



## General Purposes Committee

Anderson Room, City Hall  
6911 No. 3 Road

Monday, September 16, 2019  
4:00 p.m.

Pg. #      ITEM

### MINUTES

**GP-4**      *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on September 3, 2019.*



### COUNCILLOR KELLY GREENE

1. **MICROPLASTICS FILTERS FOR WASHING MACHINES**  
(File Ref. No.)

#### RECOMMENDATION

*For staff to conduct research into microplastics filters for washing machines including consideration of:*

- (1) *The effectiveness of the filters, potential logistics, estimated resource impacts, and other issues that may arise; and*
- (2) *If desirable, potential options to encourage the after-market installation of such filters including the granting of rebates to users, sales of filters by the City, educational programs and otherwise.*



## COMMUNITY SERVICES DIVISION

2. **RICK HANSEN FOUNDATION ACCESSIBILITY CERTIFICATION PROGRAM**

(File Ref. No. 07-3190-01) (REDMS No. 6205828 v. 20)

GP-10

See Page GP-10 for full report

*Designated Speakers: Kim Somerville and Martin Younis*

### STAFF RECOMMENDATION

*That the staff report titled “Rick Hansen Foundation Accessibility Certification Program,” dated August 15, 2019 from the Director, Community Social Development and Acting Senior Manager, Capital Buildings Project Development, be received for information.*



3. **STEVESTON COMMUNITY CENTRE AND BRANCH LIBRARY PROPOSED PROGRAM AND SITE AREA**

(File Ref. No. 06-2052-25-SCCR1) (REDMS No. 6209212 v. 65)

GP-19

See Page GP-19 for full report

*Designated Speakers: Elizabeth Ayers and Jim V. Young*

### STAFF RECOMMENDATION

- (1) *That the program totaling 60,350 sq. ft, (Table 2, page 5) for the Steveston Community Centre and Branch Library be approved, as outlined in the staff report titled, “Steveston Community Centre and Branch Library Proposed Program and Site Area,” dated August 22, 2019, from the Director, Recreation and Sport Services and the Acting Director, Facilities; and*
- (2) *That the area on Steveston Community Park as shown on Attachment 2, be approved as the area for site options, as outlined in the staff report titled, “Steveston Community Centre and Branch Library Proposed Program and Site Area,” dated August 22, 2019, from the Director, Recreation and Sport Services and the Acting Director, Facilities.*



FINANCE AND CORPORATE SERVICES DIVISION

4.    **PROPOSED    RICHMOND    FOOD    RECOVERY    NETWORK  
PROGRAM**

(File Ref. No. 08-4150-01) (REDMS No. 6266216 v. 2)

GP-35

See Page **GP-35** for full report

*Designated Speaker: Katie Ferland*

STAFF RECOMMENDATION

*That the Chief Administrative Officer and General Manager of Finance and Corporate Services be authorized to enter into a partnering agreement with FoodMesh for the delivery of the proposed Richmond Food Recovery Network Program as outlined in the staff report from the Director, Corporate Business Service Solutions dated August 30, 2019 entitled “Proposed Richmond Food Recovery Network Program”.*

☐

ADJOURNMENT

☐



## General Purposes Committee

Date: Tuesday, September 3, 2019

Place: Anderson Room  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au  
Councillor Carol Day  
Councillor Kelly Greene  
Councillor Alexa Loo  
Councillor 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.

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on July 15, 2019, be adopted as circulated.*

**CARRIED**

### ENGINEERING AND PUBLIC WORKS DIVISION

1. **PUBLIC ELECTRIC VEHICLE (EV) CHARGING EXPANSION – 2019 FUNDING APPLICATION TO NATURAL RESOURCES CANADA**  
(File Ref. No. 10-6000-00) (REDMS No. 6251444 v. 11)

It was moved and seconded

*That, as described in the staff report titled, " Public Electric Vehicle (EV) Charging Expansion – 2019 Funding Application to Natural Resources Canada" dated August 9, 2019 from the Director, Sustainability & District Energy:*

**General Purposes Committee**  
**Tuesday, September 3, 2019**

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- (1) The expansion of 20 public electric vehicle charging ports at a cost of \$700,000 funded by the Gas Tax Provision be approved;*
- (2) The application to Natural Resources Canada's 2019 Zero Emission Vehicle Infrastructure Program for up to \$100,000 in grant funding be approved;*
- (3) Should the funding application be successful, the Chief Administrative Officer and the Acting General Manager, Engineering and Public Works be authorized to execute the agreement with Natural Resources Canada on behalf of the City of Richmond;*
- (4) The list of priority electric vehicle charging sites as described in the staff report titled "Public Electric Vehicle (EV) Charging Expansion – 2019 Funding Application to Natural Resources Canada" be endorsed; and*
- (5) That the Consolidated 5 Year Financial Plan (2019-2023) be amended accordingly.*

The question on the motion was not called as staff provided the following updates to the staff report:

- page five of the staff report should note that ideal sites considered for public charging needed sufficient existing capacity for installation of charging infrastructure without adding transformer capacity;
- page five of the staff report should note that should the proposed expansion proceed, there will be a total of 48 City-owned charging points; and
- a charge point noted on a map (attachment 2 of the staff report) should be labeled as Garden City Community Park instead of Brighthouse Park.

Discussion ensued with regard to (i) growing demand for electric vehicle (EV) charging stations, (ii) locations of the proposed EV charging stations and potential locations for future stations, and (iii) potential introduction of charging time limits and monitoring usage.

In reply to queries from Committee, staff noted that (i) the EV charging stations in the Steveston Tennis Courts will have direction signage, (ii) staff can examine potential Federal funding incentives for fuel cells, and (iii) staff can examine future demand for EV charging and installation of EV charging stations in other City-owned sites.

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

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**Tuesday, September 3, 2019**

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**2. CLEANBC PLASTICS ACTION PLAN - POLICY CONSULTATION PAPER**

(File Ref. No. 10-6370-01) (REDMS No. 6251344 v. 5)

Discussion took place on expanding the proposed ban to other plastic products and recycling of various milk beverage containers.

It was moved and seconded

*That the City of Richmond response to the CleanBC Plastics Action Plan – Policy Consultation Paper, as outlined in the staff report dated August 8, 2019 from the Manager, Fleet and Environmental Programs, be approved and forwarded to the B.C. Ministry of Environment and Climate Change Strategy.*

**CARRIED**

**COMMUNITY SAFETY DIVISION**

**3. APPLICATION FOR A NEW LIQUOR PRIMARY LIQUOR LICENCE - HOTEL VERSANTE LTD. DOING BUSINESS AS: BAR CHLOE, 8499 BRIDGEPORT ROAD, 12TH FLOOR**

(File Ref. No. 12-8275-30-001) (REDMS No. 6234639)

Discussion ensued with regard to the site's outdoor seating and potential noise from the restaurant at night.

As a result of the discussion, staff were directed to examine noise from the restaurant and recommend potential noise mitigation solutions, and report back by the next Council meeting.

It was moved and seconded

*(1) That the application from Hotel Versante Ltd., doing business as, Bar Chloe, for a new Liquor Primary Liquor Licence to operate an upscale lounge establishment, at premises located at 8499 Bridgeport Rd, 12th Floor, with liquor service, be supported for:*

- (a) a new Liquor Primary Liquor Licence with total person capacity of 150 persons;*
- (b) Family Food Service allowing minors accompanied by a parent or guardian until 10:00 PM; and*
- (c) Liquor service hours for Monday to Sunday, from 9:00 AM to 2:00AM; and*

## General Purposes Committee

Tuesday, September 3, 2019

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- (2) *That a letter be sent to Liquor Control and Licensing Branch, which includes the information attached as Appendix A, advising that Council recommends the approval of the licence application for the reasons that this new application for a Liquor Primary Licence is acceptable to the majority of the residents, businesses and property owners in the area and community.*

**CARRIED**

### COMMUNITY SERVICES DIVISION

4. **FINAL HOMELESSNESS STRATEGY 2019–2029**

(File Ref. No. 08-4057-11-03) (REDMS No. 6203390 v. 7)

Discussion ensued on the composition of the two proposed committees (Community Homelessness Table and Service Provider Table) and it was suggested that the individuals with lived experience should be included in the committees. Staff added that the Terms of Reference for both committees is forthcoming.

