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## General Purposes Committee

Anderson Room, City Hall  
6911 No. 3 Road

Monday, March 4, 2019  
4:00 p.m.

Pg. #      ITEM

### MINUTES

- GP-4**      *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on February 19, 2019.*



### DELEGATION

- GP-17**      1. Craig Richmond, President and Chief Executive Officer, Vancouver Airport Authority, and Howard Jampolsky, City of Richmond representative to the YVR Board of Directors, to provide an update on the **Airport's activities**.

### PLANNING AND DEVELOPMENT DIVISION

2. **2018 REPORT FROM CITY CITIZEN REPRESENTATIVES TO THE VANCOUVER INTERNATIONAL AIRPORT AERONAUTICAL NOISE MANAGEMENT COMMITTEE (YVR ANMC)**  
(File Ref. No. 01-0153-04-01) (REDMS No. 6093982 v. 3; 6125157)

**GP-34**

**See Page GP-34 for full report**

*Designated Speaker: John Hopkins*

STAFF RECOMMENDATION

*That the staff report titled “2018 Report from the City Citizen Representatives to the Vancouver International Airport Aeronautical Noise Management Committee (YVR ANMC)” dated February 25, 2019 from the Manager, Policy Planning, be received for information.*



COMMUNITY SERVICES DIVISION

3. **2019 FARM FEST AT GARDEN CITY LANDS UPDATE**

(File Ref. No. 11-7200-01) (REDMS No. 6066225 v. 8; 6076849)

GP-45

See Page GP-45 for full report

*Designated Speaker: Paul Brar*

STAFF RECOMMENDATION

*That Option 2 (Additional Farming Activations) for the 2019 Farm Fest at Garden City Lands, as outlined in the staff report titled “2019 Farm Fest at Garden City Lands Update,” dated January 7, 2019, from the Director, Parks Services, be approved.*



FINANCE AND CORPORATE SERVICES DIVISION

4. **COUNCIL AND COMMITTEE AGENDA DISTRIBUTION OPTIONS**

(File Ref. No. 01-01005-00) (REDMS No. 6056561 v. 3)

GP-54

See Page GP-54 for full report

*Designated Speaker: Claudia Jesson*

STAFF RECOMMENDATION

- (1) *That the staff report titled “Council and Committee Agenda Distribution Options” dated February 25, 2019, from the Director, City Clerk’s Office be received for information; and*
- (2) *That staff be directed appropriately, should Council wish to select an alternative option for agenda distribution and the frequency of Planning Committee meetings.*



ADJOURNMENT





## General Purposes Committee

Date: Tuesday, February 19, 2019

Place: Anderson Room  
Richmond City Hall

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

Absent: Councillor Bill McNulty

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

### AGENDA ADDITION

It was moved and seconded

*That Single-Use Plastic Items be added to the Agenda as Item No. 7.*

**CARRIED**

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on February 4, 2019, be adopted as circulated.*

**CARRIED**

**General Purposes Committee**  
**Tuesday, February 19, 2019**

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**COUNCILLOR KELLY GREENE**

**1. AUDIO RECORDINGS OF COUNCIL AND STANDING COMMITTEE MEETINGS**

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

It was moved and seconded

*To direct staff to identify feasible options for publishing on the City of Richmond website the audio recordings from all Council and Standing Committee meetings that are not video recorded and report back.*

The question on the referral motion was not called as discussion ensued and the following Committee comments were noted:

- the intent of the proposed referral motion is to provide greater accessibility and transparency of the City Council process;
- the publication of the audio recordings would provide interested members of the public the opportunity to listen to the meeting discussion, which may provide a level of context that may not necessarily be captured in the meeting minutes;
- currently, members of the public are often hesitant to address Council at a meeting as public speaking can be daunting; therefore, the publication of meeting audio recordings may further deter public delegations before Council;
- if meeting audio recordings were to be published on the City website, Council's Committee meeting processes would need to be modified; for instance, the Chair would need to advise members of the public that they are being recorded, a roll call would need to be conducted at the beginning of the meeting, individual Council members would need to be identified aloud each time they speak and so forth;
- the display of motions on the floor in real time would lend itself well in improving transparency of the City Council process;
- the provision of meeting audio recordings would supplement agendas and minutes already published on the City website;
- the provision of meeting audio recordings for Public Hearings may be suitable as the Council Chambers is better equipped to capture audio; and
- meeting audio recordings are currently provided to members of the public as requested, which questions the need to publish them on the City website.

## General Purposes Committee

### Tuesday, February 19, 2019

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In reply to queries from Committee, David Weber, Director, City Clerk's Office, advised that audio recordings are taken for minute taking purposes. He remarked that the audio visual system in the Anderson Room was not designed with the intent to capture audio for public broadcast and therefore, the quality of the audio recordings is poor. He noted that the Council Chambers is better equipped for public broadcast of audio recordings as the infrastructure exists. Also, Mr. Weber stated that the City Clerk's Office receives a few requests annually from members of the public wishing to listen to meeting audio recordings.

The question on the referral motion was then called and it was **CARRIED** with Mayor Brodie, and Cllrs. Loo and McPhail opposed.

## COMMUNITY SERVICES DIVISION

### 2. **HOLLYBRIDGE WAY PUBLIC ART LANDMARK PROPOSED LOCATION**

(File Ref. No. 11-7000-09-20-244) (REDMS No. 6059508 v. 9)

It was moved and seconded

*That the proposed location for the Hollybridge Way Public Art Landmark artwork "Typhas" by artists Charlotte Wall and Puya Khalili, as presented in the staff report titled "Hollybridge Way Public Art Landmark Proposed Location," dated January 16, 2019, from the Director, Arts, Culture and Heritage Services, be endorsed.*

The question on the motion was not called as discussion took place and in reply to queries from Committee, Liesl Jauk, Manager, Arts Services and Biliana Velkova, Public Art Planner, provided the following information:

- the proposed public art project is consistent with the Hollybridge Way Public Art Landmark Terms of Reference, which was approved by Council in June 2018;
- there is no provision to provide the proposed public art on private property;
- a staff report on the Council approval process for public art projects on private land is anticipated to be presented at the February 2019 Parks, Recreation and Cultural Services Committee meeting;
- maintenance costs for public art projects are built into the program's costs;

## General Purposes Committee

### Tuesday, February 19, 2019

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- when a call for artists for public art projects is issued, local artists are encouraged to apply; some public art projects are limited to local artist while others are open to local, national and international artists; this allows for a vibrant public art program that captures a diversity of art mediums;
- the public art program is robust in that the process is well defined and established;
- due to structural engineering and flood mitigation needs, the grand staircase (midway up the stairs) is recommended as the preferred site; and
- staff can examine sliding the public art over to the side; however there may be costs associated to reinforce the staircase.

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

It was moved and seconded

*That the proposed location for the Hollybridge Way Public Art Landmark artwork “Typhas” by artists Charlotte Wall and Puya Khalili, as presented in the staff report titled “Hollybridge Way Public Art Landmark Proposed Location,” dated January 16, 2019, from the Director, Arts, Culture and Heritage Services, be tabled for one month.*

The question on the motion was not called as discussion took place and Committee commented that the public art program process is well defined and established and the decision of the public art panel for this project should be respected, and should the public art program process be revised as a result of the anticipated staff report to be presented at the February 2019 Parks, Recreation and Cultural Services Committee alter, it would be for future public art projects.

The question on the tabling motion was then called and it was **DEFEATED** with Mayor Brodie, Cllrs. Au, Greene, Loo and McPhail opposed.

The question on the main motion was then called and it was **CARRIED** with Cllrs. Day, Steves and Wolfe opposed.

### 3. **2019 ARTS AND CULTURE GRANTS PROGRAM**

(File Ref. No. 11-7000-01) (REDMS No. 6059091 V. 2)

The Chair congratulated all staff involved in the City’s grants program for their efforts.

**General Purposes Committee**  
**Tuesday, February 19, 2019**

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It was moved and seconded

*That the 2019 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$114,524, as outlined in the report titled "2019 Arts and Culture Grants Program" dated January 10, 2019 from the Director, Arts, Culture and Heritage Services.*

**CARRIED**

4. **2019 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS**  
(File Ref. No. 11-7000-01) (REDMS No. 6047179 v. 13, 6047157, 6080248)

In accordance with Section 100 of the *Community Charter*, Councillor Alexa Loo declared herself to be in a conflict of interest with respect to Item No. 4 as she is a board member for KidSport.

There was agreement to consider proposed grant funding for KidSport separately and therefore, the following **motion** was introduced:

It was moved and seconded

*That the 2019 Parks, Recreation and Community Events Grants be awarded for the recommended amounts and funding cycles, and cheques disbursed for a total of \$86,100 (with the removal of \$23,000 for KidSport) as identified in Attachment 1 of the staff report titled "2019 Parks, Recreation and Community Events Grants," dated January 14, 2019, from the Director, Recreation and Sport Services.*

The question on the motion was not called as discussion took place on the recommended 2019 Parks, Recreation and Community Events grant amounts and in reply to queries from Committee, Beayue Louie, Park Planner, provided the following information:

- grant applications are assessed based on the application scoring criteria as set out by Council;
- the application scoring criteria rates applications based on information provided by the deadline including areas related to (i) eligibility, (ii) applicant, (iii) impact on community and engagement, (iv) financials, and (v) quality of application;
- the grant funding recommended for the Hamilton Community Association is based on their request for funds for marketing and entertainment costs to expand their reach;
- the recommended grant funding for Rabbitats Rescue Society is based on their application submission as of the deadline; information such as the use of grant funds for ineligible purposes (infrastructure) and the question of jurisdiction regarding their program were among the factors in determining the recommended grant funding;



## General Purposes Committee

### Tuesday, February 19, 2019

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- the WildResearch Society was not recommended due to an overall low score on its application; the main goal of the grant program is to assist non-profit community organizations in the delivery of programs and services that primarily benefit Richmond residents and the Society's application failed to address this factor;
- the Growing Chefs Society is not recommended for funding largely due to the fact that the program is a school-based program, which is not eligible for grant funding as per the Guidelines; and
- the BC Kitefliers' Association requested funds for their Children's Kite Making workshop so that kites may be offered free of charge; the recommended grant funding is to cover the costs of 600 kite-making kits.

Discussion took place on correspondence dated February 19, 2019 submitted by the Rabbitats Rescue Society (attached to and forming part of these Minutes as Schedule 1). As a result of the discussion, the following **referral motion** was introduced:

It was moved and seconded

*That correspondence dated February 19, 2019 from Rabbitats Rescue Society be referred to staff to provide general remarks and information regarding what other jurisdictions are doing.*

The question on the referral motion was not called as discussion took place on the intent of the referral in the context of the 2019 Parks, Recreation and Community Events grant recommendations.

It was suggested that the matter of addressing feral rabbits in Richmond in the broader context be discussed at an upcoming Parks, Recreation and Cultural Services Committee meeting.

