



City Council

Council Chambers, City Hall
6911 No. 3 Road

Monday, January 13, 2014
7:00 p.m.

Pg. # ITEM

MINUTES

1. *Motion to:*

- (1) *adopt the minutes of the Regular Council meeting held on Monday, December 9, 2013* (distributed previously);
- CNCL-8 (2) *adopt the minutes of the Special Council meeting held on Tuesday, December 17, 2013;*
- CNCL-14 (3) *adopt the minutes of the Regular Council meeting for Public Hearings held on Monday, December 16, 2013; and*
- CNCL-38 (4) *receive for information the Metro Vancouver 'Board in Brief' dated Friday, December 13, 2013.*



AGENDA ADDITIONS & DELETIONS

PRESENTATIONS

- (1) 2013 Lulu Awards to Recognize Urban Design Excellence.
- CNCL-40 (2) Suzanne Haines, General Manager, Gateway Theatre, and Susan Ness, Chair, Gateway Society Board of Directors, to provide an update on Gateway Theatre's 2012-2013 operations.

COMMITTEE OF THE WHOLE

2. *Motion to resolve into Committee of the Whole to hear delegations on agenda items.*

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3. Delegations from the floor on Agenda items.

(PLEASE NOTE THAT FOR LEGAL REASONS, DELEGATIONS ARE NOT PERMITTED ON ZONING OR OCP AMENDMENT BYLAWS WHICH ARE TO BE ADOPTED; OR ON DEVELOPMENT PERMITS/DEVELOPMENT VARIANCE PERMITS - ITEM NO. 14.)

4. *Motion to rise and report.*

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RATIFICATION OF COMMITTEE ACTION

CONSENT AGENDA

(PLEASE NOTE THAT ITEMS APPEARING ON THE CONSENT AGENDA WHICH PRESENT A CONFLICT OF INTEREST FOR COUNCIL MEMBERS MUST BE REMOVED FROM THE CONSENT AGENDA AND CONSIDERED SEPARATELY.)

CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- Draft Resilient Economy Strategy
- Visiting Delegation, Study Tour and City Hall Tour Requests
- Municipal Security Issuing Resolution
- Naming of Child Care Facility – 23591 Westminster Highway
- Land use application for first reading (to be further considered at the Public Hearing on February 17, 2014):
 - 11320/11340 Kingsgrove Avenue – Rezone from RD1 to RS2/K (Samuel Yau – applicant)
- Richmond Response: New Westminster's Proposed Queensborough Community Plan
- Legislative Change to Land Use Contracts

Pg. # ITEM

5. *Motion to adopt Items 6 through 13 by general consent.*

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Consent
Agenda
Item

6. **COMMITTEE MINUTES**

That the minutes of:

- CNCL-74** (1) *the Community Safety Committee meeting held on Tuesday, December 10, 2013;*
- CNCL-96** (2) *the General Purposes Committee meetings held on Monday, December 16, 2013 and Monday, January 6, 2014; and*
- CNCL-105** (3) *the Planning Committee meetings held on Tuesday, December 17, 2013, and Tuesday, January 7, 2014;*
- be received for information.*

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Consent
Agenda
Item

7. **DRAFT RESILIENT ECONOMY STRATEGY**
(File Ref. No.) (REDMS No. 4044628)

CNCL-113

See Page **CNCL-113** for full report

December 16, 2013

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the draft Resilient Economy Strategy (“Strategy”), as outlined in the staff report titled "Draft Resilient Economy Strategy", dated November 25, 2013 from the General Manager, Finance and Corporate Services, be received for information; and*
- (2) *That staff be directed to consult with business stakeholders, including the Economic Advisory Committee, and make the Strategy available on LetsTalkRichmond.ca for public feedback.*

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Consent
Agenda
Item

8. **VISITING DELEGATION, STUDY TOUR AND CITY HALL TOUR REQUESTS**

(File Ref. No. 01-0010-00) (REDMS No. 3807247 v.4)

CNCL-154

See Page **CNCL-154** for full report

January 6, 2014

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the Visiting Delegation, Study Tour and City Hall Tour Bylaw No. 9068 be given first, second and third readings;*
- (2) *That the Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9067 be given first, second and third readings;*
- (3) *That the Visiting Delegation, Study Tour and City Hall Tour Requests Policy, as outlined in the November 21, 2013 report from the Director of Intergovernmental Relations & Protocol Unit be adopted; and*
- (4) *That Visiting Delegation, Study Tour and City Hall Tour Bylaw No. 9068, Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9067, and Visiting Delegation, Study Tour and City Hall Tour Requests Policy be reviewed in one year.*



Consent
Agenda
Item

9. **MUNICIPAL SECURITY ISSUING RESOLUTION**

(File Ref. No. 03-0900-01) (REDMS No. 4044570 v.2)

CNCL-165

See Page **CNCL-165** for full report

January 6, 2014

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That borrowing in the amount of \$50,815,000 from the Municipal Finance Authority of British Columbia, as part of the 2014 Spring Borrowing Session, as authorized through Integrated Older Adults' Centre, Aquatic Centre and Minoru Pavilion Loan Authorization Bylaw No. 9075 be approved; and*
- (2) *That Metro Vancouver be requested to consent to the City's borrowing over a 10 year term and include the borrowing in their Security Issuing Bylaw.*



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Consent
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Item

10. **NAMING OF CHILD CARE FACILITY – 23591 WESTMINSTER HIGHWAY**

(File Ref. No. 07-3070-20-001) (REDMS No. 4042106)

CNCL-168

See Page **CNCL-168** for full report

December 17, 2013

PLANNING COMMITTEE RECOMMENDATION

That the City child care facility being constructed at 23591 Westminister Highway be named the Cranberry Children's Centre.



Consent
Agenda
Item

11. **APPLICATION BY SAMUEL YAU FOR REZONING AT 11320/11340 KINGSGROVE AVENUE FROM TWO-UNIT DWELLINGS (RD1) TO SINGLE DETACHED (RS2/K)**

(File Ref. No. 12-8060-20-009095, RZ 13-632272) (REDMS No. 4077223)

CNCL-173

See Page **CNCL-173** for full report

January 7, 2014

PLANNING COMMITTEE RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9095, for the rezoning of 11320/11340 Kingsgrove Avenue from "Two-Unit Dwellings (RD1)" to "Single Detached (RS2/K)", be introduced and given first reading.



Consent
Agenda
Item

12. **RICHMOND RESPONSE: NEW WESTMINSTER'S PROPOSED QUEENSBOROUGH COMMUNITY PLAN**

(File Ref. No.) (REDMS No. 4072566)

CNCL-189

See Page **CNCL-189** for full report

January 7, 2014

PLANNING COMMITTEE RECOMMENDATION

That New Westminister Council be advised that Richmond has no objection to the proposed Queensborough Community Plan.



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Consent
Agenda
Item

13. **LEGISLATIVE CHANGE TO LAND USE CONTRACTS**
(File Ref. No.)

CNCL-111

See Page CNCL-111 for full report

January 7, 2014

PLANNING COMMITTEE RECOMMENDATION

That a letter under the Mayor's signature be sent to the appropriate Minister and Richmond MLAs requesting that legislative change be brought forward addressing land use contracts.



CONSIDERATION OF MATTERS REMOVED FROM THE
CONSENT AGENDA

PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

DEVELOPMENT PERMIT PANEL

14. RECOMMENDATION

See DPP Plan Package (distributed separately) for full hardcopy plans

CNCL-194

- (1) *That the minutes of the Development Permit Panel meeting held on Thursday, December 12, 2013, and the Chair's report for the Development Permit Panel meetings held on October 16, 2013, and November 12, 2009, be received for information; and*

Council Agenda – Monday, January 13, 2014

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ITEM

CNCL-207

- (2) *That the recommendations of the Panel to authorize the issuance of:*
- (a) *a Development Permit (DP 13-634493) for the property at 7551 Westminster Highway; and*
 - (b) *a Development Variance Permit (DV 04-275356) for the property at 6911 Graybar Road;*
- be endorsed, and the Permits so issued.*

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ADJOURNMENT

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**Special Council
Tuesday, December 17, 2013**

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie
Councillor Chak Au
Councillor Linda Barnes
Councillor Evelina Halsey-Brandt
Councillor Ken Johnston
Councillor Bill McNulty
Councillor Linda McPhail
Councillor Harold Steves

Acting Corporate Officer – Michelle Jansson

Absent: Councillor Derek Dang

Call to Order: Mayor Brodie called the meeting to order at 4:00 p.m.

RES NO. ITEM

The meeting was recessed at 4:01 p.m.

The meeting reconvened at 4:11 p.m., following the Planning Committee meeting with all members of Council present, except Cllr. Dang.

AGENDA ADDITION

SP13/8-1 It was moved and seconded
That 'Coal Port' be added to the Agenda as Item No. 2A.

CARRIED



Special Council
Tuesday, December 17, 2013

RES NO. ITEM

COMMUNITY SAFETY COMMITTEE

1. **PROVINCE-WIDE 911 LEVY IN BRITISH COLUMBIA**

(File Ref. No. 1-0060-20-UBCM1-01) (REDMS No. 4042842 v.5)

SP13/8-2

It was moved and seconded

- (1) *That the staff report titled Province-wide 911 Levy in British Columbia" be forwarded to UBCM;*
- (2) *That UBCM be advised that should the Province establish a province-wide CAL, the City of Richmond would request the following:*
 - (a) *municipalities would continue to be included in the discussion, development, implementation and funding allocation of a province-wide 911 CAL;*
 - (b) *the province-wide levy would be cost neutral for municipalities and any new additional revenue sources (such as from mobile phones) would be used to fund system improvements and integration; and*
 - (c) *the scope for the province-wide 911 CAL levy be strictly for the provision of 911 services, and administrative overhead from the telephone companies would be limited to a minimal amount.*

CARRIED

GENERAL PURPOSES COMMITTEE

2. **MEMBERSHIP IN THE NATIONAL ZERO WASTE COUNCIL**

(File Ref. No. 01-0157-20-ZWAS1) (REDMS No. 4048928)

SP13/8-3

It was moved and seconded

- (1) *That the City of Richmond apply for membership on the National Zero Waste Council;*
- (2) *That Councillor Barnes be appointed as the City's representative to the National Zero Waste Council; and*



Special Council
Tuesday, December 17, 2013

RES NO. ITEM

- (3) *That the City demonstrate its commitment to waste prevention and reduction through the Letter of Intent, as contained in Attachment 2 to the staff report dated December 9, 2013 from the Director, Public Works Operations, titled, "Membership in the National Zero Waste Council".*

CARRIED

2A. COAL PORT

(File Ref. No. 10-6150-01)

SP13/8-4

It was moved and seconded

- (1) *That the staff memorandum from the Senior Manager, Sustainability and District Energy, dated December 11, 2013 be received for information;*
- (2) *That the City of Richmond is opposed to coal shipments from the Fraser River Estuary other than the existing Roberts Bank coal port;*
- (3) *That Port Metro Vancouver be requested to conduct a Health Impact Assessment and Metro Vancouver hold a public hearing in relation to an application for an Air Quality Permit; and*
- (4) *That letters be sent to local MPs, MLAs, Metro Vancouver, Fraser Surrey Docks, and Port Metro Vancouver reiterating Richmond City Council's position.*

CARRIED

PLANNING COMMITTEE

3. AGRICULTURAL LAND RESERVE NON-FARM USE
APPLICATION BY LOUISE NOON FOR 8160 NO. 5 ROAD

(File Ref. No. 08-4105-04-04, AG 13-629877) (REDMS No. 4049602, 3651855, 222141)



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RES NO. ITEM

SP13/8-5

It was moved and seconded

That authorization for Louise Noon to apply to the Agricultural Land Commission for non-farm use at 8160 No. 5 Road to allow for the westerly 93 m (305 ft.) to be used for an educational institution, outdoor religious statue displays and off-street parking and for the consolidation of 8140 and 8160 No. 5 Road into one lot be granted.

CARRIED

4. **APPLICATION BY VIRDI PACIFIC HOLDINGS LTD. FOR A
ZONING TEXT AMENDMENT TO THE LIGHT INDUSTRIAL (IL)
ZONING DISTRICT AT 16540 RIVER ROAD**

(File Ref. No. 12-8060-20-009089, 08-4105-20-2013636744) (REDMS No. 4048436, 3918232, 2303774, 4049550)

SP13/8-6

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9089, to amend the "Light Industrial (IL)" zoning district to permit outdoor storage at 16540 River Road, be introduced and given first reading.

CARRIED

5. **APPLICATION BY KULWINDER POONI FOR REZONING AT 8951
HEATHER STREET FROM SINGLE DETACHED (RS1/B) TO
SINGLE DETACHED (RS2/A)**

(File Ref. No. 12-8060-20-009088, 08-4105-20-2013645746) (REDMS No. 4047652, 4047701)

SP13/8-7

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9088, for the rezoning of 8951 Heather Street from "Single Detached (RS1/B)" to "Single Detached (RS2/A)", be introduced and given first reading.

CARRIED



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RES NO. ITEM

BYLAWS FOR ADOPTION

SP13/8-8

It was moved and seconded

That the following bylaws be adopted:

*Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 8872
(8540 and 8560 Jones Road, RZ 11-593412)*

*Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9019
(10640 and 10660 Bird Road, RZ 12-617804)*

CARRIED

DEVELOPMENT PERMIT PANEL

6. RECOMMENDATION

SP13/8-9

It was moved and seconded

(1) *That Chair's report for the Development Permit Panel meeting held on March 27, 2013, be received for information; and*

(2) *That the recommendation of the Panel to authorize the issuance of a Development Permit (DP 12-603657) for the property at 8540 and 8560 Jones Road be endorsed, and the Permit so issued.*

CARRIED

ADJOURNMENT

SP13/8-10

It was moved and seconded

That the meeting adjourn (4:15 p.m.).

CARRIED



City of
Richmond

Minutes

Special Council Tuesday, December 17, 2013

RES NO. ITEM

Certified a true and correct copy of the Minutes of the Special meeting of the Council of the City of Richmond held on Tuesday, December 17, 2013.

Mayor (Malcolm D. Brodie)

Acting Corporate Officer
(Michelle Jansson)



Regular Council Meeting for Public Hearings Monday, December 16, 2013

Place: Council Chambers
Richmond City Hall
6911 No. 3 Road

Present: Mayor Malcolm D. Brodie
Councillor Chak Au
Councillor Linda Barnes
Councillor Evelina Halsey-Brandt
Councillor Ken Johnston
Councillor Bill McNulty
Councillor Linda McPhail
Councillor Harold Steves

Michelle Jansson, Acting Corporate Officer

Absent: Councillor Derek Dang

Call to Order: Mayor Malcolm Brodie opened the proceedings at 7:00 p.m.

**1. RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 8907
(RZ 11-586861)**

(Location: 7460 Ash Street; Applicant: Man-Chui Leung and Nora Leung)

Applicant's Comments:

The applicant was available to answer questions.

Written Submissions:

None.

Submissions from the floor:

Sharon MacGougan, 7411 Ash Street, expressed her concerns for the proposed application and read from her written submission (attached to and forming part of these minutes as **Schedule 1**).

Andrew Nazareth, 7480 Ash Street, spoke in opposition to the proposed application and read from his written submission (attached to and forming part of these minutes as **Schedule 2**).



Regular Council Meeting for Public Hearings Monday, December 16, 2013

Douglas Nazareth, 7480 Ash Street, spoke against the proposed application and read from his written submission (attached to and forming part of these minutes as **Schedule 3**).

Michael Wolfe, 9731 Odlin Road, did not support the proposed application and raised concern for the preservation of trees, particularly the birch tree hosting a predatory bird nest. He suggested that (i) the allowable building area be reduced, (ii) Council purchase the land as a continuation of Paulik Park, or (iii) the proposed application be referred to staff for the development of fewer lots. He also expressed concerns related to (i) traffic and the extension of General Currie Road, (ii) cash-in-lieu of Affordable Housing contribution when there is a demand for such housing, and (iii) the proposed eighteen Japanese flowering cherry replacement trees, instead of using native species.

Nora Leung, the applicant, advised that the Arborist's report indicated that 36 trees are to be removed due to their condition. She stated that the large trees referred to by Mr. Nazareth are to be retained and that the trees at 7500 Ash Street had been cut down. Also, Ms. Leung advised that a biologist determined that the predatory bird nest, in the birch tree, was inactive; however, should the nest become active, Ms. Leung noted that the tree's removal would not be necessary for the development to proceed. With regard to extending the sidewalk to 7500 Ash Street, Ms. Leung indicated her willingness to construct a gravel walkway. In her view the construction of a concrete sidewalk would be the responsibility of the developer should the property at 7500 Ash Street be redeveloped in the future. In response to comments related to coyotes, Ms. Leung noted that she had never seen a coyote on the property.

Mr. Leung, the applicant's son, advised that the concerns raised by neighbouring residents were addressed in the staff report and that the proposed development is consistent with prior development in the area.

In reply to queries regarding the species of the replacement trees and the sidewalk extension to 7500 Ash Street, Ms. Leung expressed her willingness to consider native replacement trees. Also, she was of the opinion that the extension of the concrete sidewalk to 7500 Ash Street should be borne by a future developer as the property has redevelopment potential.



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Wayne Craig, Director of Development, noted that staff could revise the plant species prior to the application going forward for rezoning adoption. He further noted that costs to the applicant would be increased by approximately five times should the concrete sidewalk be extended to 7500 Ash Street.

In response to queries from Council, Mr. Craig provided the following information:

- the specified minimum tree replacement sizes with this application are six-centimetre caliper deciduous trees and three-metre high evergreen trees;
- the servicing agreement includes a grass boulevard with street trees established on Ash Street, General Currie Road, and Armstrong Street;
- the species of street trees would be specified by the Park's division;
- four to five trees are anticipated to be placed along Ash Street, approximately nine-metres apart;
- eighteen trees will be replanted on-site and approximately thirteen to eighteen additional trees would be planted on the street boulevards;
- of the 36 trees being removed, 29 are birch trees and there are a number of conifers to be removed;
- all active nests are protected as part of federal legislation; however, only eagle and heron nests are protected when inactive;
- traffic calming measures, such as curb extensions at the intersections, are included as part of the servicing agreement;
- the City's Transportation division is committed to continual monitoring of traffic in the area to determine whether additional traffic calming measures are warranted.

Mayor Brodie acknowledged the conclusion of the first round of public speakers. Speakers then addressed Council for a second time with new information.



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Sharon MacGougan referenced her speaking notes (attached to and forming part of these minutes as **Schedule 1**) noting that it was Councillor Barnes who initiated the investigation into the hawks nest. Also, Ms. MacGougan commented that no trees had been removed from 7500 Ash Street, but rather that the property is host to several large evergreen trees and mature nut, fruit and birch trees. She further commented that there have been several sightings with respect to coyotes in the area. Also, concerning her request at the May 21, 2013 Public Hearing for the sidewalk extension, it was her intention that the costs be funded by the City, not the applicant.

Andrew Nazareth displayed a picture of a coyote on the subject property and noted that it was taken approximately three weeks earlier.

PH13/11-1

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 8907 be given second and third readings;

The question on Resolution 13/11-1 was not called as discussion ensued regarding (i) the sidewalk improvements to the south edge of 7500 Ash Street, (ii) the importance of retaining any trees used for nesting purposes, (iii) the use of native species for replanting, (iv) the impact to the proposed development should the number of lots be reduced, and (v) the implementation of a policy related to the planting of non-native species.

In response to a query regarding a Development Permit and the potential size of a residential unit should two lots be created on the proposed site, Mr. Craig noted that the proposal is subject to subdivision approval and not a Development Permit. Also, he stated that at Council's direction related to tree species, staff would ensure that the appropriate species are planted as part of the landscape plan. Mr. Craig noted that the size of the proposed home is tied to the size of the lot, thus the larger the lot, the larger the home.

At the conclusion of the discussion the following **amendment** was introduced:

PH13/11-2

It was moved and seconded

That the applicant provide a full concrete sidewalk extension to the south edge of 7500 Ash Street.



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The question on amendment Resolution PH 13/11-2 was not called as in reply to queries from Council, Mr. Craig advised that a full sidewalk would be constructed in front of the subject property and 7480 Ash Street with an asphalt pathway in front of 7500 Ash Street. He further advised that a condition of any rezoning or subdivision requires the frontage of the property to be upgraded to City standards. If the applicant were to be required to provide a full concrete sidewalk extension to the south edge of 7500 Ash Street it would equate to approximately 40-metres of sidewalk improvements beyond the frontage of the subject property. He noted that latecomer agreements are generally required on larger projects and not on projects such as the proposed application.

The question on amendment Resolution PH 13/11-2 was then called and it was **CARRIED**.

Discussion continued regarding the planting of native trees and the following **amendment** was introduced:

PH13/11-3

It was moved and seconded

That the applicant work with City staff to maximize the number of native and/or fruit tree species on the property.

CARRIED

The question on Resolution 13/11-1 as amended by Resolution 13/11-2 and Resolution 13/11-3 was then called and it was **CARRIED**.

2. OFFICIAL COMMUNITY PLAN BYLAW 7100, AMENDMENT BYLAW 9065 AND RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9066 (RZ 12-605272)

(Location: 8451 Bridgeport Road and Surplus City Road; Applicant: Hotel Versante Ltd.)

Applicant's Comments:

The applicant was available to answer questions.

Written Submissions:

None.

Submissions from the floor:

None.



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PH13/11-4

It was moved and seconded

That Official Community Plan Bylaw 7100, Amendment Bylaw 9065, and Richmond Zoning Bylaw 8500, Amendment Bylaw 9066 be given second and third readings.

CARRIED

3. RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9069 (RZ 13-641189)

(Location: 3800/3820 Blundell Road; Applicant: Khalid Hasan)

Applicant's Comments:

The applicant was available to answer questions.

Written Submissions:

None.

Submissions from the floor:

None.

PH13/11-5

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9069 be given second and third readings.

CARRIED

4. RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9071

(Location: City-Wide; Applicant: City of Richmond)

Applicant's Comments:

Terry Crowe, Manager, Policy Planning, commented that the proposed bylaw would formalize the City's position to prohibit medical marihuana production facilities, and research and development facilities in agricultural and urban areas. There is one research and development facility allowed in the City under an existing Health Canada licence which is anticipated to expire in 2014. Mr. Crowe noted that Council may consider any future proposals for a facility on a case-by-case basis.

Written Submissions:

Ralph Schwartzman, 5960 No. 6 Road (**Schedule 4**)



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Submissions from the floor:

Shelley Dietz, 13651 Blundell Road, proposed that the City consider amending the definition of farm business to include small medical marihuana production operations that generate an income between \$10,000 to \$50,000. She was of the opinion that small scale operations would not pose a security risk and would provide specific plants for medical purposes. Ms. Dietz requested Council consider the options available beyond the large commercial facilities.

PH13/11-6

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9071 be given second and third readings.

CARRIED

PH13/11-7

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9071 be adopted.

CARRIED

**5. RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9077
(ZT 13-646207)**

(Location: 4691 Francis Road; Applicant: Vanlux Development Inc.)

Applicant's Comments:

The applicant was available to answer questions.

Written Submissions:

Sam Raich, 902-4900 Francis Road (**Schedule 5**)

Submissions from the floor:

None.

PH13/11-8

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9077 be given second and third readings.

CARRIED



**Regular Council Meeting for Public Hearings
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PH13/11-9

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9077 be adopted.

CARRIED

ADJOURNMENT

PH13/11-10

It was moved and seconded

That the meeting adjourn (8:17 p.m.).

CARRIED

Certified a true and correct copy of the
Minutes of the Regular Meeting for Public
Hearings of the City of Richmond held on
Monday, December 16, 2013.

Mayor (Malcolm D. Brodie)

Acting Corporate Officer
City Clerk's Office (Michelle Jansson)

Sharon MacGougan, 7411 Ash St.

Item 1, Dec. 16, 2013 Public Hearing

Mayor and Councillors,

Thank you for referring the 7460 Ash Street proposal back to staff at the May public hearing, where I spoke. I have some follow-up points.

1. The hawk's nest: CO-HABITING WITH THE NATURAL WORLD

Thank you to Councillor Linda McPhail for starting a process by asking staff about the hawk nest and also for caring about the hawks. I was worried about a tree being cut down with baby hawks still in the nest, so I had been communicating with city staff about the hawks since February. I'd like to update you now and add a request.

- It was a joyful experience, watching the hawk babies grow. They make a *kreee* sound as they learn to fly. We could co-habit with the natural world if we left some space. I've left half my own property in a natural state. I love trees, and I've conserved good habitat for birds and bees. I hope the soon-to-be-homeless hawk moves into my yard.
- I've done this voluntarily, but perhaps there can be incentives for other people to do the same. Currently we reward development, and there could be a way to reward *not* developing every single patch of land. Bees and birds need places to live. If all the natural growth is clearcut, where will that place be? At the May public hearing, Councillor Evelina Halsey-Brandt mentioned a loss of songbirds in her neighbourhood. There are so many songbirds in *our* neighbourhood whose voices will also soon be stilled.
- Please consider what you as the government of Richmond can do to retain more of the natural growth at 7460 Ash Street.

2. Trees: FOREST BATHING

The Japanese term *forest bathing* is what happens to people when they walk through a forest. It's a healing experience. It makes for a better neighbourhood when trees remain in it, especially mature trees. I don't want this Ash Street development or any other one to make a neighbourhood worse.

- If the *will* to save trees is not there, no good happens. However, 41st Avenue, just west of the Boulevard, has a mature sequoia tree right in the middle of the busy shopping area. Somebody had a grand idea and it became a reality. They found a way for development to take place all around it without killing the tree. In contrast, if trees are seen as an inconvenience or as not important, then no real efforts will ever be made to save them.
- Throughout our neighbourhood, we are losing hundreds of mature trees, with massive loss of wildlife habitat. When we lose trees, developers sometimes pay money in compensation. That money may be used to plant trees in other areas of Richmond, and sharing is okay. However, I have two questions:
 1. Why can't some of the money be used to plant street trees in our area?
 2. Why can't the developers be required to work around the trees in the parts of our area that are still well treed—like 7460 Ash Street?

3. Traffic calming: KEEPING PROMISES

The OCP for our area states that traffic calming and full street upgrades will be paid for out of development cost charges. I also have here a 2004 letter from the city's Urban Development Division. It says this:

Transportation staff will continue to pursue traffic-calming devices as part of the development review process (i.e., curb extensions and traffic circles on local residential streets in the South McLennan Area) to increase the traffic safety and liveability of the neighbourhood. A preliminary list of traffic-calming measures has already been identified by staff to be installed in the neighbourhood, with exact locations to be confirmed later.

Why has the promised action not happened? Can you make it happen now?

4. Sidewalk: GOOD MEASURE

Thank you for considering a sidewalk extension to my mother's driveway. You will have noticed that staff want asphalt, a temporary sidewalk. The rationale is that my mother's property has development potential.

However, according to the OCP for our area, the development potential of her property would be three houses: one facing Ash and two facing Armstrong. Sidewalks are provided with developments of *five* houses, not *three*. I think that means there never will be a sidewalk.

I have found it hard to explain to my mother why she wouldn't be getting a "real" sidewalk. A "temporary" asphalt extension is hard to explain to someone about to turn 90. I have a first-class mother, and I think she deserves a first-class sidewalk. I'd like you to know a few other things:

- My parents' house was one of the first on Ash Street, and my mother is the last original resident on the street.
- My parents have paid taxes at this location since 1948. In fact, our family has paid taxes on three Ash Street properties for decades. For the full street upgrades and traffic calming promised in the OCP, a portion could be paid for from the taxes collected from us.
- When I was a little girl, my first "job" was picking blueberries from the family patch with "orders" coming from kindly relatives. Berry picking is hard work, and I remember thinking about how much money I would get as I watched my father carefully weigh the berries. He always threw in an extra pound or more. "It's called good measure," he said. Maybe I wasn't so happy then as I watched some of my profits disappear, but now I value the lesson: for good measure, always give a little more, not a little less.

What we are being offered here is a little less.

Thank you for your thoughtful comments when I spoke to you in May. Whatever you decide today, I will appreciate your efforts.



City of Richmond

6911 No. 3 Road, Richmond, BC V6Y 2C1

Telephone (604) 276-4000

www.city.richmond.bc.ca

November 4, 2004

File: 08-4050-08/2004-Vol 01

Urban Development Division

Fax: (604) 276-4052

Ms. Sharon MacGougan
7411 Ash Street
Richmond, BC V6Y 2R9

Dear Ms. MacGougan:

Re: Traffic-Related Concerns Regarding Development in the South McLennan Area

Thank you for your letter of August 25, 2004 to the City Clerks office with regards to the proposed Polygon Development at 7140 Heather Street in the South McLennan area. Your letter has been forwarded to the Transportation Department to address specifically the issue of traffic safety and speeding vehicles on Ash Street.

As you may know, the Richmond Official Community Plan (OCP) for the McLennan South Sub-Area is a document that outlines the goals, objectives, and policies for the area. The OCP Plan encourages the provision of a mix of housing types to accommodate a variety of households, especially for families with children and older residents to age-in-place, while retaining a large portion of existing single-family dwellings. The proposed Polygon Development you have identified is in accordance with the OCP for the McLennan South area.

While any new development may increase the amount of traffic on adjacent streets, issues related to traffic operations, access, and traffic safety are reviewed by Transportation staff prior to the approval of any new developments in the City, including the subject development. As such, Transportation staff will continue to pursue traffic-calming devices as part of the development review process (i.e., curb extensions and traffic circles on local residential streets in the South McLennan Area) to increase the traffic safety and liveability of the neighbourhood. A preliminary list of traffic-calming measures has already been identified by staff to be installed in the neighbourhood, with the exact locations to be confirmed later.

As you have also identified several enforcement issues in your letter, we have already forwarded them to the Richmond RCMP with a request to include these areas in their schedule of enforcement.

Thank you again for bringing your concerns to our attention. Please contact me (604-247-4627) if you have any other traffic-related concerns. For any development-related issues, please contact Eric Fiss, Policy Planner (604-276-4193), while any enforcement-related concerns should be forwarded to the Richmond RCMP, non-emergency number (604-278-1212).

Yours truly,

Fred Lin, P. Eng.
Transportation Engineer

pc: Linda Barnes, Councillor

1351729

278-5139
CNCL - 25

RICHMOND
Island City, by Nature

**Schedule 2 to the Minutes of the
Council Meeting for Public
Hearings held on Monday,
December 16, 2013.**

Good evening Honourable mayor, Councillors and Planning Staff,

My name is Andrew Nazareth and I live at 7480 Ash Street. I was born and brought up in South McLellan and did all my schooling at Henry Anderson and graduated from McNeill Secondary last year.

Right through my childhood and especially over the last 10 years I have seen a lot of development in my neighbourhood. Growing up, I often asked my parents as to why so much of our natural habitat was being destroyed. Many houses, some as young as 5 years were being torn down to make way for condominiums. They explained to me that this was the price one has to pay for progress. But where does it stop? Do we have to take down every tree and decimate our neighbourhood in the name of progress?

Right through school we were taught how to recycle, how to respect our environment. The City has come out with Green bins and Blue boxes to reduce our impact on the environment and protect it for future generations. Today, I sit before you, a representative of that very future generation. I am being asked to do all these wonderful things for the environment and yet have no say when a whole swath of tree's are being demolished? If I cannot do something to protect the environment in my very own backyard, how do you expect us, that very future generation, to protect the world and reduce global warming? Honestly, I find it very difficult to understand the mixed messages we are getting from the current generation and people in positions of authority. Its almost as if they are trying to teach us to "Do as they say, not do as they do!"

Is it that the trees and the wildlife have no place at all in our neighbourhood any more? This past summer a whole nest of baby hawks were born on the very tree's that you are planning on cutting down. The coyote family that lives there has been so threatened by the current developement off Bridge street that you can see them in broad daylight on Ash Street, something coyotes would not normally do. Not to mention the foxes, raccoons, squirrels, birds and other wildlife that abound there, many of which have already lost their natural habitat.

We are very proud of our neighbourhood, pl dont destroy it for a little more money! As a council I ask you to please give the future generations a legacy that we can all be proud of. In the words of Dr Seuss, "I speak for the trees for the trees have no tongues".

Thank you for your time and listening to me.

**Schedule 3 to the Minutes of the
Council Meeting for Public
Hearings held on Monday,
December 16, 2013.**

My name is Douglas Nazareth and I m a resident of 7480 Ash Street.

Thank you for heeding our concerns at the May Public hearing and sending them back to Planning. The work planning staff have done is quite thorough and makes sense. Having said that, I would like to request Council to pl take a moment to look at the big picture here. When area residents worked so hard on the OCP in the mid nineties we all agreed to having two lots subdivided in to 5 houses, two facing Ash and 3 facing Armstrong. Somewhere in that process and before the OCP was finalised ZS14 zoning was introduced on East West roads. So this development application is in fact completely in keeping with the current OCP. Having said that, we all know that Council from time to time will make amendments to the OCP to satisfy a particular developements needs. This is done in the developers and the cities interests. Would it not be nice if Council could amend the OCP for once in the greater interest of the neighbourhood? So here is what I would like to suggest.

The city should buy the backs of the two lots [7460 and 7480] from the applicant. Leave the proposed area completely undeveloped with the existing pedestrian walkway going through it along General Currie. This will naturally connect all of South Maclellan through Paulik park. There is a considerable amount of density along the perimeter of Souh McLellan and this will provide a welcome people oriented pathway plus ensure traffic calming at the very heart of South Mclellan.

If we were to go ahead with the developement, then we should allow just three houses on larger lots facing Armstrong, in the process saving many more beautiful, mature trees.

3] If all that I ask above is not possible, pl at least try to protect more of the good trees that are slated for felling. For example, there are two very beautiful and mature tree's right up against the fence on the west side of the proposed development that are clearly earmarked for removal. Could the city consider putting a protective covenant against those tree's from being cut down and build a house around them? Why not give the green of the tree's precedence over the green of the money for a change?

Thank you for your time and your kind consideration.

From the desk of
Ralph Schwartzman

633-5960 No. 6 Road
Richmond, BC
V6V 1Z1
604-278-0912

November 6, 2013

City of Richmond
Honourable Mayor Brody and Richmond Councillor members

To whom it may concern,

RE: Richmond approval of Medical Marihuana Grow Operation

Our group CanCanna is currently in the process of applying to Health Canada for a Commercial license to produce medical marihuana under the new guide lines of the Federal Government. Our proposed site would be located in the Municipality of Richmond specifically 5960 #6 Road. Is it possible to get a clarification on the statement made to Council at the Public Hearing November 5 that the following municipalities have prohibited the production of medical marihuana?

- 1) Chilliwack
- 2) Pitt Meadows
- 3) Abbotsford

We reviewed the Public meetings for the above mention municipalities and have found conflicting information. Please find enclosed the documentation of our findings:

Chilliwack

August 20, 2013 Council Meeting

Council amending the definition of Special Industrial (M6) Zone to include a new subparagraph allowing medical marihuana grow operation.

Zoning Bylaw 2001 No. 2800 Subsection 11

11.06 M6 (SPECIAL INDUSTRIAL) ZONE

(2) PERMITTED USES

The following added USES shall be the only USES permitted in this ZONE unless specifically permitted elsewhere in this BYLAW by GENERAL or SPECIAL REGULATIONS.

(o) MEDICAL MARIHUANA GROW OPERATION (AB#3947)

The issue was once again brought up by the council on September 3, 2013 as Bylaw No. 3947 and carried unanimously.

That the following bylaws be now reconsidered, finally passed and adopted,
that they be signed and the corporate seal affixed thereto:

"Zoning Bylaw Amendment Bylaw 2013, No. 3947"

(Text amendment – RZ000810)

Pitt Meadows Oct 1, 2013 Council Meeting

From the Video of the Council Meeting:

1:18:00; Mayor requests reading of report regarding the handling of Medicinal Marihuana Grow Operations (MMGO) and how it would impact their zoning regulations. The reading suggests that MMGO be prohibited from agricultural zones, but suggests putting MMGO in industrial zones. The reader mentions that the city has to have a location that accommodates MMGO and feels it would be better regulated in an industrial zone to allow proper inspection and protocol, as well as proper taxation for the facilities. The reader also suggests looking into the establishment of a new industrial zone that is not currently available to any properties in the Pitt Meadows Municipality.

The Mayor says that anyone interested in pursuing such ventures must apply through the proper channels and meet before council in a public hearing. The Mayor mentions that the federal government says that the municipalities have the accommodate MMGO.

