



## Special General Purposes Committee

Anderson Room, City Hall  
6911 No. 3 Road

Tuesday, October 11, 2016  
6:15 p.m.

Pg. #      ITEM

### MINUTES

**GP-3**      *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on October 3, 2016.*



### COMMUNITY SERVICES DIVISION

- 1. STEVESTON HERITAGE SITES: INCREASED LEVEL OF SERVICE FOR 2017**  
(File Ref. No. 11-7000-01) (REDMS No. 5186460)

**GP-37**

**See Page GP-37 for full report**

*Designated Speaker: Jane Fernyhough*

### STAFF RECOMMENDATION

- (1) That \$341,000 be allocated from the Council Provision Account for increased levels of service at Steveston heritage sites for 2017 as outlined in the report titled, "Steveston Heritage Sites: Increased Level of Service for 2017" dated October 5, 2016 from the Director, Arts, Culture and Heritage; and*

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- (2)    *That the 5 Year Consolidated Financial Plan (2016-2020) Bylaw be updated to include an additional expenditure of \$341,000 funded from the Council Provision account for increased level of service at Steveston heritage sites for 2017 with spending commencing in 2016 for recruitment and training.*

ADJOURNMENT



## General Purposes Committee

Date: Monday, October 3, 2016

Place: Anderson Room  
Richmond City Hall

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

Absent: Councillor Carol Day

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

### AGENDA ADDITION

It was moved and seconded

*That Harvest Power Update be added to the agenda as Item No. 5.*

**CARRIED**

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on September 19, 2016, be adopted as circulated.*

**CARRIED**

**General Purposes Committee**  
**Monday, October 3, 2016**

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**FINANCE AND CORPORATE SERVICES DIVISION**

1. **DIGITAL STRATEGY – STATUS UPDATE 2016**

(File Ref. No. 04-1300-01) (REDMS No. 5114078 v. 17; 4735403 v. 4; 5178834; 5178835 )

With the aid of a PowerPoint presentation (attached to and forming part of these Minutes as **Schedule 1**), Grant Fengstad, Director, Information Technology, provided an overview summary of the details highlighted in the staff report.

Discussion ensued with regard to (i) implementing personalized accounts for each family or household in Richmond (ii) digitizing past Council meeting records and minutes and (iii) potentially updating email services for Council.

It was moved and seconded

*That the staff report titled "Digital Strategy -Status Update 2016" from the Director, Information Technology, dated September 19, 2016, be received for information.*

**CARRIED**

Staff were directed to present the PowerPoint presentation at the next Council meeting to be held on Tuesday, October 11, 2016.

**COMMUNITY SERVICES DIVISION**

2. **RICHMOND CANADA 150 COMMUNITY CELEBRATION GRANT ALLOCATIONS – FIRST INTAKE**

(File Ref. No. 11-7000-01; 11-7400-20-CANA1) (REDMS No. 5133074 v. 7; 5102249 v. 2; 5090979 v. 6)

In response to questions from Committee, Jane Fernyhough, Director, Arts, Culture and Heritage Services stated that (i) the applicants recommended to receive grant amounts would be notified after Council approval (ii) applications were recommended based on how the proposal met the criteria and (iii) staff are working with applicants for submissions to the second intake round.

As a result of the discussion, direction was given to staff to amend Attachment 3 of the staff report to include Steering Committee summary comments on the individual grant submission summary sheets to bring forward to the next Council meeting.

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It was moved and seconded

*That the Richmond Canada 150 Community Celebration Grants be awarded for the recommended amounts for a total of \$79,500, as outlined in the report titled, "Richmond Canada 150 Community Celebration Grant Allocations - First Intake", from the Director, Arts, Culture and Heritage Services, dated September 20, 2016.*

**CARRIED**

3. **COUNCIL REFERRAL – ANALYSIS OF HOMELESSNESS SITUATION AND NEEDS IN RICHMOND**

(File Ref. No. 08-4057-01) (REDMS No. 5170966 v. 15)

Joyce Rautenberg, Affordable Housing Coordinator and Cathryn Volkering Carlile, General Manager, Community Services provided a brief overview of the staff report.

Discussion ensued in regard to (i) involvement of senior levels of government as well as local and provincial organizations (ii) the urgent need for shelter facilities in Richmond (iii) the difference in the centralized housing database proposed in the staff report compared to the BC Housing registry and (iv) the role of the Homelessness Liaison.

De Whalen, 1361 Blundell Road, referenced speaking notes, (attached to and forming part of these minutes as **Schedule 2**) and offered comments regarding the response to the Council referral on homelessness in Richmond.

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

It was moved and seconded

*That the following actions be implemented to address the homelessness situation and needs in Richmond:*

- (1) *Allocate up to a maximum of \$30,000 from the Affordable Housing Reserve Fund to fund the Homelessness Liaison pilot contract to support coordinated homelessness outreach efforts in the community;*
- (2) *Allocate up to a maximum of \$20,000 from the Affordable Housing Reserve Fund to fund the creation of a centralized housing database to be contracted to a qualified non-profit organization to manage;*
- (3) *Continue to advocate and work with senior levels of government to identify joint opportunities to address the homelessness situation;*
- (4) *That the Five-Year Financial Plan (2016-2020) Bylaw be amended to include an additional \$50,000 (from the Affordable Housing Reserve Fund) for the City's contribution towards the Homelessness Liaison pilot contract and centralized housing database program; and*

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- (5) *That a letter be sent with copies of the staff report to the BC Premier, the BC Minister of Housing, the Richmond MLAs, Vancouver Coastal Health and the Richmond Community Services Advisory Committee (RCSAC).*

The question on the motion was not called as the following **amendment** was introduced:

It was moved and seconded

*That part 3 be amended to add the following words: “with priority to include shelter space.”*

**CARRIED**

The question on the **main motion**, which now reads as follows:

*That the following actions be implemented to address the homelessness situation and needs in Richmond:*

- (1) *Allocate up to a maximum of \$30,000 from the Affordable Housing Reserve Fund to fund the Homelessness Liaison pilot contract to support coordinated homelessness outreach efforts in the community;*
- (2) *Allocate up to a maximum of \$20,000 from the Affordable Housing Reserve Fund to fund the creation of a centralized housing database to be contracted to a qualified non-profit organization to manage;*
- (3) *Continue to advocate and work with senior levels of government to identify joint opportunities to address the homelessness situation with priority to include shelter space;*
- (4) *That the Five-Year Financial Plan (2016-2020) Bylaw be amended to include an additional \$50,000 (from the Affordable Housing Reserve Fund) for the City’s contribution towards the Homelessness Liaison pilot contract and centralized housing database program; and*
- (5) *That a letter be sent with copies of the staff report to the BC Premier, the BC Minister of Housing, the Richmond MLAs, Vancouver Coastal Health and the Richmond Community Services Advisory Committee (RCSAC).*

was then called and it was **CARRIED**.



## ENGINEERING AND PUBLIC WORKS DIVISION

### 4. **GEORGE MASSEY TUNNEL REPLACEMENT PROJECT – HIGHWAY INFRASTRUCTURE FEATURES**

(File Ref. No. 01-0150-20-THIG1) (REDMS No. 5173429 v. 3)

Victor Wei, Director, Transportation, presented Committee with further detailed photographs of the George Massey Tunnel Replacement Project highway infrastructure features (attached to and forming part of these Minutes as **Schedule 3**) and provided further highlights of the Project's design.

Discussion ensued in regard to (i) the design of the proposed Steveston Highway interchange (ii) the addition of the Rice Mill Road on and off ramps (iii) the proposed bus exchange area (iv) concerns regarding further impact to agricultural land in the surrounding area (v) impacts to local roads and neighbouring areas and (vi) traffic surveys and Highway 99 traffic destinations.

