



## MINUTES

### PLANNING COMMITTEE

Date: Tuesday, July 17, 2001  
Place: Anderson Room  
Richmond City Hall  
Present: Councillor Malcolm Brodie, Chair  
Acting Mayor Bill McNulty, Vice-Chair  
Councillor Linda Barnes  
Councillor Lyn Greenhill  
Councillor Harold Steves  
Call to Order: The Chair called the meeting to order at 4:00 p.m.

## MINUTES

1. It was moved and seconded  
***That the minutes of the meeting of the Planning Committee held on Tuesday, June 19, 2001, be adopted as circulated.***

**CARRIED**

## NEXT COMMITTEE MEETING DATE

2. The next meeting of the Committee will be held on Tuesday, **August 21, 2001** at 4:00 p.m. in the Anderson Room.

At this point the Chair requested that the order of the agenda be varied to bring Item 11 before Item 10.

## URBAN DEVELOPMENT DIVISION

3. **APPLICATION BY DAVID HUNCHUK, ON BEHALF OF NORBERT ECKERT, FOR A STRATA TITLE CONVERSION AT 11171/11191 SEALORD ROAD**  
(SC 01-187757 - Report: June 26/01, File No.: SC 01-187757) (REDMS No. 449506)

The Manager, Development Applications, Joe Erceg, reviewed the report.

It was moved and seconded

***That the application for a strata title conversion by Mr. David Hunchuk, on behalf of Mr. Norbert Eckert, for the property located at 11171/11191 Sealord Road be approved on fulfilment of the following conditions:***

- (1) Payment of all City utility charges and property taxes for the Year 2001, and if the strata title conversion is to occur after September 1, 2001, payment in advance of the Year 2002 estimated taxes; and***
- (2) Submission of appropriate plans and documents for execution by the Mayor and City Clerk within 180 days of the date of this Council resolution.***

**CARRIED**

4. **APPLICATION BY ORIS DEVELOPMENT LTD. FOR REZONING AT THE PRINCESS STREET ROAD END FROM LIGHT INDUSTRIAL DISTRICT (I2) AND COMPREHENSIVE DEVELOPMENT DISTRICT (CD/115) TO COMPREHENSIVE DEVELOPMENT DISTRICT (CD/122)**

(RZ 01-188657 - Report: June 20/01, File No.: 8060-20-7260/7261) (REDMS No. 447579, 453432,449964,449971)

The Manager, Development Applications, Joe Erceg, reviewed the report. Additional comments were provided by Planner Jenny Beran.

The applicant, Dana Westermarck, reviewed the process that would be involved in the relocation of the Abercrombie House. Mr. Westermarck was concerned about the effect the cancellation of the August Public Hearing would have on the two windows of opportunity he had for moving the house by barge.

A letter received from Mr. Curtis Eyestone is attached as Schedule 1 and forms a part of these minutes.

It was moved and seconded

- (1) That Bylaw No. 7260, which amends Schedule 2 of the Official Community Plan Bylaw 7100, (Schedule 2.4 Steveston Area Plan, Attachment 4, London/Princess Land Use Map), to designate the lot at the south end of Princess Street "Heritage Residential", be introduced and given first reading.***
- (2) That Bylaw No. 7260, having been examined in conjunction with Section 882 of the Local Government Act regarding the Financial Plan, the Capital Expenditure Program and the Waste Management Plan, is hereby deemed to be consistent with said program and plans.***
- (3) That Bylaw No. 7261, for the rezoning of the Princess Street Road end from Light Industrial District (I2) and Comprehensive Development District (CD/115) to Comprehensive Development District (CD/122), be introduced and given first reading.***

**CARRIED**

It was moved and seconded

***That the City Clerk be requested to identify the first opportunity in August that a Public Hearing could be held.***

CARRIED

5. **APPLICATION BY DUNCAN INNES FOR REZONING AT 7091 MARRINGTON ROAD FROM SINGLE-FAMILY HOUSING DISTRICT, SUBDIVISION AREA E (R1/E) TO SINGLE-FAMILY HOUSING DISTRICT, SUBDIVISION AREA K (R1/K)**  
(RZ 01-188624 - Report: June 27/01, File No.: 8060-20-7262) (REDMS No. 450821,280128,451592,451589)

The report was reviewed by the Manager, Development Applications, Joe Erceg.

A request was made that attention be paid at the building stage to the dangers involved in vehicles backing up into a T intersection.

It was moved and seconded

***That Bylaw No. 7262, for the rezoning of 7091 Marrington Road from "Single-Family Housing District, Subdivision Area E (R1/E)" to "Single-Family Housing District, Subdivision Area K (R1/K)", be introduced and given first reading.***

CARRIED

6. **APPLICATION BY RIVERSIDE PROFESSIONAL CENTRE LTD. FOR ZONING TEXT AMENDMENT TO COMPREHENSIVE DEVELOPMENT DISTRICT (CD/34) AT 11331 COPPERSMITH WAY AND 11388 STEVESTON HIGHWAY**  
(ZT 01-187968 - Report: June 28/01, File No.: 8060-20-7263) (REDMS No. 449972,451611,451631)

The Manager, Development Applications, Joe Erceg, reviewed the report.

