



General Purposes Committee

Anderson Room, City Hall
6911 No. 3 Road

Monday, March 3, 2014
4:00 p.m.

Pg. # ITEM

MINUTES

GP-4 *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on Monday, February 17, 2014.*



DELEGATION

GP-29 1. Craig Richmond, President and Chief Executive Officer, **Vancouver Airport Authority** (VAA), Anne Murray, Vice President, Community and Environmental Affairs, VAA, and Howard Jampolsky, City's representative on the YVR Board, to provide an update on the Airport Authority's strategic direction, economic opportunity, and job creation.

ENGINEERING AND PUBLIC WORKS DEPARTMENT

2. **EXPRESSION OF INTEREST IN MULTI-MATERIAL BC'S ADVISORY COMMITTEE**
(File Ref. No. 10-6370-01) (REDMS No. 4160415)

GP-34

See Page GP-34 for full report

Designated Speaker: Suzanne Bycraft

STAFF RECOMMENDATION

That:

- (1) *the City of Richmond apply to UBCM for representation on Multi-Material BC's Advisory Committee;*
- (2) *a member of Council be nominated for consideration by UBCM as the City's elected representative to Multi-Material BC's Advisory Committee; and*
- (3) *the General Manager, Engineering & Public Works be submitted for consideration by UBCM as a technical staff representative to Multi-Material BC's Advisory Committee.*



COMMUNITY SERVICES DEPARTMENT

3. **PUBLIC ENGAGEMENT IN MINORU MAJOR FACILITY REPLACEMENTS**

(File Ref. No. 06-2052-55-01) (REDMS No. 4159769 v.4)

GP-37

See Page **GP-37** for full report

Designated Speaker: Serena Lusk

STAFF RECOMMENDATION

That:

- (1) *the Public Engagement Plan described in the staff report titled Public Engagement in Minoru Major Facility Replacements, dated February 25, 2014 from the Senior Manager, Recreation and Sport Services, be approved;*
- (2) *the Terms of Reference for the revised Minoru Major Facility Stakeholder Advisory Committee as described in Attachment 1 of the staff report titled Community Engagement in Minoru Major Facility Replacements, dated February 25, 2014 from the Senior Manager, Recreation and Sport Services, be approved; and*
- (3) *the Terms of Reference for the Major Facility Building/Project Technical Advisory Committee as described in Attachment 2 of the staff report, titled Community Engagement in Minoru Major Facility Replacements, dated February 25, 2014 from the Senior Manager, Recreation and Sport Services, be approved.*



ADJOURNMENT





General Purposes Committee

Date: Monday, February 17, 2014

Place: Anderson Room
Richmond City Hall

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

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on Monday, February 3, 2014, be adopted as circulated.

CARRIED

DELEGATION

1. With the aid of a visual presentation (attached to and forming part of these minutes as **Schedule 1**) Robin Silvester, President and Chief Executive Officer, and Tom Corsie, Vice President, Real Estate, Port Metro Vancouver, provided an overview of the Port's activities and projects, as they relate to the City of Richmond.

In response to queries from Committee, Mr. Silvester and Mr. Corsie provided the following additional information:

General Purposes Committee

Monday, February 17, 2014

- for the past four years, docked cruise ships have been using shore power – a land-based electrical grid;
- the Port is actively moving forward with bringing shore power to container ships; however, the lack of international standards has delayed the process;
- the Port is undertaking a preliminary study related to Sturgeon Banks and the issues surrounding the degradation of vegetation;
- the Port anticipates an annual container growth of approximately five per cent;
- there are no current plans to develop Agricultural Land Reserve (ALR) lands in the Port's land inventory;
- the Port's use of the ALR lands would be contingent on the preservation and best use of industrial lands;
- the Fraser River Improvement Project is a multi-year program for the proper removal and disposal of derelict vessels or structures;
- the Port is actively monitoring the condition of vessels in the Fraser River, in an effort to keep owners accountable for their vessel should the vessel become derelict in the future;
- the Port will provide Council a copy of the list of derelict vessels or structures found within Richmond;
- issues at Finn's Slough were not included as part of the concerns raised regarding squatters on Sea Island;
- the recent incident where a vessel ran aground along Richmond's coast is being investigated by the Transportation Safety Board of Canada;
- approximately 85 per cent of imports leave Deltaport by rail;
- Phase 1 of the Container Capacity Improvement Program, including nine railway crossing projects, is underway, and it is anticipated to be complete in the fall of 2014;
- the Port, in partnership with the City, has directed its efforts in the widening of Westminster Highway and Nelson Road; however, widening of Blundell Road may occur in the future;
- the funding model between local, provincial, and federal governments utilized for the Highway 91/Nelson Road Interchange has worked well and, as such, a similar funding model may be considered for future works, such as the widening of Blundell Road;

General Purposes Committee
Monday, February 17, 2014

- as per the Port's Land Acquisition Strategy, the Port considers factors, such as the cost, the size of the parcel, its access to both water and land, and its suitability for development, when analyzing potential parcels for acquisition;
- the Vancouver Airport Fuel Delivery Project was approved based on the following conditions: (i) the preparation of a Fire Safety Plan, and (ii) the installation of a complete emergency system at the plant;
- the Port welcomes opportunities to work with the City on safety related concerns;
- approximately half of the fleet servicing the Port have been equipped with Global Positioning System devices, which assist the Port with tracking the fleet and collecting information on routes used; and
- the Port has worked diligently to examine extending the operating hours for all port activities in an effort to minimize impacts to traffic flow during peak periods.

It was moved and seconded

That the verbal presentation on Port Metro Vancouver activities and projects related to the City of Richmond be received for information.

