



General Purposes Committee

Anderson Room, City Hall
6911 No. 3 Road

Monday, April 3, 2017

Immediately following the Special (Open) Council meeting

Pg. # ITEM

MINUTES

- GP-3** *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on March 20, 2017.*



FINANCE AND CORPORATE SERVICES DIVISION

1. **BUSINESS LICENCE BYLAW NO. 7360, AMENDMENT BYLAW NO. 9696**
(File Ref. No. 12-8275-02) (REDMS No. 5331956)

GP-8

See Page GP-8 for full report

Designated Speaker: Carli Edwards

STAFF RECOMMENDATION

That Business Licence Bylaw No. 7360, Amendment Bylaw No. 9696, which increases the maximum number of Class A Taxicabs to 114, be introduced and given first, second and third readings.



2. **AWARD OF CONTRACT 5366P – SUPPLY OF VACUUM TRUCK SERVICES**

(File Ref. No. 02-0775-50-5366) (REDMS No. 5340772 v. 2)

GP-28

See Page GP-28 for full report

Designated Speaker: Syd Stowe

STAFF RECOMMENDATION

- (1) *That the renewal periods for the contract 5366P – Supply of Vacuum Truck Services with McRae’s Environmental Services Ltd. be approved and that staff be authorized to extend the contract renewal periods in one-year increments up to five years in total.*
- (2) *That the Chief Administrative Officer and the General Manager, Engineering and Public Works be authorized to execute the above contract.*



COMMUNITY SERVICES DIVISION

3. **2017 RICHMOND MARITIME FESTIVAL – COLLABORATION WITH THE BRITANNIA HERITAGE SHIPYARD SOCIETY**

(File Ref. No. 11-7400-20-MFES1) (REDMS No. 5258400 v. 6)

GP-31

See Page GP-31 for full report

Designated Speakers: Jodie Shebib and Dee Bowley-Cowan

STAFF RECOMMENDATION

That the staff report titled “2017 Richmond Maritime Festival – Collaboration with the Britannia Heritage Shipyards Society, dated March 6, 2017 ” from the Director of Arts, Culture and Heritage Services and the Senior Manager, Parks be received for information.



ADJOURNMENT





General Purposes Committee

Date: Monday, March 20, 2017

Place: Anderson Room
Richmond City Hall

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

Absent: Councillor Derek Dang

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 March 6, 2017, be adopted as circulated.

CARRIED

General Purposes Committee
Monday, March 20, 2017

LAW AND COMMUNITY SAFETY DIVISION

1. NON-FARM USE FILL APPLICATION FOR THE PROPERTY LOCATED AT THE EASTERN TERMINUS OF FRANCIS ROAD (PID: 023-860-481) – CRANBERRY MEADOWS FARMS LTD.

(File Ref. No. 12-8060-02) (REDMS No. 5304965)

In reply to queries from Committee, Ron Graham, Acting Manager, Community Bylaws, advised that conditions of the permit are listed on the draft Soil Deposit Permit, which is included as Attachment 3 to the staff report.

Discussion took place on the type of conditions placed on past applications of a similar nature, and it was noted that consistency is key in treating such applications.

Gordon Maichin, Owner and representative of Cranberry Meadows Farms Ltd., provided background information with regard to the subject site and spoke of the farm's soil composition. Mr. Maichin stated that the soil is currently rated as Class 3, which is a low classification with limitations that restrict the range of crops suitable for farming. He highlighted that, should the proposed permit be approved, the intent is to ameliorate the site's soil composition to a Class 1; Class 1 soil does not have limitations in use for crops, meaning that it would be suitable to grow a wide range of crops.

Lucas Hoegler, Richmond Country Farms, spoke of the farm's anticipated water needs for grape and raspberry production. He stated that the goal is to have the root system of the grape vines deep in the soil to reach the water level, thus not requiring other forms of irrigation.

It was moved and seconded

- (1) *That the application and corresponding staff report titled "Non-Farm Use Fill Application for the Property Located at the Eastern Terminus of Francis Road" (PID 023-860-481) – Cranberry Meadows Farms Ltd.", dated March 1, 2017, by the Acting General Manager; Law and Community Safety be referred to the Agricultural Land Commission (ALC); and***
- (2) *That should the ALC grant approval, the applicant must satisfy all City and ALC requirements and obtain a soil deposit permit with conditions from the City prior to any soil being deposited on the property.***

CARRIED

2.

General Purposes Committee

Monday, March 20, 2017

PLANNING AND DEVELOPMENT DIVISION & ENGINEERINGS AND PUBLIC WORKS DIVISION

2. **GEORGE MASSEY TUNNEL REPLACEMENT PROJECT – ANALYSIS OF APPROVED ENVIRONMENTAL ASSESSMENT CERTIFICATE**

(File Ref. No. 10-6350-05-08) (REDMS No. 5315720 v. 4)

In reply to a query from Committee, Peter Russell, Senior Manager, Sustainability and District Energy, and Donna Chan, Manager, Transportation Planning, advised that staff can include in the letter to the Province that the City is opposed to selling farmland to accommodate the expansion of Highway 99.

Discussion took place on the value to include relevant federal ministers in the proposed letter and there was agreement to write to the Premier of BC, the BC Minister of Transportation, the Leader of the Opposition, local MLAs, local MPs, the federal Minister of the Environment, and the Federal Minister of Transport.

Also, Committee commented on the potential benefits of Deltaport being open 24-hours a day, seven days a week and the Chair requested that staff provide Council with a status update regarding a Freedom of Information request submitted to the Province in relation to the George Massey Tunnel replacement project.

Discussion further ensued on Deltaport's hours of operation, and Committee queried the City's current bylaws with regard to time restrictions for commercial deliveries.

A letter from Deirdre Whalen was circulated on-table to Committee regarding the BC Environmental Assessment Office's Table of Conditions (attached to and forming part of these minutes as Schedule 1).

It was moved and seconded

- (1) *That the City continue to reiterate its significant outstanding concerns to the Province regarding the George Massey Tunnel Replacement Project by sending a letter to the Premier of BC, the BC Minister of Transportation and Infrastructure, the Leader of the Opposition, local MLAs, local MPs, the federal Minister of the Environment, and the federal Minister of Transport requesting that the Ministry address the concerns that were not resolved through the Environmental Assessment Application process for the Project;*

3.