Mr. David Porte said that the site had been purchased with a plan for office and retail development. The problem arose when a tenant required a larger floor plate than could be accommodated.

It was moved and seconded

***That Bylaw No. 7263, which would amend the permitted density (maximum floor area ratio and maximum size of retail trade & services area) in Comprehensive Development District (CD/34) at 11331 Coppersmith Way and 11388 Steveston Highway, be introduced and given first reading.***

CARRIED

7. **FUNDING REQUEST FROM FEDERATION OF CANADIAN MUNICIPALITIES TO SUPPORT THE NATIONAL HOUSING POLICY OPTIONS TEAM**  
(Report: June 22/01, File No.: 4057-05) (REDMS No. 448921)

The Manager, Policy Planning, Terry Crowe, reviewed the report.

During the brief discussion that ensued it was questioned whether the per capita amount would be dropped or the work plan expanded if a contribution was made.

It was moved and seconded

***That Council:***

***"Support the work of the Federation of Canadian Municipalities' National Housing Policy Options Team (NHPOT) through a once only (2001) financial contribution of \$2,396.58 (based on 1.5 cents per capita and a current population estimate of 159,772) but decline the invitation to become a full member on the NHPOT Steering Committee."***

**CARRIED**

**8. APPLICATION BY THE CITY OF RICHMOND TO REPEAL THE ENVIRONMENTALLY SENSITIVE AREA DESIGNATION FOR 7451 NELSON ROAD.**

(Report: June 14/01, File No.: 8060-20-7258) (REDMS No. 442065,442032,441986)

The Manager, Policy Planning, Terry Crowe, reviewed the report. Planner David Brownlee provided additional comments which included the point that at the time the ESA was formally adopted the subject property did not have significant vegetation on it.

It was moved and seconded

***That:***

- (1) Official Community Plan Amendment Bylaw No. 7258, to repeal the Environmentally Sensitive Area designation for 7451 Nelson Road (in Attachment 3 to Schedule 1 of the Official Community Plan Bylaw No. 7100), be introduced and given first reading.***
- (2) Bylaw No. 7258, having been examined in conjunction with the Capital Expenditure Program, the Waste Management Plan, the Economic Strategy Plan, and the 5 Year Financial Plan, is hereby deemed to be consistent with said program and plans, in accordance with Section 882(3) of the Local Government Act.***
- (3) Bylaw No. 7258, having been examined in accordance with the City Policy No. 5002 on referral of Official Community Plan Amendments, is hereby deemed to have no effect upon an adjoining Municipality nor function or area of the Greater Vancouver Regional District, in accordance with Section 879 of the Local Government Act.***
- (4) Bylaw No. 7258, having been examined in accordance with the requirement in the Accord between the City and the Vancouver International Airport Authority, is hereby deemed to be outside the areas affected by aeronautical operations.***

**CARRIED**

9. **PROPOSED STEVESTON ADVISORY TASK FORCE ON PARKING**  
(Report: June 14/01, File No.: 6455-01) (REDMS No. 409377)

Victor Wei, Senior Transportation Engineer, reviewed the report . He then referred to a comprehensive parking study completed thirteen years ago with the note that information on the parking turnover rate was crucial.

The Manager, Community Bylaws, Sandra Tokarczyk said that paid parking might be utilized to ensure parking facilities are used efficiently. Ms. Tokarczyk also said that on and off street parking would be included in the review.

A discussion then ensued on the selection process for the members of the Task Force during which it was determined that a random selection process by staff would not be used. A request was made that the report be changed to reflect this.

It was moved and seconded

**That:**

- (1) ***a Steveston Advisory Task Force on Parking be established in 2002 to provide information analysis, options and recommendations on parking issues in the Steveston Town Centre area, with the provision of appropriate funding in the 2002 Consulting Budget to support the objectives of the Task Force, (based on the Terms of Reference outlined in the report dated June 14<sup>th</sup>, 2001, from the Manager, Community Bylaws and the Acting Manager, Transportation).***
- (2) ***staff identify a requirement of \$50,000 in the 2002 Consulting Budget submission for retaining the services of a consultant to provide the Steveston Advisory Task Force on Parking with a comprehensive technical assessment of the existing Steveston Town Centre area parking characteristics by undertaking an updated parking study of the area and developing possible parking strategies to address any deficiencies (based on the Terms of Reference outlined in the report dated June 14<sup>th</sup>, 2001, from the Manager, Community Bylaws and the Acting Manager, Transportation).***
- (3) ***staff report back to Council on a recommended list of members of the Steveston Advisory Task Force on Parking for approval prior to its inaugural meeting.***

Prior to the question being called it was clarified that all reference to a random selection process by staff would be deleted from the report prior to being submitted to Council. The question was then called on the motion and it was **CARRIED**.

11. **APPLICATION BY DARSHAN RANGI FOR NON-FARM USE  
(SECOND DWELLING WITH SIX BED UNITS FOR SENIORS) AT  
6120 NO. 5 ROAD**

(Report: July 10/01, File No.: AG 00-084495) (REDMS No. 456449)

The Manager, Development Applications, Joe Erceg, reviewed the report.

