



Public Works & Transportation Committee

Anderson Room, City Hall
6911 No. 3 Road

Wednesday, October 22, 2014
4:00 p.m.

Pg. # ITEM

MINUTES

PWT-7 *Motion to adopt the **minutes** of the meeting of the Public Works & Transportation Committee held on Wednesday, September 24, 2014.*



NEXT COMMITTEE MEETING DATE

Wednesday, November 19, 2014, (tentative date) at 4:00 p.m. in the Anderson Room

PLANNING & DEVELOPMENT DEPARTMENT

1. **PROPOSED CITY OF RICHMOND-TRANSLINK TRAVELSMART PARTNERSHIP**
(File Ref. No. 01-0154-04) (REDMS No. 4307325 v.2)

PWT-11

See Page PWT-11 for full report

Designated Speaker: Donna Chan

STAFF RECOMMENDATION

- (1) *That the City's proposed partnership with TravelSmart to support and promote the City's goals to increase sustainable transportation choices for the community be endorsed;*

- (2) *That the Chief Administrative Officer and the General Manager, Planning and Development, be authorized to negotiate and execute a Memorandum of Understanding based on the attached draft (Attachment 1 to the staff report titled Proposed City of Richmond-TransLink TravelSmart Partnership dated September 23, 2014) on behalf of the City with TransLink regarding the TravelSmart partnership; and*
- (3) *That a copy of the above staff report be forwarded to the Richmond Council-School Board Liaison Committee for information.*



2. **TRANSLINK 2015 CAPITAL PROGRAM COST-SHARING SUBMISSIONS**

(File Ref. No. 01-0154-04) (REDMS No. 4289061)

PWT-23

See Page PWT-23 for full report

Designated Speaker: Victor Wei

STAFF RECOMMENDATION

- (1) *That the submission of:*
 - (a) *road and bicycle improvement projects for cost-sharing as part of the TransLink 2015 Major Road Network & Bike (MRNB) Upgrade Program; and*
 - (b) *transit facility improvements for cost-sharing as part of the TransLink 2015 Transit-Related Road Infrastructure Program;**as described in the staff report titled TransLink 2015 Capital Program Cost-Sharing Submissions dated September 23, 2014 from the Director, Transportation, be endorsed; and*
- (2) *That, should the above submissions be successful and the projects receive Council approval via the annual capital budget process, the Chief Administrative Officer and General Manager, Planning and Development be authorized to execute the funding agreements and the 2015 Capital Plan and the 5-Year Financial Plan (2015-2019) be updated accordingly dependant on the timing of the budget process.*



ENGINEERING AND PUBLIC WORKS DEPARTMENT

3. **MULTI-MATERIAL BC – FINANCIAL INCENTIVE STATUS UPDATE**

(File Ref. No. 10-6370-03-01) (REDMS No. 4351873)

PWT-29

See Page PWT-29 for full report

Designated Speaker: Suzanne Bycraft

STAFF RECOMMENDATION

That the staff report titled Multi-Material BC – Financial Incentive Status Update, dated September 15, 2014 from the Director, Public Works Operations, be received for information.



4. **2014 ENHANCED PESTICIDE MANAGEMENT PROGRAM**

(File Ref. No. 10-6125-04-01) (REDMS No. 4366543 v. 5)

PWT-33

See Page PWT-33 for full report

Designated Speaker: Lesley Douglas

STAFF RECOMMENDATION

- (1) *That the City's Enhanced Pesticide Management Program, including the Temporary Full-Time Environmental Coordinator, be continued on a temporary basis until December 31, 2015; and*
- (2) *That staff report back with any proposed changes or updates to the Provincial Integrated Pest Management Act.*



5. **MUNICIPAL ACCESS AGREEMENT WITH JET ENGINEERED TELECOMMUNICATION TECHNOLOGIES CORP. (CARRYING ON BUSINESS AS "JETT NETWORKS")**

(File Ref. No. 10-6060-01) (REDMS No. 4366553)

PWT-44

See Page PWT-44 for full report

Designated Speaker: Lloyd Bie

STAFF RECOMMENDATION

That the Chief Administrative Officer and the General Manager, Engineering & Public Works be authorized to execute, on behalf of the City, a Municipal Access Agreement between the City and JET Engineered Telecommunication Technologies Corp containing the material terms and conditions set out in the staff report titled Municipal Access Agreement with JET Engineered Telecommunication Technologies Corp. (Carrying on Business as “JETT Networks”), dated October 6, 2014, from the Director, Engineering.



6. **CITY CENTRE NORTH DISTRICT ENERGY – REQUEST FOR EXPRESSION OF INTEREST**

(File Ref. No. 10-6600-10-01) (REDMS No. 4364030 v. 6)

PWT-47

See Page PWT-47 for full report

Designated Speaker: Alen Postolka

STAFF RECOMMENDATION

That the issuance of a Request for Expressions of Interest by Lulu Island Energy Company for a utility partner to design, build, finance and operate a District Energy Utility (DEU) in the City Centre North area on the basis of the following guiding principles be endorsed:

- (1) the DEU will provide end users with energy costs that are competitive with conventional energy costs based on the same level of service; and*
- (2) Council will retain the authority of setting customer rates, fees and charges for DEU Services.*



ENGINEERING AND PUBLIC WORKS & COMMUNITY SERVICES DEPARTMENTS

7. **MINORU COMPLEX FLOOR PLAN AND PRELIMINARY FORM/CHARACTER**

(File Ref. No. 06-2052-55-01) (REDMS No. 4362822 v. 6)

PWT-57

See Page PWT-57 for full report

Designated Speakers: Jim Young & Serena Lusk

STAFF RECOMMENDATION

That the Minoru Complex floor plan and preliminary form/character design as outlined in the staff report Minoru Complex Floor Plan and Preliminary Form/Character, dated October 10, 2014 from the Senior Manager, Project Development and Senior Manager, Recreation and Sports Services, be endorsed.



ENGINEERING AND PUBLIC WORKS & LAW AND
COMMUNITY SAFETY DEPARTMENTS

8. **BRIGHOUSE FIRE HALL NO. 1 – FLOOR PLAN AND
PRELIMINARY FORM/CHARACTER**

(File Ref. No. 06-2052-25-FHGI1) (REDMS No. 4371528 v. 5)

PWT-89

See Page PWT-89 for full report

Designated Speakers: Jim Young & Kim Howell

STAFF RECOMMENDATION

That the Brighthouse Fire Hall No. 1 floor plan and preliminary form/character as outlined in the staff report titled Brighthouse Fire Hall No. 1 Floor Plan and Preliminary Form/Character, dated October 3, 2014 from the Director, Engineering and Fire Chief, Richmond Fire-Rescue, be endorsed.



9. **CAMBIE FIRE HALL NO. 3 - FLOOR PLAN AND PRELIMINARY
FORM/CHARACTER**

(File Ref. No. 06-2052-55-01) (REDMS No. 4367223 v. 6)

PWT-101

See Page PWT-101 for full report

Designated Speakers: Jim Young & Kim Howell

STAFF RECOMMENDATION

That the Cambie Fire Hall No. 3 floor plan and preliminary form/character design as outlined in the staff report titled Cambie Fire Hall No. 3 Floor Plan and Preliminary Form/Character, dated October 6, 2014 from the Director, Engineering and Fire Chief, Richmond Fire-Rescue, be endorsed.



Pg. # ITEM

10. **MANAGER’S REPORT**

ADJOURNMENT





Public Works & Transportation Committee

Date: Wednesday, September 24, 2014

Place: Anderson Room
Richmond City Hall

Present: Councillor Linda Barnes, Chair
Councillor Chak Au
Councillor Derek Dang
Councillor Harold Steves

Absent: Councillor Linda McPhail

Call to Order: The Chair called the meeting to order at 3:30 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Public Works & Transportation Committee held on Wednesday, July 23, 2014, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

Wednesday, October 22, 2014, (tentative date) at 4:00 p.m. in the Anderson Room

ENGINEERING AND PUBLIC WORKS DEPARTMENT

1. **TOILET AND CLOTHES WASHER REBATE PROGRAM UPDATE**
(File Ref. No. 10-6060-02-01) (REDMS No. 4333310)

It was moved and seconded

That:

- (1) *the City allocate \$20,000 from existing Water Utility operating accounts to the Clothes Washer Rebate Program; and*

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- (2) *the CAO and the General Manager, Engineering and Public Works, be authorized to update the agreement with BC Hydro to include the additional funding.*

CARRIED

2. MUNICIPAL ACCESS AGREEMENT WITH TERASPAN NETWORKS INC.

(File Ref. No. 10-6060-01) (REDMS No. 4267964)

In reply to queries from Committee, Lloyd Bie, Manager, Engineering Planning, advised that (i) the proposed Municipal Access Agreement is typically utilized for agreements with utility companies related to telecommunication infrastructure, and (ii) TeraSpan is a federally regulated telecommunications company that provides services to local companies across Canada.

It was moved and seconded

That the Chief Administrative Officer and the General Manager, Engineering & Public Works be authorized to execute, on behalf of the City, a Municipal Access Agreement between the City and TeraSpan Networks Inc. containing the material terms and conditions set out in the staff report titled Municipal Access Agreement with TeraSpan Networks Inc., dated August 11, 2014, from the Director, Engineering.

CARRIED

3. MANAGER'S REPORT

(i) Introduction of Manager, Public Works Administration

Tom Stewart, Director, Public Works, introduced Jatinder Johal, Manager, Public Works Administration and commented on Mr. Johal's tenure with the City.

Committee welcomed Mr. Johal, noting that he is joining a great team of engineering and public works staff.

(ii) Transportation Division Updates

Victor Wei, Director, Transportation, stated that in response to recent complaints from Burkeville residents, staff are corresponding with area residents to address concerns related to speeding and uncontrolled intersections. He stated that a letter will be sent to residents seeking their support for the installation of traffic calming measures at approximately eight intersections.

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In reply to a query from the Chair with regard to a memorandum dated August 19, 2014 regarding the River Road realignment between Hollybridge Way and Gilbert Road (copy on file, City Clerk's Office), Mr. Wei advised that staff have placed a high priority on continuing to make any necessary traffic control enhancements to this area in order to minimize any delays or confusion experienced by road users through this road pattern transition period. Also, Mr. Wei commented on a tool on the City's website that shows traffic in real time at various intersections, which can assist motorists in route planning.

In reply to queries from Committee, Mr. Wei stated that as a result of development requirements of projects adjacent to the Dinsmore Bridge, River Road will be widened to four-lanes, which will further reduce delays. Also, he commented that staff have been monitoring school traffic queues and volumes and, in comparison to traffic delays recorded prior to the opening of schools, traffic delays have remained relatively the same.

In reply to further queries regarding complaints related to the River Road realignment, Mr. Wei spoke on the objective of the realignment, noting that it is a key component of the City Centre Area Plan as it supports the improvement of public open space and access to the river by establishing and expanding the Middle Arm Waterfront Park, as well as placing a priority on active transportation. He noted that staff are continuously monitoring live traffic cameras at key intersections to adjust signal timings in an effort to accommodate changing demands from all approaches. Also, staff have installed additional signage to minimize any confusion experienced by motorists. Mr. Wei commented on the geometry of the realignment and the average time delay, and stated that staff will continue to monitor this area in an effort to manage traffic flow during this adjustment period.

(iii) Compliments to Staff

The Chair referenced correspondence (copy on file, City Clerk's Office), congratulating Roads staff on excellent customer service. Also, she congratulated staff for the receipt of the Bronze Quill Award of Excellence from the International Association of Business Communicators for the Green Cart Program.

(iv) Deep Dredging of the Fraser River

Discussion ensued regarding the article titled 'Plan for deeper dredging in Fraser River could have high environmental price' published April 22, 2014 in *Business In Vancouver* and in reply to a query from Committee, Robert Gonzalez, General Manager, Engineering & Public Works spoke of the staff referral, noting that staff reported back on the referral at the July 23, 2014 Public Works and Transportation Committee.

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Councillor Steves requested that a copy of the staff report and any related information be provided to him in anticipation of a forthcoming meeting with the Surrey Chamber of Commerce.

(v) *Climate Action at the UBCM Convention*

Discussion ensued regarding climate action discussions at the UBCM Convention and it was noted that, in this regard, Richmond is far ahead of other municipalities. It was suggested that staff assemble a package regarding all the City's efforts to address climate action, including parks and urban agriculture efforts and present it to Council. Committee then thanked staff for their efforts with regard to climate action.

In response to a comment made by Committee, Dave Semple, General Manager, Community Services, advised that the Works Yard is equipped with shower facilities for staff who wish to cycle to work.

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

It was moved and seconded

That staff assemble a cross-departmental package showcasing Richmond's efforts with regard to climate action and present it to Council.

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (3:52 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Public Works & Transportation Committee of the Council of the City of Richmond held on Wednesday, September 24, 2014.

Councillor Linda Barnes
Chair

Heather Howey
Committee Clerk



City of Richmond

Report to Committee

To: Public Works and Transportation Committee

Date: September 23, 2014

From: Victor Wei, P. Eng.
Director, Transportation

File: 01-0154-04/2014-Vol
01

Re: **Proposed City of Richmond-TransLink TravelSmart Partnership**

Staff Recommendation

1. That the City's proposed partnership with TravelSmart to support and promote the City's goals to increase sustainable transportation choices for the community be endorsed.
2. That the Chief Administrative Officer and the General Manager, Planning and Development, be authorized to negotiate and execute a Memorandum of Understanding based on the attached draft (Attachment 1) on behalf of the City with TransLink regarding the TravelSmart partnership.
3. That a copy of the above report be forwarded to the Richmond Council-School Board Liaison Committee for information.

Victor Wei, P. Eng.
Director, Transportation
(604-276-4131)

Att. 1

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

Staff Report

Origin

This report supports Council's Term Goal #8 Sustainability:

To demonstrate leadership in sustainability through continued implementation of the City's Sustainability Framework.

8.1. Continued implementation and significant progress towards achieving the City's Sustainability Framework, and associated targets.

This report presents an overview of TransLink's TravelSmart Program and seeks endorsement of the City's participation in the Program.

Analysis

What is TravelSmart?

TransLink is mandated by the Province to develop and implement transportation demand management (TDM) strategies and programs, which are intended to manage travel demand specifically associated with single-occupancy private vehicles. TransLink's branded TDM program is called TravelSmart and seeks to help people make better travel choices by offering information and tools on cycling, walking, carpooling, and taking transit across Metro Vancouver. The most important outcomes of TDM are new behaviours that result in:

- Modal Shifts: more people choosing to walk, cycle, take transit and carpool;
- Trip Reduction: more people choosing to carpool or conduct business online or by phone;
- Reduction of Vehicle Kilometres Travelled: more people making fewer trips by car and to closer destinations; and
- Time and Route Shifting: more people changing the time or route of their driving trip to avoid traffic congestion.

TravelSmart combines targeted outreach, online tools as well as public education and outreach to help achieve behaviour change (e.g., participating individuals can pledge to take "one less car trip per week"). Through these initiatives, TravelSmart helps to improve an individual's awareness and understanding of transportation options and build positive attitudes about sustainable transportation choices.

Program History in Richmond

In March 2003, Council approved the City's participation in the Transport Canada Urban Transportation Showcase Program, including TravelSmart's personalized transportation marketing program in the City Centre. Overall results indicate that the use of more sustainable modes of transportation increased substantially with TravelSmart participants. Within Richmond City Centre, walking, biking and public transit use together increased by three percent (22.2 per cent to 25.2 per cent) while driving declined by four percent (77.8 per cent to 73.8 per cent) during the pilot program.

During the 2010 Winter Olympics, TravelSmart helped to reduce vehicle traffic in Metro Vancouver by 36 per cent during peak periods. TravelSmart was subsequently re-launched in 2011, with Port Coquitlam, Langley (City and Township) and the North Shore municipalities initially brought in as municipal partners in 2012 followed by Surrey and New Westminster in 2013.

During 2013 and 2014, TravelSmart partnered with the City and other local agencies (e.g., Richmond School District) to provide several programs in Richmond on a stand-alone basis including:

- Travel training in elementary and secondary schools and support for student-led campaigns focused on walking and cycling;
- Business outreach and discounted transit pass programs for employers; and
- Transit training sessions for seniors and new immigrants.

Proposed Richmond-TravelSmart Partnership

More formal collaboration with TravelSmart as a municipal partner via the development and implementation of a TravelSmart branded TDM strategy tailored to Richmond could provide the City with on-going opportunities to expand programs that support and promote sustainable transportation choices for residents, employees and visitors as well as add value to broader sustainability initiatives being undertaken by the City. Potential benefits for various City divisions include:

- Community Social Development: renewal and expansion of the transit training sessions for older adults and recent immigrants, as the past workshops were very well received.
- Economic Development: tailored solutions developed with Richmond businesses to enhance alternative transportation options for employees (e.g., carpooling, cycling), particularly in areas with limited public transportation such as office and industrial parks outside of the City Centre. Data from the City's 2013 Business Development Program indicated that employee access was the number one constraint to workforce attraction and retention; this partnership would help with the City's overall business retention and expansion efforts.
- Sustainability: new opportunities to promote and support community and business awareness of sustainable behaviour and practices. Additionally, an opportunity to explore a potential carbon balancing credit generation project model, which could help the City meet its carbon neutral commitments.¹
- Transportation: expansion of cycling education courses for students, primarily through HUB: Your Cycling Connection, as the City would be eligible for a 30 per cent discount off the

¹ In 2008, the City signed the Climate Action Charter, voluntarily committing to carbon neutrality. The Joint Provincial-UBCM Green Communities Committee established under the Climate Action Charter provides a framework for local governments to achieve carbon neutrality, including opportunities to develop carbon credit projects in the community. Through the provincial Climate Action Revenue Incentive Program (CARIP), those local governments who have signed the BC Climate Action Charter are reimbursed for the amount paid in carbon tax. The City signed the Charter in 2008 and subsequently established the Carbon Neutral Provisional Account, where the City's carbon tax reimbursements are directed. This account is used to support activities to meet corporate carbon neutrality, as well as community projects that could comprise local community-based carbon credit projects.

program costs if it becomes a TravelSmart municipal partner. Other opportunities are the renewal of the travel training sessions for elementary and secondary school students, and targeted outreach to specific neighbourhoods to choose sustainable travel modes for discretionary trips (e.g., creation of map identifying safe walking and cycling routes to recreation and shopping destinations). A further initiative is exploring the potential for TravelSmart to assist in the administration of TDM initiatives secured as part of the development application process (e.g., manage the funding and distribution of transit passes for residents of new multi-family developments).

Draft Memorandum of Understanding

The draft Memorandum of Understanding (the “MOU”) between TransLink and the City, as presented in Attachment 1, outlines the purpose, goal, general guiding principles and responsibilities of each of the parties, scope of work, co-branding, and communication protocol.

Next Steps

Should the proposed partnership be endorsed, a detailed work plan for 2015 would be jointly developed based on the activities identified in Schedule A of the MOU and a formal launch would occur in Spring 2015 with a marketing and public awareness campaign having the following typical features:

- News release and Mayor’s statement;
- Deployment of buses in Richmond that have the TravelSmart wrap (see Figure 1);
- Bus shelter advertisements (see Figure 2) and notices in local newspapers;
- Creation of a Richmond web portal on the TravelSmart website; and
- Communication through the Richmond Business Development portal, www.businessinrichmond.ca and the City’s ongoing business outreach.



Figure 1: Transit Bus with TravelSmart Wrap



Figure 2: TravelSmart Bus Shelter Advertisement

The launch would be followed by TravelSmart outreach, participation at City events that align with the goals and objectives of the TravelSmart program (e.g., Activate! Wellness Fair 55+, Move for Health Festival, Island City by Bike Tour), and the implementation of various training

sessions for students, seniors and new immigrants. Engagement and outreach with the business community would be facilitated by the Economic Development Office.

Financial Impact

Any programs or initiatives undertaken, such as school travel planning and the provision of cycling education courses, that require City funding contribution are typically accommodated within the annual operating budget. For 2015, staff propose to increase the number of cycling education courses in order to meet growing demand, which would result in a funding increase of \$1,780 to approximately \$12,980. The 2015 expenditures include a 30 per cent discount off the program costs for cycling education courses through HUB (noted on Page 3), as a result of becoming a TravelSmart municipal partner, which would amount to approximately \$5,000 of savings to the City.

Conclusion

Staff recommend that Council endorse the City's partnership with TravelSmart to promote sustainable transportation behaviour in Richmond in support of Council Term Goals and the City's transportation demand management initiatives. The development and implementation of a TDM strategy tailored for Richmond that focuses on promotion and education to foster personal lifestyle changes would complement infrastructure improvements undertaken by the City and, together, would reinforce progress towards the City's targets for reducing greenhouse gas emissions and shifting travel mode shares towards more sustainable options.



Joan Caravan
Transportation Planner
(604-276-4035)

JC:jc

Att. 1: Proposed Draft Memorandum of Understanding

**TRAVELSMART MUNICIPAL STRATEGIC PARTNERSHIP PROGRAM
MEMORANDUM OF UNDERSTANDING**

THIS MEMORANDUM OF UNDERSTANDING is dated as of the ____ day of October, 2014.

BETWEEN:

South Coast British Columbia Transportation Authority (“TransLink”)

AND:

City of Richmond (the “Municipality”)

WHEREAS:

- A. TransLink is committed to developing a sustainable transportation system. In support of this commitment, the TravelSmart transportation demand management (TDM) program encourages people to change their travel behaviours by providing information, tools and training through various channels, including strategic partnerships that reach out to schools, businesses, seniors and new immigrants; and
- B. The Municipality wishes to promote within its community sustainable, economic and convenient transportation alternatives.

In consideration of the premises, mutual covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each of the parties hereto, the parties agree as follows:

1. PURPOSE

The purpose of this memorandum of understanding (“MOU”) between the Municipality and TransLink is to outline a joint partnership approach and framework for implementing a TravelSmart branded TDM strategy that facilitates behaviour change with respect to transportation choices.

2. GOAL

The goal of the parties is to implement a TDM strategy incorporating the elements included in Schedule A. It is the parties’ intention to implement the TDM strategy beginning in 2015.

3. GENERAL GUIDING PRINCIPLES

TransLink will:

- subject to the provisions of this MOU, implement and carry out its responsibilities under the TDM strategy as indicated in Schedule A; and
- at its own cost, supply staffing and services as reasonably required from time to time to carry out its commitments under the TDM strategy set out in Schedule A.

The Municipality will:

- subject to the provisions of this MOU, implement and carry out its responsibilities under the TDM strategy as indicated in Schedule A;
- use all TravelSmart promotional materials, tools (such as pledge cards), maps and other materials as supplied by TravelSmart without alteration; and
- at its own cost, supply staffing and services as reasonably required from time to time to carry out its commitments under the TDM strategy set out in Schedule A.

In addition, in the event that TransLink creates a dedicated portal or page at www.travelsmart.ca for the Municipality's use (the "Municipal Portal") as part of the TDM strategy, the Municipality acknowledges and agrees that TransLink will own all right, title and interest in the travelsmart.ca domain and the Municipal Portal. TransLink may consult with the Municipality with respect to the content of the Municipal Portal, but TransLink will have the sole right to determine and approve content for the Municipal Portal.

In cases where the Municipality provides content for the Municipal Portal, the Municipality agrees to provide only content that it is legally entitled to publish and agrees that any content that does not meet TransLink's policies or is not related to the purpose of the Municipal Portal will not be included in the Municipal Portal. TransLink reserves the right to remove any content at any time.

4. CO-BRANDING

The parties will consult with each other on opportunities to co-brand materials and electronic media relating to the TDM strategy and sustainable, economic and convenient transportation alternatives. Each party will obtain the prior written consent of the other before including any logo, mark, or other branding (collectively, the "Branding") of the other party on any materials or electronic media.

In providing consent for the use of its Branding, a party:

- warrants and represents that it owns all right, title and interest, including intellectual property rights, in and to the Branding, or is entitled pursuant to a license or otherwise to grant the consent to use;
- warrants and represents that the Branding does not in any way infringe on any rights of third parties;
- grants a non-exclusive, non-assignable licence to use the Branding for the purposes of this MOU.

The party receiving the consent:

- will use the Branding in the form and style provided without alteration, and will attach such notices and acknowledgements of the Branding as the consenting party may reasonably require in order to protect its ownership of and rights to the Brands;
- will indemnify and save harmless the consenting party, its subsidiaries, directors, officers, employees, agents, successors and assigns (collectively, the "Indemnified Parties") from any losses, claims, damages, actions, causes of action, costs and expenses which any of the

Indemnified Parties may sustain, incur, suffer or be put to at any time, either before or after this MOU ends, that are caused by, arise out of or occur, directly or indirectly, as a result of the use of the Brands;

- will, when this MOU ends or is terminated, immediately remove the Brands from electronic media and remove them from other materials as soon as is practicable.

This section shall survive any termination or expiration of this Agreement.

5. COMMUNICATION PROTOCOL

The parties agree to abide by the following protocols for communications relating to the TDM strategy:

- Each party will assign a primary contact who has the authority and capacity to implement the TDM strategy, and be a main point of contact for issues related to this MOU and the TDM strategy. The primary contacts are as follows, or such other person who may be specified in writing by a party:
 - Municipality: Donna Chan, P.Eng., PTOE, Manager, Transportation Planning
 - TransLink: Patricia Lucy, Program Manager, Transportation Demand Management
- To the extent that any confidential information is shared between the parties pursuant to this MOU, the party receiving such confidential information will treat the information as confidential and will not disclose such confidential information to any third party, except as required by law;
- Any public communication by the Municipality relating to the TDM strategy that includes references to TransLink or this MOU must be reviewed and agreed to by the parties before being released; and
- Public comment and enquiry relating to a component of the TDM strategy will be referred to the party directly responsible for the particular component of the TDM strategy. Public comment and enquiry relating to the TravelSmart program will be referred to TransLink.

6. GENERAL

This MOU constitutes the entire agreement between the parties and supersedes and replaces every previous agreement, communication, expectation, negotiation, representation or understanding, whether oral or written, expressed or implied, statutory or otherwise, between the parties with respect to the subject matter of this MOU. This MOU may only be amended if the amendment is in writing and signed by the parties hereto.

The parties acknowledge that this MOU and all information provided to or by TransLink is subject to the British Columbia *Freedom of Information and Protection of Privacy Act*, and may be subject to public disclosure under the FOIPP Act.

No party will be entitled to assign this MOU without the prior written consent of the other party hereto.

Either party may terminate this MOU by giving the other party 30 days' written notice.

If any term of this MOU is held invalid or unenforceable, the remainder of this MOU will not be affected thereby and the MOU will be construed as if the invalid provision had been omitted.

This MOU may be executed in counterparts and when counterparts have been executed by the parties, each originally executed counterpart, whether a facsimile, photocopy, PDF or original, will be effective as if one original copy had been executed by the parties.

The parties by their authorized signatories have executed this MOU on the date first set out above.

**South Coast British Columbia Transportation
Authority**

City of Richmond

Colleen Brennan
VP, Communications and Customer Engagement

George Duncan
Chief Administrative Officer

Patricia Lucy
TravelSmart, Program Manager

Joe Erceg, MCIP
Deputy Chief Administrative Officer

SCHEDULE A

**City of Richmond – TravelSmart Partner Strategy*****Objective:***

To implement with the municipality a TDM strategy that facilitates transportation behaviour change during 2015 and beyond, linked to the goals of the City’s Official Community Plan and Sustainability Framework, and aligned with the health promotion messages of the Healthy Communities Partnership.

