



General Purposes Committee

Anderson Room, City Hall
6911 No. 3 Road

Monday, February 16, 2015
4:00 p.m.

Pg. # ITEM

MINUTES

GP-6 *Motion to adopt the **minutes** of the meetings of the Special General Purposes Committee held on Tuesday, February 10, 2015.*



COUNCILLOR ALEXA LOO

1. **SPORTS WALL OF HONOUR NOMINATION COMMITTEE REQUESTS**

(File Ref. No. 01-0107-04-01) (REDMS No. 4494203)

GP-11

See Page GP-11 for full report

RECOMMENDATION

- (1) *That the “Sports Wall of Honour” be renamed the “Sports Wall of Fame;” and*
- (2) *That the “Sports Wall of Honour Nomination Committee” be renamed the “Sports Wall of Fame Selection Committee.”*



COMMUNITY SERVICES DIVISION

2. **FUNDING FOR MAJOR EVENTS AND FESTIVALS 2015**

(File Ref. No. 11-7000-01) (REDMS No. 4486986 v. 3)

GP-12

See Page GP-12 for full report

Designated Speaker: Jane Fernyhough

STAFF RECOMMENDATION

- (1) *That the transfer of \$610,000 be authorized from the Major Events Provisional Fund to support the following events and programs in 2015: Maritime Festival, Ships to Shore, Days of Summer and Richmond Summer Block Party, the 2016 Children's Arts Festival and the purchase of City branded assets for on-site use at City supported festivals and events;*
- (2) *That the development and implementation of the Richmond Summer Block Party in the City Centre area on the Labour Day long weekend be endorsed;*
- (3) *That the Chief Administrative Officer, and the General Manager, Community Services, or the General Manager, Finance and Corporate Services, be authorized to negotiate and execute agreements, including sponsorship agreements, relating to events and festivals identified in the staff report titled, Funding for Major Events and Festivals 2015, dated January 21, 2015 from the Director, Arts, Culture and Heritage Services; and*
- (4) *That the City's budget for 2015 Major Events be included in the 5 Year Financial Plan (2015-2019).*



ENGINEERING & PUBLIC WORKS DIVISION

3. **MINORU COMPLEX ENERGY SAVING AND SUSTAINABLE INITIATIVES UPDATE**

(File Ref. No. 10-6125-07-01) (REDMS No. 4486485 v. 15)

GP-26

See Page GP-26 for full report

Designated Speakers: Martin Younis and Levi Higgs

STAFF RECOMMENDATION

That the staff report titled Minoru Complex Energy Saving and Sustainable Initiatives Update, dated January 28, 2015, from the Senior Manager, Project Development, be received for information.



4. **TRANS MOUNTAIN PIPELINE PROJECT NATIONAL ENERGY BOARD - UPDATE**

(File Ref. No. 10-6125-30-001) (REDMS No. 4494512)

GP-31

See Page GP-31 for full report

Designated Speaker: Lesley Douglas

STAFF RECOMMENDATION

That the staff report titled Trans Mountain Pipeline National Energy Board (NEB) Update, dated February 2, 2015, from the Director, Engineering, and Director, Intergovernmental Relations & Protocol Unit, be received for information.



FINANCE & CORPORATE SERVICES DIVISION

5. **BUSINESS LICENCE BYLAW NO. 7360, AMENDMENT BYLAW NO. 9212**

(File Ref. No. 12-8275-02) (REDMS No. 4493257)

GP-39

See Page GP-39 for full report

Designated Speaker: Glenn McLaughlin

STAFF RECOMMENDATION

That Business Licence Bylaw No. 7360, Amendment Bylaw No. 9212, that increases the maximum number of Class A Taxicabs to 107 and Class N Taxicabs to 41, be introduced and given first, second and third readings.



6. **LIQUOR LICENCE AMENDMENT APPLICATION PIONEER'S PUB LTD. – 10111 NO 3 ROAD UNIT 200**

(File Ref. No. 12-8275-30-001) (REDMS No. 4475029)

GP-57

See Page GP-57 for full report

Designated Speaker: Glenn McLaughlin

STAFF RECOMMENDATION

That the application from Pioneer's Pub Ltd., for an amendment under Liquor Primary Licence No. 030591, to increase the hours of liquor service from Sunday through Thursday, 10:00 a.m. to 12:00 a.m., and Friday and Saturday, 11:00 a.m. to 1:00 a.m., to Monday through Sunday, 9:00 a.m. to 1:00 a.m., be supported only for earlier service at 9:00 a.m., Monday through Sunday, and that a letter be sent to the Liquor Control and Licensing Branch advising that:

- (1) Council supports an earlier service time but does not support later service hours;*
- (2) Council's comments on the prescribed criteria (set out in Section 53 of the Liquor Control and Licensing Regulations) are as follows:*
 - (a) the potential for additional noise and traffic in the area were considered; and*
 - (b) the impact on the community was assessed through a community consultation process;*
- (3) as the operation of a licenced establishment may affect nearby residents the City gathered the view of the residents as follows:*
 - (a) 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*
 - (b) 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*
- (4) Council's comments and recommendations respecting the views of the residents are as follows:*

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ITEM

- (a) *that based on the letters sent and having received only one response from all public notifications, Council considers that the amendment is acceptable to the majority of the residents in the area and the community.*

☐

ADJOURNMENT

☐



Special General Purposes Committee

Date: Tuesday, February 10, 2015

Place: Anderson Room
Richmond City Hall

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

Absent: Councillor Chak Au

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on Monday, February 2, 2015, be adopted as circulated.

CARRIED

ENGINEERING & PUBLIC WORKS DEPARTMENT & COMMUNITY SERVICES DEPARTMENT

1. MINORU COMPLEX PUBLIC REALM CONCEPT DESIGN (File Ref. No. 06-2052-55-01) (REDMS No. 4475830 v. 12)

With the aid of artist renderings, Jim Young, Senior Manager, Project Development, and Mike Redpath, Senior Manager, Parks highlighted the following regarding the Minoru Complex public realm concept design:

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- the site plan is focused on the outdoor areas immediately surrounding the Minoru Complex;
- the Entry Plaza is located at the southeast corner of the building and it will act as the Complex' main connection with the majority of patrons moving through this area;
- the North Plaza is located at the northeast corner of the building and it provides connections to and from the park interior; the Plaza will be an active space where sports teams gather outside of their team rooms before and after games, and where the community can enjoy a snack at the concession;
- the North Plaza also connects to the upper terrace, wrapping around the northeast and north sides of the facility; bleacher seating located on the north side connects the upper terrace to the fields to the Minoru 3 Latrace Fields, providing field overlook for sporting events; and
- the West Plaza is located at the southwest corner of the building and is envisioned as a series of intimate spaces that can accommodate various activities.

Mr. Redpath noted that as part of the public consultation process, it became evident that the community values strong connections to the existing adjacent facilities; as a result, a four-metre wide trail on the south end of the Minoru Complex is proposed.

Victor Wei, Director, Transportation, spoke on the proposed traffic and parking plan for the Minoru Complex and the following information was noted:

- the estimated parking supply, after the completion of the fields upgrade, will be 758 stalls for the entire site;
- the preferred industry practice is to design parking facilities with a design capacity that includes an allowance of 15% to 20% over the observed utilization; this is intended to account for inefficiencies due to vehicular circulation prior to finding an available stall;
- it is anticipated that the entire site will require 825 stalls as the design capacity (this includes an additional 15% parking as a buffer over observed utilization);
- the reconfiguration of the parking area results in an approximate net increase of 20 to 25 parking stalls, which represents a buffer of 8% to 9%;

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- approximately 45 additional parking stalls are required to meet the 15% buffer; however, additional parking could be provided at the existing Minoru Aquatic Centre and Older Adults Centre; also, the optional on-street parking along the north side of Granville Avenue could potentially provide approximately 40 additional parking stalls; and
- the installation of a new pedestrian signal on Granville Avenue near the proposed Minoru Complex entrance will create an additional safe pedestrian crossing; the signal timing from the south side of Granville Avenue to the north side may be adjusted to increase the pedestrian crossing time.

The Chair remarked that it is preferable to keep the existing Minoru Aquatic Centre and Older Adults Centre as green as possible.

Discussion took place and it was noted that additional crossing time from the south side of Granville Avenue to the north side may not adequately meet the needs of older adults in the neighbourhood; instead, it was suggested that the pedestrian crossing incorporate an element that allows for a person to safely pause halfway across the intersection and continue the remainder of the way at the next signal.

In reply to queries from Committee, staff advised that (i) the floor plan and preliminary form and character of the Minoru Complex was approved by Council in October 2014, (ii) the proposed trees will provide shade elements to the area, and (iii) staff do not anticipate hindered field overlook as a result of the tree elements.

Mr. Wei advised that approximately 11 to 14 people with disabilities parking stall are anticipated, in addition to approximately 10 to 15 extra wide parking stalls. Also, he noted that no major re-construction of existing curbs along Granville Avenue is anticipated as a result of the proposed on-street parking.

Discussion took place and concern was expressed regarding the provision of on-street parking along Granville Avenue.

In response to queries from Committee, Serena Lusk, Senior Manager, Recreation and Sport Services advised that the Richmond Sports Council was one of the nine stakeholder groups that staff engaged throughout the proposed public realm concept design. She commented on the Richmond Sports Council's remarks, noting that considerable discussion took place with regard to the careful placement of trees. Also, Mr. Redpath commented on emergency access points, noting that access is provided behind the Minoru Ice Arenas, off Gilbert Road through to the Minoru Complex, and over the track if necessary.

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In reply to further queries from Committee, staff provided the following information:

- the Minoru 3 Latrace Fields are near completion, with the exception of the storage and viewing areas;
- it is anticipated that the existing parking passes for older adults will be retained, and staff will seek input from members to determine whether the number of passes need adjusting;
- the traffic signals along Granville Avenue from Gilbert Road to Minoru Boulevard can be synchronized in an effort to allow vehicles to move through the area efficiently;
- the North Plaza will be an active space where sports teams can gather outside of their team rooms before and after games; it is intended to replicate the space previously provided by the Minoru Pavilion;
- the potential to provide Wi-Fi in City parks will be examined; and
- the relocation of the multipurpose space to the north side of the North Plaza can be examined.

Discussion took place and Mr. Redpath spoke on both permanent and temporary seating plans. He noted that staff anticipate the same number of seats as currently exist, as well as the ability to introduce additional seating when required.

Discussion took place regarding the potential to model the proposed cycling path along Granville Avenue to that of Denmark's. In reply to a query from Committee, Mr. Wei advised that secured bike parking will be provided.

It was moved and seconded

That the Minoru Complex Public Realm Concept Design as outlined in the staff report titled Minoru Complex Public Realm Concept Design dated January 9, 2015, from the Senior Manager, Project Development and Senior Manager, Parks, be endorsed.

CARRIED

Opposed: Cllr. McNulty

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

It was moved and seconded

That staff provide more information on (i) the trees on the east side of the Minoru Complex, (ii) the placement of the multipurpose room and how to optimize it, (iii) the seating plans in the vicinity of the Minoru Complex, and (iv) the plans and configurations for the parking and bike path along Granville Avenue and report back.

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The question on the referral was not called as in reply to queries from Committee, Robert Gonzalez, General Manager, Engineering and Public Works, advised that staff anticipate engaging with the Minoru Major Facility Stakeholder Advisory Committee with regard to potential to reconfigure the location of the multipurpose room.

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

The Chair requested that staff prepare a presentation on the proposed Minoru Complex Public Realm Concept Design for the Monday, February 23, 2015 Council meeting.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:50 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 Tuesday, February 10, 2015.

Mayor Malcolm D. Brodie
Chair

Hanieh Berg
Committee Clerk



To: Mayor and Councillors
From: Councillor Alexa Loo
Richmond Sports Wall of Honour Nomination
Committee
Date: January 30, 2015
File: 01-0107-04-01/2015-Vol 01
Re: Sports Wall of Honour Nomination Committee Requests

At the January 28, 2015, meeting of the Sports Wall of Honour Nomination Committee (the "Committee"), the Committee unanimously requested that I bring the following recommendations back to Richmond City Council for its approval:

1. That the "Sports Wall of Honour" be renamed the "Sports Wall of Fame"; and
2. That the "Sports Wall of Honour Nomination Committee" be renamed the "Sports Wall of Fame Selection Committee."