A discussion then ensued that included information on the following: i) identification of the land being brought back into agriculture; ii) whether a septic field could be large enough to accommodate the proposed use; iii) the determination by Mr. Ritchey of the Health Department that no licencing would be required if health care was not being provided; and, iv) whether the soil condition of the area with bad fill and been recently re-analysed.

A submission by Mr. Rangi is attached as Schedule 2 and forms a part of these minutes.

It was moved and seconded

***That authorization for Mr. Darshan Rangi to apply to the Land Reserve Commission for non-farm use (second dwelling with six bed units for seniors) at 6120 No. 5 Road be denied.***

**CARRIED**

Opposed: Acting Mayor McNulty  
Councillor Brodie

10. **GROUP HOME TASK FORCE – CORRESPONDENCE/ISSUES**

The Chair prefaced the discussion by noting that there were three issues to be considered on the matter; i) the question of the mandate; ii) a time extension, and, iii) the additional funding request.

Mr. Everett MacKenzie, a Task Force member representing the Vancouver/Richmond Health Board, spokesperson for the Group Home Task Force, reviewed the information contained in the letter, dated July 13, 2001, from the Group Home Task Force. The letter is attached as Schedule 3 and forms a part of these minutes.

A copy of a Group Home Budget Summary prepared by City staff was distributed to the Committee members, a copy of which is attached as Schedule 4 and forms a part of these minutes.

A discussion took place on the proposed survey form, which was intended to be approved at the next Group Home Task Force meeting.

The nature of the intended public meetings to be held in the fall was also discussed as being i) an opportunity for presentation of information to the public, and ii) an opportunity for the public to address their concerns/questions to the Task Force. The information gathered would then be incorporated into the final analysis.

The Chair requested a clarification of the role of staff and the consultants. Janet Lee, Planner, said that she had been involved in monitoring the activities of the consultant group and also the meeting and budgetary details.

The role of the Chinese Informedia Group was i) to provide media relations, support to the Task Force; ii) issue a meeting summary, in English and Chinese, after each meeting; iii) field general inquiries; and, iv) to issue press releases.

A discussion on a method of moving forward took place which included the following: i) a recommendation that the approach be additional City funding with suggestions from Planning Committee; ii) the role of the Task Force members during the public meetings would be to introduce the issue, facilitate the meeting including the recording, and open the question period; iii) the public meetings would require translation; iv) the benefit/detriment of a phone survey as opposed to a mail survey; and, v) the need for three consultants to be present at each meeting and whether staff could provide assistance.

Mr. Mackenzie said the use of City staff had provided bias concerns for some members of the Task Force. The Chair clarified that the assistance could be an administrative role such as preparation of agendas and minutes etc.

Mr. Alexander Kostjuk, Chairperson, the Association of Richmond Homeowners, said that in his opinion i) the minutes could be cut down; ii) the survey should be eliminated; and, iii) the Chinese Informedia service was critical. Mr. Kostjuk also said that due to their importance and the fact that several media releases have been issued, the recommended eight public meetings should continue. Several possible methods of curtailing future costs were also identified.

Clarification was asked for and given that the letter to Council dated July 13, 2001 from the Group Home Task Force was in fact the work plan agreed to by the Group Home Task Force.

Mr. John Wong, a member of the Task Force, expressed his concerns on several issues: i) the three people who he had requested speak at the Task Force meetings were limited in time; ii) the budget plan he had asked for at the beginning of the process was not provided; and, iii) that the public meeting number should not be reduced. Mr. Wong thought that the survey was a waste of money and that the Chinese Informedia service was a necessity.

Mr. Brian Wardley, representative of the Richmond Community Services Advisory Committee on the Task Force, said that he wanted to address three issues: i) that he did not consider the Provincial funding of group homes to be a part of the mandate, but if it were, a considerable amount of time and money would be required; ii) a time extension was necessary; and, iii) that the City had been asked to cost the reduced activity work plan agreed upon by the Task Force.

Mr. Wardley also said that i) he felt he had lost touch with some issues, such as the budget, after City staff involvement dropped; ii) as a number of members of the Task Force were not familiar with group homes, a number of facilitators of group homes were asked to provide education as to how group homes operate; iii) the point of the survey was essential to finding out the factual experience of those who live near group homes; and, iv) while he hoped for eight public meetings, he now recognized that a reduced number might be in order.

Mr. MacKenzie, in addition to his previous comments as spokesperson, said that; i) he was in favour of the eight public meetings and that he felt it might cause an issue with the media if the information already released was not adhered to; ii) the survey was critical as those who live around group homes had not been heard from; and, iii) there was a need for public input and also to educate the public.

In response to a question from the Chair, the Manager, Media Relations, Ted Townsend said that Mr. John Barr was a sub-contractor to the Chinese Informedia service.

A discussion then ensued on i) the issue of studying the Provincial funding of group homes; ii) a time extension; iii) the request for increased City funding; iv) the use of the consultant team during the public meetings; and, v) the exploration of greater efficiencies during the fulfilment of the work plan. The General Manager, Urban Development, David McLellan, was requested to provide a source of funding for additional monies prior to the next regular Council meeting.

Councillor Steves left the meeting.