Minutes from Oct 1st Council Meeting regarding Medical Marihuana Growing Facilities:

Councillor G. O'Connell requested the recommendations be voted on separately.

MOVED by Councillor G. O'Connell, **SECONDED** by Councillor T. Miyashita, THAT Council, upon the recommendation of Council in Committee:

A. Receive into the record the report dated September 13, 2013 from the Director of Operations and Development Services/Deputy CAO. (http://pittmeadows.ca/granicus.com/MetaViewer.php?meta_id=59071&view=&showpdf=1)

CARRIED

MOVED by Councillor B. Bell, **SECONDED** by Councillor T. Miyashita, THAT Council, upon the recommendation of the Council in Committee:

B. Direct staff to prepare a bylaw for Council's consideration that would accommodate the production of medical marihuana within an industrial zoning designation.

CARRIED with Councillor G. O'Connell voting in the negative.

MOVED by Councillor B. Bell, **SECONDED** by Councillor J. Elkerton, THAT Council, upon the recommendation of the Council in Committee:

C. Direct staff to forward a copy of this report to the Agricultural Land Commission, the Ministry of Agriculture, and the Mayor to send lobbying letters to all UBCM municipalities and provincial MLAs.

The subject has not since been brought up in any subsequent meeting.

Abbotsford Executive Meeting

As of October 21, 2013, Abbotsford Executive Council Committee are in the process of creating a new bylaw prohibiting the use of any land within the municipal boundaries of the city of Abbotsford for federally licensed medical marihuana grow operations. The staff is directed to prepare a report about the proposed bylaw amendment, but it has yet to be passed.

To conclude we feel that there might be some misinformation that has been presented to Richmond City Council and think it only fair that all the information is accurate.

On behalf of CanCanna we would like to thank you for looking into these inconsistencies. Can you please confirm that Richmond will have a positive acceptance for MEDICAL MARIHUANA GROW OPERATION facilities based on an individual bases.

We look forward to your response.

Best regards,

Ralph Schwartzman



City of Richmond

6911 No. 3 Road
Richmond, BC V6Y 2C1
www.richmond.ca

December 10, 2013
File: 12-8060-02-53/Vol 01

Planning and Development Department
Policy Planning
Fax: 604-276-4052

Ralph Schwartzman
633 - 5960 No. 6 Road
Richmond, BC V6V 1Z1

Dear Mr. Schwartzman:

Re: Managing Medical Marihuana Production Facilities in Richmond

This letter responds to your correspondence (dated November 7, 2013) to Mayor and Council in regards to the management of Medical Marihuana Production and Research and Development Facilities in Richmond.

In your letter, specific concerns were noted about clarifying the existing zoning regulations for the production of medical marihuana in Chilliwack, Pitt Meadows and Abbotsford as communicated in the City staff report considered by Planning Committee on November 5, 2013. City staff have reviewed the information contained in our staff report and examined the current information on regulations for production of medical marihuana in the above three referenced municipalities mentioned in your letter.

Of the three cities referenced, Chilliwack is the only one that has adopted zoning regulations related to medical marihuana grow operations (adopted September 3, 2013). The Pitt Meadows Council has directed their staff to review medical marihuana production in industrial areas and this review is in process. Abbotsford is in the process of reviewing zoning regulations specific to medical marihuana production. In addition, the Township of Langley is also in the process of considering land use regulations to address medical marihuana production. I suggest that you contact these municipalities directly to obtain the latest information about how they intend to manage licensed medical marihuana facilities.

At the upcoming December 16, 2013 Public Hearing (7 pm – Richmond City Hall, Council Chambers), Council will consider a zoning bylaw amendment (Bylaw 9071) that will define Medical Marihuana Production and Medical Marihuana Research and Development Facilities and prohibit these uses city-wide. This approach does not preclude Council from considering rezoning applications on a case-by-case basis. Attached to this letter is an excerpt of the November 12, 2013 Council meeting minutes and a copy of the proposed zoning amendment Bylaw 9071 (Attachment 1).

Should you have any questions, please feel free to contact me (604-276-4139; tcrowe@richmond.ca).

Yours truly,

A handwritten signature in black ink, appearing to be 'Terry Crowe', written over a horizontal line.

Terry Crowe
Manager, Policy Planning

KE:cas

pc: Mayor and Council
Joe Erceg, General Manager, Planning and Development
Wayne Craig, Director of Development
Kevin Eng, Planner 1



City of
Richmond

Minutes

Regular Council
Tuesday, November 12, 2013

- (4) *staff be authorized to take all necessary steps to raise title to the road closure area of ±5,907 square feet and transfer it to Hotel Versante Ltd or its designate for \$700,000 plus applicable taxes; and*
- (5) *staff be authorized to take all necessary steps to complete all matters detailed herein including authorizing the Chief Administrative Officer and the General Manager, Finance and Corporate Services to negotiate and execute all documentation required to effect the transaction, including executing all required Land Title Office documentation.*

ADOPTED ON CONSENT

19. MANAGING MEDICAL MARIJUANA PRODUCTION FACILITIES, AND RESEARCH AND DEVELOPMENT FACILITIES IN AGRICULTURAL AND URBAN AREAS

(File Ref. No. 12-8060-20-9070/9072) (REDMS No. 4026259, 4013196, 4020951, 4023122)

- (1) *That the City of Richmond requests that Health Canada not issue any medical marihuana facility licenses in the City of Richmond under the federal Marihuana for Medical Purposes Regulations (MMPR);*
- (2) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 9071 (Medical Marihuana Regulation) be introduced and given first reading; and*
- (3) *That Bylaw 9071 be forwarded to the Agricultural Land Commission for comment in advance of the Public Hearing.*

ADOPTED ON CONSENT



Richmond Zoning Bylaw 8500
Amendment Bylaw 9071 (Medical Marihuana Regulation)

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Zoning Bylaw 8500 is amended by:

i. Inserting the following text into Section 3.4 – Use and Term Definitions:

“Medical Marihuana Production Facility

Means a facility for the growing and production of medical marihuana in a fully enclosed **building** as licensed and lawfully sanctioned under Health Canada’s *Marihuana for Medical Purposes Regulations* (as amended from time to time), including the necessary supporting accessory uses related to processing, testing, research and development, packaging, storage, distribution and **office** functions that are directly related to and in support of growing and cultivation activities.

Medical Marihuana Research and Development Facility

Means a facility for the research and development of medical marihuana only in a fully enclosed **building** as lawfully sanctioned by Health Canada under the *Controlled Drugs and Substances Act* (as amended from time to time).”

ii. Repeal the definition of **farm business** in Section 3.4 – Use and Term Definitions and replace it with the following:

“Farm business

Means a business in which one or more of the following farm activities are conducted, and includes a farm education or farm research institution to the extent that the institution conducts one or more of the following farm activities:

- a) growing, producing, raising or keeping animals or plants, including mushrooms, or the primary products of those plants or animals;
- b) clearing, draining, irrigating or cultivating land;
- c) using farm machinery, equipment, devices, materials and

structures;

- d) applying fertilizers, manure, pesticides and biological control agents, including by ground and aerial spraying;
- e) conducting any other agricultural activity on, in or over agricultural land;
- f) intensively cultivating in plantations, any
 - i) specialty wood crops, or
 - ii) specialty fibre crops prescribed by a Minister of the Province of BC;
- g) conducting turf production in an **Agricultural Land Reserve** with the approval under *Agricultural Land Commission Act* of the Provincial Agricultural Land Commission;
- h) aquaculture as defined in the *Fisheries Act* when carried on by a person licensed, under part 3 of that Act, to carry on the **business** of aquaculture;
- i) raising or keeping game, within the meaning of the *Game Farm Act*, by a person licensed to do so under that Act;
- j) raising or keeping fur bearing animals, within the meaning of the *Fur Farm Act*, by a person licensed to do so under that Act;
- k) processing or direct marketing by a farmer of one or both of
 - i) the products of a farm owned or operated by the farmer, and
 - ii) within limits prescribed by a Minister of the Province of BC, of products not of that farm,to the extent that the processing or marketing of those products is conducted on the farmer's farm, but

farm business does not include:

- a) an activity, other than grazing or hay cutting, if the activity constitutes a forest practice as defined in the *Forest and Range Practices Act*;
- b) breeding pets or operating a kennel;
- c) growing, producing, raising or keeping exotic animals, except types of exotic animals prescribed by a Minister of

the Province of BC;

- d) a medical marihuana production facility; and
- e) a medical marihuana research and development facility.”

- iii. In Section 3.4 – Use and Term Definitions, repeal the existing definition of **office** and replace with the following text:

“Office

Means a facility that provides professional, management, administrative, consulting or monetary services in an **office** setting, including research and development, which includes **offices** of lawyers, accountants, travel agents, real estate and insurance firms, planners, clerical and secretarial agencies, but excludes the servicing and repair of goods, the sale of goods to the customer on the **site**, the manufacture or handling of product and a **medical marihuana research and development facility.**”

- iv. Insert the following text into Section 5.13.4 – Uses Permitted in All Zones:

- “c) A medical marihuana production facility and medical marihuana research and development facility is not permitted.”

- 2. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 9071**”.

FIRST READING

PUBLIC HEARING



SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 

Jansson, Michelle

From: Webgraphics
Sent: Monday, 16 December 2013 1:19 PM
To: MayorandCouncillors
Subject: Send a Submission Online (response #763)

To Public Hearing
Date: <u>Dec 16/13</u>
Item # <u>5</u>
Re: <u>4691 Francis Rd</u> <u>ZT13-646207</u>

Send a Submission Online (response #763)

Survey Information

Site:	City Website
Page Title:	Send a Submission Online
URL:	http://cms.richmond.ca/Page1793.aspx
Submission Time/Date:	12/16/2013 1:19:01 PM

Survey Response

Your Name	Sam Raich
Your Address	902-4900 Francis Road
Subject Property Address OR Bylaw Number	4691 Francis Road / ZT-13-646207
Comments	4691 Francis Road I am opposing to the possibility of new development at the corner of Railway and Francis. Richmond is losing his green areas and the corner of Railway and Francis is one of the areas that is still green and I DO NOT want to see more new developments in the area. There are 3 empty lots on Francis, if you plan the build new houses is OK but no new developments in the area. If you approve the construction we will lose history and heritage and not imagine the lack of services and traffic in the area. As a Canadian Citizen and as a property owner I OPPOSE to the construction.



For Metro Vancouver meetings on Friday, December 13, 2013

Please note these are not the official minutes. Board in Brief is an informal summary. Material relating to any of the following items is available on request from Metro Vancouver.

For more information, please contact either:

Bill Morrell, 604-451-6107, Bill.Morrell@metrovanancouver.org or

Glenn Bohn, 604-451-6697, Glenn.Bohn@metrovanancouver.org

Greater Vancouver Regional District

2014 Board Election

Metro Vancouver's Board of Directors acclaimed City of Port Coquitlam Mayor Greg Moore as the Board's 2014 Chair and City of Vancouver Councillor Raymond Louie as the 2014 Vice-Chair.

Head Office West Wall Water Ingress Remediation

Approved

The Board approved the use of Corporate Reserve funds, up to \$705,000 (exclusive of GST), to repair a water ingress problem at Metro Vancouver's Head Office, at 4330 Kingsway in Burnaby. The water ingress problem is located on the southwest corner of the building's second floor.

Metro Vancouver Donations Policy

Approved

The Board directed staff to prepare a policy dealing with donations to Metro Vancouver, for consideration by the Board. At its November 22, 2013 meeting, the Finance Committee inquired about the allocation of a financial bequest recently received by Metro Vancouver for parks programs and projects and about the guidelines dealing with donations to Metro Vancouver.

Renewal of the Federal Homelessness Partnering Strategy Program 2014-2019 - Metro Vancouver's Role

Approved

Through the Regional Steering Committee on Homelessness (RSCH) and Homelessness Secretariat, Metro Vancouver acts as a "Community Entity" in the federal Homelessness Partnering Strategy (HPS), administering funding for homelessness reduction programs in the region. About \$8.2 million has been provided annually under various federal programs from 2000 to present.

The Board approved the submission of an application for Metro Vancouver to continue to serve as the Community Entity for the region, administering the federal program for an additional five years from April 2014 to March 2019. This approval was given subject to consideration and final review of the HPS contract terms and conditions by the GVRD Board in early 2014.



Proposed Port Alberni Trans-shipment Hub and Potential Short-sea Shipping Service to Metro Vancouver

Approved

Short-sea shipping may provide an opportunity to supplement goods movement infrastructure in the Metro Vancouver region, as well as reduce port-related air emissions in this region.

The Board will provide a letter to the Port Alberni Port Authority expressing support for their further evaluation of a proposed Port Alberni trans-shipment hub that could provide short-sea shipping service to the Metro Vancouver region.

GVRD Temporary Borrowing Authority – Bylaw No. 1195, 2013

Approved

The bylaw authorizes the borrowing from the District's Banker or others in the course of the calendar year 2014, for a total of no more than \$10 million at any one time, for all Metro Vancouver entities.

Greater Vancouver Water District

GVS&DD Temporary Borrowing Authority

Approved

The bylaw authorizes the borrowing from the District's Banker or others in the course of the calendar year 2014, for a total of no more than \$10 million at any one time, for all Metro Vancouver entities.

Greater Vancouver Sewerage and Drainage District

GVWD Temporary Borrowing Authority

Approved

The bylaw authorizes the borrowing from the District's Banker or others in the course of the calendar year 2014, for a total of no more than \$10 million at any one time, for all Metro Vancouver entities.



Richmond Gateway Theatre Society
Annual Report

2012/2013



“We exist to raise the quality of life in our community.

We believe theatre is a powerful means of creative expression that has the ability to transform individuals and communities. We believe free expression is necessary to healthy societies.

Theatre is a living chronicle of who we are. It is an organic, breathing, three-dimensional testimony of our existence.”

—JOVANNI SY, ARTISTIC DIRECTOR





David Adams as Tevye
in *Fiddler on the Roof*
Photo: David Cooper

Richmond Gateway Theatre Society Annual Report 2012/13

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GATEWAY THEATRE 2012/13 OPERATIONS

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City of
Richmond

Malcolm D. Brodie
Mayor

6911 No. 3 Road
Richmond, BC V6Y 2C1
Telephone: 604-276-4123
Fax No: 604-276-4332
www.richmond.ca

GREETINGS FROM THE MAYOR:




On behalf of City Council and the residents of Richmond, I would like to extend sincere greetings to all the readers of the *Gateway Theatre Society* 2012 – 2013 Annual Report.

The Gateway Theatre is the second largest theatre in the Lower Mainland and Richmond's only live professional theatre. It contributes greatly to the local community through its performing arts, public art displays, professional theatre productions, and as a venue for meetings and film shoots. Further, it offers year-round acting, musical theatre, and technical training classes for aspiring youth.

Richmond City Council is very proud of how the Gateway Theatre reflects the remarkable and culturally diverse nature of this community. This year the City of Richmond signed a new 5 year operating agreement with the Gateway Theatre, demonstrating the City's ongoing support for both the performing arts in Richmond and the values shown by the Gateway Theatre. As Mayor, I take great pride in this diversity, as I believe that it creates mutual respect and generates understanding of the different perspectives and traditions that make up a cultural heritage.

Thank you to all the volunteers, society members, board and staff for your strong commitment to the Gateway Theatre and its subsequent success. Best wishes for the future!



Malcolm D. Brodie
Mayor





MESSAGE FROM THE CHAIR

Keith Liedtke, Board Chair

Welcome to our 2012-2013 Annual Report. Our 29th season of programming was recognized as an artistic and financial success.

The 2012–2013 season was a joy to watch with comedy, music and thought-provoking theatre. *Sylvia* was a hilarious comedy which the community flocked to see—just to see what the dog would say next. *Fiddler on the Roof* won an Ovation Award for Best Musical of the year and was loved by all who saw it. In the spring we produced the world premiere of *Sisters*, a play by Artistic Director Emeritus, Simon Johnston and we ended the MainStage season with *Molière's Don Juan* in partnership with our friends at Blackbird Theatre in Vancouver. In our Studio we produced the world premiere of *Winners and Losers*. This is a play which was selected in our **SceneFirst** play development festival in 2011 and our production launched their international tour. Lastly in our Studio, Artistic Director Giovanni Sy directed a touching and fun production of *Harvest*.

The Gateway Academy for the Performing Arts continues to host over 250 students in our many classes throughout the year. We offer professional instruction to youth in musical theatre, voice and acting disciplines. The success of this program is demonstrated by the self-awareness and self-confidence our students develop, not to mention their career achievements. This year we had a number of students joining us in our professional productions of *Sisters* and *Fiddler on the Roof*. We thank them for sharing their talents with us in class throughout the year and on our stage. Their year-end productions of *Lost and Found*, *Museum*, and *Once on This Island* were witty, fun and well produced by the Academy team.

Once again I want to thank our audience for your outstanding support in 2012–2013. Box Office revenue for our Main Stage, Studio, Play Development and Academy covers approximately 75% of the costs for these productions (the national average is below 50%). The remaining 25% comes from donors in our community who support us through individual or corporate gifts and sponsorships, to make professional theatre possible in this community. We thank you for participating fully this season and welcome you back for next year!

We held two fundraisers this year: “The Gateway Theatre Knit & Purl” and “For the Love of Art”. Both invited community involvement to yield a benefit to the community. “Knit & Purl” donated 16 blankets that were assembled by volunteers who gained pledges for their knitting. Blankets went to community groups who serve the less fortunate in our community. “For the Love of Art” offered professional caliber art to the community through a sealed bid process. Thank you to everyone who supported these special events.

Gateway Theatre is a home to over 40 clients who regularly join us to produce their shows. The community producers are an integral part of our operations as we see our role as supporters and mentors who facilitate and inspire others to produce high quality performing arts events.

With our 30th anniversary just around the corner, we hit a number of milestones this year. We have successfully produced 148 productions which amount to almost 2400 shows. With this foundation to stand on, the Gateway Theatre is embarking on a bold new vision that will broaden our reach and serve the community with more of what you have enjoyed and more of what our community is asking for. Also, the Gateway Theatre Society and Richmond City Council signed a 5 year operating agreement showing the City's confidence in the Gateway Theatre and support of the arts for our community. Thank you to everyone who was involved in this process. Lastly, the Gateway Theatre has been operating with a deficit, a normal practice for many not-for-profits. I am proud to say we have retired our deficit in this fiscal year.

The dedication and committed work of our Board, Staff and Volunteer Teams has once again been incredible. As I have completed the maximum eight years on the Board (the last 2 years as Board Chair), this is my final year. I want to thank everyone who has made my experience on the Board so rewarding. See you in the lobby!

2012/2013 Richmond Gateway Theatre Society Board

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Suzanne Dunn, Treasurer	

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Mission Statement

Gateway Theatre is a welcoming and inclusive regional theatre for Richmond and its surrounding communities. Encouraging participation and cultural diversity, we strive for excellence and leadership in the development and production of live professional theatre and programs that connect the community.

Core Values

These values define the way decisions are made at the Gateway Theatre. They create a welcoming team and inclusive culture for staff, volunteers, partners, clients, and patrons.



Programs

Gateway Theatre's mission is implemented through programs delivered to the region. These programs are:

LIVE PROFESSIONAL THEATRE

- Main Stage Productions
- Studio Productions
- Play Development
- Commissions
- Readings
- Workshops
- Dramaturgy
- Gateway Academy for the Performing Arts

COMMUNITY CONNECTIONS

- Partnerships
 - City of Richmond
 - Corporate
- Rentals Program
- Volunteer Program
- Special Events
- Mentorship



REPORT FROM THE GENERAL MANAGER

Suzanne Haines

2012/2013 continued to be a year of success and change for the Gateway Theatre. The season of programming was a tremendous success with boosted audiences, new and returning community producers and retiring our financial accumulated deficit.

The first milestone for the organization was the signing of the new five-year operating agreement between the Richmond Gateway Theatre Society and the City of Richmond. The City of Richmond continues to show leadership in its support of artistic enterprise and this agreement solidifies our relationship on values that we both believe in and live by. City Council has ensured the community has a place to play and be transformed at the Gateway Theatre.

Another achievement for the year was in successfully managing change as we restructured the company to take on more for the community. There are some renewed positions and new faces at the Gateway Theatre, all in order to bring the community exceptional service in an expedited way. As we plan for our next 30 years, we need to be nimble and strong to respond to the community's needs and lead the community to new and greater artistic heights. We have an ambitious plan which will roll out publicly in the fall that we feel will achieve this. Our new structure will also enable us to get there.

Our financial situation improved once again this year and our operations moved from a deficit position to a small accumulated surplus. Such success is due to the support from the community as donors, sponsors, audience members and renters of the theatre. Without you, we could not meet our daily obligations to produce exceptional theatre and support the community with educational programs. Thank you for your continued support.

Every year we reach out into the community and this year was no different. We participated in the Steveston Salmon Festival in July 2012 and the Children's Arts Festival in February 2013. We also hosted six free events as part of Culture Days in September 2012. Our RBC Education/Outreach program brought 120 students into our theatre over the course of the year to experience a working professional theatre on our tech/dress day, probably the busiest and most chaotic day in the theatre world. We also partnered with the Richmond Public Library to have a presence throughout the year and bring lectures and talks about our shows to the general public. Each year we look for new opportunities to participate in the community.

Thank you to my Board of Directors for the countless hours they contribute and their unflagging support of our programs. I have enjoyed working with City staff and City Council to provide high quality programming to our community. I am also grateful to our volunteers, our administration team, our production personnel and our faculty for their selfless contributions to excellence in the performing arts in our community.



REPORT FROM THE ARTISTIC DIRECTOR

Jovanni Sy

The 2012/2013 Season had many highlights. Our audiences were presented with an interesting, balanced season that featured modern updates on classic plays, a Golden Age musical, and new Canadian drama.

A.R. Gurney's play *Sylvia* opened our season on the MainStage in October. Johnna Wright did a very polished job directing this comedy of manners set in present day Manhattan. We boasted a formidable cast with Daniel Arnold, Lisa Bunting, Mike Stack, and up-and-comer Pippa Mackie in the title role.

Fiddler on the Roof had a very successful run in December. For this production, we brought back the same team that triumphed with *The Sound of Music* the year before: director Chris McGregor, musical director Allen Stiles, and choreographer Dawn Ewen. David Adams did a masterful job in the central role of Tevye. The show won an Ovation Award for Outstanding Professional Production.

In February, we presented the world premiere of Simon Johnston's play *Sisters*. This bold re-imagining of Anton Chekhov's *Three Sisters* was directed by Sarah Rodgers. A top-notch design team transported the audience to a fading mansion on the Russian-Chinese border. Our Artistic Director Emeritus created a memorable and thought-provoking script.

Blackbird Theatre's production of *Molière's Don Juan* concluded our season in April. This production had originally played in December 2012 at the Vancouver East Cultural Centre to mixed reviews. Fortunately, director John Wright spent a week refashioning the production prior to its opening on our MainStage. His work paid off as Gateway audiences were quite taken with this modern adaptation of the great Molière piece.

Our Studio Series offered two very different shows. In November, we presented the world premiere of Marcus Youssef's and James Long's play *Winners and Losers*, a fearless two-hander that pushed the edges of theatrical conventions. The play was nominated for a Jessie Award for Outstanding Production and won the Critic's Choice Innovation Award. The show has since toured across Canada and Europe.

Harvest by Ken Cameron was an audience favourite in March. It was also a personal favourite as it marked my directorial debut at the Gateway Theatre. I had the privilege of working with two talented actors—Eileen Barrett and David Mann—and collaborating with a brilliant design team.

SceneFirst returned in March 2013 under the curation of Artistic Associate Amy Lynn Strilchuk. Amy presented several innovations to SceneFirst—extended rehearsal time for our participants, and presentations that took place cabaret-style in the lobby. We workshopped three promising works: Michael Northey's *Falling to Pieces*, Stacey Kaser and Alison Kelly's *Conversations With My Mother*, and Guillermo Verdecchia's *Galicja*.

The **Gateway Academy** entered its 21st year with afterschool and weekend classes in musical theatre and acting taught by a faculty of theatre professionals. The program is located at the Gateway and offers a variety of courses ranging from beginners to pre-professional levels. 262 students enrolled in seventeen different classes and four summer camps that ran from July to May. As in previous years many of the classes had waiting lists. The Academy is suited to those 6–18 years of age. The majority of enrolment comes from Richmond with the remaining students traveling in from surrounding communities.

WHAT OUR PATRONS SAY...



Sylvia by A.R. Gurney

“This is one of the best productions!!!

To play the character of a dog is amazing!!!

“I have a front row season pass and find it perfect.

Thank you for the parking pass—all much appreciated.”

Pippa Mackie as Sylvia
Photo: David Cooper

Winners and Losers • Created & performed by Marcus Youssef & James Long
Co-producers: Newworld Theatre & Theatre Replacement

“This show was incredibly moving. I only heard about it through the grapevine. Powerful and intensely honest show. A great Canadian contribution. Thank you.”

“Made us think! Amazed at the performers’ talent and ability. It was so subtle—the transformation from light to intense was clever.”

James Long (L) & Marcus Youssef
Photo: Simon Hayter



Fiddler on the Roof • Book by Joseph Stein • Music by Jerry Bock
Lyrics by Sheldon Harnick

“What a FANTASTIC show! You took a classic that I have seen a million times and gave it new life. The singing, dancing, set, costumes are brilliant.”

“All I ask of theatre is that it make me laugh, weep and change. This production did all three.”

Cast of *Fiddler on the Roof*
Photo: David Cooper



Sisters by Simon Johnston

“It was an excellent production!
Loved my Valentines night out.”

“I know many times when one dominant
personality takes over—such a good
show.”

Sarah Louise Turner (L) & Josette Jorge
Photo: David Cooper

Harvest by Ken Cameron

“I love this experience.
Wonderful play and great performance!!”

“Today’s show was amazing! I was very
pleased with everything! I’ll be back
for the next one.”

Eileen Barrett & David Mann
Photo: David Cooper



Molière’s Don Juan • An all new adaptation in association with Blackbird Theatre

“Awesome! Such talented acting! Thank you for
yet another amazing production.”

“Great play—love the set”

From left: Pippa Mackie,
Peter Jorgensen & Barbara Kozicki
Photo: Tim Matheson

GATEWAY ACADEMY FOR THE PERFORMING ARTS

The Gateway Theatre's Academy for the Performing Arts offers classes in theatre skills. In 2012-13, the Academy served over 250 students 6–18 years of age. They participated in summer camps and year-long classes where they developed a strong work ethic, a respect for self and others, and an improved self-esteem, all of which creates a freedom of expression empowering them as young people in the world. They advanced in skills both tangibly measurable and interpersonal; these skills become transferable life skills which they can use regardless of their future direction.

The Academy Faculty is composed of working professional artists each skilled in teaching their respective disciplines. Each instructor is passionate about sharing their knowledge and expertise with a new generation of performers.

Classes offered this season

SUMMER CAMPS

Musical Theatre Camp (ages 8–13)
Acting Intensive Camp (ages 11–13)
Improv Camp 1 (ages 11–13)
Improv Camp 2 (ages 14–18)

VOICE–SPEECH

Speech A1 (ages 8–10)
Speech A2 (ages 8–10)
Speech B (ages 10–13)
Speech C (ages 13–18)

VOICE–SINGING

Singing A (ages 8–10)
Singing B (ages 10–13)
Singing C (ages 13–18)

ACTING

Acting Introduction (ages 6–8)
Acting A (ages 8–10)
Acting B (ages 10–13)
Acting C Performance (ages 13–18)

MUSICAL THEATRE

Musical Theatre Introduction (ages 6–8)
Musical Theatre A1 (ages 8–10)
Musical Theatre A2 (ages 8–10)
Musical Theatre B (ages 10–13)
Musical Theatre C Performance (ages 13–18)



Photo: David Cooper



Photos: David Cooper

Academy students appeared
in *Fiddler on the Roof*.



Left to right: Ruth McIntosh, Education Manager;
Angelina Guan; Christine Campbell, scholarship sponsor
and McDonald's restaurants representative; Jasmine Dy;
Etella Keenan; Boris Bilic. Missing: Madison McDiarmid
Photo: Kristin Cheung

2012–13 Scholarship Winners

Ironwood Plaza McDonald's Young Performer Award (6–8):
Madison McDiarmid

Steveston McDonald's Young Performer Award (8–10):
Angelina Guan

Alderbridge Way McDonald's Young Performer Award (10–13):
Jasmine Dy

Blundell Centre McDonald's Young Performer Award (13–18):
Musical Theatre C: **Etella Keenan**

Blundell Centre McDonald's Young Performer
Award (13–18): Acting C: **Boris Bilic**

Community Producers

KACAT Productions	International Drug Free Athletics	*Richmond Youth Concert Band
Armenian Summer Dance Camp	Jacqueline Au (Jacqmusic)	Shang Yin Music Education Centre
BC Military Music Society	Music in Our Schools	Springtime Stage
*Burke Academy of Dance	Natural Physique & Athletics Assoc.	Super Productions
Cindy Yang	Ping Academy of Dancing	The Arts Connection
*City of Richmond	RichCity Idol	Tong Moo Do
Cures for Kids Foundation	*Richmond Academy of Dance	Twin Engine Films
*Dance Co	Richmond Arts Centre	*Vancouver Academy of Dance
Defy Gravity Dance Company	Richmond Christian School	Vancouver Beauty Dance World
Erika's Entertainment	*Richmond Community Concert Band	Vancouver Chinese Cultural Festival
EventRus Entertainment	Richmond Hospital Foundation	Vitta Piano Studio
*Festival of Voice	Richmond Multicultural Community Services	Wealth Smart Summit
*Gabriela's Movement Studio	*Richmond School District 38	YOURS Singing Competition

*Have produced for 10+ years at Gateway

Facility Usage Report

ATTENDANCE

	Monthly Totals	Gateway Season	Gateway Academy	Community Producers	Other
Jul 2012	470		302	30	138
Aug 2012	513		200	251	62
Sep 2012	4,720	83	513	4,043	81
Oct 2012	3,902	3,127	530	5	240
Nov 2012	2,583	446	580	1,384	173
Dec 2012	8,617	7,862	395	30	330
Jan 2013	1,473	176	555	392	350
Feb 2013	4,492	2,212	555	1,405	320
Mar 2013	2,692	1,012	310	1,030	340
Apr 2013	3,895	2,300	1,052	133	410
May 2013	5,941		50	5,531	360
Jun 2013	5,793		60	5,353	380
Yearly Totals	45,091	17,218	5,102	19,587	3,184

EVENTS

	Monthly Totals	Main Theatre	Studio A	Studio B	Other
Jul 2012	66	20	26	11	9
Aug 2012	24	11	4	5	4
Sep 2012	84	21	19	33	11
Oct 2012	95	28	7	45	15
Nov 2012	93	24	30	31	8
Dec 2012	84	33	12	32	7
Jan 2013	113	14	29	54	16
Feb 2013	102	22	27	39	14
Mar 2013	96	21	31	28	16
Apr 2013	115	21	14	46	34
May 2013	103	23	23	15	42
Jun 2013	99	17	25	16	41
Yearly Totals	1,074	255	247	355	217

Volunteer Program

A heartfelt "Thank You" to all of our volunteers. They are the smiling faces and ambassadors at Gateway and serve as Ticket Takers, Ushers, Hosts & Hostesses, Coat Check Attendants, Food Prep/Servers/Busers at Gateway receptions, and provide Administrative support. Many have helped out behind the scenes with envelope stuffing and mailouts, data retrieval, candy-bagging for concession sales, putting up posters in various neighbourhoods, and representing Gateway Theatre at offsite events such as SalmonFest. Their commitment, hours, efforts, donations, memberships, and passion are a vital part of our Gateway family.

Total number of volunteers	116
Number of volunteers with over 10 years of service	42
Total hours of donated time in 2012–2013	11,945
Dollar value of donated time	\$122,436.25

BRAVO, GATEWAY VOLUNTEERS!





FUNDRAISING COMMITTEE REPORT

Ella Chan & Susan Ness, Fundraising Committee Co-Chairs

Co-Chairs Susan Ness and Ella Chan took over from the resigning Committee Chair in January 2013.

The first two meetings were spent brainstorming on what initiatives to pursue as there were less than 6 months remaining in the season. Though the “pARTy” from last year was quite successful, it was noted that the event was too consuming in terms of funds and people-hours required to be executed successfully. It was simply time for something new.

Conversations about what would best connect the community to Gateway Theatre and be the most profitable in terms of raising funds led to the decision of moving forward with “Knit & Purl” and “For the Love of Art” as the 2012-2013 fundraising campaigns.

KNIT & PURL

This campaign was led by Board Member Lulu Shen and involved engaging individuals to knit 1 ft x 1 ft squares and to receive a minimum of \$20 in pledges in order to participate. The squares knit were then sewn together into blankets on a media filled “Blanket Creation Day”. The blankets were then donated to multiple charities in the local community.



Successes in this campaign were especially prevalent in the excitement that it generated in the volunteers and the Richmond community. Knitting is a very popular pastime and many people were able to combine multiple passions: knitting, theatre and support of local charities.

Missed opportunities were focused around the giving and receiving of the pledges. It was difficult to tell who/how many people were participating and how much in revenue was going to be received. It was also difficult to explain how people could support the campaign without being knitters themselves. Since the campaign involved several different charities including the Gateway, communications challenges arose.

Knit & Purl netted \$4000 and generated buzz surrounding the campaign. Many people voiced their anticipation for its return next year. Because the committee executed the campaign in a very short amount of time, ways to improve the campaign for a following year were easily identified. We are confident they are reparable should the campaign be repeated.

FOR THE LOVE OF ART

The idea behind this campaign was to fundraise for the theatre by having a sealed bid auction for the remaining 58 art pieces from the prior years’ pARTy. The campaign was led by staff member Jennifer Forlin and was supported by the Board and other staff members.

The art pieces were displayed on the second and third floor lobbies of Gateway Theatre and required a minimum bid of \$100. When a bid was placed on a piece the new minimum amount would be posted so another interested party could raise the bid.

Successes in this initiative included the active use of the remaining artwork for their original intention. The integrity of the artists and their work was kept and the campaign required little day-to-day management.

Challenges to this campaign included the accessibility of viewing the pieces to a broader audience who may have wanted to purchase pieces. Since you either had to be at the theatre to see the work or had to call the theatre to get an updated bid price, it was difficult to generate attention towards the artwork and the cause.



For the Love of Art was able to sell 28 pieces and net a total of \$3160.00 for Gateway Theatre. The future of the remaining pieces is currently under discussion by the Fundraising Committee and will be settled before the end of the calendar year.

REVENUES

	2012-2013	2011-2012	2010-2011
Fundraising	8,856	61,184	73,621
Memberships & Donations	27,202	25,217	34,552
Sponsorships	31,300	25,000	24,560
Grants*	157,190	60,168	194,451
Total Revenues	224,548	171,569	327,184
Total Expenses	11,286	62,333	69,018
Net Raised	212,262	109,236	258,166

*No Direct Access Gaming in 2011-12

FUNDRAISING 2013 AND BEYOND

The consensus among the fundraising committee is that we need to better manage the efficiency of the committee. A restructuring involves the following:

- The chairing of the committee should always be shared between two people
- Planning needs to begin 1.5 years in advance
- In lieu of 1 large event every year, there will be 2-3 smaller more manageable initiatives spread out through the year
- Within the fundraising committee there are two subcommittees:
 - Corporate Sponsorship
 - Events
- The committee meets every 3rd Thursday of the month unless there is a scheduling conflict but sub-committees are encouraged to meet independently whenever necessary

The Fundraising Committee would like to extend their sincerest thanks to the committee members, Gateway staff, Board members, volunteers of Gateway and the community at large for their continued support and boundless efforts this past year.

We are very excited for our new structure, the Gateway season and the fundraising initiatives to come!