TransLink, through its TravelSmart program (“TravelSmart”) will help to promote and facilitate the use of transit, carpooling, car sharing, cycling, and walking as viable alternatives to the single occupant vehicle. While the City works on improving infrastructure and local services to make these travel options more viable and attractive, TravelSmart will assist residents in seeing how they can overcome other barriers to travel sustainably.

To launch the City of Richmond as a TravelSmart strategy partner through a combination of mass marketing (digital and traditional), news release/Mayor Statement and participation in a community event.

Context:

In the City of Richmond, the Official Community Plan sets the stage for future generations to live, work, play and learn, and move towards sustainability in an incremental manner.

For TransLink, this partnership will contribute to a more efficient use of the transportation network. TravelSmart and the City will use both existing and new relationships with schools, senior groups, and businesses to disseminate information, and help reduce barriers to trying new transport behaviours. Education and messaging about Compass will be incorporated when appropriate. The TransLink Customer Feedback tool will be used to capture feedback from the community and inform future service planning.



Scope of Work:

Launch

The launch is the first communication about the partnership. Scheduled for Spring 2015, it will raise awareness of the TravelSmart brand and program within the community, encourage residents to visit travelsmart.ca and “Take the Pledge”, and allow the City to demonstrate its commitment to sustainable transportation. The launch creates an opportunity for TransLink and the City to gain media attention for the partnership. The launch campaign is the main mass media component for the partnership and a visible cue for the community which complements the other program elements.

Business

- The City’s Economic Development Office will identify specific opportunities to deliver information sessions at various office and industrial locations in Richmond, based on data gathered through its Business Development Program.
- TravelSmart will deliver information sessions as agreed in a work plan, and develop subsequent programming subject to demand from and involvement of participating businesses.
- The City and TravelSmart will jointly develop a communications strategy to connect with the Richmond business community.

Schools

- TravelSmart will engage with an agreed upon number of elementary, middle and high schools as pre-determined annually.
- The City will continue with its HUB/HASTE model of school travel planning during 2014.

Seniors and New Immigrants

- TravelSmart will work with City staff to present the TravelSmart for seniors and New Immigrants program at venues accessible for seniors in the Richmond community where appropriate.

TravelSmart Richmond Content

TravelSmart will have Regional content that forms the ‘go to’ point for information about transport options in the City of Richmond. The City will provide topic and content for articles and resources. Sample topics include items like the City’s new Street and Traffic bylaw, which is more supportive of parking for car sharing and those with disabilities; the opening of any new transport facilities like cycling facilities; and stories about citizens who are happily living a ‘carless’ lifestyle, for example.



What Does Success Look Like?

- A TravelSmart plan agreed to by both parties
- At least one seniors workshop performed in calendar year
- At least one information session hosted at a Richmond industrial or business park
- At least one carsharing education workshop
- Five articles posted on travelsmart.ca
- New TravelSmart member accounts / pledge takers

Resources

- Designated financial funding as determined in the discretion of each party
- Various City staff as required
- Designated lead TDM Officer from TravelSmart

Time Line

Fall 2014 – MOU and program outline to council

March to June – initial launch

June to December – TDM Program development

Summer – Seniors presentation & Island City by Bike Tour

APPROVED

Dave Lewin
Transportation Demand Management
Sr. TravelSmart Specialist, TransLink

Donna Chan, P.Eng., PTOE
Manager, Transportation Planning
City of Richmond




City of Richmond

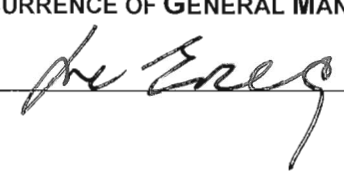


Report to Committee

To: Public Works and Transportation Committee **Date:** September 23, 2014
From: Victor Wei, P. Eng.
Director, Transportation **File:** 01-0154-04/2014-Vol 01
Re: **TransLink 2015 Capital Program Cost-Sharing Submissions**

Staff Recommendation

1. That the submission of:
 - (i) road and bicycle improvement projects for cost-sharing as part of the TransLink 2015 Major Road Network & Bike (MRNB) Upgrade Program, and
 - (ii) transit facility improvements for cost-sharing as part of the TransLink 2015 Transit-Related Road Infrastructure Program,as described in the report dated September 23, 2014 from the Director, Transportation, be endorsed.
2. That, should the above submissions be successful and the projects receive Council approval via the annual capital budget process, the Chief Administrative Officer and General Manager, Planning and Development be authorized to execute the funding agreements and the 2015 Capital Plan and the 5-Year Financial Plan (2015-2019) be updated accordingly dependant on the timing of the budget process.


Victor Wei, P. Eng.
Director, Transportation
604-276-4131

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

Staff Report

Origin

This report supports Council's Term Goal #8 Sustainability:

To demonstrate leadership in sustainability through continued implementation of the City's Sustainability Framework.

8.1. Continued implementation and significant progress towards achieving the City's Sustainability Framework, and associated targets.

The following capital cost-share funding programs are available from TransLink:

- Major Road Network and Bike (MRNB) Program: allocated funding for capital improvements to the major roads across the region that comprise the MRN and the construction of bicycle facilities both on and off the MRN; and
- Transit-Related Road Infrastructure Program (TRRIP): funding for roadway infrastructure facilities required for the delivery of transit services in the region.

Each year, municipalities are invited to submit road, bicycle and transit-related improvement projects for 50-50 funding consideration from these programs. This staff report presents the proposed submissions from the City to TransLink's 2015 capital cost-sharing programs.

Analysis

Major Road Network and Bike (MRNB) Upgrade Program

1.1 MRNB Funding Secured in 2014

As shown in Table 1, a number of City road and bicycle infrastructure projects will receive up to a total of \$293,667 in funding from TransLink's 2014 MRNB Upgrade Program.

Table 1: Projects to Receive Funding from 2014 MRNB Program

Project Name/Scope	TransLink 2014 Funding ⁽¹⁾	Est. Total Project Cost
Video Camera Detection / New Controllers on Steveston Highway Corridor	\$111,667	\$335,000
Parkside Bikeway: Pedestrian signal at Blundell Road-Ash Street	\$60,000	\$120,000
Crosstown Bikeway: Pedestrian signal at No. 2 Road-Colville Road and sidewalk widening	\$105,000	\$210,000
Various Major Street Bike Routes: Application of green anti-skid treatment	\$17,000	\$34,000
Total	\$293,667	\$699,000

(1) The amounts shown represent the maximum funding contribution to be requested from TransLink based on the City's cost estimate for the project. The actual amount invoiced to TransLink follows project completion and is based on incurred costs.

1.2 MRNB Funding Availability for 2015

Per TransLink's 2015 Base Plan, there is no allocated funding available for the 2015 MRNB Upgrade Program due to financial constraints. To mitigate this circumstance, TransLink

provides municipalities with options to transfer funding from their allocation within the OMR (Operations, Maintenance and Rehabilitation) Program, which allow municipalities to:

- transfer funding allocation from O&M (Operations, Maintenance and non-pavement rehabilitation) to R (pavement rehabilitation); and
- transfer funding allocation from R to MRNB Upgrade.

To support the City's proposed submission to the 2015 MRNB Upgrade Program, a total funding transfer of \$300,000 was made from O&M to R, and then from R to MRNB Upgrade as summarized in Table 2.

Table 2: Funding Transfers for 2015

Program	Default	Revised
O&M	\$1,454,000	\$1,279,000
R	\$1,039,000	\$914,000
Subtotal	\$2,493,000	\$2,193,000
MRNB	\$0	\$300,000

1.3 Proposed MRNB Submissions for 2015

The City proposes to submit the following projects for consideration to be included in the 2015 MRNB Upgrade Program.

- *Synchro Traffic Signal Timing Program*: Upgrade of obsolete traffic signal controllers to new generation controllers at 25 intersections followed by the upgrade of the City's traffic management system to enable enhanced coordination with synchronized traffic signal timing plans. Components include purchase of software to enable the interface of the two programs, upgrade of existing traffic signal timing software and database, calibration, testing, and development of multiple synchronized timing plans for each traffic signal on a weekday and weekend basis.
- *Crosstown Neighbourhood Bikeway*: as part of the continued construction of a new east-west neighbourhood bikeway that would be aligned between Blundell Road and Francis Road (see Attachment 1), upgrade of an existing off-street pathway through Blundell Park plus the upgrade of an existing special crosswalk on Gilbert Road at Lucas Road to a pedestrian signal to facilitate cyclists and pedestrians crossing Gilbert Road.

Transit-Related Road Infrastructure Program (TRRIP)

2.1 TRRIP Funding Secured in 2014

As shown in Table 3, a number of City transit-related infrastructure projects will receive up to a total of \$93,350 in funding from TransLink's 2014 TRRIP.

Table 3: Projects to Receive Funding from 2014 MRNB Program

Project Name/Scope	TransLink 2014 Funding ⁽¹⁾	Est. Total Project Cost
Addition of Landing Pad to Bus Stop: 16 locations	\$88,350	\$176,700
Construction of Connecting Pathway to Bus Stop: 1 location	\$5,000	\$10,000
Total	\$93,350	\$186,700

(1) The amounts shown represent the maximum funding contribution to be requested from TransLink based on the City's cost estimate for the project. The actual amount invoiced to TransLink follows project completion and is based on incurred costs.

2.2 Proposed TRRIP Submissions for 2015

TransLink funding of \$1.0 million is available for cost-sharing under the 2015 TRRIP. As TRRIP has no block funding formula, there is no allocated amount of eligible funding for the City. Projects proposed to be submitted by the City for cost-sharing under the 2015 TRRIP are:

- *Bus Stop Upgrades*: retrofits to various existing bus stops to provide for universal accessibility (i.e., installation of a landing pad and/or connecting sidewalk for wheelchair users), installation of bus stop benches and shelters, and construction of connecting pathways to provide access to/from the bus stop. The exact bus stop locations for these upgrades will be determined through feedback from transit users and consultation with Richmond Centre for Disability. Typically, 10 to 15 bus stops are upgraded each year.

Requested Funding and Estimated Project Costs

The total requested funding for the above 2015 submissions to TransLink's capital cost-sharing programs is \$350,000 as summarized in Table 4 below, which will support projects with a total estimated cost of \$700,000.

Table 4: Projects to be Submitted to 2015 TransLink Cost-Share Programs

TransLink Funding Program	Project Name/Scope	Proposed City's Portion & Funding Source for 2015	Proposed TransLink 2015 Funding ⁽¹⁾	Est. Total Project Cost
MRNB Upgrade Program	Synchro Traffic Signal Timing System	2015 Traffic Signal Program: \$90,000	\$90,000	\$180,000
	Crosstown Bikeway: pathway upgrade through Blundell Park and pedestrian signal at Gilbert Road-Lucas Road	2015 Active Transportation Program: \$210,000	\$210,000	\$420,000
	Subtotal	\$300,000	\$300,000	\$600,000
TRRIP	Existing Bus Stop Upgrades	2015 Transit-Related Road Improvement Program: \$50,000	\$50,000	\$100,000
TOTAL		\$350,000	\$350,000	\$700,000

(1) The amounts shown represent the maximum funding contribution to be requested from TransLink based on the City's cost estimate for the project. The actual amount invoiced to TransLink follows project completion and is based on incurred costs.

Should the submissions be successful and the projects receive Council approval via the annual capital budget process, the City would enter into funding agreements with TransLink. The agreements are standard form agreements provided by TransLink and include an indemnity and release in favour of TransLink. Staff recommend that the Chief Administrative Officer and General Manager, Planning and Development be authorized to execute the agreements. The 2015 Capital Plan and the 5-Year Financial Plan (2015-2019) would be updated to reflect the receipt of the external grants where required dependant on the timing of the budget process.

Financial Impact

As shown in Table 4, the total proposed City cost is comprised of \$350,000, which will be considered during the 2015 budget process.

Conclusion

Several road, bicycle route and transit-related facility improvement projects are proposed for submission to TransLink's various cost-sharing programs for 2015 that would support Council Term Goals with respect to Sustainability as well as the goals of the Official Community Plan. Significant benefits for all road users (motorists, cyclists, transit users, pedestrians) in terms of increased efficiency, new infrastructure and safety improvements would be achieved should these projects be approved by TransLink and Council.

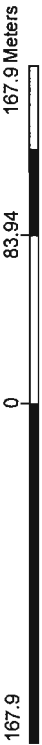


Joan Caravan
Transportation Planner
(604-276-4035)

JC:jc

Att. 1: Proposed Cost-Share Cycling Infrastructure Project

Proposed Cost-Share Cycling Infrastructure Project



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THIS MAP IS NOT TO BE USED FOR NAVIGATION



City of Richmond

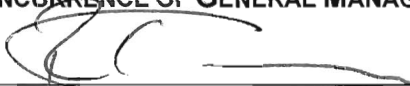


Report to Committee

To: Public Works and Transportation Committee **Date:** September 15, 2014
From: Tom Stewart, ASCT.
Director, Public Works Operations **File:** 10-6370-03-01/2014-
Vol 01
Re: **Multi-Material BC – Financial Incentive Status Update**

Staff Recommendation

That the staff report regarding “Multi-Material BC – Financial Incentive Status Update”, dated September 15, 2014, from the Director, Public Works Operations, be received for information.

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

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

Staff Report

Origin

In November 2013, Council endorsed an agreement with Multi-Material BC (MMBC) to provide residential recycling services on their behalf, including blue box, multi-family and some depot recycling services effective May 19, 2014. By entering into the agreement, the City accepted the financial incentive offered by MMBC.

Subsequent reports to Council at their April 28 and May 26, 2014 meetings outlined the status of the anticipated financial incentive, including added costs associated with meeting MMBC requirements.

This report advises of recent developments in relation to further MMBC requirements and provides a status update of the anticipated net value of the incentive after all expected additional costs are considered.

This report supports Council's Term Goal #8 Sustainability:

8.1. Continued implementation and significant progress towards achieving the City's Sustainability Framework, and associated targets.

Analysis

The City of Richmond undertook a full program launch to coincide with MMBC's May 19, 2014 go-live date. This included providing for separate collection of glass, combined collection of fibres and an expanded range of materials accepted under the program. As reported to Council at their April 28, 2014 meeting, the incentive program offered by MMBC would not be cost recovery as they had initially intended. In the City staff report, it was initially anticipated that the City would be in a net positive position of approximately \$275,000 in 2014, after added collection and one-time program launch costs were factored in. This financial gain will not be realized in 2014, however, due to recycling material consolidation and split weigh costs, discussed below.

Subsequently, as outlined in a report to Council at their May 26, 2014 meeting, the City incurred further additional costs as a result of MMBC, through their post-collection service provider Green By Nature (GBN), establishing Richmond's drop off location for recycling materials as the Cascades Recovery site in Surrey. The City was informed of this decision on April 8, 2014, after our initial assessment of the value of the incentive offer. It was neither feasible nor cost effective to deliver loads from Richmond to the Surrey site due to the travel distances involved. Therefore, Council approved a recycling consolidation facility arrangement at a local facility in Richmond at additional cost to the City.

The MMBC/GBN-established post-collection drop off location is subject to further discussions with MMBC, per Council's April 28, 2014 meeting, at which staff were directed to work with MMBC to urge them to designate a post-collection site in closer proximity to Richmond. These discussions are on-going.

Split Weigh Protocols

Subsequent to staff's report on the recycling material consolidation arrangements, MMBC has further required that all cities follow split weigh protocols, which add considerably to turnaround times at the recycling consolidation facility, requiring additional resources at added costs. Split weigh refers to weighing each recycling material compartment section individually on the truck, which requires repeated cycling over weigh scales for each load delivered to the consolidation facility. The City was required to comply and the required split weigh protocols were implemented on September 8, 2014. Staff are in discussions with MMBC to urge that they reduce the split weigh requirements to pre-MMBC standard practices in an attempt to reduce or eliminate these costs over the longer term. Pre-MMBC standard practices were based on using averages of approximately 16 split weigh loads per month versus the current requirement, which translates into over 120 split weigh loads per month. These discussions are also on-going.

Overall Expected Financial Position – 2014

In light of the above, the difference between the expected incentive and added costs due to MMBC requirements results in a net deficit position to the City of approximately \$132,750 in 2014 as follows. These amounts assume receiving the full MMBC incentive payment (with no penalty deductions) and are pro-rated commencing May 19, 2014.

Pro-Rated 2014: MMBC Incentive Comparison to Added MMBC Program Costs			
	Original Anticipated (April 28, 2014 Council)	Consolidation Facility Added Costs (May 26, 2014 Council)	Added Split Weigh Requirement (commenced September 8, 2014)
MMBC incentive	+\$1,440,500		
Added costs/lost commodity revenue:			
• Ongoing	-\$646,750		
• Implementation/one- time costs	-\$520,000		
Expected financial benefit	+\$273,750	+\$273,750	
Added post collection consolidation costs			
• Ongoing		-\$200,000	
• One time		-\$140,000	
Revised - Expected cost		-\$66,250	-\$66,250
New – Split weigh requirement			-\$30,500
Other one-time costs for start- up equipment and materials			-\$36,000
Net 2014 anticipated City cost			-\$132,750

Staff note that costs in 2014 are not expected to be reflective of future years due to implementation/one-time costs associated with adapting to changes required to comply with the MMBC agreement. Discussions with MMBC staff are ongoing relating to recycling material

consolidation and split weigh requirements in an effort to reduce these costs to further improve the value of the incentive to the City.

Overall Expected Financial Position – 2015

A review of the 2015 anticipated incentive as compared with added costs associated with MMBC requirements is provided below. This shows that the City can expect to be in a net positive position of approximately \$850,000, subject to any additional requirements imposed by MMBC or penalties imposed.

2015: MMBC Incentive Comparison to Added MMBC Program Costs	
MMBC anticipated incentive	+\$2,289,301
Added initial costs/commodity revenue loss	-\$1,046,190
Added subsequent costs:	
• Post collection consolidation	-\$299,200
• Split weigh	-\$95,793
Net positive benefit	+\$848,118

The costs outlined above are reflected in the 2015 utility budgets and rates. Incentive revenue has been applied to the program to offset the added costs associated with joining MMBC such that there is no change in the rate charged to residents for recycling services under this program in 2015.

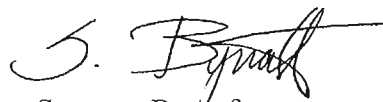
Financial Impact

None.

Conclusion

In agreeing to join the MMBC program, the City has incurred added costs to meet MMBC requirements. These costs are expected to be partly offset in 2014, resulting in a net cost to the City of \$132,750.

In 2015, added costs are expected to be fully offset such that the City can expect to receive a net positive benefit of approximately \$850,000. However, because MMBC revenues remain subject to fines and penalties and MMBC may impose contractual changes that result in extra costs to the City, the value of the MMBC incentive cannot be assured. Therefore, in accordance with previous Council direction, net MMBC revenue will be credited to the sanitation and recycling provision until such time as costs/incentive payments are stabilized. At that time, further information will be brought forward for Council's review.



Suzanne Bycraft
Manager, Fleet & Environmental Programs
(604-233-3338)



City of Richmond

Report to Committee

To: Public Works and Transportation Committee

Date: October 8, 2014

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

File: 10-6125-04-01/2014-
Vol 01

Re: 2014 Enhanced Pesticide Management Program

Staff Recommendation

1. That the City's Enhanced Pesticide Management Program, including the Temporary Full Time Environmental Coordinator, be continued on a temporary basis until December 31, 2015.
2. That staff report back with any proposed changes or updates to the Provincial Integrated Pest Management Act.

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

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Parks Services Community Bylaws	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: JC	APPROVED BY CAO

Staff Report

Origin

On April 27, 2009 Council adopted the Enhanced Pesticide Management Program (EPMP) with the following resolutions:

1. *That the staff report dated April 16, 2009 from the Director of Parks and Public Works Operations, entitled Pesticide Use Management in Richmond be received for information;*
2. *That Option 4 (as outlined in the staff report dated April 16, 2009 from the Director of Parks and Public Works Operations, entitled Pesticide Use Management in Richmond), be enacted and related policies and procedures be reviewed in one year to measure its effectiveness and improve it; and*
3. *That the timing of budgetary implications be reviewed.*

The related Pesticide Use Control Bylaw No. 8514 was subsequently adopted on October 13, 2009 with Municipal Ticketing Information provisions.

On October 15th, 2013, Council, moved and seconded *That the Enhanced portion of the Enhanced Pesticide Management Program be extended until the end of 2014.*

This report provides an update to Council on provincial action to reduce exposure to pesticides used for cosmetic purposes, provides an update on the EPMP since adoption in 2009 and presents options for moving forward.

Analysis

EPMP Program Overview

At the time of the EPMP adoption, there was significant community interest for a municipal bylaw to ban the use of pesticides for cosmetic purposes. On April 27, 2009 Council adopted Option 4, of the “Pesticide Use Management in Richmond”.

The EPMP was modeled upon reporting by the Canadian Centre for Pollution Prevention (C2P2)¹ that placed emphasis upon regulatory cosmetic pesticide bylaws that are coupled with strong education and community outreach programs. The five delivery elements of the EPMP include:

1. Education and Community Partnership;
2. Corporate Reduction;
3. Senior Government Regulation;

¹ *The Impact of By-Laws and Public Education Programs on Reducing the Cosmetic / Non-Essential, Residential Use of Pesticides: A Best Practices Review*, (2004), Canadian Centre for Pollution Prevention and Cullbridge Marketing and Communications: <http://www.c2p2online.com/documents/PesticidesBestPracticeReview-FINAL040324.pdf>

4. Pesticide Use Control Bylaw; and
5. Cost/Resource Implications.

Since 2010, the EPMP has been funded annually through the Sanitation and Recycling utility budget. The EPMP continues to be well received by the community, successfully reducing costs and risks related to this new era of pesticide and vegetation management.

Annually, a report to Council has been brought forward to provide an overview of each fiscal year of the EPMP and provide updates on the status of provincial action towards a regulation to ban the use of pesticides for cosmetic purposes. 2014 marks the fifth year of the EPMP.

Highlights of the 2014 EPMP

Attachment 1 highlights the EPMP elements since adoption in 2009. Below are the 2014 Program highlights:

- Delivered 30 Natural Lawn Care and Organic Gardening workshops as part of the Environmental Sustainability workshop series;
- Coordinated year-round programming for Natural Lawn Care and Organic Gardening with a “seed to plate” focus, increasing the local knowledge base for gardening through all four seasons;
- Developed and presented two new information sessions for newcomer invasive insects to Richmond: the European chafer beetle (community workshop) and the European fire ant (staff workshop);
- Delivered a new natural lawn care workshop entitled Fall Lawn Care;
- Delivered presentations to Professional Pest Managers of B.C. – *Challenges of Managing Invasive Species for Local Governments*, and Master Gardeners of B.C. – *European Fire Ants*, Burnaby, B.C.;
- Completed a GIS inventory and mapping for the distribution of invasive knotweeds around the Lulu Island dike perimeter (2014);
- Conducted and monitored Parrot feather control trials to determine viable containment and control options;
- Identified a new aquatic invasive plant in Richmond (Brazilian elodea) and established a provincial partnership for an early detection rapid response program;
- Community Bylaws recorded four Pesticide Use Control Bylaw related complaints. No ticketed fines have been issued; and
- Established an outreach partnership with Community Bylaws for a combined door to door Dog License canvassing and Pesticide Use Control Bylaw education program. Two staff members visited approximately 8000 homes between June 1st and August 31, 2014. The Pesticide Use Control Bylaw was discussed with approximately 25% of home owners. Approximately 1000 Pesticide pamphlets, 400 in English and 600 in Chinese, and 770 Environmental Sustainability Workshops pamphlets were distributed.

Provincial Action on Cosmetic Pesticides

The Minister of Environment is currently reviewing draft revisions to the Integrated Pest Management Act which do not result in action towards a provincial ban on the use of pesticides for cosmetic purposes. This emphasizes the value for the continuance of the EPMP in the absence of provincial action towards a cosmetic pesticide regulation.

EPMP Options for 2015

Option 1 - Continue EPMP on Temporary Basis (Recommended)

This option would maintain the annually dedicated staff resource (i.e. Temporary Full Time (TFT) Environmental Coordinator) and continue to position the City with an EPMP that takes a long term risk and cost reduction approach towards pesticide and vegetation management.

Option 1:

- Maintains the current level of service (i.e. workshops, technical support to staff & community members, best practices development & implementation, monitoring & research, liaison with industry & provincial agencies, retailer outreach, etc.).
- Continues the delivery of resources dedicated to supporting Richmond's community such as the popular and well attended natural lawn care and organic gardening workshops.
- Deals with ongoing and burgeoning pest issues as they arise (e.g. Brazilian elodea, Japanese Knotweed, Common reed, Parrot feather, European chafer beetle and European fire ants).
- Provides flexibility to support other sustainability objectives related to outreach, public engagement and education. This includes the City's Sustainability Framework and other Council priorities (e.g. Terra Nova, Railway Corridor, Garden City Lands, Bath Slough, etc.).

Budget impacts for Option 1 are identified below:

Option 1 Budget Impacts

TFT Environmental Coordinator	\$ 94,470
Education	\$ 15,000
TFT Bylaw Enforcement Officer	\$ 43,052
TOTAL Option 1 Budget	\$ 152,522

Option 1 provides the community with a robust tool kit for responding to this new era of lawn and garden care in the absence of provincial legislation. The EPMP enables training, research, outreach and education for new approaches to landscape management and new generation pesticide practices for landscape industry practitioners and City Operations staff. Continuation of the EPMP enables a sustainable approach to pesticide management and positions the City to respond to the ecological shifts related to climate change and the associated proliferation of invasive species. Option 1 is recommended for its risk and cost reduction approach to cosmetic pesticide use and vegetation management.

Option 2 - Continue EPMP on Permanent Basis

Option 2 would require the conversion of the TFT Environmental Coordinator into a Regular Full Time position, requiring the creation of a new Position Control Compliment number. This option requires no additional costs to the current EPMP funding, as reported in Option 1 Budget Impacts. Since 2010, the EPMP has been included annually in the Sanitation and Recycling utility budget.

Option 2 allows the same provisions as cited in Option 1 on a permanent basis. In addition, this option allows greater flexibility to support other sustainability objectives that are related to outreach, public engagement and education, included within the City's Sustainability Framework and Council priorities on a permanent basis.

Option 2 is not recommended as it prolongs the temporary scope of the program that was intended for the EPMP. The EPMP was originally adopted as a temporary measure pending provincial action towards a ban on the use of pesticides for cosmetic purposes.

Option 3 - Discontinue EPMP, retain funding for Pesticide Use Control Bylaw

Option 3 will result in an overall reduction in the level of service for the EPMP while retaining the Bylaw. Option 3 includes:

- The loss of the enhanced components of the EPMP, detailed in Attachment 2, that include:
 - i) community outreach and education workshops;
 - ii) invasive species management support;
 - iii) best practices development & implementation, monitoring & research, liaison with industry & provincial agencies and retailer outreach; and
 - iv) technical support for staff and community for training and inquiries regarding weeds, pests, invasive species and pesticides.
- The retention of the Pesticide Use Control Bylaw No. 8514 as well as the technical funding of \$65,802 required to support the Bylaw as outlined in the Option 3 Budget Impacts table below.

- The reduction of budgeting in the Sanitation and Recycling utility budget from the current 2015 budget of \$152,522 to \$65,802, also identified in the table below. Option 3 Budget Impact

Option 3 Budget Impacts

Discontinued TFT Environmental Coordinator	\$ -
Discontinued Education and Community Partnerships	\$ -
TFT Bylaw Enforcement Officer	\$ 43,052
Technical Support Consultancy Services	\$ 22,750
TOTAL Option 3 Budget	\$ 65,802
TOTAL EPMP Budget Reduction	\$-86,720

In order to support ongoing compliance of the Pesticide Use Control Bylaw No. 8514, retention of the Bylaw components of the EPMP is recommended.

