residents.



# City of Richmond

# Policy Manual

Page 1 of 2

Adopted by Council: Aug. 23/82

POLICY 4016

File Ref: 4057-00

**SENIOR SERVICES**

## POLICY 4016:

It is Council policy that:

Council supports improved services to aid Richmond's senior population by:

1. Planning with older adults, community organizations and agencies to respond to the increased needs of older adults, the fastest growing demographic group in Richmond.
2. Developing programs, services and supports for an expanding, diverse older adults population ranging from active, engaged baby boomers to vulnerable, frail and isolated older adults.
3. Supporting older adults to age in place and enjoy the highest quality of life possible by providing a range of housing options, including affordable housing, as well as a variety of housing forms with designs that support older adults to remain in their neighbourhoods as they age.
4. Working with different levels of government to ensure older adults have a range of care options, including adult day, assisted living and complex care facilities.
5. Providing physical infrastructure and resources to make Richmond an age-friendly community: traffic/street design improvements, and development of community spaces that incorporate the physical, socio-economic and accessibility features that support liveability.
6. Providing operating funds to Community Associations at the Community Centres and Older Adults Centre, grant programs, investment in community facilities and maintenance of buildings and infrastructure.
7. Promoting the potential for independence, control and enhanced well-being of Richmond older adults, and portraying older adults in a positive way in all City communications.
8. Developing and enhancing meaningful volunteer opportunities to encourage Richmond's older adults to become engaged in sharing their knowledge, skills and experience.

1. ——— Encouraging improved design of housing for senior residents.

2. ——— Examining possible solutions to the problem of contacting aid in case of an in-home emergency.

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- ~~3. Encouraging improvement in seniors' use of transit: educate drivers, educate seniors, locate more stops near seniors' housing and construct raised landings.~~
- ~~4. Supporting the installation of street improvements near seniors housing.~~



# City of Richmond

# Policy Manual

Page 1 of 1

Adopted by Council: Aug. 23/82

POLICY 4016

File Ref: 4057-00

**SENIOR SERVICES**

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4. Working with different levels of government to ensure older adults have a range of care options, including adult day, assisted living and complex care facilities.
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6. Providing operating funds to Community Associations at the Community Centres and Older Adults Centre, grant programs, investment in community facilities and maintenance of buildings and infrastructure.
7. Promoting the potential for independence, control and enhanced well-being of Richmond older adults, and portraying older adults in a positive way in all City communications.
8. Developing and enhancing meaningful volunteer opportunities to encourage Richmond's older adults to become engaged in sharing their knowledge, skills and experience.

(Community Services Division)

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Page 1 of 4

Adopted by Council: January 24<sup>th</sup>, 2006

Policy 4017

Amended by Council: April 10, 2012

File Ref: 3070

Child Care Development Policy

## POLICY

It is Council policy that:

### 1. General

The City of Richmond acknowledges that quality and affordable child care is an essential service in the community for residents, employers and employees.

### 2. Planning

To address child care needs, the City will plan, partner and, as resources and budgets become available, support a range of quality, affordable child care:

- Facilities
- Spaces
- Programming
- Equipment
- Support resources.

### 3. Partnerships

- The City of Richmond is committed to being an active partner with senior governments, stakeholders, parents, the private and co-operative sectors, and the community, to develop and maintain a quality and affordable comprehensive child care system in Richmond.
- Advise regarding establishing child care facilities for workers and students at institutions and workplaces (e.g., Richmond Hospital, Workers Compensation Board).
- To request the Senior Governments and other stakeholders to provide ongoing funding for affordable child care facilities, spaces, operations and programming.

### 4. Richmond Child Care Development Advisory Committee (CCDAC)

The City will establish and support the Richmond Child Care Development Advisory Committee.

### 5. Child Care Reserve Funds

The City has established two Child Care Reserve Funds as described below.

#### 1) Child Care Development Reserve Fund (established by Reserve Fund Establishment Bylaw No. 7812)

The City will administer the Child Care Development Reserve Fund to financially assist with the following capital expenses:

- Establishing child care facilities and spaces in:
  - City buildings and on City land,
  - Private developments,
  - Senior government projects, and
  - Community partner projects,
- Acquiring sites for lease to non-profit societies for child care, and



- Providing grants to non-profit societies for capital purchases and improvements, such as equipment, furnishings, renovations and playground improvements.

## 2) Child Care Operating Reserve Fund (Established by Child Care Operating Reserve Fund Establishment Bylaw No. 8206)

The City will administer the Child Care Operating Reserve Fund to financially assist with non-capital expenses relating to child care within the City, including the following:

- Grants to non-profit societies to support child care professional and program development within the City;
- Studies, research and production of reports and other information in relation to child care issues within the City; and
- Remuneration and costs, including without limitation expenses and travel costs, for consultants and City personnel to support the development and quality of child care within the City.

Developer cash contributions and child care density bonus contributions to the City's Child Care Reserve Funds will be allocated as follows:

- a) 90% of the amount will be deposited to the Child Care Development Reserve Fund, and
- b) 10% of the amount will be deposited to the Child Care Operating Reserve Fund, unless Council directs otherwise prior to the date of the developer's payment, in which case the payment will be deposited as directed by Council.

All expenditures from the Child Care Reserve Funds must be authorized by Council.

## 6. Development Applications

To develop City child care policies and guidelines, and use Council's powers and negotiations in the development approval process, to achieve child care targets and objectives.

## 7. Child Care Grants Policy

Through City child care grants, support child care:

- Facilities
- Spaces
- Programming
- Equipment
- Professional support.

## 8. Professional Child Care Support Resources

Support resources for child care providers as advised by the Child Care Development Advisory Committee and as the need requires and budgets become available.

## 9. Policy Reviews

From time to time, the City will:



- ~~From time to time, review~~ child care policies, regulations and procedures to ensure that no undue barriers exist to the development of child care.
- As appropriate, develop targets for the required number, type and location of child care services in Richmond.

#### 10. Area Plans

~~The City will ensure~~ that area plans contain effective child care policies.

#### 11. Information

The City will, with advice from the Child Care Development Advisory Committee,

- Generate, consolidate and analyze information to facilitate the development of child care facilities, programs and non-profit child care agencies;
- Determine if any City land holdings are appropriate to be made available for immediate use as child care facilities;
- Review, update and ~~and where appropriate, improve and provide~~ City distribute City produced public information material to the public on child care.

#### 12. Promotion

- ~~The City will declare~~ the month of May "Child Care Month" and support awareness and fund-raising activities during that month.

#### 13. Partnerships

- Employers
  - Encourage employer involvement in child care.
- Developers
  - Encourage the developers to provide land and facilities for child care programs throughout the City.
- Community Associations
  - Encourage City staff and the Council of Community Associations to:
    - Assess whether or not child care services can be improved in community centres,
    - Provide enhanced child care programs in current and future community centres.
- Intercultural
  - Encourage the Richmond intercultural Committee to investigate and report on the child care concerns, needs and problems facing ethno cultural groups in the City.
- School Board
  - Co-ordinate CCDAC activities with the Richmond School Board.
  - Encourage the Richmond School District to involve schools in the provision of child care services.
  - Encourage child care centre facilities to be integrated with schools, as appropriate.

#### 14. Child Care Facilities

The City will facilitate establishment of child care facilities by:

- Encourage adequate child care centre facilities throughout the City where needed, particularly in each new community. **GP - 59**



City of Richmond

Policy Manual

Page 4 of 4

Adopted by Council: January 24<sup>th</sup>, 2006

Policy 4017

Amended by Council: April 10, 2012

File Ref: 3070

**Child Care Development Policy**

- Securing child care facilities from developers as voluntary contributions through the rezoning process.
- Providing City land and facilities for child care programs in locations throughout the City.
- ~~Consider providing City land and facilities for child care programs throughout the City.~~
- Encouraging child care program expansion through the enhancement of existing community facilities.

GP - 60



Page 1 of 4

Adopted by Council: January 24<sup>th</sup>, 2006

Policy 4017

Amended by Council: April 10, 2012

File Ref: 3070

Child Care Development Policy

## POLICY

It is Council policy that:

### 1. General

The City of Richmond acknowledges that quality and affordable child care is an essential service in the community for residents, employers and employees.

