



## General Purposes Committee

Anderson Room, City Hall  
6911 No. 3 Road

Tuesday, September 8, 2015  
4:00 p.m.

Pg. #      ITEM

### MINUTES

**GP-8**      *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on July 20, 2015.*



### FINANCE AND CORPORATE SERVICES DIVISION

1. **MAYFAIR LAKES MANAGEMENT CORPORATION, DOING BUSINESS AS MAYFAIR LAKES GOLF COURSE 5460 NO. 7 ROAD**  
(File Ref. No. 12-8275-05) (REDMS No. 4690928)

**GP-11**

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

*Designated Speaker: Cecilia Achiam*

### STAFF RECOMMENDATION

*That the application from Mayfair Lakes Management Corporation, doing business as Mayfair Lakes Golf Course, for an amendment to add a patron participation endorsement under Food Primary Licence No.129629, in order to offer entertainment in the form of live bands and recorded music for dancing, be supported and that a letter be sent to the Liquor Control and Licensing Branch advising that:*

- (1) *Council supports the amendment of an endorsement for patron participation as the issuance will not pose a significant impact on the community;*

- (2) *Council comments on the prescribed criteria (set out in Section 53 of the Liquor Control and Licensing Regulations) are as follows:*
  - (a) *The potential for additional noise and traffic in the area was considered;*
  - (b) *The impact on the community was assessed through a community consultation process;*
  - (c) *Given that there has been no history of non-compliance with the operation, the amendment to permit patron participation under the Food Primary Licence should not change the establishment so that it is operated in a manner that is contrary to its primary purpose as a golf course and food and beverage establishment;*
- (3) *As the operation of a licenced establishment may affect nearby residents the City gathered the view of residents 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 instructions on how community comments or concerns could be submitted;*
  - (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;*
- (4) *Council's comments and recommendations respecting the views of the residents are as follows:*
  - (a) *That based on the number of letters sent and the lack of response received from all public notifications, Council considers that the amendment is acceptable to the majority of the residents in the area and the community.*



2. **MAYFAIR LAKES MANAGEMENT CORPORATION, DOING BUSINESS AS MAYFAIR LAKES GOLF COURSE 5460 NO. 7 ROAD**  
 (File Ref. No.) (REDMS No. 4693238)

GP-17

See Page GP-17 for full report

*Designated Speaker: Cecilia Achiam*

STAFF RECOMMENDATION

*That the application from Mayfair Lakes Management Corporation, doing business as Mayfair Lakes Golf Course, for an amendment under Liquor Primary Licence No. 130519 to change the hours of liquor service from 11:00 a.m. to 1:00 a.m. Monday to Saturday and 11:00 a.m. to Midnight Sunday to 9:00 a.m. to 1:00 a.m. Monday to Saturday and 9:00 a.m. to Midnight Sunday, be supported and that a letter be sent to the Liquor Control and Licensing Branch advising that:*

- (1) Council supports the amendment for an increase in liquor service hours as the increase will not have a significant impact on the community*
- (2) Council's comments on the prescribed criteria (set out in Section 53 of the Liquor Control and Licensing Regulations) are as follows:*
  - (a) The potential for additional noise and traffic in the area was considered*
  - (b) The impact on the community was assessed through a community consultation process*
- (3) As the operation of a licenced establishment may affect nearby residents the City gathered the view of the residents 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 instructions on how community comments or concerns could be submitted*
  - (b) Signage was posted at the subject property and three public notices were published in a local newspaper. This signage and notice provided information on the application and instructions on how community comments or concerns could be submitted*
- (4) Council's comments and recommendations respecting the views of the residents are as follows:*
  - (a) That based on the number of letters sent and the lack of response received from all public notifications, Council considers that the amendment is acceptable to the majority of the residents in the area and the community.*



Pg. # ITEM

3. **BUSINESS REGULATION BYLAW NO. 7538, AMENDMENT BYLAW NO. 9289 – 8555 SEA ISLAND WAY UNIT 120**  
(File Ref. No. 12-8060-20-9289) (REDMS No. 4700997)

GP-23

See Page GP-23 for full report

*Designated Speaker: Cecilia Achiam*

STAFF RECOMMENDATION

*That Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9289 which amends Schedule A of Bylaw No. 7538 to include the premises at 8555 Sea Island Way Unit 120 among the sites that permit an Amusement Centre to operate with more than 4 amusement machines, be introduced and given first, second and third readings.*



4. **BUSINESS REGULATION BYLAW NO. 7538, AMENDMENT BYLAW NO. 9288 – 5731 NO. 3 ROAD**  
(File Ref. No. 12-8060-9288) (REDMS No. 4697299)

GP-28

See Page GP-28 for full report

*Designated Speaker: Cecilia Achiam*

STAFF RECOMMENDATION

*That Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9288 which amends Schedule A of Bylaw No. 7538 to include the premises at 5731 No. 3 Road among the sites that permit an Amusement Centre to operate with more than 4 amusement machines, be introduced and given first, second and third readings.*



COMMUNITY SERVICES DIVISION

5. **BRIGHOUSE FIRE HALL NO. 1 PUBLIC ART CONCEPT PROPOSAL**  
(File Ref. No. 11-7000-09-20-187) (REDMS No. 4691945 v. 4)

GP-33

See Page GP-33 for full report

*Designated Speaker: Eric Fiss*



STAFF RECOMMENDATION

*That the concept proposal and installation for the Brighthouse Fire Hall No. 1 public artwork by artist Nathan Scott, as presented in the staff report titled “Brighthouse Fire Hall No. 1 Public Art Concept Proposal” from the Director, Arts, Culture and Heritage Services, dated August 12, 2015, be endorsed.*



6. **KIWANIS TOWERS – THIRD DISBURSEMENT FROM THE AFFORDABLE HOUSING RESERVE FUND TO 7378 GOLLNER AVENUE**

(File Ref. No. 08-4057-01) (REDMS No. 4536424 v. 14)

GP-54

See Page GP-54 for full report

*Designated Speaker: Joyce Rautenberg*

STAFF RECOMMENDATION

- (1) *That, subject to Part 2 below, \$3,961,556 be paid to Richmond Kiwanis Senior Citizens Housing Society (the “Society”) towards construction costs associated with 296 subsidized senior housing units at 7378 Gollner Avenue (formerly 6251 Minoru Boulevard) to be used by the Society;*
- (2) *That, pursuant to the Contribution Agreement, dated November 9, 2012 and amended March 24, 2015, between the City and the Society, no payment be made by the City until:*
  - (a) *substantial completion of all 148 Seniors Housing Units in the second tower as determined by a quantity surveyor retained by and reporting to BC Housing; and*
  - (b) *the City grants a final building inspection permitting occupancy of all 148 units;*
- (3) *That the Chief Administrative Officer and the General Manager of Community Services be authorized to disburse the amount as stated in Part 1 above; and*
- (4) *That the Five-Year Financial Plan (2015-2019) Bylaw be amended to include an additional \$3,961,556 (from the Affordable Housing Reserve Fund) for the City’s contribution.*



ENGINEERING AND PUBLIC WORKS DIVISION

7. **DONATION BINS WITHIN THE CITY OF RICHMOND**  
(File Ref. No.) (REDMS No. 4582116 v. 13)

**GP-61**

See Page **GP-61** for full report

*Designated Speaker: Jennifer Kube-Njenga*

STAFF RECOMMENDATION

*That:*

- (1) *a fee and permit structure for donation bins on City property, as outlined in Option B of the staff report titled, “Donation Bins within the City of Richmond”, dated August 21, 2015 from the Director, Public Works Operations, be endorsed; and*
- (2) *staff prepare the required bylaws and bylaw amendments to implement the proposed fee and permit structure.*



8. **CLIMATE LEADERSHIP PLAN COMMENTS**  
(File Ref. No. 10-6125-07-02) (REDMS No. 4704160 v. 2)

**GP-68**

See Page **GP-68** for full report

*Designated Speaker: Brendan McEwen*

STAFF RECOMMENDATION

*That staff provide comments to the Climate Action Secretariat on the provincial “Climate Leadership Plan Discussion Paper,” as presented in the staff report titled “Climate Leadership Plan Comments,” dated August 20, 2015 from the Director, Engineering.*



9. **VANCOUVER AIRPORT FUEL DELIVERY PROJECT UPDATE**  
(File Ref. No. 10-6060-01) (REDMS No. 4716394)

**GP-72**

See Page **GP-72** for full report

*Designated Speaker: John Irving*

STAFF RECOMMENDATION

*That the comments regarding the Vancouver Airport Fuel Facility Corporation's application to Port Metro Vancouver for the proposed Fuel Receiving Facility identified in the staff report titled "Vancouver Airport Fuel Delivery Project Update" dated September 1, 2015, from the Director, Engineering, be endorsed for submission to Port Metro Vancouver.*



CHIEF ADMINISTRATOR'S OFFICE

10. **REVISED UBCM RESOLUTION – PORT METRO VANCOUVER AND AGRICULTURAL LANDS**

(File Ref. No. 01-0005-01) (REDMS No. 4714001)

GP-90

See Page GP-90 for full report

*Designated Speaker: Amarjeet Rattan*

STAFF RECOMMENDATION

*That the Federal Port Operations on Agricultural Land Resolution, as proposed in Attachment 2 of the staff report dated August 27, 2015 from the Director, Intergovernmental Relations and Protocol Unit be submitted to the Union of BC Municipalities for their endorsement.*



ADJOURNMENT





## General Purposes Committee

Date: Monday, July 20, 2015

Place: Anderson Room  
Richmond City Hall

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

Call to Order: The Chair called the meeting to order at 4:02 p.m.

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on July 6, 2015, be adopted as circulated.*

**CARRIED**

### CHIEF ADMINISTRATOR'S OFFICE

1. **SUPPORTING PORT AND INDUSTRIAL DEVELOPMENT WHILE PROTECTING AGRICULTURAL LANDS IN RICHMOND**

(File Ref. No. 01-0140-20-PMVA1) (REDMS No. 4573476 v. 12)

Discussion ensued regarding the potential to copy the proposed letter to all federal and provincial (BC) opposition leaders.

**General Purposes Committee**  
**Monday, July 20, 2015**

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It was moved and seconded

- (1) *That the staff report titled, "Supporting Port and Industrial Development While Protecting Agricultural Lands in Richmond," dated July 20, 2015, from the Director, Intergovernmental Relations and Protocol Unit, be endorsed;*
- (2) *That a letter and a copy of this report which outline the actions that the City of Richmond has undertaken to support the creation and protection of a local industrial land supply, and address the needs of general economic development, including port related uses, be sent to the Chair, Port Metro Vancouver (PMV) to respond to their April 30, 2015 letter and copied to the Metro Vancouver (MV) Board and all MV municipalities; and*
- (3) *That the aforementioned letter and a staff report be sent to the Prime Minister, the Minister of Transport Canada, the Premier of British Columbia, the BC Minister of Agriculture, the BC Agricultural Land Commission, Richmond Members of Parliament and Members of the Legislative Assembly, the Federal Leader of the Official Opposition, the Provincial (BC) Leader of the Official Opposition, and all other federal and provincial (BC) opposition leaders.*

**CARRIED**

**COMMUNITY SERVICES DIVISION**

**2. COUNCIL POLICY HOUSEKEEPING AND POLICY UPDATES**

(File Ref. No. 01-0105-00) (REDMS No. 4528400 v. 5)

It was moved and seconded

- (1) *That the Council Policies, as listed in Attachment 1 to the staff report titled "Council Policy Housekeeping and Policy Updates", dated July 6, 2015, from the General Manager, Community Services, be amended;*
- (2) *That the Council Policies, as listed in Attachment 2 to the staff report titled "Council Policy Housekeeping", dated July 6, 2015, from the General Manager, Community Services, be rescinded; and*
- (3) *That all policies, procedures and directives with out-of-date titles for positions and Divisions, Departments, or Sections be updated, as needed, to reflect the current organizational structure.*

**CARRIED**

**General Purposes Committee**  
**Monday, July 20, 2015**

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**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (4:04 p.m.).*

**CARRIED**

Certified a true and correct copy of the  
Minutes of the meeting of the General  
Purposes Committee of the Council of the  
City of Richmond held on Monday, July  
20, 2015.

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Mayor Malcolm D. Brodie  
Chair

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Hanieh Berg  
Committee Clerk



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<b>To:</b>	General Purposes Committee	<b>Date:</b>	August 12, 2015
<b>From:</b>	Cecilia Achiam, MCIP, BCSLA Director, Performance and Compliance	<b>File:</b>	12-8275-05/2015-Vol 01
<b>Re:</b>	<b>Mayfair Lakes Management Corporation, doing business as Mayfair Lakes Golf Course 5460 No. 7 Road</b>		

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### Staff Recommendation

That the application from Mayfair Lakes Management Corporation, doing business as Mayfair Lakes Golf Course, for an amendment to add a *patron participation endorsement* under Food Primary Licence No.129629, in order to offer entertainment in the form of live bands and recorded music for dancing, be supported and that a letter be sent to the Liquor Control and Licensing Branch advising that:

1. Council supports the amendment of an endorsement for patron participation as the issuance will not pose a significant impact on the community.
2. Council comments on the prescribed criteria (set out in Section 53 of the Liquor Control and Licensing Regulations) are as follows:
  - a. The potential for additional noise and traffic in the area was considered.
  - b. The impact on the community was assessed through a community consultation process.
  - c. Given that there has been no history of non-compliance with the operation, the amendment to permit patron participation under the Food Primary Licence should not change the establishment so that it is operated in a manner that is contrary to its primary purpose as a golf course and food and beverage establishment.
3. As the operation of a licenced establishment may affect nearby residents the City gathered the view of residents 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 instructions on how community comments or concerns could be submitted.
  - 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.

4. Council's comments and recommendations respecting the views of the residents are as follows:

- a. That based on the number of letters sent and the lack of response received from all public notifications, Council considers that the amendment is acceptable to the majority of the residents in the area and the community.

Cecilia Achiam, MCIP, BCSLA  
Director, Performance and Compliance  
(604-276-4122)

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



## Staff Report

### Origin

The Provincial Liquor Control and Licensing Branch (LCLB) issues licences in accordance with the Liquor Control and Licensing Act (the “Act”) and the Regulations made pursuant to the Act.

This report deals with an application submitted to LCLB and to the City of Richmond by Rising Tide Consultants on behalf of their client Mayfair Lakes Management Corporation, doing business as Mayfair Lakes Golf Course (the Applicant) for City support to allow patron participation under its Food Primary Liquor Licence No. 129629. The proposed patron participation endorsement will enable customers to be entertained and dance to live and recorded music.

Local Government has been given the opportunity to provide comments and recommendations to the LCLB with respect to liquor licence applications and amendments. For amendments to Food Primary licences the process requires Local Government to provide comments with respect to the following criteria:

- the potential for noise,
- the impact on the community; and
- whether the amendment may result in the establishment being operated in a manner that is contrary to its primary purpose.

### Analysis

The Applicant’s establishment is located in east Richmond and has operated an 18 hole golf course, restaurant and banquet room from 5460 No. 7 Road since 1989.

The zoning for the property is Golf Course (GC) and the business use of a golf course and food and beverage establishments are consistent with the permitted uses for this zoning district. The property is bounded to the north by Highway 91 to the west and east by farmland and to the south by single family residential housing.

The letter of intent submitted by the Applicant indicates that they are requesting the patron participation endorsement to enable them to offer entertainment to their clients and that the endorsement will not impact the community nor will the business be operated contrary to its primary purpose of a golf club and restaurant.

### Summary of Application and Comments

The city’s process for reviewing applications for liquor related permits is prescribed by the Development Application Fee’s bylaw no. 8951, which under section 1.8.1 calls for;

*1.8.1 Every **applicant** seeking approval from the **City** in connection with:*

- (a) *a licence to serve liquor under the Liquor Control and Licensing Act and Regulations; or*
- (b) *any of the following in relation to an existing licence to serve liquor:*
  - (i) *addition of a patio;*
  - (ii) *relocation of a licence;*
  - (iii) *change of hours; or*
  - (iv) *patron participation*

*must proceed in accordance with subsection 1.8.2.*

*1.8.2 Pursuant to an application under subsection 1.8.1, every **applicant** must:*

- (b) *post and maintain on the subject property a clearly visible sign which indicates:*
  - (i) *type of licence or amendment application;*
  - (ii) *proposed person capacity;*
  - (iii) *type of entertainment (if application is for patron participation entertainment); and*
  - (iv) *proposed hours of liquor service; and*
- (c) *publish a notice in at least three consecutive editions of a newspaper that is distributed at least weekly in the area affected by the application, providing the same information required in subsection 1.8.2(b) above.*

The required signage was posted on May 20, 2015, and the three ads were published in a local newspaper May 21, 28 and June 4, 2015.

In addition to the advertised public notice requirements set out in Section 1.8.2, staff have adapted from a prior bylaw requirement, the process of the City sending letters to businesses, residents and property owners within a 50-metre radius of the establishment (Attachment 1). This letter provides details of the proposed liquor licence application and requests the public to communicate any concerns to the City.

There are 35 properties identified within the consultation area. On May 21, 2015, letters were sent to 45 residents and property owners to gather their view on the application.

All public consultations ended June 26, 2015, and no responses were received from the public.

#### Potential for Noise

Staff believe that there would be no noticeable increase in noise if the entertainment endorsement is supported.

Potential for Impact on the Community

Based on the lack of any negative public feedback staff is of the opinion that there would be no impact on the community associated with the amendment.

Potential to operate contrary to its primary purpose

Staff are of the opinion that due to a lack of any non-compliance issues related to the operation of this business, there would be minimal potential of the business being operated in a manner that would be contrary to its primary purpose.

Other agency comments

As part of the review process, staff requested comments from Vancouver Coastal Health, Richmond RCMP, Richmond Fire-Rescue, Richmond Joint Task Force, the City Building Permit and Business Licence Departments. These agencies generally provide comments on the compliance history of the applicant's operations and premises.

No objections to the application were received from any of the above mentioned agencies and divisions.

**Financial Impact**

None

**Conclusion**

Following the public consultation period, staff reviewed the Food Primary Liquor Licence amendment application against the legislated review criteria and recommends City Council support the application for a patron participation endorsement. The amendment is not expected to increase noise or have a negative impact on the community nor result in the Applicant operating the business contrary to its primary purpose.