A revised version of the staff recommendation was introduced by the Chair. It was moved and seconded

- (1) *Richmond City Council reconfirms its significant concerns regarding the proposed bridge project to replace the George Massey Tunnel and encourages the Province of British Columbia to work with the Cities of Richmond and Delta, Metro Vancouver, Translink and other interested parties to implement solutions to the urgent problem of congestion on Highway 99 that are more compatible with the regional transportation network, the enhancement of public transportation in the region, protection of the environment, protection of farmland, consistency with the Regional Growth Strategy, protection of our quality of life and other important factors;*
- (2) *If the Province decides to proceed with the current proposal to replace the Massey Tunnel, that the Ministry of Transportation and Infrastructure be strongly urged to significantly reduce the size and project scope of the Steveston Highway interchange and Highway 99, including:*
  - (a) *measures be incorporated into the design of the Steveston Highway Interchange ramps to mitigate the noise, lighting and visual impacts of the ramps such as the installation of a green wall/vertical garden or other decorative concrete forms on the vertical walls;*

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- (b) principles to ensure the security of transit passengers (i.e., Crime Prevention Through Environmental Design) and mitigation measures to address the noise, visual and air quality impacts be incorporated into the design of the transit exchange located within the Steveston Highway Interchange; and*
- (c) the design for the widening of Highway 99 near the Steveston Highway Interchange be re-examined with a view to minimizing the extent of widening while not comprising safety and its functions;*
- (3) That a follow-up letter be sent to the Provincial Agricultural Land Commission reiterating the City's concerns regarding the Ministry's application for Transportation, Utility and Recreational Trail Use along the Highway 99 corridor to allow for the widening of Highway 99 as part of the Project;*
- (4) That the report titled "George Massey Tunnel Replacement Project – Highway Infrastructure Features" dated September 28, 2016 be forwarded to the British Columbia Environmental Assessment Office for consideration as part of the City's second round of comments further to the initial 30-day Working Group review period on the Provincial Environmental Assessment Application for the George Massey Tunnel Replacement Project; and*
- (5) That a letter containing this resolution and the report entitled George Massey Tunnel Replacement Project – Highway Infrastructure Features, dated September 28, 2016 be sent to the Premier, the Minister of Transportation and Infrastructure, Richmond MPs and MLAs, the Mayor of Delta, Metro Vancouver and Translink.*

**CARRIED**

Opposed: Councillor Loo

**5. HARVEST POWER UPDATE**

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

Robert Gonzalez, Deputy CAO and General Manager, Engineering and Public Works and Peter Russell, Senior Manager, Sustainability and District Energy, provided an update on the issuance of a three-year air quality permit to Harvest Power from Metro Vancouver, stating that:

- the newly issued air quality permit limits the size of piles allowed at the Harvest Power facility to a maximum of 6 metres (m) through to May 2017 after which it will reduce to a maximum allowable height of 3 m;

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- new requirements to address odour will take effect in 2017 with a gradual approach to emission requirements with detection maximums set at 10 minutes in any hour at 5 kilometres (km) for four days in 2017;
- there is an increase in the permitted maximum emission requirements compared to the previous permit however, a phased implementation reduces this maximum over the span of the permit;
- measuring the overall odour emissions from the site will still be complaint driven;
- the City contributes approximately 8% of the volume to the Harvest Power facility; and
- if there are sufficient complaints, and Harvest Power is unable to meet the requirements of the permit, they must cease accepting organic material.

In response to queries from Committee, Mr. Russell stated that information about the appeal process for the permit could be provided to the public as well as Metro Vancouver's summary of the permit.

It was moved and seconded

*That the verbal update regarding the issuance of a three year air quality permit to Harvest Power be received for information.*

**CARRIED**

## ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (5:27 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, October 3, 2016.

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Mayor Malcolm D. Brodie  
Chair

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Amanda Welby  
Acting Legislative Services Coordinator





# Digital Strategy Status Update

INFORMATION TECHNOLOGY



Schedule 1 to the Minutes of the  
Special meeting of Richmond  
City Council held on Monday,  
October 3, 2016.

**GP - 10  
(Special)**





## Vision and Goal

### The vision of the Digital Strategy at the City of Richmond

To optimize and integrate business processes which leverage technology innovation to deliver exceptional services.

### A customer-centric approach

Puts our customers (the citizens, business operators, visitors and partners of the City of Richmond) at the centre of everything we do by developing and improving our technology to provide them with a better customer experience.

### Supports Council's 2014-2018 Term Goal #9 A Well-Informed Citizenry

Continue to develop and provide programs and services that ensure the Richmond community is well-informed and engaged on City business and decision making.



# Executive Summary

The Richmond Digital Strategy identifies the opportunities and delivers enhancement to the customer experience over digital channels.

The strategy has initiated multiple projects focusing on five key strategic directions.



1

Extending the Reach of City Online Services



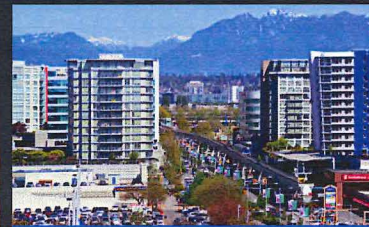
2

Expanding the City Connected Architecture



3

Extending Mobility for Staff



4

Integrating and Connecting City Infrastructure



5

Promoting Open and Transparent Government



# 1 Extend Online Services

## Customer Profile

The customer profile combines multiple accounts previously used to access the City's services such as recreation services, taxes, utilities, into a single profile with a single sign-on.

- Enhanced customer self-service:
  - Change of address.
  - Change of contact info.
  - Password reset.

The foundation for creating our 'single view' of the customer. This feature will be developed in 2017 for an early 2018 release.



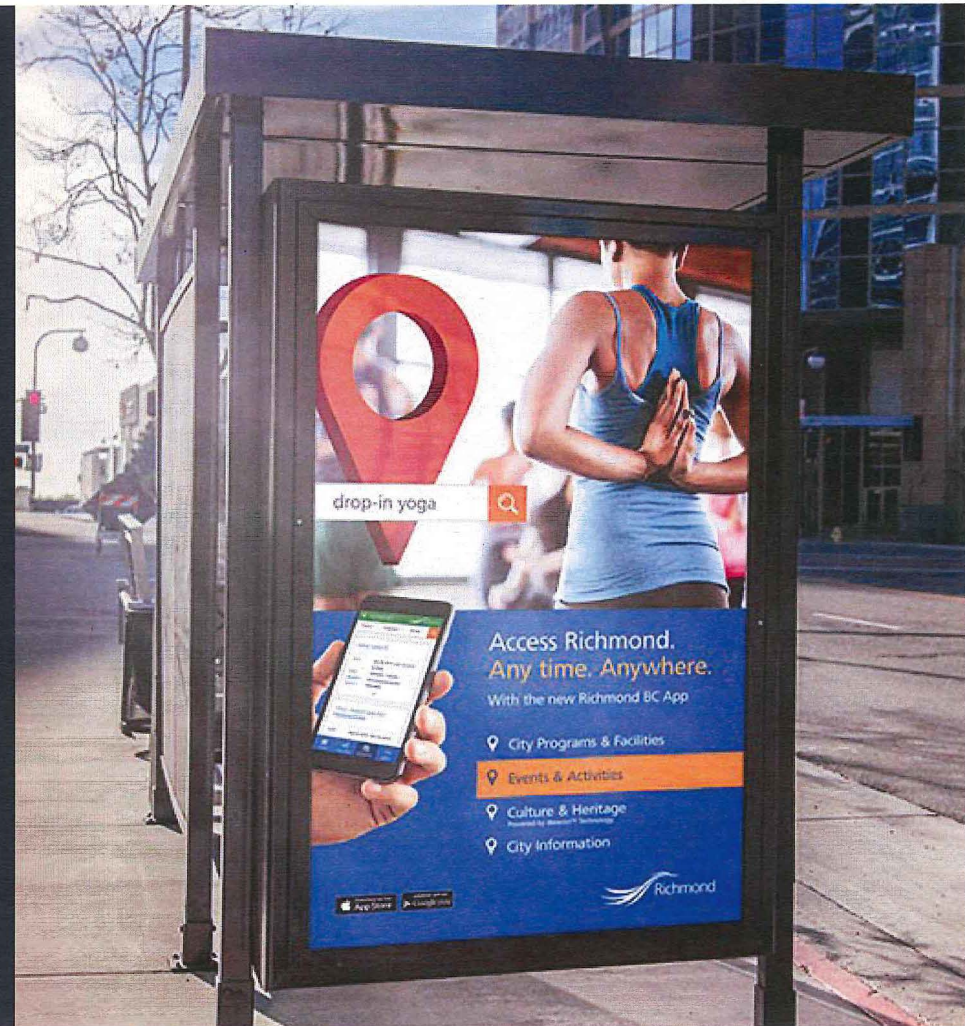


# 1 Extend Online Services

## RichmondBC mobile app 2.0

The new version will offer personalized content:

- A virtual recreation card that allows for checking in with your smartphone.
- View activities for the entire family.
- Home waste collection schedule.