The Committee has requested the name change from the "Sports Wall of Honour" to the "Sports Wall of Fame" as they believe it is a more fitting title for the nominees. Richmond Sports Council has always advocated for the name to be "Sports Wall of Fame."

The Nomination Committee is also requesting that the Committee be renamed the Selection Committee to better reflect the task of "Selecting" individuals and teams and that Council approves the Committee's recommended inductees.

Regards,

Alexa Loo

Richmond Sports Wall of Honour Nomination Committee

pc: SMT
Serena Lusk, Senior Manager, Recreation and Sport
Gregg Wheeler, Manager, Sports and Community Events



City of Richmond

Report to Committee

To: General Purposes Committee

Date: January 21, 2015


From: Jane Fernyhough
Director, Arts, Culture and Heritage Services

File: 11-7000-01/2015-Vol
01



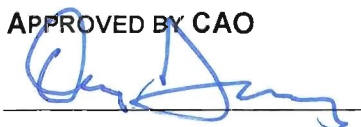
Re: **Funding for Major Events and Festivals 2015**

Staff Recommendations

1. That the transfer of \$610,000 be authorized from the Major Events Provisional Fund to support the following events and programs in 2015: Maritime Festival, Ships to Shore, Days of Summer and Richmond Summer Block Party, the 2016 Children's Arts Festival and the purchase of City branded assets for on-site use at City supported festivals and events;
2. That the development and implementation of the Richmond Summer Block Party in the City Centre area on the Labour Day long weekend be endorsed;
3. That the Chief Administrative Officer, and the General Manager, Community Services or the General Manager, Finance and Corporate Services be authorized to negotiate and execute agreements, including sponsorship agreements, relating to events and festivals identified in the staff report titled, Funding for Major Events and Festivals 2015, dated January 21, 2015 from the Director, Arts, Culture and Heritage Services; and,
4. That the City's budget for 2015 Major Events be included in the 5 Year Financial Plan (2015-2019).


Jane Fernyhough
Director, Arts, Culture and Heritage Services
(604-276-4288)

Att. 1

REPORT CONCURRENCE		
ROUTED TO: Communications Finance Division Corporate Partnerships Parks Services Recreation Services	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER 
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

At the Parks, Recreation and Cultural Services Committee meeting, held on September 24, 2014, Committee considered a report outlining Major Events and Festivals for 2015 (Attachment 1). The report also identified that the request for funding would come forward for Council approval in conjunction with the 2015 budget process. This report outlines the festivals and activities identified for funding, responds to comments made by Committee members at the September 24th meeting and requests funding from the Major Events Provisional in order to execute the recommended festivals and events for 2015.

This report supports Council approved strategies including the Major Events Strategy, the Waterfront Amenity Strategy, the Community Tourism Strategy, the Resilient Economy Strategy and the Arts Strategy.

Analysis

In June 2010, City Council approved the creation of the Major Events Provisional Fund to support the delivery of future events. This Fund ensures financial support for major events, allowing Council to continue supporting major festivals and events that are unique to Richmond without impacting the City's operating budget. Without this unique funding scenario, the City's annual operating budget would have to be increased or the events would cease to continue.

The proposed events and programs to be, in part, funded from the Major Events Provisional Fund are:

- Ships to Shore: June 29 to July1, 2015;
- Richmond Maritime Festival: August 8 and 9, 2015;
- Richmond Summer Block Party (new): Labour Day weekend, 2015;
- Richmond Days of Summer: May to September 2015;
- Children's Arts Festival 2016: February 8, 2016; and
- City Branded Assets: for use at all festivals and events.

Ships to Shore

This three day festival, which takes place at Imperial Landing and Britannia Heritage Shipyards, is held in conjunction with the Steveston Salmon Festival. The Ships to Shore aspect focuses on ships of all kinds which are invited to attend and open their decks to public visitations. The three days culminate with a fireworks display to end Canada Day and the two festivals.

In order to ensure that Ships to Shore and Salmon Festival are seen as working together and not as two separate events, for 2015 there has been discussion and a commitment to work together to create an activation corridor to better physically connect the two sites, submitting one application to Canadian Heritage for Celebrate Canada funding to support Salmon Festival and the fireworks

and having representation from the Salmon Festival Planning committee on the Ships to Shore committee and vice versa. The events already share a joint security and traffic management plan, some coordination of signage and marketing and considerable coordination around volunteer management and sponsorship.

Maritime Festival

In 2015, the 12th Annual Maritime Festival will take place at Britannia Heritage Shipyards and Imperial Landing. The festival celebrates Richmond's maritime and cultural heritage through a variety of land and riverside activities, animating the entire Britannia site and the waterfront boardwalk.

Summer Block Party (New)

A new free community festival is proposed for City Centre on the Labour Day weekend. The Richmond World Block Party would be the City's newest signature event and its first major multicultural festival. The festival would celebrate Richmond's significant diversity through music, food and culture and cater to families and children.

It is proposed that the block party would feature a culturally diverse line-up of international and local performers on multiple stages. Food trucks representing over 30 different countries and a Fusion Culinary Stage featuring cooking demos from our City's top chefs would introduce festival goers to food from around the world. Additionally, the festival would include numerous culturally themed activities where festival goers can learn to bhangra or highland dance, participate in cultural art projects, challenge friends to a sumo or shinty competition, or browse the international marketplace for some quality crafts. The City Centre Community Association will be consulted as part of the planning process.

Potential locations for the festival are Minoru Park and Lansdowne Centre parking lot. The festival program and length is dependent on funding and sponsorship.

Children's Arts Festival (2016)

Over the past several years the Children's Arts Festival has become one of the region's best festivals for children. The festival continues to challenge children's creativity by presenting interactive workshops led by professional artists and performers. The five day festival, including the signature event on BC Family Day, has resulted in increased attendance and has required expanded programming and site enhancement. As this festival takes place in February, planning and funding commitments are required to commence in the summer of the previous year.

Richmond Days of Summer

Richmond Days of Summer is an umbrella marketing program designed to promote the broad array of community events happening in Richmond from May to September. While the program supports the signature events, it plays a large role in increasing awareness and attendance of other existing community events that may not have a large marketing budget. The City will continue to focus on community outreach to engage more community groups with qualified events in the program.

City Branded Assets

A small amount of funding is being requested to acquire an inventory of custom assets such as tents, flags, etc with the City logo that can be used at all events to increase the level of corporate recognition for events that have City support. This would help ensure that the City is recognized as a supporter of community events.

Financial Considerations

Funding from the City through the Major Events Provisional Fund is required for all of the events and festivals proposed. The four festivals, (Ships to Shore, Maritime Festival, Block Party and Children's Arts Festival) also require grants and significant cash and in-kind sponsorship in order to round out the programming. Grant applications are submitted for Ships to Shore fireworks, Maritime Festival and Children's Arts Festival. Sponsorships are being actively sought at this time for Ships to Shore, Maritime Festival and the Block Party.

The City will need to enter into a number of agreements in order to execute the festivals and events, including agreements with sponsors, suppliers, and consultants. Typically, sponsorship agreements include the right for the sponsors to use the event/festival logos in their marketing initiatives and in some cases, sponsors will require an indemnity from the City.

Financial Impact

There is currently \$610,000 in the Major Events Provision to fund the City contribution. This report recommends that the following amounts be drawn from the City's Major Events Provisional Fund:

- Maritime Festival 2015: \$180,000
- Ships to Shore 2015: \$150,000
- Days of Summer 2015: \$40,000
- Richmond Summer Block Party 2015: \$170,000
- Children's Arts Festival 2016: \$60,000
- Festival infrastructure and City branded assets: \$10,000

If approved, \$610,000 will be included in the 5 Year Financial Plan (2015-2019).

Conclusion

The Maritime Festival and Ships to Shore are two signature events that add to the vibrancy of the Steveston waterfront, celebrate the rich maritime history of the area, and profile Richmond's arts, culture, and heritage. The Children's Arts Festival mainly focuses on children and provides a low cost event on the Family Day holiday. All three events are very well received by the attendees, serve a broad demographic, and receive excellent media coverage.

A new major festival in the heart of Richmond's business district would add to the diversity of events and showcase the area to thousands.

The Days of Summer program would provide overall marketing and media support to these four marquee festivals, as well as many other events in the City. The program increases awareness and attendance of many of the community events taking place in Richmond, further positioning the City as a destination for fun events in the region.

Major events are an excellent way for the City to stimulate social, cultural and economic growth. Investment into an expanded calendar of events would improve opportunities for the City to provide free events to its residents, attract out-of-town visitors, engage the business community and support Richmond's reputation as being a great place to work, live, and play.

This report recommends that \$610,000 is drawn from the Major Events Provisional Fund to invest in four events, one marketing program and the purchase of City branded assets.



Jane Fernyhough
Director, Arts, Culture and Heritage Services
(604-276-4288)

Att. 1: Report to Parks, Recreation and Cultural Services Committee, September 24, 2014
(REDMS 4335596)




**City of
Richmond**


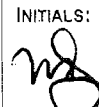
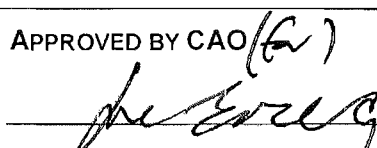
Report to Committee

To:	Parks, Recreation and Cultural Services Committee	Date:	September 17, 2014
From:	Jane Fernyhough Director, Arts, Culture and Heritage Services	File:	11-7000-01/2014-Vol 01
Re:	Major Events and Festivals 2015		

Staff Recommendation

That the report on Major Events and Festivals 2015 be received for information.


 Jane Fernyhough
 Director, Arts, Culture and Heritage Services
 (604-276-4288)

REPORT CONCURRENCE		
ROUTED TO: Finance Division Recreation Services Parks Services Corporate Partnerships Corporate Communications	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER 
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO (for) 

Staff Report

Origin:

In 2014, Council approved funding for two events from the Major Events Provision Fund: Ships to Shore and Richmond Maritime Festival. In addition, funding was approved for the umbrella marketing program “Richmond Days of Summer”, which promoted the broad array of seasonal community events happening in Richmond as a summer-long series.

This report summarizes the events held in 2014 and Richmond Days of Summer and explores events and programs for 2015.

This report supports the following Council Term Goals:

#3 Economic Development:

- 3.8. Develop a “stay-cation” appeal for the City and region.*
- 3.12. Ensure the updated economic development strategy includes sport hosting and events as an integral part of it.*

#9 Arts and Culture:

- Continue to support the development of a thriving, resilient and diverse cultural sector and related initiatives in creating a vibrant healthy and sustainable City.*
- 9.5. Promote existing cultural resources and activities to increase public awareness, enhance quality of place and engage citizens across generations.*

#12 Waterfront Enhancement:

- Place greater emphasis on protecting and enhancing the City's waterfront while successfully integrating a balance between urban development, public access and events, and a healthy river environment.*

In addition, this report supports the 2010 Waterfront Strategy and 2007-2012 Major Event Strategy goals of programming the new waterfront infrastructure and creating a dynamic and destination waterfront. It also supports the 2012-2017 Arts Strategy's vision for Richmond to be an arts destination and to provide a rich offering of festivals and events.

Analysis

In June 2010, City Council approved the creation of the Major Events Provision Fund to support the delivery of future events. This Fund ensures financial support for annual major events, allowing Council to continue supporting major festivals and events that are unique to Richmond without impacting the City's operating budget. Without this unique funding scenario, the City's annual operating budget would have to be increased or the events would cease to continue.

In the past, funding for major events has been drawn from the City's Major Events Provision Fund. Currently, there is approximately \$610,000 available. Requests to top up the Provision have occurred as part of the City's budget process and are funded from the City's Rate Stabilization account.