General Purposes Committee
Monday, March 20, 2017

- (2) *That staff be directed to continue seeking mitigation of any potential negative impacts of the Project on Richmond and the region through participation in Working Groups and input into management plans required by the Environmental Assessment Certificate as well as on-going involvement in the design and construction phases and related permit processes; and*
- (3) *That staff report back on the potential implications for extended delivery and pick-up hours within the City.*

CARRIED

LULU ISLAND ENERGY COMPANY

3. SPECIAL GENERAL MEETING OF THE LULU ISLAND ENERGY COMPANY DISTRICT ENERGY ASSETS TRANSFER CONSIDERATION VALUE RATIFICATION

(File Ref. No. 01-0060-20-LIEC1) (REDMS No. 5309451 v. 7)

It was moved and seconded

That the ordinary resolution of the shareholder in Attachment 1 of the Lulu Island Energy Company report dated February 15, 2017 that ratifies the value of the district energy assets transferred to Lulu Island Energy Company (LIEC) be approved and adopted.

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:37 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, March 20, 2017.

Mayor Malcolm D. Brodie
Chair

Hanieh Berg
Legislative Services Coordinator

Presentation to General Purposes Committee Mar 20, 2017

My name is Deirdre Whalen and I live at 13631 Blundell Road Richmond. I commend City staff on their report about the City's continuing concerns regarding the Massey Tunnel replacement project. The report shows that the environmental assessment has not satisfied Richmond's concerns and as a resident of East Richmond I can certainly agree.

It is unfortunate that the federal government has given over the responsibility for environmental assessment to the provincial government in this case. The assessment therefore does not take into adequate consideration the cumulative effects on the ecosystem surrounding the provinces' proposed high level bridge project. And of course, giving the authority to the province is letting the fox guard the hen house. The staff report has done a commendable job of detailing the problems inherent in the EA in this regard.

I would like to speak to the BCEAO Table of Conditions, specifically an issue that could affect the City's responses to #29 Traffic and Access, #10 Cumulative Effects and #12 Inter-Agency Working Group.

I'm sure we have all experienced waiting to access the tunnel along with the huge number of semis trying to get through during rush hours. I checked Deltaport's website and found the port is only open during office hours and not on weekends. For a "world-class" port I was surprised to learn it was not open 24/7. Is it any wonder that semis are crowding through the tunnel while commuters are trying to get to work or home? Semis take up the space of 4 to 5 cars each so if they were able to travel at off hours, congestion would be lessened considerably.

I understand the truckers associations would prefer travelling the roads when there are no backups to consider. If they are stuck for 10, 20 minutes well, time is money. So travelling at night, on weekends and outside of rush hours would be preferable.

In relation to the BCEAO Table of Conditions, I would ask that the City consider:

- Requesting that Deltaport be added to the Inter-Agency Working Group,
- Noting that cumulative environmental effects of semis tied up in traffic should be considered, and
- Urging through Metro Vancouver that Deltaport should open for longer hours to mitigate traffic jam effects at rush hours.

Thank you,

Deirdre Whalen

604.230.3158

De_whelen@hotmail.com



City of Richmond

Report to Committee

To: General Purposes Committee
From: Carli Edwards, P.Eng.
Manager, Customer Services and Licencing
Re: **Business Licence Bylaw No. 7360**
Amendment Bylaw No. 9696

Date: March 2, 2017
File: 12-8275-02/2017-Vol
01

Staff Recommendation

That Business Licence Bylaw No. 7360, Amendment Bylaw No. 9696, which increases the maximum number of Class A Taxicabs to 114, be introduced and given first, second and third readings.

Carli Edwards, P.Eng.
Manager, Customer Services and Licencing
(604-276-4136)

Att. 2

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

Staff Report

Origin

Business Licence Bylaw No. 7360 establishes the maximum number of taxicabs permitted to be operated and licenced by Richmond based companies within the jurisdiction of the City, excluding the Vancouver International Airport (YVR). This report deals with an application submitted to the Passenger Transportation Board (PTB) by Kimber Cabs Ltd., (KCL) to add six new additional vehicles to their fleet.

On February 24, 2017 the PTB made the following decision on the application:

Granting 2 additional conventional vehicles

In light of the decision made by the PTB and at the request of KCL, staff propose Amendment Bylaw 9696, to increase the number of taxicabs permitted under Business Licence Bylaw No. 7360. This will allow the two additional vehicles approved by the PTB to be licenced by the City of Richmond.

The Community Charter and Council Policy 9311, requires that the public are provided an opportunity to provide written or oral submissions by those persons who consider themselves affected by the proposed bylaw. Notification requirements are reasonably satisfied if the adoption of the proposed bylaw is advertised once each week for two consecutive weeks in a newspaper that is distributed in Richmond. A time period of at least two weeks is provided from the date of the second required advertising for persons to make submissions before the bylaw may be adopted.

Analysis

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

On January 4, 2017, KCL submitted an application to the PTB for an additional six conventional taxicabs vehicles. In their review of the application the PTB takes into consideration, among other criteria, that:

- a) *There is a public need for the service the applicant proposed to provide under any special authorization;*
- b) *The applicant is fit and proper to provide the service and is able to provide the service; and*
- c) *The application, if granted would promote sound economic conditions in the passenger transportation business in British Columbia.*

The PTB also reviewed one submission on the application from the following organization:

- Garden City Cabs of Richmond Ltd. (GCCRL)

In order to support their application, KCL submitted a rationale that a population increase of approximately 1.7% a year requires increase in service to improve customer service.

The PTB also reviewed information that reflected:

- 72 certificates of support by customers were submitted in support of public need;
- Questionnaire responses indicate support for faster response times;
- KCL is seeking increase in fleet size of 27% based mostly on form letter/questionnaire support for the proposed expansion.

On February 24, 2017, the PTB determined that KCL had provided sufficient information and evidence to demonstrate a need for an additional two Class A conventional taxicabs, rather than the six that were requested. The PTB determined that KCL to be fit and proper and capable of providing the proposed service with the addition of two conventional vehicles.

The applicant forwarded the decision to City of Richmond Licence Department on February 28, 2017, requesting approval and licencing of the two additional cabs. (Attachment 1). As the City is generally supportive of increasing the number of taxis to meet growing demand of the community and noting no recent public complaints were received by the City regarding the services of KCL, staff have no objection to granting the approved additional licenses.