Option 3 does not maintain an ongoing approach towards pesticide risk reduction or vegetation management in the City. In the absence of provincial action towards a ban on the use of pesticides for cosmetic purposes, this option is not recommended. Cost and risk reductions associated with ongoing community education, research, monitoring, pesticide trials, implementation of best practices and the early detection and rapid response related to the identification of aggressive invasive species (e.g. common reed, Brazilian elodea, European chafer beetle, fire ants and giant hogweed) would not be possible through Option 3.

Option 4 - Discontinue EPMP

Option 4 would result in the discontinuance of the EPMP in its entirety. All five original delivery elements of the EPMP would be revoked (i.e. Education and Community Partnership, Corporate Reduction, Senior Government Regulation, Pesticide Use Control Bylaw, and Cost/Resource Implications).

This option would include the loss of the provisions identified in Option 3 as well as all technical and budget support for the enforcement of the Pesticide Use Control Bylaw No. 8514.

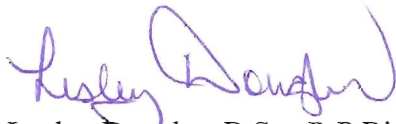
Option 4 would result in a reduction of \$152,522 from the Sanitation and Recycling utility budget. In the absence of provincial action towards a ban on the use of pesticides for cosmetic purposes, this option is not recommended. Option 4 would not enable Bylaw compliance nor address burgeoning issues related to this new era of non-traditional use of cosmetic pesticides. Discontinuance of the EPMP would result in an abrupt change of direction to the previous five successful years of running a comprehensive, risk and cost avoidant program, well received by the community.

Financial Impact

The EPMP is currently funded annually in the Sanitation and Recycling utility budget which will be brought forward for Council's consideration with the 2015 Utility Budget. The EPMP budget includes the TFT staff salary, bylaw enforcement and community outreach.

Conclusion

The City's EPMP continues to garner recognition in the region and the province due to the comprehensive and responsive nature of the program adopted by Council. The EPMP was modelled upon successful cosmetic pesticide programs and strategies that combine education and outreach programming to support the Pesticide Use Control Bylaw compliance. Ongoing program success, in the absence of provincial legislation, is contingent upon continuation of the level of service for the EPMP components which include: *Corporate Reduction; Education and Community Partnership; Senior Government Regulation; and Municipal Regulation*. Staff will continue to build upon the innovation, best practices, outreach and regulatory opportunities to maintain the ongoing effectiveness and leadership of the Program. Updates on provincial announcements for amendments to the Integrated Pest Management Act will be provided to Council accordingly.



Lesley Douglas, B.Sc., R.P.Bio.
Manager, Environmental Sustainability
(604-247-4672)

LD:jep

Att. 1: Overview of Richmond's EPMP Highlights - REDMS 4368768

Att. 2: EPMP Program Service Delivery Allocation - REDMS 4368840

Overview of Richmond's Enhanced Pesticide Management Program (EPMP) Highlights

	Policy, Enhanced Management Program and Restrictive Bylaw
Aim	<i>Targets all types of pesticide use (commercial, agricultural, residential) based on level of risk and benefit</i>
Corporate Reduction	
<i>Cease use of non-exempted pesticides immediately</i>	<ul style="list-style-type: none"> Developed in-house monitoring program to determine the efficiency of trials for compost tea applications on City sports fields Increased mechanical, manual and cultural weed control methods Acquisition and retrofit of equipment allowing non-traditional approach to weed management (e.g. <i>Greensteam™</i>, <i>Aquacide™</i> machine, corn gluten meal and compost tea applicators) Continuous research and evaluation of new science, products, practices and technologies related to cosmetic pest management Parks Department ceased and substituted cosmetic use of non-exempted pesticides by exempted (i.e. permitted and low-toxicity) pesticides
Education and Community Partnership	
<i>Expanded education program that includes initiatives to inform on the Pesticide Use Control Bylaw</i>	<ul style="list-style-type: none"> 116 Natural Gardening, Tree Care & Lawn Care workshops, including Chinese languages were held (38 scheduled for 2013, including four on local and sustainable food choices) with over 1545 residents in overall attendance since 2010. Advertisements and promotion for the PUC Bylaw (e.g. local newspapers, Leisure Guide, City website, community events, etc.) PUC Bylaw Information (including in Chinese language) Environmental Sustainability Workshop brochures distributed to City facilities, retailers, and through information booths on <i>Natural Gardening</i> public during events City website updated with comprehensive resources on the Bylaw, and workshops and technical information on pesticide alternatives Established EPMP Natural garden phone line PUC Bylaw Information inserts sent with utility and property tax bills (2010)
<i>Work with Industry on Accreditation</i>	<ul style="list-style-type: none"> Provide pesticide free weed management-training workshops to licensed landscaping practitioners, in partnership with the British Columbia Landscape and Nursery Association (BCLNA). City staff continues to network with other municipalities and organizations for strategies to reduce city costs and risk exposure for landscape and vegetation management. Bylaw information brochures, surveys and training opportunity letters were sent to all licensed landscapers operating in Richmond

<p><i>Explore problem prevention measures</i></p>	<ul style="list-style-type: none"> • The Ministry of Forests, Lands and Natural Resource Operations is proposing to add the aquatic invasive plant Parrot Feather to the Provincial Noxious Weed List due to the City's request for to management and control assistance • Collaborate with the Province and other partners in the development of a regional and local response plan for European fire ant infestations. • Developed and published <i>Giant Hogweed Identification and Response</i> webpage on City website and reporting phone line • Assisted residents and responded to Giant Hogweed reports, concerns and removal information on their property. Monitoring known properties and providing advanced notices and information to owners were resulted in a dramatic decrease of GH distribution. The City has a 24 hour response program for reporting of Giant hogweed from the general public. • Continue to collaborate with the provincial invasive plant EDRR program to monitor the treated infestation site of <i>Phragmites</i>, the Common reed, in Richmond • With the advent of many new non-traditional pesticides on the market for residential use, considerable staff time has utilized for research, product efficacy and product awareness. This information is shared with residents, the landscaping community and City staff • Working with invasive plant specialists, integrated pest management practitioners and horticultural specialists, to ensure the City is optimizing problem prevention practices • Established new City standard for the removal of Japanese knotweed roots and stems for all dike upgrade projects • Respond to City staff and community information calls on invasive species (e.g. purple loosestrife, Japanese knotweed, Giant hogweed, English ivy, parrot feather, European fire ants, etc) • Lead community stewardship projects involving noxious weeds and other invasive plant removal in natural areas (e.g. parks, riparian management areas, environmentally sensitive areas)
<p><i>Encourage Metro Vancouver to take strong regional role in community education</i></p>	<ul style="list-style-type: none"> • Metro Vancouver is considering the launch of a coordinated community education program including natural lawn gardening, organic gardening and pest management.
<p><i>Significant consultation for draft Bylaw recommended</i></p>	<ul style="list-style-type: none"> • Completed and reported in staff report dated September 11, 2009, entitled "<i>Pesticide Use Control Bylaw</i>"
<p><i>Ongoing liaison/consulting with community</i></p>	<ul style="list-style-type: none"> • Feedback from the community solicited through a number of items including: voluntary survey indicating 79% awareness of PUC Bylaw; a telephone survey for licensed landscapers (indicating 50% interest in natural lawn care training; booths at public events; e-mails; phone calls, and letters to staff • City staff routinely visited local pesticide retailers. All retailers were receptive and agreed to post information on the Bylaw and Workshops at point of sale • Through staff visits, three retailers have voluntarily removed non-exempted pesticides from their shelves • The Environmental Coordinator fielded and Responded to numerous information and complaints calls, e-mails and front of house requests from public and local landscapers, to support compliance with the Bylaw

Senior Government Regulation	
<i>Actively lobby provincial government to better regulate sales.</i>	<ul style="list-style-type: none"> • Ongoing City Staff communication with Provincial Staff to obtain updates on any action pertaining to a cosmetic pesticide regulation or action on the <i>Special Committee</i> recommendations • Provided the City's Response to the <i>Special Committee on Cosmetic Pesticides Consultation</i> • Letter to Richmond MLA John Yap, appointee to the Special Committee on Cosmetic Pesticides, re-iterating the City's commitment to reducing the use and exposure to pesticides for cosmetic purposes • Letter to the Province sent by Mayor and Council, to advocate and support the introduction of province wide legislation prohibiting the cosmetic use of pesticides. • City Staff provided a response to the Province's <i>Cosmetic Use of Pesticides in British Columbia Consultation</i> paper in support of a provincial cosmetic pesticide regulation
<i>Consideration given to lobbying federal government to better regulate product approvals</i>	<ul style="list-style-type: none"> • The City's response to Health Canada Pest Management Registration Agency's Re-Evaluation program (REV2010-18) Consultation
<i>Explore partnership opportunities</i>	<ul style="list-style-type: none"> • All local pesticides retailers continue to provide City information on the Bylaw and the education program in their stores. • Presented the EPMP at the 50th Western Turf Grass Association Conference and Trade Show in Penticton, BC in March 2013 • The Honourable Gordon Mackintosh, Minister of Conservation and Water Stewardship for the Province of Manitoba, contacted and met with Staff to learn about the EPMP successes and challenges to inform the introduction of legislation restricting the use of cosmetic pesticides in his province; • Parks hosted the <i>Integrated Pest Management Best Practices Field Day</i> in 2012, to learn and share Best Practices with neighboring municipal parks managers and staff • Partnered with the BC Landscape and Nursery Association (BCLNA) to provide training opportunities for practitioners in the City • Collaborated with the Richmond School District (RSD) to apply restrictions on RSD lands • The City's PUC Bylaw continues to be cited as a model bylaw to regulate the cosmetic use of pesticides in the province
Municipal Regulation	
<i>Enforce a Bylaw that restricts the cosmetic use of pesticides on residential and City owned property</i>	<ul style="list-style-type: none"> • The Environmental Coordinator fielded and Responded to numerous information and complaints calls, e-mails and front of house requests from public and local landscapers, to support compliance with the Bylaw • Community Bylaws promoted public awareness and compliance of the PUC Bylaw by conducting community canvassing and inspections during summer months • Assisted Community Bylaws with technical expertise, education and regulatory context regarding pesticide use • Community Bylaw officers visited retailers of cosmetic pesticides to promote awareness of the Bylaw • While no violations were issued, the staff assisted Community Bylaws with complaints and conducted on-site visits with Bylaw staff to educate residents on alternatives to traditional pesticides • Adoption of Pesticide Use Control (PUC) Bylaw No. 8514 (October 2009)

Enhanced Pesticide Management Program Service Delivery Allocations

Service	%	Actions/Items
Corporate Reduction Delivery Level 30		
1. Research and evaluate new cosmetic pest management products, practices and technologies	10	<ul style="list-style-type: none"> • Training opportunities for City Staff • Evaluate newly registered products and practices compliant with Bylaw • Networking with local, regional and provincial stakeholders
2. Develop and implement pilot program monitoring	5	<ul style="list-style-type: none"> • Research and develop specific methodologies to collect data for each new program designed to pilot new generation, low toxicity pesticides • Collect and analyze program data and make recommendations
3. Optimize problem prevention practices including invasive species management	15	<ul style="list-style-type: none"> • Provide technical assistance and Training for City Staff • Collaborate with regional and provincial invasive species NGOs and agencies to collaborate on invasive species management priorities, new invaders, control methods and best practices for invasive plant species management in Richmond (e.g. Giant hogweed, Japanese knotweed, Wild chervil, Common reed, Parrot feather, European Fire Ants) • Respond to City's Giant Hogweed Control Program phone line and reports • Leading community invasive plant stewardship projects
Education & Community Partnerships Delivery Level 40		
4. Expanded education program including information on Pesticide Use Control Bylaw	20	<ul style="list-style-type: none"> • Work with Industry to adopt compliant practices • Promotion and Advertisements • Natural Gardening, Tree Care & Lawn Care workshops, including Chinese languages • City website updated with comprehensive resources on the Bylaw, and workshops and technical information on pesticide alternatives
5. Community liaison/consulting	20	<ul style="list-style-type: none"> • Natural Gardening and Pest Solutions information at City and Community events • Natural gardening and pesticides phone line • Exploring partnership opportunities with Local retailers, associations and organizations • Community invasive plant removal events (e.g, Earth Day, Bath Slough & Middle Arm, Green Ambassadors events etc.)
Senior Government Regulation Delivery Level 10		
6. Actively lobby senior governments to better regulate sales and product approvals	5	<ul style="list-style-type: none"> • Mayor and Council Letters supporting the prohibition of cosmetic pesticides • City response to the Province's Cosmetic Use of Pesticides Consultations • City response to Health Canada Pest Management Registration Agency Consultations
7. Coordinate municipal response with provincial agency regulations and initiatives	5	<ul style="list-style-type: none"> • Elevate provincial support for key invasive species (i.e. Common reed, Parrot feather, European Fire Ant) • Lobby for EDRR programs (e.g. Common reed, Parrot feather) • Collaborate with agencies for technical information and research to support timely and effective responses to pesticide and invasive management scenarios.
Municipal Regulation Delivery Level 10		
8. Enforce a Pesticide Use Control Bylaw	10	<ul style="list-style-type: none"> • Assist Community Bylaws with technical expertise, education and regulatory context (e.g. Pesticide use reports, Giant hogweed EDRR) • Annual visit to retailers of cosmetic pesticides to promote awareness of the Bylaw and City education workshops. • Information queries regarding PUC Bylaw
9. Other projects	10	<ul style="list-style-type: none"> • Richmond Earth Day Youth (REaDY) Summit coordination • Climate Change Showdown program coordination • Genetically Engineered Free BC consumer choices support
TOTAL	100	



City of Richmond

Report to Committee

To: Public Works and Transportation Committee

Date: October 6, 2014

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

File: 10-6060-01/2014-Vol
01

Re: **Municipal Access Agreement with JET Engineered Telecommunication Technologies Corp. (Carrying on Business as "JETT Networks")**

Staff Recommendation

That the Chief Administrative Officer and the General Manager, Engineering & Public Works be authorized to execute, on behalf of the City, a Municipal Access Agreement between the City and JET Engineered Telecommunication Technologies Corp containing the material terms and conditions set out in the staff report titled, "Municipal Access Agreement with JET Engineered Telecommunication Technologies Corp. (Carrying on Business as "JETT Networks")", dated October 6, 2014, from the Director, Engineering.

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

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

Staff Report

Origin

JET Engineered Telecommunication Technologies Corp. (“JET”) have requested to install telecommunication infrastructure and equipment within dedicated highways, streets, roads, road allowances, lanes and bridges under the City’s jurisdiction (collectively, the “Service Corridors”). To accommodate this request, a draft Municipal Access Agreement (“MAA”) between JET and the City has been prepared.

Analysis

JET is a company which specializes in the installation of telecommunications infrastructure and equipment in Canada using shallow-inlay processes. JET is proposing to install telecommunications infrastructure and equipment within the City of Richmond’s Service Corridors. JET must obtain the City’s consent to use the Service Corridors and this is typically accomplished through a MAA.

The proposed JET MAA will protect the City’s interests and establishes the roles and responsibilities of both parties. The proposed MAA with JET will:

- Specify locations where the agreement will be applicable (i.e. the Service Corridors);
- Specify required consent for constructing, maintaining, operating, repairing and removing JET’s equipment, and define the scope of the City’s consent;
- Require JET to pay causal¹ costs to the City;
- Define the conditions under which JET may carry out work;
- Enable the City to have access to information about JET equipment;
- Specify cost allocations for JET equipment to be relocated as a result of any municipal and third party projects;
- Minimize the City’s liability due to JET’s work or equipment;
- Permit shallow inlay fibre;
- Identify the initial term of the MAA to be one year, automatically renewable for successive one year periods thereafter unless terminated for breach or by notice of non-renewal;
- Define and impose fees and charges (eg. lost productivity costs, permitting and inspection costs, and pavement degradation) and their annual CPI increase;
- Require JET to assume environmental liability for any hazardous substances that they bring to or cause to be brought to the Service Corridors;
- Identify the insurance requirements JET must maintain; and
- Include mutual indemnity clauses.

¹ Causal costs are costs incurred as a result of additional effort and materials spent working around a private utility installation while maintaining or constructing public infrastructure

Financial Impact

None. Companies that utilize City property as utility corridors pay an annual 1% tax to the City as per Section 192 of the *Community Charter* and Section 353 of the *Local Government Act*.

Conclusion

A Municipal Access Agreement between the City and JET will allow the City to better manage and regulate the installation and presence of JET equipment within the City's Service Corridors. The terms and conditions of the proposed agreement provide cost recovery for the City and protect the City's interests.



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



Carlos J. Rocha, AScT
Supervisor - Design Services
(604-276-4025)

LB:cjr



City of Richmond

Report to Committee

To: Public Works and Transportation Committee
From: John Irving, P.Eng. MPA
Director, Engineering
Date: September 24, 2014
File: 10-6600-10-01/2014-
Vol 01
Re: City Centre North District Energy - Request for Expression of Interest

Staff Recommendation

That the issuance of a Request for Expressions of Interest by Lulu Island Energy Company for a utility partner to develop a feasibility plan to design, build, finance and operate a District Energy Utility (DEU) in the City Centre North area on the basis of the following guiding principles be endorsed:

1. The DEU will provide end users with energy costs that are competitive with conventional energy costs based on the same level of service; and
2. Council will retain the authority of setting customer rates, fees and charges for DEU services.

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

Att. 2

REPORT CONCURRENCE		
ROUTED TO: Finance Division Development Applications	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: JC	APPROVED BY CAO

Staff Report

Origin

In October 2009, Council directed staff to issue requests for expressions of interest to provide implementation and operational support of District Energy Utilities in partnership with the City, Developers and other agencies.

Building on the success of the Alexandra District Energy Utility (ADEU), since 2009 the City has been securing commitments for district energy ready buildings in the City Centre area through rezoning, development and building permit processes.

Following direction from Council, in 2013 the Lulu Island Energy Company (LIEC) was established as a wholly-owned corporation of the City for the purposes of managing district energy utilities on the City's behalf. In April 2014, Council authorized City staff to execute a District Energy Utilities Agreement between the City and LIEC, assigning LIEC the function of providing district energy services on behalf of the City, including partnering with third parties to deliver such services.

The City has identified the potential for district energy systems in the North City Center area.

This report supports Council's Term Goal #8 Sustainability:

To demonstrate leadership in sustainability through continued implementation of the City's Sustainability Framework.

8.1. Continued implementation and significant progress towards achieving the City's Sustainability Framework, and associated targets.

8.4. Review opportunities for increasing sustainable development requirements for all new developments, including consideration of increasing requirements for sustainable roof treatments (e.g. rooftop gardens, solar panels, etc.) and energy security (e.g. use of local renewable energy sources, use of district energy systems, etc.).

Background

District Energy Utilities as Part of a Sustainable Community

Richmond's 2041 OCP establishes a target to reduce community greenhouse gas (GHG) emissions 33 per cent below 2007 levels by 2020 and 80 per cent by 2050. Additionally, the OCP includes a target to reduce energy use 10 per cent below 2007 levels by 2020. Richmond's CEEP identifies that buildings account for about 64 per cent of energy consumption in Richmond, and 43 per cent of GHG emissions; residential units especially are prime energy consumers in the community. Richmond is growing, with today's population expected to increase by 35 per cent by 2041, and employment by 22 per cent. This growth will be accompanied by new building development, the majority of which will occur in Richmond's City Centre.

In the context of this growing community, shifting to more sustainable energy systems for buildings is required to meet Richmond's climate and energy targets. Sustainable energy systems have the following characteristics:

- Use energy wisely – e.g. they are efficient, minimize consumption, minimize waste energy, and use renewable sources of energy.
- Increase energy security by being reliant and resilient – e.g. they minimize price volatility, incorporate localized systems to avoid being completely dependent on external systems, and are adaptable to future technologies and energy sources.
- Have low-carbon intensity – e.g. they emit zero to low GHG emissions.
- Are cost-effective and do not result in unacceptable impacts (social, environmental or economic).

Based on these criteria, the City has identified district energy utilities (DEUs) as a key component of sustainable energy systems that can be implemented in neighbourhoods going through significant development activities. Some of the key benefits of a DEU are as follows:

- Reduced building capital and operations costs – DEUs replace the need for individual buildings to have their own boilers or furnaces, chillers or air conditioners, resulting in capital cost and maintenance cost savings.
- Efficiency – DEUs can operate more efficiently than typical stand-alone building mechanical systems, thereby reducing emissions and costs.
- Reduced emissions through using renewable energy and waste energy sources – DEUs can use renewable sources such as sewer heat recovery, geothermal, biomass, combined heat and power generation, and other technologies with the potential for very low emissions. Moreover, DEUs can capture and use waste heat from industrial, commercial and institutional use (i.e. ice surfaces and wastewater treatment plants).
- Reliability – DEUs use proven technology; most DEU's operate with a high reliability rate.
- Resiliency – District energy systems' ability to make use of multiple different fuel sources allow DEUs to incorporate new energy source opportunities in the future, providing financial and environmental resiliency and mitigating the potential for volatility in thermal energy prices.

Many DEUs come to be identified by the energy source they are hooked up to, such as geothermal, biomass, or solar; however, the most critical elements of a DEU are the user base and the distribution network, and when establishing the partnerships and legal framework of a DEU the primary focus should be on these elements. The specific system or technology that is used to generate the heat can be altered or switched out over the life of the DEU depending on the best available technology at the time.

District Energy in Richmond

Given the benefits noted above, the City has been active exploring and implementing DEU opportunities in appropriate neighbourhoods. In 2010, the City issued a Request for Expression of Interest (RFEOI), seeking a partner to develop a plan to design, build, finance and operate a district energy utility for the ASPAC lands, named the River Green DEU (RGDEU). The City subsequently signed an Memorandum of Understanding (MOU) with the successful proponent, Corix Utilities Ltd. The MOU was based on the concept that the City would own the RGDEU, and Corix would provide design, construction, financing and operating functions.

In November 2012, Council directed staff to incorporate the Lulu Island Energy Company (LIEC), with the City of Richmond as its sole shareholder, with the intention that the LIEC would own and operate City DEUs. This includes ultimately transferring ownership and operations of Alexandra District Energy Utility (ADEU) to LIEC, as well as LIEC's operating RGDEU and other potential City DEUs. In June 2014, following Council's direction, staff have executed a District Energy Utilities Agreement between the City and LIEC, assigning LIEC the function of providing district energy services on behalf of the City.

Consequently, LIEC and Corix are in the process of signing the concession agreement whereby LIEC will own the RGDEU and its infrastructure and Corix will design, construct, finance, operate and maintain the RGDEU, subject to City as the shareholder of LIEC setting rates to customers.

In parallel to these activities, the City has developed the ADEU. The first phase of the ADEU was undertaken in partnership with Oris Geo Energy Ltd. In 2011, the Alexandra District Energy Utility Bylaw was established, requiring connection by all new developments in the ADEU service area. ADEU Phases 1 and 2 were commissioned in July 2012; the system currently provides energy to three developments with over 800 residential units, representing 760,000 sq ft of space. Phase 3 expansion is currently underway, which will provide service to additional 1,530,000 sq ft of residential and commercial space. At full build-out of the service area, ADEU will serve approximately 3.2 million sq ft of building space reducing 700 tonnes of GHG emissions annually.

In light of these district energy activities, the City has continued to secure commitments that new developments be "District Energy Ready" through rezoning, development and building permit processes. This means that new developments in appropriate potential service areas have in-building mechanical systems that are compatible with district energy connection for space heating and domestic water heating.

Analysis

District Energy Opportunities in City Centre North

Over 8.5M sq.ft. of residential and commercial floor space is currently in different stages of development in the City Centre North area. This is 1.5 times the size of ADEU and RGDEU together at full build out. Attachment 1 illustrates the current and potential development sites in City Centre North, which could comprise the customer base for a new DEU node. Through the development approvals processes, the City secures commitments that new developments in this area are "District Energy Ready". Some developments are currently in construction, with occupancy forecasted to begin in 2016.

A City Centre North District Energy Pre-Feasibility Study was conducted by FVB Energy Inc. to evaluate district energy concepts that could provide energy services at a competitive price for building owners, while reducing energy consumption and greenhouse gas emissions and providing other district energy benefits. This preliminary analysis evaluated the following heat sources to provide district energy heating services:

- River heat recovery;
- Sewer heat recovery;
- Biomass heating; and
- Biomass-fuelled combined heat and power, producing both heat and electricity.

Further feasibility studies are required to refine district energy concepts and develop a business case for the preferred system.

If a City Centre North DEU is to proceed, it is important that its implementation occur in a timely manner. District energy systems ideally will be operational before occupancy occurs, so that new developments can forgo the costs of installing conventional heating equipment such as onsite boilers. If a buildings' boiler plant is installed, future connection to district energy systems is postponed to the time when the boiler plant needs replacement. Likewise, installing the necessary DEU piping networks in a previously developed road is more costly than installing the system simultaneously with new development. Each development that moves forward using conventional heat and hot water systems is a missed opportunity to realize the economic and environmental benefits of district energy. Not serving these early developments could also constitute a barrier to future DEU growth, as DEUs have significant economies of scale, and become much easier to operate with larger and more consistent demand loads.

LIEC Governance Model

LIEC is a wholly-owned local government corporation, with the City of Richmond as its sole shareholder. Council appoints a board to administer daily operations of DEUs, and Council approves utility rates, policies, and practices.

Operating LIEC in partnership with private-sector partners entails important advantages compared to other governance models, such as a municipal-owned and operated utility, or a privately owned utility. Notably, this model entails:

- Council oversight and control over DEU utilities. As sole owner, the City appoints LIEC's Board, and establishes policies and practices.
- Ability to set rates. Unlike privately-owned utilities, local government utilities are not subject to regulation by the BC Utilities commission; this affords the City responsibility for setting utility rates, and making other decisions about the utilities' operations.
- Limited City investment of capital. DEUs are capital intensive to develop; partnering with a third party with access to capital markets allows the City to reduce or eliminate capital investment associated with DEUs.

- Lower risks. Agreements with DEU utility partners can be structured to allocate construction, financing, technology and operation risks to the partners, who are best positioned to manage these risks.
- Opportunities for City revenue generation. Business models can be designed to provide a revenue stream over and above operating and capital cost recovery for the DEU.
- LIEC can act as a private corporation with greater operational freedom, not limited by local government statutes.
- Design, construction, and operations expertise from private sector partners.

For the above reasons, the City has identified a Public Private Partnership model in which LIEC owns DEU assets and a private utility partner designs, builds, finances and operates the system as a preferred model for implementing district energy systems. This model is reflected in the LIEC's agreement with Corix Utilities Ltd. for Corix to develop, finance and operate the River Green DEU.

Issuing a Request for Expression of Interest for DEU Development, Financing and Operation

The next step in pursuing district energy opportunities in City Centre North is for LIEC to engage a partner to further evaluate the feasibility of implementing a DEU in North City Center, and, if determined as viable and meeting the City's interests, to subsequently engage in DEU design, financing, construction and operation. As in the River Green DEU's development, the appropriate process for engaging the third partner is through a Request for Expressions of Interest (RFEOI). The RFEOI will be guided by the following objectives:

- Provide competitive energy service lifecycle costs to residents and businesses.
- Provide an equivalent or greater level of reliability.
- Increase environmental performance, i.e., lower GHG emissions.
- Provide a flexible platform for adopting alternative energy technologies over time and for expanding service to other areas of the city.