It was moved and seconded

- (1) ***That the issue of studying Provincial group home funding not be considered a part of the mandate of the Group Home Task Force;***
- (2) ***That an extension for the Group Home Task Force report deadline, to October 31, 2001, be granted; and***
- (3) ***That the work plan as presented in the letter to Council, dated July 13, 2001 from the Group Home Task Force, be accepted with any changes or efficiencies to be the responsibility of the Group Home Task Force.***

CARRIED

It was moved and seconded

***That an additional funding amount of \$60,000, from a source to be identified prior to the next regular Council meeting, be approved***

CARRIED

Opposed: Acting Mayor McNulty



12. **MANAGER'S REPORT**

The Manager, Development Applications, Joe Erceg, reported that notice had been received that the Richmond School Board had passed a School Site Acquisition Charge Bylaw, the result of which was that charges involved would become effective at the beginning of September, 2001. Charges range from approximately \$240 to \$410 per unit based on density.

**ADJOURNMENT**

It was moved and seconded  
*That the meeting adjourn (6:45 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, July 17, 2001.

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Councillor Malcolm Brodie  
Chair

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Deborah MacLennan  
Administrative Assistant

SCHEDULE 1 TO THE MINUTES OF  
THE PLANNING COMMITTEE  
MEETING HELD ON TUESDAY,  
JULY 17<sup>TH</sup>, 2001.

PHOTOCOPIED  
& DISTRIBUTED

DATE: *Jul. 17/01 RLB*

TO: MAYOR & EACH  
COUNCILLOR  
FROM: A/CITY CLERK

Page 1

**London Lane Industrial Park Ltd.**

6471 Dyke Road

Richmond B.C. V7E 3R3

Phone (604) 277-9553 Fax (604) 277-9553

Email [eyestone@direct.ca](mailto:eyestone@direct.ca)

Re: Planning  
Committee  
July 17, 2001  
Item 4

Pc: Jenny Benar,  
Planner

**FAKED**  
07/16/01

to  
H.D.  
Am

8060-20-726

City of Richmond  
Urban Planning Department  
6911 #3 Road  
Richmond B.C. V6Y 2C1  
Fax 278-5139

Tuesday, July 03, 2001

**Re: Exchanging Road End-Princess Street BYLAW 7264**

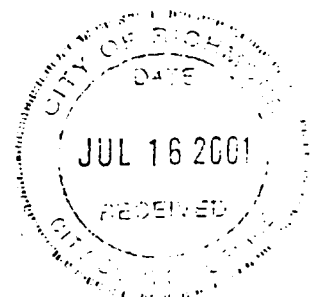
Dear Council Members:

We are opposed to the adoption of the above bylaw.

Your NOTICE appears to be deceptive, lacks complete disclosure of your intentions and may be fraudulent in that an application to rezone the property is already posted on the site by a Development Company, which indicates that your statement in the NOTICE, that "Lot 1 will remain in the ownership of the City of Richmond" is false.

Notwithstanding this, we are opposed to closing the Princess Street access to the Dyke Road before complete sub-division development of the property north of Princess Lane is finalized because:

1. The area, including the proposed development north of Princess Lane, will require at least two access routes to be safe and functional as a residential neighbourhood.
2. An alternative access route along the old Railway R/W is unlikely since this is planned to be a pedestrian trail system extension.
3. Besides future resident's access, there will certainly need to be emergency vehicle access.
4. This roadway may be required for alternative emergency vehicle access to the area.
5. Closing this access will make construction of an alternative access through our property over the existing R/W the only possible option for emergency vehicle access to the area. This is an item, which has yet to be resolved to the satisfaction of London Lane Industrial Park Ltd., John White and the Williamsons.
6. The proposal is premature, since the width of the access through our property is undersized and will need to be increased by taking land from John White or ourselves, on application for



rezoning or sub-division of our currently zoned INDUSTRIAL LAND. At this time none of these options has not been determined;

7. Unless the developers of the Hilton property, which has a lot connected to the Dyke, are required to provide an emergency access of the required width through their development to the dyke if Princess Street is closed, there is no alternative access to the area of the required width available.
8. There is no reason why Parcel B is not just dedicated as roadway.
9. There are existing lots available from John White for use as a site for the relocation and restoration of a heritage building, if that is the actual intention of the creation of this Lot 1.
10. If a suitable sub-division of the vacant portion of our (London Lane Industrial Park's) land into smaller lots was acceptable to the City, lots would be available from us.
11. There appears to be no immediate requirement to create Lot 1.

We feel your proposal to create Lot 1 is unwise and that you may not be forthright in stating your intentions for creating this lot.

Yours truly,

LONDON LANE INDUSTRIAL PARD LTD.

Curtis C. Eyestone

President

6120 No.5 Road  
Richmond, B.C.  
V6Y 2T9

*Late Item submitted by  
hand - July 17/01.*

July 17, 2001

Mr. Malcolm Brodie  
Chair of Planning Committee  
City of Richmond  
6911 No. 3 Road  
Richmond, B.C.  
V6Y 2C1

**SCHEDULE 2 TO THE MINUTES OF  
THE PLANNING COMMITTEE  
MEETING HELD ON TUESDAY,  
JULY 17<sup>TH</sup>, 2001.**

Dear Sir,

**RE: AG 00-084495-6120 No.5 Road**  
**Application by Darshan Rangi for non-farm use**

I have another proposal in case the doggie day care and senior's home in conjunction are not acceptable. As per the attached site plan, I am willing to build 10 units of the senior's home in lieu of the doggie day care, due to the limited area available for the septic field (even though 15 units were feasible).

