



City of Richmond

Report to Committee

To: General Purposes Committee
From: Cathryn Volkering Carlile
General Manager, Community Services
Re: Council Policy Housekeeping

Date: July 31, 2012
File: 99-Community
Services/2012-Vol 01

Staff Recommendation

That the Council Policies, as listed in Attachment 1 to the report titled "Council Policy Housekeeping" dated July 31, 2012 from the General Manager, Community Services, be rescinded.

Cathryn Volkering Carlile
General Manager, Community Services
(604-276-4068)

Att. 2

REPORT CONCURRENCE			
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
City Clerk	<input checked="" type="checkbox"/>		
Finance Division	<input checked="" type="checkbox"/>		
Real Estate Services	<input checked="" type="checkbox"/>		
Community Safety	<input checked="" type="checkbox"/>		
Arts, Culture & Heritage	<input checked="" type="checkbox"/>		
Parks Services	<input checked="" type="checkbox"/>		
Engineering	<input checked="" type="checkbox"/>		
Public Works	<input checked="" type="checkbox"/>		
Fire Rescue	<input checked="" type="checkbox"/>		
Law	<input checked="" type="checkbox"/>		
Development Applications	<input checked="" type="checkbox"/>		
Policy Planning	<input checked="" type="checkbox"/>		
Human Resources	<input checked="" type="checkbox"/>		
REVIEWED BY SMT SUBCOMMITTEE	INITIALS: 	REVIEWED BY CAO (DEPUTY)	INITIALS:

Staff Report

Origin

In January 2012, the CAO established a Senior Management Policy and Procedure Sub Committee with a mandate to monitor and review City policies and procedures, to ensure policies are not impediments to providing high quality customer service, to ensure policies and procedures are current and relevant, and that policies and procedures are consistently applied throughout the organization.

This report deals with the rescinding of policies that are redundant and/or not relevant.

Analysis

The City of Richmond has 255 Council adopted policies covering various aspects of City business including:

- Administration
- Buildings Properties and Equipment
- Finance
- Health and Social Services
- Land and Land Use Planning
- Personnel
- Public Works and Related Services
- Recreation and Cultural Services
- Regulatory and Protective Services
- Single Family Lot Size

Council Policies are different from Bylaws. Council has authority to regulate, prohibit or impose through establishing bylaws in business areas as outlined in the Community Charter. Council Policies express the philosophy of City Council and provide a framework for City staff to carry out administrative and operational matters. They distinguish between the policy-setting function of Council, and the policy implementation function of City staff (Administrative Procedures); ensure consistent operating practices on matters which occur on a regular basis and prevent inconsistent decision making on issues where fairness and equity are important considerations.

Staff has reviewed all 255 adopted City Council policies and has identified 41 policies that could be rescinded for a variety of reasons. The table attached outlines the policies and the rationale for recommending rescinding (Attachment 1). Each policy recommended to be rescinded is also attached (Attachment 2).

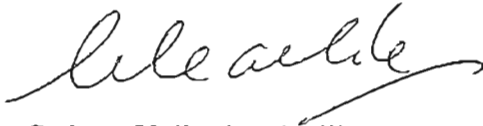
The next phase of the Policy Review process will be for staff to bring policy revisions and amendments to Council for consideration routinely until the remaining policies are updated and current.

Financial Impact

There is no financial impact.

Conclusion

The City has 255 Council Policies, the Policy and Procedure Sub Committee has reviewed all policies and deemed that 41 policies should be rescinded as they are redundant, obsolete or out of date. These policies are recommended to be rescinded.

A handwritten signature in black ink, appearing to read "Cathryn Volkering Carlile". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Cathryn Volkering Carlile
General Manager, Community Services
(604-276-4068)

CVC:cvc

Policies Recommended for Rescinding

Attachment 1

Policy	Title	Adopted by Council or Amended Date	Explanation
1007	Servicing Agreements – Execution of Agreements	Nov 23, 2003	Now covered under the Subdivision & Development Bylaw 8751
1008	Victim Assistance Program – Execution of Agreement	May 14, 1990	Inconsistent with current approved Council Direction
1010	Chinese Delegations	May 13, 1994	Inconsistent with Sister City program, outdated
1303	Carnivals, Fairs Circuses – Approvals	Sept 26, 1983	Outdated, all requests for events are managed through Parks and Recreation
2000	Capital Building Projects – Pre Qualifications	April 23, 1990	Not required, addressed in Policy 3104
2005	Minor Land Acquisitions – Approval Procedure	Mar 25, 1991	Outdated, no longer valid
2007	Acquisition of Property by the City – Report Requirements	Dec 14, 1992	Administrative, not relevant
2015	City Owned Residential Property – Non Conforming Uses	Dec 14, 1992	Administrative, not relevant
2301	Sloughs – Acquisition of Title	Feb 21, 1966	Outdated, covered in Section 34 of the Charter.
2302	Land Sales and Leasing	April 14, 1977	Outdated, all authority to lease or dispose of City Land is Council's.
3004	Utility and Latecomer Charges – Advising Property Owners	Sept 24, 1990	Not required, administrative
3007	Richmond Community Business Partnership Program – Administration and Funding	April 13, 1992	Program no longer exists
3009	Sanitary Sewerage Areas – Provision of Service and Funding	Nov 23, 1987	Outdated, not relevant
3012	Approval of Council Expenses – Conventions, Sister City Visits, City Business	May 24, 1994	Approved in operating budgets, redundant
3400	Ground Lease Revenues – Brighthouse Industrial Estates	June 23, 1980	Outdated, not relevant
3563	Development Agreements – Cash In Lieu of	Nov 27, 1978	Not relevant, covered in Development Applications
3567	Cheques Charged Back to the City	May 11/1987	Not relevant