CARRIED

FINANCE AND CORPORATE SERVICES DEPARTMENT

2. **PLAZA PREMIUM LOUNGE BC LTD., DOING BUSINESS AS DISTINGUISHED VISITOR LOUNGE, VANCOUVER INTERNATIONAL AIRPORT – INTERNATIONAL & US ARRIVALS**
(File Ref. No. 12-8275-30-001/2014) (REDMS No. 4132679)

It was moved and seconded

That the application by Plaza Premium Lounge Ltd., doing business as Distinguished Visitor Lounge, for a Liquor Primary Licence at 3211 Grant McConachie Way, in order to offer full liquor service be supported and that a letter be sent to the Liquor Control and Licensing Branch advising that:

- (1) *Council recommends the issuance of the proposed licence based on the lack of community responses received and that the operation will not have a significant negative impact on the community;*
- (2) *Council's comments on the prescribed criteria (set out in Section 10(3) of the Liquor Control and Licencing Act Regulations) are as follows;*
 - (a) *the location of the establishment is zoned Airport District and since the property is under Federal jurisdiction, the City does*

General Purposes Committee
Monday, February 17, 2014

- not review or comment on business uses for zoning purposes;*
- (b) the proximity of the proposed location to other social or recreational and public buildings was considered. There are no public schools or parks within a 50 meter radius of the proposed liquor primary location;*
 - (c) that a LCLB application for a 59 person capacity operation with liquor service hours of 9:00 a.m. to 2:00 a.m. was considered;*
 - (d) the number and market focus or clientele of liquor primary licence establishments within a reasonable distance of the proposed location was considered;*
 - (e) the potential for additional noise in the area if the application is approved was considered;*
- (3) as the operation of the establishment as a liquor licensed establishment might affect nearby residents the City gathered the views of the residents as follows:*
- (a) a letter was sent to the Vice President of Community & Environmental Affairs at YVR requesting that a letter of notice of a new liquor primary licence establishment be circulated to other business operations at YVR;*
 - (b) signage was also 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 instruction on how community comments or concerns could be submitted;*
- (4) Council's comments and recommendations respecting the views of the resident's are as follows:*
- (a) there were no responses to all the public notifications and based on the lack of any responses received from the community, Council considers that the application is acceptable to the majority of the community, residents and businesses in the nearby area.*

CARRIED

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (4:42 p.m.).

CARRIED

General Purposes Committee
Monday, February 17, 2014

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, February 17, 2014.

Mayor Malcolm D. Brodie
Chair

Heather Howey
Committee Clerk



PORT METRO
vancouver

PORT METRO VANCOUVER

Robin Silvester

President and CEO

Tom Corsie

Vice President, Real Estate

February 17, 2014

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



RICH MOND NIGHT MARKET





GP - 12

RESILIENT ECONOMY STRATEGY

Highway 91/ Nelson Road Int

NOW OPEN

- "5.2: Strengthen Richmond's role as a gateway for goods movement."
- 15,000 jobs in Richmond

Richmond Harvest Economy Strategy
2014 - 2018 Action Plan

2014

2015

2016

2017

2018

2019

2020

2021

2022

2023

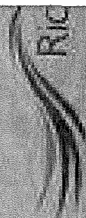
2024



Canada



PORT METRO
vancouver



AGENDA

- About Port Metro Vancouver
- Long-term planning
- Current initiatives
 - Port-led
 - Tenant-led
- PMV in your community

MISSION AND VISION

- **Mission:**

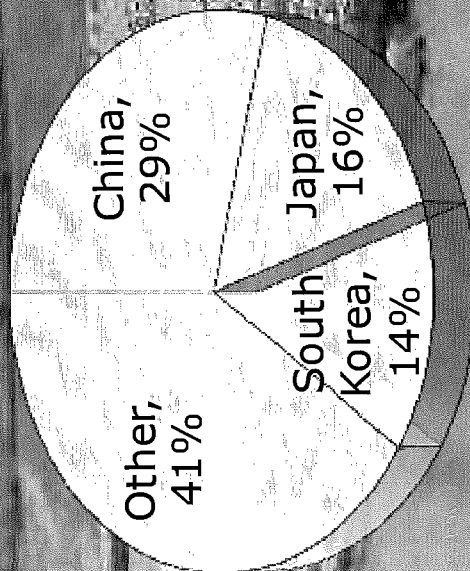
Our mission is to lead the growth of Canada's Pacific Gateway in a manner that enhances the well being of Canadians and inspires national pride.

- **Vision:**

Our vision is to be recognized as a world class gateway by efficiently and sustainably connecting Canada with the global economy, inspiring support from our customers and from communities locally and across the nation.

