



General Purposes Committee

Anderson Room, City Hall
6911 No. 3 Road

Tuesday, September 4, 2012
4:00 p.m.

Pg. # ITEM

MINUTES

GP-5 *Motion to adopt the minutes of the meeting of the General Purposes Committee held on Monday, July 16, 2012.*



COUNCILLOR LINDA BARNES

1. **AMENDMENTS TO THE RESIDENTIAL TENANCY ACT DISPUTE RESOLUTION PROCESS**
(File Ref. No.) (REDMS No.)

GP-11

See Page **GP-11** for full report

RECOMMENDATION

WHEREAS the Province of British Columbia has enacted legislation through the Residential Tenancy Act (RTA) to protect tenants from unacceptable living conditions;

AND WHEREAS Part 5 of the RTA outlines a process for resolving disputes that provides the Residential Tenancy Branch (RTB) with the authority to make any order necessary to give effect to the rights, obligations and prohibitions under the RTA, but in order to enforce an RTB order, it must be filed in the Court and enforced as a judgement or an order of the Court;

AND WHEREAS tenants who wish to enforce their rights under the RTA must navigate a complex bureaucratic and legal process and be prepared to spend significant amounts of time and money to engage with the process, creating barriers for tenants to access the RTA, especially tenants with low incomes or other vulnerabilities;

THEREFORE BE IT RESOLVED that the Union of BC municipalities urge the Province of British Columbia, in consultation with municipal governments, to establish minimum occupancy standards for rental properties and to increase the effectiveness and accessibility of the residential tenancy dispute resolution process by amending the Residential Tenancy Act such that the Residential Tenancy Branch enforces their dispute resolution decisions or orders, and does so within a reasonable timeframe.



COMMUNITY SERVICES DEPARTMENT

2. LONDON LANDING WATERFRONT PARK PLAN (File Ref. No. 06-2345-20-LLAN1) (REDMS No. 3614791 v. 3)

GP-21

See Page GP-21 for full report

Designated Speaker: Mike Redpath

STAFF RECOMMENDATION

That:

- (1) *the design concept and program for the London Landing Waterfront Park as described in the staff report titled London Landing Waterfront Park Plan (dated August 10, 2012, from the Senior Manager, Parks) be endorsed; and*
- (2) *the Operating Budget Impact of \$20,000 for park maintenance of the new London Landing Park be considered in the 5 Year Financial Plan for commencement in 2016.*



Pg. # ITEM

3. **2016 BC SUMMER GAMES – RESPONSE TO REFERRALS**
(File Ref. No.) (REDMS No. 3639772 v.3)

GP-33

See Page **GP-33** for full report

Designated Speaker: Dave Semple

STAFF RECOMMENDATION

That:

- (1) *the report titled “2016 BC Summer Games – Response to Referrals” from the Senior Manager, Recreation be received for information;*
- (2) *the City of Richmond decline the opportunity to bid to host the 2016 BC Summer Games as requested by Richmond Sports Council; and*
- (3) *a letter be sent to Richmond Sport Council advising them of the decision and thanking them for their commitment to support hosting of multi-sport events such as the BC Summer Games.*



ADJOURNMENT





General Purposes Committee

Date: Monday, July 16, 2012

Place: Anderson Room
Richmond City Hall

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

Call to Order: The Chair called the meeting to order at 4:04 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on Monday, July 3, 2012, be adopted as circulated.

CARRIED

FINANCE & CORPORATE SERVICES DEPARTMENT

1. **CEILI'S IRISH PUB (RICHMOND) LTD. 5991 ALDERBRIDGE WAY**
(File Ref. No. 12-8275-30-001) (REDMS No. 3552264 v. 2)

It was moved and seconded

That a letter be sent to the Liquor Control and Licensing Branch advising that:

General Purposes Committee

Monday, July 16, 2012

- (1) *the application by Ceili's Irish Pub (Richmond) Ltd., to amend their hours of liquor service from Monday through Thursday 11:30 a.m. to 1:30 a.m. and Friday through Sunday Noon to 2:00 a.m. to Monday through Sunday 9:00 a.m. to 2:00 a.m., be supported;*
- (2) *Council comments on the prescribed considerations are:*
 - (a) *there is little potential for additional noise if the application is approved; and*
 - (b) *the amendment would not pose a negative impact on the community based on the lack of comments received from the public;*
- (3) *Council comments on the view of residents were gathered as follows:*
 - (a) *property owners and businesses within a 50 metre radius of the subject property were contacted by letter detailing the application and provided with instructions on how community concerns could be submitted; and*
 - (b) *signage was posted at the subject property and three public notices were published in a local newspaper. The signage and notice provided information on the application and instructions on how community comments or concerns could be submitted; and*
- (4) *based on the lack of negative responses from residents and businesses in the nearby area, save for one letter received, and the lack of responses received from the community through notifications, Council considers that the application is acceptable to a majority of residents.*

CARRIED

2. **PERMISSIVE TAX EXEMPTION POLICY AND ADMINISTRATIVE PROCEDURE AMENDMENTS**

(File Ref. No. 03-0925-02-01) (REDMS No. 3541127 v.12)

Ivy Wong, Manager, Revenue, provided an overview of the proposed amendments to the Permissive Tax Exemption Policy and Administrative Procedure. Ms. Wong spoke about one property that would need to make changes to its operation in order to continue being eligible for the exemption, as it has been operating a commercial restaurant.

Discussion then ensued about: (i) the continued need for affordable childcare in Richmond, and how many religious organizations lease space for daycare operations; (ii) how only the portion of a place of worship that has been leased for activities other than those listed in the Property Tax Exemption Guidelines Administrative Procedure will not qualify for permissive exemption; and (iii) the need for many places of worship to rent/lease space or provide fund-raising activities due to an overall decline in congregations and donations collected to support the operational costs of the facilities.

General Purposes Committee

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It was moved and seconded

That Property Tax Exemption Policy 3561 and Property Tax Exemptions – Guidelines Administrative Procedure 3561.01 be amended, as set out in Attachment 2 of the staff report dated June 27, 2012 from the General Manager, Finance and Corporate Services titled Permissive Tax Exemption Policy and Administrative Procedure Amendments, with a further amendment to Section 2(c) of the Property Tax Exemptions – Guidelines Administrative Procedure 3561.01 to read as “land or halls held by the religious organization and used for fund raising events which are managed by the organization and the funds raised are applied to the organization”.

CARRIED

PLANNING AND DEVELOPMENT DEPARTMENT

3. **SEMI-ANNUAL REPORT FROM CITY REPRESENTATIVES TO THE VANCOUVER INTERNATIONAL AIRPORT AERONAUTICAL NOISE MANAGEMENT COMMITTEE (YVR ANMC)**

(File Ref. No. 01-0153-04-01) (REDMS No. 3459945 v.4)

Victor Wei, Director, Transportation, recognized the staff liaisons to the Richmond Airport Noise Citizens Advisory Task Force for having done an excellent job of overseeing the Task Force and advancing the Task Force's initiatives.

In answer to a question about whether any issues identified by the Task Force remained outstanding, Mr. Wei advised that the matter of determining the path by which aircrafts will take off and land was currently being investigated by NAV Canada, and that the matter may take years to resolve. Mr. Wei also spoke about the Control Zone Procedures Review Working Group which seeks opportunities to reduce aircraft related noise, and is formed of members from the Vancouver Airport Authority (VAA), Transport Canada and NAV Canada.

Margot Spronk, City of Richmond Representative to the YVR ANMC, advised that the VAA has been very attentive to issues brought forth by the YVR ANMC. A discussion then ensued about:

- the success of the Ground Run Up Enclosure (GRE);
- the beneficial effect on noise in the community as a result of the increased altitudes for floatplanes;
- the difficulties associated with determining accurate statistics related to noise complaints. It was noted that often there are situations where one or several individuals complain repeatedly, resulting in a distortion of noise complaint statistics;

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- the complexities associated with mitigating aircraft noise by changing flight paths. It was noted that changing flight paths may result in aircraft noise in areas that previously did not experience such noise.

It was moved and seconded

- (1) *That the staff report dated June 27, 2012 from the Director, Transportation and the memorandum dated June 26, 2012 from the City of Richmond citizen representatives to the YVR ANMC be received for information;*
- (2) *That the City explore with the Vancouver Airport Authority the opportunity to partner on the presentation of its "Fly Quiet Awards;"*
- (3) *That having fulfilled their mandate, the members of the Richmond Airport Noise Citizens Advisory Task Force be thanked by the City for their contributions.*

The question on the motion was not called, as a brief discussion ensued about the proposed partnership between the City and VAA for the presentation of the "Fly Quiet Awards". Mr. Wei indicated that the VAA would be the main presenter of the awards, and that further details would be available in the near future.

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

4. **CITY RESPONSE: VANCOUVER AIRPORT AUTHORITY (YVR) PROPOSED RUSS BAKER WAY SHOPPING MALL**

(File Ref. No.:) (REDMS No. 3574630)

Brian Jackson, Director of Development, provided background information related to the YVR proposed development. He stated that the proposed mall would be one of the "gateways" to Richmond and the airport. Mr. Jackson identified concerns related to: (i) the economic fit of the proposed luxury retail outlet centre; (ii) traffic concerns on Russ Baker Way; and (iii) the urban design of the mall and provisions for signage.

A discussion ensued about:

- the City's proposal to enter into a protocol agreement with YVR to better clarify the City's role and scope within YVR's development approval process. It was noted that discussion with YVR has indicated that YVR is not in support of such an agreement;
- concerns related to the existing traffic volumes along Russ Baker Way, and the potential impact from additional vehicles travelling to and from the proposed mall;
- improvements and upgrades to the dyke along River Road, as well as the development of a trail system that are proposed as part of the development;

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- a letter from Metro Vancouver, in which concerns are expressed about the proposed mall in terms of: (i) consistency with objectives set out in the Metro Vancouver Regional Growth Strategy; (ii) consistency with YVR's Land Management Guidelines and 2027 Master Plan; (iii) transportation impacts; (iv) environmental impacts; and (v) whether a major retail outlet centre falls within YVR's mandate;
- concerns about the impact the proposed mall may have on the Burkeville residential neighbourhood;
- concerns about the proposed service road which would go around the entire exterior of the mall;
- concerns about how the location of the proposed mall would not support the Canada Line; and
- the impact of the proposed mall on the BCIT parking lot.

It was moved and seconded

That:

- (1) *the Vancouver Airport Authority Board be advised that the City of Richmond is opposed to this use of land for reasons set out in the staff report titled City Response: Vancouver Airport Authority (YVR) Proposed Russ Baker Way Shopping Mall, and the letter from Metro Vancouver;*
- (2) *staff obtain a legal opinion regarding YVR's mandate to approve such use of land;*
- (3) *a meeting be set up for Council and City staff to speak to the Vancouver Airport Authority Board regarding the City's opposition to the proposed development;*
- (4) *letters with copies of the staff report and correspondence from Metro Vancouver be sent to the local MPs and the Minister of Transportation and Infrastructure regarding the situation, and that requests be made that the local MPs and the Minister meet with members of City Council on this issue; and*
- (5) *copies of the letters be sent to Metro Vancouver.*

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:11 p.m.).

CARRIED

General Purposes Committee

Monday, July 16, 2012

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, July 16, 2012.

Mayor Malcolm D. Brodie
Chair

Shanan Dhaliwal
Executive Assistant
City Clerk's Office



To: Mayor and Councillors
From: Dena Kae Beno
Affordable Housing Coordinator
Date: August 27, 2012
File:
Re: **Background Information - B.C. Residential Tenancy Act/Branch and a Standards of Maintenance Comparison**

At the request of Councillor Barnes, I am providing you with background information about ACORN Canada's request for municipal support of a Union of British Columbia Municipalities (UBCM) resolution calling for strengthened Residential Tenancy Act (RTA) policies and enforcement provisions.

Background Information

ACORN Canada is an independent, national organization representing the voices of low to moderate income households across Canada. The organization was formed in 2004 and is comprised of 30,000 members with 20 neighbourhood chapters in 7 Canadian cities. It strives to address issues that adversely impact lower income households and advocate for long-term social and economic change.

Recently, ACORN Canada sent the City of Richmond correspondence requesting support from local municipalities to bring forward a UBCM resolution call for amendments to British Columbia's Residential Tenancy Act policies, dispute resolution process, and enforcement provisions (**Attachment 1**).

The purpose of ACORN's request is to also advocate for support for BC municipalities to effectively address conditions related to unhealthy rental buildings, by imposing Provincial minimum standards of maintenance requirements, including but not limited to:

- mould,
- lack of heat and water,
- repair deficiencies,
- sub-standard living conditions, and
- adequate policies and resources to enforce RTA policy requirements.

An assessment of Acorn's position and related information with the current City of Richmond Standards of Maintenance Bylaw

On December 11, 2006, the City of Richmond adopted Rental Premises Standards of Maintenance Bylaw No. 8159. When comparing the City's Bylaw with ACORN Canada's Standard of Maintenance recommendations, the Bylaw includes standard requirements for the continuous provision of services and utilities in rental buildings (i.e. water, heat and light); however, the current Bylaw doesn't include provisions to address mould, repair deficiencies, and sub-standard living conditions.

Draft wording of the UBCM Resolution

A draft Union of British Columbia Municipalities (UBCM) resolution is included as **Attachment 2**.

Please contact me if you have any questions or require additional information.