Policy	Title	Adopted by Council or Amended Date	Explanation
3706	Casino Funding Guidelines	June 12, 2000	Not relevant, covered in Grant Policy 3712
3706.1	Casino Funding Procedures	June 11, 2000	Not relevant, covered in Grant Policy 3712
4400	Cooperative Housing	May 29, 1984	Outdated, not relevant
5014	Rezoning Applications – Neighbourhood Commercial Districts	Aug 25, 1985	Not relevant, addressed in zoning bylaw 8500
5018	Burkeville Residential Presence	Oct 14, 1975	Not relevant
5024	Marina Study 1975	April 12, 1976	Not relevant, summary of recommendations not a policy
5027	Fraser River Estuary Management	Nov 22, 1982	“A Living Working River, The Estuary Management Plan for the Fraser River, 2003 ”, which Council endorsed on November 8th 2004.
5028	Area Planning Program- Planning Process	Jan 8, 1984	Outlines a process, each AP adopted by Council and City has well established planning processes.
5029	Official Community Plan – Planning Process	Jan 9, 1984	Outlines a process, OCP process adopted by Council and City has well established planning process
5030	Economic Development Strategy	May 26, 1986	Outdated, new council strategy in place.
6003	Superannuation option for Job Sharing	Jan 25, 1993	Replaced in Job Sharing Administrative Procedure
6005	Superannuation – Exempt Employee Probation Period Purchase	Feb 12, 1996	Not current, buy back period is 5 years, exempt staff no longer have probationary period.
6005.1	Superannuation – Exempt Employee Probation Period Purchase – Administrative Procedure	Aug 1996	Not current, exempt no longer have probationary period.
6500	Advertising Vacancies for Senior Positions	Nov 14, 1978	Not relevant
6706	Staff Complement Changes	April 14, 1998	Not current, CAO authority and Employment Review Sub Committee review
6707.01	Purchase of Flowers by the City	Not dated	Covered in Policy 6006
7010	Crosswalk Signs	Mar 11, 1974	Not relevant
7014	Developments – Access near Major Intersections	Feb 22, 1982	Bylaw repealed, policy not relevant
7702	Trees – Preservation and Removal	Sept 22, 1986	Replaced by Tree Bylaw 8057
8700	Richmond Arts Centre – Sales	June 1994	Community Arts Council no longer a partner, not relevant

9010	Building Permits – Buildings Constructed within Richmond by High School Students	June 20, 1970	Not relevant or required
9011	Secondary Dwelling Unit – Deferred Demolition	Dec 8, 1980	Redundant, in Building Regulation Bylaw 7230
9014	Public Service Requests – Fire Rescue	April 1995	Redundant, in Fire Establishment Bylaw 4987
9302	Neighbourhood Pubs – Hours of Operation	June 22, 1981	Not required, Provincial jurisdiction.



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Adopted by Council: Sept. 14/92

POLICY 1007

Amended by Council: November 24th, 2003

File Ref: 4105-00

SERVICING AGREEMENTS – EXECUTION OF AGREEMENTS

POLICY 1007:

It is Council policy that:

Standard Servicing Agreements which are authorized under the Local Government Act between private developers and the City as specified in Subdivision Bylaw No. 6530, may be executed by the Mayor and City Clerk without further reference to Council. These contracts pertain to the installation of any or all of the following services:

- (a) Highways, including lanes, walkways, emergency access, sidewalks, curbs and gutters, as required
- (b) Street lights
- (c) Storm water collection systems
- (d) Water distribution systems
- (e) Sanitary sewage collection systems
- (f) Electrical power, telephone, and gas distribution systems

This policy applies to the execution of standard Servicing Agreements which,

- 1. are in substantial compliance with the form of Agreement shown as Schedule "E" of Subdivision Bylaw No. 6530; and
- 2. have been authorized for execution in writing by the Manager, Engineering Planning or designate, the Manager, Development Applications or designate and the City Solicitor or designate.

Any agreement not satisfying all of these criteria will be presented to Council for approval.

(City Clerk's Office)



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Adopted by Council: May 14/90

POLICY 1008

File Ref: 0150-00

VICTIM ASSISTANCE PROGRAM – EXECUTION OF AGREEMENT

POLICY 1008:

It is Council policy that:

The Mayor and City Clerk be authorized on behalf of Council to execute the agreement with the Ministry of Solicitor General to jointly fund a Victim/Witness Service with the RCMP in Richmond, where:

1. There is no change to the funding component for the Program from the Provincial Government, and
2. Funds for the Program have been provided within the annual City budget.

(Treasury Department)



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Adopted by Council: June 13/94

POLICY 1010

File Ref: 0135-00

CHINESE DELEGATIONS

POLICY 1010:

It is Council policy that:

1. The City will accommodate official delegations from China related to trade and commerce.
2. The City will decline any involvement in government-to-government assistance or exchange programs which require municipal funding support.

(City Administrator's Office)



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Adopted by Council: Sept 26/83

POLICY 1303

File Ref: 7400-00

CARNIVALS, FAIRS, CIRCUSES – APPROVALS

POLICY 1303:

It is Council policy that:

1. Timing

A minimum of 15 days spacing is required between carnivals.

2. Priority

The City Clerk is responsible for the overall processing of applications, subject to the following:

- a) The Steveston Salmon Festival and the South Arm Days Festival shall have priority over all other applicants and will be recognized as annual events so long as they maintain their present scheduling.
- b) The priority between other applicants is determined by the date upon which the first written request is received by the City Clerk's Office.

3. Business Licence

- a) A business licence is not required for a carnival or event where the entire proceeds, above actual expenses, are devoted to a charitable purpose.
- b) A business licence is required when there is a sharing arrangement with other than a non-profit organization for the profits. Applications must be submitted to Permits and Licences Department at least five days prior to the event.

4. Use of City Land

- a) Land owned by the City may be used only for carnivals sponsored by Richmond volunteer non-profit organizations.
- b) Rental rate for City property shall be set by the Land Agent.
- c) The applicant will be required to enter into an agreement with the City for the use of City land.

5. Insurance, Regulations

Applicants must provide proof that they hold a liability insurance policy for not less than \$1 million, naming the City as an additional insured. The applicant, and operator when necessary, shall also satisfy all other requirements, regulations and bylaws relative to the holding of carnivals and such events.

(City Clerk's Office)



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Adopted by Council: April 23/90

POLICY 2000

File Ref: 0970-00

CAPITAL BUILDING PROJECTS - PRE-QUALIFICATIONS

POLICY 2000:

It is Council policy that:

All general contractors be pre-qualified for major capital building projects funded or administered by the City of Richmond through an administrative process in coordination with City staff, the City Law Department and consultants engaged to undertake City building projects.

