



## General Purposes Committee

Anderson Room, City Hall  
6911 No. 3 Road

Monday, April 6, 2020  
4:00 p.m.

Pg. #      ITEM

### MINUTES

- GP-4**      *Motion to adopt the minutes of the meeting of the General Purposes Committee held on **March 16, 2020** and the Special General Purposes Committee held on **March 23, 2020**.*



### FINANCE AND CORPORATE SERVICES DIVISION

1.    **CREDIT CARD PAYMENT SERVICE FEE BYLAW NO. 9536,  
AMENDMENT BYLAW NO. 10166**  
(File Ref. No. 03-0900-01/2020) (REDMS No. 6433095 v.2)

**GP-15**      **See Page GP-15 for Staff Memorandum**

**GP-18**      **See Page GP-18 for full report**

*Designated Speaker: Jerry Chong*

### STAFF RECOMMENDATION

- (1)    *That Option 1 (reduction of credit card payment service fee for property taxes and utility payments from 1.75% to 1.00%) as proposed under the staff report titled “Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 10166” dated March 16, 2020 from the Director, Finance be approved;*

- (2) *That the Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 10166 be introduced and given first, second and third readings; and*
- (3) *That the Consolidated Five-Year Financial Plan (2020-2024) be amended to include additional expenditures of \$563,000 for additional credit card fees which will be funded by the Rate Stabilization Account.*



## COMMUNITY SERVICES DIVISION

2. **AGRICULTURAL LAND RESERVE NON-FARM USE APPLICATION BY THE CITY OF RICHMOND TO HOST THE FARM FEST AT THE GARDEN CITY LANDS ON AUGUST 8, 2020, LOCATED AT 5560 GARDEN CITY ROAD**

(File Ref. No. 11-7400-20-FFES1/2020) (REDMS No. 6397966 v. 4)

GP-24

See Page GP-24 for full report

*Designated Speaker: Paul Brar*

### STAFF RECOMMENDATION

*That should Council wish to proceed with the Farm Fest as part of the existing 2020 major events program, that the Agricultural Land Reserve non-farm use application by the City of Richmond to host the Farm Fest at the Garden City Lands on Saturday, August 8, 2020, located at 5560 Garden City Road, be endorsed and forwarded to the Agricultural Land Commission for approval.*



3. **PROVIDENCE FLAGSHIP PROPOSAL**

(File Ref. No. 11-7000-01) (REDMS No. 6407444 v. 5)

GP-42

See Page GP-42 for full report

*Designated Speaker: Rebecca Clarke*

### STAFF RECOMMENDATION

- (1) *That the Chief Administrative Officer and the General Manager, Community Services be authorized to enter into a three year agreement on behalf of the City for a total value of \$50,000 with the Providence 1903 Charters; and*

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Pg. #

ITEM

- (2) *That funding of \$33,000 from the Council Community Initiatives Account be approved to fund the annual cost of \$16,500 in the second and third year of the agreement as outlined in the staff report "Providence Flagship Proposal" dated February 10, 2020, from the Director, Arts, Culture and Heritage Services and the Consolidated 5 Year Financial Plan (2020-2024) be amended accordingly.*

☐

ADJOURNMENT

☐



## General Purposes Committee

Date: Monday, March 16, 2020

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 Bill McNulty  
Councillor Linda McPhail  
Councillor Harold Steves  
Councillor Michael Wolfe

Call to Order: The Chair called the meeting to order at 4:01 p.m.

### AGENDA ADDITIONS

It was moved and seconded

*That Potential Closure of Facilities be added to the agenda as Item No. A and Amendments to Council Procedure Bylaw No. 7560 be added to the agenda as Item No. B.*

**CARRIED**

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on March 2, 2020, be adopted as circulated.*

**CARRIED**

## General Purposes Committee

Monday, March 16, 2020

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### A. POTENTIAL CLOSURE OF FACILITIES

(File Ref. No.)

Staff noted that (i) the Medical Health Officer has advised that there is no imperative to close recreational and community facilities, (ii) other municipalities are closing their recreational and community facilities, (iii) due to low participation it is recommended that the City of Richmond also close recreational and community facilities with the exception of some essential services, and (iv) community partners have been informed and discussions regarding implications will be addressed.

In reply to queries from Committee, staff advised that (i) some municipalities have closed facilities entirely and some have made exceptions, (ii) a number of actions are being taken to minimize transmission such as encouraging people to stay home when not well and providing a full refund for withdrawal from programs, (iii) the operational process regarding the home delivery of library books will be discussed with the Seniors Society, (iv) the library is reassigning staff to ensure materials are clean and delivered in a safe manner, (v) single entrance points for facilities that continue to offer essential programs will be established and staff will be on site to monitor the facilities, (vi) the spring break camps provide child care for many families, (vii) decreasing the number of programs reduces the number of people in the facilities, (viii) parks and trails will remain open, as well as the outdoor washrooms, (ix) the parks department will continue to monitor and work to ensure cleanliness of parks, trails and outdoor washrooms, (x) it is prudent to wait for direction from the Province with regard to closure of child care facilities, (xi) conditions can be set for spring break camps and will be monitored closely, (xii) number of agencies within the City are responsible for support of isolated people, but information sharing between the City and the agencies can be coordinated, (xiii) services that can be delivered online are being examined, (xiv) service providers and shelters are being contacted to ensure services are in place for the homeless and vulnerable population, and (xv) should the Richmond School District be closed after Spring Break, direction from Council with regard to next steps would be required.

It was moved and seconded

(1) *That programs and services at all community facilities be closed by the end of the day including, community centres, libraries, the Richmond Olympic Oval, swimming pools, arenas, arts facilities and heritage buildings until further notice with the exception of the following:*

(a) *Childcare programs;*

(b) *Week-long camp programs such as spring break camps;*

**General Purposes Committee**  
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- (c) Food service at the Minoru Seniors Centre (only available as pick-up or delivery); and*
- (d) Home delivery of library materials to isolated seniors.*
- (2) That the Chief Administrative Office and the General Manager, Community Services be authorized to enact a further or full closure of any community facilities when circumstances warrant doing so or as directed by Provincial or local health authorities, and provide notice to Council.**

The question on the motion was not called as discussion took place on communicating social service programs to the community and ensuring it is available in various languages. Staff advised that social service programs can be contacted with regard to connecting with the vulnerable and homeless population and information can be provided to Council.

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

**B. AMENDMENTS TO THE COUNCIL PROCEDURE BYLAW – ELECTRONIC MEETINGS AND PARTICIPATION BY MEMBERS**  
(File Ref. No.)

Staff reviewed the report and noted that (i) proposed amendments to the Council Procedure Bylaw would allow for Council members to attend Regular Council meetings via electronic means during emergency circumstances, (ii) advertising would take place in the Richmond News and the Globe and Mail, and (iii) Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10165 could be brought forward for adoption at the Monday, March 23, 2020 Regular Council meeting.

In reply to queries from Committee, staff noted that should Committee meetings be cancelled, all items going to Committee meetings can go directly to Council during extraordinary times.

Discussion took place on conducting Committee meetings via electronic means and direction was provided to staff to include the provision for Standing Committee members to attend Standing Committee meetings electronically in the amendment to Council Procedure Bylaw No. 7560 and report back to a Special General Purposes Committee on March 23, 2020.

Discussion further took place on ensuring Regular Council meetings take place in the Council Chambers to ensure live streaming is available.

It was moved and seconded

***That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10165, which introduces amendments relating to Electronic Meetings, be introduced and given first, second and third readings.***

**CARRIED**

3.

**General Purposes Committee**  
**Monday, March 16, 2020**

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**COMMUNITY SAFETY DIVISION**

**1. SISTER CITY ADVISORY COMMITTEE 2019 YEAR IN REVIEW**  
(File Ref. No. 01-0100-30-SCIT1-01) (REDMS No. 6410754)

It was moved and seconded

*That the staff report titled "Sister City Advisory Committee 2019 Year in Review", dated February 14, 2020, from the General Manager, Community Safety, be received for information.*

The question on the motion was not called as in reply to a query from Committee, staff advised that the Sister City Advisory Committee can examine friendship city options with Europe and Africa.

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

**2. TRAFFIC INTERSECTION CAMERAS IMPLEMENTATION PLANNING**

(File Ref. No. 09-5350-01) (REDMS No. 6329429)

In reply to queries from Committee, staff noted that (i) the City of Vancouver's Closed Circuit Television Cameras do not have recording capability, (ii) the Office of the Information and Privacy Commissioner has noted contingencies that must be adhered to, (iii) the RCMP would have access to the footage at no cost; however, there is a charge for the public, (iv) the RCMP can use the footage for incidents or emergency events, (v) the cameras are not intended for active surveillance and obscures licence plates and faces, (vi) the cameras used by the Province are activated when an individual is violating a provincial statute, and the City's cameras would be active 24/7, (vii) from a traffic perspective the cameras can be used to gather information on how many people run a red light, traffic counts for cyclists, pedestrians and cars, and (viii) the cameras will show real-time responses to traffic management changes.

It was moved and seconded

*(1) That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10160, which adds a service fee for video footage requests, be introduced and given first, second and third reading;*

**General Purposes Committee**  
**Monday, March 16, 2020**

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- (2) *That the Consolidated 5 Year Financial Plan (2020-2024) be amended to include the operating budget impact of implementing the Traffic Intersection Cameras system of \$100,000 funded by an estimate of \$50,000 from revenue and a reallocation of resources from the Community Safety Division; and*
- (3) *That staff develop a communication plan to inform the public of the implementation of the Traffic Intersection Cameras system and how to request video footage.*

**CARRIED**

**PLANNING AND DEVELOPMENT DIVISION**

- 3. **2019 REPORT FROM THE CITY CITIZEN REPRESENTATIVES TO THE VANCOUVER INTERNATIONAL AIRPORT AERONAUTICAL NOISE MANAGEMENT COMMITTEE (YVR ANMC)**  
(File Ref. No. 01-0153-04-01) (REDMS No. 6400934 v. 2)

It was moved and seconded

*That the staff report titled “2019 Report from the City Citizen Representatives to the Vancouver International Airport Aeronautical Noise Management Committee (YVR ANMC)”, dated March 2, 2020 from the Director, Policy Planning, be received for information.*

The question on the motion was not called as in reply to queries from Committee, staff advised that (i) discussions with YVR staff indicate that the north runway is only for arrivals and closed at night, (ii) Nav Canada is examining efficient utilization of both runways, and (iii) opportunities for input is regularly available and every opportunity to express the City’s concerns is utilized.