Joanne Hikida  
Supervisor Business Licence  
(604-276-4155)

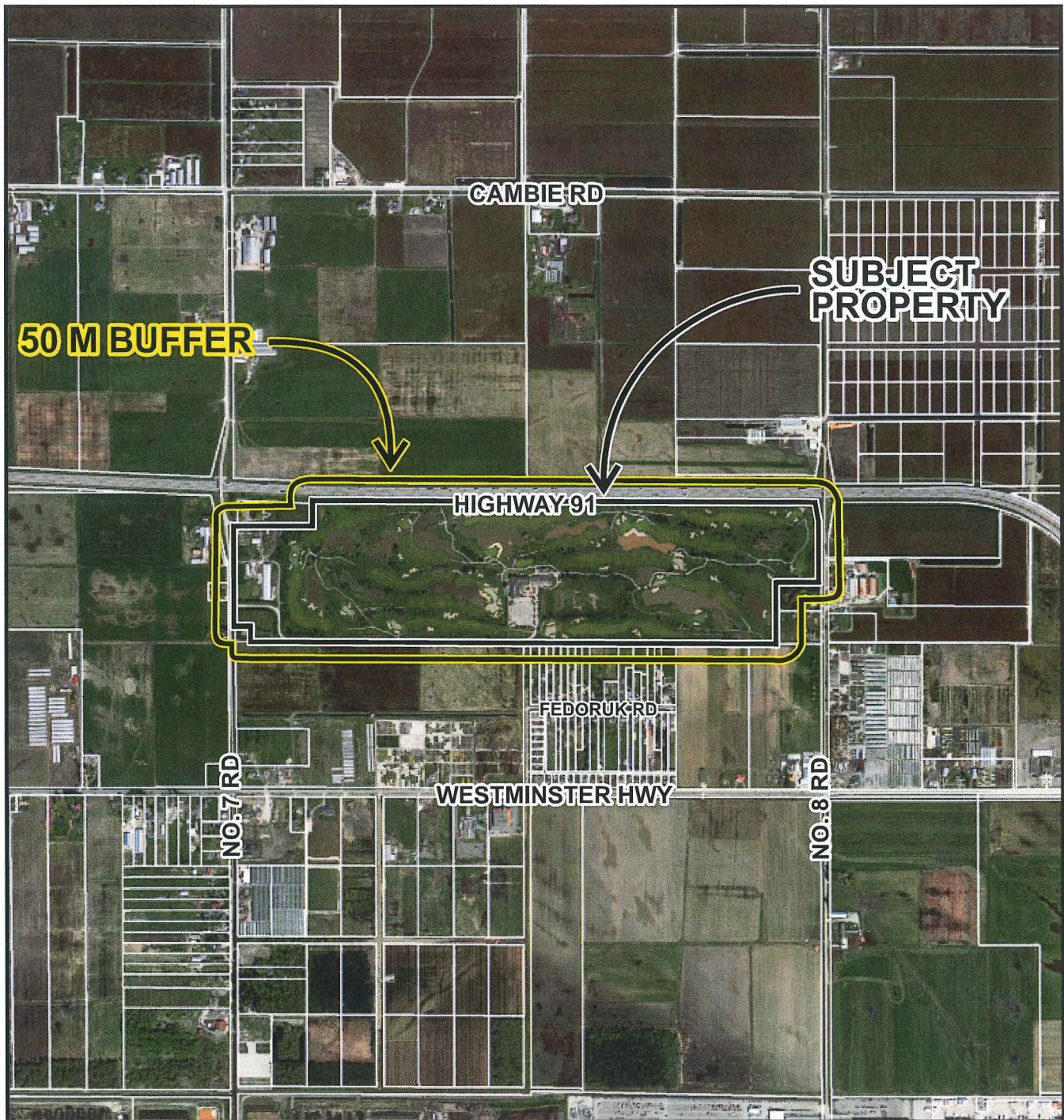
JMH:jmh

Att. 1: Site Map with 50 metre buffer





City of  
Richmond



5460 No. 7 Road

Original Date: 08/12/15

Revision Date:

Note: Dimensions are in METRES



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<b>To:</b>	General Purposes Committee	<b>Date:</b>	August 14, 2015
<b>From:</b>	Cecilia Achiam, MCIP, BCSLA Director, Performance and Compliance	<b>File:</b>	
<b>Re:</b>	Mayfair Lakes Management Corporation, doing business as Mayfair Lakes Golf Course 5460 No. 7 Road		

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### Staff Recommendation

That the application from Mayfair Lakes Management Corporation, doing business as Mayfair Lakes Golf Course, for an amendment under Liquor Primary Licence No. 130519 to change the hours of liquor service **from** 11:00 a.m. to 1:00 a.m. Monday to Saturday and 11:00 a.m. to Midnight Sunday **to** 9:00 a.m. to 1:00 a.m. Monday to Saturday and 9:00 a.m. to Midnight Sunday, be supported and that a letter be sent to the Liquor Control and Licensing Branch advising that:

1. Council supports the amendment for an increase in liquor service hours as the increase will not have a significant impact on the community.
2. Council's comments on the prescribed criteria (set out in Section 53 of the Liquor Control and Licensing Regulations) are as follows:
  - a. The potential for additional noise and traffic in the area was considered.
  - b. The impact on the community was assessed through a community consultation process.
3. As the operation of a licenced establishment may affect nearby residents the City gathered the view of the residents 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 instructions on how community comments or concerns could be submitted.
  - b. Signage was posted at the subject property and three public notices were published in a local newspaper. This signage and notice provided information on the application and instructions on how community comments or concerns could be submitted.






4. Council's comments and recommendations respecting the views of the residents are as follows:

- a. That based on the number of letters sent and the lack of response received from all public notifications, Council considers that the amendment is acceptable to the majority of the residents in the area and the community.



Cecilia Achiam, MCIP, BCSLA  
Director, Performance and Compliance  
(604-276-4122)

REPORT CONCURRENCE	
<b>CONCURRENCE OF GENERAL MANAGER</b> 	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 
<b>APPROVED BY CAO (Deputy).</b> 	

## Staff Report

### Origin

The Provincial Liquor Control and Licensing Branch (LCLB) issues licences in accordance with the Liquor Control and Licensing Act (the “Act”) and the Regulations made pursuant to the Act.

This report deals with an application submitted to LCLB and to the City of Richmond by Rising Tide Consultants on behalf of their client Mayfair Lakes Management Corporation, doing business as Mayfair Lakes Golf Course (the Applicant) for City support for amendment to their Liquor Primary Licence No. 130519 to;

change the hours of liquor service *from* 11:00 a.m. to 1:00 a.m. Monday to Saturday and 11:00 a.m. to Midnight Sunday *to* 9:00 a.m. to 1:00 a.m. Monday to Saturday and 9:00 a.m. to Midnight Sunday.

Local Government has been given the opportunity to provide comments and recommendations to the LCLB with respect to liquor licence applications and amendments. For amendments to Liquor Primary licences, the process requires Local Government to provide comments with respect to the following criteria:

- the potential for noise; and
- the impact on the community.

### Analysis

The Applicant’s establishment is located in east Richmond and has operated an 18 hole golf course, restaurant and banquet room from 5460 No. 7 Road since 1989.

The zoning for the property is Golf Course (GC) and the business use of a golf course and food and beverage establishments are consistent with the permitted uses for this zoning district. The property is bounded to the north by Highway 91 to the west and east by farmland and to the south by single family residential housing.

The letter of intent submitted by the Applicant indicates that they are requesting the amendment to the hours of liquor service to better accommodate the needs of the early morning golfers and for tournaments and events held at the golf course that have early morning starts.

### Summary of Application and Comments

The city’s process for reviewing applications for liquor related permits is prescribed by the Development Application Fee’s bylaw no. 8951, which under section 1.8.1 calls for;

*1.8.1 Every **applicant** seeking approval from the **City** in connection with:*

- (a) a licence to serve liquor under the Liquor Control and Licensing Act and Regulations; or*

- (b) *any of the following in relation to an existing licence to serve liquor:*
  - (i) *addition of a patio;*
  - (ii) *relocation of a licence;*
  - (iii) *change of hours; or*
  - (iv) *patron participation*

*must proceed in accordance with subsection 1.8.2.*

*1.8.2 Pursuant to an application under subsection 1.8.1, every **applicant** must:*

- (b) *post and maintain on the subject property a clearly visible sign which indicates:*
  - (i) *type of licence or amendment application;*
  - (ii) *proposed person capacity;*
  - (iii) *type of entertainment (if application is for patron participation entertainment); and*
  - (iv) *proposed hours of liquor service; and*
- (c) *publish a notice in at least three consecutive editions of a newspaper that is distributed at least weekly in the area affected by the application, providing the same information required in subsection 1.8.2(b) above.*

The required signage was posted on May 20, 2015, and the three ads were published in a local newspaper May 21, 28 and June 4, 2015.

In addition to the advertised public notice requirements set out in Section 1.8.2, staff have adapted from a prior bylaw requirement, the process of the City sending letters to businesses, residents and property owners within a 50-metre radius of the establishment (Attachment 1). This letter provides details of the proposed liquor licence application and requests the public to communicate any concerns to the City.

There are 35 properties identified within the consultation area. On May 21, 2015, letters were sent to 45 residents and property owners to gather their view on the application.

All public consultations ended June 26, 2015, and no responses were received from the public.

#### Potential for Noise

Staff believe that there would be no noticeable increase in noise if the increase in liquor service hours is supported.

#### Potential for Impact on the Community

Based on the lack of any negative public feedback staff is of the opinion that there would be no impact on the community associated with the amendment.



Other agency comments

As part of the review process, staff requested comments from Vancouver Coastal Health, Richmond RCMP, Richmond Fire-Rescue, Richmond Joint Task Force, the City Building Permit and Business Licence Departments. These agencies generally provide comments on the compliance history of the applicant's operations and premises.

No objections to the application were received from any of the above mentioned agencies and divisions.

**Financial Impact**

None

**Conclusion**

Following the public consultation period, staff reviewed the Liquor Primary Licence amendment application against the legislated review criteria and recommends Council support the amendment to increase liquor service hours as the amendment is not expected to increase noise or have a negative impact on the community.



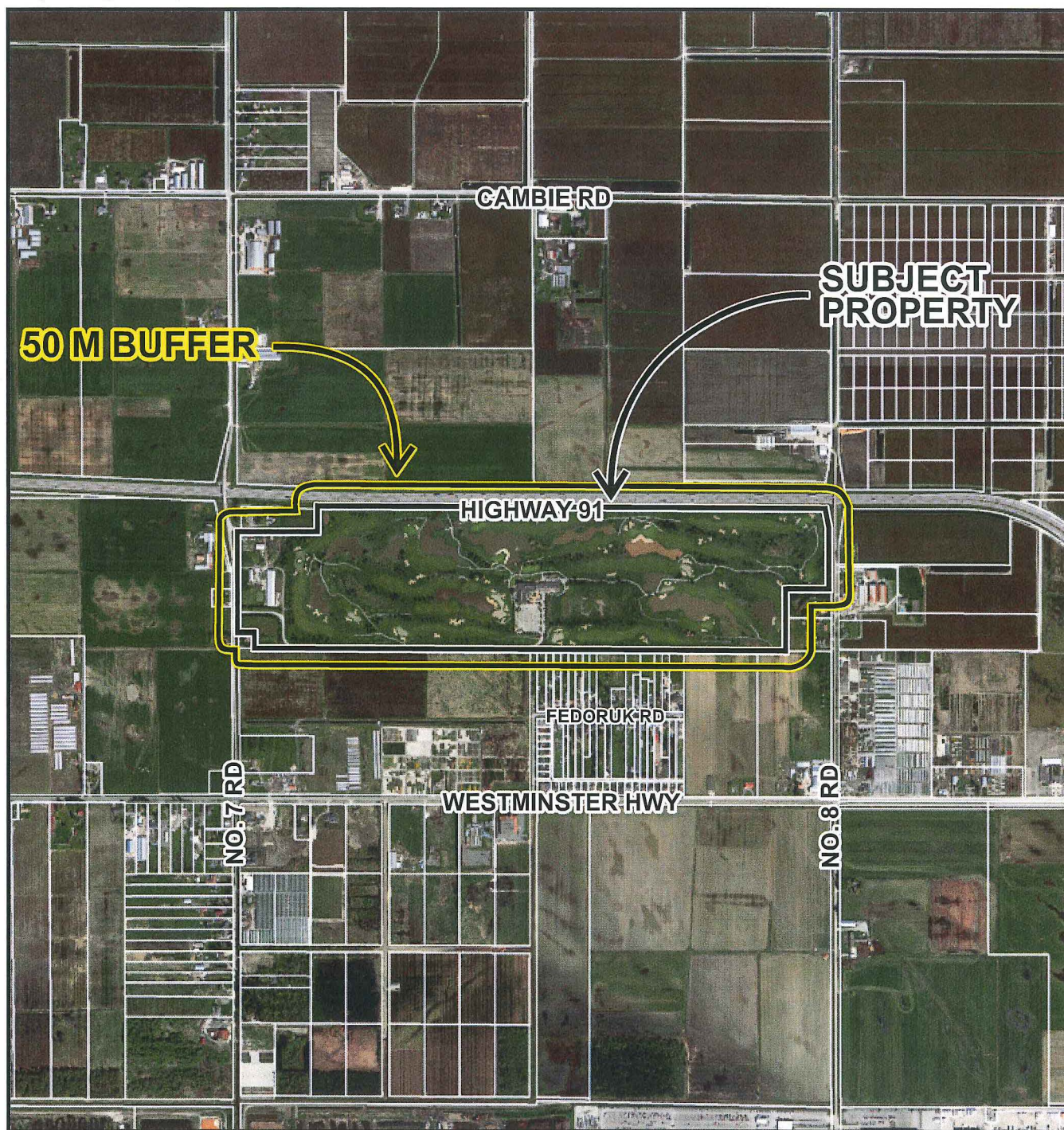
Joanne Hikida  
Supervisor Business Licence  
(604-276-4155)

JMH:jmh

Att. 1: Site Map with 50 metre buffer



City of  
Richmond



5460 No. 7 Road

Original Date: 08/12/15

Revision Date:

Note: Dimensions are in METRES





# City of Richmond

## Report to Committee

To: General Purposes Committee  
From: Cecilia Achiam, MCIP, BCSLA  
Director, Performance and Compliance  
Re: **Business Regulation Bylaw No. 7538, Amendment Bylaw 9289**  
**8555 Sea Island Way Unit 120**

Date: August 19, 2015

File:

### Staff Recommendation

That Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9289 which amends Schedule A of Bylaw No. 7538 to include the premises at 8555 Sea Island Way Unit 120 among the sites that permit an Amusement Centre to operate with more than 4 amusement machines, be introduced and given first, second and third readings.

Cecilia Achiam, MCIP, BCSLA  
Director, Performance and Compliance  
(604-276-4122)

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

## **Staff Report**

### **Origin**

Amongst the regulated businesses in Richmond are Amusement Centres that contain Amusement Machines, which are defined in the Business Regulation Bylaw No. 7538 as:

*A machine on which mechanical, electrical, automatic or computerized games are played for amusement or entertainment, and for which a coin or token must be inserted or a fee charged for use, and includes machines used for the purposes of gambling.*

Business Regulation Bylaw No. 7538 restricts a business premise to only 4 amusement machines unless the location is listed in Schedule A of the bylaw.

This report deals with an application received from Kai Du (the Applicant) operating as Victoria Cyber Cafe, to operate a internet café with 70 machines from premises located at 8555 Sea Island Way Unit 120. This premise is not on the list of approved addresses that allows an operation to have more than 4 amusement machines.

### **Analysis**

By regulation and definition, Internet Cafes with more than 4 machines used to play computerized games are recognized as Amusement Centres. These businesses generally use networked computers for the purposes of playing games on the Internet amongst a group of individuals.

The location at which the Applicant intends to operate is zoned Auto-Oriented Commercial District (CA) which permits among other uses, Amusement Centres. The premise is located in a single level strip mall and other businesses operating in the mall are a paint shop, computer shop, liquor store and fast food take-out operation. The areas to the south and east are under re-development and upon completion of construction will be a mix of commercial and residential uses. To the north and east are more commercial businesses including a hotel (Attachment 1).

The City has imposed regulations including restricted operating hours, which Amusement Centres must adhere to and this type of regulated use is one that the Richmond Special Task Force Team inspects from time to time to ensure compliance to the regulations.

The RCMP were contacted and have responded that they have no concerns with the application.

The Applicant will be required to ensure that the premises meets all building, health and fire codes before a Business Licence would be issued.

### **Financial Impact**

None.

August 19, 2015

- 3 -

### **Conclusion**

Amusement Centres are regulated under the City's Business Regulation Bylaw No. 7538 and staff are recommending that the Applicant's request for 8555 Sea Island Way Unit 120 be added to Schedule A of the bylaw to allow more than 4 amusement machines to be operated.



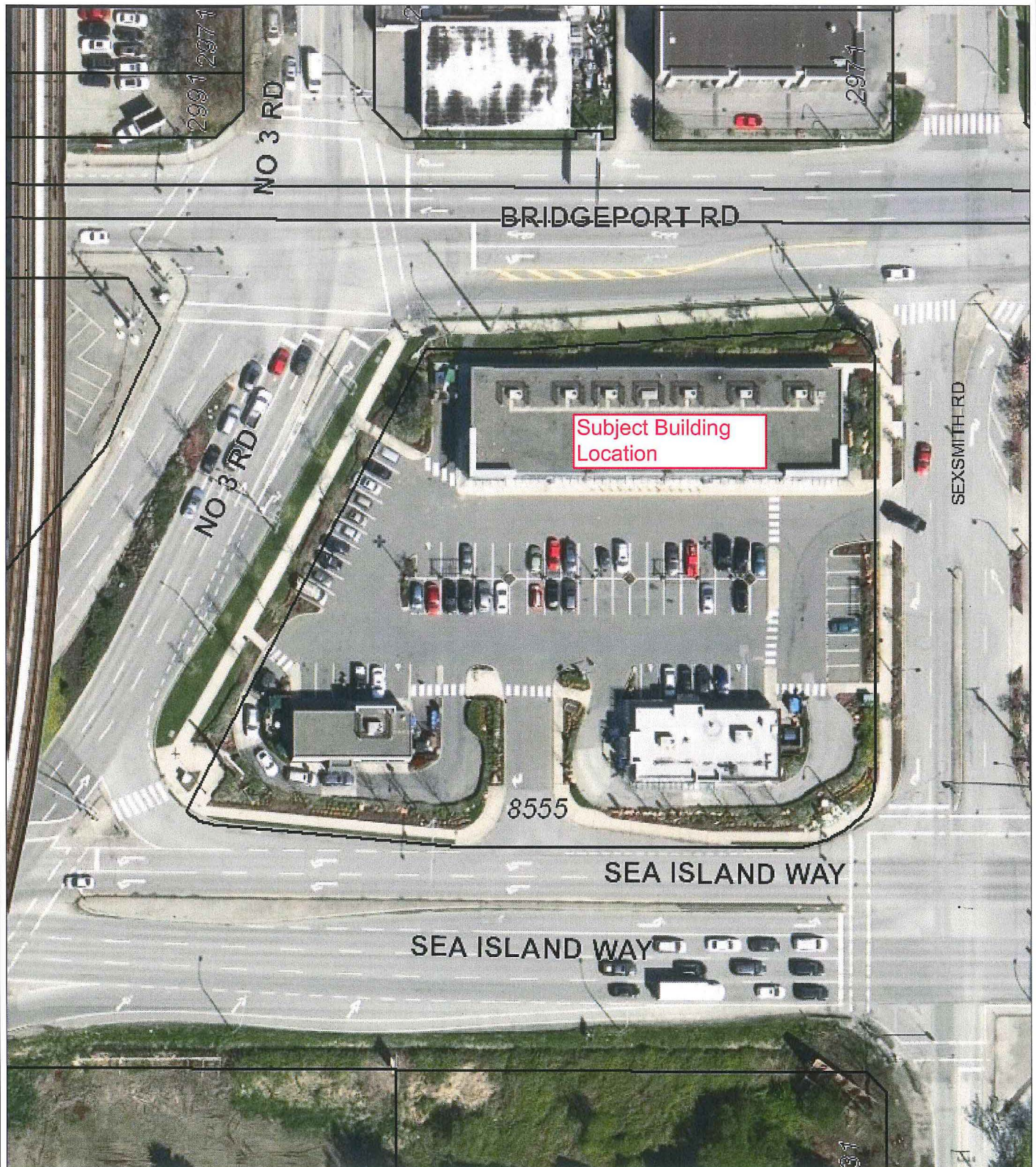
Joanne Hikida  
Supervisor Business Licence  
(604-276-4155)

JMH:jmh

Att. 1: Aerial View



## City of Richmond Interactive Map



39.8 0 19.90 39.8 Meters

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

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THIS MAP IS NOT TO BE USED FOR NAVIGATION





**Business Regulation Bylaw No. 7538  
Amendment Bylaw No. 9289**

The Council of the City of Richmond enacts as follows:

1. That Business Regulation Bylaw No. 7538, as amended, is further amended by adding the following in Schedule A after item 37:

	Civic Address	Civic Number	Original Bylaw Reference
37.A	Sea Island Way	8555-Unit 120	9289

2. This Bylaw is cited as "**Business Regulation Bylaw No. 7538, Amendment Bylaw 9289**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

_____
_____
_____
_____

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

\_\_\_\_\_  
MAYOR

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



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Cecilia Achiam, MCIP, BCSLA  
Director, Performance and Compliance  
**Date:** August 17, 2015  
**File:** 12-8275-01/2015-Vol  
01  
**Re:** **Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9288**  
**5731 No. 3 Road**

### Staff Recommendation

That Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9288 which amends Schedule A of Bylaw No. 7538 to include the premises at 5731 No. 3 Road among the sites that permit an Amusement Centre to operate with more than 4 amusement machines, be introduced and given first, second and third readings.