In reply to queries from Committee, staff noted that the City is collaborating with community organizations and other stakeholders such as BC Housing on housing opportunities. Staff added that the City is working with Vancouver Coastal Health to ensure program participants receive the proper support and that staff will be meeting with community partners to discuss extreme weather shelter operations.

It was moved and seconded

*That the final Homelessness Strategy 2019–2029, as outlined in Attachment 1 of the report titled “Final Homelessness Strategy 2019–2029”, dated August 19, 2019 from the Director, Community Social Development, be approved.*

**CARRIED**

### COMMUNITY SAFETY DIVISION

5. **PASSENGER TRANSPORTATION BOARD DECISIONS ON RIDE HAILING SERVICES IN THE PROVINCE**

(File Ref. No. 12-8275-02) (REDMS No. 6279337 v. 2)

In reply to queries from Committee, staff noted the following:

- Provincial regulations do not address accessibility requirements for Transportation Network Services (TNS) vehicles, however the Province is proposing a 30 cent surcharge per trip to fund accessibility programs;

## General Purposes Committee

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- Chauffeur Permits will be issued by the Passenger Transportation Board (PTB) and that the City will not be able to refuse licenses for TNS and taxi vehicles issued by the PTB;
- the City can continue its vehicle licensing and inspection program and the City will have the ability to introduce additional regulations;
- the Province has increased fines for TNS violations and the City is also able to issue fines;
- the City will monitor TNS impacts to traffic and congestion; and
- TNS vehicles will have insurance standards provided by their TNS companies.

Discussion ensued with regard to (i) developing accessibility and emissions standards for TNS vehicles, (ii) encouraging transit use, (iii) options to cap the number of TNS vehicles permitted to operate in the city, (iv) harmonizing TNS regulations with taxi regulations, (v) establishing geographic boundaries for TNS vehicles, (vii) TNS operations in Vancouver Airport, and (viii) license and driver abstract display requirements for TNS vehicles.

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

It was moved and seconded

*That the staff report titled "Passenger Transportation Board Decisions on Ride Hailing Services in the Province" dated August 30, 2019, from the General Manager, Community Safety, be referred back to staff to:*

- (1) provide recommendations on the approach to licence Transport Network Services (TNS) companies ready to operate in Richmond; and*
- (2) and provide options on license and driver abstracts display requirements for TNS vehicles;*

*and report back to the Special General Purposes meeting on September 9, 2019.*

**CARRIED**

## ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (5:10 p.m.).*

**CARRIED**



**General Purposes Committee**  
**Tuesday, September 3, 2019**

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Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Tuesday, September 3, 2019.

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Mayor Malcolm D. Brodie  
Chair

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Evangel Biason  
Legislative Services Coordinator



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Kim Somerville  
Director, Community Social Development

**Date:** August 15, 2019  
**File:** 07-3190-01/CL Vol. 02

Martin Younis, B.Eng., M.Eng.  
Acting Senior Manager, Capital Buildings  
Project Development

**Re:** Rick Hansen Foundation Accessibility Certification Program

### Staff Recommendation

That the staff report titled "Rick Hansen Foundation Accessibility Certification Program," dated August 15, 2019 from the Director, Community Social Development and Acting Senior Manager, Capital Buildings Project Development, be received for information.

Kim Somerville  
Director, Community Social Development  
(604-276-4671)

Martin Younis, B.Eng., M.Eng.  
Acting Senior Manager, Capital Buildings  
Project Development  
(604-204-8501)

Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Recreation and Sport Services Arts, Cultural and Heritage Services Parks Services	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

The purpose of this report is to provide City Council with an update on the Rick Hansen Foundation Accessibility Certification program, the status of City facilities certifications (28) and how the program relates to other current City accessibility initiatives.

This report supports Council's Strategic Plan 2018–2022 Strategy #4 – An Active and Thriving Community:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

*Priority 4.2— Ensure infrastructure meets changing community needs, current trends and best practices.*

This report supports the 2013–2022 Social Development Strategy's Strategic Direction #2 – Enhance Community Accessibility:

*Action 3.5— Promote best practices in the assessment and upgrading of accessibility features in City and non-City facilities (e.g. continued participation with the Rick Hansen Foundation and others on the promotion and enhancement of the Planat online venue accessibility rating tool).*

This report also supports Council Policy 4012 – Access and Inclusion (Attachment 1) that states:

*Richmond is an accessible and inclusive city by:*

*4. Collaborating with senior levels of government, partner organizations and stakeholder groups to promote social and physical infrastructure to meet the diverse needs of people who visit, work and live in Richmond.*

### Analysis

#### City Accessibility Initiatives

The City has a long-standing practice of working with Richmond Centre for Disability (RCD) to enhance accessibility. On a quarterly basis, RCD representatives meet with City staff to identify and discuss areas where accessibility for various types of disability can be improved throughout the city, based on their lived experience. RCD representatives also provide input on accessibility features in the design of new recreation facilities and participate in pre-event site reviews at major City events. Site reviews utilize the City's Accessible Event Checklist (Attachment 2) as a standardized survey to ensure events are accessible and welcoming to all individuals.

To further expand access for all members of the community in City facilities, City Council adopted the Enhanced Accessibility Design Guidelines and Technical Specifications in 2018 to assist City staff and the development community in incorporating accessibility features in City-owned facilities that go beyond the BC Building Code requirements. The intent of the Design Guidelines is to promote enhanced accessibility and barrier-free access for all members of the community and to foster independence and mobility in all parts of the city.

RCD along with the Alzheimer's Society of BC, Barrier Free BC, Developmental Disabilities Association, Richmond Seniors Advisory Committee, Richmond Society for Community Living and Vancouver Coastal Health contributed to the development of the City's Enhanced Accessible Design Guidelines.

### Awards

In 2017, the City's efforts to increase accessibility were nationally recognized by the Rick Hansen Foundation (RHF) when Richmond was one of three communities across Canada to receive the Rick Hansen Foundation Accessible Cities Award. The award recognized municipalities that are leaders in planning accessibility into their built environments and encouraging their communities to be more inclusive. In addition, the RHF also inducted the Richmond Olympic Oval into the Accessible Cities' Circle of Excellence as a "best in class" example of an accessible and inclusive community space.

### The Rick Hansen Foundation

The City has been working with the RHF to improve physical accessibility in the City's built environment since 2013, when the RHF Planat rating system was first implemented. Planat was an online resource that provided information to the public about the physical accessibility of a venue. Since Planat ended in 2015, the City has continued to support RHF accessibility initiatives and was a pilot city in the development of the Rick Hansen Accessibility Certification (RHFAC) program.

The RHFAC program is a rating system that uses trained professionals to evaluate the accessibility of retail, commercial, institutional and multi-family residential buildings and sites. The RHFAC program considers the experience of people of all abilities; including those with mobility, vision and hearing disabilities. When assessing facilities, the RHFAC program evaluates the interior and exterior of the building, including parking, public spaces and staff areas. RHFAC assessments go beyond the BC building code requirements when rating a facility. Once an assessment is complete, a score card, recommendation report and letter of certification (if applicable) are provided to the facility operator.

A facility may be designated either RHF Accessibility Certified (rated 60–79 per cent) or RHF Accessibility Certified Gold (rated 80 per cent and over). Facilities with ratings below 60 per cent or facilities that do not have a public entrance and key functional spaces and amenities being physically accessible for everyone are not certified.