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

**COMMUNITY SERVICES DIVISION**

- 4. **RICK HANSEN FOUNDATION ACCESSIBILITY CERTIFICATION PROGRAM UPDATE**  
(File Ref. No. 07-3000-01) (REDMS No. 6343476 v. 21)

It was moved and seconded

*That the staff report titled “Rick Hansen Foundation Accessibility Certification Program Update,” dated February 13, 2020, from the Director, Community Social Development and Director, Facilities and Project Development, be received for information.*

**CARRIED**

5.



**General Purposes Committee**  
**Monday, March 16, 2020**

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5. **CITIES #WITHREFUGEES CAMPAIGN**

(File Ref. No. 07-3300-01) (REDMS No. 6389787 v. 4)

It was moved and seconded

*That City Council demonstrate its commitment to promoting inclusion and supporting refugees by signing the United Nations High Commissioner for Refugees (UNHCR) Cities #WithRefugees pledge, as outlined in the staff report titled "Cities #WithRefugees Campaign", dated February 19, 2020 from the Director, Community Social Development.*

**CARRIED**

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:09 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 16, 2020.

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Mayor Malcolm D. Brodie  
Chair

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Sarah Goddard  
Legislative Services Coordinator



## Special General Purposes Committee

Date: Monday, March 23, 2020

Place: Anderson Room  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au  
Councillor Carol Day  
Councillor Alexa Loo  
Councillor Bill McNulty  
Councillor Linda McPhail  
Councillor Michael Wolfe

Absent: Councillor Kelly Greene (participating via teleconference)  
Councillor Harold Steves (participating via teleconference)

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

### AGENDA ADDITIONS

It was moved and seconded

*That Enhanced Enforcement Measures To Support Provincial Health Orders be added as Item No. 5 and that Discussion on Teleconference and Public Participation be added as Item No. 6.*

**CARRIED**

**Special General Purposes Committee**  
**Monday, March 23, 2020**

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**FINANCE AND CORPORATE SERVICES DIVISION**

**1. CREDIT CARD PAYMENT SERVICE FEE BYLAW NO. 9536, AMENDMENT BYLAW NO. 10166**

(File Ref. No. 03-0900-01) (REDMS No. 6433095 v. 2)

Staff spoke on the proposed bylaw amendment, noting that (i) the proposed amendments will facilitate a lower transaction fee rate of 1.00% from the current 1.75% for credit card users to encourage non-cash bill payments to the City during the closure of City facilities. Staff added that the City has other alternative non-cash payment options such as by cheque and online banking.

Discussion ensued with regard to (i) the estimated marginal benefit of lowering credit card transaction fees, (ii) the impact to individuals who have already paid their bills prior to the proposed reduction in credit card user fees, (iii) exploring alternative non-cash bill payment options in order to maintain current credit card transaction fee rates, (iv) exploring options with banking partners to temporarily reduce or waive credit card transaction fees, (v) encouraging early and on-time bill payment, and (vi) the potential financial impact of the proposed reduction of the City's credit card transaction fee rate.

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

It was moved and seconded

*That the staff report titled, "Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 10166" dated March 16, 2020 from the Director, Finance be referred back to staff for more information on the financial impact of the reduction in credit card user fees and to discuss approaches in the reduction or elimination of credit card transaction fees with banking partners, and report back.*

**CARRIED**

**2. CESSATION OF CASH TRANSACTIONS DURING COVID-19 OUTBREAK**

(File Ref. No. 03-1240-01) (REDMS No. 6434866)

It was moved and seconded

*That the City of Richmond ceases to accept cash transactions at City Hall until September 30, 2020.*

**CARRIED**

**Special General Purposes Committee**  
**Monday, March 23, 2020**

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**3. UTILITY AMENDMENT BYLAWS – UTILITY BILLING DUE DATE AMENDMENT**

(File Ref. No. 10-6000-01) (REDMS No. 6435639)

It was moved and seconded

**(1) *That each of the following bylaws be introduced and given first, second, and third readings:***

**(a) *Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 10168;***

**(b) *Drainage, Dyke and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 10169; and***

**(c) *Solid Waste & Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 10170; and***

**(2) *That staff be authorized to advertise the proposed bylaw amendments and a corresponding extension to the 2020 flat rate utility bill due date in anticipation of bylaw adoption.***

The question on the motion was not called as staff noted that property tax deadlines are firm, as per the *Community Charter* and that it is up to the Province to amend legislation in order to defer property tax deadlines. Staff added that the June 30, 2020 deadline for utility bills was chosen to coincide with upcoming property tax deadline of July 2, 2020,

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

**LEGAL AND LEGISLATIVE SERVICES DEPARTMENT**

**4. AMENDMENTS TO THE COUNCIL PROCEDURE BYLAW – ELECTRONIC MEETINGS AND PARTICIPATION BY MEMBERS**

(File Ref. No. 12-8060-20-010167) (REDMS No. 6433396)

It was moved and seconded

***That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10167, which introduces amendments relating to electronic meetings and participation by members, be introduced and given first, second and third readings.***

**CARRIED**

**Special General Purposes Committee**  
**Monday, March 23, 2020**

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**5. ENHANCED ENFORCEMENT MEASURES TO SUPPORT PROVINCIAL HEALTH ORDERS**

(File Ref. No. 12-8275-01) (REDMS No. 6435999)

Staff briefed Committee on the proposed enhanced enforcement measures to support Provincial health orders, noting that bylaw officers are currently able to issue suspensions and fines up to \$10,000 to non-compliant businesses and that once proposed bylaw amendments are in place, fines for violations can be increased to \$50,000. Staff added that auxiliary bylaw officers can be added to support the City's enforcement capacity if required.

Discussion ensued with regard to (i) frequent checks of non-compliant businesses, (ii) educating businesses on the current Provincial health orders, and (iii) scheduling bylaw patrols after City business hours.

It was moved and seconded

- (1) That Business Licence Bylaw No. 7360, Amendment Bylaw No. 10171, to increase fines for businesses not in compliance with the terms of Business Licence Bylaw No. 7360, be introduced and given first, second and third readings;*
- (2) That Business Regulation Bylaw No. 7538, Amendment Bylaw No. 10172, to increase fines for businesses not in compliance with the terms of Business Regulation Bylaw No. 7538, be introduced and given first, second and third readings;*
- (3) That Council endorse, as reasonable in the current circumstances, a notice procedure for these bylaw amendments as follows, which deviates from that set out in Council Policy 9311:*
  - (a) Following third reading, notice be made via news release and posted on the City's website; and*
  - (b) Such notice will invite those who believe they are affected by the proposed bylaws to send written representations to the City Clerk by email or mail so that they are received on or before noon on Friday, April 3, 2020; and:*
  - (c) The anticipated date of adoption for the bylaws is Monday, April 6, 2020.*
- (4) That Council endorse the Chief Licence Inspector to suspend the licence of any business found to be not in compliance with health orders, as outlined in the report titled, "Enhanced Enforcement Measures to Support Provincial Health Orders", from the General Manager, Community Safety, dated March 23, 2020.*

**CARRIED**

**Special General Purposes Committee**  
**Monday, March 23, 2020**

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**6. DISCUSSION ON TELECONFERENCE AND PUBLIC PARTICIPATION**

(File Ref. No.) (REDMS No.)

Discussion ensued with regard to (i) streaming and teleconference options for public participation on Council and Committee meetings, (ii) reviewing current procedures to distribute public input on agenda items prior to the meeting, (iii) discouraging the public from physically attending Council and Committee meetings during City Hall's closure, (iv) exploring options to acknowledge the receipt of public input on agenda items, and (v) researching the use of technology to encourage public participation through alternative media.

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

It was moved and seconded

*That the matter of public participation by electronic means at Council meetings be referred back to staff to review and report back with options.*

**CARRIED**

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (4:58 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 23, 2020.

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Mayor Malcolm D. Brodie  
Chair

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Evangel Biason  
Legislative Services Coordinator



# City of Richmond

## Memorandum Finance and Corporate Services Division Finance Department

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**To:** General Purposes Committee  
**From:** Jerry Chong  
Director, Finance  
**Date:** March 31, 2020  
**File:** 03-0900-01/2020-Vol 01  
**Re:** **Referral Response: Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 10166**

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### Origin

At the March 23, 2020 Special General Purposes Committee meeting, the following staff referral motion was passed:

*That the staff report titled, "Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 10166" dated March 16, 2020 from the Director, Finance be referred back to staff for more information on the financial impact of the reduction in credit card user fees and to discuss approaches in the reduction or elimination of credit card transaction fees with banking partners, and report back.*

### Findings of Fact

Since the start of the COVID-19 pandemic, staff have been working closely and communicating daily with the City's bank contacts and payment processing provider to stay informed of any financial and operational impacts to the City as the banking and payment processing industries respond to the evolving COVID-19 situation.

Based on discussions with our contacts in the payment card industry, there are no any official announcements made by the credit card brands (such as Visa, MasterCard and Amex) in Canada to provide any financial relief to merchants.

### Analysis

The City processes over \$680 million of payments annually in the collection of property taxes, utility and various other municipal payments. In 2019, 52% of the payments were paid by cheque payments (in person or by mail), 44% was paid by electronic means (online bill payments and wire payments), 1.5% was paid by credit cards, 1.5% was paid by cash and 1% was paid by debit cards.

With City Hall closed to the public during this pandemic period along with the ceasing of acceptance of cash at City Hall until the end of September 2020, the City needs to remain flexible in offering the public with payment options that comply with the public health official's guideline of social distancing and the stay-at-home recommendation to help reduce the spread of COVID-19 in the community.