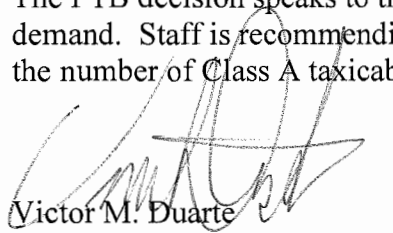
If approved by Council, KCL would be licensed to operate 24 taxicabs with 20 accessible and four conventional taxicabs. The addition of two new taxicabs should enhance service to passengers and clients of KCL and the community of Richmond. In their decision, the PTB notes, "that approving the addition of 2 conventional vehicles will contribute to the sound economic conditions within the transportation industry." The full decision is attached to this report (Attachment 2).

Financial Impact

The Business Licence Fee for KCL will be reassessed to accommodate the additional two Vehicles for Hire, which will result in a Business Licence fee increase of \$252.00.

Conclusion

The PTB decision speaks to the increasing population of Richmond and an increase in taxi demand. Staff is recommending an amendment to Business Licence Bylaw No. 7360 to increase the number of Class A taxicabs by two vehicles, consistent with the PTB decision.



Victor M. Duarte
Supervisor, Business Licence
(604-276-4389)

March 2, 2017

- 4 -

VMD:vmd

- Att. 1: Applicants email requesting bylaw amendment
- 2: PTB Licence Application Decision



City of Richmond

Bylaw 6969

Business Licence Bylaw No. 7360, Amendment Bylaw No. 9696

The Council of the City of Richmond enacts as follows:

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

(a) For use as Class A taxicabs is 114; and
2. This Bylaw is cited as "**Business Licence Bylaw No. 7360, Amendment Bylaw No. 9696**".

FIRST READING

SECOND READING



THIRD READING

LEGAL REQUIREMENTS SATISFIED

ADOPTED

MAYOR

CORPORATE OFFICER

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

Attachment 1

Duarte, Victor

From: Kimber Cab <kimbercabsltd@yahoo.com>
Sent: February 28, 2017 09:58
To: Edwards, Carli; Duarte, Victor
Subject: RE: KIMBER CABS APPROVED 2 TAXIS BY PTB
Attachments: PTB DECISION AV389-16 APPROVED 2 VEHICLES.pdf

Good Morning Carli

With reference to our application AS389-16 to ptb of additional 6 taxis in Richmond and we would like to request City of Richmond to amend the bylaw accordingly. Please find enclosed herewith the letter from ptb that they have partially approved our application with 2 SEDAN taxis. Our approved application will be posted on the weekly bulletin on this coming Wednesday March 1st, 2017.

Thank you for your support

Regards,

Paramjit

KIMBER CABS LTD.

248 - 2633 Viking Way | Richmond, BC V6V 3B6

Off: 604-278-2155 | Fax: 604-207-9232

Attachment 2



202- 940 BLANSHARD STREET • PO BOX 9850 STN PROV GOVT • VICTORIA BC V8W 9T5

February 24, 2017

Kimber Cabs Ltd.
248 - 2633 Viking Way
Richmond BC V6V 3B6

via email: admin@kimbercabs.com

Dear Sirs:

Re: Decision on Passenger Transportation Licence Application #AV389-16

The Passenger Transportation Board has made a decision on your license application.

The Board has approved the application in part. Attached is the Board's decision. Please read it carefully. The decision sets out your terms and conditions of licence. You must follow with these when operating your vehicles.

The Passenger Transportation Branch issues licences and identifiers. It may contact you regarding any additional requirements. You must obtain identifiers for any additional vehicles within 6 months of the date of the Board's decision. Attached is an instruction sheet of requirements to activate your identifiers.

You may also wish to contact the municipalities in which you will be operating. Municipalities may have by-laws relating to passenger carriers.

Yours sincerely,

A handwritten signature in dark ink, appearing to read "Jan Broocké", written over a light blue horizontal line.

Jan Broocké
Director

pc: Kristin Vanderkuip
Registrar, Passenger Transportation

Attachments



202- 240 BLANSHARD STREET • PO BOX 9850 STN PROV GOVT • VICTORIA BC V8W 9T5

February 24, 2017

Kimber Cabs Ltd.
248 - 2633 Viking Way
Richmond BC V6V 3B6

via email: admin@kimbercabs.com

Dear Sirs:

Re: Decision on Passenger Transportation Licence Application #AV389-16

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Yours sincerely,

A handwritten signature in black ink, appearing to read "Jan Broocke", written over a horizontal line.

Jan Broocke
Director

pc: Kristin Vanderkuip
Registrar, Passenger Transportation

Attachments

Licence Application Decision

Taxi – Additional Vehicles

Application #	AV389-16	Applicant	Kimber Cabs Ltd.
Trade Name (s)	Kimber Cabs		
Principals	BUTTAR, Swaran Singh LALLY, Harjit STAMM, Peter	DHALIWAL, Amrit Raj Bhupinder Singh SUMAL, Avtar Singh	
Address	248-2633 Viking Way, Richmond, BC V6V 3B6		
Current Licence	Special Authorization for passenger directed vehicles PT licence #70458		
Application Summary	Additional Vehicles – Taxi Add 6 vehicles. This will increase the maximum fleet size to 28 vehicles (8 conventional and 20 accessible).		
Date Published in Weekly Bulletin	January 4, 2017		
Submitters (and representatives)	Garden City Cabs of Richmond Ltd.		
Decision	2 additional vehicles are approved.		
Decision Date	February 24, 2017		
Panel Chair	Mary Sjostrom		

I. Introduction

This is an application from Kimber Cabs Ltd. to amend the current Special Authorization license #70458 to add authority to operate 6 additional vehicles to the fleet. The current fleet is 22 vehicles of which 2 may be conventional and 12 equipped with flip seats; all others must be accessible taxis. The new maximum fleet size would be 28 vehicles (8 conventional and 20 accessible taxis).

The applicant has a service area in which passengers may only originate from any point in the City of Richmond which includes the Vancouver International Airport (YVR). The applicant has had a Passenger Transportation licence since 2004 and before that a Motor Carrier licence. It has operated since 1991.

The table below summarizes the recent application history of Kimber Cabs Ltd.