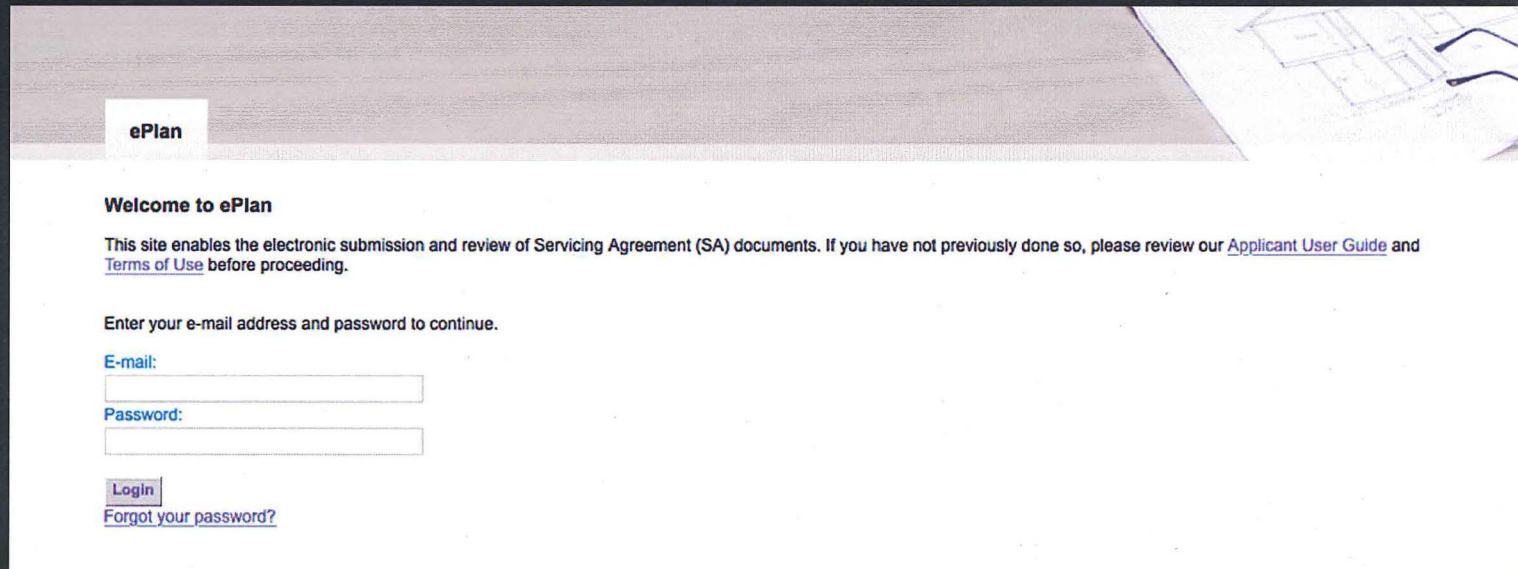
# 1 Extend Online Services

## ePlans

The Digital Strategy brings improved convenience to many of our customers

In June, we launched a new system that enables our customers requesting development permits to submit their plans online in an electronic manner.

This eliminates paper submissions and enables staff to simultaneously work on plan submissions

A screenshot of the ePlan login page. The page has a header with the text "ePlan" on the left and a background image of architectural plans on the right. Below the header, the text "Welcome to ePlan" is displayed. A paragraph follows, stating: "This site enables the electronic submission and review of Servicing Agreement (SA) documents. If you have not previously done so, please review our [Applicant User Guide](#) and [Terms of Use](#) before proceeding." Below this is the instruction "Enter your e-mail address and password to continue." There are two input fields: "E-mail:" and "Password:". Below the "E-mail:" field is a "Login" button. At the bottom of the form area is a link for "Forgot your password?".

ePlan

**Welcome to ePlan**

This site enables the electronic submission and review of Servicing Agreement (SA) documents. If you have not previously done so, please review our [Applicant User Guide](#) and [Terms of Use](#) before proceeding.

Enter your e-mail address and password to continue.

E-mail:

Password:

Login

[Forgot your password?](#)

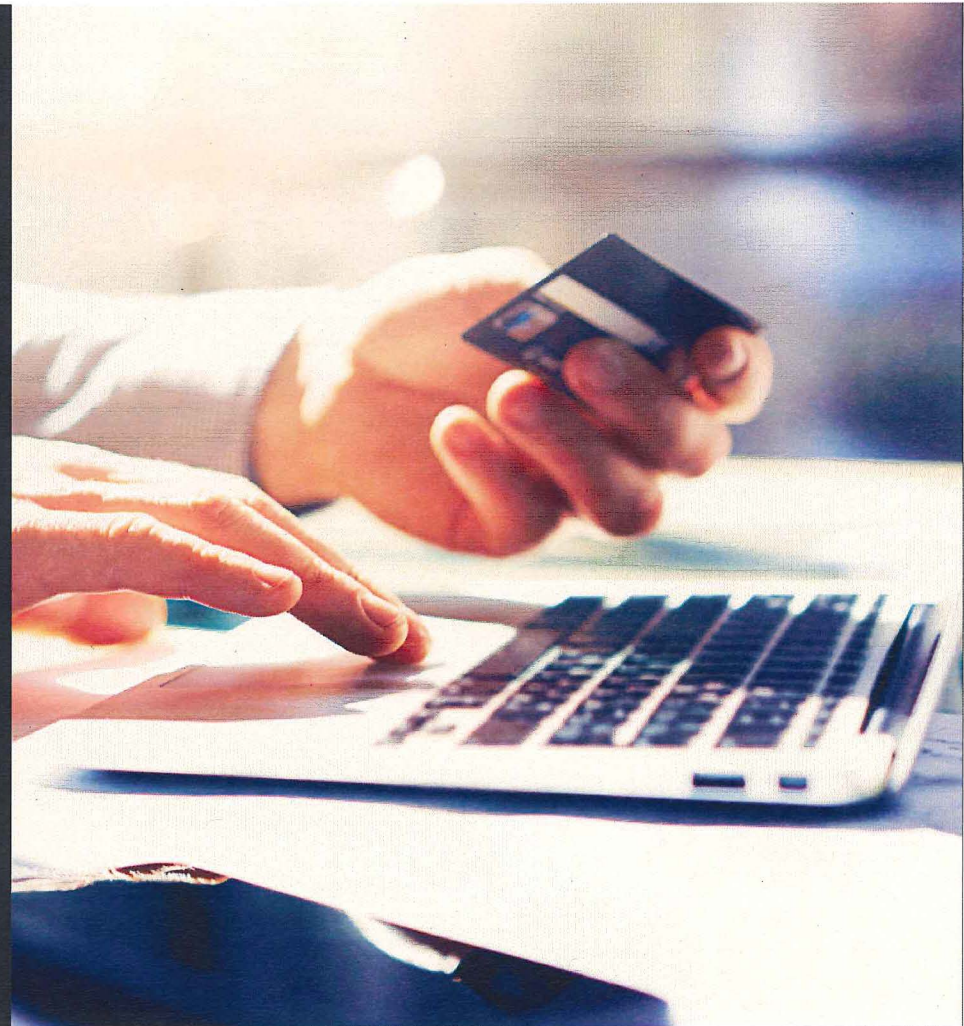


# 1 Extend Online Services

## Online Credit Card Payment of Taxes and Utilities

The City is one of the first municipalities to accept credit card payments directly from the website.

Richmond taxpayers can save a trip to City Hall and pay tax and utility bills online through the website any time.





# 1 Extend Online Services

## Online Museum Collection



Collections

Museum

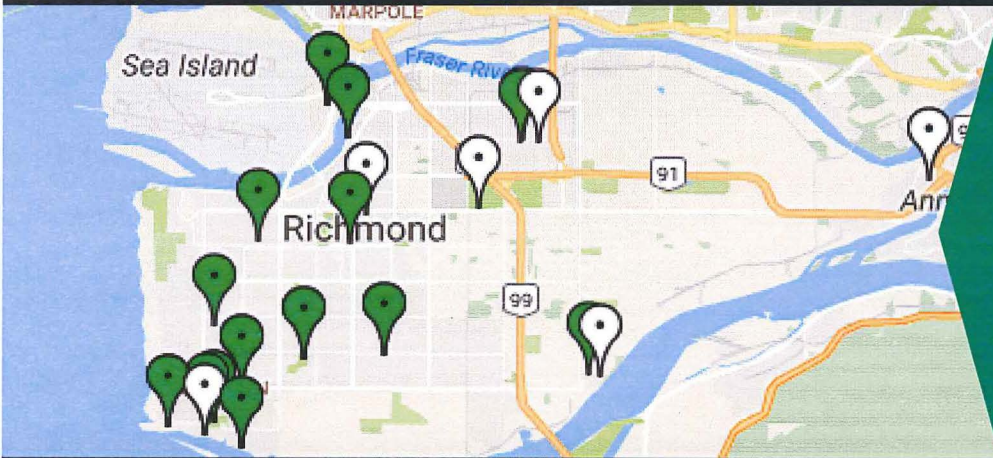
- Visitors can access over 2000 artefacts related to City's migration history and population.
- The collection can be browsed by category.
- Search capability to pinpoint items of interest.
- Browse by trending and popular items.