(Public Works Division)

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Adopted by Council: Mar. 25/91

POLICY 2005

File Ref: 2275-00

MINOR LAND ACQUISITIONS – APPROVAL PROCEDURE**POLICY 2005:**

It is Council policy that:

Approval of the final negotiated cost of minor land acquisitions which are \$10,000 or less per acquisition, shall be undertaken administratively by the Director of Civic Properties and the City Engineer, provided the following criteria have been satisfied:

1. Council has approved a project to carry out certain public works, and that funding, including land acquisition costs for the project, is included in the capital budget;
2. A Land Acquisition Bylaw for specific acquisitions within that project, which will identify the properties affected and the area of land to be acquired, has been adopted;

Council members shall be informed by memorandum of all minor acquisitions handled in the above manner.

Acquisitions costing more than \$10,000 shall be referred to the Finance and Administration Committee of Council.

Acquisitions of a controversial nature, where there is difficulty in concluding negotiations satisfactorily, shall be referred by either the Director of Civic Properties or the City Engineer to the Finance and Administration Committee of Council.

(Civic Properties Department)



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Adopted by Council: Dec. 14/92

POLICY 2007

File Ref: 2275-00

ACQUISITION OF PROPERTY BY THE CITY – REPORT REQUIREMENTS

POLICY 2007:

It is Council policy that:

All reports to Council on property acquisition must include comprehensive details of:

- proposed use of the building or land;
- required changes in zoning of land or building, and details on any building construction or renovation to accommodate the proposed use;
- financial implications of any upgrade or renovation costs to accommodate the proposed use.

(Parks & Leisure Services)



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Adopted by Council: Dec. 14/92

POLICY 2015

File Ref: 2045-00

CITY-OWNED RESIDENTIAL PROPERTY – NON-CONFORMING USES

POLICY 2015:

It is Council policy that:

All future property acquisition reports shall include comprehensive details of:

- (a) proposed use of the building/land;
- (b) required changes in zoning and building construction to accommodate the proposed use;
- (c) financial implications of upgrade/renovation costs to accommodate the proposed use.

(Administration)



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Adopted by Council: Feb. 21/66

POLICY 2301

File Ref: 2275-00

SLOUGHS – ACQUISITION OF TITLE

POLICY 2301:

It is Council policy that:

The City of Richmond acquire title to sloughs which form an integral part of the City drainage system.

Section 589(2) of the Municipal Act gives Council the right to appropriate slough land without compensation.

(Planning Department)



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Adopted by Council: Apr. 14/77

POLICY 2302

File Ref: 2290-00

LAND SALES AND LEASING

POLICY 2302:

It is Council policy that:

The following shall apply to all land sales and leases of property owned by the City:

1. Council will consider for sale or lease any property which is redundant, or was developed for the purpose of sale.
2. All offers for sale or lease of property shall be brought to an "In Camera" meeting of Council.
3. The City will not pay a real estate commission on any land sale or lease.
4. Anyone leasing or purchasing property in the City will be responsible for paying all connection fees to City services.

The Land Agent is authorized to sign rental agreements of minor properties on behalf of the City.

(Law Department)



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Adopted by Council: Sept. 24/90

POLICY 3004

File Ref: 0930-00

UTILITY LATECOMER CHARGES – ADVISING PROPERTY OWNER

POLICY 3004:

It is Council policy that:

Affected property owners shall be notified of the date and location of the Public Works and Services Committee meeting at which the imposition of utility latecomer charges will be considered.

(Engineering Department)



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Adopted by Council: Apr. 13/92

POLICY 3007

File Ref: 4150-00

**RICHMOND COMMUNITY BUSINESS PARTNERSHIP PROGRAM –
ADMINISTRATION AND FUNDING****POLICY 3007:**

It is Council policy that:

The following shall apply to the administration and criteria for funding services/projects under the Richmond Community Business Partnership Program (RCBPP):

1. Eligibility of Projects and Services

Services and projects deemed eligible for funding should contribute to the City's economic and business development. Such activities may include: provision of information to businesses, and investors, promotion of Richmond and its businesses, business development programs and others.

2. Eligibility of Agencies

Eligible organizations must be non-profit societies as determined by the Society Act of B.C.

3. Accountability and Cost Effectiveness

A partnership implies that each party is accountable to the other. As the City will provide funding for specific projects/services, the agencies delivering them, must provide an accounting of how they expend the funding provided by the City. This accounting should prove that the funds are being expended in a cost-effective manner.

4. Continuity with Other Services Provided by Richmond

It would be in the best interests of the City to enter into partnerships where it is demonstrated that the partnership will improve the level of continuity and coordination in delivering products and services to the public.

5. Richmond Basis

The delivery of projects/services must be related directly to the City.

6. Process for Negotiating the RCBP Program

- a) The RCBPP budget is established in the provisional budget.
- b) The Manager of Economic Development negotiates with eligible agencies.

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Adopted by Council: Apr. 13/92

POLICY 3007

File Ref: 4150-00

**RICHMOND COMMUNITY BUSINESS PARTNERSHIP PROGRAM –
ADMINISTRATION AND FUNDING**

- c) A staff report recommends each partnership agreement and is presented to an "In Camera" meeting of the Finance and Administration Committee.
- d) The agencies are advised of the Finance and Administration Committee recommendation.
- e) If the agencies agree with the recommendation of the Finance and Administration Committee, it will be forwarded to a regular meeting of Council for consideration. If the agencies do not agree with the recommendation of the Finance and Administration Committee, they will be given an opportunity to present their position to an "In Camera" meeting of the Finance and Administration Committee, and the subsequent Committee recommendation will go to a regular meeting of Council for final consideration.
- f) Council adopts a resolution setting the final terms of the partnership, and funds are dispersed accordingly.

(Finance Division)

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Adopted by Council: Nov. 23/87

POLICY 3009

File Ref: 0930-00

SANITARY SEWERAGE AREAS – PROVISION OF SERVICE AND FUNDING**POLICY 3009:**

It is Council policy that:

The capital debt cost of providing sewer facilities be applied as follows:

1. All debt servicing costs shall be recovered by the application of a common sewer levy rate to all sewerage areas in Richmond;
2. The Hamilton sanitary sewerage area shall be assessed a surcharge of 5% per year for 20 years;
3. Properties joining the remaining City sewerage areas shall be assessed a 5% surcharge on the sewer levy for a period of 20 years.