<u>APP.#</u>	<u>TYPE OF APPLICATION</u>	<u>DECISION DATE</u>	<u>OUTCOME</u>
07-14	flip seats in 18 vehicles	09-Apr-2014	APPROVED in part (6)
AV19-15	add 4 vehicles (2 conventional)	06-May-2015	APPROVED in whole
101-16	flip seats in 12 vehicles	01-Jun-2016	APPROVED in whole

In support of this application, Kimber Cabs Ltd. provided the following documents:

PDV vehicle proposal	Business plan
Service Area	Financial information
Public Explanation	Public need indicators
Disclosure of Unlawful Activity and Bankruptcy	Municipal notice
Declaration	Taxi data

I note that data required by the Board was provided on custom spreadsheets. They were accepted and considered in this case. I note here that the Board Application Guide 3 and Reference Sheet 16 direct applicants to complete Board spreadsheets. These materials also note that custom spreadsheets may be used to present additional data.

II. Relevant Legislation

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

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

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

III. Rationale and Submissions

(a) Applicant's Rationale

The applicant states its business has grown significantly over the last year and it wants to improve customer service to the highest level possible in a highly attractive business municipality. Richmond's population is growing by 1.7% each year. The commitment of Kimber cabs is to support and provide transportation service in Richmond including wheelchair accessibility, while meeting the contractual obligations to the Vancouver International Airport Authority.

The application for additional vehicles will have a minimal effect on the transportation industry as it represents less than 4% of the total taxi fleets operating in Richmond.

(b) Submissions & Applicant's Response

The one submitter to the application was Garden City Cabs of Richmond Ltd. which operates 32 vehicles, 12 of which are accessible, in the City of Richmond, excluding YVR.

The main concerns noted by the submitter were as follows:

- Lack of availability of accessible cabs in Richmond with current services of Kimber Cabs being provided to YVR.
- The questionable dispatch system and methodology of data compiled for trip and shift spreadsheet

Kimber Cabs acknowledges that a large portion of its fleet (18) operates under contract to YVR while maintaining a strong commitment to serve at the airport and south terminal. The applicant has submitted information which separates flag trips by airport pickups from Richmond city pickups. As the airport is geographically within in the City of Richmond, the company's airport cabs frequently serve trips in Richmond. Kimber Cabs remain committed to the best accessible service within the City of Richmond even when wheelchair vans are occupied at YVR. Of the dispatched trips for wheelchair accessible service, 40% are served by the YVR taxis (WATs).

The goal of Kimber Cabs is to remain a leader in taxi transportation while maintaining a high level of safe and reliable customer service. The additional 6 vehicles will operate in the

Municipality of Richmond which the applicant states will assist the 20 accessible vehicles to serve the community.

Kimber Cabs is currently using the computerized dispatch system "Piccolo" which is the same system used by Garden City Cabs. The applicant signed a contract to commence use of the "Zoro" mobile app shortly. It is also operating a manual dispatch system as back up preventing any disruption.

The Board gives more weight to submissions that back up claims with facts or details. I have considered the submission and the applicant's response in my review of this application.

IV. Reasons

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

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

In support of public need, the applicant provided 72 certificates of support from customers, business personnel and individuals from within the Richmond Community. These were form letters with handwritten comments. The responses focused on the need for a faster service, less wait times and better customer service. A small portion of responses were testimonials of the company's service and preference of accessible cars over vans for people with disabilities.

The business plan states that the applicant is monitoring response time performance and taking steps to improve customer service. This includes the installation of GPS equipment in taxicabs that, in particular, improves dispatch services.

In the business plan the applicant identified increased budget to expand advertising services and increase commercial business to meet demand by clients.

The applicant identified the three taxi cab companies with originating areas exclusively in Richmond. Garden City Cabs has a fleet of 32 of which 12 are accessible, Richmond Cabs has 98 vehicles with 11 accessible and Kimber Cabs has 22 vehicles with 20 accessible. All vehicles are activated according to Passenger Transportation Branch records for January 2017.

The population growth estimates between 2006 and 2014 indicate city wide population growth averaged at approximately 1.7% per year.

Since Kimber Cabs was approved to operate four additional vehicles in 2015, it has, it says, improved its business relationships and community memberships within Richmond. As a result, the business plan states, it has become more aware of needs that are not being met in the City. Further, the applicant indicated that its data supports the addition of 6 taxi cabs (an increase of 27%) in order to meet demand volumes and customer service expectations, and also to reduce wait times.

Board Analysis and Findings

Kimber pointed out that its trip volumes increased 18.8 % from 2015 to 2016 (January to October). I note, however, that the maximum fleet size increased 22% in May 2015 and vehicles on shift increased about 13%. That is, some of the increase in trip volumes can be explained by increases in the number of vehicles being used.

On average, only 86% of vehicle capacity was used in the first ten months of 2016. To some extent, it appears that Kimber has unused capacity in its fleet despite increases in trip volumes. Application materials point out that full usage was not achieved because drivers are sick and some vehicles are down for repairs. The applicant's data show that it has achieved fuller utilization in the past and it seems reasonable to think it could achieve fuller utilization in the future.

Kimber provided data relating to flag and dispatch trips in Richmond to show recent increases. For example, the monthly average of trips originating from the City of Richmond (both flag and dispatch trips) has increased by 97% from 2015 to 2016. This is obviously a large increase. However, only 13% to 21% of Kimber's trips are in the city (i.e. non-airport trips). Also, since 2013, the number of trips in the city show big swings:

doubling one year and falling by half the next. Given that these trips are small as a percentage, and also historically volatile, the large, short-term upswing in city trip volumes serves as some support for more taxis, although not at the levels the applicant seeks.

The questionnaire responses indicate support for faster response times and reduced wait times. This material is accorded moderate weight.

The applicant states that additional vehicles will help it decrease wait times for trips in the city. Its data shows that response times within 10 minutes improved steadily from a very low rate of 9% in 2013 to 44% in the most recent months of 2016.

The data shows that response time improvements are significant. However, response times remain below its somewhat unambitious target of 50% within 10 minutes. That is, there is room to improve response time to levels achieved in the Lower Mainland.

Overall, Kimber Cabs seeks a large increase in its fleet size (27%) based mostly on large, short-term increases in trip volume, and also based on a form letter/questionnaire with support for its proposed expansion.