Cecilia Achiam, MCIP, BCSLA  
Director, Performance and Compliance  
(604-276-4122)

REPORT CONCURRENCE		
<b>ROUTED TO:</b>  Law	<b>CONCURRENCE</b>  	<b>CONCURRENCE OF GENERAL MANAGER</b>  
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b>  	<b>APPROVED BY CAO (Deputy).</b>  



## **Staff Report**

### **Origin**

Amongst the regulated businesses in Richmond are Amusement Centres that contain Amusement Machines, which are defined in the Business Regulation Bylaw No. 7538 as:

*A machine on which mechanical, electrical, automatic or computerized games are played for amusement or entertainment, and for which a coin or token must be inserted or a fee charged for use, and includes machines used for the purposes of gambling.*

Business Regulation Bylaw No. 7538 restricts a business premise to only 4 amusement machines unless the location is listed in Schedule A of the bylaw.

This report deals with an application received from Ming Yang (the Applicant) operating as Yeezy Entertainment Ltd., to operate a internet café with 130 machines from premises located at 5731 No. 3 Road. This premise is not on the list of approved addresses that allows an operation to have more than 4 amusement machines.

### **Analysis**

By regulation and definition, Internet Cafes with more than 4 machines used to play computerized games are recognized as Amusement Centres. These businesses generally use networked computers for the purposes of playing games on the Internet amongst a group of individuals.

The location at which the Applicant intends to operate is zoned Auto-Oriented Commercial District (CA) which permits among other uses, Amusement Centres. The premise is a one level building that is currently is being used by a newspaper publication business. The area surrounding the premises is a mix of commercial businesses that cater to the day-to-day needs of the general public (Attachment 1).

The City has imposed regulations including restricted operating hours, which Amusement Centres must adhere to and this type of regulated use is one that the Richmond Special Task Force Team inspects from time to time to ensure compliance to the regulations.

The RCMP were contacted and have responded that they have no concerns with the application.

The Applicant will be required to ensure that the premises meets all building, health and fire codes before a Business Licence would be issued.

### **Financial Impact**

None.

### **Conclusion**

Amusement Centres are regulated under the City's Business Regulation Bylaw No. 7538 and staff are recommending that the Applicant's request for 5731 No. 3 Road be added to Schedule A of the bylaw to allow more than 4 amusement machines to be operated.



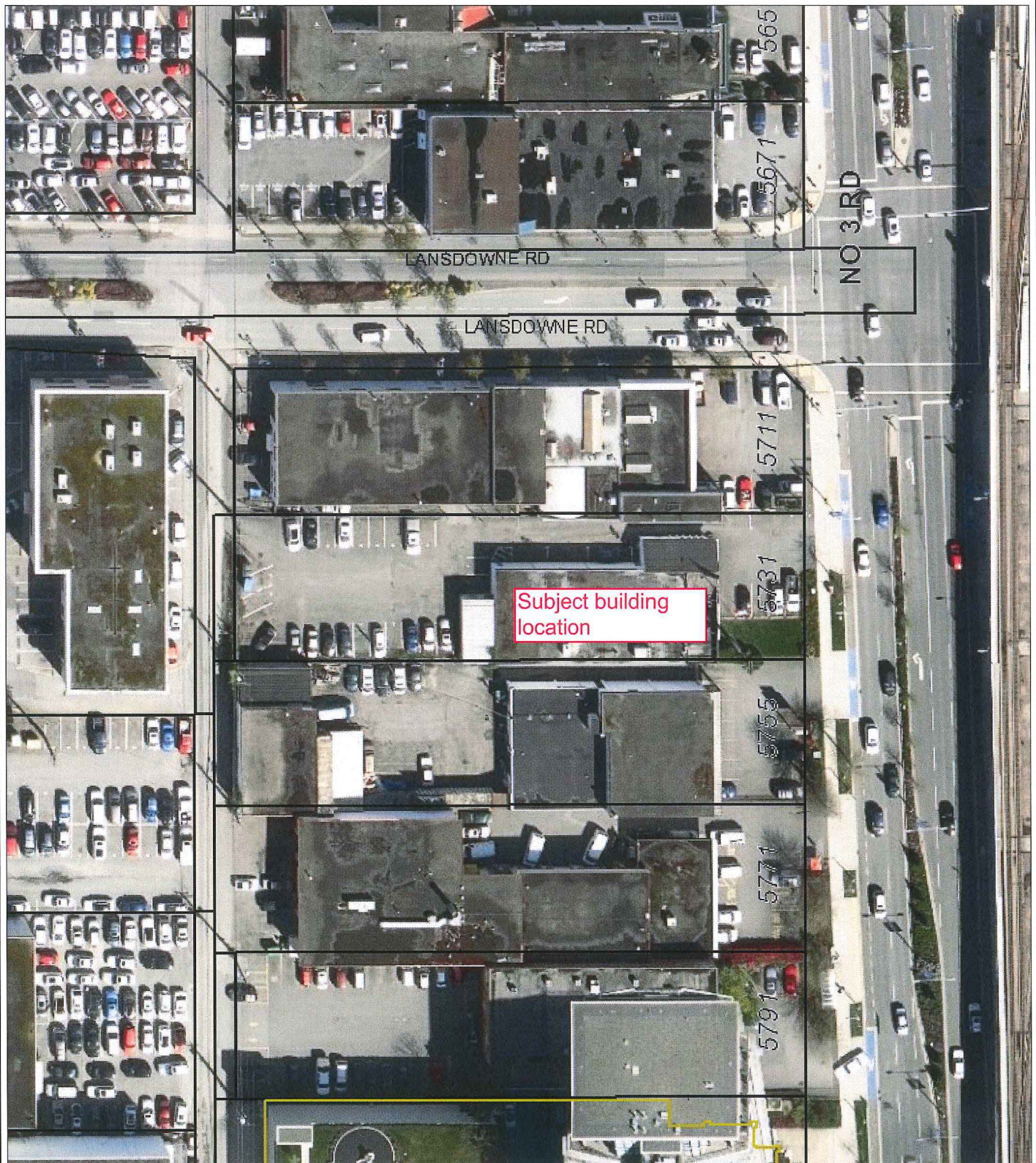
Joanne Hikida  
Supervisor Business Licence  
(604-276-4155)

JMH:jmh

Att. 1: Aerial View



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THIS MAP IS NOT TO BE USED FOR NAVIGATION





**Business Regulation Bylaw No. 7538  
Amendment Bylaw No. 9288**

The Council of the City of Richmond enacts as follows:

1. That Business Regulation Bylaw No. 7538, as amended, is further amended by adding the following in Schedule A after item 34:

	Civic Address	Civic Number	Original Bylaw Reference
34.A	No. 3 Road	5731	9288

2. This Bylaw is cited as **“Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9288”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
MAYOR

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



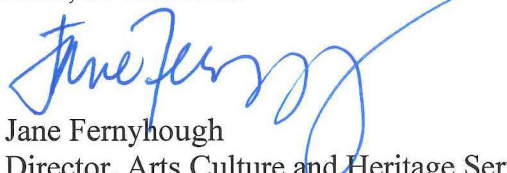
# City of Richmond

## Report to Committee

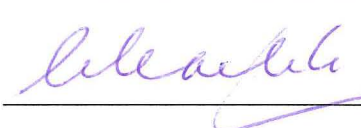


**To:** General Purposes Committee **Date:** August 12, 2015  
**From:** Jane Fernyhough **File:** 11-7000-09-20-187/Vol  
Director, Arts, Culture and Heritage Services 01  
**Re:** Brighthouse Fire Hall No. 1 Public Art Concept Proposal

### Staff Recommendation

That the concept proposal and installation for the Brighthouse Fire Hall No. 1 public artwork by artist Nathan Scott, as presented in the staff report titled "Brighthouse Fire Hall No. 1 Public Art Concept Proposal" from the Director, Arts, Culture and Heritage Services, dated August 12, 2015, be endorsed.

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

Att. 3

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Project Development	<input checked="" type="checkbox"/>	
Fire-Rescue	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO (DEPUTY)</b> 

## **Staff Report**

### **Origin**

At the October 14, 2014 Council meeting, Council formally endorsed the Minoru Civic Precinct Public Art Plan as the guiding plan for public art opportunities in the Minoru Civic Precinct, including the proposed Brighthouse Fire Hall No. 1.

This report presents the recommended artwork concept proposal for the exterior site opportunity commission for Brighthouse Fire Hall No. 1, a significant artwork to visually activate the important north east corner of Granville Avenue and Gilbert Road.

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

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

### **Analysis**

#### **Minoru Civic Precinct Public Art Plan Vision for Brighthouse Fire Hall No. 1**

Brighthouse Fire Hall No. 1 occupies an important place in Richmond's civic life at the corner of Granville Avenue and Gilbert Road. The new fire hall will serve as Richmond Fire-Rescue's Headquarters (with the offices for the Senior Fire Chiefs, Managers, Administration, Fire Prevention and Public Education) as well as a fully operational fire hall to provide emergency response services. Guiding principles for the artwork were contributed by stakeholders at a workshop held at City Hall and included:

- tradition, dedication
- honour, pride
- recognition of place, history
- camaraderie
- protection, safety, security
- professionalism

#### **Terms of Reference – Brighthouse Fire Hall No. 1**

The Public Art Terms of Reference for the Brighthouse Fire Hall No. 1 public artwork describes the art opportunity, site description, scope of work, budget and selection process (Attachment 1). The Terms of Reference were reviewed and endorsed by the Public Art Advisory Committee on April 21, 2015. An open artist call for submissions was issued on May 4, 2015, with a deadline of May 28, 2015. Eligibility was for professional artists residing in Canada, with a relevant expertise in creating bronze sculptures.

### Brighthouse Fire Hall No. 1 - Public Art Artist Selection Process

Following the Public Art Program's administrative procedures for artist selection for civic public art projects, a selection panel consisting of artists and Richmond residents was appointed.

Members of the selection panel included:

- Adrienne Moore, Artist
- Ruth Beer, Artist
- Bill Miloglav, Artist and Firefighter, Retired
- Jason Wegman, Design Team Landscape Architect
- Jay Lin, Design Team Architect

Members of the City project development team, public art staff and representatives from Richmond Fire-Rescue attended as observers to provide background and to respond to technical questions from the selection panellists.

On June 10, 2015, the selection panel reviewed the artist submissions of the 19 artists who responded to the Open Call to Artists residing in Canada and shortlisted four artists for further consideration. The shortlisted artists were requested to prepare scale models or other forms of design drawings to represent their concept proposals for the commission, and to present these to the selection panel at an interview.

### Recommended Artist

On June 30, 2015, following the presentations and interviews of the four shortlisted artists, the public art selection panel reached a consensus and recommended Nathan Scott of Victoria, BC for the Brighthouse Fire Hall No. 1 public artwork commission. The Public Art Advisory Committee supports the Selection Panel's artist recommendation. The artist's resume and examples of past work are included in Attachment 2.

### Recommended Public Art Concept Proposal

On July 21, 2015, the Public Art Advisory Committee reviewed the clay model of a gender neutral firefighter in motion wearing full gear and holding an axe and fire hose (Attachment 3) and endorsed the public art concept proposed by Nathan Scott.

The proposed exterior location for the artwork is on the southwest corner of the site at Granville Avenue and Gilbert Road, placed back from the sidewalk and integrated into the landscape design. The artwork will be comprised of a full-scale three-dimensional sculpture of a uniformed firefighter in action, set flush with the ground surface.

The artist has worked successfully with a variety of groups to bring their occupation, passion and history to the forefront. For this project, the firefighter sculpture is based on the themes of:

*Strength, bravery, resolve, commitment and capturing the moment of pride, strength, and awareness of the firefighter's contributions to our society and community: past, present and future.*

### Next Steps

The artist will meet with representatives of Richmond Fire-Rescue to confirm details of the firefighting equipment and gear, down to the detailed level of insignias and buttons. The overall stature will be reflective of the average height of either a male or female firefighter.

A technical review and coordination phase with the architect-led design team will be included with the design development phase of the artwork. The artist, design consultants, and City staff will continue to meet to review construction coordination and implementation budgets. Any repairs or maintenance required for the artwork will be the responsibility of the Public Art Program.

### **Financial Impact**

There is no new financial impact for this project.

The approved budget of \$111,000, funded from 1% of the total construction budget for Brighthouse Fire Hall No. 1, includes up to \$75,000 plus GST for artist fees, design, fabrication and installation of artwork, including all related artist expenses. The remaining funds of \$36,000 will remain in the Capital Project's Public Art Budget for the concrete foundation and lighting for the art work, artist residency commissions and /or exhibitions within the fire hall, administrative expenses and project contingency.

### **Conclusion**

The new Brighthouse Fire Hall No. 1 will serve the public for generations to come. The proposed firefighter statue by Nathan Scott will serve as a lasting commemoration to Richmond Fire-Rescue, create a distinctive public space and enhance the sense of community, place and civic pride.

Staff recommend that Council endorse the proposed concept and installation of the Brighthouse Fire Hall No. 1 public artwork, by artist Nathan Scott, as presented in this report.



Eric Fiss  
Public Art Planner  
(604-247-4612)

- Att. 1: Public Art Terms of Reference for Brighthouse Fire Hall No. 1  
2: Recommended Artist Background  
3: Concept Proposal for Brighthouse Fire Hall No. 1 Public Artwork



**Brighthouse Fire Hall No. 1****Artist Call for Commemorative Exterior Bronze Sculpture**

May 2015

**BUDGET:** \$75,000 CAD

[Budget is inclusive of design, fabrication, travel and relevant taxes. Site preparation, plinth, and foundations by the City of Richmond]

**ELIGIBILITY:** open to professional artists and artist teams residing in Canada.

**DEADLINE:** 5:00 PM PST ON THURSDAY, MAY 28, 2015

**OPPORTUNITIES**

The City of Richmond Public Art Program, in partnership with the Richmond Fire-Rescue Service, seeks an artist to create an exterior three dimensional bronze sculpture as part of the reconstruction of Brighthouse Fire Hall No. 1. The sculpture can consist of multiple components. The artwork will create an identity for Richmond's Fire-Rescue – honouring the firefighters' service and connection to community. The artwork will be located on a prominent landscaped edge at the intersection of Granville Street and Gilbert Road and will be highly visible by pedestrians and on-coming traffic.

The bronze sculpture shall be compelling and representative of the contributions of Richmond Fire-Rescue Service to the City past and present – a legacy of comradery, protection, education, and response. The completed figurative sculpture is intended to be cast to a human scale and should convey a sense of positive identity for the Richmond Fire-Rescue. The gender and race of the figure shall be disguised by the appropriate firefighter uniform, including mask, helmet, turn out jacket, pants, and boots. The figure or figures shall be in a pose that is reflective of the activities and services of a firefighter in action.

**BACKGROUND**

The Richmond Fire Department was established as an all-volunteer force in 1897 (in response to the growing population and canning industry in Steveston), and was exclusively operated by volunteer firefighters from the community until the 1950's. The sacrifices these volunteers made, their courage and dedication, established the foundation for today's professional Fire-Rescue Service.

Richmond Fire-Rescue now employs over 220 professional firefighters and administration staff committed to a department that values diversity and inclusion and who's direction and services are guided by the mission "To protect and enhance the City's livability through service excellence in prevention, education, and emergency response."

The Brighthouse Fire Hall No.1 occupies an important place in Richmond's civic life at the corner of Granville Avenue and Gilbert Road. The new fire hall will serve as the Richmond Fire-Rescue's Headquarters (with the Senior Chiefs, Managers, Administration, Fire Prevention, Public Education) as well as a fully operational fire hall to provide emergency response services.

The design team consultants include Hughes Condon Marler Architects and PWL Partnership.

## **RESEARCH THE CLIENT**

[RESEARCH THE MINORU CIVIC PRECINCT DEVELOPMENT](#)  
[RESEARCH THE CITY OF RICHMOND PUBLIC ART PROGRAM](#)  
[READ THE MINORU CIVIC PRECINCT ART PLAN](#)

## **ARTIST SELECTION SCHEDULE\***

Deadline for Entry:	May 28, 2015
Finalist Notification:	June 15, 2015
Finalist Concept Proposals and Interviews	June 30, 2015

## **PROJECT DESIGN SCHEDULE\***

Design Contracts Issued:	July 2015
Final Design/Documentation	July - August 2015
Artwork Implementation	September 2015 – November 2016

\*Schedules are subject to change

## **ARTIST SELECTION PROCESS**

One artist or artist team will be selected for this commission through an open selection process coupled with finalist concept proposals and interviews. Artists invited to apply for this call should have a strong body of work that incorporates realistic or representational imagery. A selection panel comprised of three art professionals and two representatives, (acting as panel advisors from the Richmond Fire-Rescue Service) will review all applicant materials. Based on the selection criteria listed below, the panel will select up to three short listed artists to produce a concept proposal. The short listed artists will each receive a \$750 artist fee to produce a concept proposal.