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

Discussion then ensued regarding the main motion and the recommended grant allocations. As a result, the following **amendment motion** was introduced:

It was moved and seconded

*That:*

- (1) *\$600 be added to the East Richmond Community Association grant allocation for a total of \$1,800;*
- (2) *\$600 be added to the BC Kitefliers' Association grant allocation for a total of \$1,200; and*
- (3) *\$316 be added to the Gulf of Georgia Cannery Society grant allocation for a total of \$1,316.*

**CARRIED**

**General Purposes Committee**  
**Tuesday, February 19, 2019**

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The question on the main motion, as amended to read as follows:

*“That the 2019 Parks, Recreation and Community Events Grants be awarded for the recommended amounts and funding cycles, and cheques disbursed for a total of \$86,616 and include:*

- (1) the removal of \$23,000 for KidSport and \$1,000 for Rabbitats Rescue Society; and*
- (2) the addition of:*
  - (a) \$600 to the East Richmond Community Association grant allocation for a total of \$1,800;*
  - (b) \$600 to the BC Kitefliers’ Association grant allocation for a total of \$1,200; and*
  - (c) \$316 to the Gulf of Georgia Cannery Society grant allocation for a total of \$1,316;*

*as identified in Attachment 1 of the staff report titled “2019 Parks, Recreation and Community Events Grants,” dated January 14, 2019, from the Director, Recreation and Sport Services.”*

was then called and it was **CARRIED**.

In accordance with Section 100 of the *Community Charter*, Councillor Alexa Loo declared herself to be in a conflict of interest with respect to the remainder of Item No. 4 as she is a board member for KidSport and left the meeting (5:06 p.m.).

It was moved and seconded

***That \$23,000 be awarded to KidSport – Richmond Chapter as identified in Attachment 1 of the staff report titled “2019 Parks, Recreation and Community Events Grants,” dated January 14, 2019, from the Director, Recreation and Sport Services.***

**CARRIED**

Councillor Loo returned to the meeting (5:07 p.m.).

**General Purposes Committee**  
**Tuesday, February 19, 2019**

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5. **2019 HEALTH, SOCIAL AND SAFETY GRANTS**

(File Ref. No. 07-3040-01) (REDMS No. 6057796 v. 3; 6075319; 5950178)

In reply to queries from Committee, Lesley Sherlock, Planner 2, spoke to the recommended grant allocations, noting that it is challenging to allocate large amounts of grant funding to any given organization and challenges faced by the Richmond Women's Resource Centre are a result of the elimination of provincial grant funding.

Discussion took place on utilizing remaining funds from the 2019 Health, Social and Safety Services Grants. As a result, the following **amendment motion** was introduced:

It was moved and seconded

***That:***

- (1) *\$500 be added to the Stigma-Free Society grant allocation for a total of \$2,500;*
- (2) *\$316 be added to the Richmond Amateur Radio Club grant allocation for a total of \$2,000;*
- (3) *\$500 be added to the Amyotrophic Lateral Sclerosis Society of British Columbia grant allocation for a total of \$2,500; and*
- (4) *\$1,000 be added to the Turning Point Recovery Society grant allocation for a total of \$8,500.*

**CARRIED**

It was moved and seconded

***That the 2019 Health, Social and Safety Services Grants be awarded for the recommended amounts and funding cycles, and cheques disbursed for a total of \$614,590 as per the report titled "2019 Health, Social and Safety Grants", dated January 16, 2019, from the Manager of Community Social Development (Attachment 1) and include the addition of:***

- (a) *\$500 to the Stigma-Free Society grant allocation for a total of \$2,500;*
- (b) *\$316 to the Richmond Amateur Radio Club grant allocation for a total of \$2,000;*
- (c) *\$500 to the Amyotrophic Lateral Sclerosis Society of British Columbia grant allocation for a total of \$2,500; and*
- (d) *\$1,000 to the Turning Point Recovery Society grant allocation for a total of \$8,500.*

**CARRIED**

**General Purposes Committee**  
**Tuesday, February 19, 2019**

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6. **2019 CHILD CARE GRANTS**

(File Ref. No. 07-3070-01) (REDMS No. 6010376 v. 8; 5364413; 5955401; 6010359)

It was moved and seconded

*That, as per the report titled "2019 Child Care Grants," dated January 10, 2019, from the Manager of Community Social Development:*

- (1) the Child Care Capital and Professional and Program Development Grants be awarded for the recommended amounts and cheques be disbursed for a total of \$54,187; and*
- (2) a second Child Care Capital Grant intake for 2019 be scheduled to utilize the balance of unspent capital funds of \$25,720.*

**CARRIED**

7. **SINGLE-USE PLASTIC ITEMS**

(File Ref. No.)

Councillor Au spoke to the need to examine banning single-use plastic items, including plastic bags and drinking straws in Richmond. As a result, the following **referral motion** was introduced:

It was moved and seconded

*Whereas plastic pollution is a major threat to our environment and it is estimated that approximately three billion plastic bags are used annually in Canada. The average plastic bag is used for 20 minutes and takes more than 400 years to break down;*

*Whereas Canada is a signatory of the Ocean Plastics Charter in September 2018 and more than 60 countries have taken action to fight plastic pollution; and*

*Whereas in September 2018 a motion was unanimously passed at the UBCM Convention to call for a provincial ban on plastic bags and some cities, such as Victoria and Salmon Arm, already have bylaws to ban single-use plastic bags; and*

*Whereas Vancouver has voted to ban the distribution of plastic drinking straws as well as form containers and cups commencing June 1, 2019;*

*Therefore be it resolved that staff be directed to study the merits and practicability of banning single-use plastic items including plastic bags and plastic drinking straws in Richmond report back with recommendations in 60 days.*

The question on the referral motion was not called as discussion took place on the timeliness of the referral and what surrounding municipalities have implemented related to single-use plastics.

## General Purposes Committee

### Tuesday, February 19, 2019

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Discussion took place on the need to examine other materials as well and Robert Gonzalez, General Manager, Engineering and Public Works, commented that staff's analysis will include examining the City's authority to implement such bans; also, he provided clarity with regard to the definition of single-use, noting that some Styrofoam containers such as those used for take-out food are considered single-use whereas others may not be.

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

## ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (5:30 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 19, 2019.

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Mayor Malcolm D. Brodie  
Chair

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Hanieh Berg  
Legislative Services Coordinator

Schedule 1 to the Minutes of the  
General Purposes Committee  
meeting of Richmond City  
Council held on Tuesday,  
February 19, 2019.

## ON TABLE ITEM

Date: February 19, 2019  
Meeting: OPEN GP  
Item: ITEM 4

### Mayor and Councillors

**From:** Sorelle . <sorelle@rabbitats.org>  
**Sent:** Tuesday, 19 February 2019 13:57  
**To:** Wolfe, Michael; Carol Day; kelly@kellygreene.ca; Brar, Paul; Mayor and Councillors  
**Subject:** Rabbitats Rabbit Control, Grant Request  
**Attachments:** City of Richmond Synopsis Draft 1.docx

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

Hi Michael,

We had applied for a City grant of around \$45,000 for operating costs to get started on humane rabbit control for the ever-burgeoning population. We weren't expecting the full amount however they have only allocated \$1000, which although we're grateful for, really won't get us started on this important project.

I know in past years there have been some funds leftover in the kitty (bunny?) so to speak and we're hoping that a case can be made to at least try and get those funds sent our way as well.

I will be at the General Purposes meeting today, I hope to finally meet you there.

I'm attaching a VERY rough two-page summary of some key points in our still in-progress action plan.

Thanks!

Sorelle

Sorelle Saidman  
604-608-1300  
Rabbitats Rescue Society  
[info@rabbitats.org](mailto:info@rabbitats.org)  
[www.rabbitats.org](http://www.rabbitats.org)



## City of Richmond

### FERAL RABBIT ACTION PLAN: INTRODUCTION

#### SUMMARY DRAFT

February 18, 2019

#### Proposed Actions (Summary)

##### Project One: Feral Rabbit Control (2019 – 2029)

Rabbitats is given a five-year contract to trap, neuter and contain the rabbits already loose in Richmond, with a five year renewal.

- Rabbitats' volunteers initially trap the rabbits with subsequent rabbits picked up by animal control.
- City pays \$100 per rabbit for sterilization and vaccination.
- Rabbitats approaches neighbourhood stratas, home owners and businesses with rabbits on their properties for additional funding and other assistance.
- The rabbits are housed in large secure enclosures on farms and sanctuaries.

##### Project Two – Abandoned Rabbit Control (perpetual)

*NOTE: Rabbitats has been positioning itself to undertake feral rabbit control, however with most BC shelters shutting down to rabbit intake over most of 2018 and the Richmond shelter opting for a drastically reduced capacity from 2019 on, a new crisis now has to be resolved.*

- Rabbitats opens a shelter/indoor sanctuary to take unwanted rabbits and traps and houses Richmond strays at a rate to be determined.
- A warehouse or a suitable indoor/outdoor rural location will be required raising operating costs thus additional support needs to be explored.

Rabbitats is not looking for rescue handouts from the taxpayer, we are looking to re-allocate escalating funds spent on repairs and lost product (along with some other fiscally responsible proposals).

Richmond's rabbit damage should be substantial. This is in addition to the losses suffered by property owners and gardeners. This can escalate to farmers as it did in 2006.

## **Case Studies Synopsis:**

### **Corporation of Delta**

The Corporation of Delta said in 2012 that *"To date, Delta has incurred approximately \$350,000 in costs to repair damages caused by the rabbits to the buildings and grounds in the civic precinct. Similarly, in 2011, the Delta Hospice spent approximately \$70,000 to repair landscape damage caused by rabbits."*

They budgeted \$60,000 to spay/neuter their rabbits and released 400 to 500 in Harbour Park, which is mostly surrounded by water. They passed a rabbit spay/neuter bylaw, animal control picked up all ensuing stray rabbits and they remained rabbit free until the shelter closed for intake in 2018.

### **Richmond Auto Mall**

In 2012, the Richmond Auto Mall's landscaping contractors estimated the rabbits on their property had caused \$32650 in current damages and estimated pending damage that could be over \$60,000 as the rabbits had begun compromising the trees.

The Auto Mall awarded a contract worth \$60,000 to Rabbitats for rabbit control which saw 400 rabbits taken in by the society.

The Auto Mall continues to sponsor the society with a vehicle and other perks, and the society continues to pick up strays with RAM covering the sterilization costs.

### **Kelowna**

Kelowna paid \$54,000 to EBB Environmental Consulting initially to kill 1000 rabbits. After several hundred were exterminated and a public outcry ensued, a rescue group stepped in to rehome the remaining 800 with additional funding from the City of Kelowna.

Kelowna also passed a bylaw allowing for the sale of sterilized rabbits only.



