



# City of Richmond

## Report to Committee

**To:** General Purposes Committee **Date:** November 28, 2014  
**From:** Cathryn Volkering Carlile **File:** 01-0105-00/Vol 01  
 General Manager, Community Services  
**Re:** **Council Policy Housekeeping and Policy Updates**

### Staff Recommendation

1. That the Council Policies, as listed in Attachment 1 to the staff report titled "Council Policy Housekeeping and Policy Updates", dated Nov 28, 2014, 2014, from the General Manager, Community Services, be amended; and
2. That the Council Policies, as listed in Attachment 2 to the staff report titled "Council Policy Housekeeping", dated Nov 28, 2014, from the General Manager, Community Services, be rescinded.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
Human Resources	<input checked="" type="checkbox"/>	 <hr/>
Administration & Compliance	<input checked="" type="checkbox"/>	
Recreation Services	<input checked="" type="checkbox"/>	
Community Social Development	<input checked="" type="checkbox"/>	
City Clerk	<input checked="" type="checkbox"/>	
Finance Division	<input checked="" type="checkbox"/>	
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Engineering	<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"/>	

November 28, 2014

## Staff Report

### Origin

In January 2012, the Chief Administrative Officer established a Senior Management Policy and Procedure Subcommittee 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:

1. Housekeeping amendments and changes that do not amend the fundamental Council policy philosophy;
2. Updating old policies that need to reflect changes and work practices in the organization; and
3. Rescinding of policies that are redundant and/or no longer relevant.

In 2012, Council rescinded 41 policies that were no longer current or relevant. The City's Policy and Procedure Subcommittee has now reviewed the remaining Council policies to identify proposed housekeeping changes and updating changes to policies and to confirm whether the remaining policies continue to be relevant.

Also, at the City Council meeting held on July 21, 2014, Council meeting made the following referral:

*The staff report titled "Council Policy Housekeeping" be referred to staff for further analysis.*

### Analysis

The City of Richmond has over 196 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 the 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 staff to carry out administrative and operational matters.

November 28, 2014

Policies distinguish between the policy-setting function of Council, and the policy implementation function of City staff (Administrative Directives). They 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.

The table attached outlines the policies and the rationale for recommending housekeeping and updating amendments (Attachment 1), which includes a copy of the track changes of each policy as well as a copy of the proposed final version. Policies that are recommended to be rescinded are attached (Attachment 2). Each policy is also attached.

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 reviewed for their relevance and effectiveness. Staff are also reviewing best practices in other cities and researching gaps or policy innovations that Council may want to consider.

### **Financial Impact**

There is no financial impact.

### **Conclusion**

The City has 196 Council Policies. The Policy and Procedure Subcommittee has reviewed all policies and has deemed that some be rescinded as they are redundant, obsolete or out of date. The Subcommittee also deemed that some policies receive housekeeping amendments, updating to ensure relevance and effectiveness and that some new policies be established.



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

Att.1 – Recommended Policy Amendments  
Att.2 – Recommended Policies to be Rescinded

cvc:cvc

## Recommended Policy Amendments

Policy No.	Title	Date Adopted by Council	Explanation	Division/ Department
1016	Corporate Advertising (Newspapers)	Amended March 24, 2003	Housekeeping amendments.	Communications
3562	Water, Sewage, Drainage and Dyking Charges Collected in Error	April 10, 1978	This policy is amended to include the drainage and dyking charges that were implemented after Policy 3562 was first adopted.	Treasury and Financial Services
4001	Group Homes	February 25, 1991	Expanded to be consistent with the current Group Home Planning Framework, endorsed by Council on May 25, 2009.	Community Social Development
4012	Access and Inclusion	October 13, 1981	This Policy represents a consolidation of three existing policies. It is a more contemporary and inclusive statement of the City's roles and values with respect to access and inclusion matters.	Community Social Development
4016	Senior Services	August 23, 1982	This Policy was expanded, and made more contemporary, to reflect the broad role that the City plays with respect to supporting older adults. It is consistent with directions specified in the Social Development Strategy.	Community Social Development
4017	Child Care Development Policy	Amended April 10, 2012	Housekeeping amendments.	Community Social Development
6002	Professional Fees and Memberships	August 21, 1985	Housekeeping amendments.	Human Resources
6700	Driver's/Operator's License & Certification – Suspension	May 1, 1961	Housekeeping amendments.	Human Resources
8000	Community Leisure Transportation - Operations	September 25, 1989	Housekeeping amendments.	Community Social Development
8010	City Facilities – Schedule Changes Due to Special Events	May 24, 1977	Housekeeping amendments and updating.	Recreation



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Adopted by Council: November 14<sup>th</sup>, 1994  
 Amended: March 24<sup>th</sup>, 2003

Policy 1016

File Ref: 0190-00

Corporate Advertising (Newspapers)

### Policy-1016

It is Council policy that:

1. The City Clerk and the Senior Manager, Corporate Communications and Public Affairs shall be responsible for coordinating all statutory and discretionary advertising undertaken by the City in the *Richmond News* and *Richmond Review* (or alternative).
2. Statutory advertising for public hearings on land use matters:
  - (a) shall be in accordance with the provisions of the Community Charter and Local Government Act ~~Local Government Act~~ and this policy;
  - (b) shall not be combined with other statutory or discretionary advertisements; and
  - (c) shall be coordinated by the City Clerk.
3. Discretionary advertisements shall only be placed upon approval by the Senior Manager, Corporate Communications and Public Affairs.
4. The combining of individual advertisements into one comprehensive advertisement shall be undertaken whenever possible, and individual discretionary advertisements shall only be placed where, in the opinion of the Senior Manager, Corporate Communications and Public Affairs, circumstances so require.
5. City corporate advertising shall be awarded through a regular, competitive Request for Proposal process. The RFP process shall be open to Richmond newspapers that provide distribution to a majority of homes and business within the City.
6. The provisions of this policy shall **not** apply to advertising in Provincial or national newspapers in connection with:
  - (a) the filling of vacant positions undertaken by the Human Resources Department;
  - (b) tenders or proposal calls undertaken by the Purchasing Department;
  - (c) economic development and retention programs;
  - (d) marketing of revenue-generating City programs; or
  - (e) advertising placed at the direction of Council.



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Adopted by Council: November 14<sup>th</sup>, 1994  
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2. Statutory advertising for public hearings on land use matters:
  - (a) shall be in accordance with the provisions of the *Community Charter and Local Government Act* and this policy;
  - (b) shall not be combined with other statutory or discretionary advertisements; and
  - (c) shall be coordinated by the City Clerk.
3. Discretionary advertisements shall only be placed upon approval by the Senior Manager, Corporate Communications.
4. The combining of individual advertisements into one comprehensive advertisement shall be undertaken whenever possible, and individual discretionary advertisements shall only be placed where, in the opinion of the Senior Manager, Corporate Communications, circumstances so require.
5. City corporate advertising shall be awarded through a regular, competitive Request for Proposal process. The RFP process shall be open to Richmond newspapers that provide distribution to a majority of homes and business within the City.
6. The provisions of this policy shall **not** apply to advertising in Provincial or national newspapers in connection with:
  - (a) the filling of vacant positions undertaken by the Human Resources Department;
  - (b) tenders or proposal calls undertaken by the Purchasing Department;
  - (c) economic development and retention programs;
  - (d) marketing of revenue-generating City programs; or
  - (e) advertising placed at the direction of Council.



# City of Richmond

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Adopted by Council: Apr. 10/78

**POLICY 3562**

File Ref: 0930-00

**WATER, AND SEWAGE, DRAINAGE AND DYKING CHARGES COLLECTED IN ERROR****POLICY 3562:**

It is Council policy that:

Should notice be received by the City that any rate or charge has been collected in error, the City shall not refund such rates or charges collected in error during a period greater than three years immediately prior to the date of such notice being received by the City.

(Treasury Finance Department)

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Adopted by Council: Apr. 10/78

**POLICY 3562**

File Ref: 0930-00

**WATER, SEWAGE, DRAINAGE AND DYKING CHARGES COLLECTED IN ERROR****POLICY 3562:**

It is Council policy that:

Should notice be received by the City that any rate or charge has been collected in error, the City shall not refund such rates or charges collected in error during a period greater than three years immediately prior to the date of such notice being received by the City. (Finance Department)



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Adopted by Council: Feb. 25/94

POLICY 4001

File Ref: 4057-00

**GROUP HOMES LOCATIONS FOR RICHMOND**

## POLICY 4001:

It is Council policy that:

### 1. Group Home Role

The City of Richmond recognizes that group homes offer an important service, providing their residents with short and long-term living arrangements, affordable and safe housing, skills training, peer support, counselling, and other support. The homes make it possible for people in need to live independently, with support, in the community.