The shortlisted artists will be invited to present their concept proposals and to discuss past approaches and working methods with the panel and answer questions relating to this type of project. On the basis of the presentations and interviews, the selection panel will then recommend one artist or artist team for the commission. The panel reserves the right to make no selection from the submitted applications or finalist interviews. Out-of-town finalists will be reimbursed for travel and lodging expenses to attend the interview and orientation in Richmond, British Columbia, Canada. If applying as a team, the allowance for travel may not fully reimburse all team members.

## SELECTION CRITERIA

The artists/teams will be selected based on the following qualifications/criteria:

- Quality and strength of past work, working in bronze as demonstrated in submitted application materials;
- Strong technical skills as demonstrated in artwork that incorporates realistic imagery;
- Interest in or experience in developing artworks within landscape, including coordination and collaboration with project representatives;
- Availability to begin work in July 2015.

## ELIGIBILITY

Open only to professional artists or artist teams residing in Canada. City of Richmond staff and its Public Art Advisory Committee members, selection panel members, project personnel and immediate family members of any of the above are not eligible to apply.

## APPLICATION MATERIALS

Please submit only one (1) PDF file with all supporting documents. File should not exceed 5MB.

1. INFORMATION FORM — Applicant contact information form.
2. RESUMÉ — Two-page (maximum) current professional resume. Teams should include two-page resumes for all members as one document. PDF format.
3. STATEMENT OF INTEREST — 300 words (or less) that explain why the artist/team is interested in this opportunity and how their practice relates to this project and the posted selection criteria. If applying as a team please address how team members work together in the statement of interest. PDF format.
4. DIGITAL IMAGE WORK SAMPLES — Applicants must submit up to 10 samples of past work that best illustrate their qualifications for this project. Please incorporate all images in one PDF file. If applying as a team, the team submits no more than 10 images.

If possible, please list the title, date of completion, project budget, and dimensions of each work sample on the image page itself. Otherwise, a separate numbered image list will be acceptable.

**DEADLINE: REQUIRED MATERIALS MUST BE RECEIVED NO LATER THAN 5:00 P.M. PST ON THURSDAY, MAY 28, 2015.**

## QUESTIONS?

For questions regarding the project and City of Richmond Public Art Program, please contact:

Eric Fiss  
efiss@richmond.ca  
604.247.4612





Figure 1. Architectural rendering at the corner of Gilbert Road and Granville Avenue.

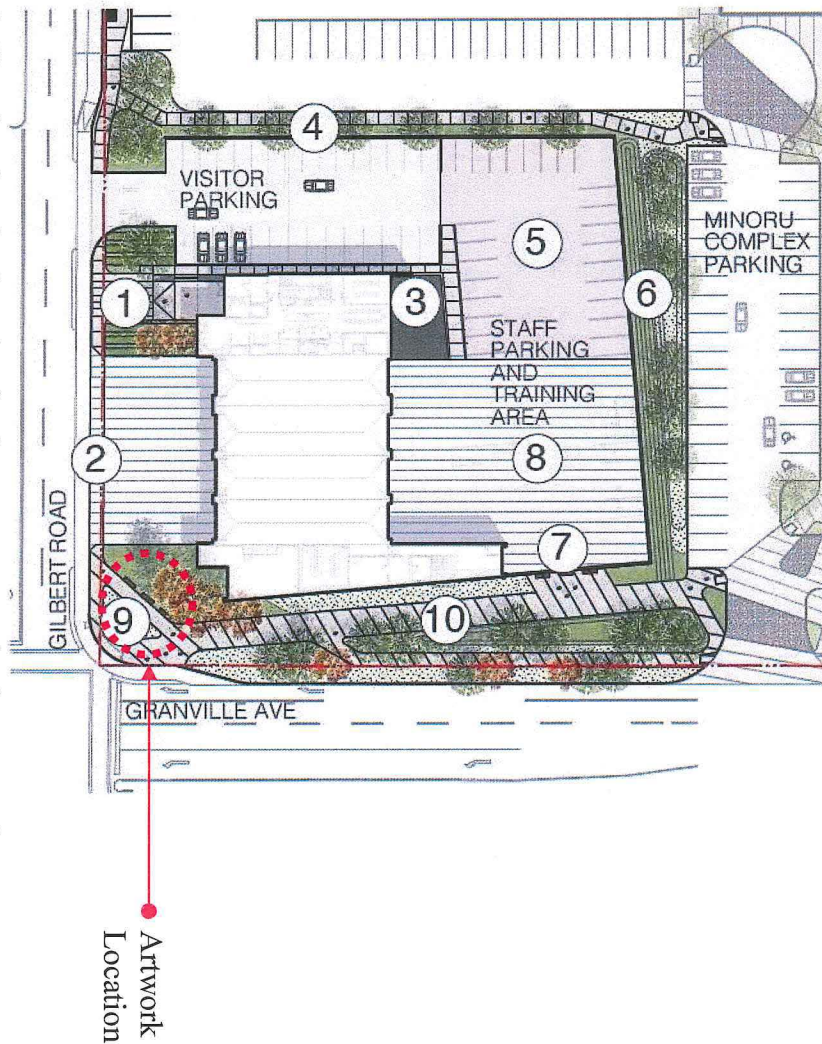


Figure 2. Architectural rendering on Gilbert Road.



Figure 3. Site plan showing location for the commemorative bronze sculpture.

## Fire Hall No. 1: Site Plan



### Legend

1. FIRE HALL ENTRY
  - integrated ramp and stairs
  - flag poles
  - bike parking
2. MUNICIPAL SIDEWALK
  - c/w fire truck path of travel indicators
3. OUTDOOR AMENITY SPACE
  - screening
  - composite wood decking
4. NORTH BUFFER
  - low fence
  - hedging and canopy trees
  - park access sidewalk
5. TRAINING AREA
  - surrounded by enclosure and spray wall in concrete and materials to match building
6. BIOSWALE
  - c/w concrete weirs and rain garden
  - naturalized planting
  - rock swale
7. DECORATIVE AND PROTECTIVE FENCE
  - c/w viewing openings
  - materials to relate to the building
  - flag poles
  - bike parking
8. CONCRETE DRIVEWAY
9. MINORU PARK ENTRY PLAZA
  - c/w seating, planting, and lawn
10. MINORU PARK GATEWAY CONNECTION
  - 4.0m wide walkway
  - seating
  - viewing plaza

### Character Imagery





Examples of Richmond Fire-Rescue service gear and equipment:



*Photographs by Chung Chow, Richmond News, FRIDAY FEATURE: Burning up, from the inside out; Richmond News' reporter feels the heat. A.Campbell, September 20, 2013.*



**Brighthouse Fire Hall No. 1 – Commemorative Bronze Sculpture**

**Submission Deadline: Thursday May 28, 2015 by 5:00pm PST.**

**Attach one (1) copy of this form as the first page of the submission.**

**Name:** \_\_\_\_\_

**Team Name (if applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/Postal Code** \_\_\_\_\_

**Primary Phone** \_\_\_\_\_ **Secondary Phone:** \_\_\_\_\_

**Email** \_\_\_\_\_ **Website:** \_\_\_\_\_  
(one website or blog only)

**Incomplete submissions will not be accepted. E-mailed submissions over 5MB will not be accepted. Information beyond what is listed in the checklist will not be reviewed.**

List Team Member Names Here (Team Lead complete above portion):

\_\_\_\_\_

Please let us know how you found out about this opportunity:

\_\_\_\_\_

Would you like to receive direct emails from the Richmond Public Art Program? \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Submit applications by e-mail to: [publicart@richmond.ca](mailto:publicart@richmond.ca)**

**Additional Information:**

Please be advised that the City and the selection panel are not obliged to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the RFQ as required. All submissions to this RFQ become the property of the City. All information provided under the submission is subject to the Freedom of Information and Protection of Privacy Act (BC) and shall only be withheld from release if an exemption from release is permitted by the Act. The artist shall retain copyright of the submitted documents. While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.



I started my sculpting career in the summer of 1998, upon returning to Victoria from a 10 year stint as a goldminer in the Yukon. My sculptures have become my resume which is ever growing and changing.

Within 6 months of the beginning of my sculpting career, I was given my first public commission by the township of Sidney on Vancouver Island. Since that time, I have completed many public commissions, adorning streets, memorials, trestles and parks from Victoria, BC to Charlottetown, PEI.

Between public commissions, I have completed many private commissions as well as a line of limited edition which have journeyed to many continents. I am kept busy with a variety of art and garden shows throughout the year. I have been involved with shows in Victoria, Vancouver, and as far away as Toronto, San Francisco and Colorado. My main retail outlet has been the Butchart Gardens in their garden gallery, which has captured an international market for me, allowing me to send my pieces throughout the world. I also show my work at my own studio in Saanichton, BC and a couple of resorts and galleries on and around Vancouver Island.

In 2009, I opened the doors to my own bronze foundry where I now have a couple of employees assisting me. I am now able to take control of both quality and timeline as I complete every step of the bronze casting process at my own studio and foundry. I also take in work from other artists, casting their pieces in both poured bronze done in the lost wax method and cold cast bronze.

Please refer to my website, [www.sculpturebynathanscott.com](http://www.sculpturebynathanscott.com) where you can view many of my sculptures as well as a time lapse video of a sculpture being created.

The following is a list of public sculptures I have completed to date.

## **WORKS OF ART**

### **Works in Progress**

UBC Bronze Commission of two of the founding fathers of UBC

### **Public Commissions**

April, 2015	Museum Sculptures for Wanapum Nation, Washington
2014	Life size sculptures: 2 horses, 6 Aboriginals, 6 wildlife and 2 salmon
Sept, 2014	Two Forefathers of Canadian Confederation-bronze, Charlottetown, PEI
April, 2011	YMCA Vancouver-7 sculptures of children and 125 chrome fish
May, 2011	Life-sized bronze Sailor for Ship's Point-Canadian Navy, Victoria, BC
May, 2010	"Navy's 100th Anniversary" Homecoming Sculpture for Victoria,
BC March, 2010	Bronze Bust of "Spock"; unveiled in March by Leonard Nimoy



May, 2009	“WRG Wenman Memorial” -St Michael’s University in Victoria, BC
September, 2008	“Arthur Thomas Fleetwood” bronze for Fleetwood, Surrey, BC
September, 2008	“Carousel Horse”-Bronze commission for Butchart Gardens
March 18, 2006	“Year of the Veteran” Commissioned by the Army and Navy of Victoria
September 18, 2005	“Terry Fox Memorial” Commissioned by the City of by Prince George
September 16, 2005	“Terry Fox Memorial Sculpture” Commissioned by Rob Reid, Victoria, BC
September, 2004	“The Venture Cadet”-Commissioned by the Venture Association
June, 2004	“Bridget Moran” Commissioned by the City of Prince George
September, 2003	“UN Peacekeepers” Commissioned by the Army & Navy Club of Victoria
June, 2003	Bronze commission of nurse by the Royal Jubilee Hospital Nurses Alumnae
June, 2002	“Two Children and a Cat” Commissioned by the Township of Sidney
May, 2001	“War Veteran with Child” Commissioned by the Sanscha Foundation
March, 2001	“Farmer Roy” Commissioned by the Municipality of Saanich
December, 2000	“Old Salty” Commissioned by the Township of Sidney
March, 2000	“Mrs. Stone” Commissioned by the Township of Sidney
May, 1999	“The Old Man by the Sea” Commissioned by the Township of Sidney

### **Private Commissions**

2001-2015                      Over 20 private commissions

### **Limited Editions**

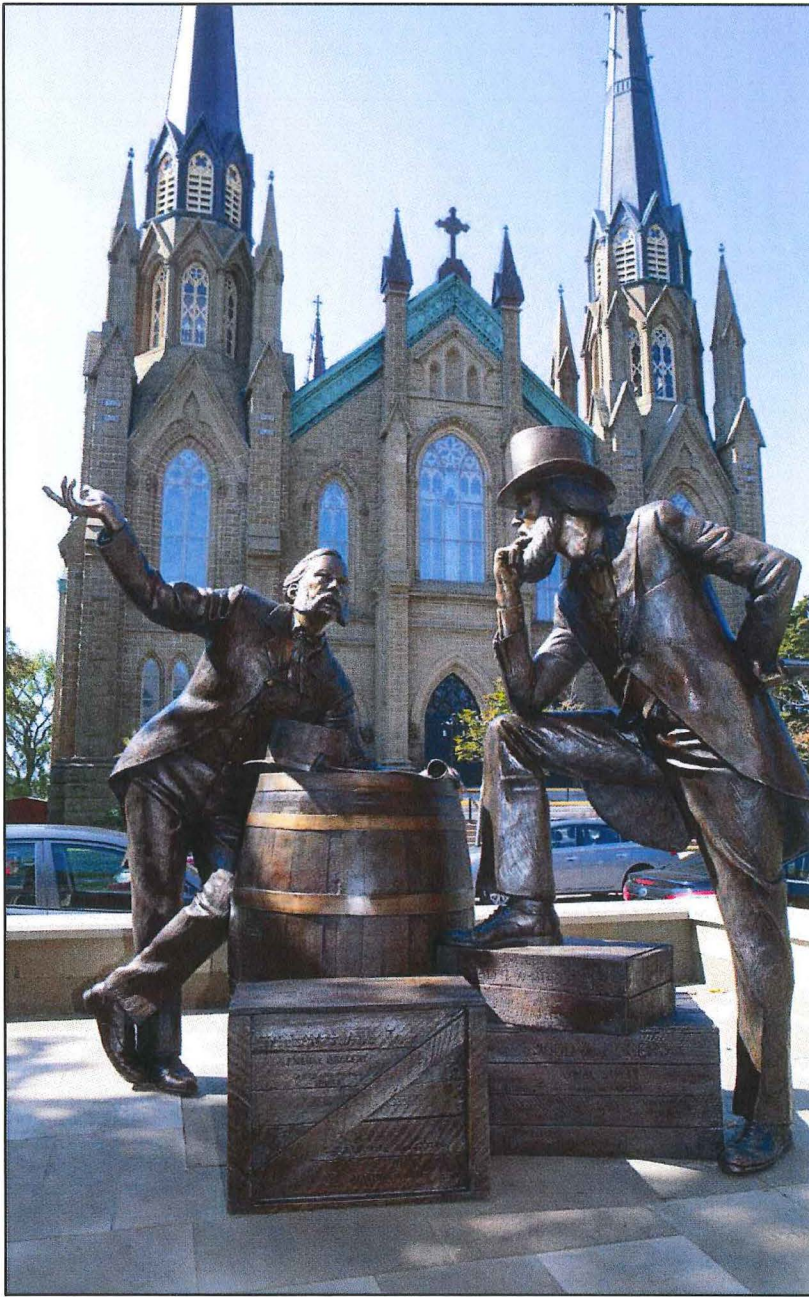
I have sculpted over 40 Limited Edition sculptures in figurative, abstract, and in the Wildlife Series, many of which can be seen on my website at:

<http://www.sculpturebynathanscott.com/figurative---bronze-sculptures.html>

### **Participation in Exhibitions**

Van Dusen Flower and Garden Show	Sculpture Splash
Loveland Sculptural Invitational	Glendale Garden Art in the Park
Toronto Fine Art Expo	Butchart Gardens (17
years) San Fransisco Flower and Garden Show	Island Art Expo
Seattle Garden Show	Sidney Fine Art Show
Canada Blooms, Toronto	Sooke Fine Art Show
Wickinninish Inn, Tofino	Dent Island Lodge, Dent Island, BC
Village Gallery, Sidney, BC	Sonora Resort, Sonora Island, BC

## Previous Projects by Nathan Scott



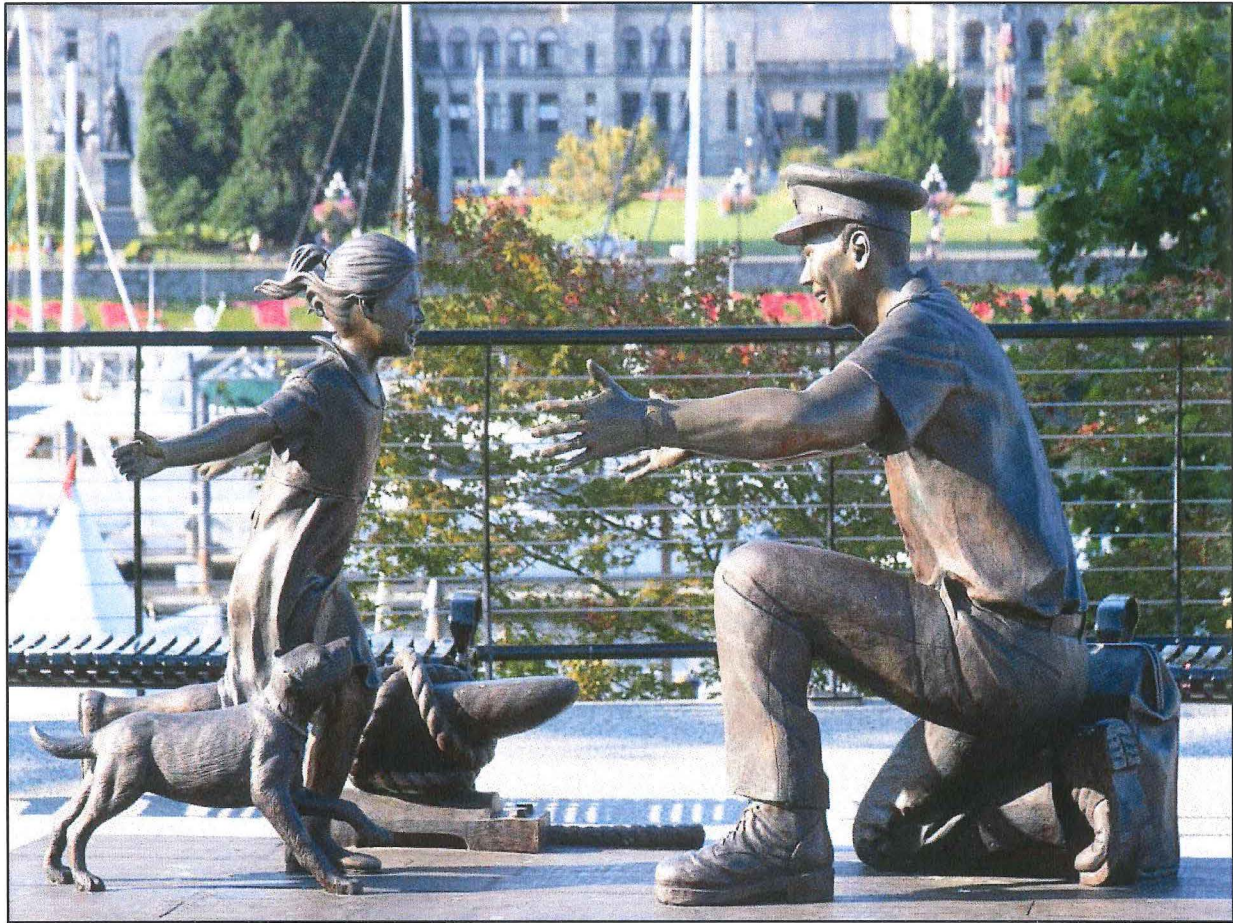
Title: 'The Two Mr. Greys: Forefathers of Confederation' (Charlottetown, PEI)

Date of Completion: September, 2014

Project Budget: \$113,500.00

Dimensions: Life Size





'The Homecoming,' Canadian Navy's 100th Anniversary (Victoria, BC)

Date of Completion: May, 2010

Project Budget: \$182,000

Dimensions: Life Size





Title: 'Cpl Arthur Thomas Fleetwood' (Surrey, BC)

Date of Completion: March, 2008

Project Budget: \$62,500

Dimensions: Life Size





Title: 'Shaker' (Victoria, BC)  
Date of Completion: June, 2004  
Project Budget: \$43,250  
Dimensions: Life Size





Title: 'UN Peacekeepers,' Sidney, BC  
Date of Completion: June, 2003  
Project Budget: \$8,600.00  
Dimensions: Life Size



## Statement of Interest

Public Art-Richmond  
Brighthouse Fire Hall No.1

Artist Call for Commemorative Exterior Bronze  
Sculpture May, 2015

Thank you for the opportunity to bid on this job. As a sculptor, it is my pleasure to be part of bringing recognition to the heroes of our society. It is a privilege to be trusted with a person's great triumphs, victories, and even devastating losses. It is this human aspect of the job that I love. I am humbled to be able to create art that helps people celebrate, appreciate, or grieve. Sometimes a single piece of art does all.