# VANCOUVER INTERNATIONAL AIRPORT

GP

**Howard Jampolsky**

City of Richmond Nominee

Vancouver Airport Authority Board of Directors

**Craig Richmond**

President & CEO

Vancouver Airport Authority



# MISSION

*Connecting British  
Columbia Proudly to  
the World*

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# VISION

*A World Class  
Sustainable Hub  
Airport*

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# VALUES

*Safety, Teamwork,  
Accountability,  
Innovation*



# 25 MILLION PASSENGERS IN 2018





# 10 YEARS OF GROWTH





# NEW AIRLINES & DESTINATIONS





# CARGO GROWTH



RECORD

**8.1%**

GROWTH

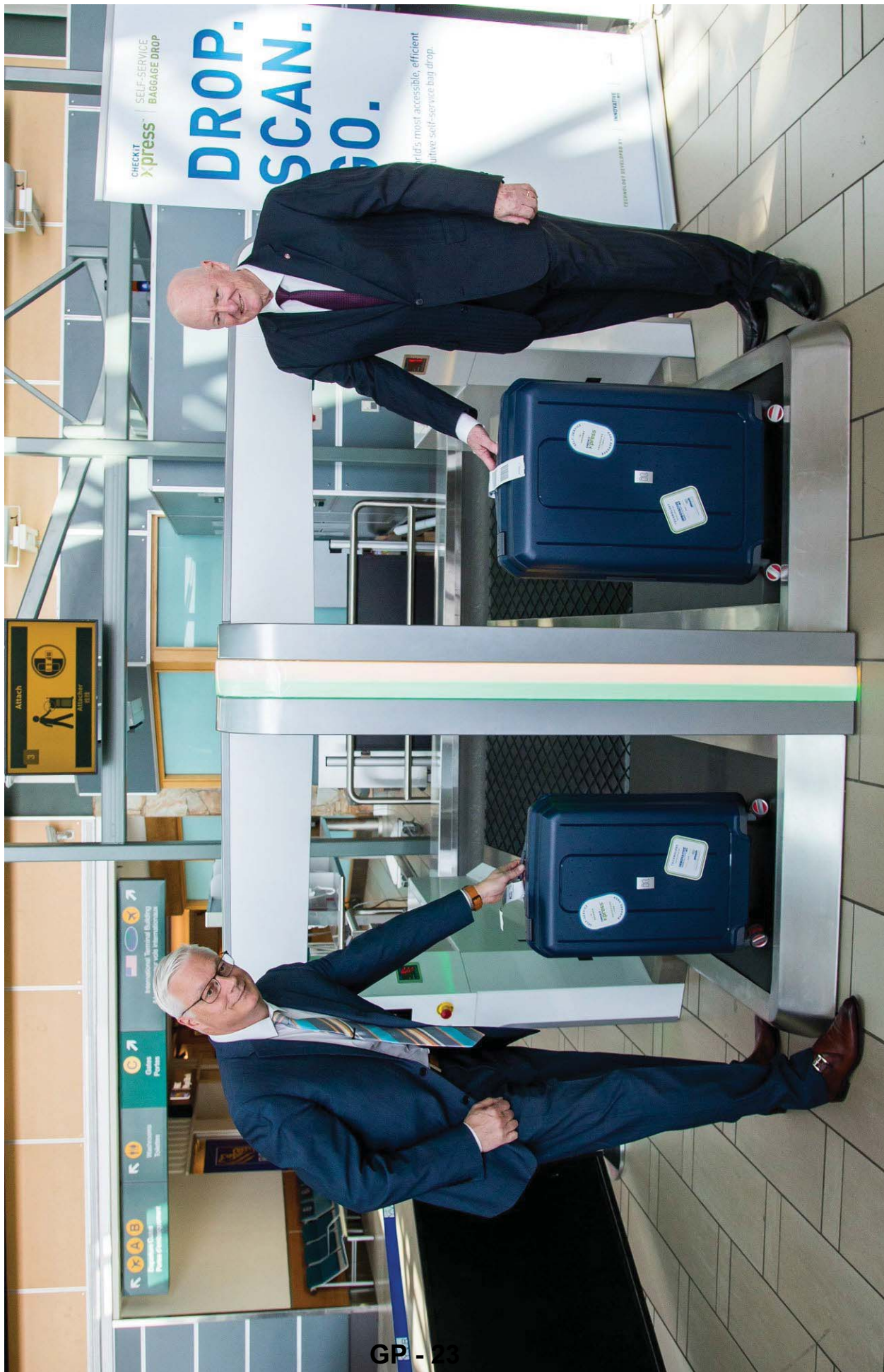
CARGO

**338.2k**

TONNES



# NON-AERONAUTICAL REVENUES



# ECONOMIC BENEFITS



**24,000+**

Jobs at YVR



**100,000+**

Jobs across  
B.C.



**\$16.5 billion**

Total Output



# MUSQUEAM-YVR FRIENDSHIP AGREEMENT



# EXPANSION PROJECTS





# GEOEXCHANGE PLANT

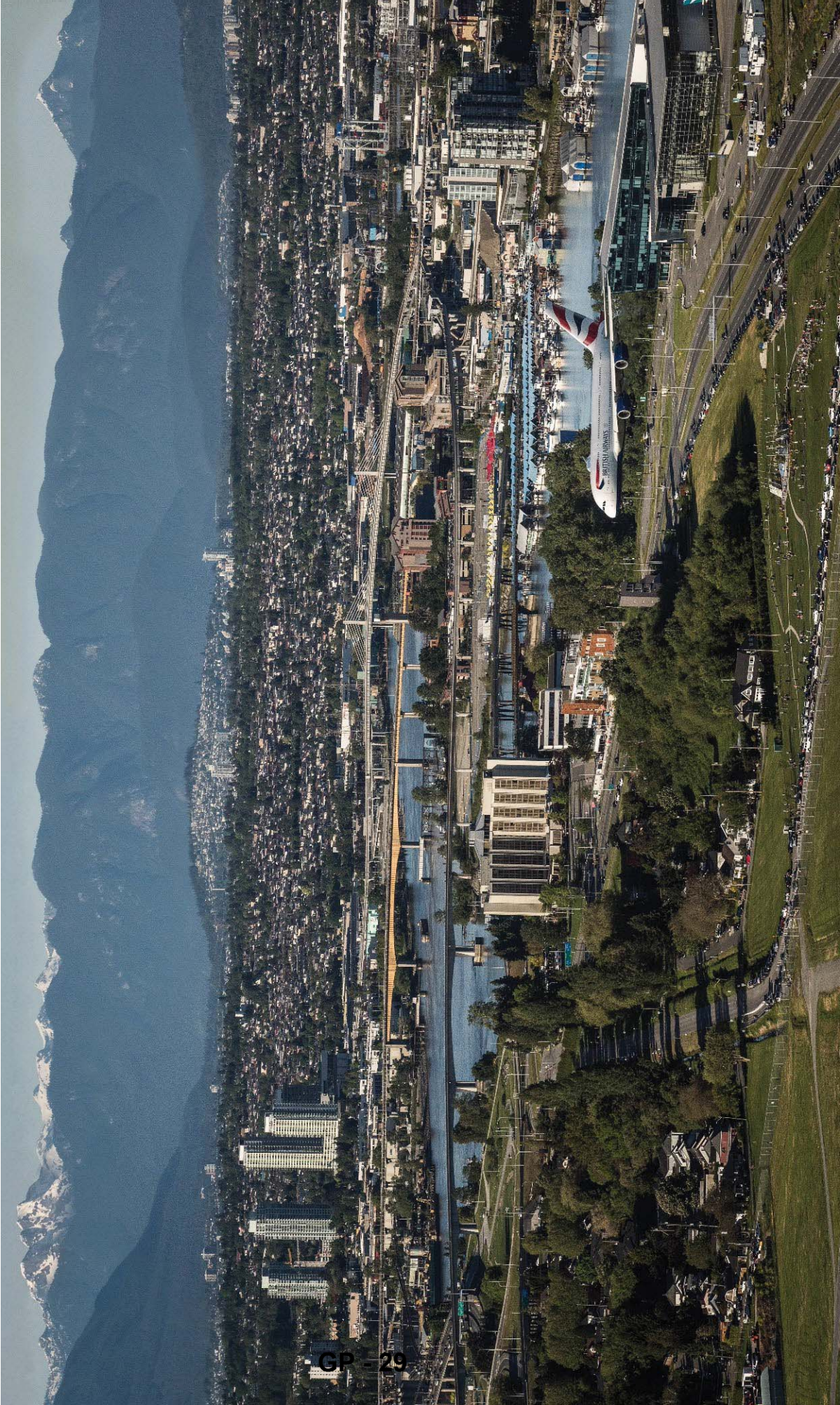


# INTERNATIONAL TERMINAL





# LONG-TERM PLANNING





# ACCESSIBILITY CERTIFICATION





# ENVIRONMENTAL PLAN

REDUCE GREENHOUSE  
GAS EMISSIONS

2020

-33%

REDUCE WASTE

2020

-50%

IMPROVE ECOSYSTEM  
HEALTH

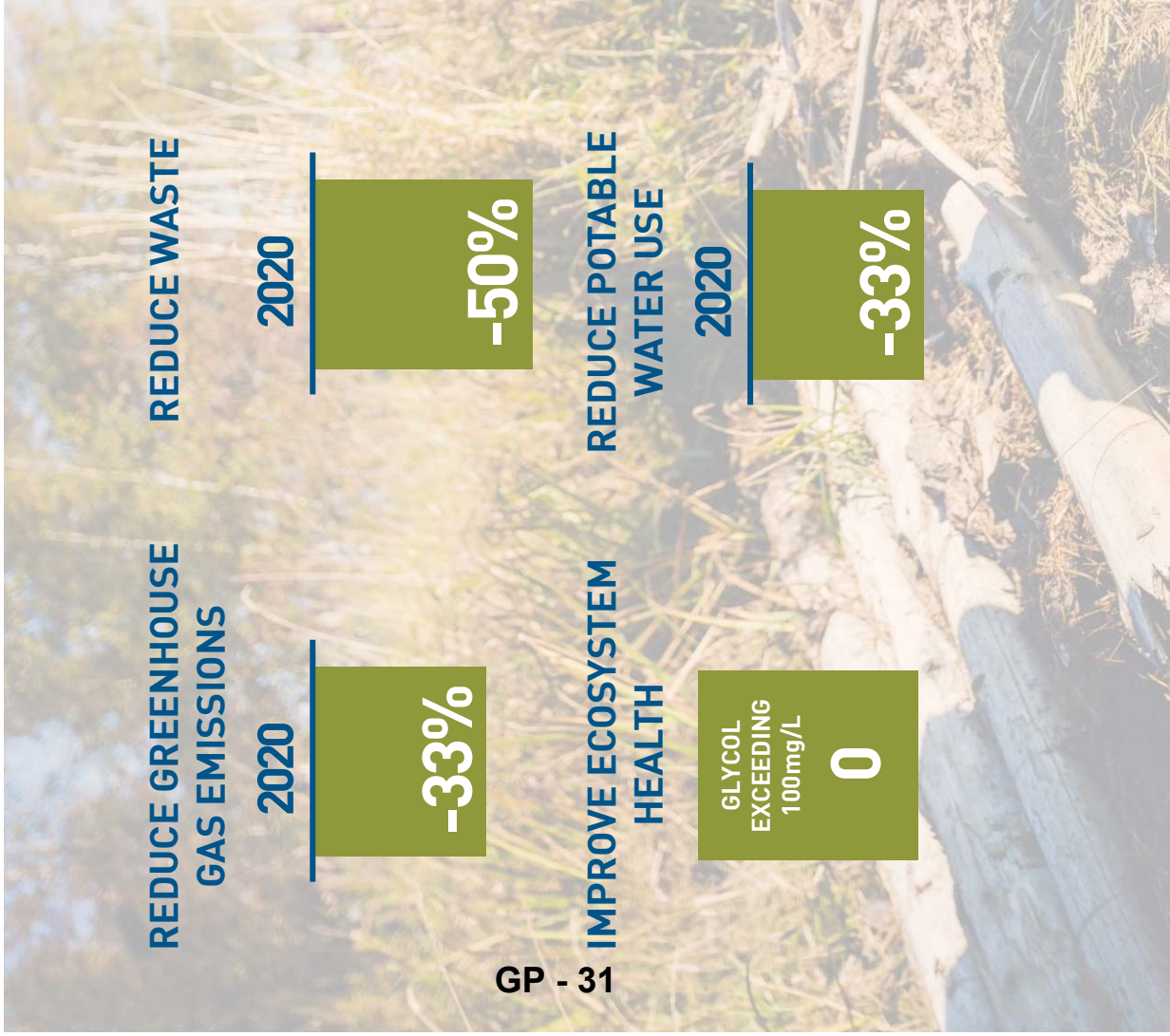
GLYCOL  
EXCEEDING  
100mg/L

0

REDUCE POTABLE  
WATER USE

2020

-33%





# COMMUNITY INVESTMENT





THANK YOU  
TO OUR COMMUNITY  
BECAUSE OF YOU  
YVR IS NUMBER ONE





# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Barry Konkin  
Manager, Policy Planning  
**Date:** February 25, 2019  
**File:** 01-0153-04-01/2019-  
Vol 01  
**Re:** **2018 Report from City Citizen Representatives to the Vancouver International  
Airport Aeronautical Noise Management Committee (YVR ANMC)**

### Staff Recommendation

That the staff report titled "2018 Report from the City Citizen Representatives to the Vancouver International Airport Aeronautical Noise Management Committee (YVR ANMC)" dated February 25, 2019 from the Manager, Policy Planning, be received for information.