Dena Kae Beno
Affordable Housing Coordinator
Community Social Development
Community Services Department
(604) 247-4946

DKB:dbk

Att. 2

pc: SMT
John Foster, MCIP, Manager, Community Social Development
Terry Crowe, Manager, Policy Planning
Wayne G. Mercer, Manager, Community Bylaws



Dear Councillor,

ACORN Canada is actively advocating for better laws and enforcement to ensure that every British Columbian has a Healthy Home in which to live. As a part of this we are writing city councillors across the province to provide them an opportunity to take the lead on this initiative in their respective municipalities.

We are an organization of working people who understand the problems of precarious housing through our lived experience. A majority of our membership in the lower mainland live in market rental housing, and much of the affordable rental stock is rife with deficiencies that negatively affect the health and wellness of our families. From mold, to lack of heat in the winter, these deficiencies are fixable for our landlords but we have little recourse should they refuse to invest in their properties. Due to the toothless Residential Tenancy Act and the massive regulatory hole left by municipalities who lack minimum requirements of standards of maintenance – tenants in cities across BC have nowhere to turn to ensure that they have healthy rental housing.

Attached is an open letter that we have sent to the Minister Responsible for Housing, Rich Coleman, outlining the significant flaws we have found in the Residential Tenancy Act. We are awaiting confirmation of a meeting with the Minister, but to date he has refused to meet with ACORN Canada.

Also attached is a resolution that will be put forth at the UBCM conference in Victoria this September. Spearheaded by the work of ACORN Canada, the City of Surrey Councillor Judy Villeneuve drafted this call for the province to empower BC municipalities so that they can more effectively address this pertinent issue of unhealthy rental buildings within their respective cities.

ACORN Canada is asking councillors and mayors across BC to support tenants in your cities by doing the following:

1. Follow the lead taken by the City of Surrey and begin to explore ways in which your city can pass a standard of maintenance by-law.
2. Pass a resolution through your council calling on the relevant ministries in the Province of BC to:
 - a. Give more resources and power to fully enforce comprehensive standards of maintenance laws.
 - b. Perform a policy review on the Residential Tenancy Act

If you have any questions or would like to learn more about our Healthy Homes Campaign please contact John Anderson at our office – 778 385 4385 or bcacornva@acorncanada.org

Thanks,

Sue Collard, Preeti Misra and Dave Tate
BC ACORN's Elected Board Reps.

RES. R12-1058

***AMENDMENTS TO THE RESIDENTIAL TENANCY ACT DISPUTE RESOLUTION
PROCESS***

WHEREAS the Province of British Columbia has enacted legislation through the Residential Tenancy Act (RTA) to protect tenants from unacceptable living conditions;

AND WHEREAS Part 5 of the RTA outlines a process for resolving disputes that provides the Residential Tenancy Branch (RTB) with the authority to make any order necessary to give effect to the rights, obligations and prohibitions under the RTA, but in order to enforce an RTB order, it must be filed in the Court and enforced as a judgment or an order of the Court;

AND WHEREAS tenants who wish to enforce their rights under the RTA must navigate a complex bureaucratic and legal process and be prepared to spend significant amounts of time and money to engage with the process, creating barriers for tenants to access the RTA, especially tenants with low incomes or other vulnerabilities;

THEREFORE BE IT RESOLVED that the Union of BC municipalities urge the Province of British Columbia to increase the effectiveness and accessibility of the residential tenancy dispute resolution process by amending the RTA such that the RTB enforces their dispute resolution decisions or orders, and does so within a reasonable timeframe.

ON MOTION, was ENDORSED by Surrey Mayor and Council on May 7, 2012.



Honourable Rich Coleman
Minister Responsible for Housing
Room 128, Parliament Buildings
Victoria, BC V8V 1X4

July 19, 2012

Dear Minister Coleman,

It is clear that the current dispute-based system of residential tenancy law is completely ineffective in ensuring tenants live in Healthy Homes. As the Minister Responsible for Housing, we are writing to ask that you take immediate steps

1. To address the inability of current residential tenancy law and provincial enforcement mechanisms to deal with the deliberate and systemic failure by private landlords of multi-unit residential properties to abide by their legal obligations to inspect, maintain and repair;
2. To address the failure of the Province to ensure that tenants not only live in Healthy Homes but have the right to live in Healthy Homes without fear of coercion, intimidation, harassment or abuse; and
3. To initiate a Provincial investigation into and audit of the conditions of buildings and welfare of tenants in buildings owned by derelict landlords, including investigating their residential tenancy businesses.

As you are aware, the situation at 12975 106 Ave, Surrey BC offers an extreme example of the failures of current residential tenancy law. The owners of this apartment building, a building inhabited by ordinary working people, are landlords with a large portfolio of properties throughout BC.

In October 2007, one of their buildings, an East Vancouver property similar to the one in Surrey, suffered a catastrophic roof collapse after years of neglect including chronic leaking. All of the tenants were evacuated, losing their homes, personal belongings, neighbours and community.

Despite the events in East Vancouver, the owners continued in exactly the same path in Surrey. When issues regarding the roof, multiple leaking suites and other water ingress issues were brought to their attention in 2008-2009, they ignored the problems, ordered patch repairs, and promptly rotated new tenants into suites without properly addressing the repair issues.

Today, the owners show no signs of changing course, despite multiple proceedings and the levying of \$115,000 in administrative penalties. Nor have the owners been required to pay this fine. Recently, they made their fifth attempt to evict the one tenant who is speaking out about conditions at the building.

There has still been no comprehensive assessment of water ingress issues or of the extent of structural decay to the residential property at 12975 106 Avenue. The level of risk to tenants remains unknown, the extent of needed repairs remains unknown and there are no timelines established for any repairs that might be necessary to address these unknown risks.



Similar issues have come to light regarding one of their New Westminster properties, where, if reports are true, the same systemic failure to address repair issues and pattern of repeated patch work has persisted for years. Over the past decade other residential buildings held by the same owners have had publicized problems, including properties on East Hastings and on Wall Street, both in Vancouver. The large number of properties involved suggests that these actions are far from accidental and form part of a systemic pattern of behaviour.

The current system clearly allows landlords to profit from deliberate strategies of neglect that are inherently abusive of tenants. There are many ACORN members who live on fixed incomes or disability pensions. They do not have the resources to move, and many do not have the resources to dispute the conditions that persist in their suites and buildings.

As our case indicates, disputing does not guarantee repairs even when they are ordered. The Surrey apartment building continues to leak, the administrative penalties have not been paid and little has changed for tenants in the building in the two and a half years of ongoing dispute. The dispute system fails tenants when and where they need it most because the RTB does not have the power to ensure repairs get done.

It is clear to us that steps need to be taken immediately. Real measures need to be taken now to address the risks being faced by tenants today in buildings that have been deliberately allowed to decay. Real measures need to be taken now to prevent further abuse including the implementation of effective, proactive enforcement mechanisms that are capable of identifying and stopping systemic neglect and deliberate disinvestment by landlords. Real measures need to be taken now before more people suffer as a result of neglect, exploitation, indifference, and political unwillingness to take action.

It is our considered opinion that both amendments to the *Residential Tenancy Act* and changes to Residential Tenancy Branch operations, policy and procedure are needed in order to address the systemic problems highlighted by our case, but endured by many ACORN members and other tenants.

Amendments to the *Residential Tenancy Act*

- We strongly suggest that provincial minimums for standards of maintenance be incorporated into the Act.
- We suggest that provincial minimums for standards of maintenance be coupled with statutory fines for landlords who allow standards of maintenance deficiencies to persist, with fines required by the Act at particular points. These fines should not be negotiable.
- We suggest introducing a reciprocal deadline for landlords to do repairs (similar to deadline for tenants to pay rent).
- We suggest introducing a provision protecting tenants against retaliatory eviction.
- We suggest further development of the administrative penalties provisions in the Act, based on a number of concerns outlined below.



- The investigative powers in the Act are not very well defined. We suggest that these be developed further in order to provide for the operations of a new investigative unit within the RTB (see below). This investigative unit should have the powers necessary to investigate systemic neglect and deliberate disinvestment by landlords. The function and purpose of this investigative unit should be clearly set out in the Act, so as to provide guidance as to when the Branch should initiate an investigation on its own initiative, including investigations where there is no order that has been breached.
- There is not enough guidance in the legislation as to when it would be appropriate for the RTB to offer a settlement and/or negotiate away an administrative penalty that has been levied, or as to whether this is intended to be used as an enforcement mechanism.
- Currently, the Act does not provide standing in the complaint process to a person who has brought forward a complaint that has been accepted for investigation.

Residential Tenancy Branch Operations – Investigative Unit

- The Residential Tenancy Branch needs an investigative unit dedicated to effective and proactive enforcement of administrative penalties. The Residential Tenancy Branch is currently under-resourced and under-staffed, and lacks the capacity to make effective use of the administrative penalty provisions in the Act. Prior to our case, the Branch had never opened an investigation under the administrative penalties provisions in the Act.
- The new investigative unit should have the staff, resources and training necessary to function effectively. Staffing and resourcing this investigative unit should not come at the expense of other Branch operations. New and additional resources are needed for the Branch to fulfill its mandate under the Act.
- The capacity of the Branch to recognize and address systemic neglect by landlords is undeveloped. The new investigative unit should keep records of complaints against landlords for repair issues, and document and track systemic neglect by landlords. Monitoring of problematic landlords should automatically trigger an investigation at a certain point. The investigative unit should have the authority to inspect a residential property and make findings regarding compliance with the Act.

Residential Tenancy Branch Operations – Dispute Resolution Proceedings

- The capacity of the Branch to address complex issues such as those raised in our case is limited. The Branch currently does not have an effective protocol for scheduling longer and/or in-person hearings regarding complicated issues. We have had a number of different hearings before the Branch regarding this building. These hearings involved extensive photographic and affidavit evidence and detailed legal submissions. On each occasion, we were adjourned multiple times as a result of the inadequate time set aside for hearing the case. This has had a real impact on the tenant and her family, as she has had to miss a day of work for each adjournment.



- The number of RTB offices should be increased and the RTB should be provided with more resources to deal with an increasing caseload. More trained Information Officers should be available to provide initial guidance to tenants as to how to initiate and prepare for dispute resolution.

Residential Tenancy Branch Policy and Practice

- Section 65(1)(a) of the Act allows a Dispute Resolution Officer to order a tenant to pay rent to the Branch in trust as a result of landlord failure to perform repairs and maintenance or to provide services and facilities. However, the Branch has adopted a policy that precludes Dispute Resolution Officers from making this type of order. This should be changed so that tenants may direct their rent to the Branch where the landlord has been found to be in non-compliance with statutory obligations for repair and maintenance.

As a final note, we would suggest that the number of amendments and revisions our experiences have led us to believe are needed is indicative of significant problems with a dispute-based model. Perhaps it is time to think outside this model in our attempts to ensure that tenants can live in buildings that are not allowed to decay to the point they are uninhabitable or pose serious threats to tenants' well-being.

Within a dispute-based model enforcement mechanisms are time-consuming, unwieldy, and invariably favour those with the most resources, and neither the Province nor the municipalities have shown any significant interest in enforcement despite the fact they have the capacity to do so and despite the fact that such actions may be warranted. When the systems that are in place fail so spectacularly to ensure even a minimum reciprocity in results, it is clearly time for a change.

Thank you for your attention to this serious issue affecting tenants around the Province.

Sincerely,

Susan Collard
Tenant at 12975 106 Ave, Surrey
Chair of Whalley/City Centre Chapter of ACORN Canada

cc. Bruce Ralston, Member of the Legislative Assembly for Surrey-Whalley
cc. Joe Transolini, Housing Critic for the BC NDP
cc. Andrew Sakamoto, Executive Director, TRAC

AMENDMENTS TO THE RESIDENTIAL TENANCY ACT DISPUTE RESOLUTION PROCESS

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AND WHEREAS tenants who wish to enforce their rights under the RTA must navigate a complex bureaucratic and legal process and be prepared to spend significant amounts of time and money to engage with the process, creating barriers for tenants to access the RTA, especially tenants with low incomes or other vulnerabilities;

THEREFORE BE IT RESOLVED that the Union of BC municipalities urge the Province of British Columbia, in consultation with municipal governments, to establish minimum occupancy standards for rental properties and to increase the effectiveness and accessibility of the residential tenancy dispute resolution process by amending the RTA such that the RTB enforces their dispute resolution decisions or orders, and does so within a reasonable timeframe.



City of Richmond

Report to Committee

To: General Purposes Committee

Date: August 10, 2012

From: Mike Redpath
Senior Manager, Parks

File: 06-2345-20-LLAN1/Vol
01

Re: London Landing Waterfront Park Plan

Staff Recommendation

That:

1. The design concept and program for the London Landing Waterfront Park as described in the report titled "London Landing Waterfront Park Plan" (dated August 10, 2012, from the Senior Manager, Parks) be endorsed.
2. The Operating Budget Impact of \$20,000 for park maintenance of the new London Landing Park be considered in the 5 Year Financial Plan for commencement in 2016.

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

Att. 1

REPORT CONCURRENCE			
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
Finance Division	<input checked="" type="checkbox"/>		
Engineering	<input checked="" type="checkbox"/>		
Sustainability	<input checked="" type="checkbox"/>		
Development Applications	<input checked="" type="checkbox"/>		
REVIEWED BY SMT SUBCOMMITTEE	INITIALS: 	REVIEWED BY CAO (Deputy)	INITIALS:

Staff Report

Origin

Oris Development (Kawaki) Corp. (the Applicant) has applied to the City for an OCP Amendment to the London/Princess sub-Area Plan. As part of the land use redesignation process and associated rezoning for the subject lands, the Applicant is responsible for the design and development of a new waterfront park and the relocation and development of a new Dirt Bike Terrain Park at another site in the city. At the Public Hearing on February 20th, 2012, Council requested that staff conduct an Open House for further public review and input on the proposed park plan. This Open House was held outside on June 13, 2012 at the No. 2 Road Pier.