STRATEGICALLY POSITIONED

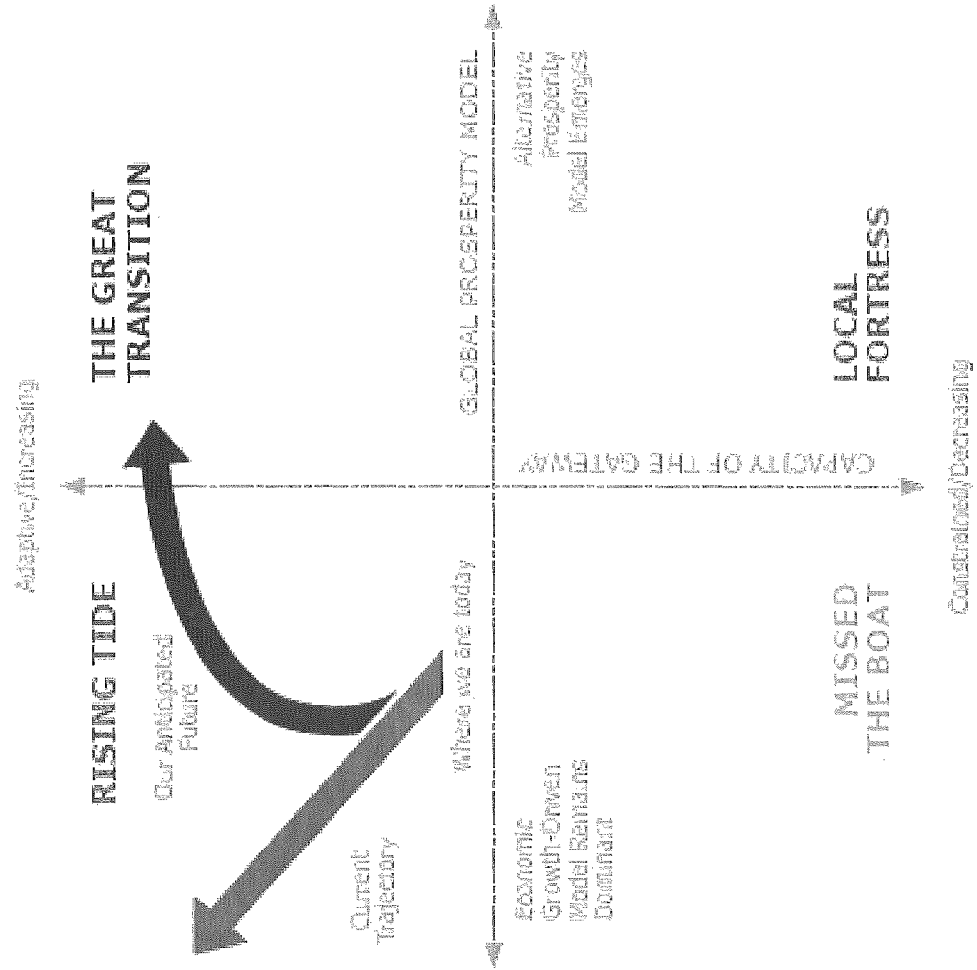
MAJOR FOREIGN TRADING PARTNERS



GP - 16

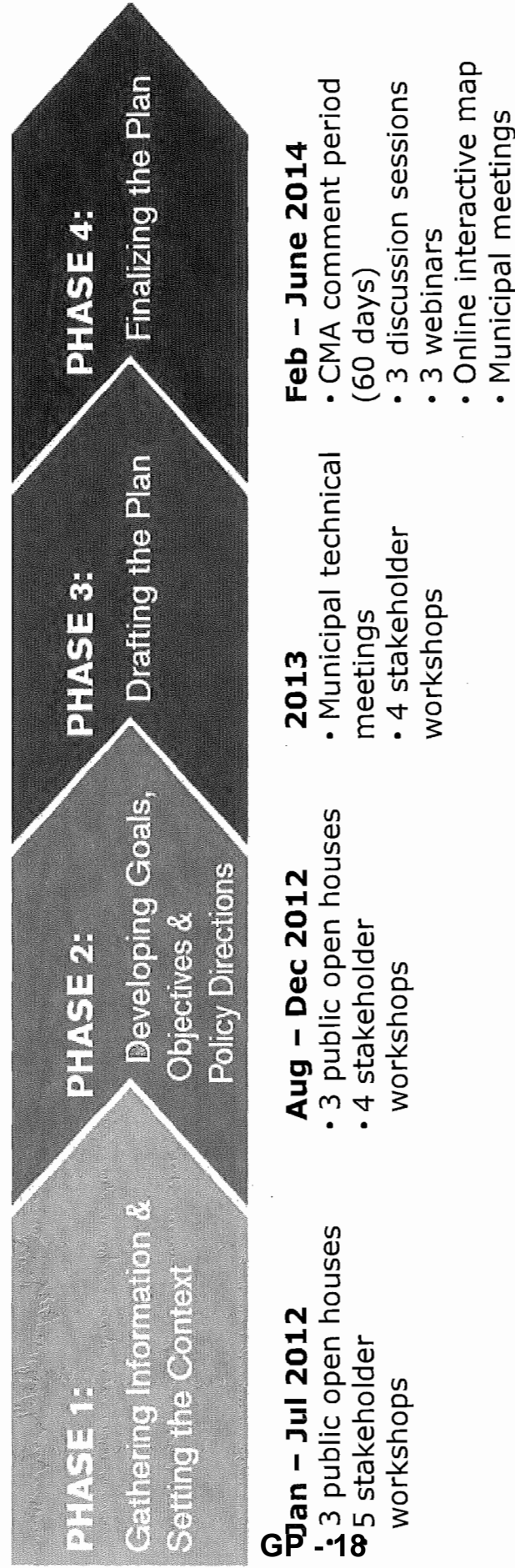
- Canada's largest Gateway to the Asia-Pacific Region
- Connects Canadians with trading partners in more than 160 economies
- Handles more than \$475 million of cargo daily on average

LONG-TERM PLANNING



- Port 2050
- Land Use Plan Consultation
- Sustainability Initiative

LAND USE PLAN



LONG-TERM PLANNING: SUSTAINABILITY

- Key element of Port 2050 was sustainability.
- In 2013, we began Sustainability Vision initiative to define elements of a sustainable Gateway
- "What does it mean to be a port in a sustainable world?"
- "How do we integrate sustainability into our day-to-day operations?"
- Advisory Panel



