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**City Council  
Electronic Meeting**

**Council Chambers, City Hall  
6911 No. 3 Road**

**Monday, January 15, 2024  
7:00 p.m.**

Pg. #      ITEM

**MINUTES**

**1.    *Motion to:***

**CNCL-12      (1)    adopt the **minutes** of the Special Council meeting held on December 20, 2023; and**

**CNCL-21      (2)    adopt the **minutes** of the Regular Council meeting for Public Hearings held on December 18, 2023.**



**AGENDA ADDITIONS & DELETIONS**

**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. 16.**

4. *Motion to rise and report.*



### 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
- Terra Nova Rural Park Historical Assets Program Plan Guiding Principles And Next Steps
- 2024 Engaging Artists In Community Program Public Art Projects
- 2024 Community Mural Program Projects
- Extension Of Contract – 6577P - On-Call Collection Of Hazardous Materials
- Application by Landa Global Properties to Discharge Section 219 Covenant Prohibiting Indoor Recreation Facilities from 5766 & 5788 Gilbert Road
- Application by Fairchild Development Ltd. for a Temporary Commercial Use Permit at 8320 Cambie Road and 8431 Brownwood Road.

5. *Motion to adopt Items No. 6 through No. 12 by general consent.*



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Consent  
Agenda  
Item

### 6. COMMITTEE MINUTES

*That the minutes of:*

- CNCL-24      (1)    The **Community Safety** meeting held on December 12, 2023;
- CNCL-29      (2)    the **Public Works and Transportation** meeting held on December 20, 2023; and
- CNCL-32      (3)    the **Parks, Recreation and Cultural Services** meeting held on December 20, 2023;
- (4)    the Finance Committee meeting held on January 8, 2024; (distributed separately)
- CNCL-35      (5)    the **General Purposes Committee** meeting held on January 8, 2024; and
- (6)    the Planning Committee meeting held on January 9, 2024; (distributed separately)
- be received for information.*



Consent  
Agenda  
Item

### 7. TERRA NOVA RURAL PARK HISTORICAL ASSETS PROGRAM PLAN GUIDING PRINCIPLES AND NEXT STEPS

(File Ref. No. 11-7200-20-01) (REDMS No. 7313039)

CNCL-38

**See Page CNCL-38 for full report**

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

- (1)    *That the Terra Nova Rural Park Historical Assets Program Plan Guiding Principles as outlined in the staff report titled “Terra Nova Rural Park Historical Assets Program Plan Guiding Principles and Next Steps,” dated November 15, 2023, from the Director, Parks Services, be endorsed; and*
- (2)    *That staff proceed with Phase 2 of the Terra Nova Rural Park Historical Assets Program Plan.*



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Consent  
Agenda  
Item

8. **2024 ENGAGING ARTISTS IN COMMUNITY PROGRAM PUBLIC ART PROJECTS**

(File Ref. No. 11-7000-09-20-089) (REDMS No. 7401791)

CNCL-49

[See Page CNCL-49 for full report](#)

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE  
RECOMMENDATION

*That the 2024 Engaging Artists in Community Program Public Art Projects as presented in the staff report titled “2024 Engaging Artists in Community Program Public Art Projects”, dated November 15, 2023, from the Director, Arts, Culture and Heritage Services, be approved for implementation once the Consolidated 5-Year Financial Plan (2024-2028) is adopted by Council.*



Consent  
Agenda  
Item

9. **2024 COMMUNITY MURAL PROGRAM PROJECTS**

(File Ref. No. 11-7000-09-20-255) (REDMS No. 7417993)

CNCL-79

[See Page CNCL-79 for full report](#)

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE  
RECOMMENDATION

- (1) *That the 2024 Community Mural Program Projects as presented in the staff report titled “2024 Community Mural Program Projects”, dated November 15, 2023, from the Director, Arts, Culture and Heritage Services, be approved for implementation once the Consolidated 5 Year Financial Plan (2024-2028) is adopted by Council; and*
- (2) *That external contributions received for the 2024 Community Mural Program Projects be added to the project budget and included as an amendment to the Consolidated 5 Year Financial Plan (2024-2028).*





## Council Agenda – Monday, January 15, 2024

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Consent  
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10. **EXTENSION OF CONTRACT - 6577P - ON-CALL COLLECTION OF HAZARDOUS MATERIALS**

(File Ref. No. 10-6370-01) (REDMS No. 7385204)

CNCL-110

See Page CNCL-110 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That Contract 6577P – On-call Collection of Hazardous Materials be extended for an additional three-year term, commencing February 1, 2024 with the total contract value of \$1,584,560, split between GFL Environmental Inc. and Secure Energy Services Inc. as described in the report titled “Extension of Contract - 6577P - On-Call Collection of Hazardous Materials”, dated November 28, 2023, from the Director, Public Works Operations;*
- (2) *That the Chief Administrative Officer and the General Manager, Engineering and Public Works be authorized to execute the extension of the contract for a further two-year term, up to a maximum total term of eight years, for the maximum total amount of \$2,288,120, as described in the report titled “Extension of Contract - 6577P - On-Call Collection of Hazardous Materials”, dated November 28, 2023, from the Director, Public Works Operations; and*
- (3) *That the Chief Administrative Officer and the General Manager, Engineering and Public Works be authorized to execute the extension of the contract with GFL Environmental Inc. and Secure Energy Services Inc.*



Consent  
Agenda  
Item

11. **APPLICATION BY LANDA GLOBAL PROPERTIES TO DISCHARGE SECTION 219 COVENANT PROHIBITING INDOOR RECREATION FACILITIES FROM 5766 & 5788 GILBERT ROAD**

(File Ref. No. ZT 23-027054) (REDMS No. 7450663)

CNCL-115

See Page CNCL-115 for full report

PLANNING COMMITTEE RECOMMENDATION

*That City Council authorize the discharge of the Section 219 Covenant (CA6309767) prohibiting indoor recreation facilities from 5766 & 5788 Gilbert Road.*



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12. **APPLICATION BY FAIRCHILD DEVELOPMENT LTD. FOR A TEMPORARY COMMERCIAL USE PERMIT AT 8320 CAMBIE ROAD AND 8431 BROWNWOOD ROAD**

(File Ref. No. TU 23-018648) (REDMS No. 7443689)

CNCL-125

See Page CNCL-125 for full report

### PLANNING COMMITTEE RECOMMENDATION

- (1) *That the application by Fairchild Development Ltd. for a Temporary Commercial Use Permit (TU 23-018648) to allow 'Non-accessory Parking' at 8320 Cambie Road and 8431 Brownwood Road be considered for a period of three years; and*
- (2) *That the application be forwarded to the February 20, 2024 Public Hearing to be held at 7:00 p.m. in the Council Chambers of Richmond City Hall.*



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### CONSIDERATION OF MATTERS REMOVED FROM THE CONSENT AGENDA

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### NON-CONSENT AGENDA ITEMS

### PLANNING COMMITTEE

Councillor Bill McNulty, Chair

## Council Agenda – Monday, January 15, 2024

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13.    **APPLICATION BY KULDIP KHAKH FOR REZONING AT 10200 CAITHCART ROAD FROM THE "SINGLE DETACHED (RS1/E)" ZONE TO THE "SINGLE DETACHED (RS2/B)" ZONE**  
(File Ref. No. RZ 20-904781) (REDMS No. 7470320)

CNCL-146

See Page CNCL-146 for full report

### PLANNING COMMITTEE RECOMMENDATION

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10521, for the rezoning of 10200 Caithcart Road from the "Single Detached (RS1/E)" zone to the "Single Detached (RS2/B)" zone, be introduced and given first reading.*

☐

### Council Consideration:

Action on second and third readings of Richmond Zoning Bylaw 8500, Amendment Bylaw 10521.

☐

14.    **APPLICATION BY PAKLAND PROPERTIES (KHALID HASAN) FOR REZONING AT 2200 MCLENNAN AVENUE FROM THE "SINGLE DETACHED (RS1/D)" ZONE TO THE "SINGLE DETACHED (RS2/B)" ZONE**  
(File Ref. No. RZ 21-938395) (REDMS No. 6951214)

CNCL-166

See Page CNCL-166 for full report

### PLANNING COMMITTEE RECOMMENDATION

*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10409, for the rezoning of 2200 McLennan Avenue from the "Single Detached (RS1/D)" zone to the "Single Detached (RS2/B)" zone to create two lots, be introduced and given first reading.*

☐

### Council Consideration:

Action on second and third readings of Richmond Zoning Bylaw 8500, Amendment Bylaw 10409.