### 42. Location Criteria

- a) A dwelling unit used as a group home may be located no closer to another dwelling unit used as a group home than 200 m (656.17 ft.), ~~with a maximum of four group homes per quarter section.~~
- b) A variance to the distance separation criteria of section 1(a) may be permitted, on a case to case basis, at the discretion of City Council, where documented and approved by the Health and Social Services Committee of Council.
- c) Group homes should be located close to transit routes, shopping, recreation and health facilities, schools or community services, depending on the nature of the clientele.
- d) Dwellings used for group homes should be compatible with the form and scale of the surrounding neighbourhood.

### 32. Size of FacilityGroup Home Size

- a) ~~Group homes are permitted in accordance with the provisions of the Community Care Facility Act and Regulations.~~
- b) ~~Group homes in Richmond are permitted to accommodate with a maximum of 10 residents, no more than eight of whom can be persons in care.~~

### 34. Design Criteria

- a) Group homes should be sited on suitable sized lots to allow for adequate setbacks from property lines, and provision of outdoor open space.
- b) Provision should be made for at least two off-street parking spaces.
- c) The lot should be screened from adjacent properties, either with landscaping or fences.



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Adopted by Council: Feb. 25/94

POLICY 4001

File Ref: 4057-00

**GROUP HOMES LOCATIONS FOR RICHMOND**

- d) The internal design should be suitable to residents' needs and should conform to the applicable regulations of the Community Care and Assisted Living Facility Act.

## 45. Zoning

Under Zoning Bylaw 8500, a group homes are classified as a "minor community care facility" and are a permitted use in all residential districts. The Zoning Bylaw contains the following definition:

"Community care facility, minor means the use of a principal dwelling for:

- a) residential care of up to 10 people on a temporary or permanent basis (not including employees or resident caregivers) who are not related by blood or marriage, in a facility which may or may not be licensed under the Community Care and Assisted Living Act, including supervision provided to minors through a prescribed residential program, or adults who are vulnerable because of family circumstances, age, disability, illness or frailty and are dependent on caregivers for continuing assistance or direction; or
- b) care under the Community Care and Assisted Living Act, for up to 10 children (not including employees or child caregivers) such as nursery school, emergency care, out of school care, family day care, special needs day care, group day care and occasional, casual or short term supervised care for children and which may include limited overnight accommodation for minors who are supervised under a prescribed program and is distinct from a child care program which is a home business.

~~Group homes are a permitted use in all residential districts. The Zoning and Development Bylaw contains the following definitions:~~

~~"Group Homes" means a group living arrangement for persons with physical, mental, emotional or related handicaps and/or problems, that provides food and/or lodging and that is developed for the personal rehabilitation of its residents through self help and/or professional care, guidance and supervision.~~

~~"Residential" means a use which pertains clearly to the accommodation and home life a family. "Residential" includes a group home with a maximum of 10 residents, no more than eight of whom can be persons in care, but specifically excludes any facility operated under the jurisdiction of the Correction Act.~~

## 65. "Good Neighbour" Policies

The City of Richmond encourages group homes to follow "good neighbour" guidelines whereby the operators:



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Adopted by Council: Feb. 25/94

POLICY 4001

File Ref: 4057-00

**GROUP HOMES LOCATIONS FOR RICHMOND**

- a) Ensure ongoing contact with the local neighbourhood (at least five houses on each side of the group home) to address issues and concerns in a productive and problem-solving manner, and to provide contact to address potential problems or issues;
- b) Undertake maintenance and renovations of the facility according to neighbourhood standards and carried out in the least disruptive manner;
- c) Maintain ongoing staff contact with the neighbourhood to ensure any issues are immediately resolved; and
- d) Encourage group home residents to become part of the neighbourhood.

~~The City of Richmond supports the development of guidelines for group home operators by funding authorities. The City supports the specific *Guidelines for Group Home Operators* which have been prepared by the Ministry of Social Services and Housing.~~

## **PROCEDURES FOR ESTABLISHING GROUP HOMES**

### **47. General Group Home Planning Framework**

- a) The City recognizes four categories of group homes:
  - i. Group homes licensed under the Community Care and Assisted Living Act for 1 – 6 residents
  - ii. Unlicensed group homes for 1 – 6 residents
  - iii. Group homes licensed under the Community Care and Assisted Living Act for 7 - 10 residents
  - iv. Unlicensed group homes for 7 - 10 residents.

Larger facilities (i.e., those accommodating more than ten persons in care) fit within the Zoning Bylaw definition of Major Community Care Facility and are not considered to be group homes.

- b) All group homes are expected to meet the City's requirements with respect to building, fire, zoning and location criteria
- c) Commercial (for profit) group homes are required to obtain a Business License.
- d) The planning and approval process for the various categories of group homes is summarized in Table 1, attached.



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Adopted by Council: Feb. 25/94

POLICY 4001

File Ref: 4057-00

**GROUP HOMES LOCATIONS FOR RICHMOND**

**Table 1: City of Richmond Group Home Planning Framework**

<u>Group Homes</u>	<u>Fire &amp; Building Safety</u>	<u>Zoning</u>	<u>Neighbourhood Notification/Information</u>
<u>Licensed Group Home: 3-6</u> (three to six residents)	Proposed building must meet City fire and building safety requirements for single family homes, and must also contain a sprinkler system, emergency lighting, and fire separation at the garage	Managed as a residence.  Permitted in all districts zoned for residential use.	Not required.
<u>Unlicensed Group Home: 1-6</u> (one to six residents)	As above	As above.	Not required.
<u>Licensed Group Home: 7-10</u> (seven to ten residents)	As above.	Managed as a residence.  Permitted in all districts zoned for residential use, provided building is a minimum of 200 metres from another licensed or unlicensed Group Home	<ol style="list-style-type: none"> <li>Upon notification by Vancouver Coastal Health (VCH)-Richmond that an application for a Licensed Group Home (7-10 residents) has been received, the City writes to neighbours within a five-house radius of the proposed home to: <ul style="list-style-type: none"> <li>Invite them to an informal meeting, hosted by the City in conjunction with Richmond, to provide information and to solicit comments on the home;</li> <li>Provide them with contact information for designated member of group home operating team, a "fact sheet" about the home, and the "Group Homes in Richmond" publication.</li> </ul> </li> <li>The City provides comments on the group home application to VCH-Richmond for information and consideration.</li> <li>VCH-Richmond, at its discretion, issues a Community Care Facility (CCF) License for facility.</li> <li>Nine months after issuance of the CCF License: <ul style="list-style-type: none"> <li>The City contacts neighbours within a five-house radius of the facility, in writing, to seek additional comments and feedback on the group home, through an additional information meeting for the neighbours, if required;</li> <li>The City conveys comments of VCH-Richmond for information and consideration</li> </ul> </li> </ol>
<u>Unlicensed Group Home: 7-10</u> (seven to ten residents)	As above.	As above.	Upon the City receiving an application for an Unlicensed Group Home (7-10 residents) City writes to neighbours within a five-house radius of the proposed home to: <ul style="list-style-type: none"> <li>Invite them to an informal meeting to provide information and to solicit comments on the home;</li> <li>Provide them with contact information for designated member of facility operating team, a "fact sheet" about the home, and the "Group Homes in Richmond" publication.</li> </ul>
<u>Institutional Facility 10+</u> (more than ten persons in care) <u>NOTE: These are not group homes.</u>	Proposed building must meet Assembly Occupancy Standards of the National Building Code.	Managed as an institution.  Rezoning likely required to accommodate institutional use.	Rezoning includes neighbourhood notification and public hearing process.

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Adopted by Council: Feb. 25/94

POLICY 4001

File Ref: 4057-00

**GROUP HOMES LOCATIONS FOR RICHMOND**

~~The Health Department operates as the central information source and co-ordinator of applications for group homes. The Health Department will assemble updated information on annual unit allocation (provided by the appropriate ministries) and on proposed group home applications.~~

## ~~2. Pre-Application Stage~~

- ~~a) Potential operators contact the Health Department to discuss their preliminary proposal to establish a group home. The Health Department, in consultation with the Planning Department, will make a map available to potential operators identifying area where group homes could be located. A brochure outlining municipal procedures establishing group homes will also be made available to operators.~~
- ~~b) The Health Department will review the proposal and advise on applicable Community Care Facility Act regulations, and procedures for obtaining approval on other applicable municipal regulations.~~

## ~~3. Formal Application Stage~~

~~The formal application for a Community Care Facility licence will be reviewed by the Health Department in consultation with other municipal departments and sponsoring government agencies, as appropriate.~~

~~(Planning Department~~Community Social Development)

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# Policy Manual

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Adopted by Council:

POLICY 4001

File Ref: 4057-00

**GROUP HOMES**

## **POLICY 4001:**

It is Council policy that:

### **1. Group Home Role**

The City of Richmond recognizes that group homes offer an important service, providing their residents with short and long-term living arrangements, affordable and safe housing, skills training, peer support, counselling, and other support. The homes make it possible for people in need to live independently, with support, in the community.