PMV-LED PROJECTS VS TENANT-LED PROJECTS

Tenant-led

- Lehigh
- Vancouver Airport Fuel Delivery Project
- Fraser Wharves

PMV-LED PROJECTS VS TENANT-LED PROJECTS

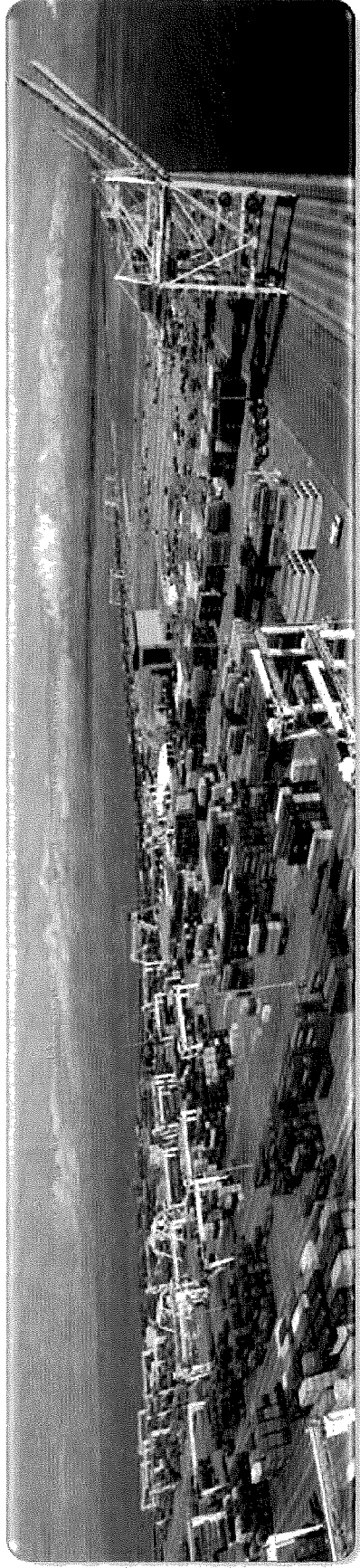
Tenant-led

- Lehigh
- Vancouver Airport Fuel Delivery Project
- Fraser Wharves

Port-led

- CCIP and Roberts Bank Terminal 2
- Habitat Enhancement
- Fraser River Improvement Project

CCIP | ONGOING PROJECTS



**Deltaport Terminal
Road and Rail
Improvement Project**

**Improvements to existing
facilities**

Estimated Phase 1 completion: late 2014

**Roberts Bank
Terminal 2 Project**

**A potential new terminal at
Roberts Bank**

Estimated completion: early 2020s

HABITAT ENHANCEMENT PROGRAM: PROPOSED PROJECTS

Musqueam
Foreshore Tidal
Marsh Project

Point Grey Tidal
Marsh Project

South Arm Jetty
Tidal Marsh
Project

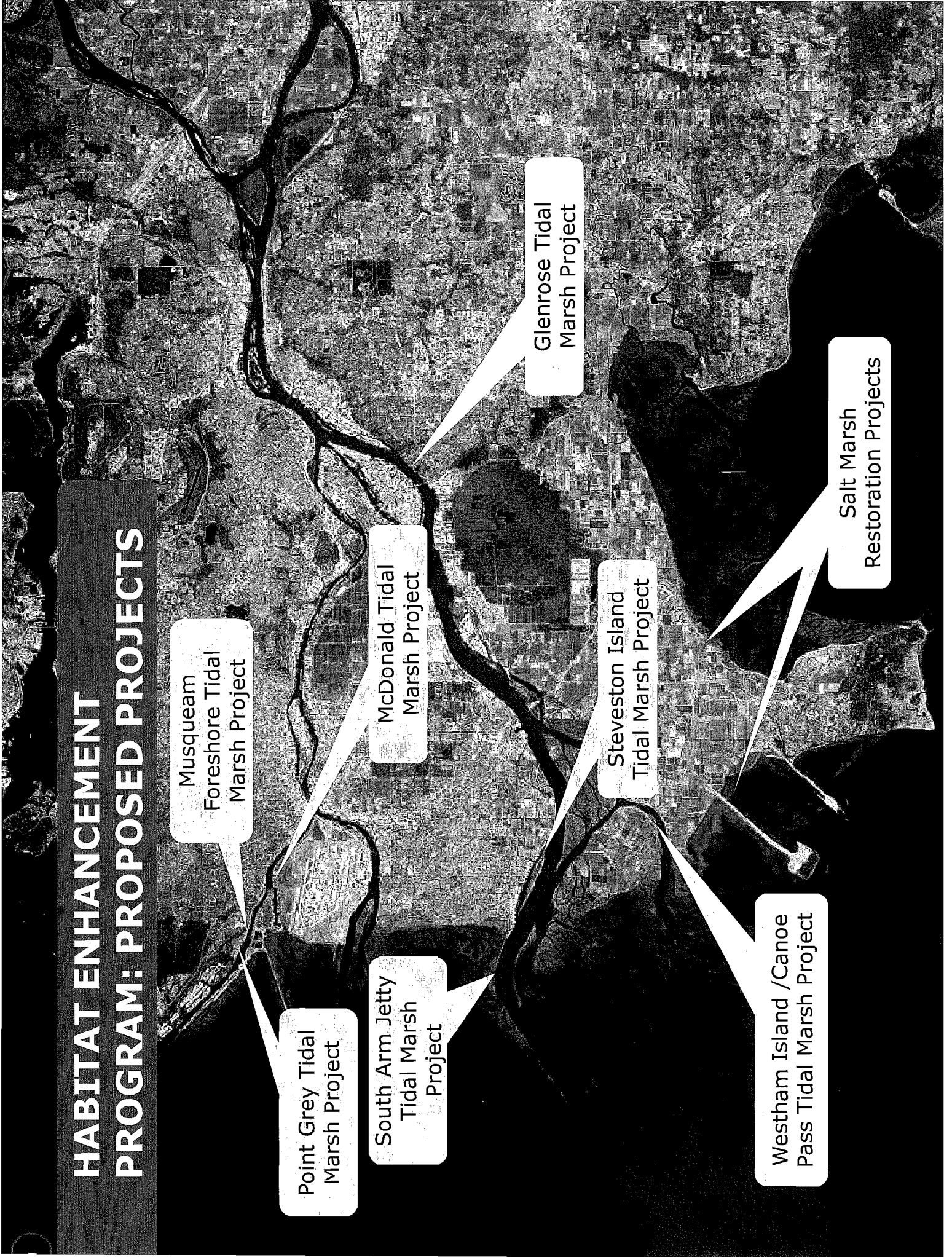
McDonald Tidal
Marsh Project

Glenrose Tidal
Marsh Project

Steveston Island
Tidal Marsh Project

Westham Island /Canoe
Pass Tidal Marsh Project

Salt Marsh
Restoration Projects



FRASER RIVER IMPROVEMENT PROJECT

- Aims to address trespass and derelict vessels/structures
- 141 sites identified, 33 sites in Richmond