In addition, an increased emphasis on destination enhancement and programming has been adopted and is on future agendas of the City and Tourism Richmond.

2014 Overview

Maritime Themed Festivals

Richmond's two annual maritime-themed summer festivals (Ships to Shore and Maritime Festival) provided many benefits to the community and generated a high level of excitement from participants and sponsors. There is a high degree of community engagement in both events with Ships to Shore engaging the City's maritime community and Maritime Festival engaging the arts/cultural community.

Both are annual events with the Maritime Festival in its 11th year and Ships to Shore in its 4th year. Both events are well established and have potential to grow.

Highlights from the 2014 maritime themed festivals include:

- An estimated 80,000 visits
- Over 280 volunteers contributed over 4,000 hours
- 25 vessels provided viewing and ship boarding
- Involvement of over 200 local Richmond artists, artisans and performers
- Collaboration with many local community organizations
- Over \$89,500 in cash sponsorship and \$12,500 in in-kind sponsorship (non-media)
- 350 summer day camp children and youth were hosted during the first day of the Maritime Festival
- Major media coverage, both local and national, with earned media coverage
- Enhancement of the Steveston "vibe" and amenities such as Imperial Landing, Britannia and contribution to existing events such as Salmon Festival.

Richmond Days of Summer

Richmond Days of Summer is the umbrella brand and marketing campaign to assist in promoting the broad array of seasonal community events, including the City's signature summer events (Doors Open, Ships to Shore and the Maritime Festival). Highlights from 2014 include:

- The partnership program was expanded to include a Presenting Sponsor.
- The program positions the City as a destination of choice for residents and visitors seeking fun, free or low cost, family oriented events with the goal of increasing awareness and attendance for all events in support of Council Term Goals.
- More than 50 community events registered and were listed on the richmonddaysofsummer.ca website, a 40 % increase from 2013.
- Richmond Days of Summer events were attended by more than 250,000 people.
- Estimated cumulative earned media value for combined campaigns exceeded \$400,000.
- Enhanced broadcast media partnership generated more than \$200,000 in-kind advertising and promotion for Days of Summer registered events.

- More than 500 newspaper, radio and television ads were part of the Richmond Days of Summer marketing campaign.
- Expanded social media campaign through City's core Facebook and Twitter channels and new @FunRichmond social media platforms.

In addition to Richmond Days of Summer, Tourism Richmond widely marketed festivals and events in their destination marketing campaigns.

Proposed Events and Programs for 2015

The Major Events Provision Fund (MEPF) is dedicated to funding major events and festivals produced by the City. It has been the traditional funding source for events since 2010 such as Maritime Festival, Ships to Shore, etc. The fund is traditionally topped up annually through contributions from surplus. In 2015, staff will seek approval of using the Major Events Provision Fund for City produced events as a part of the 2015 budget process.

However, to be successful, fundraising and sponsorship development need to continue. Engaging existing sponsors and seeking new sponsors will continue this fall and into 2015 to ensure that sponsorship targets meet expectations. Many sponsors develop and approve their community engagement budgets each fall. Staff will continue to seek support of the business community to ensure that deadlines for submission are met.

In 2015, the events seeking investment from the fund include:

Children's Arts Festival: Over the past two years, the Children's Arts Festival has become one of the region's best festivals for children. Due to the popularity and quality of the festival funding from the MEPF would go toward expanded programming and site enhancement. The festival plans on expanding outdoor programming on the plaza, refining overall site logistics and increasing marketing initiatives.

- Date: BC Family Day - Monday, February 9, School Days – Tuesday to Friday, February 10 – 13, 2015
- Venue: Richmond Cultural Centre
- Attendance Goal: 12,000
- Funding from MEPF: \$60,000
- Cash Sponsorship Target: \$20,000
- Grant Funding and Ticket Sales: \$40,000
- Projected Event Budget: \$120,000

Benefits include:

- A foundation in the arts has been found in studies to improve both literacy and critical thinking skills especially in young children. The Children's Arts Festival furthers this link in both practice and awareness through its interactive arts programs and courses;
- The entire festival is offered at low cost to the community, providing a unique opportunity for families to connect while creating art together, furthering Richmond's liveability;

- Programming on the school days of the festival provides local students with important exposure to a wide variety of artistic disciplines that are not offered in traditional school settings; classes also act as professional development for school teachers. Since the Festival's inception the schools days have been sold out in advance with waitlists. In 2014, almost 1200 students were on the festival waitlist;
- The festival has experienced unprecedented growth in scope and draw has increased significantly each year with 7500 people attending on Family Day in 2014, up from 6000 in 2013 and 1000 from 2012. Festival attendees have come from across the Lower Mainland promoting Richmond as a destination city;
- Recognizing the role the Arts play in building healthy communities, the festival provides employment opportunities for local professional artists; this in turn builds capacity within Richmond's Arts community; and
- For the past two years, the festival has made BC Tourism's Top 10 things To Do in BC on Family Day.

Richmond Maritime Festival: The 11th annual Richmond Maritime Festival was held at the Britannia Shipyards and drew over 40,000 visitors over the three days of programming. The festival celebrates Richmond's maritime and cultural heritage through a variety of land and seaside activities, animating the Britannia site and docks. A comprehensive exit survey was conducted which resulted in overwhelmingly positive responses with 80% of attendees saying that the overall event was excellent.

- Date: August 8-9, 2015
- Venue: Britannia Shipyards
- Attendance Goal: 40,000
- Funding from MEPP: \$180,000
- Cash Sponsorship Target: \$80,000
- Grant Funding: \$20,000
- Projected Event Budget: \$280,000

Benefits include:

- Continues a popular and growing event in the summer which engages all ages;
- Engages community groups and the Britannia Shipyards site;
- Showcases local artists, artisans, performers and heritage organizations and provides opportunities for them to display, promote and sell creative products;
- Engages over 180 volunteers;
- Provides an opportunity for the public to view and board heritage vessels of all kinds and interact with the owners and crews;
- Animates the waterfront with hands-on arts activities, demonstrations, performances, storytelling and ships of all types; and

- Supports the 2010 Waterfront Strategy; the 2007-2012 Major Event Strategy; the 2012-2017 Arts Strategy; and the Council term goals of promoting existing cultural activities and programming the waterfront thereby creating a dynamic destination waterfront.

Ships to Shore: Ships to Shore takes place at Imperial Landing and Britannia Shipyards in Steveston Village from June 29 to July 1. This event occurred in conjunction with the annual 69th Steveston Salmon Festival. This year, 14 ships attended the event at the invitation of the City: the Adventuress, HMCS Oriole, HMCS Orca Patroller, HMCS Moose Patroller, Zodiac, Gaia, Munin, P-619, two Steveston Lifeboats, Native, Providence and two Royal Canadian Marine Search & Rescue Society boats. The festival ended with a fireworks display on July 1st in the Steveston Harbour to celebrate Canada Day and the 125th anniversary of the construction of the Britannia Shipyard building.

- Date: June 29-30 and July 1, 2015
- Venue: Imperial Landing and Britannia Shipyards
- Attendance Goal: 40,000
- Funding from MEPF: \$150,000
- Cash Sponsorship Target: \$20,000
- Grant Funding: \$10,000
- Projected Event Budget: \$180,000

Benefits include:

- Adds value (including opportunities for joint procurement and sponsorship) and a waterfront element to the existing, community-led Steveston Salmon Festival which will be celebrating its 70th Anniversary in 2015;
- Engages Steveston community partners;
- Continues to establish Richmond as a programmed maritime port on the West Coast;
- Continues to build on the established volunteer base from the 2011 - 2013 Ships to Shore events, and engages and maintains trained volunteers for future ship related events;
- Increases awareness and program opportunities at Britannia Shipyards; and
- Supports the 2010 Waterfront Strategy and 2007-2012 Major Event Strategy goals of programming the new waterfront infrastructure and creating a dynamic and destination waterfront.

(New) Richmond Summer Block Party: A new, two day free community festival situated in the City Centre, is being explored. This is a new festival that would include a main concert stage, community stage, food trucks, artisans, farmers market, street performers, dance troupes and amusement rides. Emphasis would be placed on booking a prominent headline performer to close out the main stage on Saturday night. This event would cater to families and children

going back to school and include street closures in the City Centre. It is anticipated that this will become another signature event for Richmond.

- Date: September 5-6, 2015
- Venue: TBA (e.g., City centre location)
- Attendance Goal: 80,000
- Funding from MEPF: \$170,000
- Cash Sponsorship Target: \$100,000
- Projected Event Budget: \$270,000

Benefits include:

- The signature festival would be significant enough to be a key tourism product that would attract out-of-town visitors and encourage residents to stay-cation;
- Showcase the City's business hub;
- Provide excellent opportunities for corporate sponsorship;
- Potential for significant media coverage and positive profile for the City;
- The concert would appeal to the youth demographic; and
- Engage the business community by exploring partnerships with Tourism Richmond, City Centre businesses and the Richmond Chamber of Commerce.

Richmond Days of Summer: The Richmond Days of Summer umbrella marketing programme proposes to build on the success it garnered in 2014 in promoting the broad array of community events happening in Richmond as a summer long series. The program helps support the City's signature summer events as well as increases awareness and attendance of other existing community events.

In 2015, the City will further develop the corporate and media partnership component of the Richmond Days of Summer program in order to support program and event growth. The City will also continue to focus on community outreach to engage more community groups with qualified events in the program. Greater emphasis will be placed on engaging participating community events in building the Richmond Days of Summer brand by integrating the program into their own marketing.

- Date: May to September
- Funding from MEPF: \$40,000
- Projected Event Budget: \$40,000

Benefits include:

- In 2014, more than 50 events were accepted and received greater promotional coverage on the Richmond Days of Summer website.
- Direct marketing support was provided to more than a dozen events through the program's print, radio, and television advertising campaigns.

- The marketing component of the Richmond Days of Summer program grew significantly in 2014 creating increased awareness and exposure of events in Richmond.

City Branded Assets: The City would benefit from an increased level of on-site corporate recognition for events it supports through direct or in-kind funding agreements. This can be achieved through the purchase of custom assets (e.g., tents, inflatable archways, flags, etc) which would be branded with the City's logo at our events.

- Funding from MEPF: \$10,000

Benefits include:

- City would be visibly recognized as a supporter of community events
- Branded assets can help make a festival look more professional

The MEPF funding transfer from the Rate Stabilization Account and the budget for Major Events and Festivals will be presented as a part of the annual budget process.

Sponsorship staff will engage businesses and corporations to meet sponsorship targets as outlined in the report.

In 2015, staff will be preparing an update to the Major Events Plan that will outline an event and festival strategy and an implementation plan. It will also deal with necessary infrastructure to accommodate major festivals in our City. Events bring increased community engagement and support, contribute to community identity and pride, provide economic and tourism benefits and are a proven way to promote our history and heritage in an engaging and family oriented manner.

In addition, the City's events as outlined above will be produced with a strong commitment to sustainable practices. Staff will use the International Academy of Sports Science and Technology (AISTS) Sustainable Sport and Event Toolkit in the development and implementation of these events to optimize environmental, social and economic benefits to the community.

Financial Impact

There is no financial impact with this report.

Conclusion

The Maritime Festival and Ships to Shore are two signature events that add to the vibrancy of the Steveston waterfront, celebrate the rich maritime history of the area, and profile Richmond's arts, culture, and heritage. The Children's Arts Festival mainly focuses on children and provides a low cost event on the Family Day statutory holiday. All three events are very well received by attendees, serve a broad demographic, and receive excellent media coverage.


A new major festival in the heart of Richmond's business district would add to the diversity of events and showcase the area to thousands.

The Days of Summer program would provide overall marketing and media support to these four marquee festivals, as well as many other events in the City. The program increases awareness and attendance of many of the community events taking place in Richmond, further positioning the City as a destination for community events in the region.

Major events are an excellent way for the City to stimulate social, cultural and economic growth. Investment into an expanded calendar of events would improve opportunities for the City to provide free events to its residents, attract out-of-town visitors, engage the business community and support Richmond's reputation as being a great place to work, live, and play.