The proposed London Landing Park Plan is being presented for endorsement prior to the Oris Development rezoning adoption report which Development Applications is targeting to present to Council in September 2012. This report is being presented to the General Purposes Committee prior to the September 25th Parks, Recreation and Cultural Service Committee meeting to prevent delay of the proposed rezoning to late October. The purpose of this report is to summarize the public input and present the park plan for Council endorsement (**Attachment 1**).

Finding of Fact

London/Princess is one of the eight waterfront neighbourhood nodes identified in the Steveston Area Plan within the Official Community Plan (OCP). The Area Plan encourages a mix of uses aimed to achieve an integrated waterfront, enhance the mixed-use commercial nature of the Steveston Village, ensure a mixture of housing types and tenures, and provide a variety of open space and recreation opportunities.

The London Landing area at the south end of No. 2 Road has been under study for many years. The City owns a number of lots and Oris Development (Kawaki) Corp. owns the former Kawaki fish and roe processing plant.

To ensure a comprehensive development of the City-owned lands at 13100, 13120, 13140, 13160 and 13200 No. 2 Road, and the privately-owned Kawaki industrial site at 6160 London Road, Council, in 2008, endorsed undertaking a coordinated development approach to this waterfront node.

The City of Richmond and the Applicant have worked together to ensure that urban design, parks, liveability and complete community objectives envisioned in the OCP and the Steveston Area Plan are being met.

The development of a unique, dynamic, and high quality waterfront park is the key to meeting these objectives.

Analysis

Park and Open Space Design Considerations

London Landing Waterfront Park will be a new 1.55 acre City owned park. A series of principles and objectives were identified early in the park planning process that helped guide and inform both the site planning and the park design:

- Promote our island city legacy
- Respect and build upon the context of the river, riparian edge, dike and site history
- Create a unique identity and experience along the Steveston Greenway waterfront recognizing that this is a destination and staging area as well as a neighbourhood park space
- Provide maximum public access to the waterfront for both cyclists and pedestrians
- Design the No. 2 Road right-of-way to accommodate safe and legible circulation for pedestrians and cyclists as part of Steveston Greenways
- Balance a naturalized riverfront character with an urban aesthetic
- Landscape the whole public realm to read as one seamless open space with a similar character and feel
- Create a variety of social gathering spaces for individual and group uses
- Provide a range of amenities, attractions and interpretive features
- Maintain view corridors along No. 2 Road and Dyke Road

Proposed Park and Open Space Development Design Concept

The concept and design features of the proposed park and open spaces responds to the 'seen and unseen' of this historically rich London Landing site at the foot of No. 2 Road. The river, riparian edge, the No. 2 Road Pier and other industrial artefacts are all integrated into the design. The dike setback from the river's edge has provided a unique opportunity to create a softer and more natural edge to the waterfront.

The intimate scale of the space and the interface between active industrial uses to the west (Steveston Harbour Authority lands), the London Landing village to the north, and the beautiful long stretch of natural woodlot, beaches and marshes to the east make this a very unique waterfront park.

Highlights of the Park Plan presented in Attachment 1 include:

- A. **Intertidal Wier Garden Area** - The intent is to reconstruct portions of the disintegrating timber and steel boat ways adjacent to No. 2 Road Pier to remind visitors of the historic boat work uses in London Landing. The upland portion will be designed as a set of weirs that collect storm water. These weirs will be planted with intertidal native species adding ecological value and interest to the waterfront edge. A metal grate bridge over the weir will connect the pier to a small wooden observation deck with seating.

- B. **The Central Lawn** - This is a manicured grass lawn area that will allow a mix of casual and formal programming for the neighbourhood. The lawn is lower than the dike which helps to create a separation from the main pedestrian and cycling corridor.
- C. **Buoys Lawn Feature** - A playful element that also reflects the working river will be constructed out of a combination of orange buoys and two small in-ground bouncing mats. The buoys can be used as seating and potentially will be lit at night attracting people to the water's edge.
- D. **London Landing Ferry Plaza** – A small gathering area containing a variety of seating opportunities is located at the end of the No. 2 Road right-of-way and south of the building. This will contain large individual timber benches and a stepped seating terrace with a climbable boat feature interpreting the Nakada Boatworks. A set of stairs allows for direct access down to the waterfront trail and central lawn area.
- E. **Dike Promenade and Circulation** - The dike realignment immediately adjacent to the building edge also serves as the main promenade through the site linking No. 2 Road to the South Dyke trails. Planting beds, a variety of informal and formal public seating along the edge and a proposed restaurant with outdoor seating will provide animation to the main promenade. A north-south right-of-way (the 'laneway') through the building site provides public access and a view corridor from London Road. Along the water's edge a narrow path edged by taller grasses allows for a more informal and natural experience of the river.
- F. **Site Furnishing and Planting** – A simple palette of materials for surfacing, planting and site furnishings repeated throughout the development site reflects a maritime heritage and helps create a seamless transition between private ownership and the public open spaces. Plants are massed to create more of a natural effect and the majority of the proposed plants within the 30 meter environmentally sensitive area setback are native species. One single oak tree will be planted adjacent to the viewing deck to symbolize the oak wood that was used to build the ribs and planks used on fishing boats.

In addition, the existing dike requires upgrading and relocation to provide full dike protection of the new development. The proposed new alignment of the dike (south and west of the building) will be integrated into the waterfront park and the No. 2 Road right-of-way. The design and landscaping of the park on top of this dike will accommodate the functional needs of dike access and maintenance while also providing interesting and attractive public spaces.

Open House Meeting

On Wednesday, June 13, 2012 City staff held a public open house on the No. 2 Road Pier from 5-7 pm. Approximately 25 people attended and the comments overall were very favorable with a focus on "when is it going to be constructed". People spoke about how much they liked the area and what it has to offer and wanted to make sure that access to the waterfront and the informal 'feel' of the area were maintained.

Dirt Bike Terrain Relocation

The developer is responsible for the relocation and development of a new Bike Terrain Park. Introducing this type of activity into an existing park and meeting a number of criteria such as distance and buffering from residential uses, safety zones and room to expand, ultimately

restricts the choices of potential locations. It has been determined that Garden City Park is the ideal location for a new bike park and the design is underway. Bike terrain features will also be considered as a potential programming element in the plan for the Railway Corridor Greenway/Linear Park.

Next Steps

Upon approval of the Park Plan by Council, staff will continue to work with the developer's consultants to finalize detailed design for the Servicing Agreement. FREMP approval and approval from the Provincial Inspector of Dikes will be required before the park can be constructed. Minor adjustments and refinements to the plan may occur during the Servicing Agreement process to ensure that these requirements are addressed and coordinated with the park plan. The park is anticipated to be completed by the summer of 2014.

Financial Impact

The total cost of the park development is approximately \$484,000 excluding the cost of relocation and development of the Bike Terrain Park in another park. The costs associated with the Bike Terrain will be secured through a Letter of Credit. Dike upgrades which run under the park are also not considered part of the park development costs and are being dealt with separately.

The Applicant is fully responsible for the cost of implementing the park plan as presented in this report. The developer will be entitled to Park Development DCC credits up to approximately \$217,871 towards this construction cost.

The Operating Budget Impact (OBI) for the park is estimated to be \$20,000 per year. The OBI reflects the new assets in the park including the planting, observation deck and hard surface areas. Upon completion of park construction, the developer will be responsible for park maintenance for one year. The OBI will be submitted as part of the 5 Year Financial Plan (2013-2017). OBI funding to maintain the site is not required for consideration until 2016.

Conclusion

The proposed London Landing Waterfront Park at the foot of No. 2 Road will be a new destination along the Steveston Greenways and will serve both the neighbourhood as well as city-wide residents. It will have a unique identity that reflects the boat building history of the site while respecting the environmental qualities of the river and riparian edge. The multiple seating and gathering opportunities as well as the adjacent commercial uses that include a potential restaurant will create a dynamic and animated waterfront experience.



Yvonne Stich
Park Planner
(604-233-3310)

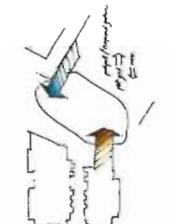
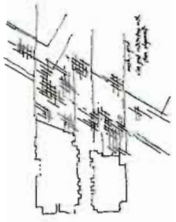
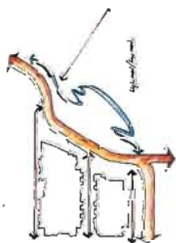
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Site History

The Kawaki site gets its name from the Kawaki fish and rice processing plant, a business that has closed but the logo of which is visible on site today. As for Kawaki, fish and fishing have remained central to all business and settlements that have come and gone on site. According to archeologists Dr. Leonard Ham and K.T. Carlson, the earliest known settlements on the Kawaki site were First Nations fishing encampments from 3,000 years ago. Following 19th C. European exploration of the area and the establishment of European 'Mudflatter' farms, the first Japanese migrants arrived in the area in 1877, establishing boat works and working along side Chinese, European, and native people in fish canneries. The Canadian Pacific cannery was

established at the foot of No. 2 road in 1893, processing fish until it was destroyed by fire in 1924. During that time fishing and the processing of fish was such a successful enterprise that twice all fishing operations were halted due to overfishing of Fraser River fish. In 1926 the Japanese-owned, fish processing, packing, and distribution River Fish Co. Ltd. Cooperative and General Store opened for business on site. Shin and Max Nakade's grandfather also established Nakade Boat works at Garry Point. These and other Japanese-owned businesses were shut down in 1942 when 2,600 Japanese residents of Steveston were evacuated inland. The Nakades spent three years in Grand Forks followed by several years in Toronto before returning to re-establish

the Nakade Boat works in 1951, this time at the foot of No. 2 road. For thirty plus years, the Nakade brothers applied the knowledge passed onto them from their grandfather and father, hand building more than 100, 40-foot wooden fishing boats. From imported oak, gumwood, and iron bark, they steamed and bent ribs and planks, forming and nailing the hull indoors. Then, they pulled the boats along steel ways to paint and varnish them outdoors where they dried before being pulled again along ways to be launched into the river. In the winter, the boats were pulled up the ways, jacked up on blocks, and stored on wooden decks until the next fishing season.



GP - 26

High Road | Low Road

- Provide for dyke access per regulatory dyking authority requirements with opportunities for expansion.
- Develop hierarchy of pathways that emphasize various volumes and types of movement (pedestrians vs bikes).
- Integrate intertidal trail at the water's edge as a 'low road' and quieter route of travel.

Intertidal

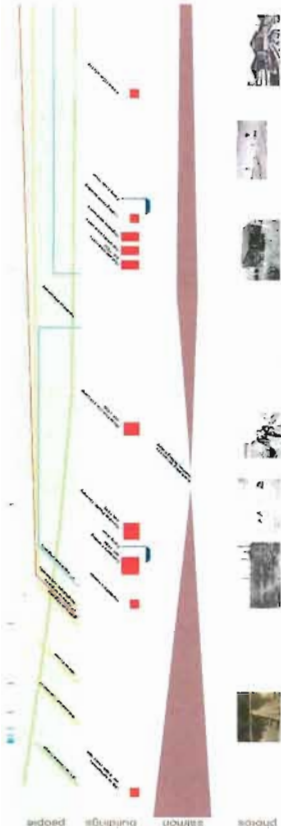
- Integrate free form landscape patterning that recreates the shifting edges of water and land at the river's edge
- Use terrain to guide the movement of pedestrians through the site.
- Align dyke and adjacent uses to allow the park site to be an intertidal zone, allowing periodic inundation.

Mesh | Grid

- Develop paving patterns on the site to respond to the platting and the river's edge
- Contrast the two grids at key intersections on the site.
- Consider net and mesh motifs as a patterning or casting opportunity to create interest in a standard paved surface.

Push | Pull

- Distinct push and pull at park edges designed to frame the space from the land and water sides.
- Push from water side to re-create the ways slip and bring water's edge into the site
- Develop a land promontory for overlook and definition to the community plaza space.