☐

COMMUNITY SAFETY COMMITTEE

Councillor Alexa Loo, Chair

15. **RICHMOND TRAFFIC INTERSECTION CAMERAS AND PROPOSED PUBLIC SAFETY CAMERA SYSTEM**

(File Ref. No. 99-LAW) (REDMS No. 7471928)

CNCL-187

See Page CNCL-187 for full report

COMMUNITY SAFETY COMMITTEE RECOMMENDATION

Opposed: Cllr. Gillanders

*That:*

- (1) *A more detailed assessment of the costs associated with implementing the Proposed Public Safety Camera System, including phasing options and funding sources, as described in the report titled “Richmond Traffic Intersection Cameras and Proposed Public Safety Camera System” dated December 6, 2023 from the City Solicitor and General Manager, Community Safety be presented for Council’s consideration and approval through a future budget process;*
- (2) *The feasibility of obtaining a Court declaration in advance of the expenditures associated with implementing the Proposed Public Safety Camera System, as described in the report titled “Richmond Traffic Intersection Cameras and Proposed Public Safety Camera System” dated December 6, 2023 from the City Solicitor and General Manager, Community Safety be explored;*
- (3) *Any necessary Privacy Impact Assessment for the Proposed Public Safety Camera System be undertaken to satisfy the requirements of the Freedom of Information and Privacy Act; and*
- (4) *A copy of this report titled “Richmond Traffic Intersection Cameras and Proposed Public Safety Camera System” dated December 6, 2023 from the City Solicitor and General Manager, Community Safety be provided to the Office of the Information and Privacy Commissioner for British Columbia, Minister of Public Safety and Solicitor General, and Richmond Members of Parliament and Members of the Legislative Assembly.*



PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

BYLAWS FOR ADOPTION

<b>CNCL-251</b>	Building Regulation Bylaw No. 7230 Amendment <b>Bylaw No. 10507</b> Opposed at 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Readings – None.	<input type="checkbox"/>
<b>CNCL-252</b>	Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment <b>Bylaw No. 10508</b> Opposed at 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> Readings – None.	<input type="checkbox"/>
<b>CNCL-257</b>	Municipal Ticket Information Authorization Bylaw No. 7321, Amendment <b>Bylaw No. 10509</b>	<input type="checkbox"/>
<b>CNCL-260</b>	Traffic Bylaw No. 5870, Amendment <b>Bylaw No. 10517</b>	<input type="checkbox"/>
<b>CNCL-261</b>	Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment <b>Bylaw No. 10519</b>	<input type="checkbox"/>

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CNCL-263

Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 10163**  
(7100 and 7120 Ash Street, RZ 18-843479)  
Opposed at 1<sup>st</sup> Reading – Cllrs. Day and Wolfe  
Opposed at 2<sup>nd</sup>/3<sup>rd</sup> Readings – Cllrs. Day and Wolfe

☐

CNCL-265

Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 10447**  
(9671 No. 1 Road, RZ 22-027435)  
Opposed at 1<sup>st</sup> Reading – Cllrs. Gillanders and Wolfe  
Opposed at 2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

☐

### DEVELOPMENT PERMIT PANEL

#### 16. RECOMMENDATION

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

CNCL-267

- (1) *That the **Chair's report** for the Development Permit Panel meetings held on September 14, 2022, be received for information; and*
- (2) *That the recommendations of the Panel to authorize the issuance of Development Permit (DP 21-942090) for the property located at 7100 & 7120 Ash Street, be endorsed and the Permit so issued.*

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### PUBLIC DELEGATIONS ON NON-AGENDA ITEMS

17. *Motion to resolve into Committee of the Whole to hear delegations on non-agenda items.*

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## Council Agenda – Monday, January 15, 2024

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CNCL-271	<p>(1) Belinda Boyd and Hajira Hussain, Co-Chairs, <b>Richmond Food Aid Delivery Coalition</b>, expressing support from the Food Aid Delivery Coalition in support of the motion regarding Homeless Crisis (Oct16th-GP Committee) and the need for After Hours Outreach;</p> <p>(2) Felisha Perry and Shaelyn Arnould, UNITE HERE Local 40, to delegate on the Sheraton Vancouver Airport strike; and</p> <p>(3) Mustafa Siddiqui to delegate on the Ukrainian and Russian flags at City Hall</p>

18. *Motion to rise and report.*

☐

ADJOURNMENT

☐



**Special Council  
Wednesday, December 20, 2023**

Place: Council Chambers  
Richmond City Hall

Present: Mayor Malcolm D. Brodie  
Councillor Chak Au  
Councillor Carol Day  
Councillor Laura Gillanders (entered at 3:01 p.m.)  
Councillor Kash Heed (entered at 3:01 p.m.)  
Councillor Andy Hobbs  
Councillor Alexa Loo  
Councillor Bill McNulty  
Councillor Michael Wolfe

Corporate Officer – Claudia Jesson

Call to Order: Mayor Brodie called the meeting to order at 3:00 p.m.

Mayor Brodie recessed the meeting at 3:01 p.m. for the Open Public Works & Transportation Committee, the Open and Closed Parks, Recreation & Cultural Committee meetings and the Special Closed Council meeting.

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The meeting reconvened at 3:56 p.m. following the Open Public Works & Transportation Committee, the Open and Closed Parks, Recreation & Cultural Committee meetings and the Special Closed Council meeting with all members of Council present.

RES NO.    ITEM

**MINUTES**

SP23/6-1    1.    It was moved and seconded





**Special Council**  
**Wednesday, December 20, 2023**

RES NO.    ITEM

*That the minutes of the Regular Council meeting held on December 11, 2023 be adopted as circulated.*

**CARRIED**

**COMMITTEE OF THE WHOLE**

- SP23/6-2    2.    It was moved and seconded  
*That Council resolve into Committee of the Whole to hear delegations on agenda items (3:58 p.m.).*

**CARRIED**

3.    Delegations from the floor on Agenda items.  
Nathan Davidowicz spoke to the report titled “TransLink 2024 Cost-Share Funding Applications – Transportation Projects”, noting the need for bus stop improvements and transit signal priority techniques.

- SP23/6-3    4.    It was moved and seconded  
*That Committee rise and report (4:02 p.m.)*

**CARRIED**

**GENERAL PURPOSES COMMITTEE**

5.    **SIDEWALK SNOW REMOVAL HOUSEKEEPING AMENDMENTS TO TRAFFIC BYLAW NO. 5870 AND NOTICE OF BYLAW VIOLATION DISPUTE BYLAW NO. 8122**

(File Ref. No. 12-8060-20-010517; 12-8060-20-010519; 10-6360-13; 01-0095-20-7013) (REDMS No. 6815903, 7443573, 7442365, 7506109, 7515486)

- SP23/6-4    It was moved and seconded  
*(1) That the Traffic Bylaw No. 5870, Amendment Bylaw No. 10517 be introduced and given first, second and third readings; and*



**Special Council**  
**Wednesday, December 20, 2023**

RES NO.    ITEM

- (2) *That Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10519, be introduced and given first, second and third readings.*

**CARRIED**

6. **AMENDMENTS FOR BUILDING REGULATION BYLAW NO.7230, NOTICE OF BYLAW VIOLATION DISPUTE BYLAW NO. 8122, AND MUNICIPAL TICKET INFORMATION AUTHORIZATION BYLAW NO. 7321**  
(File Ref. No. 12-8060-20-010507; 12-8060-20-010508; 12-8060-20-010509) (REDMS No. 7423104, 7422561, 7422596)

SP23/6-5

It was moved and seconded

- (1) *That Building Regulation Bylaw No.7230, Amendment Bylaw No. 10507, be introduced and given first, second and third readings;*
- (2) *That Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10508, be introduced and given first, second and third readings; and*
- (3) *That Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 10509, be introduced and given first, second and third readings.*

**CARRIED**

- 6A. **HOMELESSNESS IN RICHMOND**  
(File Ref. No. 08-4057-11-03; XR: 08-4057-11-01) (REDMS No. 7503562, 7498818, 7515040, 7501888, 7495341, 7462426, 7515479)

SP23/6-6

It was moved and seconded

*That the staff report titled, "Homelessness in Richmond", dated December 19, 2023, from the Director, Community Social Development and Director, Community Bylaws and Licencing, be received for information.*





**Special Council**  
**Wednesday, December 20, 2023**

RES NO.    ITEM

The question on the motion was not called as in response to queries from Council, staff advised that (i) Table 7 outlines recently Council-approved resources to respond to homelessness, including two Homelessness Outreach Workers positions, and Table 8 outlines potential additional resources to respond to homelessness, should Council decide to expand the City's response, (ii) a Homelessness Outreach Coordinator would help coordinate the City's response including outreach activities and be responsible for the clinical support and supervision of Homelessness Outreach Workers, (iii) in addition to one Social Development Leader position, two Planner 1 positions for Community Social Development were presented in the operating budget, (iv) a meeting for professionals that provide service to the neighbourhood surrounding the Alderbridge Supportive Housing will take place in January, (v) there will be the option for the Homelessness Outreach Worker positions to be part of a flexible scheduling system, allowing for adaptable work hours, and (vi) City outreach workers would work in pairs for precautionary reasons.