SPECIAL THANKS to all sponsors who recognize the importance of the performing arts in our community and whose support enables the Gateway Theatre to continue to provide excellence in its programming:

SUSTAINING SUPPORT

The City of Richmond

OPERATING SUPPORT

BC Arts Council
Province of British Columbia

ACCOMMODATION SPONSOR

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MAIN STAGE SERIES SPONSOR

Auto West Group

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The Keg Steakhouse & Bar
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For the Love of Art Supporters

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Gloria Russell
Robert Turnbull
Louise Watanabe
D. Weber
James White
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Knit & Purl Supporters

MEDIA SPONSOR

The Richmond Review

Special thanks to all knitters and participants:

Seemah Aaron
Maureen Beetstra
Silvia Boiceanu
Jaana Bjork
Paula Boleen
Dani Brown
Sit Leng Cheah
Anne Cheung
Rose Coenen
Nellie Cuthbertson
E.M Danzer
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Makoto Tsukishima
Jennifer Viitala
Cathy Willis

Special thanks to our individual donors:

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Elaine Winkler
Becky Wong
Candace Wong
Jezz Woolley
Jamie Wooster
Anthony Yurkovich
Jessie Zhang
Nancy Ziegler



ENDOWMENT COMMITTEE REPORT

Garth Edwards, Endowment Committee Chair

The Richmond Gateway Theatre Society (RGTS) has an endowment fund that is internally restricted by the Board of Directors. The fund began with \$199,000 left over from the original building fund and was given to RGTS by the City of Richmond. The RGTS created a policy that 1/3 of the interest from the funds was to be used for grants to the community. The remaining 2/3 was to be used for operations. To date, the RGTS has reinvested the latter 2/3 portion of the interest back into the fund to enable the fund to grow. As of June 2013 the fund holds roughly \$342,397.

The Endowment Committee is now 27 years old. It functions independently of the Board with members representing theatre, music, dance and the Gateway Theatre.

The Endowment Committee meets annually as a jury to distribute the grant funds available for distribution from the interest from that fiscal year. This year the committee only received two applications totaling \$2,350. Our preference is to support applications for funds for special artists or performances that would not happen without our support. There was \$2,150 available this year which was distributed in the following way:

Gateway Academy for the Performing Arts	\$1,500 for bursaries
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The balance of funds was deferred to next year when we hope to advertise more widely and receive more varied applications.

Many thanks to committee members Ron Climenhaga, Anabel Ho, Ian Whitaker, our longest term member Trudi Morse and of course Giovanni Sy and Administrative Assistant Robin White for their efforts and contributions.



FINANCE AND AUDIT COMMITTEE REPORT

Suzanne Dunn, Treasurer

Each year, our review of the Richmond Gateway Theatre Society's finances reminds us that providing quality theatre productions to our community, and managing Richmond's premier facility for the performing arts is an ongoing challenge. The Finance and Audit committee responsibilities include regularly reviewing the organization's financial data, and periodically reviewing policy and procedures related to financial operations. This year, the Committee reviewed the Finance Committee Terms of Reference and Gateway Theatre Investment Policy, participated in the operating agreement task force, and initiated discussion on the Board's responsibility for risk oversight.

Theatre is a risky business that relies on support from our community to make it successful. Ticket sales are unpredictable, but four of our six productions met their sales targets. The Academy saw a slight decrease in enrolment, while the community producer program saw a large increase, with new and returning renters using the space. The support from our community, and management's success in controlling expenses offset any financial challenges, resulting in an operating surplus of \$34,648. This allowed us to retire the Operation Fund deficit.

The Administration Fund was impacted by increased costs to maintain the theatre, by replacing aging equipment. The result is a small accumulated deficit of \$807, which we will continue to manage in the coming year.

It is my pleasure to thank the people and organizations that put their efforts into making us successful. I would like to thank the Society's membership, as well as every individual and organization who supported the Society through the 2012-2013 fiscal year. It is rewarding to see how well the Richmond Gateway Theatre Society is appreciated and supported by the Richmond community. Special thanks go to the Richmond City Council and City of Richmond staff. Our new operating agreement with the City of Richmond is a foundational document that provides stability for the Gateway Theatre.

I would also like to thank the members and advisors of the Finance and Audit Committee for their continued support over the past year. This group, including Finance and Administrative staff of the Gateway Theatre, representation from the City of Richmond, and members from the Board of Directors, participated with enthusiasm, and provided sage advice to the Board of the Richmond Gateway Theatre Society.



BLUE FISH GROUP

INDEPENDENT AUDITORS' REPORT

To the Members of Richmond Gateway Theatre Society

Report on the Financial Statements

We have audited the accompanying financial statements of Richmond Gateway Theatre Society, which comprise the statement of financial position as at June 30, 2013, the statement of operations and fund balances and the statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of Richmond Gateway Theatre Society as at June 30, 2013 and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Comparative Information

Without modifying our opinion, we draw attention to Note 2 to the financial statements which describes that Richmond Gateway Theatre Society adopted Canadian accounting standards for not-for-profit organizations on July 1, 2012 with a transition date of July 1, 2011. These standards were applied retrospectively by management to the comparative information in these financial statements, including the statements of financial position as at June 30, 2012 and July 1, 2011, and the statement of operations and fund balances and statement of cash flows for the year ended June 30, 2012 and related disclosures.

Report on Other Legal and Regulatory Requirements

As required by the Society Act of British Columbia, we report that, in our opinion, the accounting principles have been applied on a basis consistent with that of the preceding year.

Chartered Accountants
Burnaby, B.C.
September 10, 2013



RICHMOND GATEWAY THEATRE SOCIETY

Statement of Financial Position

June 30, 2013

	2013	2012
ASSETS		
CURRENT		
Cash and term deposits <i>(Note 4)</i>	\$ 370,891	\$ 371,072
Accounts and grants receivable	52,632	65,795
Inventory	4,235	6,099
Prepaid expenses	9,307	8,639
Prepaid production expenditures	43,289	26,123
	<u>480,354</u>	<u>477,728</u>
PROPERTY AND EQUIPMENT <i>(Note 3)</i>	21,141	28,188
CASH AND TERM DEPOSITS RESTRICTED FOR ENDOWMENT FUNDS	<u>342,607</u>	<u>337,923</u>
	<u>\$ 844,102</u>	<u>\$ 843,839</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 127,452	\$ 123,153
Wages payable	6,719	3,126
Deferred administration grant revenue	7,500	10,000
Deferred operating revenue	355,542	397,363
	<u>497,213</u>	<u>533,642</u>
COMMITMENTS AND CONTINGENCIES <i>(Note 6)</i>		
NET ASSETS (DEFICIENCY)		
Externally restricted administration fund	(807)	1,541
Internally restricted general endowment fund	332,607	327,923
Externally restricted Rotary endowment fund	10,000	10,000
Internally restricted grant fund	2,198	2,490
Unrestricted operating fund	2,891	(31,757)
	<u>346,889</u>	<u>310,197</u>
	<u>\$ 844,102</u>	<u>\$ 843,839</u>

ON BEHALF OF THE BOARD


 _____ Board Chair

 _____ Treasurer

See accompanying notes to financial statements

RICHMOND GATEWAY THEATRE SOCIETY
Statement of Operations and Fund Balances
Year Ended June 30, 2013

	Operating fund (Schedule 1)	Administration fund (Schedule 2)	Grant fund (Schedule 3)	Rotary Endowment fund	General Endowment fund	2013	2012
Revenues	\$ 1,229,425	\$ 1,069,200	\$ -	\$ 217	\$ 6,673	\$ 2,305,515	\$ 2,346,943
Expenditures	1,194,777	1,071,379	2,450	217	-	2,268,823	2,247,542
Excess (deficiency) of revenues over expenditures	34,648	(2,179)	(2,450)	-	6,673	36,692	99,401
Interfund transfers (Note 5)	-	(169)	2,158	-	(1,989)	-	-
Fund balance, beginning of year	(31,757)	1,541	2,490	10,000	327,923	310,197	210,796
Fund balance, end of year	\$ 2,891	\$ (807)	\$ 2,198	\$ 10,000	\$ 332,607	\$ 346,889	\$ 310,197

See accompanying notes to financial statements

RICHMOND GATEWAY THEATRE SOCIETY

Statement of Cash Flows

Year Ended June 30, 2013

	2013	2012
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses	\$ 36,692	\$ 99,401
Item not affecting cash:		
Amortization of property and equipment	7,047	11,972
	<u>43,739</u>	<u>111,373</u>
Changes in non-cash working capital:		
Accounts and grants receivable	13,163	(11,040)
Inventory	1,864	(635)
Prepaid expenses	(668)	1,252
Prepaid production expenditures	(17,166)	51,430
Accounts payable and accrued liabilities	4,299	(2,468)
Deferred administration grant revenue	(2,500)	(3,645)
Deferred operating revenue	(41,821)	(25,880)
Wages payable	3,593	3,126
	<u>(39,236)</u>	<u>12,140</u>
Cash flow from operating activities	<u>4,503</u>	<u>123,513</u>
INVESTING ACTIVITIES		
Purchase of property and equipment	-	(35,231)
Cash flow used by investing activities	<u>-</u>	<u>(35,231)</u>
INCREASE IN CASH FLOW	4,503	88,282
CASH - Beginning of year	<u>708,995</u>	<u>620,713</u>
CASH - End of year	<u>\$ 713,498</u>	<u>\$ 708,995</u>
CASH CONSISTS OF:		
Cash and term deposits	\$ 370,891	\$ 371,072
Term deposits restricted for endowment funds	<u>342,607</u>	<u>337,923</u>
	<u>\$ 713,498</u>	<u>\$ 708,995</u>

See accompanying notes to financial statements

RICHMOND GATEWAY THEATRE SOCIETY

Notes to Financial Statements

Year Ended June 30, 2013

1. PURPOSE AND STATUS OF THE ORGANIZATION

The Richmond Gateway Theatre Society was founded in 1982 and is incorporated as a non-profit society under the Society Act of British Columbia and is tax-exempt as a registered charity and charitable organization under the Income Tax Act.

The purpose of the Society is to manage and operate the Richmond Gateway Theatre on behalf of the City of Richmond (the "City") and its citizens. The direct revenue sources of the Society are not sufficient to cover its total expenditures and, as a result, the continued support of the City of Richmond is required to finance the building and administration costs of the Society.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Adoption of Accounting Standards for Not-for-Profit Organizations

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and are in accordance with Canadian generally accepted accounting principles.

Effective July 1, 2012, Richmond Gateway Theatre Society adopted the requirements of the Canadian Institute of Chartered Accountants (CICA) Handbook - Accounting, electing to adopt the new accounting framework: Canadian accounting standards for not-for-profit organizations (ASNFP). These are the organization's first financial statements prepared in accordance with the accounting standards for not-for-profit organizations, which have been applied retroactively. The accounting policies set out in this note (the significant accounting policies) have been applied in preparing the financial statements for the year ended June 30, 2013, the comparative information presented in these financial statements for the year ended June 30, 2012, and the opening statement of financial position at July 1, 2011 (the organization's date of transition). Richmond Gateway Theatre Society did not take any optional elections under the transition rules.

Richmond Gateway Theatre Society issued financial statements for the year ended June 30, 2012 using generally accepted accounting principles prescribed by CICA Handbook - Accounting XFI. The adoption of ASNFP had no impact on the previously reported assets, liabilities and net assets of the organization, and accordingly, no adjustments have been recorded in the comparative statement of financial position, statement of revenues and expenditures, statement of net assets, and statement of cash flows. The adoption of ASNFP had no impact on the opening net assets as at July 1, 2011 and no impact on the excess of revenue over expenditures for the year ended June 30, 2012.

The organization's disclosures included in these financial statements reflect the new disclosure requirements of ASNFP.

Inventory

Inventory is valued at the lower of cost and net realizable value, with cost defined as the purchase price paid by the organization.

RICHMOND GATEWAY THEATRE SOCIETY

Notes to Financial Statements

Year Ended June 30, 2013

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Property and equipment

Property and equipment are recorded at cost less accumulated amortization. Amortization rates are designed to amortize the assets over their estimated useful lives. The amortization rates are as follows:

Computer equipment	3 years	straight-line method
Computer software	3 years	straight-line method
Theatre equipment	5 years	straight-line method
Office equipment and furniture	3 years	straight-line method

Under the terms of the agreement between the Richmond Gateway Theatre and the City of Richmond, certain property improvements, equipment and furniture directly acquired by the City on behalf of the Society are considered property of the City and are not recorded in these financial statements.

Cash and term deposits

Cash and term deposits consist of cash on hand, balances with banks and highly liquid investments with maturities of one year or less at date of purchase.

Revenue recognition and basis of financial statement presentation

The Society follows the deferral method of accounting for contributions and operating revenues.

Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection reasonably assured.

Restricted contributions received and restricted for the purposes of purchasing property and equipment are deferred and recognized as revenue in the periods in which the related amortization is recorded.

Production revenue and expenses are matched whereby revenue received for future productions is recorded as deferred operating revenue and expenditures made for future productions are recorded as prepaid production expenditures. Production revenue and expenses are recognized in the period the productions are performed.

Academy revenues are recognized in the period that the corresponding classes are held.

Membership fee revenues are recognized in the year covered by the membership fee.

Endowment contributions are recognized as direct increases in net assets. Externally restricted contributions are recognized as revenue in the year in which the related expenses are recognized.

Grants from various foundations and government agencies are recorded as revenue when notice of approval is received or conditions fulfilled.

Donations from the general public are recorded upon receipt of the donated assets.

RICHMOND GATEWAY THEATRE SOCIETY

Notes to Financial Statements

Year Ended June 30, 2013

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

The Society records donated materials and services (gifts-in-kind) used in the normal course of operations that would otherwise be purchased, and for which fair value is supported by an independent appraisal. Such items are recognized at fair value. In the past, the Society has received donated art, which was in turn sold at fundraising events. Donated art that is not sold is not capitalized, but expensed as a part of the function expenditures.

Interest income and rental income are recognized as revenue in the period to which they relate.

From time to time, the Board of Directors (the "Board") may impose certain restrictions on fund balances. These amounts are presented on the statement of financial position and statement of operations and fund balances. These internally restricted amounts are not available for other purposes without approval of the Board of Directors.

General endowment fund

The Society's Board of Directors has internally restricted resources for endowment purposes. Investment income on this amount is allocated based on the Board's discretion. These internally restricted amounts are unavailable for other purposes without approval of the Board of Directors.

Rotary endowment fund

This externally restricted fund represents deposits resulting from a grant of \$10,000 from the Richmond Sunrise Rotary Club. Interest earned on these deposits is to be used for bursaries and scholarships of the summer musical theatre program.

Net assets internally restricted for grants

These contributions have been set aside for distribution to various community groups to assist with special production costs, use of Richmond Gateway Theatre where not otherwise possible, educational costs or special events.

Measurement uncertainty

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary they are reported in earnings in the period in which they become known.

Contributed services

Volunteers contribute their time every year to assist the Society in carrying out its activities. The value of contributed services of a non-remunerative nature is not recognized in these financial statements.

Financial instruments

In accordance with Section 3856 of the CICA Handbook - Accounting, the Society initially measures its financial assets and financial liabilities at fair value, except for certain non-arm's length

RICHMOND GATEWAY THEATRE SOCIETY

Notes to Financial Statements

Year Ended June 30, 2013

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

transactions, and it subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in the statement of revenues and expenditures.

Financial assets measured at amortized cost include cash held in bank accounts, term deposits, interest receivable on term deposits, and accounts and grants receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

It is management's opinion that the organization is not exposed to significant price, market, liquidity, interest, cash flow, currency, or credit risks arising from these financial instruments and that the carrying values closely approximate the fair values.

Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying disclosures. Although these estimates are based on management's best knowledge of current events and actions the organization may undertake in the future, actual results may differ from the estimates.

3. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2013 Net book value	2012 Net book value
Computer equipment	\$ 7,810	\$ 7,810	\$ -	\$ -
Computer software	4,675	4,675	-	-
Theatre equipment	35,231	14,090	21,141	28,188
Office equipment and furniture	9,211	9,211	-	-
	\$ 56,927	\$ 35,786	\$ 21,141	\$ 28,188

RICHMOND GATEWAY THEATRE SOCIETY

Notes to Financial Statements

Year Ended June 30, 2013

4. CASH AND TERM DEPOSITS

The cash and term deposit balance includes \$2,198 (2012 - \$2,489) in respect of the grant account, which is internally restricted.

5. INTERFUND TRANSFERS

1/3 of the interest earned on General Endowment fund is appropriated by the Board to the Grant fund.

During the year, as approved by the board, an interfund transfer of \$12,000 was made from the General Endowment fund to the Administration fund to finance the costs of hiring a consultant to undertake an assessment of fundraising opportunities for the Society. This transfer was made as a loan to be repaid with interest. The loan was repaid within the fiscal year along with interest of \$169.

6. COMMITMENTS AND CONTINGENCIES

Production royalties:

As of June 30, 2013, the Society has obligations to pay minimum royalties of \$5,000 (2012 - \$3,500) to playwrights relating to productions taking place in the fiscal 2014 season. Royalties are payable on various dates in the 2014 fiscal year, and have not been recorded as liabilities in these accounts.

Operating leases:

The Society is committed under certain lease agreements for equipment. Future minimum lease payments on these leases, for the next five years, are as follows:

2014	\$ <u>5,924</u>
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7. FUNDING FROM THE CITY OF RICHMOND AND ECONOMIC DEPENDENCE

The City of Richmond owns the theatre in which the Society is located, and the property and equipment therein, with the exception of the property and equipment included in the Society's statement of financial position. The Society is economically dependent on the support of the City of Richmond. The City provides annual funding, based on the Society's annual application. Total funding from the City of Richmond for 2013 was \$1,069,200 (2012 - \$1,057,495).

The Society and the City of Richmond renewed their operating agreement during the year, which has a term of May 1, 2013 to April 30, 2018.

8. INVENTORY EXPENSED IN THE YEAR

The cost of inventory expensed in the year was \$17,738 (2012 - \$19,451).

RICHMOND GATEWAY THEATRE SOCIETY
Statements of Operations and Fund Balances - Operating Fund (Schedule 1)
Year Ended June 30, 2013

	2013	2012
REVENUE		
Main Stage and Studio productions	\$ 586,448	\$ 726,816
Academy	133,175	154,843
Rentals	216,959	155,067
Sponsorships	31,300	25,000
Special events and fundraising	8,856	61,184
Bar revenue	40,248	44,649
Miscellaneous, box office surcharge, parking and equipment rental revenue	24,585	28,685
Grants	157,190	60,168
Memberships and donations	27,202	25,217
Interest income	3,462	2,476
	<u>1,229,425</u>	<u>1,284,105</u>
EXPENDITURES		
Main Stage and Studio productions	665,680	682,878
Academy	139,483	144,141
Play development	33,184	30,964
Rentals	87,031	57,156
Sponsorship and membership expenses	10,158	9,778
Special events and fundraising	1,128	52,555
Bar expenses	33,640	34,776
Miscellaneous, box office and parking expenses	12,879	10,775
Amortization of property and equipment	4,547	4,547
Marketing, advertising and publicity	186,980	181,633
Credit card, bank charges and interest	16,410	18,871
Volunteer program expenses	3,657	2,831
	<u>1,194,777</u>	<u>1,230,905</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	34,648	53,200
FUND BALANCE, beginning of year	<u>(31,757)</u>	<u>(84,957)</u>
FUND BALANCE, end of year	<u>\$ 2,891</u>	<u>\$ (31,757)</u>

See accompanying notes to financial statements

RICHMOND GATEWAY THEATRE SOCIETY
Statements of Operations and Fund Balances - Administration Fund
(Schedule 2)
Year Ended June 30, 2013

	2013	2012
REVENUE		
Funding from the City of Richmond <i>(Note 7)</i>	\$ 1,069,200	\$ 1,057,495
EXPENDITURES		
Salaries and benefits	919,543	869,662
Office, supplies, delivery and other	43,668	33,112
Theatre supplies	32,405	19,412
Insurance	9,468	9,426
Travel, training and staff development	13,224	17,427
Association fees	9,412	8,476
Telephone	7,395	7,376
Legal and accounting	10,921	28,357
Computer support and software	22,392	12,854
Amortization of property and equipment	2,500	7,425
Interest and bank charges	451	642
	<u>1,071,379</u>	<u>1,014,169</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	(2,179)	43,326
TRANSFER (TO) FROM:		
Endowment fund <i>(Note 5)</i>	(169)	-
FUND BALANCE, beginning of year	<u>1,541</u>	<u>(41,785)</u>
FUND BALANCE, end of year	<u>\$ (807)</u>	<u>\$ 1,541</u>

See accompanying notes to financial statements

RICHMOND GATEWAY THEATRE SOCIETY
Statements of Operations and Fund Balances - Grant Fund *(Schedule 3)*
Year Ended June 30, 2013

	2013	2012
EXPENDITURES		
Distribution of grants	\$ 2,450	\$ 2,300
Bank charges (recoveries)	-	(2)
	<u>(2,450)</u>	<u>(2,298)</u>
INTERFUND TRANSFER OF INTEREST FROM		
General endowment fund	<u>2,158</u>	<u>1,791</u>
EXCESS (DEFICIENCY) OF TRANSFER OF INTEREST OVER EXPENDITURES	<u>(292)</u>	<u>(507)</u>
FUND BALANCE, beginning of year	<u>2,490</u>	<u>2,997</u>
FUND BALANCE, end of year	<u>\$ 2,198</u>	<u>\$ 2,490</u>

See accompanying notes to financial statements

Gateway Administration

General Manager: Suzanne Haines • Artistic Director: Jovanni Sy

Academy Instructors

2012 SUMMER:

Spencer Bach, Eileen Barrett,
Dawn Ewen, Barbara Tomasic, Pearce Visser

2012-13 YEAR LONG:

Patti Allan, Spencer Bach,
Eileen Barrett, Dorothy Dittrich, Dawn Ewen,
Kayvon Kelly, Megan Phillips, Bev Sauve,
Hilary Strang, Lisa Waines

Academy Intern

Julie Leung

Administrative Assistant

Robin White

Artistic Associate

Amy Lynn Strilchuk (Natasha Nadir on leave)

Audience Services

Madison Adams, Raj Hehar, Tracey Mack,
Stacey Menzies, Ashley Serl, Christine Stoddard

Box Office Assistants

Evelin Fowler, Yvette Scholten, Nancy Ziegler

Box Office & IT Supervisor

Brendan Prost

Building Services Supervisor

Paul Bartlett

Communications Coordinators

Dawn Ewen, Sean Flores

Communications Intern

Ashley Wong

Communications Manager

Sherry Elasoff

Corporate Giving Coordinator

Kristin Cheung

Development Intern

Rachel Yu

Education Manager

Ruth McIntosh

Finance Assistant

Kelly Ye

Finance Officer

Jessie Li

Head Carpenter

Bill Davey

Head Electrician

Ed Arteaga

Head Sound

Alex Livland

Individual Giving Coordinator

Jennifer Forlin

Maintenance Assistants

Mesfin Ayalew, Jade Phung

Operations & Client Services Manager

Melanie Yeats

Production Intern

Jennifer Wilson

Interim Production Manager

Angela Beaulieu

Program Intern

Linea Volkering

Rentals & Events Coordinator

Lester Chua

Volunteer & Audience Services Supervisor

Kent McAlister



Community Safety Committee

Date: Tuesday, December 10, 2013

Place: Anderson Room
Richmond City Hall

Present: Councillor Linda McPhail, Vice-Chair
Councillor Ken Johnston
Councillor Evelina Halsey-Brandt
Councillor Bill McNulty
Mayor Malcolm Brodie

Absent: Councillor Derek Dang

Call to Order: The Vice-Chair called the meeting to order at 4:00 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Community Safety Committee held on Wednesday, November 13, 2013, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

Tuesday, January 14, 2014, (tentative date) at 4:00 p.m. in the Anderson Room

Community Safety Committee
Tuesday, December 10, 2013

LAW AND COMMUNITY SAFETY DEPARTMENT

1. **COMMUNITY BYLAWS – OCTOBER 2013 ACTIVITY REPORT**

(File Ref. No.) (REDMS No. 4035635 v.4)

It was moved and seconded

That the staff report titled Community Bylaws – October 2013 Activity Report dated November 12, 2013, from the General Manager, Law & Community Safety be received for information.

CARRIED

2. **RICHMOND FIRE-RESCUE – OCTOBER 2013 ACTIVITY REPORT**

(File Ref. No. 09-5000-01) (REDMS No. 4024379)

Fire Chief John McGowan, Richmond Fire-Rescue (RFR), noted that the safety systems put in place over Halloween worked well with fire incidents being kept to normal rates throughout the evening.

In response to a query regarding the unusual increase in vehicular fires, Fire Chief McGowan advised that the majority of the fires were mechanical in nature and the cause for the semi-trailer fire was under investigation.

In reply to a query regarding the vehicle fire at the River Rock Casino parkade, Deputy Fire Chief Tim Wilkinson stated that the fire crew identified the risk of smoke propagation towards the casino through an enclosed pedestrian overpass and created a ventilation plan that worked with the casino's ventilation system to mitigate any smoke inhalation.

Fire Chief McGowan noted that traffic is a difficult issue for RFR, particularly during peak travel times; however, motorists do clear the roadway once an emergency has been identified.

It was moved and seconded

That the staff report titled Richmond Fire-Rescue – October 2013 Activity Report, dated November 18, 2013, from the Fire Chief, Richmond Fire-Rescue, be received for information.

CARRIED

The Vice-Chair expressed gratitude to RFR noting that she was treated with the utmost respect, care and concern, during a recent fire incident at her residence.

Community Safety Committee
Tuesday, December 10, 2013

3. RCMP'S MONTHLY REPORT – OCTOBER 2013 ACTIVITIES

(File Ref. No. 09-5000-01) (REDMS No. 4036229)

Superintendent Renny Nesset, Officer in Charge, Richmond RCMP, noted that the increase in residential break and entries is higher than desired and officers continue to track prolific offenders.

Committee expressed appreciation for the RCMP's successful investigation and exposure of the "dial a dope" operation.

It was moved and seconded

That the report titled RCMP's Monthly Report – October 2013 Activities (dated November 8, 2013, from the Officer in Charge, RCMP) be received for information.

CARRIED

4. PROVINCE-WIDE 911 LEVY IN BRITISH COLUMBIA

(File Ref. No. 09-5000-01) (REDMS No. 4042842 v.6)

Anne Stevens, Senior Manager, Community Safety Policy and Programs, accompanied by Fire Chief McGowan, advised that the Union of British Columbia Municipalities (UBCM) requested comments on the proposed Province-wide 911 "Call Answer Levy (CAL)". The 911 fee collected through landline billing is used to support the telephone provider infrastructure but does not provide funding for local 911 service delivery or infrastructure. 911 fees are collected through the municipal tax billing and forwarded to Emergency Communications for Southwest British Columbia Incorporated (E-COMM) by Metro Vancouver. Under this proposal, the collection of the 911 CAL would be the responsibility of the telecommunication service provider with the provider having the ability to claim \$0.07 per line per month for the administration of the program.

In response to a query regarding the decline in landline 911 calls, Ms. Stevens stated that a component of the proposal included upgrades to the infrastructure to accept technological advances (i.e. video, pictures, text, etc.).

Fire Chief McGowan noted that there is a wireless initiative that allows the 911 Centre to receive GPS locations directly from the wireless device. Phase Two of the initiative would allow the 911 Centre to track the GPS location of a moving wireless device. The trend within the 911 system indicates that 65 percent of 911 calls are currently made from wireless devices and the transition to the Next Generation 911 (NG911) would involve significant capital and training.

Committee emphasised the importance of the 911 system and the need for adequate funding to support the infrastructure needs.

Community Safety Committee
Tuesday, December 10, 2013

It was moved and seconded

- (1) *That the staff report titled Province-wide 911 Levy in British Columbia" be forwarded to UBCM;*
- (2) *That UBCM be advised that should the Province establish a province-wide CAL, the City of Richmond would request the following:*
 - (a) *municipalities would continue to be included in the discussion, development, implementation and funding allocation of a province-wide 911 CAL;*
 - (b) *the province-wide levy would be cost neutral for municipalities and any new additional revenue sources (such as from mobile phones) would be used to fund system improvements and integration; and*
 - (c) *the scope for the province-wide 911 CAL levy be strictly for the provision of 911 services, and administrative overhead from the telephone companies would be limited to a minimal amount.*

CARRIED

5. FIRE CHIEF BRIEFING

(Verbal Report)

(i) Movember

Fire Chief McGowan provided a brief update on the Movember Shave-Off held on Friday, November 29, 2013 at Richmond City Hall where donations were received to shave the moustaches of participants including RFR, RCMP members along with guests from the Richmond Review, Lansdowne Mall, Chamber of Commerce and Richmond Hospital. 2013 has been the best year ever with approximately \$6,750 being raised.

(ii) Christmas Tree Chipping Event

Fire Chief McGowan advised that the 32nd Annual Richmond Firefighters Charitable Society Drive-Thru Tree chipping event is scheduled to be held on Saturday, January 4, 2014 and Sunday, January 5, 2014 from 9 a.m. to 6 p.m. at Garry Point Park. Tree chipping will be by donation and will raise funds to benefit charities; such as, the BC Professional Firefighters Burn Fund, MD Canada, Vancouver Children's Hospital, Make-A-Wish and the Richmond Food Bank. The event will also be joined by radio stations JRfm on Saturday, January 4, 2014 and Sonic Nation on Sunday, January 5, 2014.

Community Safety Committee
Tuesday, December 10, 2013

(iii) New Recruit Update

Fire Chief McGowan noted that the RFR are currently in the final stages of the new recruit selection process. Of the 507 applicants, 311 met all the basic qualifications, 220 were tested, 76 were interviewed, 24 were short listed for a final interview, and fourteen applicants have been selected to be the RFR new recruit class with an anticipated commencement of January 6, 2014.

6. RCMP/OIC BRIEFING

(Verbal Report)

None.

The Vice-Chair expressed appreciation for the weekly Richmond RCMP – Media Updates released by Corporal Stephanie Ashton, Media Relations Officer (on file City Clerk's Office).

6A. CORRESPONDENCE REGARDING THE BLUE RIBBON PANEL INVITATION

(File Ref. No.) (REDMS No.)

Committee discussed correspondence extending an invitation for feedback from Mayor and Council and to attend a stakeholder opportunity in January with regard to the Blue Ribbon Panel for Crime Reduction (attached to and forming part of these minutes as **Schedule 1**).

At the conclusion of the discussion the following **referral** was introduced:

It was moved and seconded

That the correspondence received from the Ministry of Justice regarding the "Blue Ribbon Panel for Crime Reduction Invite Feedback" be referred to staff for input.

CARRIED

7. MANAGER'S REPORT

None.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:20 p.m.).

CARRIED

Community Safety Committee
Tuesday, December 10, 2013

Certified a true and correct copy of the Minutes of the meeting of the Community Safety Committee of the Council of the City of Richmond held on Tuesday, December 10, 2013.

Councillor Linda McPhail
Vice-Chair

Heather Howey
Committee Clerk

**Schedule 1 to the Minutes of the
Community Safety Committee
Meeting of Tuesday, December 10,
2013.**

TO: MAYOR & EACH
COUNCILLOR
FROM: CITY CLERK'S OFFICE

Mayor and Councillors

From: JAG PSD Crime Reduction Project JAG:EX [crimereduction@gov.bc.ca]
Sent: Thursday, 05 December 2013 4:53 PM
To: JAG PSD Crime Reduction Project JAG:EX
Subject: Blue Ribbon Panel for Crime Reduction invite feedback
Attachments: Crime Reduction Invitation to Mayor and Council for Feedback C498043.docx; Mayor and Council Feedback Template.docx; Blue Ribbon Committee on Crime Reduction Terms of Reference.pdf

Pg: Phyllis Carlyle - Fy1

Categories: 01-0450-02 - Invitations & Regrets

Dear Stakeholder,

I am writing to request your input and feedback into the work being done by the Blue Ribbon Panel on Crime Reduction (see invitation attached). A template is attached for your feedback.

Chaired by Darryl Plecas, Parliamentary Secretary for Crime Reduction to the Minister of Justice and Attorney General, the Blue Ribbon Panel is looking for opportunities to reduce crime in British Columbia. Further details regarding the mandate of the Blue Ribbon Panel may be found in the terms of reference attached.

The information you provide will help to inform the future of crime reduction in British Columbia.

If you are interested in attending a regional roundtable event, we ask that you RSVP to CrimeReduction@gov.bc.ca by the December 23, 2013. A further email will be sent to you with details of venue.

Please email CrimeReduction@gov.bc.ca if you have any questions.

Thank you,
Justine Herman

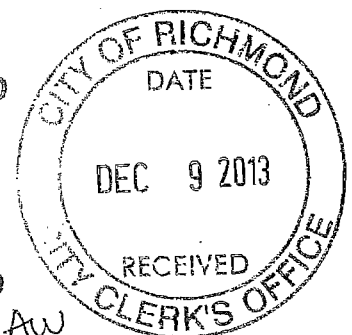
Justine Herman | A/Program Assistant/Office Manager | Police Services Division
Ministry of Justice
Phone: (604) 660-2533
Fax: (604) 660-2606
E-mail: Justine.Herman@gov.bc.ca

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& DISTRIBUTED

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December 4, 2013

Dear Mayor and Council:

As you may be aware, on June 7, 2013, I was appointed as the Parliamentary Secretary for Crime Reduction to the Minister of Justice and Attorney General - with a responsibility to chair a blue-ribbon panel which has a mandate to look at what more can be done to reduce crime in British Columbia. The panel is of course also particularly concerned with the successes experienced and challenges faced by stakeholders across the province in their efforts to reduce crime. It is to this end that we request a written submission from yourself on the template attached.

In addition, the panel will be holding a number of stakeholder roundtables around the province in January 2014 and you are very welcome to join us as a participant at one. The roundtables will include representatives from local and provincial governments, police agencies, First Nations and other relevant groups and organizations. If you would like to participate in a roundtable discussion being held in your region, please indicate this in your response to receive information on date, time and location.

The work of the panel will ultimately result in a report to the Minister of Justice, and this report will include:

- Results from the stakeholder consultation;
- Opportunities for effective, evidence-led crime reduction initiatives;
- An overview of current crime reduction initiatives in B.C. and other jurisdictions; and,
- Recommendations for crime reduction opportunities.

Please respond with your written submission to: CrimeReduction@gov.bc.ca before December 19, 2013. You will receive a return e-mail confirming receipt and event details as required.

If you have any questions or would like more information, please email CrimeReduction@gov.bc.ca.