This, in light of other data and information in the application, indicates a need for some fleet increase. In summary, I note the following. Prior additional vehicles appear to be largely absorbed and some capacity exists to improve fleet usage. Response times are improving but room for improvement remains. The market appears to be growing both at YVR (5.1% in the first ten months of 2016) and in Richmond (trips as well as population). Although the applicant claims that hotels have indicated that wait times are a customer service problem, no documentation from hotels was received. Rather, the questionnaires corroborate evidence received regarding response times (response time data) and its efforts to make improvements.

I find that the applicant has presented relevant evidence to support public need to add 2 conventional vehicles.

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

The Board looks at fitness in two parts:

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

The company has 5 directors: BUTTAR, Swaran Singh, LALLY, Harjit, STAMM, Peter, DHALI WAL, AMRIT RAJ Bhupinder Singh, SUMAL, Avtar Singh.

The applicant has been operating a well-established business with five directors, in the Richmond area since 1991 with an office location that is owned by Kimber Cabs Ltd. The company's manager has 10 years' experience in the transportation industry with experience in handling large fleets of taxis. His responsibilities include dealing with corporate clients, managing marketing initiatives, hiring new drivers as well as upholding the professional standards of the Kimber drivers and vehicles.

Currently Kimber Cabs has a pool of 65 drivers who have completed training on proper vehicle operation, safety procedures, and training related to safely securing passengers with mobility aids and wheelchairs. The business plan included an executive summary, a public need for service and a current marketing plan. Kimber Cabs Ltd. attracts two main business types: a direct consumer and commercial corporate accounts.

The financial information included a statement of income and loss and a cash flow forecast for a 36 month period. The unaudited financial statements in the application were for 2014 and 2015. A purchasing plan for the 6 vehicles, 2016-2017 model Toyota Prius sedans, was included in the application.

The disclosure forms of Unlawful Activity and Bankruptcy completed by all Directors indicated no discrepancies.

I find the applicant to be fit, proper and capable of managing and providing the proposed service.

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

The Board looks at the "economic conditions" issue from a wide-ranging view. The economic conditions of the "transportation business in British Columbia" are considered ahead of the economic and financial interests of an individual applicant or operator. The

Board supports healthy competition. The Board discourages competition that could unduly harm existing service providers.

The applicant provides a unique taxi service with specialty vehicles. The applicant's proposed additional vehicles are aimed at providing an expanded conventional service in the City of Richmond while complimenting the existing accessible service in the City of Richmond. The tourism sector is a growing market and Kimber has been a member of Tourism Richmond since 2009 and supporting the growing demand. I note the applicant states that these additional taxis will serve the City of Richmond only. These 2 taxis will be added to the 4 currently dedicated to the city. I am satisfied the growing taxi marketplace can absorb these additional vehicles.



I find that approving the addition of 2 conventional vehicles will contribute to sound economic conditions within the transportation industry.

Terms & Conditions of Licence

I note that the "Specialty Vehicles" term and condition states that "All vehicles must be operated as an accessible taxi..." [emphasis added]. This contradicts the Board's approval of conventional taxis and I am amending the term and condition accordingly.

V. Conclusion

For the reasons above, this application is approved in part. I establish the activation requirements and the terms and conditions of licence that are attached to this decision as Appendix I. These form an integral part of the decision.

Signature of Panel Chair	
Date	February 24, 2017
Entered & Sealed by the Director	 A/Director

Appendix I
Kimber Cabs Ltd.
dba Kimber Cabs

Approval of application may expire	<ol style="list-style-type: none"> 1. The licensee must activate the additional vehicles approved in this decision within 6 months of the date of this decision. 2. Any additional vehicles that have not been activated within 6 months of the date of this decision are no longer approved and the maximum fleet size of the licensee is reduced accordingly. 3. The Passenger Transportation Board may vary the requirements set out in 1 above, if circumstances warrant it. 4. If an applicant needs more time to activate its vehicles, then the applicant must make a request to the Board <u>before</u> the end of the 6 month activation period. <p>(Note: "activate" means that the applicant has submitted the documents required to obtain a Special Authorization Vehicle Identifier to the Registrar of Passenger Transportation.)</p>
Notice to Registrar	<p>The Registrar must not, without direction from the Board, issue the applicant any additional special authorization vehicle identifiers if the applicant has not activated the vehicles within 6 months of the date of this decision.</p> <p>(Note: activated means that the applicant has submitted to the Registrar of Passenger Transportation the documents required to obtain a Special Authorization Vehicle Identifier.)</p>

Special Authorization	Passenger Directed Vehicle (PDV)
Terms & Conditions:	
Vehicles:	
Maximum Fleet Size:	24 vehicles of which: <ul style="list-style-type: none"> • 6 may be conventional taxis • all others must be accessible taxis • only 12 may be equipped with flip seats
Specialty Vehicles:	The accessible taxis must be operated in accordance with the <i>Motor Vehicle Act Regulations</i> including Division 10 (<i>motor carriers</i>) and Division 44 (<i>mobility aid accessible taxi standards</i>), as amended from time to time, and in accordance with any other applicable equipment regulations and standards.
Vehicle Capacity:	A driver and not less than 2 and not more than 7 passengers.
Flip Seat Authorization:	Passengers may be seated in moveable "flip seats" or "let down seats"