In 2018, RHF launched the RHFAC program with funding from the Provincial government to complete 1,100 free assessments throughout the province. Richmond was one of a number of municipalities, including Surrey, New Westminster, North Vancouver, Abbotsford and Kelowna, participating in the RHFAC program. The City was a leader in municipalities with 28 City of Richmond facilities assessed between May and December 2018 as part of this pilot program. Of the 28 City facilities assessed, 26 facilities have been RHF Accessibility Certified. Two facilities (South Arm and Steveston Outdoor Pools) are not certified.

#### Rick Hansen Foundation Accessibility Certification Program Evaluation

The RHFAC program continues to be refined after the first year of implementation. In City staff's review of the RHFAC score cards and recommendation reports submitted to date, some inconsistencies in how RHFAC Professionals have applied the rating system to evaluate facilities have been noted. Variances in the RHFAC recommendation reports by facility have also been identified. City and RHF staff are working together to further clarify RHFAC recommendations and support the continued development of the program. City and RHF staff are also meeting to discuss the technical requirements necessary to achieve RHF Accessibility Certified Gold, as the requirements for a facility to achieve gold status is currently not defined. As such, City staff are working through the RHFAC recommendations to best improve accessibility.

To date, there has been no cost to the City to participate in the RHFAC program as previous facility assessments were part of the RHFAC pilot program. However, if the City continues to assess City facilities through the program both the RHFAC Registry Application and Professional Rating fees would apply. Costs for the RHFAC Registry Application and Professional Rating fees range from \$2,250 - \$6,850 per facility, depending on the size and complexity of the facility. Certifications must be renewed every five years and the RHFAC Registry Application and Professional Rating fees would apply. Additionally, if any sites are reassessed during the five year certification period there would also be associated costs.

While RHFAC recommendation reports identify areas where accessibility can be improved in a facility, further assessment including drawings, plans and associated costs may also need to be prepared for facility improvements addressing RHFAC feedback. City staff are currently assessing the feasibility of recommended accessibility improvements to determine the cost/benefit as many older City facilities may require costly infrastructure upgrades to fulfill some of the recommendations.

The RHFAC program is a guide to furthering physical accessibility in the built environment as it identifies barriers to participation. City staff continue to evaluate RHFAC program recommendations to determine how they can best complement current City accessibility initiatives and most effectively contribute to furthering accessibility in the city.

**Next Steps**

To ensure the City continues to address accessibility in City facilities in a timely and cost effective manner, staff will take the following steps:

- Meet with RHF staff to review RHFAC recommendations and clarify any inconsistencies amongst the 28 sites assessed;
- Evaluate whether or not the RHFAC recommendations are in compliance with City bylaws, safety regulations and the City's Enhanced Accessible Design Guidelines;
- Prioritize recommendations considering health and safety concerns, the ability to address immediately in daily operations, timing and budgetary impact;
- Meet and discuss with City facility operators the RHFAC recommendations for each corresponding site;
- Explore accessibility recommendations for older buildings considering cost and structural implications;
- Determine which, if any, of the RHFAC recommendations for the 28 community facilities assessed should be addressed on a facility by facility case basis; and
- Develop an implementation plan to address accessibility recommendations with corresponding financial impact for Council's consideration.

Should RHFAC recommendations to improve accessibility be warranted, alternative sources of funding will be explored to support accessibility upgrades to City facilities through various funding streams, including grants.


The City has benefitted by participating in the RHFAC pilot program, which has identified areas where accessibility can be improved in City facilities. As the pilot program is now complete, City staff continue to work through the RHFAC recommendations and meet with RHF staff to better understand the scope of RHFAC's evaluation and to respond to the recommendations. The RHFAC program is a progressive national movement and involvement in the program assists the City in identifying barriers in the built environment. City staff continue to evaluate the RHFAC program assessments to determine what and if certain recommendations need to be addressed, sequencing and timing of addressing the recommendations, and how the recommendations further the City's commitment to improving accessibility and access to participation in facilities.

**Financial Impact**

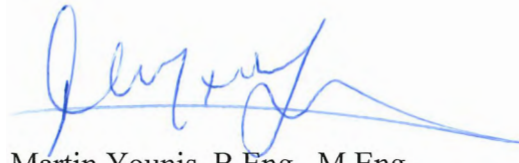
None.

## Conclusion

In addition to working with RHF, the City continues to incorporate principles of accessible design in City buildings and open spaces to ensure that people of all ages and abilities feel welcome and are able to access City programs and services. Through participation in the RHFAC program, development of the City's Enhanced Accessibility Design Guidelines and work with RCD, the City continues to further accessibility in the city and as a result, improve the livability of Richmond.



Melanie Burner  
Accessibility Coordinator  
(604-276-4390)



Martin Younis, B.Eng., M.Eng.  
Acting Senior Manager, Capital Buildings  
Project Development  
(604-204-8501)

Att. 1: City of Richmond Access and Inclusion Policy

Att. 2: Accessible Events Checklist



Page 1 of 1	<b>Access and Inclusion</b>	<b>Policy 4012</b>
	Adopted by Council: October 13, 1981 Amended by Council: December 8, 2014	

**POLICY 4012:**

It is Council policy that:

Richmond is an accessible and inclusive city by:

1. Acknowledging and keeping abreast of the accessibility and inclusiveness needs and challenges of diverse population groups in Richmond.
2. Ensuring that the Official Community Plan and other key City plans, strategies and policies incorporate measures to support Richmond's efforts to be an accessible and inclusive city.
3. Developing programs and adopting practices to ensure Richmond residents and visitors have access to a range of opportunities to participate in the economic, social, cultural and recreational life of the City.
4. Collaborating with senior levels of government, partner organization and stakeholder groups to promote social and physical infrastructure to meet the diverse needs of people who visit, work and live in Richmond.
5. Promoting barrier free access to the City's facilities, parks, programs and services.
6. Promoting a welcoming and respectful municipal workplace.
7. Providing information to the public in a manner that respects the diverse needs and characteristics of Richmond residents.



## City of Richmond Accessible Events Checklist

The Accessible Events Checklist identifies the key areas to address when planning an event to ensure they are accessible for everyone to participate. By addressing each point on this form, event planners will ensure that all participants' accessibility needs have been taken into account.

	CHECKMARK
<b>Pre-Event Publicity and Promotion</b>	
All event publicity and promotion highlights the accessible features of the planned event.	
<b>Entrances and Exits</b>	
There is a designated entrance into the event that does not require attendees use stairs.	
Where there are stairs, there are railings to assist for support.	
There are unobstructed pathways both in and outside of the event venue, including curb cuts on the sidewalk and, if needed, curb ramps within the event site.	
Everyone, including persons in wheelchairs or mobility aids can enter the main entrance of the event (entrance greater than 36" or more recommended). If not, there is clear signage directing to an accessible entrance.	
<b>Parking and Drop off</b>	
There are designated accessible parking spaces close to the main entrance or alternate accessible entrance- including wider spots suitable for side loading vehicles.	
If no parking is provided, there are alternate accessible transportation arrangements.	
There is a suitable Handydart and taxi drop off and/or pick up area at the event.	
<b>Washrooms</b>	
There are accessible routes to washrooms.	
A minimum of 10% of all washrooms at the event are accessible.	
There are signs and site maps directing people to accessible washrooms.	

