



# City of Richmond

## Memorandum Planning and Development Division Community Social Development

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**To:** Mayor and Councillors  
**From:** Lesley Sherlock  
Social Planner  
**Date:** November 9, 2020  
**File:** 07-3000-01/2020-Vol 01  
**Re:** **Follow-Up Memo re: Non-Profit Social Service Agency Space Needs - Policy Options**

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The purpose of this memo is to follow up on the Memo to City Council dated November 3, 2020 titled “Non-Profit Social Service Agency Space Needs – Policy Options” by an amended “Non-Profit Organization Replacement and Accommodation Policy” (Attachment 1) for Council’s consideration.

This proposed alternative Policy option includes the following wording:

*If there are no NPO tenants on a property at the time of a rezoning application where NPO tenants had previously been located on the property, the City has the right to review that history through the rezoning review and may choose to impose the policy’s requirements.*

This option is proposed due to concerns expressed during the November 2, 2020 General Purposes discussion that developers may evict NPOs prior to submitting an application to avoid Policy requirements.

While the proposed Policy would protect NPOs currently leasing at sites that may be redeveloped, it would not address the potential consequence of providing a disincentive for landowners/developer to rent to NPOs. Staff are proposing instead to mitigate this concern by securing space for lease to NPOs through implementation of Zoning Bylaw provisions (Recommendation #2 of the staff report “Non-Profit Social Service Agency Space Needs – Policy Options”), which would secure space for NPO use in perpetuity. Additional tools for securing NPO space would be explored in the future economic analysis (Recommendation #3 of the same report).

While staff consider the original proposed Policy sufficient as staff will apprise Council of any NPO history on a redevelopment application site, if Council wishes to embed this action in the Policy, an option is proposed for consideration (Attachment 1).

November 9, 2020

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If you have any questions or require further information, please contact the undersigned.

A handwritten signature in black ink, appearing to read 'J Sherlock'.

Lesley Sherlock  
Social Planner  
(604-276-4220)

Att. 1

pc: SMT  
Kim Somerville, Director, Community Social Development  
Jerry Chong, Director, Finance  
Kirk Taylor, Director, Real Estate Services  
Wayne Craig, Director, Development  
Barry Konkin, Director, Policy Planning  
Marie Fenwick, Director, Arts, Culture and Heritage Services  
Elizabeth Ayers, Director, Recreatio and Sport Services



Page 1 of 2	<b>Non-Profit Organization Replacement and Accommodation Policy</b>	<b>Policy 5051</b>
Adopted by Council: <date>		

**PPOLICY 5051**

Objective: To support existing non-profit organization (NPO) tenants by ensuring that community social service needs are maintained when NPO displacement would result from redevelopment.

It is Council policy that:

- a) As part of the development application review process (Rezoning and OCP Amendment), the owner is to provide staff with a summary of existing on-site non-profit organizations (NPO) and provide confirmation of the following:
  - i. The NPO tenants have been provided with a minimum 6 months notice;
  - ii. The owner has offered to secure NPO permanent replacement space of an equivalent area in the new development;
  - iii. The owner has offered the replacement space at 50% of market rent in perpetuity;
  - iv. The owner has offered three months free rent for NPO tenants who have been at that location for longer than one year;
  - v. The owner has offered to provide the tenant with assistance (e.g. services of a realtor) in finding new and/or temporary space at a lease rate affordable to the agency and cover moving costs to and from the temporary space.
  
- b) In the new development, the owner is to provide:
  - i. A permanent replacement space comprised of at least an equivalent area to shell level finish.
 

Shell space is defined as space enclosed by the exterior building envelop which includes suitable washroom facilities; heating and cooling; infrastructure for electrical, mechanical and IT services connected to base building systems and distributed to ceiling level; and stud level of wall and ceiling finishes to allow for future connections;
  - ii. Rent of the NPO replacement space at 50% of market rates in perpetuity;



- iii. The NPO tenant with the first right of refusal to occupy the permanent replacement space in the new development;
  - iv. If the NPO tenant who originally occupied the site declines their first right of refusal to occupy or later vacates the premise, the space may only be occupied by a NPO acceptable to the City.
- c) If there are no NPO tenants on a property at the time of a rezoning application where NPO tenants had previously been located on the property, the City has the right to review that history through the rezoning review and may choose to impose the policy's requirements.
- d) The above will be secured with legal agreements registered on title prior to rezoning bylaw adoption or Development Permit issuance.

Non-profit Tenant Eligibility:

- The proposed policy would be applicable to non-profit organizations providing services to primarily Richmond residents at that location, as determined by the City. Eligible uses are limited to those compatible with office-type settings, including multi-purpose rooms for group activities, which would be easily accommodated within a new development.
- In addition to social services, this policy would apply to other non-profit sectors (e.g. arts, recreation) that provide services within an office-type setting. As City policies and strategies to support child care and affordable housing already exist, these uses would not be addressed by this policy.
- Community Social Development and Community Services Divisions will advise Planning and Development as to which eligible organizations are at risk of displacement based on information provided through space needs surveys and community contacts.