### 2. Planning

To address child care needs, the City will plan, partner and, as resources and budgets become available, support a range of quality, affordable child care:

- Facilities
- Spaces
- Programming
- Equipment
- Support resources.

### 3. Partnerships

- The City of Richmond is committed to being an active partner with senior governments, stakeholders, parents, the private and co-operative sectors, and the community, to develop and maintain a quality and affordable comprehensive child care system in Richmond.
- Advise regarding establishing child care facilities for workers and students at institutions and workplaces (e.g., Richmond Hospital, Workers Compensation Board).
- To request the Senior Governments and other stakeholders to provide ongoing funding for affordable child care facilities, spaces, operations and programming.

### 4. Richmond Child Care Development Advisory Committee (CCDAC)

The City will establish and support the Richmond Child Care Development Advisory Committee.

### 5. Child Care Reserve Funds

The City has established two Child Care Reserve Funds as described below.

#### 1) Child Care Development Reserve Fund (established by Reserve Fund Establishment Bylaw No. 7812)

The City will administer the Child Care Development Reserve Fund to financially assist with the following capital expenses:

- Establishing child care facilities and spaces in:
  - City buildings and on City land,
  - Private developments,
  - Senior government projects, and
  - Community partner projects,
- Acquiring sites for lease to non-profit societies for child care, and



- Providing grants to non-profit societies for capital purchases and improvements, such as equipment, furnishings, renovations and playground improvements.

**2) Child Care Operating Reserve Fund (Established by Child Care Operating Reserve Fund Establishment Bylaw No. 8206)**

The City will administer the Child Care Operating Reserve Fund to financially assist with non-capital expenses relating to child care within the City, including the following:

- Grants to non-profit societies to support child care professional and program development within the City;
- Studies, research and production of reports and other information in relation to child care issues within the City; and
- Remuneration and costs, including without limitation expenses and travel costs, for consultants and City personnel to support the development and quality of child care within the City.

Developer cash contributions and child care density bonus contributions to the City's Child Care Reserve Funds will be allocated as follows:

- a) 90% of the amount will be deposited to the Child Care Development Reserve Fund, and
- b) 10% of the amount will be deposited to the Child Care Operating Reserve Fund, unless Council directs otherwise prior to the date of the developer's payment, in which case the payment will be deposited as directed by Council.

All expenditures from the Child Care Reserve Funds must be authorized by Council.

**6. Development Applications**

To develop City child care policies and guidelines, and use Council's powers and negotiations in the development approval process, to achieve child care targets and objectives.

**7. Child Care Grants Policy**

Through City child care grants, support child care:

- Facilities
- Spaces
- Programming
- Equipment
- Professional support.

**8. Professional Child Care Support Resources**

Support resources for child care providers as advised by the Child Care Development Advisory Committee and as the need requires and budgets become available.

**9. Policy Reviews**

From time to time, the City will:

**GP - 62**



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Adopted by Council: January 24<sup>th</sup>, 2006

Policy 4017

Amended by Council: April 10, 2012

File Ref: 3070

**Child Care Development Policy**

- review child care policies, regulations and procedures to ensure that no undue barriers exist to the development of child care.
- As appropriate, develop targets for the required number, type and location of child care services in Richmond.

**10. Area Plans**

The City will ensure that area plans contain effective child care policies.

**11. Information**

The City will, with advice from the Child Care Development Advisory Committee,

- Generate, consolidate and analyze information to facilitate the development of child care facilities, programs and non-profit child care agencies;
- Determine if any City land holdings are appropriate to be made available for immediate use as child care facilities;
- Review, update and distribute City produced public information material to the public on child care.

**12. Promotion**

The City will declare the month of May "Child Care Month" and support awareness and fund-raising activities during that month.

**13. Partnerships**

- Employers
  - Encourage employer involvement in child care.
- Developers
  - Encourage the developers to provide land and facilities for child care programs throughout the City.
- Community Associations
  - Encourage City staff and the Council of Community Associations to:
    - Assess whether or not child care services can be improved in community centres,
    - Provide enhanced child care programs in current and future community centres.
- Intercultural
  - Encourage the Richmond intercultural Committee to investigate and report on the child care concerns, needs and problems facing ethno cultural groups in the City.
- School Board
  - Co-ordinate CCDAC activities with the Richmond School Board.
  - Encourage the Richmond School District to involve schools in the provision of child care services.
  - Encourage child care centre facilities to be integrated with schools, as appropriate.

**14. Child Care Facilities**

The City will facilitate establishment of child care facilities by:

- Encouraging adequate child care centre facilities throughout the City where needed, particularly in each new community. **GP - 63**



City of Richmond

Policy Manual

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Adopted by Council: January 24<sup>th</sup>, 2006  
 Amended by Council: April 10, 2012

Policy 4017

File Ref: 3070

**Child Care Development Policy**

- Securing child care facilities from developers as voluntary contributions through the rezoning process.
- Providing City land and facilities for child care programs in locations throughout the City.
- Encouraging child care program expansion through the enhancement of existing community facilities.

GP - 64





# City of Richmond

# Policy Manual

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Adopted by Council: Aug. 21/85

POLICY 6002

File Ref: 1760-00

PROFESSIONAL FEES AND MEMBERSHIPS

## POLICY 6002:

It is Council policy that:

### 1. Criteria for Membership Approval

The City may pay professional fees and membership dues for employees, providing at least two of the following criteria are met.

- a) Membership or eligibility for membership in the professional association is a requirement of a position.
- b) The association provides literature and other material that is relevant to the employee's position with the City.
- c) The association holds meetings and conducts seminars that will benefit employees in the performance of their duties for the City and contribute to their professional development.

### 2. Number of Approved Memberships

- a) ~~Deputy Administrators and Department Heads~~The Chief Administrative Officer (CAO), Deputy CAO and General Managers may belong to a maximum of three associations.
- b) ~~Division Managers~~Directors may belong to a maximum of two associations.
- c) Other employees may belong to one association.

### 3. Exceptions

Exceptions to the above may be authorized by the ~~City Administrator based upon a submission by the employee's Department Head~~General Manager that for additional memberships that would be of value to the City.

(City Administrator's Office Human Resources)

**GP - 65**

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# City of Richmond

# Policy Manual

Page 1 of 1

Adopted by Council: Aug. 21/85

POLICY 6002

File Ref: 1760-00

**PROFESSIONAL FEES AND MEMBERSHIPS**

## **POLICY 6002:**

It is Council policy that:

### **1. Criteria for Membership Approval**

The City may pay professional fees and membership dues for employees, providing at least two of the following criteria are met.

- a) Membership or eligibility for membership in the professional association is a requirement of a position.
- b) The association provides literature and other material that is relevant to the employee's position with the City.
- c) The association holds meetings and conducts seminars that will benefit employees in the performance of their duties for the City and contribute to their professional development.

### **2. Number of Approved Memberships**

- a) The Deputy CAO and General Managers may belong to a maximum of three associations.
- b) Directors may belong to a maximum of two associations.
- c) Other employees may belong to one association.

### **3. Exceptions**

Exceptions to the above may be authorized by the employee's General Manager for additional memberships that would be of value to the City.

(Human Resources)



# City of Richmond

# Policy Manual

Page 1 of 1

Adopted by Council: May 1/61

POLICY 6700

File Ref: 0780-00

**DRIVER'S/OPERATOR'S LICENSE & CERTIFICATION - SUSPENSION**

## POLICY 6700:

It is Council policy that:

When an employee who is required to hold a driver's/operator's license or certification as part of their job requirement has his/her driver's/operator's license or certification suspended for "cause" by the governing body of said license or certification (e.g. suspension due to multiple traffic violations), that the following will occur:

- A comprehensive review of the employee's work history and the circumstances leading to the license/certification suspension.
- Analysis to determine if the employee should will temporarily revert to alternate duties, seniority permitting and if available (not requiring the duty associated with the holding of said license or certification). ~~In such a case,~~ The employee will be paid at the rate of their assigned alternate duties should alternate duties be made available. Any assignment of alternate duties in this circumstance requires approval by the appropriate GM.
- Any assignment of alternate job duties to the employee with license/certification suspension must not cause another employee to be laid off. If there are no alternate duties available or deemed suitable, the employee having his/her license/certification suspended will be subject to lay off.