FRASER RIVER IMPROVEMENT PROJECT

G-26

2013-09-20

STEVESTON HARBOUR DREDGING

- \$7 million Local Channel Dredging Program
- Partnership between Richmond, Delta, PMV, MoTI and DFO
- 10-year commitment
- Cannery Channel dredging in Steveston is now complete



PORT METRO
vancouver

QUESTIONS



CRAIG RICHMOND
PRESIDENT AND CHIEF EXECUTIVE OFFICER

February 25, 2014

Mayor and Council
City of Richmond
6911 No. 3 Road
Richmond, BC
V6Y 2C1

Dear Mayor and Council,

I am looking forward to making my first presentation on behalf of the Vancouver Airport Authority to Richmond City Council on March 3, 2014. Joining me will be the City's appointee to our Board of Directors, Howard Jampolsky, and Anne Murray, Vice President Community and Environmental Affairs.

Vancouver Airport Authority would like to continue to work with the City of Richmond in a collaborative manner. To that end, I am supplying a briefing note update on our activities over the past year. This will provide background information that will facilitate our discussion while allowing for a more forward looking conversation to address future opportunities and issues.

I would also like to use this occasion to extend a standing offer to members of Council for a tour of YVR. Should you have additional questions after our presentation to Council, you are welcome to get in touch with me directly at 604-276-6501 or craig_richmond@yvr.ca.

Again, I look forward to meeting all of you.

Sincerely,

A handwritten signature in black ink, appearing to be 'CR', is written over the printed name 'Craig Richmond'.

Craig Richmond
President & Chief Executive Officer



VANCOUVER
INTERNATIONAL
AIRPORT

Beyond, Every Day.

Briefing Note to City of Richmond Council – 2013 Report

Safety

Safety and security remain at the centre of everything that Vancouver Airport Authority does. We want YVR to be as safe as it can possibly be both for our employees and for our passengers. For example, in April 2013, we successfully carried out the largest emergency planning exercise in YVR's history involving over 780 individuals and 30 agencies. Special thanks to the City of Richmond and associated organizations for their participation. The advance planning, the exercise itself and the post-event review provided valuable information and insights as we all strive for continuous improvement in safety-related matters.

Air Service

YVR set a new record of 17.97 million passengers in 2013, up 2.1% from 2012. Growth in 2013 was led by increased service to China as well as increases in intra-BC regional services. China Eastern went from daily to double daily flights to Shanghai; China Southern increased frequencies from three a week to daily service to Guangzhou; and Air China grew service to Beijing from daily to 12 times per week. At 75 frequencies a week, YVR had more service to China than any other North American airport. Other new services in 2013 included WestJet Encore flights to Victoria, Fort St. John and Terrace and Lufthansa's new daily seasonal service to Munich.

Construction at YVR

Significant construction was underway at YVR in 2013 on several major projects, a few of which are key elements of the YVR Gateway Strategy. Additionally, we completed important infrastructure upgrade projects in 2013 that support City of Richmond residents.

- Completed re-paving of Russ Baker Way
- Pier A Commuter Facility - Expanded apron, completed a new walkway and holdroom to support WestJet Encore's new turbo prop service

- Ongoing infrastructure work on roads, dykes and bridges, sewer, water and hydro continued
- Significant progress on renovation and expansion of the Domestic Terminal A & B Pier - expected completion of Phase 1 November 2014
- Expedited Transfer Facility including improved and more direct walkways for passengers transferring international to domestic and a new high speed baggage system – work well underway
- Airside Operations Building where our Emergency Services, Maintenance and Operations team members will work under one roof for more efficient and direct access to the airfield, expected completion December 2014

Commercial Development

Construction of the Designer Outlet Centre is underway with completion of both Phase One and Two slated for the spring of 2015. Construction of Phase 3 is currently planned to begin immediately following opening of the first two phases. The Outlet Centre will bring 1,000 new jobs and new taxes to Richmond when complete.

The new Canada Post facility in Airport North is scheduled to open in June 2014 with 1200 Canada Post employees moving to Sea Island. A shuttle bus from the Templeton Canada Line station will offer the employees regular service to the new facility.

Community

Vancouver Airport Authority is committed to open, honest and timely communication with our community. We invite the community to find out about the business of the airport at our Annual Public Meeting and held specific Open Houses for key issues throughout the year including the Designer Outlet Centre. In 2013, we began publishing a two page monthly update in the Richmond News and Review, providing our community with key information and updates from YVR. We also launched the summer festival series, where we supported local community events with a physical presence answering questions and providing fun and informative details about the airport. We attended more than 13 festivals throughout the Lower Mainland including the Maritime Festival, the Raptor Festival and the Salmon Festival.

One of our most important community contributions in 2013 included the revitalization of Flight Path Park. After extensive consultation with the community, the park was

overhauled to create play areas for children, picnic tables, improved landscaping and interpretive elements to support plane spotting. Additionally, we linked the bike lanes in the area and included a free bike service station at the park.

We have a dynamic and expansive online community through our website yvr.ca, Facebook, Twitter, Instagram and YouTube. We also provide access to WebTrax, a key tool available on our website allowing users to track flights over their neighbourhoods.

Once again we held our School Tour Program welcoming 1,560 students from 60 different grade 5 and 6 classes in 2013. Almost 20% of participants come from schools in the City of Richmond.