## 2 Expand City Connected Architecture

The majority of our facilities and buildings are connected to our own fibre network



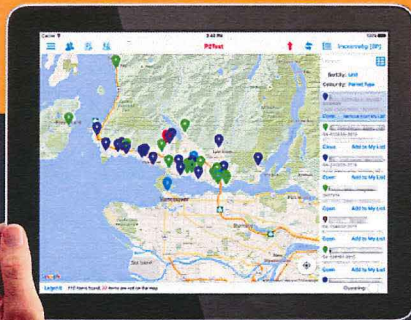
Sites with fibre	32
Sites with public wi-fi	19
Upcoming sites with public wi-fi	14

This provides high speed, broadband services to the facility and enables new capabilities such as video conferencing for Firehalls. The wi-fi project provides fast and stable wireless network to visitors at our facilities



### 3 Extending Mobility for Staff

A new contract with TELUS to extend mobility for employees at a lower operating cost than the previous contract



A new iPad application is being developed to allow inspections in the field to be conducted efficiently and effectively

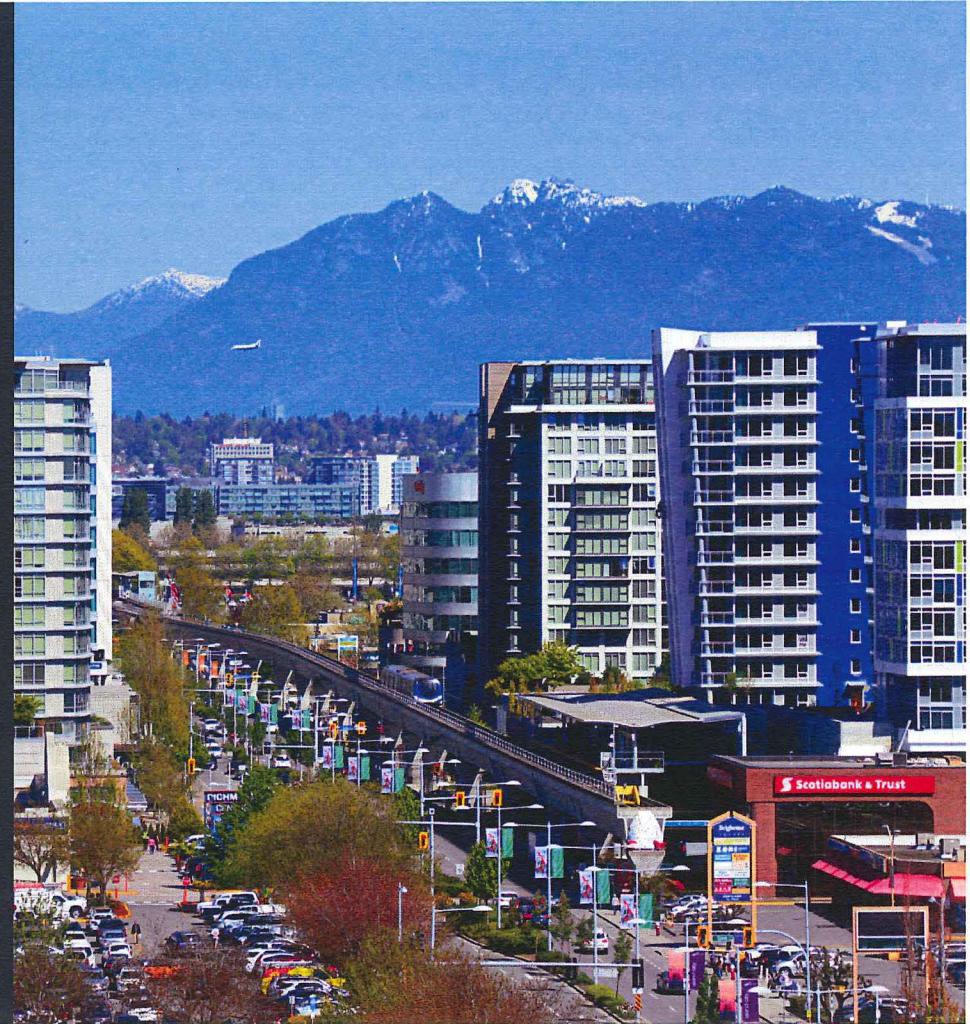




## 4 Integrating City Infrastructure

We are implementing a Digital Nervous Ecosystem to interconnect City systems which allows data sharing and features reuse.

This ecosystem is connecting our Finance, Public Works, Property Records, and mobile app, with more systems planned for connectivity in the coming year.





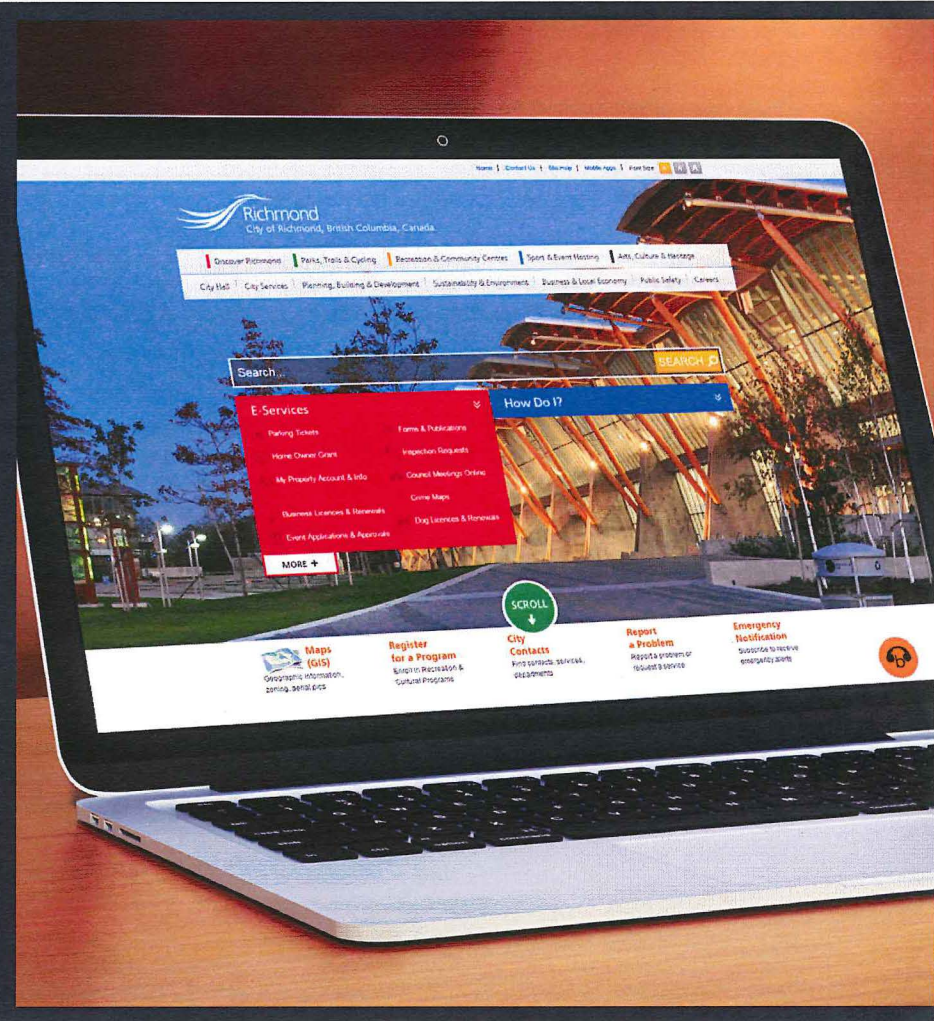
## 5 Open and Transparent Government

The City of Richmond website was redesigned to improve visual attraction and usability. Online services and frequently used functions are accessible directly from the top page.

The site is designed to be accessible to the visually impaired. The search bar, powered by a new improved internal search engine allows users to search the entire site for information.

Over 2 million visits since 2015.

The next major change will provide a 'personalized' portal view for customers in 2017.





## 5 Open and Transparent Government

Let's Talk Richmond, our online engagement site, is accessible 24-7.

It drew over 170,000 visits since its inception.



Welcome to  
**LetsTalkRichmond.ca**



The City continues to expand its use of social media: Facebook, Twitter, Instagram, and YouTube to provide public information and engage with the community.