<b>On Site</b>	
Site maps that indicate accessibility features are available to staff, volunteers and the general public.	
Appropriate staff and volunteers on site are fully aware of event accessibility features and trained to meet the needs of members of the public living with physical disabilities.	
All ramps used on site are non-slip.	
The height of the tables for writing surfaces, registration, food, beverages etc., will accommodate people in wheelchairs (minimum 29" knee clearance).	
There are wheelchair ramps to stage areas, if needed.	
If a person with a disability is presenting or performing, they can operate and adjust microphones, lecterns, or the position of the surface on which their computer or equipment rests.	
There is adequate and appropriate signage on site to meet the needs of people with disabilities.	
There is adequate scooter storage at the event (if needed).	
There are accessible back stage areas, e.g.: greens rooms, changing areas, hospitality areas (if needed).	
Consider providing an accessible, integrated and unobstructed event viewing area, which will allow wheelchair users and others living with physical disabilities to fully participate.	
<b>Safety</b>	
All electrical cables and/or cords that cross any paths covered. The lips/edges of covers should be no more than 1/2" thick to prevent tripping and allow any mobility devices to traverse over them.	
Emergency exits and refuge areas are accessible and emergency plans incorporate the needs of those with disabilities.	
<b>Exhibits and Activations</b>	
All pathways and vendors are well lit to ensure safety of all attending, including seniors, young children, and persons who use mobility aids.	
Routes to vendors and booths are accessible and unobstructed.	
Vendors can assist persons in wheelchairs or mobility aids over the counter (at least a portion of the counter should be a maximum of 36" to allow service to person in a wheelchair or mobility aid).	

**NOTE:** This checklist is designed as a starting point when planning an accessible event. You are still required to comply with all City, Federal, and Provincial Disability Access Requirements where applicable.



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Elizabeth Ayers  
Director, Recreation and Sport Services

**Date:** August 22, 2019  
**File:** 06-2052-25-  
SCCR1/Vol 01

Jim V. Young, P.Eng.  
Acting Director, Facilities

**Re:** **Steveston Community Centre and Branch Library Proposed Program and Site Area**

### Staff Recommendations

1. That the program totaling 60,350 sq. ft, (Table 2, page 5) for the Steveston Community Centre and Branch Library be approved, as outlined in the staff report titled, "Steveston Community Centre and Branch Library Proposed Program and Site Area," dated August 22, 2019, from the Director, Recreation and Sport Services and the Acting Director, Facilities;
2. That the area on Steveston Community Park as shown on Attachment 2, be approved as the area for site options, as outlined in the staff report titled, "Steveston Community Centre and Branch Library Proposed Program and Site Area," dated August 22, 2019, from the Director, Recreation and Sport Services and the Acting Director, Facilities.

Elizabeth Ayers  
Director, Recreation and Sport Services  
(604-247-4669)

Jim V. Young, P.Eng.  
Acting Director, Facilities  
(604-247-4610)

Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Finance Department	<input checked="" type="checkbox"/>	
Richmond Public Library	<input checked="" type="checkbox"/>	
Community Social Development	<input checked="" type="checkbox"/>	
RCMP	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

At the General Purposes Committee meeting on July 16, 2018, staff received the following referral in relation to the proposed program:

- (2) That staff work with the Steveston Community Centre Concept Design Building Committee to further examine the size of the community centre and library and to review whether the community centre and library should be standalone facilities or build additional space.*

At the General Purposes Committee meeting on November 19, 2018, staff received the following referral in relation to the proposed program:

*That the staff report titled "Steveston Community Centre and Branch Library Program Update" dated November 1, 2018 be referred back to staff to work with the Steveston Community Centre Concept Design Building Committee to examine:*

- (1) options for meeting rooms;*
- (2) options for child care space;*
- (3) potential use of the airspace parcel;*
- (4) a bus exchange;*
- (5) multipurpose room space;*
- (6) changerooms and washrooms for the Park; and*
- (7) potential impacts on the Community Police Station.*

Responses to the abovementioned referrals will be addressed in three reports. This report addresses referral item (2) from July 16, 2018, as well as referral items (1), (2), (5), (6) and (7) from November 19, 2018. Items (3) and (4) are being addressed in separate reports.

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.*

*3.1 Foster community resiliency, neighbourhood identity, sense of belonging, and intercultural harmony.*

*3.2 Enhance arts and cultural programs and activities.*

*3.3 Utilize an interagency and intercultural approach to service provision.*

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

This report supports Council's Strategic Plan 2018-2022 Strategy #4 An Active and Thriving Richmond:

*An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.*

*4.1 Robust, affordable, and accessible sport, recreation, wellness and social programs for people of all ages and abilities.*

*4.2 Ensure infrastructure meets changing community needs, current trends and best practices.*

## Analysis

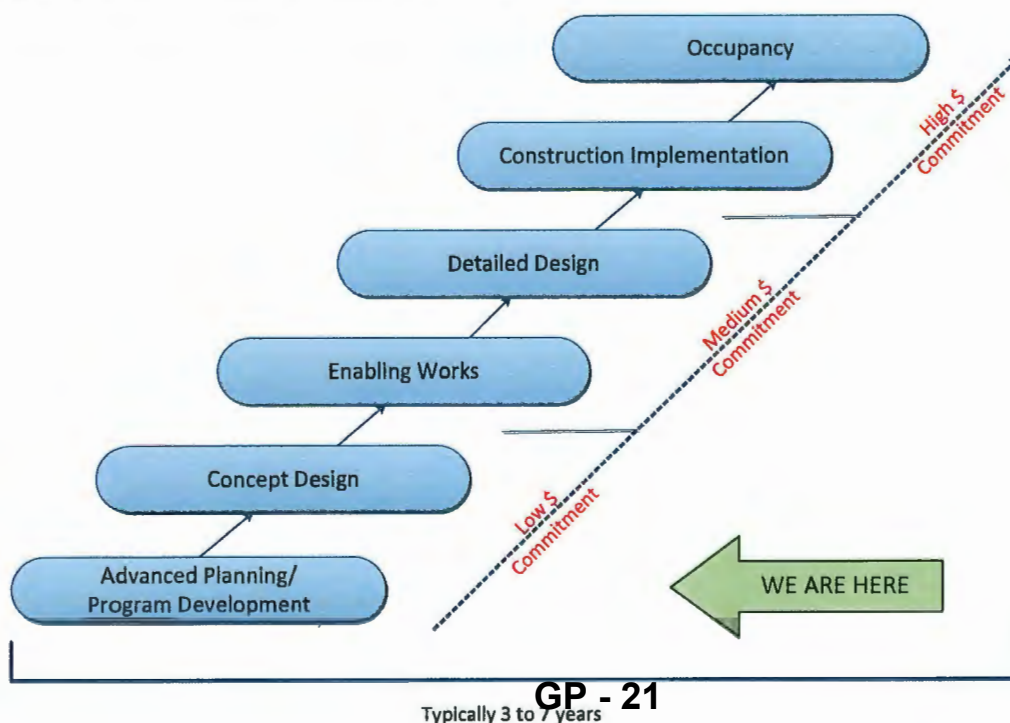
### Background

On December 12, 2016, Council identified the Steveston Community Centre and Branch Library as a priority Phase 2 Major Facilities project.

The current work plan is to develop a concept design for the new community centre and branch library, which would include program, location, preliminary floor plans, form and character, site orientation and costing, for Council consideration.

The steps in the development of a major facility are illustrated in Table 1 below. To date, project work has been focused on the Advanced Planning/Program Development step for the Steveston Community Centre and Branch Library project. In order to progress to the Concept Design step, Council approval of the proposed program and direction on potential use of the airspace parcel is required.

Table 1: Steps to Deliver Major Facilities





### Recommended Program

In conjunction with the Steveston Community Centre Concept Design Building Committee (the “Building Committee”), staff have reconfirmed that the program, as outlined in Table 2 below, exceeds current community needs, allows for future population growth, and provides space for regional level programs and events. It provides 60 per cent more space overall, and is 19,000 sq. ft. larger than most other community centres in Richmond. Importantly, the program responds to the Steveston Community Society’s (the “Society”) request for a larger gymnasium, kitchen and storage areas to support local programs as well as regional tournaments for karate, judo and kendo.

The Building Committee supports the program outlined in this report.