Whenever there is a heroic or devastating situation where people can't be at the exact location, having a memorial sculpture gives people a place to pay tribute. As humans, this is so important. I know how my father feels as a retired soldier, seeing the flowers and knowing people appreciate his risks and sacrifices.

The things that make a great sculpture are the attention to detail, correct proportions and correctness of any instruments, equipment, or badges. I enjoy capturing a moment in sculpture, as in a snapshot-such as the girl running to her Dad in 'The Homecoming' or the conversation taking place between the two forefathers of Confederation. As always, I will take the time to work with the Fire Department to find out the correct positioning of the equipment, usage of it, and give particular attention to the positioning and stance of the firefighter in action. In each project I take on, I want to fully express the client's desires of the sculpture.

I am in a unique position of also successfully running my own foundry. This allows me to have complete control over the quality, costs, and timeline. I guarantee my work 100%.

My letters of recommendation speak of my willingness to work with individuals and committees, my professionalism, ability to stay within budget and timelines, and ultimately exceed expectations.

It is my goal to exceed your expectations.



**Concept Proposal:**



Concept model of Firefighter (front view)  
Final Dimension: Life Size





Concept model of Firefighter (rear view)  
Final Dimension: Life Size





# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Cathryn Volkering Carlile  
General Manager, Community Services  
**Date:** August 18, 2015  
**File:** 08-4057-01/2015-Vol  
01  
**Re:** **Kiwanis Towers – Third Disbursement from the Affordable Housing Reserve  
Fund to 7378 Gollner Avenue**

### Staff Recommendation

1. That, subject to Part 2 below, \$3,961,556 be paid to Richmond Kiwanis Senior Citizens Housing Society (the "Society") towards construction costs associated with 296 subsidized senior housing units at 7378 Gollner Avenue (formerly 6251 Minoru Boulevard) to be used by the Society.
2. That, pursuant to the Contribution Agreement, dated November 9, 2012 and amended March 24, 2015, between the City and the Society, no payment be made by the City until:
  - a. substantial completion of all 148 Seniors Housing Units in the second tower as determined by a quantity surveyor retained by and reporting to BC Housing; and
  - b. the City grants a final building inspection permitting occupancy of all 148 units.
3. That the Chief Administrative Officer and the General Manager of Community Services be authorized to disburse the amount as stated in Part 1 above.
4. That the Five-Year Financial Plan (2015-2019) Bylaw be amended to include an additional \$3,961,556 (from the Affordable Housing Reserve Fund) for the City's contribution.

Cathryn Volkering Carlile  
General Manager, Community Services  
Att.1

REPORT CONCURRENCE		
<b>ROUTED TO:</b> Finance Department Law Development Applications	<b>CONCURRENCE</b> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<b>CONCURRENCE OF GENERAL MANAGER</b> 
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO (DEPUTY)</b> 

## Staff Report

### Origin

The purpose of this report is to recommend that Council approve a payment of \$3,961,556 to Richmond Kiwanis Senior Citizens Housing Society (“Society”) towards construction costs associated with 296 seniors’ subsidized rental housing units to be owned by the Society at 7378 Gollner Avenue (formerly 6251 Minoru Boulevard) (“Kiwanis Towers”).

Kiwanis Towers represents an innovative multi-stakeholder funding approach to leverage non-profit, private and public sector resources and expertise with senior government financing and technical support to achieve subsidized rental housing with tenant amenity spaces to meet the needs of Richmond’s low income seniors.

The project originated when Kiwanis proposed the replacement of an aging seniors housing complex on its nearly 5 acre site with two concrete towers, financed partially through the selling of a portion of the site to Polygon. Polygon has contracted with Kiwanis to build the seniors units as well as three market condominium towers on its parcel. City capital contributions are being provided to the project from the capital Affordable Housing Reserve Fund utilizing funds generated through developer contributions from other Polygon sites. BC Housing is providing low-interest construction financing and facilitating the take-out mortgage.

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

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

This report also supports Council’s 2014-2018 Term Goal #3 A Well-Planned Community:

*Adhere to effective planning and growth management practices to maintain and enhance the livability, sustainability and desirability of our City and its neighbourhoods, and to ensure the results match the intentions of our policies and bylaws.*

This report is also consistent with the Richmond Affordable Housing Strategy, adopted on May 28, 2007, which specifies the creation of subsidized rental units as a key housing priority for the City.

### Background

#### Affordable Housing Special Development Circumstance Provisions

On April 10, 2012, Council endorsed amendments (subsequently adopted) to the Affordable Housing Statutory Reserve Fund Policy 5008, Zoning Bylaw 8500 and Affordable Housing Operating Reserve Fund Establishment Bylaw No. 8206.

The amendments provide Council with authority to direct:

1. Different proportions of contributions to the two capital and operating Affordable Housing Reserve Funds, from time to time, to support affordable housing special development circumstances (“AHSDCs”); and
2. Capital financial support for specific affordable housing developments for affordable housing project eligible costs that include:
  - a. Municipal fiscal relief (i.e., development cost charges, costs related to the construction of infrastructure required to service the land, and development application and permit fees); and
  - b. The construction of infrastructure required to service the land on which the affordable housing is being constructed; and
  - c. Other costs normally associated with construction of the affordable housing units (e.g. design costs, soft costs).

At the discretion of Council, 100% of contributions can be allocated to projects that meet the AHSDC requirements set out in Policy 5008.

#### Kiwanis Towers Financial Contributions

On June 25, 2012 Council approved recommendations in a staff report, dated May 30, 2012, from the General Manager of Community Services titled “Project Specific Financial and Policy Considerations for the Proposed Kiwanis Towers Affordable Housing Development at 6251 Minoru Boulevard.” These recommendations included provision of financial support toward the development of seniors housing units up to a maximum of \$20,837,610 for the costs of construction, and up to a maximum of \$3,305,468 for development cost charges, permit fees, and service cost charges. The entirety of these latter costs and part of the construction costs are to be funded with capital Affordable Housing Reserve Funds; the balance of construction costs are to be funded through new Affordable Housing Value Transfers to be received from several contributor sites owned by Polygon (Attachment 1).

A rezoning application (RZ 11-591685) was adopted and a development permit (DP 12-609958) was issued for Kiwanis Towers on March 11, 2013.

The rezoning considerations divided the City’s contributions towards Kiwanis Towers into:

- Four payments toward construction costs;
- Payments for development cost charges and permit fees; and
- One payment for service cost charges.

The project’s contribution schedule, as well as the Council-approved pre-conditions for the contributions set out in the rezoning considerations, was included in a subsequently executed Contribution Agreement, dated November 9, 2012 and amended March 24, 2015, between the

City and the Society (“Contribution Agreement”). The Contribution Agreement provides that, subject to Council’s approval, the second payment for construction costs are due upon:

- a. substantial completion, as determined by a quantity surveyor retained by and reporting to BC Housing, of the first tower containing 148 Seniors Housing Units; and
- b. the City granting a final building inspection permitting occupancy of all 148 Seniors Housing Units within the first tower.

On September 4, 2013, the Kiwanis Towers project received its building permit. The issuance of this permit was the first funding milestone in the Contribution Agreement, which triggered the release of the first disbursement of the City’s financial contributions of \$9,166,870 towards construction costs and \$2,603,630 to cover development cost charges and permit fees. The remainder of the budgeted amount to cover development cost charges and permit fees will be allocated towards covering service costs and any additional development cost charges in a future disbursement.

On February 13, 2015, the Kiwanis Towers project received its final building permit issuing occupancy for the first tower. The issuance of this permit was the second funding milestone in the Contribution Agreement, which triggered the release of the second disbursement of the City’s financial contributions of \$5,848,406 towards construction costs.

The Kiwanis Towers project is anticipated to receive its final building permit issuing occupancy for the second tower in early September 2015. The issuance of this permit is the third funding milestone in the Contribution Agreement, which triggers the release of the third disbursement of the City’s financial contributions of \$3,961,556 towards construction costs.

## **Analysis**

### **Payment Toward Costs of Construction (\$3,961,556)**

On June 25, 2012, Council approved a maximum of \$20,837,610 towards the costs of constructing Kiwanis Towers, and approved the allocation of \$2,147,204 towards construction costs from existing capital Affordable Housing Reserve Funds. The remaining funding is to be provided through Affordable Housing Value Transfers from several Polygon contributor sites, which are being made in phases from 2012 to 2017 subject to Council’s approval of the rezoning of those contributor sites.

The Contribution Agreement between the City and the Society provides that the City’s third payment of \$3,961,556 towards the cost of constructing the Kiwanis Towers be contributed upon:

- a. the substantial completion of the second tower, as determined by a third-party independent Quantity Survey retained by and reporting to BC Housing; and
- b. the City granting final building inspection permitting occupancy of all 148 units.

The following tables reflect the targeted and actual disbursed amounts disbursed to Kiwanis and the remaining balance to be distributed in Disbursement 4.



Figure 1: Disbursement 1 (May 2, 2014) – Towards Construction Costs

Source	Description	Disbursement #1 Total	Remaining Disbursement Balance
Capital Affordable Housing Reserve Fund	Previously approved AH Capital Projects from Cash-in-Lieu projects	\$2,147,204	
Capital Affordable Housing Reserve Fund	Developer Contributions from Polygon Sites (AHVTs)	\$7,019,666	
	<b>Totals</b>	<b>\$9,166,870</b>	<b>\$11,670,740</b>

\*\$1,745,803 from the Polygon Mueller project didn't advance in time for the first disbursement and is included in the second disbursement request.

Figure 2: Disbursement 2 (June 2, 2015) – Towards Construction Costs

Source	Description	Disbursement #2 Total	Remaining Disbursement Balance
Capital Affordable Housing Reserve Fund (Developer Contributions from Polygon Sites (AHVTs))	Carrera	\$1,355,344	
	Alexandra Road West	\$719,362	
	Mueller (Avanti)	\$1,886,850	
	<b>Total</b>	<b>\$3,961,556</b>	
Capital Affordable Housing Reserve Fund	Developer Contribution from Mueller site (AHVT) – carried from Project Disbursement #1	\$1,886,850	
	<b>Totals</b>	<b>\$5,848,406</b>	<b>\$5,822,334</b>

Figure 3: Request for Third Disbursement (Target – Fall 2015) – Towards Construction Costs

Source	Description	Disbursement #3 Total (Subject to Council Approval)	Remaining Disbursement Balance
Capital Affordable Housing Reserve Fund (Developer Contributions from Polygon Sites (AHVTs))	Carrera	\$1,355,344	
	Alexandra Road West	\$719,362	
	Mueller (Avanti)	\$1,886,850	
	<b>Total</b>	<b>\$3,961,556</b>	
	<b>Totals</b>	<b>\$3,961,556</b>	<b>\$1,860,778</b>

Staff recommend that Council approve the third scheduled payment of \$3,961,556 towards the construction costs of Kiwanis Towers.

The fourth and final scheduled payment (anticipated to be \$1,860,778) towards construction costs of Kiwanis Towers will be due, subject to Council's approval, when a quantity surveyor retained by and reporting to BC Housing certifies that the seniors housing units are complete in their entirety and all deficiencies are corrected, provided that Kiwanis is in compliance with the terms of the Contribution Agreement, Housing Agreement and Housing Covenant, and other agreements between Kiwanis and the City relating to Kiwanis Towers.

### **Financial Impact**

The payment being recommended at this time is \$3,961,556 received by the City as AHVT contributions.

An amendment to the Five-Year Financial Plan (2015-2019) Bylaw is required for the third disbursement (\$3,916,556) to be funded by the Affordable Housing Reserve Fund.

### **Conclusion**

Kiwanis Towers exemplifies an innovative multi-stakeholder approach to combine non-profit, private, and public sector funding and expertise with senior government financing and technical support to achieve subsidized rental housing to meet the needs of Richmond's low income seniors.

In receiving its final building permit issuing occupancy, Kiwanis Towers has reached a milestone triggering the third of the City's financial contributions.



Joyce Rautenberg  
Affordable Housing Planner  
(604-247-4916)

Att. 1: Kiwanis Project Total Contribution Schedule

### Kiwanis Project Total Contribution Schedule

<b>Source</b>	<b>Affordable Housing Contribution Amount</b>
Affordable Housing Capital Reserve Fund	\$2,147,204
<b>Polygon Contributor Sites</b>	
Mayfair Place (RZ 10-537689) 9399 Odlin Rd	\$2,223,360
Cambridge Park (RZ 08-408104) 9500 Odlin Rd	\$2,721,600
Carrera (RZ 11-591685) 6251 Minoru Blvd	\$4,066,032
Alexandra Road West (RZ 12-598503) 9311,9331,9393,9431,9451,9471 Alexandra Rd	\$2,871,264
Mueller (Avanti) (RZ 11-591985) 8331,8351,8371 Cambie Rd and 3651 Sexsmith Rd	\$5,237,409
Alexandra Road East (RZ 12-598506) 9491,9511,9531,9591 Alexandra Rd	\$892,634 *
Jayden Mews (RZ 13-649641) 9700 and 9740 Alexandra Rd	\$678,107
<b>TOTAL</b>	<b>\$20,837,610</b>

\* Amount was decreased from the original contribution agreement amount of \$1,570,741 in lieu of Jayden Mews contribution and securing built units on site. This contribution is subject to Council, in its discretion, approving the proposed rezoning of these properties.



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Tom Stewart, ASCT.  
Director, Public Works Operations  
**Re:** Donation Bins within the City of Richmond

**Date:** August 21, 2015

**File:**

### Staff Recommendation

That:

1. a fee and permit structure for donation bins on City property, as outlined in Option B of the staff report titled, "Donation Bins within the City of Richmond", dated August 21, 2015 from the Director, Public Works Operations, be endorsed; and
2. staff prepare the required bylaws and bylaw amendments to implement the proposed fee and permit structure.

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

Att. 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Business Licences	<input checked="" type="checkbox"/>	
Roads & Construction Services	<input checked="" type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	
Community Bylaws	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
Finance	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO FOR</b> 

## **Staff Report**

### **Origin**

There has been an increasing number of donation bins appearing throughout the City, including on City property. This has led to increased illegal dumping around donation bins and increased complaints to the City about resulting unsightliness (Attachment 1). To address the issue, this report discusses alternatives and proposes regulatory requirements for a fee and permit structure to allow donation bins from charitable organizations only at a limited number of City-designated locations.

This report supports Council's 2014-2018 Term Goal #4 Leadership in Sustainability:

*Continue advancement of the City's sustainability framework and initiatives to improve the short and long term livability of our City, and that maintain Richmond's position as a leader in sustainable programs, practices and innovations.*

### **Analysis**

#### **Current Practice**

Currently, there is no formal approval process for placement of donation bins on City property, nor do existing City bylaws permit these bins to be placed on City property. Donation bins simply appear at certain locations at any time without prior notice to the City. Staff estimate there are currently up to 100 bins located on both City and private property. The location of donation bins on private property is likely the result of discussions between the bin operator and property owner.

When complaints are received, various departments are involved, including Engineering, Community Bylaws and Public Works Operations. City staff undertake clean-up activities to address concerns in a timely manner in order to mitigate the potential for further increased illegal dumping. Where continued concerns are present, staff request that bin operators remove their donation bins. There has generally been good voluntary compliance by bin operators in removing containers when requested to do so by the City.

The issue relating to donation bins is not unique to Richmond. After contacting several lower mainland cities regarding donation bins, there is general consensus that increased emphasis on recycling in the Lower Mainland could lead to higher utilization and increasing numbers of bins. On April 1, 2015, the City of Burnaby banned donation bins from public property and as a direct result of this action staff from other cities reported an immediate increase in bins. Staff expect that this is also why more donation bins have appeared in Richmond.

Both for-profit and charitable organizations utilize this form of collection to generate revenues for their respective organizations. Most municipalities do not have a mechanism in place to deal with these problems; however given the growing prevalence of the bins, several are in the process of regulating this activity by way of by-laws, permits and/or business licensing.



### Issues and Challenges

A number of concerns have been identified in regard to donation bins:

- Placement of bins on public and private property without prior consent from the City.
- Bins often attracting illegal dumping of unwanted waste.
- The increasing cost to manage and clean unsightly areas.
- Vandalism, graffiti and tipping over of bins.
- Scavenging from items located in donation bins, with unwanted items often left dumped on City land.
- Sightline issues for traffic flow and safety of residents.
- Bin locations can cause potential traffic hazards.
- Staff time and resources for cleaning up areas and addressing resident concerns.
- Reduction of parking and extra traffic volumes.
- The concern that for-profit bin operators are giving consumers the false impression that they are donating their clothes to charity, when the clothes are in fact being sold for profit.
- The need to regulate donation bins by policies, bylaws and/or licensing requirements.

### Benefits

The benefits of these donation bins include:

- Keeps materials out of the landfill/waste disposal network.
- Helps to promote reuse and recycling.
- Donations of clothing to charitable organizations that use the proceeds to fund programs and services.
- Some of the donations go directly to families and individuals in the community in need.
- The processing of the donations directly employs and trains individuals in the community, such as the Developmental Disabilities Association.
- Purchasing used clothing reduces energy and raw material consumption.
- Provides affordable clothing.
- Residents appreciate the convenience of drop off bins, but not always in their neighbourhoods.