## 5 Open and Transparent Government



Council meetings are streamed live and archived for later access.

Open and transparent government has become more important than ever. Transparency around public meetings is especially important as residents learn about policy decisions that affect their lives and see how their tax dollars are being spent.



# Conclusion

The Richmond Digital Strategy implementation is well underway with projects aligning to the five focus areas as outlined and approved in the Council meeting of October 13, 2015.

We are on track to deliver key capabilities by the end of 2018 to propel the City of Richmond to the forefront of innovation for municipal government across North America.

Thank  
You





CityClerk

**From:** CityClerk  
**Subject:** FW: City Council General Purposes Committee October 3, 2016

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**From:** De Whalen [mailto:de\_whalen@hotmail.com]  
**Sent:** Monday, 3 October 2016 17:40  
**To:** CityClerk  
**Subject:** Re: City Council General Purposes Committee October 3, 2016

*City Council General Purposes Committee October 3, 2016*

*Staff Report entitled "Analysis of homeless situation and needs in Richmond."*

*My name is Deirdre Whalen and I live at 13631 Blundell Road in Richmond. I am speaking on behalf of the Richmond Poverty Response Committee (PRC) in response to the Staff Report entitled "Analysis of homeless situation and needs in Richmond." The PRC is pleased with the report, and want to thank City staff for responding so quickly to the concerns of the PRC and Chimo when we presented to Council on September 12<sup>th</sup> about our homeless and at-risk residents.*

*I understand the staff recommendations are: \$30,000 for a homeless liaison pilot contract and \$20,000 for the creation of centralized housing database. It is heartening to see the City putting substantial funds towards dealing with residents facing homelessness. The PRC supports the broad strokes of the staff report.*

*The report and its recommendations is a good start to a process we hope will continue and grow. However we note one major omission. There is no mention of creating, retrofitting or preserving affordable housing. That is the reason we requested a formal agreement with a housing provider. In any case, it is an excellent start! I would like to make some comments and ask questions about the particulars.*

*1. \$30,000 for a homeless liaison pilot contract: The request for proposals (RFP) for this contract should be open and transparent and application timelines should be sufficient for local non-profit societies to fully consider and respond to the RFP. I note that \$30,000, while it seems like a lot, is only a 15 hour/week job at \$20/hour, but part-time is better than none.*

*2. \$20,000 for the creation of centralized housing database: Just a point of information here. The Richmond Homelessness Coalition (RHC) has an ongoing project to develop a market-rental database. The RHC knows that BC Housing has a database for subsidized rental housing that covers BC Housing projects, Metro Vancouver Housing, all co-ops and all seniors' homes. But this project fills in the gap of information concerning market-rentals in Richmond. Atira Women's Housing Society has conduct of this RHC project and I believe they received some funding from the Richmond Community Foundation to complete a database. The PRC would suggest that City staff liaison to the RHC find out more about the project and the deliverables of the funding stream to ensure there is no duplication of efforts.*

*3. Advocate and work with senior levels of government: I would caution the committee in accepting an amendment to "include women's and men's shelters as a priority." Governments frequently change their priorities around housing and homelessness and I wouldn't want Richmond to lose out on funding opportunities. The PRC would suggest the pilot project develop terms to deal with immediate housing needs and*



*homelessness as well as building a base for short term and future needs, considering the fickle realities of provincial and federal government funding priorities.*

*I would like to close by making some suggestions in regards to the Affordable Housing Strategy Update. On Page GP-98 of the General Purposes report, it refers to "policies and strategies with respect to the City's role." As I said on another time before Council, perfectly good houses used as rentals are being torn down. Many of these homes housed two and sometimes three families. We know this because these are the at-risk families coming to local service agencies saying they have been evicted. I know the City has a policy on replacing rental units on a 1:1 basis. Does this apply to a single-family house that houses more than one family? If not, perhaps it is time to think about revising the replacement policy. Lastly, the PRC hopes the City will consider employing a number of policy tools that other cities are using, one of which is reducing or eliminating Development Cost Charges (DCC's) for purpose-built rental developments.*

*Thank you.*

De Whalen  
604.230.3158

"Small acts, when multiplied by millions of people, can quietly become a power no government can suppress, a power that can transform the world." Howard Zinn, 2010

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De Whalen  
604.230.3158

"Small acts, when multiplied by millions of people, can quietly become a power no government can suppress, a power that can transform the world." Howard Zinn, 2010

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**From:** De Whalen <[de\\_whalen@hotmail.com](mailto:de_whalen@hotmail.com)>  
**Sent:** October 3, 2016 3:55 PM  
**To:** David Weber  
**Subject:** City Council General Purposes Committee October 3, 2016

**City Council General Purposes Committee October 3, 2016**

**Staff Report entitled "Analysis of homeless situation and needs in Richmond."**

My name is Deirdre Whalen and I live at 13631 Blundell Road in Richmond. I am speaking on behalf of the Richmond Poverty Response Committee (PRC) in response to the Staff Report entitled "Analysis of homeless situation and needs in Richmond." The PRC is pleased with the report, and want to thank City staff for responding so quickly to the concerns of the PRC and Chimo when we presented to Council on September 12<sup>th</sup> about our homeless and at-risk residents.

I understand the staff recommendations are: \$30,000 for a homeless liaison pilot contract, \$20,000 for the creation of centralized housing data base and a five year plan for \$50,000 towards a homeless liaison pilot

**GP - 26**  
**(Special)**

contract. It is heartening to see the City putting substantial funds towards dealing with residents facing homelessness. The PRC supports the broad strokes of the staff report, especially the front-end loading of the funding.

The report and its recommendations is a good start to a process we hope will continue and grow. However we note one major omission. There is no mention of creating, retrofitting or preserving affordable housing. That is the reason we requested a formal agreement with a housing provider. In any case, it is an excellent start! I would like to make some comments and ask questions about the particulars.

1. \$30,000 for a homeless liaison pilot contract: The request for proposals (RFP) for this contract should be open and transparent and application timelines should be sufficient for local non-profit societies to fully consider and respond to the RFP. I note that \$30,000, while it seems like a lot, is only a 15 hour/week job at \$20/hour, but part-time is better than none.

2. \$20,000 for the creation of centralized housing database: Just a point of information here. The Richmond Homelessness Coalition (RHC) has an ongoing project to develop a market-rental database. The RHC knows that BC Housing has a database for subsidized rental housing that covers BC Housing projects, Metro Vancouver Housing, all co-ops and all seniors homes. But this project fills in the gap of information concerning market-rentals in Richmond. Atira Women's Housing Society has conduct of this RHC project and I believe they received some funding from the Richmond Community Foundation to complete a database. The PRC would suggest that City staff liaison to the RHC find out more about the project and the deliverables of the funding stream to ensure there is no duplication of efforts.

3. A five-year plan for \$50,000 towards a homeless liaison pilot contract: I am assuming that \$10,000/year is provided to act as leverage funding to attract other levels of government funding. The PRC would suggest the pilot project develop terms to deal with immediate housing needs as well as building a base for short term and future needs, considering the fickle realities of provincial and federal government funding priorities.

I would like to close by making some suggestions in regards to the Affordable Housing Strategy Update. On Page GP-98 of the General Purposes report, it refers to "policies and strategies with respect to the City's role." As I said on another time before Council, perfectly good houses used as rentals are being torn down. Many of these homes housed two and sometimes three families. We know this because these are the at-risk families coming to local service agencies saying they have been evicted. I know the City has a policy on replacing rental units on a 1:1 basis. Does this apply to a single-family house that houses more than one family? If not, perhaps it is time to think about revising the replacement policy. Lastly, the PRC hopes the City will consider employing a number of policy tools that other cities are using, one of which is reducing or eliminating Development Cost Charges (DCC's) for purpose-built rental developments.

Thank you.