In 2013 YVR invested over \$760,000 in donations to 69 different organizations in the community. Examples of programs that we supported included the Great Canadian Shoreline Clean-up, Richmond Therapeutic Equestrian Society, and the Richmond Centre for Disabilities, Richmond Museum, Maritime Festival, Steveston Salmon Festival, School District 38 Scholarship program, Quest Outreach Society, YVR for Kids and Spinal Cord BC's orientation program for first time fliers.

Noise and Environment

In 2013, Vancouver Airport Authority completed the new 2014-18 Noise Management Plan including a five-year action agenda. The plan was developed in partnership with internal and external stakeholders, business partners and neighbouring municipalities including the City of Richmond as well as the Aeronautical Noise Management Committee, which includes both Richmond city staff and citizen representatives. The Plan has been submitted to Transport Canada for its review and approval.

The Ground Run-up Enclosure continues to function as designed and is the favoured run-up location for operators. It has cut night time engine run-up noise in the nearby community by over half; today, the majority of high power engine run-ups by propeller aircraft maintained in closest proximity to Richmond residents occur in the Ground Run-up Enclosure.

We continued our multi-year program to improve cycling infrastructure on Sea Island with the construction of a vehicle separated bike path parallel to Russ Baker Way in 2013. We also installed two public use electrical vehicle charging stations in our Parkade.

Policy

YVR's mandate includes contributing to BC's economy—generating jobs, facilitating trade and tourism and creating opportunity for Richmond and BC businesses. Approximately 5,800 Richmond residents work at YVR.

We are working with governments and like-minded organizations to open up air service treaties with other countries allowing more air service to YVR. Examples of countries and regions where we would like to see expanded service include Singapore, Southeast Asia, the Middle East and Chile. Following an expansion of the Air Services agreement with Taiwan in 2013, we will see additional flights by EVA airways in 2014.

A second major policy thrust is removing barriers to trade by simplifying Canada's visa process; including allowing more countries and airlines to participate in the program that allows connecting passengers to travel via YVR without a visa. Canada has made positive changes including multi-year tourism visas and adding more visa processing centres. But other countries are ahead of Canada in terms of making it easier to apply for and receive a visa in a timely manner. Canada risks losing its share of the international tourism market if it fails to keep pace.

The Airport Authority has an office in Hong Kong focused on building relationships with Asian airlines and airports. We recently spoke to Xiamen Airlines about service from Richmond's sister city to YVR—resolving visa issues would help us to attract services from additional Chinese cities. We look to support from the City, Tourism Richmond and Richmond Chamber of Commerce and are interested in partnering on marketing and advocacy efforts.



City of Richmond

Report to Committee

To: General Purposes Committee

Date: February 24, 2014

From: Tom Stewart, ASCT.
Director, Public Works

File: 10-6370-01/2014-Vol
01




Re: Expression of Interest in Multi-Material BC's Advisory Committee

Staff Recommendation

That:

1. The City of Richmond apply to UBCM for representation on Multi-Material BC's Advisory Committee;
2. A member of Council be nominated for consideration by UBCM as the City's elected representative to Multi-Material BC's Advisory Committee; and
3. The General Manager, Engineering & Public Works be submitted for consideration by UBCM as a technical staff representative to Multi-Material BC's Advisory Committee.

Tom Stewart, ASCT.
Director, Public Works
(604-233-3301)

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

Staff Report

Origin

Correspondence was received from UBCM seeking an expression of interest from local government representatives who wish to participate on Multi-Material BC's new Advisory Committee.

This report recommends that a member of Council and the General Manager of Engineering & Public Works be put forward for consideration by UBCM as representatives to the Committee.

Analysis

Multi-Material BC (MMBC) has formed an Advisory Committee to serve as a forum for stakeholders impacted by the new packaging and printed paper stewardship program. The Advisory Committee will be kept informed of program developments and will provide feedback on core program elements. The purpose of the Advisory Committee is to:

- provide feedback and advice on MMBC's program design and suggest modifications to meet program objectives and targets;
- identify issues that might concern stakeholders and suggest how they might be addressed;
- foster collaborative problem-solving on matters of joint-interest;
- foster better communication and understanding between MMBC and stakeholders impacted by MMBC's program; and
- ensure Committee members are kept up to date on the performance of MMBC's program, and provide them with the information they need to keep their constituencies informed.

UBCM is being offered three positions on the Advisory Committee, comprised of two elected representatives and one staff technical representative. UBCM's call for expressions of interest closes on March 12, 2014. Other representatives on the Advisory Committee will include service providers, producers/stewards, environmental NGO's and/or consumers/residents.

It is suggested that representation from the City of Richmond be put forward through this expression of interest. Consideration should be given to those who have background and knowledge of extended producer responsibility programs overall as well as considerable exposure to the MMBC program to date. It is recommended that an elected representative be selected by Council and the General Manager, Engineering & Public Works be put forward as the staff representative for consideration by UBCM on the MMBC Advisory Committee.


The Terms of Reference for the Advisory Committee are currently being developed. MMBC anticipates that the Advisory Committee will have its inaugural meeting during the week of March 17, 2014.

Financial Impact

None.

Conclusion

MMBC is establishing an Advisory Committee for consultation and advice concerning the new packaging and printed paper stewardship program. UBCM has been invited to appoint three positions to this Advisory Committee. This report recommends that an expression of interest for an elected and staff representative from Richmond be put forward for consideration on the Advisory Committee.



Suzanne Bycraft
Mgr, Fleet & Environmental Programs
(604-233-3338)

SJB:



City of Richmond

Report to Committee

To: General Purposes Committee
From: Serena Lusk
Senior Manager, Recreation and Sport Services
Date: February 25, 2014
File: 06-2052-55-01/Vol 01
Re: Public Engagement in Minoru Major Facility Replacements

Staff Recommendation

That:

1. The Public Engagement Plan described in the report, "Public Engagement in Minoru Major Facility Replacements," dated February 25, 2014 from the Senior Manager, Recreation and Sport Services, be approved.
2. The Terms of Reference for the revised Minoru Major Facility Stakeholder Advisory Committee as described in Attachment 1 of the report, "Community Engagement in Minoru Major Facility Replacements," dated February 25, 2014 from the Senior Manager, Recreation and Sport Services, be approved.
3. The Terms of Reference for the Major Facility Building/Project Technical Advisory Committee as described in Attachment 2 of the report, "Community Engagement in Minoru Major Facility Replacements," dated February 25, 2014 from the Senior Manager, Recreation and Sport Services, be approved.