### Public Health Considerations

The payment options that meet the recommended health and public safety guidelines during this time is for property owners to either (i) pay online or over the phone using bill payment service offered by financial institutions or (ii) pay by credit card (with service fee) through the City's website.

Although mailing in cheque payments will still continue to be accepted, there still remains concerns and doubts that property owners could still be exposed (e.g. visit the post office, contact with public mail box, or possible contact with others when dropping off cheque payments at City Hall). Some recent cases also suggest that virus could live on surfaces for a long period of time, thus it remains unknown whether the public and staff could be exposed when handling mailed in cheque payments.

### Changing Customer's Behaviours for the Future

For many, individuals and businesses alike, this unprecedented crisis will change the way they conduct business, and consumer behaviors and preferences may also be changed as a result of this.

The City continues to encourage property owners to pay the City using the online bill payment option (typically a free service or subject to minimal bank fee) offered by their financial institutions. In addition to the online bill payment option, the City also enabled the availability of the online credit card payment option (with service fee) over two years ago through MyRichmond and MyProperty in encouraging the public in using the City's e-service offerings.

To further encourage and promote the usage of the credit card payment option that is currently used by less than 2% of the taxpayers, it is believed that with the proposed reduction in the service fee structure from 1.75% to 1.00%, property owners will have an incentive to consider this option for their current payment needs. The temporary service fee reduction could help create and shape the public's future behavior in accepting and continuing to pay their property taxes and utility bills by credit cards (with service fee). Staff believe that once the public experiences the convenience, time savings and benefits associated with paying by credit card (with service fee), they may change their future payment preference to credit card instead of making in-person payments at City Hall, even when the service fee resumes back to the regular level of 1.75%.

### **Financial Impact**

The estimated financial impact of \$563,000 presented in the staff report titled, "Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 10166" dated March 16, 2020 from the Director, Finance assumed the credit card participation rate to increase from the existing level of \$10,000,000 to \$75,000,000. If actual participation is less, the financial impact will be proportionally reduced.

The proposed temporary decrease in the credit card service fee from 1.75% to 1.00% would have a financial impact to the City where every \$1,000,000 in gross collection by credit card would cost the City approximately \$7,500 as a result of the credit card service fee reduction. The credit



card processing fee associated with the amounts collected on behalf of other taxing agencies will continue to be borne by the credit cardholders.

Although the proposed temporary reduction of 0.75% in credit card service represents a real out of pocket costs for the City (for example, an average household property taxes of \$3,500 will cost the City approximately \$25 due to the reduced service fee rate), it will provide an alternative online payment option for taxpayers during this pandemic period and it will also encourage additional usage of online payment methods in the long run, while protecting the health of taxpayers.

### **Recommendation**

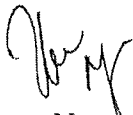
Online payment is an effective means to conduct business with the City from the public and the City's perspective as it reduces wait times and also reduces staff's processing time as compared to walk-in payments. This temporary proposed reduction in the credit card service fee from 1.75% to 1.00% will allow the City in supporting the community in reducing and slowing down the spread of COVID-19 while creating efficiency, and keeping the public, our employees and our workplace safe and healthy.

If the staff recommendation to temporarily reduce the credit card service fee for property taxes and utility payments is reconsidered by Council, staff would propose the following change to section 2.1 of the proposed Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 10166 included in the staff report titled, "Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 10166" dated March 16, 2020 from the Director, Finance, to remove the date reference in the bylaw and replaced it with the temporary reduction in the service fee to expire on September 30, 2020:

- 2.1 The service charge imposed under section 1 is reduced to 1.00% for property taxes and utility bill payments made by credit card during the period from the effective date of the bylaw to September 30, 2020, inclusive.

### **Conclusion**

With the additional information provided in this staff referral response, that the staff report titled, "Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 10166" dated March 16, 2020 from the Director, Finance be reconsidered by Council.



Venus Ngan, CPA, CA  
Manager, Treasury and Financial Services  
604-276-4217



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** March 16, 2020

**From:** Jerry Chong  
Director, Finance

**File:** 03-0900-01/2020-Vol  
01

**Re:** Credit Card Payment Service Fee Bylaw No. 9536,  
Amendment Bylaw No. 10166

### Staff Recommendation

1. That Option 1 (reduction of credit card payment service fee for property taxes and utility payments from 1.75% to 1.00%) as proposed under the staff report titled "Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 10166" dated March 16, 2020 from the Director, Finance be approved;
2. That the Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 10166 be introduced and given first, second and third readings; and
3. That the Consolidated Five-Year Financial Plan (2020-2024) be amended to include additional expenditures of \$563,000 for additional credit card fees which will be funded by the Rate Stabilization Account.

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

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Law	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b>	<b>APPROVED BY CAO</b>
N/A		

## Staff Report

### Origin

As the COVID-19 situation escalates, staff continue to assess the risk and vulnerabilities in order to best protect the public and our employees. To ensure that the public can continue to transact and conduct business with the City safely, the City, in following the guidelines published by public health officials, has been promoting social distancing measures by encouraging the public to conduct business with the City over the phone, by email or online instead of in-person.

The purpose of this report is to propose a bylaw amendment to temporarily reduce the credit card service fee charge for property taxes and utility payments made by credit cards, which is currently imposed at 1.75% under the City's Credit Card Payment Service Fee Bylaw No. 9536. This proposed reduction in credit card payment service fee charge for property taxes and utility payments provides financial relief for property owners that are paying their property taxes and utility payments through the City's website.

This report supports Council's Strategic Plan 2018-2022 Strategy #1 A Safe and Resilient City:

*Enhance and protect the safety and well-being of Richmond.*

*1.4 Foster a safe, caring and resilient environment.*

### Analysis

Currently, the public can pay municipal payments in person, by mail, by phone, through their banks, or by credit card on the City's e-commerce platform.

Type	Description
In person (all services)	Cash (less than \$10,000), cheque, debit card, or credit card*
By Mail (all services)	Cheque by mail, or at 24-hour cheque drop box at City Hall
By Phone (tax/utility)	Pay by phone service offered by financial institutions
Pay Online (tax/utility)	Online bill payment service offered by financial institutions
E-Commerce (tax/utility)	Pay by credit card* over the City's website via MyRichmond or MyProperty.
Others (tax/utility)	Pre-authorized withdrawal through automatic bank deduction

\* Under the existing Credit Card Payment Service Fee Bylaw No. 9536, a 1.75% service fee is assessed and charged when a credit card is used as a payment method for applicable municipal services<sup>1</sup>. The service fee is intended to allow the City to offer the credit card payment option to the public under the user-pay principle at a net cost-neutral basis.

<sup>1</sup> Under section 2 of the Bylaw, the credit card payment service fee does not apply to recreational programs, library services, business licence, dog licence, bylaw tickets, fines, pay parking and items sold at the Richmond Recycling Depot.

As the health and safety of our community and staff is the City's utmost priority, the public is encouraged to transact with the City using online payment tools. In order to encourage property owners to use online payment methods, staff propose a reduction in the City's credit card payment service fee for the next 6 months. The situation will be monitored closely by staff to determine whether the credit card payment service fee bylaw amendment should be shortened or extended should the COVID-19 risk assessment for public safety change over time.

#### Options and Sensitivity Analysis

The table below provides a sensitivity analysis of the cost impact of the two proposed credit card service fee options at various levels of credit card payment participation rate. The analysis is performed based on the following data and assumptions for the next six months:

1. \$70 million in projected utility billings (flat rate utility and quarterly utility bills)
2. \$470 million in projected property taxes billings (50% municipal, 50% taxing agencies)
3. 1.75% is the credit card processing fee charged to the City by the credit card companies
4. Less than 2% (less than \$10 million in gross collection) of property owners paid by credit card with a 1.75% service fee charge (based on 2018 and 2019 actual statistics)

Scenario	Estimated % of Total Revenue Paid by Credit Card  (see Note)	Estimated Net Cost Impact For Each Proposed Credit Card Payment Service Fee Option	
		Option 1 1.00% (recommended)	Option 2 0.00%
Scenario 1 (current level)	2%	\$ 75K	\$175K
Scenario 2 (current level x 2)	4%	\$150K	\$350K
Scenario 3 (current level x 5)	10%	\$375K	\$875K
Scenario 4 (current level x 7.5)	15%	\$563K	\$1.3M
Scenario 5 (current level x 10)	20%	\$750K	\$1.8M

#### Note:

The actual uptake of the credit card participation for each proposed option is unknown as participation rate will depend the payers' personal choice and preference. Staff estimate that:

- Status quo (1.75% service fee): The participation rate could be between 2% and 4%
- Option 1 (1.00% service fee): The participation rate could be between 2% and 15%
- Option 2 (0.00% service fee): The participation rate could be between 2% and 20%

It is anticipated that even with a modified credit card payment service fee structure, property owners may still continue to transact with the City using existing methods such as by mail, by drop box, by pre-authorized withdrawal and by using online banking services offered by their financial institutions, which are all available to them at minimal costs.

Analysis of Proposed Options

Option	Pro(s)	Con(s)
Option 1 @ 1.00% (recommended)	<ul style="list-style-type: none"> <li>• Provide incentives for property owners to consider paying online using credit card at a lower cost compared to the original bylaw fee of 1.75% in the interim.</li> <li>• Support the current initiative to incentivize property owners to transact with the City online instead of in-person.</li> <li>• By keeping the proposed 1.00% service fee, this will allow the City to at least cover the credit card payment processing fee for the non-municipal portion of the gross property tax collection.</li> </ul>	<ul style="list-style-type: none"> <li>• The non-recoverable option of the credit card payment processing fee will need to be absorbed by the City.</li> <li>• Probably costs could range from \$75K to \$563K, depending on credit card usage.</li> </ul>
Option 2 @ 0.00%	<ul style="list-style-type: none"> <li>• Waiving the credit card payment service fee will likely provide high level of financial incentive for property owners to pay by credit card online over other available payment methods.</li> </ul>	<ul style="list-style-type: none"> <li>• Property owners may switch from online banking to online credit card payment, thus creating unintended outcome of significantly increasing processing costs for the City, which is estimated that the costs could range from \$175K to \$1.8M depending on credit card usage.</li> <li>• The City will need to fully absorb all costs, including the portion collected on behalf of other taxing agencies.</li> </ul>

### Recommendation

In order to protect both staff and the public, staff recommend a more cost effective option for the public to transact with the City online. Along with increased communication to encourage the use of online bill payment offered by all financial institutions, it is recommended that the credit card payment service fee for property taxes and utility payments be reduced from the current level of 1.75% to 1.00% for a period of six months. The proposed reduction only applies to property taxes and utility payments paid by credit card, all other in-person municipal services that are subject to a credit card payment service fee will remain unchanged at the rate of 1.75%.