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

The following **motion** was introduced:

SP23/6-7

It was moved and seconded

- (1) *That Council recognize the urgent need to address the challenges faced by the vulnerable population of those suffering from acute drug addiction and critical mental illness, and to advocate for the Province of BC to establish comprehensive and effective measures that ensure their safety, well-being, and recovery;*
- (2) *That Council formally adopt the position to ask the Province of BC define, prioritize, and implement secure care for individuals suffering from acute drug addiction and critical mental illness; and*
- (3) *That the Mayor write to the Premier and the Minister of Mental Health and Addictions, identifying our position.*

The question on the motion was not called as discussion ensued with regard to levels of care and strategies for addressing mental health and addiction issues.

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

The following **motion** was introduced:



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RES NO.    ITEM

SP23/6-8

It was moved and seconded

*That Council include the Potential Additional Resources to Respond to Homelessness as outlined in Table 8 on CNCL-76, funded one-time by the Rate Stabilization Account (RSA) for the 2024 fiscal year.*

The question on the motion was not called as discussion ensued with regard to (i) the funding sources and financial impact and (ii) assessing the impact of the Council-approved resources to respond to homelessness.

The question on the motion was then called and it was **DEFEATED** with Mayor Brodie and Cllrs. Au, Heed, Hobbs, Loo, and McNulty opposed.

**PLANNING COMMITTEE**

**7. APPLICATION BY BC HOUSING MANAGEMENT COMMISSION FOR A TEMPORARY USE PERMIT AT 2520, 2540, 2580, 2600, 2640 SMITH STREET AND 9031 BRIDGEPORT ROAD**

(File Ref. No. 08-4105-20- TU 23-032827; 08-4105-20- TU 20-918062) (REDMS No. 7454490)

SP23/6-9

It was moved and seconded

(1) *That the application by BC Housing Management Commission for an extension to Temporary Use Permit (TU 20-918062) that permits a three-storey supportive housing building with 40 studio units at 2520, 2540, 2560, 2580, 2600, 2640 Smith Street and 9031 Bridgeport Road be considered for a period of three-years; and*

(2) *That the application be forwarded to the January 22, 2024 Public Hearing at 7:00 p.m. in the Council Chambers of Richmond City Hall.*

The question on the motion was not called as discussion ensued with regard to details of the facility operator.

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

**PUBLIC WORKS AND TRANSPORTATION COMMITTEE**





**Special Council**  
**Wednesday, December 20, 2023**

RES NO.    ITEM

**8.    TRANSLINK 2024 COST-SHARE FUNDING APPLICATIONS –  
TRANSPORTATION PROJECTS**

(File Ref. No. 03-1000-03-217; XR: 10-6500-01) (REDMS No. 7431762)

SP23/6-10

It was moved and seconded

- (1) *That the submission of road, pedestrian and bicycle improvement projects as part of the TransLink 2024 Cost-Share Programs, as described in the report titled “TransLink 2024 Cost-Share Funding Applications – Transportation Projects”, dated November 22, 2023, from the Director, Transportation be endorsed; and*
- (2) *That the Chief Administrative Officer and General Manager, Planning and Development be authorized to execute the successful funding agreements.*

**CARRIED**

**9.    AWARD OF CONTRACT 8157Q - SUPPLY AND DELIVERY OF  
JANITORIAL AND CLEANING SUPPLIES**

(File Ref. No. 03-1000-20-8157Q) (REDMS No. 7406625, 7515488)

SP23/6-11

It was moved and seconded

- (1) *That Contract 8157Q – Supply and Delivery of Janitorial and Cleaning Supplies as detailed in the staff report titled “Award of Contract 8157Q - Supply and Delivery of Janitorial and Cleaning Supplies” dated November 15, 2023 from the Director, Facilities and Project Development be awarded for a two-year term to ICS Clean Supplies Ltd., Imperial Dade Canada Inc., and Bunzl Canada for a combined estimated annual amount of \$490,000.00 with an approximate total value of \$980,000.00 over a two-year period;*
- (2) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to extend the initial two-year term, up to the maximum total term of six years, for the maximum total amount of \$2,982,000.00 as described in the report titled "Award of Contract 8157Q - Supply and Delivery of Janitorial and Cleaning Supplies," dated November 15, 2023, from the Director, Facilities and Project Development; and*



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RES NO.    ITEM

- (3) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to execute the contract and all related documentation with ICS Clean Supplies Ltd., Imperial Dade Canada Inc., and Bunzl Canada.*

**CARRIED**

**FINANCE AND CORPORATE SERVICES DIVISION**

10. **2024-2028 – 5 YEAR FINANCIAL PLAN**

(File Ref. No. 12-8060-20-010515; XR: 03-0970-25-2024-01) (REDMS No. 7455764, 7455763)

SP23/6-12

It was moved and seconded

- (1) *That the Consolidated 5 Year Financial Plan (2024-2028) Bylaw No. 10515 be introduced and given first, second, and third readings, and*
- (2) *That staff undertake a process of public consultation in accordance with Section 166 of the Community Charter.*

The question on the motion was not called as in response to queries from Council, staff advised that (i) only funded projects are included in the 5 Year Financial Plan, and (ii) the Community Charter requires that Council adopt a 5 Year Financial Plan each year prior to the adoption of the annual Property Tax Bylaw, and the annual plan will be brought forward as it is revised each year.

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

**PUBLIC ANNOUNCEMENTS**

Mayor Brodie announced that:

The following were appointed to the Sister City Advisory Committee for a two-year term to expire on December 31, 2025:





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RES NO.    ITEM

- Charan Gill;
- Sue Tian;
- Melissa Zhang;
- Theresa Mo Chen;
- Andy Cheung;
- Qin Ji;
- E-Von Lai; and
- Jordan Oye.

The following were appointed to the Richmond Public Art Advisory Committee for a two-year term to expire on December 31, 2025:

- Sabrina Bhojani;
- Bronwyn Bailey;
- Ceri Chong;
- Paul Dufour; and
- Allison Liu.

**BYLAWS FOR ADOPTION**

SP23/6-13

It was moved and seconded

*That the following bylaws be adopted:*

*Public Notice Bylaw No. 10520; and*

*Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10435*

**CARRIED**

**DEVELOPMENT PERMIT PANEL**

SP23/6-14    11. It was moved and seconded



**Special Council**  
**Wednesday, December 20, 2023**

RES NO.    ITEM

- (1) *That the minutes and Chair's report of the Development Permit Panel meeting held on December 13, 2023, be received for information; and*
- (2) *That the recommendation of the Panel to authorize the issuance of:*
  - (a) *a Development Permit which would:*
    - (i) *Permit the construction of a three-storey 25-unit affordable rental housing building at 4831 Steveston Highway on a site zoned "Low Rise Rental Apartment (ZLR48) – Steveston Highway (Steveston)"; and*
    - (ii) *Vary the provisions of Richmond Zoning Bylaw No. 8500 to allow 37 per cent of the required vehicle parking spaces to be small car spaces,**be endorsed, and the Permit so issued.*

**CARRIED**

**ADJOURNMENT**

SP23/6-15

It was moved and seconded  
*That the meeting adjourn (5:13 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the Special meeting of the Council of the City of Richmond held on Wednesday, December 20, 2023.

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Mayor (Malcolm D. Brodie)

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Corporate Officer (Claudia Jesson)





**Regular Council meeting for Public Hearings  
Monday, December 18, 2023**

Place: Council Chambers  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au  
Councillor Carol Day  
Councillor Laura Gillanders  
Councillor Kash Heed  
Councillor Andy Hobbs  
Councillor Alexa Loo  
Councillor Bill McNulty  
Councillor Michael Wolfe

Evangel Biason, Acting Corporate Officer

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

**1. RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 10498  
(RZ 21-945869)**

(Location: 8120 and 8140 No. 1 Road; Applicant: Terra 8120 Number 1 Road Limited Partnership)

*Applicant's Comments:*

The applicant was available to respond to queries.