The selected proponent will be responsible for undertaking necessary feasibility studies (due diligence) to develop the business case to establish the DEU. The feasibility studies will include forecasting demand for thermal energy services, evaluation of energy source technologies, system conceptual design, business analysis, risk analysis and estimated energy rate to customers. The RFEOI will specify that the preferred proponent will be responsible for assuming the costs of this due diligence. If the City determines that there is a viable business case and it is the City's best interest, a legal agreement will be negotiated between LIEC and the successful RFEOI proponent, outlining the terms and responsibilities for the DEU's development and operations in City Centre North. Council endorsement of the recommendations from the LIEC Board will be sought through different stages of this process.


Attachment 2 is a resolution of the LIEC Board to issue an RFEOI for these services, subject to Council's endorsement.

Financial Impact


None at this time.

Conclusion

District Energy Utilities are an important part of meeting the City's climate and energy commitments, and can be delivered at comparable or lower energy service costs than conventional building energy technologies. An opportunity exists for Lulu Island Energy Company to implement a DEU node in City Centre North. To take advantage of this opportunity, it is recommended that LIEC issue a Request for Expression of Interest for a utility partner to provide design, construction, finance and operations of a DEU in City Centre North.



Alen Postolka
Acting Senior Manager, Sustainability
& District Energy
(604-247-4676)

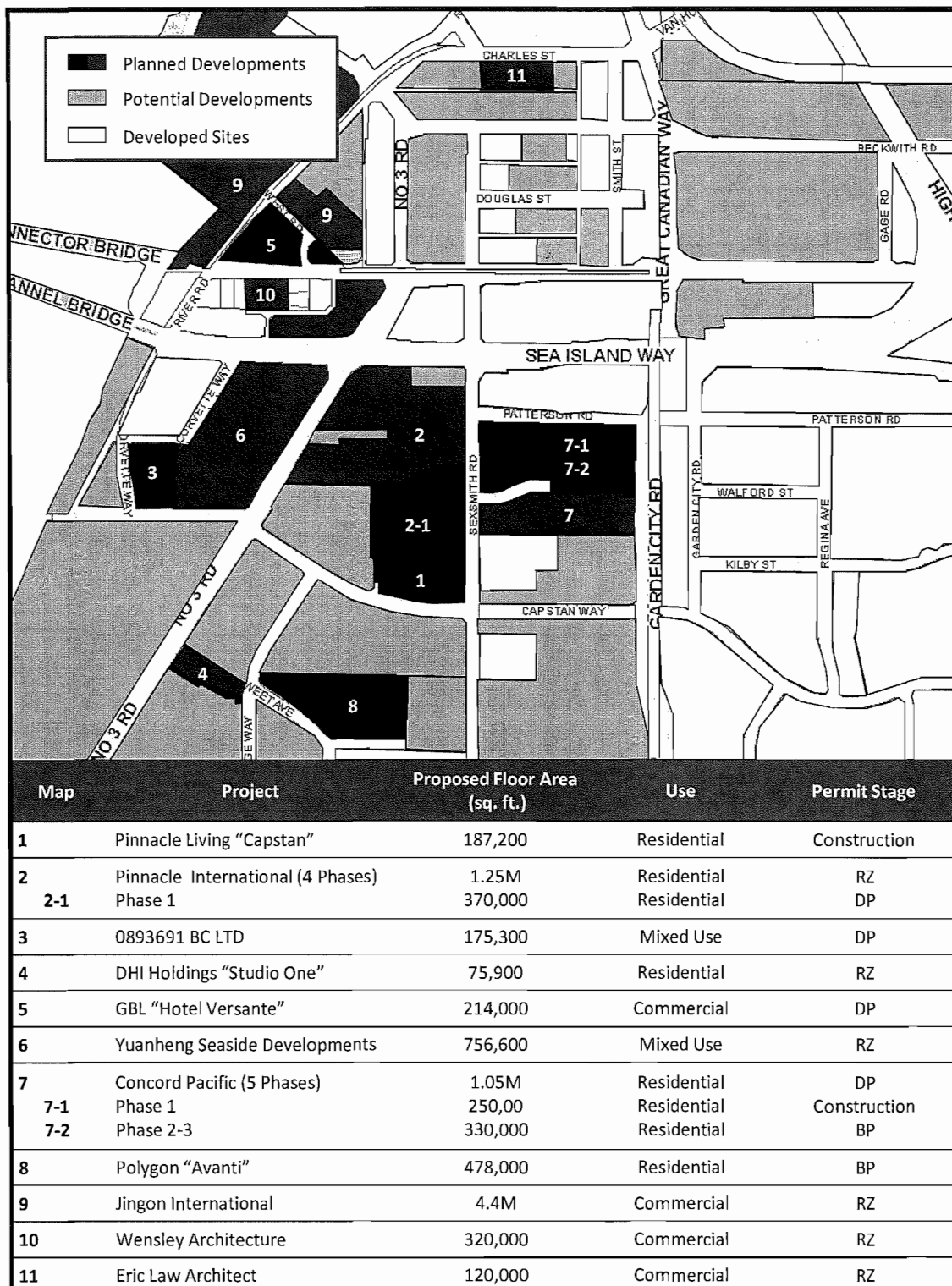


Brendan McEwen
Manager, Sustainability
(604-247-4676)

BM:bm

- Att. 1: City Centre North Development Map
2: LIEC Board Resolution to Issue a RFEI for Design, Construction, Finance and Operations Services for City Centre North

Attachment 1 – City Centre North Development Map



**CONSENT RESOLUTIONS OF THE DIRECTORS OF
LULU ISLAND ENERGY COMPANY LTD.
(the "Company")**

The undersigned, being all of the directors of the Company, hereby consent to and adopt in writing the following resolutions:

Request for Expression of Interest

WHEREAS:

- A. the Company was incorporated by the City of Richmond ("Richmond"), the Company's sole shareholder, for the purpose of managing one or more district energy utilities (each a "DEU") on Richmond's behalf;
- B. in April of 2014, the Company entered into an agreement with Richmond whereby the Company was assigned the function of providing district energy services on behalf of Richmond, including partnering with third parties to provide such services; and
- C. the Company now wishes to issue a request for expressions of interest ("RFEOI") to identify a utility partner to design, build, finance and operate a DEU in the City Centre North area of Richmond.

NOW THEREFORE IT IS HEREBY RESOLVED THAT:

- 1. the Company be and is authorized to issue a RFEOI, for the purpose of identifying a suitable utility partner to design, build, finance and operate a DEU in the City Centre North area of Richmond;
- 2. the RFEOI be guided by the objectives for the proposed DEU as follows:
 - (a) the DEU will provide end users with annual energy costs that are competitive with conventional energy costs based on the same level of service; and
 - (b) Richmond Council will retain the authority of setting DEU customer rates, fees and charges for DEU Services, through the adoption of a service area bylaw;.
- 3. any two directors or officers of the Company be and is hereby authorized to take all such actions and to execute and deliver on behalf of the Company all such other instruments, agreements and documents as he or she considers necessary, desirable or useful for the purpose of issuing the subject RFEOI and otherwise to carry out the intent of these resolutions.

Execution by Counterparts


These resolutions may be validly executed and delivered by the directors in any number of separate counterparts and all counterparts, when executed and delivered, will together

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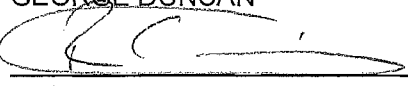
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constitute one and the same instrument. Executed copies of the signature pages of these resolutions sent by facsimile or transmitted electronically in either Tagged Image Format Files (TIFF) or Portable Document Format (PDF) will be treated as originals, with full legal force and effect, and the directors waive any rights they may have to object to such treatment. Notwithstanding the date of execution, these resolutions will be deemed to be dated as at September 30, 2014.



CECILIA MARIA ACHIAM

JERRY MING CHONG

GEORGE DUNCAN

ROBERT GONZALEZ

JOHN DAVID IRVING



City of Richmond

Report to Committee

To: Public Works and Transportation Committee

Date: October 10, 2014

From: Jim V. Young, P. Eng.
Senior Manager, Project Development

File: 06-2052-55-01/Vol 01

Serena Lusk
Senior Manager, Recreation and Sports Services

Re: Minoru Complex Floor Plan and Preliminary Form/Character

Staff Recommendation

That the Minoru Complex floor plan and preliminary form/character design as outlined in the attached report, "Minoru Complex Floor Plan and Preliminary Form/Character", dated October 10, 2014 from the Senior Manager, Project Development and Senior Manager, Recreation and Sports Services, be endorsed.

Jim V. Young, P. Eng.
Senior Manager, Project Development
(604-247-4610)

Serena Lusk
Senior Manager, Recreation and Sports Services
(604-233-3344)

Att. 4

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

Staff Report

Origin

On November 12, 2013, Council made the following resolution:

The following Major Capital Facilities Program Phase 1 projects be endorsed and included in the City's 2014 budget process for Council consideration and described in the staff report titled, "Major Capital Facilities Program Phase 1," dated May 31, 2013 from the Director, Engineering:

- a. A co-located Aquatics and Older Adults' Centre at Minoru 2 Field in Minoru Park (as shown in Attachments 2 & 3 and described in the staff report titled, "Minoru Older Adults and Aquatic Centre Site Selection," dated October 30, 2013 from the General Manager, Community Services and the General Manager, Engineering & Public Works.*

Council subsequently approved the following items related to the project:

- a. Capital budget (December 9, 2013);
- b. Award of Architectural and Engineering Services (March 10, 2014);
- c. Public Engagement Plan – including establishment of stakeholder and building advisory committees (March 10, 2014); and
- d. Guiding principles and program and space allocation (July 28, 2014).

Work has been ongoing in terms of all elements of the project since Council's approvals were received.

The purpose of this report is to present the floor plan design and preliminary form/character of the Minoru Complex for Council approval. Council endorsement of the floor plan and form/character design will allow staff to proceed with completion of detailed design, including parking and the urban realm, followed shortly thereafter with construction of the new facility.

Analysis

Background

The total space identified for the Minoru Complex as adopted by Council in November 2013 is 110,000 square feet with a budget of \$79.6 million plus a multi-project contingency. Any addition to the program would require an increase in the project budget.

The key program decisions adopted by Council at the July 28, 2014 meeting are summarized as follows:

1. One commercial kitchen to service the entire facility.
2. Two reception desks with one specifically dedicated to older adults.

3. A single fitness centre and changerooms to service the entire facility with careful attention to design to ensure spaces within the facility can be separated and provide safety and comfort for users of all ages, abilities and cultures.
4. A combination of dedicated and 'primary' use multi-purpose rooms to ensure the needs of all users are met.
5. A 25-metre lap pool aquatic configuration plus additional leisure pool elements.

Floor Plan Design

Since approval of the program and space allocation by Council at the July 28, 2014 meeting, work towards completing the floor plan for the Minoru Complex has been ongoing.

The architectural team first assessed requirements for the building and site including existing soil conditions, landscape, traffic analysis, and water, sewer, gas and electrical services. The team also assessed room requirements, programming goals, and adjacencies in order to develop a floor plan that works for the users.

Then through modeling, design charrettes, and consultation, floors plans were developed and refined to make best use of the space available, meet the program specifications, and allow for LEED certification.

At the same time the floor plans were in development, the building preliminary form/character was shaped to compose the look of the building. Form refers to the general shape, volume, and materials, while character refers to the style of the building.

Public Engagement Process and Results

As outlined in the public engagement plan for the Minoru Complex, there are strategic points in the design process when both stakeholder and public input is warranted. As such, in order to receive input on the floor plans, the engagement process included the following:

- Meetings with nine stakeholder groups
 - Aquatics Services Board
 - Minoru Senior's Society
 - Richmond Centre for Disability
 - Richmond Chinese Community Association
 - Richmond Community Associations
 - Richmond Fitness and Wellness Association
 - Richmond Olympic Oval
 - Richmond Sports Council
 - Vancouver Coastal Health
- Meetings with the Stakeholder and Building/Technical Advisory Committees ("the Committees");
- Four public consultation events, two of which were held at the Minoru Aquatic Centre, and one each at Lansdowne Mall and Minoru Activity Place Centre. These consultations included opportunities for children to participate through drawings and button making;

- On line engagement using Let's Talk Richmond and www.richmond.ca provided an update on the design process, presented the draft floor plans, and asked for input via an online survey;
- Surveys were available at the open houses and on line at Let's Talk Richmond. Over 200 surveys were completed;
- Review of best practises in services and facilities for sports, fitness, aquatics and older adults including visits to local facilities;
- Meetings with specific staff teams to identify needs and wants of current facility users; and
- Meetings with the City's Construction Manager to assess the impacts to schedule and budget based on programming and space allocation choices.

A full report on the engagement process for this stage of the project is included with this report as Attachment 2. Over 2000 people were engaged through the consultation process. The results showed a high level of support for the project.

Additional key findings included the following:

- Strong support for the proposed floor plans as presented;
- Older adults were very pleased to see the space allocation, connection to the outdoors and the separate covered entrance;
- Support for two 6-lane pools vs. one 10-lane pool;
- Suggestions and ideas that will be considered in the detailed design phase (i.e. need for hearing induction loops, flooring preferences); and
- Other suggestions and questions that are not part of this process (i.e. the future of the existing facilities).

As well, there were some topics raised through the engagement process that required further exploration including the following:

- The amount of water space and types of water spaces sufficient to meet the needs of the community now and into the future;
- The degree of separation required between the facility lobby and the dedicated older adults reception desk; and
- The most appropriate proportion of universal to gender-specific change rooms.

Each of these topics was discussed with the Committees and is described in more detail below.

Advisory Committee Input

The Committees discussed key floor plan and preliminary form/character design topics at their October 9, 2014 meeting. A description of these topics and the advice provided by the Committee members follows below:

Water Spaces

Comments and questions about the amount and configuration of water spaces were heard throughout the engagement process. In particular, whether there would be enough lap swimming space available. A comparison of current water spaces at Minoru versus planned water spaces at the new facility (Table 1 below) was provided to the Committees and a discussion occurred regarding the opportunities for transferring current activities which happen in lap swimming areas such as children's swimming lessons to the leisure teach pool area. Staff also identified that the "Teach Lanes" adjacent to the leisure pool had been increased from 20metres to 25metres to ensure they could also serve a lap swimming function. The Committees provided the advice that the current water configuration, with the inclusion of the 25m teach lanes, would service the needs of the community.

Table 1: Comparison of current versus future water spaces

Current Minoru Aquatic Centre	Future Aquatic Centre
Teach Pool: 1,460 ft ²	Leisure and Teach Pool: 7,160 ft ²
Minoru Lap Pool: 3,710 ft ²	Lap Pool 1: 4,040 ft ²
Centennial Lap Pool: 4,150 ft ²	Lap Pool 2: 4,040 ft ²
Hot Pool: 520 ft ²	Hot pools and Cold Plunge: 1,510 ft ²
Total: 9,840 ft ²	Total: 16,750 ft ²
	Increase in Space: 6,910 ft ²

Separation of Lobbies

Through the engagement process, there were concerns raised about the need to ensure safety of older adults and avoid conflicts among users by keeping spaces separate. However, the connection between the dedicated older adults' space and the facility lobby on the main floor is important to individuals likely to use both facilities. A number of options for this connection area were discussed with the Committees and included solid doors, moving doors and swipe card access. The Committees provided the advice that the separation of the lobbies should be designed to provide for flexibility in the future.

Changerooms

There was a high level of interest in changerooms through the consultation process. Most feedback was very positive as this is an area in which the current Minoru Facility is underserved. The Committees discussed the need to work through this area more thoroughly to ensure the proportion of gender specific and universal changerooms meets the needs of the entire community with particular attention to be paid to cultural needs and gender needs.

The Committee members also provided some suggestions regarding operations related to the food services, parking and proximity of certain activities to others. These suggestions will be considered through the detail design and business planning stages.

Finally, the Committees were shown some initial renderings of the preliminary form/character as well as a model. No specific advice was sought from the members on this topic. However, general comments were very positive.

Floor Plans

Floor plans have been developed based on the program spaces approved by Council in July 2014 and were assembled and arranged to create the drawings included as Attachment 3.

The intent of the floor plans is to suit the building function and also satisfy items such as the building code and City bylaw requirements for items such as exiting, site setbacks and maximum building height.

The proposed floor plans were supported through the feedback received in the public engagement process and meet the guiding principles of the project in the following manner:

	Guiding Principle	Floor Plan Alignment
✓	Be Exceptional	Community needs for now and in the future are being met in innovative ways such as two lap swimming pools of different depths and temperatures and the double-height, prominently featured older adults lounge area.
✓	Be Sustainable	The floor plans are achievable within the budget, they have been modified in response to a transparent community engagement process and they respond to opportunities to assist with LEED certification such as the significant use of natural light.
✓	Be Accessible	Both cultural and physical accessibility are addressed through a variety of ways including private spaces for individual groups and large corridors for easy mobility access.
✓	Be “A Centre for Excellence” for Active Living and Wellness	The floor plans create opportunities for all users to engage in passive, active and social recreation.
✓	Be Synergistic	There is a balance between dedicated spaces and flexible, multi-purpose spaces to meet the needs of all users. There are also opportunities for promoting intergenerational programming and activities.
✓	Be Connected	Clear connections to the outdoors have been considered and activities which most benefit from adjacent outdoor space have been located appropriately.

Highlights of the proposed floor plan design are as follows:

Older Adults Component – The Older Adults Space has been designed on two floors with a dedicated entrance and lobby. It is distinctly separate from the Aquatics and Outdoor Field Sports portions of the facility. Level 1 comprises most of the functions that are currently in place at the existing Minoru Activity Centre with access/views to the adjacent plazas and highlighted by an open, two storey fireside lounge area. Level 2 is comprised mostly of small to large multi-purpose rooms with the older adults fitness area integrated with the other fitness space. Through equipment selection and programming, an older adults program will be provided within the fitness area.

Aquatic Component – The aquatic space is contained entirely on Level 1 while fitness and tenant space is located on Level 2. Lap swimming has been located in 2 separate, 6-lane 25-metre pools on the north side of the facility, adjacent to the sauna, steam room, small hot pool and cold plunge pool. The leisure pool and large hot pool area are all located on the south side of the facility. Two viewing areas have been provided on deck.

Field Support Component – Field support space is located on two levels and is intended to replace the recently demolished Minoru Pavilion. Level 1 comprises eight team rooms complete with showers/washrooms, storage, referee rooms, public washroom, first aid room, office and concession. Level 2 provides for outdoor viewing space and a large multipurpose room.

Preliminary Form/Character Description

Key features of the proposed building shape include an orientation to maximize natural light, views to the fields, oval track and mountains as well as connections to three plaza areas around the building perimeter.

The building character is defined by multiple curved roofs that facilitate the use of natural light.

The proposed preliminary form/character design has been included as Attachment 4. Should council approve these floor plans and preliminary form/character design, staff will proceed with preparation of detailed design drawings. Staff will also ensure that the preliminary form/character design is presented to the City's Advisory Design Panel (ADP) for review and comment. The ADP review will include the building preliminary form/character in addition to the urban realm design, parking and landscaping for the site. Recommendations from the ADP will be considered as the project proceeds to the detailed design phase. It is anticipated that refinements to the drawings presented in Attachment 2 will be required as the detailed design phase proceeds.

Next Steps

Should Council approve the floor plans and preliminary form/character design, staff will proceed with preparation of detailed design drawings. This is a process by which all building components, materials, colours and systems are coordinated and described through detailed drawings and specifications.

This detailed design process will also include meetings with stakeholders for each functional area of the new facility to establish requirements to a high level of detail.

Staff has also made allowances for specialty consultants to assist and facilitate the detailed design process. For example, the kitchen design will be developed through meetings with representatives from the Minoru Senior's Society including their chef, the City's architect and their specialist kitchen design sub-consultant, the City's Construction Manager and staff. This process will be similar for the entire facility design.

It is anticipated that advice from the Committees will be sought at milestones through the detailed design process. It is likely the advice received through these meetings in combination with the stakeholder groups will require small changes to the floor plans and preliminary form/character design.

Public input will sought at strategic points through the detailed design and construction phases.

Completion of detailed design drawings and commencement of construction tendering is scheduled for early 2015. A project schedule has been included as Attachment 4.

The final outcome will be a fully coordinated set of documents for final pricing through the City's construction manager and a set of drawings to provide the contractor with all the information necessary to construct the building.

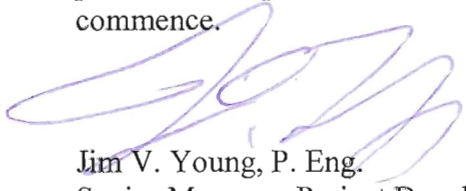
Urban realm design is also in progress which includes Minoru Precinct pedestrian connections, landscape and parking design. It is anticipated a report in this regard will be presented to Council near the end of 2014.

Financial Impact

None.

Conclusion

Staff proceeded with development of floor plan and preliminary form/character design of the Minoru Complex following Council adoption of programming and space allocation. Should Council endorse the floor plan and preliminary form/character design, staff will proceed with presenting the project to ADP and developing the detailed design to allow the construction to commence.



Jim V. Young, P. Eng.
Senior Manager, Project Development
(604-247-4610)



Serena Lusk
Senior Manager, Recreation and Sports Services
(604-233-3344)

Att. 1: Public Engagement Report
2: Floor Plans

3: Preliminary Form/Character Description
4: Project Schedule

Minoru Complex | Stakeholder and Public Engagement Report – October, 2014

Introduction.

HCMA and the City of Richmond project management team met and presented the current Minoru Complex plans with nine stakeholder and community groups. For these groups, this was the second meeting related to the Minoru Complex. An initial meeting was held in the spring of 2014. The nine stakeholder groups are:

- Community Association/Society Presidents
- Richmond Chinese Community Society
- Richmond Centre for Disability
- Richmond Fitness and Wellness Association
- Vancouver Coastal Health
- Minoru Seniors Society
- Aquatic services Board
- Richmond Sports Council
- Richmond Oval

In addition to the stakeholder groups, a series of four public open houses were held at 3 separate locations.

- Lansdowne Mall, Friday 19 September, 12:00-5:00 pm
- Minoru Aquatic Centre, Saturday 20 September, 10:00-4:00pm
- Minoru Centre (Seniors Centre), Tuesday 23rd September, 9:00-12:00pm
- Minoru Aquatic Centre, Wednesday 24th September, 4:30-7:30pm

The Open House material is appended to this report in Appendix A, and included a series of information boards giving background information about the Minoru Complex project, and a series of schematic plans and images showing the planning to date. Members of the public were encouraged to review the project information and engage the available city staff or HCMA staff with questions and feedback. In addition, a survey was available to be filled out and submitted either at the open house, or on line. The survey was made available in both English, and Mandarin / Cantonese and is appended to this report. (Appendix B)

Each Open House included a children's engagement station where there were two activities available. Children were invited to "Imagine your very own design for Minoru pool" and asked to draw their design. They were also able to make a button with a drawing related to Minoru Park. (See Appendix C for examples of Children's engagement)

Summary of Stakeholder Engagement Meetings

Overall the response to the proposed floor plans by the eight Stakeholder groups was positive. There was support for the layouts with a preference for the two 6-lane tanks over the one 10-lane tank. Each group had many valuable comments regarding detailed design elements, these comments will be useful as the project team enters the detailed design phase for the project.

The detailed comments from these groups are in Appendix D. Following are the significant comments from each of these groups:

Minoru Complex | Stakeholder and Public Engagement Report – October, 2014

Community Association/Society Presidents

- Ensure the project considers enhanced accessibility – suggestion of doorless washrooms, automatic doors into program spaces.

Richmond Chinese Community Society

- Liked the concept of adult wellness in the aquatic centre (hot pools/cold pool)
- Suggest lots of shallow water for children.

Richmond Centre for Disability

- Like the concept of two lap pools with different water temperature. Supported the idea of raised pool edge in association with an additional lift into each pool.

Richmond Fitness and Wellness Association

- Fitness areas should be programmed as a “unique” centre with a different focus from other fitness providers.

Vancouver Coastal Health

- Offered to share VCH guidelines and “how its working” feedback
- Consider possible collaborations on programming – e.g.: adult daycare
- Consider the importance of signage

Minoru Seniors Society

- The project team was reminded to always consider the desire for safety and separation in shared spaces, such as the cafeteria, fitness centre, as well as the aquatic areas.
- Controlled connection between the aquatic centre should receive further review.
- Consider visual impairment throughout.

Aquatic services Board

- Preference for 2-6 lane (25m) rather than 1 10 lane lap pool (25m)
- Ensure design does not have water current (from lazy river) interfering with the teaching in leisure pool
- Universal change – Provide accessible large cubicles sufficient for patron and attendant.

Richmond Sports Council

- General support for the size and height of building and not casting large shadows on the turf fields.
- Asked if field changerooms could be interconnected (internal connection between pairs) to allow for larger teams.
- Asked to review and maintain circulation along the side of complex to the fields and custodian area for equipment delivery and emergency vehicles.

Minoru Complex | Stakeholder and Public Engagement Report – October, 2014

Summary of Open Houses

A series of four Open Houses were held at Lansdowne Mall, Minoru Aquatic Centre, and Minoru Place Activity Centre (Seniors Centre). HCMA and City staff were on hand to provide project background, explain the schematic planning, and answer questions. Both Cantonese and Mandarin speaking staff and volunteers were on hand to assist.

All of the Open Houses were well attended, an estimated 500 – 800 people attended over the four days and provided a range of feedback, both verbally and in writing.

A total of 215 surveys were received. Paper copies of the survey were available and collected at each open house location. In addition, the survey was available online through the Lets Talk Richmond website until September 30th.

- ☐ 125 English submitted at open houses
- ☐ 23 Mandarin/Cantonese submitted at open houses
- ☐ 67 online submittals (English)

The compiled results from all the submitted surveys are attached in Appendix E.

Children were also engaged in providing feedback, they were asked to imagine and draw their version of Minoru Pool. In addition, children were invited to create buttons by drawing their favourite places in Minoru Park or their vision for the Minoru Complex. Select drawings are appended to this report.

The project team is very pleased with the community support and input provided through the engagement opportunities. There was high level of support for the floor plans for the facility and the complex in general. Common comments included:

- General support for project
- Concern about controlling use and visitors in the senior's cafeteria space. Specifically ensuring that the cafeteria remains a safe and comfortable place for seniors.
 - Resolving conflicts between users in high demand areas of the aquatic facility
 - Concern from neighboring residents about increase in traffic, noise, and lighting.
 - Interest in the types of water and the features that may be included.
 - Enhanced drop off and pick up, and providing covered waiting and entrance areas.