Notwithstanding the above, disciplinary action may be considered if it is deemed warranted after review of the employee's work history and the circumstances leading to the license/certification suspension.

(Human Resources)  
(Personnel Department)

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# City of Richmond

# Policy Manual

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Adopted by Council: May 1/61

POLICY 6700

File Ref: 0780-00

**DRIVER'S/OPERATOR'S LICENSE & CERTIFICATION - SUSPENSION**

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(Human Resources)

**GP - 68**

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# City of Richmond

# Policy Manual

Page 1 of 5

Adopted by Council: Sept. 25/89

POLICY 8000

File Ref: 0780-00

**COMMUNITY LEISURE TRANSPORTATION - OPERATIONS**

## POLICY 8000:

It is Council policy that:

1. The service is to be known as Community Leisure Transportation, and is to be provided as a service to the community through the Department of Parks & Leisure Community Services Division ~~department~~ and affiliated groups.
2. The purpose of Community Leisure Transportation is to make Parks & Leisure Community Services programs accessible to youth and adults having special needs, older adults, youth, persons with disabilities and all other Richmond residents. and to promote leisure opportunities for all Richmond residents.

~~Special needs is defined as a person having a long term physical, mental, emotional or social condition which substantially impairs their ability to perform major life functions, including participation in leisure activities.~~

3. All user rates and fees to be established for Community Leisure Transportation require the approval of the Parks and Recreation Commission ~~Commission~~ Community Services Division ~~department~~.
4. ~~The Department of Parks & Leisure Services will operate the Community Leisure Transportation service through a working agreement with an affiliated community group, or combination of groups.~~
  - (a) ~~Decisions to the working agreement will be made through a joint evaluation carried out by the Department and the operating community group/s;~~
  - (b) ~~A Transportation Advisory Committee composed of representatives from user groups will provide assistance in planning, monitoring and evaluating the Community Leisure Transportation service.~~
5. ~~The following vehicles are available to community groups for use within Richmond, as well as outside the City:~~

~~One 14 passenger bus (#472) equipped with a wheelchair lift,~~

~~One 15 passenger bus (#475),~~

~~NB: These vans have a seating capacity of 22 children.~~

~~One 11 passenger van (#534),~~

~~Two 15 passenger vans (#562, #587), and one 48 passenger Blue Bird bus.~~

~~Restrictions on radius of use may apply as age and condition of vehicles warrant.~~

**GP - 69**



~~46.~~ Finances for the Community Leisure Transportation service will be provided through the ~~Department operating budget~~ City of Richmond.

~~(a)~~ For all vehicles, this will include insurance coverage, coordination (with partial fee recovery), gas, maintenance and repair costs, ~~programming and leadership costs.~~

~~(b)~~ User group rates and fees have been established on a cost recovery basis to offset the operating costs of the Community Leisure Transportation service.

~~(b)~~ For all vehicles excluding the Blue Bird bus this will also include gas, maintenance and repair costs.

~~(c)~~ For the Blue Bird bus, maintenance and repair costs will be provided through the collection of user rates and fees.

~~57.~~ The vehicles are available to groups who may wish to book them for their use. Priority classification of eligible user groups is as follows:

~~(a)~~ GROUP 1: Richmond seniors and other citizens with special needs who wish to attend leisure programs sponsored by the Department of Parks & Leisure Services, or by affiliated groups ~~Richmond's older adults, youth, persons with disabilities and all other Richmond residents wanting to attend City of Richmond programs and services.~~

~~(b)~~ GROUP 2: Richmond groups affiliated with the Department of Parks & Leisure Services ~~Community partners associated with the Community Services Division~~ department.

~~(c)~~ GROUP 3: Other Richmond based non-profit groups with intent and purpose of providing ~~wanting to provide~~ leisure, social and wellness opportunities for Richmond residents.

~~8.~~ The vehicles are available according to the following priority of use:

~~(a)~~ Vehicles #472 & #475  
~~1st Priority~~ GROUP 1  
~~2nd Priority~~ GROUP 2  
~~3rd Priority~~ GROUP 3

~~(b)~~ Vehicle #534  
~~1st Priority~~ GROUP 1 & OUTDOOR RECREATION use in GROUP 2  
~~2nd Priority~~ ALL other GROUP 2 use  
~~3rd Priority~~ GROUP 3

~~(c)~~ Vehicle #562



Page 3 of 5

Adopted by Council: Sept. 25/89

**POLICY 8000**

File Ref: 0780-00

**COMMUNITY LEISURE TRANSPORTATION - OPERATIONS**

1st Priority—West Richmond Community Association  
2nd Priority—as per 8(a)



~~(d) — Vehicle #587~~

~~1st Priority — South Arm Community Association  
2nd Priority — As per 8(a)~~

~~(e) — BLUE BIRD BUS~~

~~Weekdays (Mon-Thurs. 6:00 am-6:00 pm):~~

~~1st Priority — GROUP 1~~

~~2nd Priority — GROUP 2~~

~~3rd Priority — GROUP 3~~

~~(f) — Weeknights and Weekends:~~

~~1st Priority — GROUP 2~~

~~2nd Priority — GROUP 1~~

~~3rd Priority — GROUP 3~~

~~Summer (July & August)~~

~~1st priority — GROUP 1 and Community Centre Associations~~

~~2nd Priority — All other GROUP 2 use~~

~~3rd Priority — GROUP 3~~

~~9. — For all groups the vehicles must be booked through the Transportation Co-ordinator before the 15th of the month prior to the required month of use. Requests received after the 15th will be handled on a first come, first served basis, regardless of the groups priority. Bookings will be confirmed on the 15th of the month prior to the requested month of use.~~

~~(a) — Bookings for Group 1 use may be made on a quarterly or a yearly basis. These requests will be confirmed 6 weeks prior to the start of the season of requested use.~~

~~10. — Group user rates and fees have been established for group use of the vehicles to offset the operating cost of the service.~~

~~(a) — For all vehicles excluding the Blue Bird Bus, the rates are:~~

~~—— For priority 1 groups, those with special needs, each group will be charged \$1.00 per passenger for a one way or round trip within Richmond. Within the boundaries of the Greater Vancouver Regional District (G.V.R.D.), the cost will be \$2.00 per passenger. Outside the G.V.R.D., all groups will be charged a straight rate of \$.22 per kilometre.~~

~~—— For priority 2 groups and priority 3 groups, each group will be charged \$.22 per kilometre.~~

~~—— For all groups there will be a minimum charge of \$1.00 per passenger within Richmond and \$2.00 outside Richmond.~~

~~—— A minimum of 7 passengers are required per trip.~~





- ~~\_\_\_\_\_ Groups may use up to one tank of gas at no extra charge. Gas required beyond this one tank is the responsibility of the user group.~~
  - (b) ~~For the Blue Bird bus, the rates are;
    - ~~\_\_\_\_\_ For all groups, the user rates are \$.50 per mile or \$10.00 per hour, whichever is greater.~~
    - ~~\_\_\_\_\_ For single day use there will be a minimum charge of \$20.00 per trip.~~
    - ~~\_\_\_\_\_ for overnight use there will be a minimum charge of \$50.00 per day.~~~~
  - (c) ~~\_\_\_\_\_ For all trips there will be a maximum charge of \$100.00 per day.
    - ~~\_\_\_\_\_ The cost of gas and oil is the responsibility of the user group. The bus must be returned with a full tank of gas, or at the level it was received.~~~~
  - (d) ~~West Richmond Community Association and South Arm Community Association will pay for the use of vehicle #562 and #587 respectively as per the operating agreements reached with the Community Leisure Transportation Operations Committee.~~
644. All drivers of the vehicles must be 19 years or older, possess a valid British Columbia Class 1, 2 or unrestricted Class 4 Professional Drivers' license and successfully complete the 1.5 – 2 hour commercial vehicle driver evaluation through the City of Richmond's fleet training officer. Drivers are also required to provide an up to date drivers abstract to the fleet officer. -
- (a) ~~For all vehicles excluding the Blue Bird bus, drivers must possess a minimum unrestricted CLASS 4 license.~~
  - (b) ~~For the Blue Bird, bus drivers must possess a CLASS 1 or a CLASS 2 license. An air brake ticket is not required.~~
742. The Transportation Coordinator shall oversee the implementation of all policies, and may restrict or refuse use of the service under certain circumstances, in consultation with the Community Services Division-Department.
13. ~~The Community Leisure Transportation Operations Committee may implement specific operating agreements as it deems necessary, with the proper approval of the Parks and Recreation Commission.~~
14. ~~The Community Leisure Transportation service will operate in a manner consistent with the Department of Parks & Leisure Services policy that ensures direct involvement of user groups, and will reflect both a quality operation and a transportation service in line with the needs of Richmond residents.~~