This is in response to the denied staff report dated July 10<sup>th</sup> 2001 regarding my application.

- In relation to the first ground of disapproval, I don't agree with the staff with regards to using the small portion (of the purposed building site) on the westerly side of the 0.87 ac. for non-soil bound farming. It is not viable to conduct non-soil bound farming; on one side is the septic field and on the other is parking space.
- I am appalled by the reasoning provided for the second factor of disapproval that I may use the large area for assembly purposes. Firstly, my intentions seem to be doubted by staff; I would not have had numerous meetings with staff over the past year and half had this been the case. I could have followed the course of action taken by Miao-Yih Holy House on 6740 No.5 Road. They had applied for a residential permit, however, they are now using the building for assembly purposes.
- With regards to the sewage disposal field I will be using a septic field as per the attached site plan; there is enough space for this to be functional. The septic field will be extended on the east side of the existing house. I have been told in the past by city staff that I could not have holding tanks on the property, however, the Arco gas station which is on the S.E. side of No.5 Road and Westminster Hwy has recently been approved to have the holding tanks.
- For the fourth ground of disapproval I will argue that I had made an inquiry at city hall before I purchased the property. However, no information was provided

regarding the illegal fill. Furthermore, The City had approved the previous owner's (Mr. Sunderji) application for building a mosque in 1989.

- As for the last factor that "[t]here is nothing in the subject that guarantees that [I] will continue to farm the remaining 0.65 ha...." I am hereby giving you in writing that I will continue to farm the remaining 0.65ha. (1.62 ac.) of my property, which is the existing blueberry farm.

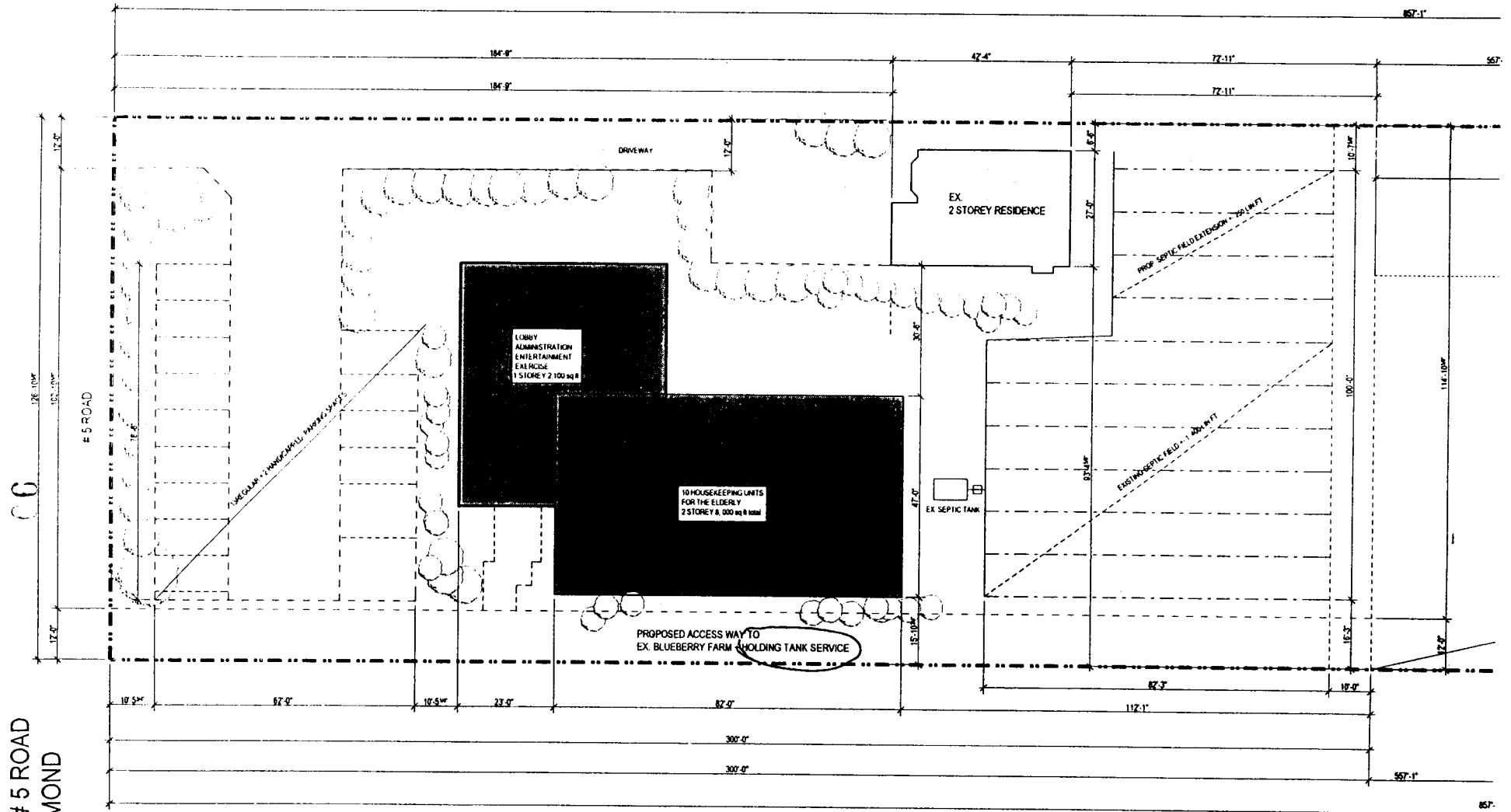
As you can see, the above mentioned factors have been justified in favour of this application. In addition, the staff have already listed the various other arguments that are supporting my cause in the outlined option 2. I am hoping that The Planning Committee and The Council will give serious consideration to these arguments and approve my application.