(Engineering Department)

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Adopted by Council: May 24/94

POLICY 3012

File Ref: 0105-00

APPROVAL OF COUNCIL EXPENSES – CONVENTIONS, SISTER CITY VISITS, CITY BUSINESS**POLICY 3012:**

It is Council policy that:

In January of each year, separate amounts shall be included in the provisional operating budget of the City, to cover expenses:

1. *for the members of Council:*
 - (a) At the Federation of Canadian Municipalities annual convention;
 - (b) At the Union of B.C. Municipalities annual convention;
 - (c) On visits to either of Richmond's sister cities;
2. *for the Mayor*, as the Chief Executive Officer of the City, to undertake City business anywhere within the Province of British Columbia;
3. *for Councillors*, to undertake City business anywhere in the Greater Vancouver Regional District.

Unless the amounts in the final operating budget for the above items are reduced to cause an insufficiency of funds after expenses have been incurred or event attendance arrangements have been made, no further formal approval from Council shall be required.

The reimbursement of expenses to, or costs paid on behalf of, a member of Council engaged in City business as specified in this policy, shall be in accordance with the "Council Indemnity and Expense Bylaw". Any expenses incurred by a member of Council, other than as permitted in this policy, and for which reimbursement or prepayment is sought, shall be submitted to Council for approval (through the Finance and Administration Committee).

(City Clerk's Office)



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Adopted by Council: June 23/80

POLICY 3400

File Ref: 1075-00

GROUND LEASE REVENUES – BRIGHOUSE INDUSTRIAL ESTATES

POLICY 3400:

It is Council policy that:

Revenues and expenditures relating to ground leases in the Brighthouse Industrial Estate are to be included as current revenues and expenditures, and appropriate steps taken to transfer the net revenues from these ground leases to the Capital Reserve Fund at the end of each financial year.

(Treasury Department)



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Adopted by Council: Nov. 27/78

POLICY 3563

File Ref: 0960-00

DEVELOPMENT AGREEMENTS – CASH IN LIEU OF

POLICY 3563:

It is Council policy that:

A developer who is required to enter into a development agreement, relative to a subdivision, rezoning or issuance of a building permit, may, with the approval of the City Engineer, have the work done by City forces if he deposits with the City funds sufficient to cover the cost of the works required.

In such case it will not be necessary to enter into a development agreement.

(Engineering Department)



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Adopted by Council: May 11/87

POLICY 3567

File Ref: 0960-00

CHEQUES CHARGED BACK TO THE CITY

POLICY 3567:

It is Council policy that:

A fee shall be collected on all items charged back to the City through the banking system and the City Treasurer be instructed to set and periodically review the amount of that fee.

(Treasury Department)

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Adopted by Council: June 12, 2000

POLICY 3706

File Ref: 1085-00

CASINO FUNDING GUIDELINES**POLICY 3706:**

It is Council policy that:

Applications for casino funds can be made by Council or as a result of applications from the community. All community applications must be for **new** community programs, projects or events.

Casino funding may be designated for expenditure in or add to a statutory reserve fund. Funds need not be fully allocated in a period received.

Casino Funding Focus Areas:

Casino funds should be targeted to the following focus areas:

- Youth
- Seniors
- Policing in the Community
- Childcare Reserve Fund
- Preventative, alternative and/or educational programs relating to addictive behaviour which could include:
 - I. Drug abuse
 - II. Alcoholism
 - III. Gambling
 - IV. Smoking

Not all organizations meeting the City of Richmond's Casino Funding Program guidelines will automatically receive funding.



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Adopted by Council: September 11, 2000

**ADMINISTRATIVE
PROCEDURE 3706.01**

File Ref: 1085-00

CASINO FUNDING PROCEDURES

ADMINISTRATIVE PROCEDURES 3706.01:



City of Richmond CASINO FUNDING APPLICATION

INSTRUCTIONS:

Please read these instructions before completing the application form

1. City Casino Funding Application forms are available at the Information Counter at City Hall.
2. Complete the form and send the **original plus three copies** to the Information Counter at City Hall by the stated deadline.
3. All Documents mentioned in the application must be submitted including:
 - A list of the organization's Board of Directors, Officers and key employees such as the Executive Director.
 - Budget for the program etc for which the funding is requested and last audited financial statement.
4. Submissions, which do not contain the above information, will be considered incomplete and will not be accepted. **Submissions should be on letter-size paper and single-sided.** If you have specific questions regarding your application, please contact Anne Stevens at 276-4273.
5. Return completed Casino Funding Application Form and enclosures by ----- to:

**Richmond City Hall
Information Counter
(City Casino Funding Applications)
6911 No. 3 Road, Richmond, BC V6Y 2C1**

6. Upon receipt of your application, a member of the Review Committee may contact you to review its details.
7. Decisions regarding funding allocations within the City Casino Funding Program rest with Richmond City Council.
8. Following Council decision, applicants will receive notification of Council's decision pertaining to their application.

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Adopted by Council: September 11, 2000

**ADMINISTRATIVE
PROCEDURE 3706.01**

File Ref: 1085-00

CASINO FUNDING PROCEDURES**RICHMOND CASINO FUNDING PROCEDURES****A. GENERAL PRINCIPLES**

Gambling is a source of individual and social problems. Managing the negative impacts of gambling is crucial to ensure a positive and healthy community.

Richmond City Council has received funding from gambling revenues and wishes to devote those funds in part to new community-based programs, projects, and events. Applications within the designated focus areas will be considered.

Use of casino funds can be determined by Council or as a result of applications from the Richmond Community. Not all organizations meeting the guidelines will automatically receive funding.

Applications from Richmond based non-profit and/or registered charitable groups are eligible for Casino Funding on the basis that they fill a void within the community and

- Offer a new project, program or event which is directed to a preventative, alternative and/or educational; program relating to addictive behaviour which could include:
 - drug abuse
 - alcoholism
 - gambling
 - smoking
- Offer a **new** program or event which involves Youth or Seniors;
- Offer a **new** program or event relating to policing in the community.

All Community applications must be for **NEW** Community programs, projects or events. Expenditures for casino funds can be made by Council or as a result of applications from the Community. Approval of funding by the City for any particular program or project does not ensure that future funding requests will be approved.

B. CASINO FUNDING GUIDELINES

Expenditures for casino funds can be made by Council or as a result of applications from the community. All community applications must be for **new** community programs, projects or events.

Casino funding may be designated for expenditure in or added to a statutory reserve fund. Funds need not be fully allocated in a period received.