	that are installed behind the driver in accordance with Division 10.07(5) of the Motor Vehicle Act Regulations.
Service Priority Requirement:	Persons with mobility aids who require an accessible taxi for transportation purposes are priority clients for the dispatch of accessible taxis. The licensee must at all times use a dispatch and reservation system that dispatches accessible taxis on a priority basis to clients who have a need for accessible vehicles.
Service 1:	<i>The following terms and conditions apply to Service 1</i>
Originating Area:	Transportation of passengers may only originate from any point in the City of Richmond.
Destination Area:	Transportation of passengers may terminate at any point in British Columbia and beyond the British Columbia / United States border when engaged in an extra-provincial undertaking.
Return Trips:	The same passengers may only be returned from where their trip terminates in the <i>destination area</i> to any point in the <i>originating area</i> if the return trip is arranged by the time the originating trip terminates.
Reverse Trips:	Transportation of passengers may only originate in the <i>destination area</i> if the transportation terminates in the <i>originating area</i> and the cost of the trip is billed to an active account held by the licensee holder that was established before the trip was arranged.
Service 2:	<i>The following terms and conditions apply to Service 2: Peak Period Weekend Taxis</i>
Originating Area:	Transportation of passengers may only originate from the Downtown Vancouver Entertainment District, i.e. the area that is bounded by the west property line of Main Street from Burrard Inlet to National Avenue; the projection westward of the north property line of National Avenue from Main Street to False Creek; the north shoreline of False Creek from National Avenue to the extension southward of the west property line of Burrard Street; the west property line of Burrard Street from False Creek to Robson Street, the south property line of Robson Street from Burrard Street to Denman Street, the west property line of Denman Street from Robson Street to Georgia Street; the south property line of Georgia Street from Denman Street to Chilco Street, the east property line of Chilco Street and its extension north from Georgia Street to Burrard Inlet; Burrard Inlet from Chilco Street to Main Street. (See attached map.)
Destination Area:	Transportation of passengers may terminate at any point in British Columbia.
Vehicle Identification	Any vehicle operating under this Service must have a "yellow weekend" plate securely fastened in a conspicuous place at the front of the commercial vehicle and in a horizontal position.
Maximum number Vehicles	A maximum of 3 vehicles may operate under this Service
Maximum Operating	Vehicles may only operate in the Downtown Vancouver

FEB 24 2017

Requirement:	Entertainment District on Friday/Saturday and Saturday/Sunday from 10:00 p.m. to 5:00 a.m.
	<i>The following apply to all vehicles in the fleet.</i>
Express Authorizations:	<p>(i) Vehicles must be equipped with a meter that calculates fares on a time and distance basis.</p> <p>(ii) Vehicles may be equipped with a top light.</p> <p>(iii) Vehicles may, from within the originating area only, pick up passengers who hail or flag the motor vehicle from the street.</p>
Taxi Cameras & Meters:	Licensees must install taxi camera equipment and taxi meters, including taxi soft meters, in compliance with applicable rules, standards and orders of the Passenger Transportation Board.
Taxi Bill of Rights:	<p>a) A Taxi Bill of Rights issued by the Ministry of Transportation ("Taxi Bill of Rights") must be affixed to an interior rear-seat, side window of each taxicab operated under the licence.</p> <p>b) The Taxi Bill of Rights must at all times be displayed in an upright position with the complete text intact and visible to passengers.</p> <p>c) Licensees may only display a current Taxi Bill of Rights.</p>
Taxi Identification Code:	Each vehicle operated by the licensee must have a unique taxi identification code (TIC) affixed to the inside and outside of the vehicles in a manner that complies with applicable rules, specifications and orders of the Passenger Transportation Board.
Transfer of a licence:	This special authorization may not be assigned or transferred except with the approval of the Board pursuant to section 30 of the Passenger Transportation Act.

M
FEB 24 2017



Business Licence Bylaw No. 7360, Amendment Bylaw No. 9696

The Council of the City of Richmond enacts as follows:

1. Business Licence Bylaw No. 7360, as amended, is further amended by deleting subsection 2.1.27.3 (a) and substituting the following;

(a) For use as Class A taxicabs is 114; and
2. This Bylaw is cited as **“Business Licence Bylaw No. 7360, Amendment Bylaw No. 9696”**.

FIRST READING

SECOND READING

THIRD READING

LEGAL REQUIREMENTS SATISFIED

ADOPTED

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

MAYOR

CORPORATE OFFICER



City of Richmond

Report to Committee

To: General Purposes Committee

Date: March 14, 2017

From: Jerry Chong
Director, Finance



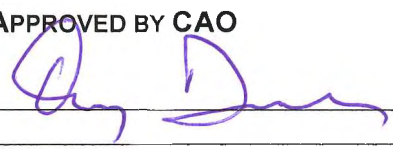
File: 02-0775-50-5366/Vol
01

Re: Award of Contract 5366P – Supply of Vacuum Truck Services

Staff Recommendation

1. That the renewal periods for the contract 5366P – Supply of Vacuum Truck Services with McRae's Environmental Services Ltd. be approved and that staff be authorized to extend the contract renewal periods in one-year increments up to five years in total.
2. That the Chief Administrative Officer and the General Manager, Engineering and Public Works be authorized to execute the above contract.

Jerry Chong
Director, Finance
(604-276-4064)

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

Staff Report

Origin

In February 2015, Contract 5366P (*Supply of Vacuum Truck Services*) was competitively bid to the marketplace through a public Request for Proposal process. Of the two proposals received, McRae's Environmental Services Ltd. (McRae's) presented the best value proposal to the City and was selected through this process to provide vacuum truck services for a period of up to five years.

Analysis

Use of Vacuum Truck Services and the RFP Selection Process

The City uses contracted vacuum truck services for hydro excavation, flushing, catch basin cleaning, hydraulic root cutting and pumping services on an "as required" basis.

Accordingly, the City issued a Request for Proposal for a five-year contract for Vacuum Truck Services in February 2015 and received the following proposals:

Table 1: Summary of Offers

Company	Offer	Partnership Option
1. McRae's Environmental Services Ltd.	\$177 per hour, plus a 1.5% increase in year 2, 3, 4 and final year.	\$177 per hour, plus a 4% increase in year, 2, 3, 4 and final year plus a 2.5% rebate to the City in support of community-based programs.
2. Superior City Services Ltd.	\$239.64 per hour, plus an increase based on the consumer price index in the last two years of the contract.	\$239.64 per hour, plus an increase based on the consumer price index in the last two years of the contract plus a 1% rebate to the City in support of community-based programs.

The City accepted McRae's original partnership offer, however there have since been discussions between the City and McRae's to provide the City with better value. As such, the City and McRae's have now agreed to lower the annual rate increase to 1.5% for services and remove other requirements.

Financial Impact

The contract would be funded from multiple budgets already approved by Council. The work would be performed on an "as required" basis based on the operating funds and annual capital programs approved by Council. The current and estimated value of the contract is shown in Table 2.

The total estimated maximum value of the contract for the renewal periods is not a fixed number as the work will be done on an "as required" basis as noted above. Staff would ensure that the actual work done would not exceed the approved budget values.