Many thanks,

Darryl Plecas
Parliamentary Secretary for Crime Reduction to the Minister of Justice
MLA Abbotsford South

Mayors and Council Distribution List

District of 100 Mile House	Mayor Mitch Campsall and Council
Village of Alert Bay	Mayor Michael Berry and Council
Village of Anmore	Mayor Heather Anderson and Council
City of Armstrong	Mayor Chris Pieper and Council
Village of Ashcroft	Mayor Andy Anderson and Council
District of Barriere	Mayor Bill Humphreys and Council
Village of Belcarra	Mayor Ralph E. Drew and Council
Bowen Island Municipality	Mayor Jack Adelaar and Council
City of Burnaby	Mayor Derek Corrigan and Council
Village of Burns Lake	Mayor Luke Strimbold and Council
Village of Cache Creek	Mayor John Ranta and Council
Village of Canal Flats	Mayor Ute Juras and Council
City of Castlegar	Mayor Lawrence D. Chernoff and Council
District of Central Saanich	Mayor Alastair Bryson and Council
Village of Chase	Mayor Ron Anderson and Council
District of Chetwynd	Mayor Merlin Nichols and Council
City of Chilliwack	Mayor Sharon Gaetz and Council
District of Clearwater	Mayor John E. Harwood and Council
Village of Clinton	Mayor Jim Rivett and Council
District of Coldstream	Mayor Jim Garlick and Council
City of Colwood	Mayor Carol Hamilton and Council
Town of Comox	Mayor Paul R. Ives and Council
City of Coquitlam	Mayor Richard Stewart and Council
City of Courtenay	Mayor Larry Jangula and Council
Town of Creston	Mayor Ron T. Toyota and Council
Village of Cumberland	Mayor Leslie Baird and Council
City of Dawson Creek	Mayor Mike A. Bernier and Council
District of Delta	Mayor Lois E. Jackson and Council
City of Duncan	Mayor Phil Kent and Council
District of Elkford	Mayor Dean McKerracher and Council
City of Enderby	Mayor Howie Cyr and Council
Township of Esquimalt	Mayor Barbara Desjardins and Council
City of Fernie	Mayor Mary Giuliano and Council
District of Fort St. James	Mayor Rob MacDougall and Council
Village of Fraser Lake	Mayor Dwayne L. Lindstrom and Council
Village of Fruitvale	Mayor Patricia-Lynn Cecchini and Council
Town of Gibsons	Mayor Wayne Rowe and Council
Village of Gold River	Mayor Craig Anderson and Council
Town of Golden	Mayor Christina Benty and Council
City of Grand Forks	Mayor Brian Taylor and Council

Village of Granisle	Mayor Linda McGuire and Council
City of Greenwood	Mayor Nipper Kettle and Council
Village of Harrison Hot Springs	Mayor Leo Facio and Council
Village of Hazelton	Mayor Alice Maitland and Council
District of Highlands	Mayor Jane E. Mendum and Council
District of Hope	Mayor Susan Ann Johnston and Council
District of Houston	Mayor Bill Holmberg and Council
District of Hudson's Hope	Mayor Karen M. Anderson and Council
District of Invermere	Mayor Gerry Taft and Council
Village of Kaslo	Mayor Greg Lay and Council
District of Kent	Mayor John Van Laerhoven and Council
Village of Keremeos	Mayor Manfred Bauer and Council
City of Kimberley	Mayor Ron McRae and Council
District of Kitimat	Mayor Joanne Monaghan and Council
Town of Ladysmith	Mayor Robert R. Hutchins and Council
District of Lake Country	Mayor James E. Baker and Council
Town of Lake Cowichan	Mayor Ross Forrest and Council
City of Langford	Mayor Stewart W. Young and Council
City of Langley	Mayor Peter Fassbender and Council
Township of Langley	Mayor Jack Froese and Council
District of Lantzville	Mayor Jack de Jong and Council
District of Lillooet	Mayor Ted Anchor and Council
Village of Lions Bay	Mayor Brenda R. Broughton and Council
District of Logan Lake	Mayor Marlon Dosch and Council
Village of Lumby	Mayor Kevin Acton and Council
Village of Lytton	Mayor Jessoa Lightfoot and Council
District of Mackenzie	Mayor Stephanie Killam and Council
District of Maple Ridge	Mayor Ernie Daykin and Council
Village of Masset	Mayor Andrew Merilees and Council
Village of McBride	Mayor Michael Frazier and Council
City of Merritt	Mayor Susan S. Roline and Council
District of Metchosin	Mayor John Ranns and Council
Village of Midway	Mayor Randy S. Kappes and Council
District of Mission	Mayor Ted Adlem and Council
Village of Montrose	Mayor Joe Danchuk and Council
Village of Nakusp	Mayor Karen E. Hamling and Council
City of Nelson	Mayor John A. Dooley and Council
Village of New Denver	Mayor Ann Bunka and Council
District of New Hazelton	Mayor Gail Lowry and Council
City of New Westminster	Mayor Wayne Wright and Council
District of North Cowichan	Mayor Jon Lefebure and Council

District of North Saanich	Mayor Alice Finall and Council
City of North Vancouver	Mayor Darrell R. Mussatto and Council
District of North Vancouver	Mayor Richard S. Walton and Council
Northern Rockies Regional Municipality	Mayor Bill Streeper and Council
District of Oak Bay	Mayor Nils Jensen and Council
Town of Oliver	Mayor Ronald Hovanes and Council
Town of Osoyoos	Mayor Stu Wells and Council
City of Parksville	Mayor Chris Burger and Council
District of Peachland	Mayor Keith Fielding and Council
Village of Pemberton	Mayor Jordan Sturdy and Council
City of Penticton	Mayor Dan C. Ashton and Council
City of Pitt Meadows	Mayor Deb Walters and Council
City of Port Alberni	Mayor John Douglas and Council
Village of Port Alice	Mayor Jan Allen and Council
Village of Port Clements	Mayor Wally Cheer and Council
City of Port Coquitlam	Mayor Greg Moore and Council
District of Port Edward	Mayor David I. MacDonald and Council
District of Port Hardy	Mayor Bev Parnham and Council
Town of Port McNeill	Mayor Gerry Furney and Council
City of Port Moody	Mayor Mike Clay and Council
Village of Pouce Coupe	Mayor Larry Fynn and Council
City of Powell River	Mayor David Formosa and Council
Town of Princeton	Mayor Fred Thomas and Council
Town of Qualicum Beach	Mayor Teunis Westbroek and Council
Village of Queen Charlotte	Mayor Carol J. Kulesha and Council
City of Quesnel	Mayor Mary Sjostrom and Council
Village of Radium Hot Springs	Mayor Dee J. Conklin and Council
City of Revelstoke	Mayor David Raven and Council
City of Richmond	Mayor Malcolm Brodie and Council
City of Rossland	Mayor Greg E. Granstrom and Council
District of Saanich	Mayor Frank Leonard and Council
Village of Salmo	Mayor Ann Henderson and Council
City of Salmon Arm	Mayor Nancy Cooper and Council
Village of Sayward	Mayor John MacDonald and Council
District of Sechelt	Mayor John Henderson and Council
Sechelt Indian Government District	Chief Garry Feschuk and Council
District of Sicamous	Mayor Darrell Trouton and Council
Town of Sidney	Mayor Larry Cross and Council
Village of Silverton	Mayor Kathy Provan and Council
Village of Slocan	Mayor Madeleine Perriere and Council
Town of Smithers	Mayor Taylor Bachrach and Council

District of Sooke	Mayor Wendal Milne and Council
Township of Spallumcheen	Mayor Janice Brown and Council
District of Sparwood	Mayor Lois Halko and Council
District of Squamish	Mayor Rob Kirkham and Council
District of Stewart	Mayor Galina Durant and Council
District of Summerland	Mayor Janice D. Perrino and Council
Sun Peaks Mountain Resort Municipality	Mayor Al Raine and Council
Village of Tahsis	Mayor Judith Schooner and Council
District of Taylor	Mayor Fred D. Jarvis and Council
Village of Telkwa	Mayor Carman Graf and Council
City of Terrace	Mayor David Pernarowski and Council
District of Tofino	Mayor Perry Schmunk and Council
City of Trail	Mayor Dieter Bogs and Council
District of Tumbler Ridge	Mayor Darwin Wren and Council
District of Ucluelet	Mayor Bill Irving and Council
Village of Valemount	Mayor Andru McCracken and Council
District of Vanderhoof	Mayor Gerry D. Thiessen and Council
City of Vernon	Mayor Robert Sawatzky and Council
Town of View Royal	Mayor Graham Hill and Council
Village of Warfield	Mayor Bert Crockett and Council
District of Wells	Mayor Robin Sharpe and Council
District of West Kelowna	Mayor Doug Findlater and Council
District of West Vancouver	Mayor Michael Smith and Council
Resort Municipality of Whistler	Mayor Nancy Wilhelm-Morden and Council
City of White Rock	Mayor Wayne Baldwin and Council
Village of Zeballos	Mayor Edward Lewis and Council

MAYOR AND COUNCIL FEEDBACK TO THE BLUE RIBBON PANEL ON CRIME REDUCTION

THESE RESPONSES WERE PROVIDED BY THE MAYOR AND COUNCIL OF

1. Identify and rank in priority order the top 3 or 5 crime reduction and public safety goals you feel would help to drive crime down in British Columbia.

1)

2)

3)

4)

5)

MAYOR AND COUNCIL FEEDBACK TO THE BLUE RIBBON PANEL ON CRIME REDUCTION

2. Identify the most pressing crime problems that your communities face and describe how the current level of crime is affecting the community.

CRIME PROBLEMS

•

EFFECTS OF CRIME

•

MAYOR AND COUNCIL FEEDBACK TO THE BLUE RIBBON PANEL ON CRIME REDUCTION

3. Describe the work being done in your jurisdiction to address the crime problems previously identified.

*

MAYOR AND COUNCIL FEEDBACK TO THE BLUE RIBBON PANEL ON CRIME REDUCTION

4. What actions appear to be having success and what are the key factors that have led to success?

SUCCESSSES

•

KEYS FACTORS

•

MAYOR AND COUNCIL FEEDBACK TO THE BLUE RIBBON PANEL ON CRIME REDUCTION

5. What are the main challenges that have impeded success?

•

MAYOR AND COUNCIL FEEDBACK TO THE BLUE RIBBON PANEL ON CRIME REDUCTION

6. Describe any efforts that you are planning to implement or you would like to implement in your jurisdiction to address crime problems.

MAYOR AND COUNCIL FEEDBACK TO THE BLUE RIBBON PANEL ON CRIME REDUCTION

7. Provide any suggestions that you feel could be implemented across the province to reduce crime further and achieve the crime and public safety goals you identified in question 1.

APPENDIX 1

Blue Ribbon Committee on Crime Reduction – Terms of Reference

Background

Implementation of justice reforms to ensure a cost-effective justice system that has the confidence of the public is a key priority of government. One aspect of that reform agenda is crime reduction.

Crime reduction programs generally have two goals: to reduce crime and disorder, and to increase public confidence in the ability of the justice system to keep communities safe.

In his report *A Criminal Justice System for the 21st Century*, Geoffrey Cowper QC recommended the development of a province-wide crime reduction plan. Crime reduction is identified as a priority item in White Paper Part Two: *A Timely and Balanced Justice System*, as well as in the proposed *British Columbia Policing and Community Safety Plan*.

Specifically, Action Item #8 of the *British Columbia Policing and Community Safety Plan* states: *In support of enhancing community safety, the Ministry of Justice will work with stakeholders to develop strategies to: a) support crime prevention efforts; b) support province-led crime reduction initiatives; and c) support further development of civil/administrative law strategies to enhance community safety*

At present, there are three strands of crime reduction activities in BC:

- Those led by municipalities. For example, the City of Surrey Crime Reduction Strategy, which is based on extensive consultation and collaboration with partners across the government and law enforcement agencies.
- Crime reduction initiatives led by police. Many of these initiatives target ‘hot spots’ or geographic areas with high crime and disorder activities, while others focus on apprehending prolific offenders.
- Crime reduction initiatives led by the provincial government, such as the Prolific Offender Management program and Vancouver’s Downtown Community Court.

Name of Committee

Blue Ribbon Panel for Crime Reduction (referred to as ‘The Panel’)

Purpose and Scope

On June 7, 2013, Dr. Darryl Plecas was appointed as the Parliamentary Secretary to the Minister of Justice and Attorney General for Crime Reduction. His mandate is to chair a blue-ribbon panel to study crime reduction opportunities. The Blue Ribbon Panel for Crime Reduction will:

- Through consultation with stakeholders, review existing crime reduction initiatives and identify potential gaps, challenges and issues;
- Make recommendations for crime reduction opportunities and next steps including a plan for implementation.
- Deliver a report to the Minister of Justice by June 14th 2014.

Membership

The Panel will be chaired by Parliamentary Secretary for Crime Reduction, Darryl Plecas.

The Panel consists of the following 5 members

Beverley Busson
 Gary Bass
 Jean Fournier
 Yvon Dandurand
 Geri Ellen Bemister

Mandate / Responsibilities

The primary functions of panel members are to:

- Conduct a series of roundtables to elicit feedback from around the Province
- Provide advice and recommendations to Parliamentary Secretary for Crime Reduction about possible evidence led crime reduction opportunities.
- Identify individuals with subject matter or other expertise that could assist and provide advice to the panel members
- Liaise with Ministry staff as required
- Create and approve a *report and recommendations regarding crime reduction opportunities*.

The roundtables will bring together relevant stakeholder groups to discuss crime reduction opportunities, as well as current initiatives, approaches (such as environmental design that contributes to crime reduction), successes, gaps or challenges. Roundtable participants will be invited based on their specialized backgrounds and interests in this topic.

The Panel's work will inform the content of a report, from the Chair to the Minister of Justice that includes the following:

- Results from the stakeholder consultation;
- Identification of opportunities for effective evidence-led crime reduction initiatives;

- An overview of current crime reduction initiatives around the province and other jurisdictions and,
- Recommendations for crime reduction opportunities .

Meetings

Regular meetings of the Panel on Crime Reduction will be held at least once a month for the duration of the project until June 2014 at the call of the Chair.

Support such as arranging meeting date and times, agendas, minutes and distribution of documents to Panel members will be coordinated by Ministry staff.

Communication and confidentiality

Unless otherwise authorized Panel members will not publically share sensitive information about the Panel's work. Requests to release information must be directed to Ministry staff.

SUPPORT

The Ministry of Justice will provide appropriate support to the Blue Ribbon Panel for Crime Reduction. The Ministry of Justice will reimburse travel expenses to members of The Panel for their attendance at meetings and roundtables, in accordance with applicable Treasury Board directives.



General Purposes Committee

Date: Monday, December 16, 2013

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Linda Barnes
Councillor Evelina Halsey-Brandt
Councillor Bill McNulty
Councillor Linda McPhail
Councillor Harold Steves

Absent: Councillor Derek Dang
Councillor Ken Johnston

Call to Order: The Chair called the meeting to order at 4:00 p.m.

AGENDA ADDITION

It was moved and seconded
That Coal Port be added to the agenda as Item 4.

CARRIED

MINUTES

It was moved and seconded
That the minutes of the meeting of the General Purposes Committee held on Monday, December 2, 2013, be adopted as circulated.

CARRIED

General Purposes Committee
Monday, December 16, 2013

MAYOR MALCOLM BRODIE

1. VANCOUVER AIRPORT FUEL DELIVERY PROJECT

(File Ref. No. 10-6125-30-002) (REDMS No. 4075960)

Committee discussed the staff memorandum titled “Vancouver Airport Fuel Delivery (VAFD) Project Environmental Assessment – Supporting Documentation from BC EAO Website” from the Senior Manager, Sustainability and District Energy, dated December 16, 2013 (copy on file City Clerk’s Office).

At the conclusion of the discussion the following **referral** was introduced:

It was moved and seconded

That the Vancouver Airport Fuel Delivery (VAFD) Project be referred to staff to:

- (1) provide Options regarding the approval and conditions of the VAFD Project;***
- (2) outline next steps; and***
- (3) forward the VAFD material to the Advisory Committee on the Environment (ACE) for comments.***

CARRIED

2. DRAFT RESILIENT ECONOMY STRATEGY

(File Ref. No.) (REDMS No. 4044628)

Neonila Lilova, Manager, Economic Development, noted that the Draft Resilient Economy Strategy has been prepared in response to Council Term Goal 3.4 to: “*Update the City’s economic development strategy, ensuring sport hosting and events are a part of it, and that it is clear on what kind of businesses we want to attract and retain, and where future industrial and business parks will be located.*” The draft Strategy was a collaborative effort of all stakeholders listed in the staff report. Ms. Lilova commended the work of the Economic Advisory Committee (EAC) and acknowledged Sheila Luft, EAC Chair, who was in attendance. The staff report summarizes the draft Strategy and seeks Council’s endorsement to solicit public input on the draft Strategy. After consideration of public input and necessary Strategy revisions, staff will present a final version in early 2014 for Council’s approval.

General Purposes Committee

Monday, December 16, 2013

Discussion ensued regarding: (i) the Arts and Cultural sector being a key economic driver and the need for input from the industry, (ii) advantages of developing a regional economic strategy, (iii) the role of senior levels of government in economic development, (iv) the definition of community-oriented industries, (v) obtaining input from the immigrant community, and (vi) opportunities related to the film industry.

In response to queries from Committee, Ms. Lilova provided the following information:

- Section 5.6 “Support Economic Diversity, Small Business Opportunities, and Localization” supports the Arts and Cultural sector’s contribution to a vibrant community through the creation of more live-work spaces in Richmond;
- community-oriented industries are jobs that are geared toward servicing the population (i.e. accountants, hairdressers, local government employees, etc.) and as the population increases jobs in these areas will grow accordingly;
- public input, including that of the immigrant population, will be sought through the “Let’s Talk Richmond” website;
- three technical reports, conducted as part of the development of the draft Strategy, provided key conclusions regarding economic investment, as well as, framing Richmond’s economy within the Lower Mainland and exploring trends;
- the City’s economic development office maintains local key performance indicators; staff are currently working on expanding these to include Metro Vancouver averages for comparison; and
- staff have explored warehouse space for a production studio; however, Richmond has unique noise constraints and little interest has been expressed by developers for this type of opportunity to date.

Committee requested staff provide a copy of the supporting technical reports to Council. Discussion with regard to seeking input on the draft Strategy from organizations was held and it was suggested that Committee advise staff with the names of organizations they wish to be added to the distribution list.

At the conclusion of the discussion the following **motion** was introduced:

It was moved and seconded

- (1) *That the draft Resilient Economy Strategy (“Strategy”), as outlined in the staff report titled “Draft Resilient Economy Strategy”, dated November 25, 2013 from the General Manager, Finance and Corporate Services, be received for information; and*

General Purposes Committee
Monday, December 16, 2013

- (2) *That staff be directed to consult with business stakeholders, including the Economic Advisory Committee, and make the Strategy available on LetsTalkRichmond.ca for public feedback.*

The question on the motion was not called as discussion ensued regarding endorsing the draft Strategy.

At the conclusion of the discussion, the question on the motion was then called, and it was **CARRIED**.

3. **MEMBERSHIP IN THE NATIONAL ZERO WASTE COUNCIL**
(File Ref. No. 10-6405-01) (REDMS No. 4048928)

It was moved and seconded

- (1) *That the City of Richmond apply for membership on the National Zero Waste Council;*
- (2) *That Councillor Barnes be appointed as the City's representative to the National Zero Waste Council; and*
- (3) *That the City demonstrate its commitment to waste prevention and reduction through the Letter of Intent, as contained in Attachment 2 to the staff report dated December 9, 2013 from the Director, Public Works Operations, titled, "Membership in the National Zero Waste Council".*

CARRIED

4. **COAL PORT**
(File Ref. No. 10-6125-01) (REDMS No. 4062848)

Committee discussed the staff memorandum titled "Fraser Surrey Docks – Environmental Impact Assessment Review for Direct Transfer Coal Facility" from the Senior Manager, Sustainability and District Energy, dated December 11, 2013 (copy on file City Clerk's Office).

At the conclusion of the discussion the following **motion** was introduced:

It was moved and seconded

- (1) *That the staff memorandum from the Senior Manager, Sustainability and District Energy, dated December 11, 2013 be received for information;*
- (2) *That the City of Richmond is opposed to coal shipments from the Fraser River Estuary other than the existing Roberts Bank coal port;*
- (3) *That Port Metro Vancouver be requested to conduct a Health Impact Assessment and that Metro Vancouver hold a public hearing in relation to an application for an Air Quality Permit; and*

General Purposes Committee
Monday, December 16, 2013

- (4) *That letters be sent to local MPs, MLAs, Metro Vancouver, Fraser Surrey Docks, and Port Metro Vancouver reiterating Richmond City Council's position.*

The question on the motion was not called as information was provided regarding a presentation by Otto Langer, former Federal Fishery Biologist, concerning the environmental concerns to wildlife and in particular coal dust clogging of crab gills. Committee requested that copies of Mr. Langer's presentation be provided to Council.

At the conclusion of the discussion, the question on the motion was then called, and it was **CARRIED**.

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (4:39 p.m.).

CARRIED

Certified a true and correct copy of the
Minutes of the meeting of the General
Purposes Committee of the Council of the
City of Richmond held on Monday,
December 16, 2013.

Mayor Malcolm D. Brodie
Chair

Heather Howey
Committee Clerk



General Purposes Committee

Date: Monday, January 6, 2014

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Linda Barnes
Councillor Derek Dang
Councillor Ken Johnston
Councillor Bill McNulty
Councillor Linda McPhail
Councillor Harold Steves

Absent: Councillor Evelina Halsey-Brandt

Call to Order: The Chair called the meeting to order at 4:00 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on Monday, December 16, 2013, be adopted as circulated.

CARRIED

COMMUNITY SERVICES DEPARTMENT

1. VISITING DELEGATION, STUDY TOUR AND CITY HALL TOUR REQUESTS

(File Ref. No. 01-0010-00) (REDMS No. 3807247 v.4)

Amarjeet Rattan, Director, Intergovernmental Relations and Protocol Unit, reviewed the proposed Visiting Delegation, Study Tour and City Hall Tour Requests Policy.

General Purposes Committee

Monday, January 6, 2014

He advised that one or more of the following criteria must be met for such requests to be considered: (i) requests must provide value to the City, (ii) requests must facilitate the exchange of information in relation to the City's role as an Olympic venue city, and (iii) requests must be in relation to a Sister City or Friendship City event. He stated that a number of conditions must also be met in order for such requests to be approved: (i) requests must be received in writing at least four weeks in advance of the proposed date, (ii) City staff must be available to participate in the proposed event, (iii) meeting space must be available for the date and time requested, and (iv) funding or resources must be accommodated through existing budgets or fees collected through the proposed Visiting Delegation, Study Tour and City Hall Tour Bylaw No. 9068.

Mr. Rattan noted that the proposed policy also stipulates that the City will not issue visa letters or letters of invitation for such requests.

In reply to a query from Committee, Cathryn Volkering Carlile, General Manager, Community Services, advised that the proposed policy and bylaw apply to other City facilities; however, services provided by Archives staff, such as research requests, are a separate matter.

In reply to queries from Committee regarding the proposed Visiting Delegation, Study Tour and City Hall Tour Requests Policy and Bylaws, Mr. Rattan provided the following information:

- a process for submitting visiting delegation, study tour and city hall tour requests will be available through the City website;
- there is no fee levied for requests made directly from non-profit organizations; and
- the proposed fee structure is intended to manage requests made by for-profit organizations by allowing for some cost recovery of staff time and facility expenses associated with such requests.

Discussion ensued and Committee directed staff to revise the proposed Visiting Delegation, Study Tour and City Hall Tour Requests Policy and Bylaws for the next Regular Council meeting to reflect the following:

- fees should be reduced by half as follows: (a) City Hall Tour – \$250, plus room rental; (b) Visiting Delegation or Study Tour – (i) up to two hours – \$250, plus room rental; (ii) two to four hours – \$500, plus room rental; and (iii) more than four hours – \$1,000, plus room rental;
- requests should be received in writing by the City at least two weeks prior to the proposed event date; and
- exceptions to the Policy may be made by the Mayor or the Chief Administrative Officer.

General Purposes Committee
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Discussion further ensued and it was noted that requests for visa letters should be recorded and tracked, as well as requests whereby an exception was made. Also, it was noted that the proposed policy and bylaws be reviewed in one year.

It was moved and seconded

- (1) *That the Visiting Delegation, Study Tour and City Hall Tour Bylaw No. 9068 be given first, second and third readings;*
- (2) *That the Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9067 be given first, second and third readings;*
- (3) *That the Visiting Delegation, Study Tour and City Hall Tour Requests Policy, as outlined in the November 21, 2013 report from the Director of Intergovernmental Relations & Protocol Unit be adopted; and*
- (4) *That Visiting Delegation, Study Tour and City Hall Tour Bylaw No. 9068, Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9067, and Visiting Delegation, Study Tour and City Hall Tour Requests Policy be reviewed in one year.*

CARRIED

Discussion took place regarding the City Archives and Committee queried the need for a fee structure to manage the services provided by Archives staff. As a result of the discussion, the following **referral** was introduced:

It was moved and seconded

That staff examine a fee structure to manage services provided by City Archives staff, and report back.

CARRIED

FINANCE AND CORPORATE SERVICES DEPARTMENT

2. MUNICIPAL SECURITY ISSUING RESOLUTION

(File Ref. No. 03-0900-01) (REDMS No. 4044570 v.2)

It was moved and seconded

- (1) *That borrowing in the amount of \$50,815,000 from the Municipal Finance Authority of British Columbia, as part of the 2014 Spring Borrowing Session, as authorized through Integrated Older Adults' Centre, Aquatic Centre and Minoru Pavilion Loan Authorization Bylaw No. 9075 be approved; and*

3.

General Purposes Committee
Monday, January 6, 2014

- (2) *That Metro Vancouver be requested to consent to the City's borrowing over a 10 year term and include the borrowing in their Security Issuing Bylaw.*

The question on the motion was not called as it was noted that the loan's interest rate will not be known until the day of borrowing.

The question on the motion was then called and it was **CARRIED**.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:43 p.m.).

CARRIED

Certified a true and correct copy of the
Minutes of the meeting of the General
Purposes Committee of the Council of the
City of Richmond held on Monday,
January 6, 2014.

Mayor Malcolm D. Brodie
Chair

Hanieh Berg
Committee Clerk



Planning Committee

Date: Tuesday, December 17, 2013

Place: Anderson Room
Richmond City Hall

Present: Councillor Bill McNulty, Chair
Councillor Evelina Halsey-Brandt
Councillor Chak Au
Councillor Linda Barnes
Councillor Harold Steves
Mayor Malcolm Brodie

Also Present: Councillor Linda McPhail
Councillor Ken Johnston

Call to Order: The Chair called the meeting to order at 4:02 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Planning Committee held on Tuesday, December 3, 2013, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

Tuesday, January 7, 2014, (tentative date) at 4:00 p.m. in the Anderson Room

COMMUNITY SERVICES DEPARTMENT

1. **NAMING OF CHILD CARE FACILITY – 23591 WESTMINSTER HIGHWAY**
(File Ref. No. 07-3070-20-001) (REDMS No. 4042106)

Planning Committee
Tuesday, December 17, 2013

It was moved and seconded

That the City child care facility being constructed at 23591 Westminster Highway be named the Cranberry Children's Centre.

CARRIED

PLANNING & DEVELOPMENT DEPARTMENT

**2. AGRICULTURAL LAND RESERVE NON-FARM USE
APPLICATION BY LOUISE NOON FOR 8160 NO. 5 ROAD**

(File Ref. No. AG 13-629877) (REDMS No. 4049602)

Wayne Craig, Director, Development, provided background information.

In reply to a query from Committee, Kevin Eng, Planner 1, commented that the westerly 93 metres of the subject site is proposed to be used for an educational institution.

It was moved and seconded

That authorization for Louise Noon to apply to the Agricultural Land Commission for non-farm use at 8160 No. 5 Road to allow for the westerly 93 m (305 ft.) to be used for an educational institution, outdoor religious statue displays and off-street parking and for the consolidation of 8140 and 8160 No. 5 Road into one lot be granted.

CARRIED

**3. APPLICATION BY VIRDI PACIFIC HOLDINGS LTD. FOR A
ZONING TEXT AMENDMENT TO THE LIGHT INDUSTRIAL (IL)
ZONING DISTRICT AT 16540 RIVER ROAD**

(File Ref. No. 12-8060-20-009089; ZT 13-636744) (REDMS No. 4048436)

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9089, to amend the "Light Industrial (IL)" zoning district to permit outdoor storage at 16540 River Road, be introduced and given first reading.

CARRIED

**4. APPLICATION BY KULWINDER POONI FOR REZONING AT 8951
HEATHER STREET FROM SINGLE DETACHED (RS1/B) TO
SINGLE DETACHED (RS2/A)**

(File Ref. No. 12-8060-20-009088; RZ 13-645746) (REDMS No. 4047652)

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9088, for the rezoning of 8951 Heather Street from "Single Detached (RS1/B)" to "Single Detached (RS2/A)", be introduced and given first reading.

CARRIED

2.

Planning Committee
Tuesday, December 17, 2013

5. **MANAGER'S REPORT**

None.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:10 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, December 17, 2013.

Councillor Bill McNulty
Chair

Hanieh Berg
Committee Clerk



Planning Committee

Date: Tuesday, January 7, 2014

Place: Anderson Room
Richmond City Hall

Present: Councillor Bill McNulty, Chair
Councillor Chak Au
Councillor Linda Barnes
Councillor Harold Steves

Absent: Councillor Evelina Halsey-Brandt

Also Present: Councillor Linda McPhail

Call to Order: The Chair called the meeting to order at 4:00 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Planning Committee held on Tuesday, December 17, 2013, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

Tuesday, January 21, 2014, (tentative date) at 4:00 p.m. in the Anderson Room

The Chair advised that the following matters would be added to the agenda as Items 1A – Department of National Defence Lands, 1B – Land Strategy – Fraser Wharves, 1C – Thomas Kidd House, and 1D – Alternate Energy Stations.

PLANNING & DEVELOPMENT DEPARTMENT

1. **APPLICATION BY SAMUEL YAU FOR REZONING AT 11320/11340 KINGSGROVE AVENUE FROM TWO-UNIT DWELLINGS (RD1) TO SINGLE DETACHED (RS2/K)**
(File Ref. No. 12-8060-20-009095, RZ 13-632272) (REDMS No. 4077223)

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9095, for the rezoning of 11320/11340 Kingsgrove Avenue from "Two-Unit Dwellings (RD1)" to "Single Detached (RS2/K)", be introduced and given first reading.

CARRIED

- 1A. **DEPARTMENT OF NATIONAL DEFENCE LANDS**
(File Ref. No.)

Committee queried the status of the Department of National Defence's lands and whether the City would acquire such lands should they become available. As a result, the following **referral** was introduced:

It was moved and seconded

That staff examine the potential acquisition of the Department of National Defence's lands and report back.

CARRIED

- 1B. **LAND STRATEGY – FRASER WHARVES**
(File Ref. No.)

Discussion ensued regarding Port Metro Vancouver's purchase of the Fraser Wharves facility and how this acquisition may potentially affect the City's land strategy.

Discussion further took place regarding the City's land strategy as it relates to future infrastructure such as a new bridge and how this may also potentially affect City's land strategy.

As a result of the discussion, the following **referral** was introduced:

It was moved and seconded

That staff examine the City's land strategy in relation to:

- (a) *Port Metro Vancouver activities, and in particular its purchase of the Fraser Wharves facility; and*
 - (b) *a new bridge and other waterfront opportunities along Richmond-arms of the Fraser River,*
- and report back.*

CARRIED

Planning Committee
Tuesday, January 7, 2014

1C. THOMAS KIDD HOUSE

(File Ref. No.)

The Chair remarked that the Thomas Kidd House is for sale and queried the home's heritage value. As a result, the following **referral** was introduced:

It was moved and seconded

That staff investigate the potential purchase of the Thomas Kidd House and report back.

CARRIED

1D. ALTERNATE ENERGY STATIONS

(File Ref. No.)

Discussion ensued regarding alternate energy stations at new service stations. As a result of the discussion, the following **referral** was introduced:

It was moved and seconded

That staff examine the inclusion of alternate energy stations as part of any new gas stations and report back.

CARRIED

2. MANAGER'S REPORT

(i) Richmond Response: New Westminster's Proposed Queensborough Community Plan

Terry Crowe, Manager, Policy Planning, provided background information and noted that the City of New Westminster's proposed Queensborough Community Plan is compatible with the City's Hamilton Area Plan.

As a result, the following **motion** was introduced:

It was moved and seconded

That New Westminster Council be advised that Richmond has no objection to the proposed Queensborough Community Plan.

CARRIED

(ii) Planning and Development Department Updates

Wayne Craig, Director, Development, updated Committee on the status of the referral made at the November 19, 2013 Planning Committee meeting regarding the application by Onni Development (Imperial Landing) Corporation.

Discussion ensued regarding the amount of buildable area in Steveston Village.

Planning Committee

Tuesday, January 7, 2014

Mr. Craig then updated Committee on land use contracts, noting that Provincial staff are working on draft legislation; however, there is no formal direction as to when and if said legislation would be brought before the Legislative Assembly.

Discussion ensued and Committee members expressed their desire to see legislative change to land use contracts as soon as possible. As a result of the discussion, the following **motion** was introduced:

It was moved and seconded

That a letter under the Mayor's signature be sent to the appropriate Minister and Richmond MLAs requesting that legislative change be brought forward addressing land use contracts.

CARRIED

Mr. Craig referenced past discussions regarding the use of trees native to Richmond on development sites.

Gordon Jaggs, Tree Preservation Coordinator, stated that there are inherent challenges with strictly utilizing trees native to Richmond as replacement trees on development sites. Mr. Jaggs commented on the challenges and noted that staff will continue to integrate native species, particularly native conifers, as much as possible.

In reply to a query from Committee, Mr. Craig spoke of two courses of action related to Health Canada's changes to medical marijuana production facilities, and research and development facilities.

Discussion ensued and Committee directed staff to provide an update on medical marijuana production facilities, and research and development facilities at the next Community Safety Committee meeting.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:00 p.m.).

CARRIED

Planning Committee
Tuesday, January 7, 2014

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, January 7, 2014.

Councillor Bill McNulty
Chair

Hanieh Berg
Committee Clerk



City of Richmond

Report to Committee

To: General Purposes Committee
From: Andrew Nazareth
General Manager, Finance and Corporate
Services
Re: **Draft Resilient Economy Strategy**

Date: November 25, 2013

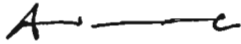


File:

Staff Recommendation

It is recommended that:

- 1) The draft Resilient Economy Strategy ("Strategy"), as outlined in the report titled "Draft Resilient Economy Strategy", dated November 25, 2013 from the Manager, Economic Development, be received for information; and
- 2) Staff be directed to consult with business stakeholders and make the Strategy available on LetsTalkRichmond.ca for public feedback.

Andrew Nazareth
General Manager, Finance and Corporate Services
(604-276-4095)
Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Intergovernmental Relations & Protocol	<input checked="" type="checkbox"/>	 <hr/>
Finance Division	<input checked="" type="checkbox"/>	
Real Estate Services	<input checked="" type="checkbox"/>	
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Community Social Development	<input checked="" type="checkbox"/>	
Major Events & Filming	<input checked="" type="checkbox"/>	
Sustainability	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

The City of Richmond adopted its first comprehensive Economic Development Strategy (“EDS”) in 2002. Over the last decade, many of the key actions of the EDS were implemented, including launch of the City’s Business Retention and Expansion program, establishment of an economic development indicators and tracking system, and formalization of Council’s Economic Advisory Committee (EAC). Moreover, the City took advantage of unprecedented economic development opportunities as a result of being a Venue City for the 2010 Olympic Winter Games and the completion of the Canada Line. During the same period, exceptional development growth has resulted in both opportunities and challenges for Richmond. Further, the City recently adopted an updated Official Community Plan (OCP), which supports the concept of an open and flexible local economy while providing a high-level analysis and policy framework for Richmond’s employment lands to 2041. In consideration of these factors, Council made it a priority to update the EDS in its goals for the 2011-2014 term.

The City of Richmond Resilient¹ Economy Strategy (“Strategy”) aims to update the 2002 EDS and generate a set of priorities and actions for the City’s economic development portfolio over the short to medium-term (3 – 5+ years horizon). It has been developed within the parameters of one of the three broad goals of the sustainability framework – the goal towards an innovative and resilient local economy.

The purpose of this staff report is to summarize the *draft* Strategy and seek Council’s endorsement to solicit public input on the draft document. After consideration of stakeholders’ input and necessary Strategy revisions, staff will present a final version in early 2014 for Council’s adoption.

The staff report responds to Council Term Goal 3.4:

Update the City’s economic development strategy, ensuring sport hosting and events are a part of it, and that it is clear on what kind of businesses we want to attract and retain, and where future industrial and business parks will be located.

Analysis

In early 2013, staff worked with the EAC to develop a terms of reference for a consultant to work with the EAC and the City to prepare the Strategy.

Project Organization

The EAC has been instrumental throughout 2013 in providing guidance for all work related to the Strategy. The City’s Economic Development Division has provided project management and

¹ A note on “Resilient” – in the context of economic development, the Strategy defines “resilience” as the ability of Richmond to achieve economic strength in a responsible fashion, including: retaining the existing business tax base and jobs to allow the City to provide residents with services and facilities; maintaining a steady share of regional employment growth to maintain a high standard of living for local residents; and diversifying the economy so that it remains unsusceptible to major economic or environmental change.

facilitation with internal and external project stakeholders. Coriolis Consulting Corp. has been retained as the consultant to carry out the analysis and develop the Strategy.

Work Program and Consultations to Date

The work program on the Strategy incorporates the following four (4) phases, resulting in specific deliverables for each phase:

I. Preliminary Analysis and Stakeholder Input

A large portion of the work on the Strategy was completed during Phase I, including:

- a) Initial stakeholder consultation and input – a number of stakeholders of the Richmond and regional economies were interviewed at the outset of the project to field priorities the Strategy should focus on. The following organizations were interviewed in the preliminary consultation process:
 - A sample of Richmond’s significant business stakeholders – Fairchild Property Group, Great Canadian Gaming Corporation (River Rock), Richmond Olympic Oval, Vancouver Airport Authority, Port Metro Vancouver
 - Richmond’s two universities – Kwantlen and BCIT
 - Richmond’s core business organizations – Tourism Richmond, the Richmond Chamber of Commerce and the Steveston Merchants Association
 - Richmond City Council’s relevant advisory committees – the Agricultural Advisory Committee and the EAC, with the latter providing extensive input on behalf of the broader Richmond industries at this stage of the project
 - A sample of regional associations representing industries of strategic significance to Richmond – Canadian Manufacturers and Exporters Association (British Columbia Chapter), Urban Development Institute
- b) Comprehensive literature review – a number of Richmond, Metro Vancouver and other publications were reviewed to develop a regional context for the Richmond economy, including the City’s EDS, OCP, City Centre Area Plan; Metro Vancouver’s Regional Growth Strategy; and current Statistics Canada and other reports providing information on economic trends.
- c) Analysis and implications – a robust analysis process was undertaken to develop economic opportunities and constraints for Richmond for the short to medium-term (3-5+ years), to identify gaps between the current state and Richmond’s economic goals and to document implications for the Strategy.