*Written Submissions:*

None.

*Submissions from the floor:*

None.

PH23/11-1 It was moved and seconded  
*That Richmond Zoning Bylaw 8500, Amendment Bylaw 10498 be given  
second and third readings.*



**Regular Council meeting for Public Hearings  
Monday, December 18, 2023**

The question on the motion was not called as in response to queries from Council, staff advised that the details of the upper level decks can be reviewed at the Development Permit stage.

Discussion ensued with respect to tree retention and replacement and increase in density.

The question on the motion was then called and it was **CARRIED** with Cllr. Wolfe opposed.

**2. RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 10510  
(RZ 22-010976)**

(Location: 11831/11833 Seabrook Crescent; Applicant: Navreet Gill)

*Applicant's Comments:*

The applicant was available to respond to queries.

*Written Submissions:*

None.

*Submissions from the floor:*

None.

PH23/11-2

It was moved and seconded

***That Richmond Zoning Bylaw 8500, Amendment Bylaw 10510 be given second and third readings.***

The question on the motion was not called as in response to queries from Council, the applicant advised that it is not possible to build a two-bedroom secondary suite due to the floor area ratio and an easement on one side of the property.

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

**3. RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 10513  
(RZ 22-011080)**

(Location: 10511 Lassam Road; Applicant: Onyx Premier Homes Ltd.)

*Applicant's Comments:*

The applicant was available to respond to queries.



**Regular Council meeting for Public Hearings  
Monday, December 18, 2023**

*Written Submissions:*

None.

*Submissions from the floor:*

None.

PH23/11-3

It was moved and seconded

***That Richmond Zoning Bylaw 8500, Amendment Bylaw 10513 be given second and third readings.***

The question on the motion was not called as discussion ensued with regard to tree retention and impacts to the neighbouring elementary school.

The question on the motion was then called and it was **CARRIED** with Cllr. Wolfe opposed.

**ADJOURNMENT**

PH23/11-4

It was moved and seconded

***That the meeting adjourn (7:10 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 18, 2023.

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Mayor (Malcolm D. Brodie)

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Acting Corporate Officer (Evangel Biason)



## Community Safety Committee

Date: Tuesday, December 12, 2023

Place: Council Chambers  
Richmond City Hall

Present: Councillor Alexa Loo, Chair  
Councillor Andy Hobbs  
Councillor Laura Gillanders  
Councillor Kash Heed  
Councillor Bill McNulty

Also Present: Councillor Chak Au  
Councillor Carol Day  
Councillor Michael Wolfe

Call to Order: The Chair called the meeting to order at 4:07 p.m.

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Community Safety Committee held on November 15, 2023, be adopted.*

**CARRIED**

### COMMUNITY SAFETY DIVISION

1. **ANIMAL PROTECTION SERVICES MONTHLY ACTIVITY  
REPORT – OCTOBER 2023**

(File Ref. No. 12-8375-01) (REDMS No. 7454271)

It was moved and seconded

*That the staff report titled “Animal Protection Services Monthly Activity Report – October 2023”, dated November 17, 2023 from the General Manager, Community Safety, be received for information.*

**CARRIED**

## Community Safety Committee

Tuesday, December 12, 2023

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2. **PROPERTY USE AND PARKING ENFORCEMENT MONTHLY ACTIVITY REPORT – OCTOBER 2023**

(File Ref. No. 12-8375-01) (REDMS No. 7455592)

In response to queries from the Committee, staff provided an overview of the enforcement response to commercial vehicle parking on agricultural land, noting that staff can provide a memorandum on the matter.

Discussion then ensued regarding short term rental bylaw offences, noting that 536 tickets have been issued year-to-date; likely the highest in the region.

It was moved and seconded

*That the staff report titled “Property Use and Parking Enforcement Monthly Activity Report – October 2023”, dated November 17, 2023 from the Director, Community Bylaws & Licencing, be received for information.*

**CARRIED**

3. **RICHMOND FIRE-RESCUE MONTHLY ACTIVITY REPORT – OCTOBER 2023**

(File Ref. No. 09-5140-01) (REDMS No. 7437214)

It was moved and seconded

*That the staff report titled “Richmond Fire-Rescue Monthly Activity Report – October 2023”, dated November 10, 2023, from the Fire Chief, be received for information.*

**CARRIED**

4. **FIRE CHIEF BRIEFING**

(Verbal Report)

Fire Chief Wishlove provided an update of activity on Halloween noting that the public awareness campaigns and the added benefit of it being a weekday, resulted in a typical weekday call volume.

5. **RCMP MONTHLY ACTIVITY REPORT – OCTOBER 2023**

(File Ref. No. 09-5000-01) (REDMS No. 7425563)

In response to queries from the Committee, Chief Supt. Chauhan noted (i) advancement in technology makes it possible for individuals to contact, connect and monitor phones through clever techniques for which the Crime Prevention Team, together with Block Watch volunteers, continue to engage with and educate the public on the precautions for these types of risks (ii) with respect to robberies, the Property Crime Team have been engaged with businesses, and looking at profiling for any repeat offenders with the aim of targeted enforcement, (iii) planned operations continue to be conducted to address/combat the increase in shoplifting, including enhanced efforts for more frequent, targeted operations and engaging with businesses to develop theft prevention strategies.

2.

**Community Safety Committee**  
**Tuesday, December 12, 2023**

---

It was moved and seconded

*That the report titled "RCMP Monthly Activity Report – October 2023", dated November 10, 2023, from the Officer in Charge, Richmond RCMP Detachment, be received for information.*

**CARRIED**

**6. RCMP/OIC BRIEFING**

(Verbal Report)

**(i) Toy Drive Campaign**

Chief Supt. Chauhan provided an update of the Toy Drive Campaign for Richmond children and families, noting the collective efforts and assistance of Richmond Fire-Rescue, community partner members and other volunteers, in raising just over \$29,000 and breaking last year's record-breaking total by collecting 4,670 lbs. of toys and 535 lbs. of used textiles for the Salvation Army.

**7. RICHMOND TRAFFIC INTERSECTION CAMERAS AND PROPOSED PUBLIC SAFETY CAMERA SYSTEM**

(File Ref. No. 99-LAW) (REDMS No. 7471928)

It was moved and seconded

**That:**

- (1) A more detailed assessment of the costs associated with implementing the Proposed Public Safety Camera System, including phasing options and funding sources, as described in the report titled "Richmond Traffic Intersection Cameras and Proposed Public Safety Camera System" dated December 6, 2023 from the City Solicitor and General Manager, Community Safety be presented for Council's consideration and approval through a future budget process;**
- (2) The feasibility of obtaining a Court declaration in advance of the expenditures associated with implementing the Proposed Public Safety Camera System, as described in the report titled "Richmond Traffic Intersection Cameras and Proposed Public Safety Camera System" dated December 6, 2023 from the City Solicitor and General Manager, Community Safety be explored;**
- (3) Any necessary Privacy Impact Assessment for the Proposed Public Safety Camera System be undertaken to satisfy the requirements of the Freedom of Information and Privacy Act; and**

**Community Safety Committee**  
**Tuesday, December 12, 2023**

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- (4) *A copy of this report titled “Richmond Traffic Intersection Cameras and Proposed Public Safety Camera System” dated December 6, 2023 from the City Solicitor and General Manager, Community Safety be provided to the Office of the Information and Privacy Commissioner for British Columbia, Minister of Public Safety and Solicitor General, and Richmond Members of Parliament and Members of the Legislative Assembly.*

The question on the motion was not called as discussion ensued with respect to (i) the rationale for the proposed public safety camera system, noting the cameras would be specific to (and could be instrumental in the outcomes of) serious crime investigations, (ii) estimated costs of the proposal, and (iii) potential privacy concerns for individuals. Further discussion clarified the strict judicial order (strictly authorized by the courts) that would be requisite to access any information/images the cameras may have.

The question on the motion was then called and it was **CARRIED** with Cllr. Gillanders opposed.

**8. MANAGER’S REPORT**

**(i) Business License and Property Use Violation Update**

Discussion ensued with regard to enforcement of illegal commercial escort and sex services and staff advised that bylaws staff will be proceeding with inspections of certain businesses to ensure compliance. Staff advised that in these cases, bylaws staff focus on enforcement of business license and property use violations and that any criminal code violations or organized crime activity would be investigated by the Richmond RCMP.