De Whalen  
604.230.3158

"Small acts, when multiplied by millions of people, can quietly become a power no government can suppress, a power that can transform the world." Howard Zinn, 2010



## Project Model of New Bridge

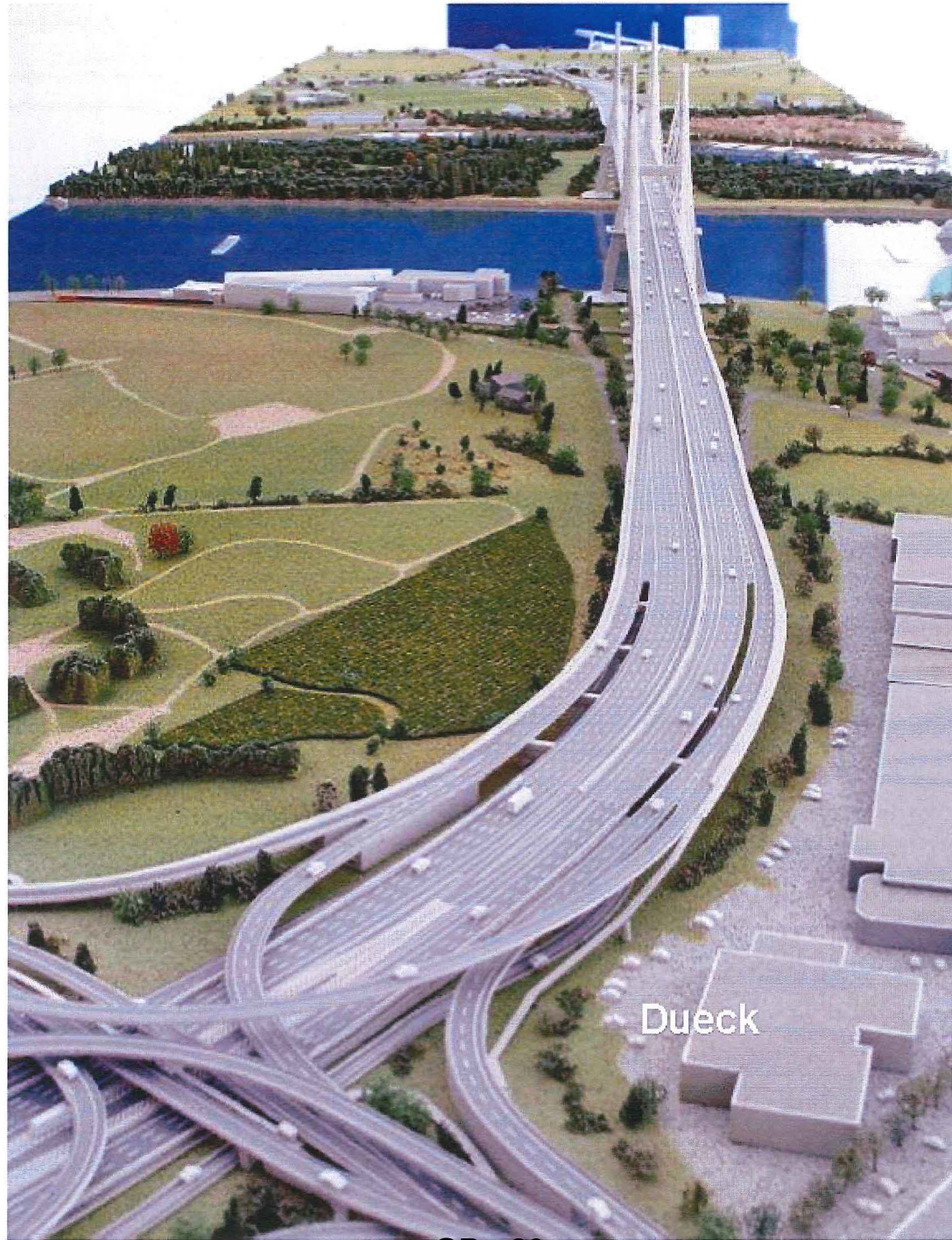


Looking south from Richmond

GP - 28  
(Special)

Schedule 3 to the Minutes of the  
Special meeting of Richmond  
City Council held on Monday,  
October 3, 2016.





**GP - 29  
(Special)**





Looking from northwest (Gardens site) to southeast (Country Farms site)

**GP - 30  
(Special)**





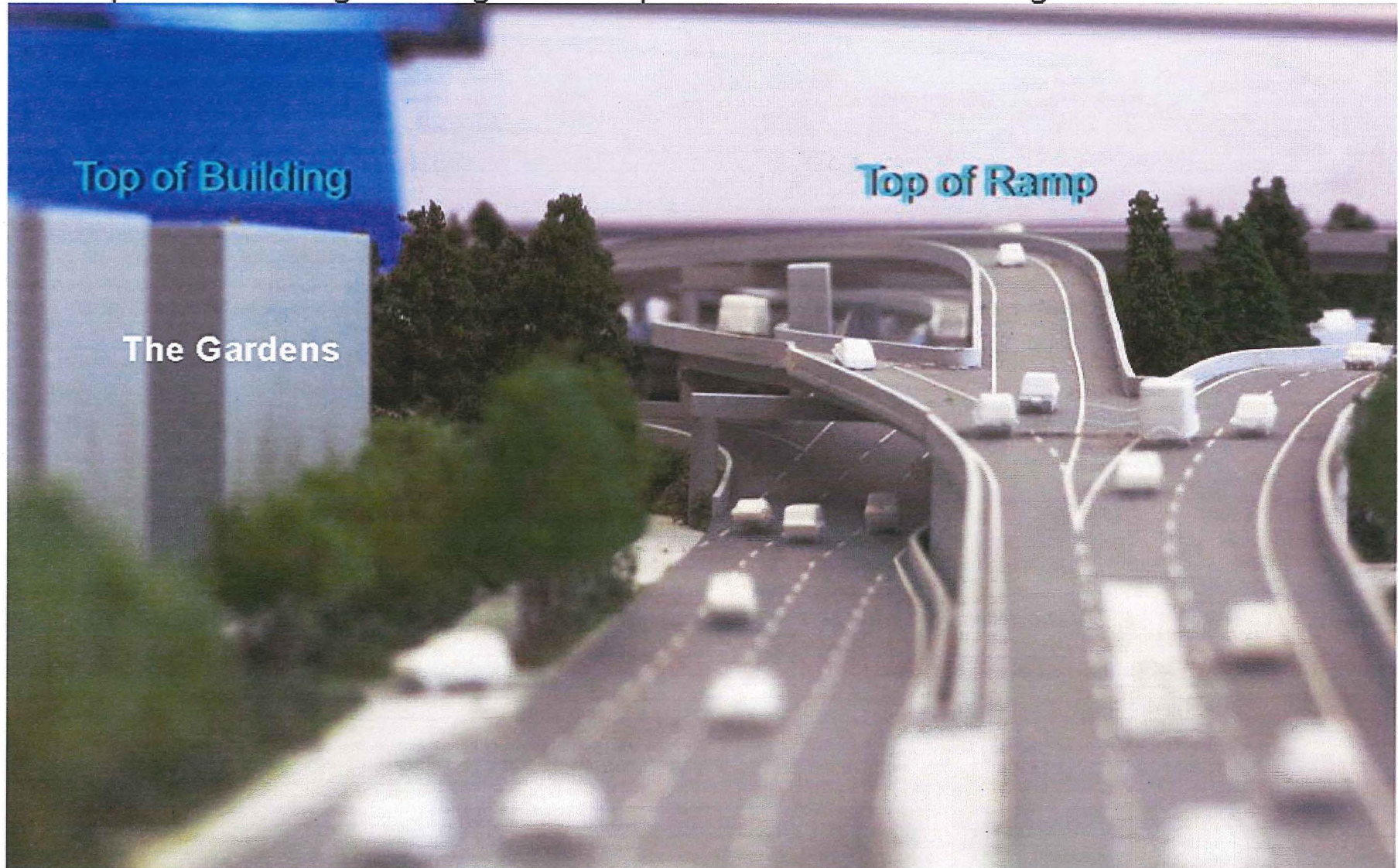
Facing south toward Steveston Highway Interchange

**GP - 31  
(Special)**



## Model of Steveston Highway Interchange: Ramp Elevations

Comparison of Height of Highest Ramp and Residential Buildings on Gardens Site



Looking east on Steveston Highway toward Steveston Highway Interchange



Elevated Steveston Highway Westbound against Eastbound Lanes (West of Interchange)