Phase I resulted in an interim technical report titled *Technical Report #1: Richmond’s Economy and Its Role in Metro Vancouver* delivered in September 2013. A copy of this report has been filed with the City Clerk and is available upon request.

II. Workshops with Staff and the EAC

In late September, the EAC and an interdepartmental City staff team were presented with the Consultant's findings to date, as outlined in the interim report. During the workshops, comments, feedback and further direction regarding the main elements of a new Strategy were solicited and documented.

III. Draft Resilient Economy Strategy

During Phase III, the information gathered during the first two phases of the project was synthesized into a draft Strategy. The resulting report was circulated for review to the EAC and the interdepartmental City staff team in November 2013. Comments received were incorporated in the report titled *Richmond Resilient Economy Strategy: 2014 – 2019 Action Plan (Draft, November 2013)* and enclosed in **Attachment 1** to this staff report.

IV. Final Resilient Economy Strategy

Pending further consultation, including Richmond's business stakeholders listed above and through LetsTalkRichmond.ca, as well as analysis and integration of feedback, a final Strategy will be brought forward for Council's adoption in early 2014.

Summary of the Draft Resilient Economy Strategy

1) Overall Approach

The overall approach for the Strategy is not only to provide a 3 to 5 year strategic economic development framework for the City, but also to generate a set of action items focused on:

- Work to be done or led by the City's Economic Development Division in collaboration with other departments, or initiated by the City's leadership, including Mayor and Council and/or the Senior Management Team.
- Targeted specific economic sectors (transportation, logistics and tourism) alongside areas to generally strengthen Richmond as a location for a diversified business base (City policies, processes and relationship-building initiatives).
- High priority actions to be implemented over the next 3 to 5+ years, recognizing the City's available resources.

2) Key Findings on the Richmond Economy

One of the most important aspects of the Richmond economy, within a regional context, is that Richmond's share of the regional employment has remained relatively steady at approximately 9% to 10% over the last 20 years. Richmond's share of regional population has been and continues on an upward trend, with Richmond currently accounting for just over 8% of regional population. Figure 1 below illustrates these trends:

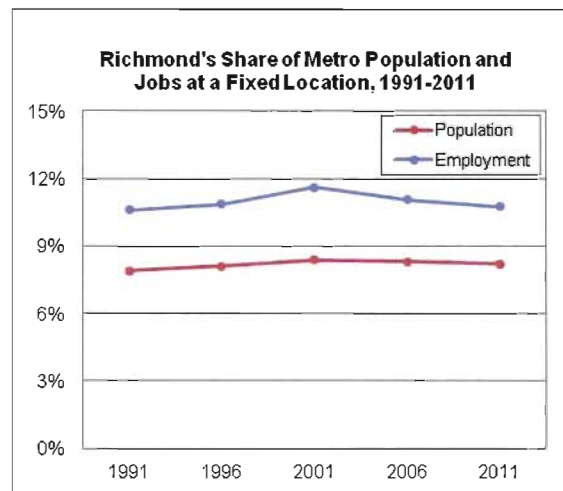


Figure 1: Richmond Share of Regional Employment and Population 1991-2011

The analysis stage in *Technical Report 1* to the attached draft Strategy identified that, after subtracting community-oriented industries (also known as population-serving sectors dependent on population growth), transportation, warehousing and logistics, manufacturing, wholesale and tourism are sectors in which Richmond has a competitive advantage compared to the rest of Metro Vancouver. Each of these sectors represents a larger proportion of all jobs in Richmond, compared to the average for Metro Vancouver. For example, 14% of all jobs in Richmond compared to 6% of all jobs in Metro Vancouver are in the transportation, warehousing and logistics industries. Furthermore, 23% of all Metro Vancouver transportation, logistics and warehousing jobs are based in Richmond – a statistic that re-enforces Richmond's regional strength and advantage in the goods and people moving sectors. Figure 2 below summarizes these findings:

Sectors	Richmond		Metro Vancouver		Richmond % of MV Jobs
	# Jobs	% of Total	# Jobs	% of Total	
Community-Oriented	44,000	40%	550,000	47%	8%
Transportation, Warehousing, Logistics	15,000	14%	65,000	6%	23%
Manufacturing	12,000	11%	65,000	6%	18%
Wholesale	9,500	9%	60,000	5%	16%
Tourism	7,500	7%	75,000	6%	10%
Technology	5,500	5%	65,000	6%	8%
Business Services	4,500	4%	85,000	7%	5%
Higher Education & Hospital	3,500	3%	45,000	4%	8%
Construction	3,000	3%	80,000	6%	4%
Resources (e.g. agriculture, mining, etc.)	2,000	2%	20,000	2%	10%
Finance, Insurance & Real Estate	1,500	1%	40,000	3%	4%
Film & TV	500	0.5%	15,000	1%	3%
Public Administration ²	500	0.5%	15,000	1%	3%
Total Jobs	109,000	100%	1,180,000	100%	9%

Figure 2: Employment by Major Industry in Richmond and Metro Vancouver, 2012

² Government services not related to meeting the day-to-day needs of the local population (e.g. provincial or national government departments).

Technology, specialized business services, higher education and health are also important contributors to Richmond's employment base but proportionally less than in the rest of Metro Vancouver. For example, 5% of all jobs in Richmond compared to 6% of all jobs in Metro Vancouver are in the technology sector.

The research further identified goods and people movement, tourism, regional business centres, and technology as top employment growth prospects among economic value generating industries. Retail, agriculture, health care and post-secondary education were identified as top job growth prospects among population serving industries. Based on market conditions and Richmond's regional advantages, the distribution, fishing, manufacturing and film/media sectors are projected to remain stable or decline in local employment growth.

Further to the general findings of the City's Employment Lands Strategy completed in 2011, two additional technical reports to the Strategy were generated during the research phase, *Technical Report # 2: Industrial Land in Richmond* and *Technical Report # 3: Richmond's Role as a Regional Office Centre*. (Copies of these reports have been filed with the City Clerk and are available for review upon request.) The key conclusions of reports are that Richmond's main constraints for future economic development are industrial land supply and ground transportation for goods movement, as well as lack of suitable office product along Richmond's rapid transit stations.

3) Strategy Goals

Based on Richmond's competitive advantage within a regional context and based on the current urban footprint/ALR boundary instituted in Richmond's OCP, the Resilient Economy Strategy establishes the following core objectives:

- Retain existing employers and business tax base
- Maintain ability to accommodate a steady share of regional employment (10%)
- Diversify the economy
- Aim to keep regional share of jobs greater than regional share of population

4) Strategy Themes and Action Items

The draft Strategy proposes nine core themes to achieve the above goals, as well as specific actions in the short and medium-term and ongoing activities. A summary of the themes is presented below, with a comprehensive list of corresponding actions, timelines and resources provided in detail in the draft Strategy. In some cases, actions in the draft strategy have included preliminary estimates on costs and resources. It is anticipated that actions will be completed within available departmental resources. The nine themes include:

1. Increase Richmond's capacity to accommodate light industrial businesses
2. Strengthen Richmond's role as a gateway for goods movement
3. Increase the tourism sector in Richmond

4. Retain and support existing businesses
5. Increase Richmond's appeal as a regional office centre
6. Support economic diversity, small business opportunities and localization
7. Invest in relationships with senior governments
8. Co-operate with the rest of the region
9. Maintain a high quality of environment, life and public services

5) Strategy Progress Measurement

The key local economic development performance indicators currently tracked by the City will continue to be used to measure local economic activity, including measures in:

- Housing and development
- Commercial space
- Business growth
- Tourism and trade

A complete list of indicators and up-to-date data on local economic development is available online at <http://www.businessinrichmond.ca/data-centre> and will continue to be maintained by the Economic Development Division.

In addition, long-term Census statistics will continue to be tracked to register trends in:

- Total employment
- Employment in high priority sectors
- Share of regional population and employment

Endorsements to Date and Next Steps

Council's Economic Advisory Committee (EAC) has been instrumental in guiding the work on the Strategy and providing much input from a broader community business perspective. To that end, the EAC has endorsed the attached draft Strategy as the City's economic development work program and a near-term platform for achieving local economic strength and resilience.

Furthermore, a number of key local business organizations and stakeholders have been consulted at the outset of the project. It is therefore recommended to distribute the draft Strategy to the same organizations for final input and, simultaneously, post the draft Strategy on the City's online public forum at LetsTalkRichmond.ca to solicit comments from businesses and the general public. Feedback received will be reviewed and incorporated in the final Strategy document and brought forward for Council's adoption in early 2014.

Financial Impact

There are no financial impacts associated with this report at this time. City resources will be required to implement most of the action items of the Strategy. Some action items of the Strategy include a cost estimate while others will require additional scoping prior to determining resources needed. It is anticipated that most actions will be completed within available departmental resources. Any projects requiring additional resources will be brought forward for Council's consideration.

Conclusion

The Resilient Economy Strategy is intended to update the City's Economic Development Strategy (2002) and set priorities for the City's economic development program over the short to medium-term. It is anticipated that some work as a result of the Strategy may lead to adjustments in the current OCP and other City policies to ensure the City's near-term actions align with its long-term vision.

The Strategy has been developed through a participative process, engaging both Council's Economic Advisory Committee and a broad spectrum of business stakeholders. It elaborates on the City's OCP vision for economic development to articulate priorities, goals, strategies, actions and performance measures for the City.

To advance the Strategy, it is recommended that it is circulated to business stakeholders for review and made available to the general public for comment. Upon conclusion of the consultation process, a revised City of Richmond Resilient Economy Strategy will be finalized and brought forward to Council for adoption.



Neonila Lilova
Manager, Economic Development
(604-247-4934)

Richmond Resilient Economy Strategy 2014 – 2019 Action Plan

Draft
November 2013

Prepared by:

City of Richmond Economic Development Office
with the assistance of
Richmond Economic Advisory Committee and
Coriolis Consulting Corp.

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1.0 Introduction

1.1 Background

The City of Richmond adopted an Economic Development Strategy (EDS) in 2002, which was comprehensive and considered all aspects of the local economy. Many of the 2002 EDS actions were implemented over the last decade and the City realized additional economic and urban development opportunities as a Venue City for the 2010 Olympic Winter Games.

Both the regional economy and Richmond's local economy have grown and evolved over the last ten years. A review and update of the 2002 EDS is needed, in view of the developments of the last decade, to evaluate outstanding action items and develop new ones based on current economic prospects and priorities for Richmond.

The City recently completed a major review and update to its Official Community Plan (OCP), which included developing the City's vision for its growth and development to 2041. The new OCP incorporates the City's 2012 Employment Lands Strategy, which includes a high-level analysis of Richmond's inventory of employment lands. The OCP also supports the concept of an open and flexible local economy, resilient to volatility in the global marketplace, into its long-term community planning. To help achieve this goal, the City decided to develop an updated economic development strategy: the "Resilient Economy Strategy." Richmond wants the new Resilient Economy Strategy to help the City and other organizations take effective action that will:

- Retain the economic sectors that are fundamental to Richmond's economic well-being and character.
- Grow the sectors for which Richmond is well-suited to realize opportunities, taking into account local and regional natural, social, and economic assets.
- Make the local economy more resilient, in terms of weathering future economic and environmental change.

Why a Resilient Economy Strategy?

- *Retain fundamental sectors of local economy.*
 - *Grow sectors well suited to Richmond.*
 - *Become more resilient to economic and environmental change.*
-

1.2 Project Participation

This Resilient Economy Strategy incorporates input from many participants.

The **City of Richmond Economic Development Office** initiated and managed the project, coordinated the participation of the Economic Advisory Committee, and directed the work of the consultants.

Neonila Lilova, Manager Economic Development

Katie Ferland, Business Development Liaison

The **Economic Advisory Committee** is appointed by Richmond City Council with a mandate to provide feedback and advice on strategic economic development initiatives. The Committee participated by providing insight into the structure and trajectory of Richmond's economy, commenting on draft materials, and helping select priorities for City action. The members are:

Tom Corsie	Port Metro Vancouver
Jerome Dickey	
Howard Harowitz	Howard Harowitz Consulting Ltd.
Tony Kwan	Pryke Lambert Leathley Russell LLP
Thomas Land	Ecowaste Industries Ltd.
Shelia Luft	Cadillac Fairview Corporation Limited
Debbi-Jo Matias	
Michael Priest	LiteAccess Technologies Inc.
Bruce Rozenhart	Counterpoint Communications
Amit Sandhu	Ampri Group
Parm Sandhu	Telus
Kristi Searle	PeopleBiz
Raymond Segat	Vancouver Airport Authority
Derek Dang	Councilor, City of Richmond Council Liaison to the EAC

The following **stakeholder organizations** were interviewed by the consultants and provided information about Richmond's economic prospects and challenges:

BCIT Aerospace Technology Campus
 Canadian Manufacturers & Exporters BC
 Fairchild Property Group
 GC Gaming Corporation
 Kwantlen Polytechnic University
 Port Metro Vancouver
 Richmond Agricultural Advisory Committee
 Richmond Chamber of Commerce
 Richmond Olympic Oval
 Steveston Merchants Association
 Tourism Richmond
 Urban Development Institute
 YVRAA

Coriolis Consulting Corp. completed the three attached Technical Reports and helped draft the Action Plan.

1.3 Approach

The work program was divided into four major phases as shown in Exhibit 1.

Exhibit 1

Phase	Scope	Status and Timing	Deliverables
1	Analysis of Richmond's Economy in Regional Context Initial Stakeholder Consultation and Input Opportunities and Constraints Review of 2002 Strategy Implications for Resilient Economy Strategy	Complete	Technical Report #1 for the Richmond Resilient Economy Strategy, September 2013.
2	Workshop with City Staff Workshop with Economic Advisory Committee	Complete	Comments and direction regarding the main elements of a new economic development strategy.
3	Draft Action Plan Review by Economic Advisory Committee Review by City Staff	Complete	Technical Report #2 for the Richmond Resilient Economy Strategy, late November 2013. Technical Report #3 for the Richmond Resilient Economy Strategy, late November 2013. Draft Action Plan.
4	Final Action Plan	Early 2014	After review of Draft by Economic Advisory Committee, City staff, and external stakeholders, the final strategy will be produced and brought forward to Council for adoption.

2.0 Scope of the Action Plan

This Action Plan draws on these key inputs:

- Existing City long-term planning policies.
- The 2002 Economic Development Strategy.
- Consultation with a wide variety of external organizations with a major stake in Richmond's local economy.
- A detailed analysis of Richmond's economy in the regional context, documented in Technical Report #1 for the Richmond Resilient Economy Strategy, September 2013.
- Input from City staff.
- Input from the Economic Advisory Committee.

The Action Plan has been developed with the following parameters in mind:

- The Plan is primarily intended to outline actions that should be taken by the City of Richmond, in some cases in collaboration with other agencies, to strengthen, enhance, or diversify Richmond's local economy. The Action Plan concentrates on work to be done or led by the Economic Development Office, other City departments, or by the City's leadership including the Mayor and Council and senior management.
- The Plan includes some actions that focus on particular economic sectors, but it is also intended to strengthen overall Richmond as a location for a wide range of businesses. The sectoral dimension of the Action Plan concentrates on goods movement, transportation, and tourism as these are seen as the key sectoral investment and employment growth opportunities for the future.
- The Plan concentrates on high priority actions to be implemented over the next 3 to 5+ years. Recognizing the resources available to the Economic Development Office, the list of actions has been deliberately kept manageable on the grounds that it is more effective to do a comprehensive job on a few key tasks than dabble in many.

Scope of Action Plan:

- *Focus on actions the City can take.*
 - *Strengthen Richmond as a location for a wide range of businesses.*
 - *Concentrate on high priority actions that can be implemented over the next 3 to 5+ years.*
-

3.0 Richmond's Economy

3.1 Current Situation

Exhibit 2 shows Richmond's current distribution of employment by major cluster and also its share of total regional employment. Exhibit 3 compares the structure of the Richmond and Metro Vancouver economies.

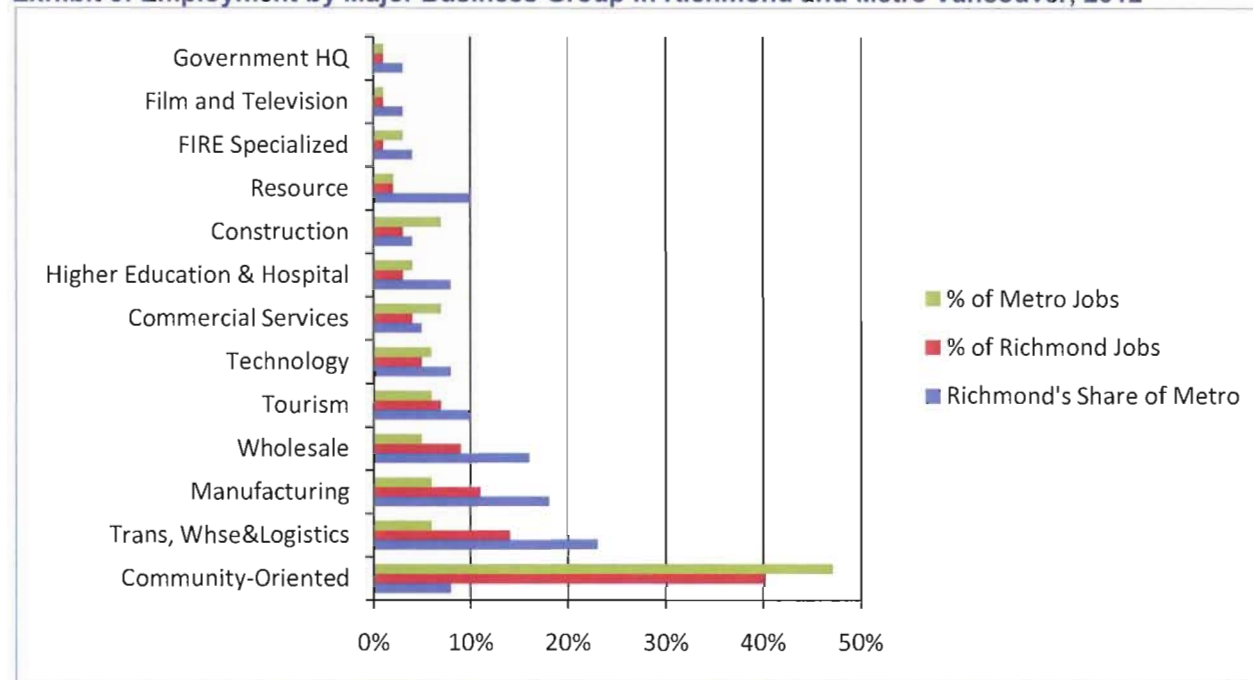
Exhibit 2: Employment by Major Business Group in Richmond and Metro Vancouver, 2012

Business Groups	Richmond ^a		Metro Vancouver ^b		Richmond's Share of Metro Jobs
	Number of Jobs	% of Total Richmond Jobs	Number of Jobs	% of Total Metro Jobs	
Community-Oriented	44,000	40%	550,000	47%	8%
Transportation, Warehousing & Logistics	15,000	14%	65,000	6%	23%
Manufacturing	12,000	11%	65,000	6%	18%
Wholesale	9,500	9%	60,000	5%	16%
Tourism	7,500	7%	75,000	6%	10%
Technology	5,500	5%	65,000	6%	8%
Commercial Services	4,500	4%	85,000	7%	5%
Higher Education & Hospital	3,500	3%	45,000	4%	8%
Construction	3,000	3%	80,000	7%	4%
Resource ^c	2,000	2%	20,000	2%	10%
FIRE Specialized ^d	1,500	1%	40,000	3%	4%
Film and Television	500	1%	15,000	1%	3%
Government Headquarters	500	1%	15,000	1%	3%
Total Number of Jobs	109,000	100%	1,180,000	100%	9%

Sources:

- Estimated by Coriolis using a variety of sources (see Technical Report #1 for details). Note that the total number of jobs in Richmond is jobs at a fixed location. Richmond also has a share of regional employment that is not at a fixed location (e.g. mobile workers, workers where job site changes frequently). Including these brings Richmond's share of total regional employment to 10% to 11%.
- Estimated by Coriolis using a variety of sources. Metro Vancouver includes jobs at a fixed location and jobs with no fixed workplace.
- Resource includes jobs in agriculture, forestry, fishing and hunting, mining, oil and gas extraction, and utilities.
- FIRE refers to Finance, Insurance, and Real Estate.

Exhibit 3: Employment by Major Business Group in Richmond and Metro Vancouver, 2012



Summary of trends:

- As in the entire region, a large share of Richmond jobs (40%) are community-oriented, meaning jobs that meet the day-to-day needs of local residents (such as retail clerks, hair stylists, elementary school teachers). The rest (60% in Richmond) are in the sectors that comprise Richmond's economic base.
- Transportation, warehousing, logistics, wholesale, and manufacturing combined account for 34% of all jobs (or 57% of the economic base) in the City.
- Tourism, which in Richmond is heavily linked to the City's role as gateway due to YVR, accounts for another 7% of jobs, so transportation of people and goods can be thought of as directly or indirectly responsible for almost 70% of Richmond's economic base employment. This is a very different profile than the regional average and demonstrates the importance of Richmond as air, sea, rail, and ground transportation hub within Metro Vancouver.
- Technology, specialized business services, higher education, and health are important contributors, but proportionally smaller than in the rest of Metro Vancouver.

Richmond's share of total Metro Vancouver employment has remained steady, in the range of approximately 10%, for the last two decades. It will be challenging to retain this share going forward, as population and employment growth in the region are shifting eastward due to land availability.

Richmond's share of total Metro Vancouver population has been just under 9% over the last two decades. Having a higher share of employment than population gives Richmond an advantage in terms of property taxation: the City can provide attractive commercial and industrial tax rates while providing high quality facilities and services for residents.

3.2 Prospects

The diagram below summarizes the outlook for employment growth in key sectors of the local economy:

- The sectors with employment growth potential are sectors in which the Greater Vancouver metropolitan area has growth potential and Richmond has advantages, allowing it to capture a significant share of future employment.
- The sectors likely to remain stable or decline are sectors in which there is not likely much potential for regional employment growth and/or Richmond does not have any particular advantage relative to other communities in the region.



Previous forecasts by City-engaged consultants and by Metro Vancouver have estimated future employment growth in Richmond at about 1% per year, which is a little lower than the estimated employment growth rate for all of Metro Vancouver. This trend would result in Richmond having a gradually declining share of total regional employment (the number of jobs in Richmond would still be increasing, albeit more slowly than in the past).

3.3 Constraints

Based on findings of the research phase of this project and on input from external stakeholders, Richmond's main current constraints to strengthening its local economy are employment (and particularly industrial) lands supply and effective ground transportation for goods movement. The land supply issue is addressed in some detail in this Action Plan because this is one of the most critical economic development challenges Richmond faces.

This conclusion about employment lands supply is based on further, more detailed analysis of the initial high-level findings of the 2012 Employment Lands Strategy and incorporates industry perspectives and recent development trends.

3.4 Resilience, Sustainability, and Growth

“Resilience” and “sustainability” are words used in a variety of ways. In some interpretations, with a focus on the environmental dimension of sustainability, these ideas are seen as being at odds with economic growth. Growth certainly can have negative impacts, in terms of greenhouse gas emissions and other forms of environmental impact, consumption of resources (including land), and increased ecological footprint. At the same time, it must be acknowledged that for the foreseeable future Metro Vancouver will continue to absorb growth in population and employment and a significant share of this growth will occur in Richmond. Even the communities (and there are many in North America) that explicitly strive to be “the

The key to achieving sustainability and resilience is to optimize the benefits and minimize the impacts or costs.

greenest City” are also seeking to strengthen and expand their employment base and are trying to accommodate residential, commercial, and industrial expansion in ways that are greener than in the past. The key is to manage this growth so as to optimize the benefits and minimize the impacts or costs.

Richmond aims to retain a strong, diverse local economy. It also aims to achieve this economic strength in a responsible fashion.

This Action Plan aims to increase the resilience of Richmond’s local economy by:

- Retaining existing employers, including commercial and industrial tax base and jobs, because these support the City’s ability to provide its residents with services and facilities.
- Maintaining the ability to accommodate a steady share of regional employment growth in the sectors in which Richmond has a competitive advantage.
- Diversifying the economy, so that it is more robust in the face of major economic or environmental change.

Increase resilience by:

- *Retaining existing employers.*
- *Accommodating a steady share of regional employment growth.*
- *Diversifying for adaptability to economic and environmental change.*

Other City policies and initiatives, in community planning and sustainability, should be coordinated with this Action Plan, to ensure that the land use, development, and transportation

changes that are associated with employment growth are managed to: reduce energy consumption, GHG emissions, and waste; increase reuse of inputs and recycling; produce healthier environments for living and working; and address the impacts of climate change on Richmond.

4.0 Economic Goals for Richmond

The Resilient Economy Strategy has the following goals:

- Maintain and increase Richmond's attractiveness for, and ability to accommodate, businesses across a wide range of sectors. Rather than focus on picking winners, the strategy aims to ensure that Richmond has a broad ability to maintain a diverse and growing industrial and commercial base.
- Reinforce the sectors that are extremely important to Richmond's local economy and that have substantial potential for growth in employment and tax base.
- In quantitative terms, aim to at least maintain Richmond's share of total regional employment, which has been about 10% over the last twenty years.
- Aim to continue having a larger share of regional employment than regional population, as this enables Richmond to maintain a reasonable allocation of property tax burden between businesses and residents and to provide a full range of services to its residents.

5.0 Major Strategies

The Action Plan recommends 9 main strategies.

- 1 • Increase Richmond's capacity to accommodate light industrial business.
- 2 • Strengthen Richmond's role as a gateway for goods movement.
- 3 • Increase the tourism sector in Richmond.
- 4 • Retain and support existing businesses.
- 5 • Increase Richmond's appeal as a regional office centre.
- 6 • Support economic diversity, small business opportunities, and localization.
- 7 • Invest in stronger relationships with senior governments.
- 8 • Cooperate with the rest of the region.
- 9 • Maintain a high quality of environment, life, and public services.

5.1 Increase Richmond's Capacity to Accommodate Light Industrial Business

5.1.1 Introduction

Richmond has a very small inventory of vacant, available, serviced, zoned, developable land to accommodate new light industrial uses including light manufacturing, warehouse/distribution, and sales/service uses.

The 2012 Employment Land Study, completed as part of the OCP 2041 update, indicated that there is a large “on paper” inventory of industrial land, but further analysis suggests that a very large proportion of this land is not readily available for general industrial users because it is controlled by the public sector for specific uses (particularly YVR and Port Metro Vancouver). These organizations have an obligation to ensure that land is available for strategic transportation related uses, which is good for Richmond in that this allows continued growth of air and marine goods movement. However, there is large regional demand for “general” light industrial users (i.e. not directly related to air or sea shipping, but part of the international and inter-provincial trade and logistics supply-chain sector, such as local manufacturers, warehouse/distribution, transshipment, and brokers). Richmond has a very small inventory of land available for this type of user. In fact, there is virtually no sizeable land currently on the market that could be characterized as vacant, subdivided, serviced, and available for sale to an industrial user that wants to commence construction immediately.

Technical Report #2 contains a review of the industrial land situation and a preliminary review of the challenges and opportunities associated with trying to increase Richmond's capacity to accommodate this kind of use. The situation is of concern for Richmond's economic development for the following reasons:

- Richmond will not be able to continue to accommodate its past share of regional light industrial development, unless it can figure out how to provide the land capacity.
- The situation will be exacerbated over time because much of the land around the City Centre designated for high density residential and mixed use development is currently occupied by light industrial users. These will have to relocate and if they cannot find sites in Richmond will move to Delta, Surrey, or further east.
- Richmond's past strength as a concentration of regional employment has been founded on being able to accommodate firms in transportation, warehousing/distribution, light manufacturing, and storage, all of which require relatively large sites.
- Inability to accommodate light industry could potentially result in a long term shift in the composition of the City's tax base. Richmond will have to either draw more tax revenue from a proportionally smaller industrial base or shift more of the tax burden to residential.

Technical Report #2 contains an initial explanation of what could be done to try to increase capacity for light industrial employment growth, without removing land from the ALR. The City has adopted strong and clear policy regarding the protection of lands within the Agricultural Land Reserve. It is in Richmond's (and the entire region's) interest to protect land used for food production, particularly given the forces that will cause

the locally-raised share of food to increase. Richmond must find creative and proactive ways to accommodate light industry within the existing available land inventory.

5.1.2 Actions

1. Develop a much more comprehensive understanding of industrial land and supply in Richmond.

The Richmond industrial land market can be divided into three broad categories:

- a. Demand for uses that require an airport location and the supply of these lands.
- b. Demand for uses that require a waterside location and the supply of these lands.
- c. Demand for general light industrial uses (in warehouse/distribution, light manufacturing) and the supply of these lands.

It is the third category above in which there is the greatest constraint. The City should seek the participation of YVR and Port Metro Vancouver in a comprehensive industrial land market study that parses supply and demand into these categories and that develops a greater understanding of how best to accommodate the non-air and non-marine uses. This analysis would be confined to lands outside the ALR.

Priority: High (2014-2016)

Responsible: Economic Development and Planning

Resources: \$50,000 for consulting

2. Work with owners of large tracts of vacant industrial land to see where it is possible to create subdivided, serviced industrial lands available in the short term.

Priority: High (2014-2016)

Responsible: Economic Development and Real Estate

Resources: No new / to be determined

3. Convene a team of City planning and economic development staff to examine lands that are not in the ALR, currently zoned agricultural, and designated industrial in the OCP, including review of servicing viability.

There is a small amount of land in this category that is not viable agricultural land and could potentially be converted to certain types of industrial use.

Priority: High (2014-2016)

Responsible: Economic Development and Planning

Resources: No new / to be determined

4. Examine the potential to achieve higher site coverage on industrial land.

Current zoning regulations only allow 60% site coverage, which forces low intensity land use because most industrial uses must be on the ground floor. While requirements for truck loading/unloading and parking put an upper bound on site coverage, users should have the flexibility to achieve higher intensity use if it works for them.

Priority: High (2014-2016)

Responsible: Planning Department

Resources: No new / to be determined

5. Evaluate older industrial areas that are un-intensively developed to see if there are realistic opportunities for densification using zoning, infill, re-subdivision, or other development tools.

Priority: Medium (2016-2018)

Responsible: Planning Department

Resources: No new / to be determined

6. Review regulatory processes to look for ways to make permitting and licensing for industrial and commercial businesses and developments more cost effective, efficient, and supportive while complying with City policies, bylaws, and regulations.

Richmond should continue to be business-friendly, in terms of ensuring that approvals processes, development timeframes, and development costs are reasonable and compare well to competing jurisdictions. Businesses that are new to the region have some degree of flexibility when it comes to location, so they consider factors such as accessibility, land cost, development costs, and approvals processes. Richmond's industrial property taxes compare favourably with the rest of the region but its DCCs are relatively high. The development industry does not regard Richmond as a particularly difficult place to obtain approvals, but it is not particularly easy either. There is upside to having a reputation for efficient, fair, cost-effective permitting.

Some aspects of this work include:

- Continue regular liaison with UDI regarding processing times.
- Study the current industrial high DCC / low taxation model of Richmond in relationship to regional practices to determine overall cost-benefit to industrial development.
- Obtain feedback from businesses that have dealt with the City to obtain permits and licences and work with relevant departments to continually improve customer service.

Priority: High, ongoing

Responsible: Economic Development, Finance, Planning

Resources: No new / to be determined

7. Explore creative ways to allow or encourage a wider range of employment uses in the large inventory of vacant office space in low density business parks. Much of this space was built in anticipation of growth in technology firms that did not materialize.

Priority: Low (2017-2019)

Responsible: Economic Development and Planning

Resources: No new / to be determined

8. Continue to maintain an on-line inventory of lands/buildings available for lease/sale.

By working with the local brokerage community, the Economic Development Office could provide an on-line resource for any firm looking for sites or space.

Priority: High, ongoing

Responsible: Economic Development and Real Estate

Resources: No new

5.2 Strengthen Richmond's Role as Gateway for Goods Movement

5.2.1 Introduction

With YVR, major Port Metro Vancouver facilities, rail links, and a direct highway route to the US Border, Richmond is a major gateway for goods movement in and out of Canada. This role as gateway has created the basis for a large inventory of commercial and industrial floor space and a large amount of employment.

The City of Richmond is not directly involved in goods movement or regional transportation infrastructure, but there are ways in which Richmond has cooperated and can continue cooperating with senior government and with major agencies such as YVR and Port Metro Vancouver to ensure that Richmond maintains and increases its role as a major regional gateway for goods movement. An example of such collaboration is the completion of the Nelson Road Interchange. There are further opportunities for cooperation in areas such as traffic and transportation management between Sea Island and Lulu Island, drainage infrastructure in East Richmond, and improvements to the regional highway network in Richmond.

5.2.2 Actions

1. Work with YVRAA.

Mutually explore with YVRAA how best to ensure that opportunities for goods and people movement are tapped. This can be achieved in a variety of ways:

- Richmond and YVR can work together on plans to improve vehicular and transit access between Sea Island and major highway routes.
- Richmond and YVR should continue cooperating on the development and implementation of community policies that minimize conflicts between residents and YVR over noise and other impacts.
- The City and YVR should continue or expand regular contact, at all levels in each organization, to identify and address challenges and take advantage of opportunities.

Priority: High, ongoing

Responsible: All Relevant Departments, Mayor and Council

Resources: No new

2. Work with Port Metro Vancouver.

Mutually explore with Port Metro Vancouver how best to ensure that opportunities for goods movement on the Fraser River are tapped. This can be achieved in a variety of ways:

- The City and the Port can work together to improve vehicular (particularly truck) access to/from port lands. The Nelson Road interchange is complete but there are other possible transportation initiatives that could be explored by the City and the Port, such as Blundell Road improvements and road access to Port lands in east Richmond.
 - Continue to work with the Port as it prepares its land use plan and sustainability policies.
-

- The City and the Port should continue or expand regular contact at all levels in each organization, to identify and address challenges and take advantage of opportunities.

Priority: High, ongoing

Responsible: All Relevant Departments, Mayor and Council

Resources: No new

3. Collaborate on technical aspects of Highway 99 improvements.

The Metro Vancouver Regional Growth Strategy and regional transportation plans are aiming to reduce automobile travel and so emphasize expansion of transit infrastructure over road infrastructure. However, goods movement depends on the highway network. Major investments have improved access to Maple Ridge/Pitt Meadows (Golden Ears Bridge), Surrey and Langley (Port Mann and Highway 1), and Delta (South Fraser Perimeter Road). For Richmond's role as a goods movement hub, its Highway 99 link to the US Border and its Highway 91 link to the east are vital, but these routes are congested. The Province of BC has announced its intention to replace the Massey Tunnel and to enhance Highway 99 and the links to Highway 91 and the South Fraser Perimeter Road.

At the technical level, Richmond should engage with the Province in project planning to achieve these goals:

- Make sure the whole network is improved, not just the river crossing, and ensure that choke points are fixed, not just shifted. The project should include Highway 99 improvements from the Oak Street bridge all the way south to the new crossing and should deal with links to Highway 91 and to the South Fraser Perimeter Road.
- Achieve priority for goods movement and transit.

Richmond, the Province, YVR, Port Metro Vancouver, and the entire goods movement sector have a common interest in advancing this opportunity to improve Richmond's regional accessibility to the east and to the US border.

Priority: High (2014, 2015)

Responsible: Transportation

Resources: Transportation consulting budget, to be determined based on confirmation of planning and design scope of tunnel replacement project

5.3 Increase the Tourism Sector in Richmond

5.3.1 Introduction

Tourism is one economic sector in which Richmond has a clear potential to increase jobs and grow the tax base, because of the City's unique advantages in the region. Richmond has the international airport, a very convenient location for visitors to the region, an interesting cultural character, and a diverse array of attractions including the Oval, the night markets, Steveston, and extensive riverfront pathways.

Richmond has the ability to appeal to a variety of tourism market segments including:

- Very short stay visitors such as meeting/convention delegates and en-route travelers whose main reason for staying in Richmond is proximity to YVR.
- Visitors to the region who choose Richmond as their base because of its convenience, attractiveness, or affordability relative to downtown Vancouver.
- Visitors drawn to Richmond, for overnight visits or day trips, because of attractions such as the Oval, Steveston, or the night markets.