**(ii) Illegal Ride Hailing**

In response to queries from the Committee, staff noted Richmond RCMP, City Business License staff, the Commercial Vehicle Safety Enforcement Branch (the lead agency) and Transit Police, work in conjunction to enforce provisions, rules and regulations and laws against illegal ride hailing, and that legitimate, licensed businesses continue to operate in Richmond. It was further noted that there is no information that would suggest these legitimate business are losing any market share to the illegal businesses.

**Community Safety Committee**  
**Tuesday, December 12, 2023**

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**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (4:50 p.m.).*

**CARRIED**

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 12, 2023.

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Councillor Alexa Loo  
Chair

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Lorraine Anderson  
Legislative Services Associate





## Public Works and Transportation Committee

Date: Wednesday, December 20, 2023

Place: Council Chambers  
Richmond City Hall

Present: Councillor Carol Day, Chair  
Councillor Michael Wolfe  
Councillor Chak Au  
Councillor Kash Heed  
Councillor Alexa Loo  
Mayor Malcolm D. Brodie

Also Present: Councillor Laura Gillanders  
Councillor Andy Hobbs  
Councillor Bill McNulty

Call to Order: The Chair called the meeting to order at 3:04 p.m.

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Public Works and Transportation Committee held on November 22, 2023, be adopted as circulated.*

**CARRIED**

### PLANNING AND DEVELOPMENT DIVISION

#### 1. **TRANSLINK 2024 COST-SHARE FUNDING APPLICATIONS – TRANSPORTATION PROJECTS**

(File Ref. No. 10-6500-01) (REDMS No. 7431762)

In response to queries from Committee, staff advised that the red light camera program is not part of the TransLink's cost-share program as the program for red light cameras is under the jurisdiction of the Province.

**Public Works & Transportation Committee**  
**Wednesday, December 20, 2023**

---

It was moved and seconded

- (1) *That the submission of road, pedestrian and bicycle improvement projects as part of the TransLink 2024 Cost-Share Programs, as described in the report titled "TransLink 2024 Cost-Share Funding Applications – Transportation Projects", dated November 22, 2023, from the Director, Transportation be endorsed; and*
- (2) *That the Chief Administrative Officer and General Manager, Planning and Development be authorized to execute the successful funding agreements.*

**CARRIED**

**ENGINEERING AND PUBLIC WORKS DIVISION**

**2. AWARD OF CONTRACT 8157Q - SUPPLY AND DELIVERY OF JANITORIAL AND CLEANING SUPPLIES**

(File Ref. No. 10-6000-01) (REDMS No. 7406625)

Discussion ensued with respect to the bidding process with cost and evaluation as the two main factors in awarding the contract.

It was moved and seconded

- (1) *That Contract 8157Q – Supply and Delivery of Janitorial and Cleaning Supplies as detailed in the staff report titled "Award of Contract 8157Q - Supply and Delivery of Janitorial and Cleaning Supplies" dated November 15, 2023 from the Director, Facilities and Project Development be awarded for a two-year term to ICS Clean Supplies Ltd., Imperial Dade Canada Inc., and Bunzl Canada for a combined estimated annual amount of \$490,000.00 with an approximate total value of \$980,000.00 over a two-year period;*
- (2) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to extend the initial two-year term, up to the maximum total term of six years, for the maximum total amount of \$2,982,000.00 as described in the report titled "Award of Contract 8157Q - Supply and Delivery of Janitorial and Cleaning Supplies," dated November 15, 2023, from the Director, Facilities and Project Development; and*
- (3) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to execute the contract and all related documentation with ICS Clean Supplies Ltd., Imperial Dade Canada Inc., and Bunzl Canada.*

**CARRIED**

**Public Works & Transportation Committee**  
**Wednesday, December 20, 2023**

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3. **MANAGER'S REPORT**

None.

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (3:06 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Public Works and Transportation Committee of the Council of the City of Richmond held on Wednesday, December 20, 2023.

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Councillor Carol Day  
Chair

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Mizuguchi, Andrea  
Legislative Services Associate



## Parks, Recreation and Cultural Services Committee

Date: Wednesday, December 20, 2023

Place: Council Chambers  
Richmond City Hall

Present: Councillor Chak Au, Chair  
Councillor Michael Wolfe  
Councillor Laura Gillanders  
Councillor Andy Hobbs  
Councillor Bill McNulty

Also Present: Mayor Malcolm D. Brodie  
Councillor Carol Day  
Councillor Kash Heed  
Councillor Alexa Loo

Call to Order: The Chair called the meeting to order at 3:07 p.m.

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Parks, Recreation and Cultural Services Committee held on November 28, 2023, be adopted as circulated.*

**CARRIED**

### COMMUNITY SERVICES DIVISION

1. **2023 COMMUNITY SERVICES COMMUNITY NEEDS ASSESSMENT STUDY**  
(File Ref. No. 11-7375-02) (REDMS No. 7446010)

**Parks, Recreation & Cultural Services Committee**  
**Wednesday, December 20, 2023**

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In response to queries from the Committee, staff noted (i) next steps to action the report recommendations, working with staff and partners (community associations, societies and other stakeholders) to measure and understand the impacts and outcomes of current programs, and identify additional programming opportunities, (ii) across all demographics, lack of awareness and lack of personal time were the two common themes identified for not participating in programs, (iii) 90% of those surveyed noted no barriers accessing programs based on disability, and (iv) a copy of the final report will be posted on the City's website.

It was moved and seconded

*That the findings and recommendations outlined in the staff report titled "2023 Community Services Community Needs Assessment Study", dated November 15, 2023, from the General Manager, Community Services, be received for information.*

**CARRIED**

**2. TERRA NOVA RURAL PARK HISTORICAL ASSETS PROGRAM  
PLAN GUIDING PRINCIPLES AND NEXT STEPS**

(File Ref. No. 11-7200-20-01) (REDMS No. 7313039)

In response to queries from the Committee, staff noted (i) the plan focuses on the programming and activation of the heritage precinct area (informing visitors of the rich history) and the activities in the park, (ii) the Terra Nova Slough project is part of the 2027 capital budget plan, anticipated to proceed in conjunction with dike upgrades in the area scheduled to begin in 2027, and (iii) following Council endorsement, Phase 2 is anticipated to begin in the first quarter of 2024.

It was moved and seconded

*(1) That the Terra Nova Rural Park Historical Assets Program Plan Guiding Principles as outlined in the staff report titled "Terra Nova Rural Park Historical Assets Program Plan Guiding Principles and Next Steps", dated November 15, 2023, from the Director, Parks Services, be endorsed; and*

*(2) That staff proceed with Phase 2 of the Terra Nova Rural Park Historical Assets Program Plan.*

**CARRIED**

**Parks, Recreation & Cultural Services Committee**  
**Wednesday, December 20, 2023**

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**3. 2024 ENGAGING ARTISTS IN COMMUNITY PROGRAM PUBLIC ART PROJECTS**

(File Ref. No. 11-7000-09-20-089) (REDMS No. 7401791)

It was moved and seconded

*That the 2024 Engaging Artists in Community Program Public Art Projects as presented in the staff report titled “2024 Engaging Artists in Community Program Public Art Projects”, dated November 15, 2023, from the Director, Arts, Culture and Heritage Services, be approved for implementation once the Consolidated 5-Year Financial Plan (2024-2028) is adopted by Council.*

**CARRIED**

**4. 2024 COMMUNITY MURAL PROGRAM PROJECTS**

(File Ref. No. 11-7000-09-20-255) (REDMS No. 7417993)

It was moved and seconded

(1) *That the 2024 Community Mural Program Projects as presented in the staff report titled “2024 Community Mural Program Projects”, dated November 15, 2023, from the Director, Arts, Culture and Heritage Services, be approved for implementation once the Consolidated 5 Year Financial Plan (2024-2028) is adopted by Council; and*

(2) *That external contributions received for the 2024 Community Mural Program Projects be added to the project budget and included as an amendment to the Consolidated 5 Year Financial Plan (2024-2028).*

**CARRIED**

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (3:24 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Parks, Recreation and Cultural Services Committee of the Council of the City of Richmond held on Wednesday, December 20, 2023.

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Councillor Chak Au  
Chair

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Lorraine Anderson  
Legislative Services Associate

3.