Casino Funding Focus Areas:

Casino funds should be targeted to the following focus areas:

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Adopted by Council: September 11, 2000

**ADMINISTRATIVE
PROCEDURE 3706.01**

File Ref: 1085-00

CASINO FUNDING PROCEDURES

- Youth
- Seniors
- Policing in the Community
- Childcare Reserve Fund
- Preventative, alternative and/or educational programs relating to addictive behaviour which could include:

- I. Drug abuse
- II. Alcoholism
- III. Gambling
- IV. Smoking

Not all organizations meeting the City of Richmond's Casino Funding Program guidelines will automatically receive funding.

C. EXCLUSIONS FROM ELIGIBILITY FOR CASINO FUNDING:

- Applications from individuals;
- Activities which are restricted to participation solely by people of specific religious or ethnic groups;
- Annual fund-raising campaigns, form letter requests or telephone campaigns;
- Debt retirement;
- Expenses related to attendance at seminars, workshops, symposiums, or conferences;
- Agencies which primarily fund other organizations;
- Salaries for personnel or equipment not dedicated solely to programs projects or event being funded

D. REVIEW CONSIDERATIONS

Not all organizations meeting the criteria will automatically receive funding. Allocations are dependent on the funding available.

In reviewing applications and preparing recommendations for allocations, Council may give primary consideration to the following factors:

- Basic eligibility and demonstrated organizational efficiency, effectiveness and stability;



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Adopted by Council: September 11, 2000

**ADMINISTRATIVE
PROCEDURE 3706.01**

File Ref: 1085-00

CASINO FUNDING PROCEDURES

- How well the organization fits within the general principles and focus areas for casino funding;
- Numbers of Richmond residents served;
- Quality of service;
- Financial need of the organization;
- Community interaction;
- Role and number of volunteers;
- Use of existing community services and facilities;
- Local input into governance;
- Addressing a **unique** need in the community.

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Adopted by Council: September 11, 2000

**ADMINISTRATIVE
PROCEDURE 3706.01**

File Ref: 1085-00

CASINO FUNDING PROCEDURES**City of Richmond
CASINO FUNDING
APPLICATION FORM**

Complete and return the original plus three copies by _____ to, Richmond City Hall, 6911 No. 3 Road Richmond, BC V6Y 2C1 **INFORMATION COUNTER**

1. IDENTIFICATION OF APPLICANT

Organization Name: _____

Mailing Address: (Street, City, Postal Code) _____

Phone No. _____

Fax. No. _____

Contact Person: _____

Contact's Phone No. _____

2. ORGANIZATION

- A. Board of Directors etc. - Attach a sheet listing names, positions and addresses of all the board members and officers and key employees such as the executive director.
- B. Describe briefly the history of the organization, its effectiveness of operation, quality of service and financial need.
- C. Describe the number and role of volunteers for the organization as well as its interaction with the community.



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Adopted by Council: September 11, 2000

**ADMINISTRATIVE
PROCEDURE 3706.01**

File Ref: 1085-00

CASINO FUNDING PROCEDURES

3. FUNDING INFORMATION

A. Amount of funding requested: \$_____

B. Describe in detail how the funding would be used based on the stated guidelines.

C. Describe how the funding to the organization benefits Richmond residents.

D. How many Richmond residents will be served by this program:

E. Describe the **unique** nature of your request in comparison to other projects/programs/events in the community. How will you use existing community services and facilities?

F. Describe in detail the criteria the Organization will use to evaluate the success of this project, programs, etc.



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Adopted by Council: September 11, 2000

**ADMINISTRATIVE
PROCEDURE 3706.01**

File Ref: 1085-00

CASINO FUNDING PROCEDURES

4. FINANCIAL OVERVIEW

Provide a detailed budget for this program, project or event as well as your last audited financial statement.

CHECKLIST REMINDER

Please ensure your application includes the following:

- X List of Board of Directors, officers and key employees such as executive director
- X Project Budget
- X Audited Financial Statement

PLEASE DO NOT ATTACH BULKY PACKAGES



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Adopted by Council: May 29/84

POLICY 4400

File Ref: 4057-00

COOPERATIVE HOUSING

POLICY 4400:

It is Council policy that:

Council is in favour of the Cooperative Housing Program, and it is the aim of Council to:

Encourage the Federal Government and Opposition Parties to renew, improve and expand the Cooperative Housing Program, and to oppose program cutbacks.

(Planning Department)

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Adopted by Council: Aug. 25/85

POLICY 5014

File Ref: 4105-00

REZONING APPLICATIONS – NEIGHBOURHOOD COMMERCIAL DISTRICTS**POLICY 5014:**

It is Council policy that:

Rezoning applications for Neighbourhood Commercial Districts must be supported with adequate trade area studies to help Council assess the potential impacts arising from a rezoning.

Trade area studies must include:

1. A map showing the expected trade area for anticipated commercial facilities, in particular convenience retail outlets, together with the location of all other commercial development within one-half mile of the proposed commercial development; and
2. The population of households within the trade area/s shown in the map; and
3. The number of households within the trade area/s shown in the map; and
4. The vacancy rate of commercial floorspace within one-half mile of the proposed commercial development; and
5. The distance of the proposed commercial development from the following intersections:
 - a) Westminster Highway and No. 3 Road
 - b) Moncton Street and No. 1 Road.

(Urban Development Division)

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Adopted by Council: Oct. 14/75

POLICY 5018

File Ref: 4045-00

BURKEVILLE – RESIDENTIAL PRESENCE**POLICY 5018:**

It is Council policy that:

Council supports a continued residential presence on Sea Island.

1. Homes in Burkeville are sound and fill a gap in the housing market.
2. Consideration be given to upgrade City services.
3. No further land in Burkeville be sold to the Ministry of Transport.
4. Multiple family housing should not be encouraged in Burkeville.

(Urban Development Division)



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Adopted by Council: Apr. 12/76

POLICY 5024

File Ref: 4060-00

MARINA STUDY - 1975**POLICY 5024:**

The Richmond Marina Study 1975 is adopted as Council policy.

Following is a summary of recommendations:

1. Locational Criteria for Marinas

The Middle Arm of the Fraser, upstream of the Dinsmore Bridge, should be considered the prime marina area in Richmond for immediate development.