At present, Richmond does not have destination attractions of the magnitude of (for example) the Vancouver Aquarium or Grouse Mountain. Richmond, like most of the municipalities in the region outside the City of Vancouver, benefits from the "Vancouver" brand and from existing world-class attractions. Richmond's total annual overnight and day visitor volume is primarily driven by Richmond's location in a regional context rather than Richmond's current strength as a stand-alone or primary destination attraction. The completion of the Richmond Olympic Experience in late 2014 will add to Richmond's appeal as a destination.

Broadly speaking, there are three main ways in which Richmond can grow its tourism sector:

- Use branding and marketing efforts to increase Richmond's share of the regional market. Using messaging such as convenience, affordability, specialized cultural character, and existing/planned attractions, Richmond can increase overnight visitation. This approach does not require large capital investment. It requires effective branding, consistent and targeted marketing, and ongoing efforts to maintain/increase the quality of the visitor experience.
- Develop Richmond's tourism product and destination appeal in ways that require modest but effective investment. In the case of Richmond, this might include major events (e.g. sport or cultural) destination enhancing attractions (e.g. the Richmond Olympic Experience), or small capital projects (e.g. improvements to bikeways and creation of bike share programs that use Richmond's natural appeal as a cycling experience, or enhancements to night markets venues). These examples illustrate opportunities for destination development that either require none or relatively small capital investment to realize.
- Develop major destination attractions. Some major attractions involve private capital (e.g. River Rock) and these should be encouraged. Other major attractions – such as museums large enough to become destinations, aquariums, major performing arts facilities – require very large public capital investment and usually large ongoing operating costs.

Richmond has potential in all of these areas, but its ability to implement projects in all areas is a function of how much money the City is capable to invest and whether senior governments are willing to contribute.

5.3.2 Actions

1. **Continue to fund Tourism Richmond as the City's designated agency responsible for marketing Richmond to visitors.**

Given the City's involvement on the Tourism Richmond Board, the City should actively participate in goal-setting, prioritization of activities, and budgeting for the organizations.

Priority: High, ongoing

Responsible: Economic Development and Tourism Richmond

Resources: No new

2. **Develop a destination and tourism product enhancement strategy.**

The City is generally supportive of enhancing Richmond as a tourism destination but there is not a specific plan in place. To develop a strategy, these steps are needed:

- a. Make it a priority to develop a destination and tourism product enhancement strategy.
- b. Provide general direction with regard to capital investment. What is the appetite for major capital investment, ongoing operating funds for new attractions, and ongoing funding of destination-oriented events?
- c. Take a strategic approach to identifying potential destination enhancement projects. What are Richmond's strengths, what products would fit well in the competitive context of existing regional destination-calibre attractions, what has the potential to significantly increase the number of overnight visitors to Richmond, what is the optimal mix between events and physical attractions?

This work should involve collaboration with the Richmond tourism sector, including hotels, restaurants, and attraction operators.

Priority: Medium (2015-2017)

Responsible: Economic Development, Tourism Richmond

Resources: \$100,000 for consulting assistance to creation of destination strategy

3. **Continue to realize opportunities to use the Olympic Oval for events that draw tourists.**

The City should continue realizing opportunities to use the Olympic Oval for events that draw visitors, such as sport tournaments, related conferences, and events associated with the new Richmond Olympic Experience. The City should maintain a balance between membership-based and attraction-oriented activities, at no loss of projected revenue streams.

Priority: Medium (2016-2018)

Responsible: Economic Development with Richmond Olympic Oval

Resources: No new

4. **Protect and enhance Steveston as a village with waterfront marine and historic character.**

Steveston is one of the region's heritage precinct jewels (in a small group that includes Fort Langley, Gastown, Cloverdale, New Westminster, Granville Island, and Lower Lonsdale). Steveston's oceanfront setting, charm, history, authentic and ongoing role in the fishing industry, and lands-end location make it an important heritage asset and a significant attraction for regional residents and out-of-town visitors. The City should continue to use all the tools at its disposal – Area Plan policies, Village Heritage Conservation Strategy, zoning, development permits, public realm investment, heritage property designations, and support for existing attractions – to protect and reinforce Steveston as a community asset and visitor attraction.

Priority: High, ongoing

Responsible: All Departments

Resources: No new

5.4 Retain and Support Businesses Already in Richmond

5.4.1 Introduction

Businesses already in Richmond are of course a key source of employment and property tax revenue. Prevailing wisdom in local economic development says it is much easier to retain an existing business than recruit a new one.

Richmond should continue investing in working with existing businesses to make them want to stay and expand. The City's Economic Development Office has recently launched a business retention and expansion program that includes reaching out to employers to understand their challenges and opportunities, assisting with permitting and licensing, and acting as a first point of contact at City Hall.

5.4.2 Actions

1. Continue the outreach to businesses located in parts of the City Centre designated for high density redevelopment.

The Economic Development Office should continue to be proactive in identifying firms that are at risk of relocating out of Richmond because they are losing their present quarters due to redevelopment and cannot find (or do not think they can find) alternative locations in Richmond.

Priority: High, ongoing

Responsible: Economic Development

Resources: No new

2. Continue to monitor commercial and industrial property tax rates to ensure that they are reasonable relative to competing municipalities and continue to identify ways to ease property taxes on employers located in redevelopment areas.

Richmond previously initiated the City Centre Area Transitional Tax Exemption, as a means of easing the tax burden on industrial employers located in areas planned for higher density redevelopment. Similar programs should be explored in redevelopment areas if and when opportunities arise.

Priority: High, ongoing

Responsible: Economic Development and Finance

Resources: No new

3. Continue to assist businesses in facilitating the permitting and licensing processes by providing a central point of contact and assistance in obtaining approvals.

The Economic Development Office has been and should continue increasing its role as a central point of contact for businesses seeking business approvals.

Priority: High, ongoing

Responsible: Economic Development

Resources: No new

5.5 Increase Richmond's Appeal as a Regional Office Centre

5.5.1 Introduction

There are many sectors with potential for growth in Richmond that will occupy office space. These sectors include specialized business services (e.g. consulting engineers, architects, lawyers), technology companies, specialized medical services, finance and real estate, international trade, development and construction, shipping/cargo, media, and others. While these sectors are all very different in terms of the economic forces that will drive growth and influence where in the region they will locate, they all have in common the desire for office space that is accessible, attractive, close to amenities, well-served with infrastructure, and attractive. Broadly speaking, these kinds of office users can be divided into two categories based on their preference for space: some prefer a business park environment (which typically provides relatively large floor plates, a high proportion of space with direct ground access, high auto accessibility, and large amounts of parking) and some prefer a high density, urban environment. Richmond offers both.

The actions below do not target specific subsets of the regional office-using sectors. Rather, the strategy aims at increasing Richmond's general attractiveness to all office-based firms. Richmond already has several advantages:

- Rapid transit service. Increasingly, office-based businesses are putting a priority on convenient access to rapid transit.
- Airport. There is a subset of firms that are particularly interested in proximity to the airport.
- Strong Asian links, which may help attract some kinds of firms in shipping, trade, and development.
- A high quality of life.

However, historically Richmond has not attracted a large share of the regional suburban office market.

Technical Report #3 provides a detailed look at Richmond's role in the regional office market, current market conditions, and factors that can affect Richmond's ability to attract a larger share. One of the key findings is the need to ensure that there is an opportunity for office space to be developed at rapid transit stations without having to compete with residential use.

5.5.2 Actions

1. Explore providing development incentives for stand-alone office developments in the City Centre, considering that vacancy is falling in good quality transit-oriented office buildings.

Priority: As required

Responsible: Economic Development and Planning

Resources: No new / to be determined

2. Encourage and where possible assist the development of office space at rapid transit stations along both spurs of the Canada Line link.

Priority: High, ongoing

Responsible: Economic Development and Planning

Resources: No new

5.6 Support Economic Diversity, Small Business Opportunities, and Localization

5.6.1 Introduction

Fostering a more resilient local economy means working to increase the diversity of employment and supporting sectors that may become more important in the future if the traditional mainstays of Richmond's economy (particularly transportation, good movement, and tourism) are negatively affected by rising energy costs and changes to the global economy that result from reduced economic growth and climate change.

Richmond can provide a supportive environment for a diverse range of businesses, for entrepreneurs, and for localization of sectors of the economy such as food production.

5.6.2 Actions

1. Provide a supportive environment for local food production and processing.

For several reasons (increased fuel costs, increased consumer concern about food freshness and quality, reduced carbon footprint, and local employment potential), there will be growing interest in North America in locally sourced food. Richmond, with a large inventory of agricultural land within Metro Vancouver and a major base for the west coast fishing fleet, can be a significant source of food for the large and growing metropolitan population. The City should be supportive (via zoning, regulations, and licensing) of food production and processing, in a variety of ways:

- Continue the policy of protecting farm land in the ALR.
- Make sure that zoning regulations and licensing provisions are supportive of active farming and ensure that farming activity is not constrained by adjacent urban development.
- Support farm gate sales.
- Support growth in the number and size of local farmers markets.
- Support dockside fish markets.

Priority: High, ongoing

Responsible: City Departments

Resources: No new / to be determined

2. Continue to support film and television work in Richmond.

While Richmond does not have major studio facilities, there is economic activity associated with on-location work, digital media, and other non-studio aspects of the industry. Richmond should strive to be a "film friendly" community, through efforts such as these:

- The Richmond Film Office should continue to provide information about locations and provide a supportive and efficient process for assisting firms doing location shoots in the community.

- The City should ensure that its permitting process and regulations for on-location shooting are reasonable and harmonized with requirements in other Metro Vancouver communities.

Priority: High, ongoing

Responsible: Richmond Film Office

Resources: No new

3. **Provide a supportive regulatory context for appropriate home-based businesses.**

The City should ensure that its regulations pertaining to home-based businesses are reasonable and supportive of entrepreneurs, especially in sectors that have few negative externalities (e.g. software design, architecture, graphics, consulting). The City should also continue to work with the development industry and other stakeholders (BC Assessment Authority, Strata Corporations, etc.) to encourage the creation of more live-work spaces in Richmond.

Priority: Medium (2015+)

Responsible: Economic Development and Planning

Resources: No new / to be determined

5.7 Invest in Relationships with Senior Governments

5.7.1 Introduction

Senior governments fund infrastructure, health and education facilities, international trade missions and other projects that can have a large impact on local investment and employment.

Local governments need to be nimble in identifying opportunities to secure provincial or federal investment, which in part means building and maintaining good relationships and taking advantage of political opportunity.

Part of Richmond's economic action plan is for the City to develop and maintain close relationships with Provincial and Federal ministries, departments and officials, including local MP's and MLA's.

5.7.2 Actions

1. **Maintain a list of priority projects that would benefit from provincial or federal assistance.**

The City should develop and maintain a portfolio of major infrastructure projects that warrant investment by senior government, including information ready for presentation to provincial and federal representatives at opportune times. Examples include civic and recreation facilities, Fraser River dredging, dyking, and the goods movement aspect of Highway 99 improvements.

Priority: High , ongoing

Responsible: Council, Senior Staff and Intergovernmental Relations

Resources: No new / to be determined

2. **Continue to take advantage of opportunities to communicate Richmond's priorities to senior governments, particularly through Richmond's elected representatives.**

Priority: High, ongoing

Responsible: Council, Senior Staff and Intergovernmental Relations

Resources: No new

5.8 Cooperate with the Rest of the Region

5.8.1 Introduction

One of the major patterns that emerged from a review of best practices in local economic development in North America is a smart balance between local and regional initiatives.

To some degree, investment and business see this region as “Vancouver”, without a clear understanding of the difference between the City of Vancouver, Richmond, Burnaby, and other communities. Investment and business location decisions are sometimes made after the investment or business has been attracted to the region first, based on the region's assets and competitive factors. Programs and activities intended to get non-local investment and business to come to this region should be funded regionally and provincially. While there can be value in individual municipalities collaborating with industry to sell what is made here on the international stage, individual municipalities are unlikely to benefit from launching independent international trade missions or marketing programs aimed at attracting new business from other jurisdictions. Even if such actions are successful at finding prospects that come to the region, there is no way to guarantee that the investment or businesses lands in the specific municipality that first made contact.

Richmond should focus on retaining existing business, accommodating businesses that need to be in Richmond, and capturing a share of investment that lands in the region. Richmond should be willing to participate in good regional or provincial partnership ideas for international prospecting, but should not fund major economic development initiatives on an individual basis.

5.8.2 Actions

1. Continue to cooperate with other Metro Vancouver municipalities on regional initiatives to reduce red tape.

Richmond is participating in the Inter-Municipal Business License program, which allows mobile businesses (operating in more than one municipality) to purchase a single business license. The City should be open to other initiatives of this type, such as uniform permitting for film shoots.

Priority: Medium, ongoing

Responsibility: Economic Development

Resources: No new / to be determined

2. Continue to explore with other Metro Vancouver municipalities opportunities for regional marketing activities.

Priority: As needed

Responsible: Economic Development

Resources: No new / to be determined

5.9 Maintain a High Quality of Environment, Life, and Public Services

5.9.1 Introduction

Employers are drawn to locations that meet basic business requirements and that have a skilled labour force. Increasingly, highly skilled labour is found in places that offer high quality of life, in the form of attractive and affordable housing, high quality public services, safe communities, efficient public transportation, and healthy environments.

The City should continue to place high priority on community building and environmental quality as fundamental elements in strengthening and diversifying the local economy, as investments in community building are investments in the local economy as well.

5.9.2 Actions

1. Continue to work with local businesses to reduce energy consumption, solid waste, and water consumption.

Priority: High, ongoing

Responsible: Sustainability

Resources: No new

2. Continue to invest in public realm improvements in the City Centre and the community as a whole, particularly in ways that promote walking, cycling, and transit use.

Priority: High, ongoing

Responsible: City Departments

Resources: As needed and available

3. Continue to invest in public services, community facilities and social development initiatives that make Richmond a healthy, safe, and attractive place to live, work, start a business, and visit.

Priority: High, ongoing

Responsible: City Departments

Resources: As needed and available

6.0 Monitoring and Updating

The Economic Development office will monitor Richmond's economic trends and evaluate progress in achieving the goals and objectives of this Action Plan.

The Economic Development office will produce an annual report summarizing:

- Key statistical indicators that track progress in achieving the aim of this Action Plan, particularly data on land availability, employment, commercial and industrial floorspace, and business licences.
- Actions that have been initiated or completed in the year.
- Plans for the coming year.

The Action Plan will be reviewed in 2018 and updated by 2020.



City of Richmond

Report to Committee

To: General Purposes Committee

Date: November 21, 2013

From: Amarjeet S. Rattan
Director, Intergovernmental Relations & Protocol Unit

File: 01-0010-00/Vol 01

Re: Visiting Delegation, Study Tour and City Hall Tour Requests

Staff Recommendation

1. That the Visiting Delegation, Study Tour and City Hall Tour Bylaw No. 9068 be given first, second and third readings;
2. That the Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9067 be given first, second and third readings; and
3. That the Visiting Delegation, Study Tour and City Hall Tour Requests Policy, as outlined in the November 21, 2013 report from the Director of Intergovernmental Relations & Protocol Unit, be adopted.
4. That Visiting Delegation, Study Tour and City Hall Tour Bylaw No. 9068, Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9067, and Visiting Delegation, Study Tour and City Hall Tour Requests Policy be reviewed in one year.

Amarjeet S. Rattan
Director, Intergovernmental Relations & Protocol Unit
(604-247-4686)
Att. 4

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Economic Development	<input checked="" type="checkbox"/>	
Customer Service	<input checked="" type="checkbox"/>	
Finance Division	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
Reviewed by Policy & Procedures Subcommittee	<input checked="" type="checkbox"/>	

Staff Report

Origin

The City is often approached by external groups and organizations to host visiting delegations, and to provide information on “best practices” and City services. Requests may vary from a tour of City Hall to a multi-faceted study tour program, ranging from a few hours to one full day. These requests come through a variety of different channels, including department staff and elected officials.

In 2012/2013, the City conducted 34 City Hall Tours, and hosted 20 Study Tours and 8 Delegation Visits. More details of these are provided in **Attachment 1**.

The purpose of the proposed *Visiting Delegation, Study Tour and City Hall Tour Requests Policy (Attachment 2)*, is to establish processes and parameters, including roles and responsibilities, for the review and approval of requests for the City to host Visiting Delegations or conduct Study Tours and City Hall Tours,.

The proposed *Visiting Delegation, Study Tour and City Hall Tour Bylaw No. 9068 (Attachment 3)*, together with *Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9067 (Attachment 4)* will establish a fee schedule for these requests.

Analysis

The *Visiting Delegation, Study Tour and City Hall Tour Requests Policy (Attachment 2)* has been developed to facilitate the review and approval of external requests for the City to host visiting delegations, organize study tours and conduct City Hall tours. As organizing and conducting these activities require City resources, the policy and fee bylaw are also designed to allow for cost recovery for activities which are arranged for tour operators and other ‘for-profit’ organizations.

Visiting Delegations

Visiting delegations may be comprised of elected and non-elected government officials, clients of ‘for-profit’ organizations, members of ‘not-for-profit’ organizations and Sister/Friendship City delegations.

Study Tours

A study tour takes place when an external organization visits employees or facilities at the City of Richmond to obtain information, learn about “best practices” or learn about delivering specific municipal services. Study tours can range from a one hour meeting to a full one day program.

City Hall Tours

City Hall tours provide a presentation, in Council Chambers, on local government operations and services and also include a walking tour of the public areas of City Hall.

Request Routing

The *Visiting Delegation, Study Tour and City Hall Tour Requests Policy* establishes that all external requests for the City to host visiting delegations and facilitate study tours will be routed through the Intergovernmental Relations and Protocol Unit (IGR) and requests for City Hall tours will be routed to the Customer Services Division. A process for submitting online requests, through the City website, will also be implemented.

Bylaw for Cost Recovery

In order to recover costs associated with providing the service, Bylaw No. 9068 is proposed (**Attachment 3**). An amendment to the Consolidated Fees Bylaw No. 8636 is required in order to implement the amount of the fees (**Attachment 4**).

Fees

Currently, the Customer Service Division conducts City Hall Tours at the request of 'non-profit' and 'for-profit' groups. 'For-profit' groups are charged the posted room rental fee plus \$50/hour for each staff presenter.

The new policy will require that requests for the City to host Visiting Delegations and conduct Study Tours or City Hall tours, submitted by 'for profit' organizations, will be charged a fee of:

City Hall Tours - \$250, plus room rental fee

Visiting Delegation and Study Tours

- a) Up to 2 hours - \$250, plus room rental fee
- b) 2 to 4 hours - \$500, plus room rental fee
- c) Over 4 hours - \$1,000, plus room rental fee

There is no fee for requests made directly by non-profit organizations, such as school groups, government bodies and Sister or Friendship City organizations, or where the City initiates the Visiting Delegation, Study Tour or City Hall Tour.

The *Visiting Delegation, Study Tour and City Hall Tour Requests Policy* is not seeking to expand this program but rather to manage these requests more efficiently and to allow for some cost recovery of staff and facility expenses associated with providing these services.

Financial Impact

Based on the 2012/2013 Study Tour and Delegation Visit statistics (**Attachment 1**), the fees proposed in the *Visiting Delegation, Study Tour and City Hall Tour Requests Policy*, may result in future staff and facility resources related annual cost recovery, of approximately \$2,500, from requests made by for profit organizations.

Conclusion

The *Visiting Delegation, Study Tour and City Hall Tour Requests Policy* will establish a process, parameters and fees for the approval of requests for the City to host visiting delegations, provide study tours and conduct City Hall tours. The proposed Bylaws 9067 and 9068 will implement fees for 'for-profit' organizations that request these services. The proposed policy and bylaws also make provision for charging no fee, for requests made directly by non-profit organizations such as school groups, government bodies and Sister or Friendship City organizations, or where the City initiates the visiting delegation, study tour or City Hall tour. The policy also provides for the City to reserve the right to decline requests for visiting delegations, study tours and City Hall tours.



Amarjeet S. Rattan
Director, Intergovernmental Relations & Protocol Unit
(604)-247-4686

2012 & 2013 City Hall Tour/ Study Tour/Delegation Visit Requests:

		2012	2013
Type		# of Requests	# of Requests
City Hall Tours		20	14
Study Tours		13	7
Delegation Visits		6	2

Background Information:**City Hall Tours 2012**

- 11 Richmond School Groups
- 2 International School Groups:
- 83 Grades 7 & 8 -Exchange students Shenzhen, Nanshan, China [Host: School District No. 38 Richmond]. Accompanied by 12 teachers and 1 translator.
- 22 students and 5 adults – Wakayama Sister City School [Fukko & Joto Secondary Schools] – accompanied by principals, teachers, Sister City Committee members and Richmond School Board officials
- 7 other Non – profit organizations (ie. Immigrant Services Society & SUCCESS)

Study Tours/ Delegation Visits 2012

- 9 Non – profit organizations
- 9 For profit organizations

City Hall Tours 2013

- 9 Richmond School Groups
- 1 International School Group:
School Officials from Kyowa Academy & Mizusawa High School, from Kyowa Gakuin Mizusawa Dai-Ichi Kotogakko, North Eastern Japan. Host: School District No. 38 (Richmond).
- 4 other Non – profit organizations

Study Tours/ Delegation Visits 2013

- 7 Non – profit organizations
- 2 For profit organizations



Policy Manual

Page 1 of 2	Adopted by Council: <date>	Policy <policy no.>
File Ref: <file no>	Visiting Delegation, Study Tours and City Hall Tour Requests	

Policy <policy no.> :

The purpose of this policy is to establish parameters for the approval of a request for the City to host a Visiting Delegation, a Study Tour or a City Hall Tour.

It is Council Policy that:

One or more of the following criteria must be met before a Visiting Delegation or Study Tour request can be considered:

1. The request must provide value to the City, including an opportunity to enhance its profile and unique position on a municipal, regional, provincial, national or international basis.
2. The request will facilitate the exchange of information in recognition of Richmond's role as a best practice Olympic Venue City. Richmond will reciprocate for the learning from past Olympic cities in preparing for the 2010 Winter Olympic Games.
3. The request is in relation to a Council approved Sister City or Friendship City program event or activity.

All of the following conditions must be met before a Visiting Delegation or Study Tour request is approved:

1. The request must be received by the City, in writing, at least two weeks in advance of the event.
2. Individuals required to participate in the program (i.e. staff from the responsive department, elected representatives, external partners) are available for the time required.
3. Meeting space is available at the requested time.
4. Funding or resources must be accommodated through existing budgets or fees collected pursuant to Visiting Delegation, Study Tour and City Hall Tour Bylaw No. 9068 and the Consolidated Fees Bylaw No. 8636.

All Visiting Delegation and Study Tour requests shall be directed to the Intergovernmental Relations and Protocol Unit (IGR). This includes requests made directly to Council members and other City departments.

All City Hall Tour requests shall be directed to the Customer Service Division and will be accommodated based on availability of City staff and resources.

Fees for Delegation Visits, Study Tours and City Hall Tours shall apply in accordance with Visiting Delegation, Study Tour and City Hall Tour Bylaw No. 9068 and the Consolidated Fees



Page 2 of 2	Adopted by Council: <date>	Policy <policy no.>
File Ref: <file no>	Visiting Delegation, Study Tours and City Hall Tour Requests	

Bylaw No. 8636. There is no fee for requests made directly by non-profit organizations, such as schools, government bodies, and Sister City or Friendship City organizations, or where the City, at its discretion, initiates the Visiting Delegation, Study Tour or City Hall Tour.

The City will not issue visa letters or letters of invitation for Visiting Delegation, Study Tour, or City Hall Tour requests.

The City reserves the right to decline Visiting Delegation, Study Tour and City Hall Tour requests.

Exceptions to this policy may be made by the Mayor or Chief Administrative Officer.

Definitions

For Profit Organization

A For-Profit Organization means a business or other for-profit organization.

Non-Profit Organization

A Non-Profit Organization means a school or educational institution, government body, not-for-profit organization, or an organization representing a Sister City or Friendship City of the City.

Government Body

A Government Body means a local, regional, state/provincial, federal or other level of government.

Visiting Delegation

A Visiting Delegation is a group of elected and/or non-elected government officials, members of For-Profit Organizations, or members of Non-Profit Organizations visiting or meeting with City officials and/or staff for general purposes.

Study Tour

A Study Tour is defined as a group of elected and/or non-elected government officials, members of For-Profit Organizations, or members of Non-Profit Organizations meeting with City officials and/or staff or touring City facilities for the purposes of obtaining information and/or learning about "best practices" or delivery of specific City services.

City Hall Tour

A City Hall Tour is defined as a walking tour of public areas of Richmond City Hall and a short overview, provided by City staff, of local government operations and services.



VISTING DELEGATION, STUDY TOUR
AND CITY HALL TOUR BYLAW NO. 9068

The Council of the City of Richmond enacts as follows:

PART ONE: DEFINITIONS

1.1 In this bylaw, unless the context otherwise requires:

CITY	means the City of Richmond
CITY HALL TOUR	means a walking tour of public areas of Richmond City Hall and a short overview, provided by City staff, of local government operations and services
FOR-PROFIT ORGANIZATION	means a business or other for-profit organization
GOVERNMENT BODY	means a local, regional, state/provincial, federal or other level of government
NON-PROFIT ORGANIZATION	means a school or educational institution, government body , not-for-profit organization, or an organization representing a Sister City or Friendship City of the City
STUDY TOUR	means a group of elected and/or non-elected government officials, members of for-profit organizations , or members of non-profit organizations meeting with City officials and/or staff or touring City facilities for the purposes of obtaining information and/or learning about "best practices" or delivery of specific City services.
VISTING DELEGATION	means a group of elected and/or non-elected government officials, members of for-profit organizations , or members of non-profit organizations visiting or meeting with City officials and/or staff for general purposes

PART TWO: CHARGING OF FEES

- 2.1 Every **for-profit organization** that requests a **City Hall Tour, Study Tour or Visiting Delegation**, whether on its own behalf or on behalf of another **for-profit organization** or a **non-profit organization**, must pay to the City the applicable fee specified in Consolidated Fees Bylaw No. 8636.
- 2.2 No fee is payable for a **City Hall Tour, Study Tour or Visiting Delegation** that:
- (a) is for a **non-profit organization**, provided the request to the **City** is made directly by the **non-profit organization**; or
 - (b) is initiated by the **City**, at its discretion.

PART THREE: SEVERABILITY AND CITATION

- 3.1 If any part, section, sub-section, clause, or sub-clause of this bylaw is, for any reason, held to be invalid by the decision of a Court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.
- 3.2 This bylaw is cited as "**Visiting Delegation, Study Tour and City Hall Tour Bylaw No. 9068**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR_____
CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept.
APPROVED for legality by Solicitor



City of
Richmond

Bylaw 9067

**CONSOLIDATED FEES BYLAW NO. 8636,
AMENDMENT BYLAW NO. 9067**

The Council of the City of Richmond enacts as follows:

1. The **Consolidated Fees Bylaw No. 8636**, as amended, is further amended by adding Schedule A attached to and forming part of this bylaw as a schedule to Consolidated Fees Bylaw No. 8636, in alphabetical order.
2. This Bylaw is cited as "**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9067**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept.
APPROVED for legality by Solicitor

MAYOR

CORPORATE OFFICER

SCHEDULE – VISITING DELEGATION, STUDY TOUR AND CITY HALL TOUR**Visiting Delegation, Study Tour and City Hall Tour Bylaw No. 9068**
Section 2.1

Description		Fee
City Hall Tour		\$250, plus room rental fee
Visiting Delegation or Study Tour	Up to 2 hours	\$250, plus room rental fee
	2 to 4 hours	\$500, plus room rental fee
	More than 4 hours	\$1,000, plus room rental fee



City of Richmond

Report to Committee

To: General Purposes Committee
From: Jerry Chong
Director, Finance
Re: **Municipal Security Issuing Resolution**

Date: December 5, 2013
File: 03-0900-01/2013-Vol
01

Staff Recommendation

That:

1. Borrowing the amount of \$50,815,000 from the Municipal Finance Authority of British Columbia, as part of the 2014 Spring Borrowing Session, as authorized through Integrated Older Adults' Centre, Aquatic Centre and Minoru Pavilion Loan Authorization Bylaw No. 9075 be approved; and
2. Metro Vancouver be requested to consent to the City's borrowing over a 10 year term and include the borrowing in their Security Issuing Bylaw.

Jerry Chong
Director, Finance
(604-276-4064)

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

Staff Report

Origin

On November 25, 2013, City Council adopted the Integrated Older Adults' Centre, Aquatic Centre and Minoru Pavilion Loan Authorization Bylaw No. 9075 for the amount of \$50,815,000.

This report seeks Council's approval for the City to proceed with the borrowing process with the Municipal Finance Authority (MFA). In addition, since Metro Vancouver and the City have joint and several obligations on all long term borrowing undertaken by the City, the City must also obtain consent from Metro Vancouver through Metro Vancouver's Security Issuing Bylaw.

Analysis

The following summarizes the steps that have been completed to date and the steps that are to be undertaken for the City's long term debt borrowing:

Completion Date	Steps
November 12, 2013	Loan Authorization Bylaw No. 9075 received first, second and third readings from Council
November 20, 2013	Statutory approval received from the Deputy Inspector of Municipalities for Loan Authorization Bylaw No. 9075
November 25, 2013	Loan Authorization Bylaw No. 9075 adopted by Council
December 25, 2013	Expiration of one month quashing period
December 27, 2013	City's application of the Certificate of Approval to be sent to the Ministry
By January 3, 2014	Certificate of Approval to be received from the Deputy Inspector of Municipalities for the adopted Loan Authorization Bylaw No. 9075

In order to proceed with the upcoming MFA 2014 Spring borrowing, the following Municipal Security Issuing Resolution and Agreement needs to be passed by Council and be forwarded to both the MFA and Metro Vancouver. Therefore, staff recommend that the following be approved:

1. Borrowing the amount of \$50,815,000 from the Municipal Finance Authority of British Columbia, as part of the 2014 Spring Borrowing Session, as authorized through Integrated Older Adults' Centre, Aquatic Centre and Minoru Pavilion Loan Authorization Bylaw No. 9075 be approved; and
2. Metro Vancouver be requested to consent to the City's borrowing over a 10 year term and include the borrowing in their Security Issuing Bylaw.

Once the above is approved by Council, staff will forward the necessary information package to Metro Vancouver for the City's loan request to be included in Metro Vancouver's Security

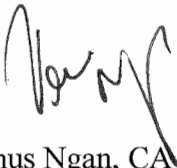
Issuing Bylaw. Metro Vancouver's board meetings for the Security Issuing Bylaw, which will include loan requests of all municipalities in the Greater Vancouver region, will take place between February and March 2014. Upon final approval by the Inspector of Municipalities of Metro Vancouver's Security Issuing Bylaw, the loan request will be forwarded to MFA for consideration by March 2014. The net amount of the City's loan request (i.e. \$50,000,000) is expected to be received from the MFA by April 2014.

Financial Impact

None.

Conclusion

That Council approves the staff recommendation in order to allow the City to obtain consent from Metro Vancouver and to proceed with a 10-year \$50,815,000 loan request from the MFA, as authorized through Integrated Older Adults' Centre, Aquatic Centre and Minoru Pavilion Loan Authorization Bylaw No. 9075.



Venus Ngan, CA
Manager, Treasury and Financial Services
(604-276-4217)



City of Richmond

Report to Council

To: Planning Committee

Date: December 10, 2013

From: Cathryn Volkering Carlile
General Manager, Community Services

File: 07-3070-20-001/2013-
Vol 01

Re: Naming of Child Care Facility - 23591 Westminster Highway

Staff Recommendation

That the City's child care facility being constructed at 23591 Westminster Highway be named the Cranberry Children's Centre.

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

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS:
APPROVED BY CAO 	

Staff Report

Origin

On December 22, 2009, Council approved the Richmond Zoning Bylaw 8500, Amendment Bylaw 8557 rezoning for a Bus Operations and Maintenance Facility being developed by Translink at Westminster Highway and Boundary (RZ 09-484669 adopted November 8, 2010). As part of the rezoning agreement, the City accepted 2.43 acre land parcel, plus financial contributions of \$1,770,000 for community amenities and \$50,000 for trail development.

On June 22, 2010, Council endorsed the use of the funds for the establishment of a 33 space, 3,400 sq. ft. City-owned child care facility. Council selected the Society of Richmond Children's Centres (SRCC) to be the facility operator as of December 19, 2011. Subsequently, on November 26, 2012, the land was rezoned to accommodate the child care facility (RZ 09-484669). With Council's approval on July 22, 2013, the project was revised from a modular building to wood frame construction.

Analysis

The child care facility is now under construction. The project is due to be completed by the summer of 2014. During the planning and development stage, the facility has been informally referred to as the Hamilton child care facility. Staff are proposing that a different name be chosen to distinguish it from the Hamilton Community Centre (HCC).

With the help of the City's archivist, a selection of potential names was compiled using references such as: "Volume 3 Richmond Neighbourhood Series – The Country: Richmond's Eastern Neighbourhoods", maps of the Hamilton area from the 1930s, previous property ownership records, and Joseph Trutch's 1859 field survey notes. Historically, the site was covered in wild cranberries, swamp cranberries, prairie grass, pine brush, crab apples, rose bushes, spruce, alder, birch, aspen and cedar. Landscape features close to the site include the north arm of the Fraser River, Tree Island and Queen's Canal. Presently, the dominant tree on the site today is cottonwood.

Based on a review of historical references, along with suggestions solicited from the Society for Richmond Children's Centres and the Hamilton Community Centre Association, three options were identified:

- Option 1: Cottonwood Children's Centre, a name derived from the dominant tree currently growing on the site;
- Option 2: Cranberry Children's Centre, a name generated from the plants listed in the 1859 field survey notes for the site; and
- Option 3: Fraser River Children's Centre, a name developed to reference the facility's proximity to the river and its historical significance to the Hamilton settlement.

Staff considered the following questions to help narrow the name selection to one recommendation: 1) Will the name have historical or current relevance to the site? 2) Will it distinguish the child care facility from others in the lower mainland? 3) Will the name resonate with Hamilton residents?

The Cottonwood Children's Centre option draws upon the tree that is most prevalent on the site. However, this tree variety is not endemic to the Hamilton area. It is not a tree variety that Hamilton residents readily identify as an important species that defines the area. Also, further confusion could result, as a similar name is currently used for the Cottonwoods Child Care Centre in Maple Ridge.

The Fraser River, while important to the settlement of the Hamilton area, is not readily visible from the site. Technically, the facility is closer to the North Arm of the Fraser River. While it would be geographically specific to use Fraser River in the name, it could lead to confusion with an existing Fraser River Child Care Centre operating in Mission.

The Cranberry Children's Centre option is based on a native plant historically found both on the site and in Hamilton area. Joseph Trutch's 1859 survey notes both wild cranberries and swamp cranberries were present in the area. Cranberries have been an important commercial influence in the Hamilton area going back to the days when the First Nations traded them with the Hudson's Bay Company. There is also a link to the area's namesake, Alexander Hamilton, who was a berry farmer. There is no other child care centre located in the Lower Mainland that uses this name.

The name recommendation put forward in the report is in keeping with the City's Naming Public Buildings – Parks and Places Policy 2016.

Financial Impact

There is no financial impact as a result of selecting a name for this City child care facility.

Conclusion

Staff are recommending that the child care facility currently under construction at 23591 Westminster Highway be named the Cranberry Children's Centre.



Coralys Cuthbert
Child Care Coordinator
(604-204-8621)

CEC:cec

Staff Report

Origin

On November 25, 2013, City Council adopted the Integrated Older Adults' Centre, Aquatic Centre and Minoru Pavilion Loan Authorization Bylaw No. 9075 for the amount of \$50,815,000.

This report seeks Council's approval for the City to proceed with the borrowing process with the Municipal Finance Authority (MFA). In addition, since Metro Vancouver and the City have joint and several obligations on all long term borrowing undertaken by the City, the City must also obtain consent from Metro Vancouver through Metro Vancouver's Security Issuing Bylaw.