## General Purposes Committee

Date: Monday, January 8, 2024

Place: Council Chambers  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au (by teleconference)  
Councillor Carol Day (entered the meeting at 4:02 p.m.)  
Councillor Laura Gillanders  
Councillor Kash Heed  
Councillor Andy Hobbs  
Councillor Alexa Loo  
Councillor Bill McNulty  
Councillor Michael Wolfe

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 December 18, 2023, be adopted as circulated.*

**CARRIED**

### ENGINEERING AND PUBLIC WORKS DIVISION

1. **EXTENSION OF CONTRACT - 6577P - ON-CALL COLLECTION OF HAZARDOUS MATERIALS**  
(File Ref. No. 10-6370-01) (REDMS No. 7385204)

**General Purposes Committee**  
**Monday, January 8, 2024**

---

It was moved and seconded

- (1) *That Contract 6577P – On-call Collection of Hazardous Materials be extended for an additional three-year term, commencing February 1, 2024 with the total contract value of \$1,584,560, split between GFL Environmental Inc. and Secure Energy Services Inc. as described in the report titled “Extension of Contract - 6577P - On-Call Collection of Hazardous Materials”, dated November 28, 2023, from the Director, Public Works Operations;*
- (2) *That the Chief Administrative Officer and the General Manager, Engineering and Public Works be authorized to execute the extension of the contract for a further two-year term, up to a maximum total term of eight years, for the maximum total amount of \$2,288,120, as described in the report titled “Extension of Contract - 6577P - On-Call Collection of Hazardous Materials”, dated November 28, 2023, from the Director, Public Works Operations; and*
- (3) *That the Chief Administrative Officer and the General Manager, Engineering and Public Works be authorized to execute the extension of the contract with GFL Environmental Inc. and Secure Energy Services Inc.*

The question on the motion was not called as in response to queries from Committee, staff advised that (i) the most common hazardous waste material collected is asbestos-containing drywall, (ii) incidences of illegal dumping in 2022 is up 38 percent, (iii) Metro Vancouver manages the “Put waste in its place” campaign, and (iv) that communication at the regional level at the Solid Waste subcommittee is continuous providing strategies and tactics across the municipal level.

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

## ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (4:04 p.m.).*

**CARRIED**



**General Purposes Committee**  
**Monday, January 8, 2024**

---

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 8, 2024.

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Mayor Malcolm D. Brodie  
Chair

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Mizuguchi, Andrea  
Legislative Services Associate



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee  
**From:** Todd Gross  
Director, Parks Services  
**Date:** November 15, 2023  
**File:** 11-7200-20-01/  
2023-Vol 01  
**Re:** Terra Nova Rural Park Historical Assets Program Plan Guiding Principles and Next Steps

### Staff Recommendation

1. That the Terra Nova Rural Park Historical Assets Program Plan Guiding Principles as outlined in the staff report titled "Terra Nova Rural Park Historical Assets Program Plan Guiding Principles and Next Steps," dated November 15, 2023, from the Director, Parks Services, be endorsed; and
2. That staff proceed with Phase 2 of the Terra Nova Rural Park Historical Assets Program Plan.

Todd Gross  
Director, Parks Services  
(604-247-4942)

Att. 2

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Recreation & Sport Services	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

In 2004, Council endorsed the Terra Nova Concept Plan and received the Terra Nova Conservation Review in 2014. In December 2015, Council endorsed a Capital Budget Submission for the Park Characterization of Terra Nova Rural Park (the Site) for the purposes of activating the park with programming. With capital funding approved by Council, staff initiated the Terra Nova Rural Park Historical Assets Program Plan (Program Plan) process.

The Program Plan is currently nearing the completion of Phase 1, with the drafting of the Terra Nova Rural Park Historical Assets Program Plan Guiding Principles (Guiding Principles) and beginning the community engagement process. The Guiding Principles will inform the ongoing development of the Program Plan and be a continual reference during the planning process.

The purpose of this report is to outline the next steps in the process and seek Council's endorsement of the proposed Guiding Principles.

This report supports Council's Strategic Plan 2022-2026 Focus Area #1 Proactive in Stakeholder and Civic Engagement:

*Proactive stakeholder and civic engagement to foster understanding and involvement and advance Richmond's interests.*

*1.3 Increase the reach of communication and engagement efforts to connect with Richmond's diverse community.*

*1.4 Leverage a variety of approaches to make civic engagement and participation easy and accessible.*

This report supports Council's Strategic Plan 2022-2026 Focus Area #6 A Vibrant, Resilient and Active Community:

*Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.*

*6.1 Advance a variety of program, services, and community amenities to support diverse needs and interests and activate the community.*

*6.2 Enhance the City's network of parks, trails and open spaces.*

*6.5 Enhance and preserve arts and heritage assets in the community.*

## Analysis

### Background

The 63-acre Site is the result of a long history of community involvement starting in the late 1980s with preserving the former farmland for park purposes. Preservation of the Site culminated in 1996 with a referendum approving the acquisition and development of Terra Nova as a park.

While this land was being assembled, an inventory and analysis of the biophysical, historical and landscape character features were completed. This information was invaluable in identifying and assessing the cultural and ecological values of the different parts of the park and were used as the background context for the development of the Terra Nova Concept Plan in 2004.

Consistent with the 2004 Terra Nova Concept Plan, this community-wide park has evolved to focus on stabilizing, preserving and enhancing the environmental and cultural assets of the landscape. This included daylighting the buried slough, constructing the community gardens and the Sharing Farm, creating universally accessible paths, implementing way-finding signage, installing public art, constructing the Terra Nova Adventure Play Environment, and the restoration of several assets in the Terra Nova Historical Area. The park also hosts recreational assets and activities including the Terra Nova Nature School, a preschool and fresh air-learning program operated by the Thompson Community Association, as well as nature-based programming including Barn Owl and Tree Swallow nest boxes. The Sharing Farm Society and Urban Bounty host popular food security and urban agricultural activities for Richmond residents and contribute to the Site's stewardship.

The Terra Nova Historical Area refers predominantly to the land in the northwest quadrant of Terra Nova. This location is historically significant due to its historical use by the Musqueam First Nations. In the late 1800's, migrants from the Maritimes and Japan, along River Road also settled in the area.

The historical features of the area include historical buildings, remnants from agriculture and fishing-related past uses, and a cultivated landscape highlighting early settlement and development on Lulu Island.

### *Terra Nova Rural Park Historical Assets Program Plan*

The purpose of the Program Plan is to identify priorities and strategies to allocate space to present and future users for the heritage buildings, other underutilized buildings, and the cultural landscapes within the Site. Preservation, adaptive re-use and equitable allocation of these assets will result in an increased level of service for Richmond residents to a broad range of community partners.

The Program Plan will provide recommendations for potential facility upgrades of the existing built assets for future program use. A decision making process that will provide staff with a clear, open and transparent way to evaluate future program proposals provided by present and future community partners will be developed. Additionally, a framework will be created, allowing staff to evaluate the needs of community partners in comparison to the capacity of the

park's indoor and outdoor spaces to support their activities. Ultimately, the intent of the Program Plan is to find a balance where the Site is utilized to its maximum capacity, providing a broad range of programming options in alignment with the Terra Nova Concept Plan while respecting the capacity of the parks' built and natural assets to host users, events and programs.

#### *Park Historical Assets*

The Site is home to a number of historical park assets. They are a part of the Program Plan because they either host current uses or will potentially be utilized in the future based on their capacity and potential program needs. The assets the Program Plan will include are:

1. Parsons House (2640 River Road): listed on the Heritage Inventory and also on the Heritage Register. It is currently unrestored and vacant;
2. Edwardian Cottage (2680 River Road): listed on the Heritage Inventory and fully restored. Currently used by Thompson Community Association for the Terra Nova Nature School;
3. Cannery Store (2760 River Road): listed on the Heritage Inventory with external rehabilitation work completed, but the interior is unrestored and vacant;
4. Mellis House (2840 River Road): listed on the Heritage Inventory and also on the Heritage Register. Currently unrestored, in very poor condition and vacant; and
5. Natural park assets (throughout the park and along River Road): view corridors and natural landscape assets including meadows, wooded areas, drainage ditches, hedgerows, the slough and historical pilings: currently not interpreted.

A heritage conservation review of the buildings and other historical assets on the Site was conducted in 2014, and although they have significant historical value, they currently do not hold formal heritage designations. These assets have been identified by staff and considered by Council as a major facility project in the next 10 year timeframe.

#### *Additional Park Assets*

In addition to the abovementioned historical assets, two other assets fall within the Site that have been included in the Program Plan to ensure alignment of future uses for the Park as a whole. These assets include:

1. Terra Nova Red Barn (2631 Westminster Highway): multipurpose room and commercial kitchen rented by community partners; and
2. City-Owned Home (2380 Westminster Highway): a recently acquired residential house that is vacant.

A map showing the included assets in the Program Plan can be seen in Attachment 1.