### **2. Location Criteria**

- a) A dwelling unit used as a group home may be located no closer to another dwelling unit used as a group home than 200 m (656.17 ft.).
- b) A variance to the distance separation criteria of section 1(a) may be permitted, on a case to case basis, at the discretion of City Council.
- c) Group homes should be located close to transit routes, shopping, recreation and health facilities, schools or community services, depending on the nature of the clientele.
- d) Dwellings used for group homes should be compatible with the form and scale of the surrounding neighbourhood.

### **3. Group Home Size**

Group homes in Richmond are permitted to accommodate a maximum of 10 residents.

### **4. Design Criteria**

- a) Group homes should be sited on suitable sized lots to allow for adequate setbacks from property lines, and provision of outdoor open space.
- b) Provision should be made for at least two off-street parking spaces.
- c) The lot should be screened from adjacent properties, either with landscaping or fences.
- d) The internal design should be suitable to residents' needs and should conform to the applicable regulations of the Community Care and Assisted Living Act.

### **5. Zoning**

Under Zoning Bylaw 8500, a group homes are classified as a "minor community care facility" and are a permitted use in residential districts. The Zoning Bylaw contains the following definition:



"Community care facility, minor means the use of a principal dwelling for:

- a) residential care of up to 10 people on a temporary or permanent basis (not including employees or resident caregivers) who are not related by blood or marriage, in a facility which may or may not be licensed under the Community Care and Assisted Living Act, including supervision provided to minors through a prescribed residential program, or adults who are vulnerable because of family circumstances, age, disability, illness or frailty and are dependent on caregivers for continuing assistance or direction; or
- b) care under the Community Care and Assisted Living Act, for up to 10 children (not including employees or child caregivers) such as nursery school, emergency care, out of school care, family day care, special needs day care, group day care and occasional, casual or short term supervised care for children and which may include limited overnight accommodation for minors who are supervised under a prescribed program and is distinct from a child care program which is a home business.

## 6. "Good Neighbour" Policies

The City of Richmond encourages group homes to follow "good neighbour" guidelines whereby the operators:

- a) Ensure ongoing contact with the local neighbourhood (at least five houses on each side of the group home) to address issues and concerns in a productive and problem-solving manner, and to provide contact to address potential problems or issues;
- b) Undertake maintenance and renovations of the facility according to neighbourhood standards and carried out in the least disruptive manner;
- c) Maintain ongoing staff contact with the neighbourhood to ensure any issues are immediately resolved; and
- d) Encourage group home residents to become part of the neighbourhood.

## 7. Group Home Planning Framework

- a) The City recognizes four categories of group homes:
  - i. Group homes licensed under the Community Care and Assisted Living Act for 1 – 6 residents
  - ii. Unlicensed group homes for 1 – 6 residents
  - iii. Group homes licensed under the Community Care and Assisted Living Act for 7 - 10 residents



iv. Unlicensed group homes for 7 - 10 residents.

Larger facilities (i.e., those accommodating more than ten persons in care) fit within the Zoning Bylaw definition of Major Community Care Facility and are not considered to be group homes.

- b) All group homes are expected to meet the City's requirements with respect to building, fire, zoning and location criteria
- c) Commercial (for profit) group homes are required to obtain a Business License.
- d) The planning and approval process for the various categories of group homes is summarized in Table 1, attached.

(Community Social Development)



**Table 1: City of Richmond Group Home Planning Framework**

Group Homes	Fire & Building Safety	Zoning	Neighbourhood Notification/Information
<b>Licensed Group Home: 3-6</b> (three to six residents)	Proposed building must meet City fire and building safety requirements for single family homes, and must also contain a sprinkler system, emergency lighting, and fire separation at the garage	Managed as a residence.  Permitted in all districts zoned for residential use.	Not required.
<b>Unlicensed Group Home: 1-6</b> (one to six residents)	As above	As above.	Not required.
<b>Licensed Group Home: 7-10</b> (seven to ten residents)	As above.	Managed as a residence.  Permitted in all districts zoned for residential use, provided building is a minimum of 200 metres from another licensed or unlicensed Group Home	<ol style="list-style-type: none"> <li>1. Upon notification by Vancouver Coastal Health (VCH)-Richmond that an application for a Licensed Group Home (7-10 residents) has been received, the City writes to neighbours within a five-house radius of the proposed home to: <ul style="list-style-type: none"> <li>• Invite them to an informal meeting, hosted by the City in conjunction with VCH-Richmond, to provide information and to solicit comments on the home;</li> <li>• Provide them with contact information for designated member of group home operating team, a "fact sheet" about the home, and the "Group Homes in Richmond" publication.</li> </ul> </li> <li>2. The City provides comments on the group home application to VCH-Richmond for information and consideration.</li> <li>3. VCH-Richmond, at its discretion, issues a Community Care Facility (CCF) License for facility.</li> <li>4. Nine months after issuance of the CCF License: <ul style="list-style-type: none"> <li>• The City contacts neighbours within a five-house radius of the facility, in writing, to seek additional comments and feedback on the group home, hosting an additional information meeting for the neighbours, if required;</li> <li>• The City conveys comments of VCH-Richmond for information and consideration</li> </ul> </li> </ol>
<b>Unlicensed Group Home: 7-10</b> (seven to ten residents)	As above.	As above.	<p>Upon the City receiving an application for an Unlicensed Group Home (7-10 residents) the City writes to neighbours within a five-house radius of the proposed home to:</p> <ul style="list-style-type: none"> <li>• Invite them to an informal meeting to provide information and to solicit comments on the home;</li> <li>• Provide them with contact information for designated member of facility operating team, a "fact sheet" about the home, and the "Group Homes in Richmond" publication.</li> </ul>
<b>Institutional Facility 10+</b> (more than ten persons in care) <b>NOTE: These are not group homes.</b>	Proposed building must meet Assembly Occupancy Standards of the National Building Code.	Managed as an institution.  Rezoning likely required to accommodate institutional use.	Rezoning includes neighbourhood notification and public hearing process.



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Page 1 of 1	Adopted by Council: Oct. 13/81 Amended by Council:	POLICY 4012
File Ref: 3190-00	<del>ACCESS AND INCLUSION DISABLED PERSONS - ACCESSIBILITY</del>	

## POLICY 4012:

It is Council policy that:

~~Council encourages improved accessibility for the disabled by:~~

- ~~1. Making a long term commitment to accessibility.~~
- ~~2. Developing and implementing plans approval procedures to ensure that features for the disabled are included.~~
- ~~3. Providing in-service training for plans approving staff and those dealing directly with the disabled.~~
- ~~4. Taking steps to ensure accessibility of outdoor recreation facilities.~~
- ~~5. Monitoring the implementation of accessibility.~~

Richmond is an accessible and inclusive city by:

- I. Acknowledging and keeping abreast of the accessibility and inclusiveness needs and challenges of diverse population groups in Richmond.
- II. Ensuring that the Official Community Plan and other key City plans, strategies and policies incorporate measures to support Richmond's efforts to be an accessible and inclusive city.
- III. Developing programs and adopting practices to ensure Richmond residents and visitors have access to a range of opportunities to participate in the economic, social, cultural and recreational life of the City.
- IV. Collaborating with senior levels of government, partner organization and stakeholder groups to promote social and physical infrastructure to meet the diverse needs of people who visit, work and live in Richmond.
- V. Promoting barrier free access to the City's facilities, parks, programs and services.
- VI. Promoting a welcoming and respectful municipal workplace.
- VII. Providing information to the public in a manner that respects the diverse needs and characteristics of Richmond residents.

Community Services Division (Planning Department)



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Adopted by Council: Oct. 13/81  
Amended by Council:

**Policy 4012**

File Ref: 3190-00

**ACCESS AND INCLUSION**

**POLICY 4012:**

It is Council policy that:

Richmond is an accessible and inclusive city by:

1. Acknowledging and keeping abreast of the accessibility and inclusiveness needs and challenges of diverse population groups in Richmond.
2. Ensuring that the Official Community Plan and other key City plans, strategies and policies incorporate measures to support Richmond's efforts to be an accessible and inclusive city.
3. Developing programs and adopting practices to ensure Richmond residents and visitors have access to a range of opportunities to participate in the economic, social, cultural and recreational life of the City.
4. Collaborating with senior levels of government, partner organization and stakeholder groups to promote social and physical infrastructure to meet the diverse needs of people who visit, work and live in Richmond.
5. Promoting barrier free access to the City's facilities, parks, programs and services.
6. Promoting a welcoming and respectful municipal workplace.
7. Providing information to the public in a manner that respects the diverse needs and characteristics of Richmond residents.