With approximately half of the City's gross property tax collection being collected on behalf of various taxing agencies, it is recommended that a 1.00% service fee be maintained to ensure that the credit card processing fee associated with the portion collected for other taxing agencies are not borne by or subsidized by the City and passed onto the general taxpayers.

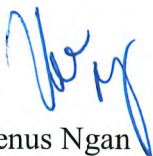
Staff will continue to regularly monitor the health and safety situation and operating environment of City Hall, and will report back to Council to make any necessary adjustments to the credit card payment service fee bylaw, should the need arise during this 6-month period.

### **Financial Impact**

The estimated financial impact of adjusting the credit card service fees for property taxes and utility credit payments is \$563,000. This will be funded from the Rate Stabilization Account and the Consolidated Five-Year Financial Plan (2020-2024) will be amended accordingly.

### **Conclusion**

That the Credit Card Payment Service Fee Bylaw Amendment be considered and approved by Council where the credit card payment service fee for property taxes and utility payments be reduced from 1.75% to 1.00% over the next 6 months in order to encourage the public to transact with the City electronically instead of in person.



Venus Ngan  
Manager, Treasury and Financial Services  
(604-276-4217)

Att. 1: Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 10166



**Credit Card Payment Service Fee Bylaw No. 9536,  
Amendment Bylaw No. 10166**

The Council of the City of Richmond enacts as follows:

1. The **Credit Card Payment Service Fee Bylaw No. 9536** is hereby amended as follows:
  - a) In section 1, by adding the words "or in section 2.1" immediately after the words "Except as set out in section 2"; and
  - b) By inserting the following as section 2.1:
    - 2.1 The service charge imposed under section 1 is reduced to 1.00% for property taxes and utility bill payments made by credit cards during the period from March 23, 2020 to September 23, 2020, inclusive.
2. This Bylaw is cited as "**Credit Card Payment Service Fee Bylaw No. 9536, Amendment Bylaw No. 10166**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

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



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Todd Gross  
Director, Parks Services  
**Date:** March 11, 2020  
**File:** 11-7400-20-  
FFES1/2020-Vol 01  
**Re:** **Agricultural Land Reserve Non-Farm Use Application by the City of Richmond to Host the Farm Fest at the Garden City Lands on August 8, 2020, located at 5560 Garden City Road**

### Staff Recommendation

That should Council wish to proceed with the Farm Fest as part of the existing 2020 major events program, that the Agricultural Land Reserve non-farm use application by the City of Richmond to host the Farm Fest at the Garden City Lands on Saturday, August 8, 2020, located at 5560 Garden City Road, be endorsed and forwarded to the Agricultural Land Commission for approval.

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

Att. 4

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Arts, Culture & Heritage Development Applications	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 



## Staff Report

### Origin

On December 16, 2019, Council approved funding for Major Events and Programs in 2020 which included Farm Fest at the Garden City Lands ("Farm Fest"). The Farm Fest is scheduled to take place on Saturday, August 8, 2020, from 10:00 a.m. to 3:00 p.m. at 5560 Garden City Road, also known as the Garden City Lands (Attachment 1). The subject property is zoned Agriculture (AG1) and is located within the Agricultural Land Reserve (ALR).

The *Agricultural Land Commission (ALC) Act* permits special events or gatherings to occur on ALR land provided a number of conditions are met, including that no more than 150 people are gathered at one time for the purpose of the event. This regulation is reinforced and interpreted in ALC Policy L-22 "Activities Designated as a Permitted Non-Farm Use: Gathering for an Event in the Agricultural Land Reserve" (Attachment 2). As the Farm Fest is expected to draw over 5,000 visitors, an ALR non-farm use application is required. The non-farm use application requires endorsement by Council as a necessary step in order to be considered by the ALC.

There are challenges to recruiting farmers, vendors, event partners, and sponsors given the uncertainties of the evolving COVID-19 (Novel Coronavirus) Pandemic. While the City's ability to put on the event is uncertain, the non-farm use application step is necessary as part of the advance planning process. Should Council wish to not proceed with the 2020 Farm Fest, the event can be cancelled and the funding reallocated in other ways that animate and activate the City Centre as directed by Council.

### Findings of Fact

The purpose of this report is to seek Council's endorsement of the City's ALR non-farm use application (AG 20-891360) to host the Farm Fest on Saturday, August 8, 2020, at 5560 Garden City Road. The single day event will occupy no more than 1 hectare (2.47 acres) of the 55.2 hectare (136.40 acres) site. Council's endorsement is required as a necessary step in the non-farm use application process to the ALC.

The non-farm use application for the 2019 Farm Fest was endorsed by Council on April 8, 2019, and subsequently approved by the ALC on June 18, 2019.

### Agricultural Land Reserve Use Regulation (ALC Act) – Section 17

Under Part 3 – Permitted Non-Farm Uses, section 17 of the *Agricultural Land Reserve Use Regulation*, the gathering for an event (Farm Fest) is permitted in the ALR provided the following conditions are met:

- (a) The event is conducted on agricultural land that is classified as a farm under the *Assessment Act*;
- (b) No permanent facilities are constructed or erected in connection with the event;
- (c) Parking for those attending the event (i) is available on that agricultural land, (ii) occurs only in connection with that event, and (iii) does not interfere with the farm's agricultural land

- (d) No more than 150 people, excluding residents of the agricultural land and employees of the farm operation conducted on that agricultural land, are gathered on that agricultural land at one time for the purpose of attending the event;
- (e) The event is no more than 24 hours in duration; and
- (f) No more than 10 gatherings for an event of any type may occur on that agricultural land within a single calendar year.

As the event is expected to draw attendance over the legislated threshold of 150 people, the Farm Fest does not comply with Part 3, section 17(d) as listed above. Consequently, an ALR non-farm use application is required for consideration and approval by Council and the ALC.

### Surrounding Development

Table 1: Development Surrounding at 5560 Garden City Road

Location	Description
North	Multi-family residential and commercial
East	Federal Government Department of National Defence (DND)
South	Multi-family residential
West	Multi-family residential and commercial

### 2041 Official Community Plan (OCP)

The subject site is designated for “Agriculture” in the 2041 Official Community Plan (OCP), which permits primarily farming, food production and supporting activities, including those activities permitted in the ALR.

### **Analysis**

#### Project Description

The 2020 Farm Fest was approved by Council on December 16, 2019. The event will feature agricultural demonstrations, food vendors, a marketplace, educational exhibits, a small stage, and interpretive wagon rides.

Festival highlights will include:

- Agricultural demonstrations and displays by local Richmond farmers and Kwantlen Polytechnic University’s Sustainable Agriculture Program;
- Locally grown produce and artisanal products from Richmond farmers and local vendors;
- Community partner displays;
- Bog ecology and conservation education;
- Background music by local artists; and
- An interpretive wagon ride along the perimeter trail showcasing the Garden City Lands.

### Event Logistics

The set-up and take-down for the event will be carefully designed to ensure that there are no negative impacts on the site's agricultural or natural areas. Set-up and take-down will take place one to two days on either side of the event.

The event will be staged on an existing gravel area located at the west side of the site, accessible via Garden City Road (Attachment 3). No permanent structures will be installed.

Event attendees will be encouraged to arrive on foot, by bike, by public transit, or via a free shuttle service from Lansdowne Shopping Centre and the Colonel Sherman Armoury. The free shuttle service is operated by the Minoru Seniors Society using the City's Community Leisure Transportation (CLT) buses.

### Food Security and Agricultural Advisory Committee Comments

On February 20, 2020, staff presented the concept for the 2020 Farm Fest at the Garden City Lands to the Food Security and Agricultural Advisory Committee (FSAAC). Following discussion on the Farm Fest's intended objectives and previous events, the FSAAC unanimously endorsed the event concept for 2020, with no changes to the program or date (Attachment 4).

### Staff Comments

Staff support this one day community event as it promotes agricultural activities. As it exceeds the number of participants permissible under the *ALC Act*, this event requires approval from the ALC. Endorsement from Council is required in order for the ALC to review and consider the City's non-farm use application.

If endorsed by Council, the resolution will be forwarded to the ALC in support of the City's non-farm use application. If Council does not endorse the application, it will not be considered by the ALC. Without Council and ALC approval, the event will not be permitted to take place and will be cancelled.

### **Financial Impact**


None.

### **Conclusion**

As the projected attendance to the 2020 Farm Fest at the Garden City Lands exceeds 150 people, an ALR non-farm use application is required. This application requires endorsement by Council in order to be considered by the ALC. Should Council wish to proceed with the event, staff recommend that the ALR non-farm use application for the Farm Fest at the Garden City Lands be endorsed by Council and forwarded to the ALC for consideration.