A strategy report for major events in Richmond will be brought forward to Council in 2015.



 Bryan Tasaka
Manager, Major Events and Film
(604) 276-4320



City of Richmond

Report to Committee

To: General Purposes Committee
From: Jim V. Young, P. Eng.
Senior Manager, Project Development

Date: January 28, 2015
File: 10-6125-07-01/2015-
Vol 01

Re: **Minoru Complex Energy Saving and Sustainable Initiatives Update**

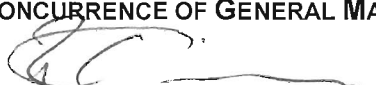
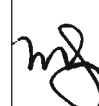

Staff Recommendation

That the staff report titled, Minoru Complex Energy Saving and Sustainable Initiatives Update, dated January 28, 2015, from the Senior Manager, Project Development, be received for information.

Jim V. Young

Jim V. Young, P. Eng.
Senior Manager, Project Development
(604-247-4610)

Att.

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

Staff Report

Origin

On November 12, 2013, Council made the following resolution:

The following Major Capital Facilities Program Phase 1 projects be endorsed and included in the City's 2014 budget process for Council consideration and described in the staff report titled, "Major Capital Facilities Program Phase 1," dated May 31, 2013 from the Director, Engineering:

- a. *A co-located Aquatics and Older Adults' Centre at Minoru 2 Field in Minoru Park (as shown in Attachments 2 & 3) and described in the staff report titled, "Minoru Older Adults and Aquatic Centre Site Selection," dated October 30, 2013 from the General Manager, Community Services and the General Manager, Engineering & Public Works.*

Council subsequently approved the following items related to the project:

- a. Capital budget (December 9, 2013);
- b. Award of Architectural and Engineering Services (March 10, 2014);
- c. Public Engagement Plan – including establishment of stakeholder and Building Advisory Committees (March 10, 2014);
- d. Guiding principles and program and space allocation (July 28, 2014); and
- e. Minoru Complex Floor Plan and Preliminary Form/Character (October 10, 2014).

Work has been ongoing in terms of all elements of the project since Council's approvals were received.

The purpose of this report is to update Council on the Minoru Complex energy conservation and greenhouse gas emissions reduction strategies, and on the current estimated Leadership in Energy and Environmental Design (LEED®) rating that this project is designed to achieve.

Background

Council's commitment to corporate energy conservation, efficient resource use and reduced GHG emissions, are key components that drive the City's sustainable business and operational practices. This continual commitment led to the recent update of the Sustainable "High Performance" Building Policy – City Owned Facilities (#2307) in February 2014, with strong energy conservation and sustainability performance targets for new and existing facilities. The update was brought forward so that it would coincide with initiation of the Major Capital Facilities Program, and includes the following key measures:

- Target of LEED® Gold certification for new construction, with the goal of 10 LEED® points achieved from the Optimize Energy Performance criteria (equals 24% better than current building code for energy performance), along with emphasis on implementing measures that reduce water use, maintenance and operational costs, greenhouse gas emissions, and optimize indoor environmental quality.

- Target no net increase in corporate building energy use and related greenhouse gas emissions, as compared to 2012 levels by:
 - Aiming to not increase energy demand or GHG emissions when constructing replacement infrastructure; and/or
 - Striving to offset increased energy demand and GHG emissions through reductions at other civic facilities.
- Ensure effective stakeholder engagement is carried out through an integrated design process that utilizes a collaborative design approach, involving consultants, staff and user group representatives, to set a well-defined vision and performance objectives for the project.

Analysis

Energy Efficiency and Sustainability Considerations

Given the high energy demand of aquatic facilities, the design focus has been to maximize energy efficient operation, heat recovery, and GHG emissions reduction. This is being accomplished by engaging in a high degree of collaboration with a multi-disciplinary team to inform the design development process.

Energy conservation and GHG emissions reduction strategies for this project have been implemented as part of a full building environmental strategy that also considers site development, water consumption, energy demand and efficiency, building operational costs, material selections, social sustainability, indoor environmental quality, and adaptation to climate change.

Several energy efficient systems have been incorporated into the design to pursue LEED® Gold certification for new construction, reduce operational cost and Optimize Energy Performance. Highlights being incorporated into the design are as follows.

- A low temperature water loop and integrated heat recovery system to maximize the waste heat that is recaptured and shared between spaces.
- An external building envelope that minimizes heat loss from internal spaces.
- Photovoltaic (PV) panels that convert solar energy to electrical energy, which will displace some of the purchased electrical energy of the facility.
- Low flow fixtures throughout the building, reducing the site's water demand.
- A shower water waste heat capture systems, to pre-heat some of the domestic hot water supply.
- High efficiency light emitting diode (LED) lighting.
- State of the art building automation and control systems, which will allow for optimized scheduling and detailed energy use monitoring.
- A rainwater capture system for non-potable water use on site, reducing landscape water demand and storm water run-off.

Although the new Minoru Complex facility (110,000 ft²) is approximately twice as large as the current Minoru Aquatic Centre and Older Adult's Centre combined (55,000 ft²), these energy efficiency measures are estimated to enable the new facility to replace the other facilities without increasing corporate energy use. The following achievements are also anticipated to be met.

- As compared to the existing Minoru Aquatic Centre and the Older Adult's Centre, the proposed design and mechanical system for the new Minoru Complex is anticipated to reduce associated GHG emissions by 70% – this is equivalent to a reduction of approximately 600 tonnes of CO₂e or a reduction of 180 Richmond cars from the City roads.
- The proposed energy efficiency and waste recovery measures at Minoru Complex will allow the City to meet one of the main goals of the Sustainable High Performance Building Policy – 6.0 “aiming to not increase energy demand or GHG emissions when constructing replacement infrastructure.”
- In comparison to the building code reference building, the new Minoru Complex will have approximately 50% less annual energy demand and 80% less GHG emissions than a typically constructed facility.

The design team also reviewed the possibility of incorporating renewable energy sources besides solar PV into the facility design including geo-exchange heating, solar thermal hot water heating, and heat recovery from the Minoru Ice Arena. It was found that presently none of these renewable energy alternatives were suitable and/or cost effective to be integrated into the Minoru Complex energy system. As design development progresses, staff will continue to review opportunities including grants or other external funding in a continued effort to incorporate renewable energy into the project design.

The Minoru Complex is currently in the design development phase – as design development progresses there are likely to be adjustments to the energy/sustainability initiatives as described herein.

Current Estimated LEED® Certification Level

Achieving LEED® Gold certification for the Minoru Complex has been a goal from the project outset, with emphasis on optimizing building energy use.

LEED® Gold is the second highest certification level and signifies a strong commitment to achieving a sustainable design and building. Through multiple sustainable measures such as indicated below, the Minoru Complex is anticipated to achieve LEED® Gold certification with a total score of 63 to 66 points (minimum for LEED® Gold is 60pts).

- Optimized energy use through a reduction in glazing ratio and improved external wall construction.
- Maximizing heat recovery and energy transfer within the building to reduce overall energy use.
- Using low flow water fixtures throughout the building.

Due to the significant emphasis placed on conserving energy use throughout the building and mechanical design phases of this project, the building is expected to achieve seven points in the Optimize Energy Performance criteria. This is approximately 18% better than the referenced building code making this iconic facility one of the most energy efficient buildings in the region.

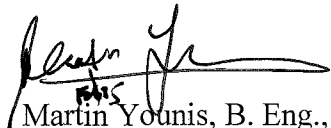
As design development for the Minoru Complex progresses, the design team will continue to seek energy conservation opportunities and incorporate additional enhancements where possible to achieve the High Performance Building Policy goal of ten energy points in the Optimize Energy Performance criteria.

Financial Impact

None.

Conclusion

The Minoru Complex has been designed to satisfy and fulfill the needs of a growing community for future generations, which includes the construction of a highly efficient and sustainable building. The new Minoru Complex reduces the City's corporate carbon footprint and minimizes conventional energy costs increases, while increasing recreational capacity. The construction of the Minoru Complex is expected to be a model for inclusive stakeholder engagement and integrated design approach that leads to an extremely high quality, efficient and iconic facility.



Martin Younis, B. Eng., MEM
Senior Project Manager, Project Development
(604-204-8501)



Levi Higgs, B.Sc. EMIT
Energy Manager, Sustainability
(604-244-1239)




City of Richmond


Report to Committee

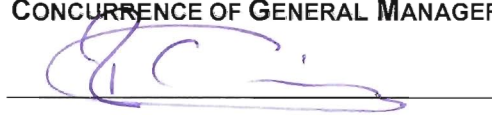

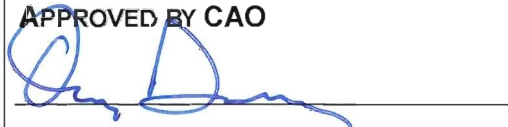
To: General Purposes Committee
From: John Irving, P.Eng. MPA
Director, Engineering
Amarjeet S. Rattan
Director, Intergovernmental Relations & Protocol Unit
Date: February 2, 2015
File: 10-6125-30-001/Vol 01
Re: Trans Mountain Pipeline Project National Energy Board - Update

Staff Recommendation

That the attached staff report titled "Trans Mountain Pipeline National Energy Board (NEB) Update" from the Director, Engineering and Director, Intergovernmental Relations & Protocol Unit, dated February 2, 2015, be received for information.


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


Amarjeet S. Rattan
Director, Intergovernmental Relations & Protocol Unit
(604-247-4686)

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

Staff Report

Origin

At the December 17th, 2014 Regular Council meeting the following resolutions for the Trans Mountain Pipeline Project, NEB were adopted:

That the staff report titled Trans Mountain Pipeline Project National Energy Board (NEB) – Update and Intervenor Opportunities, dated December 1, 2014, from the Director, Engineering and Director, Intergovernmental Relations & Protocol Unit, providing details on the Kinder Morgan-led pipeline expansion project and National Energy Board (NEB) review process, be received for information; and

That staff proceed with a submission for Information Requests to the NEB, detailed in Attachment 1 of the staff report titled Trans Mountain Pipeline Project National Energy Board (NEB) – Update and Intervenor Opportunities, dated December 1, 2014, from the Director, Engineering and Director, Intergovernmental Relations & Protocol Unit, for the January 9, 2015 NEB deadline for Intervenor's Status.

As per Council's direction, staff submitted Information Request #2 for the Trans Mountain Pipeline Project to the NEB (Attachment 1).

The intent of this report is to provide an update on the NEB process for the Trans Mountain Pipeline Project, including upcoming opportunities for Intervenor participation.

Background

NEB Review Process Update

The Trans Mountain Pipeline Expansion Project (TMEP) is continuing through the National Energy Board (NEB) review process. As an Intervenor in the process, the City of Richmond was able to submit questions to the Proponent regarding Council's concerns as part of the second Information Request #2 window that closed on January 16, 2015. The responses to these questions are expected on or before February 18, 2015.

On the same date, Intervenor's are able to submit further Information Requests to the Proponent related to a marine traffic safety report released by TERMPOL, a Transport-Canada mandated interdepartmental committee charged with reviewing issues and risks related to the location and operation of marine terminals for large oil tankers. Transport Canada released this detailed report on December 11, 2014, and Staff is currently reviewing to determine if findings of the report are relevant to Richmond's concerns related to the TMEP. Staff is preparing to submit TERMPOL Information Requests by the deadline on February 18, 2015.

Aside from reviewing the responses to Information Request #2 and questioning the TERMPOL report, the City's next major milestone opportunity in the NEB process is entering written evidence to the Panel prior to May 27, 2015. Based on the terms of the review, evidence may comprise any "collection of facts or information that support your views or beliefs about the

project”, and may include original research, but must relate directly to one or more items on the “List of Issues” outlined in the original Hearing Order for the project (Attachment 2).

The proponent, the NEB, or other Intervenor would then have an opportunity to cross-examine evidence the City provides, as the City would have the opportunity to cross-examine the evidence provided by others – a process that is anticipated to continue until early August, 2015. Oral hearings are then anticipated to proceed in August 2015.