Serena Lusk

Serena Lusk
Senior Manager, Recreation and Sport Services
(604-233-3344)

Att. 2

REPORT CONCURRENCE	
ROUTED TO:	CONCURRENCE
Communications	<input checked="" type="checkbox"/>
Project Development	<input checked="" type="checkbox"/>
CONCURRENCE OF GENERAL MANAGER	
<i>[Signature]</i>	
APPROVED BY CAO	
<i>[Signature]</i>	

GP - 37

Staff Report

Origin

On November 12th 2013, Council approved locating a replacement facility for the Minoru Aquatic Centre and the Minoru Place Activity Centre (Senior's Centre) in Minoru Park on the current Minoru 2 Artificial Turf Field Site.

At the same time, Council received the report, "Consultation Plan for Major Recreational Facilities Development," for information and approved the Terms of Reference for an Advisory Committee related to the project.

The purpose of this report is to provide more detailed information on the Consultation Plan, to propose a revised terms of reference for the Advisory Committee and to propose an additional Advisory Committee to provide specific technical advice in regards to the design and construction process, to the project team.

This report responds to Council Term Goal 4.1:

"Development and implementation of a comprehensive facility development plan for current and future needs that:

- *preserves the replacement of the remaining firehalls (#1 and 3), Minoru Older Adults Activity Centre, and Minoru Aquatic Centre as high priorities*
- *includes the provision of a waterfront museum*
- *responds to the demographic needs of the City (families, older adults, increasing cultural diversity)*
- *responds to the City Centre facility needs to address the growing population, including location considerations as the City Centre population begins to shift northward towards the water*
- *outlines an effective public process*
- *identifies strategic financial and location strategies"*

Analysis

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

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

Consultation and engagement in the planning process will include both ongoing and periodic involvement from the public. Staff anticipates engaging the community at many junctures throughout the development process using a wide variety of methods. The table below describes the proposed methodology and timing:

Table 1: Public Engagement Plan

Consultation / Engagement Method	Description	Timing
Project Branding	Establish a visual identity for the project.	March – April 2014 (completed once architectural consultant is confirmed)
Site Signage	Onsite information signage and contact information.	Spring 2014 with project updates as required.
Stakeholder Advisory Committee	Members of the Stakeholder Advisory Committee will provide input into the development of the functional space program in direct relation to the proposed facility use programming for the replacement facility of the Minoru Aquatic Centre, Minoru Senior's Centre and the Minoru Pavilion. This input will be provided to the project team.	Recruitment – February 2014 Meetings estimated quarterly throughout 2014 and 2015.
Building/Project Technical Advisory Committee	Members of the Building/Project Technical Advisory Committee will provide information and advice to the project team as required based on their specific area of technical expertise.	Recruitment – February 2014 Meetings as required throughout the project.
Open Houses	Open houses at key points during the facility development process will assist in informing the public of progress to date and seek input into options or decision points for moving forward with the development process.	Estimated 3 Open Houses – end of programming phase; end of design phase; during construction phase
Stakeholder consultation and meetings	Direct consultation and meetings will provide opportunities for stakeholder groups such as the Minoru Seniors Society, Richmond Aquatic Services Board, sport and community user groups, related advisory committees, Vancouver Coastal Health, Richmond Olympic Oval, Richmond Fitness and Wellness Association, and the Richmond Centre for Disability to provide input and receive and share information.	15 meetings throughout the programming phase of the project estimated to be April through October 2014.

Consultation / Engagement Method	Description	Timing
Research	Best practises and background research as required.	Ongoing as needed
Digital Tools	<p>Social Media - Establish a dedicated social media presence through Facebook, Twitter and other emerging technologies.</p> <p>Dedicated project web page - Design and maintain a dedicated web page on the City's website to provide project background, identify opportunities for input and follow the facility development process.</p> <p>Let's Talk Richmond - This online discussion platform will be used to engage the public in specific issues related to facility development.</p>	Established in spring 2014. Periodic updates when appropriate.
Media Releases and general public information	Traditional media will be used to reach the broad public through press releases and paid advertising informing the public of developments and upcoming opportunities for input into the process.	Periodically in conjunction with events and major milestones.
Public meetings of Committee and Council	Reports related to the project will be brought forward to General Purpose Committee and then forwarded to Council. The public has access to open agendas and has the opportunity to delegate at these meetings.	As required and determined by the Project Team and / or Council.
Translation	When appropriate, communication documents, meeting minutes, and other facets of the consultation process will be translated into one or more languages other than English to allow greater accessibility.	Periodically as required.
Public Events	Sod turnings, opening events and other celebrations will mark project milestones.	Current Plans include: Groundbreaking – Summer 2014 Artificial Turf Field Opening – Fall 2014 Construction Launch – Fall 2014 Construction Milestones – 2015 & 2016 Grand Opening – Summer 2017

The Public Engagement Plan identifies two Advisory Committees. While only one Advisory Committee for stakeholder input was originally envisioned, the need for an additional advisory committee that can bring technical advice to the project has now been identified. In order to clarify the roles of these two Advisory Committees, the Terms of Reference for the originally planned Advisory Committee have been updated (Attachment 1). The following are the key changes:

1. Changed the name from the, “Richmond Aquatic Facility and Older Adults Centre Replacement Advisory Committee,” to the, “Minoru Major Facility Stakeholder Advisory Committee.”
2. Clarified that the role of the Stakeholder Advisory Committee is to, “is to provide advice, input and feedback *from a stakeholder perspective* at key milestones during the development process.”
3. Added an additional member as a representative of the public to bring the total Committee membership to four (4) representatives of the public, two (2) representatives of the Aquatic Services Board, and two (2) representatives of the Minoru Senior’s Society.
4. Removed the reference to the potential selection of representatives from the Richmond Olympic Oval as the site adjacent to the Oval was not selected as the location for this facility.
5. Updated the format and minor wording changes.