2. Regulations Governing Marina Design

Two "marina zones" should be created. In addition, the regulations should include the following:

- a) **Control of the type of structures** permitted on floats, (to exclude commercial uses except for supplies and to exclude industrial uses, and to include only uses which are clearly accessory to the marina. Fuel should be sold only in a manner approved by the Fire Marshal.)
- b) **Landscaping** shall be required for the land area of all marinas.
- c) **Parking** shall be on the basis of one space for every two moorage spaces where the marina is adjacent to an industrial zone.

Parking may be located off-site within 500 ft. of the marina but only where the parking lot is owned by the marina owner, or an association of marina owners. Up to one-half of the above parking requirements may be shared by written agreement with adjacent owners of industrial or commercial properties, as long as their parking requirements can also be met.

- d) A **public walkway** of at least 9 ft. width shall be provided on top of the dyke along the waterfront depending on site conditions and depending on the location of the dyke. This may also be increased to 12 ft. and double as access for City service vehicles.

A public walkway shall be provided along the frontage of the Marina; such walkway may be increased to 12 ft. and also serve as a service road for City vehicles.

- e) **Floating boat shelters** shall be regulated so as to be constructed in groups of between three and five, of uniform height and width per group, adequately spaced, not more than 18 ft. high by 48 ft. long, to NBC standards and occupying not more than 10% of the water lot



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Adopted by Council: Apr. 12/76

POLICY 5024

File Ref: 4060-00

MARINA STUDY - 1975

f) **Storage of boats** in the parking area may be permitted between October 1st and March 31st of the following year.

g) **Setbacks** shall be 20 ft. front yard and at least 10 ft. on one side yard.

Note: these regulations would apply only to new marinas. Existing marinas would remain non-conforming uses in the zones where they are situated until they cease operation or are brought into conformity.

3. Floating Homes - Houseboats and Float Houses

a) Summary of Proposed Recommendations and Requirements for Live-Aboards

i) Live-aboards should be encouraged only as part of a "live-aboard community", comprehensively planned.

ii) Live-aboard communities should locate in Richmond subject to the following criteria:

- within 1/2 - 1 mile of a local shopping centre;
- within 1/2 mile of a park and elementary school;
- accessible to public transit;
- adjacent to compatible on-shore land uses, preferably residential;
- where possible, located and developed in conjunction with on-shore residential development;
- not within areas severely impacted by aircraft noise as defined in various Airport Planning Committee reports;
- the location should allow for adequate on-shore facilities and parking.

iii) Live-aboard communities should follow the design guidelines below:

- aesthetic coordination of live-aboard units;
- proper planning of pedestrian routes and support facilities;
- proper landscaping for the upland;
- provision for adequate automobile parking;
- provision for garbage disposal and laundry facilities;
- provision for indoor and outdoor social/recreational space.

iv) Live-aboard communities should be serviced to proper City standards.

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Adopted by Council: Apr. 12/76

POLICY 5024

File Ref: 4060-00

MARINA STUDY - 1975

- v) Live-aboard units should meet the requirements of the National Building Code as determined by the Chief Building Inspector. A revision to Section 12(5) of the Building Bylaw will be required to permit approved, seaworthy structures outside the dykes, subject to the NBC.

All boat shelters are to be to National Building Code standards.

- vi) Live-aboard communities should meet the requirements of the Marina zone and conform to any other requirements set out by the Medical Health Officer.

b) Taxation of Floating Homes

Float homes contribute their fair share of taxes because each marina is assessed based on the value of structures attached to the marina.

c) Specific Locations for Live-Aboards

- i) The Middle Arm of the Fraser River is NOT suitable for floating homes or houseboats for two reasons: (a) the airport noise impact is severe in this area, and (b) the adjacent area is an industrial area lacking in amenities important to residential neighbourhoods.
- ii) As a general policy, areas adjacent to established or developing residential areas along the river will be planned, wherever possible, so as to integrate future "live-aboard communities".
- iii) The Annacis Channel area is considered suitable for comprehensively planned floating communities.

(Urban Development Division).



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Adopted by Council: Nov. 22/82

POLICY 5027

File Ref: 6125-00

FRASER RIVER ESTUARY MANGEMENT

POLICY 5027:

It is Council policy that:

Council:

1. Endorses and supports the vision, policies and issues expressed in the report entitled "A Proposed Management Program for the Fraser River Estuary Study, Phase II."
2. Amends the Linked Management System (in the Phase II report) to include City representation on the Policy Committee.
3. Supports and authorizes staff participation in the activity programs.
4. Allows Urban Development staff to take a predominant role in formulating area plans as participants in key and lead agency groups.

(Urban Development Division)

Reason for proposed rescission:

Outlines a process, each Area Plan adopted by Council and City has well established planning processes



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Adopted by Council: Jan. 9/84

POLICY 5028

File Ref: 4045-00

AREA PLANNING PROGRAM – PLANNING PROCESS

POLICY 5028:

It is Council policy that:

Council supports the Area Planning Program to carry out overall community planning goals, objectives and policies on an "area-specific" basis and to provide a framework for planning at the local level which will recognize the unique characteristics of different parts of the community.

It is the aim of Council that the Area Planning Program meets the following objectives:

1. To advise Council on the means of implementing Official Community Plan Goals on an area-specific basis that will maintain a balanced community development program for managed growth.
2. To work with area citizens in developing local needs and goals, as well as participation in the Area Planning Process.
3. To work with other Corporate departments and government agencies in the preparation of area plans.
4. To assist all government agencies in the City in developing and implementing their own activities which relate to the Area Planning Process.
5. To establish a policy basis for the coordinated, long-range approach among affected agencies for the provision of facilities and services specific to the local area.
6. To make planning information available to assist citizens to better understand the basis for public and private planning decisions and encourage their participation in the Area Planning Process.
7. To serve as a general planning framework for the area to be compatible with the overall Official Community Plan.
8. To recognize the social and economic effects of physical planning policies and decisions on local areas.

In order to facilitate the Area Planning Process, it is the aim of Council that the following committees will participate in the Area Planning function:

1. Staff Steering and Coordinating Committee
2. Area Planning Citizen's Advisory Committee, if part of the approved Terms of Reference for the Area Plan

Reason for proposed rescission:

Outlines a process, each Area Plan adopted by Council and City has well established planning processes



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Adopted by Council: Jan. 9/84

POLICY 5028

File Ref: 4045-00

AREA PLANNING PROGRAM – PLANNING PROCESS

3. Advisory Planning Commission
4. Planning and Development Services Committee of Council

(Planning Department)

Reason for proposed rescission:

Outlines a process, OCP process adopted by Council and City has well established planning processes



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Adopted by Council: Jan. 9/84

POLICY 5029

File Ref: 4045-00

OFFICIAL COMMUNITY PLAN – PLANNING PROCESS

POLICY 5029:

It is Council policy that:

Council places a high priority on implementing and reviewing the Official Community Plan.