Analysis

As the NEB process continues, the following considerations should be taken into account to determine whether or not the City participates in upcoming written evidence and oral hearing opportunities:

- The NEB process ends when the Board releases its report to the Governor in Council and provides it to the Minister of Natural Resources, an event that is scheduled for January 31, 2016. It is important to note that under the NEB Act, the final approval/denial decision (and any associated conditions) is made by Cabinet, and not by the NEB. The timing for this final decision is after the Elections-Act mandated date for the next Federal Election (October 19, 2015), making it unclear who will be in Cabinet at the time of the final decision and what factors will influence the final decision.
- If the Trans Mountain Expansion project is unsuccessful with the current footprint, a project with an alternate footprint with higher potential for impact on the City of Richmond could be considered in the future.
- Council has previously expressed concerns about this project, including potential impacts on the City and the Fraser River and marine foreshores of Richmond, and the ability for emergency services to respond to a significant spill or other incident along the line. Many of these concerns are also being expressed by other Intervenor and stakeholders in the process.

External Legal Council Costs

Staff have compiled order of magnitude cost estimates in the table below to illustrate general costs associated with participation in the upcoming NEB *written evidence* and *oral hearing* phases of the TMEP. This estimate does not include costs associated with the opportunity for the City, through legal counsel, to cross-examine the evidence provided by others.

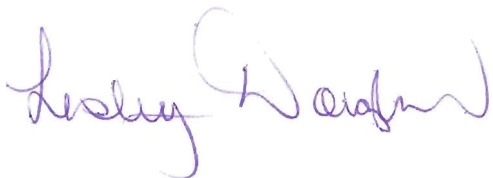
Step	Timing	Estimated Cost (external counsel)	Staff time
Prepare written evidence submission	May 27, 2015	\$75,000 - \$125,000	1 FTE for 2 weeks
Address Proponent and other Intervenor IRs regarding evidence	June 22, 2015		1 FTE for 1-5 days
Address NEB IRs regarding written evidence	July 29, 2015		
Oral Hearing Process tracking & reporting	6 – 8 weeks, beginning in August, 2015	\$75,000 - \$100,000	1/2 FTE for 6-8 weeks
Oral hearing active participation	2-3 days during August/September	\$10,000 - \$20,000	
	Total Estimated Costs -	\$160,000 - \$245,000	

Financial Impact

None at this time. If Council chooses to proceed with participation in the upcoming NEB written evidence and oral hearing phases of the TMEP, the associated external costs will be in the range of \$160,000 - \$245,000. This order of magnitude cost estimate is for external legal counsel fees and does not include estimates for disbursements. As technical details of the hearing are not yet known, the estimate does not include the potential costs for the retaining of technical subject matter experts if required through legal counsel.

Conclusion

Although the project footprint is outside of Richmond, Council has identified concerns in regards to the project and potential risks to Richmond's foreshore areas and has opted to be an Intervenor in the NEB review process. City staff will continue to participate in the Information Request opportunities remaining in the process, with a focus on ensuring the management of spill response along the Fraser River foreshore and proceed accordingly, as directed by Council.



Lesley Douglas
Manager, Environmental Sustainability
(604-247-4672)

AR:ld

- Att. 1: Information Request #2 to Trans Mountain (3p)
2: "List of Issues" from NEB Hearing Order (1p)

ATTACHMENT 1

**Hearing Order OH-001-2014
Trans Mountain Pipeline ULC (Trans Mountain)
Application for the Trans Mountain Expansion Project (Project)**

**Information Request #2 to Trans Mountain
(3 pages)**

Concern: Project Footprint.

Since the process of National Energy Board (NEB) review began, Trans Mountain (TM) have made several changes to the project footprint, including a fundamental shift in routing to include a bored tunnel through the Burnaby Mountain Conservation Area and a new routing through Surrey Bend Regional Park.

The City of Richmond (COR) understands that minor routing and footprint adjustments would be anticipated through the planning process, as alternate routes that reduce the environmental and socio-economic risk of the project may be identified and become preferred options for the majority of stakeholders. However, the COR is very concerned that route changes that are introduced at intermediate or late stages of the process do not provide adequate opportunities for communities or individuals that may be impacted to properly partake in the review process.

Information Requests:

- 1) What were the criteria used to establish the routing and site of the project?
- 2) What other options were reviewed in regards to routing and siting of facilities, and what were the factors that caused the other options to not be selected for public review?
- 3) Are more revisions of the siting and routing of the project anticipated?
- 4) On what date will the final routing of the project be finalized?
- 5) What principles are applied to determine if project changes, including footprint changes, require initiating a new review process under the NEB Act? Specifically, which of these listed changes would require a new NEB review process to be initiated:
 - a) A shift in export terminal location;
 - b) A change in the size or layout of the storage facility in Burnaby Mountain, or movement of this terminal;
 - c) The introduction of a new storage facility along the route between the existing facilities in Edmonton and Burnaby;
 - d) A change in the proposed Fraser River crossing location or technology;
 - e) A change in routing that results in expansion of the project footprint to a different municipality, Regional District, or other administrative area;

- f) An expansion of accessory pipelines, such as the Kinder Morgan owned spurs to Cherry Point in Washington State and Vancouver International Airport;
- g) A change in the throughput capacity or number of pipelines within the project right-of-way;
- h) A change in the proposed mixed of products to be transmitted (refined product vs. dilbit), or the introduction of condensate import and upstream shipment.

Concern: Protection of the Fraser River (fate and effects).

The Fraser River presents various challenges to the management of spilled heavy oil products. A significant spill from the pipeline in the vicinity of the Fraser River Crossing (Port Mann), or within any of a dozen watercourses being crossed between Langley and Burnaby would result in an introduction of a large volume of hydrocarbons either directly into the Fraser River, or into a combination of storm drainage and natural watercourses that would connect rapidly to the Fraser River. Based on the application, much of this product would be “entrained” along the foreshore of Lulu Island, which contains regionally-important ecosystem services and RAMSAR-designated wetlands of international importance. The lower Fraser River also includes significant job-supporting land-use vital to the City of Richmond’s economic base.

Information Requests:

- 6) Provide a detailed assessment of the areas of Lulu Island foreshore that would be impacted in a Worst Case Scenario breach of the pipeline, whether this breach resulted in a spill directly to the Fraser River, or to a direct tributary of the Fraser River in a location that would potentially result in preleased product reaching Lulu Island;
- 7) Provide a detailed inventory of ecological condition of the Lulu Island foreshore areas likely to be impacted by a spill into the lower Fraser River;
- 8) Please provide a detailed explanation of the varying products that will be carried in the pipelines after expansion, and what differing approaches would be required based on a spill of bitumen vs. the range of potential refined products;
- 9) Provide a detailed fate assessment (portions that will be floating, adsorbed, dissolved, entrained, evaporated, stranded, ingested, etc.) for each of the proposed products, that addresses directly in the influence of these factors relevant directly to the lower Fraser River:
 - a) The highly variable seasonal temperature of the river and the air;
 - b) The high silt and sediment load in the river;
 - c) The tide ranges, and extensive intertidal wetlands;
 - d) The highly variable current, including tidal flux and freshet flows;
 - e) The presence of the “salt wedge” and mixing zone between fresh and marine water;
 - f) The influence of marine traffic and log booms on spill distribution.

- 10) Based on the experience of the Marshall Spill of 2010 in Kalamazoo River, what portion of spilled product is expected to sink, and what would be the approach to addressing sunk product, including during important fisheries times?
- 11) Provide details of the compensation strategy for lost wetlands adjacent to Lulu Island, and for businesses disrupted by a spill or resultant clean-up efforts.

Concern: Protection of the Fraser River (response gaps).

The Federal Government (as represented by the NEB) and the Provincial Government (as outlined in the Ministry of Environment's "Five Conditions" consultations documents) share jurisdictional authority over the foreshore of the Fraser River.

The Federal Government addresses responsibility for spills and response by the agency responsible for the product prior to spillage - be it a railway or trucking company (Transport Canada), a terminal facility (Port Metro Vancouver), a ship (Coast Guard), or a pipeline (National Energy Board). The Province is developing a system where spills are addressed by a Maritime Spill Response Agency if they are into marine and estuarine waters, and a Land-based Spill Response Agency if the spill occurs on land.

Increasingly, local government agencies are being pressed to deal with spill events, even in areas of senior government jurisdiction such as the Fraser River foreshore, as senior governments reduce staffing levels of the agencies responsible for protecting navigable waters, natural areas, and fishery habitats.

Information Requests:

- 12) Detail any gap analysis performed to identify the jurisdictional limits and potential overlap/conflict of clean-up responsibility and cleanup agency lead;
- 13) Detail anticipated efforts to contain and clean-up such a spill, including upstream and downstream transportation of entrained or adsorbed product, the jurisdictional authorities that may be engaged in all aspects of these efforts, and provide a geographic description of potential gaps and overlap;
- 14) Detail any anticipated requirement for response from local governments in the event of a spill impacting the lower Fraser River. How will this response be directed, and under what authority?
- 15) Detail any limitations to access to the foreshore or river in the event of a spill and necessary clean-up effort.

14 January 2015

Appendix 2 - List of Issues

1. The need for the proposed project.
2. The economic feasibility of the proposed project.
3. The potential commercial impacts of the proposed project.
4. The potential environmental and socio-economic effects of the proposed project, including any cumulative environmental effects that are likely to result from the project, including those required to be considered by the NEB's *Filing Manual*.
5. The potential environmental and socio-economic effects of marine shipping activities that would result from the proposed project, including the potential effects of accidents or malfunctions that may occur.
6. The appropriateness of the general route and land requirements for the proposed project.
7. The suitability of the design of the proposed project.
8. The terms and conditions to be included in any approval the Board may issue.
9. Potential impacts of the project on Aboriginal interests.
10. Potential impacts of the project on landowners and land use.
11. Contingency planning for spills, accidents or malfunctions, during construction and operation of the project.
12. Safety and security during construction of the proposed project and operation of the project, including emergency response planning and third-party damage prevention.

The Board does not intend to consider the environmental and socio-economic effects associated with upstream activities, the development of oil sands, or the downstream use of the oil transported by the pipeline.



City of Richmond

Report to Committee

To: General Purposes Committee
From: W. Glenn McLaughlin
Chief Licence Inspector & Risk Manager
Re: **Business Licence Bylaw No. 7360**
Amendment Bylaw 9212

Date: January 29, 2015
File: 12-8275-02/2015-Vol
01

Staff Recommendation

That Business Licence Bylaw No. 7360, Amendment Bylaw No. 9212, that increases the maximum number of Class A Taxicabs to 107 and Class N Taxicabs to 41, be introduced and given first, second and third readings.

W. Glenn McLaughlin
Chief Licence Inspector & Risk Manager
(604-276-4136)

Att.

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

Staff Report

Origin

The City of Richmond establishes the maximum number of taxicab vehicles licensed in the City through Business Licence Bylaw No. 7360 and locally regulates them under the Vehicle for Hire Regulation Bylaw No. 6900.

This report deals with an application submitted to the Passenger Transportation Board (PTB) by Richmond Taxi to approve 15 new additional vehicles to their fleet operations comprised of 10 conventional taxis and 5 wheelchair accessible vans. In January of 2015 the PTB made the following decision on the application;

“15 additional vehicles (10 conventional taxis and 5 accessible taxis) are approved”

In light of the decision made by the PTB and at the request of the Richmond Taxi Company, staff are bringing forward a proposed Amendment Bylaw No. 9212 (Bylaw 9212) to increase the number of taxicabs permitted under Business Licence Bylaw No. 7360, which will allow the additional vehicles to be licenced by the City of Richmond.

Findings of Fact

Taxicabs are also licenced by the PTB and provincially regulated under the Passenger Transportation Act. The City looks to the review and diligence carried out by the PTB in the determination of the demand for additional PTB taxicab licences.

In October of 2014 Richmond Taxi submitted an application to the PTB for an additional 15 taxicab vehicles - 10 conventional taxis and 5 wheelchair accessible vans. In their review of the application the PTB takes into consideration, among other criteria, the background of the applicant, the reasoning and statistics provided regarding the increase, and submissions from other parties who wish to speak to the application.