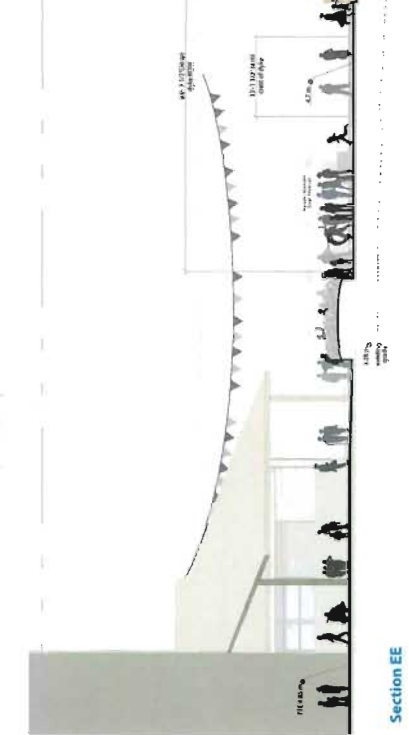
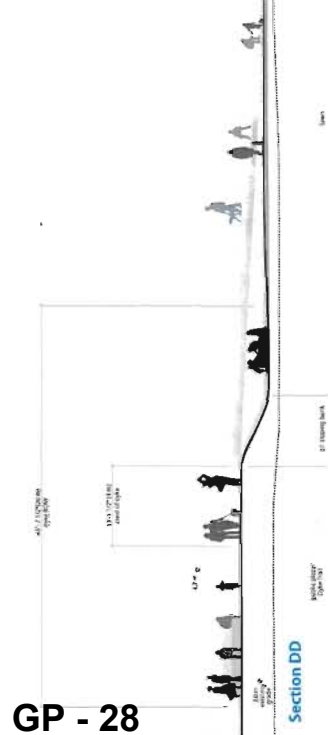
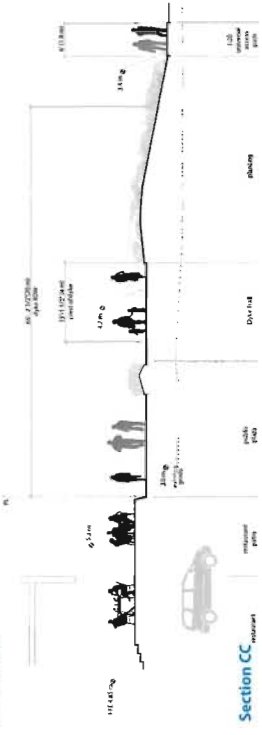
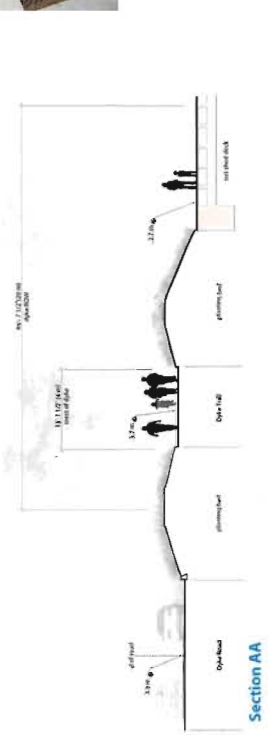


Attachment 1

KAWAKI WATERFRONT PARK

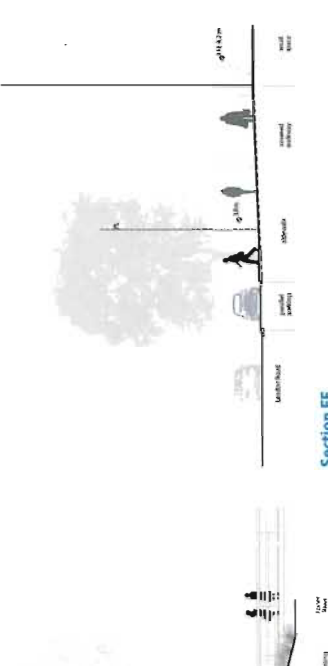
Richmond hapa

Site Sections

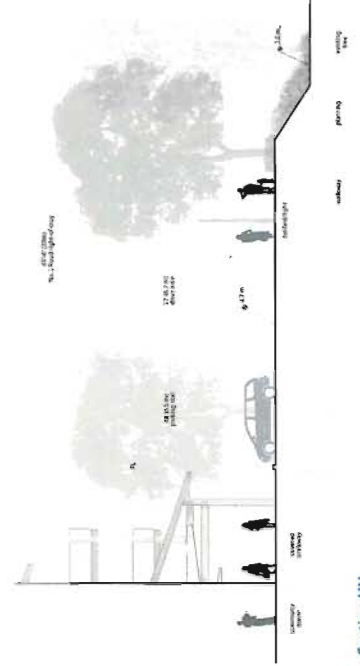


GP - 28

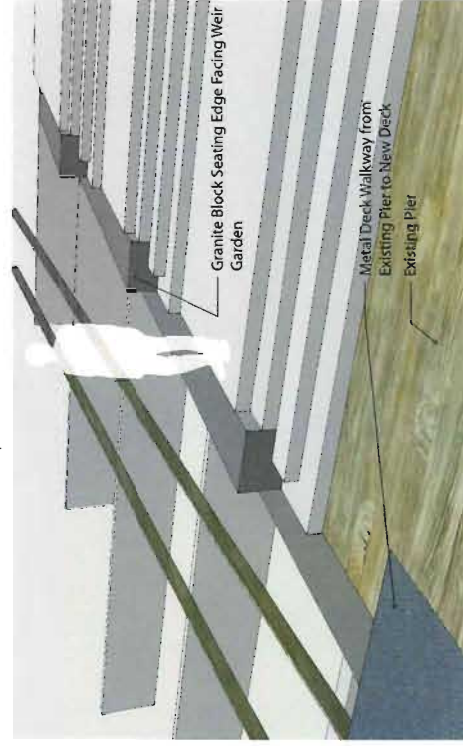
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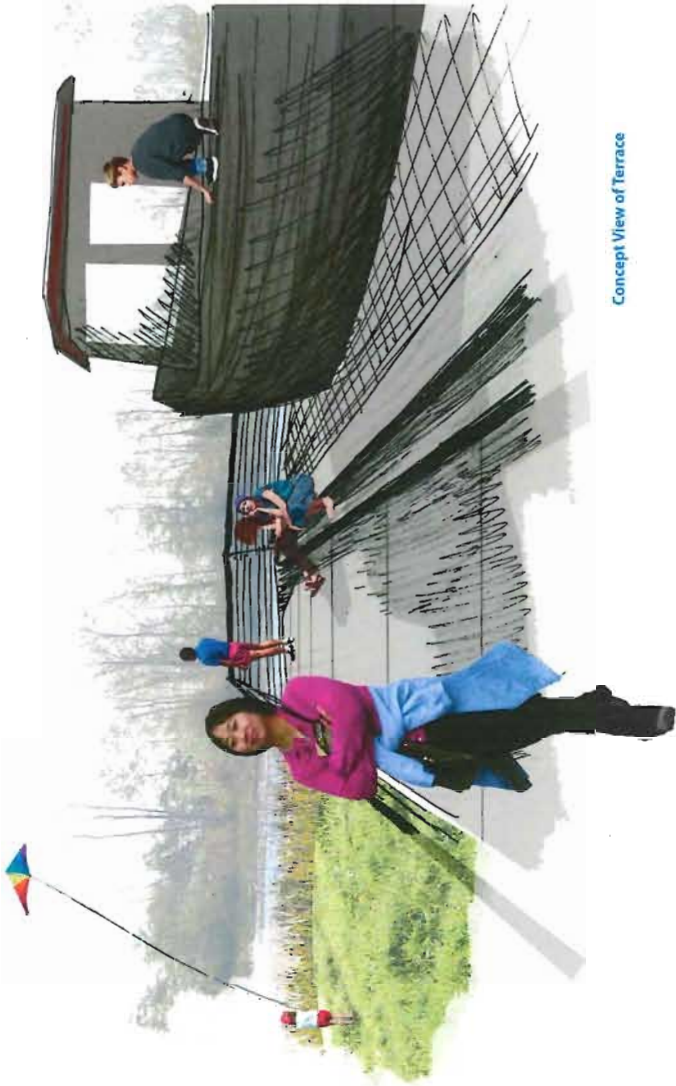


Section HH



A large, colorful illustration of a coastal city. In the foreground, a large, green, geometric structure resembling a giant staircase or a modern architectural element stands on a blue, wavy base. A person in a white shirt and dark pants is walking on a path that leads up towards this structure. In the background, a coastal city is visible, featuring a prominent white building with a blue roof, a bridge, and various other buildings and greenery along the shoreline. The sky is blue with some clouds.



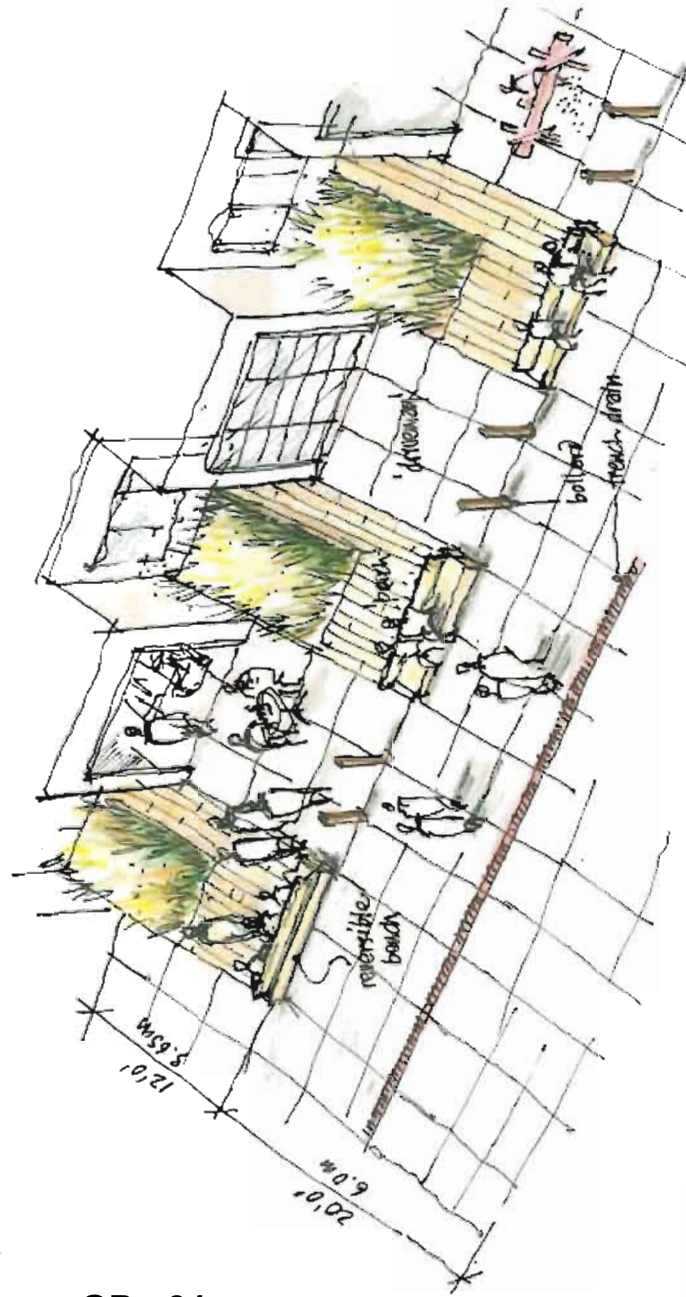


Concept View of Terrace



Concept View of Play Feature

Laneway Landscape Concept



- 6.0m public right-of-way with 2.75 to 3.65m semi-private space for live work studio
- Impress the idea of the retired lane, laneway aisle with driveways, working lane
- Simple materials reflecting maritime heritage of the site, steel and wood, concrete paver
- Mass and minimal planting
- Edge of public walkway: loosely defined by seating edges that are reversible, run of bollards
- Avoid traditional patio screens, raised planters, gates etc.





City of Richmond

Report to Committee

To: General Purposes Committee

Date: August 29, 2012

From: Vern Jacques
Senior Manager, Recreation

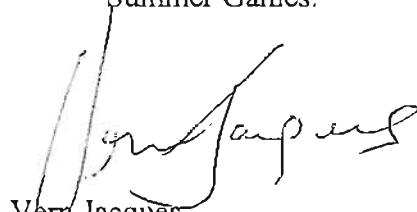
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LATER/2012-Vol 01

Re: 2016 BC Summer Games – Response to Referrals

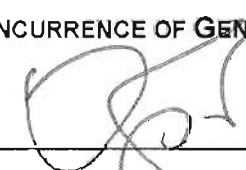


Staff Recommendation

That:

1. The report titled "2016 BC Summer Games – Response to Referrals" from the Senior Manager, Recreation be received for information.
2. The City of Richmond decline the opportunity to bid to host the 2016 BC Summer Games as requested by Richmond Sports Council.
3. A letter be sent to Richmond Sport Council advising them of the decision and thanking them for their commitment to support hosting of multi-sport events such as the BC Summer Games.


Vern Jacques
Senior Manager, Recreation
(604-247-4930)

Att. 3

REPORT CONCURRENCE			
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
Finance	<input checked="" type="checkbox"/>		
Sport Hosting	<input checked="" type="checkbox"/>		
REVIEWED BY SMT SUBCOMMITTEE	INITIALS: 	REVIEWED BY CAO (Reputy)	INITIALS: 

Staff Report

Origin

At the July 24, 2012 Parks, Recreation and Cultural Services Committee meeting, a staff report (Attachment 1) recommending that the City decline the opportunity to bid on the 2016 BC Summer Games was considered. At that time Committee requested that additional information be provided and a draft bid be prepared so that Council could make a final determination to bid early in September, in time to meet the bid deadline of September 10, 2012. The following referral was made:

That the BC Summer Games Bid 2016 be referred back to staff to work with the Richmond Sports Council on a draft bid that would:

- (a) provide further analysis on the possibility of hosting the 2016 BC Summer Games, including relationships and costs of the School District;*
- (b) provide costs in general;*
- (c) provide previous hosts' experiences, including the City of Surrey and the municipality who dropped out of hosting the 2012 BC Summer Games;*
- (d) identify potential leadership personnel who would be involved with the Games; and*
- (e) provide input from the Sport Hosting Committee, and be brought forward to the September 4, 2012 General Purposes Committee meeting, with a Special Council meeting to follow if necessary.*

This report addresses these referral items.

Analysis

Referral (a): work with the Richmond Sports Council on a draft bid that would provide further analysis on the possibility of hosting the 2016 BC Summer Games, including relationships and costs of the School District:

In response to Committee's referral, a draft bid for the 2016 BC Summer Games has been prepared, and will be completed if directed by Council and supported by the required resolution from the Richmond School District No. 38. Further, in response to Committee's referral to "provide further analysis on the possibility of hosting the 2016 BC Summer Games, including relationships and costs of the School District", a letter has been sent from the Mayor to the Chair of the Richmond School District No. 38, requesting that the Board:

- endorse a Richmond bid for the BC Summer Games; and
- agree to provide the school facilities and school buses at no charge (Attachment 2).