The survey provides additional insight into people's projected use of the spaces and will provide valuable information as the project team moves into detailed design of the spaces. Common comments included:

- The need for black out blinds in some of the senior's multi-purpose rooms. In particular the photography club needs this. It should be in a few different size rooms

Minoru Complex | Stakeholder and Public Engagement Report – October, 2014

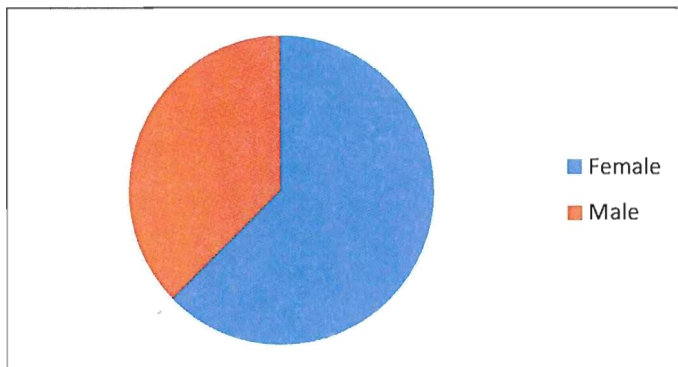
- Special attention should be placed on HVAC acoustics in senior's rooms. A point was raised that many seniors' facilities have multi-purpose rooms where HVAC noise makes it impossible for many seniors to hear.
- Given the large multipurpose spaces on the second floor, we need to look at capacity and speed for the elevators. The senior's elevator should be oversized so that we can accommodate more than one scooter at a time. A high proportion of users will rely on the elevators.
- We should oversize the circulation and stall size in the senior's washrooms, and these should provide enhanced accessibility. Avoid the use of doors in public washrooms throughout. Use privacy mazes instead. This is particularly true in the senior's areas.

Summary of finding's from Survey

- Strong support for the proposed floor plans as presented
- Older Adults were very pleased to see the space allocation, connection to the outdoors and the separate covered entrance
- Support for two 6-lane pools vs. one 10-lane pool
- Many suggestions and ideas that will be included or addressed in the detailed design phase, i.e. need for hearing induction loops, flooring preferences
- Other suggestions and questions that are not part of this process, i.e. the future of the existing facilities

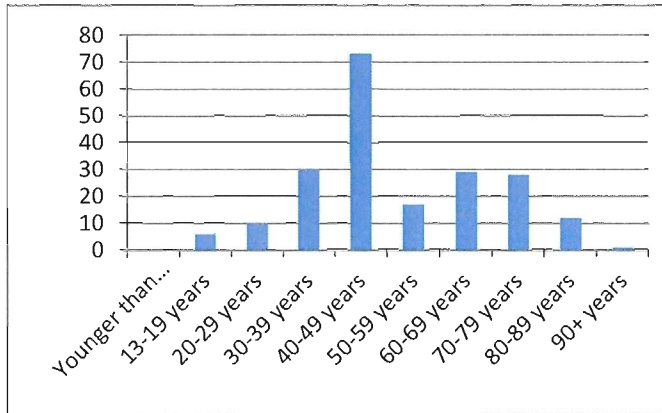
Graphical summary of the survey results to follow here.

1. The majority of respondents were female (63%)

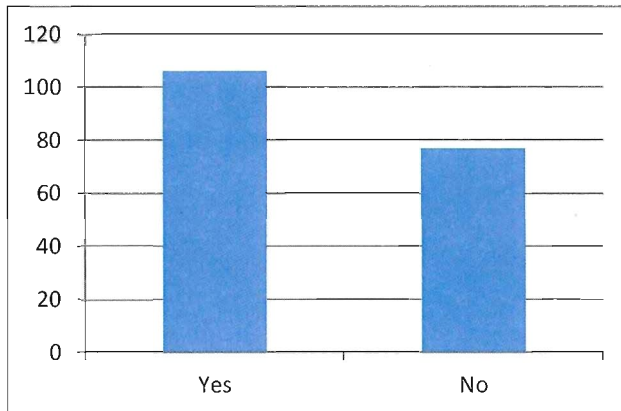


Minoru Complex | Stakeholder and Public Engagement Report – October, 2014

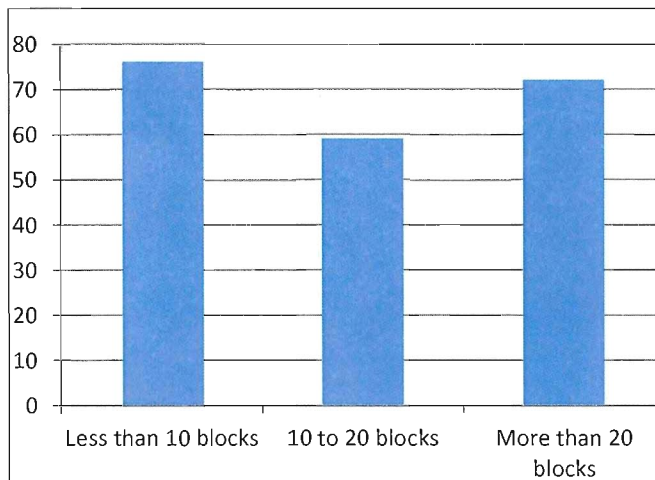
2. A cross section of ages completed the survey, with the majority falling into the 40 – 49 years old range.



3. Over half of the respondents have children living at home

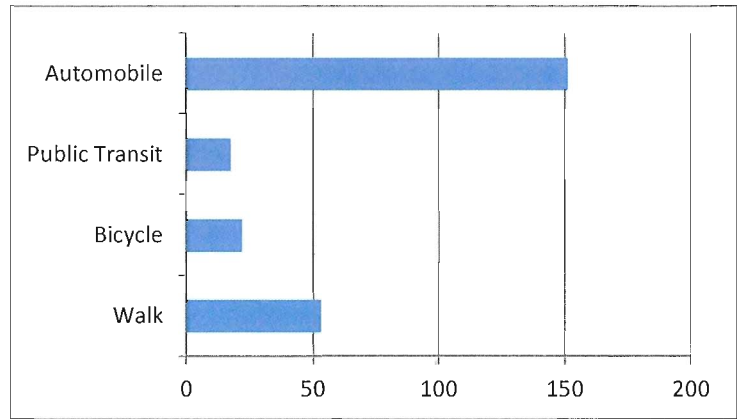


4. The respondents reside across Richmond

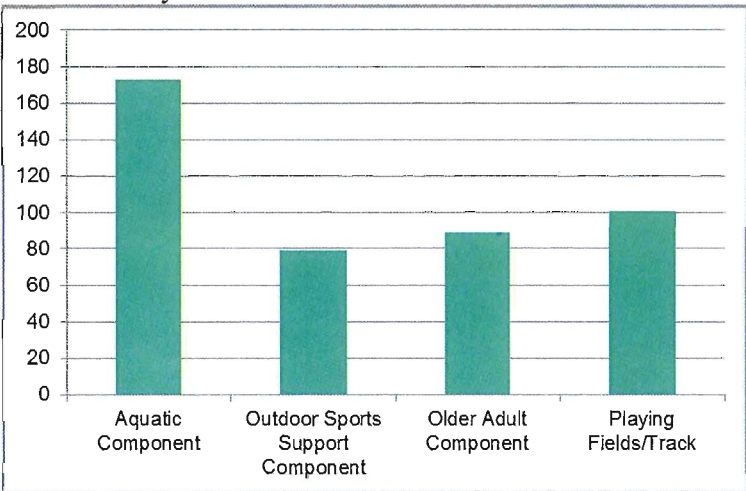


Minoru Complex | Stakeholder and Public Engagement Report – October, 2014

5. The majority of respondents will drive to the new facility

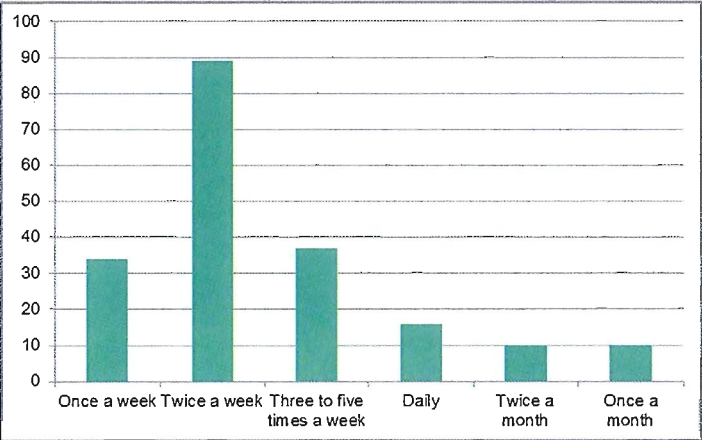


6. Respondents reported a high level of interest/anticipated use in all components of the new facility

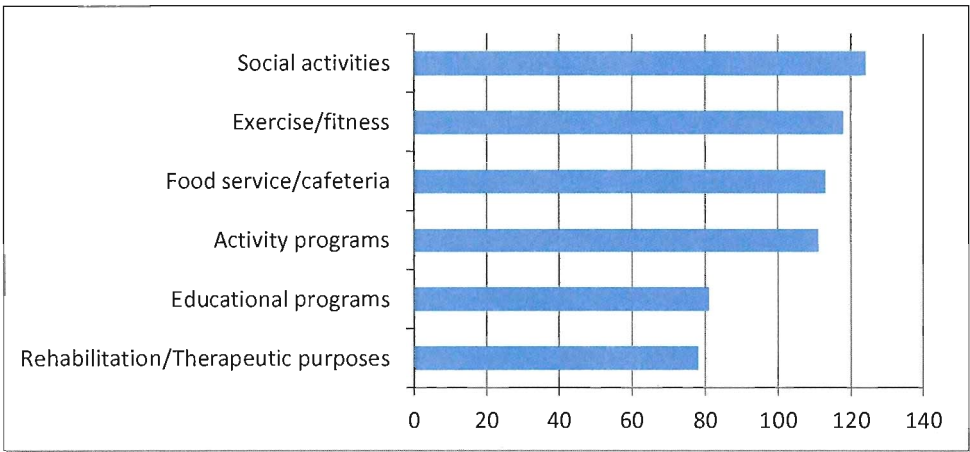


Minoru Complex | Stakeholder and Public Engagement Report – October, 2014

7. Those who responded to the survey expect to use the facility on a regular basis.



8. A high level of interest for all Older Adult program features

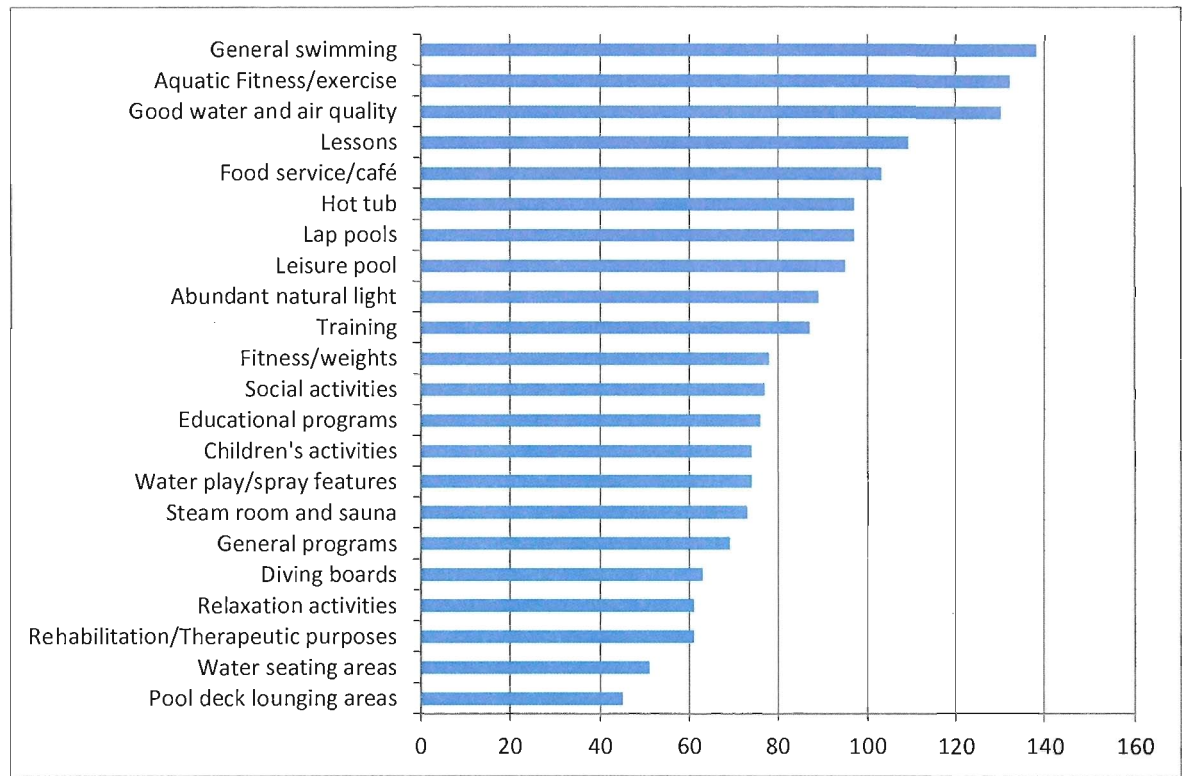


When asked to express their personal programming interests, common themes emerged as:

- Heavy emphasis on social activities
- Wide variety of program interests, most of which can be accommodated in the proposed multipurpose spaces. Examples include:
 - Fitness and exercise
 - Dance
 - Games
 - Cards and hobbies
 - Billiards

Minoru Complex | Stakeholder and Public Engagement Report – October, 2014

9. A wide variety of aquatic features are planned to be used (checked all that applied)

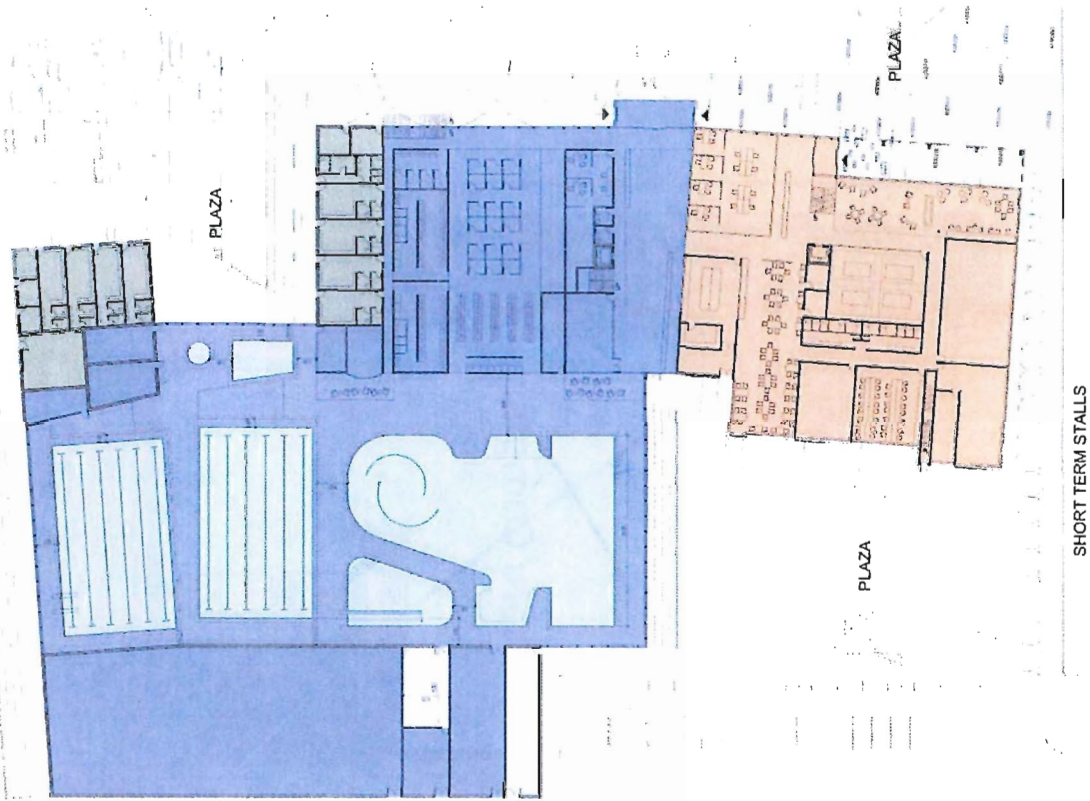


When asked to express the most important aquatic components, common themes emerged as:

- Lap swimming
- Swim lessons
- Leisure area with jets and water features
- Leisure amenities for older adults, children and families
- Viewing areas for lessons

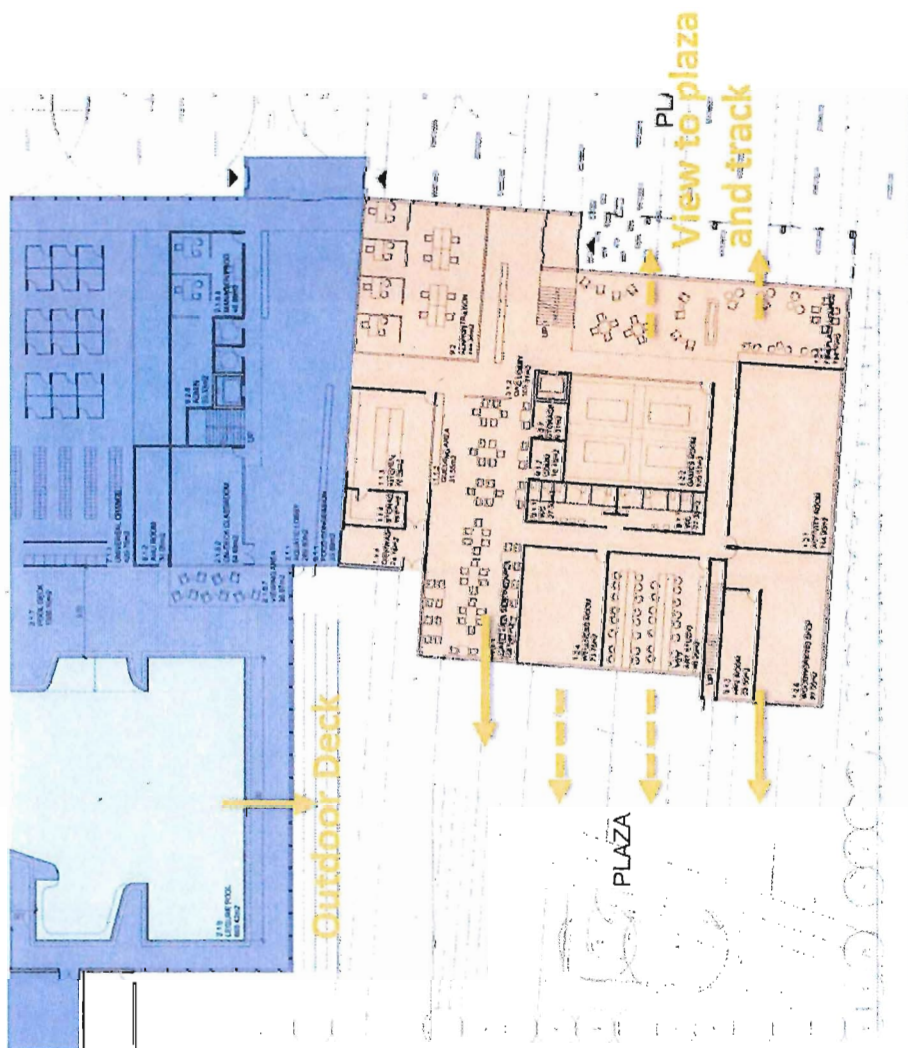
End of Report.