In their decision, the PTB notes that based on all of the information submitted and reviewed that if approved, the increase “would promote sound economic conditions in the passenger transportation business in British Columbia.” The full decision is attached to this report (Attachment 1).

Pursuant to Council Policy 9311, prior to the adoption of Bylaw 9212, the proposed amendment will be published in a local newspaper for two consecutive publications to give persons and businesses who may consider themselves affected by the amendment an opportunity to submit any comments to the City.

Financial Impact

None

Conclusion

Staff are recommending an amendment to Business Licence Bylaw No. 7360 to increase the number of Class A taxicabs by 10 vehicles and Class N taxicabs by 5 vehicles, consistent with the PTB decision.


Joanne Hikida
Supervisor Business Licence
(604-276-4155)

JMH:jmh

Att. 1: PTB Licence Application Decision



Business Licence Bylaw No. 7360, Amendment Bylaw 9212

The Council of the City of Richmond enacts as follows:

1. Business Licence bylaw No. 7360, as amended, is further amended by deleting subsections 2.1.27.3(a) and (b) and substituting the following:

 (a) for use as Class A taxicabs is 107; and
 (b) for use as Class N taxicabs is 41.
2. This Bylaw is cited as “**Business Licence Bylaw No. 7360, Amendment Bylaw No. 9212**”.

FIRST READING



SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

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

Licence Application Decision

Taxi – Additional Vehicles

Application #	AV260-14	Applicant	Richmond Cabs Ltd.
Trade Name (s)	Richmond Taxi		
Principals	BASRA, Opinder Pal Singh MANN, Charanjit Singh SANDHU, Yadwinder Singh SINGH, Gurdeep MANGAT, Manjinder S. SANDHU, Harpal Singh SOHI, Indermohan Singh		
Address	2440 Shell Road, Richmond BC V6X 2P1		
Applicant's Representative	William McLachlan, McLachlan, Brown Anderson		
Current Licence	70391 (copy attached)		
Application Summary	Additional Vehicles - Taxi Add 15 vehicles (10 conventional and 5 accessible). This will increase the maximum fleet size to 77 vehicles (66 conventional and 11 accessible).		
Date Published in Weekly Bulletin	October 22, 2014		
Submitters (and representatives)	<ul style="list-style-type: none"> Kimber Cabs Ltd. Garden City Cabs of Richmond Ltd. (GCCR) (Marshall Pawar, Counsel) Grewal Bimalpreet Singh (late submission – not considered) 		
Board Decision	15 additional vehicles (10 conventional taxis and 5 accessible taxis) are approved		
Decision Date	January 19, 2015		
Panel Chair	Spencer Mikituk		

I. Introduction

This is an application from Richmond Cabs Ltd. (RCL) dba Richmond Taxi. The applicant is applying for 15 additional vehicles, 10 conventional taxis and 5 wheelchair accessible vans (WATs). RCL currently holds a passenger transportation licence, #70391, with a Special Authorization: Passenger Directed Vehicles. RCL is permitted to operate a fleet of 62 vehicles, of which 56 are conventional taxis and 6 are WATs. RCL is also authorized to operate an additional 2 conventional taxis, provided the Vancouver International Airport Authority (VIAA) has approved airport licences for 71 or more vehicles in RCL's fleet or its

corporately related company, Coral Cabs Ltd. (Coral). Coral, under passenger transportation licence #70363, is authorized to operate a maximum fleet size of 19 vehicles, all of which are conventional taxis. RCL and Coral are located in Richmond, British Columbia.

II. Background

The applicant states that although this application is in the name of RCL, the RCL licence is operated in conjunction with Coral, as if it was one operating entity. With the 64 taxis in RCL's fleet and the additional 19 taxis in Coral's fleet there is an overall fleet of 83 taxis. This fleet runs as if it was one unit. As a result, the statistics, the projections, and the business model enclosed with this application are based on operating a fleet of 83 taxis, not just the 64 taxis of RCL. RCL and Coral have common corporate control and operate through a common dispatch; common business offices and administration supplied by the management company Richmond Taxi Co. Holdings Ltd.

The past applications and decisions included the following:

- AV1622-05, addition of 15 taxis, approved in part (2 conventional and 2 WATs), published July 26, 2006
- AV2633-07, additional 15 taxis refused, published July 9, 2008.
- AV83-09, additional 20 taxis, approved in part (2 conventional and 2 WATs), published September 9, 2009;
- 384-09, addition of Express Authorization for flip seats in 6 WATs, approved, published April 7, 2010;
- AV271-12, addition of 10 taxis, refused, published December 14, 2012.

Information received with this application:

- | | |
|--|--|
| • Letter from applicant's counsel | • PDV vehicle proposal |
| • Municipal notice | • Accessible service plan |
| • Business plan | • Financial information |
| • Public need indicators | • Disclosure of passenger transportation ownership |
| • Disclosure of unlawful activity and bankruptcy | |

-
- Grewal Bimalpreet Singh (late submission). I have reviewed this submission and have determined that it would not be of assistance in the decision making process. Therefore, I am not considering it in my review of this application.

The submission from Kimber Cabs Ltd. (Kimber) noted these areas of concern:

- Richmond is one of the fastest growing cities in the province. The PT Board should also consider that Kimber has a pending application.
- Adding more taxis to RCL as well as Kimber will improve taxi waiting times and promote business locally as well as British Columbia.
- Trip volumes have shrunk at the Vancouver International Airport (YVR) and drivers are becoming more dependent on local (Richmond) taxi business.

The submission from Garden City Cabs of Richmond Ltd. (GCCR) noted these areas of concern:

- There is no need for licensing more wheelchair accessible taxis in Richmond. GCCR notes that in 2013, counsel for RCL stated in a submission to a GCCR application that: from October 2012 to June 2013, wheelchair dispatch trips vary from 0.72% to 0.91% of the total number of RCL trips. *"RCL is the significant taxi provider in Richmond and there is simply no accessible business in Richmond that is not being properly serviced."*
- Before the PT Board approves the addition of any more conventional vehicles to the RCL/Coral fleet of vehicles, RCL/Coral needs to conclusively establish that the 2 companies are unable to make more effective use of their existing fleets by adjusting the scheduling of their vehicles at YVR.

The applicant responded to the submissions as follows:

- The Kimber Cabs submission urges the Board to grant all the requested licences to RCL, because Kimber Cabs acknowledges a strong demand for additional taxis in the City of Richmond. Although RCL submits that its application is well supported for the addition of 15 taxis, RCL does not acknowledge the Kimber Cabs' contention that trip volumes have shrunk at

YVR, nor does RCL acknowledge that it supports the pending application by Kimber Cabs.

- In response to GCCR submissions, the YVR monthly report on the Taxi Service Group will confirm that RCL is already reducing its intended operations at YVR to cover shortages in the City of Richmond. Part of the rationale for requesting additional taxis is to allow RCL to resume reasonable operations at YVR with its fleet.

The Board gives more weight to submissions that back up general claims with facts or details. I have considered the submissions and the responses in my review of this application.

V. Reasons

- (a) *Is there a public need for the service that the applicant proposes to provide under special authorization?*

Taxi companies who want more vehicles are expected to show that there is a public need for more taxis. Companies are expected to show why their current fleet is not large enough to handle more trips and why they need a specific number and type of vehicles for which they have applied. The Board wants to be satisfied that there is a reasonable connection between the number and type of vehicles requested and public need. Applicants should explain why other taxis in the area are not meeting the public need.

The applicant has provided the following evidence to support public need for additional vehicles:

- *Census Profile (2006) and Population Increase Statistics (1996-2014) for the City of Richmond.* The applicant states that in comparing the City of Richmond population growth over the past 10 years with the additional licences granted to RCL, the population growth has totaled 14% while the additional licences for RCL total in the 3% range.
- *RCL's HandyDart Customer Quick Report, dated June 30, 2009 through June 30, 2014, and an agreement dated August 8, 2014 between RCL and HandyDart.* The applicant states that there has been a significant increase in the volume of HandyDart business commencing in the summer of 2013. The statistics confirm that the business since summer 2013 has more than doubled the range of business from

2009 to summer 2013. The agreement with Handy Dart is anticipated to again significantly increase the taxi business that RCL will be receiving from HandyDart, given that HandyDart has adopted a business model of shifting some HandyDart van business to private taxis. In the case of the City of Richmond, that business is through RCL. RCL is the only taxi operator in the City of Richmond with a written contract with HandyDart for provision of taxi services.

- *Canada Post Quick Report, for provision of services to Canada Post June 2009 through June 2014.* This data shows a significant upturn in the Canada Post contract business occurring in 2011 towards the end of that year. Monday through Friday, Canada Post requires 148 trips each day to transport letter carriers to and from their routes.
- *Customer Quick Report with RCL and Translink.* A review of RCL's TransLink business from 2009 to present shows an increase of approximately 50%.
- *Customer Quick Report between RCL and the Workers Compensation Board.* This report shows a steady number of taxi trips between 2013 and 2014.
- *List of the new regular accounts that have been added to the RCL charge account customer list over the past 18 months as at August 6, 2014.* The applicant states that these new regular accounts are adding significant additional business that requires additional taxis.
- *Information on the RCL fleet at YVR which included a summary of trips monitored by transponder.* All statistics are provided by YVR. These statistics show a very significant increase in YVR business occurring in May 2014. An increase of approximately 15% has occurred from the earlier months of 2014 and the statistics from 2011-2013. The applicant states that the YVR business is increasing and there is no indication that it is temporary.
- *Summary of taxi charges on RCL account, Visa, MasterCard, Amex, and Debit (years 2009-2014).* The applicant claims that this summary of charge card activity is representative of the overall increase in business for RCL. The volume of charge card business has increased 2.5 times in the time period 2009-mid 2014.
- *Email correspondence between the YVR Ground Transportation Manager, Commercial Services and the General Manager of RCL.* The topic of the emails is the taxi shortages at the YVR South Terminal. The South Terminal is only served by RCL and Kimber Cabs. RCL has stated that they are not able to maintain its presence at the South terminal given the increase in business at YVR Main Terminal and the City of Richmond.

-
- *User Support statements.* Thirty seven user support statements were received, of which 25 were from frequent users of the service and refer to wait times/availability as an issue. Four of these user support statements referred to WATs. The remainder of user support statements (14) were either general in nature or state that they were satisfied with the service.
 - *A spreadsheet summary of data extracted from RCL's Pathfinder computer dispatch system into an Oracle database from February 2013 to July 2014.* This information relates to 77 conventional taxis and 6 WATs operated in the RCL/Coral fleet. The spreadsheet included the following information:
 - An analysis of monthly conventional taxi trips broken down by trip types, i.e., dispatched, flagged and YVR Airport.
 - An analysis of the monthly WATs trips broken down by trip types, i.e., conventional dispatched trips for the wheelchair accessible vehicles, flags for conventional transportation, and actual wheelchair trips.
 - The daily average number of vehicles on shift each month: The average number of trips that each vehicle has completed on a daily basis and the average number of trips per hour.
 - Waiting times: The dispatched trips are grouped into 3 categories, peak, medium, and low, based on the amount of time waited. Wait times are derived from computer records for dispatched time and meter on. Peak period is from 07:01 to 10:00 and 15:01 to 18:00. Medium period is from 10:01 to 15:00 and 18:01 to 01:00. Low period is from 01:01 to 07:00.
 - The number of dispatched trips that were cancelled by the customer or no show upon arrival at the pickup address.
 - The business performance target for RCL is to provide customer service on all trips within 10 minutes.
 - The applicant's wait time data shows that approximately 80% of conventional taxi trips are being provided within the intended 10 minute window. Most of the remaining 20% of trips are being provided within a range of 10 to 30 minutes.
 - For wheelchair accessible taxis (WATs), approximately 70% of the trips are being provided within the intended 10 minute window. Most of the remaining 30% of WATs trips are being provided within the 10 to 30 minute timeframe.
 - Monthly trip volume data was provided for the 19-month period of February 2013 to July 2014. The Board did a year-over-year comparison of same-month data. For the overlapping 6 months of 2013 and 2014, trip volumes with conventional taxis increased 14%.