(Parks & Leisure Community Services Division department)



# City of Richmond

# Policy Manual

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Adopted by Council: Sept. 25/89

POLICY 8000

File Ref: 0780-00

**COMMUNITY LEISURE TRANSPORTATION - OPERATIONS**

## **POLICY 8000:**

It is Council policy that:

1. The service is to be known as Community Leisure Transportation, and is to be provided as a service to the community through the Community Services Division.
2. The purpose of Community Leisure Transportation is to make Community Services programs accessible to older adults, youth, persons with disabilities and all other Richmond residents.
3. All user rates and fees to be established for Community Leisure Transportation require the approval of the Community Services Division.
4. Finances for the Community Leisure Transportation service will be provided through the City of Richmond.
  - (a) For all vehicles, this will include insurance coverage, coordination (with partial fee recovery), gas, maintenance and repair costs.
  - (b) User group rates and fees have been established on a cost recovery basis to offset the operating costs of the Community Leisure Transportation service.
5. The vehicles are available to groups who may wish to book them for their use. Priority classification of eligible user groups is as follows:
  - (a) GROUP 1: Richmond's older adults, youth, persons with disabilities and all other Richmond residents wanting to attend City of Richmond programs and services.
  - (b) GROUP 2: Community partners associated with the Community Services Division.
  - (c) GROUP 3: Other Richmond based non-profit groups wanting to provide leisure, social and wellness opportunities for Richmond residents.
6. All drivers of the vehicles must be 19 years or older, possess a valid British Columbia Class 1, 2 or unrestricted Class 4 Professional Drivers' license and successfully complete the 1.5 – 2 hour commercial vehicle driver evaluation through the City of Richmond's fleet training officer. Drivers are also required to provide an up to date drivers abstract to the fleet officer.
7. The Transportation Coordinator shall oversee the implementation of all policies, and may restrict or refuse use of the service under certain circumstances, in consultation with the Community Services Division.

(Community Services Division)

**GP - 74**



# City of Richmond

# Policy Manual

Page 1 of 1

Adopted by Council: May 24/77

POLICY 8010

File Ref: 7125-00

CITY FACILITIES – SCHEDULE CHANGES DUE TO SPECIAL EVENTS

## POLICY 8010:

It is Council policy that:

Council authorizes the General Manager, Community Services Division and/or their designate ~~Director of Parks & Leisure Services~~ to approve the altering of City recreation facility schedules to accommodate special events on the understanding that such changes would:

1. Be done with the consent of the party or parties affected, whether such commitments be verbal or contractual;
2. Not involve additional costs to the City, which cannot be offset by additional revenues.

The General Manager, Community Services Division and/or their designate ~~Director of Parks & Leisure Services~~ will advise Council of these facility schedule changes in order that they may be well informed in the event of any public reaction.

(Community Services Division) ~~Parks & Leisure Services Department~~)

**GP - 75**



# City of Richmond

# Policy Manual

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Adopted by Council: May 24/77

POLICY 8010

File Ref: 7125-00

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The General Manager, Community Services Division and/or their designate will advise Council of these facility schedule changes in order that they may be well informed in the event of any public reaction.

(Community Services Division)

**GP - 76**

## Recommended Policies to be Rescinded

Policy No.	Title	Date Adopted by Council or Amended	Explanation	Division/ Department
1013	Execution of RCMP Overtime Agreements	June 13, 1994	Redundant. All overtime is managed within the present agreement.	Law & Community Safety
4010	Disabled Persons – Need Versus Resources	May 26, 1990	Consolidated into Policy 4012, Access and Inclusion	Community Social Development
4011	Disabled Persons – Custom Transit	October 26, 1981	Consolidated into Policy 4012, Access and Inclusion	Community Social Development
4014	Disabled Persons – Housing	August 12, 1982	Consolidated into Policy 4012, Access and Inclusion	Community Social Development
5010	Minor Subdivisions – Encroachment Plans	July 12, 1976	Standard submission requirements incorporated in subdivision applications.	Planning & Development
6008	Recognition of Retiring City Employees	April 14, 1997	Redundant. Replaced with Administrative Directive.	Human Resources
6200	Letter of Recommendation	January 14, 1982	Outdated. New administrative directive under review.	Human Resources
8002	City Facilities – Use by Employee Organizations	October 15, 1974	Outdated. Community partners provide rental space for union meetings.	Recreation
8012	Leisure Programs - Fees	May 28, 1978	Outdated. Information is incorporated in agreements.	Recreation
8301	Recreational Equipment – Available for Public Use	March 28, 1978	Outdated. No longer a service offered by the City. Community groups provide equipment for public use.	Recreation
8601	Beer Gardens on City Property	June 27, 1994	Redundant. Special Occasion Licence Application outlines the information.	Business Licence
8650	Firework Displays in Parks	November 26, 2007	Outdated. Content has been replaced in the updated Fire Prevention Bylaw.	Parks
9001	Demolition of City Owned Substandard Houses	October 13, 1992	Replaced by new Policy 2308.	City Administrators Office



# City of Richmond

# Policy Manual

Page 1 of 1

Adopted by Council: June 13/94

POLICY 1013

File Ref: 5350-00

**EXECUTION OF RCMP OVERTIME AGREEMENTS****POLICY 1013:**

It is Council policy that:

The Mayor and City Clerk are authorized, on behalf of Council, to execute agreements between the City and the RCMP without further reference to Council, regarding the recovery of overtime costs for the policing of special events, such as filming in Richmond, where:

1. There are no substantial changes to the terms of the original agreement authorized by Council; and
2. The costs in question are fully recovered.

(Treasury Department)

**GP - 78**



# City of Richmond

# Policy Manual

Page 1 of 1

Adopted by Council: May 26/90

POLICY 4010

File Ref: 3190-00

**DISABLED PERSONS – NEED VERSUS RESOURCES****POLICY 4010:**

It is Council policy that:

Council is committed to meeting the needs of the disabled in the community by:

1. Recognizing the need for psychogeriatric units in Richmond.
2. Working cooperatively with agencies to encourage the publicity of services available for the disabled.
3. Providing disabled access to all City-owned buildings which are open to the public.
4. Establishing guidelines on how much new housing should be accessible.
5. Having an expert on disabled needs as a member of the Design Panel.
6. Keeping informed with regard to Custom Transit Services to the disabled.

(Planning Department)

**GP - 79**



# City of Richmond

# Policy Manual

Page 1 of 1

Adopted by Council: Oct. 26/81

**POLICY 4011**

File Ref: 6490-00

**DISABLED PERSONS – CUSTOM TRANSIT**

**POLICY 4011:**

It is Council policy that:

Council promotes and supports the development of transportation services to disabled residents, and that these services be provided by locally-based operators.

(Planning Department)

**GP - 80**





# City of Richmond

# Policy Manual

Page 1 of 1

Adopted by Council: Aug. 12/82

**POLICY 4014**

File Ref: 4057-00

**DISABLED PERSONS - HOUSING****POLICY 4014:**

It is Council policy that:

Council promotes the development of a full range of accommodation and accompanying support services which would enable disabled persons to enjoy their maximum level of independence in the community by:

1. Promoting accessibility for disabled persons in the community.
2. Encouraging the design of new housing stock for disabled persons.
3. Encouraging retrofitting of existing housing to expand housing options for the disabled.
4. Continuing assistance to non-profit groups developing housing for disabled persons.