Table 2: Recommended Program for the Steveston Community Centre and Branch Library

Program Area		Existing Facility Program (sq. ft.)	Proposed Facility Program (sq. ft.)
<b>COMMUNITY CENTRE</b>			
1.	Gymnasium	5,300 (1 gym)	14,000 (2 high school basketball courts with extra clearance and spectator space)
2.	Fitness Rooms – includes Active Studio	4,700 (1 room)	6,000 (2 rooms + specialized training space)
3.	Multipurpose Rooms	5,100 (3 rooms)	7,800 (5 rooms)
4.	Meeting Rooms – includes Society Meeting Room	700 (2 rooms)	1,000 (3 rooms)
5.	Social/Games Room	900 (1 room)	1,000 (1 room)
6.	Kitchen	300 (1 kitchen)	750 (1 kitchen + food servery)
7.	Administration and Reception – offices, staff room, reception	1,500	2,000
8.	Foyer and Gathering	1,800	1,500
9.	Circulation and Support Areas – corridors, service areas, washrooms, changerooms, storage	11,400	13,900
10.	Other – stage, squash court	1,700	0
<b>Subtotal – Community Centre</b>		<b>33,400</b>	<b>47,950</b>

Table 2: Recommended Program for the Steveston Community Centre and Branch Library  
(Continued)

Program Area		Existing Facility Program (sq. ft.)	Proposed Facility Program (sq. ft.)
<b>CO-LOCATED BRANCH LIBRARY</b>			
11.	Collections Space	2,600	3,100
12.	Children's and Youth's Resources/Reading Space	0	2,700
13.	Digital Services and Computers	0	1,000
14.	Silent Study/Reading Areas	0	1,300
15.	Educational Program Rooms	0	800
16.	Administration and Control – offices, info desk, self-checkout	1,250	1,400
17.	Circulation and Support Areas – corridors, service areas	150	2,100
<b>Subtotal – Library</b>		<b>4,000</b>	<b>12,400</b>
<b>Total Floor Area – Community Centre and Library</b>		<b>37,400</b>	<b>60,350</b>

A detailed program chart outlining potential program room uses is provided in Attachment 1.

#### Program Review and Confirmation

To address the July 16, 2018 and November 19, 2018 referrals from the General Purposes Committee, several program reviews were conducted, which resulted in no suggested space change and confirmation that the program outlined in Table 2 is the recommended option for the Steveston Community Centre and Branch Library.

The program review included:

- Review and confirmation of community needs identified through public engagement;
- Review and confirmation of population projections of 28,023 to year 2041 for the Steveston planning area;
- Comparison of the program space to the City standard of one square foot of community recreation space per resident, which exceeds the standard by 19,925 sq. ft.;
- Meetings with subject matter experts from the Society to discuss space requirements;
- Site visits to Lower Mainland recreation and child care facilities; and

- Building Committee meetings, including presentations by subject matter experts and detailed reviews of the proposed program areas.

The program review re-confirmed that the recommended program aligns with:

- The Steveston Community Centre Concept Design Guiding Principles;
- Community needs, values and priorities identified through public engagement;
- Feedback from stakeholders and subject matter experts; and
- Best practices and trends for recreation, sports fitness and library facilities.

During the review of the program, the Society raised two predominant concerns – storage for martial arts mats and replacement or expansion of the Salmon Shed. The outcomes of these discussions are outlined below:

- Following consultation with representatives from Steveston's Martial Arts Groups, the Building Committee was advised that the martial arts mats can remain in the Tennis Net Shed unless it is displaced by the new facility; in which case, approximately 1,000 sq. ft. of storage space will need to be provided elsewhere.
- The project scope for the Steveston Community Centre and Branch Library Concept Design does not include replacement or expansion of the Salmon Shed, a storage shed that supports the Society's delivery of large-scale special events. Staff recommend that a new shed not be built, unless it is displaced by the new community centre and branch library. Alternately, staff will work with the Steveston Community Society to identify solutions to address their storage requests, such as improving the internal functionality of the current shed, building an addition onto the existing structure or providing off-site storage for special event vehicles. Identified solutions may result in additional funding requests through the annual budget process.

Staff have confirmed with the Building Committee that the recommended program meets the needs of the Steveston Community Society and Richmond Public Library Board, meets both current and future population growth, and accommodates programs, services and events for the local community, as well as regional special events and tournaments.

#### Co-location

Co-locating the community centre and branch library has several advantages and is recommended over the alternative of two standalone facilities. Co-location offers numerous space efficiencies, including shared washrooms, staff rooms and lobbies, as well as opportunities for synergies in program and service delivery, resulting in improved customer service and increased community connectedness. The program totaling 60,350 sq. ft. is contingent on the community centre and branch library being co-located; if two standalone facilities are required, the program area would increase due to the loss of space efficiencies.



### Analysis of Program Expansion Opportunities

In response to the November 19, 2018, referrals from the General Purposes Committee in relation to the program, opportunities for expansion were explored for multipurpose and meeting rooms, child care space, changerooms and washrooms for Steveston Community Park, and the Steveston Community Police Office.

#### *Multipurpose and Meeting Rooms*

The proposed program includes multipurpose and meeting rooms of varying sizes, to be used primarily for community centre and library programs and events. As per current practice, unused space would be available for community groups to book.

Through a detailed review and discussion with the Building Committee, it has been confirmed that the multipurpose and meeting room areas in the recommended program meet the needs of the Steveston Community Society and Richmond Public Library Board; therefore, additional space for multipurpose and meeting rooms is not recommended.

#### *Options for Child Care Space*

The Society currently provides three licensed preschool programs for children aged three to five years which are running at an 86 per cent fill rate, indicating extra capacity. The multipurpose rooms within the recommended program will accommodate the Society's current licensed preschool classes, and accommodate space to expand their services to offer Before and After School Care.

Staff consulted with the Building Committee regarding the option of adding space to the community centre and branch library program to provide full-day child care along with the licensed preschool programs already offered at Steveston Community Centre. The objective of these discussions was to understand the impacts that the addition of purpose-built child care space could have on the recommended program and future service delivery.

Opportunities and challenges identified are outlined below:

#### **Opportunities**

- Meets City-wide and community child care needs;
- Heightens awareness of other community centre and library programs due to more children, parents and caregivers at the facility;
- Promotes lifelong participation in recreation and library use;
- Strengthens parenting capacity by enhancing access to other support services within the community centre and library;
- Broadens staff and volunteer support base; and
- Potential to explore reciprocal use of child care, community centre and library spaces for mutually agreed upon compatible activities.

## Challenges

- Increase in construction time to the project schedule;
- Increase in capital cost;
- Probable loss of green space due to a larger building and separate licensed outdoor play area, as well as increased parking requirements;
- Potential increase to building footprint if the licensed outdoor play area is placed on an upper floor;
- Limits facility layout options, including room adjacencies and programming considerations (to ensure compatible activities are placed in rooms adjacent to child care spaces due to potential noise transfer);
- Additional operating costs due to required upkeep and maintenance for the child care facility;
- Increases vehicle traffic during child care drop-off and pick-up times;
- Co-location of three facilities increases the complexity of space planning and may require compromise from stakeholders in order to accommodate areas required by Licensing;

The need for additional child care spaces in Richmond and the Steveston Planning Area is confirmed by the following<sup>1</sup>:

- There are 3,425 children aged zero to 12 years in Steveston, which is the second highest number of children in a Richmond Planning Area (following City Centre);
- In the Steveston planning area, only 11.4 per cent of children aged zero to two years old have access to licensed group child care spaces, compared to 17.7 per cent city-wide;
- In the Steveston planning area, 35.6 per cent of children aged three to five years have access to licensed group child care spaces, compared to 48.6 per cent city-wide; and
- Recent provincial child care initiatives, that reduce fees and increase access to child care benefits for families, are expected to increase the number of families able to afford and require child care in the next several years.

