



City of Richmond

Report to Committee

To: Public Works and Transportation Committee **Date:** December 19, 2017
From: John Irving, P.Eng. MPA **File:** 10-6000-01/2017-Vol
Director, Engineering 01
Re: **Amendment to Boulevard and Roadway Protection and Regulation Bylaw No. 6366**

Staff Recommendation

That Boulevard and Roadway Protection and Regulation Bylaw No. 6366, Amendment Bylaw No. 9817 be introduced and given first, second and third readings.

John Irving, P.Eng. MPA
Director, Engineering
(604-276-4140)

Att. 1

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

Staff Report

Origin

Boulevard and Roadway Protection and Regulation Bylaw No. 6366 regulates the use and restoration of roadways and boulevards during the construction of buildings and/or structures, and during some transportation activities.

This report recommends that an administrative fee be created for securities collected for single and two family demolition and construction activities to address securities that remain unclaimed for a significant length of time.

Analysis

Bylaw No. 6366 contains provisions that allow the City to obtain securities from property owners or agents to ensure that boulevards and roadways are properly maintained and restored during and after construction and transport activities. These securities are fully refundable, however, the City may draw on these securities if the property owner or agent is non-compliant with the maintenance or restoration required in the Bylaw.

For single or two family dwellings, securities are collected for demolition and construction activities. The current security amounts are \$500 for demolition and \$1500 for construction, as described in section 5.(a) of Bylaw No. 6366. Currently, it is the responsibility of the property owner or agent to call the City to request the return of any refundable securities remitted under Bylaw No. 6366 once the demolition and/or construction activity is complete. However, there are a large number of securities that remain unclaimed.

Staff have been contacting holders of securities collected prior to 2015 in an effort to return these funds. The year 2015 was chosen as a cutoff date because demolition/construction activities for single or two family housing is typically completed within two years. In many cases, the contact information provided by the property owner or agent is incorrect and further effort is required by staff to attempt to identify and verify to whom the funds should be returned. Staff are continuing with efforts to address these outstanding securities.

To mitigate this issue going forward, staff will be pro-actively investigating locations once a security has been held for two years (i.e. in 2018, staff will investigate locations for which securities were collected in 2016). This process will include attempting to contact the security holder as well as visiting the site to confirm that the demolition/construction activity is complete and the process for releasing the security can proceed.

Even with this new process, staff anticipate that in a small number of cases the contact information will be incorrect and staff will be unable to determine to whom the funds should be returned. To address this situation, staff recommend that an annual \$500 Administrative Fee be implemented on single or two family dwelling demolition and construction securities. The fee would begin to be assessed two years after collection of the security. Prior to assessing the fee, staff would attempt to contact the security holder.

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This fee would only apply to securities collected after the adoption of Amendment Bylaw 9817, and would not be retroactively applied to existing securities.

Financial Impact

None at this time.

Conclusion

Amendment Bylaw No. 9817 proposes the creation of an annual Administrative Fee on securities collected for single and two family demolition and construction activities that remain unclaimed for extended lengths of time.



Milton Chan, P.Eng
Manager, Engineering Design and Construction
(604-276-4377)

Att. 1: Boulevard and Roadway Protection and Regulation Bylaw No. 6366, Amendment Bylaw No. 9817



City of Richmond

Bylaw 9817

Boulevard and Roadway Protection and Regulation Bylaw No. 6366 Amendment Bylaw No. 9817

The Council of the City of Richmond enacts as follows:

- 1) The **Boulevard and Roadway Protection and Regulation Bylaw No. 6366**, as amended, is further amended:
 - a) By re-numbering section 11 to section 12.
 - b) By re-numbering section 12 to section 13.
 - c) By re-numbering section 13 to section 14.
 - d) By adding a new section 11:

“11. For securities collected under subsections 5(a)(i), 5(a)(ii) and 5(a)(iii), the City will assess an annual \$500 Administrative Fee for each full year the security remains unclaimed after the date that is two years from issuance of the permit.”

- 2) This Bylaw is cited as **“Boulevard And Roadway Protection And Regulation Bylaw No. 6366, Amendment Bylaw No. 9817”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept.
<i>[Signature]</i>
APPROVED for legality by Solicitor
LB

MAYOR

CORPORATE OFFICER