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

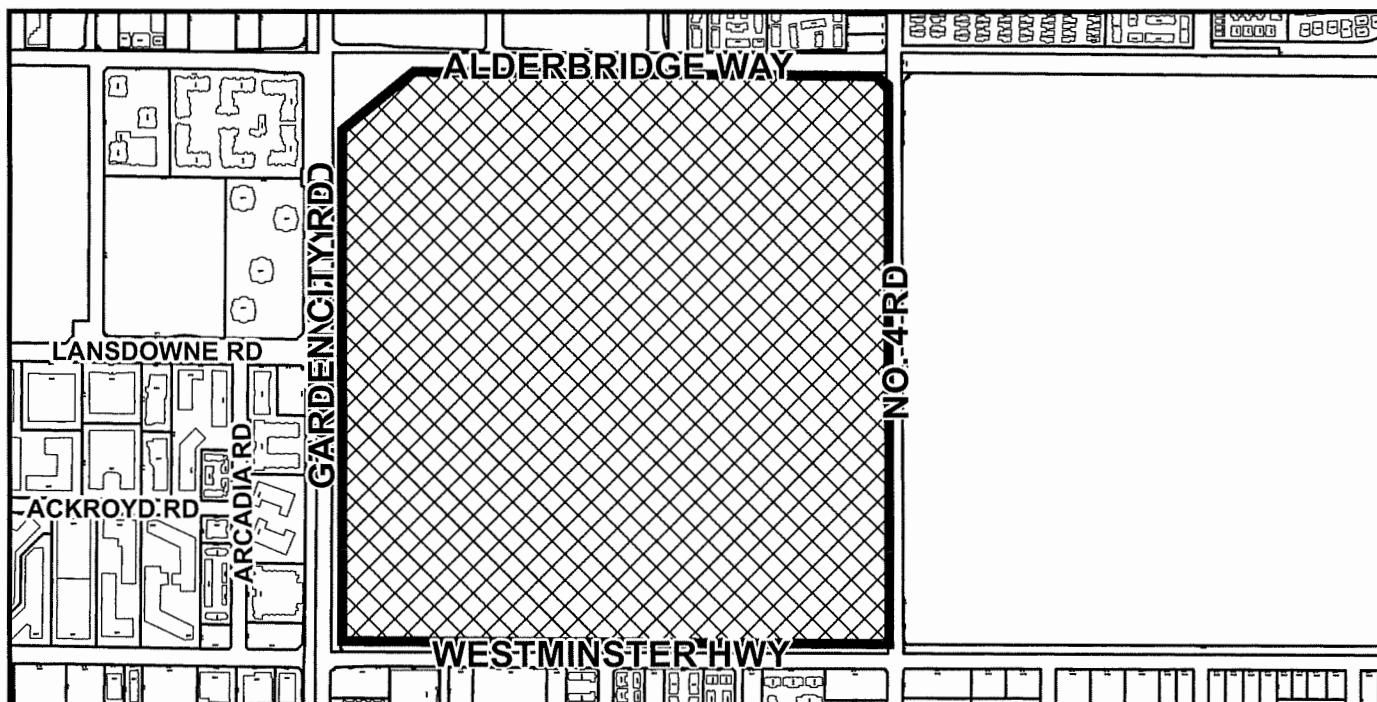
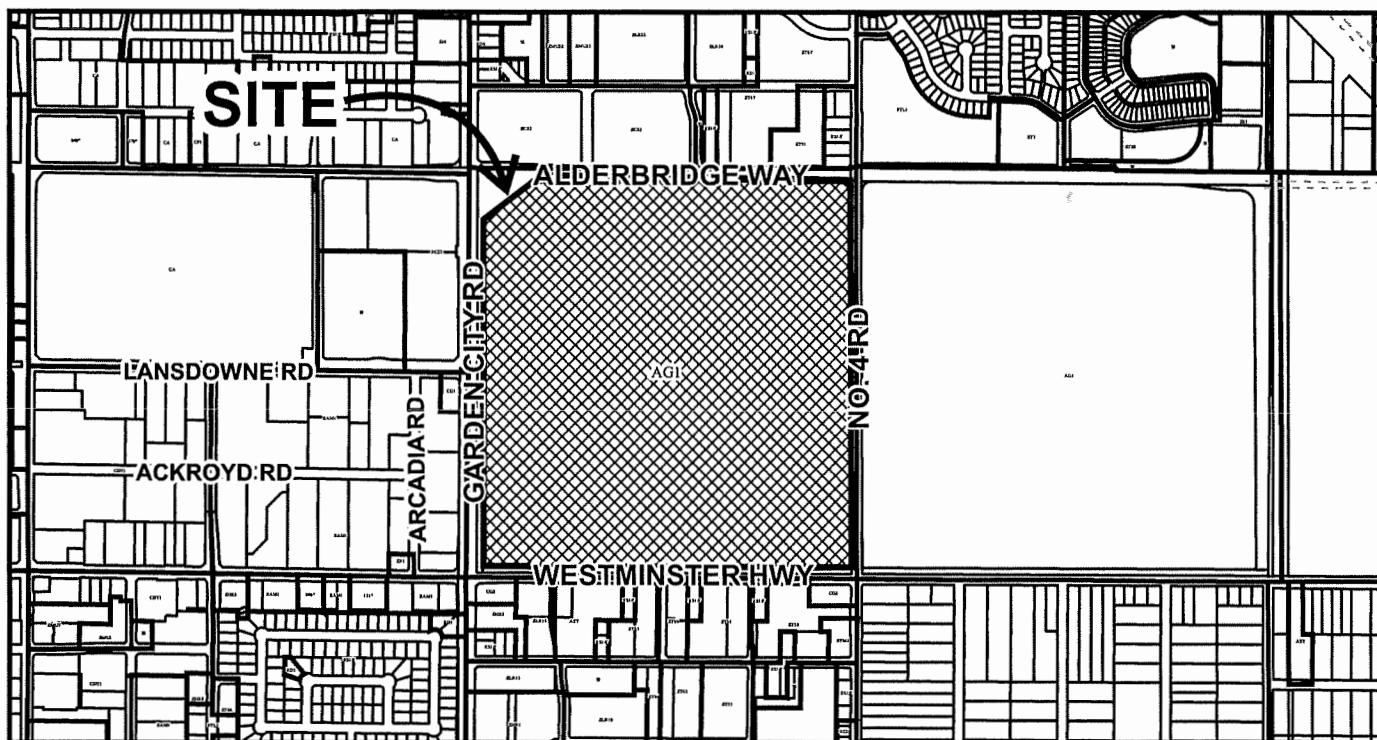


Magnus Sinclair  
Acting Coordinator, Parks Programs  
(604-247-4453)

- Att. 1: Subject Property for 2020 Farm Fest at the Garden City Lands  
2: ALC Policy L-22 - Gathering for an Event in the Agricultural Land Reserve  
3: Site Plan for Farm Fest at the Garden City Lands  
4: FSAAC Meeting Minutes February 20, 2020



# City of Richmond



5560 Garden City Rd

Original Date: 12 Mar 2019

Revision Date:

Note: Dimensions are in METRES



# City of Richmond




5560 Garden City Rd

GP 30

Original Date: 12 Mar 2019

Revision Date:

Note: Dimensions are in METRES

 <p><b>Agricultural Land Commission Act</b></p>	<p><b>ACTIVITIES DESIGNATED AS A PERMITTED NON-FARM USE:</b></p> <p><b>GATHERING FOR AN EVENT IN THE AGRICULTURAL LAND RESERVE</b></p>	<p><b>POLICY L-22</b></p> <p>Amended April 2019 October 2016</p>
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*This policy is intended to assist in the interpretation of the [Agricultural Land Commission Act](#), 2002, (the "ALCA") and, BC Regulation 30/2019 [Agricultural Land Reserve Use Regulation](#), (the "Use Regulation"). In case of ambiguity or inconsistency, the ALCA and Use Regulation will govern.*

#### **INTERPRETATION:**

Gathering for an event is a permitted non-farm use in the Agricultural Land Reserve (ALR) and must not be prohibited by a local government bylaw as long as the event meets the conditions set out in the Use Regulation.

No more than 150 people may be in attendance and the event must be less than 24 hours in duration.

A maximum of 10 events of any type are permitted within a calendar year on a farm. For example, 5 weddings, 2 music concerts and 3 art shows. Where more than one farm business is being operated from a farm, the maximum 10 events applies. It is recommended that a record of events be maintained by the farmer including the type of event, date and number of attendees.

There is no requirement for these events to directly market or promote agricultural products grown on the farm and therefore are not considered agri-tourism events.

People hosting events must make every effort to avoid negative impacts to the use of agricultural land including but not limited to, damage to agricultural land and structures, noise that disturbs animals and livestock, trespass, vandalism, theft and blocking access to adjacent farm businesses.

Events may include weddings, private parties, corporate retreats, music concerts and concert series, music festivals, film and theatrical presentations, art shows, dance recitals, charitable and political fundraising events, dances, and sports events, so long as otherwise compliant with the Use Regulation. Any event that is not an agri-tourism event falls into this category.

The Use Regulation allows gathering for events in the ALR provided the land is assessed as "farm" under the [Assessment Act](#). If the assessment changes, the use is no longer permitted. The farm may be comprised of one or several parcels of land owned or operated by a farmer as a farm business. The farm parcels should be contiguous or in the same general geographic area.



Permanent facilities must not be constructed or erected for any event activity. Permanent facilities include, but are not limited to: buildings or permanent structures, hard surface parking areas, concrete pads, structural foundations, retaining walls, permanent tents (erected for more than 90 days) and permanent alteration to the landscape (fill, gravel, berms, hills, dugouts, amphitheatres). The conversion of existing buildings and the construction associated with bringing them up to public assembly building code is also deemed as the construction or erection of a permanent facility. If permanent facilities are required, an application and approval of the Agricultural Land Commission (the "Commission") is necessary.

For the purposes of this policy, parking areas must not be permanent (asphalt, concrete, gravel, etc) and parking must not interfere with the farm's agricultural productivity. All vehicles visiting the farm for the event must be parked on site. To minimize impacting farm land, parking should be along field edges, adjacent to internal farm driveways and roads, and in farm yard areas or immediately adjacent to farm buildings and structures.

Personal family celebrations hosted by the farm owner where no fee is charged continue to be allowed.

This policy does not apply to agri-tourism activities. See Related Policies.

As per subsection 13(1)(e) of the Use Regulation, these conditions do not apply to alcohol production facilities (e.g. wineries, cideries, meaderies, breweries and distilleries) if the event(s) is held only in the ancillary food and beverage service lounge that has been developed in compliance with section 13(1)(b) of the Use Regulation or within the special event area under a special event area endorsement described in section 13(1)(c)(ii) of the Use Regulation. Section 17 of the Use Regulation and associated restrictions apply if the event(s) are held outside the lounge area or special event area. This means alcohol production facilities may host an unlimited number of events in their lounge area and special event area and an additional 10 events as per section 17 of the Use Regulation held outside the lounge area or special event area.