Barry Konkin  
Manager, Policy Planning  
(604-276-4139)

Att. 1

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

## **Staff Report**

### **Origin**

As directed by Council, the City's two citizen appointees to the Vancouver International Airport Aeronautical Noise Management Committee (YVR ANMC) provide annual updates directly to the General Purposes Committee on the annual work undertaken by the YVR ANMC. This report provides the 2018 update through a status report prepared by the City's appointees to the YVR ANMC (Attachment 1). The Vancouver International Airport Aeronautical Noise Management Committee is not a committee of Council, but is a committee struck by the Airport Authority and members are independently appointed by respective stakeholder groups that include citizen representatives, municipal governments, the Musqueam Indian Band, airlines, NAV CANADA, Transport Canada and the Airport Authority. Council appoints the two citizen representatives on the committee.

### **Analysis**

#### YVR Aeronautical Noise Management Committee

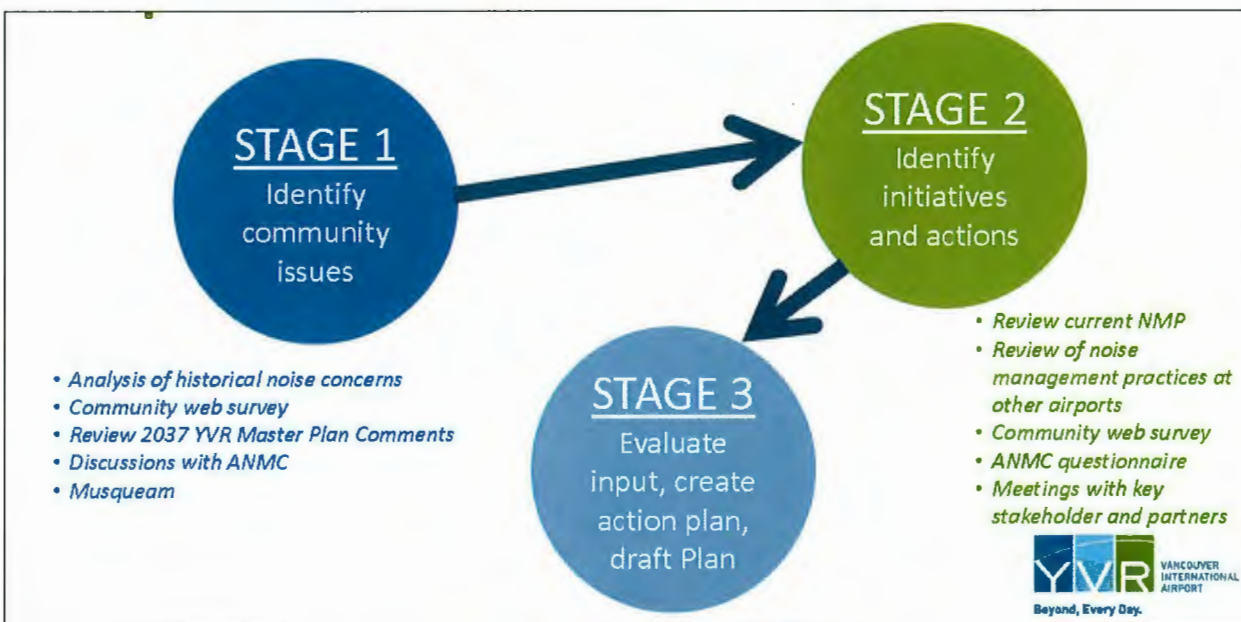
Through its ground lease with the Federal Government, the Vancouver International Airport Authority (Airport Authority) has responsibility for noise management activities at YVR, and has a comprehensive noise management program to undertake this responsibility. The purpose of the YVR ANMC is to provide a forum where parties with an interest in noise management issues can discuss aeronautical noise management at YVR. Each year, the City Citizen representatives – as directed by Council – provide an update directly to the General Purposes Committee on agenda items discussed at the YVR ANMC meetings during the previous year.

The attached status report (Attachment 1) from the two Richmond's citizen appointees provides a summary of the key items discussed at three Committee meetings held in February, June and December 2018. Additionally, a special joint meeting was held in October 2018 with the YVR Environmental Advisory Committee to assign relative importance to 34 "draft material topics for sustainability reporting", including aeronautical noise.

In addition to the status report submitted by Richmond's citizen representatives on the YVR ANMC (Attachment 1), this report provides some additional staff comments on YVR noise related issues.

#### 2019-2023 YVR Noise Management Plan

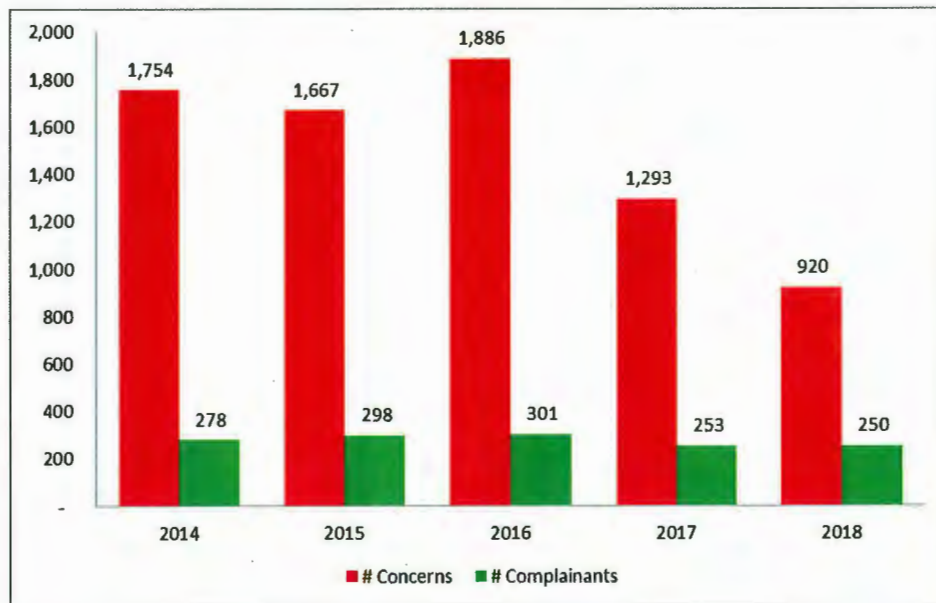
Under the provisions of Vancouver Airport Authority's (VAA) federal ground lease, VAA is required to have a Noise Management Plan that is approved by the Minister of Transport. The Noise Management Plan serves to document YVR's Aeronautical Noise Management Program and identifies key areas of work over a five-year period. As the 2014-2018 Plan had expired, a new 2019-2023 Plan and associated initiatives was developed in 2018 in consultation with the YVR ANMC and the broader commercial and residential community, including a web-based survey. Figure 1, as provided by YVR, describes the process utilized in creating the 2019-2023 YVR Noise Management Plan.

**Figure 1: Process to Creating the 2019-2023 YVR Noise Management Plan**

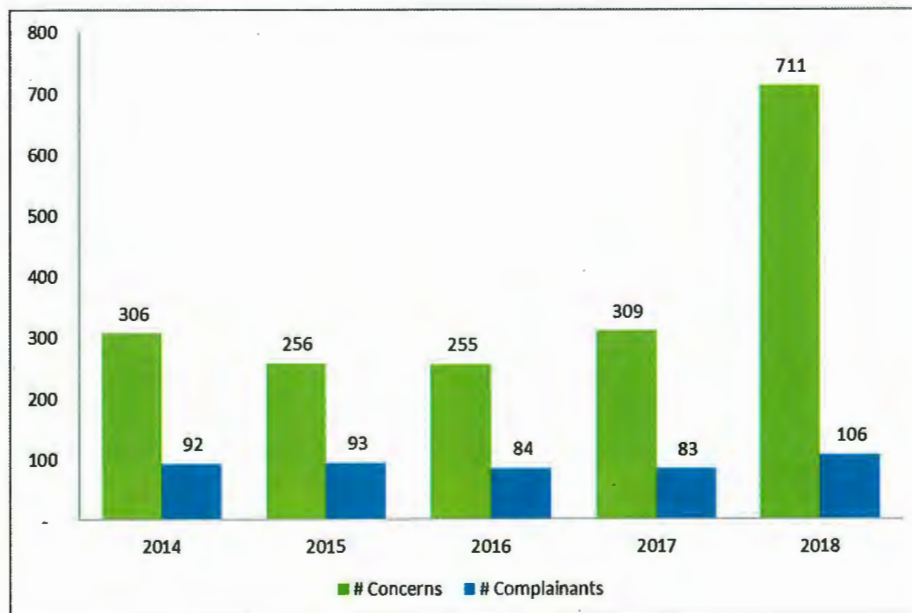
In September 2018, staff and Council provided comments on the draft 2019-2023 YVR Noise Management Plan including the need to have more community awareness/education with affected residents and businesses, improved noise reduction techniques, and consideration of a regional airport strategy. The Noise Management Plan received approval from the YVR Board of Directors in late 2018, and was accepted by Transport Canada in February 2019. YVR staff have indicated that a copy of the new Noise Management Plan will be publicly available by the end of March 2019.

#### 2018 Aeronautical Noise Management – Summary Report

Between January 1 to December 31, 2018, YVR received a total of 920 noise concerns from 250 individuals across Metro Vancouver. This represents a 29% decrease in the number of concerns and no change in the number of complainants over the same time period in 2017 (Figure 2). Almost 50% of the total concerns (457 out of 920 concerns) were registered by three individuals in Richmond regarding jet departures and run-ups during the night-time hours. Of the balance of 463 concerns, 71 were received regarding engine run-up activities, including 66 concerns from 19 individuals in Richmond.