Minoru Complex – Ground Level

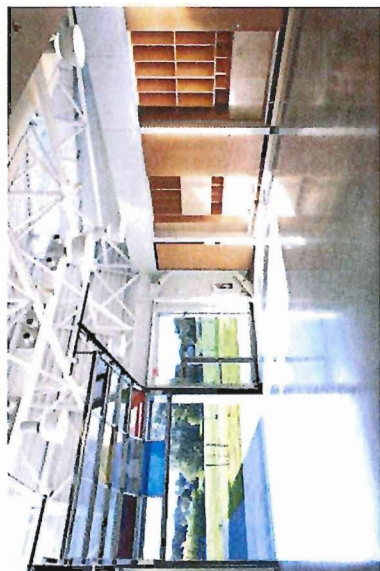


Older Adults' component

- Level 1

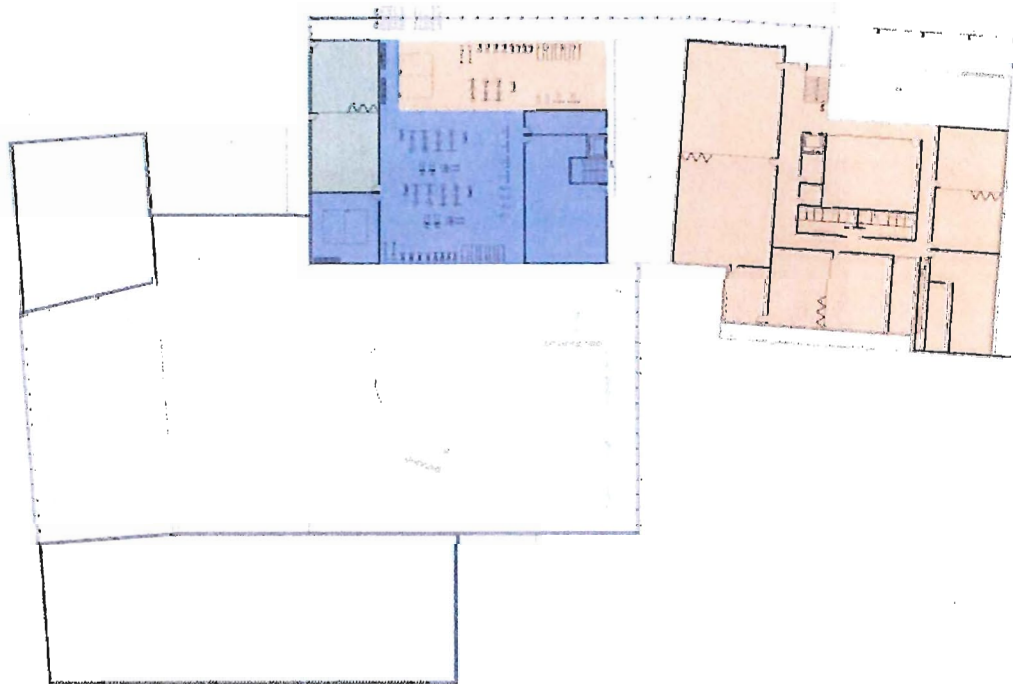


PWT - 74



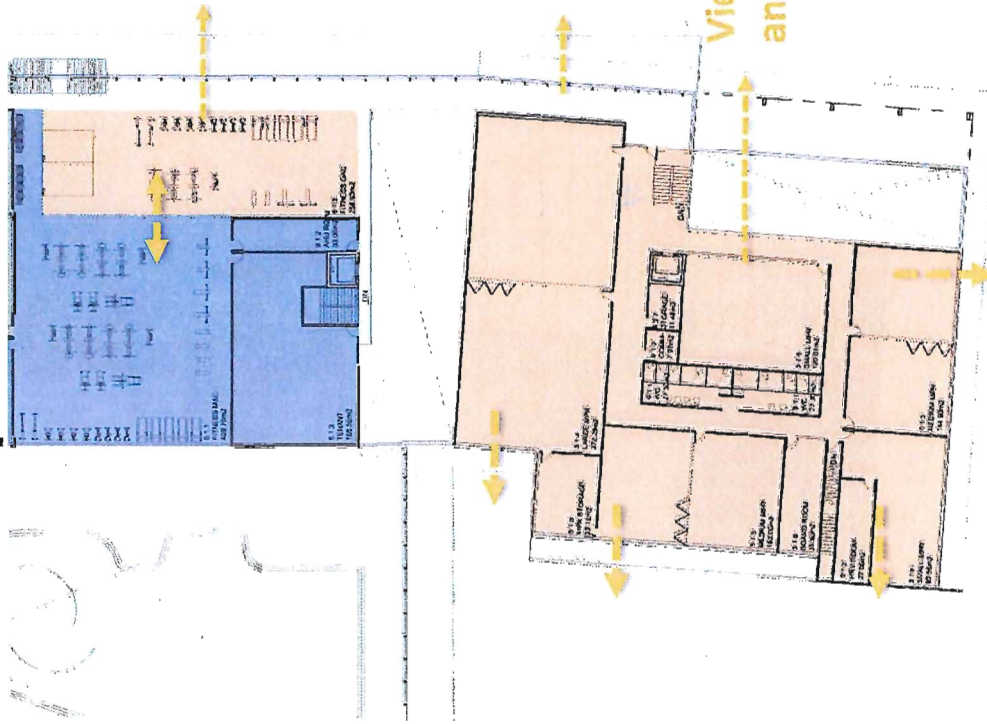
HCMA

Minoru Complex – Second Floor



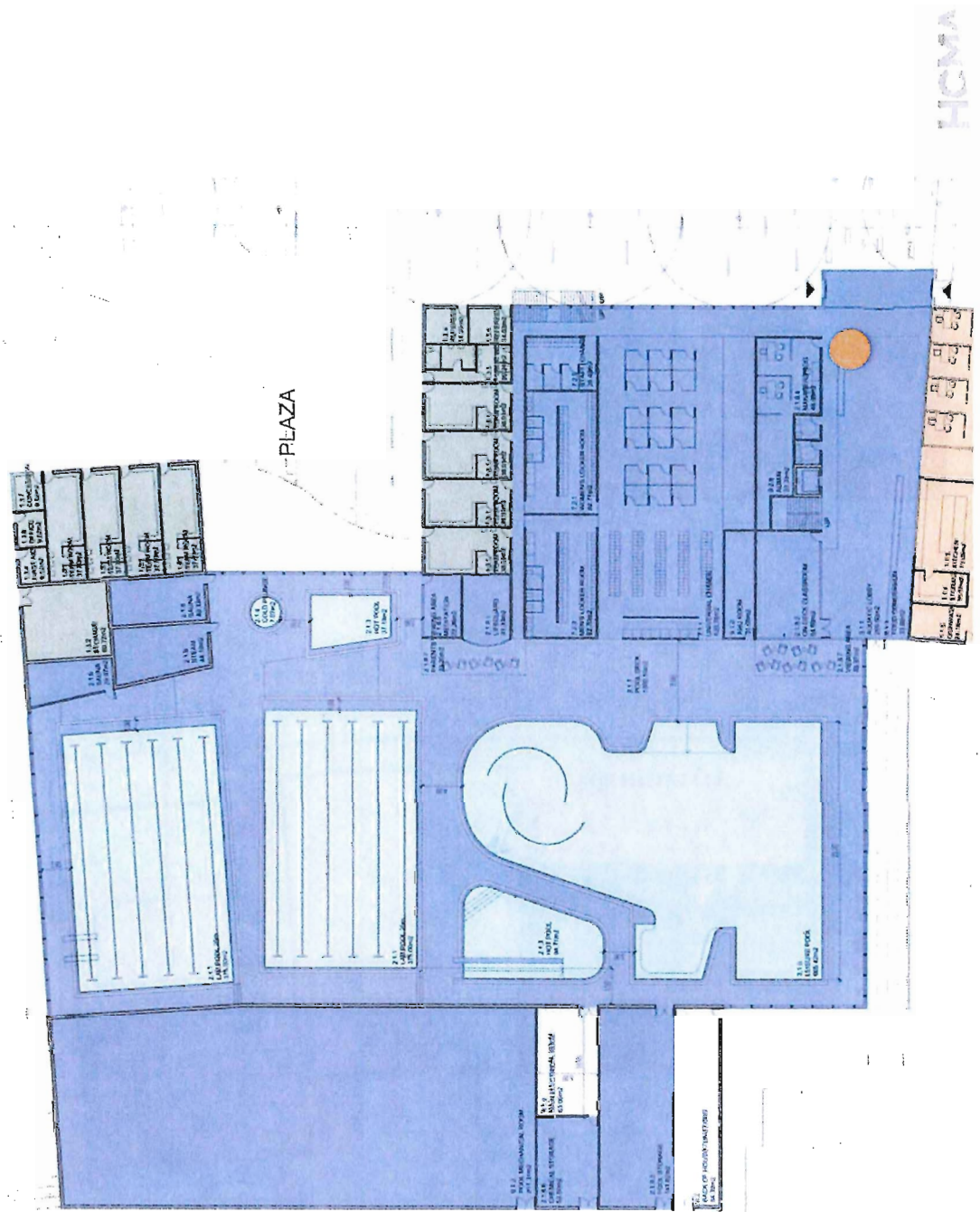
Older Adults' component

- Level 2



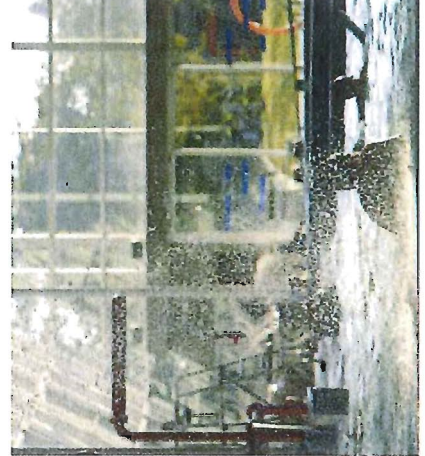
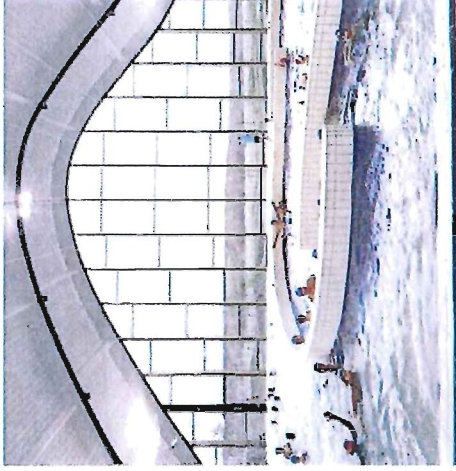
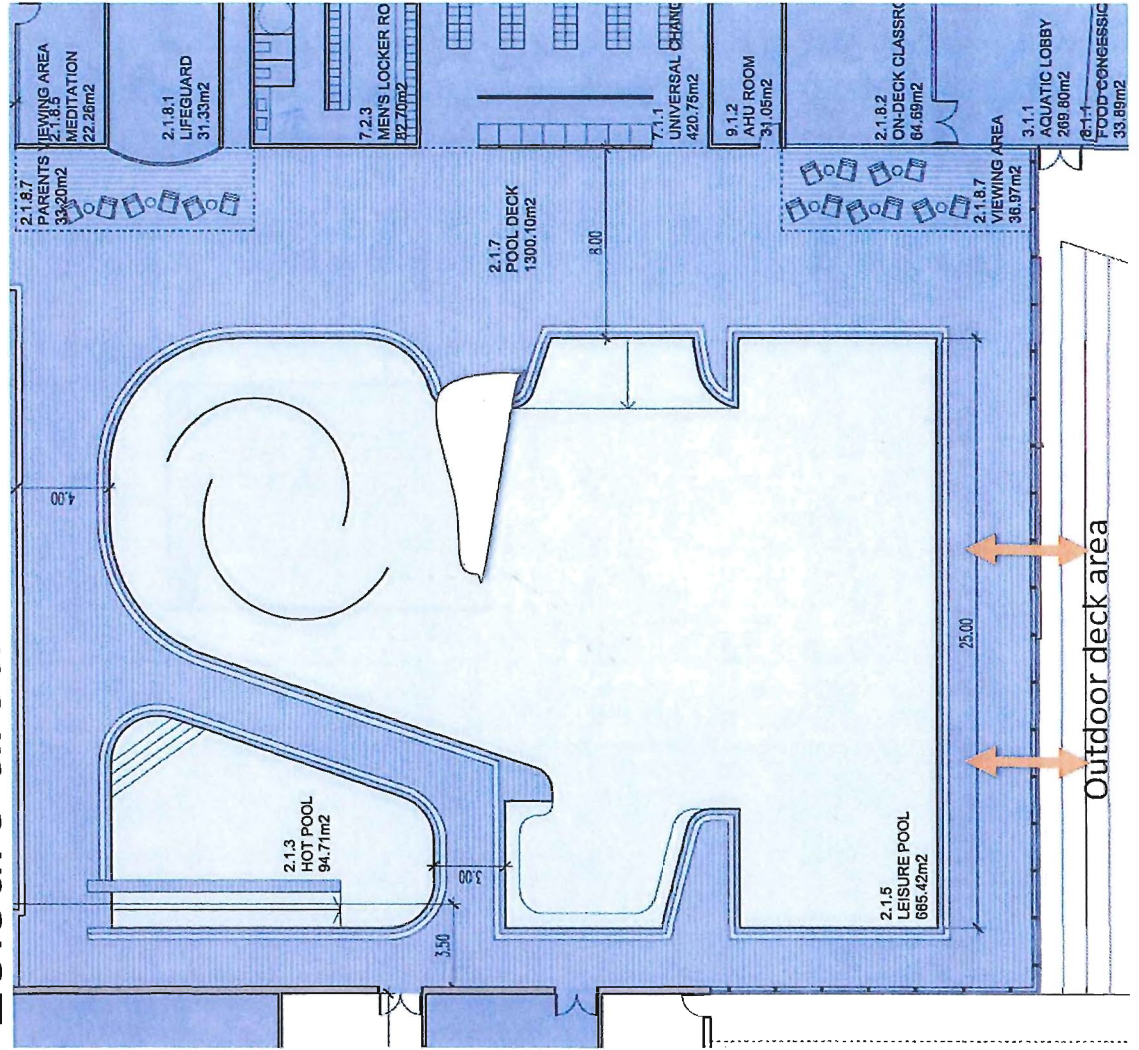
View to plaza
and track



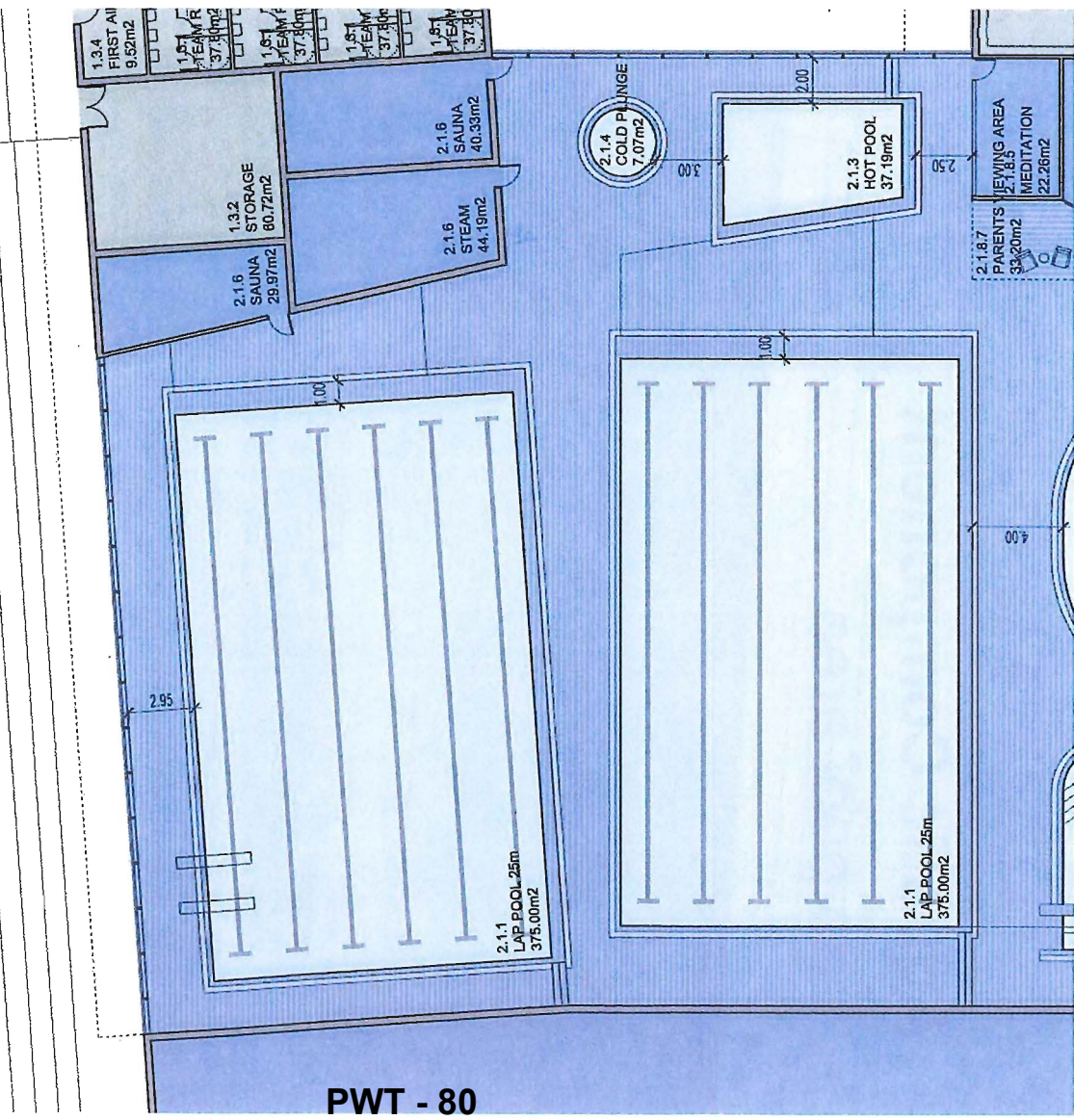


Aquatic Component

- Leisure area



Aquatic Component Means of access & transfer



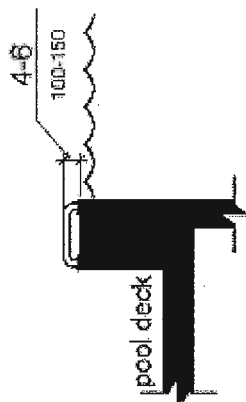
PWT - 80



Lift with seat



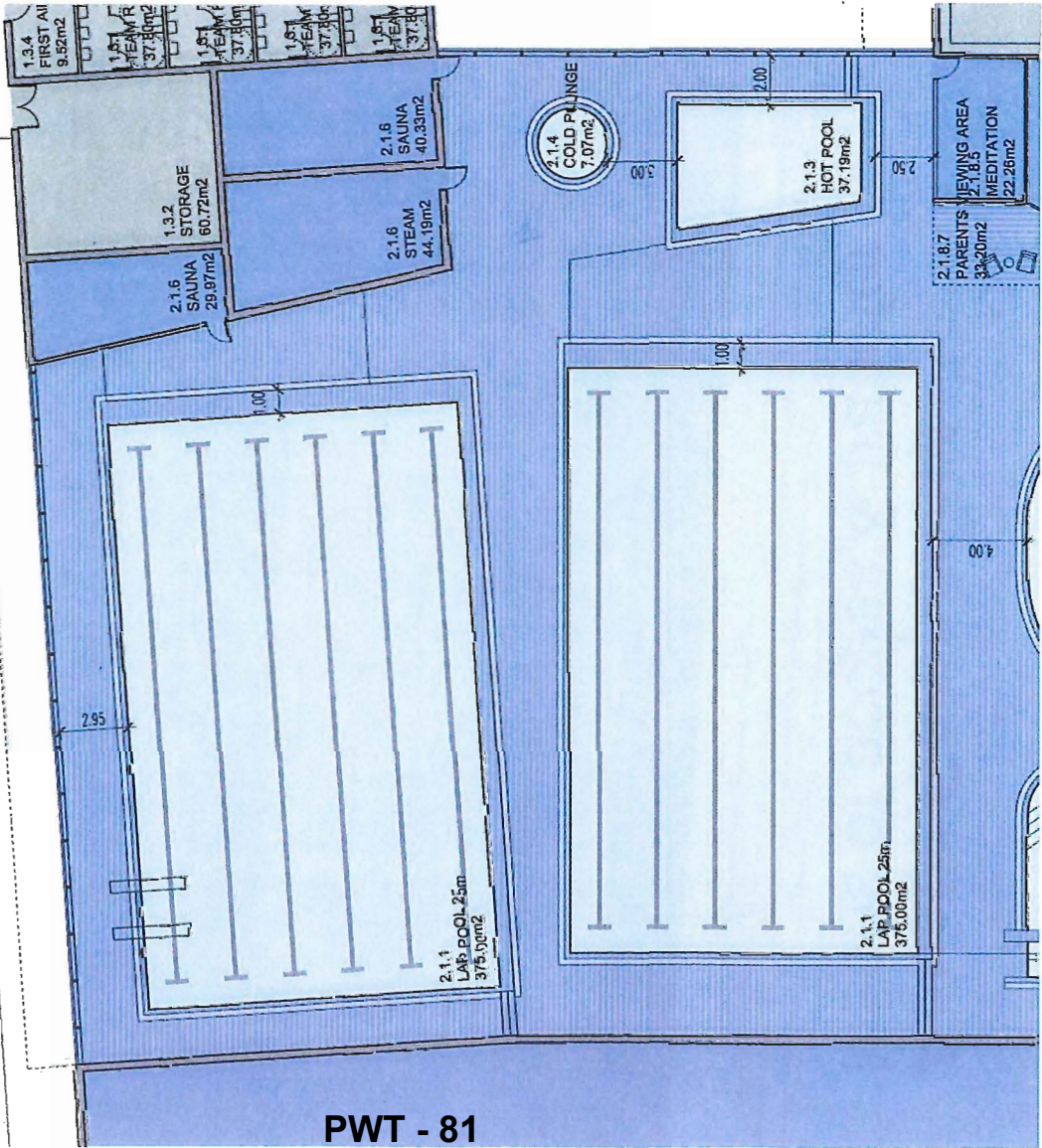
Transfer walls,
ramps and stairs



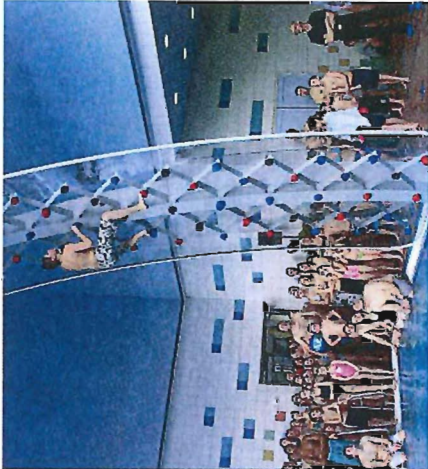
HCM

Aquatic Component

- Lap pool area



PWT - 81

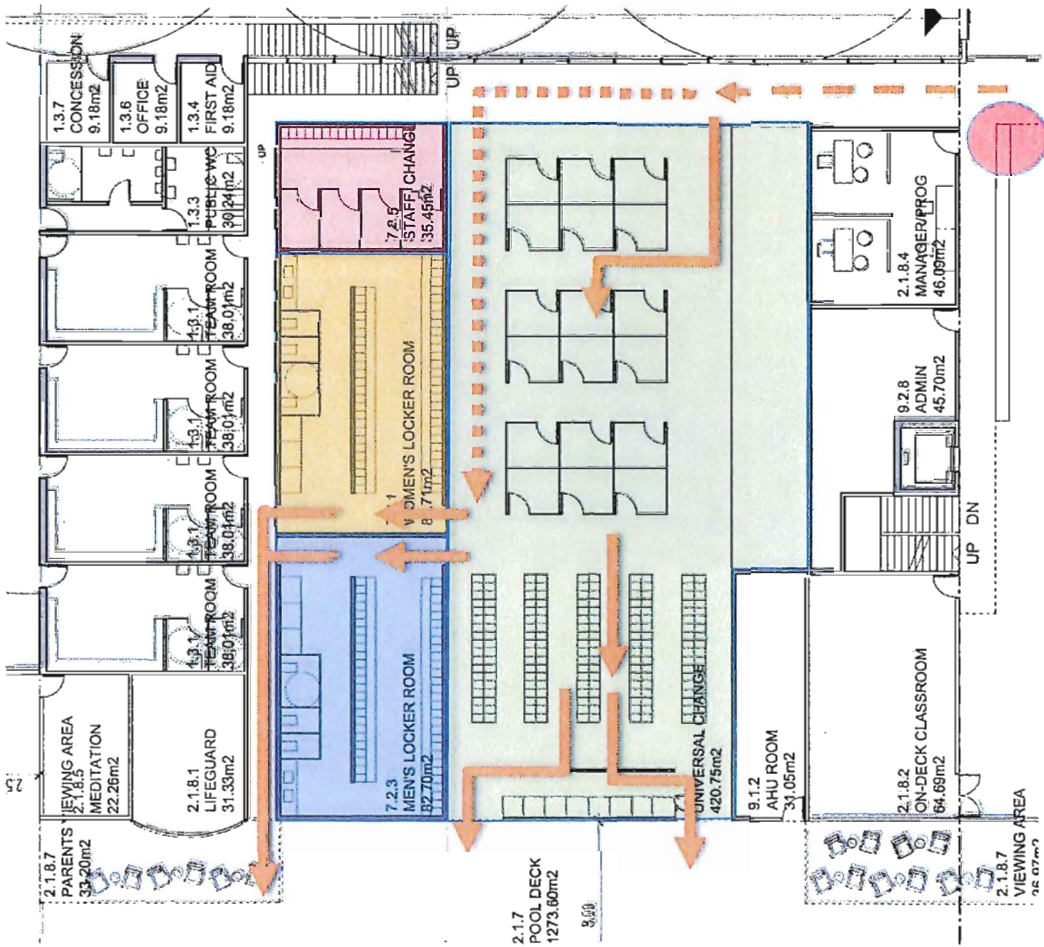


- Hot zone



Aquatic Component

- Change rooms







PWT - 85





PWT - 87

Attachment 4

Minoru Aquatic Centre/Older Adults Centre Project Schedule

Minoru Aquatic Centre/Older Adults Centre - Projected Schedule	Start	Complete
Programming / Space Allocation	Mar, 2014	Jul, 2014
Enabling Works*	May, 2014	Sep, 2014
Council (Programming / Space Allocation)	Jul, 2014	Jul, 2014
Develop Floor Plans / Form & Character	Jul, 2014	Sep, 2014
Council (Floor plans / Form & Character)	Oct, 2014	Oct, 2014
Working Drawings	Nov, 2014	Feb, 2015
Tender	Feb, 2015	Aug, 2015
Construction	Jun, 2015	Jun, 2017

*Enabling works include temporary relocation of Minoru Pavilion electrical controls, installation of temporary washrooms, changerooms and storage space, watermain relocation and pavilion demolition.



City of Richmond

Report to Committee

To: Public Works and Transportation Committee

Date: October 3, 2014

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

File: 06-2052-25-FHGI1/Vol
01

John McGowan
Fire Chief, Richmond Fire-Rescue

Re: **Brighthouse Fire Hall No. 1 – Floor Plan and Preliminary Form/Character**

Staff Recommendation

That the Brighthouse Fire Hall No. 1 floor plan and preliminary form/character as outlined in the attached report, "Brighthouse Fire Hall No. 1 Floor Plan and Preliminary Form/Character", dated October 3, 2014 from the Director, Engineering and Fire Chief, Richmond Fire-Rescue, be endorsed.

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

John McGowan
Fire Chief, Richmond Fire-Rescue
(604-303-2734)

Att. 2

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

Staff Report

Origin

On June 24, 2013 Council approved the Major Facilities Phase I projects which included the Minoru Aquatic Centre/Older Adults Centre, Fire Hall No. 1 and the City Centre Community Centre. Council approved \$22.3 million plus a multi-project contingency to construct a new Fire Hall No. 1 as part of the 2014 Capital Program. Subsequently, Council approved the Program Space Allocation on July 28, 2014.

The purpose of this report is to present the floor plan and preliminary form/character of Brighthouse Fire Hall No. 1 for Council approval. Approval of the floor plan and preliminary form/character will allow staff to proceed with completion of detailed design, followed shortly thereafter with facility construction.

Analysis

Floor Plan and Preliminary Form/Character

The total space identified for Fire Hall No. 1 as adopted by Council in July 2014 is 24,900 square feet with a budget of \$22.3 million plus a multi-project contingency. Any addition to the program will require an increase in the project budget.

To develop floor plans and preliminary form/character, the consultants worked together with the client to ensure that the specific technical and operating requirements of each program space were met and the spaces have the correct adjacencies to each other. This phase also considers existing site conditions including soil, landscape, traffic, and utilities (water, sewer, gas, electrical services, etc). The program spaces were assembled and arranged to create floor plan drawings that not only suit the functionality of the building, but also satisfy related codes and bylaws and the Official Community Plan. At the same time that the floor plans are being developed and refined, the preliminary building form and character were shaped and together become the look of the building.

The development of floor plans and preliminary form/character design followed a similar process to programming and space allocation and included the following steps:

- Four public consultation events, two of which were held at existing Minoru Aquatic Centre, and one each at Lansdowne Mall and Minoru Activity Centre.
- Review of best practises in facility design of other recently constructed fire halls.
- Meetings with specific staff teams to identify needs and wants of current facility users and
- Meetings with the City's Construction Manager to assess the impacts to schedule and budget based on programming and space allocation choices.

The proposed floor plan and preliminary form/character design are included as Attachment 2. Should Council approve these floor plans and preliminary form/character design, staff will proceed with preparation of detailed design drawings. Staff will also ensure that the preliminary

form/character design is presented to the City's Advisory Design Panel (ADP) for review and comment. Recommendations from the ADP will be considered as the project proceeds to the detailed design phase. It is anticipated that refinements to the drawings presented in Attachment 2 will be required as the detailed design phase proceeds.

Next Steps

Should Council approve the floor plans and preliminary form/character design, staff will proceed with preparation of detailed design drawings. This is a process by which all the building components, materials, colours and systems are coordinated and described through detailed drawings and specifications. This detailed design process will also include meetings with stakeholders to establish requirements to a high level of detail. These details may influence the final appearance of the building.

Public consultation will be continuous through the detailed design and construction processes. Completion of detailed design drawings and commencement of construction tendering is scheduled for early 2015. A project schedule is included as Attachment 1.

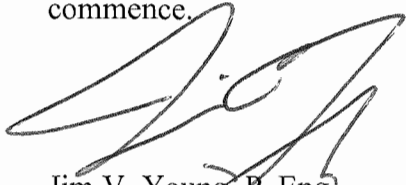
The final outcome of the next phase is a fully coordinated set of documents for final pricing through the City's construction manager that includes all of the information necessary to construct the building. This coordinated set will also be used to obtain building permits. Council will be forwarded an information report with the detailed building design prior to issuance of a building permit.

Financial Impact

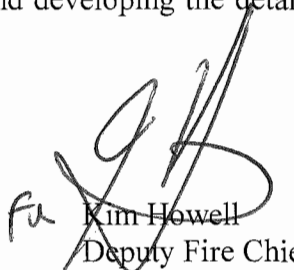
None.

Conclusion

Staff proceeded with development of floor plan and preliminary form/character design of Brighthouse Fire Hall No. 1 following Council adoption of programming and space allocation. Should Council endorse the floor plan and preliminary form/character design, staff will proceed with presenting the project to ADP and developing the detailed design to allow construction to commence.



Jim V. Young, P. Eng.
Senior Manager, Project Development
(604-247-4610)



Kim Howell
Deputy Fire Chief, Richmond Fire Rescue
(604-303-2762)

JVY:tv

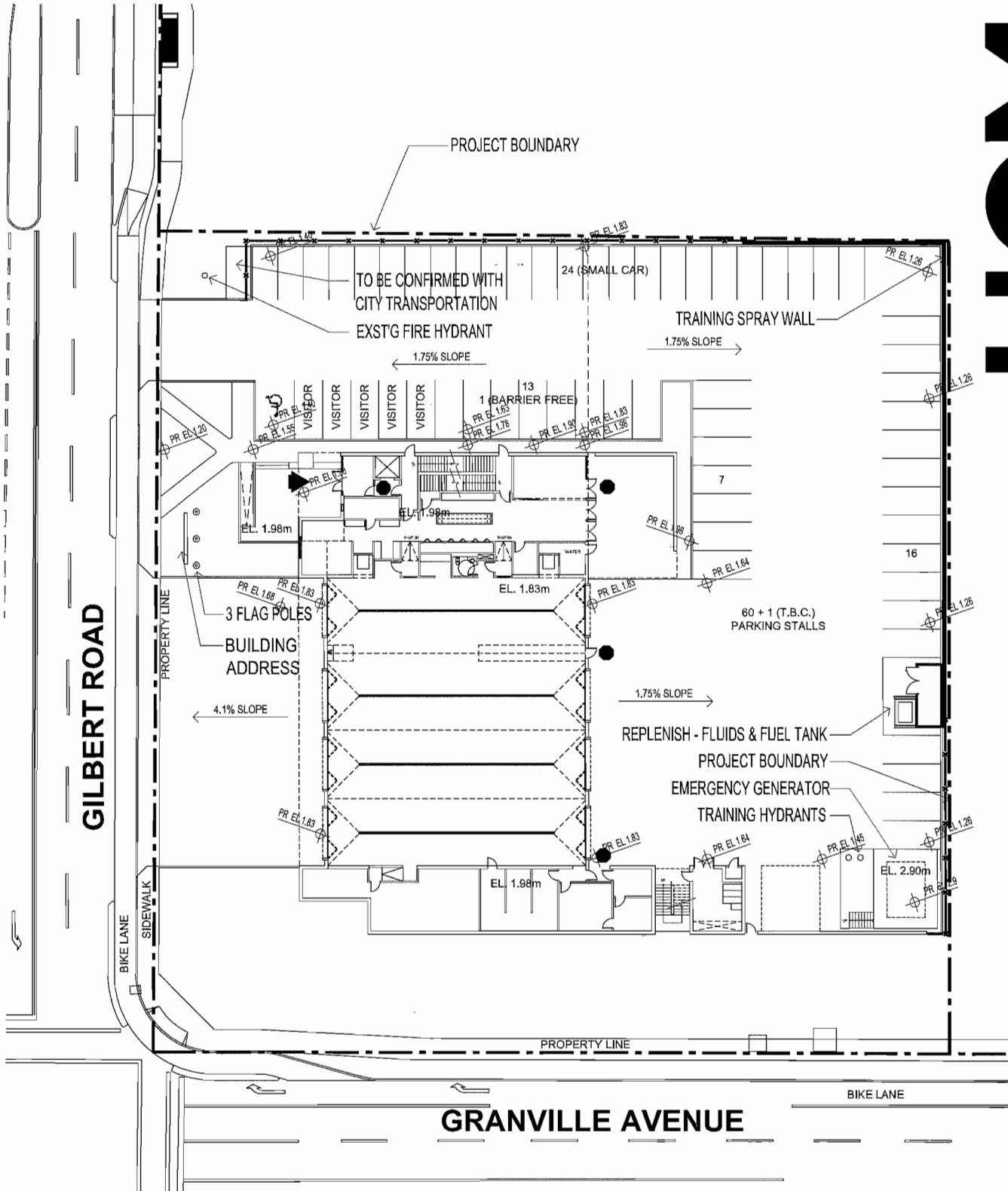
- Att. 1: Brighthouse Fire Hall No. 1 Project Schedule
- 2: Floor Plans and Preliminary Form/Character

Attachment 1**BRIGHOUSE FIRE HALL NO. 1 PROJECT SCHEDULE**

Description	Start	Finish
Programming / Space Allocation	Mar 2014	Jun 2014
Council Approval Programming / Space Allocation	Jul 2014	Jul 2014
Develop Floor Plans / Form and Character	Jul 2014	Sep 2014
Council Approval Floor Plans / Form and Character	Oct 2014	Oct 2014
Develop Construction Documents	Nov 2014	Mar 2015
Tender	Apr 2015	May 2015
Construction	Jun 2015	Jan 2017