Local governments have the authority to regulate events with regard to structures and building occupancy (including determining if an existing farm building is appropriate for a gathering or requires upgrades for public assembly), parking, lighting, hours of operation, health and safety, noise, access for police, fire and emergency vehicles, etc. Local governments have the authority to require permits for events.

Events in excess of what is permitted under section 17 of the Use Regulation require an application pursuant to section 20(3) of the ALCA and approval of the Commission.

#### **TERMS:**

**family event** means an event attended by

- (a) family members, and
- (b) close personal friends or close business associates of family members

**family member** with respect to a person means



- (a) parents, grandparents and great grandparents,
- (b) spouse, parents of spouse and stepparents of spouse,
- (c) brothers and sisters,
- (d) children or stepchildren, grandchildren and great grandchildren, and
- (e) aunts, uncles, cousins, nephews and nieces

**fee or other charge** includes a gift in lieu of a fee or charge given in connection with the event

**wedding** means the ceremony of marriage or a marriage-like ceremony and/or the reception celebration

**music festival** means concert or concert series no more than 24 hours in duration

Unless defined in this policy, terms used herein will have the meanings given to them in the ALCA or the Use Regulation.

#### **RELATED POLICY:**

ALC Policy L-03 *Activities Designated as Farm Use: Alcohol Production Facilities in the ALR*

ALC Policy L-04 *Activities Designated as a Farm Use: Agri-Tourism Activities in the ALR*

#### **REFERENCE:**

**Agricultural Land Reserve Use Regulation (BC Reg. 30/2019), Sections 1, 13, 14 and 17.**

#### **Definitions**

*Section 1 in this regulation:*

**"gathering for an event"** means a gathering of people on agricultural land for the purpose of attending

- (a) a wedding, other than a wedding to which paragraph (c) (ii) applies,
- (b) a music festival, or
- (c) an event, other than
  - (i) an event held for the purpose of agri-tourism activity, or
  - (ii) the celebration, by residents of the agricultural land and those persons whom they invite, of a family event for which no fee or other charge is payable in connection with the event by invitees;

#### **Alcohol Production**

*Section 13(1) In this section:*

- (e) gathering for an event, if the event is held only in the lounge referred to in paragraph (b) or the special event area under a special event area endorsement referred to in paragraph (c), and, for this purpose, section 17 [gathering for an event] does not apply;

#### **Non-farm uses that may not be prohibited**

*Section 14 The non-farm uses referred under this Division may not be prohibited*

- (a) by a local government enactment, or
- (b) by a first nation government law, if the activity is conducted on settlement lands.

### **Gathering for an event**

*Section 17 The use of agricultural land for the purpose of gathering for an event is permitted and may not be prohibited as described in section 14 if all of the following conditions are met:*

- (a) *the event is conducted on agricultural land that is classified as a farm under the [Assessment Act](#);*
- (b) *no permanent facilities are constructed or erected in connection with the event;*
- (c) *parking for those attending the event*
  - i. *is available on that agricultural land,*
  - ii. *occurs only in connection with that event, and*
  - iii. *does not interfere with the productivity of that agricultural land;*
- (d) *no more than 150 people, excluding residents of the agricultural land and employees of the farm operation conducted on that agricultural land, are gathered on that agricultural land at one time for the purpose of attending the event;*
- (e) *the event is of no more than 24 hours in duration;*
- (f) *no more than 10 gatherings for an event of any type occur on that agricultural land within a single calendar year.*

### **Agricultural Land Commission Act, S.B.C. 2002, c. 36, Section 1.**

#### **Definitions**

##### **Section 1(1)**

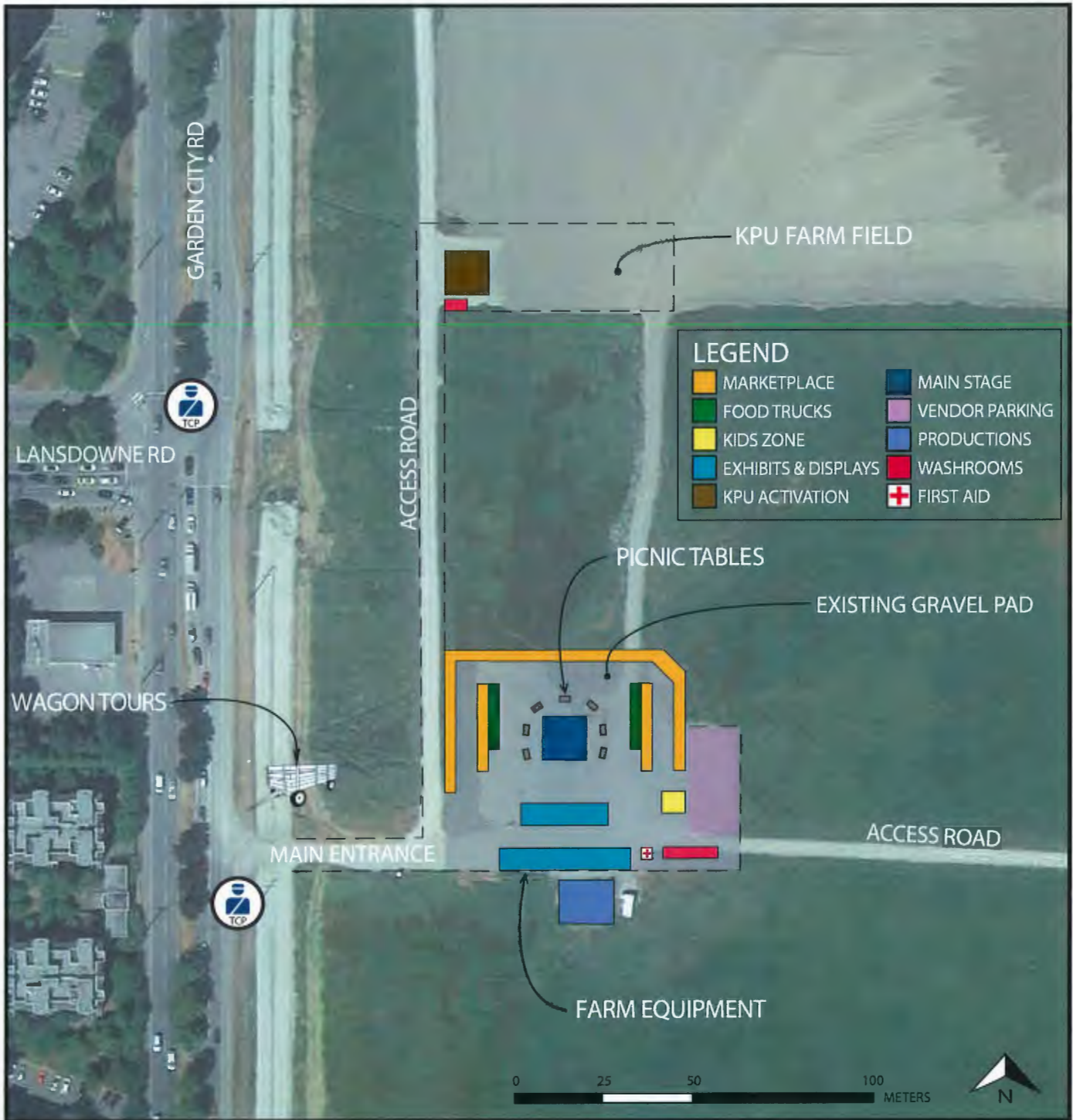
*"agricultural land" means land that*

- (a) *is included in the agricultural land reserve under section 15 (1.1), 17(3.1) or 45(1) of this Act, or*
- (b) *was included under a former Act as agricultural land or land in an agricultural land reserve,*

*Unless the land has been excluded from the agricultural land reserve under this Act or from an agricultural land reserve under a former Act;*



# City of Richmond



## Farm Fest at the Garden City Lands Site Plan - 2020

Original Date: 2020 Mar 11  
Revision Date: N/A



## Food Security and Agricultural Advisory Committee (FSAAC)

Held Thursday, February 20, 2020 (7:00 pm)

M.2.002

Richmond City Hall

### In Attendance:

Members: Steve Easterbrook (Chair); Sarah Drewery; Laura Gillanders; Lynn Kemper; Ian Lai; Kent Mullinix; Allen Rose; Miles Smart

Non-Members: Councillor Harold Steves (Council Liaison); Barry Konkin (Policy Planning); Steven De Sousa (Policy Planning); Todd Gross (Parks); Paul Brar (Parks); Alex Kurnicki (Parks); Magnus Sinclair (Parks); Carli Williams (Community Bylaws); Mike Morin (Community Bylaws); Nadia Mori (Ministry of Agriculture); Shannon Lambie (Agricultural Land Commission)

### Regrets:

None.

### 1. Adoption of the Agenda

The Committee passed the following motion:

*That the February 20, 2020 FSAAC Agenda be adopted as presented.*

*Carried Unanimously*

### 2. Adoption & Signing of the Minutes for January 23, 2020

The Committee passed the following motion:

*That the January 23, 2020 Minutes be adopted as presented.*

*Carried Unanimously*

### **3. Metro Vancouver Open-Air Burning Emissions Regulation**

Julie Saxton and Grace Cockle, Air Quality Bylaw and Regulation Development (Metro Vancouver), introduced Metro Vancouver's proposed Open-Air Burning Emissions Regulation and provided the following comments:

- Health and environmental impacts of smoke include aggravated lung and heart conditions, increased risk of cancer, and climate change;
- There are significant operational impacts related to the existing approval process;
- As an alternative approach to regulating emissions, a potential regulation is being considered and Metro Vancouver is seeking feedback;
- The potential regulation includes demonstration of alternatives, registration of the site, favourable conditions, notification, minimum distances, limited times and days, and record keeping; and
- Phase 1 of the consultation process is currently underway until April 2020, including workshops, webinars, questionnaire and communications via [AQBylaw@metrovancover.org](mailto:AQBylaw@metrovancover.org).

Discussion ensued regarding outreach to farmers and the limited times and days available for open-air burning.