(Planning Department)

**GP - 81**



# City of Richmond

# Policy Manual

Page 1 of 1

Adopted by Council: July 12/76

**POLICY 5010**

File Ref: 4105-00

**MINOR SUBDIVISIONS – ENCROACHMENT PLANS****POLICY 5010:**

It is Council policy that:

All minor subdivisions must be accompanied by a current encroachment certificate prepared by a registered B.C. Land Surveyor showing the location, dimensions, setbacks and uses of all buildings and structures presently on the property, together with an indication of the proposed subdivision.

(Urban Development Division)

**GP - 82**



# City of Richmond

# Policy Manual

Page 1 of 3

Adopted by Council: April 14/97

POLICY 6008

File Ref: 1420-00

**EMPLOYEES – RECOGNITION OF RETIREES AND LONG SERVICE****POLICY 6008:**

## RECOGNITION OF RETIRING CITY EMPLOYEES

It is Council policy that:

the valuable and dedicated service of retiring City employees shall be recognized in the following manner:

1. In, or as close as possible to, the month in which an employee retires from employment with the City and vacates their regular workplace, such retiree, together with their immediate family, shall be offered the opportunity to attend:
    - (a) a CITY COUNCIL MEETING, for the purpose of being:
      - (i) presented by the Mayor with the following retirement recognition gifts:
        - a plaque, engraved with the City Coat of Arms, the employee's name, and their number of years of service with the City;
        - a gold lapel pin engraved with their number of years of service with the City;
        - a monetary award based on their number of years of service with the City; and
        - a dinner certificate for a local City restaurant; and
      - (ii) photographed with the Mayor and Councillors.
- AND
- (b) at the discretion of the retiree, an appropriate FAREWELL EVENT arranged by the Administrator of the Division in which the retiree was last employed, either:
    - (i) at the workplace, or
    - (ii) after regular working hours,

for the purpose of being recognized by the retiree's work colleagues.
2. Where a retiree declines the opportunity to be recognized at a CITY COUNCIL MEETING, arrangements will be made:
    - (a) to make a monetary contribution of equal value to the dinner certificate towards the cost of the FAREWELL EVENT; and
    - (b) to have the remaining retirement recognition gifts presented at that FAREWELL EVENT.



# City of Richmond

# Policy Manual

Page 2 of 3

Adopted by Council: April 14/97

POLICY 6008

File Ref: 1420-00

**EMPLOYEES – RECOGNITION OF RETIREES AND LONG SERVICE**

3. Where a retiree declines the opportunity to be recognized at both a CITY COUNCIL MEETING AND at a FAREWELL EVENT, arrangements will be made to deliver the retirement recognition gifts to the retiree.

#### 4. DEFINITIONS

For the purposes of this policy, the following definitions shall apply:

- (a) "City employee" means an employee of the City of Richmond, and shall include employees of the Richmond Public Library Board;
- (b) "Retiree" means a City employee who has reached the age of 55 years or older (50 years or older in the case of a firefighter), or will reach that age when accumulated benefits and other entitlements are taken into account, who upon retiring from the City will immediately commence collecting a pension under the Superannuation Act.

#### 5. EXCLUSIONS

For the purposes of this policy, the following employees are not considered to be retirees and are therefore excluded from the application of this policy:

- (a) an employee who satisfies the minimum age requirement but who will not immediately be collecting a pension upon completion of employment with the City; and
- (b) an employee who terminates employment prior to reaching the minimum age stipulated.



# City of Richmond

# Policy Manual

Page 3 of 3

Adopted by Council: April 14/97

POLICY 6008

File Ref: 1420-00

**EMPLOYEES – RECOGNITION OF RETIREES AND LONG SERVICE**

## RECOGNITION OF LONG-SERVICE EMPLOYEES

It is Council policy that:

the valuable and dedicated contribution of long-service City employees shall be recognized in the following manner.

1. Employees who have completed 10, 15, 20, 25, 30, 35 or 40 years of regular service with the City shall be eligible for recognition in accordance with this policy.
2. An employee qualifying for long-service recognition shall be offered the opportunity to attend a LONG SERVICE RECOGNITION EVENT arranged by the Administrator of the Division of which the employee is currently a member.
3. At the LONG SERVICE RECOGNITION EVENT the employee being recognized shall be presented with:
  - (a) a pin denoting the number of years of service with the City;
  - (b) a dinner certificate for a local restaurant,

and shall have the opportunity to be photographed with the other City employees attending the event.
4. The Administrator of each corporate division shall be responsible for arranging the LONG SERVICE RECOGNITION EVENTS for employees within his division:
  - (a) either individually or collectively, depending on the number of employees to be recognized; and
  - (b) as close as possible to the anniversary date which is being recognized.

(City Clerk's Office)

**GP - 85**



# City of Richmond

# Policy Manual

Page 1 of 1

Adopted by Council: Jan. 14/82

**POLICY 6200**

File Ref: 1530-00

**LETTERS OF RECOMMENDATION****POLICY 6200:**

It is Council policy that:

1. Department Heads have the prerogative to prepare letters of recommendation concerning the performance and capabilities of an employee formerly associated with their Department.
2. Before distributing a letter of recommendation, it shall be reviewed by the Director of Personnel. A copy should be placed on the employee file, inasmuch as the Personnel Department is responsible for the centralized control of such information.
3. The Personnel Department has the authority to delay the release of the recommendation if they feel circumstances warrant further consideration.

(Personnel Department)

**GP - 86**



# City of Richmond

# Policy Manual

Page 1 of 1

Adopted by Council: Oct. 15/74

POLICY 8002

File Ref: 7125-00

CITY FACILITIES - USE BY EMPLOYEE ORGANIZATIONS

## POLICY 8002:

It is Council policy that:

The following organizations are permitted free use of City facilities under the direct control of the Community Services Division for membership functions to be held on Mondays, Tuesdays, Wednesdays and Thursdays:

- Local No. 394 (Outside)
- Local No. 718 (Inside)
- Local No. 1698 (Library)
- British Columbia Nurses Union (Richmond)
- RCMP Richmond Detachment Recreational and Sports Club
- Richmond Firefighters' Benefit Association

Functions to be held on Fridays, Saturdays and Sundays will be on the same basis as for Richmond Recreation Clubs, in that they will be granted 50% discount of the commercial rate on the understanding that they will look after their own set-up and basic clean-up.

Mid-week (Monday to Thursday) functions may be booked no earlier than four months in advance, but those functions for which a rental fee will be paid may be booked six months in advance.

(Community Services Division)

**GP - 87**



# City of Richmond

# Policy Manual

Page 1 of 1

Adopted by Council: May 28/78

**POLICY 8012**

File Ref: 7125-00

LEISURE PROGRAMS - FEES

## **POLICY 8012:**

It is Council policy that:

Fees paid to instructors conducting programs directly for the Community Services Division shall be offset by revenues received from participants. Exceptions include:

1. Seniors' programs.
2. Special Needs programs.
3. Special summer or other programs financed in whole or in part by the senior levels of government, or other agencies or community associations.

Community associations may retain membership and registration fees from their programs on the understanding that they shall accept the responsibility for the program supplies and instructors' costs involved. Rental fees collected may be retained by the associations with the understanding that the association shall be responsible for additional janitorial and custodian costs involved in the rental.

(Community Services Division)

**GP - 88**





# City of Richmond

# Policy Manual

Page 1 of 1

Adopted by Council: Mar. 28/78

POLICY 8301

File Ref: 7125-00

**RECREATIONAL EQUIPMENT – AVAILABLE FOR PUBLIC USE**

## **POLICY 8301:**

It is Council policy that:

As required, and within financial capabilities, equipment will be available for public use for recreation and cultural activities through the Community Services Division.

The following conditions shall apply for equipment provision:

1. Equipment which is provided by the City for the use of any group/s shall remain the property of the City.
2. Equipment acquired by organizations and left or stored on City property (with or without permission) shall be at the full risk of the organization/s concerned, and the City cannot be held liable for loss or damage.
3. The City will endeavour to locate and charge individuals causing damage to buildings and equipment; however, when this is not possible, the organization utilizing that portion of the facility where and when the damage occurred shall be held responsible.