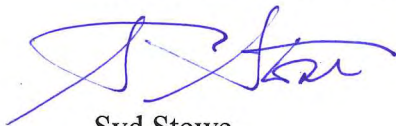
Table 2: Current and Estimated Value of Contract by Year

Year	Value	%
2015 – 2016	\$1,111,951.81	N/A
2016 – 2017	\$2,029,979.50	N/A
2017 – 2018	\$2,060,429.19 (est.)	1.5
2018 – 2019	\$2,091,335.63 (est.)	1.5
2019 – 2020	\$2,122,705.67 (est.)	1.5
Total	\$9,416,401.80 (est.)	

Conclusion

The most qualified contractor, McRae's Environmental Services Limited, has provided the City quality and cost-effective services. Of the two proposals received, McRae's represents the best value and has the required experience and resources to meet the City's needs.

Staff therefore recommend that Contract 5366P be awarded to McRae's and that staff be authorized to extend the contract in one-year increments for the remaining three renewal terms for a contract term of up to five years in total. Staff further recommend that the Chief Administrative Officer and General Manager, Engineering and Public Works, be authorized to execute the above contract.



Syd Stowe
Manager, Purchasing
(604-276-4061)



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

SS:kg



City of Richmond

Report to Committee

To: General Purposes Committee
Date: March 6, 2017
From: Jane Fernyhough
Director, Arts, Culture and Heritage Services
Mike Redpath
Senior Manager, Parks
File: 11-7400-20-
MFES1/2017-Vol 01
Re: 2017 Richmond Maritime Festival – Collaboration with the Britannia Heritage Shipyard Society

Staff Recommendation

That the staff report titled “2017 Richmond Maritime Festival – Collaboration with the Britannia Heritage Shipyard Society, dated March 6, 2017 ” from the Director of Arts, Culture and Heritage Services and the Senior Manager, Parks be received for information.

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

Mike Redpath
Senior Manager, Parks
(604-247-4942)

Att. 2

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

Staff Report

Origin

At the January 3, 2017 General Purposes Committee meeting the following referral was made:

That staff:

- 1) *Review the proposal from the Britannia Heritage Shipyard Society to produce the wooden boat event in 2017, including the formation of a business plan for a one year trial period; and*
- 2) *Consult with the Canada 150 Steering Committee with regard to the proposal from the Britannia Heritage Shipyard Society and report back.*

This report is in response to this referral.

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.

2.4. *Vibrant arts, culture and heritage opportunities.*

Analysis

Background

The Richmond Maritime Festival is an annual major event that takes place at the Britannia Shipyard National Historic Site. The festival started in 2003 and attracts an estimated 40,000 visitors each year. The festival is a collaboration between the City of Richmond, the Richmond Arts Coalition (RAC), Britannia Heritage Shipyard Society (BHSS), and many community arts, cultural and heritage organizations.

The Maritime Festival programming varies each year, but maintains a core focus of celebrating the historical and cultural significance of Steveston's waterfront and our maritime heritage. In 2016, per Council recommendation, the scope of the Richmond Maritime Festival was expanded to showcase the wooden boat industry as a more prominent theme of the festival. Britannia Heritage Shipyard Society was instrumental in creating and developing a program that included wooden boat displays, wooden boat educational opportunities, model wooden boat building, ship recruitment of wooden boats at the dock, and partnered with shipwrights and boat builders to animate the wooden boat zone.

As part of the Richmond Canada 150 program in 2017, Council approved \$180,000 to be allocated towards showcasing wooden boats and the wooden boat industry.

As a key partner of the Richmond Maritime Festival, Britannia Heritage Shipyard Society has played an important role in previous festivals providing expertise on heritage wooden boats and other nautical programming.

The Britannia Heritage Shipyard Society has written a letter to Council and the Canada 150 Committee (Attachment 1) requesting that Britannia Heritage Shipyard Society be appointed as the producer of the

wooden boat activities for 2017. Staff acknowledge the expertise of the Britannia Heritage Shipyard Society and the valuable input they may have regarding the wooden boat component of the festival. Accordingly, staff have met with representatives of the Britannia Heritage Shipyard Society and support working with them to animate the wooden boat program for 2017.

City staff will work with the Society in an enhanced capacity for this year's event and anticipate that the combination of additional resources and Britannia Heritage Shipyard Society expertise will result in an even more exciting festival that showcases wooden boat heritage.

During discussions with representatives of the Society and endorsement from the board of directors, a framework for the festival was established. Staff presented this framework for the operational plan to the Canada 150 Steering Committee at their meeting on February 21, 2017. The Steering Committee endorsed this framework and working relationship for the 2017 festival outlined in detail below:

Richmond Maritime Festival Organizing Committee

This Committee will be chaired by the project manager (City staff) and include team leads and/or representatives from Britannia Heritage Shipyard Society, Richmond Arts Coalition and production staff. This Committee has been established and will meet monthly, or as needed, to discuss high level programming concepts, provide area specific updates, collaborate on festival infrastructure requirements and other "big picture" issues related to the festival.

2017 Wooden Boat Coordinator

To ensure strong coordination with Britannia Heritage Shipyard Society, the wooden boat owners attending the event and the festival organizing team, a central point of contact is necessary to ensure strong relationship development and attention to detail. This duty will be assigned to a Britannia Shipyard (City) staff member who will work closely with Britannia Heritage Shipyard Society on the wooden boat component including boat recruitment, liaising with boat owners and activity programming.

Organization of the Richmond Maritime Festival 2017

The following section discusses the structure, functions and relationships of the specific programming elements required to organize and manage the festival.

Project Manager

The event manager oversees all aspects of the event to ensure coordination and efficient operations. This individual will act as coordinator for all areas, chair the Richmond Maritime Festival Committee, be the main point of contact for any City resources and be responsible for budget oversight. The project manager will arrange payment on behalf of the City for all components.

Wooden Boat Programming - Britannia Heritage Shipyard Society

The Wooden Boat Zone will be coordinated by the Britannia Heritage Shipyard Society with responsibility for the key wooden boat elements of the festival. Specifically, the Society will be responsible for the following:

- Ship recruitment;
- Liaising with boat owners;
- Children's wooden boat building activities;

- Waterside programming;
- Landside wooden boat programming;
- Shipwright and boat building educational opportunities;
- Animation of the Richmond Boatbuilders Building;
- Liaising with other members of the team responsible for marketing, promotion, sponsorship and site logistics;
- Working with Corporate Partnerships on any new potential sponsors for the festival;
- Any other wooden boat related programming opportunities or partnerships to support animation of the festival; and
- Play a key role on the festival organizing committee.