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Adopted by Council: Aug. 23/82

POLICY 4016

File Ref: 4057-00

**SENIOR SERVICES**

## POLICY 4016:

It is Council policy that:

Council supports improved services to aid Richmond's senior population by:

1. Planning with older adults, community organizations and agencies to respond to the increased needs of older adults, the fastest growing demographic group in Richmond.
2. Developing programs, services and supports for an expanding, diverse older adults population ranging from active, engaged baby boomers to vulnerable, frail and isolated older adults.
3. Supporting older adults to age in place and enjoy the highest quality of life possible by providing a range of housing options, including affordable housing, as well as a variety of housing forms with designs that support older adults to remain in their neighbourhoods as they age.
4. Working with different levels of government to ensure older adults have a range of care options, including adult day, assisted living and complex care facilities.
5. Providing physical infrastructure and resources to make Richmond an age-friendly community: traffic/street design improvements, and development of community spaces that incorporate the physical, socio-economic and accessibility features that support liveability.
6. Providing operating funds to Community Associations at the Community Centres and Older Adults Centre, grant programs, investment in community facilities and maintenance of buildings and infrastructure.
7. Promoting the potential for independence, control and enhanced well-being of Richmond older adults, and portraying older adults in a positive way in all City communications.
8. Developing and enhancing meaningful volunteer opportunities to encourage Richmond's older adults to become engaged in sharing their knowledge, skills and experience.

1. ——— Encouraging improved design of housing for senior residents.

2. ——— Examining possible solutions to the problem of contacting aid in case of an in-home emergency.

**GP - 54**



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Adopted by Council: Aug. 23/82

**POLICY 4016**

File Ref: 4057-00

**SENIOR SERVICES**

- ~~3. Encouraging improvement in seniors' use of transit: educate drivers, educate seniors, locate more stops near seniors' housing and construct raised landings.~~
- ~~4. Supporting the installation of street improvements near seniors housing.~~

(~~Planning Community Services Division~~ department)

**GP - 55**



# City of Richmond

# Policy Manual

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Adopted by Council: Aug. 23/82

POLICY 4016

File Ref: 4057-00

**SENIOR SERVICES**

## **POLICY 4016:**

It is Council policy that:

Council supports improved services to aid Richmond's senior population by:

1. Planning with older adults, community organizations and agencies to respond to the increased needs of older adults, the fastest growing demographic group in Richmond.
2. Developing programs, services and supports for an expanding, diverse older adults population ranging from active, engaged baby boomers to vulnerable, frail and isolated older adults.
3. Supporting older adults to age in place and enjoy the highest quality of life possible by providing a range of housing options, including affordable housing, as well as a variety of housing forms with designs that support older adults to remain in their neighbourhoods as they age.
4. Working with different levels of government to ensure older adults have a range of care options, including adult day, assisted living and complex care facilities.
5. Providing physical infrastructure and resources to make Richmond an age-friendly community: traffic/street design improvements, and development of community spaces that incorporate the physical, socio-economic and accessibility features that support liveability.
6. Providing operating funds to Community Associations at the Community Centres and Older Adults Centre, grant programs, investment in community facilities and maintenance of buildings and infrastructure.
7. Promoting the potential for independence, control and enhanced well-being of Richmond older adults, and portraying older adults in a positive way in all City communications.
8. Developing and enhancing meaningful volunteer opportunities to encourage Richmond's older adults to become engaged in sharing their knowledge, skills and experience.

(Community Services Division)

**GP - 56**



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Adopted by Council: January 24<sup>th</sup>, 2006

Policy 4017

Amended by Council: April 10, 2012

File Ref: 3070

Child Care Development Policy

## POLICY

It is Council policy that:

### 1. General

The City of Richmond acknowledges that quality and affordable child care is an essential service in the community for residents, employers and employees.

### 2. Planning

To address child care needs, the City will plan, partner and, as resources and budgets become available, support a range of quality, affordable child care:

- Facilities
- Spaces
- Programming
- Equipment
- Support resources.

### 3. Partnerships

- The City of Richmond is committed to being an active partner with senior governments, stakeholders, parents, the private and co-operative sectors, and the community, to develop and maintain a quality and affordable comprehensive child care system in Richmond.
- Advise regarding establishing child care facilities for workers and students at institutions and workplaces (e.g., Richmond Hospital, Workers Compensation Board).
- To request the Senior Governments and other stakeholders to provide ongoing funding for affordable child care facilities, spaces, operations and programming.

### 4. Richmond Child Care Development Advisory Committee (CCDAC)

The City will establish and support the Richmond Child Care Development Advisory Committee.

### 5. Child Care Reserve Funds

The City has established two Child Care Reserve Funds as described below.

#### 1) Child Care Development Reserve Fund (established by Reserve Fund Establishment Bylaw No. 7812)

The City will administer the Child Care Development Reserve Fund to financially assist with the following capital expenses:

- Establishing child care facilities and spaces in:
  - City buildings and on City land,
  - Private developments,
  - Senior government projects, and
  - Community partner projects,
- Acquiring sites for lease to non-profit societies for child care, and



- Providing grants to non-profit societies for capital purchases and improvements, such as equipment, furnishings, renovations and playground improvements.

## 2) Child Care Operating Reserve Fund (Established by Child Care Operating Reserve Fund Establishment Bylaw No. 8206)

The City will administer the Child Care Operating Reserve Fund to financially assist with non-capital expenses relating to child care within the City, including the following:

- Grants to non-profit societies to support child care professional and program development within the City;
- Studies, research and production of reports and other information in relation to child care issues within the City; and
- Remuneration and costs, including without limitation expenses and travel costs, for consultants and City personnel to support the development and quality of child care within the City.

Developer cash contributions and child care density bonus contributions to the City's Child Care Reserve Funds will be allocated as follows:

- a) 90% of the amount will be deposited to the Child Care Development Reserve Fund, and
- b) 10% of the amount will be deposited to the Child Care Operating Reserve Fund, unless Council directs otherwise prior to the date of the developer's payment, in which case the payment will be deposited as directed by Council.

All expenditures from the Child Care Reserve Funds must be authorized by Council.

## 6. Development Applications

To develop City child care policies and guidelines, and use Council's powers and negotiations in the development approval process, to achieve child care targets and objectives.

## 7. Child Care Grants Policy

Through City child care grants, support child care:

- Facilities
- Spaces
- Programming
- Equipment
- Professional support.

## 8. Professional Child Care Support Resources

Support resources for child care providers as advised by the Child Care Development Advisory Committee and as the need requires and budgets become available.

## 9. Policy Reviews

From time to time, the City will:



- ~~From time to time,~~ review child care policies, regulations and procedures to ensure that no undue barriers exist to the development of child care.
- As appropriate, develop targets for the required number, type and location of child care services in Richmond.

#### 10. Area Plans

~~The City will ensure~~ that area plans contain effective child care policies.

#### 11. Information

The City will, with advice from the Child Care Development Advisory Committee,

- Generate, consolidate and analyze information to facilitate the development of child care facilities, programs and non-profit child care agencies;
- Determine if any City land holdings are appropriate to be made available for immediate use as child care facilities;
- Review, update and ~~and where appropriate, improve and provide~~ City distribute City produced public information material to the public on child care.

#### 12. Promotion

- ~~The City will~~ Declare the month of May "Child Care Month" and support awareness and fund-raising activities during that month.

#### 13. Partnerships

- Employers
  - Encourage employer involvement in child care.
- Developers
  - Encourage the developers to provide land and facilities for child care programs throughout the City.
- Community Associations
  - Encourage City staff and the Council of Community Associations to:
    - Assess whether or not child care services can be improved in community centres,
    - Provide enhanced child care programs in current and future community centres.
- Intercultural
  - Encourage the Richmond intercultural Committee to investigate and report on the child care concerns, needs and problems facing ethno cultural groups in the City.
- School Board
  - Co-ordinate CCDAC activities with the Richmond School Board.
  - Encourage the Richmond School District to involve schools in the provision of child care services.
  - Encourage child care centre facilities to be integrated with schools, as appropriate.

#### 14. Child Care Facilities

The City will facilitate establishment of child care facilities by:

- Encourage adequate child care centre facilities throughout the City where needed, particularly in each new community. **GP - 59**



City of Richmond

Policy Manual

Page 4 of 4

Adopted by Council: January 24<sup>th</sup>, 2006

Policy 4017

Amended by Council: April 10, 2012

File Ref: 3070

**Child Care Development Policy**

- Securing child care facilities from developers as voluntary contributions through the rezoning process.
- Providing City land and facilities for child care programs in locations throughout the City.
- ~~Consider providing City land and facilities for child care programs throughout the City.~~
- Encouraging child care program expansion through the enhancement of existing community facilities.