A resolution regarding the above, from the School Board, is a requirement of the Summer Games Bid Application Process. The Board is expected to consider the proposed resolution at their September 4th meeting, and, if in agreement, provide the required resolution to include in the bid package. At the time of preparing this report, staff have been informed that a recommendation will be put forward to waive all rental fees, but not charges for staffing,

equipment and supplies related to the Games. These other costs, to cover such things as staffing for set-up and preparation of rooms, site supervision, janitorial costs during the accommodation period and cleaning and restoration of schools to classroom use and estimated at approximately \$193,000, would have to be absorbed by the City. (It should be noted that the CUPE Union Local for Richmond School District No. 38 has indicated that they support the Games and will encourage their members to volunteer in areas other than their area of employment, such as building cleaning, security and driving buses, to help offset some of these costs).

Referral (b): Provide costs in general:

As part of the referral from Committee, staff were also requested to "provide costs in general" for hosting the 2016 BC Summer Games. Staff have worked closely with Richmond Sports Council in preparing a more detailed costing for Council information. With the benefit of the Langley 2010 Games final financial report and feedback from the City of Surrey, hosts of the most recent Games in July of this year, estimated costs are summarized as follows:

Proposed Budget Table:

Revenue	
BC Games Society– standard Games operating grant from the BC Games Society	\$ 600,000.00
Souvenir Sales (Net)	\$ 15,000.00
Sponsor/Donations (cash; does not include VIK; see note below)	\$ 170,000.00
Total Projected Revenue	\$ 785,000.00

Expenditures (Net of V.I.K)		
	2012 Estimate	2016 Estimate (Adjusted for inflation at 2% per year)
Accommodation – cost of using schools	\$ 193,000	\$ 208,000
Administration – one year FT event manager; up to 5 PT staff	\$ 180,000	\$ 194,000
City of Richmond - minimum required host city cash contribution	\$ 45,000	\$ 45,000
Ceremonies – staging, equipment and entertainment for events	\$ 50,000	\$ 54,000
Communication – provision of communication equipment / supplies	\$ 15,000	\$ 16,000
Food – feeding athletes and volunteers -net of significant sponsorship	\$ 150,000	\$ 162,000

Sponsorship fulfillment	\$ 21,000	\$ 23,000
Medical – equipment and supplies for all sites	\$ 10,000	\$ 11,000
Promotions – advertising of all events	\$ 15,000	\$ 16,000
Protocol – housing and events for Games staff and dignitaries	\$ 58,000	\$ 62,000
Registration – supplies and equipment for 3000 athletes and 3000 volunteers	\$ 14,000	\$ 15,000
Security – for venues	\$ 10,000	\$ 11,000
Special Events - entertainment for athletes and volunteers	\$ 44,000	\$ 48,000
Sport – costs for facilities and equipment	\$ 66,000	\$ 71,000
Transportation – buses, drivers and coordination services	\$ 60,000	\$ 65,000
Expenses	\$ 931,000	\$ 1,001,000
Net Operating Cost	-\$146,000	-\$ 217,000
Parks Capital – 2016 for beach volleyball courts and misc. facility upgrades	\$ 100,000	\$ 100,000

Expenses notes:

- Figures are net of Value in Kind (VIK). In particular, \$380,000 VIK has been factored into the food budget reflected above. There is some risk in this area as local circumstances and economic conditions can make this difficult to achieve. Shortfalls would have to be managed by program reductions and use of contingency funding has provided budget relief.
- City VIK costs (\$50,000) are associated with miscellaneous park staff time, facilities used, free use of stages, tents and signage surrounding the event itself.
- An inflationary cost escalation of 2% per year has been added to project for 2016. More detailed costing is provided for Accommodation, Events and Entertainment, Sports and Transportation in Attachment 3.
- Any costs associated with use of the Oval for special events are factored into the events budget. There is no allowance for use of the Oval for sports. If the Oval is to be used for sports a revised budget would be required.
- There are no outdoor beach volleyball facilities in Richmond. To meet the commitment of the Games, the City can either use courts outside of Richmond or commit to building facilities to meet the needs of this growing sport. The cost of building four (4) competitive courts on city property with facility upgrades is approximately \$100,000.

In summary, given the estimates, total City financial commitments include a net budget shortfall of \$217,000 in 2016 dollars, plus approximately \$100,000 in capital costs for beach volleyball courts and miscellaneous upgrades, and \$50,000 for value in kind for miscellaneous City services, for a total commitment of approximately \$367,000.

Referral (c): provide previous hosts' experiences, including the City of Surrey and the municipality who dropped out of hosting the 2012 BC Summer Games;

Staff had extensive discussions with colleagues from both Surrey and Langley about their experiences with the Games. In both cases the events were seen to be successful although Surrey has not completed their final evaluation. In summary:

- In both cases the City Councils enthusiastically pursued the Games for their community. Surrey bid on the Summer Games for 2012 and 2014 during the process conducted in 2008, and although their stated preference was to host the Games in 2014 they willingly accepted to host for 2012 and had the full preparation period.
- No community dropped out from hosting the 2012 Games.
- Staff in both Langley and Surrey acknowledged that the Games were very significant undertakings both for City staff and the community. In both cities, staff played a significant role in backing up the community leadership volunteers, in particular in the weeks leading up to the Games. This role should not be underestimated. Richmond's experience has been that City staff have had to supplement volunteer efforts for many past events; there can be a significant cost to this aspect depending on the event.
- In Langley it was noted that although some things didn't go according to plans, staff had the support of Council to help out as needed, and ultimately produced a Games that were well received by all.
- The consensus from City staff in both communities was that there was no notable economic benefit from a "sport hosting" standpoint, as accommodation was provided in schools and meals provided by the host committee. They were not able to determine if many supporting parents stayed in hotels in the community or used local restaurants to a significant degree.
- Both communities were successful in generating approximately \$500,000-\$600,000 of sponsorship benefits from cash and "in-kind" donations. (Based on this information, the budget in the previous section reflects a \$550,000 for the City's estimate for this revenue). In Langley's case it was noted that there was a "sponsorship hangover" where community organizations that generally count on business sponsors saw their contributions drop in the period following the Games.

Referral (d): identify potential leadership personnel who would be involved with the Games;

The bid package outlines a very specific process to select the Games hosting committee. The process begins shortly after the completion of the Games of two years prior. A nominating committee is set up and a selection process, supported by the BC Games Society, is carried out to fill all of the director positions. The BC Games Bid Application Guidelines state "The Board of Directors, which may include representatives from the local municipality, school district and other supporting agencies, work in close cooperation with the staff of the BC Games Society to ensure the successful operation of the BC Games. This Board essentially holds the *franchise* for that specific BC Games."

At this point, staff is reluctant to make specific recommendations regarding Board membership for the BC Summer Games. To pre-determine the host committee is not considered appropriate by the Games Society and to do so will likely hinder the bid. Having said that, it should be noted that Richmond has a skilled and experienced core of community and event leaders to draw from for the variety of director and leadership positions required.

Referral (e): provide input from the Sport Hosting Committee

The following is the input from the Sport Hosting Committee

The Richmond Sport Hosting Office is a strong supporter of community sport administering more than \$100,000 in grants to attract events to Richmond. While the Sport Hosting Office views the BC Summer Games as a valuable sports event, they believe the time and resources needed to execute the BC Summer Games may be disproportionate to the return on investment for the City of Richmond at this time. This view is due in part to the belief that the economic impact of the Summer Games is potentially lessened for communities in the Greater Vancouver area given 1) the food and accommodation model used for the Games, and 2) the close proximities of neighbouring municipalities (and their athletes, coaches and family), so that many friends and family do not require hotel and motel accommodation in the host city.

Richmond Sport Council

The Richmond Sport Council fully endorses and supports the bid for the 2016 BC Summer Games.

Tourism Richmond

Tourism Richmond is seeking further information from the City of Surrey that recently hosted the 2012 BC Summer Games. Tourism Richmond connected with Tourism Surrey and received the following feedback: the event was very taxing on the 2,700+ volunteers; there were logistical issues to feed the thousands of athletes; but otherwise a positive experience from Tourism Surrey's perspective.

Richmond Olympic Oval

The Oval can support the BC Summer Games through both hosting large-scale ceremony events and being used for sports venues. Working with Oval staff, a program has been developed to showcase the Oval that provides flexibility in hosting other national and international events currently being bid on as well as the BC Summer Games.

Community Benefits

The purpose of the BC Games is to "provide an opportunity for the development of athletes, coaches, and officials in preparation for higher levels of competition in a multi-sport event which promotes interest and participation in sport and sport activities, individual achievement, and community development". To this end, these Games play a worthy and important role in the BC sport delivery system, and have provided opportunities for participation to an average of 105 Richmond athletes, coaches and officials in the past three Summer Games. Historically, Richmond has supported these Games, hosting them in 1979, at a time when most sports were "seasonal" and the Games provided a unique and essential component to sport development.

However 33 years later, most sports are now year round pursuits for developing athletes, and the Games, while important, are now only one of many summer season competitions. To this end, the City hosts many single sport competitions on an annual basis which are seen as equally important for developing Richmond athletes.

In general, for all host Cities, bringing the community together in a big endeavour such as the Summer Games stretches capacity and ultimately expands their ability to take on more and even bigger challenges. When the results of these events are successful, the City's reputation is enhanced as a dynamic place and possibly a destination to visit again in the future. Further, the cost of the Summer Games, considering its size, is not overwhelming. From these perspectives, and given our past experiences and excellent facilities, the City of Richmond can definitely accommodate hosting the Summer Games, meeting most of the minimum requirements of the bid applications, should Council choose to bid.

Notwithstanding the forgoing however, staff have analysed the benefits to the City of hosting the 2016 Summer Games based on a set of criteria which consider the relative value of the Games to the Richmond taxpayer compared to other opportunities. Criteria for evaluating this opportunity include economic benefit to the City, community support for the event, infrastructure improvements and legacies, alignment of event with City plans and priorities, value of the BC Summer Games relative to other special event opportunities for the City, consequences and impact on City budgets and operations, and community capacity building. The following table summarizes the benefits to the City based on these criteria:

Criteria	Comments
Economic Benefit	<p>One of the primary drivers of the City's Sport Hosting Strategy is the economic benefits derived from events for the local community. Discussions with past BC Summer Games host cities in the lower mainland reveal that there was little or no notable economic benefit from a "sport hosting" standpoint, as accommodation was provided in schools and meals provided by the host committee.</p> <p>Further, Sport Hosting staff feel the time and resources required to execute the BC Summer Games are disproportionate to the return on investment. They are concerned that the economic impact of the Summer Games is lessened for communities in the Greater Vancouver area as many friends and family do not require hotel and motel accommodation in the host city.</p>
Community Support	<p>Hosting of the BC Summer Games in 2016 is fully supported by the Richmond Sports Council. As well, Tourism Richmond is seeking further information on the Games regarding impact on Tourism, and we are awaiting notification from the Richmond School Board on their commitment to the Games.</p> <p>It should be noted that the Summer Games business model depends on support from the local business community as well, usually in the form</p>

	of sponsorship. Based on past host city experiences, these requirements could impact or reduce sponsorship opportunities for other community organizations during this time.
Infrastructure Legacies	Historically, funds were made available to host cities to upgrade facilities, making the business case for hosting communities more attractive. However, this is no longer the practice, and there is no longer a capital construction incentive to hosting these Games. Facility upgrades and additions are now the responsibility of the host city. Fortunately, the City has most of the facilities required to host the Games with the exception of the creation of a beach volleyball venue. Therefore, there is no significant infrastructure legacy from these Games.
Support for City Plans and Priorities, and relative value compared to other Opportunities	<p>The City is actively pursuing sport hosting and other events that create vibrancy and community economic benefit. In particular, the 2010-2015 Sport Hosting Strategy aims to specifically target high profile events that attract large numbers of out of town visitors to stay in hotels and spend money in Richmond. While the BC Summer Games do involve a substantial number of athletes and officials, given the business model of using schools for food and accommodation there is less economic benefit associated with them relative to other opportunities to host events that provide a higher return on investment. These include :</p> <ul style="list-style-type: none"> • Midget Hockey Tournament (60 teams) • Steveston Dragon Boat Festival (60 teams) <p>Events tentatively planned for the City for the same period of time as the 2016 Summer Games planning and delivery:</p> <ul style="list-style-type: none"> • <i>2016 Canadian Adult Recreational Hockey World Cup</i> (150 teams from around the world; 10,000 total hotel room nights; hosted every 4 years). • <i>World Junior Judo Championship</i> (could happen 2014-2017; Richmond is positioned to host the next international Judo event that is awarded to Canada). • <i>2016 Pan American Karate Championship</i> (City is currently working with Karate Canada on a feasibility study to host this event). • <i>2014 or 2015 North American Masters Games</i> (Vancouver/Richmond are conducting a feasibility study on a masters games (50+) for masters athletes in North America). • <i>MusicFest Canada</i> (8,000 - 10,000 participants from across the country). • Also, Provincial and National Championships of various sports such as Soccer, Softball, Baseball and Lacrosse are held annually.