It is the aim of Council that the Official Community Plan will provide the overall framework for accomplishing the following planning objectives:

1. To advise Council on the means of implementing community goals through Council objectives and policies on a priority basis that will maintain a balanced community development program for managed growth.
2. To work with citizens in developing community needs and goals, as well as participating in the Community Planning Process.
3. To liaise with other Corporate departments in preparing, initiating and reviewing the Official Community Plan.
4. To cooperate with and coordinate other government agencies in the City in developing and implementing their own activities which relate to the public planning process.
5. To establish a policy basis for a coordinated, long-range approach among affected agencies for the provision of facilities and services needed in the City.
6. To make planning information available to assist citizens to better understand the basis for public and private planning decisions and encourage their participation in the planning process.
7. To serve as a general planning framework to be augmented when necessary with more specific needs of the City.
8. To recognize the social and economic effects of physical planning policies and decisions.

In order to assure staff and community involvement and participation, it is the aim of Council to involve the following committees in the planning process for implementing and reviewing the Official Community Plan:

1. Staff Steering and Coordinating Policy Committee
2. Advisory Planning Commission
3. Planning and Development Services Committee of Council

(Planning Department)

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Adopted by Council: May 26/86

POLICY 5030

File Ref: 4150-00

ECONOMIC DEVELOPMENT STRATEGY**POLICY 5030:**

Council adopts the Economic Development Strategy (The Coriolis Consulting Corp.) as a Council Policy statement and commits it to implementation. In so doing, Council will ensure that the appropriate Corporate policies and programs reflect the attitudes and actions proposed by the strategy.

The main objectives of Richmond's Economic Development Strategy are to:

1. Maintain Richmond's economic diversity by:
 - a) encouraging development in those sectors with growth prospects;
 - b) bolstering those sectors which are stable or face some risk of decline.
2. Attempt to maintain Richmond's shares of regional light industrial, retail/service and residential growth by:
 - a) ensuring that there are adequate supplies of land for a wide range of types of development;
 - b) ensuring adequate accessibility and services, within the financial capability of the City.
3. Maximize the efficiency and reasonableness of the land use and development regulatory procedure.
4. Establish an effective Economic Development organization responsible for promotion, information services and encouraging/ aiding prospective development opportunities.
5. Enhance Richmond's profile and image as a place to develop, to visit and to live.

(Economic Development)



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Adopted by Council: Jan. 25/93

POLICY 6003

File Ref: 1450-00

SUPERANNUATION OPTION FOR JOB SHARING

POLICY 6003:

It is Council policy that:

City employees who are non-contributors to the Municipal Superannuation Plan shall be given the opportunity to join the plan if they occupy a Council-approved, regular full-time position which is under a job-sharing arrangement, on the understanding that:

1. the eligibility period will be based on calendar months; and
2. the pension plan contributions will be pro-rated, based on the number of hours worked.

(Personnel Department)

Reason for proposed rescission:

Not current, buy back period is 5 years; exempt staff no longer have probationary period

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Adopted by I/C Council: Feb. 12/96

POLICY 6005

File Ref: 1450-00

SUPERANNUATION – EXEMPT EMPLOYEE PROBATIONARY PERIOD PURCHASE**POLICY 6005:**

It is Council policy that:

The City will contribute up to 50% of the Superannuation Plan probationary period pension buy-back for all exempt employees, provided they have completed 10 years' service with the City by the date of the employee request, until such policy is no longer required due to the elimination of the probationary period.

(Deputy City Administrator)

Reason for proposed rescission:

Not current, exempt no longer have probationary period



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Aug/96

**ADMINISTRATIVE
PROCEDURE 6005.01**

File Ref: 1450-00

SUPERANNUATION – EXEMPT EMPLOYEE PROBATIONARY PERIOD PURCHASE
ADMINISTRATIVE PROCEDURE 6005.01:

The following conditions shall apply, and process be followed, in the implementation of the purchase by an exempt City employee, of their portion of their Superannuation Fund probationary period of service.

1. An application to purchase a Superannuation Fund probationary period of service, whether served with the City of Richmond or another qualified employer as defined in the Superannuation Plan, shall be made in writing to the Finance & Corporate Services Administrator by the employee in question, either:

- (a) while the employee is currently employed in, and has been permanently assigned to, an exempt position;

OR

- (b) within sixty (60) days of any of the following:

- (i) retirement;
 - (ii) termination of employment;
 - (iii) voluntary cessation of employment;
 - (iv) being assigned to a position within a bargaining unit; or
 - (v) being placed on long term disability.

from a permanent exempt position, provided the employee has completed 10 years of service with the City (including the Public Library Board and the Gateway Theatre Board).

2. For the purposes of clause 1, such period of employment:

- (a) need not have been continuous;
 - (b) may include a part year(s) of service on a pro-rated basis; and
 - (c) may include permanent part-time service on a pro-rated basis,

provided the total person years of service meets the necessary requirement.

(Human Resources)



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Adopted by Council: Nov. 14/78

POLICY 6500

File Ref: 1810-00

ADVERTISING VACANCIES FOR SENIOR POSITIONS

POLICY 6500:

It is Council policy that:

The filling of vacancies for the positions of **City Administrator, Department Head and Deputy Department Head** (or positions of comparable level), be processed as follows:

1. Positions must be considered as open competition.
2. Positions must be concurrently posted internally and advertised externally.

(Personnel Department)

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Adopted by Council: April 14/98

POLICY 6706

File Ref: 1810-00

STAFF COMPLEMENT CHANGES (POSITION COMPLEMENT CONTROL)**POLICY 6706:**

It is Council Policy that:

1. Each Division Administrator, with the concurrence of the City Administrator, be authorized to fill vacant positions where:
 - (a) the position is an approved existing or reclassified position in the City's Position Complement Control (maintained in Human Resources Department);
 - (b) adequate funding is available within approved budget levels;
 - (c) the Division Administrator has determined that the position meets the requirements of a needs test, designed to ensure that it conforms to current organization development and efficiency program requirements.
2. Staff be authorized to eliminate vacant positions from the Position Complement Control which have been determined to be redundant.
3. Each Division Administrator be directed to provide the appropriate Committee of Council with bi-monthly updates on all activity regarding the filling or elimination of vacant positions within their respective divisions.