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Page 1 of 4

Adopted by Council: January 24<sup>th</sup>, 2006

Policy 4017

Amended by Council: April 10, 2012

File Ref: 3070

Child Care Development Policy

## POLICY

It is Council policy that:

### 1. General

The City of Richmond acknowledges that quality and affordable child care is an essential service in the community for residents, employers and employees.

### 2. Planning

To address child care needs, the City will plan, partner and, as resources and budgets become available, support a range of quality, affordable child care:

- Facilities
- Spaces
- Programming
- Equipment
- Support resources.

### 3. Partnerships

- The City of Richmond is committed to being an active partner with senior governments, stakeholders, parents, the private and co-operative sectors, and the community, to develop and maintain a quality and affordable comprehensive child care system in Richmond.
- Advise regarding establishing child care facilities for workers and students at institutions and workplaces (e.g., Richmond Hospital, Workers Compensation Board).
- To request the Senior Governments and other stakeholders to provide ongoing funding for affordable child care facilities, spaces, operations and programming.

### 4. Richmond Child Care Development Advisory Committee (CCDAC)

The City will establish and support the Richmond Child Care Development Advisory Committee.

### 5. Child Care Reserve Funds

The City has established two Child Care Reserve Funds as described below.

#### 1) Child Care Development Reserve Fund (established by Reserve Fund Establishment Bylaw No. 7812)

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- Establishing child care facilities and spaces in:
  - City buildings and on City land,
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  - Senior government projects, and
  - Community partner projects,
- Acquiring sites for lease to non-profit societies for child care, and



- Providing grants to non-profit societies for capital purchases and improvements, such as equipment, furnishings, renovations and playground improvements.

**2) Child Care Operating Reserve Fund (Established by Child Care Operating Reserve Fund Establishment Bylaw No. 8206)**

The City will administer the Child Care Operating Reserve Fund to financially assist with non-capital expenses relating to child care within the City, including the following:

- Grants to non-profit societies to support child care professional and program development within the City;
- Studies, research and production of reports and other information in relation to child care issues within the City; and
- Remuneration and costs, including without limitation expenses and travel costs, for consultants and City personnel to support the development and quality of child care within the City.

Developer cash contributions and child care density bonus contributions to the City's Child Care Reserve Funds will be allocated as follows:

- a) 90% of the amount will be deposited to the Child Care Development Reserve Fund, and
- b) 10% of the amount will be deposited to the Child Care Operating Reserve Fund, unless Council directs otherwise prior to the date of the developer's payment, in which case the payment will be deposited as directed by Council.

All expenditures from the Child Care Reserve Funds must be authorized by Council.

**6. Development Applications**

To develop City child care policies and guidelines, and use Council's powers and negotiations in the development approval process, to achieve child care targets and objectives.

**7. Child Care Grants Policy**

Through City child care grants, support child care:

- Facilities
- Spaces
- Programming
- Equipment
- Professional support.

**8. Professional Child Care Support Resources**

Support resources for child care providers as advised by the Child Care Development Advisory Committee and as the need requires and budgets become available.

**9. Policy Reviews**

From time to time, the City will:

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- review child care policies, regulations and procedures to ensure that no undue barriers exist to the development of child care.
- As appropriate, develop targets for the required number, type and location of child care services in Richmond.

#### 10. Area Plans

The City will ensure that area plans contain effective child care policies.

#### 11. Information

The City will, with advice from the Child Care Development Advisory Committee,

- Generate, consolidate and analyze information to facilitate the development of child care facilities, programs and non-profit child care agencies;
- Determine if any City land holdings are appropriate to be made available for immediate use as child care facilities;
- Review, update and distribute City produced public information material to the public on child care.

#### 12. Promotion

The City will declare the month of May "Child Care Month" and support awareness and fund-raising activities during that month.

#### 13. Partnerships

- Employers
  - Encourage employer involvement in child care.
- Developers
  - Encourage the developers to provide land and facilities for child care programs throughout the City.
- Community Associations
  - Encourage City staff and the Council of Community Associations to:
    - Assess whether or not child care services can be improved in community centres,
    - Provide enhanced child care programs in current and future community centres.
- Intercultural
  - Encourage the Richmond intercultural Committee to investigate and report on the child care concerns, needs and problems facing ethno cultural groups in the City.
- School Board
  - Co-ordinate CCDAC activities with the Richmond School Board.
  - Encourage the Richmond School District to involve schools in the provision of child care services.
  - Encourage child care centre facilities to be integrated with schools, as appropriate.

#### 14. Child Care Facilities

The City will facilitate establishment of child care facilities by:

- Encouraging adequate child care centre facilities throughout the City where needed, particularly in each new community. **GP - 63**



City of Richmond

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Page 4 of 4

Adopted by Council: January 24<sup>th</sup>, 2006  
 Amended by Council: April 10, 2012

Policy 4017

File Ref: 3070

**Child Care Development Policy**

- Securing child care facilities from developers as voluntary contributions through the rezoning process.
- Providing City land and facilities for child care programs in locations throughout the City.
- Encouraging child care program expansion through the enhancement of existing community facilities.

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# City of Richmond

# Policy Manual

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Adopted by Council: Aug. 21/85

POLICY 6002

File Ref: 1760-00

PROFESSIONAL FEES AND MEMBERSHIPS

## POLICY 6002:

It is Council policy that:

### 1. Criteria for Membership Approval

The City may pay professional fees and membership dues for employees, providing at least two of the following criteria are met.

- a) Membership or eligibility for membership in the professional association is a requirement of a position.
- b) The association provides literature and other material that is relevant to the employee's position with the City.
- c) The association holds meetings and conducts seminars that will benefit employees in the performance of their duties for the City and contribute to their professional development.

### 2. Number of Approved Memberships

- a) ~~Deputy Administrators and Department Heads~~ The Chief Administrative Officer (CAO), Deputy CAO and General Managers may belong to a maximum of three associations.
- b) ~~Division Managers~~ Directors may belong to a maximum of two associations.
- c) Other employees may belong to one association.

### 3. Exceptions

Exceptions to the above may be authorized by the ~~City Administrator based upon a submission by the employee's Department Head~~ General Manager that for additional memberships that would be of value to the City.

(City Administrator's Office Human Resources)

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# City of Richmond

# Policy Manual

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Adopted by Council: Aug. 21/85

POLICY 6002

File Ref: 1760-00

**PROFESSIONAL FEES AND MEMBERSHIPS**

## **POLICY 6002:**

It is Council policy that:

### **1. Criteria for Membership Approval**

The City may pay professional fees and membership dues for employees, providing at least two of the following criteria are met.

- a) Membership or eligibility for membership in the professional association is a requirement of a position.
- b) The association provides literature and other material that is relevant to the employee's position with the City.
- c) The association holds meetings and conducts seminars that will benefit employees in the performance of their duties for the City and contribute to their professional development.

### **2. Number of Approved Memberships**

- a) The Deputy CAO and General Managers may belong to a maximum of three associations.
- b) Directors may belong to a maximum of two associations.
- c) Other employees may belong to one association.

### **3. Exceptions**

Exceptions to the above may be authorized by the employee's General Manager for additional memberships that would be of value to the City.

(Human Resources)



# City of Richmond

# Policy Manual

Page 1 of 1

Adopted by Council: May 1/61

POLICY 6700

File Ref: 0780-00

**DRIVER'S/OPERATOR'S LICENSE & CERTIFICATION - SUSPENSION**

## POLICY 6700:

It is Council policy that:

When an employee who is required to hold a driver's/operator's license or certification as part of their job requirement has his/her driver's/operator's license or certification suspended for "cause" by the governing body of said license or certification (e.g. suspension due to multiple traffic violations), that the following will occur:

- A comprehensive review of the employee's work history and the circumstances leading to the license/certification suspension.
- Analysis to determine if the employee should will temporarily revert to alternate duties, seniority permitting and if available (not requiring the duty associated with the holding of said license or certification). ~~In such a case,~~ The employee will be paid at the rate of their assigned alternate duties should alternate duties be made available. Any assignment of alternate duties in this circumstance requires approval by the appropriate GM.
- Any assignment of alternate job duties to the employee with license/certification suspension must not cause another employee to be laid off. If there are no alternate duties available or deemed suitable, the employee having his/her license/certification suspended will be subject to lay off.

Notwithstanding the above, disciplinary action may be considered if it is deemed warranted after review of the employee's work history and the circumstances leading to the license/certification suspension.