In response to questions from the Committee, Metro Vancouver staff clarified the Provincial regulation is already in effect, Metro Vancouver's regulation cannot be less stringent, and it is unlikely that cannabis production would impact the data used to monitor open-air burning.

As a result of the discussion, the Committee provided the following comments:

- Review the data and investigate the extent to which agricultural activity is contributing to reduced air quality;
- Consider delivering letters to farmers for notification of the consultation, as many farmers do not receive the local newspaper; and
- Provide more clarity regarding the Provincial emissions regulation, which is already in effect, in the presentation materials used for consultation.

### **4. Farm Fest 2020 Non-Farm Use Application**

Magnus Sinclair, Coordinator – Parks Programs, introduced the Farm Fest event at the Garden City Lands and provided the following comments:

- Farm Fest started as Harvest Fest in 2017 as part of the City's Canada 150 celebrations;
- Council approved a smaller scale event called Farm Fest in 2018 and 2019;

- Farm Fest is designed to celebrate Richmond’s agricultural community, showcase local farmers and vendors, education and information sharing on agricultural practices, and strengthen collaboration between local food system stakeholders; and
- The application is being presented to the Committee for comment and support, request volunteers for the Farm Fest Steering Committee and receive feedback on the proposed date.

The Committee expressed support for the event and the proposed date on August 8, 2020. Committee members are encouraged to reach out to staff if interested in the Farm Fest Steering Committee.

The Committee passed the following motion:

*That the Food Security and Agricultural Advisory Committee support the Farm Fest 2020 Non-Farm Use Application (AG 20-891360) as presented.*

*Carried Unanimously*

## **5. Garden City Lands Non-Farm Use Application**

Alex Kurnicki, Research Planner 2, introduced the Garden City Lands Non-Farm Use Application, provided a summary of the site history and previous approvals, and provided the following comments:

- As per advice from the Agricultural Land Commission (ALC), one comprehensive application is submitted for the entire project;
- The non-farm use application includes site access features (e.g. entry nodes and view points, wayfinding signage, boardwalks, trails, access roads), site infrastructure (e.g. bog conservation area, parking lot, public washrooms, site furniture, culverts and bridges, and lighting) and agricultural and food production components (e.g. planting and landscaping, public event space, farmers markets);
- Other agricultural and food production components are included for information purposes and do not require approval from the ALC (e.g. farm infrastructure, field crop and livestock production);
- Community hub and farm centre are also included in the proposal; and
- The primary purpose of the application is to facilitate public access beyond the perimeter trail, construct the infrastructure to support the safe use of the site, and activate the space with public education programs, urban agriculture, site interpretation, and bog conservation.

Discussion ensued regarding septic systems, livestock production, and potential opportunities for revenue sources by leasing land to farmers.

Councillor Steves noted that collection of rainwater from adjacent buildings and pumping from the water table should be reviewed as potential water sources.

Carli Williams, Manager of Business Licence and Bylaws, indicated there is a soil deposit component to the project, including material for structures and paths, and topsoil for the community gardens.

In response to questions from the Committee, Parks staff noted that options to manage soil contamination are currently being investigated, including additional testing, and staff are working with the Garden City Conservation Society to manage and plant trees on-site.

The Committee passed the following motion:

*That the Food Security and Agricultural Advisory Committee support the Garden City Lands Non-Farm Use Application (AG 18-837641) as presented.*

*Carried Unanimously*

## **6. Alternative Farm Home Plate Location – 17720 River Road**

Committee Chair, Steve Easterbrook, declared a conflict of interest with the subject application, indicated he is the applicant, and recused himself from the Committee. As a result, the Committee passed the following motion:

*That Kent Mullinix serve as the Food Security and Agricultural Advisory Committee Vice Chair.*

*Carried Unanimously*

Steven De Sousa, Planner 1, introduced the development application and provided the following comments:

- The purpose of the application is to allow the construction of a single-family dwelling within an Environmentally Sensitive Area (ESA);
- The application is being presented to the Committee due to the request for an alternative farm home plate location;
- The farm home plate is required to be contiguous and rectangular in shape, comprising of one side being along the front property line or riparian management area boundary and one side property line;
- The proposal includes an alternative location for the farm home plate area along the farm access road, instead of the riparian management area boundary; and
- The purpose of the farm access road is to connect the subject property to the associated agricultural operation on the property to the east, which is also operated by the applicant, and maximize the remaining area for active agricultural production.

Steve Easterbrook, Applicant, provided additional information on the existing single-family dwelling, adjacent egg farm operation, and future plans for expansion of the agricultural operation.

In response to questions from the Committee, Planning staff clarified the Provincial ALR Regulation and City's Zoning Bylaw currently permit one dwelling per property, as per the changes associated with Bill 52.

Discussion ensued regarding environmentally sensitive area designations, housing for farm workers, and previous provisions for an additional dwelling.

The Committee passed the following motion:

*That the Food Security and Agricultural Advisory Committee support the Alternative Farm Home Plate Location at 17720 River Road (DP 19-876647) as presented.*

*Carried Unanimously*

## **7. Draft FSAAC Work Program**

The Committee passed the following motion:

*That the Food Security and Agricultural Advisory Committee support the 2020 FSAAC Work Program as presented.*

*Carried Unanimously*

## **8. New Business:**

The Chair noted the removal of significant trees along the dike at the 19000 block of River Road. Staff indicated the removal of these trees is a result of dike upgrades as per the Council approved Dike Master Plan, and will report the concern to the City's Engineering and Sustainability departments.

## **9. Updates**

### **a. Council:**

Councillor Steves provided the following updates:

- Ecowaste's Non-Farm Use Application for the expansion/extension of the existing landfill operation was endorsed by Council and forwarded to the Agricultural Land Commission for consideration; and
- Metro Vancouver is considering reviewing Environmentally Sensitive Areas (ESA) compensation alternatives for agricultural operations (e.g. planting of hedgerows).

### **b. Policy Planning**

Barry Konkin, Director of Policy Planning, provided the following updates:

- Proposed changes related to the Farming First Strategy will be prepared and presented to the Committee at a future meeting; and



- The Ministry of Agriculture’s policy intentions paper regarding secondary dwellings was released in January and staff will continue to update the Committee on any changes.

c. Ministry/ALC

- At the beginning of the meeting, Shannon Lambie, ALC Regional Planner and Nadia Mori, Ministry of Agriculture Regional Agrologist, provided an update on the Ministry’s policy intentions paper regarding secondary dwellings and consultation until April 17, 2020.

**10. Next Meeting Date: March 19, 2020**

**11. Adjournment**

Meeting adjourned at 9:25 pm.

Certified a true and correct copy of the minutes of the meeting of the Food Security and Agricultural Advisory Committee of the City of Richmond held on February 20, 2020.

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Steve Easterbrook  
Chair



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Marie Fenwick  
Director, Arts, Culture and Heritage Services  
**Re:** **Providence Flagship Proposal**

**Date:** February 10, 2020  
**File:** 11-7000-01/2020-Vol  
01

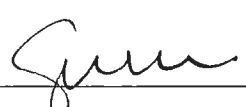

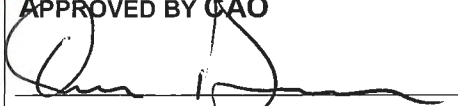
### Staff Recommendation

- 1) That the Chief Administrative Officer and the General Manager, Community Services be authorized to enter into a three year agreement on behalf of the City for a total value of \$50,000 with the *Providence 1903 Charters*; and
- 2) That funding of \$33,000 from the Council Community Initiatives Account be approved to fund the annual cost of \$16,500 in the second and third year of the agreement as outlined in the staff report "Providence Flagship Proposal" dated February 10, 2020, from the Director, Arts, Culture and Heritage Services and the Consolidated 5 Year Financial Plan (2020-2024) be amended accordingly.

*CM Fenwick*

Marie Fenwick  
Director, Arts, Culture and Heritage Services  
(604-276-4288)

Att. 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Finance Department Law	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## **Staff Report**

### **Origin**

At the November 26, 2019 Parks, Recreation and Cultural Services Committee meeting staff received the following referral:

*That the City of Richmond consider an annual gun battle between the halibut schooner Providence and a visiting tall ship at the Maritime Festival. A cannon could be purchased and a different ship challenged every year.*

At the December 18, 2019 Parks, Recreation and Cultural Services Committee meeting staff received the following referral:

*That the proposed partnership proposal from the Providence be referred to staff and that staff consider the proposal together with the current review of the Richmond Maritime Festival's budget and a proposed Tall Ship Gun Battle.*

This report supports Council's Strategic Plan 2018-2022 Strategy #3 One Community Together:

*Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.*

*3.4 Celebrate Richmond's unique and diverse history and heritage.*

### **Background**

The Providence was built in 1903 at Frederikshavn, Denmark, by N. Nielson & Son and has worked around the world for 115 years. The boat is now owned and operated by the company *Providence 1903 Charters*, which offers Transport Canada approved low-carbon sail cargo service and passenger service for up to 24 day passengers. The Providence currently provides service between Metro Vancouver and the Gulf Islands and is planning to add Steveston to its regular schedule.

The Providence is an active, working vessel that generates interest from the classic wooden boat community and has been a popular addition to presenting Britannia Shipyards as a working shipyard. The boat has been a key attraction at docks for both the Richmond Maritime Festival and Ships to Shore since 2015.

See Attachment 1, *Providence 1903 Flagship Partnership and Sponsorship Proposal*, for more detailed information on the Providence.

### **Providence Sponsorship Proposal**

As detailed in Attachment 1, the Britannia Shipyards National Historic Site Society (the Society) has approached the City with a proposal to establish a more formalized relationship between the Providence and the City of Richmond.

Based on a three-year commitment from the City of Richmond (\$50,000 and access to moorage from October – April valued at approximately \$15,000), under the terms of this proposed agreement the Providence will:

- Attend two City events (up to six days) per year with staffing to keep the boat open to the public during event hours. The events will be mutually agreed upon by the Providence and City staff on an annual basis. Pending execution of the agreement, the Providence has verbally committed to participating in Doors Open Richmond, Steveston Salmon Festival, and the Richmond Maritime Festival for 2020;
- Represent Britannia Shipyards and the City of Richmond at regional events, such as the Port Townsend Wooden Boat Festival, the Vancouver Wooden Boat Festival and the Victoria Classic Boat Festival;
- Provide two three-hour sails per year from the Britannia Shipyards for up to 24 people; and
- Promote Britannia Shipyards and the City of Richmond through distribution of materials year round.