### Regulatory Authority

To address this issue, staff reviewed the City's regulatory authority. Section 8 of the *Community Charter* gives municipalities the authority by bylaw to regulate, prohibit and impose requirements in relation to many matters including in relation to public places and the protection and enhancement of the well-being of its community in relation to the matters referred to in section 64 (nuisances, disturbances and other objectionable situations).

In reviewing bylaws currently in force in other Canadian municipalities, staff found there were six municipalities that licensed/permitted clothing donation bins with fees ranging from \$0 to \$517.61 annually. Also of note is that four of the six municipalities limit this activity to charitable organizations, and two allowed for-profit organizations/businesses.

### Options Considered

Following an examination of practices used in other municipalities and discussion with internal departments/agencies, the following options were considered:

#### *Option A: Prohibition (Not Recommended)*

The use of donation bins on public property would not be permitted in the City of Richmond. This option would virtually eliminate all issues related to donation bins on public property, and would require enforcement efforts to ensure bins are removed. This would help to avoid complaints about unsightliness around donation bins and reduce resource requirements for cleaning up illegal dumping around donation bins.

The downside of this option is that it would reduce or eliminate viable alternatives for fundraising activities by some charitable organizations. It would also increase the amount of these types of items being disposed of in the landfill and could increase illegal dumping in other areas.

#### *Option B: Eligible Permittees (Recommended)*

Adopt a new bylaw and amend appropriate existing bylaws to limit this activity on City property to only those entities which have been approved for registration as a charity by the Canada Revenue Agency (CRA) and have been issued a charitable registration number by the CRA ("Eligible Permittees"). Such organizations must be established and operate exclusively for charitable purposes and must be designated by the CRA as a charitable organization, a public foundation or a private foundation.

The CRA website<sup>1</sup> states that examples of the four categories of registered charities generally include:

1. relief of poverty (food banks, soup kitchens, low-cost housing units)
2. advancement of education (colleges, universities, research institutes)
3. advancement of religion (places of worship, missionary organizations)
4. purposes beneficial to the community (animal shelters, libraries, volunteer fire departments).

All for-profit and other donation bin operators will continue to be able to negotiate separate arrangements for locations on private property.

Under Option B, staff propose that the City approve approximately 50 bins throughout the City at locations designated by the City. Eligible Permittees would be able to respond to the City's request for Expression of Interest (EOI) for the use of designated locations for a set term (three years) and on such other terms and conditions as set out in the EOI.

Staff recommend a maximum limit of three bins per site, with a maximum of up to 50 bins allowed throughout the City on City property. Provisions would also be included to limit the

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<sup>1</sup> <http://www.cra-arc.gc.ca/chrts-gvng/chrts/pplyng/rgstrtn/rght-eng.html>

number of bins per eligible Permittee to help decrease the extensive influx of any one organization's bins throughout the City. A suggested fee structure is outlined below.

	<b>PERMIT FEE</b>
Annual permit application fee	\$100
Permit fee for each location	\$25 – one time per bin, plus changes or additional bins
Damage and cleanup deposit*	\$1000 per location to a maximum of \$3000 per permittee
Bin removal fee	\$100
Bin retrieval fee	\$200
Storage of bin	\$15 per day
Disposal fee for bin	\$80 per disposal

\*Should these funds be used to reimburse the City for clean up, the permittee will be required to fully reinstate the deposit within thirty (30) days or remove all permitted bins.

If Option B is approved by Council, staff will take steps to educate the public and bin operators about the new requirements. Detailed information could be posted on the City's website and Community Bylaws will work closely with the various operators to ensure a smooth transition during the implementation of the new bylaw and bylaw amendments. Staff will monitor the activity in the course of their regular duties which includes site visits throughout the year.

The enforcement of these bylaws will be incorporated into the daily work of the City's Bylaw enforcement officers. It is intended that the bylaws will provide the officers the tools they need to be able to respond and act on any bylaw violations. The bin operators will be given a short time (e.g. 24 hours) to clean up any unsightly or illegal dumping around donation bins. If they fail to comply, the City will undertake the clean up, drawing from the damage deposit collected.

Staff will notify and work with the existing operators in anticipation of the new requirements. As part of this process, operators would need to review their donation bin program, remove bins no longer eligible for permitting, and submit an Expression of Interest to the City once the City issues a request.

Staff recommend this option as it provides a mechanism for appropriate entities to benefit from this service in a managed approach.

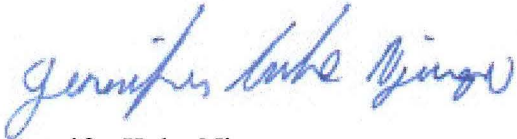
### **Financial Impact**

Revenue from annual permit fees are estimated at \$5,000 annually (50 bins x \$100 permit fee). These revenues would be applied to offset the cost of managing the permit scheme and enforcement activities by Community Bylaws.

Overall there should be a reduction in dumping as related cleanup around the donation bins will be the responsibility of the bin Permittees. If the bin Permittees do not respond to the clean up request within the timeframe (e.g. 24 hour) then the damage and cleanup deposit will be used to reimburse the costs to the City to clean up the site.

### **Conclusion**

Staff recommend that Option B, which outlines a fee and permit structure to allow donation bins from eligible Permittees only at a limited number of City-designated locations, be approved and further, that staff report back with the required regulatory bylaws to implement this option.



Jennifer Kube-Njenga  
Public Works Program Manager  
(604-244-1260)

JKN:jkn

Att. 1 Photographs of illegal dumping around donation bins



Ongoing illegal dumping around donation bins on Capstan Way just west of Garden City Road (June, 2015)



Ongoing illegal dumping around donation bins at Steveston Hwy and No. 3 Road (July 22, 2015)



Steveston Hwy and No. 3 Road donation bin site after City litter staff cleaned up for one hour (July 22, 2015)





# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** John Irving, P.Eng. MPA  
Director, Engineering  
**Re:** Climate Leadership Plan Comments

**Date:** August 20, 2015  
**File:** 10-6125-07-02/2015-  
Vol 01

### Staff Recommendation

That staff provide comments to the Climate Action Secretariat on the provincial "Climate Leadership Plan Discussion Paper," as presented in the staff report titled "Climate Leadership Plan Comments," dated August 20, 2015 from the Director, Engineering.

John Irving, P.Eng. MPA  
Director, Engineering  
(604-276-4140)

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

## Staff Report

### Origin

In 2010, Council adopted targets in Richmond's Official Community Plan (OCP) to reduce greenhouse gas emissions 33 percent below 2007 levels by 2020 and 80 percent by 2050, noting Council's understanding that actions by the province to effect emissions reductions within provincial jurisdiction are necessary to achieve these targets. This report provides information on the process to develop the BC Climate Leadership Plan, and recommends steps for the City to inform the content of the Plan.

This report supports Council's 2014-2018 Term Goal #4 Leadership in Sustainability:

*Continue advancement of the City's sustainability framework and initiatives to improve the short and long term livability of our City, and that maintain Richmond's position as a leader in sustainable programs, practices and innovations.*

*4.1. Continued implementation of the sustainability framework.*

*4.2. Innovative projects and initiatives to advance sustainability.*

This report supports Council's 2014-2018 Term Goal #5 Partnerships and Collaboration:

*Continue development and utilization of collaborative approaches and partnerships with intergovernmental and other agencies to help meet the needs of the Richmond community.*

*5.1. Advancement of City priorities through strong intergovernmental relationships.*

### Analysis

#### Background

In 2008, the province of British Columbia released a Climate Action Plan, which outlined an array of climate action commitments. Correspondingly, in 2010, Council adopted targets in Richmond's OCP to reduce community GHG emissions 33 percent below 2007 levels by 2020, and 80 percent below 2007 levels by 2050. Council specified that these targets are "subject to the understanding that senior levels of government undertake necessary GHG reduction improvements within their jurisdictions with the necessary assistance being provided to the City."

Richmond's subsequent 2014 Community Energy and Emissions Plan (CEEP) outlines an array of strategies that the City is taking to pursue its energy and emissions goals. Importantly, the CEEP recognizes that City emissions reduction targets will only be achieved with "Big Breakthroughs," including widespread uptake of zero GHG transportation systems and new buildings, and deep energy retrofits of existing buildings. The CEEP recognizes that these reductions are not achievable by the City alone; rather, they require provincial and federal regulatory changes, market innovation, increasing carbon pricing, and coordinated efforts

between all levels of government and industry. Moreover, the CEEP includes the following strategy:

*Strategy 12: Encourage Sustained Action by Senior Levels of Government.*

#### Provincial Climate Leadership Plan

On May 12, 2015, the province announced its intention to develop a revised Climate Leadership Plan. This Climate Leadership Plan is seen as an important opportunity to build on the Province's existing suite of climate actions. The province noted that a draft version of the plan will be released in December 2015, and a final version in March 2016. Additionally, the province released a Discussion Paper (previously termed the "Framework for the Climate Leadership Plan") in July 2015, to facilitate public feedback on what should be included in the draft plan.

Anticipating this opportunity to provide comment on this Discussion Paper, on June 22, 2015, Council adopted a resolution that a letter under the Mayor's signature be sent to the Premier's office, requesting that the comment period on the Discussion Paper be extended to allow sufficient time for local government review. On August 6, 2015, the Deputy Minister of the Environment sent a letter to the Mayor and Council noting that comment submissions would be received beyond the original August 17, 2015 deadline. The Province has since issued an announcement that the opportunity for written submissions on the Discussion Paper will close September 14, 2015. This extension provides the opportunity for comment on the Discussion Paper to be provided by the City, to inform the ongoing development of the Climate Leadership Plan.

#### City Input into the Climate Leadership Plan

The development of the Climate Leadership Plan is a key opportunity for the City to provide input and comments on how the province might best support climate action by local government. There are a variety of changes in provincial regulations or policy that could facilitate action to reduce emissions at the local scale. There is an opportunity to communicate to the Province the City's perspectives both at this juncture while the province develops the draft Climate Leadership Plan, as well as during the comments period for draft plan, which is anticipated in December 2015.

It is recommended that staff provide comments to the Province regarding its Discussion Paper, highlighting key elements that the Climate Leadership Plan should include to maximize its efficacy at reducing emissions. Key comments are as follows:

- Carbon pricing – Whether through the carbon tax and/or an emissions cap and trade system, the province can continue to increase the price of carbon to reflect the full cost of releasing GHGs into the atmosphere.
- Zero carbon buildings – The CEEP identifies that for Richmond to meet its 2050 emissions targets, new buildings must be zero carbon by 2025, and widespread deep-energy improvements to existing buildings must occur. Such improvements will entail an exponential increase in the scale of building energy investments. The Climate Leadership

Plan should establish targets and actions for the new and existing buildings to achieve low-carbon performance.

- Transit and active transportation – Provincial investments in walking, cycling, and transit infrastructure will be a key to enabling the continued development of compact, liveable, and low carbon communities that are the basis of Richmond’s 2041 OCP. Such improvements require sustainable, long-term funding contributions.
- Renewable energy and district energy infrastructure – The Province can enable municipal action and incentivize investments in district energy and renewable energy systems through incentives, funding, and tax policies for all sectors.
- Waste management – Ongoing support for diverting waste for recycling and composting will reduce GHG emissions from the landfill and the production of virgin products. Richmond is a leader in organics diversion and other waste management programs. The Province should continue to value and support efforts to manage waste and enable private sector investment in waste management technologies.
- Natural areas preservation – Natural areas often comprise important “carbon sinks”, with carbon sequestered in soils and vegetation. Protection and appropriate land management techniques can prevent release of this stored carbon into the atmosphere and enhance natural areas’ long-term carbon sequestration potential, while also enhancing biodiversity and other amenities. In addition to working to enhance carbon sequestration in lands and waters under provincial jurisdiction, the province can support local government preservation of natural areas (i.e. bogs and parks) through funding programs and enabling policy and regulatory tools such as density transfer.

These suggested elements directly support many of the strategies and actions in Richmond’s 2014 CEEP and the 2041 OCP. Analysis performed for Richmond’s CEEP suggests that to reach the City’s and the Province’s current emissions targets, all of the strategies listed above will need to be employed. Likewise, similar conclusions were reached by the B.C. government’s Climate Action Team in 2008 in their document “Meeting British Columbia’s Targets,” and as part of efforts to quantify the impacts of the 2008 Climate Action Plan on regional emissions.

### **Financial Impact**

None.

### **Conclusion**

This report recommends that staff communicate with the Climate Action Secretariat to provide comment on the Province’s Climate Leadership Plan Discussion Paper, working to ensure that the provincial governments takes steps within its jurisdiction that can help the City reach its energy and emissions goals.



Brendan McEwen  
Sustainability Manager  
(604-247-4676)





# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** September 1, 2015

**From:** John Irving, P.Eng. MPA  
Director, Engineering

**File:** 10-6060-01/2015-Vol  
01

**Re:** Vancouver Airport Fuel Delivery Project Update

### Staff Recommendation

That the comments regarding the Vancouver Airport Fuel Facility Corporation's application to Port Metro Vancouver for the proposed Fuel Receiving Facility identified in the "Vancouver Airport Fuel Delivery Project Update" report dated September 1, 2015, from the Director, Engineering, be endorsed for submission to Port Metro Vancouver.

John Irving, P.Eng. MPA  
Director, Engineering  
(604-276-4140)

Att. 8

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Parks Services	<input checked="" type="checkbox"/>	
Fire Rescue	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO FOR</b> 

## **Staff Report**

### **Origin**

On December 12, 2013 the Minister of Environment and the Minister of Natural Gas Development issued a conditional Environmental Assessment Certificate for the Vancouver Airport Fuel Delivery (VAFD) Project. The certificate is contingent on the proponent meeting 64 conditions that came out of the environmental assessment process that are included in the certificate. The project proponent is Vancouver Airport Fuel Facilities Corporation (VAFFC).

The City of Richmond received a letter dated August 14, 2015, from Port Metro Vancouver (PMV) indicating they had received a project permit application from the VAFFC for the aviation Fuel Receiving Facility (Facility) (Attachment 1). The letter invited the City's comments on the project and indicated that a public open house was to be held on August 29, 2015.

This report identifies staff's comments regarding the VAFFC project permit application for the Facility for Council's consideration for submission to PMV. It also updates the status of the pipeline and Marine Terminal elements of the Vancouver Airport Fuel Delivery (VAFD) project.

### **Findings of Fact**

The VAFD project on Lulu Island is divided into three components:

1. Marine Terminal – The marine terminal is proposed at 15040 Williams Road. This is a 9.45 acre site where aviation fuel will be delivered by maritime transport tanker vessels. Aviation fuel will be pumped via a pipeline eastward across Williams Road to the proposed FRF.
2. Fuel Receiving Facility – The Facility is proposed to be located on PMV land east of the intersection of Williams Road and Dyke Road. It will receive aviation fuel from the Marine Terminal and transfer it to Sea Island via the proposed pipeline.
3. Pipeline – A new 13 km long underground pipeline is proposed to transfer aviation fuel from the Facility across Lulu Island to the existing YVR fuel holding facility located at 7511 Grauer Road on Sea Island.

Attachment 2 identifies the general layout of the three components.

### **Fuel Receiving Facility**

The proposed Facility is located adjacent to the Marine Terminal at the intersection of Williams Road and Dyke Road in south east Richmond (Attachment 3). This is located on PMV property and is not subject to the City's approval processes. However, the Facility will be connected to municipal roadways and utilities and will require City approval to make these connections.

The VAFFC has submitted a project permit application dated May 13, 2015, to develop the Facility on PMV land. The application was made available to City staff at a meeting on August

21, 2015. The proposal document is available on both the PMV and VAFFC web sites. The project permit application is limited to the boundaries of PMV land and as such does not consider connectivity or impact to City utilities or roadways.

### *Staff Comments*

There is currently no detailed information available regarding the connectivity of the Facility to the Marine Terminal or YVR. As such, it is difficult to assess the proposal in a comprehensive manner. While staff are continuing to review information and may develop further comments as warranted, it is recommended that the following comments be submitted to PMV at this stage:

1. The submission requires detail on the interaction of the Fuel Receiving Facility, the Marine Terminal, and the pipeline, particularly during emergency or post disaster scenarios.
2. Public process should be extended and enhanced.
3. A Traffic Impact Study is required and transportation improvements identified in the study need to be addressed.
4. The Fuel Receiving Facility must conform to the American Petroleum Institute (API) 2021 Management of Atmospheric Storage Tank Fires standard.
5. The City recommends that automated fire suppression equipment be included in the Fuel Receiving Facility.
6. Fire flow for fire hydrants on the Fuel Receiving Facility site must be identified and addressed.
7. Post seismic event operation of fire suppression equipment at the Fuel Receiving Facility must be addressed.
8. Impacts of the Fuel Receiving Facility on the adjacent dike must be identified and addressed. Approvals must be obtained from the Provincial Inspectors of Dikes.
9. Site servicing for utilities must be addressed.
10. The development of the Fuel Receiving Facility site must be harmonized with the approved CN Ewen extension.
11. The development and operation of the Fuel Receiving Facility must be in accordance with the conditions set out in the EA conditional certificate and the City's comments that were submitted through the BC EAO.

The following expands on the comments listed above.

*Public Process*

While the Provincial Environmental Assessment Office (EAO) does not require further public consultation, PMV required the VAFFC to conduct a public open house to present the proposed Facility. The notification period for the public information meeting on August 29, 2015 was very short, and public meetings held during the summer often don't reach the target audience due to summer vacations. Similarly, the comment closure date identified in the PMV letter of September 19, 2015 does not provide adequate time for comments.

On August 29, 2015, the day of the open house, a significant storm occurred that knocked out electric power to a significant portion of the Lower Mainland, including the facility that was being used for the open house. Additionally, residents were advised not to travel on that day given the severity of the storm. These factors led PMV to require an additional open house, and VAFFC has scheduled it for:

September 17<sup>th</sup> 2015

4:00 pm – 7:00 pm

East Richmond Community Hall

12360 Cambie Road, Richmond, BC

Accordingly, PMV has verbally indicated they will extend the period for public comment by one week, making the deadline for public comment September 26, 2015. Staff have secured an extension for City comments until October 15, 2015, and has requested that the period for public comment be extended to this date as well.

*Transportation*

The Facility has proposed connections to the City's road network at Williams Road and at Dyke Road. VAFFC has not submitted a traffic impact study and the Transportation Department has not had adequate time or information to review the proposed access. Transportation has a number of preliminary concerns that should be addressed by the traffic study, including but not limited to:

- The proposed primary access from Dyke Road is not supported by Transportation due to impacts on dike users, but could be considered if this access was limited to emergency vehicles;
- The site traffic respecting the existing 5-tonne load limit posted on No. 6 Road north of Triangle Road;
- Municipal roadway improvements to accommodate vehicle turning templates for the various design vehicles accessing the site via Williams Road, Triangle Road, No. 6 Road and Steveston Highway;
- Consultation with MOTI on traffic impacts on the planned upgrade of the Steveston Highway Interchange before, during and after the upgrade; and



- The interaction of proposed site grades with the proposed CN Ewen Branch Extension has not been explored.