**Figure 2: Region-wide Aeronautical Noise Concerns and Complainants**

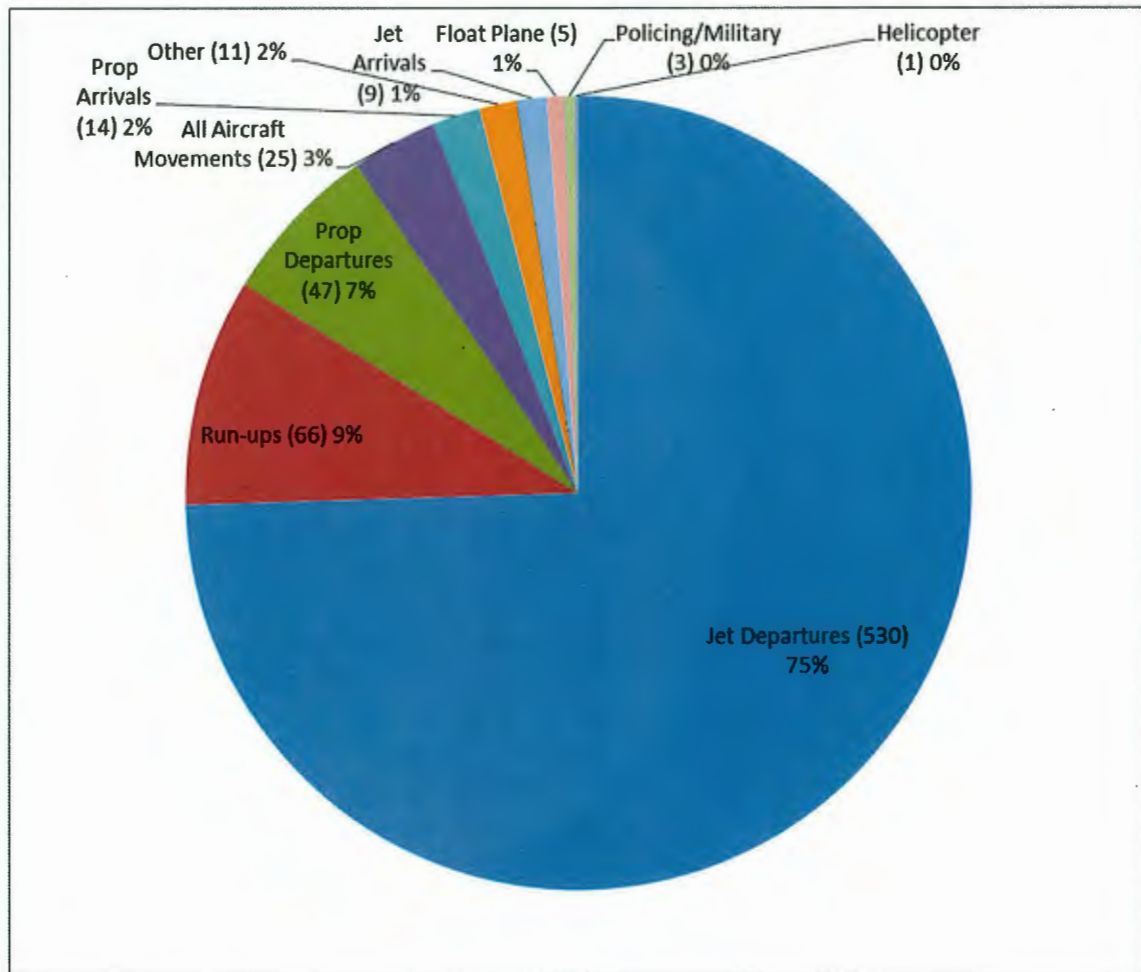
A total of 711 concerns were received by YVR from 106 Richmond residents during 2018, which is a 130% increase in the number of concerns and a 28% increase in the number of complainants versus 2017 (Figure 3). This increase is largely due to three individuals in Richmond who registered 457 of the 711 concerns in 2018 (64% of all Richmond concerns). Two of these individuals registered 290 concerns regarding jet departures over the city whereas one individual registered 167 concerns regarding jet departures over the city and run-ups during the night-time hours.

**Figure 3: Noise Concerns and Complainants by Richmond Residents**



As shown in Figure 4, 75% of concerns (530 out of 711) in Richmond included jet departures. Of those 530 concerns, 457 were from three individuals in Richmond. Other concerns shown in Figure 4 include engine run-ups (9%), propeller departures (7%), and all aircraft movements (3%).

**Figure 4: Total Number and Per Cent of Richmond-Related Noise Concerns by Operational Category**



Through YVR's Noise Management Plan, in consultation with the YVR AMNC, YVR is committed to minimizing the environmental and noise impacts associated with airport operations. As part of the Noise Management Plan, YVR is focused on minimizing noise disturbances while recognizing the need for 24-hour airport operations. All concerns received by YVR are logged in the YVR noise complaint database. Personal information is treated confidentially and information in the database is used to analyze trends, create reports for the YVR ANMC, and to report to the community via the annual noise report and the annual sustainability report.

#### **Financial Impact**

None.

## Conclusion

The YVR ANMC remains a valuable forum for addressing aeronautical noise impacts on Richmond. The City's citizen representatives to the YVR ANMC continue to uphold Richmond's interest at the Committee and contribute positively to discussions. The provision of input regarding VAA's new 2019-2023 Noise Management Plan will provide an opportunity for the City and the City's representatives to the YVR ANMC to ensure that the initiatives are consistent with a goal of minimizing aeronautical noise impacts to the community and enhancing residents' quality of life.



John Hopkins  
Planner 3  
(604-276-4279)

In collaboration with: Gary Abrams and Ihsan Malik  
City Citizen Representatives to the YVR ANMC

JH:cas

Att. 1: 2018 Report from City Citizen Representatives to the YVR ANMC

**Date:** January, 2019

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

**From:** G.W.D. Abrams  
Ihsan Malik  
City of Richmond Citizen YVR ANMC Representatives

**2018 Status Report: YVR Aeronautical Noise Management Committee**

**City Appointees (there are two current City citizen representatives):**

Gary W.D. Abrams, a Richmond lawyer with military and civil flying experience and involvement in the British Columbia Aviation Council and other aviation organizations, has acted as Citizen Representative from the beginning of 2015. He was reappointed in December, 2017, for a two-year term ending December 31, 2019.

Ihsan Malik, a retired aircraft maintenance engineer with Air Canada, was appointed at the beginning of 2017 for a two-year term which ended on December 31, 2018.

Arvind Sharma, an aircraft maintenance engineering at YVR, has been recently appointed at the beginning of 2019 for a two-year term ending on December 31, 2020.

**Past Year at the YVR Aeronautical Noise Management Committee**

1. The ANMC met on March 28, June 14, and December 6, 2018.
2. The March 2018 meeting opened with an update by Mark Cheng, Supervisor Noise Abatement and Air Quality at Vancouver International Airport (YVR), on the YVR Noise Management Plan (NMP) 2019-2023 to be completed by the end of 2018, for submission to Transport Canada.
3. YVR was also engaged in a Noise Management Practice Review, in the course of which it had commissioned a consulting company, AIRBIZ, to review current practices at two Canadian and five other international airports. Three of the persons who conducted the review summarized their findings at the March 28 meeting, while observing that geographic and other conditions at these airports might render their experience of limited application to YVR.
4. The full results of a community web questionnaire launched in March, 2018, would not be available until July.
5. Rachel Min, an environmental analyst working under Mark Cheng, presented a summary of YVRAA's recent analysis of historical noise "concerns" for the years 2014 to 2017. The concerns totaled 6,458, registered by 903 residents of Richmond and three other municipalities.



6. Mark Cheng listed the seven criteria against which comments received from the community and members of the ANMC would be assessed. Safety came first. The seventh was “alignment with YVR’s mandate to provide 24-hour air service for the region”.
7. Mark Cheng then presented the results of an analysis of take-off noise levels generated by the most modern aircraft, such as the Boeing 787, and older models, many of which will continue to operate from YVR for some years. The measured difference, of 3 DBA (decibels), he regarded as significant, especially given that the latest aircraft carry more passengers than their predecessors.
8. Rachel Min summarized the 2017 statistics for YVR. These disclosed about 330,000 movements, including floatplanes and helicopters, and 24.2 million passengers (a record number). The number of passengers had grown, because of the increase in aircraft size, much faster than the number of aircraft movements.

There were 1,293 concerns, registered by 253 persons, in 2017, 776 (60 per cent) of which emanated from three persons. The total number of concerns was nearly 600 lower than in 2016.

9. The second meeting of the YVRANMC in 2018 took place on June 14.
10. Mark Cheng reviewed progress on the 2019-2023 YVR Noise Management Plan and referred to the Noise Management Practice Review discussed at the March 28 meeting.
11. Interim results of the Community Web Questionnaire also were presented. More than 600 persons had so far responded. Their principal suggestions were to change flight paths, restrict engine run-ups further, impose night-time curfews, and move traffic to regional airports.
12. Responses were still being received to the ANMC questionnaire, which would be reviewed in the course of drafting the Noise Management Plan by the end of 2018.
13. Mark Cheng reviewed, at some length, the hazard created by night-time snow goose activity on the west foreshore of Sea Island immediately to the west of the two main runways (08L – 26R and 08R – 26L). Changes were about to be made in the Noise Abatement Procedure (NAP) instituted by Transport Canada, to be effective from October to April. These would alter the provisions on Preferential Runway Use, between 11 p.m. and 6 a.m., to require, in conditions including a tailwind component not exceeding 5 knots, both arrivals and departures on Runway 26L, so that aircraft on approach in the opposite direction (Runway 08R) would not enter the offshore area below 300 feet where snow geese are most likely to be found. The effect of the new rule on the community is expected to be minimal.

14. Mark Cheng reviewed the Airport Authority's plan to redevelop 44 acres of land immediately to the west of the community of Burkeville to enable a new cargo and logistics facility to be installed. Some changes had been made following consultations with a community advisory committee.
15. Don McLeay, the representative on the ANMC of the National Airlines Council of Canada, outlined the results of an action plan instituted in 2012 by the aviation industry and Transport Canada to improve fuel efficiency by at least 2 per cent per year from 2005 to 2020. The results to date have been somewhat below the target, but upgrading of fleets will bring about further reductions in both emissions and noise.
16. Rachel Min presented the Noise Management Report for the period January 1 to May 31, 2018. No consistent pattern was apparent. The number of concerns had decreased by 69 per cent from the same period in 2017, but these came from 23 per cent more persons. Three individuals in Richmond (of 47) accounted for 30 per cent of the concerns from that city.
17. In the spring of 2018 a resident of North Richmond, who had complained to the City of Richmond of noise from departing aircraft, was referred to Gary Abrams. A number of telephone discussions followed, but not the in-office visit suggested, and there were no calls after early September. The man said, however, that he knew of more than 200 residents who were prepared to undertake a class action against the Vancouver Airport Authority concerning aircraft noise.
18. Had the caller responded to the invitation to meet, he would have been informed of proceedings in the Supreme Court of British Columbia in the late 1990s, shortly after the north runway was opened, by a number of residents of the Bridgeport area. Their main complaint was of noise from arrivals, on the new runway 26R, of aircraft considerably noisier than those in use today. The claimants were successful at trial. The Airport Authority, however, immediately appealed the decision, with the result that it was overturned by the British Columbia Court of Appeal on the ground that the Airport Authority had statutory authority to operate the runway (and other facilities) as it was doing. The unsuccessful claim was framed in nuisance, which is a legal wrong by the owner or occupant of one piece of land causing damage to the owners or occupants of other real estate.
19. A second resident of North Richmond (near Tait School) was put in touch, through the same channel, with Gary Abrams in September, 2018. He professed to know of 100 or more persons living there who were prepared to undertake legal proceedings over noise against the Airport Authority. The same invitation, to discuss the matter, has yet to be followed up.