(Community Services Division)

**GP - 89**



# City of Richmond

# Policy Manual

Page 1 of 1

Adopted by Council: June 11/84

Amended: June 27/94

**POLICY 8601**

File Ref: 8275-01

**BEER GARDENS ON CITY PROPERTY**

## **POLICY 8601:**

It is Council policy that:

The Parks and Recreation Commission, through the Parks & Leisure Services Department, will allow beer gardens on City property. A staff committee with representatives from the Parks & Leisure Services Department and the RCMP will be responsible for reviewing and processing all applications for beer gardens on City property.

The staff committee may grant approval over the signature of the Director of Parks & Leisure Services, under the following conditions:

1. All applications for beer gardens are to be submitted on the appropriate form to the staff committee for review.
2. Groups applying must be bona-fide, non-profit Richmond organizations.
3. Events must be community-wide in nature.
4. The City will charge organizations holding a beer garden 15% of gross sales, in addition to being charged set-up fees.
5. All profits must go to a charitable cause and not to the operation of the organization applying for the licence.
6. Adherence to regulations of the Liquor Control & Licensing Act and the policies and guidelines of the Liquor Control Board is mandatory.
7. Beer and wine will be served only in disposable plastic containers.
8. Amplified music at the site will not be permitted without specific approval of the staff committee specifying location, times and in accordance with the Noise Control Bylaw.
9. Specific site location on the property must be approved by the Parks & Leisure Services Department; however, the evaluation of the event will be the staff committee's responsibility.
10. Applicants have the opportunity to appeal to the Parks and Recreation Commission in the event their application is denied.
11. Notwithstanding points 8 and 9 above, in accordance with the Liquor Control Board regulations, the RCMP have the final licence approval authority.

(Parks & Leisure Services Department)



Page 1 of 1

Adopted by Council: November 26, 2007

Policy 8650

File Ref: 7400-00

FIREWORKS DISPLAYS IN PARKS

**Policy 8650:**

It is Council policy that:

Council endorses the concept of fireworks displays in community parks, with the Parks, Recreation and Cultural Services Department authorized to approve displays subject to site suitability and in accordance with municipal and federal regulations.

Community groups requesting permission to hold fireworks displays will provide the Parks Division with a written submission specifying the date, site location and other pertinent details. Upon receipt of Parks Department approval, a fireworks display permit application must be made to Fire-Rescue at least 10 business days prior to the fireworks event.



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** November 21, 2014

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

**File:** 10-6000-01/2014-Vol  
01

**Re:** 2015 Paving Program

### Staff Recommendation

That the staff report dated November 21, 2014, titled "2015 Paving Program" from the Director, Engineering be received for information.

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

Att. 3

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Roads & Construction	<input checked="" type="checkbox"/>	
<b>APPROVED BY CAO</b>		

## **Staff Report**

### **Origin**

In previous years, staff have presented the annual paving program report for information purposes.

### **Background**

The paving program is required to maintain the City's road network to current operating levels as well as reduce the need for costly repairs. Staff have developed a prioritized list of locations which are included in the 2015 Paving Program.

### **Analysis**

The scope of work includes the milling and paving of roads in priority order as identified by the City's Pavement Management System (PMS) and staff. The PMS software takes into account items such as the age, structure, and current condition of the road. Pavement deflection data was gathered for select roads (arterial roads, the TransLink Major Road Network (MRN), recently resurfaced segments, and sections with substantial surface cracking) and is being used in the current PMS model.

The Aging Infrastructure Planning Report has identified a need for additional funding to maintain the City's roads to the current level of service. The impact of this funding gap has been partially mitigated by low paving contract prices over the last few years. This pricing is a result of early tendering of the annual paving contract and low material costs.

Included in Attachment 1 is a list of the primary paving sites included in the 2015 Paving Program. As with past years, it is possible that identified paving locations cannot be completed due to conflict with development projects that are not known at this time. Should the seasonal paving restrictions permit, any new development related paving locations would be replaced with the secondary paving locations. See Attachment 2 for a list of the secondary paving sites. Two maps (Richmond West and Richmond East) of proposed paving sites are attached in Attachment 3.

The tender for this year's Paving Program will be issued to the market in December 2014. In recent years, achieving contractor completion of the paving program within the dates specified in the contract has become an issue. To mitigate this, the tender for the 2015 Paving Program contains provisions that will allow contracts to be awarded to more than one contractor.

The 2015 Paving Program also includes an amendment to the City's standard tendering practices that reflects upon the City's environmental initiatives and allows for the use of recycled asphalt. The successful bidder will be encouraged to employ sustainable methodologies, practices and materials that would assist in reducing harmful emissions, in direct alignment with the City's sustainability goals.

The tender also notes that the contract award is subject to approval of the 2015 Capital Budget by Council.

**Financial Impact**

Proposed funding for the 2015 Paving Program has been submitted as part of the 2015 Capital Budget as follows:

<b>Proposed Funding</b>	<b>Amount (\$)</b>
2015 Annual Asphalt Re-Paving Program – MRN	\$ 914,000
2015 Annual Asphalt Re-Paving Program – Non-MRN	\$ 2,458,600
<b>Total Proposed Funding</b>	<b>\$ 3,372,600</b>

Award of the 2015 Paving Program will occur once the 2015 Capital Budget is approved by Council.

**Conclusion**

The procurement process for the 2015 Paving Program is underway. Contract award and commencement of paving will occur once the 2015 Capital Budget is approved by Council.



Milton Chan, P. Eng.  
Manager, Engineering Design & Construction  
(604-276-4377)



Wasim Memon, C.E.T.  
Supervisor – Inspections  
(604-247-4189)

MC:mc

- Att. 1: 2015 Paving Program – Primary Locations
- Att. 2: 2015 Paving Program – Secondary Locations
- Att. 3: 2015 Paving Program Proposed Locations – Richmond West and Richmond East

## ATTACHMENT 1

**2015 PAVING PROGRAM – PRIMARY LOCATIONS**

<b>LOCATION</b>	<b>FAULTS</b>
9000 Block of No.1 Road	- Utility Cuts, Pavement Cracking
7000 Block of No. 3 Road	- Utility Cuts, Pavement Cracking
9000 Block of No. 3 Road	- Utility Cuts, Pavement Cracking
10,000 Block of No. 3 Road	- Utility Cuts, Pavement Cracking
7000 Block of No. 4 Road	- Utility Cuts, Pavement Cracking
10,000 Block of No. 4 Road	- Utility Cuts, Pavement Cracking
7000 Block of No. 5 Road	- Utility Cuts, Pavement Cracking
11,000 & 12,000 Block of No. 5 Road	- Utility Cuts, Pavement Cracking
3000 Block of Blundell Road	- Utility Cuts, Pavement Cracking
4000 Block of Blundell Road	- Utility Cuts, Pavement Cracking
9000 Block of Blundell Road	- Utility Cuts, Pavement Cracking
11,000 Block of Blundell Road	- Utility Cuts, Pavement Cracking
8000 Block of Cambie Road	- Utility Cuts, Pavement Cracking
9000 Block of Cambie Road	- Utility Cuts, Pavement Cracking
4000 Block of Garden City	- Utility Cuts, Pavement Cracking
8000 Block of Lansdowne Road	- Utility Cuts, Pavement Cracking
6000 Block of Miller Road	- Utility Cuts, Pavement Cracking
7000 Block of Minoru	- Utility Cuts, Pavement Cracking
Nelson and Blundell Intersection	- Utility Cuts, Pavement Cracking
4000 & 5000 Block of River Road	- Utility Cuts, Pavement Cracking
3000 Block of Williams Road	- Utility Cuts, Pavement Cracking
11,000 Block of Williams Road	- Utility Cuts, Pavement Cracking
6000 Block of Steveston Highway	- MRN Treatment
No.5 Road and Bridgeport Road	- MRN Treatment
9000 Block of Steveston Highway	- MRN Treatment
Knight Street	- MRN Treatment
22,000 Block of Westminster Hwy (North of Hwy 91)	- MRN Treatment
Trites Road	- Utility Cuts, Pavement Cracking
4000 Block of Garry Street	- Utility Cuts, Pavement Cracking
5000 Block of Wallace Road	- Utility Cuts, Pavement Cracking
8000 Block of Bowcock	- Utility Cuts, Pavement Cracking
Cessna Drive	- Utility Cuts, Pavement Cracking
Lindsay Road/Lancing Road/Ledway Road	- Utility Cuts, Pavement Cracking
Viscount Way	- Utility Cuts, Pavement Cracking
9000 Block of Geal Road	- Utility Cuts, Pavement Cracking
Robinson Road/Gay Road/Moore Road/Myhill Road	- Utility Cuts, Pavement Cracking
Jaskow Drive/Evancio Crescent	- Utility Cuts, Pavement Cracking
10,000 Block of Leonard Road	- Utility Cuts, Pavement Cracking