Sincerely,

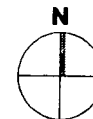


Mr. Darshan Rangi

6120 # 5 ROAD  
RICHMOND



1 SITEPLAN  
A1 1/32" = 1'-0"





**SCHEDULE 3 TO THE MINUTES OF  
THE PLANNING COMMITTEE  
MEETING HELD ON TUESDAY, -  
JULY 17<sup>TH</sup>, 2001.**

Planning Committee Agenda  
July 17<sup>th</sup>, 2001  
Item # 10

**City of Richmond**

6911 No.3 Road, Richmond, BC V6Y 2C1  
Telephone (604) 276-4000  
www.city.richmond.bc.ca

3

July 13, 2001

To: Council

From: Group Home Task Force

Re: Request For:

- An Extension to Report Deadline To Council;
- Additional Funding.

**Purpose**

The purpose of this report is to request:

- An extension of the Group Home Task Force report deadline from September 30, 2001 to October 31, 2001;
- Additional funding of \$ 71,187 (including GST) for the Group Home Task Force budget.

Attached please find:

- A proposed work program to October 31, 2001, for the Group Home Task Force;
- Assumptions and budget information.

**Reasons**

The reasons for these requests are that:

- The initial Council authorized budget of \$50,000 was established without the benefit of a work program;
- The Task Force has had to take a longer time in getting oriented and in team building than was expected, given its diverse membership;
- The Task Force has now prepared a Work Program by which it will do the necessary work;
- Consultants are needed to do the identified work because City staff is busy with other assignments;
- Media and translation consultant services are needed due to the communication requirements surrounding this issue;
- The Task Force has seriously reviewed the budget and work program and reduced costs in all areas where practical;
- Other options were considered ranging from \$103,000 to \$90,000 before submitting the enclosed request;
- Without additional dollars and timeline extension, the mandate from Council (eg. public meetings) cannot be met.

The Group Home Task Force would appreciate any comments from Council regarding any part of this submission.

Your co-operation is appreciated.

For clarification, please contact the Task Force c/o Don Cameron, Facilitator, at 276-4208.

Yours truly,

Don Cameron, Facilitator

cc: Group Home Task Force Members  
Janet Lee, Planner, Policy Planning Department  
Kari Huhtala, Senior Planner, Policy Planning Department  
Ted Townsend, Manager, Communications and Public Affairs

## Assumptions for Revised Work Program - Group Home Task Force

**Purpose:** The following assumptions have been agreed to by the Task Force in order for it to meet its mandate (eg. public meetings) by October 31, 2001:

1. **Background**
  - The initial \$50,000 will not be adequate due to extra time to get oriented, team building and the hiring of a second consultant
  - Assume existing contracts for:
    - Don Cameron Associates \$34,140
    - Chinese Informedia Consultants =\$13,860
    - Incidentals (courier, beverages) = \$2,000
    - Total = \$50,000
2. **Task Force Meetings**
  - Task Force meets in July, Sept and October
  - Task Force does not meet in August
  - Task Force meets up to 5 times from September 6 to October 31
3. **Task Force Meeting Minutes**
  - Assume shorter minutes (i.e. minutes to include topic, a short discussion, recorded vote) from now on for Task Force Meetings:
  - From July 12 onward, this will save \$5,940
  - Full Minutes would have cost \$8,910 from now to Oct 31
  - Shorter Minutes will cost only \$2,970
4. **By July 31**
  - Task Force finalizes the survey of group home neighbours
  - Task Force finalizes the Table of Contents for the public information package
  - Task Force finalizes the number and place of all public meetings
5. **In August**
  - Don Cameron Associates work partly in August
  - Survey sent out in 1<sup>st</sup> week of August
  - Survey back by Aug. 17
  - Survey analyzed by Aug 31
  - Public information package prepared
  - Public information package sent to Task Force before Sept 6<sup>th</sup> (minimal changes anticipated)
6. **September 6<sup>th</sup> Meeting**
  - Task Force Meeting of Sept 6:
    - TF reviews public information package and finalizes it (minor changes only)
    - Public information package translated and copies run off
    - Public meeting agenda finalized and TF and consultant roles determined.
7. **Public Meetings Assumptions**
  - No more than 4 public meetings in total.
  - These public meetings can be all in September, or spread over Sept and October.
  - The budget shows these meetings as if they were all in Sept but there is no budget change if they are spread out over Sept and Oct.
8. **In October**
  - The Task Force prepares report and recommendations to Council.
  - TF meetings for this (= 3 meetings @2hours = 6 hours total for TF meetings in October)



**9. City Staff's Role**

City staff's role is to, within Council's guidelines:

- monitor the approved work program and budget
- provide Council, Planning Committee and the Task Force with information, options and recommendations regarding the work program and budget
- assist in ensuring that the approved work program and budgets are followed

**10. Summary**

Task Force to manage work program and dollars carefully.