20. These complaints, and some personal observations of Gary Abrams, were put before the Committee near the end of the December 6 meeting. Gary Abrams, a resident of central Richmond, had since the spring of 2018 heard a considerable number of jet departures on runway 08R in what had until recently been the quiet period from 10.00 p.m. to 7.00 a.m. He recalled, from the mid-1990s (just before the north runway was opened), an occasion on which 14 aircraft (of the quiet kind) were lined up for departure on runway 08 (now 08R) well before 7.00 a.m., yet were not permitted to depart before that time. As recently as 2016, the then Director of Operations at YVR had spoken to the ANMC of the strictness with which the no jet departures between 10 p.m. and 7 a.m. rule was enforced, that is, that only in compelling circumstances were these allowed. The public had, so far as Gary Abrams was aware, not been told that this long standing rule had been abrogated. He referred also to a number of European airports, having for more airline traffic than Vancouver, which continued to enforce night-time curfews. London Heathrow and London Gatwick were two examples. There had recently been controversies at Frankfurt and Munich, Germany, where, despite the demands of freight carriers, complete night-time closures had been imposed.
21. Mark Cheng, having been alerted to these complaints, responded in detail at the December 6 meeting. He was not, he said, aware of any assurances to the public by Transport Canada or the Airport Authority regarding night departures. The draft 2019-2023 YVR Noise Management Plan referred to YVR as “Canada’s second busiest airport, open 24 hours to support the travel and business demands of the region”, and stated:
- “YVR is committed to minimizing the environmental and noise impacts associated with airport operations. As part of the Noise Management Program, YVR is focused on minimizing noise disturbances while recognizing the need for 24-hour airport operations.”
- One of twelve subjects under the “Action Plan – List of Initiatives” provided at the meeting concerned “night-time operations”. The Airport Authority was to monitor and report on the number of night operations, review annually the Airport Authority’s “guidelines for approving operations at night to ensure the guidelines remain relevant,” report annually on the number of night operations, report to Transport Canada any suspected violations of the night-time approval requirement, and “assess and communicate the benefits and economic contribution of 24-hour operations.”
22. Only one Canadian airport, he said, had a complete ban on night operations. That was Toronto Billy Bishop. Only about 3 per cent of airline departures from Vancouver were at night. Most of these were international flights to points in Asia, in most cases involving the latest, and quietest, types of aircraft. The only proposed night operations which YVR often refused to permit were those, such as

repositioning of sports or other charter aircraft, involving no or only a small number of passengers.

23. Gary Abrams said, however, that in Richmond there were 230,000 people living in proximity to the airport, and that a substantial number of these had a genuine grievance about night jet departures of which the Airport Authority ought to take need. One indication of these concerns was the 4<sup>th</sup> Quarter 2018 YVR noise management report, which mentioned 584 “concerns”, 74 per cent of the total, emanating from Richmond. 44 per cent of the Richmond concerns were from three individuals. One complained 142 times about night departures on Runway 08R and run-ups. Two persons registered 205 concerns about jet departures over the City. Whether one of the authors of 205 concerns (departures over the city) is the same person who registered 142 concerns (08R departure) is unknown. Likewise unknown is whether these persons are those who had the discussions with Gary Abrams referred to in paras. 17 and 19 of this report.
24. At the close of the meeting, the Director Environment for the Vancouver Airport Authority, who presides over all meetings of the ANMC, assured Gary Abrams that his complaint would be considered by the Airport Authority.

#### **Recommendations to the General Purposes Committee**

No specific recommendations are made. The work of the Committee will continue.

Gary Abrams  
Ihsan Malik



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** January 7, 2019

**From:** Todd Gross  
Director, Parks Services

**File:** 11-7200-01/2019-Vol  
01

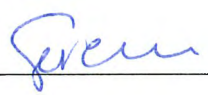

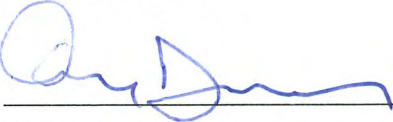
**Re:** 2019 Farm Fest at Garden City Lands Update

### Staff Recommendation

That Option 2 (Additional Farming Activations) for the 2019 Farm Fest at Garden City Lands, as outlined in the staff report titled "2019 Farm Fest at Garden City Lands Update," dated January 7, 2019, from the Director, Parks Services, be approved.

Todd Gross  
Director, Parks Services  
(604-247-4942)

Att. 2

| REPORT CONCURRENCE   |   |  |
|--|---|--|
| <b>ROUTED TO:</b>  | <b>CONCURRENCE</b>  | <b>CONCURRENCE OF GENERAL MANAGER</b>  |
| Major Events & Filming   | <input checked="" type="checkbox"/>   |                            |
| Corporate Partnerships   | <input checked="" type="checkbox"/>   |  |
| Finance  | <input checked="" type="checkbox"/>   |  |
| <b>REVIEWED BY STAFF REPORT /<br/>AGENDA REVIEW SUBCOMMITTEE</b> | <b>INITIALS:</b><br> | <b>APPROVED BY CAO</b><br> |

## Staff Report

### Origin

At the Council Meeting on March 12, 2018, Council approved the Proposed Plan for Major Events and Programs in 2018 and 2019. Funding in the amount of \$28,000 for the Garden City Lands Farmers Market, later rebranded “Farm Fest at Garden City Lands,” was approved as part of this plan. The staff report to Council noted that the Farm Fest would be evaluated following the 2018 event to determine if it should continue in its 2018 scope or be enhanced to a larger festival in 2019.

At the Council Meeting on December 10, 2018, Council reviewed three options for the 2019 Farm Fest at the Garden City Lands and made the following referral:

*That the 2019 Farm Fest at Garden City Lands be referred back to staff to provide more detailed program and funding information.*

This report responds to the referral by providing detailed program and funding information for the 2019 Farm Fest at the Garden City Lands.

This report supports Council’s 2014-2018 Term Goal #2: A Vibrant, Active and Connected City:

*Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond’s demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.*

*2.3. Outstanding places, programs and services that support active living, wellness and a sense of belonging.*

This report supports Council’s 2014-2018 Term Goal #8: Supportive Economic Development Environment:

*Review, develop and implement plans, policies, programs and practices to increase business and visitor appeal and promote local economic growth and resiliency.*

*8.3. The City's agricultural and fisheries sectors are supported, remain viable and continue to be an important part of the City's character, livability, and economic development vision.*

This report supports several Council-approved strategies, including the Major Events Strategy and its goals of vibrant programming and creating a dynamic destination, the Parks and Open Space Strategy and its goals of providing great places and experiences celebrating Richmond’s natural and cultural heritage, and the Garden City Lands Legacy Landscape Plan and its goals of celebrating Richmond’s historic connection to agriculture.

## **Analysis**

### **Background**

As part of the City's Canada 150 celebrations, and to officially open the Garden City Lands to the community, the City hosted a one-time event titled Harvest Fest on September 30, 2017. The festival featured a local farmers market, agricultural displays, farming equipment, live music, agricultural themed children's activities, a straw maze, and food trucks. Although Harvest Fest was implemented as a one-time event, there was recognition that the event had many positive outcomes, and that there were benefits to hosting an agricultural-themed event on the Garden City Lands.

As part of the Major Events program for 2018, Council approved a smaller scale event titled "Farm Fest at Garden City Lands" (Attachment 1). The event was held on Saturday, August 11, 2018, from 10:00 a.m. to 3:00 p.m. and had over 5,600 attendees.

Farm Fest was designed to achieve the following objectives:

- Celebrate Richmond's connection to agriculture;
- Showcase local farmers and vendors;
- Provide education on agricultural practices;
- Strengthen collaboration between local food system stakeholders;
- Connect residents to the Garden City Lands; and
- Provide opportunities for community building in the City Centre.

Farm Fest was developed around the concept of a nostalgic farmers market, bringing together Richmond farmers and local artisans. The event was delivered in collaboration with Kwantlen Polytechnic University (KPU) and the Steveston Community Association's Farmers and Artisans Market (SFAM). City funding for the event was \$28,000 with an additional \$4,500 secured from corporate sponsorship.

In the Council-approved Plan for Major Events and Programs in 2018 and 2019, it was recommended that the Farm Fest at Garden City Lands be evaluated following the 2018 event to determine if it should continue in its 2018 scope or be enhanced to a larger festival in 2019.

### **Farm Fest 2018 – Feedback Received and Evaluation**

Feedback on the 2018 Farm Fest was received through the following methods:

- Questionnaires completed by event partners and vendors;
- Social media posts;
- Discussions with participating farmers; and
- Comments received by event volunteers and staff.

The feedback received from attendees, event partners, vendors, and corporate sponsors was overwhelmingly positive. For many attendees, it was their first time visiting the Garden City Lands and also their first time being exposed to farming operations and farming equipment. The event improved the level of public awareness and appreciation for the Garden City Lands as a new

community farm and bog conservation area in the City Centre. Appreciative comments were also received regarding the event having a nostalgic, community market feel.

For event partners including KPU, SFAM, and local farmers, the event was an important opportunity to collaborate and collectively raise awareness on the importance of agriculture to Richmond's history and current economy. The event required approval from the Agricultural Land Commission (ALC) for a non-farm use exemption. Post-event feedback received by the ALC on the event was also positive.

Feedback was also received from some residents who had previously attended the 2017 Harvest Fest at the Garden City Lands. While these comments were positive, there were some requests for certain Harvest Fest program elements such as the culinary stage, wagon rides, and agriculture-themed children's activity zone to be brought back for future events.

#### Summary of Options Previously Presented to Council

At the Council meeting held on December 10, 2018, staff presented three program options for the 2019 Farm Fest. These options are summarized in Table 1 below.

Table 1 – Summary of Options for the 2019 Farm Fest at Garden City Lands

| <b>Option</b>                                      | <b>Description</b>  | <b>City Funding</b> |
|--|---|---------------------|
| Option 1 –<br>Similar Scope as<br>2018             | The event would continue to be implemented as primarily a farmers and artisans market. The event would be implemented in collaboration with KPU and SFAM, and would seek to engage additional vendors and farmers.  | \$28,000            |
| Option 2 –<br>Additional<br>Farming<br>Activations | Building on Option 1, the event would feature farming activations and agricultural themed program elements. The additional \$12,000 in funding would support logistical costs associated with farmer participation (such as moving heavy equipment, site preparation, providing refrigeration, providing pens for animals, etc.). | \$40,000            |
| Option 3 –<br>Enhanced Festival<br>Program         | Building on Option 2, the program would be enhanced to create a more robust festival atmosphere with program elements such as an enhanced stage, educational culinary stage, interpretive wagon rides, expanded children's play area, and roving costumed characters.   | \$50,000            |

Council provided staff with feedback on the three options and were directed to report back with more detailed program and funding information.



### Option 1 (Similar Scope as 2018)

With this option, the event would continue to be implemented as primarily a farmers and artisans market. The event would be implemented in collaboration with KPU and SFAM, and would seek to engage additional vendors and farmers.

Event highlights with Option 1 include:

- Agricultural demonstrations and displays by local Richmond farmers and KPU's Sustainable Agriculture Program;
- Locally grown produce and artisanal products from local farmers, artisans, and vendors; and
- Community partner displays;

Option 1 can be achieved within the Council approved budget of \$28,000 (Attachment 2).

### Option 2 (Additional Farming Activations) - Recommended 2019 Program

On December 10, 2018, the Major Events Advisory Group (MEAG) reviewed detailed program and funding options for the 2019 Farm Fest. The MEAG endorsed Option 2 (Additional Farming Activations) as the recommended program with City funding of \$40,000 (Attachment 2).