(Human Resources)  
(Personnel Department)

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# City of Richmond

# Policy Manual

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Adopted by Council: May 1/61

POLICY 6700

File Ref: 0780-00

**DRIVER'S/OPERATOR'S LICENSE & CERTIFICATION - SUSPENSION**

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Notwithstanding the above, disciplinary action may be considered if deemed warranted after review of the employee's work history and the circumstances leading to the license/certification suspension.

(Human Resources)

**GP - 68**

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# City of Richmond

# Policy Manual

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Adopted by Council: Sept. 25/89

POLICY 8000

File Ref: 0780-00

**COMMUNITY LEISURE TRANSPORTATION - OPERATIONS**

## POLICY 8000:

It is Council policy that:

1. The service is to be known as Community Leisure Transportation, and is to be provided as a service to the community through the Department of Parks & Leisure Community Services Division ~~department~~ and affiliated groups.
2. The purpose of Community Leisure Transportation is to make Parks & Leisure Community Services programs accessible to youth and adults having special needs, older adults, youth, persons with disabilities and all other Richmond residents, and to promote leisure opportunities for all Richmond residents.

~~Special needs is defined as a person having a long term physical, mental, emotional or social condition which substantially impairs their ability to perform major life functions, including participation in leisure activities.~~

3. All user rates and fees to be established for Community Leisure Transportation require the approval of the Parks and Recreation Commission ~~Commission~~ Community Services Division ~~department~~.
4. ~~The Department of Parks & Leisure Services will operate the Community Leisure Transportation service through a working agreement with an affiliated community group, or combination of groups.~~
  - (a) ~~Decisions to the working agreement will be made through a joint evaluation carried out by the Department and the operating community group/s;~~
  - (b) ~~A Transportation Advisory Committee composed of representatives from user groups will provide assistance in planning, monitoring and evaluating the Community Leisure Transportation service.~~
5. ~~The following vehicles are available to community groups for use within Richmond, as well as outside the City:~~

~~One 14 passenger bus (#472) equipped with a wheelchair lift,~~

~~One 15 passenger bus (#475),~~

~~NB: These vans have a seating capacity of 22 children.~~

~~One 11 passenger van (#534),~~

~~Two 15 passenger vans (#562, #587), and one 48 passenger Blue Bird bus.~~

~~Restrictions on radius of use may apply as age and condition of vehicles warrant.~~

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~~46.~~ Finances for the Community Leisure Transportation service will be provided through the ~~Department operating budget~~ City of Richmond.

~~(a)~~ For all vehicles, this will include insurance coverage, coordination (with partial fee recovery), gas, maintenance and repair costs, ~~programming and leadership costs.~~

~~(b)~~ User group rates and fees have been established on a cost recovery basis to offset the operating costs of the Community Leisure Transportation service.

~~(b)~~ For all vehicles excluding the Blue Bird bus this will also include gas, maintenance and repair costs.

~~(c)~~ For the Blue Bird bus, maintenance and repair costs will be provided through the collection of user rates and fees.

~~57.~~ The vehicles are available to groups who may wish to book them for their use. Priority classification of eligible user groups is as follows:

~~(a)~~ GROUP 1: Richmond seniors and other citizens with special needs who wish to attend leisure programs sponsored by the Department of Parks & Leisure Services, or by affiliated groups Richmond's older adults, youth, persons with disabilities and all other Richmond residents wanting to attend City of Richmond programs and services.

~~(b)~~ GROUP 2: Richmond groups affiliated with the Department of Parks & Leisure Services. Community partners associated with the Community Services Division department.

~~(c)~~ GROUP 3: Other Richmond based non-profit groups with intent and purpose of providing wanting to provide leisure, social and wellness opportunities for Richmond residents.

~~8.~~ The vehicles are available according to the following priority of use:

~~(a)~~ Vehicles #472 & #475  
1st Priority GROUP 1  
2nd Priority GROUP 2  
3rd Priority GROUP 3

~~(b)~~ Vehicle #534  
1st Priority GROUP 1 & OUTDOOR RECREATION use in GROUP 2  
2nd Priority ALL other GROUP 2 use  
3rd Priority GROUP 3

~~(c)~~ Vehicle #562



Page 3 of 5

Adopted by Council: Sept. 25/89

**POLICY 8000**

File Ref: 0780-00

**COMMUNITY LEISURE TRANSPORTATION - OPERATIONS**

1st Priority—West Richmond Community Association  
2nd Priority—as per 8(a)



~~(d) — Vehicle #587~~

~~1st Priority — South Arm Community Association  
2nd Priority — As per 8(a)~~

~~(e) — BLUE BIRD BUS~~

~~Weekdays (Mon-Thurs. 6:00 am-6:00 pm):~~

~~1st Priority — GROUP 1~~

~~2nd Priority — GROUP 2~~

~~3rd Priority — GROUP 3~~

~~(f) — Weeknights and Weekends:~~

~~1st Priority — GROUP 2~~

~~2nd Priority — GROUP 1~~

~~3rd Priority — GROUP 3~~

~~Summer (July & August)~~

~~1st priority — GROUP 1 and Community Centre Associations~~

~~2nd Priority — All other GROUP 2 use~~

~~3rd Priority — GROUP 3~~

~~9. — For all groups the vehicles must be booked through the Transportation Co-ordinator before the 15th of the month prior to the required month of use. Requests received after the 15th will be handled on a first come, first served basis, regardless of the groups priority. Bookings will be confirmed on the 15th of the month prior to the requested month of use.~~

~~(a) — Bookings for Group 1 use may be made on a quarterly or a yearly basis. These requests will be confirmed 6 weeks prior to the start of the season of requested use.~~

~~10. — Group user rates and fees have been established for group use of the vehicles to offset the operating cost of the service.~~

~~(a) — For all vehicles excluding the Blue Bird Bus, the rates are:~~

~~—— For priority 1 groups, those with special needs, each group will be charged \$1.00 per passenger for a one way or round trip within Richmond. Within the boundaries of the Greater Vancouver Regional District (G.V.R.D.), the cost will be \$2.00 per passenger. Outside the G.V.R.D., all groups will be charged a straight rate of \$.22 per kilometre.~~

~~—— For priority 2 groups and priority 3 groups, each group will be charged \$.22 per kilometre.~~

~~—— For all groups there will be a minimum charge of \$1.00 per passenger within Richmond and \$2.00 outside Richmond.~~

~~—— A minimum of 7 passengers are required per trip.~~



- ~~\_\_\_\_\_ Groups may use up to one tank of gas at no extra charge. Gas required beyond this one tank is the responsibility of the user group.~~
  - (b) ~~For the Blue Bird bus, the rates are;~~
    - ~~\_\_\_\_\_ For all groups, the user rates are \$.50 per mile or \$10.00 per hour, whichever is greater.~~
    - ~~\_\_\_\_\_ For single day use there will be a minimum charge of \$20.00 per trip.~~
    - ~~\_\_\_\_\_ for overnight use there will be a minimum charge of \$50.00 per day.~~
  - (c) ~~\_\_\_\_\_ For all trips there will be a maximum charge of \$100.00 per day.~~
    - ~~\_\_\_\_\_ The cost of gas and oil is the responsibility of the user group. The bus must be returned with a full tank of gas, or at the level it was received.~~
  - (d) ~~West Richmond Community Association and South Arm Community Association will pay for the use of vehicle #562 and #587 respectively as per the operating agreements reached with the Community Leisure Transportation Operations Committee.~~
644. All drivers of the vehicles must be 19 years or older, possess a valid British Columbia Class 1, 2 or unrestricted Class 4 Professional Drivers' license and successfully complete the 1.5 – 2 hour commercial vehicle driver evaluation through the City of Richmond's fleet training officer. Drivers are also required to provide an up to date drivers abstract to the fleet officer. -
- (a) ~~For all vehicles excluding the Blue Bird bus, drivers must possess a minimum unrestricted CLASS 4 license.~~
  - (b) ~~For the Blue Bird, bus drivers must possess a CLASS 1 or a CLASS 2 license. An air brake ticket is not required.~~
742. The Transportation Coordinator shall oversee the implementation of all policies, and may restrict or refuse use of the service under certain circumstances, in consultation with the Community Services Division-Department.
13. ~~The Community Leisure Transportation Operations Committee may implement specific operating agreements as it deems necessary, with the proper approval of the Parks and Recreation Commission.~~
14. ~~The Community Leisure Transportation service will operate in a manner consistent with the Department of Parks & Leisure Services policy that ensures direct involvement of user groups, and will reflect both a quality operation and a transportation service in line with the needs of Richmond residents.~~

(Parks & Leisure Community Services Division department)