### *Fire and Rescue*

The scope of the Vancouver Airport Fuel Delivery Project Risk and Hazard Analysis Design Brief for Fuel Receiving Facility (Design Brief) is limited to the Facility. Given that the Facility is integrally connected to the Marine Terminal and the 13 km pipeline to YVR, each of these components can impact each other from a risk management perspective. As such, the Design Brief does not meet its stated objective:

*“The purpose of this analysis is to address safety related issues with the various agencies involved to demonstrate that the design, construction and operation of the facility will afford the appropriate level of fire safety to the community and responding fire service.”*

The Design Brief should address how the pipeline and Marine Terminal components are designed to interact with each other and the Facility in an emergency situation. The Design Brief also omits the American Petroleum Institute (API) 2021 Management of Atmospheric Storage Tank Fires standard. The Facility will be required to adhere to this standard and as such this omission should be remedied. In addition, the locations of the existing City fire assets are outside of the industry standard, and neither the project permit application nor the Design Brief address this issue.

The project permit application includes automated fire detection equipment in the Facility, but does not include automated fire suppression equipment. It is critical to control fuel tank fires in their early stages and staff recommend that automated fire suppression equipment be included in the Facility. It also needs to include a water system fire flow demand that will be required outside of the fire suppression system. The City standard for industrial sites is 200 l/s, however, additional flow may be required due to the nature of the site. Lastly, regular inspection of the fire detection and suppression equipment is not addressed in the Design Brief.

### *Seismic*

The impact of a seismic event on the Facility has not been adequately explored. Seismic issues that require additional work include:

- Probability of tank failure due to seismic activity;
- Probability of secondary containment failure due to seismic activity;
- Probability of fire post seismic activity;
- Post seismic event operation of the Facility;
- Interaction between Facility structures and the City’s dike during a seismic event; and
- Post seismic water supply for Facility fire suppression systems.

Staff have noted that the proposed fire suppression systems are reliant on the City's water distribution system and will be vulnerable to water outages in a post seismic scenario. The Facility should include provisions for providing emergency power and water to the fire suppression equipment in a timely manner after a significant seismic event.

### *Utilities*

PMV have indicated that they expect VAFFC to enter servicing agreements with the City for connection to City utilities. The VAFFC have not approached the City for utilities servicing. A servicing plan will be required that details utility demands/flows and connectivity to the City system for review.

### *Diking*

The proposed Facility is immediately adjacent to the City's dike and includes considerable soil preparation. No work exploring the interaction of the soil work and the dike has been presented to date. Additionally, the project permit application indicates that a screen including trees is proposed on the City's dike, outside of the PMV property. The proposed trees will reduce the integrity of the dike and staff recommend that they not be permitted on the dike. Further, staff recommend that the proposed screen be installed on PMV land.

### Marine Terminal

The proposed Marine Terminal (Attachment 5) is located to the west of the Facility and is subject to the City's Development Permit process. To date, no development permit application has been submitted and it is unknown when the VAFFC is planning to submit. Key issues in the development permit will be:

- Public consultation;
- Foreshore and ESA impacts and compensation;
- Diking; and
- The City's objectives for a continuous trail along the dike.

### Pipeline

The proposed 13 km pipeline route is predominantly on MOTI property on Highway 99 (Attachment 2). The proposed pipeline utilizes City road dedications at the north and south ends of the project.

On the north end, the proposed pipeline route identified in the EA conditional certificate utilizes a circuitous route from Highway 99 to the north end of No. 3 Road on the North Arm of the Fraser River (Attachment 6). This route has significant impacts to the future development of this area and the development of Duck Island. After negotiations with the City, VAFFC and the Jingon Group (the Duck Island developer), the VAFFC has proposed that the Fraser River crossing be moved to be adjacent to the Airport Connector Bridge at the west end of Bridgeport

Road. This alignment is more agreeable to Jingon and potentially leads to moving the entire north Richmond alignment off of City streets and onto MOTI's Bridgeport Road, adjacent to the existing Kinder Morgan jet fuel pipeline. The VAFFC has indicated they are currently in discussion with the EAO to make these changes to the EA conditional certificate.

On the south end, the proposed pipeline route identified in the EA conditional certificate utilizes City road dedications on Francis Road from the Fuel Receiving Facility (FRF) to Highway 99 (Attachment 7). This alignment is in conflict with the adjacent Ecowaste landfill site and proposed development. Staff understand that the VAFFC and Ecowaste have developed an alternate pipeline alignment identified in Attachment 8 that utilizes Williams Road, Savage Road and Francis Road. This proposal has not been formally presented to the City for comment and has not been submitted to the EAO for amendment to the EA conditional certificate.


### **Financial Impact**

None

### **Conclusion**

The VAFD project is moving forward and an application has been made to PMV for the Facility. PMV have a deadline of October 15, 2015 for City comments, and staff recommend submitting the comments listed in this report regarding traffic impacts, the interaction of the major components in an emergency, impact of a seismic event on the Facility, and utility servicing.

It is unknown when the VAFFC will apply to the Oil and Gas Commission for a permit to construct the proposed pipeline, or when the associated comment period will commence. It is also unknown when the VAFFC will apply for a development permit for the Marine Terminal. Staff will report to Council any significant change in status on both the pipeline and Marine Terminal, and provide further updates on the PMV process for permitting the Facility.



Lloyd Bie, P.Eng.  
Manager, Engineering Planning  
(604-276-4075)

LB:lb

- Att. 1: PMV Referral
- 2: EA Conditional Certificate VAFD Project Layout
  - 3: Fuel Receiving Facility
  - 4: Isometric View of the Fuel Receiving Facility
  - 5: Marine Terminal
  - 6: EA Conditional Certificate Pipeline Route Through North Richmond
  - 7: EA Conditional Certificate Pipeline Route in South Richmond
  - 8: Proposed Pipeline Route Through South Richmond



August 14, 2015

**VIA E-MAIL & MAIL**

Mr. Wayne Craig  
Director of Planning  
City of Richmond  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

Dear Mr. Craig:

**RE: Referral - PER No. 15-104  
Vancouver Airport Fuel Delivery project  
End of Williams Road, Richmond**

Port Metro Vancouver (PMV) has received a project permit application from FSM Management Group Inc. representing Vancouver Airport Fuel Facilities Corporation (the Applicant) for an aviation fuel receiving facility and sections of new fuel transfer and delivery pipelines on PMV land (the Project) at the end of Williams Road in Richmond.

As part of the Project and Environmental Review of this application, we are writing to invite your comments on this proposed Project. Attached is a copy of the location map for your information. Please refer to PMV's website for all drawings, studies, and additional details submitted as part of the [project permit application](#).

Project Description

The proposal is for an aviation fuel receiving facility and sections of fuel transfer and delivery pipelines that will be located on PMV land. Construction of associated office, utilities and landscaping works are also to be undertaken as part of this proposal.

Proposed Works

**Site Preparation Works:**

- Over-excavation and removal of spoil material (up to approx. 150,000 m<sup>3</sup>).
- Filling of the site with dredged river sand as quality backfill material.
- Ground densification using stone columns to a seismic performance target of 1:2475 year event.

**Storage Tanks:**

- Installation of 6 above ground vertical carbon steel single wall tanks, each with approx. a diameter of 33.5 m (110 ft.), a height of 14.6 m (48 ft.) and

100 The Pointe, 999 Canada Place, Vancouver, B.C. Canada V6C 3T4

[portmetrovancover.com](http://portmetrovancover.com)

100 The Pointe, 999 Canada Place, Vancouver, C.-B. Canada V6C 3T4



a useable storage capacity of 13.3 million litres, and with a combined capacity of 80 million litres.

- The tanks will:
  - Be fitted with a primary and secondary level control system, which will include monitoring and overfill protection;
  - Incorporate a pressure/vacuum venting system to control emissions;
  - Incorporate foam dispensing system connected to the foam storage building;
  - Be fitted with automatic motorized emergency valves to control the receiving and dispensing lines to each tank; and
  - Be provided with a liner and leak detection.

#### Operations Facilities:

- Construction of a one-storey operations building approx. 64m<sup>2</sup> (689 sq. ft.) to house offices, a control room for the facilities, first aid facilities and washrooms.
- Construction of a one-storey water treatment building of approx. 64m<sup>2</sup> (689 sq. ft.)
- Construction of an electrical motor control centre building approx. 64m<sup>2</sup> (689 sq. ft.)
- Installation of a containment basin and lift station as part of oil/water separator system.
- Installation of a filtration system and three transfer pumps.
- Installation of fire pump system and perimeter fire hydrants around the facility, and a fire water pumphouse of approx. 40 m<sup>2</sup> (431 sq. ft.).
- Installation of a foam storage and incident command centre approx. 60 m<sup>2</sup> (646 sq. ft.).
- Installation of a backup generator capable of running core functions and firefighting systems.
- Installation of associated spill containment infrastructure.
- Installation of a stormwater detention basin.

#### Underground Utilities:

- Installation of a section of the 600mm jet fuel pipeline used to transfer fuel from the Applicant's marine terminal to the proposed fuel receiving facility.
- Installation of a section of the 350mm jet fuel pipeline used to transfer fuel from the proposed fuel receiving facility to Vancouver International Airport (YVR).
- Installation of associated services for stormwater, sewer, water, communications, and electricity.

#### Facility Access and Ancillary Features:

- Proposal for two driveway access points (from the end of Williams Road and from Dyke Road).

Mr. W. Craig  
Page. 3  
August 14, 2015

- Proposal for internal driveways and fire access roads.
- Installation of 8 employee parking spaces.
- Installation of perimeter security fencing and landscaping.
- Installation of outdoor LED lighting fixtures.

As part of the Project and Environmental Review for this project, the Applicant is required to conduct a public **Open House/Information Session** to provide the public and community with an opportunity to review the proposal and provide comments. The Open House is scheduled for:

**Saturday, August 29 2015 from 2:00 pm to 5:00pm**  
**Holiday Inn Express & Suites Riverport**  
**10688 No. 6 Road, Richmond, B.C.**

All stakeholders interested in the Project are welcome to attend the Open House. PMV staff will be attending to observe and answer questions about the permitting process.

We would appreciate your comments on the proposed Project by **Monday, September 14, 2015**. Should you wish to meet to discuss this application or require an extension to the comment period, please let me know by Friday, August 28, 2015.

Should you have any questions, please contact me at (604)665-9627 or [andrew.taylor@portmetrovanancouver.com](mailto:andrew.taylor@portmetrovanancouver.com).

Sincerely,

PORT METRO VANCOUVER



Andrew Taylor  
Senior Planner

Encl: Location Map

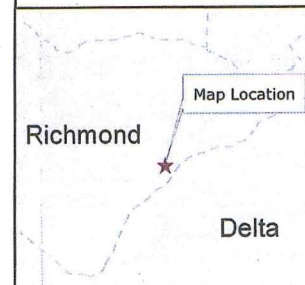
Cc: Mark McCaskill, Senior Project Manager, FSM Management Group Inc.  
Lilian Chau, Manager, Planning, Port Metro Vancouver  
Lisa-Marie Martin, Communications Advisor, Port Metro Vancouver  
Barry Konkin, Program Coordinator, Development, City of Richmond





# **Vancouver Airport Fuel Delivery Project** PP#2015-104

- VFPA Boundary
- Project Location

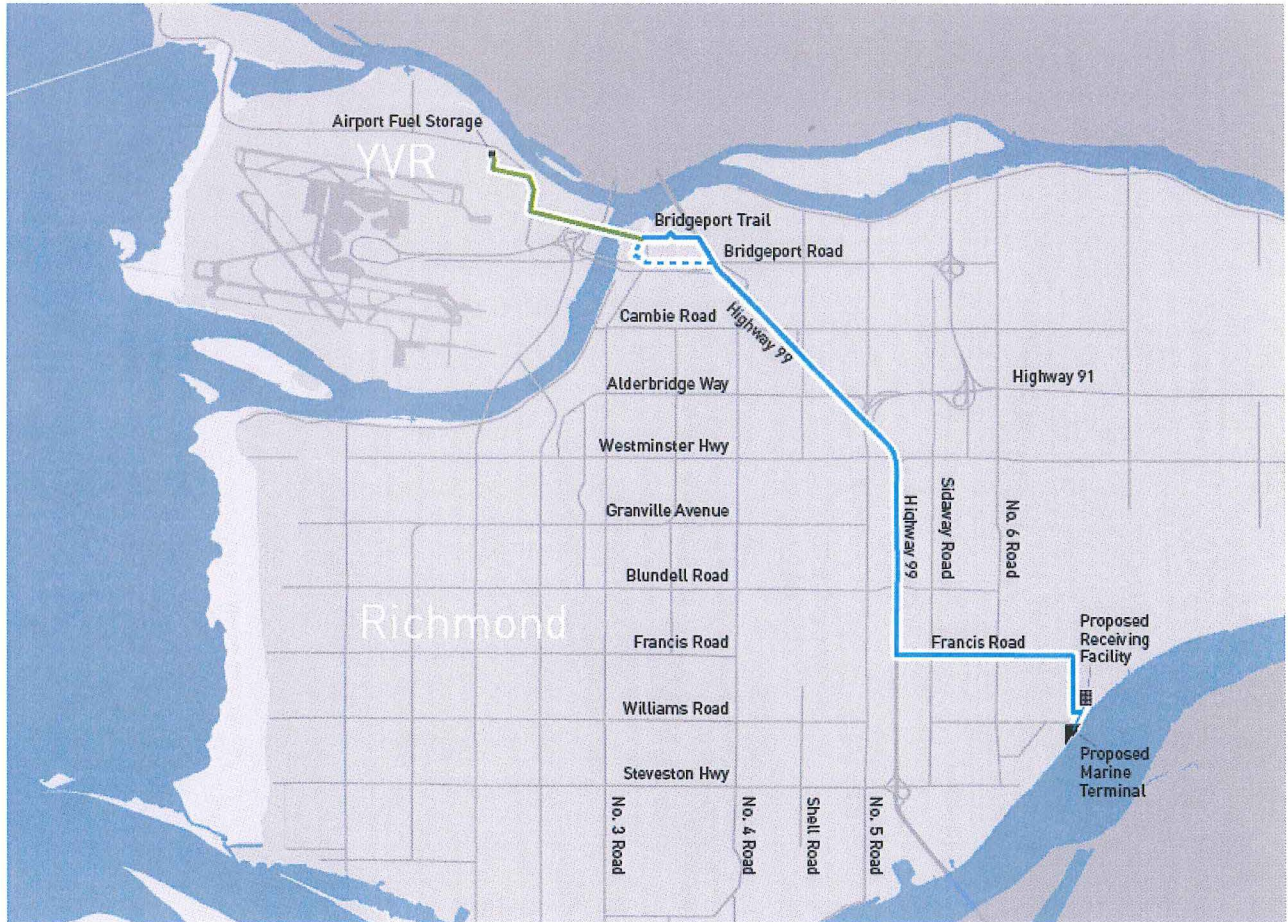


PORT METRO  
**vancouver**  
PMV Spatial Data Group  
August 2015  
PLAN #G2015-066

Any areas marked "proposed" represent approximate locations.