Impact on City budgets and operations	<p>Given the above estimates, total City financial commitments include a net budget shortfall of \$217,000 in 2016 dollars, plus approximately \$100,000 in capital costs for beach volleyball courts and miscellaneous upgrades, and \$50,000 for value in kind for miscellaneous City services, for a total commitment of approximately \$367,000.</p> <p>Richmond's past experience, combined with forthright feedback from other host cities indicates this is a significant undertaking for staff and community volunteers. Although certainly doable, it will stretch our capacity and will likely reduce the ability to respond to other opportunities that may arise in the periods leading up to and during the Games. Project deficit is \$217,000 and staff time as needed to make the Games a success. These Games are 3-4 times as complex as BC Senior Games due to housing, food and transportation so the staff requirements to make the event a success should not be underestimated.</p>
Community Legacy	<p>The Summer Games are a significant undertaking that would involve approximately 2700 community volunteers. As with any community event this size, the Games provide an opportunity to develop community volunteer capacity and community pride, which all help to build a strong community. It is entirely possible that Volunteer Richmond would wish to assist in providing volunteer training (at a cost).</p>

Financial Impact

The financial impact of the recommended course of activities is none. However, if Council chooses to bid and the City was awarded the 2016 BC Summer Games the following financial commitments have been projected:

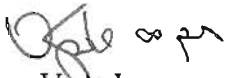
- \$45,000 cash and \$50,000 VIK as required by the bid;
- \$217,000 additional budget relief, as based upon the projected budget included in this report;
- \$100,000 in capital funding to build beach volleyball courts and upgrade facilities as required; and
- City acceptance of all financial risk associated with the Games above the initial commitment.

Conclusion

The BC Summer Games are an important developmental event for provincial sports and athletes. From an operational, volunteer and facility perspective, the City of Richmond is capable of hosting the 2016 BC Summer Games event. A draft bid has been prepared and will be completed, if directed by Council and if the required resolution from the Richmond School District No. 38 is received. The information in this report addresses the referrals made in regards

to the initial bid report submitted to the Parks, Recreation and Cultural Services Committee. The initial staff recommendation to decline the opportunity to bid in order to focus energy and resources on the future events that are better aligned with our Sport Hosting Strategy and goals remains. However, if the direction is to proceed with the bid Council is required to adopt the following resolution:

"The City of Richmond bid to host the 2016 BC Summer Games and an expenditure of \$45,000 and \$50,000 of in-kind be committed if the Games are awarded."



Vern Jacques
Senior Manager, Recreation
(604-247-4930)

VRJ:vj



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services
Committee

Date: July 11, 2012

From: Vern Jacques
Director, Recreation

File: 11-7400-20-
BCGA1/2010-Vol 01

Re: BC Summer Games Bid 2016

Staff Recommendation

That:

1. The City of Richmond decline the opportunity to bid as a host for the 2016 BC Summer Games as requested by Richmond Sport Council for the reasons outlined in the report entitled "BC Summer Games Bid 2016" from the Director, Recreation dated July 11, 2012.
2. A letter be sent to Richmond Sports Council advising them of the decision and thanking them for their commitment to support hosting of multi-sport events such as the B.C. Summer Games.

Vern Jacques
Senior Manager, Recreation
(604-247-4930)

Att. 4

REPORT CONCURRENCE			
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
Enterprise Services Sport Hosting	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		
REVIEWED BY SMT SUBCOMMITTEE	INITIALS: 	REVIEWED BY CAO	INITIALS:

Staff Report

Origin

In early 2012, the City received a letter of invitation from the BC Games Society inviting it to bid as a host for the BC Summer Games in 2016 or 2018 and/or the BC Winter Games 2016 or 2018 (**Attachment 1**).

At the Richmond Sport Council (RSC) meeting on February 15, 2012, City staff informed RSC about this invitation. RSC determined that they would be interested in hosting the 2016 BC Summer Games and subsequently sent a letter to Mayor Brodie, seeking support from Mayor and Council in bidding to host this event (**Attachment 2**). This letter was forwarded to City staff for a response. This report responds to this request.

Background

BC Games Society is the parent organization responsible for the BC Summer Games, BC Winter Games and BC Seniors Games. The BC Summer Games is a bi-annual event. Recent host cities include Township of Langley (2010), Kelowna (2008), Kamloops (2006) and Abbotsford (2004). Upcoming host cities are Surrey in 2012 and Nanaimo in 2014.

This report considers whether the City should consider bidding on the 2016 event, which is scheduled for July 21-24. Up to 3,700 athletes (aged 11-18 years) compete in 23 different sports over these 4 days. Over 3,000 spectators generally attend with an estimated 3,500 local volunteers required to support the event.

Requirements for Hosting the BC Summer Games

There are a significant number of requirements for hosting the BC Summer Games, which are fully outlined in **Attachment 3**. The key requirements are:

- A municipality must submit the bid (it cannot be submitted by Richmond Sport Council).
- Bid deadline is September 10, 2012.
- Council resolution required (indicating support, with minimum contribution of \$45,000 cash and \$50,000 in-kind).
- School Board resolution required (agreeing to use of school facilities for events and accommodation, as well as use of school buses, at no cost to host society or BC Games Society).
- School Board Union resolution required (endorsing City's bid and acknowledging volunteer opportunities for their members).
- Non-profit Host Society with an elected Board of 15 Directors must be established to oversee administration of the Games. The host community must employ an Operations Manager (generally required full-time for a year prior to the event).
- Host city must be able to provide facility requirements for 23 core sports, as well as space for a variety of other uses (e.g. administrative office, accreditation centre, venue for opening and closing ceremonies, dining venue, etc).
- All participants must be housed within School District classrooms (up to 200 classrooms for up to 4,000 athletes). Hotel rooms and billeting are not permitted.

- Host community is responsible for transporting participants, officials and dignitaries around within Richmond.
- 3,500 volunteers are likely required to support the event.

Games Budget

There is no standardized budget supplied by the BC Games Society. The cash budget range for the BC Summer Games is between \$850,000 and \$1,200,000. These cash budgets do not include the contra services provided by host community or sponsors. The BC Summer Games are funded by:

- BC Government's Ministry of Community, Sport and Cultural Development (\$600,000).
- Participant registration fees (approx. \$118,500).
- Host City support (minimum \$95,000 – split into \$45,000 cash plus \$50,000 in-kind support of services and facilities).
- Corporate cash sponsorship (approx. \$30,000 - \$200,000, plus in-kind product or service sponsorship of between \$200,000 and \$800,000 to offset budget expenses).

A financial legacy remains in each host community after the Games. This legacy is comprised of profits from souvenir sales, interest earned on BC Games grants and savings from the Host Society operating budget. Recent legacy amounts to host communities' range from \$75,000 (Township of Langley in 2010) to \$175,000 (Abbotsford in 2004).

Analysis

Staff have evaluated the pros and cons associated with hosting the 2016 BC Summer Games in Richmond, and have assessed the City's ability to meet the various bid requirements. Staff have also liaised with Richmond School District staff, given the bid requirements for them to provide facilities (in particular accommodation). The Board of Education (Richmond) discussed RSC's request at its June 18, 2012 meeting, and their letter to RSC (**Attachment 4**) states their support, while advising that the use of school facilities would be charged at the non-profit rate.

Strategic Targeting of Sport Hosting Events

While the Major Events Strategy supports hosting multi-sport games such as the BC Summer Games, the City's Sport Hosting Strategy 2010-2015 aims to specifically target high profile events that attract large numbers of out-of-town visitors to stay in hotels and spend money in Richmond. If the City commits to hosting the 2016 BC Summer Games, it may lose the opportunity to host significant high profile events that provide a higher return on investment.

The following events are tentatively planned for the City of Richmond for the same time period as the planning and organizing work for the 2016 BC Summer Games would need to take place:

- *2016 Canadian Adult Recreational Hockey World Cup* (150 teams from around the world; 10,000 total hotel room nights; hosted every 4 years. Richmond is well placed to win the bid, as the previous host was an eastern city).
- *World Junior Judo Championship* (could happen 2014-2017; Richmond is positioned to host the next international Judo event that is awarded to Canada).
- *2016 Pan American Karate Championship* (City is currently working with Karate Canada on a feasibility study to host this event).

- 2014 or 2015 North American Masters Games (Vancouver/Richmond are conducting a feasibility study on a masters games for masters athletes in North America).

These high profile international events would likely require City resources i.e. financial support (seed money), as well as a significant number of staff, facilities and volunteers.

Showcasing Richmond

Hosting the 2016 BC Summer Games provides an opportunity to showcase Richmond as a healthy, physically active and enthusiastic sport community, as well as providing opportunities for exhibiting local cultural performers. Hosting an event such as this also promotes City sport venues (i.e. the Richmond Olympic Oval, Watermania etc.) to organizers of other large sport events, such as Provincial Sport Organizations.

Facility Requirements

Richmond has the capacity to support 20 of the 23 core sports (although the City does not control all the facilities and their use would require negotiation with the various owners/operators). The Host Society would need to secure venues for sailing, water skiing and wakeboarding in adjacent municipalities. Richmond also has suitable facilities for accreditation, ceremonies, medical and food services.

Facilities needed for the Games are typically already in heavy use during this period, therefore, many regularly scheduled community sport activities will have to be interrupted to enable the BC Summer Games to take place. These include summer programs, league play and drop-in sessions for aquatics, arenas, community centres, and outdoor field sports. There would be the associated loss of revenue with the displacement of these programs and activities.

Community Support

There is significant community support to host an event such as this. RSC has demonstrated a willingness to work with the City to prepare a bid and help host the 2016 BC Summer Games. The event would increase community pride and would profile Richmond to many BC residents as a great place to live, visit and play. Richmond also has most of the facilities required to host a successful BC Summer Games in 2016.

Hosting the BC Summer Games requires significant community volunteer effort. The event would provide enjoyable and meaningful volunteer opportunities for many Richmond residents, and would build on the existing pool of volunteers skilled in sport hosting. However, there are an estimated 3,500 volunteers needed to support the four day event. A volunteer Board of Directors would need to recruit, train and direct the efforts of these community volunteers. There is always the potential for not enough volunteers being recruited, and may need to be supplemented using City staff. Both communities that hosted the most recent BC Summer Games in the Lower Mainland (Langley and Surrey) have had to contribute additional staff resources to address their shortages of skilled volunteers.

Funding Considerations

There are a number of financial/funding issues that need to be considered in determining whether to support a bid:

- Hosting the 2016 BC Summer Games would require a considerable contribution from the City in terms of funding, free use of facilities and staff resources (including a senior manager and/or member of Council on the Host Society Board of Directors to represent the City's interests and another City staff person to be the City Liaison for the Games). Based on discussions with other recent host cities, there is a significant difference between likely Host Community costs as stated in the bid package, and the actual final costs. The discrepancies come from the un-stated costs of staff time, office, storage, equipment and supplies needed, city-supplied transportation and the loss of income from displaced programs and facility rentals.
- A resolution from City Council indicating support for the Bid Application is required which includes a minimum commitment of a \$45,000 in cash financial contribution to the Host Community Board of Directors, plus a minimum of \$50,000 in-kind services will be provided. Staff time spent working on the Host Society Board, coordinating City services for the Games and liaising with Games officials would be extra. Also any potential loss of revenues as a result of any displacement of community programs is also not included. Actual budgets from previous BC Summer Games do not include any line item for city staff involvement, or city supplied facilities and services, yet research has shown there was a significant amount of both.
- Council may wish to seek corporate sponsorship to help defray the costs of staging the 2016 BC Summer Games. However, this may compete with other City-initiated fundraising programs taking place at that time (i.e. festivals, events and tournaments).
- The anticipated financial legacy after the Games is estimated at between \$75,000 - \$175,000. This is low in comparison to the financial contribution required by the Host Community.
- Historically, legacy funds were available to host cities prior the event, in order to upgrade facilities. This is no longer the case, and therefore any facility upgrades needed to host the Games would be at the City's expense.
- Hosting the BC Summer Games requires a considerable contribution by the Richmond School District in providing use of its school sport facilities, classrooms and several buses free of charge for 4 days. The Board of Education (Richmond) has provided a letter of support indicating that school facilities and services can be provided at the non-profit rate and not free of charge as is expected by the B.C. Games Society. This could amount to in excess of \$200,000 for the buses, drivers and approximately 800 classroom days.

Estimated City Costs

The following are estimated costs to the City of Richmond, should the City be awarded the 2016 BC Summer Games. These costs are based on discussions with other recently held BC Summer Games communities.

Financial contribution in cash to Host Society	\$45,000
Services in kind (Note: the minimum required for the bid is \$45,000)	
• Staff	
o 1 full-time Operations Manager for 12 months (benefits included)	\$120,000

o 5 Office Assistants for 6 months (benefits included)	\$60,000
• Office and admin costs (loss of facility rental, power, phones, etc).	\$25,000
• Equipment storage facility (container rental) for 6 months	\$3,000
• Equipment delivery, setup, removal (e.g. bleachers, barricades, City stage, tents etc)	\$25,000
• Misc. City costs, litter, setup, takedown, field lining, custodial services etc.	\$45,000
• Traffic control for ceremonies and some events (e.g. triathlon)	\$20,000
• Net cost of use of City controlled facilities including loss of rental and program income (Oval, city rinks, pools, gyms, fields etc.)	\$70,000
• Overnight security at some venues	\$7,000
• Capital improvements for Games facilities (beach volleyball courts etc.)	\$50,000
Total	\$470,000

Revenues

The City will likely not earn any facility rental revenues as a result of the Games because there is an expectation that City facilities will be supplied free of charge. Any budget surplus after the Games would be the City's to use as desired. Financial legacies from BC Summer Games held since 2004 ranged from \$75,000 to \$175,000.