# City of Richmond

# Policy Manual

Page 1 of 1

Adopted by Council: Sept. 25/89

POLICY 8000

File Ref: 0780-00

**COMMUNITY LEISURE TRANSPORTATION - OPERATIONS**

## **POLICY 8000:**

It is Council policy that:

1. The service is to be known as Community Leisure Transportation, and is to be provided as a service to the community through the Community Services Division.
2. The purpose of Community Leisure Transportation is to make Community Services programs accessible to older adults, youth, persons with disabilities and all other Richmond residents.
3. All user rates and fees to be established for Community Leisure Transportation require the approval of the Community Services Division.
4. Finances for the Community Leisure Transportation service will be provided through the City of Richmond.
  - (a) For all vehicles, this will include insurance coverage, coordination (with partial fee recovery), gas, maintenance and repair costs.
  - (b) User group rates and fees have been established on a cost recovery basis to offset the operating costs of the Community Leisure Transportation service.
5. The vehicles are available to groups who may wish to book them for their use. Priority classification of eligible user groups is as follows:
  - (a) GROUP 1: Richmond's older adults, youth, persons with disabilities and all other Richmond residents wanting to attend City of Richmond programs and services.
  - (b) GROUP 2: Community partners associated with the Community Services Division.
  - (c) GROUP 3: Other Richmond based non-profit groups wanting to provide leisure, social and wellness opportunities for Richmond residents.
6. All drivers of the vehicles must be 19 years or older, possess a valid British Columbia Class 1, 2 or unrestricted Class 4 Professional Drivers' license and successfully complete the 1.5 – 2 hour commercial vehicle driver evaluation through the City of Richmond's fleet training officer. Drivers are also required to provide an up to date drivers abstract to the fleet officer.
7. The Transportation Coordinator shall oversee the implementation of all policies, and may restrict or refuse use of the service under certain circumstances, in consultation with the Community Services Division.

(Community Services Division)

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# City of Richmond

# Policy Manual

Page 1 of 1

Adopted by Council: May 24/77

POLICY 8010

File Ref: 7125-00

CITY FACILITIES – SCHEDULE CHANGES DUE TO SPECIAL EVENTS

## POLICY 8010:

It is Council policy that:

Council authorizes the General Manager, Community Services Division and/or their designate ~~Director of Parks & Leisure Services~~ to approve the altering of City recreation facility schedules to accommodate special events on the understanding that such changes would:

1. Be done with the consent of the party or parties affected, whether such commitments be verbal or contractual;
2. Not involve additional costs to the City, which cannot be offset by additional revenues.

The General Manager, Community Services Division and/or their designate ~~Director of Parks & Leisure Services~~ will advise Council of these facility schedule changes in order that they may be well informed in the event of any public reaction.

(Community Services Division) ~~Parks & Leisure Services Department~~)

**GP - 75**



# City of Richmond

# Policy Manual

Page 1 of 1

Adopted by Council: May 24/77

POLICY 8010

File Ref: 7125-00

CITY FACILITIES – SCHEDULE CHANGES DUE TO SPECIAL EVENTS

## POLICY 8010:

It is Council policy that:

Council authorizes the General Manager, Community Services Division and/or their designate to approve the altering of City recreation facility schedules to accommodate special events on the understanding that such changes would:

1. Be done with the consent of the party or parties affected, whether such commitments be verbal or contractual;
2. Not involve additional costs to the City, which cannot be offset by additional revenues.

The General Manager, Community Services Division and/or their designate will advise Council of these facility schedule changes in order that they may be well informed in the event of any public reaction.

(Community Services Division)

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## Recommended Policies to be Rescinded

Policy No.	Title	Date Adopted by Council or Amended	Explanation	Division/ Department
1013	Execution of RCMP Overtime Agreements	June 13, 1994	Redundant. All overtime is managed within the present agreement.	Law & Community Safety
4010	Disabled Persons – Need Versus Resources	May 26, 1990	Consolidated into Policy 4012, Access and Inclusion	Community Social Development
4011	Disabled Persons – Custom Transit	October 26, 1981	Consolidated into Policy 4012, Access and Inclusion	Community Social Development
4014	Disabled Persons – Housing	August 12, 1982	Consolidated into Policy 4012, Access and Inclusion	Community Social Development
5010	Minor Subdivisions – Encroachment Plans	July 12, 1976	Standard submission requirements incorporated in subdivision applications.	Planning & Development
6008	Recognition of Retiring City Employees	April 14, 1997	Redundant. Replaced with Administrative Directive.	Human Resources
6200	Letter of Recommendation	January 14, 1982	Outdated. New administrative directive under review.	Human Resources
8002	City Facilities – Use by Employee Organizations	October 15, 1974	Outdated. Community partners provide rental space for union meetings.	Recreation
8012	Leisure Programs - Fees	May 28, 1978	Outdated. Information is incorporated in agreements.	Recreation
8301	Recreational Equipment – Available for Public Use	March 28, 1978	Outdated. No longer a service offered by the City. Community groups provide equipment for public use.	Recreation
8601	Beer Gardens on City Property	June 27, 1994	Redundant. Special Occasion Licence Application outlines the information.	Business Licence
8650	Firework Displays in Parks	November 26, 2007	Outdated. Content has been replaced in the updated Fire Prevention Bylaw.	Parks
9001	Demolition of City Owned Substandard Houses	October 13, 1992	Replaced by new Policy 2308.	City Administrators Office



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Adopted by Council: June 13/94

POLICY 1013

File Ref: 5350-00

**EXECUTION OF RCMP OVERTIME AGREEMENTS****POLICY 1013:**

It is Council policy that:

The Mayor and City Clerk are authorized, on behalf of Council, to execute agreements between the City and the RCMP without further reference to Council, regarding the recovery of overtime costs for the policing of special events, such as filming in Richmond, where:

1. There are no substantial changes to the terms of the original agreement authorized by Council; and
2. The costs in question are fully recovered.

(Treasury Department)

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Adopted by Council: May 26/90

POLICY 4010

File Ref: 3190-00

**DISABLED PERSONS – NEED VERSUS RESOURCES****POLICY 4010:**

It is Council policy that:

Council is committed to meeting the needs of the disabled in the community by:

1. Recognizing the need for psychogeriatric units in Richmond.
2. Working cooperatively with agencies to encourage the publicity of services available for the disabled.
3. Providing disabled access to all City-owned buildings which are open to the public.
4. Establishing guidelines on how much new housing should be accessible.
5. Having an expert on disabled needs as a member of the Design Panel.
6. Keeping informed with regard to Custom Transit Services to the disabled.

(Planning Department)

**GP - 79**



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Adopted by Council: Oct. 26/81

**POLICY 4011**

File Ref: 6490-00

**DISABLED PERSONS – CUSTOM TRANSIT**

**POLICY 4011:**

It is Council policy that:

Council promotes and supports the development of transportation services to disabled residents, and that these services be provided by locally-based operators.

(Planning Department)

**GP - 80**



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Adopted by Council: Aug. 12/82

**POLICY 4014**

File Ref: 4057-00

**DISABLED PERSONS - HOUSING****POLICY 4014:**

It is Council policy that:

Council promotes the development of a full range of accommodation and accompanying support services which would enable disabled persons to enjoy their maximum level of independence in the community by:

1. Promoting accessibility for disabled persons in the community.
2. Encouraging the design of new housing stock for disabled persons.
3. Encouraging retrofitting of existing housing to expand housing options for the disabled.
4. Continuing assistance to non-profit groups developing housing for disabled persons.

(Planning Department)

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Adopted by Council: July 12/76

**POLICY 5010**

File Ref: 4105-00

**MINOR SUBDIVISIONS – ENCROACHMENT PLANS****POLICY 5010:**

It is Council policy that:

All minor subdivisions must be accompanied by a current encroachment certificate prepared by a registered B.C. Land Surveyor showing the location, dimensions, setbacks and uses of all buildings and structures presently on the property, together with an indication of the proposed subdivision.