Analysis

The following summarizes the steps that have been completed to date and the steps that are to be undertaken for the City's long term debt borrowing:

Completion Date	Steps
November 12, 2013	Loan Authorization Bylaw No. 9075 received first, second and third readings from Council
November 20, 2013	Statutory approval received from the Deputy Inspector of Municipalities for Loan Authorization Bylaw No. 9075
November 25, 2013	Loan Authorization Bylaw No. 9075 adopted by Council
December 25, 2013	Expiration of one month quashing period
December 27, 2013	City's application of the Certificate of Approval to be sent to the Ministry
By January 3, 2014	Certificate of Approval to be received from the Deputy Inspector of Municipalities for the adopted Loan Authorization Bylaw No. 9075

In order to proceed with the upcoming MFA 2014 Spring borrowing, the following Municipal Security Issuing Resolution and Agreement needs to be passed by Council and be forwarded to both the MFA and Metro Vancouver. Therefore, staff recommend that the following be approved:

1. Borrowing the amount of \$50,815,000 from the Municipal Finance Authority of British Columbia, as part of the 2014 Spring Borrowing Session, as authorized through Integrated Older Adults' Centre, Aquatic Centre and Minoru Pavilion Loan Authorization Bylaw No. 9075 be approved; and
2. Metro Vancouver be requested to consent to the City's borrowing over a 10 year term and include the borrowing in their Security Issuing Bylaw.

Once the above is approved by Council, staff will forward the necessary information package to Metro Vancouver for the City's loan request to be included in Metro Vancouver's Security

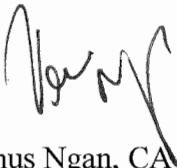
Issuing Bylaw. Metro Vancouver's board meetings for the Security Issuing Bylaw, which will include loan requests of all municipalities in the Greater Vancouver region, will take place between February and March 2014. Upon final approval by the Inspector of Municipalities of Metro Vancouver's Security Issuing Bylaw, the loan request will be forwarded to MFA for consideration by March 2014. The net amount of the City's loan request (i.e. \$50,000,000) is expected to be received from the MFA by April 2014.

Financial Impact

None.

Conclusion

That Council approves the staff recommendation in order to allow the City to obtain consent from Metro Vancouver and to proceed with a 10-year \$50,815,000 loan request from the MFA, as authorized through Integrated Older Adults' Centre, Aquatic Centre and Minoru Pavilion Loan Authorization Bylaw No. 9075.



Venus Ngan, CA
Manager, Treasury and Financial Services
(604-276-4217)



City of Richmond

Report to Committee Planning and Development Department

To: Planning Committee
From: Wayne Craig
Director of Development

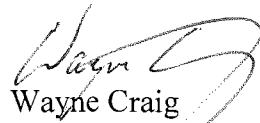
Date: December 17, 2013

File: RZ 13-632272

Re: Application by Samuel Yau for Rezoning at 11320/11340 Kingsgrove Avenue
from Two-Unit Dwellings (RD1) to Single Detached (RS2/K)

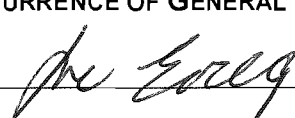
Staff Recommendation

1. That Richmond Zoning Bylaw 8500, Amendment Bylaw 9095, for the rezoning of 11320/11340 Kingsgrove Avenue from "Two-Unit Dwellings (RD1)" to "Single Detached (RS2/K)", be introduced and given first reading.



Wayne Craig
Director of Development

CL:blg
Att.

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Affordable Housing	<input checked="" type="checkbox"/>	

Staff Report

Origin

Samuel Yau has applied to the City of Richmond for permission to rezone the property at 11320/11340 Kingsgrove Avenue from “Two-Unit Dwellings (RD1)” to “Single Detached (RS2/K)”, to permit the property to be subdivided to create two (2) lots fronting Kingsgrove Avenue (see **Attachments 1 and 2**). There is currently a duplex on the subject site, which will be demolished.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached (**Attachment 3**).

Surrounding Development

The subject site is located on the southwest corner of Kingsgrove Avenue and Seacote Road, in an established residential neighbourhood consisting mainly of single detached housing. The immediate area surrounding the subject site is described below:

- To the north, across Kingsgrove Avenue, is a single detached dwelling on a large lot zoned “Single Detached (RS1/E)”.
- To the east, across Seacote Road, are single detached dwellings on large lots zoned “Single Detached (RS1/E)”.
- To the south, is a single detached dwelling on a large lot zoned “Single Detached (RS1/E)” that fronts King Road.
- To the west, is a single detached dwelling on a large lot zoned “Single Detached (RS1/E)”.

Related Policies & Studies

2041 Official Community Plan (OCP) Designation

There is no Area Plan for this neighbourhood. The 2041 OCP Land Use Map Designation for the subject site is “Neighbourhood Residential”. This redevelopment proposal is consistent with this designation.

Lot Size Policy 5409

The subject property is located within the area covered by Lot Size Policy 5409, adopted by City Council in 1989, and amended in 1995, 2001, and October, 2013 (**Attachment 4**). The Lot Size Policy permits existing duplexes to rezone and subdivide into two (2) lots. This redevelopment proposal is consistent with Lot Size Policy 5409, and would result in a subdivision to create two (2) lots fronting Kingsgrove Avenue; with each lot measuring between 11 m and 13 m wide, and between 425 m² and 465 m² in area.

Affordable Housing Strategy

For single-family rezoning applications, Richmond's Affordable Housing Strategy requires a secondary suite within a dwelling on 50% of new lots created through rezoning and subdivision, or a cash-in-lieu contribution of \$1.00/ft² of total building area towards the City's Affordable Housing Reserve Fund.

The applicant proposes to provide a legal secondary suite in the dwelling on one (1) of the two (2) proposed lots. To ensure that the secondary suite is built to the satisfaction of the City in accordance with the City's Affordable Housing Strategy, the applicant is required to enter into a legal agreement registered on Title; stating that no final Building Permit inspection will be granted until the secondary suite is constructed to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw. This legal agreement is required prior to adoption of Zoning Amendment Bylaw 9095. This agreement will be discharged from Title (at the initiation of the applicant) on the lot where the secondary suite is not proposed, after the requirements are satisfied.

Should the applicant change their mind about the Affordable Housing option selected prior to final adoption of the rezoning bylaw, the City will accept a voluntary contribution of \$1.00 per square foot of the total buildable floor area of the proposed single-family development (i.e. \$5,282) to the City's Affordable Housing Reserve Fund in-lieu of registering the legal agreement on Title to secure a secondary suite.

Public Input

There have been no concerns expressed by the public about the development proposal in response to the placement of the rezoning sign on the property.

Staff Comments

Background

This redevelopment proposal would allow the creation of two (2) smaller lots from an existing large duplex-zoned lot on the south side of Kingsgrove Avenue in the Shellmont Planning Area.

The neighbourhood has seen limited redevelopment through rezoning and subdivision in recent years. There is potential for other lots in the neighbourhood to apply to rezone and subdivide in accordance with Lot Size Policy 5409.

Trees & Landscaping

A Certified Arborist's Report was submitted by the applicant, which identifies tree species on the site and within 2 m of the site, assesses the condition of trees, and provides recommendations on tree retention and removal relative to the development proposal. A list of tree species assessed as part of the Arborist's Report is included on the Tree Retention Plan (**Attachment 5**).

The City's Tree Preservation Official has reviewed the Arborist's Report, conducted a Visual Tree Assessment, and concurs with the following recommendations in the report:

- To retain and protect the Birch tree (Tree # 5) on the subject site in the rear yard, due to its good condition.
- To remove the Cherry tree (Tree # 1) located on the common property line with the adjacent lot to the west at 11300 Kingsgrove Avenue, due to its poor condition from being previously topped and showing the presence of decay in the main stem. The applicant has submitted written authorization by the neighbouring property owner(s) for the removal of this tree at future development stage.
- To protect the Hemlock tree (Tree #2) and Apple tree (Tree #3) on the adjacent lot to the west at 11300 Kingsgrove Avenue.
- To protect the Hazelnut tree (Tree # 4) on the adjacent lot to the south at 9611 Seacote Road.

The Tree Retention Plan is shown in **Attachment 5**.

Prior to demolition of the existing dwelling on the subject site, tree protection fencing must be installed around the Birch tree (Tree # 5) on-site and around the dripline of off-site trees to be retained (Tree# 2, #3, and #4). Tree protection fencing must be installed to City standard and in accordance with the City's Bulletin TREE-03 and must remain in place until construction and landscaping on the proposed lots is completed.

To ensure protection of trees to be retained, the following items are required to be completed prior to rezoning bylaw adoption:

- Submission of a contract with a Certified Arborist for supervision of any on-site works conducted within close proximity to the tree protection zones of the trees to be retained (Trees # 2, 3, 4, 5). No works are permitted to be undertaken within the tree protection zones, including changes to lot grading, installation of retaining walls and/or perimeter drainage. The contract must include the scope of work to be undertaken, including: the proposed number of site monitoring inspections (at specified stages of construction), and a provision for the Arborist to submit a post-construction impact assessment report to the City for review.
- Submission of a security to the City in the amount of \$1,000.00 to ensure the survival of the Birch tree on-site (Tree #5). Following completion of construction and landscaping on the subject site, a landscaping inspection will be conducted to verify tree survival and 50% of the security will be released. The remaining 50% of the security will be released one year after the initial landscaping inspection if the tree has survived.
- Submission of a site plan for the proposed west lot to show that the proposed building footprint does not encroach into the required tree protection zone for Tree # 2 on the neighbouring property to the west at 11300 Kingsgrove Avenue.

The applicant proposes to plant and maintain three (3) trees on the proposed lots, which is consistent with the City's policies. These trees will be a minimum 6 cm deciduous calliper or 3 m high conifers. With the protection of the Birch tree (Tree # 5) in the rear yard of the subject site, there will be a total of four (4) trees on the proposed new lots. Prior to rezoning bylaw adoption, the applicant must submit a landscaping security in the amount of \$1,500 (\$500/tree) to ensure the trees are planted and maintained on-site.

Existing Covenant

An existing covenant is registered on Title, which restricts the use of the property to a duplex (i.e. BE77335). This covenant must be discharged from Title by the applicant prior to rezoning bylaw adoption.

Flood Management

Registration of a flood indemnity covenant on Title is required prior to rezoning bylaw adoption. The minimum flood construction level is at least 0.3 m above the highest elevation of the crown of the road.

Site Servicing & Vehicle Access

There are no servicing concerns with rezoning.

Prior to rezoning bylaw adoption, road dedication is required in order to achieve a 3 m x 3 m corner cut at the north-east corner of the subject site.

Vehicle access to the proposed west lot will be to/from Kingsgrove Avenue. Vehicle access to the proposed corner lot (east lot) must be located to meet the minimum distance to the intersection of Kingsgrove Avenue and Seacote Road, as required in the Residential Lot (Vehicular) Access Regulation Bylaw No. 7222.

Subdivision

At subdivision stage, the applicant will be required to pay servicing costs and pre-payment of current year's property taxes.

Analysis

The subject site is located in an established residential area consisting mainly of single detached housing.

This development proposal is consistent with Lot Size Policy 5409, which allows existing lots occupied by duplexes to rezone and subdivide into two (2) lots. The proposal rezoning will enable a subdivision to create two (2) lots, with each lot measuring between 11 m and 13 m wide, and between 425 m² and 465 m² in area.

There is potential for other lots in the neighbourhood to apply to rezone and subdivide consistent with Lot Size Policy 5409.

Financial Impact

None.

Conclusion

This rezoning application to permit subdivision of an existing large duplex-zoned lot into two (2) smaller lots complies with Lot Size Policy 5409 and applicable policies and land use designations contained within the Official Community Plan (OCP).

The list of rezoning considerations is included in **Attachment 6**, which has been agreed to by the applicant (signed concurrence on file).

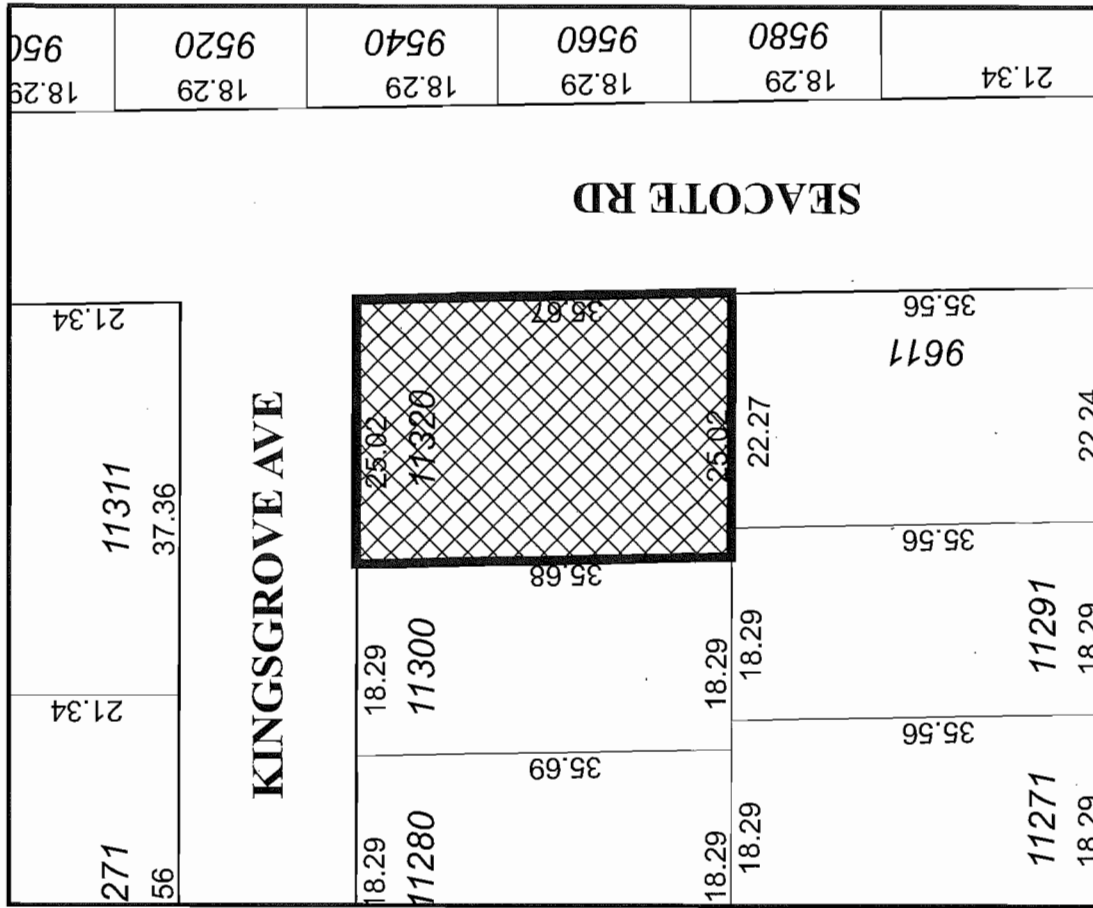
On this basis, staff recommends support for the application. It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 9095 be introduced and given first reading.



Cynthia Lussier
Planning Technician

CL:blg

- Attachment 1: Location Map/Aerial Photo
- Attachment 2: Proposed Subdivision Plan
- Attachment 3: Development Application Data Sheet
- Attachment 4: Lot Size Policy 5409
- Attachment 5: Tree Retention Plan
- Attachment 6: Rezoning Considerations Concurrence

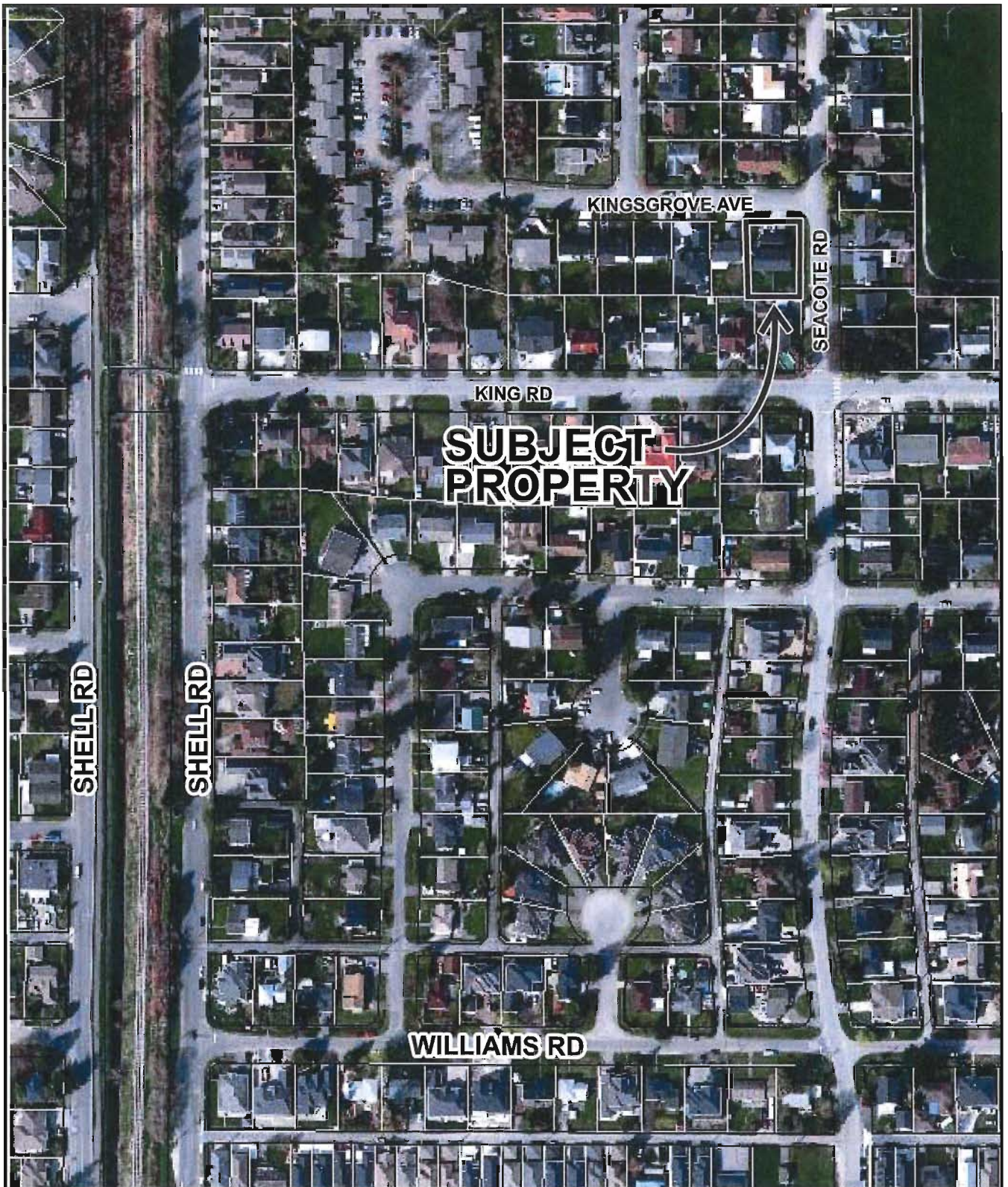


Original Date: 03/22/13
 Revision Date:
 Note: Dimensions are in METRES

RZ 13-632272



City of Richmond



RZ 13-632272

Original Date: 03/22/13

Amended Date:

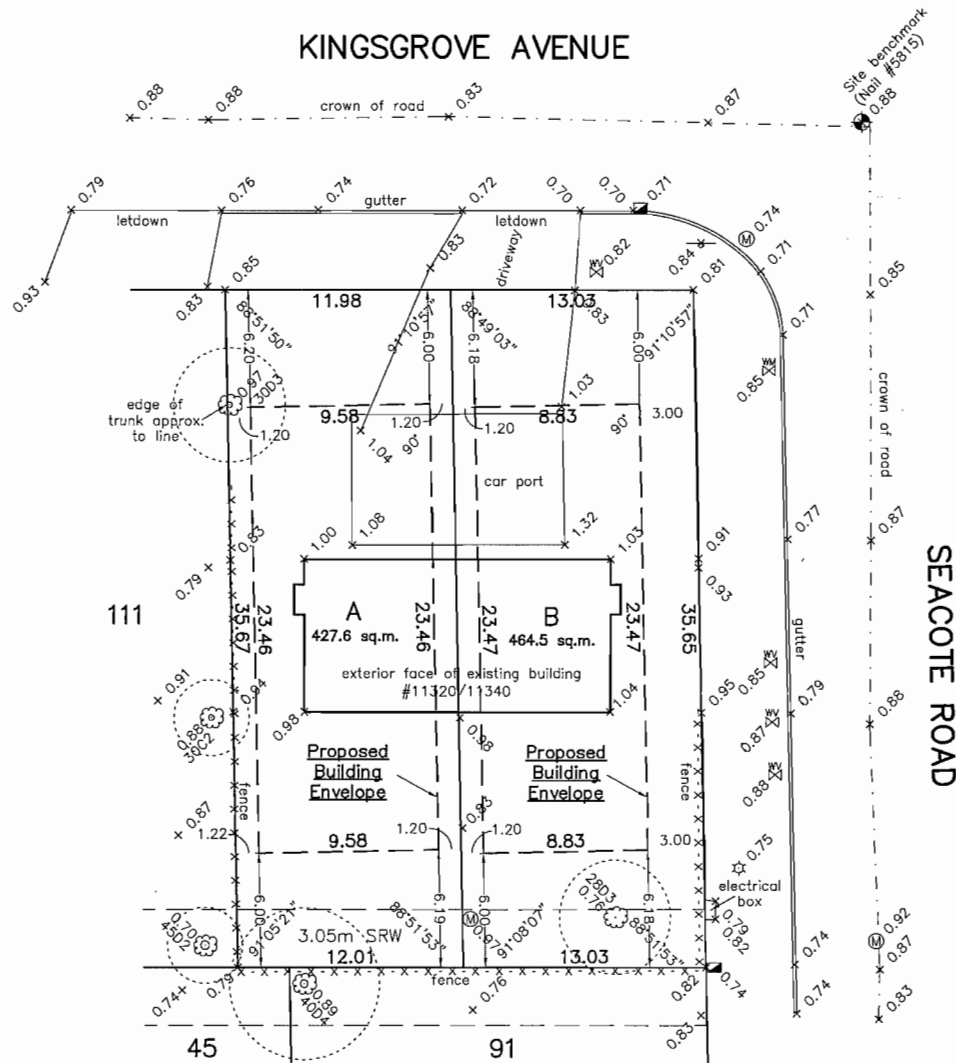
Note: Dimensions are in METRES

**SURVEY PLAN OF PROPOSED LOTS A AND B
CURRENTLY LOT 112, SECTION 25, BLOCK 4 N., RANGE 6 W.
NEW WESTMINSTER DISTRICT, PLAN 35761**



SCALE 1 : 250
5 2.5 0 5 10

All distances are in metres.



This property is subject to Covenant BE77335.

NOTES:

- Lot dimensions are derived from field survey.
- Elevations are based on the Geodetic Datum of Richmond and are derived from HPN#191 (02H2453) situated at the intersection of Riverside Drive and Featherstone Way. Elevation = 1.664 metres.
- All trees and stumps have been plotted as required by Richmond Bylaw 8057.
- All elevations along curb lines are gutter levels.
- All dimensions are to exterior faces unless otherwise noted.
- Symbols plotted are for illustrative purposes and are not representative of their true size.

- | | |
|--------------------------|------------------------|
| ☆ denotes lamp standard. | ⊙ denotes tree. |
| ⊞ denotes catch basin | 8C10 |
| Ⓜ denotes manhole | └ drip line radius (m) |
| ⊞ denotes water valve | └ C=coniferous |
| ⊞ denotes water meter | └ D=deciduous |
| ⊞ denotes sign post | └ diameter (cm) |

CIVIC ADDRESS

11320/11340 KINGSGROVE AVENUE
RICHMOND, B.C.

ZONING: RD1

PROPOSED LOT AND ENVELOPE ADDED
DATED THIS 6TH DAY OF MARCH, 2013
CERTIFIED CORRECT.
DATED THIS 6TH DAY OF MARCH, 2013

MULLAWAN KOESOEMA B.C.L.S.

LOUIS NGAN LAND SURVEYING

4938 VICTORIA DRIVE
VANCOUVER, B.C. V5P 3T6
(604) 327-1535





RZ 13-632272

Attachment 3

Address: 11320/11340 Kingsgrove Avenue

Applicant: Samuel Yau

Planning Area(s): Shellmont

	Existing	Proposed
Owner:	Yuk Oi Law Kwong	To be determined
Site Size (m²):	892.10 m ²	Two lots, each between 425 m ² and 465 m ² in area
Land Uses:	Two-unit dwelling	Two (2) single detached dwellings
OCP Designation:	Neighbourhood Residential (NRES)	No change
702 Policy Designation:	Lot Size Policy 5409 permits rezoning and subdivision of lots containing duplexes into two (2) lots.	No change
Zoning:	Two-Unit Dwellings (RD1)	Single Detached (RS2/K)

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.55	Max. 0.55	none permitted
Lot Coverage – Building:	Max. 45%	Max. 45%	none
Lot Size (min. dimensions):	315 m ²	Between 425 and 465 m ²	none
Setback – Front & Rear Yards (m):	Min. 6.0 m	Min. 6.0 m	none
Setback – Interior Side Yard (m):	Min. 1.2 m	Min. 1.2 m	none
Setback – Exterior Side Yard (m):	Min. 3.0 m	Min. 3.0 m	none
Height (m):	Max. 2 ½ storeys	Max. 2 ½ storeys	none

Other: Tree replacement compensation required for loss of bylaw-sized trees.



City of Richmond

Policy Manual

Page 1 of 2

Adopted by Council: April 10, 1989
 Amended by Council: October 16, 1995
 Amended by Council: July 16, 2001*
 Amended by Council: October 21, 2013

POLICY 5409

File Ref: 4045-00

SINGLE-FAMILY LOT SIZE POLICY IN QUARTER-SECTION 25-4-6

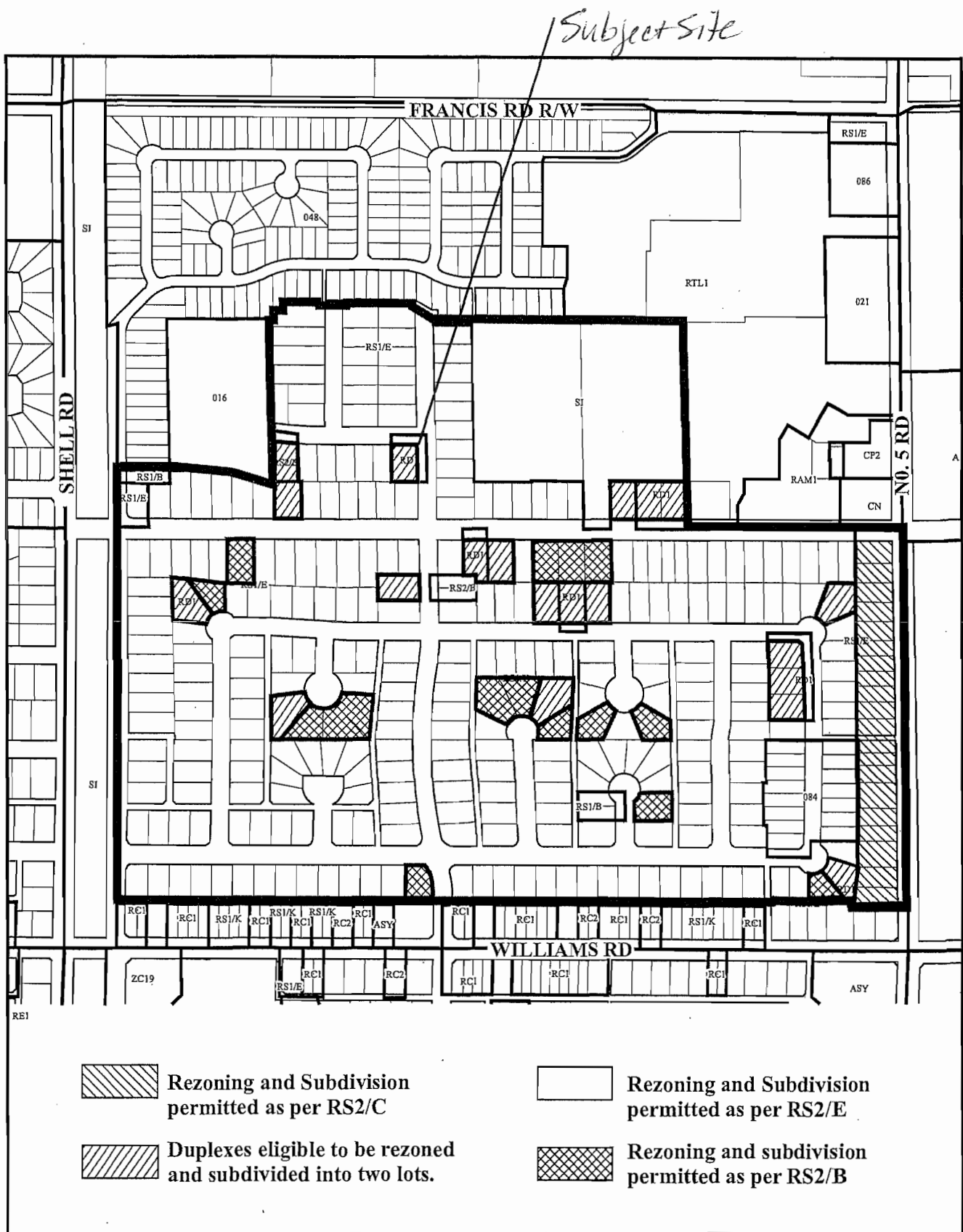
POLICY 5409:

The following policy establishes lot sizes for the area generally bounded by **Shell Road, King Road, No. 5 Road and properties fronting onto Seaton Road**, in a portion of Section 25-4-6:

1. That properties within the area be permitted to rezone and subdivide in accordance with the provisions of Single Detached (RS2/E) in Richmond Zoning Bylaw 8500, with the following exceptions:
 - (a) properties with existing duplexes identified on the accompanying plan may be rezoned and subdivided into a maximum of two lots;
 - (b) properties with frontage on No. 5 Road may be rezoned and subdivided as per Single Detached (RS2/C); and
 - (c) properties shown as "cross-hatched" on the accompanying plan may be rezoned and subdivided as per Single Detached (RS2/B).

This policy, as shown on the accompanying plan, is to be used to determine the disposition of future single-family rezoning applications in this area for a period of not less than five years, unless changed by the amending procedures contained in Richmond Zoning Bylaw 8500.

* Original Adoption Date in Effect



Policy 5409 Section 25,4-6

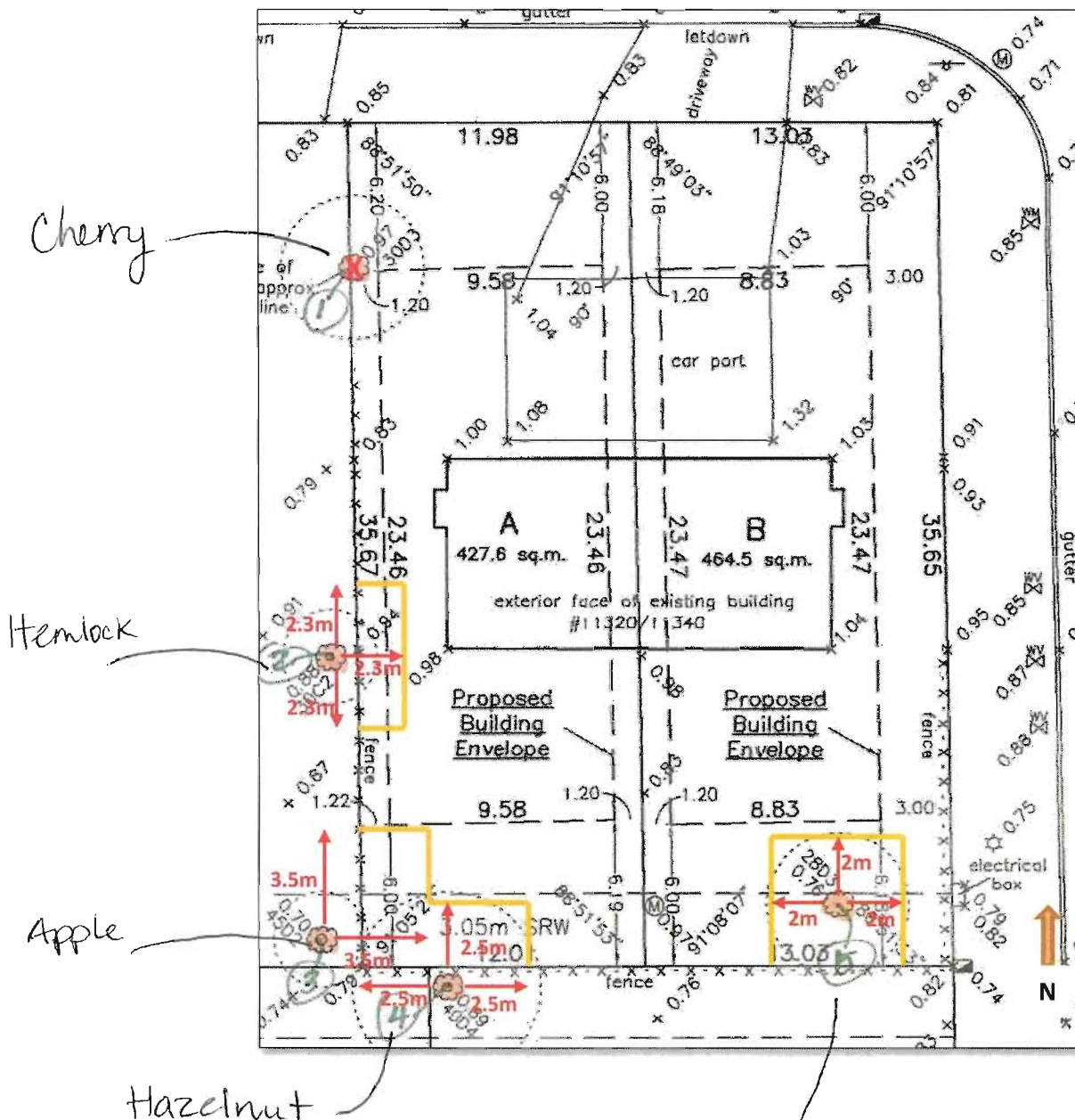
CNCL - 184

Adopted Date: 04/10/89

Amended Date: 07/16/01

Amended Date: 10/21/13

TREE MANAGEMENT & REMOVAL PLAN, SCALE 1:250



TREE #	TREE SPECIES (on site) (Botanical name)	DBH (cm)	SPREAD (m) Radius
5	Birch (<i>Betula sp.</i>)	33	2.25

SUITABLE REPLACEMENT TREES (Botanical name)
Golden Cedar <i>Cedrus deodara 'Aurea'</i>
Purple Fountain European Beech <i>Fagus sylvatica 'Purple Fountain'</i>
Japanese Tree Lilac 'Ivory Silk' <i>Syringa reticulata 'Ivory Silk'</i>
Dove Tree <i>Davidia involucreata</i>

CITY OF RICHMOND

DEC 19 2013

RECEIVED

CNCL - 185



Rezoning Considerations

Development Applications Division
6911 No. 3 Road, Richmond, BC V6Y 2C1

Address: 11320/11340 Kingsgrove Avenue

File No.: RZ 13-632272

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 9095, the following items must be completed:

1. Dedication of property as road in order to achieve a 3 m x 3 m corner cut at the northeast corner of the subject site.
2. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within close proximity to the tree protection zone of the trees to be retained (Tree # 5 on-site, and Trees # 2, 3, and 4 off-site). No lot grade changes are to occur within tree protection zones, and retaining walls and perimeter drainage are to be installed outside of tree protection zones. The Contract must include the scope of work to be undertaken, including: the proposed number of site monitoring inspections (at specified stages of construction), and a provision for the Arborist to submit a post-construction impact assessment report to the City for review.
3. Submission of a site plan for the proposed west lot to show that the proposed building footprint does not encroach into the required tree protection zone for Tree # 2 on the neighbouring property to the west at 11300 Kingsgrove Avenue.
4. Submission of a Tree Survival Security to the City in the amount of \$1,000.00 for the Birch tree (Tree # 5) to be retained.
5. Submission of a Landscaping Security to the City in the amount of \$1,500 (\$500/tree) to ensure that the new trees proposed by the applicant are planted and maintained on-site at future development stage, consistent with the City's policies (min. 6 cm deciduous calliper or 3 m high conifer).
6. Registration of a flood indemnity covenant on Title.
7. Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until a secondary suite is constructed on one (1) of the two (2) future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.

Note: Should the applicant change their mind about the Affordable Housing option selected prior to final adoption of the Rezoning Bylaw, the City will accept a voluntary contribution of \$1.00 per buildable square foot of the single-family developments (i.e. \$5,282) to the City's Affordable Housing Reserve Fund in-lieu of registering the legal agreement on Title to secure a secondary suite.