## Attachment 2 – EA Conditional Certificate VAFD Project Layout





### Attachment 3 – Fuel Receiving Facility

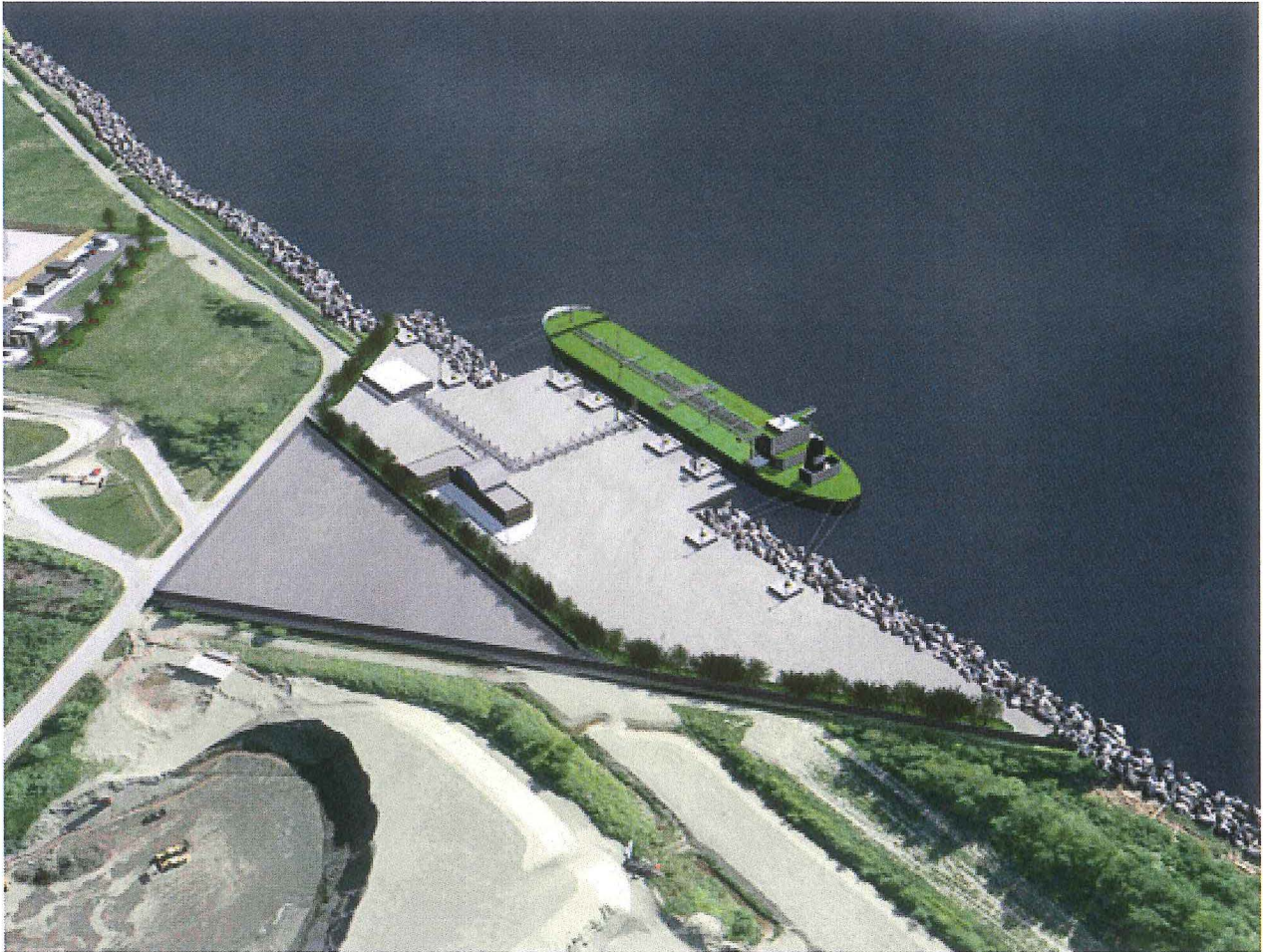


#### Attachment 4 – Isometric View of the Fuel Receiving Facility

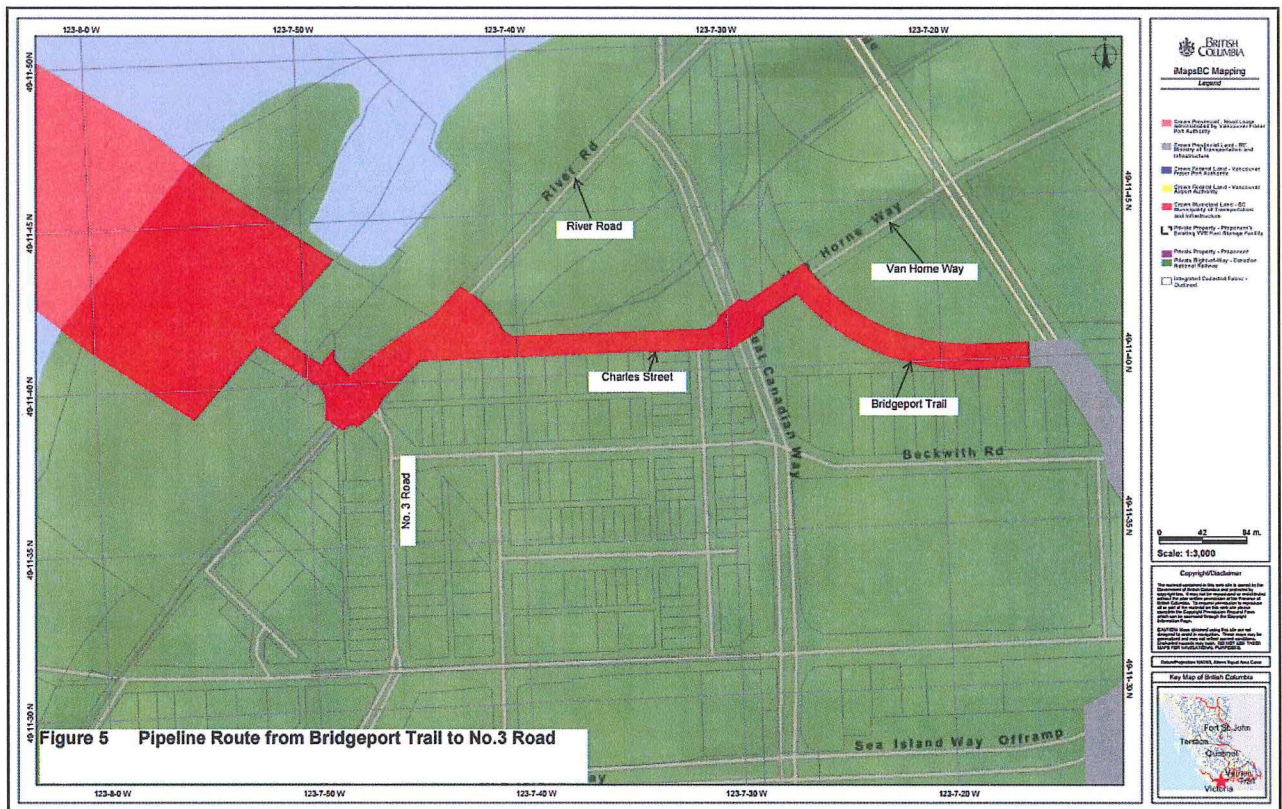




## Attachment 5 – Marine Terminal

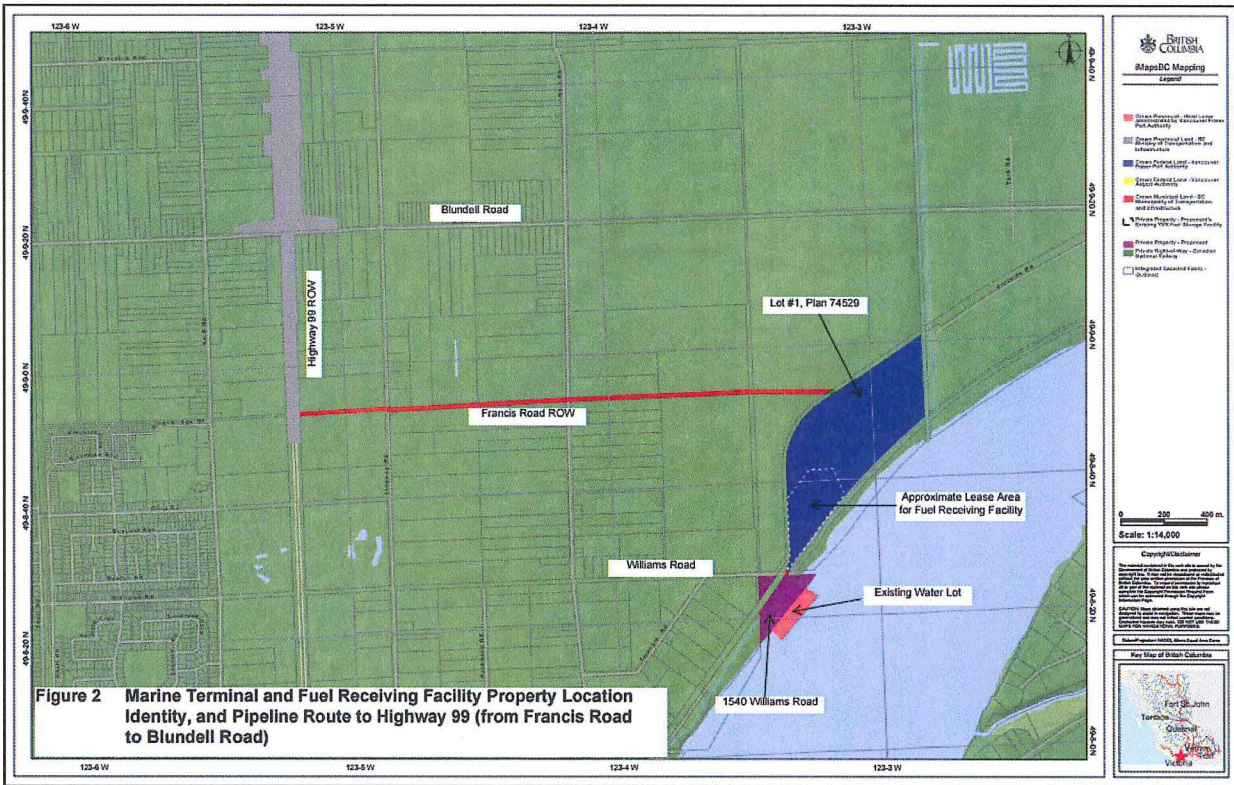


# Attachment 6 – EA Conditional Certificate Pipeline Route Through North Richmond



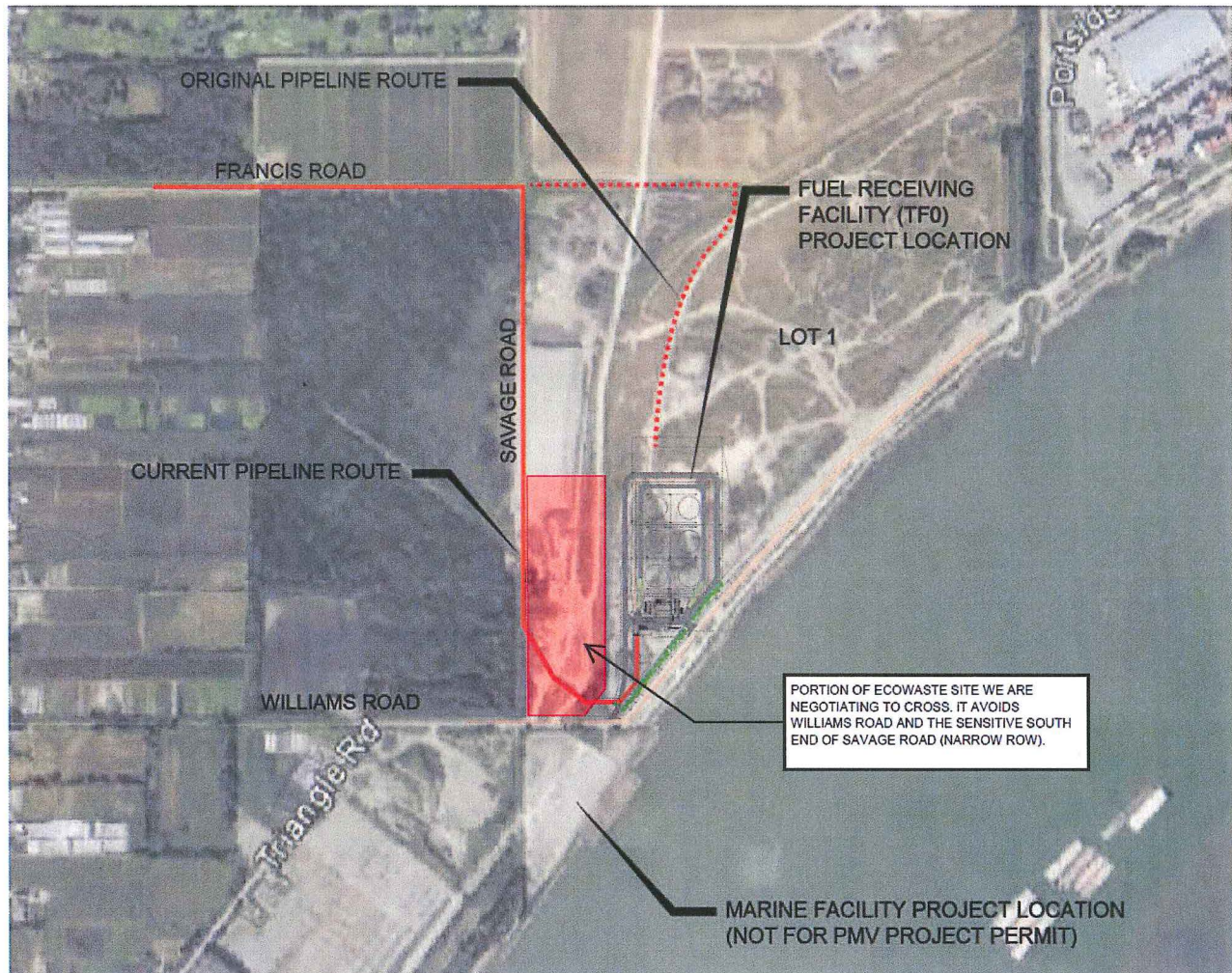


## Attachment 7 – EA Conditional Certificate Pipeline Route in South Richmond





## Attachment 8 – Proposed Pipeline Route Through South Richmond





# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Amarjeet S. Rattan  
Director, Intergovernmental Relations and  
Protocol Unit

**Date:** August 27, 2015  
**File:** 01-0005-01/2015-Vol  
01

**Re:** Revised UBCM Resolution - Port Metro Vancouver and Agricultural Lands

### Staff Recommendation

That the Federal Port Operations on Agricultural Land Resolution, as proposed in the August 27, 2015 staff report from the Director of Intergovernmental relations and Protocol Unit, be submitted to the Union of BC Municipalities for their endorsement (Attachment 2).

Amarjeet S. Rattan  
Director, Intergovernmental Relations and Protocol Unit  
(604-247-4686)

REPORT CONCURRENCE		
<b>ROUTED TO:</b>  Policy Planning	<b>CONCURRENCE</b>  <input checked="" type="checkbox"/>	<b>CONCURRENCE OF GENERAL MANAGER</b>  
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b>  	<b>APPROVED BY CAO (DEPUTY)</b>  

## **Staff Report**

### **Origin**

At the March 23, 2015 Council Meeting, the City resolution '*Discouraging Port Metro Vancouver (PMV) From Expanding on Agricultural Lands*' (Attachment 1) was endorsed for submission to the Lower Mainland Local Government Association (LMLGA) and the Union of BC Municipalities (UBCM).

This City resolution was subsequently endorsed by LMLGA and sent to UBCM for their endorsement. UBCM has requested that this resolution be revised and resubmitted for inclusion in their 2015 Resolutions.

### **Analysis**

As PMV has refused to acknowledge the City's concerns, in relation to their ownership and future use of ALR lands, staff recommend that the City direct its efforts to collaborating with the Lower Mainland Local Government Association (LMLGA), Union of BC Municipalities (UBCM), Federation of Canadian Municipalities (FCM), Metro Vancouver and member municipalities, to seek their support in requesting that the Government of Canada reform and improve PMV- Municipal relations through changes to federal regulations and policies to compel PMV to engage in meaningful consultations with municipalities, and adhere to municipal and regional bylaws and policies.

Accordingly, a Resolution (Attachment 1) outlining City concerns and recommendations was forwarded to LMLGA and UBCM to gain their support in pursuing federal regulatory changes to PMV operations which impact municipal interests.

On May 7, 2015, the LMLGA unanimously endorsed the City resolution and sent it to UBCM for inclusion in their 2015 Resolutions.

The UBCM Resolutions Committee has now reviewed this City resolution and recommended that it be referred back to LMLGA as "the issue as stated in the resolution is specific to Port Metro Vancouver and therefore regional in nature".

Through subsequent discussions with UBCM, a revised City resolution (Attachment 2) has been prepared. If approved by Council, UBCM has advised that it will accept this and include it in their late resolutions to be considered in the September 25<sup>th</sup> resolution session of the upcoming annual convention.

### **Financial Impact**

No financial impact.



## Conclusion

A City resolution with respect to PMV ownership of agricultural land was endorsed by the LMLGA and submitted to UBCM. However, the UBCM Resolutions Committee reviewed this City resolution and recommended that it be referred back to LMLGA as “the issue as stated in the resolution is specific to Port Metro Vancouver and therefore regional in nature”. UBCM has now indicated that it is prepared to accept a revised resolution (Attachment 2) for consideration as part of its late resolutions session, as outlined in the staff report.

A handwritten signature in black ink, appearing to read "A. Rattan", with a horizontal line drawn underneath.

Amarjeet S. Rattan  
Director, Intergovernmental Relations and Protocol Unit  
(604-247-4686)

AR:ar

Att. 1: LMLGA/UBCM Resolution  
2: Revised UBCM Resolution

**City of Richmond Resolution to LMLGA and UBCM:**

**Discouraging Port Metro Vancouver (PMV) From Expanding on Agricultural Lands Resolution:**

WHEREAS the *Canada Marine Act* (e.g., through *Letters Patent* and pursuant to the *Port Authorities Management Regulations*) allows Port Metro Vancouver (PMV) to undertake port activities including the shipping, navigation, transporting and handling of goods and passengers, including managing, leasing, licensing, acquiring and disposing of lands for the purposes of operating and supporting port operations;

AND WHEREAS PMV has purchased land in the BC Agricultural Land Reserve (ALR) in the City of Richmond, totaling 241.51 acres, which over time it intends to develop for port purposes and these ALR land purchases have been authorized by the issuance of *Supplementary Letters of Patent* signed by the Minister of Transport Canada;

AND WHEREAS the City of Richmond has advised PMV that it continues to strongly object to its Land Use Plan, as it does not protect ALR land, and has requested the PMV Board to delete the “Special Study Areas” located within ALR in the City of Richmond, and create a policy which prohibits the expansion of PMV operations on all ALR lands;

THEREFORE BE IT RESOLVED that the Lower Mainland Local Government Association (LMLGA) and the Union of BC Municipalities (UBCM) call on the federal government and the Minister of Transport Canada, through the Federation of Canadian Municipalities (FCM) and other avenues as appropriate, to:

1. Request the Minister of Transport Canada to rescind the March 24, 2009 *Supplementary Letter of Patent* (attached) issued by the Honourable John Baird, Minister of Transport, Infrastructure and Communities, which authorized the transfer of the 229.34 acre Agricultural Lands real property, described in this *Supplementary Letter of Patent*, from A.C. Gilmore & Sons (Farms) Ltd. to PMV, and order the PMV Board to dispose of this real ALR property and other real ALR properties, currently designated in their Plan as ‘Special Study Areas’, for agricultural purposes, at fair market value;
2. Request the Minister of Transport Canada, by way of regulatory changes (e.g., to the *Canada Marine Act*, the *Port Authorities Management Regulations* and *Letters of Patent*), to prohibit the PMV and its subsidiaries, from purchasing any ALR land in the City of Richmond and within the Metro Vancouver region, for port purposes; and
3. Request the Minister of Transport Canada to require PMV to establish, with the local governments located within the area in which it operates, a meaningful consultation process and a formal dispute resolution process to address Municipal/PMV issues arising from its operations and activities.

*ENDORSED BY THE LOWER MAINLAND LOCAL GOVERNMENT ASSOCIATION*

*UBCM RESOLUTIONS COMMITTEE RECOMMENDATION: Refer Back to Area Association*

*UBCM RESOLUTIONS COMMITTEE COMMENTS:*

*The Resolutions Committee advises that the UBCM membership has not previously considered a resolution requesting that the federal government prohibit the acquisition by port corporations of land in the BC Agricultural Land Reserve for non-agricultural, port purposes.*

*The Committee would observe that the issue as stated in the resolution is specific to Port Metro Vancouver and therefore regional in nature.*

**Revised City Resolution to UBCM:**

**Federal Port Operations on Agricultural Land**

Whereas the *Agricultural Land Reserve Act* and regulations establish the Agricultural Land Reserve (ALR) as a provincial zone in which agriculture is recognized as the priority land use, farming is encouraged, and non-agricultural uses are restricted;

And whereas the Canada *Marine Act* empowers federal port authorities to undertake port activities including the shipping, navigation, transporting and handling of goods and passengers, including managing, leasing, licensing, acquiring and disposing of lands for the purposes of operating and supporting port operations;

And whereas the provisions of the Canada *Marine Act* effectively exempt federal port authorities operating in BC from the land use provisions of the *Agricultural Land Reserve Act* and regulations;

And whereas Port Metro Vancouver, a federal port authority, has purchased land in Richmond, BC that falls within the Agricultural Land Reserve, and which over time it may wish to develop for port operations rather than agricultural use—a situation that could occur in any region of the province where a federal port authority operates;

And whereas the City of Richmond has expressed opposition to the Land Use Plan that Port Metro Vancouver prepared for the ALR land that it purchased in Richmond, specifically the fact that the plan may contemplate future non-agricultural use of ALR land:

Therefore be it resolved that UBCM call on the provincial and federal governments to:

- order federal port authorities operating in BC to sell at fair market value any currently held real properties that fall within the Agricultural Land Reserve;
- enact legislative and regulatory changes to prohibit federal port authorities from purchasing land within the Agricultural Land Reserve if the intended use is non-agricultural; and
- require federal port authorities to establish meaningful consultation processes and a formal dispute resolution process with neighbouring local governments, to address issues arising from federal port operations and activities;

And be it further resolved that in the specific case of Port Metro Vancouver, UBCM urge the Board of Directors of Port Metro Vancouver to adopt a policy prohibiting the expansion of Port Metro Vancouver operations onto lands within the Agricultural Land Reserve.