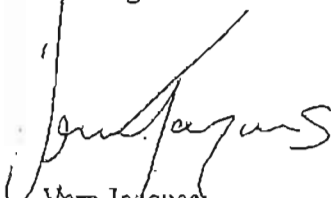
Financial Impact

There is no financial impact associated with this report, as staff is recommending that the City not pursue a bid for to host the 2016 BC Summer Games.

Conclusion

Although Richmond has most of the facilities required to host a BC Summer Games and a strong corps of skilled community volunteers, it is not a recommended event for the City to pursue. The benefits associated with taking on this complex multi-sport Games event are expected to be less than the estimated investment of staff time and resources needed to deliver the Games.

The BC Summer Games generate limited local tourism spending as the athlete accommodation, food services and transportation are provided through the use of School District facilities, buses and volunteer services. There are negligible financial benefits in terms of legacy funds. Finally, there is an opportunity cost associated with putting resources (cash and in-kind contributions of staff time, etc) into hosting this event, which would limit the availability of City resources and volunteer capacity needed for hosting other events that would provide substantially greater community benefit. Declining to bid at this time does not prejudice the City's position in regards to future bids on BC games or other multi-sport events.



Vero Jacques
Director, Recreation
(604-247-4930)



Our File: 4020-20

February 1, 2012

His Worship Mayor Malcolm Brodie
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Dear Mayor Brodie:

It is with great pleasure that the BC Games Society, on behalf of the Province of BC and the Ministry of Community, Sport and Cultural Development, invites your community to bid to host one of the following premier events in BC sports. Bids are now being accepted for the:

2016 BC Winter Games
2018 BC Winter Games

2016 BC Summer Games
2018 BC Summer Games

Since 1978, when the BC Summer Games were first held in Penicton, the BC Winter and BC Summer Games have been a catalyst for volunteer and community development, while being a springboard for some of BC's most successful athletes. Past hosting cities have spoken about the positive impact Games have provided them, the increase in community spirit, and the opportunity for their residents to rally around a proactive opportunity. Also mentioned are the economics of the BC Games; recent measured spending related to Games hosting ranges from \$1.8M for a BC Winter Games, to \$2.6M for the Summer event. The majority of this spending is by family and friends attending the Games, cheering on their favourite athlete. With sport tourism on the rise, the BC Winter and BC Summer Games are a perfect opportunity to highlight your city's facilities, sport culture, and community pride.

Each successful hosting city will receive grants to support the operations of their BC Games, and the highly praised *Transfer of Knowledge* program associated with the BC Games Society culture of leadership and excellence. Games staff will support your volunteers, ultimately numbering in the thousands, through timelines, examples, and encouragement.

Submissions, based upon the requirements in the attached Bid Package, will be accepted by the BC Games Society until 4:00 pm, Monday, September 10, 2012.

All submissions will be reviewed by the BC Games Society Bid Evaluation Committee, which will forward their recommendations to the society's Board of Directors. It is anticipated winning communities will be announced by the Minister responsible for Sport in November 2012.

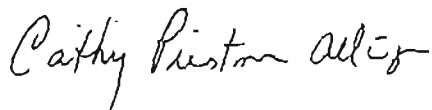
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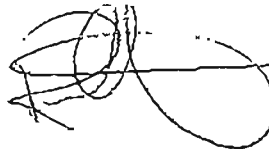
While there will be a bid meeting of interested cities in March, any questions prior to that meeting may be directed to Kelly Mann at 250.387.1375.

Thank you for considering the BC Winter and BC Summer Games as an opportunity for your community and region. We wish you the very best for a successful bid.

Sincerely,



Cathy Priestner Allinger
Chair
BC Games Society



Kelly Mann
President and CEO
BC Games Society

CPA/KJM/jr
encl.

pc: Dave Semple, General Manager, Parks & Recreation
Mike Romas, Manager, Sport Hosting, Richmond Olympic Oval



Richmond Sports Council

April 3, 2012.

Mayor Malcolm Brodie
City of Richmond
6911 No. 3 Road
Richmond BC V6Y 2C1

Dear Mayor Brodie,

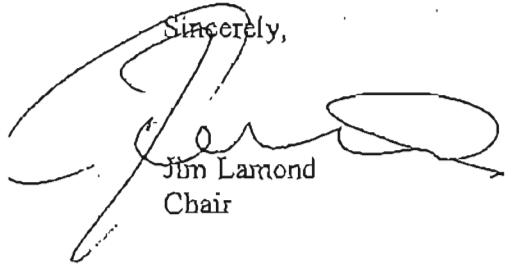
Further to the enquiry from the BC Games Society in regard to the City hosting the 2016 or 2018 BC Summer or Winter Games., I am pleased to confirm that at the Richmond Sports Council meeting of March 13, 2012, it was unanimously endorsed that the that Sports Council submit a bid to host the 2016 BC Summer Games.

Sports Council are seeking the support of Mayor and Councillors to host the 2016 BC Summer Games as these games are the Development Games for the Youth of the Province and would be a great connection to the Richmond Sports for Life Program.

Our base of volunteers and directors from our last games are all willing to participate and it would also be a perfect opportunity to highlight Richmond's facilities for sports and culture and of course, our community pride.

We look forward to your response.

Sincerely,



Jim Lamond
Chair

cc: Councillors
City staff

BID REQUIREMENTS

The BC Games Society is now accepting bids for the BC Summer Games in 2016 or 2018 and/or the BC Winter Games 2016 or 2018. The bid deadline is September 10, 2012. Bids must be submitted by the host City. Bids received from agencies other than BC municipalities will not be accepted.

Bids must include:

- A resolution from City Council indicating support for the Bid Application, which includes a minimum commitment of a \$45,000 cash contribution to the Host Non-Profit Society and at least \$50,000 in-kind services and facilities will be provided;
- A resolution from the School Board to endorse the City's bid to host the 2016 Summer Games and to have agreed to allow the use of school facilities for sport events and to accommodate participants at no cost to the Host Society or BC Games Society and to provide the use of school buses to transport Games participants at no cost to the Host Society or BC Games Society;
- a resolution from the School Board's union to endorse the City's bid and acknowledges that the BC Games is an opportunity for their members to volunteer (i.e. drive buses, and custodians to maintain schools during the Games);
- Capability to support all core sports with adequate facilities, including letters of initial confirmation from venue managers of core sport facilities;
- Identification of appropriate accreditation centre, participant dining venues and Opening and Closing Ceremony venues;
- Accommodations for up to 4,000 athletes (i.e. an estimated 200 school classrooms at a maximum of 20 participants per classroom);
- Available rooms for storage of equipment such as bikes, sports equipment etc. and;
- Ability to transport participants during the Games.

Games Administration Requirements

The host community for the BC Summer Games must form a non-profit Host Society with an elected Board of 15 Directors to oversee the administration of the Games. It is the responsibility of this Host Society to plan and implement the Games. The BC Games Society provides direction, resources, and support to the Host Society and their volunteers as they develop their plans for the Games. Typically one or more City staff and/or civic leaders are elected to represent the host community on the Board, and staff liaisons from the host community and School District are appointed to work with the Host Society for approximately an 18 month period leading up to the Games.

The BC Summer Games Society provides event management guidance to the local Host Society by providing two Event Managers who are based in Victoria. The host community must employ an Operations Manager for the Games. The Host Community must fund the remuneration for this position and other employees. Discussions with other Games host communities indicate that this position is required on a full-time basis for a period of no less than 12 months leading up to the Games. An additional 5 temporary Office Assistants are needed for the 6 months prior to the Games.

Facility Requirements

The host community must have the capability to provide the minimum facility requirements for 23 core sports listed below.

Sport	Maximum Number of Participants
Athletics (track and field)	372
Baseball	174
Basketball	214
Canoe/Kayak	115
Diving	82
Equestrian	109
Golf	95
In-line Hockey	140
Lacrosse - Box	190
Lacrosse - Field	190
Rowing	80
Rugby	258
Sailing	97
Soccer	264
Softball	344
Swimming	220
Synchronized Swimming	105
Towed Water Sports - Waterskiing and Wakeboard)	100
Triathlon	70
Volleyball -Court	236
Volleyball - Beach	80
Wrestling	190
TOTAL	3,725

In addition to sport venues, the host community must also be able to provide adequate facilities for:

- Providing an Administrative Office space for conducting Games business operations.
- An Accreditation Centre (large indoor space in which to efficiently accredit up to 3,700 athletes).
- A Ceremony venue (for up to 3,700 athletes, 3,500 volunteers and 3,000+ spectators) for the Opening and Closing Ceremonies.
- A Medical Facility and provision of first aid at all venues.
- A Food Services Dining Venue capable of serving Games participants for the 4 days with seating up to 3,700+ participants.
- Storage for Games equipment and supplies.

Accommodation Requirements

The Games has a requirement that all participants are to be housed in School District classrooms at a maximum of 20 participants per classroom. Hotels rooms and billeting is not permitted. A total of 200 classrooms may be needed to house the participants. Richmond Sport Council has requested free use of school classrooms and sport facilities from Richmond School District and volunteer custodial services from the union representing Richmond School District custodians.

Additional hotel accommodation is needed for sport officials and BC Games dignitaries which must be funded by the Host Society's Budget.

Transportation

The Host Community is responsible for transporting participants, officials and dignitaries around the community once they arrive. Richmond Sport Council has requested free use of school buses from Richmond School District and volunteer bus drivers from the union representing Richmond School District bus drivers.

Volunteer Requirements

The estimated number of volunteers needed to host the BC Summer Games is 3,500. The number of events held, their complexity and the number of participants who attend determine the volunteer requirements. In addition to the 15 Host Society board members, the following volunteer functions will need to be recruited, trained, assigned, and recognized:

- | | | |
|-------------------|--------------------|------------------|
| • Accommodations | • Medical and | • Security |
| • Administration | Security | • Sport |
| • VIP Services | • Marketing, | • Special Events |
| • Ceremonies | Advertising and | • Transportation |
| • Communications | Promotions | • Volunteer |
| • Food Services | • Protocol | Coordination |
| • Fundraising and | • Registration and | |
| Sponsorship | Results | |



School District No. 38 (Richmond)
7811 Granville Avenue, Richmond, BC V6Y 3E3

Tel: (604) 655-6000

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June 20, 2012

ATTACHMENT 4

Mr. Jim Lamond
Chairman, Richmond Sports Council
Minoru Sports Pavilion
7191 Granville Avenue
Richmond, BC
V6Y 1N9

Email: jlamond1@telus.net

Dear Mr. Lamond:

2016 BC Summer Games

Thank you for your letter dated May 7, 2012 requesting support for Richmond to host the 2016 BC Summer Games. I would take this opportunity to advise that the Board of Education (Richmond) discussed this at its June 18, 2012 meeting and would be pleased to provide a letter of support.

For your convenience I have attached the Board's Policy 1004.1-R: *Community Use of Schools* that provides for "major community events exempt from cancellation", as well as Policy 1004.4-G: *Schedule of Charges for Use of School Facilities*. The *Schedule of Charges for Use of School Facilities* applied for these games would be at the non-profit rate.

Please contact the Secretary Treasurer no later than 6 months in advance of the dates that you wish to use school facilities to ensure that such facilities are available.

Sincerely,

Mrs. Donna Sargent, Chairperson
On Behalf of the Board of Education (Richmond)

c: Trustees
M. Pamer, Superintendent of Schools
M. De Mello, Secretary Treasurer
✓ D. Weber, City Clerk, City of Richmond

Board of Education:
Donna Sargent - Chairperson
Grace Tsang - Vice Chairperson
Rod Belleza Kenny Chiu Norm Goldstein
Debbie Tablotney Eric Yung

www.sd38.bc.ca

"OUR FOCUS IS THE FUTURE"

GP - 55



Community Use of School Facilities

School facilities may be used by groups, organizations, and individuals within the community according to the following guidelines:

Priority

The following order of priority will be adhered to in the use of school facilities:

- School extra-curricular programmes
- Continuing Education classes
- School community groups
- Groups booked through the Richmond Leisure Services Department
- Other non-profit community groups and agencies
- Profit-oriented groups
- Others.

Once a reservation is accepted through the office of the Secretary-Treasurer, cancellation will only occur if the facility reserved is required by the school, by the Division of Continuing Education, or for some special function such as an election. A minimum of 7 days' notice will normally be given in the event that cancellation is necessary.

* Due to the need for a year round commitment, special consideration will be given to churches for Sunday Services.

Application

The School District's application forms shall be used for the submission of all requests for use; one copy of the application form will be returned to the user with an indication of the rental charges and that the reservation has been made.

Liability

Persons using schools and School Board property are responsible for carrying their own accident insurance protection. The School Board carries liability insurance to indemnify it against its liability as the owner of the school and facility, and the negligence of its employees in carrying out their employment duties. Thus, the Board will only be liable when negligence on the part of the Board or an employee is proven by the person suffering the injury or damage.

Community groups using the schools are urged to take out Public Liability Insurance.

Holidays

Schools may not be available during July and August, as it is during this period that the annual cleaning occurs; however, every effort will be made to accommodate groups during this period.

Equipment

Gymnasium equipment may be used only with the permission of the school principal.

Consumption of Alcoholic Beverages on School Board Property

Specific requests to consume alcohol on School Board property will only be considered for school related activities and any such request must be submitted, in writing, to the Superintendent of Schools for approval. Such approvals will be restricted to the consumption of wine and/or beer, and must fall within the following categories:

1. School Parent Advisory Groups (no more than one function per year);
2. School related functions such as reunions of past staff and students. (A group may be asked to post a \$300 [or greater] cash deposit.)