### *Program Plan Development Process*

The development of the Program Plan is comprised of three phases. They are:



We are currently at the end of Phase 1 of the planning process. In order to further proceed with the Program Plan, Council's consideration and endorsement of the Program Plan Guiding Principles is required.

### *Program Plan Guiding Principles*

The eight Guiding Principles (below) will inform the development of the Program Plan's concept options which will occur in Phase 2 of the process. Having the Guiding Principles in place will assist staff and community partners alike to ensure the completed Program Plan incorporates the values and goals contained within them.

#### **PARK ECOSYSTEM AND USES ARE BALANCED**

1. Balance the Park's unique rural character with wildlife, cultural and recreational uses.
2. Activate and interpret the Park to minimize impacts to natural areas while maximizing the potential of active and passive recreation zones.

## PROTECT, CELEBRATE AND ACTIVATE

3. Bring natural and cultural heritage to life through active engagement, education and interpretation.
4. Protect the heritage values of historic assets while minimizing changes to the character and heritage defining elements.
5. Celebrate Terra Nova's significance as a key component of Richmond's Ecological Network, the Fraser River Estuary and the Pacific Flyway.

## PROGRAM FOR CURRENT AND FUTURE GENERATIONS

6. Program sustainably to preserve the site for future generations.
7. Recognize the impact of climate change and adaptation when programming the site and its impacts to the site's ecology.
8. Support and enhance the site's role in addressing food security and local food production in Richmond.

The proposed Guiding Principles were developed based on the following inputs:

- Related City strategies and plans, including, but not limited to, the 2004 Terra Nova Concept Plan, the 2014 Terra Nova Conservation Review, the Parks and Open Space Strategy, Official Community Plan, Ecological Network Management Strategy, Cultural Harmony Plan, and Community Wellness Strategy;
- Background research including, but not limited to, the natural and cultural history of the site, precedent studies, infrastructure studies and environmental studies; and
- Input from community groups, key community partners (including those presently operating at Terra Nova) and a wide-range of City staff.

### *Community Partner Engagement*

Strong relationships have been established with a number of community partners within the Site including The Sharing Farm Society, Urban Bounty and Thompson Community Association. These partners have effectively utilized available built facilities and outdoor spaces in order to provide valuable services and programs to the community.

All three community partners were provided with individual presentations on July 13, 2023, detailing the process staff employed to draft the Guiding Principles. Staff were provided feedback on the draft Guiding Principles, which were well received by the majority of those who attended the presentations. Their input was incorporated into the draft Guiding Principles presented in this report. See Attachment 2 for a detailed graphic summary of the community partners' feedback.

*Preliminary Public Information and Awareness*

Preliminary information to create awareness of the Program Plan was provided to the public on Sunday, August 20, 2023, taking advantage of the large number of visitors at the Sharing Farm's Richmond Garlic Festival.

Next Steps

Should Council endorse the Guiding Principles, the planning process will proceed to Phase 2 with public engagement and the development of the Program Plan concept options. Additional public engagement will be included as part of Phase 2 and will reach out to the broader community by a Let's Talk Richmond survey and a public open house proposed for November. Staff will report back to Council with the results of Phase 2, where staff will then seek endorsement to proceed to Phase 3 of the Program Plan.

**Financial Impact**

None.

**Conclusion**

Staff request Council's endorsement of the Terra Nova Rural Park Historical Assets Program Plan Guiding Principles. These Guiding Principles will serve as touchstones for staff to reference at key decision points involving design, programming and implementation decisions. The Guiding Principles will also inform staff on how to develop programming options for public consideration and feedback as staff advance the process to Phase 2 of the Program Plan.

Staff will provide Council periodic updates as the project proceeds through the remaining two Phases of the Program Plan process and will present the final Program Plan for Council endorsement upon completion.



Alexander Kurnicki  
Manager, Parks Programs  
(604-276-4099)

- Att. 1: Terra Nova Program Plan Site Map  
2: Terra Nova Program Plan Summary of the Community Partner Engagement Results





**City of  
Richmond**

## Terra Nova Program Plan Site Map

Community Services Division



### Terra Nova Rural Park, Richmond

Map Produced: 2023-08-16

Aerial Photograph: 2021

Locations are approximate

#### Legend

- ▬ Study Area
- ▬ Non-Heritage
- ▬ Heritage
- ▬ Ditches and Hedgerows

0 20 40 80 120 160 Meters





# Terra Nova Program Plan Summary of the Community Partner Engagement Results











# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee  
**Date:** November 15, 2023

**From:** Marie Fenwick  
Director, Arts, Culture and Heritage Services  
**File:** 11-7000-09-20-089/Vol 01

**Re:** 2024 Engaging Artists in Community Program Public Art Projects

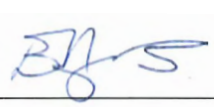

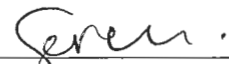
### Staff Recommendation

That the 2024 Engaging Artists in Community Program Public Art Projects as presented in the staff report titled "2024 Engaging Artists in Community Program Public Art Projects", dated November 15, 2023, from the Director, Arts, Culture and Heritage Services, be approved for implementation once the Consolidated 5-Year Financial Plan (2024-2028) is adopted by Council.

*CM Fenwick*

Marie Fenwick  
Director, Arts, Culture and Heritage Services  
(604-276-4288)

Att. 3

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Finance Department	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Sustainability & District Energy	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

Richmond's Engaging Artists in Community Public Art Program creates opportunities for collaborative art projects involving community associations, schools, non-profit organizations and professional artists of all disciplines.

This report recommends three artist proposals for community public art projects in partnership with Aspire Richmond and Richmond Public Library, Richmond School District No. 38, and Richmond Nature Park Society.

This report supports Council's Strategic Plan 2022-2026 Focus Area #6: A Vibrant, Resilient and Active Community:

*Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.*

*6.1 Advance a variety of program, services, and community amenities to support diverse needs and interests and activate the community.*

*6.3 Foster intercultural harmony, community belonging, and social connections.*

This report supports the strategic directions of the Richmond Arts Strategy 2019-2024 to:

- *Ensure affordable and accessible arts for all.*
- *Promote inclusivity and diversity in the arts.*
- *Activate public spaces through (and for) the arts.*

This report supports the Richmond Community Wellness Strategy 2018-2023 and the action plan focus area #2 to:

- *Enhance physical and social connectedness within and among neighbourhoods and communities and provide opportunities to increase Richmond residents' sense of belonging to their neighbourhoods.*

### Analysis

#### Background

The Engaging Artists in Community Public Art program invites professional artists to imagine innovative ways to engage culturally diverse seniors, adults, youth and children in the making of artwork to foster individual creative expression, multigenerational and cross-cultural exchange, and community building. From 2016 to 2023, 17 Engaging Artists in Community Public Art projects have been commissioned (Attachment 1).

In the summer of 2023, staff invited interested community partners to participate in the 2024 Engaging Artists in Community Program. The following organizations and City Departments provided an expression of interest to work with an artist this year:

- Richmond School District No. 38 / Dixon Elementary School in collaboration with the City's Flood Protection and Sustainability Programs;
- Richmond School District No. 38 / Maple Lane Elementary School;
- Richmond School District No. 38 / Tomsett Elementary School;
- Aspire Richmond in partnership with Richmond Public Library;
- The Arts Connection; and
- Richmond Nature Park Society.

Three locations and community partners were selected:

1. Aspire Richmond and Richmond Public Library;
2. Richmond School District No. 38 / Dixon Elementary School in collaboration with the City's Flood Protection and Sustainability Programs; and
3. Richmond Nature Park Society.

#### Terms of Reference and Artist Selection

The projects' Terms of Reference were developed in consultation with the selected partners. Profiles were included in the Artist Call to describe the three separate artist opportunities. This information assisted artists in choosing to apply for the opportunity that best matched their skill sets and interests (Attachment 2).

The Artist Call was issued on August 17, 2023 and closed on September 14, 2023. An extended deadline for the Dixon Elementary School artist opportunity was issued on September 18, 2023 and closed on October 3, 2023. Staff received a total of 26 artist applications for three artist opportunities. The selection process for each opportunity was implemented in accordance with the terms of the Public Art Program Policy Administrative Procedures. All artist proposals were evaluated on the basis of artistic merit, appropriateness to the goals of the Community Public Art Program, community organization objectives, artist qualifications, and project feasibility.

The following three artist proposals were presented to the Richmond Public Art Advisory Committee (RPAAC) on November 14, 2023. RPAAC supported all proposed projects with no feedback.