Revised Work Program to October 31, 2001 Group Home Task Force							
Week	May	June	July	August	September	October	November, 2001
Monthly Work Themes	Task Force (TF): (1) Orientation, (2) Team building (3) Learning	(1) TF Orientation (2) Data Gathering	(1) Data Gathering (2) Organizing Community Meetings (3) Prepare Public Handouts	(1) Consultant Works (2) Translate Handout	(1) Up to 4 Community Consultation Meetings (2) Public Translation	Write Final Report & Recommendations	Present Report To Council
Week 1	NA	- attend TF meetings - data gathering	- attend TF meetings - data gathering	- send out survey prepare public handout	- TF meetings hold community meetings	- Start drafting Report	Report forwarded to Council
Week 2	NA	- attend TF meetings - data gathering	- attend TF meetings - revise work program - finalize survey form - finalize Table of Contents for public handouts - plan community meetings	- finalize public handout	- hold community meetings	- TF meetings - Edit draft Report - <b>Complete all Community Meetings</b>	Task Force presents its findings to Council.
Week 3	- attend TF meetings - data gathering	- attend TF meetings - data gathering	- attend TF meetings - revise work program - finalize survey form - finalize Table of Contents for public handouts - plan community meetings	- survey analysis and findings - translate handout	- hold community meetings	- TF meetings - Edit draft Report	
Week 4	- attend TF meetings - data gathering	- attend TF meetings - data gathering	- attend TF meetings - revise work program - finalize survey form - finalize Table of Contents for public handouts - plan community meetings	- Mail out info to TF	- TF meetings hold community meetings	- TF meetings - Finalize Report - Send Report to Council - <b>All consultant work done</b>	The presentation date to Council has yet to be determined.

## GROUP HOME TASK FORCE BUDGET SUMMARY

## 1. EXPENSES TO DATE:

	Don Cameron Associates	Chinese InforMedia Consultants	Incidental Expenses (e.g. courier, refreshments)	Totals
Total Allocated	\$34,140	\$13,860	\$2,000	\$50,000
Billed to Date	\$23,002	Est. \$10,005	\$233	\$33,240
Remaining	\$11,138	\$3,855	\$1,767	\$16,760
Funds Used Up By	August 6	mid-July		

## 2. ADDITIONAL FUNDS NEEDED

	Don Cameron Associates		Chinese InforMedia Consultants		Totals	
	Total Hours	Total Cost	Total Hours	Total Cost	Hours	Cost
Task Force Meeting Attendance (9 mtgs)	60	\$3,300	54	\$6,210	114	\$9,510
Task Force Meeting Minutes ( 9 sets of short version minutes)	54	\$2,970	-	-	54	\$2,970
Work Outside of Meeting Attendance	442	\$24,310	158	\$18,020	600	\$42,330
Public Meeting Attendance (4 mtgs)	48	\$2,640	24	\$2,760	72	\$5,400
Public Meeting Minutes (4 sets)	24	\$1,320	-	-	24	\$1,320
<b>Sub-Total</b>	<b>628</b>	<b>\$34,540</b>	<b>237</b>	<b>\$26,990</b>	<b>864</b>	<b>\$61,530</b>
Advertising in Chinese Media						\$5,000
<b>Total Cost</b>						<b>\$66,530</b>
<b>GST</b>						<b>\$4,657</b>
<b>Total Cost incl. GST</b>						<b>\$71,187</b>