## ATTACHMENT 2

**2015 PAVING PROGRAM – SECONDARY LOCATIONS**

<b>LOCATION</b>	<b>FAULTS</b>
14,000 & 15,000 Block of River Road	- Utility Cuts, Pavement Cracking
6000 Block of No. 2 Road	- MRN Treatment
Hammersmith Way (Horseshoe Way to Coppersmith Way)	- Utility Cuts, Pavement Cracking
Coppersmith Way (Horseshoe Way to Hammersmith Way)	- Utility Cuts, Pavement Cracking
Hammersmith Gate (Shell Road to Hammersmith Way)	- Utility Cuts, Pavement Cracking
7000 Block of Railway	- Utility Cuts, Pavement Cracking





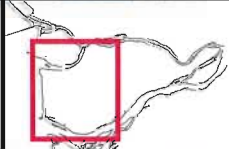
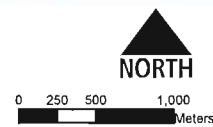
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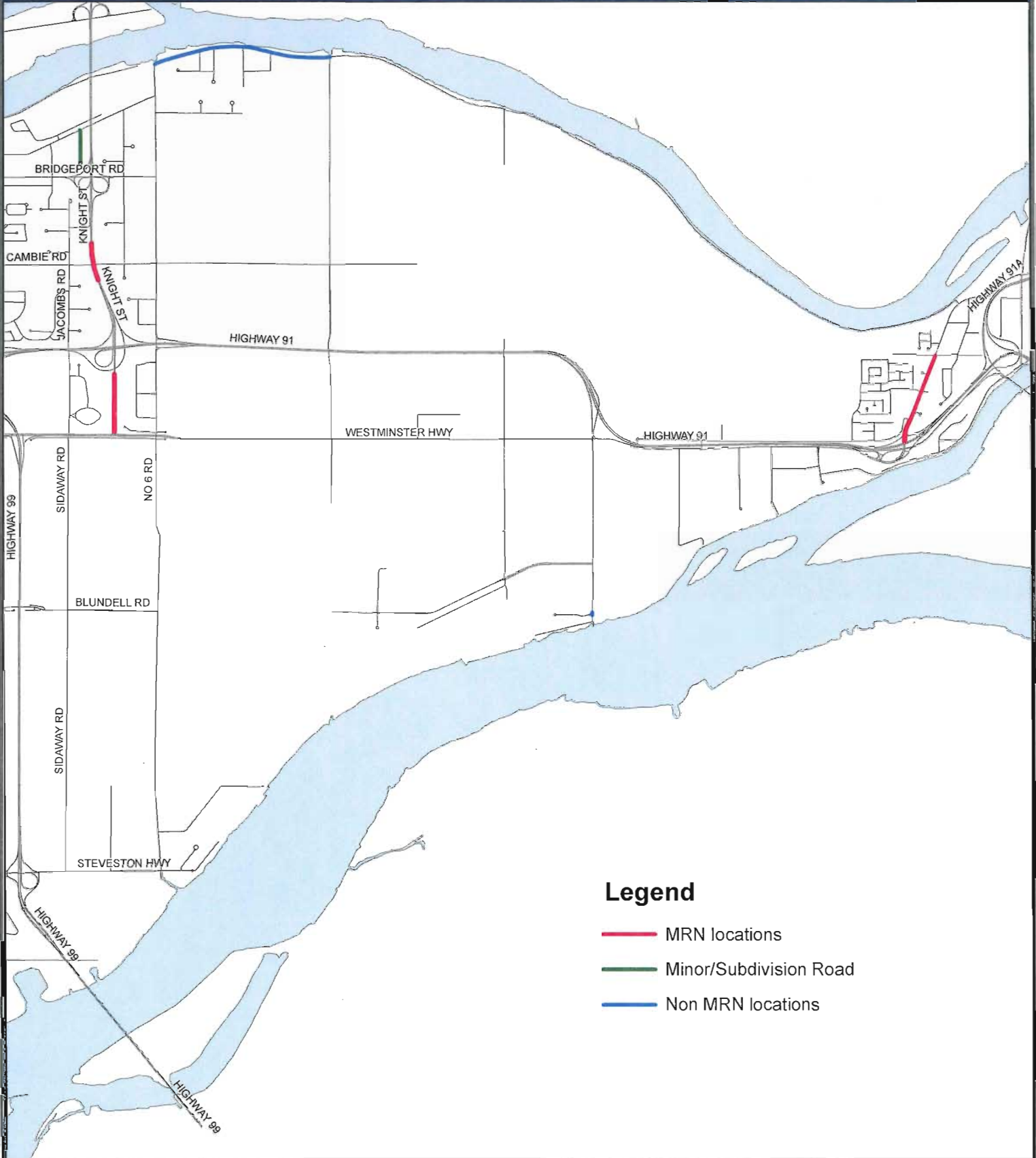
- MRN locations
- Minor/Subdivision Road
- Non MRN locations

**Note:**  
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**GP - 97**

Print By: spang  
 Print Date: November 26, 2014





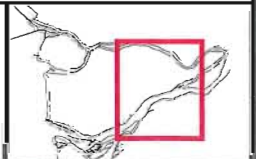
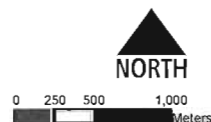
### Legend

- MRN locations
- Minor/Subdivision Road
- Non MRN locations

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**GP - 98**

Print By: spang  
 Print Date: November 26, 2014





**To:** General Purposes Committee

**Date:** November 28, 2014

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

**File:** 01-0150-20-  
THIG1/2014-Vol 01

**Re:** Update on Province of British Columbia 10-Year Transportation Plan: *BC on the Move*

**Staff Recommendation**

That the staff report regarding the Province of British Columbia's 10-Year Transportation Plan, dated November 28, 2014, from the Director, Transportation, be received for information.

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

Att. 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Intergovernmental Relations & Protocol Unit	<input checked="" type="checkbox"/>	
		<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

The Ministry of Transportation & Infrastructure (MoTI) has initiated a public consultation phase to gather comments to be considered as the Province of BC develops a new 10-year Transportation Plan. This report provides an update on MoTI's recent stakeholder consultation regarding the new Plan and supports Council's Term Goal #6 Intergovernmental Relations:

*To strengthen relationships with other levels of government and government agencies to ensure City needs and priorities are well represented, understood and proactively advanced.*

### Analysis

#### 10-Year Transportation Plan: BC on the Move

On October 7, 2014, MoTI announced a public consultation phase to gather comments to be considered as the BC government develops a new 10-year transportation plan (as advised in a staff memorandum dated October 10, 2014). Based on the content and survey questions contained in a Discussion Guide<sup>1</sup>, the public has been invited to provide feedback, online, as of Tuesday, October 14, 2014 through December 12, 2014 (closing at 4:00 p.m.). The Discussion Guide identifies the George Massey Tunnel Replacement as a committed project.

MoTI staff planned to meet with all local governments across the province to discuss transportation priorities by November 7, 2014 with the input from these discussions to be considered as the Plan is developed. Two meetings were recently held in Greater Vancouver and staff attended a session held October 29, 2014 along with staff from Metro Vancouver and several municipalities located north of the Fraser River.

Based on the format of the Discussion Guide and the meeting that staff attended, the consultation process is directed towards seeking individual submissions. Accordingly, individual members of Council may choose to submit their own priorities.