8. Discharge of existing covenant BE77335 registered on Title, which restricts the use of the property to a duplex.

Prior to Demolition Permit* issuance, the following items must be completed:

- Installation of tree protection fencing on-site around the Birch tree (Tree # 5) and the driplines of Tree #2, #3, and #4 (located on neighbouring property). Tree protection fencing must be installed to City standard and in accordance with the City's Tree Protection Information Bulletin TREE-03 prior to demolition of the existing dwelling on-site, and must remain in place until construction and landscaping on the proposed lots is completed.

Prior to Subdivision*, the following items must be completed:

- Payment of servicing costs and pre-payment of current year's property taxes.

Prior to Building Permit* issuance, the following items must be completed:

- Submission of a Construction Parking and Traffic Management Plan to the Transportation Division. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.

- Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Division at 604-276-4285.

Note:

- * This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

(signed original on file)

Signed

Date



**Richmond Zoning Bylaw 8500
Amendment Bylaw 9095 (RZ 13-632272)
11320/11340 Kingsgrove Avenue**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **“SINGLE DETACHED (RS2/K)”**.

P.I.D. 007-179-065

Lot 112 Section 25 Block 4 North Range 6 West New Westminster District Plan 35761

2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 9095”**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER REQUIREMENTS SATISFIED

ADOPTED



MAYOR

CORPORATE OFFICER



To: Planning Committee
From: Terry Crowe
Manager, Policy Planning
Date: December 19, 2013
File:
Re: **Richmond Response: New Westminster's Proposed Queensborough Community Plan**

Purpose

The purpose of this memorandum is to recommend that Richmond Council advise the New Westminster Council that Richmond has no objection to its proposed Queensborough Community Plan (QCP).

Background

For several years, New Westminster has been preparing a Queensborough Community Plan. During the process, New Westminster has co-operatively invited Richmond staff to comment. City staff have made Planning Committee aware of progress regarding the Queensborough planning process in its reports to Council on the Hamilton Area Plan.

Richmond Policy Planning, Transportation and Engineering staff have provided technical comments, most recently on August 29, 2013 indicating that Richmond had no concerns as the draft plan did not jeopardize Richmond's interests. Richmond staff's August 29, 2013 technical comments are provided in **Attachment 1** and New Westminster's responses are provided in **Attachment 2**.

On December 10, 2013, New Westminster invited Richmond to provide comments on the proposed QCP and ask for comments by January 17, 2014, as their Public Hearing is on January 27, 2014 (**Attachment 3**).

Policy Planning staff have reviewed the proposed Queensborough Community Plan and find that it does not jeopardize Richmond's interests and enables continued co-operation (e.g., on page 3 of the draft QCPlan it states that... "there is an opportunity to work collaboratively with the City of Richmond to ensure that the development of each community benefits the other").

For these reasons, Richmond staff make the following recommendation:

That the New Westminster Council be advised that Richmond has no objection to the proposed Queensborough Community Plan.

I will be available at the January 7, 2014, Planning Committee meeting to answer any questions. A binder containing the proposed Queensborough Community Plan has been placed in the Councillor's Lounge for viewing.

For clarification, please contact me at (604) 276-4139.



Terry Crowe, Manager,
Policy Planning

- Attachment 1: Richmond's August 29, 2013 Comments To New Westminster regarding the Draft Queensborough Community Plan (QCP)
- Attachment 2: New Westminster Responses to Richmond's comments on the Draft QCP
- Attachment 3: New Westminster's December 10, 2013, letter inviting comments on the Proposed QCP

pc: Joe Erceg, Deputy CAO and General Manager Planning and Development
Mark McMullen, Senior Coordinator-Major Projects
Patrick Burke, Senior Planning Coordinator

**Richmond Staff's August 29, 2013 Comments
On the Draft New Westminster Queensborough Community Plan**

From: Crowe, Terry
Sent: Thursday, August 29, 2013 6:35 PM
To: 'Lynn Roxburgh'
Cc: Brownlee, David; Wei, Victor; Redpath, Mike; Irving, John; Lin, Fred; Lilova, Neonila; Douglas, Lesley; Russell, Peter; Esko, Jamie; Sparolin, Eric
Subject: RE: Reminder - Draft Queensborough Community Plan - Feedback and Open Houses

Lynn

Richmond staff have reviewed the draft Queensborough Community Plan and offer the following comments:

1. Community Planning
 - The OCP is very professionally done and should serve the community well,
 - Opportunities for New Westminster and Richmond to cooperate as they may choose over time is appreciated (e.g., ped / bike bridge, community facilities, diking, intersections, mutually beneficial developments),
 - You may wish to review the section on float homes (p 193), as the references to FREMP are out of date (i.e. FREMP no longer exists),
 - You may wish to review the section on environment (p 216, as it is likely that, under the new DFO triage and QEP approach, DFO will probably not be reviewing any local plans directly,
 - We note that there is not much detail re OCP implementation program or costing and that some of the upgrades will not be covered by development alone. You may wish to clarify how the OCP will be financially implemented (e.g., via city wide and / or local DCCs, density bonusing, developers, taxes),
 - We note that the densities for the proposed land use designation are not provided. In Richmond clarifying density maximums help us prepare DCC bylaws, density bonusing programs, etc., and the community and developers have more certainty.
2. Engineering
 - Engineering staff have reviewed the engineering utilities and diking sections, and have no concerns with the information presented,
 - It is welcomed that you will coordinate with Richmond for diking. Some topics for discussion include co-operative flood management and perimeter dike planning, as a significant breach at the wrong time of year could have devastating effects for Richmond.
3. Transportation

Transportation staff advise that:

 - Generally they agree with the OCP,
 - The cycling, pedestrian, trail and road networks would not conflict with what we are planning for Hamilton
 - Co-operative improvement opportunities are noted and welcomed (e.g., intersections along Boundary Road, a proposed bike-ped bridge over the canal),
 - You may wish to update Map 9 (p. 126) as it shows current bus routes and our understanding is that these routes will change effective Sept 2013 (i.e., cancellation of C99 service and re-routing of C98 service).

Thank you for this opportunity.
Terry Crowe, RPP, MCIP,
Manager, Policy Planning Division (PPD),
Richmond City Hall,
6911 N.O. 3 Road,
Richmond, BC
V6Y 2C1
Tel: 604.276.4139
Fax: 604.276.4052
Cell: 778.228.2433
Email: tcrowe@richmond.ca

New Westminster Responses to Richmond's Comments On The Draft Queensborough Community Plan

Purpose

To summarize New Westminster's responses to Richmond August 29, 2013 comments which indicate that most suggested clarifications and changes were made.

Comment Topics

1. Suggestion: Clarify Fraser River Estuary Management Program (FREMP)
 - Language has been updated and it is acknowledgement that FREMP is no longer in force
 - Environmental review process and shore line sensitivity coding in place and recognized in the QCP
2. Suggestion: Clarify Riparian Area Regulation
 - Reference to Department of Fisheries and Oceans has been amended to "senior levels of government"
3. Suggestion: Add A Financing Growth Section
 - Have added a Financing Growth section added to QCP
 - Have added broad statements about how growth is financed and managed by the City
4. Suggestion: Add Land Use Designation Densities
 - Densities are not included in New Westminster's land use designations
 - The OCP review may consider including densities in land use designations on a city wide basis.
5. Suggestion: Clarify Float Homes
 - Float Homes wording was revised to clarify intent
 - Float Homes are no longer listed as Permitted Use under FREMP Intertidal Land Use Designation
 - Reference to approval requirements from other agencies have been identified.

December 10, 2013

File: 13.2535.10

Doc # 492950

Terry Crowe
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

Dear Mr. Crowe: *Terry*

Re: Proposed Official Community Plan Amendment to adopt the Queensborough Community Plan as a Schedule to the Official Community Plan

At its meeting of December 9, 2013 New Westminster Council gave two readings to Official Community Plan Amendment Bylaw No. 7643 which will lead to the adoption of the recently completed Queensborough Community Plan as a schedule to the Official Community Plan in accordance with the Local Government Act. Section 879 and 881 of the *Local Government Act* requires the City to notify relevant parties when an Official Community Plan amendment is proposed. Accordingly, a copy of the draft Bylaw, and the staff report to Council can be viewed on this website: www.newwestcity.ca/queensborough.

Please note that the Queensborough Community Plan, which is the subject of this bylaw, is substantially the same document which was sent for review to your office in June 2013. As well, note that the policies and actions included in the Queensborough Community Plan will be incorporated into the City's new Regional Context Statement, which is being drafted now.

We suggest that any written comments be submitted any time prior to 4:30pm on Friday, **January 17, 2014**. Written submissions should be sent to Development Services Department (Planning), 511 Royal Ave, New Westminster, BC V3L 1H9, or faxed to 604-527-4511. The Public Hearing is scheduled for January 27, 2014.

If you require further information on this matter, please contact Lynn Roxburgh by phone at 604-515-3805 or by email at lroxburgh@newwestcity.ca.

Yours truly,



Beverly Grieve,
Director of Development Services

:lr

cc. J. Gibson, Acting Director of Legislative Services



**Development Permit Panel
Thursday, December 12, 2013**

Time: 3:30 p.m.
Place: Council Chambers
Richmond City Hall
Present: Joe Erceg, Chair
John Irving, Director, Engineering
Victor Wei, Director, Transportation

The meeting was called to order at 3:35 p.m.

1. Minutes

It was moved and seconded

That the minutes of the meeting of the Development Permit Panel held on Wednesday, November 27, 2013, be adopted.

CARRIED

2. Development Permit DP 12-617455

(File Ref. No.: DP 12-617455) (REDMS No. 3999647)

APPLICANT: Matthew Cheng Architect Inc.

PROPERTY LOCATION: 6511 No. 2 Road (formerly 6471, 6491 and 6511 No. 2 Road)

INTENT OF PERMIT:

1. Permit the construction of 15 townhouses on a site zoned "Low Density Townhouses (RTL4)"; and
2. Vary the provisions of Richmond Zoning Bylaw 8500 to increase the maximum ratio of tandem parking spaces from 50% to 60% of the total residential parking spaces required.

Development Permit Panel

Thursday, December 12, 2013

Applicant's Comments

Matthew Cheng, Matthew Cheng Architect, Inc., provided the following details on the proposed townhouse development:

- the project is located at No. 2 Road, on the second block north of Granville Avenue;
- 15 townhouse units in two rows are proposed with a total floor area ratio (FAR) of .594;
- the front yard setback is six meters; the rear yard setback is 5.4 meters which is greater than the 4.5 meters minimum requirement as per Arterial Road Guidelines for Townhouses (OCP Bylaw 9000);
- the location of the internal drive aisle responds to the request of the owner of the property to the north of the subject site;
- the end units of the 3-storey townhouse clusters fronting No. 2 Road are stepped down from 3 to 2 ½ storeys;
- the skirt roof at the second floor of the buildings fronting the street echoes the two-storey houses in the neighbourhood;
- hip and gable roofs are also proposed to reflect the rhythm of the neighbouring roofs;
- the three 2-storey duplexes at the rear provide a smooth transition to the adjacent single family houses;
- the three trees along the west property line will be retained and incorporated into the outdoor amenity space;
- garbage and recycling enclosures are located at the driveway entrance; a covered mailbox is located behind the garbage enclosure;
- four visitor parking spaces are proposed including one accessible parking space;
- the accessible parking space is located near the entry to the development and adjacent to the convertible unit;
- a convertible unit is proposed near the amenity space and site entrance and adjacent to the accessible parking space;
- the convertible unit meets all the City requirements including the provision of space for future installation of a vertical lift;
- the proposed building materials include high quality fiber cement board and cultured stone at the base of the buildings; and
- neutral and warm colours are proposed to harmonize with the existing houses in the neighbourhood.

Denitsa Dimitrova, PMG Landscape Architects, provided the following information on the landscaping aspect of the proposed development:

Development Permit Panel

Thursday, December 12, 2013

- the existing grade at the west property line will be maintained;
- each townhouse unit has its own private yard;
- low aluminum fences with gates to individual townhouse unit front doors are provided for units along No. 2 Road;
- the landscape treatment for each unit's private yard includes small shrub and grass planting;
- the children's play area on the outdoor amenity space features a play equipment intended for children two to five years old; a bench is provided for the children's caregivers; a bike rack for three bikes is also proposed;
- permeable pavers are proposed for the internal drive aisle and visitor parking spaces;
- a hedge provides visual screening for the transformer along No. 2 Road; and
- two large trees are proposed along No. 2 Road.

Panel Discussion

In response to a query from the Panel regarding the applicant's non-compliance with the current Arterial Road Guidelines (Official Community Plan Bylaw 9000) which require that end units of street fronting townhouse buildings should be stepped down to two storeys, Mr. Cheng stated that the development permit application for the subject development was submitted prior to the adoption of the current Guidelines and was therefore based on the previous Guidelines (OCP Bylaw 7100) which allowed the end units to be stepped down to 2 ½ storeys.

In response to a query from the Panel, Wayne Craig, Director of Development, advised that the current Guidelines (OCP Bylaw 9000) were adopted in November 2012.

The Chair commented that the applicant should have followed the new Guidelines considering the length of time since its adoption.

In response to a query from the Panel, Ms. Dimitrova stated that (i) a Fibar playground surface is proposed for the children's play area, (ii) the area under the trees in the lower outdoor amenity area is covered with mulch, and (iii) a spider web like climbing equipment is proposed on the children's play area.

Staff Comments

Mr. Craig advised that the applicant is proposing that (i) three trees will be retained and incorporated in the outdoor amenity space, (ii) two specimen trees will be planted along the No. 2 Road frontage, and (iii) a convertible unit will be provided in the proposed townhouse development.

Development Permit Panel

Thursday, December 12, 2013

Also, Mr. Craig commented that the requested variance to increase the maximum ratio of tandem parking spaces from 50% to 60% was submitted prior to the adoption by Council of the Bylaw amendment on tandem parking. The proposed tandem parking variance comes with (i) the proposal to provide an additional visitor parking stall, and (ii) a restrictive covenant prohibiting the conversion of the garage area into habitable space.

Correspondence

Johnny Leung, 6451 No. 2 Road (**Schedule 1**)

Johnny Leung, 6451 No. 2 Road, dated December 11, 2013 (**Schedule 2**)

Mr. Craig advised that there were two letters sent by the property owners of 6451 No. 2 Road addressed to the Panel expressing their concerns regarding (i) the requested variance on tandem parking, (ii) the potential conversion of the tandem parking space into habitable area, and (iii) the height of the proposed buildings fronting No. 2 Road, and (iv) the future development of their lot.

Gallery Comments

Amy and Johnny Leung, 6451 No. 2 Road, owners of the property which abuts the subject site to the north, spoke in opposition to the proposed development and expressed concern regarding the requested variance on tandem parking spaces, noting the absence of justification for the proposed variance. The property owners were also concerned regarding the possibility that (i) the garage area might be converted into a habitable space, and (ii) the proposed buildings might cast shadows onto the south side of their property where their landscape plantings and house windows are located.

In response to a query from the Panel, Mr. Craig advised that as a condition for approval of a tandem parking proposal, the City registers a covenant on title of the property indicating that the tandem parking space can only be used exclusively for its intended use and conversion to habitable space is prohibited.

Panel Discussion

The Panel commented about the positive elements of the project such as the retention of some existing trees on-site; however, the Panel noted that (i) the massing of the two buildings fronting No. 2 Road, i.e. Buildings A and B, need further design development, (ii) the design of the buildings is similar to the previous projects of the applicant, (iii) the end units of the two street fronting buildings appear like three storeys and do not comply with the current Guidelines, and iv) the stairwells should be redesigned and relocated.

Also, the Panel noted the need to review the size and location of the outdoor amenity space and investigate the potential for additional play equipment.

Development Permit Panel

Thursday, December 12, 2013

Panel Decision

As a result of the discussion, the following **referral** was introduced:

It was moved and seconded

That DP 12-617455 be referred back to staff and staff to undertake the following:

- 1. review further the design and massing of the buildings fronting No. 2 Road to ensure compliance with the current Arterial Road Guidelines for Townhouses (OCP Bylaw 9000) relating to the two-storey maximum height of the end units of the buildings;*
- 2. examine further the design and location of the stairwells;*
- 3. investigate the potential for additional play equipment on the outdoor amenity area; and*
- 4. report back on the January 15, 2014 meeting of the Development Permit Panel.*

CARRIED

3. Development Permit 13-643519

(File Ref. No.: DP 13-643519) (REDMS No. 4031357)

APPLICANT: Christopher Bozyk Architects

PROPERTY LOCATION: 11100 Cambie Road

INTENT OF PERMIT:

1. Permit the construction of an automobile repair facility on a lot at 11100 Cambie Road on a site zoned Industrial Retail (IR1); and
2. Vary the provisions of Richmond Zoning Bylaw 8500 to:
 - a) increase the maximum site coverage from 60% to 73%; and,
 - b) reduce the minimum exterior side yard setback from 3.0 metres to 1.5 metres along the Cambie Road frontage.

Applicant's Comments

Laurence Cohen, Wales McLelland Construction, provided the following information regarding the proposed development:

- it is a joint Mercedes Benz and BMW state of the art certified factory repair facility;
- the facility will not do oil changes and heavy engine repair;
- the design of the facility is prescribed by Mercedes Benz and BMW head offices;
- the two repair facilities will share a common roof for parking and storage; and
- no repair work will be done outside of the building.

Development Permit Panel

Thursday, December 12, 2013

Ernst Loots, Christopher Bozyk Architects Ltd, reviewed the design rationale of the proposed facility and provided the following information:

- the design of the building is unique as there are two facilities in one building;
- the proposed development is a basically one-storey building with a two-storey component on the north side of the building;
- it is a modern contemporary industrial building;
- durable, low-maintenance and high-tech building materials are proposed;
- the north side of the building relates to a more urban context;
- the design of the back of the building is toned down;
- the west side of the building features a vegetation wall to break down the monotonous façade and to comply with the Green Roof Bylaw requirements; and
- the location and design of the signage elements relate to the building.

Also, Mr. Loots presented the materials palette board and reviewed the materials used in the building elevations.

Mr. Loots commented that some of the responses made by the applicant in order to comply with the Green Roof Bylaw requirement include the installation of an on-site storm water storage tank system and a vertical green wall on the west side of the building.

In response to queries from the Panel, Mr. Loots advised that (i) the storm water storage tank is still being developed and will be located underground; and (ii) the roof top vehicle parking will be screened by building parapets and will not be significantly visible from Highway 99.

In response to a further query from the Panel, Mr. Loots reviewed the design and materials used in the south side of the building.

In response to a further query from the Panel, Al Tanzer, LandSpace Design, Inc., advised that the applicant's landscaping response to the proposed reduction of the minimum exterior side yard setback along the building frontage with Cambie Road includes planting of low growing plants such as flowering evergreens in order to address CPTED concerns.

Staff Comments

Mr. Craig advised that the proposed development provides substantial dedications along the Cambie Road frontage which consist of a 4.2 meter wide road dedication for future road widening, establishment of a grassed/treed boulevard and a new sidewalk. Also, Mr. Craig noted that there will be improvements along the Vanguard Road frontage.

Mr. Craig also stated that the applicant's response to the Green Roof Bylaw meets the intent of the Bylaw.

Development Permit Panel

Thursday, December 12, 2013

Correspondence

None.

Gallery Comments

Ken Sodhi stated that he has a development project across the subject site. Mr. Sodhi expressed concern regarding the proposed reduction of the exterior side yard setback along the Cambie Road frontage. He also queried about the location of the vehicle entrance to the automobile repair facility and sought clarification regarding the proposed variance on site coverage.

In response to the query of Mr. Sodhi, staff clarified that (i) the exterior side yard setback variance applies only to a portion of the BMW Building along Cambie Road and the variance is a direct result of the road dedication being provided, (ii) the vehicle access to the automobile repair facility is off Vanguard Road, and (iii) the applicant is requesting a variance to the site coverage, not to the density of the proposed development.

Panel Discussion

The Panel expressed support for the proposed development and commended the applicant for a well done project which is expected to transform the neighbourhood. Also, the Panel noted the (i) high quality of materials proposed for the project, (ii) efforts made by the applicant to provide visual screening for the roof top parking and (iii) treatment to all the building elevations, particularly the green wall at the west elevation.

Panel Decision

It was moved and seconded

That a Development Permit be issued which would:

1. *Permit the construction of an automobile repair facility on a lot at 11100 Cambie Road on a site zoned Industrial Retail (IR1); and*
2. *Vary the provisions of Richmond Zoning Bylaw 8500 to:*
 - a) *increase the maximum site coverage from 60% to 73%; and,*
 - b) *reduce the minimum exterior side yard setback from 3.0 metres to 1.5 metres along the Cambie Road frontage.*

CARRIED

4. **New Business**

5. **Date Of Next Meeting: Wednesday, January 15, 2014**

Development Permit Panel
Thursday, December 12, 2013

6. Adjournment

It was moved and seconded

That the meeting be adjourned at 4:45 p.m.

CARRIED

Certified a true and correct copy of the
Minutes of the meeting of the
Development Permit Panel of the Council
of the City of Richmond held on
Thursday, December 12, 2013.

Joe Erceg
Chair

Rustico Agawin
Auxiliary Committee Clerk

**Schedule 1 to the Minutes of
the Development Permit
Panel Meeting of Thursday,
December 12, 2013.**

From: Mr. Johnny Leung

6451 No.2 Road,

Richmond, BC, V7C 3L4

To: Mr. Edwin Lee,

City of Richmond,

6911 No.3 Road,

Richmond, BC, V6Y 2C1.

Date: December 11, 2013

To Development Permit Panel
Date: <u>DEC 12/13</u>
Item # <u>1</u>
Re: <u>6451 No.2 Road</u>
<u>DP 12-617455</u>

RE: Application For a Development Permit #DP 12-617455

Dear Mr. Edwin Lee:

I have looked into the plan of the above proposed development – next to my property lot.

I feel bothered with the plan to increase the maximum ratio of tandem parking spaces from 50% to 60% of the total residential parking spaces required.

Reasons:

1. If the parking space is increased from 50% to 60%, does it mean the developer has the potential to change the SS parking to tandem parking and then they can at least have one more parking unit, leading the developer to have the potential/variance to convert the increased parking into more habitable space i.e. one more townhouse unit i.e. from 15 units into 16 units? **This is unbearable because then more traffic and residences will be involved; more noises for moving cars in and out from tandem parking spaces.**

Also, it must be strongly restrictive that no conversion of the garage area into habitable space.

2. At the front row of the townhouses, the end unit next to our property 6451, No.2 Road should not be more than two storey according to the City Planning new guidelines. Our landscape along No.2 Road and on the South side of our house will be shadowed and they will become unhealthy without direct sunlight (please see the attached pictures No.1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100). We need to have more greens in our neighborhood.

Thanks for your time and please either email us at cecomp@axionet.com or mail us your answers.

Regards,


Mr. Johnny Leung

(Owner of 6451 No.2 Road, Richmond, BC, V7C 3L4)



**Schedule 2 to the Minutes of
the Development Permit
Panel Meeting of Thursday,
December 12, 2013.**

To Development Permit Panel	
Date:	<u>DEC. 12/13</u>
Item #	<u>1</u>
Re:	<u>6511 No. 2 Road</u>
	<u>DP 12-617455</u>

To: Panel Of Richmond City Development,

Re: Complaint about the Townhomes development of #DP 12-617455

As the owner of 6451 No. 2 Road, I, Johnny Leung, has been watching closely the development of the land use adjacent to my lot.

(i.e. 6511 No. 2 Road : former lots of 6471,6491, and 6511 No. 2 Road).

At first the developer knocked our door claiming to include our lot in his townhomes development. Obviously he is insincere because he has no intention to purchase our lot and then he has asked the City to measure and do the surveying of our lot. The developer has never responded to our offer given to them. Maybe they have told the City they have tried to purchase our lot, but they never show up finally. This has given us the false signal.

We have gone to the City to inquire about the land use. The reply has been positive that the four lots (please see your original city plan) have to be developed together. We assume that our lot is already included in the City Town homes development or at least our lot (6451 No.2 road) can be rezoned in future on our own. This also explains why we did not strongly object to the development of townhomes in our neighborhood at the very early stage of hearing. We were certainly misled by the City response at the City office when we inquired and by the developer verbal indication. We are very disappointed. This has given us the second false signal.

Now, the Panel has decided to exclude our lot in the present development with the grounds that this development is already up to 50m frontage. Well, it seems to be logical according to the City development guidelines.

BUT,

Let us look at the Future development of 6451 No. 2 Road

Has the Panel considered the future development of our lot which is of more or less the same size, same depth and same frontage of our adjacent pre-neighbor house lot? **Our latest check with the future development plan from City map gives us a shock. Our lot development has to be combined with our North-bound neighbor with a much smaller lot with less frontage and less depth. (Please see picture No. ...³...)**

This is unacceptable and it contradicts to our City Development Planning too.

First, the total frontage of 6451 No. 2 road and 6397 No. 2 road (even combined) is under 50m. This is in contrary to the City Guidelines. Second, this is odd to include 6397 No. 2 road (much smaller lot size) in the future Townhome development as that lot can ONLY accommodate Two townhomes in future . That means our lot 6451 No. 2 road has been caught up in the future land development into townhomes on OUR OWN. Ultimately this will lead us to build a single house on 6451 No.2 Road lot and this is again in contrary to the City Planning to make FULL USE OF THE LAND in Richmond City development.

Therefore, we would request the Panel to consider accepting our single lot to be developed into Townhomes in future WITHOUT any conditions added. We have already got the general/common access from the 6511 No. 2 townhomes (PROPOSED) via No. 2 Road and this makes more sense for us to develop our present single lot into townhomes in future.

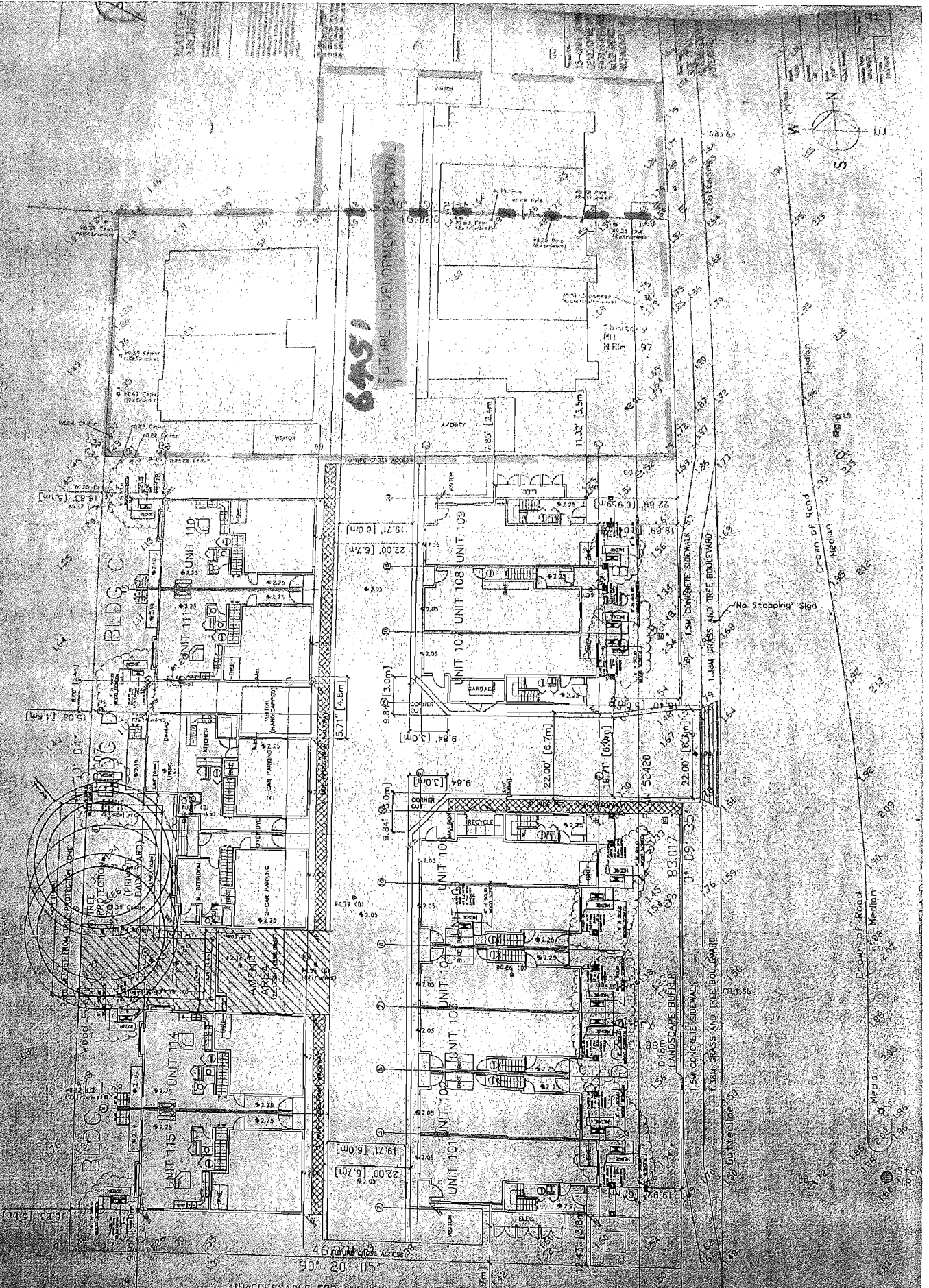
Thanks for your time and please either email us at cecomp@axionet.com or mail us your answers.

Regards,

A handwritten signature in cursive script, appearing to read "J Leung".

Mr. Johnny Leung

(Owner of 6451 No.2 Road, Richmond, BC, V7C 3L4)





City of Richmond

Report to Council

To: Richmond City Council

Date: January 7, 2014

From: Joe Erceg, MCIP
Deputy CAO

File: 01-0100-20-DPER1-
01/2013-Vol 01

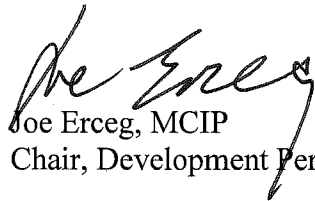
Re: Development Permit Panel Meeting Held on October 16, 2013 and
November 12, 2009

Staff Recommendation

That the recommendation of the Panel to authorize the issuance of:

- i. a Development Permit (DP 13-634493) for the property at 7551 Westminster Highway;
and
- ii. a Development Variance Permit (DV 04-275356) for the property at 6911 Graybar Road;

be endorsed, and the Permits so issued.



Joe Erceg, MCIP
Chair, Development Permit Panel

Panel Report

The Development Permit Panel considered the following items at its meetings held on October 16, 2013 and November 12, 2009.

DP 13-634493 – RICHMOND INN INVESTMENTS LTD. – 7551 WESTMINSTER HIGHWAY
(October 16, 2013)

The Panel considered a Development Permit application to permit the construction of a 1,651 m² (17,768 ft²) building addition at the south-west corner of the existing hotel for a conference centre and moving the existing liquor store within the building on a site zoned Downtown Commercial (CDT1). The proposal includes a variance to reduce required off-street parking from 439 to 412 parking spaces.

Architects Douglas Massie and Robert Weber, Chercover Massie and Associates, Ltd., and Landscape Architect Mark Vaughan, Vaughan Landscape Planning provided a brief presentation, including:

- The project would more than double the current conference space in the existing Sheraton Hotel complex, making it one of the largest conference venues in the City and boosting the City's hotel industry.
- The proposed addition is approximately 18,000 ft² including a new 10,000 ft² conference hall with ancillary spaces.
- The existing liquor store will be relocated within the building.
- Sustainability features include solar heating in the window wall, large overhangs to provide sun shield, strategic location of the mechanical room to harvest warm air, and roofing material made of concrete topped rigid insulation panel board.
- Large overhangs provide noise protection to the neighbourhood and the lit red cedar soffits underneath provide a welcoming experience at night.
- Colours of proposed building materials will match the existing materials used on the hotel, including the use of stucco as a building material.
- Some existing trees will be relocated within the site.
- A new 2 m wide sidewalk will be provided along the Westminster Highway frontage.
- Existing trees along the Westminster Highway frontage will be replaced with more appropriate tree species and a hedge at the southeast corner of the site.
- Three (3) pedestrian accesses are provided from Westminster Highway to the proposed building addition.

In response to Panel queries, the following additional information was provided:

- The proposed pedestrian entries are currently raised and will be lowered for accessibility.

- The applicant would consider widening the sidewalk on the south side of the liquor store to provide convenient access for pedestrians coming from the proposed conference centre.
- There is adequate parking on-site even during peak demand periods and signage for additional parking in other parking areas within the site are provided.
- The applicant considered a green roof for the proposed conference centre but it is not possible due to structural issues.

Staff supported the Development Permit application and requested variance. Staff advised that Transportation Division staff reviewed the Parking Impact Assessment report prepared for the applicant and agreed with the finding that existing parking facilities shared between three (3) neighbouring hotels are sufficient during peak demand periods. Transportation Demand Management measures agreed to by the applicant include provisions for (i) five (5) electric car charging stalls, (ii) a new sidewalk on Westminster Highway, (iii) a new crosswalk on Elmbridge Way and Cedarbridge Way, and (iv) an upgraded traffic signal at Alderbridge Way and Westminster Highway.

Correspondence was submitted to the Panel by Westminster Highway resident Lei Pan, expressing concern regarding the potential noise from the rooftop mechanical unit on the proposed conference centre.

The Panel expressed support for the proposed project and commended the applicant for its work on the proposed building addition, noting that it will be a welcome addition to the existing hotel complex. The proposed conference centre will also help bring the hotel building closer to the street and generate more activities.

With regard to the concerns raised by the Panel, the applicant was directed to consult with staff and submit an amended plan showing roof details of the proposed conference centre and the widening of the sidewalk on the south side of the relocated liquor store prior to the development permit application moving forward for Council consideration.

Subsequent to the Panel meeting, the design was revised to widen the sidewalk on the south side of the relocated liquor store in response to Panel comments. Proposed mechanical equipment is located inside the building and no rooftop equipment is proposed so no further roof details are required. However, the roof design was revised from the previous grey insulated roof panels to include a pattern of alternate banding of off-white and gray to enliven the roof while still using the same insulated roof panel material and still achieving reflectivity to reduce the "heat island effect" of the roof.

The Panel recommends that the Permit be issued.

DV 04-275356 – URBAN DESIGN GROUP ARCHITECTS LTD. – 6911 GRAYBAR ROAD
(November 12, 2009)

The Development Permit Panel considered a Development Variance Permit to vary the provisions of Land Use Contract 127 (LUC127) to reduce the required setback from 7.5 m (24.606 ft.) to 0.0 m (0.0 ft.) along the Graybar Road frontage to permit a covered patio.

Architect Paul Chiu, Urban Design Group Architects Ltd. provided a brief presentation of the proposal, including:

- A covered patio was built on the east side of Tugboat Annie's Pub and Restaurant without a building permit. The covered patio was situated: (i) within the Graybar Road setback, and (ii) on top of the Statutory Right-of-Way (SROW) along the Graybar Road frontage.
- The applicant, in an effort to retain the covered patio structure, has (i) applied to the City for a Development Variance Permit, and (ii) agreed to the terms of the encroachment agreement as a condition to the issuance of the Development Variance Permit.
- One of the conditions is registration of an encroachment agreement on title, to allow the covered patio to be located on the SROW. Mr. Chiu remarked that the applicant would cover the cost of any minor modifications, such as cutting a wood wall at the north end of the covered patio back to the property line.

In response to Panel queries, Mr. Chiu advised:

- The Development Variance Permit would legalize the covered patio structure and that the applicant would meet all the conditions set out by the City.
- In the late 1990s the pub owners erected an open trellis, as a landscape element, and, over the ensuing years, the trellis feature evolved incrementally into a covered patio to address weather conditions and the City's smoking requirements outlined in the Public Health Protection Bylaw.
- The applicant and City staff had conversed, since 2007, regarding safety codes, and that all safety measures have been met.

Staff supported the Development Variance Permit application, with the conditions set out in the staff report.

In response to a Panel query, staff advised that in order to provide adequate on-site parking, a Reciprocal Parking Easement has been registered on the title of the property to the north, ensuring over 100 parking stalls are available for the use of the pub, between the subject property and the property to the north.

No correspondence was submitted to the Panel regarding the Development Permit application.

The Chair stated his satisfaction with the explanation of how the covered patio had evolved from a trellis landscape element. He noted that staff was supportive of the Development Variance Permit application, and he was satisfied with the management of the technical issues involved.

The Panel recommends that the Permit be issued.