-
- For wheelchair accessible taxis, monthly trip volume for the overlapping 6 months (February to July) increased 9% from 2013 to 2014.
 - The applicant provided vehicle usage statistics that include average trips per vehicle by shift and by hour, and hours per shift. On average, *vehicles on shift* is at or near 100%, and other vehicle usage statistics appear consistent with a taxi operation that is well used.
 - RCL states that the addition of 10 conventional taxis and 5 WATs calculated into the number of individual trips that can be accomplished by one taxi is the number of vehicles required by RCL to bring both conventional and WATs accessible taxis under the 10 minute range.

RCL has submitted a considerable amount of public need indicators. In particular, the applicant has, in this case, provided substantive evidence that trip volumes have increased for the taxi fleet as a whole. RCL has shown that on average, the amount of vehicles on shift is at or near 100% for both conventional and WATs vehicles. It also shown that wait times appear high for the Richmond area, particularly for people who rely on wheelchair accessible taxi services. I have assigned strong weighting to the following evidence which substantiates my findings:

- the spreadsheet summary of data extracted from RCL's Pathfinder computer dispatch system from February 2013 to July 2014;
- RCL's HandyDart Customer Quick Report, dated June 30, 2009 through June 30, 2014, and an agreement dated August 8, 2014 between RCL and HandyDart;
- Canada Post Quick Report, for provision of services to Canada Post June 2009 through June 2014;
- customer Quick Report with RCL and Translink;
- customer Quick Report between RCL and the Workers Compensation Board;
- a list of the new regular accounts that have been added to the RCL charge account customer list over the past 18 months as at August 6, 2014.;
- information on the RCL fleet at YVR which included a summary of trips monitored by transponder and email correspondence between the YVR Ground Transportation Manager, Commercial Services and the General Manager of RCL;
- User Support statements.

The other public need support material and information supplied by RCL, while not as persuasive, provides corroboration that the applicant is not able to manage the trip volume increases with its existing fleet and that there is a public need for additional capacity.

The applicant has provided significant factual information and verifiable evidence to indicate that market demand is not currently being met and that a public need exists for the proposed number and type of vehicles.

The applicant has satisfied me that there is a public need for its proposed fifteen additional vehicles.

(b) Is the applicant a fit and proper person to provide that service and is the applicant capable of providing that service?

The Board looks at fitness in two parts:

- (i) is the applicant a “fit and proper person” to provide the proposed service; and
- (ii) is the applicant capable of providing that service?

Richmond Taxi Co. Holding Ltd., was founded over 80 years ago. It is referred to throughout the application as the Richmond Taxi Group and is the parent company for Richmond Cabs Ltd. and Coral Cabs Ltd. They share a common group of shareholders, operate under one dispatch system and both use the trade name Richmond Taxi. The applicant is one of the subsidiaries, Richmond Cabs Ltd., incorporated on April 22, 1965. The company is owned primarily by its owner-operators.

The disclosure forms of Unlawful Activity and Bankruptcy and Passenger Transportation Ownership were completed to the satisfaction of the Board. There has not been any information brought to my attention to prove that the applicants are not fit and proper.

RCL and Coral National Safety Code certificates are in good standing.

RCL has submitted their Accessible Service Plan and the supporting training program, which were reviewed and found to be acceptable to the Board.

I note that the file from the Passenger Transportation Branch contained information regarding various complaints regarding operating outside the service area. During 2012/2013 five administrative penalties were imposed. In 2013/2014, two administrative penalties were imposed. RCL reports that it has a process in place for progressive discipline, enforcement activity and consequences for the drivers who do not comply. The

Board carefully considered the issue of applicant fitness. The Board expects licensees to comply with their obligations as set out in the Passenger Transportation Act, regulations and their terms and conditions of licence. Given these circumstances, and the reduction in administrative penalties, I find that the administrative penalty record would not, in and of itself, be a barrier to the application approval.

Financial information included the following consolidated financial statements: balance sheet, statement of deficit, statement of income, and statement of cash flows for the years 2011, 2012, and 2013. They indicate that RCL has been viable and stable over this period of time. RCL has also supplied 3 year financial projections showing the additional 15 vehicles and detail the income and the assumptions that pertain to this fleet addition. RCL has stated that management estimates revenues to increase by 3% a year (from normal operations), which provides the RCL a strong financial base to absorb the initial startup cost for the 15 additional vehicles if approved. RCL has stated that it believes that the company has adequate cash and other sources (shareholders loans) on hand to effectively manage the additional vehicles without having to make significant changes in their current structure of assets and liabilities.

The applicant has previously been deemed fit, proper and capable in order to obtain and maintain its licence. If this application were approved, the applicant states that there will be no change as to who is in care and control of the operation or vehicles. RCL has its infrastructure in place and is an established taxi operator with a history of running a viable taxi service. RCL appears to have the resources and skills to manage the proposed expansion of its fleet.

I find the applicant to be a fit and proper person with the skills and resources to be capable of managing and providing the service.

(c) *Would the application, if granted, promote sound economic conditions in the passenger transportation business in British Columbia?*

The Board looks at the "economic conditions" issue from a wide-ranging view. The economic conditions of the "transportation business in British Columbia" are considered ahead of the economic and financial interests of an individual applicant or operator. The Board supports healthy competition. The Board discourages competition that could unduly harm existing service providers.

III. Relevant Legislation

Division 3 of the *Passenger Transportation Act* (the “Act”) applies to this application. The Act requires the Registrar of Passenger Transportation to forward applications for Special Authorization licences to the Passenger Transportation Board (Board). Section 28(1) of the Act says that the Board may approve the application, if the Board considers that:

- (a) there is a public need for the service the applicant proposed to provide under any special authorization.
- (b) the applicant is a fit and proper person to provide that service and is capable of providing that service, and
- (c) the application, if granted, would promote sound economic conditions in the passenger transportation business in British Columbia.

I will consider each of these points in making my decision.

IV. Rationale and Submissions

(a) Applicant's Rationale

RCL states that due to the increase in dispatch calls, the reduced quality of service and loss of business over the period of February 2013 to July 2014 has made it imperative to add additional 15 taxis to better serve their community. Additional vehicles, including wheelchair accessible vehicles, are required to reduce wait times for individual and corporate customers. The additional vehicles will also reduce the number of cancelled calls. With more vehicles in the RCL fleet, RCL can also better serve the remote areas of Richmond.

(b) Submissions & Applicant's Response

Submissions were received from:

- Kimber Cabs Ltd.
- Garden City Cabs of Richmond Ltd. (GCCR) (Marshall Pawar, Counsel)

Reviewing this particular application, the applicant has demonstrated to my satisfaction that RCL is not meeting customer expectations regarding waiting times and reliable taxi service. It would also appear that the growing Richmond/YVR marketplace can absorb these additional vehicles.

At the time of writing this decision, the Board has not published any recent applications from Kimber Cabs to add vehicles to its fleet. Therefore, Kimber's reference to a "pending application" is not relevant to my decision. With regard to the submission from GCCR, I find that the applicant addressed the issue of airport service and RCL's exclusive HandyDart contract dated August 8, 2014 has resulted in a significant increase in WATs business commencing in the summer of 2013.

As a result, I find that the application, if granted, would promote sound economic conditions in the passenger transportation business in British Columbia.

VI. Conclusion

For the reasons above, this application is approved.

I establish the activation requirements and the terms and conditions of licence that are attached to this decision as Appendix I. These form an integral part of the decision.

Licence Required to Operate Vehicles	The Registrar of Passenger Transportation must issue the applicant a licence before the applicant can operate any vehicles approved in this decision.
Approval of application may expire	<ol style="list-style-type: none"> 1. The applicant must activate at least 50% of the vehicles within 6 months of the date of this decision. 2. If the applicant does not meet the requirements set out in 1 above, this Special Authorization expires. 3. The Passenger Transportation Board may vary the requirements set out in 1 above, if circumstances warrant it. 4. If an applicant needs more time to activate its vehicles, then the applicant must make a request to the Board before the end of the 6 month activation period. <p>(Note: "activate" means that the applicant has submitted the documents required to obtain a Special Authorization Vehicle Identifier to the Registrar of Passenger Transportation.)</p>
Notice to Registrar	<p>The Registrar must not, without direction from the Board, issue the applicant a licence or any Special Authorization Vehicle Identifiers if the applicant has not activated at least 50% of the vehicles within 6 months of the date of this decision.</p> <p>(Note: activated means that the applicant has submitted to the Registrar of Passenger Transportation the documents required to obtain a Special Authorization Vehicle Identifier.)</p>

Special Authorization: Passenger Directed Vehicle (PDV)	
Terms & Conditions:	
Maximum Fleet Size:	<p>At any time - a fleet size of 77 vehicles may be operated; of which 66 may be conventional vehicles.</p> <p>YVR Contract - The licensee may operate an additional 2 conventional taxis if the Vancouver International Airport Authority (VIAA) has approved airport licenses for 71 or more vehicles in fleet of the licensee and its corporately related company, Coral Cabs Ltd.</p> <ol style="list-style-type: none"> a. When making application for renewal of its licence, Richmond Cabs Ltd. must submit a letter to the Registrar of Passenger Transportation from Ground Transportation, Vancouver International Airport Authority, stating that its contract with Richmond Cabs Ltd. remains in good standing. b. The letter referred to in (a) must confirm the number of airport licenses approved for Richmond Cabs Ltd. c. If the number of airport licenses is 71 or less, the licensee must return 2 identifiers for conventional taxis to the Registrar.

Specialty Vehicles:	The accessible taxis must be operated in accordance with the <i>Motor Vehicle Act Regulations</i> including Division 10 (<i>motor carriers</i>) and Division 44 (<i>mobility aid accessible taxi standards</i>), as amended from time to time, and in accordance with any other applicable equipment regulations and standards.
Vehicle Capacity:	Vehicles can accommodate a driver and not less than 2 and not more than 7 passengers.
Express authorizations:	(i) Vehicles must be equipped with a meter that calculates fares on a time and distance basis. (ii) Vehicles may be equipped with a top light. (iii) The operator of the vehicle may, from within the originating areas only, pick up passengers who hail or flag the motor vehicle from the street.
Flip Seat Authorization:	Passengers may be seated in moveable "flip seats" or "let down seats" that are installed behind the driver in accordance with Division 10.07(5) of the Motor Vehicle Act Regulations.
Service Priority Limitation:	Persons with mobility aids who require the accessible taxi for transportation purposes are priority clients for the dispatch of accessible taxis. The applicant must at all times use a dispatch and reservation system that dispatches accessible taxis on a priority basis to clients who have a need for accessible vehicles.
Service 1:	<i>The following terms and conditions apply to Service 1:</i>
Originating Area:	Transportation of passengers may only originate from any point in the City of Richmond, including the Vancouver International Airport.
Destination Area:	Transportation of passengers may terminate at any point in British Columbia.
Return Trips:	The same passengers may only be returned from where their trip terminates in the <i>destination area</i> to the City of Richmond, excluding the Vancouver International Airport, if the return trip is arranged by the time the originating trip terminates.
Reverse Trips:	Transportation of passengers may only originate in the <i>destination area</i> if the transportation terminates in the City of Richmond, excluding the Vancouver International Airport, and the cost of the trip is billed to an active account held by the licence holder that was established before the trip was arranged.
Service Limitation:	A minimum of 2 accessible taxis must be operated and available for hire 24 hours each day every day of the week.
Service 2:	<i>The following terms and conditions apply to Service 2:</i>
Originating Area:	Transportation of passengers may only originate from any point in the City of Richmond including the Vancouver International Airport.
Destination Area:	Transportation of passengers may terminate at any point beyond the British Columbia/United States border when engaged in an extra-provincial undertaking.
Taxi Cameras:	Taxi camera equipment may only be installed and operated in vehicles when the licensee is in compliance with applicable taxi camera rules, standards and

	orders of the Passenger Transportation Board.
Taxi Bill of Rights:	<p>a) A Taxi Bill of Rights issued by the Ministry of Transportation ("Taxi Bill of Rights") must be affixed to an interior rear-seat, side window of each taxicab operated under the licence.</p> <p>b) The Taxi Bill of Rights must at all times be displayed in an upright position with the complete text intact and visible to passengers.</p> <p>c) Licensees may only display a current Taxi Bill of Rights.</p>
Eco-friendly taxis:	Any additional non-accessible vehicles approved for this licence on or after June 11, 2007 and for which a passenger transportation identifier is issued, must be operated as 'eco-friendly taxis' as defined by Board Policy Guidelines in effect at the time the vehicle is issued a passenger transportation identifier.
Taxi Identification Code:	On or before June 16, 2014, each vehicle operated by the licensee must have a unique taxi identification code (TIC) affixed to the inside and outside of the vehicles in a manner that complies with applicable rules, specifications and orders of the Passenger Transportation Board.
Transfer of a licence:	This special authorization may not be assigned or transferred except with the approval of the Board pursuant to section 30 of the Passenger Transportation Act.