(City Administrator)

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**ADMINISTRATIVE
PROCEDURE**

File Ref: 0050-01 60 PURCHASE OF FLOWERS BY THE CITY

6107.01

ADMINISTRATIVE PROCEDURE:

Flowers will be sent by the City of Richmond only in the case of death of an employee, their spouse or their child.

LINE DEPARTMENT

- Contacts the Administrative Assistant - Personnel at 276-4147 as soon as informed of the death. Provides details as to:

who died

whether the family is in town and, if not, when they will return

PERSONNEL

- Makes arrangements with the florist.
- Notifies the Mayor's Office and the Councillor's Office of the death.

(Personnel Department)



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Adopted by Council: Mar. 11/74

POLICY 7010

File Ref: 6450-00

CROSSWALKS - SIGNS

POLICY 7010:

It is Council policy that:

The City will sign all marked and posted crosswalks as Pedestrian Crosswalks. The prevailing use of the crosswalk will be identified by advance warning signs.

(Engineering Department)



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Adopted by Council: Feb. 22/82

POLICY 7014

File Ref: 6350-00

DEVELOPMENTS – ACCESS NEAR MAJOR INTERSECTIONS**POLICY 7014:**

It is Council policy that:

Major intersections for Richmond are identified in Bylaw 4704, "A Bylaw to Control Access Near Major Intersections", and the development policy implications resulting from the Bylaw are as follows:

1. Where the frontage of a development is less than 70 m, all vehicular access off major and local arterials within 70 m of the real or imaginary stop line on the approach to a "major intersection" shall be "right turns only".
2. For sites located at a major intersection of two roads of different hierarchical ranks, vehicular access should be on the lower-ranked road. The roads hierarchy is ranked as follows:
 - a) Provincial and Federal Highways
 - b) Major Arterial Road
 - c) Local Arterial Road
 - d) Collector Street
3. Consolidation of lands at major intersections should be encouraged, and subdivision of lands should be discouraged to lessen the number of accesses.
4. Where redevelopment occurs at a major intersection, the City should investigate and negotiate with the land owners to minimize the number of access points to the road network.

(Engineering Department)



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Adopted by Council: Sept. 22/86

POLICY 7702

File Ref: 6550-00

TREES – PRESERVATION AND REMOVAL

POLICY 7702:

It is Council policy that:

1. Council encourages the preservation of trees on City property wherever possible, including rights-of-way and highways.
2. Tree removal requests be decided individually, against the following criteria:
 - a) the tree is diseased;
 - b) the tree is damaging or in conflict with utilities;
 - c) the tree is in conflict with necessary new construction works;
 - d) the tree creates a hazardous or dangerous situation;
 - e) the tree is damaging private property;
 - f) the tree has heritage, environmental, or other values supporting preservation.
3. Authorization for resolving tree removal requests be given to:
 - the City Engineer, for removal on road rights-of-way;
 - the Director of Parks & Leisure Services, for removal within City Parks;
 - the Director of Planning, for removal on City property other than road rights-of-way or parks.

If the scope of work for tree removal is of a major proportion, the request is to be submitted to the appropriate Standing Committee for recommendation to Council.

(Engineering Department)

Reason for proposed rescission:

Community Arts Council no longer a partner, not relevant

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Adopted by Council: June 11/84 Amended: June 27/94

POLICY 8700

File Ref: 7025-00

RICHMOND ART CENTRE - SALES**POLICY 8700:**

It is Council policy that:

1. The Community Arts Council is allowed to sell items of art to the public at the Richmond Arts Centre.
2. Insurance protection against loss or damage from any cause whatsoever is the responsibility of the Community Arts Council or the individual or group wishing to exhibit work.

(Community Services Division)

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Adopted by Council: June 22/70

POLICY 9010

File Ref: 8350-00

BUILDING PERMITS – BUILDINGS CONSTRUCTED WITHIN RICHMOND BY HIGH SCHOOL STUDENTS**POLICY 9010:**

It is Council policy that:

1. All required permit fees shall apply when any building constructed by students as part of the Richmond School District Education Program is relocated in Richmond.
2. The building will require inspections by the Permits & Licences Department to ensure conformity with construction codes and City bylaws.
3. The inspection fee for moving the building will not be required when it has been constructed for use by the School Board or City; the fee will, however, be required if the building has been contracted for non-public use and will be relocated within Richmond.

(Permits & Licences Department)



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Adopted by Council: Dec. 8/80

POLICY 9011

File Ref: 8350-00

SECONDARY DWELLING UNIT – DEFERRED DEMOLITION OR CONVERSION

POLICY 9011:

It is Council policy that:

An owner wishing to live in an existing dwelling, while constructing another dwelling on the same lot, shall enter into a Restrictive Covenant Agreement with the City, undertaking to either:

1. Remove the existing dwelling upon completion of the new dwelling; or
2. Convert the existing dwelling to a non-residential use.

The Restrictive Covenant shall be registered against the property land title and discharged from the land title upon satisfactory completion of such demolition or conversion.

(Permits & Licences Department)



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Adopted by Council: April 24/95

POLICY 9014

File Ref: 5170-00

PUBLIC SERVICE REQUESTS: FIRE RESCUE

POLICY 9014:

It is Council policy that:

The Richmond Fire-Rescue Department will respond to public service requests, provided that such requests meet any of the following criteria:

1. Assistance where there is a potential threat to life and safety or damage to taxpayers' property;
2. Assistance where incidents require specialty equipment, personnel expertise, or services not provided by another City agency or the private sector;
3. Non-emergency responses will only occur when apparatus and manpower are not required for a higher-priority emergency situation, and private sector assistance is not available.

(Special Services Division)



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Adopted by Council: June 22/81

POLICY 9302

File Ref: 8275-00

NEIGHBOURHOOD PUBS – HOURS OF OPERATION

POLICY 9302:

It is Council policy that:

Pub closing hours in Richmond are midnight, with the exception of Friday and Saturday nights, when they may remain open one hour longer (i.e., 1 a.m. Saturday and 1 a.m. Sunday).

(Planning Department)