The Britannia Heritage Shipyard Society is a prime partner in this festival and a key member of the organizing committee.

See Attachment 2 for the draft budget of the wooden boat component of the Maritime Festival.

Stage and Arts Programming – Richmond Arts Coalition

The Maritime Festival has developed strong arts components which have proved very popular with festival participants and showcase local artists, artisans, performers and arts and heritage organizations. The Maritime Festival activates a main stage throughout all hours of the event. The Richmond Arts Coalition and the production team will be responsible for:

- Securing local arts and heritage organizations to showcase their activities;
- Organize land side participatory activities;
- Site décor;
- Work with the Project Manager to assist sponsors to activate their presence on site;
- Selecting performers appropriate for the festival with emphasis on performers that are local (emphasis on Richmond based but which will also include those from Metro Vancouver), maritime themed, culturally connected to Steveston and appropriate for all ages; and,
- Play a key role on the festival organizing committee.

The Richmond Arts Coalition is a prime partner in this festival and a key member of the organizing committee.

Site Production

The site production team will be responsible for coordinating all festival logistics. Working under the direction of the Project Manager, this area will ensure all other team needs are met on event days. Some of the core duties of this area are:

- Procurement of set elements such as fencing, portable toilets, staging, tents and security;
- Coordination of food trucks;
- Safety and security;
- Site set up and take down;
- Site maps and signage; and,

- Traffic and parking plans.

Marketing and Media

This area will be responsible for marketing components of the festival. Working with the City's Corporate Communications department, this team will purchase ad space, arrange for media interviews and coverage as well as implementation of a social media plan. Marketing and media content will be provided through the Project Manager.

Sponsorship

Sponsorship for the festival will be led by the Manager, Corporate Partnerships. All external (non-grant) funding for the event will come through this team in a coordinated approach that balances the needs of all sponsors and ensures consistency in recognition.

Financial Impact

Council has previously approved one time funding in the amount of \$180,000 towards a Wooden Boat Festival in 2017.

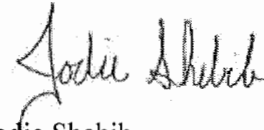
Conclusion

The expertise and volunteers at the Britannia Heritage Shipyard Society are assets to the Richmond Maritime Festival. The City will partner with the Society in an expanded role to coordinate the wooden boat component of the Festival. The Richmond Maritime Festival has also partnered with the Richmond Arts Coalition since 2011. The Arts Coalition's focus is the involvement and showcasing of local artists, crafts people, heritage interpreters and arts organizations. The work of both non-profit organizations are recognized as significant elements of the festival's success.

The Canada 150 Steering Committee has endorsed this structure to manage the 2017 Richmond Maritime Festival.



Dee Bowley-Cowan
Britannia Site Supervisor
(604-238-8044)



Jodie Shebib
Film and Major Event Liaison
(604-247-4689)

- Att. 1: Letter from the Britannia Heritage Shipyard Society, dated December 5, 2016
2: Draft Budget: Wooden Boat Component of the Richmond Maritime Festival

Richmond 150 Committee
City of Richmond
6911 No. 3 Road
Richmond BC V6Y 2C1

December 5, 2016

Dear Councilor McPhail, Councilor McNulty, and Councilor Steves,

Re: Maritime Festival

It is our understanding that there has been \$180,000 earmarked for wooden boat activities in 2017. More specifically we refer to the staff recommendation dated January 19, 2016, file 11-7400-01 / 2016, that states the following:

Richmond Maritime Festival

- a) Expand the festival to incorporate a wooden boat display as a core component of the festival;
- b) Change the name of the event to the "Richmond Maritime & Wooden Boat Festival";
- c) Heritage Shipyard Society (BHSS) to coordinate a wooden boat feature zone on the Britannia docks;
- d) In partnership with BHSS, staff would recruit and coordinate maritime theme demonstrations;
- e) In recognition for their involvement, BHSS would be recognized as a presenting partner for the wooden boat zone, and
- f) Explore the feasibility of creating a stand-alone wooden boat festival as part of the Canada 150 program.

As the local expert on wooden boats we propose that rather than hiring a for-profit event company for 2017, the Committee appoint Britannia Heritage Shipyard Society as the producer of the wooden boat activities for Richmond 150, and award the \$180,000.00 to the Society as well. We believe that appointing our non-profit society and charity would ensure the above goals were met, and would further strategic directions as set in the approved new strategic plan for Britannia Heritage Shipyard, dated June 2014.

According to the Strategic Plan, City Leaders included the following as key components in planning for the use of any City public asset:

- Encourage the development of community volunteer programs and strategies that build a broad, knowledgeable and keen volunteer base, and provide positive and meaningful opportunities for volunteers to utilize their talents while helping to provide important services to the community.
- Work with other levels of government and community organizations including community centres and non-profits to promote and increase cultural activities and programs.
- Promote existing cultural resources and activities to increase public awareness, enhance

The Board of Directors of Britannia Heritage Shipyard Society is committed to building capacity, encouraging volunteerism within our membership and the greater community, expanding public activities, and becoming a valuable community partner to the City of Richmond and its inhabitants. As the presenter of the Wooden Boat Festival, BHSS would build capacity beyond present levels, and become an important partner in future arts and culture events in Richmond.

We hope you will give serious consideration to our proposal.

Yours truly,



ps Loren Slye
Chair
Britannia Heritage Shipyard Society

Attachment 2

**Draft Budget - Wooden Boat Component of the Richmond Maritime Festival 2017
Presented by the Britannia Heritage Shipyard Society**

Revenue	
Council Approved Canada 150 Event Funding for Wooden Boats	\$180,000
<i>Total Revenue</i>	\$180,000
Expenses	
Production, Support and Program Staff/Volunteer	\$ 27,200
Programming (Ship wright, Children's Boat Building, First Nations Animation, Wooden Boat Building, etc.)	\$110,800
Ship Recruitment	\$ 15,000
FF&E (Signage, Supplies and Equipment)	\$ 12,400
Safety and Security	\$ 1,500
Marketing (Enhancement for the Wooden Boat area)	\$ 4,100
Contingency (5%)	\$ 9,000
<i>Total Expenses</i>	\$180,000
Final	\$ 0