The Building Committee is supportive of adding space to the program to co-locate a purpose-built, City-owned child care facility with the new Steveston Community Centre and Branch Library.

Should Council choose to add purpose-built child care space to the recommended program, staff suggest a 9,000 sq. ft. (5,000 sq. ft. indoor space, and 4,000 sq. ft. outdoor space), 37-space, City-owned child care facility to be co-located with the community centre and branch library. This would accommodate 12 spaces for Group Child Care (under 36 months) and 25 spaces for Group Child Care (30 months to school age), including distinct indoor and outdoor spaces for play and activity for each age group, as well as a kitchen, staff office and storage. The child care facility would also have access to other amenities on site.

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<sup>1</sup> 2017 – 2022 Richmond Child Care Needs Assessment and Strategy – 2018 Update

Associated construction costs are estimated to be \$6.5 million (2022 dollars) for a co-located space. This cost estimate does not include furniture, fixtures and equipment which are normally supplied by the operator. In addition, the OBI is estimated at \$75,000.

Staff do not recommend the addition of full-day child care space to the program. Full-day child care was not identified as a program priority during the extensive community engagement. With competing corporate interests and priorities, cost escalation, growing demands for other city infrastructure and costs associated with preservation of existing ageing facility infrastructure, the increased scope and capital cost associated with adding child care space may preclude the realization of other priority projects.

#### *Changerooms and Washrooms for Steveston Community Park*

The recommended program for the Steveston Community Centre and Branch Library includes washrooms to support visitors of the adjacent playground and splash park. Changerooms are not a level of service typically provided to support playgrounds or splash parks, as they are not required by Vancouver Coastal Health regulations, incur additional maintenance costs, and pose safety and security risks for staff and public. Therefore, staff do not recommend the addition of exterior-access changerooms to the program.

Depending on the final location of the facility, a standalone washroom facility would be provided if the location of the community centre and branch library does not facilitate connectivity to the playground.

#### *Community Police Office*

The existing Steveston Community Police Office (the “CPO”), currently located on the southeast quadrant of the Steveston Community Park site, achieves a strong community presence and serves community needs through crime prevention programs and services. Staff re-confirmed with the Community Safety Division that it is not recommended to rebuild the CPO unless the existing facility is impacted by the location chosen for the new community centre and library facility.

Although the proposed site area for the Steveston Community Centre and Branch Library is not expected to impact the CPO, an additional 1,500 sq. ft. to 2,000 sq. ft. of ground level, storefront space will be incorporated into the program if it is impacted. This would provide the same level of service currently provided while ensuring the community police station meets modern safety requirements.

#### Proposed Area on Steveston Community Park for Development of Building Site Options (Attachment 2)

The current Steveston Community Centre and Branch Library facility is located on Steveston Community Park, along with other buildings and amenities such as the Tennis Net Shed, Steveston Martial Arts Centre, Japanese Canadian Cultural Centre, Steveston Outdoor Pool and changing house, Steveston Interurban Tram Building, Salmon Shed storage facility, baseball

concession and storage building, fieldhouse/caretaker suite, and Steveston Community Police Office. The Park is also home to other recreation amenities including a destination playground and splash park, outdoor tennis courts, lacrosse box, three baseball diamonds, horseshoe pitch, and educational gardens.

Upon Council approval of the program, staff recommend that the new community centre and branch library be located within the highlighted area on Steveston Community Park indicated in Attachment 2, and that the current facility be demolished. Through the site selection process, staff will explore various options for the building footprint within the proposed area.

Some of the buildings that currently exist on Steveston Community Park, such as those mentioned above, may be impacted by the selected site of the new facility, with the exception of the Japanese Canadian Cultural Centre and Steveston Martial Arts Centre. These impacts will be detailed within each of the site options presented to Council during the next phase of the project.

### Steveston Community Park Context

While considering the program for the new facility, it is important to note that Steveston Community Park has a total area of 30.65 acres and is the third smallest of Richmond's parks containing community centres, after Hamilton and Sea Island. Building and parking lot footprints on Steveston Community Park currently occupy 14 per cent of the total park area. In comparison, South Arm Park has a total area of 37.23 acres (not including School District property), with building and parking lot footprints occupying 8.9 per cent of the total park area. During development of concept design options, the amount of park area that is already fully programmed will be taken into consideration when determining the footprint of the new facility.

### Financial Analysis

A preliminary estimate of \$90 million for the Steveston Community Centre and Branch Library capital project was included in the Consolidated 5 Year Financial Plan (2019-2023) for the 2020 year, which includes an assumption for items that may be added to the base. Once the full scope of the project has been refined, staff will bring forward an updated project budget, anticipated for the second quarter of 2020.

As of July 31, 2019, \$5.5 million has been received into the Steveston Community Amenity provision for the improvement of the Steveston Community Centre. The City has also applied to the Investing in Canada Infrastructure Program Community, Culture and Recreation Stream, to request funding of up to \$10 million for the Steveston Community Centre and Branch Library replacement project, as per Council's endorsement on January 28, 2019. Should the City be successful, the amount received will reduce the City funding accordingly.

Based on the 60,350 sq. ft. program, the project cost for the new Steveston Community Centre and Branch Library is estimated to range from \$92 million to \$110 million (2022 dollars). Upon continuation of the concept design process, and development of building footprint and site options for the new building, project costs will be refined depending on what might be included (or not included) in the base scope such as parking, temporary utility services, temporary relocation of displaced programs and services, and replacement of or repairs to impacted

buildings or amenities such as the Tennis Net Shed, Steveston Outdoor Pool and/or Salmon Shed. As an example, additional costs associated with the Minoru Centre for Active Living included sport field demolition and relocation, pavilion demolition and other temporary services.

On May 24, 2016, Council was presented with the staff report titled, “Steveston Pool Repair Proposal,” which outlined critical pool lining failures that prevented the pool from opening. Council adopted staff’s recommended solution which extended the pool life by approximately 10 years. Should the chosen site of the new Steveston Community Centre and Branch Library impact the Steveston Outdoor Pool, a replacement pool would be included in the project scope.

### *Operating Budget Impact*

The preliminary Operating Budget Impact (OBI) for the facility is \$1.1 million (2027 dollars) when the facility is anticipated to be operational, if approved by Council for construction starting in 2022. A detailed business plan, including service levels and refinement of the OBI, will be submitted to Council for consideration in a future report to be brought forward by Community Services.

Once site options for the new building are developed, the OBI will be finalized and submitted to Council for consideration, and will include any buildings or amenities on Steveston Community Park that will be impacted by each of the options (e.g., Tennis Net Shed, Salmon Shed).

### **Next Steps**

Upon Council approval of the program, staff will proceed to the Concept Design stage by developing site options, and concept designs within the highlighted area on Steveston Community Park, outlined in Attachment 2.

In an effort to minimize the building footprint while maximizing operational efficiencies, options for a multi-storey building will be explored.

The process to develop preferred site and concept design options will include:

- Evaluation and ranking of criteria, such as synergies with existing site amenities, access to transportation, parking requirements, construction costs, impacts to green space and established trees, proximity to residents, program adjacencies, future expansion, and staff operations; and
- Consultation with the Building Committee, key stakeholders and the public through a design charrette and open house.

Preferred site and concept design options, including building footprints and layouts with program adjacencies and efficiencies for each of the site options, will be presented to Council. These options will include costing for items such as program, parking, replacement or repairs to impacted amenities, and a funding strategy for Council consideration.

*Eligibility for Investing in Canada Infrastructure Program Funding*

On January 28, 2019, Council endorsed the City's submission to the Investing in Canada Infrastructure Program Community, Culture and Recreation (CCR) Stream. Council's approval of the program, as outlined in this report, followed by concept design and site selection (next report to Council) for the replacement facility is required by late Fall of 2019 in order to meet the latest eligible project completion of March 31, 2027, in keeping with the CCR funding guidelines. As program approval by Council has not yet been confirmed, staff will seek schedule saving opportunities such as fast tracking design and construction procurement to meet the CCR schedule. Any further project delays may impact the funding request.