A liquor license must be obtained by the group requesting use of the facility. The group must provide evidence that they have obtained a host liquor liability insurance policy for the benefit of the group and the Board.

Yearly Reservations

Reservations shall coincide with the school year for the purpose of seasonal and annual use.

Seasonal, Annual, and Regularly Recurring Reservations

- (a) Schools shall submit their schedule of reservations for the following school year prior to June 15.
- (b) The Continuing Education office shall submit a statement of requirements for the following school year prior to August 15.
- (c) All other applications for seasonal, annual, and regularly recurring reservations shall be submitted by September 15 for the following school year; late application, i.e. submitted after September 15, shall lose their priority in relation to applications received prior to September 15.

Time of Use

Saturdays and Sundays - all schools 8:00 a.m. to 1:00 a.m.

Weekdays - commencement - secondary schools 6:00 p.m.
- elementary schools 5:00 p.m.

Note: With the concurrence of the school principal, an earlier commencement may be arranged.

Latest closing times:

With a member of the regular custodial staff:	10:30 p.m.
With a rental custodian:	1:00 a.m.

Supervision

A School Board employee shall be on duty at all times whilst the community is using the school. The School Board does not accept liability or responsibility for the supervision of community activities. The Board's employee who is on duty during the event will provide direction as to the appropriate use of the Board's facility. The community is required to ensure that there is appropriate supervision of their activities.

Public Address System

Groups using the school shall not have the use of the school public address system without the permission of the school principal.

Reports

Reports of injury, damage, littering, or misconduct resulting from organized community use of school facilities shall be submitted by the principal to the offices of the Secretary-Treasurer and the Operations Manager. All reports of injury or damage shall be on an Incident Report Form provided by the Schools Protection Program, and in cases of injury, the report shall be sent to the Secretary-Treasurer immediately.

Damage, Loss or Theft

Groups using school facilities shall accept responsibility for the cost of repairing any damage occurring during community use, and/or of replacing any equipment lost or stolen during such use; and shall pay any resultant costs. Any group failing to pay charges associated with the use of the school will forfeit future privileges. In addition, the Board reserves the right to take appropriate action to recover such costs and charges.

Reservation and Cancellation

A minimum of one week's notice is required for a reservation and for cancellation.

Major Community Events Exempt from Cancellation

To assist the community in organizing major events where there is a need to guarantee the use of a school, the school district will accept reservations for space at a specific school and guarantee the reservation if all of the following conditions have been met:

1. the organizers have secured, in writing, a commitment from the school principal that the school does not require the use of its own facility on the date(s) of the event;
2. the organizers have put their request in writing to the Secretary-Treasurer six months prior to the event and have provided the following information:
 - i. the date(s) of the event
 - ii. the nature of the event
 - iii. a copy of the letter from the school principal (1. above)
 - iv. the number of participants expected at the event (exclusive of spectators)

- v. the facilities required in the school, and
 - vi. any other information that pertains to the use of the school during the event;
3. the event has 100 or more participants, exclusive of spectators;
 4. pursuant to the Schedule of Charges, a non-refundable deposit of 10% of the total anticipated charges to be paid six (6) months in advance of the event, and the balance to be paid 2 weeks in advance of the event.

Rental Charges

The Board shall, from time to time, establish such charges as it considers appropriate for the use of school facilities. The schedule of rental charges shall be available from the Rentals Clerk, the office of the Secretary-Treasurer, and the office of the Operations Manager.

Special requests for access to School Board buildings and grounds which are not covered by the normal regulations and the established schedule of charges may be submitted, in writing, to the Superintendent of Schools for approval. Charges for such special rental situations shall be set on an individual basis by the Superintendent of Schools.

Capacity

Seating capacity - Gymnasium, up to 1200 (In accordance with the Fire Marshall's regulations)
 - Activity Room, up to 300

Dance capacity

- Boyd Gymnasium	800 (new)
- Boyd Gymnasium	800 (small)
- Burnett Gymnasium	600
- Cambie Gymnasium	885 (gym 1)
- Cambie Gymnasium	885 (gym 2)
- London Gymnasium	900 (large)
- London Gymnasium	700 (small)
- McRoberts Gymnasium	600
- Palmer Gymnasium	600 (main)
- Palmer Gymnasium	265 (auxiliary)
- McNair Gymnasium	626
- Richmond Gymnasium	850 (large)
- Richmond Gymnasium	550 (small)
- Steveston Gymnasium	475
- Full Size Activity Rooms	275

Use of Gymnasiums and Activity Rooms

The Board shall establish, from time to time, such rules and regulations as it considers appropriate for the use of gymnasiums and activity rooms. All users shall be advised of the rules and regulations when making arrangements through the Rentals Clerk.

Removal of Litter

Groups using School Board facilities are requested to ensure that material discarded by any member of the group is removed before the facility is vacated.

Instructions to School Board Employees

The Board shall establish, from time to time, such instructions as it considers appropriate to School Board employees in charge of school usage and the Rentals Clerk shall ensure that all employees in charge of school usage receive a copy of the regulations approved by the Board.

Forfeiture of Use

In the event of violation of any of the foregoing, the Board reserves the right to cancel the use of any school facility and/or equipment.

Board Concurrence: 05 March 1990

Board Concurrence with Revision: 28 August 1995

Board Concurrence with Revision: 18 September 1995

Cross References

402.11-Smoking and Alcohol Consumption on Board-Owned and Leased Property and in Board Vehicles

[View Policy](#)

Schedule of Charges for Use of School Facilities

1. School facilities shall be provided free of charge to Richmond school/parent groups and to Richmond organizations meeting for the purpose of holding municipal or civic meetings.

2. The following hourly charges shall apply to all Richmond non-commercial groups or Richmond organizations not included in Category 1 above; e.g., Richmond religious organizations, Richmond groups offering educational services, Richmond organizations booking through the Recreation and Leisure Department.

- Gymnasium (Secondary) - \$42.00
- Large Foyer/Lounge (Secondary) - \$40.00
- Gymnasium (Elementary) - \$40.00
- Multi-Purpose Room/Library (Elementary) - \$40.00
- Cafeteria without Teaching Kitchen - \$40.00
- Changing Room & Showers - \$40.00
- Classroom/Small Foyer - \$19.00
- Kitchen - \$19.00

(*Use of school facilities reserved through the Recreation and Leisure Department, City of Richmond, shall be charged on an annual basis, as agreed between the two parties.)

3. The following hourly charges shall apply to commercial groups or organizations, non-Richmond organizations, and for banquets, parties and dances:

- Gymnasium (Secondary) - \$118.00
- Large Foyer/Lounge (Secondary) - \$92.00
- Gymnasium (Elementary) - \$92.00
- Multi-Purpose Room/Library (Elementary) - \$92.00
- Cafeteria without Teaching Kitchen - \$92.00
- Changing Room & Showers - \$50.00
- Classroom/Small Foyer - \$35.00
- Kitchen - \$35.00

Notwithstanding the above (1, 2, 3), the minimum hourly charge shall be \$32.00 where the services of a rental custodian are required.

4. Facilities will be provided free of charge to the School Board Employees' Union for parties, dances, and meetings on the understanding that custodial services are provided by the Union.

5. Additional charges:

Chairs \$88.00	when it is necessary to bring in
Tables \$88.00	chairs/tables to the school being used.
Plano \$88.00	

6. Effective September 1, 2012 the rental charges for all daycares will be on a hourly basis as follows:

2012/2013 \$6.75 per hour per room
2013/2014 \$6.75 per hour per room
2014/2015 \$7.00 per hour per room

In the case of daycares only, a room will mean a classroom, a multi-purpose room, or a gymnasium.

GST applies to all rental charges.

Adopted: 05 March 1990
Board Concurrence with Revisions: 06 March 2006
Board Concurrence with Revisions 01 July 2006
Board Concurrence with Revisions: 22 May 2012



City of Richmond

July 27, 2012

Malcolm D. Brodie
Mayor

6911 No. 3 Road,
Richmond, BC V6Y 2C1
Telephone: 604-276-4123
Fax No: 604-276-4332
www.richmond.ca

Ms. Donna Sargent, Chairperson
Richmond Board of Education
7811 Granville Ave
Richmond, BC V6Y 1N9

Dear Ms. Sargent:

Donna

Re: 2016 BC Summer Games Bid

At the Richmond City Council meeting of July 23, 2012, Council provided staff with a referral to work with Richmond Sport Council in preparing a bid for the 2016 BC Summer Games that would address the issue of costs associated with use of school facilities.

Please accept this letter as a formal request from the City of Richmond to the Richmond Board of Education to consider providing school facilities free of rental charge for the purpose of overnight athlete accommodation and daytime sporting venues from July 21-24, 2016, in support of the City's bid to host the 2016 BC Summer Games.

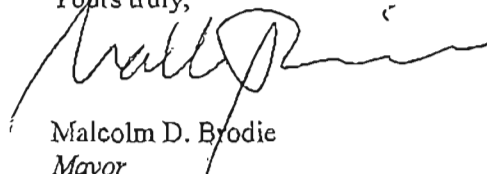
The City recognises that some communication has already taken place with the Richmond Sport Council. However, the BC Games Society requires the bid to come from the City, and therefore asks that the Richmond Board of Education consider adopting the following resolution (as proposed by BC Games Society):

That the Trustees of School District No. 38 endorse the City of Richmond's bid to host the 2016 BC Summer Games and have agreed to allow the use of school facilities to stage sport competitions and accommodate participants, at no cost to the Host Society or BC Games Society, and the use of school buses to transport BC Summer Games participants, at no cost to the Host Society or BC Games Society.

The deadline for the bid submission is Monday September 10, 2012. In order for the City to meet this timeline, we respectfully ask that the Richmond Board of Education consider this request at your first meeting in September 2012. Richmond City Council will be considering the Bid at their September 4, 2012 General Purposes meeting.

We appreciate your consideration of this urgent request.

Yours truly,


Malcolm D. Brodie
Mayor

pc: George Duncan, CAO
Dave Semple, General Manager, Community Services

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BC Summer Games – Richmond 2016

1) Accommodations

Use of 13 schools x 4 days x 24 hrs – 1500hrs x \$32/hr = \$48,000
 Prepare, Clean, and Restore classrooms in 13 schools (2 x\$50,000) = \$100,000
 Supplies for cleaning and paper product consumption \$10,000
 Rent 5 Portable Shower Trailers \$ 35,000 for some elementary school
Total Accommodation Cost \$193,000

2) Entertainment

Tradition at the BC Summer Games is to provide entertainment for competitors who participate. The cost to hire performers and provide support technical staff to facilitate the sound and audio production is as follows:

Performers	\$40,000.00
Sound/Audio Production Staff	\$ 4,000.00
Total Costs	\$44,000.00

3) Transportation

The BC Summer Games Society contracted the services of a professional highway coach bus company to transport games participants to the host city and back home after the games. These highway coaches are available for the Host City to be used during the games.

The Transportation advisor recommendation was to hire 25 additional school buses, 10 hours a day for 4 days to support the existing resources available to the host City. The advisor also recommended that an experienced transportation person be involved with planning, set-up of the dispatch centre, and running of the operations during the games.

25 school buses x 4 days @ \$50 per hr x 10 hours	\$50,000.00
Transportation Coordinator and over-head costs	\$10,000.00
Total Cost	\$60,000.00

4) Sports

City staff have contacted the sports organization that participated at the BC Summer Games. The information provided by the sports contacts helped develop the budget that would support each competition during the games.

Sporting Event	Basic Costs	Additional Costs	Total
Athletics	\$500.00	\$1000 Pick-up and return jumping pits	\$1,500.00
Baseball	\$500.00		\$500.00
Basketball Boys	\$500.00		\$500.00
Basketball Girls	\$500.00		\$500.00
Canoe/Kayak	\$500.00	\$1,500.00 Transport Boats, Fuel, Equipment	\$2,000.00
Diving	\$500.00		\$500.00
Equestrian Equestrian Para	\$500.00	\$30,000.00 Build Sand Ring, Stabling, Tac Feed Rooms, Repair to grounds	\$35,000
Golf	\$500.00	\$6,500.00 Fee's charged for 65 golfers for 3 rounds at the course	\$7,000.00
Inline Hockey	\$500.00		\$500.00
Lacrosse Box	\$500.00		\$500.00
Lacrosse Field	\$500.00		\$500.00
Rowing	\$500.00	\$1,500.00 Transport Support vessels and move equipment	\$2,000.00
Rugby Boys	\$500.00		\$500.00
Rugby Girls	\$500.00		\$500.00
Sailing	\$500.00	\$1,500.00 Transport vessels and move equipment	\$2,000.00
Soccer Boys	\$500.00		\$500.00
Soccer Girls	\$500.00		\$500.00
Softball Boys	\$500.00		\$500.00
Softball Girls	\$500.00		\$500.00
Swimming	\$500.00		\$500.00
Swimming	\$500.00		\$500.00
Synchronized Swimming	\$500.00		\$500.00
Towed Water Sports	\$500.00	\$4,500.00 Purchase equipment	\$5,000.00
Triathlon	\$500.00	\$5,000.00 Traffic Control	\$5,500.00
Volleyball Beach	\$500.00		\$500.00
Volleyball Boys	\$500.00		\$500.00
Volleyball Girls	\$500.00		\$500.00
Wrestling	\$500.00	\$1,000.00 Move wrestling mats	\$1,500.00

Sporting Event	Basic Costs	Additional Costs	Total
Overhead			\$5,000.00
Total Cost	\$14,000.00	\$52,500.00	\$76,000.00