To:	General Purposes Committee	Date:	January 21, 2015
From:	W. Glenn McLaughlin Chief Licence Inspector & Risk Manager	File:	12-8275-30-001/2015- Vol 01
Re:	Liquor Licence Amendment Application Pioneer's Pub Ltd. - 10111 No 3 Road Unit 200		

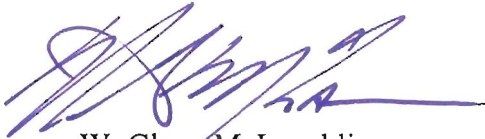
Staff Recommendation

That the application from Pioneer's Pub Ltd., for an amendment under Liquor Primary Licence No. 030591, to increase the hours of liquor service *from* Sunday through Thursday, 10:00 a.m. to 12:00 a.m., and Friday and Saturday, 11:00 a.m. to 1:00 a.m., *to* Monday through Sunday, 9:00 a.m. to 1:00 a.m., be supported *only for earlier service* at 9:00 a.m., Monday through Sunday, and that a letter be sent to the Liquor Control and Licensing Branch advising that:



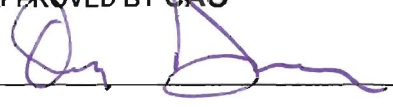
1. Council supports an earlier service time but does not support later service hours.
2. Council's comments on the prescribed criteria (set out in Section 53 of the Liquor Control and Licensing Regulations) are as follows:
 - a. The potential for additional noise and traffic in the area were considered.
 - b. The impact on the community was assessed through a community consultation process.
3. As the operation of a licenced establishment may affect nearby residents the City gathered the view of the residents as follows:
 - a. 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.
 - b. 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.

4. Council's comments and recommendations respecting the views of the residents are as follows:

- a. That based on the letters sent and having received only one response from all public notifications, Council considers that the amendment is acceptable to the majority of the residents in the area and the community.



W. Glenn McLaughlin
Chief Licence Inspector & Risk Manager
(604-276-4136)

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

Staff Report

Origin

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

This report deals with an application submitted to LCLB and to the City of Richmond by Ronnie Paterson, owner of Pioneer’s Pub Ltd., (The Applicant) for the following amendment to Liquor Primary Licence No. 030591;

- To increase the hours of operation *from* Sunday through Thursday 10:00 a.m. to 12:00 a.m. and Friday and Saturday, 11:00 a.m. to 1 a.m., *to* Monday through Sunday, 9:00 a.m. to 1:00 a.m.

The proposed increase for additional hours of operation requires the Applicant to submit an application to LCLB to amend their liquor license. This amendment process requires the Local Government to provide comments with respect to the following:

- the potential for noise; and
- the impact on the community.

Analysis

Background

The operation of a pub has existed at 10111 No 3 Road Unit 200 since 1988. The property is zoned Commercial Mixed Use (ZMU19) and the use of a neighborhood public house is consistent with the permitted uses in this zoning district.

The Applicant has owned and operated the 140 person capacity pub (120 inside and 20 patio) since October 2013.

The pub is situated in a commercial strip mall with a wide range of retail and personal service businesses that cater to the general day to day needs of the public. Northwest of the pub on the same property parcel are newly developed commercial and multi-family residential units. There are also residential properties to the north, east and west of the parcel and a commercial complex to the south. (Attachment 1)

Summary of Application and Comments

With the recent changes in Liquor Regulations, the Applicant is looking to promote his business:

1. where families can dine together for breakfast, lunch and dinner;
2. to respond to an increase in breakfast and non-alcohol beverage consumer demand;
3. to be consistent in hours of operation Monday through Sunday 9:00 a.m. to 1:00 a.m.

The City's process for reviewing applications for liquor related permits is prescribed by the Development Application Fee's Bylaw No. 8951, which under section 1.8.1 calls for

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

- (a) a licence to serve liquor under the Liquor Control and Licensing Act and Regulations; or*
- (b) any of the following in relation to an existing licence to serve liquor:
 - (i) addition of a patio;*
 - (ii) relocation of a licence;*
 - (iii) change of hours; or*
 - (iv) patron participation**must proceed in accordance with subsection 1.8.2.**

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

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

The required signage was posted in September 2014, and the three ads were published in a local newspaper on August 29, September 03 and 05, 2014.

In addition to the advertised public notice requirements set out in Section 1.8.2, staff have adapted from a prior bylaw requirement, the process of the City sending letters to businesses, residents and property owners within a 50-metre radius of the establishment (Attachment 1). This letter provides details of the proposed liquor licence application and requests the public to communicate any concerns to the City.

There are 19 property parcels identified within the consultation area. On August 28, 2014, letters were sent to 483 businesses and property owners to gather their view on the application.

All public consultations ended September 29, 2014. One (1) response was received from the public opposing the amendment.

Potential for Impact on the Community

In response to the public consultation one response was received from an individual who opposed any additional late night openings citing;

- people leaving the pub create noise that disturbs sleep
- if approved the pub may come back to request for even longer opening hours
- later hours will increase the potential for drunk people to disturb the quiet of the neighbourhood.

Other than this one response received, and based on the lack of other responses from those contacted in the consultation area and from the city-wide public notifications, staff feel that the endorsement of the application is *in part* warranted.

Permitting the applicant an earlier 9:00 a.m. opening to promote a family oriented establishment where minor children may accompany their parents into the pub for breakfast is not expected to have any negative impact on the community.

Potential for Noise

Staff believe that due to the residential complexes near the pub there could be a potential for an increase in noise if the pub is permitted to close later in the evenings. Staff do not believe an earlier opening at 9:00 a.m. would result in an increase in noise.

Other Agency Comments

As part of the review process, staff requested comments from Vancouver Coastal Health, Richmond RCMP, Richmond Fire-Rescue, Richmond Joint Task Force, the City Building Permit and Inspections and Business Licence Departments. These agencies generally provide comments on the compliance history of the Applicant's operations and premises.

Activity associated to the complexes' renovation impacted the processing of this application within the typical timeframe. The Applicants' resolution of outstanding building and fire issues has resulted in final inspection of the premises in December of 2014. With the Applicants recent renovation achieving building regulatory compliance there are no objections to the application from any agencies or City divisions.

Staff Comments on the Application

Council direction and decisions on Neighbourhood Pub operating hours has consistently restricted the closing hours of a Neighbourhood Pub to midnight during traditional work nights. Given the potential for an adverse impact on the community with later operating hours, and to be consistent with prior practice, staff are recommending that the application to include serving time to 1 a.m. Monday to Thursday not be supported.

Staff believe that an amendment to an earlier serving time would not have an adverse impact on the community and are recommending that the application to amend the establishments' opening time to 9 a.m. Monday to Sunday be supported.

Financial Impact

There is no financial impact related to this report.

Conclusion

As the Applicants increased liquor license amendment proposed for later operating hours can have adverse impacts on residents, staff recommend that Council *only support* the earlier licensed hours from 9 a.m. Monday to Sunday.



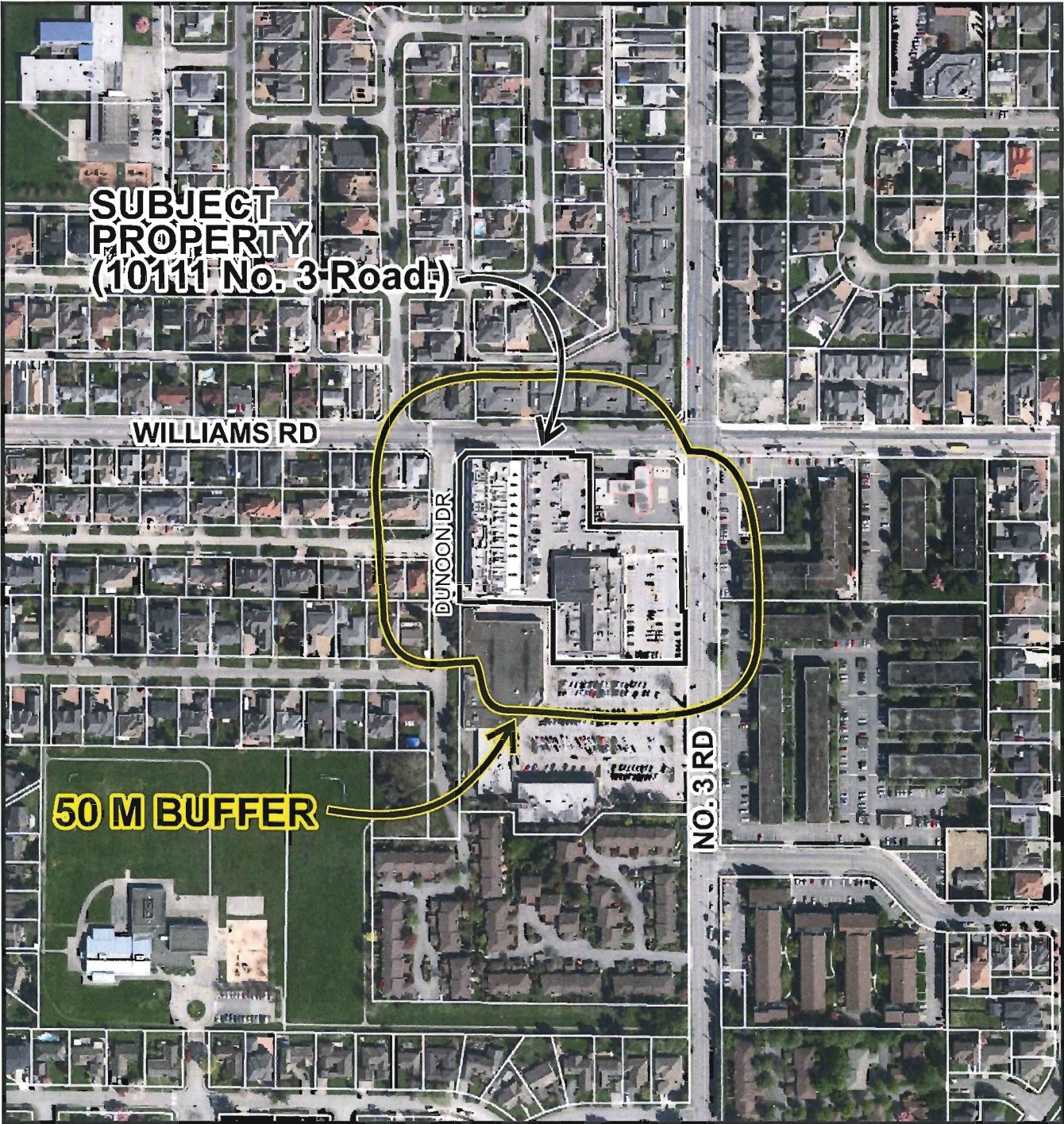
Joanne Hikida
Supervisor Business Licence
(604-276-4155)

JMH:vmd

Att. 1: Site Map



City of
Richmond



10111 No. 3 Road

Original Date: 01/08/15

Revision Date

Note: Dimensions are in METRES