#### Mayors' Council Regional Transportation Vision

While the Discussion Guide states that an updated plan will be released in early 2015, Minister Stone has clarified that the regional Transportation Vision developed by the Mayors' Council and the associated referendum process are proceeding in a parallel fashion with development of the provincial transportation plan, and that the Vision and the results of the referendum will be incorporated in the final Provincial Transportation Plan.

At a special meeting of TransLink's Major Roads and Transportation Advisory Committee (MRTAC)<sup>2</sup> held November 6, 2014, municipal staff jointly agreed that the region's transportation priorities are already fully captured in the regional Transportation Vision

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<sup>1</sup> Available on-line at

[http://engage.gov.bc.ca/transportationplan/files/2014/10/BContheMove\\_DiscussionGuide\\_October-8\\_Web.pdf](http://engage.gov.bc.ca/transportationplan/files/2014/10/BContheMove_DiscussionGuide_October-8_Web.pdf).

<sup>2</sup> MRTAC is a forum for TransLink and senior transportation staff from all municipalities in Greater Vancouver to discuss multi-modal regional transportation issues and to co-manage the Major Road Network.

developed by the Mayors' Council earlier this year and supported that the Mayors' Council send a letter to Minister Stone advising that the Vision embodies the regional consensus on transportation priorities (Attachment 1).

MRTAC members further agreed that if individual municipalities choose to respond to MoTI on this topic, then the same consistent message would be conveyed that the Transportation Vision represents the region's collective priorities with the option, as noted in the Mayors' Council's letter, of also identifying purely local improvements that are not included in but are consistent with the regional Vision.

Staff intend to advise MoTI accordingly with the following transportation improvements to be highlighted:

- Mayors' Council Transportation Vision: reiteration that the Transportation Vision developed by the Mayors' Council encompasses the top transportation priorities for the region; and
- Cycling-Pedestrian Access to/across Provincial Highways: improved cycling and pedestrian access to and across provincial highways, which represent a significant barrier for cyclists and pedestrians (e.g., need to cross higher speed on- and off-ramps).

#### **Financial Impact**

None.

#### **Conclusion**

As it appears that a primary purpose for developing a new provincial 10-Year Transportation Plan is to seek senior government funding support for the projects identified, it is critical that the Transportation Vision of the Mayors' Council be considered as the region's top priority for transportation improvements.

Staff will continue to ensure that the region's and the City's transportation priorities are articulated to the Province of British Columbia as the development of its 10-Year Transportation Plan progresses and will report back upon the release of the Plan.



Joan Caravan  
Transportation Planner  
(604-276-4035)

JC:jc

Att. 1: Letter from Mayors' Council to Honourable Todd Stone



400 - 287 Nelson's Court  
New Westminster, BC V3L 0E7  
info@mayorscouncil.ca



November 12, 2014

Honourable Todd Stone  
Minister of Transportation and Infrastructure  
P.O. Box 9055 Stn Prov Govt  
Victoria, BC  
V8W 9E2

Sent via e-mail

Dear Minister Stone,

On behalf of the Mayors' Council on Regional Transportation, I would like to thank you for initiating the Province's new 10-year transportation plan, *B.C. on the Move*. Thank you, also, for consulting local governments to ensure that issues important to communities across the province are considered as part of this process.

In February, you asked the Mayors' Council on Regional Transportation to develop a clear, detailed, fully-costed vision for regional transportation. On June 12, 2014 the Mayors' Council approved this Vision and while each community in the region may also identify more local road priorities, we are confident that the Vision captures the region's agreed-upon top transportation priorities for moving people and goods over the coming decade and beyond.

**Accordingly, the Vision (attached) effectively captures our regional consensus on transportation priorities. Please consider it as the regional input to your consultation for *B.C. on the Move*.** You'll note that the Vision is strongly supportive of the four focus areas for *B.C. on the Move* including:

- moving goods and people safely and reliably
- growing the economy
- connecting and strengthening communities
- maximizing collaboration and investment with partners

In addition to specifying investments in roads, transit, walking and cycling, the Vision also recognizes that we cannot solve congestion by investment alone. We need to better coordinate land-use and transportation and we need new tools to manage the system more effectively. Of these, the most effective tool is mobility pricing.

A more consistent approach to pricing transit and roads by time, place and distance is the single most cost-effective way to reduce congestion and overcrowding, improve reliability, and keep our region's economy moving even as we welcome 1.2 million more residents over the next 30 years. To this end we made mobility pricing a key part of the Vision which was submitted to you in June. We were particularly pleased with the positive reaction this policy approach received, with many national political commentators supporting this bold and much-needed approach. The Business Council of BC has also made similar recommendations through their recent *White Paper on Infrastructure Policy and Financing* that calls for broader use of user-pay systems in BC such as road pricing. However, we also recognized in the Vision that mobility pricing still requires greater definition before it can be considered a guaranteed revenue source.

We recognize the critical role that Provincial infrastructure and services play in the region's transportation system for moving both people and goods. We suggest that *B.C. on the Move* organizes a formal consultation through the Mayors' Council to discuss these key shared issues to advancing the Vision and supporting provincial priorities:

1. Policy coordination around an integrated future mobility pricing approach which would include a review of the Provincial tolling policy.
2. Support for replacing the George Massey Tunnel in a way that is consistent with the Regional Growth Strategy and the Regional Transportation Strategy.
3. Regional authority around better managing goods movement;
4. Confirming an economic development strategy for Metro Vancouver;
5. Senior government funding allocations and enabling of regional funding tools.

To initiate work on mobility pricing, the Mayors' Council passed a resolution (see below) at their meeting on October 17, 2014 to begin the required technical work to begin implementing the mobility pricing objectives in the Vision. This technical, policy, and consultation work will be undertaken over a number of years and will require significant involvement from stakeholders and government agencies. We are requesting Provincial action in two areas:

- a. First, we welcomed your letter in October 2013 that committed your staff to working closely with the Mayors' Council and TransLink on fully developing this idea. Now that we are in a position to commence the work, we ask that you recommit your officials to join us in undertaking the required work.
- b. Second, we ask that the provincial government coordinates its review of the provincial tolling policy with the work on regional mobility pricing. The general public does not see a distinction between who owns and operates different parts of the road network. In our experience, a conversation about mobility pricing quickly incorporates questions about future tolling policies. This coordination can be achieved through the establishment of a Mobility Pricing Independent Commission that can provide the necessary expertise and independent oversight.

Finally, we have concerns that the short timelines for consultation, especially given the municipal election period, will limit appropriate stakeholder input and discussion. We are cognizant of the time pressures you are under to finalize a plan, but would suggest a short extension to the consultation period to ensure that newly sworn Councils have sufficient time to finalize their input in early December.

We look forward to engaging with you and your team on the development of *B.C. on the Move* and, in particular, on the above issues.

Best regards,

Richard Walton, Chair  
Mayors' Council on Regional Transportation



## **NEXT STEPS TOWARDS MOBILITY PRICING IN METRO VANCOUVER**

**WHERE AS** The foundation of the Mayors' Council Vision is built on implementing comprehensive mobility pricing on road and transit networks within 5-8 years; and,

**WHERE AS** Mobility pricing will help ease congestion, generate revenue to invest in the transportation network and provide an opportunity for a tax shift away from other existing, less effective and fair revenue sources; and,

**WHERE AS** To design a mobility pricing system that is suitable for Metro Vancouver, significant work is required, including collaboration with the provincial government, and engagement with road users, transit riders and businesses; and,

**WHERE AS** Beginning this work immediately with all partners including the provincial government will ensure mobility pricing is ready to deploy within 5-8 years; therefore,

### **BE IT RESOLVED THAT**

1. A "Mobility Pricing Independent Commission" be created, led by the Mayors' Council, with TransLink, Municipalities, and partner agencies, to oversee all the required policy, technical, communications, and engagement work in order to implement mobility pricing on the road network in Metro Vancouver within 5 to 8 years;
2. The Minister of Transport and Infrastructure recommit his officials to support the development of mobility pricing;
3. The provincial government coordinate their review of the provincial tolling policy with the work of the *Mobility Pricing Independent Commission*;
4. The TransLink Board support this call for a *Mobility Pricing Independent Commission* and the necessary development and implementation work to enable it.

*ADOPTED, Mayors' Council on Regional Transportation  
October 17, 2014*