Prepared by:  
Policy Planning Department  
City of Richmond

## Additional Dollars for Group Home Task Force:

Cost Estimates (Detailed)							
Item	Per Meeting	July	August	September	October	Totals	Total
<b>1. Task Force Meeting Attendance:</b>		<b>4 TF meetings</b>	<b>No TF Meetings</b>	<b>2 TF Meetings</b>	<b>3 TF meetings</b>	<b>9 TF Meetings</b>	
Don Cameron Associates @ \$55.00/hr assume each TF meeting is 4 hours long (1 hr prep, 2 hrs meeting, 1 hr wrap up)	3 persons X (4 hrs X \$55) = \$660	budgeted	-	24 hrs X \$55 = \$1,320	36 hrs X \$55 = \$1,980	60 hrs X \$55 = \$3,300	
	Sub-Total \$660	-	-	\$1,320	\$1,980	\$3,300	\$3,300
<b>Chinese InforMedia Consultants:</b>							
- Cliff Cheng @ \$100.00/hr	3 hrs X \$100 = \$300	12 hrs X \$100 = \$1,200	-	6 hrs X \$100 = \$600	9 hrs X \$100 = \$900	27 hrs X \$100 = \$2,700	
- John Barr or Mina Laudan @ \$130.00/hr	3 hrs X \$130 = \$390	12 hrs X \$130 = \$1,560	-	6 hrs X \$130 = \$780	9 hrs X \$130 = \$1,170	27 hrs X \$130 = \$3,510	
	Sub-Total \$690	\$2,760	-	\$1,380	\$2,070	\$6,210	\$6,210
<b>2. Task Force Minutes</b>							
Shorter Minutes (6 hrs per meeting X \$55/hr = \$330)	\$330 per meeting	\$330 X 4 = \$1,320	-	\$330 X 2 = \$660	\$330 X 3 = \$990	\$330 X 9 = \$2,970	\$2,970
<b>3. Advertising for Public Meetings in Chinese media</b>				\$5,000	-	\$5,000	\$5,000
<b>4. Public Meeting Attendance</b>				<b>4 public meetings</b>		<b>4 Public Meetings</b>	
Don Cameron Group @ \$55.00/hr assume each meeting is 4 hrs long (0.5 hr prep, 3 hrs meeting, 0.5 hr wrap up)	3 persons X (4 hrs X \$55) = \$660	-	-	48 hrs X \$55 = \$2,640			
	Sub-Total \$660	-	-	\$2,640	-	\$2,640	\$2,640
<b>Chinese InforMedia Consultants:</b>							
- Cliff Cheng @ \$100.00/hr	3 hrs X \$100 = \$300	-	-	12 hrs X \$100 = \$1,200	-	\$1,200	
- John Barr @ \$130.00/hr	3 hrs x \$130 = \$390	-	-	12 hrs X \$130 = \$1,560	-	\$1,560	
	Sub-Total \$690	-	-	\$2,760	-	\$2,760	\$2,760
<b>5. Public Meeting Minutes (4 sets of minutes)</b>						(4 sets of minutes)	
Shorter Minutes (6 hrs per meeting X \$55/hr = \$330 per meeting)	\$330 per meeting			24 hrs X \$55 = \$1,320		\$1,320	\$1,320

Item	Per Meeting	July	August	September	October	Totals	Total
<b>Additional Work (Outside of Meeting Attendance and Minutes)</b>							
Don Cameron Group @ \$55.00/hr From Existing Contract, there are 278 left - Survey, research, coordination and administration, public phone and email enquiries, preparation of packages for public meetings, etc.		42 extra hours needed; 42 hrs X \$55 = \$2,310	120 hrs X \$55 = \$6,600	120 hrs X \$55 = \$6,600	160 hrs X \$55 = \$8,800	442 hrs X \$55 = \$24,310	
		\$2,310	\$6,600	\$6,600	\$8,800	\$24,310	\$24,310
<b>Chinese InforMedia Consultants</b>							
- For Cliff Cheng (media inquiries, translation, etc.)	40 hrs per month (incl. TF meetings)	28 hrs X \$100 = \$2,800	-	34 hrs X \$100 = \$3,400	22 hrs X \$100 = \$2,200	84 hrs x \$100 = \$8,400	
- For John Barr (media relations, etc.)	40 hrs per month (incl. TF meetings)	28 hrs X \$130 = \$3,640	-	24 hrs X \$130 = \$3,120	22 hrs X \$130 = \$2,860	74 hrs X \$130 = \$9,620	
		\$6,440	-	\$6,520	\$5,060	\$18,020	\$18,020
<b>Totals (Both Consulting Teams)</b>		\$12,830	\$6,600	\$28,200	\$18,900	\$66,530	\$66,530
<b>Total = \$66,530 + GST(\$4,657) = \$71,187</b>							

**\$30,000 ADDITIONAL BUDGET  
GROUP HOME TASK FORCE BUDGET SUMMARY**

**1. EXPENSES TO DATE:**

	Don Cameron Associates	Chinese InforMedia Consultants	Incidental Expenses (e.g. courier, refreshments)	Totals
Total Allocated	\$34,140	\$13,860	\$2,000	\$50,000
Billed to Date	\$23,002	Est. \$10,005	\$233	\$33,240
Remaining	\$11,138	\$3,855	\$1,767	\$16,760
Funds Used Up By	August 6	mid-July		

**2. \$30,000 ADDITIONAL FUNDS NEEDED**

**Assumptions:**

1. 9 TF meetings
2. 1 Public Meeting
3. Survey done
4. Report written in Sept
5. Advertising costs paid by City
6. 1 public meeting
7. Finalize report
8. Forward to Council by October 31, 2001.

Activity	Don Cameron Associates		Chinese InforMedia Consultants		Totals	
	Total Hours	Total Cost	Total Hours	Total Cost	Hours	Cost
Task Force Meeting Attendance (9 mtgs)	60	\$3,300	54	\$6,210	114	\$9,510
Task Force Meeting Minutes ( 9 sets of short version minutes)	54	\$2,970	-	-	54	\$2,970
Public Meeting Attendance (1 mtg)	12	\$660	6	\$690	18	\$1,350
Public Meeting Minutes (1 set)	6	\$330	-	-	6	\$330
Sub-total						\$14,160
Work Outside of Meeting Attendance	151	\$8,305	48	\$5,520	200	\$13,840
Sub-Total	628	\$34,540	237	\$26,990	864	\$28,000
Adv. in Chinese Media (City to do- T. Townsend)						
Total Cost						\$28,000
GST						\$2,000
Total Cost incl. GST						\$30,000

Prepared by:  
Policy Planning Department  
City of Richmond