**Financial Impact**

Based on the 60,350 sq. ft. program, the project cost for the new Steveston Community Centre and Branch Library is estimated to range from \$92 million to \$110 million (2022 dollars).

Once preferred site and concept design options are determined, further refinement of costing and identification of funding sources will be brought forward to Council for consideration, projected for the second quarter of 2020, and the Consolidated 5 Year Financial Plan (2020 – 2024) will be amended accordingly.

Any amounts received through the Investing in Canada Infrastructure Program will reduce the City funding allocated to the project.

**Conclusion**

The Steveston Community Centre and Branch Library program has been reconfirmed and will meet both current and future community needs. Upon confirmation of the program, next steps include the development of site and concept design options, continued public consultation, and the development of costing and a funding strategy for the Steveston Community Centre and Branch Library replacement facility, which will be brought forward to Council for consideration in the second quarter of 2020.

A new Steveston Community Centre and Branch Library will serve the community into the future and contribute to the City of Richmond becoming the most appealing, livable and well-managed community in Canada.



Kirsten Close  
Coordinator,  
Community Services Major Projects  
(604-247-4461)



Martin Younis, B.Eng., M.Eng.  
Acting Senior Manager,  
Capital Buildings Project Development  
(604-204-8501)

- Att. 1: Program Details for Steveston Community Centre and Branch Library  
2: Proposed Area for Site Options Within Steveston Community Park

Program Details for Steveston Community Centre and Branch Library

Program Area		Key Ideas/Uses	Approximate Area (sq. ft.)
<b>COMMUNITY CENTRE</b>			
1.	Gymnasium	Dividable; sports programs (two 84 ft. high school basketball courts, eight badminton/pickleball courts, two volleyball courts); martial arts tournaments; and special events.	14,000
2.	Fitness Rooms – includes Active Studio	Cardio and strength equipment, free weights and stretching areas; includes an alcove for spin, TRX or other specialized training, and an Active Studio for group fitness, yoga, dance, martial arts, and other movement-based classes.	6,000
3.	Multipurpose Rooms	Flexible, adaptable and dividable; preschool, children's and youth programs such as visual arts, music, playtime, group fitness, martial arts and creative movement classes; community functions; and special events.	7,800
4.	Meeting Rooms	Group meetings, book clubs, educational workshops, smaller group activities; includes a Society meeting space.	1,000
5.	Social/Games Room	Inclusive, active space to play games, watch movies, hangout and socialize.	1,000
6.	Kitchen	Support space for multiple rooms; space for cooking classes, and food preparation and service for activities and events; includes separate food servery.	750
7.	Administration and Reception	Offices, staff room and reception desk.	2,000
8.	Foyer and Gathering	Accessible, safe, welcoming and inclusive spaces to read and relax, meet new neighbours, and engage with friends and family.	1,500
9.	Circulation and Support Areas	Corridors; mechanical, electrical and communications rooms; janitors closets; washrooms and changerooms; and storage.	13,900
<b>Subtotal – Community Centre Area</b>			<b>47,950</b>



Program Details for Steveston Community Centre and Branch Library (Continued)

Program Area		Key Ideas/Uses	Approximate Area (sq. ft.)
<b>CO-LOCATED BRANCH LIBRARY</b>			
10.	Collections Space	Accessible book stacks, periodicals, and reading area to support the library's diverse and evolving collection.	3,100
11.	Children's and Youth Resources/ Reading Spaces	Comfortable spaces to study and read with age-appropriate resources; includes storytime/program room.	2,700
12.	Digital Services and Computers	Computer workstations, computer lab, and space for scanning, printing and copying.	1,000
13.	Silent Study/ Reading Areas	Quiet, comfortable place for individual reading, studying and relaxing.	1,300
14.	Educational Program Rooms	Group activities, studying, reading circles, meetings and classes.	800
15.	Administration and Control	Offices, circulation workroom, information desk and self-checkout.	1,400
16.	Circulation and Support Areas	Corridors, and mechanical, electrical and communications rooms.	2,100
<b><i>Subtotal – Library</i></b>			<b><i>12,400</i></b>
<b>Total Floor Area – Community Centre &amp; Library</b>			<b>60,350</b>

Proposed Area for Site Options Within Steveston Community Park



LEGEND

- ..... STEVESTON PARK PROPERTY BOUNDARY
- ..... PROPOSED AREA FOR SITE OPTIONS



# City of Richmond

## Report to Committee

**To:** General Purposes Committee **Date:** August 30, 2019  
**From:** Laurie Bachynski **File:** 08-4150-01/2019-Vol 01  
Director, Corporate Business Service Solutions  
**Re:** **Proposed Richmond Food Recovery Network Program**

### Staff Recommendation

That the Chief Administrative Officer and General Manager of Finance and Corporate Services be authorized to enter into a partnering agreement with FoodMesh for the delivery of the proposed Richmond Food Recovery Network Program as outlined in the staff report from the Director, Corporate Business Service Solutions dated August 30, 2019 entitled "Proposed Richmond Food Recovery Network Program".

Laurie Bachynski  
Director, Corporate Business Service Solutions  
(604-276-4335)

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Finance	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
Community Social Development	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	
Environmental Programs	<input checked="" type="checkbox"/>	
Corporate Communications	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

FoodMesh has submitted a proposal to the City of Richmond seeking one-time funding in the amount of \$25,000 to support the expansion of their Food Recovery Network into Richmond.

By supporting the expansion of the FoodMesh Food Recovery Network into Richmond, the City can be a leader in the development of a more sustainable local business community and agrifoods sector.

This initiative supports Council's Strategic Plan 2018-2022 Strategy #2 - A Sustainable and Environmentally Conscious City:

*Environmentally conscious decision-making that demonstrates leadership in implementing innovative, sustainable practices and supports the City's unique biodiversity and island ecology.*

*2.1. Continued leadership in addressing climate change and promoting circular economic principles.*

This initiative supports Council's Strategic Plan 2018-2022 Strategy #7 - A Supported Economic Sector:

*Facilitate diversified economic growth through innovative and sustainable policies, practices and partnerships.*

*7.1. Demonstrate leadership through strategic partnerships, collaborations and exploring innovative and emerging economic practices and technical advancements.*

The Food Recovery Network supports the Richmond Food Charter, endorsed by Council in 2016. The Charter outlines Richmond's values and commitments concerning the production, processing, distribution, consumption and disposal of food. FoodMesh's Program complements the Charter in all aspects, most notably as follows:

#### Economic Development

*Foster a culture that values and supports farmers and farm workers*

#### Responsible Government

*Collaborate with community groups, businesses & all levels of government to ensure a food secure future*



The FoodMesh Food Recovery Network also supports goals from the Metro Vancouver Regional Food Systems Action Plan. The Council-endorsed Action Plan specifically focuses on actions that local governments have committed to in the next three to five years, as well as suggested new actions to advance a sustainable and resilient regional food system. Examples of some of the goals the Food Recovery Network support are as follows:

Goal 4: Everyone has Access to Healthy, Culturally Diverse and Affordable Food

*4.1. Improve access to nutritious food among vulnerable groups*

*4.3. Enable non-profit organizations to recover nutritious food*

Goal 5: A Food System Consistent with Ecological Health

*5.2. Reduce waste in the food system*

*5.3. Facilitate adoption of environmentally sustainable practices*

## **Background**

The development of a Richmond Food Recovery Network has been proposed by FoodMesh, which is an incorporated, for-profit social enterprise<sup>1</sup>. Active in other communities across the province including the Fraser Valley and Kelowna, FoodMesh's Food Recovery Network is an online exchange platform for food manufacturers, processors and retailers to divert unsold food inventory to secondary markets and away from waste streams. Edible food is connected to the highest value end use which includes meals, food production inputs, feedstock and compost.