With this option, the event would continue to be centred on a farmers and artisans market featuring over 40 vendors. The event would be implemented in collaboration with KPU and SFAM, and would seek to engage additional vendors and farmers. Option 2 builds on Option 1 with the following agriculture themed elements included:

- Participation by local farmers and display of their farming equipment;
- Participation by BC Dairy, Poultry in Motion, and other educational farming groups;
- Display of heritage farm equipment by the BC Farm Museum;
- Bog ecology and conservation education;
- Farm animals for event goers to interact with; and
- Educational displays and activations showcasing cranberries and blueberries.

Option 2 provides \$12,000 in additional funding to support agricultural themed program elements to complement the farmers market. A centrepiece of the 2018 Farm Fest was the display of farming equipment, such as the 1916 Steam Tractor owned by the Savage family. There are logistical costs associated with these farming activations (e.g., moving heavy equipment, providing refrigeration, supplying pens for animals, etc.) which the existing budget is unable to accommodate. This option would help to encourage event participation by local farmers by offsetting logistical costs which acted as a financial barrier for the 2018 event.

### Option 3 (Enhanced Festival Program)

With this option, the program would be enhanced to create a more robust festival atmosphere. As the bulk of the existing event budget is allocated to site set-up, logistics, and safety and security, there is only a minimal amount allocated to the program itself. Given the budget restraints, all of the performing artists for the 2018 Farm Fest significantly reduced their fees to participate. With this

option, performers could be remunerated at their fair value and additional program elements fitting the agricultural theme could be added.

One of the highlights of the 2017 Harvest Fest that could be re-introduced as part of the Farm Fest program is a culinary stage. A culinary stage would feature local chefs performing cooking demonstrations using produce and products available for purchase by vendors at the event.

Option 3 builds on Option 2 with the following additional event highlights:

- A culinary stage featuring local chefs;
- Additional interpretive wagon ride through the Garden City Lands;
- Additional stage performances by local artists;
- Farm-themed program elements;
- Expanded children's play area; and
- Enhanced marketing and communications plan.

Option 3 can be achieved with a budget of \$50,000 (Attachment 2).

#### Corporate Sponsorship

Given the positive response by the community and partners, it is believed that corporate sponsorship can be secured to support and enhance the event. The MEAG identified the following programming opportunities for corporate sponsorship:

1. Small stage to feature local live performances (\$5,000);
2. Interpretive wagon rides around the Garden City Lands (\$2,000);
3. Farm education "barn" area where people can learn how to can, pickle, garden, and learn about pollinators (\$6,000); and
4. Farm themed roving costumed characters (\$2,000).

These programming elements will only be included as part of the 2019 Farm Fest if sponsorship funding is secured.

#### **Financial Impact**

If Council endorses Option 2 (Additional Farming Activations), it will have a financial impact of \$12,000, which is proposed to be funded through the General Contingency budget.

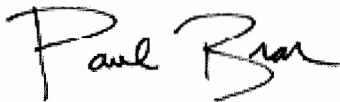
If Council endorses Option 3 (Enhanced Festival Program), it will have a financial impact of \$22,000, which is proposed to be funded through the General Contingency budget.

Funds secured through corporate sponsorship will be used to enhance the event programming and fulfilling sponsorship commitments.

Should Council not endorse the proposed program, staff will proceed with a farmers and artisans market concept similar to the 2018 event. This will have no financial impact as funding of \$28,000 was previously approved by Council as part of the Major Events Plan for 2019.

## Conclusion

Farm Fest celebrates Richmond's connection to agriculture, showcases local farmers and vendors, provides education on agricultural practices, strengthens collaboration between local food system stakeholders, and connects residents to the Garden City Lands. Enhancing the scope of the event to include additional farming activations, displays, and agricultural themed program elements will help make Farm Fest at Garden City Lands a signature Richmond event that meets multiple City objectives.



Paul Brar  
Manager, Parks Programs  
(604-244-1275)



Emily Sargent  
Acting Coordinator, Leisure Services  
(604-244-1250)

Att. 1: 2018 Farm Fest Poster

Att. 2: Proposed Budget for the 2019 Farm Fest



# FARM-FEST

## AT GARDEN CITY LANDS

SATURDAY AUGUST 11, 2018

10 A.M. – 3 P.M.

GARDEN CITY LANDS  
RICHMOND BC



### FESTIVAL HIGHLIGHTS

Farmers' Market | Agricultural Displays  
Children's Activities | Local Entertainment

[WWW.RICHMOND.CA/FARMFEST](http://WWW.RICHMOND.CA/FARMFEST) | [@CITYOFRICHMONDPARKS](https://www.instagram.com/cityofrichmond_parks)

COMMUNITY STAGE SPONSOR



FARMERS' MARKET SPONSOR



COMMUNITY PARTNERS



## Proposed Budget for 2019 Farm Fest at Garden City Lands

| <b>FUNDING</b>       | <b>Option 1</b> | <b>Option 2</b> | <b>Option 3</b> |
|----------------------|-----------------|-----------------|-----------------|
| City funding         | \$28,000        | \$40,000        | \$50,000        |
| <b>TOTAL FUNDING</b> | <b>\$28,000</b> | <b>\$40,000</b> | <b>\$50,000</b> |

| <b>EXPENSES</b>  | <b>Option 1</b> | <b>Option 2</b> | <b>Option 3</b> |
|--|-----------------|-----------------|-----------------|
| Farming activations and farm equipment logistics                           | \$1,000         | \$10,000        | \$12,000        |
| Equipment rentals (portable toilets, tables, chairs, tenting, and fencing) | \$7,200         | \$7,200         | \$7,200         |
| Site set-up and water connection   | \$4,500         | \$4,500         | \$4,500         |
| Traffic control personnel (TCP)  | \$3,300         | \$3,300         | \$3,300         |
| Security and first-aid   | \$3,000         | \$3,000         | \$3,000         |
| Advertising (newspaper, online, social media, and bus shelters)            | \$2,000         | \$2,500         | \$2,500         |
| Signage  | \$1,500         | \$2,200         | \$2,200         |
| Volunteers (t-shirts, lunch, accreditation)                                | \$600           | \$1,600         | \$1,600         |
| Children's play area   | \$1,000         | \$1,500         | \$2,500         |
| Culinary Stage   | N/A             | N/A             | \$5,000         |
| Additional Interpretive Wagon Rides  | N/A             | N/A             | \$2,000         |
| Agricultural Land Commission (ALC) non-farm use application                | \$1,200         | \$1,200         | \$1,200         |
| Market coordination  | \$800           | \$800           | \$800           |
| Shuttle buses  | \$700           | \$700           | \$700           |
| Miscellaneous (photography and sponsor parking)                            | \$200           | \$500           | \$500           |
| Contingency  | \$1,000         | \$1,000         | \$1,000         |
| <b>TOTAL EXPENSES</b>  | <b>\$28,000</b> | <b>\$40,000</b> | <b>\$50,000</b> |

| <b>SPONSORSHIP OPPORTUNITIES</b>                          |                 |
|---|-----------------|
| Small stage (including tent, sound tech, and programming) | \$5,000         |
| Farm education "barn"                                     | \$6,000         |
| Interpretive wagon ride                                   | \$2,000         |
| Farm themed roving costumed characters                    | \$2,000         |
| <b>TOTAL SPONSORSHIP OPPORTUNITIES</b>                    | <b>\$15,000</b> |



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** David Weber  
Director, City Clerk's Office



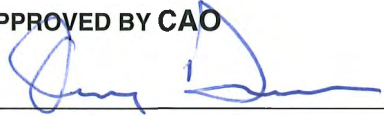
**Date:** February 25, 2019  
**File:** 01-0105-00/Vol 01

**Re:** Council and Committee Agenda Distribution Options

### Staff Recommendation

1. That the staff report titled "Council and Committee Agenda Distribution Options" dated February 25, 2019, from the Director, City Clerk's Office be received for information; and,
2. That staff be directed appropriately, should Council wish to select an alternative option for agenda distribution and the frequency of Planning Committee meetings.

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

| REPORT CONCURRENCE   |  |
|--|--|
| CONCURRENCE OF GENERAL MANAGER<br> |  |
| REVIEWED BY SMT  | INITIALS:<br> |
| APPROVED BY CAO<br>                |  |

## Staff Report

### Origin

At the February 4, 2019 General Purposes Committee, the following referral to staff was made:

*That staff be requested to review the current agenda production process and report back with options for earlier distribution of agenda packages.*

The purpose of this report is to respond to the referral and provide Council with options for revising the current agenda distribution cycle.

### Analysis

#### Background

The City of Richmond has six Standing Committee meetings integrated into the schedule of Regular Council meetings. This allows for discussion to take place and for recommendations to be developed at the Committee level, which are then brought forward to Council for consideration and ratification.

For any given meeting week, agenda packages are provided to Council by courier on the Friday late afternoon or evening immediately prior to the start of the Monday meeting cycle. The current distribution schedule provides Council members the weekend to review the agenda materials. Following the delivery of agenda packages to Council, open agenda materials are then published to the City of Richmond's website.

There has been concern expressed by some Council members that the current agenda distribution schedule does not provide sufficient time to review agenda materials in advance of the scheduled meetings.

#### Committee Agenda Distribution – Proposed Options

The proposed options for Committee agenda distribution are as follows:

| Option   | Description                                      | Ease of Administering             |
|----------|--|-----------------------------------|
| Option 1 | Status Quo – Friday Distribution (3 days before) | <b>Straightforward</b>            |
| Option 2 | Thursday Distribution (4 days before)            | <b>Straightforward</b>            |
| Option 3 | Wednesday Distribution (5 days before)           | <b>Challenging</b>                |
| Option 4 | Friday Distribution (10 days before)             | <b>Relatively Straightforward</b> |



### Earlier Committee Package Distribution – Benefits and Challenges

With an earlier distribution of Committee packages, the benefits and challenges are similar for Options 2 to 4, however, the noted “challenges” increase in magnitude as the distributions becomes earlier. The benefits and challenges are highlighted in the Table below:

| Benefits for Options 2 to 4  | Challenges for Options 2 to 4   |
|--|---|
| <ul style="list-style-type: none"> <li>No change to actual meeting cycle</li> </ul>  | <ul style="list-style-type: none"> <li>Increased likelihood of agenda changes</li> </ul>  |
| <ul style="list-style-type: none"> <li>Depending on Committee, material would be distributed in advance</li> </ul>               | <ul style="list-style-type: none"> <li>Increased likelihood of late agenda additions resulting in subsequent distribution</li> </ul>  |
| <ul style="list-style-type: none"> <li>Additional time for staff to respond to Council members’ agenda queries</li> </ul>        | <ul style="list-style-type: none"> <li>External process deadlines would need to be adjusted (i.e., delegation requests)</li> </ul>  |
| <ul style="list-style-type: none"> <li>Increased time for Council to review material prior to being posted to website</li> </ul> | <ul style="list-style-type: none"> <li>Potential increased delivery costs as Council, Public Hearing and/or Special Council packages would continue to be distributed on Fridays</li> </ul> |
|  | <ul style="list-style-type: none"> <li>Finalizing reports for agendas would need to take place on actual Council/Committee meeting days</li> </ul>  |

### Option 1 – Status Quo (Straightforward to administer)

The current distribution of Committee agendas takes place on the Friday late afternoon or evening immediately before the Monday meeting cycle commences. For Committee meetings held on a Monday, such as General Purposes and/or Finance, Council members have the weekend to review the Committee agenda material. For Committee meetings held on a Tuesday and Wednesday, the packages are distributed on the preceding Friday.