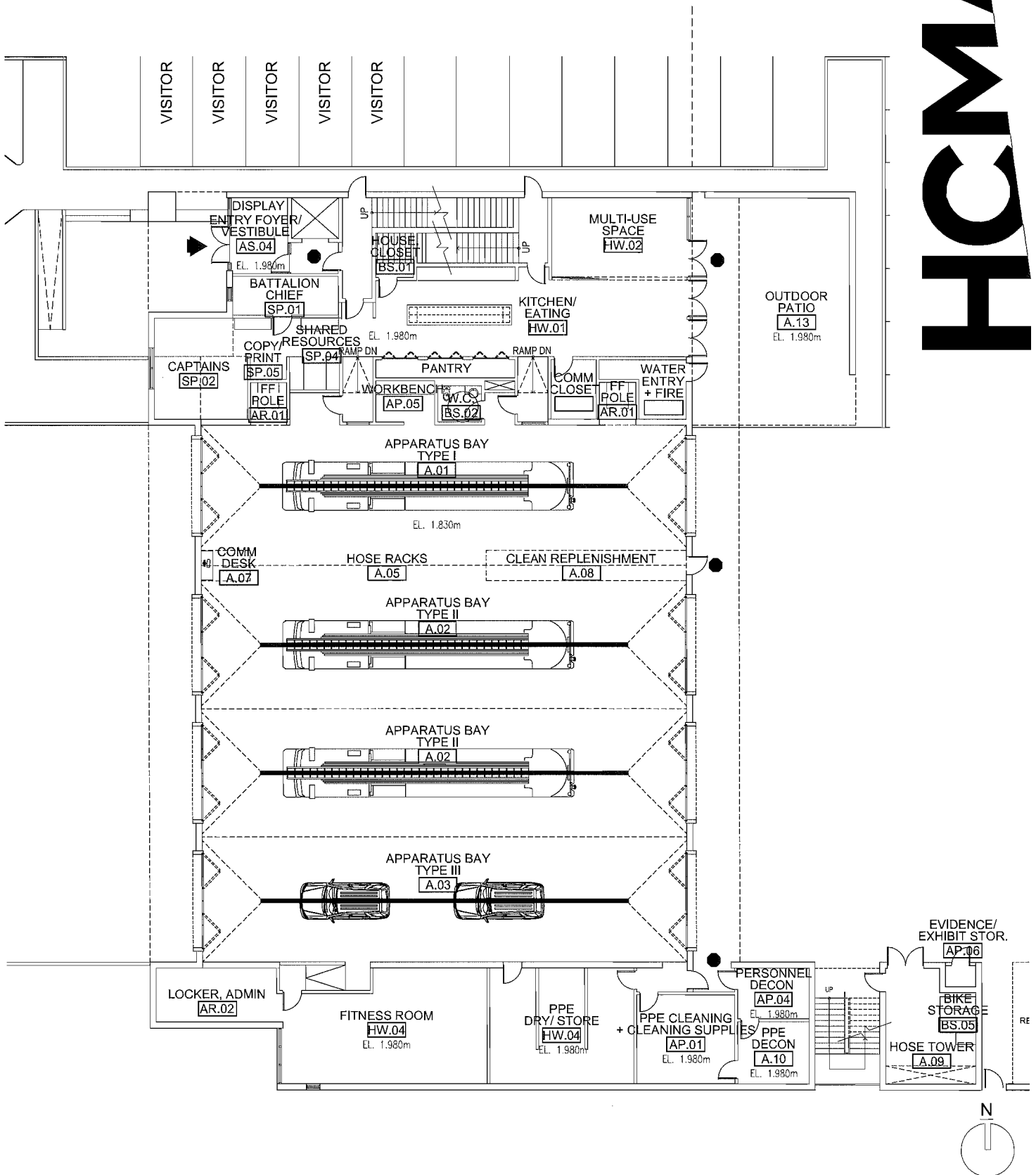
ATTACHMENT 2

HCMA



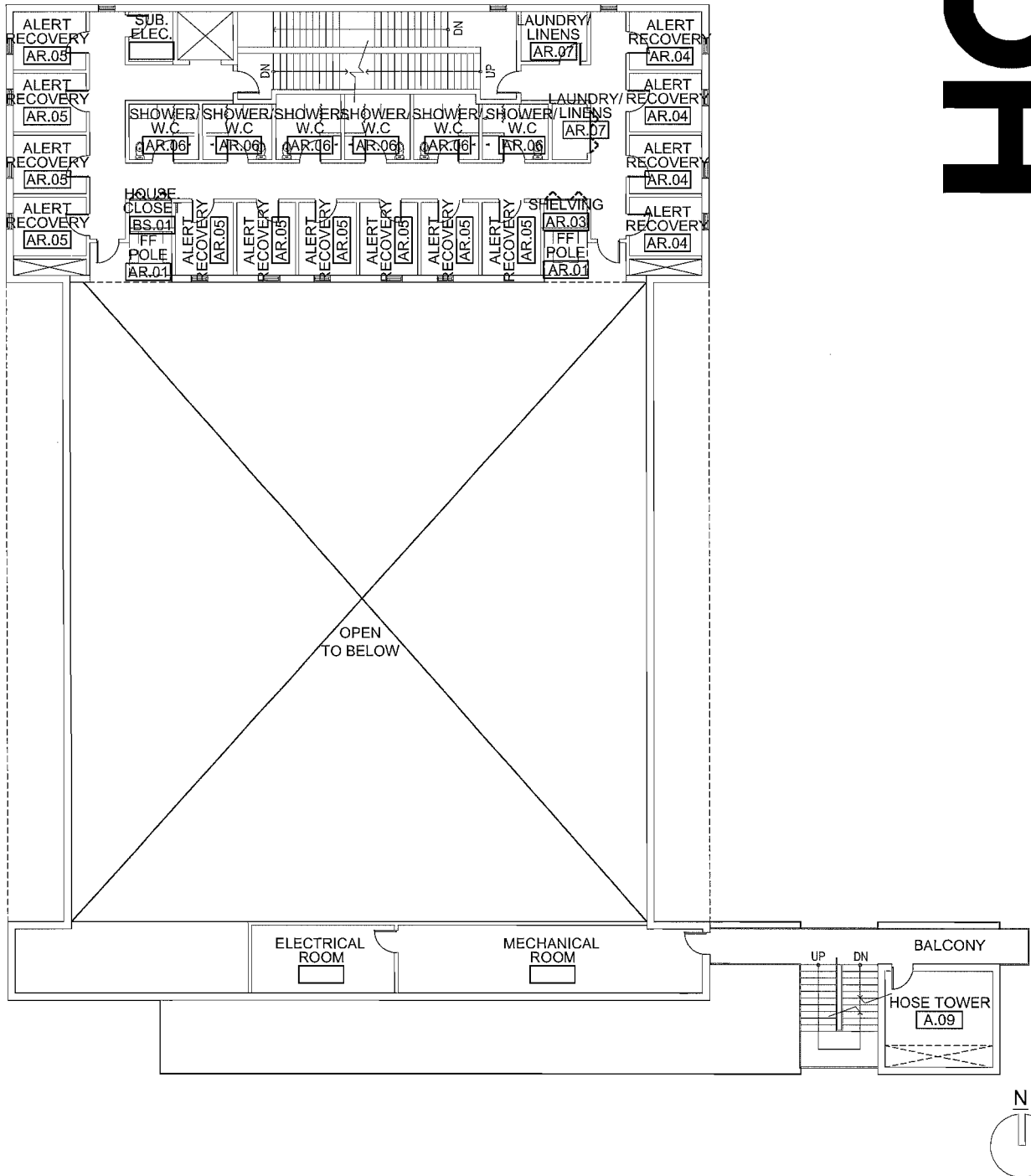
ATTACHMENT 2

HCMA



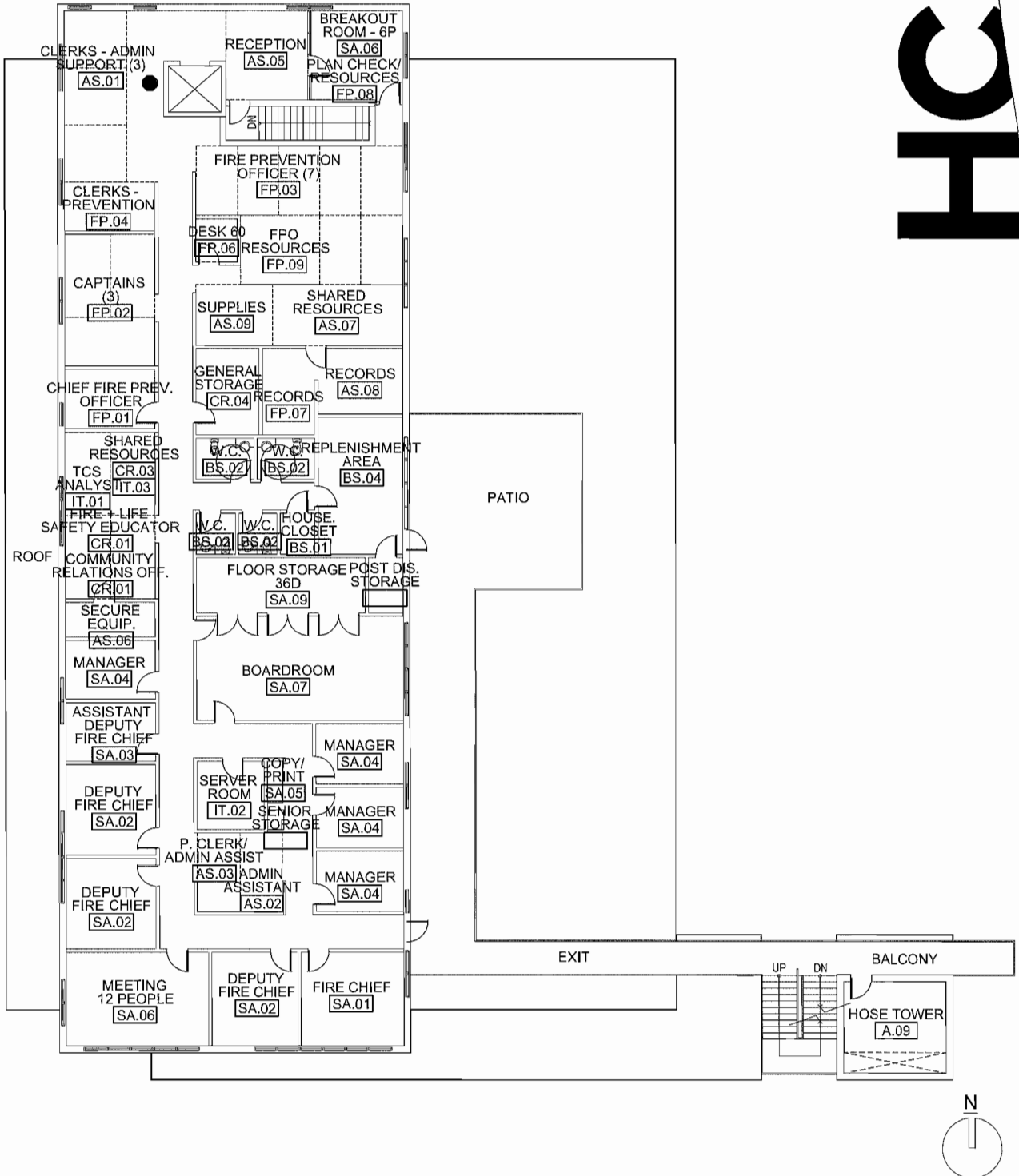
ATTACHMENT 2

HCMA



ATTACHMENT 2

HCMA



ATTACHMENT 2

HCM



**PERSPECTIVE RENDERING - LOOKING NORTHEAST
FROM GILBERT ROAD**

Hughes Condon Marler Architects
Suite 300 - 1508 West 2nd Avenue
Vancouver BC V6J 1H2 Canada
T 604.732.6620
F 604.732.6695
W hcma.ca

**RICHMOND_FIRE_HALL_NO_1
BRIGHOUSE**
REPLACEMENT_FIRE_HALL
1421_-_6960_GILBERT_RD_RICHMOND_BC_V7C_3V9

PWT - 97

**SCHEMATIC DESIGN
PERSPECTIVE_RENDERING**

REF:

DATE: OCT_16_2014

ASK016E

SCALE: N/A

ATTACHMENT 2

HCM



**PERSPECTIVE RENDERING - LOOKING SOUTHEAST
FROM GILBERT ROAD**

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W hcma.ca

**RICHMOND_FIRE_HALL_NO_1
BRIGHOUSE**

REPLACEMENT_FIRE_HALL

1421_-_6960_GILBERT_RD_RICHMOND BC V7C 3A9

**SCHEMATIC DESIGN
PERSPECTIVE_RENDERING**

REF:

DATE: OCT_16_2014

ASK016F

SCALE: N/A

PWT - 98

ATTACHMENT 2

HCMA



**PERSPECTIVE RENDERING - LOOKING NORTHWEST
FROM GRANVILLE AVENUE**

Hughes Condon Marler Architects
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W hcma.ca

**RICHMOND_FIRE_HALL_NO_1
BRIGHOUSE**

REPLACEMENT_FIRE_HALL

1421_-_6960_GILBERT_RD_RICHMOND BC V7C 3G9

PWT - 99

**SCHEMATIC DESIGN
PERSPECTIVE_RENDERING**

REF:

DATE: OCT_16_2014

ASK016G

SCALE: N/A

ATTACHMENT 2

HCM



**PERSPECTIVE RENDERING - LOOKING SOUTHWEST
FROM REAR APRON**

Hughes Condon Marler Architects
Suite 300 - 1508 West 2nd Avenue
Vancouver BC V6J 1H2 Canada
T 604.732.6620
F 604.732.6695
W hcma.ca

**RICHMOND_FIRE_HALL_NO_1
BRIGHOUSE**

REPLACEMENT_FIRE_HALL

1421_-_6960_GILBERT_RD_RICHMOND_BC_V2C_100

PWT - 100

**SCHEMATIC DESIGN
PERSPECTIVE_RENDERING**

DATE: OCT_16_2014

ASK016H

SCALE: N/A



City of Richmond

Report to Committee

To: Public Works and Transportation Committee

Date: October 6, 2014

From: John Irving, P. Eng.
Director, Engineering & Public Works

File: 06-2052-55-01/Vol 01

John McGowan
Fire Chief, Richmond Fire-Rescue

Re: Cambie Fire Hall No. 3 - Floor Plan and Preliminary Form/Character

Staff Recommendation

That the Cambie Fire Hall No. 3 floor plan and preliminary form/character design as outlined in the attached report, "Cambie Fire Hall No. 3 Floor Plan and Preliminary Form/Character", dated October 6, 2014 from the Director, Engineering and Fire Chief, Richmond Fire-Rescue, be endorsed.

John Irving, P. Eng.
Director, Engineering
(604-247-4610)

John McGowan
Fire Chief, Richmond Fire-Rescue
(604-303-2734)

Att. 3

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

Staff Report

Origin

Through the 2005 – 2009 Capital Programs Council approved funding of \$20.7 million to construct a new Fire Hall No. 3. The building will be an integrated facility, to be used joint by Richmond Fire-Rescue (RFR) and British Columbia Emergency Health Services (BCEHS). In 2013 BCEHS signed a lease agreement to operate services from this site. Consequently, a Program and Space plan for both services was designed and approved by Council on July 28, 2014.

The purpose of this report is to present the floor plan design and preliminary form/character of the Cambie Fire Hall No. 3 for Council endorsement. Endorsement of the floor plan design and preliminary form/character will allow staff to proceed with completion of detailed design followed shortly thereafter with facility construction.

Analysis

Floor Plan Design and Preliminary Form/Character

The total space identified for the Cambie Fire Hall No. 3 project is 26,000 square feet with a budget of \$20.7 million plus a multi-project contingency. Any addition to the program would require an increase in the project budget.

The process to deliver the Cambie Fire Hall No. 3 follows several phases of development.

1. Pre-design and Programming (completed)
2. Schematic Design – Floor Plans and Preliminary Form/Character (in progress, topic of this report)
3. Design Development (pending)
4. Construction Documents (pending)
5. Construction Administration (pending)

The next step in the process to deliver Fire Hall 3 is to finalize the floor plan and preliminary form/character design. Preliminary form and character refers to the general shape, volume, materials and general colour scheme of the building, the form relating more to the shape, and the character referring to the style of the building.

The proposed floor plan and preliminary form/character design can only proceed once the facility programming and space allocation has been determined. Council approved the program and space allocation at their July 28, 2014 meeting and floor plan and preliminary form/character design has proceeded accordingly.

To develop floor plans and preliminary form/character, the types of spaces required within the building as well as the specific technical and operating requirements following confirmation of the programs and space allocation are reviewed and integrated into the design. This process also consider existing site conditions including soil, landscape, traffic restrictions, and water, sewer,

gas, electrical services, etc. The program spaces were assembled and arranged to create floor plan drawings that not only suit the operational function of the building but satisfies the related codes, bylaws and the Official Community Plan. At the same time the floor plans were being developed and refined, the building preliminary form and character was shaped in conjunction with the floor plans to compose the look of the building.

Development of floor plans and preliminary form/character design followed a similar process to programming and space allocation and included the following steps.

- Four public consultation events, two of which were held at existing Minoru Aquatic Centre, and one each at Lansdowne Mall and Minoru Activity Place Centre.
- The project was forwarded to the City's Advisory Design Panel (ADP) on October 8, 2014 for review and comment. The ADP was generally supportive of the proposed facility design but did offer comments and suggestions on ways to improve the building architectural appearance and site landscaping. Should Council endorse the proposed design the input from the ADP will be considered as the project proceeds to the detailed design phase.
- Meetings with the owner of 9720 Cambie Road (adjacent property of project site).
- Meetings with the Director of Facility Planning of Richmond School District.
- Meetings with BC Ambulance representative to identify needs and wants of current facility users.
- Meetings with the City's Construction Manager to assess the impacts to schedule and budget based on programming and space allocation choices.
- Review of best practises in facility design of other recently constructed fire halls.

The proposed floor plan is included as Attachment 1 and preliminary form/character design is included as Attachment 2. Should Council approve this plan, staff will proceed with detailed design development including consideration of ADP recommendations regarding the proposed facility form and character. It is anticipated that minor changes to the drawings presented in Attachment 1 will be made as the detailed design proceeds to ensure the project remains on budget and meets operational needs.

Next Steps

Should Council approve the floor plans and preliminary form/character design, staff will proceed with preparation of detailed design drawings. This is a process by which all the building components, materials, colours and systems are coordinated and described through detailed drawings and specifications. This detailed design process will also include meetings with stakeholders to establish requirements to a high level of detail. These details may influence the final appearance of the building.

As the project site requires rezoning application, it is anticipated that a staff report, which contains a further developed plan, will be submitted to Council for information later this year.

Public consultation will be continuous through the detailed design and construction processes.

Completion of detailed design drawings and commencement of construction tendering is scheduled for early 2015. A project schedule has been developed to meet the Lease agreement Conditions Precedent (schedule milestones) with BCEHS and is included as Attachment 3. Any delays achieving this schedule may impact the lease agreement.

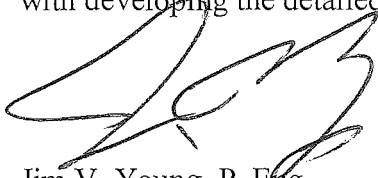
The final outcome is a fully coordinated set of documents for final pricing through the City's construction manager and a set of drawings to provide the contractor with all the information necessary to construct the building.

Financial Impact

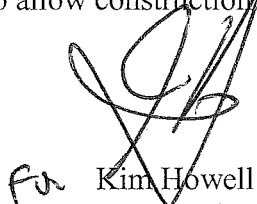
None.

Conclusion

Staff proceeded with development of floor plan and preliminary form/character design of the Cambie Fire Hall No. 3 following Council adoption of programming and space allocation. Should Council endorse the floor plan and preliminary form/character design, staff will proceed with developing the detailed design to allow construction to commence.



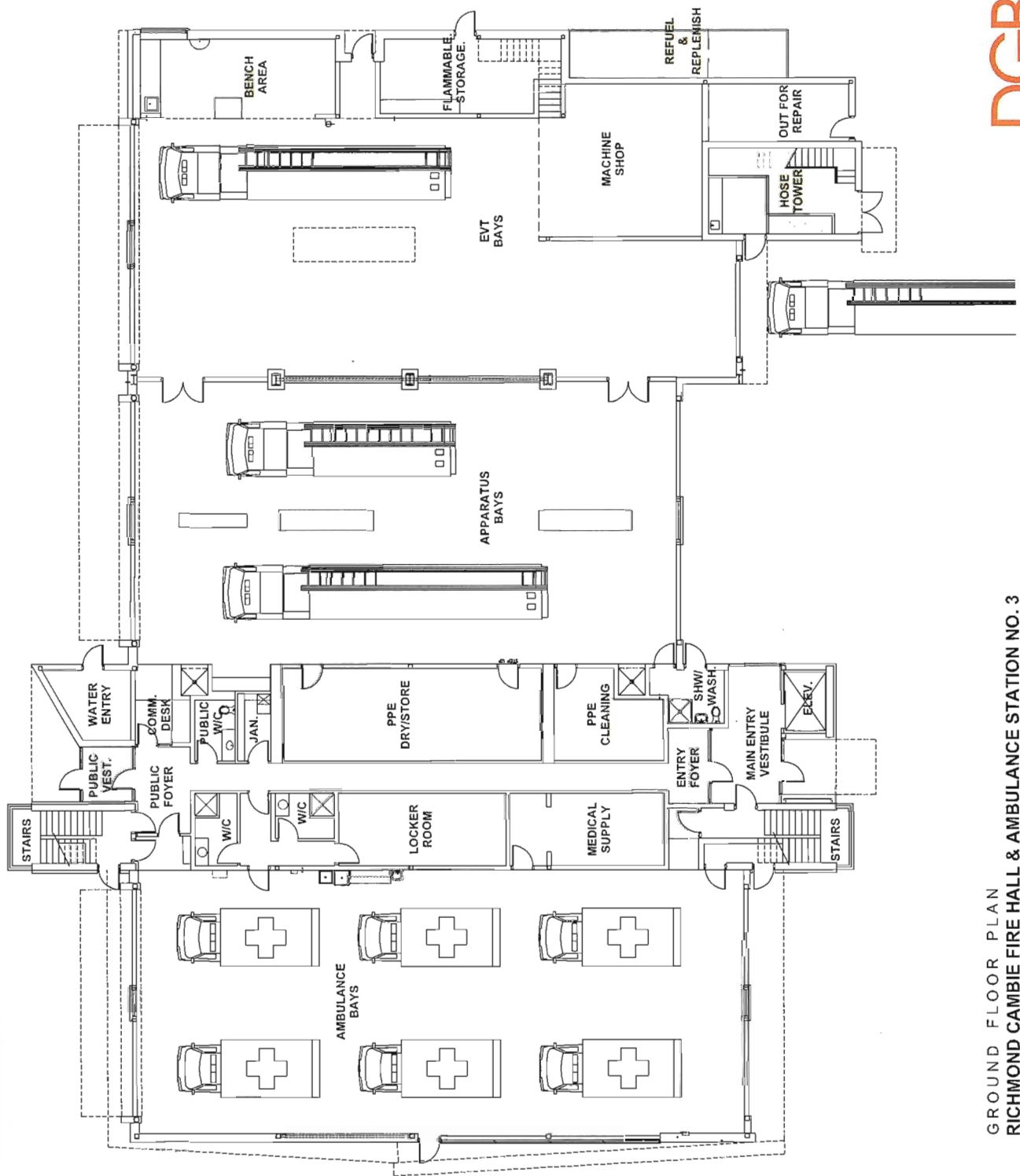
Jim V. Young, P. Eng.
Senior Manager, Project Development
(604-247-4610)



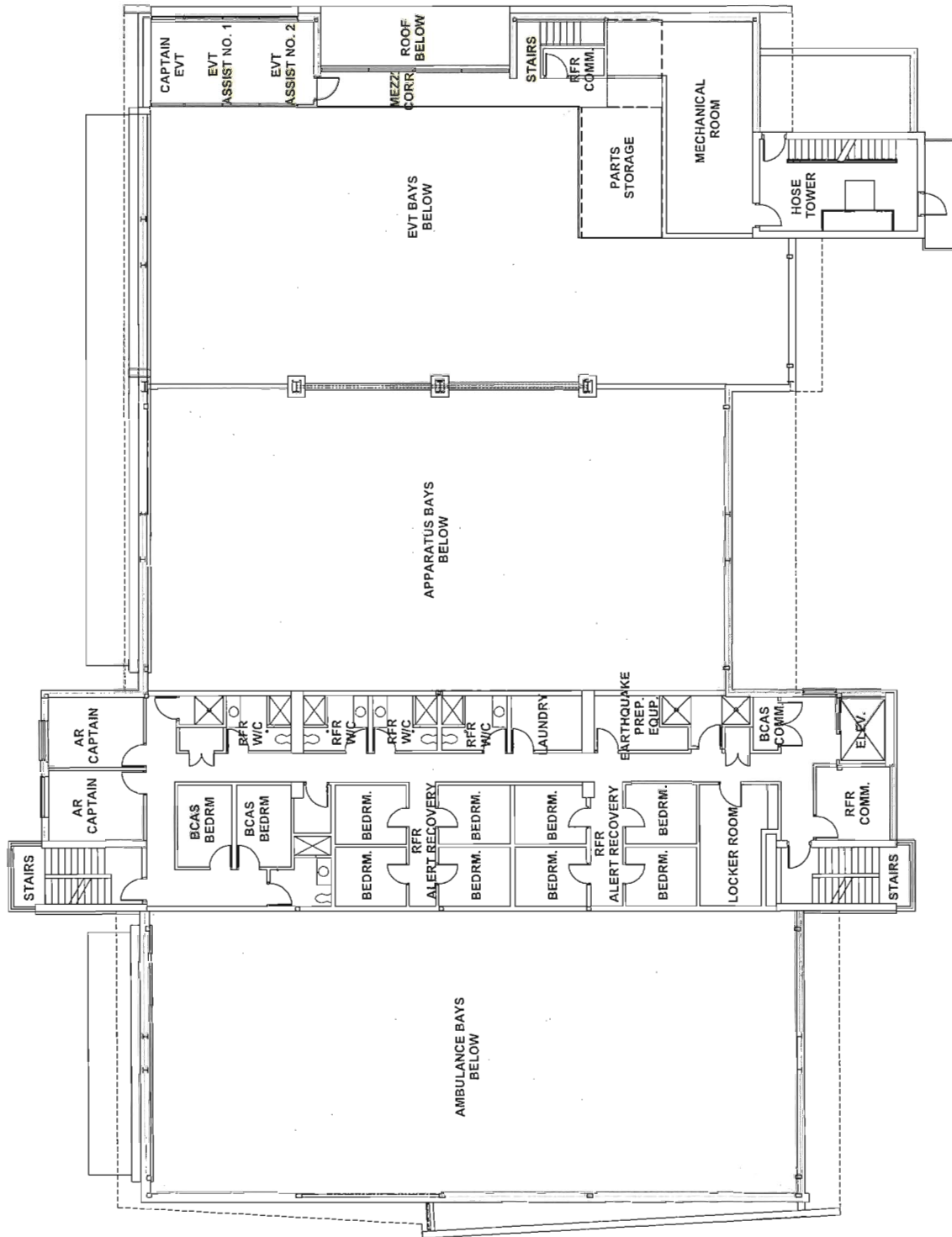
for Kim Howell
Deputy Fire Chief, Richmond Fire-Rescue
(604-303-2762)