The key benefit to the City is that these outcomes can be achieved through this relationship with the Providence, as opposed to the City and/or the Britannia Shipyards Society incurring the risks and costs associated with directly owning and maintaining a similar boat.

The Providence has indicated they would participate in a gun battle and/or a sail pass where cannons can be fired with visiting tall ships. Staff have started collaborating with the Providence to secure a cannon. This program activation can be accommodated within existing operating budgets.

#### Providence Agreement Options

Three options are presented for Council's consideration:

- Option 1 – Status Quo (Not Recommended);
- Option 2 – One-Year Agreement (Not Recommended); and
- Option 3 – Three-Year Agreement (Recommended).

#### **Option 1 – Status Quo (Not Recommended)**

The City, the Society and the Providence could continue with the current arrangement whereby the Providence attends events in exchange for the value of moorage and/or a fee for service for additional events. This agreement leaves the City vulnerable to the Providence being unable to attend key events and festivals due to other commitments.

#### **Option 2 – One-Year Agreement (Not Recommended)**

This option would offer the City, the Society and the Providence stability and guaranteed commitment for a one year period. Funding approved by Council for ship recruitment as part of the 2020 Major Events Program could be allocated for this one year commitment. Staff could review the relationship and report back after one year.

While this option would secure the relationship with the Providence for the current year, the following years would be uncertain. As the Providence operates its own tour services, bookings start as early as January each year and could preclude the Providence from participating in key

City events. Additionally, rates for the Providence may increase in future years depending on demand for tours.

### **Option 3 – Three-Year Agreement (Recommended)**

Staff recommend entering into a three-year agreement, as described in the Providence 1903 Flagship Partnership and Sponsorship proposal (Attachment 1). The City and the Society would benefit from a longer-term commitment with this historically significant flagship. This will allow both Britannia Shipyards, and the Providence, to plan and schedule more proactively.

#### **Providence Agreement Proposed Terms**

Any agreement, regardless of length of term, would stipulate that the Providence will:

- At its own expense, provide all staff, contractors, equipment and resources necessary for the services required by the agreement;
- Maintain comprehensive general liability insurance of at least \$5M/occurrence with the City and its personnel as additional insured;
- Comply with applicable City policies and procedures;
- Comply with all WorkSafeBC requirements, Transport Canada Certifications, applicable legislation, laws, regulations and bylaws, and any other certifications required to perform its services; and
- A 30-day without cause cancellation clause, and an immediate cancellation clause for breach of contract.

### **Financial Impact**

\$17,000 is available within the 2020 Richmond Maritime Festival Major Events budget for the first year of the agreement. The remaining \$33,000 is proposed to be funded from the Council Community Initiatives Account, set aside in 2020, for the annual cost of \$16,500 in the second and third year of the agreement.

### **Conclusion**

The Providence sponsorship proposal offers the City the opportunity to animate the Steveston waterfront with a historically significant tall ship on a regular basis. A three-year agreement will allow the City, the Society and the Providence to build on the existing program of events. This can all be achieved with a set annual financial commitment and eliminates the financial risks that would come with the City or the Society owning and operating a similar vessel.



Rebecca Clarke  
Manager, Museum and Heritage Services  
(604-247-8330)

Att. 1: Providence 1903 Flagship Partnership and Sponsorship

# **Providence 1903**

## **Flagship Partnership and Sponsorship**



By: Britannia Shipyards National Historic Site Society

December 4, 2019

**To:** Parks, Recreation and Cultural Services Committee  
**From:** Britannia Shipyards National Historic Site Society  
**Subject:** Flagship partnership/sponsorship

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**Purpose:**

The purpose of this report is to provide Council with the opportunity to consider the overall benefits of a partnership with the Providence 1903 Charters (the Providence), the Britannia Shipyards National Historic Site Society (the Society) and the City of Richmond (the City) to establish a flagship at the Britannia Shipyards National Historic Site (Britannia).

**Background:**

In July, 2017, the Society passed a motion to adopt the Providence as the Society's flagship. The Providence has participated in events with the City and the Society including the Maritime Festival, Port Townsend and Canada Day.

The Providence was built in 1903 at Frederikshavn, Denmark, by N. Nielson & Son. It has worked around the world for 115 years and it's the oldest working boat on the B.C. coast. Providence 1903 Charters offers Transport Canada approved sail cargo and passenger service.

The Providence has a fascinating history and began its life as a North Sea fishing boat for several decades. It served in both world wars, under Danish flag in World War I and was commandeered by Germany in World War II. After WWII, the vessel was registered in Danish Navy. It was sailed to B.C. in 1978 by Peter Watson and worked as a fish packer for 20 years in B.C. waters. Interestingly, after many repairs the Providence is now 50% Canadian with over 32 Canadian trees (most milled by hand) now incorporated into the ship. The Providence carries 7 sails when fully canvassed and with 4 cabins and bunks, it can sleep up to sixteen and carry up to 24 day passengers. The Providence is well known on the B.C. coast and turns heads everywhere she goes.





Currently, the Providence provides a lower carbon sail to market cargo and passenger service between Metro Vancouver and the Gulf Islands and is considering adding Steveston to its regular schedule. This delivery service model aligns with other greener initiatives like the 100 mile diet, lower dependence on fossil fuels, more ethical delivery of goods and a tailored, localized delivery infrastructure.

In addition to its environmentally conscientious business model, the Providence fosters relationships with environmental groups, heritage partners and tourism organizations including Ocean Ambassadors, Ocean Wise, the Vancouver Maritime Museum, Tourism Richmond, wooden boat groups like Port Townsend and educational groups. Through public outreach including educational programming, sustainability initiatives and ocean stewardship, an enhanced partnership with Britannia, the Society and the Providence will more effectively promote Britannia including the maritime history, the people, the fishing industry and history of wooden boats that are such a large part of B.C.'s maritime history.





**Analysis:**

It's a fair question to ask why a flagship is needed at the Britannia Shipyards National Historic Site or in the City.

Flagships are often associated with Maritime centres. Mystic Seaport, Connecticut, has the Schooner Brilliant, and Lunenburg, Nova Scotia, has the Bluenose II as well known flagships. The City and Britannia have a history of flagships as well. For example, the Fleetwood (Rumrunner) was a flagship but can no longer serve that purpose. The Providence would serve this role with a very predictable cost commitment for the City and the Society. There would be no extraordinary costs typically associated with owning, maintaining and operating such a vessel while the agreement provides for many advantages such a ship would bring to Britannia.

Based on a three year agreement, the City, Britannia, and the Society would gain a historically significant and appropriate flagship. The Providence is an active, working vessel that will generate interest from the classic wooden boat community and attract visitors while assisting in achieving the vision of a working Shipyards. The vessel would augment marketing, membership and program activities. This role is already apparent in Tourism Richmond's current Pacific, Authentic campaign (cover photo).



For certain events, the City has paid for the appearance of tall ships and wooden boats. The Providence has participated in some of our past events and, for example, at Maritime Festival 2019, it filled in on short notice for a last minute cancellation and participated in the sea battle off Garry Point Park. A flagship agreement with the Providence could offset some appearance fee costs to the City.

The City and the Providence currently have a one year agreement that provides moorage, at no charge, at Britannia, from October to May. This agreement also requires the Providence to participate at two City events. The value of the moorage is a \$4 to \$6,000 value and is a consideration in the overall analysis.

This report and proposed partnership between the City, the Society and the Providence, would provide the following flagship commitments, benefits with the estimated values.

<u>Providence Commitment (per year)</u>	<u>Estimated Value</u>
1. Two City/Site events per year (6 days)	\$3000 per day (\$18,000 total)
2. Two 3 hour sails from the Site	\$1500 per sail (\$3,000 total)
3. Represent the City, Britannia and the Society at all events attended such as Port Townsend and the Vancouver & Victoria Classic boat festivals. These events provide a total 5-10 days of intense exposure and the potential for on board, dock side networking activities for contacts and VIPS which have been well attended at past events.	5 to 10 days @ \$3,000 per day (\$15 to \$30,000)
4. Represent the City, Britannia and the Society, all season, on all routes, at all Ports with promotional material on board and on the Providence's social media. In essence, the Providence would fly the flag and promote awareness, tourism, participation and membership in relation to the Britannia and Richmond.	<u>\$2,000</u> (\$53,000 total) \$50,000 (per year)
Total estimated value committed by Providence:	\$150,000 (over 3 years)

If recommended and approved, the ROI for this partnership would be assessed annually with both qualitative (public/staff feedback, evaluations) and quantitative data using key performance indicators (KPI). KPI could include attendance, ship/boat participation at Britannia and elsewhere and budget expenditures for other ship/boat participation (reduced ship/boat visitation costs to the City). The KPI will be developed jointly but the City will have final approval.

**Financial Impact:**

In this proposed three (3) year agreement, the total partnership/sponsorship request is \$75,000 over three years. This is 50% of the estimated value committed by the Providence. The annual commitment is \$25,000 per year and the Society is committed to contributing \$25,000 to this partnership agreement.

The Society's commitment, through fund raising, is: \$25,000

The requested City commitment is: \$50,000 \*

\*The City's amount could be further offset by any accrued savings related to tall ship/wooden boat invitations to City/Site events (e.g., Maritime Festival). As mentioned, the City already provides moorage which has a value of 4 to \$6,000.

**Next Steps:**

The Providence and Britannia will continue with the moorage arrangement through the spring of 2020 and the Society will maintain its flagship arrangement with the Providence.



**Conclusion:**

The Society's fund raising commitment, \$25,000, is in place. The Providence is a unique ship and we believe that it would serve the City of Richmond well as a flagship. The Society appreciates the opportunity to present this partnership proposal and looks forward to further discussions.

Respectfully,

Andy Hobbs, Chair

Britannia Shipyards National Historic Site Society