According to a recently released technical report on food waste<sup>2</sup>, 58% of all food produced in Canada is never consumed. Over half of that waste (32%) is avoidable, but is discarded because it is currently easier and cheaper to discard food than to redistribute it. Meanwhile the need for accessible food is evident as the Richmond Food Bank had 3,484 users who visited over 27,000 times in 2018 while more than 100,000 people in Canada access food banks monthly.

The introduction of a Food Recovery Network in Richmond would enable local food manufacturing, processing, and retail businesses to adopt circular economy practices and add value to what would otherwise be a waste stream in their operations. Food products that are surplus or off-spec (i.e. mislabelled or deviate from a specified recipe) would be sold to other businesses or donated to local charities and social groups. FoodMesh has developed an online business-to-business exchange portal that simplifies and digitizes the redistribution of this surplus food for companies and social groups.

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<sup>1</sup> Innovation, Science and Economic Development Canada defines a social enterprise as a revenue-generating organization whose objective is to have a social impact. It does not have a specific corporate form and can include non-profit organizations, registered charities and for-profit businesses.

<sup>2</sup> The Avoidable Crisis of Food Waste: Technical Report. <https://secondharvest.ca/wp-content/uploads/2019/01/Avoidable-Crisis-of-Food-Waste-Technical-Report-January-17-2019.pdf>

## Analysis

FoodMesh is successfully operating in communities across British Columbia through partnerships with municipalities, regional districts, major businesses and community organizations. Since launching in 2016, FoodMesh has diverted over 1,400,000 kg of edible food from landfills to higher value uses. The company has already established relationships with key stakeholders in Richmond including Save-On-Foods, PriceSmart, and the Richmond Food Bank. By providing one-time financial support for this initiative, the City would enable the expansion of the Food Recovery Program in Richmond through broad engagement with local food businesses and other key stakeholders. The anticipated outcomes for the Richmond Food Recovery Network over a one year period are as follows:

- Divert 225,000 kg of food from waste streams;
- Create 300,000 meals for charity;
- Generate \$1.25 million in savings to food brands and charities; and
- Provide 50,000 kg of feed to local hobby farmers.

## FoodMesh Proposal

FoodMesh proposes to expand its Food Recovery Network to Richmond for a one-time cost to the City of \$25,000. This funding would be used to educate and engage the private sector to join this online food exchange portal, with the goal of diverting 225,000 kg of food from waste streams to the highest end use. By supporting this initiative, the City would be encouraging sustainable growth of the agrifoods sector while encouraging the adoption of circular economy practices, as well as achieving additional environmental and social goals. The proposed partnering agreement terms are outlined in Attachment 1.

Aside from funding, the City's involvement in the development of the Richmond Food Recovery Network would be limited to communication support and strategic input from staff. Specifically, the City would provide the following:

- a) Communications support with a joint press release
- b) Digital and Social Marketing support via City channels for community engagement
- c) Provision of a staff member from the Economic Development Department to liaise with for City events, marketing and reporting
- d) Recommendations for potential businesses/charities/farmers to participate

It is anticipated that this program will be self-sustaining after one year and no additional financial resources will be sought from the City. Table 1 includes a summary of the deliverables to be completed by FoodMesh.

**Table 1: Summary of FoodMesh Program Deliverables**

<b>Communication Package</b>	<ul style="list-style-type: none"><li>• Press release x 1</li><li>• Webinars x 2</li><li>• Community events x 2</li><li>• Social media coverage (monthly)</li><li>• Blog post - spotlight a Richmond business</li><li>• Co-host project completion celebration (2020)</li><li>• Richmond Recovery Network website</li></ul>
<b>Network Development</b>	<ul style="list-style-type: none"><li>• Attract 30 Richmond food businesses, charities and farmers to agree to divert not dispose their surplus via the exchange platform.</li><li>• Train and provide ongoing technical support for users.</li><li>• Semi-dedicated account manager to ensure listings find a local home (charity or buyer)</li></ul>
<b>Network Results</b>	<ul style="list-style-type: none"><li>• 225,000 kg food diverted from waste streams</li><li>• 300,00 meals created</li><li>• \$1.25 million in savings to food brands and charities</li><li>• 50,000 KG to local hobby farmers (feed savings)</li><li>• Year-end sustainability report</li></ul>

### Next Steps

Based on input from the Law and Purchasing departments, the next steps are as follows:

1. Publish a Notice of Intent to Contract

A Notice of Intent to Contract will be published on BC Bid for a duration of two weeks to provide notification that the City plans to enter into a partnering agreement with FoodMesh. This will provide the opportunity for any comparable companies to come forward with a similar proposal, though staff are not aware of any entities that could deliver the program as described.

2. Enter into a Partnering Agreement

The City would enter into a partnering agreement with FoodMesh for a one-year term in order for the company to deliver the Richmond Food Recovery Network Program on behalf of the City. Notice would be provided in accordance with Section 94 of the *Community Charter*. The key business terms that would form this agreement are found in Attachment 1.

### **Financial Impact**

A one-time cost to the City of \$25,000 is required to implement the Richmond Food Recovery Network Program. This will be jointly funded from operating budgets of the Economic Development, Sustainability, Community Social Development, and Environmental Programs departments.

### **Conclusion**

Staff are seeking approval to enter into a partnering agreement for a one-year term with FoodMesh in order to implement the Richmond Food Recovery Network Program. By supporting this initiative, the City would be encouraging sustainable growth of the agrifoods sector while encouraging the adoption of circular economy practices. This is a cross-departmental initiative that aligns with multiple City objectives around economic development, circular economy, food security and environmental and social sustainability.



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Att. 1: Partnering Agreement Key Business Terms



**FoodMesh/City Partnering Agreement Key Business Terms**

<b>Key Business Term</b>	<b>Details</b>
<b>1. Duration</b>	Term – the agreement is for a one (1) year term with a start date of November 15, 2019.
<b>2. FoodMesh's Role</b>	FoodMesh shall develop a supported virtual network for Richmond food businesses, charities, farmers and waste haulers to exchange, track and measure sustainability efforts for surplus/off spec food product.  This is limited to providing a technology platform and does not include transportation and other logistics.
<b>3. Communication Package</b>	FoodMesh shall provide to the City: <ul style="list-style-type: none"> <li>a) One (1) press release</li> <li>b) Two (2) webinars</li> <li>c) Two (2) community events</li> <li>d) Monthly social media coverage</li> <li>e) One (1) blog post highlighting a Richmond business</li> <li>f) Co-host project completion celebration</li> <li>g) Richmond Recovery Network website</li> </ul>
<b>4. Network Results</b>	In accordance with FoodMesh's pilot project proposal, all program targets shall be met: <ul style="list-style-type: none"> <li>a) Divert 225,000 KG of food from waste streams</li> <li>b) Create 300,000 meals</li> <li>c) Provide \$1.25 Million in savings to food brands and charities</li> <li>d) Provide 50,000 KG to local hobby farmers in feed savings</li> <li>e) Provide the City of Richmond with a year-end Sustainability Report</li> </ul>
<b>5. City Responsibilities</b>	<ul style="list-style-type: none"> <li>a) Communications support with a joint press release</li> <li>b) Digital and Social Marketing support via City channels for community engagement</li> <li>c) Provision of a staff member from the Economic Development Department to liaise with for City events, marketing and reporting</li> <li>d) Recommendations for potential businesses/charities/farmers to participate</li> </ul>
<b>6. Compensation</b>	The City of Richmond shall pay FoodMesh \$25,000 + applicable taxes as full payment and reimbursement for performing the services described herein the Partnering Agreement.