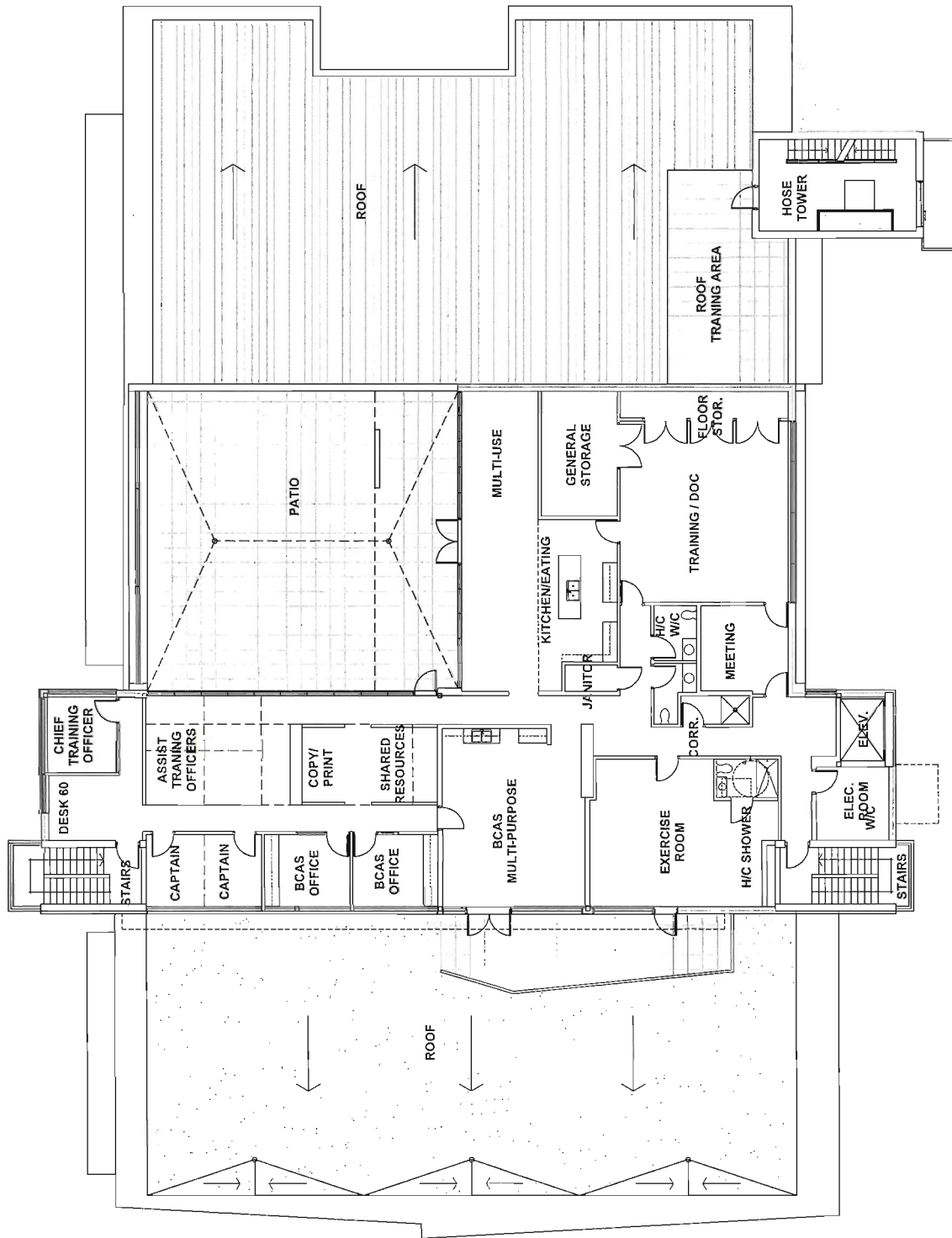
JVY:mc

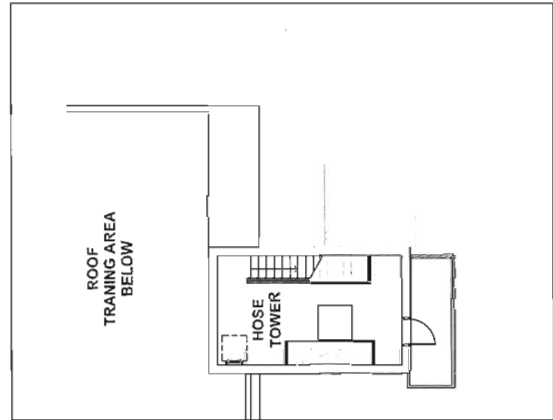
- Att. 1: Floor Plans
2: Preliminary form/Character
3: Cambie Fire Hall No. 3 Project Schedule



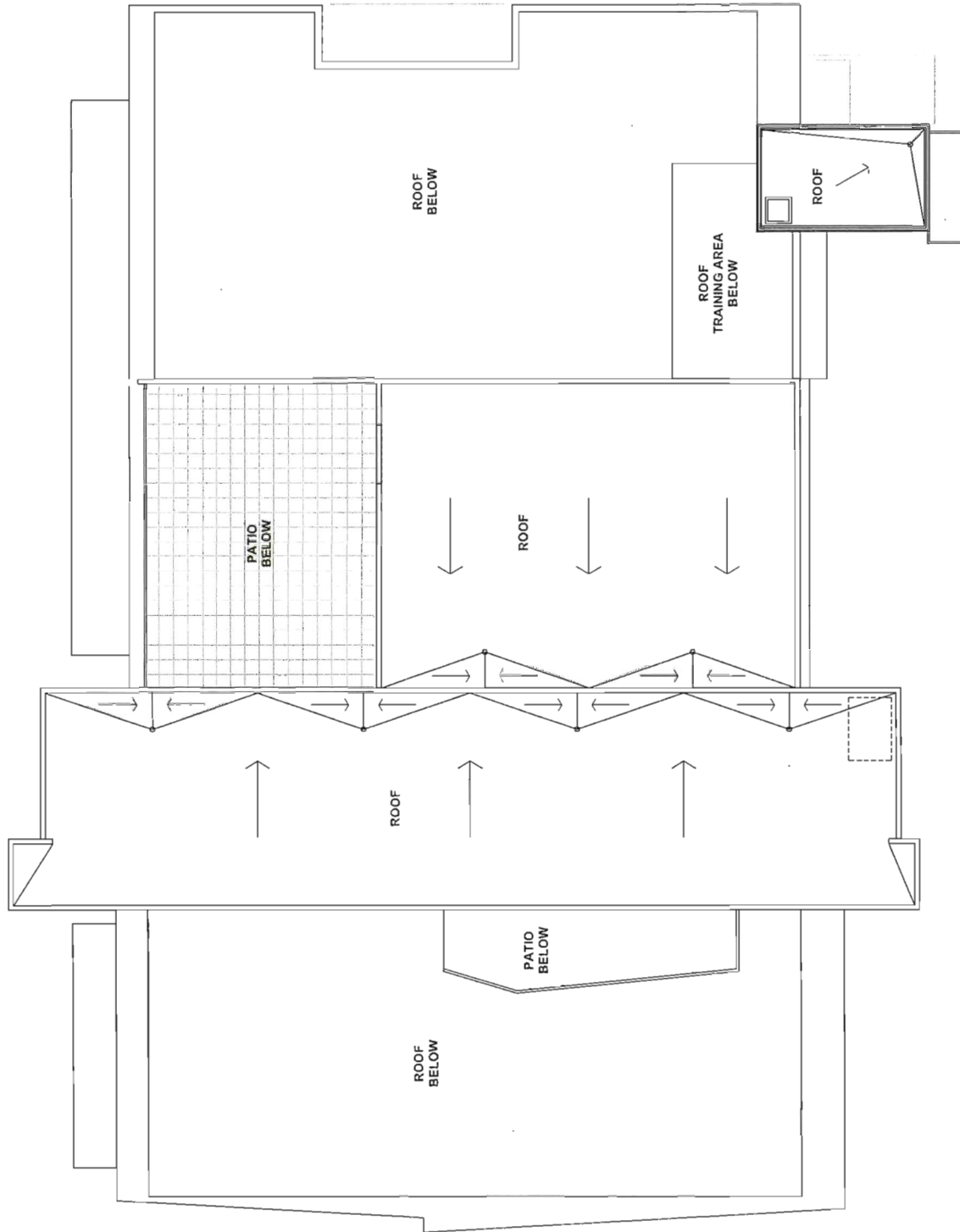
GROUND FLOOR PLAN
RICHMOND CAMBIE FIRE HALL & AMBULANCE STATION NO. 3

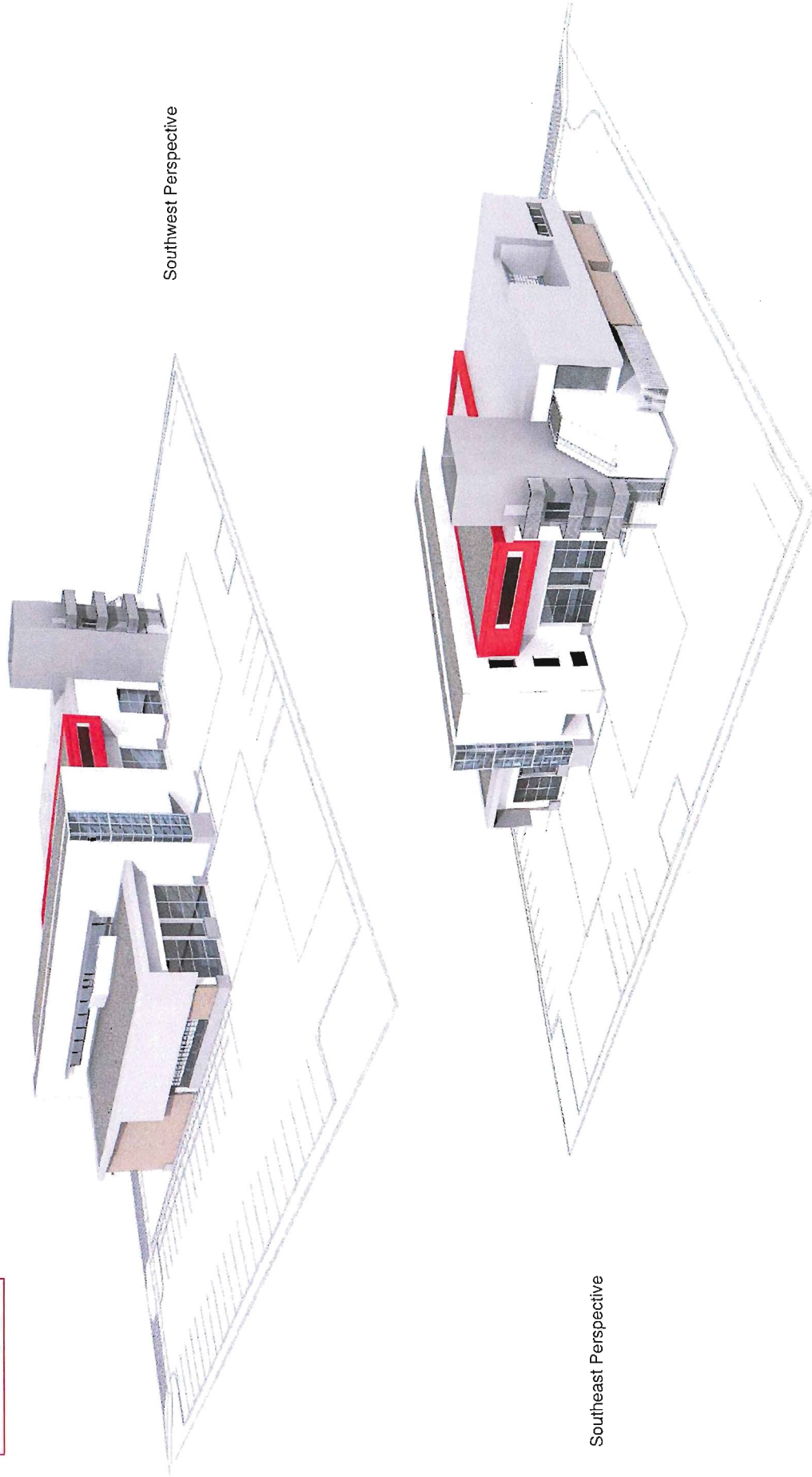






FOURTH FLOOR PLAN
RICHMOND CAMBIE FIRE HALL & AMBULANCE STATION NO. 3





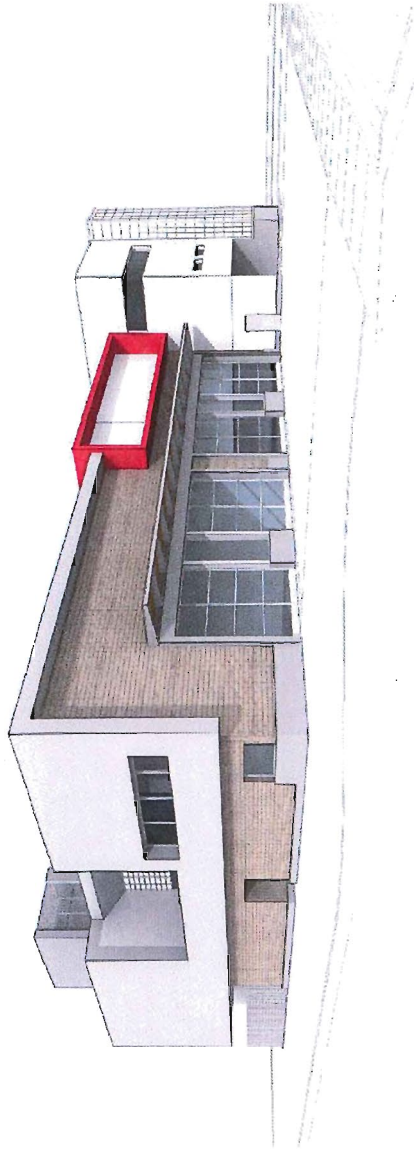
Southwest Perspective

Southeast Perspective

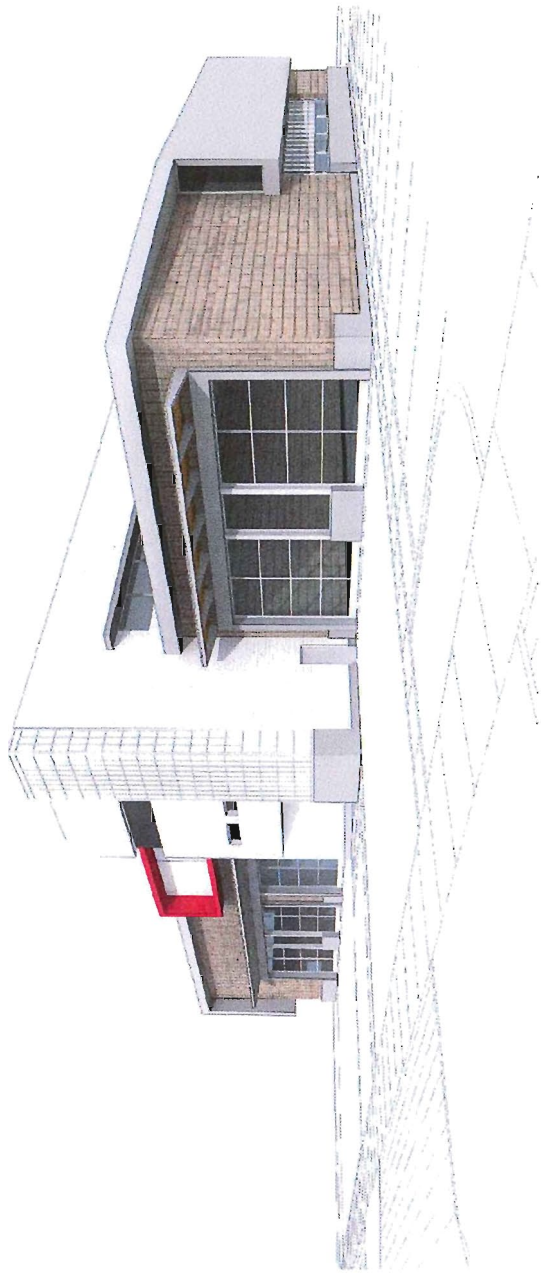
PWT - 110

RICHMOND CAMBIE FIRE HALL & AMBULANCE STATION NO. 3

BUILDING MASSING 3D



Cambie Road Perspective - Looking West



Cambie Road Perspective - Looking East

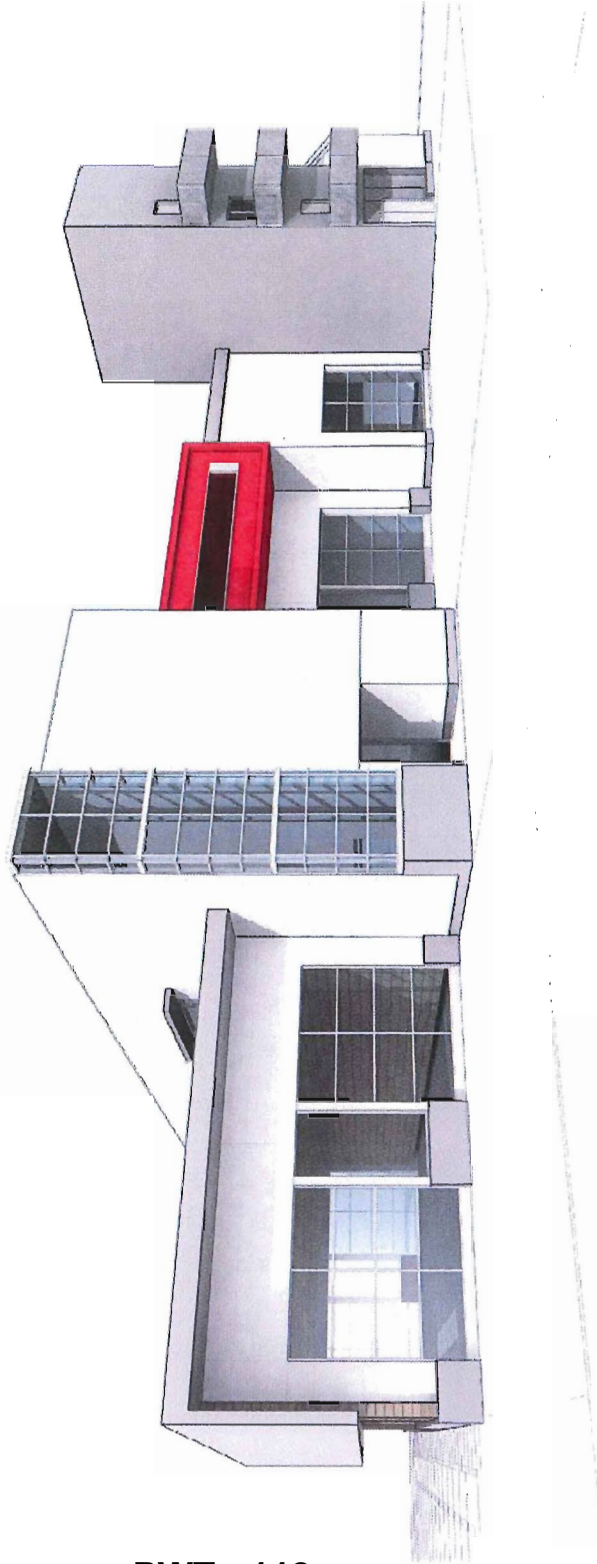
RICHMOND CAMBIE FIRE HALL & AMBULANCE STATION NO. 3

BUILDING MASSING 3D

DGBK



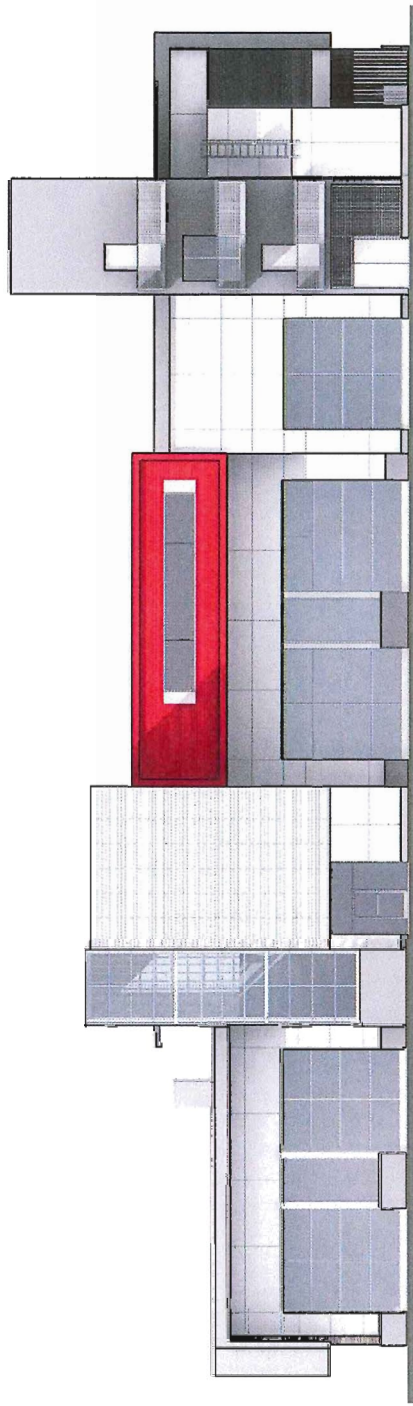
PWT - 112



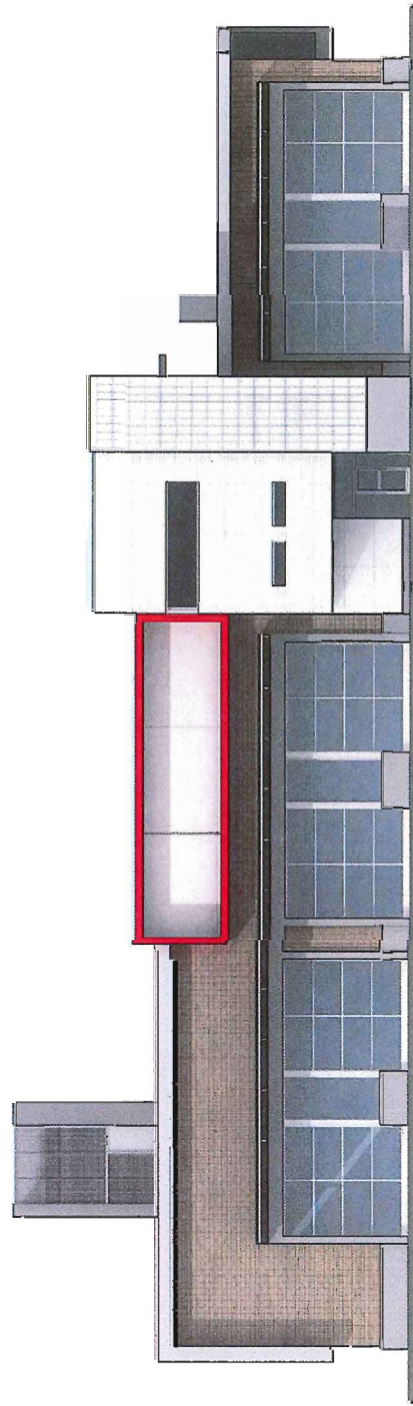
Rear Parking Perspective - Looking North

RICHMOND CAMBIE FIRE HALL & AMBULANCE STATION NO. 3

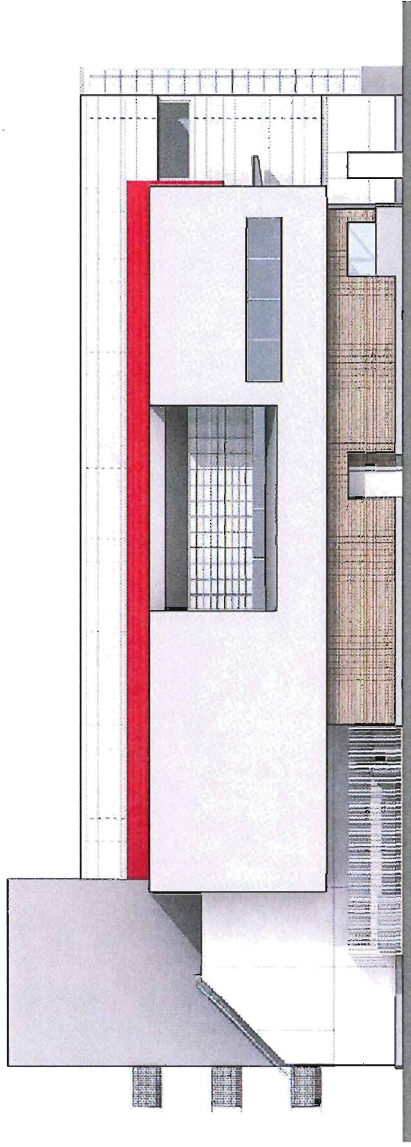
BUILDING MASSING 3D



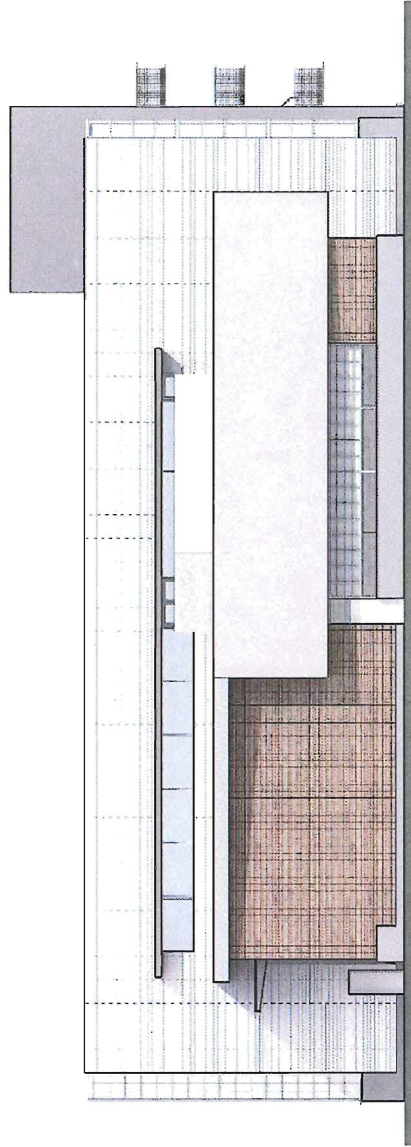
South Elevation



North Elevation



East Elevation



West Elevation

RICHMOND CAMBIE FIRE HALL & AMBULANCE STATION NO. 3

RENDERED ELEVATIONS

ATTACHMENT 3**Firehall No. 3 Project Schedule**

Firehall No. 3 - Projected Schedule	Start	Complete
Programming / Space Allocation	Mar, 2014	Jun, 2014
Council (Programming / Space Allocation)	Jul, 2014	Jul, 2014
Develop Floor Plans / Preliminary form & Character	Jul, 2014	Sept, 2014
Rezoning Application	Aug, 2014	Feb, 2015
Council (Floor plans / Preliminary form & Character)	Oct, 2014	Oct, 2014
Working Drawings	Nov, 2014	Apr, 2015
Tender	Apr, 2015	May, 2015
Construction	May, 2015	Dec, 2016