**GP - 33  
(Special)**



## Gardens Site with Proposed Steveston Highway Interchange





## Proposed Bus Passenger Transfer Point at Interchange



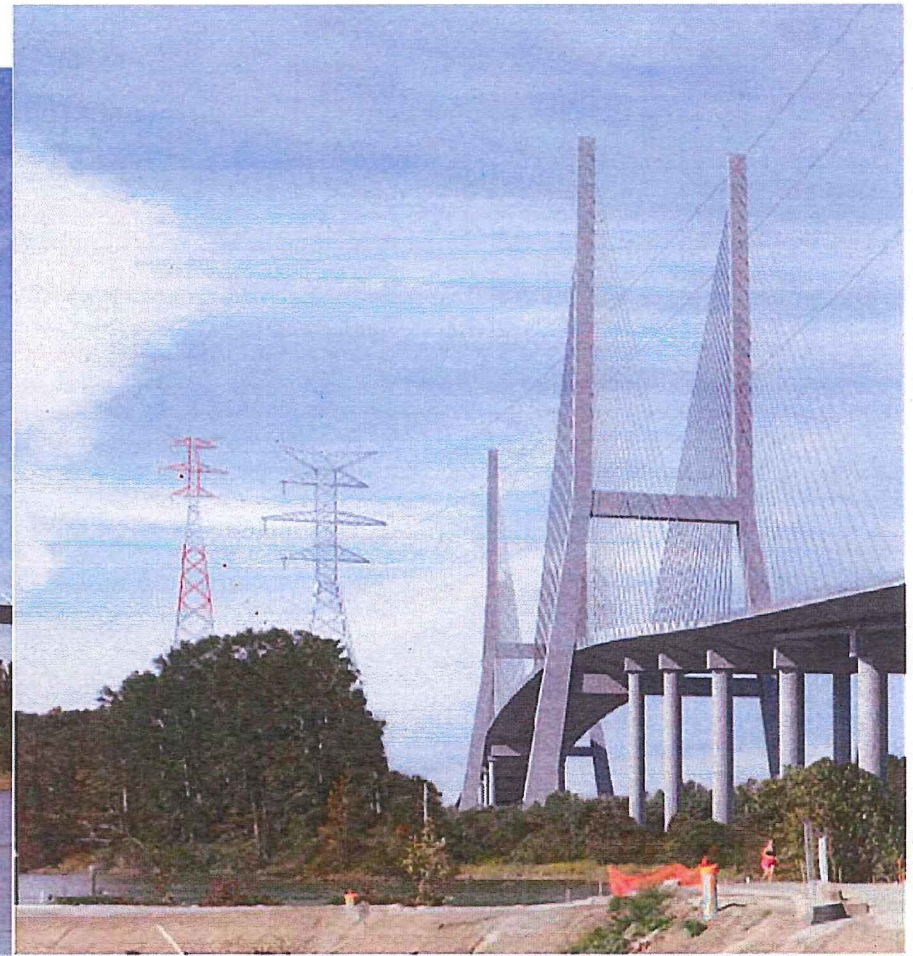
Looking south toward Steveston Highway Interchange



## BC Hydro Proposed Transmission Line Towers



Rendering of the Overhead Transmission Line Alternative from Captain's Cove Marina, Delta (looking East-Northeast)



Rendering of the Overhead Transmission Line Alternative from Millennium Trail near Captain's Cove Marina, Delta (looking northeast)

Source: BC Hydro





**To:** General Purposes Committee **Date:** October 5, 2016  
**From:** Jane Fernyhough **File:** 11-7000-01/2016-Vol  
 Director, Arts, Culture and Heritage Services 01  
**Re:** **Steveston Heritage Sites: Increased Level Of Service for 2017**

**Staff Recommendation**

1. That \$341,000 be allocated from the Council Provision Account for increased levels of service at Steveston heritage sites for 2017 as outlined in the report titled, "Steveston Heritage Sites: Increased Level of Service for 2017" dated October 5, 2016 from the Director, Arts, Culture and Heritage; and
2. That the 5 Year Consolidated Financial Plan (2016-2020) Bylaw be updated to include an additional expenditure of \$341,000 funded from the Council Provision account for increased level of service at Steveston heritage sites for 2017 with spending commencing in 2016 for recruitment and training.

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

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



**Staff Report**

**Origin**

In light of 2017 being Canada’s 150 anniversary of confederation, a milestone year for the country and the community, staff have been requested to review the level of service at heritage sites in Steveston for 2017, in particular Britannia Shipyards National Historic Site and the Steveston Interurban Tram, including hours of operation and programming. This report outlines current hours of operation and increased hours required to open the buildings to the public Monday to Sunday year round, as well as resources required for increased programming.

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

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

2.3. *Outstanding places, programs and services that support active living, wellness and a sense of belonging.*

2.4. *Vibrant arts, culture and heritage opportunities.*

**Analysis**

Table 1 below outlines the current hours of operations for the Britannia Shipyards National Historic Site buildings and the Steveston Interurban Tram building as well as the increased hours required to open the buildings Monday to Sunday year round.

Table 1: Hours of Operation: Current and Increases Required for Year Round Opening

<b>HOURS OF OPERATION</b>				
		Current	Proposed	Increased Hours
<b>BRITANNIA</b>				
	Summer	May 1 – Sept 30 Mon – Sun, 10am – 5pm	same	0
	Winter	Oct 1 – Apr 30 Sat & Sun, 12 – 5pm	Oct 1 – Apr 30 Mon – Sun, 12 – 5pm	700 hours
<b>TRAM</b>				
	Summer	July – Labour Day Tues – Sun, 11am – 5pm	Jun 1 – Sept 30 Mon – Sun, 10am – 5pm	432 hours
	Winter	Labour Day – June 30 Sat & Sun, 10am – 4pm	Oct 1 – May 31 Mon – Sun, 10am – 4pm	1020 hours
<b>TOTAL INCREASED HOURS FOR YEAR ROUND OPERATIONS</b>				<b>2152 hours</b>



Table 2 outlines the resources required for Monday to Sunday opening and site animation.

Table 2: Buildings open for visitors year round with enhanced programming

<b>TABLE 2: STAFF &amp; OPERATING COSTS FOR INCREASED HOURS &amp; ENHANCED PROGRAMMING</b>								
	Attendant Hours	Cost	Janitorial	Cost	Programming Staff	Cost	Operating Costs: Supplies (janitorial/program); marketing	TOTAL
BRITANNIA	3805 hours*	\$88,625	640 hours	\$17,700	Full Time Programs Coordinator	\$76,820	\$16,000	\$199,125
TRAM	2796 hours	\$65,150	856 hours	\$24,825	Half Time Programs Coordinator	\$33,500	\$18,400	\$141,875
<b>TOTAL FOR PUBLIC ACCESS PLUS ENHANCED PROGRAMMING</b>								<b>\$341,000</b>

\* In order for all buildings at Britannia to be open to the public three (3) attendants on site are required. Currently the budget allows for (2) attendants during current opening hours. This increase includes an additional attendant during current opening hours and three (3) attendants for all additional hours.

Should Council wish to increase the level of service to these two facilities for 2017, staffing would be increased to the Council selected level effective January 1, 2017.

Staff recruitment and training will take place during the fall of 2016. Training is also being planned on destination enhancement initiatives and destination programming to increase the visitor attraction. This would include signage, marketing, interpretation and enhanced programming to appeal to a broader market segment including visitors, locals and tourists. Examples of enhanced programming include historical storytelling, period programming, programming for seniors and special events.

There is adequate funding in the Council Provision account to cover these increases.

Future programming and level of service can be considered as part of future capital and operational budgets.

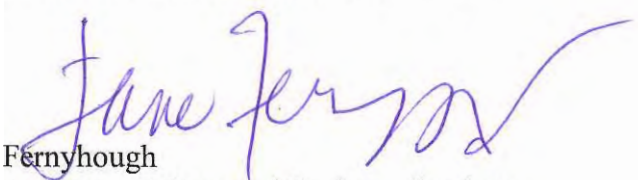
### **Financial Impact**

It is recommended that \$341,000 be allocated from the Council Provision account to fund this increased level of service for 2017 with some spending to commence in 2016.



## Conclusion

Canada's 150 anniversary of confederation, 2017, is a milestone year for the country and the community. Increasing the hours of operation to Monday to Sunday year round and increasing programming for two significant heritage sites in the community encourages residents and visitors to experience and learn about the history of our community. It is recommended that funding be allocated to increase the level of service at Britannia Shipyards National Historic Site and the Steveston Interurban Tram for 2017.