Recruitment for representatives to this Stakeholder Advisory Committee has now concluded and recommendations for appointments will be made to Council in a closed report. The Terms of Reference, if approved, provide for two Council liaisons and it is recommended that these council liaisons be appointed at the same time as the rest of the committee membership.

Terms of Reference for a Building/Project Technical Advisory Committee have also been drafted. (Attachment 2) Key terms include the following:

1. The purpose of the Committee is to provide advice on the design, construction, scope and schedule for the Project.
2. Council will appoint up to eight members and one liaison member to the Committee.
3. The Committee will meet on an ad-hoc basis as requested by the Project Team.
4. Committee members serve at the pleasure of Richmond City Council. Council may amend the terms of reference for the Committee at its discretion.

As with the Stakeholder Advisory Committee, potential members of the Building/Project Technical Advisory Committee have been identified and recommendations for appointments will be made to Council in a closed report. It is also recommended that the one identified Council liaison be appointed at that same time.

Financial Impact

Financial impacts of the Public Engagement Plan including meeting expenses associated with the two proposed advisory committees have been budgeted for in the already approved capital budget for the Project. No additional funding is required.

Conclusion

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



Serena Lusk
Senior Manager, Recreation and Sport Services
(604-233-3344)

Attachment 1 – Minoru Major Facility Stakeholder Advisory Committee Terms of Reference
Attachment 2 – Major Facility Building/Project Technical Advisory Committee Terms of Reference

Minoru Major Facility Stakeholder Advisory Committee Terms of Reference

Purpose

The purpose of the Minoru Major Facility Stakeholder Advisory Committee (the “Committee”) is to provide advice, input and feedback from a stakeholder perspective at key milestones during the planning and development process for the combined Aquatic Centre, Older Adults Centre and multi-purpose facility and associated urban realm improvements. (the “Project”)

Principles

The activities of the Committee will reflect the following principles related to the Project:

- The project must meet the objectives and timelines of the City of Richmond.
- The project must be completed within budget.
- The project will follow a service-delivery approach.
- The financial implications of decisions related to the Project must be balanced with the opportunities related to construction of a major recreational facility intended to serve the residents of Richmond for the long-term.
- The process of completing the Project will encourage effective relationships, partnerships with others and community involvement

Membership

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

- Two (2) representatives from the Aquatic Services Board.
- Two (2) representatives from the Minoru Senior’s Centre.
- Four (4) representatives from the general public.

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

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

Objective

The primary objective for the Committee is to support the City’s efforts in the development of the functional space program in direct relation to the proposed facility use programming for the Aquatic and Older Adults Replacement Facilities.

Procedures

A Chair will be elected from the membership of the Committee on an annual basis.

The term of the Committee is for the duration of the Project.

Meetings will be scheduled on an ad-hoc basis as requested by Staff.

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

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

The Committee will make recommendations and advise staff and the Project team.

Communications will be through the CAO or designate.

The Committee will liaise with other stakeholders where appropriate.

Meetings

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

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

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

Decisions, input, feedback and advice made by or from the Committee or Committee members to the project team will not be binding to the City.

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

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

Code of Conduct

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

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

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

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

Committee members serve at the pleasure of Council. Council may amend these terms at its discretion.

Major Facility Building/Project Technical Advisory Committee Terms of Reference

Purpose

The purpose of the Major Facility Building/Project Technical Advisory Committee (the “Committee”) is to advise City of Richmond staff on the design, construction, scope and schedule for the combined Aquatic Centre, Older Adults Centre and multi-purpose facility and associated urban realm improvements. (the “Project”) Other major projects may be also be reviewed on an ad-hoc basis upon request.

Principles

The activities of the Committee will reflect the following principles related to the Project:

- The Project will meet the objectives and timelines of the City of Richmond.
- The Project will be completed within budget.
- The Project will follow a service-delivery approach.
- The financial implications of decisions related to the Project must be balanced with the opportunities related to construction of a major recreational facility intended to serve the residents of Richmond for the long-term.
- The process of completing the Project will encourage effective relationships, partnerships with others and community involvement.

Membership

Richmond City Council appoints members of the Committee. There will be up to eight (8) members, and one (1) liaison from City Council.

Candidates will be chosen to reflect an array of skills and experience in fields such as construction, architecture, accounting, finance, construction management, law, urban or landscape planning, and transportation.

The CAO or designate will be the senior staff resource for the Committee. Other City staff and consultants will attend meetings as technical support when required.

Objectives

The primary objectives of the Committee are as follows:

- To provide input, feedback and advice on the design and construction of the Project.
- To advise on the best use of City resources.
- To advise on the financial sustainability of the Project and the soundness of business decisions.

- Other matters that will contribute to the successful development, construction and operation of the Project.

Procedures

A chair will be elected from the membership of the Committee on an annual basis.

The term of the Committee is for the duration of the Project.

Meetings will be scheduled on an ad-hoc basis as requested by Staff.

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

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

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

Meetings

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

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

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

Decisions, input, feedback and advice made by or from the Committee or Committee members to the project team will not be binding to the City.

The Committee will receive administrative support from City staff for agenda preparation, recording of minutes and associated meeting requirements.

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

Code of Conduct

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

Committee members will conduct themselves in the best interest of all of Richmond residents.

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

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Committee members serve at the pleasure of Richmond City Council. Council may amend these Terms of Reference at its discretion