(Urban Development Division)

**GP - 82**



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Adopted by Council: April 14/97

POLICY 6008

File Ref: 1420-00

**EMPLOYEES – RECOGNITION OF RETIREES AND LONG SERVICE**

## POLICY 6008:

### RECOGNITION OF RETIRING CITY EMPLOYEES

It is Council policy that:

the valuable and dedicated service of retiring City employees shall be recognized in the following manner:

1. In, or as close as possible to, the month in which an employee retires from employment with the City and vacates their regular workplace, such retiree, together with their immediate family, shall be offered the opportunity to attend:
    - (a) a CITY COUNCIL MEETING, for the purpose of being:
      - (i) presented by the Mayor with the following retirement recognition gifts:
        - a plaque, engraved with the City Coat of Arms, the employee's name, and their number of years of service with the City;
        - a gold lapel pin engraved with their number of years of service with the City;
        - a monetary award based on their number of years of service with the City; and
        - a dinner certificate for a local City restaurant; and
      - (ii) photographed with the Mayor and Councillors.
- AND
- (b) at the discretion of the retiree, an appropriate FAREWELL EVENT arranged by the Administrator of the Division in which the retiree was last employed, either:
    - (i) at the workplace, or
    - (ii) after regular working hours,

for the purpose of being recognized by the retiree's work colleagues.
2. Where a retiree declines the opportunity to be recognized at a CITY COUNCIL MEETING, arrangements will be made:
    - (a) to make a monetary contribution of equal value to the dinner certificate towards the cost of the FAREWELL EVENT; and
    - (b) to have the remaining retirement recognition gifts presented at that FAREWELL EVENT.



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Adopted by Council: April 14/97

POLICY 6008

File Ref: 1420-00

**EMPLOYEES – RECOGNITION OF RETIREES AND LONG SERVICE**

3. Where a retiree declines the opportunity to be recognized at both a CITY COUNCIL MEETING AND at a FAREWELL EVENT, arrangements will be made to deliver the retirement recognition gifts to the retiree.

#### 4. DEFINITIONS

For the purposes of this policy, the following definitions shall apply:

- (a) "City employee" means an employee of the City of Richmond, and shall include employees of the Richmond Public Library Board;
- (b) "Retiree" means a City employee who has reached the age of 55 years or older (50 years or older in the case of a firefighter), or will reach that age when accumulated benefits and other entitlements are taken into account, who upon retiring from the City will immediately commence collecting a pension under the Superannuation Act.

#### 5. EXCLUSIONS

For the purposes of this policy, the following employees are not considered to be retirees and are therefore excluded from the application of this policy:

- (a) an employee who satisfies the minimum age requirement but who will not immediately be collecting a pension upon completion of employment with the City; and
- (b) an employee who terminates employment prior to reaching the minimum age stipulated.



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Adopted by Council: April 14/97

POLICY 6008

File Ref: 1420-00

**EMPLOYEES – RECOGNITION OF RETIREES AND LONG SERVICE**

## RECOGNITION OF LONG-SERVICE EMPLOYEES

It is Council policy that:

the valuable and dedicated contribution of long-service City employees shall be recognized in the following manner.

1. Employees who have completed 10, 15, 20, 25, 30, 35 or 40 years of regular service with the City shall be eligible for recognition in accordance with this policy.
2. An employee qualifying for long-service recognition shall be offered the opportunity to attend a LONG SERVICE RECOGNITION EVENT arranged by the Administrator of the Division of which the employee is currently a member.
3. At the LONG SERVICE RECOGNITION EVENT the employee being recognized shall be presented with:
  - (a) a pin denoting the number of years of service with the City;
  - (b) a dinner certificate for a local restaurant,

and shall have the opportunity to be photographed with the other City employees attending the event.
4. The Administrator of each corporate division shall be responsible for arranging the LONG SERVICE RECOGNITION EVENTS for employees within his division:
  - (a) either individually or collectively, depending on the number of employees to be recognized; and
  - (b) as close as possible to the anniversary date which is being recognized.

(City Clerk's Office)

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Adopted by Council: Jan. 14/82

**POLICY 6200**

File Ref: 1530-00

**LETTERS OF RECOMMENDATION****POLICY 6200:**

It is Council policy that:

1. Department Heads have the prerogative to prepare letters of recommendation concerning the performance and capabilities of an employee formerly associated with their Department.
2. Before distributing a letter of recommendation, it shall be reviewed by the Director of Personnel. A copy should be placed on the employee file, inasmuch as the Personnel Department is responsible for the centralized control of such information.
3. The Personnel Department has the authority to delay the release of the recommendation if they feel circumstances warrant further consideration.

(Personnel Department)

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Adopted by Council: Oct. 15/74

POLICY 8002

File Ref: 7125-00

CITY FACILITIES - USE BY EMPLOYEE ORGANIZATIONS

## POLICY 8002:

It is Council policy that:

The following organizations are permitted free use of City facilities under the direct control of the Community Services Division for membership functions to be held on Mondays, Tuesdays, Wednesdays and Thursdays:

- Local No. 394 (Outside)
- Local No. 718 (Inside)
- Local No. 1698 (Library)
- British Columbia Nurses Union (Richmond)
- RCMP Richmond Detachment Recreational and Sports Club
- Richmond Firefighters' Benefit Association

Functions to be held on Fridays, Saturdays and Sundays will be on the same basis as for Richmond Recreation Clubs, in that they will be granted 50% discount of the commercial rate on the understanding that they will look after their own set-up and basic clean-up.

Mid-week (Monday to Thursday) functions may be booked no earlier than four months in advance, but those functions for which a rental fee will be paid may be booked six months in advance.

(Community Services Division)

**GP - 87**



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Adopted by Council: May 28/78

**POLICY 8012**

File Ref: 7125-00

LEISURE PROGRAMS - FEES

## **POLICY 8012:**

It is Council policy that:

Fees paid to instructors conducting programs directly for the Community Services Division shall be offset by revenues received from participants. Exceptions include:

1. Seniors' programs.
2. Special Needs programs.
3. Special summer or other programs financed in whole or in part by the senior levels of government, or other agencies or community associations.

Community associations may retain membership and registration fees from their programs on the understanding that they shall accept the responsibility for the program supplies and instructors' costs involved. Rental fees collected may be retained by the associations with the understanding that the association shall be responsible for additional janitorial and custodian costs involved in the rental.

(Community Services Division)

**GP - 88**



# City of Richmond

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Adopted by Council: Mar. 28/78

POLICY 8301

File Ref: 7125-00

**RECREATIONAL EQUIPMENT – AVAILABLE FOR PUBLIC USE**

## **POLICY 8301:**

It is Council policy that:

As required, and within financial capabilities, equipment will be available for public use for recreation and cultural activities through the Community Services Division.

The following conditions shall apply for equipment provision:

1. Equipment which is provided by the City for the use of any group/s shall remain the property of the City.
2. Equipment acquired by organizations and left or stored on City property (with or without permission) shall be at the full risk of the organization/s concerned, and the City cannot be held liable for loss or damage.
3. The City will endeavour to locate and charge individuals causing damage to buildings and equipment; however, when this is not possible, the organization utilizing that portion of the facility where and when the damage occurred shall be held responsible.

(Community Services Division)

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Adopted by Council: June 11/84

Amended: June 27/94

**POLICY 8601**

File Ref: 8275-01

**BEER GARDENS ON CITY PROPERTY**

## **POLICY 8601:**

It is Council policy that:

The Parks and Recreation Commission, through the Parks & Leisure Services Department, will allow beer gardens on City property. A staff committee with representatives from the Parks & Leisure Services Department and the RCMP will be responsible for reviewing and processing all applications for beer gardens on City property.

The staff committee may grant approval over the signature of the Director of Parks & Leisure Services, under the following conditions:

1. All applications for beer gardens are to be submitted on the appropriate form to the staff committee for review.
2. Groups applying must be bona-fide, non-profit Richmond organizations.
3. Events must be community-wide in nature.
4. The City will charge organizations holding a beer garden 15% of gross sales, in addition to being charged set-up fees.
5. All profits must go to a charitable cause and not to the operation of the organization applying for the licence.
6. Adherence to regulations of the Liquor Control & Licensing Act and the policies and guidelines of the Liquor Control Board is mandatory.
7. Beer and wine will be served only in disposable plastic containers.
8. Amplified music at the site will not be permitted without specific approval of the staff committee specifying location, times and in accordance with the Noise Control Bylaw.
9. Specific site location on the property must be approved by the Parks & Leisure Services Department; however, the evaluation of the event will be the staff committee's responsibility.
10. Applicants have the opportunity to appeal to the Parks and Recreation Commission in the event their application is denied.
11. Notwithstanding points 8 and 9 above, in accordance with the Liquor Control Board regulations, the RCMP have the final licence approval authority.

(Parks & Leisure Services Department)



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Adopted by Council: November 26, 2007

Policy 8650

File Ref: 7400-00

FIREWORKS DISPLAYS IN PARKS

**Policy 8650:**

It is Council policy that:

Council endorses the concept of fireworks displays in community parks, with the Parks, Recreation and Cultural Services Department authorized to approve displays subject to site suitability and in accordance with municipal and federal regulations.

Community groups requesting permission to hold fireworks displays will provide the Parks Division with a written submission specifying the date, site location and other pertinent details. Upon receipt of Parks Department approval, a fireworks display permit application must be made to Fire-Rescue at least 10 business days prior to the fireworks event.