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





**5 Year Consolidated Financial Plan (2016-2020) Bylaw 9521  
Amendment Bylaw 9616**

The Council of the City of Richmond enacts as follows:

1. Schedule "A", Schedule "B", and Schedule "C" of the 5 Year Consolidated Financial Plan (2016-2020) Bylaw 9521, are deleted and replaced with Schedule "A", Schedule "B", and Schedule "C" attached to and forming part of this amendment bylaw.
2. This Bylaw is cited as "**5 Year Consolidated Financial Plan (2016-2020) Bylaw 9521, Amendment Bylaw 9616**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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CITY OF RICHMOND
APPROVED for content by originating dept. <i>JC</i>
APPROVED for legality by Solicitor <i>D</i>

\_\_\_\_\_  
MAYOR

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



**SCHEDULE A:**

<b>City of Richmond</b>					
<b>5 Year Consolidated Amended Financial Plan 2016-2020</b>					
<b>Revenue and Expenses</b>					
<b>(In \$000's)</b>					
	2016	2017	2018	2019	2020
	Amended	Amended	Amended		
<b>Revenue:</b>					
Property Taxes	197,965	206,823	215,531	223,666	232,083
User Fees	98,303	102,953	107,361	110,771	115,129
Sales of Services	33,692	34,260	34,854	35,656	36,255
Gaming Revenue	18,088	18,400	18,400	18,400	18,400
Investment Income	14,694	14,694	14,694	14,694	14,694
Payments In Lieu Of Taxes	13,473	13,473	13,473	13,473	13,473
Other Revenue	9,929	9,803	9,906	10,029	10,159
Licenses And Permits	9,184	9,363	9,546	9,741	9,941
Grant Revenue	7,489	7,494	7,613	7,727	7,820
Developer Contributed Assets	55,000	55,000	55,000	55,000	55,000
Development Cost Charges	30,229	15,602	12,137	9,437	9,327
Other Capital Funding Sources	30,923	21,805	10,500	10,440	10,040
	<b>\$518,969</b>	<b>\$509,670</b>	<b>\$509,015</b>	<b>\$519,034</b>	<b>\$532,321</b>
<b>Expenses:</b>					
Law and Community Safety	93,370	94,855	97,383	99,956	102,603
Engineering and Public Works	65,864	64,382	66,067	66,707	67,654
Community Services	59,439	58,343	59,941	61,282	62,540
Finance and Corporate Services	24,301	23,360	23,884	24,441	25,013
Fiscal	14,361	17,730	18,153	16,063	15,950
Debt Interest	1,677	1,677	1,677	1,677	1,677
Corporate Administration	9,059	8,452	8,641	8,843	9,051
Planning and Development Services	14,835	14,502	14,847	15,232	15,627
<b>Utility Budget</b>					
Water Utility	40,469	42,606	44,576	46,168	47,831
Sanitary Sewer Utility	29,746	30,958	32,834	34,405	36,072
Sanitation and Recycling	14,944	15,248	15,557	15,888	16,226
Richmond Public Library	9,754	9,946	10,141	10,349	10,562
Richmond Olympic Oval Corporation	14,890	15,288	15,719	16,131	16,594
Lulu Island Energy Company	1,590	1,524	2,451	2,211	2,647
	<b>394,299</b>	<b>398,871</b>	<b>411,871</b>	<b>419,353</b>	<b>430,047</b>
Annual Surplus	124,670	110,799	97,144	99,681	102,274
<b>Transfers:</b>					
Debt Principal	4,402	4,402	4,402	4,402	4,402
Transfer To Reserves	62,222	64,421	66,707	69,092	71,561
Transfer To (From) Surplus	(214)	8,971	10,089	10,591	11,126
Capital Expenditures - Current Year	146,349	122,935	96,340	85,259	60,065
Capital Expenditures - Prior Years	267,870	211,956	176,060	160,921	153,488
Capital Expenditures - Developer Contributed Assets	55,000	55,000	55,000	55,000	55,000
Capital Funding	(410,959)	(356,886)	(311,454)	(285,584)	(253,368)
	<b>124,670</b>	<b>110,799</b>	<b>97,144</b>	<b>99,681</b>	<b>102,274</b>
<b>Balanced Budget</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Tax Increase</b>	<b>3.11%</b>	<b>2.97%</b>	<b>2.96%</b>	<b>2.97%</b>	<b>2.96%</b>



**SCHEDULE B:**

<b>City of Richmond</b>					
<b>5 Year Consolidated Amended Financial Plan 2016-2020</b>					
<b>Capital Funding Sources</b>					
<b>(In \$000's)</b>					
	2016	2017	2018	2019	2020
	Amended	Amended	Amended		
<b>DCC Reserves</b>					
Drainage DCC	3,354	1,344	-	97	97
Parks DCC	16,570	7,289	5,361	5,643	5,408
Roads DCC	8,492	5,489	4,307	3,384	2,956
Sanitary DCC	582	724	1,943	23	-
Water DCC	1,231	755	527	290	866
<b>Total DCC Reserves</b>	<b>\$30,229</b>	<b>\$15,601</b>	<b>\$12,138</b>	<b>\$9,437</b>	<b>\$9,327</b>
<b>Statutory Reserves</b>					
Affordable Housing Reserve Fund	1,114	625	625	625	625
Capital Building and Infrastructure Reserve Fund	600	-	-	1,000	-
Capital Reserve Fund	39,262	53,202	42,128	29,997	11,701
Child Care	60	50	50	50	50
Drainage Improvement	14,604	7,981	4,748	11,557	8,912
Equipment Replacement Reserve Fund	3,778	4,375	2,945	3,921	3,044
Local Improvement Reserve	1,011	-	-	-	-
Public Art Program	1,120	100	100	100	100
Sanitary Sewer	4,738	4,369	4,909	4,217	4,290
Waterfront Improvement	-	-	250	-	-
Watermain Replacement	7,000	7,873	8,428	7,987	7,902
<b>Total Statutory Reserves</b>	<b>73,287</b>	<b>78,575</b>	<b>64,183</b>	<b>59,454</b>	<b>36,624</b>
<b>Other Sources</b>					
Appropriated Surplus	8,491	5,004	7,649	5,378	3,524
Enterprise Fund	1,202	630	550	550	550
Water Levy/Meter Stabilization	2,217	1,320	1,320	-	-
Grant and Developer Contribution	30,923	21,805	10,500	10,440	10,040
<b>Total Other Sources</b>	<b>42,833</b>	<b>28,759</b>	<b>20,019</b>	<b>16,368</b>	<b>14,114</b>
<b>Total Capital Program</b>	<b>\$146,349</b>	<b>\$122,935</b>	<b>\$96,340</b>	<b>\$85,259</b>	<b>\$60,065</b>



**SCHEDULE C:**

**CITY OF RICHMOND  
5 YEAR CONSOLIDATED AMENDED FINANCIAL PLAN (2016-2020)  
STATEMENT OF POLICIES AND OBJECTIVES**

**Revenue Proportions By Funding Source**

Property taxes are the largest portion of revenue for any municipality. Taxes provide a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user-pay basis. These include services such as community safety, general government, libraries and park maintenance.

**Objective:**

- Maintain revenue proportion from property taxes at current level or lower

**Policies:**

- Tax increases will be at CPI + 1% for transfers to reserves
- Annually, review and increase user fee levels by consumer price index (CPI).
- Any increase in alternative revenues and economic development beyond all financial strategy targets can be utilized for increased levels of service or to reduce the tax rate.

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2016.

**Table 1:**

Funding Source	% of Total Revenue
Property Taxes	49.1%
User Fees	24.4%
Sales of Services	8.4%
Gaming Revenue	4.5%
Investment Income	3.6%
Payments in Lieu Of Taxes	3.3%
Licenses and Permits	2.3%
Grants	1.9%
Other	2.5%
Total Operating and Utility Funding Sources	100.0%



**SCHEDULE C (CONT'D):**

**CITY OF RICHMOND**  
**5 Year Consolidated AMENDED FINANCIAL PLAN (2016-2020)**  
**STATEMENT OF POLICIES AND OBJECTIVES**

**Distribution of Property Taxes**

Table 2 provides the estimated 2016 distribution of property tax revenue among the property classes.

**Objective:**

- Maintain the City's business to residential tax ratio in the middle in comparison to other municipalities. This will ensure that the City will remain competitive with other municipalities in attracting and retaining businesses.

**Policies:**

- Regularly review and compare the City's tax ratio between residential property owners and business property owners relative to other municipalities in Metro Vancouver.
- Continue economic development initiatives to attract businesses to the City of Richmond.

**Table 2:** (Estimated based on the 2016 Completed Roll figures)

<b>Property Class</b>	<b>% of Tax Burden</b>
Residential (1)	54.6%
Business (6)	35.5%
Light Industry (5)	8.2%
Others (2,4,8 & 9)	1.7%
Total	100.0%

**Permissive Tax Exemptions****Objective:**

- Council passes the annual permissive exemption bylaw to exempt certain properties from property tax in accordance with guidelines set out by Council Policy and the Community Charter. There is no legal obligation to grant exemptions.
- Permissive exemptions are evaluated with consideration to minimizing the tax burden to be shifted to the general taxpayer.

**Policy:**

- Exemptions are reviewed on an annual basis and are granted to those organizations meeting the requirements as set out under Council Policy 3561 and Sections 220 and 224 of the *Community Charter*.