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

★ Committee agendas 3 days prior (i.e. March 4<sup>th</sup> GP, Finance and March 5<sup>th</sup> Planning packages distributed on Friday, March 1<sup>st</sup>)

★ Council and Public Hearing agendas distribution on Friday (i.e. March 11<sup>th</sup> Council package distributed on Friday, March 8<sup>th</sup>)

**Option 2 – Thursday Distribution (4 days before)** *(Straightforward to administer)*

This option proposes no change to the Committee, Council and Public Hearing meeting schedule. The current distribution of Committee agendas would move one day earlier from Friday to Thursday under this option. For Committee meetings on a Monday, Council would receive the meeting material 4 days in advance; for Tuesday Committee meetings, the meeting material would be available 5 days in advance; and for Wednesday Committee meetings, the meeting material would be available 6 days in advance. Council agenda packages would continue to be distributed the Friday prior to the meeting as most of the material would have already been distributed and reviewed as part of the previous Committee packages.

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

- ★ **Committee agendas 4 days prior** (i.e. March 4<sup>th</sup> GP, Finance and March 5<sup>th</sup> Planning packages distributed on Thursday, February 28<sup>th</sup>)
- ★ **Council and Public Hearing agendas distribution on Friday** (i.e. March 11<sup>th</sup> Council package distributed on Friday, March 8<sup>th</sup>)

Distribution of Committee agenda materials on Thursdays (4 days before) is straightforward to implement, as the internal processes would not require too much adjustment. With a Thursday distribution, there is an increased likelihood of late agenda additions on the Friday, however, the potential for agenda additions/changes is higher with a Wednesday (5 days before) and a Friday (10 days before) distribution.

**Option 3 – Wednesday Distribution (5 days before) (Challenging to administer)**

This option proposes no change to the Committee, Council and Public Hearing meeting schedule. The current distribution of Committee agendas would move from Friday to Wednesday under this option. For Committee meetings on a Monday, Council would receive the meeting material 5 days in advance; for Tuesday Committee meetings, the meeting material would be available 6 days in advance; and for Wednesday Committee meetings, the meeting material would be available one week in advance. Council meeting agenda packages would continue to be distributed the Friday prior to the meeting as most of the material would have already been distributed and reviewed as part of the previous Committee packages.

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

★ **Committee agendas 5 days prior** (i.e. March 4<sup>th</sup> GP, Finance and March 5<sup>th</sup> Planning packages distributed on Wednesday, February 27<sup>th</sup>)

★ **Council and Public Hearing agendas distribution on Friday** (i.e. March 11<sup>th</sup> Council package distributed on Friday, March 8<sup>th</sup>; March 18<sup>th</sup> Public Hearing distributed on Friday, March 15<sup>th</sup>)

Distribution of Committee agenda materials on a Wednesday (5 days before) would be challenging to administer. With the Committee materials being distributed on a Wednesday, the likelihood of late agenda additions is very high, which would result in a subsequent distribution, and the creation of supplemental Friday agenda packages. This would neither be cost effective with regard to additional courier costs nor be an effective use of staff time and resources. The process of finalizing the Committee reports and preparing the agenda packages would be taking place on Council and Committee days, which would pose challenges. At the present time reports and associated packages are being finalized and prepared on non-Council/Committee days.

#### **Option 4 – Friday Distribution (10 days before ) (Relatively straightforward to administer)**

This option proposes no change to the Committee, Council and Public Hearing meeting schedule. Under this option, Council members would receive Committee packages 10 days before a Monday Committee meeting; for Tuesday Committee meetings, the meeting material would be available 11 days in advance; and for Wednesday Committee meetings, the meeting material would be available 12 days in advance. Council meeting and Public Hearing agendas would continue to be available the Friday prior to the meeting as most of the material would have already been distributed and reviewed as part of the Committee packages.

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

★ **Committee agendas 10 days prior** (i.e. March 12<sup>th</sup> Community Safety package distributed on Friday, March 1<sup>st</sup>; March 18<sup>th</sup> GP, March 19<sup>th</sup> Planning and March 20<sup>th</sup> PWT distributed on Friday, March 8<sup>th</sup>)

★ **Council and Public Hearing agendas distribution on Friday** (i.e. March 11<sup>th</sup> Council package distributed on Friday, March 8<sup>th</sup>; March 18<sup>th</sup> Public Hearing distributed on Friday, March 15<sup>th</sup>)

Distribution of Committee agenda materials 10 days before would be relatively straightforward to implement, however there would be some challenges. In addition to the previously noted challenges of early distribution (i.e., likelihood of late reports, supplemental agendas, additional courier costs etc.), distribution of Committee agenda materials 10 days prior to their consideration may introduce confusion to the agenda cycle process. For instance, distribution of Committee materials on the Friday would not be for the following week's meetings; instead those materials would have been distributed the Friday prior. The internal process deadlines would require adjustment in order to have Committee packages ready for this much earlier distribution.

#### **Additional Consideration – Monthly Planning Committee**

In addition to the proposed options for the distribution of Committee agenda packages, a further consideration is moving the Planning Committee from a bi-weekly schedule to a monthly Planning Committee schedule. With a monthly Planning Committee, the agenda would be more substantial and there would be one less meeting for Planning Committee members to attend. While the external process deadlines would need to be adjusted, there would be no impact to the



stream of applications being forwarded to their scheduled Public Hearings. Should Council consider a monthly Planning Committee, staff would recommend that the Planning Committee take place on the Tuesday following the first General Purposes Committee meeting and the Planning Committee that currently follows each Public Hearing meeting be removed from the schedule. If this change were to be contemplated, then the Public Works and Transportation Committee meetings scheduled for Wednesday could be bumped forward to Tuesday, which would necessitate revising the 2019 Council Meeting schedule. This potential change could be undertaken for a test period, such as 6 months, to ensure the intended benefits of a monthly Planning Committee would be materialized.

### Council & Public Hearing Agenda Distribution

#### 1. Status Quo

Currently, Council agendas are distributed on the Friday preceding a Council meeting, which include items considered by Committees in the immediate two weeks prior to the Council meeting. Council meeting packages do not contain new material for the most part, as most of the agenda items stem from previously distributed and reviewed Committee packages.

Figure 1 illustrates the current Friday agenda distribution for the 2-week Council cycle, whereby the Council meeting acts as an end to the Committee meeting series. As an example, the March 25<sup>th</sup> Council package would be distributed on Friday, March 22<sup>nd</sup> and would consist of items considered by Committees from March 12<sup>th</sup> to March 20<sup>th</sup>.

Figure 1 – Current 2-Week Council Agenda Cycle

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

★ Friday distribution

## 2. Earlier Council Agenda Distribution (10 days in advance)

Figure 2A illustrates a Friday agenda distribution 10 days prior to a Council meeting. In this scenario, items considered by Committee in the first 2-week Committee cycle would be forwarded to Council on March 25<sup>th</sup> for its consideration. For the March 25<sup>th</sup> Council meeting, the agenda package would be distributed on Friday, March 15<sup>th</sup>; in this example, the March 25<sup>th</sup> package would be a compilation of items considered by Committees between March 4<sup>th</sup> and March 12<sup>th</sup>. Although Council would have the benefit of receiving the Council agenda materials well in advance of the meeting, the consideration and ratification of Committee items would be significantly delayed.

Figure 2A – Council Agenda Distribution 10 days prior to meeting (1<sup>st</sup> Committee cycle)

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

★ Friday distribution

In addition, with distribution 10 days prior to a Council meeting for the 2<sup>nd</sup> Committee cycle, a further delay presents itself with meetings on the 3<sup>rd</sup> week of the month, which happens to be the heaviest week of meetings, not being considered by Council until the first Council meeting of the following month (Figure 2B). This significantly impacts the flow and timeliness of applications and related land use bylaws being forwarded to Public Hearing. In order to meet legislative requirements for public notification and publication of the Public Hearing Agenda in the local newspaper, applications and related land use bylaws would not be brought to Public Hearing until 2 months after their consideration at Planning Committee (2<sup>nd</sup> meeting of the month).

Figure 2B – Council Agenda Distribution 10 days prior to meeting (2<sup>nd</sup> Committee cycle)

★ Friday distribution

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

In examining the potential modification of the current Council agenda distribution schedule to distribution 10 days prior, staff offer the following information for consideration:

- early distribution will likely result in late reports, which would trigger the creation of supplemental agenda packages;
- supplemental agenda packages complicate the agenda meeting cycle and may cause confusion with regard to what items are being considered at what meetings; and
- early distribution will likely necessitate the calling of Special Meetings, which shifts the cycle from deliberate to reactive; Special Meetings do not afford the public significant time to consider item(s), as a result, public perception on the transparency of the Council process may suffer.

A change to the Council agenda distribution cycle would also require an amendment to the Council Procedure Bylaw to reflect revised deadlines for items to Council including non-agenda delegations.

It is worthwhile to note that the majority of materials that form a Council agenda are duplicated from Committee; therefore, Council has had the benefit of already reviewing materials previously at the Committee level.

### **3. Public Hearing Distribution**

The Public Hearing agenda distribution mirrors that of Council's in that materials are distributed on the Friday preceding a Public Hearing meeting. As noted with Council agenda packages, the majority of Public Hearing agenda materials are also duplicated materials in that Council has had the opportunity to review them first at the Planning Committee stage, and then again at the Council level when applications and related land use bylaws are considered for first reading.

New information that forms part of the Public Hearing agenda material include correspondence from the public, and occasionally memorandums from staff providing clarification. Correspondence is generally received by the Clerk's Office in the week immediately prior to the Public Hearing, which is following delivery of the public notices to affected properties. Every effort is made to include correspondence received prior to a Public Hearing as part of the published agenda as there are inherent benefits in including these materials. Moreover, a preliminary Public Hearing agenda is posted on the City's website 10 days prior to the Hearing in addition to the regular posting of the Public Hearing agenda and materials on the City website on the Friday preceding the meeting.

For these reasons, staff suggest that the Council and Public Hearing agenda distribution schedule not be revised.

### **Additional Consideration**

Should there be a strong desire to distribute Council and Public Hearing agenda materials earlier, a Thursday distribution (i.e., one day earlier from status quo) is possible but not without challenges. For instance, Public Works and Transportation Committee (PWT) minutes (Wednesday meeting) would have to be finalized immediately following the meeting in order for items considered at that Committee to be included on the Council agenda, which would be distributed the next day. Moreover, in months where a statutory holiday falls on the 3<sup>rd</sup> Monday of the month, PWT meetings are bumped to the Thursday. This further poses challenges in Thursday Council agenda distribution as the PWT meeting would be taking place simultaneously as the production of the Council agenda; as a result, the minutes and items of the PWT meeting would be provided to Council on-table in piecemeal.

### **Next Steps**

Should Council select one of the proposed Options to adjust the current Committee agenda distribution cycle, staff will require between 3-4 weeks to transition to a new cycle. Options 2 to 4 will require internal report deadlines to be changed, which will require all departments and staff to adjust to new timelines. Should changes be contemplated to Council agenda distribution, staff would need to bring forward amendments to the Council Procedure Bylaw regarding deadlines, delegations, and timelines for serving notices of motion.



### **Financial Impact**

Depending on which option is selected, there may be additional courier costs and staff overtime costs that would be covered under the existing budget.

### **Conclusion**

The current agenda distribution cycle has been reviewed and options for the earlier distribution of Committee and Council packages have been provided for Council's consideration.

A handwritten signature in black ink, appearing to read 'Claudia Jesson', with a stylized, flowing script.

Claudia Jesson  
Manager, Legislative Services  
(604-276-4006)

CJ:hb