Aspire Richmond and Richmond Public Library Community Artist Project

The final artist selection meeting for the Aspire Richmond and Richmond Public Library artist opportunity took place on October 17, 2023. The selection panel included the following four members:

- Ginny Dunnill – Community Partner, Richmond Public Library;
- Jason Liu – Community Partner, Aspire Richmond;
- Nikhat Qureshi – Artist; and
- Shannon Fitzpatrick – Community Representative at Large.

Panel advisors included staff from the Public Art Program.

Richmond-based artist Keely O'Brien was recommended for this artist opportunity. Her proposed project will engage youth ages 13-19 years old who identify as neurodiverse or neurotypical (Neurodiversity is the range of differences in individual brain function and behavioural traits, seen as typical variations in the population). A variety of art activities will be led by the artist, including mixed-media drawing and painting, zine-making, printmaking and textile printmaking. The artist-led engagement sessions will take place at Aspire Richmond and Richmond Public Library Brighthouse Branch. The artist will be supported by Aspire Richmond youth counsellors and Richmond Public Library staff (Attachment 3).

Richmond School District No. 38 / Dixon Elementary School in collaboration with the City's Flood Protection and Sustainability Programs

The final artist selection meeting for the Dixon Elementary School artist opportunity took place on November 3, 2023. The selection panel included the following three members:

- Kirsten Wallace – Community Partner, Principal, Dixon Elementary;
- Nikhat Qureshi – Artist; and
- Shannon Fitzpatrick – Community Representative at Large.

Panel advisors included staff from Public Art Program. A member of the Richmond Public Art Advisory Committee attended as an observer.

Artist Andrea Hoff was recommended for this artist opportunity. The artist brings to the project an established practice in creating graphic novels and demonstrated experience working with young learners. Their project will include a range of art activities to engage young learners on the topic of flood protection and environmental protection, including drawing, painting, cyanotype photography, storytelling, poetry and animation. Through a process of working collaboratively with students, a final legacy art project and celebratory gathering will be completed and engage the larger neighbourhood and community. The artist will be supported by Dixon Elementary School teachers and a staff project liaison from Engineering and Public Works (Attachment 3).



### Richmond Nature Park Community Artist Project

The artist selection meeting for the Richmond Nature Park Community Project took place on October 19, 2023. The selection panel included the following three members:

- James Greenhalgh – Community Partner, Richmond Nature Park Society;
- Nikhat Qureshi – Artist; and
- Shannon Fitzpatrick – Community Representative at Large.

Panel advisors included staff from Parks Services and Public Art Program. A member of the Richmond Public Art Advisory Committee attended as an observer.

Artist Desirée Patterson was recommended for this artist opportunity. Their professional practice incorporates photography and mixed-media printmaking techniques. The proposed project will use socially-engaged art activities (such as artist-led walks with a staff naturalist and multiple types of printmaking techniques) to educate participants and visitors about the life-cycle of the bog and seasonal changes in flora/fauna within the park. A final legacy art project and celebratory gathering will be completed and engage the community (Attachment 3).

### Next Steps

Following Council endorsement of the artist proposals, staff will work with the artists and community partners to execute contracts and develop work plans. If approved, the projects will move into the development phase with implementation completed by December 2024.

### **Financial Impact**

The Engaging Artists in Community Public Art Program budget is \$36,000 and is funded by voluntary developer contributions to the Public Art Program Reserve Fund. Each community art project will be allocated \$12,000. Richmond School District No. 38 is contributing an additional \$2,000 for the project with Dixon Elementary School in collaboration with the City's Flood Protection and Sustainability Programs.

The budget is included in the City's proposed 2024 Public Art Program operating budget as part of the 2024 budget process and will be implemented once the proposed Consolidated 5-Year Financial Plan (2024-2028) is adopted by Council.

Any maintenance and repairs required for any legacy artworks will be the responsibility of the Public Art Program as part of the annual operating budget, unless otherwise negotiated with the project partners.

### **Conclusion**

This year's Engaging Artists in Community Public Art Program creates opportunities to support a diverse group of artists and artist practices in socially engaged arts. The topics for each artist project focuses on environmental conservation, flood protection and youth development. The

November 15, 2023

- 6 -

proposed projects promote the building of inclusive communities and equitable opportunities for people of all ages to access and participate in the arts.



Biliana Velkova  
Public Art Planner  
(604-247-4612)

- Att. 1: 2016-2023 Engaging Artists in Community Public Art Program Projects  
2: 2024 Engaging Artists in Community Program, Artist Call Terms of Reference  
3: 2024 Project Proposals

## 2016-2023 Engaging Artists in Community Public Art Program Projects

Between 2016 - 2023, the following artist projects have been completed as part of the Engaging Artists in Community Program:

- ***Harvest Full Moon Project***, activities, procession, celebration at City Centre Community Centre
- ***spART*** project, physical and visual art activities at Thompson Community Centre
- ***Minoru Seniors Legacy Stories***, digital stories and online legacy project at Minoru Place Activity Centre
- ***Great Blue Heron***, visual art activities and sculpture at McLean Park
- ***Tide Water Tales*** storytelling, community performances at Britannia Shipyards National Historic Site
- ***FANFARE***, community engagement sessions and murals at Minoru Arenas
- **Musqueam Artist Workshops** at Richmond Public Library (Brighthouse Branch)
- ***The Interpreter Project***, storytelling and visual art activities at Richmond Nature Park
- ***Minoru Manifesto*** performance, storytelling, visual art activities and installation at Minoru Chapel and City Centre Community Centre
- ***Victory Gardens for Diversity***, outdoor artist walks and visual art activities at Terra Nova Rural Park
- ***A mid-way point: the present is an infinite moment*** community engaged mural project at Thompson Community Centre
- ***Art Cultivation From Nature***, printmaking activities at Paulik Neighbourhood Park
- ***Walk. Listen. Record.***, outdoor artist walks, digital oral and video-based storytelling at various Richmond Parks and Trails
- ***Wayfinding Art Studio***, storytelling, visual art activities at Brighthouse Park Pavilion
- ***Creative Community Resilience***, puppetry, storytelling and visual art activities at Ferris Elementary School
- ***Garden Time***, photography, printmaking art activities at Terra Nova Rural Park and the Sharing Farm
- ***Weaving Lives Together***, printmaking and paper weaving art activities at Tait Riverfront Community Park

# call to artists



*Garden Time*, Aaron Friend Lettner, collaboration w/ Terra Nova Nature School / Sharing Farm, 2023

## Engaging Artists in Community Program

### Request for Proposals (RFP)

August 2023

The City of Richmond Public Art Program seeks artists with socially-oriented and civic-minded practices for three unique community-engaged artist opportunities in 2024. Professional artists are invited to imagine innovative ways in which art can act as a catalyst to foster individual creative expression, build community and address topics of relevance working within communities.

**Opportunity A:** \$12,000 | Aspire Richmond / Richmond Public Library

**Opportunity B:** \$14,000 | Dixon Elementary / CoR Engineering

**Opportunity C:** \$12,000 | Richmond Nature Park Society

**Eligibility:** Artists residing in British Columbia

**Deadline:** September 14, 2023

**Duration:** January – December 2024

# call to artists

PUBLIC ART  
RICHMOND

## BACKGROUND

The Engaging Artists in Community (EAC) Program supports artists with socially-oriented practices and encourages the development of a wide variety of collaborative practices. Community-based artworks can express a shared goal or theme and/or provoke dialogue on ideas related to cultural identity, social history or the environment. Artist projects can leave a physical or social legacy for the community and/or may include a community event to present the final work.

Projects will engage participants by providing them with a greater sense of self, identity, community and place through learning and experience of art-making experiences. The work must be accessible and appeal to a diverse and local audience. Artists will also demonstrate the capacity to undertake and complete their proposed work within an approved timeframe.

## PREVIOUS EAC PROJECTS

Applicants are encouraged to view previously commissioned projects here: [www.richmond.ca/culture/PublicArt/WhatsNew/EngageArtists](http://www.richmond.ca/culture/PublicArt/WhatsNew/EngageArtists)

## ARTIST ELIGIBILITY

Open to professional artists and artist teams residing in British Columbia. City of Richmond employees, Richmond Public Art Advisory Committee members and artists who are currently contracted by the Richmond Public Art Program are not eligible to apply.

## SELECTION PROCESS

Selection panels consisting of a combination of artists, art professionals and community representatives will convene for each of the three opportunities. The selection panels will engage in a two-stage selection process to review all artist submissions. During the second stage, shortlisted artists or artist teams will be invited to an interview with the selection panels and will receive a \$250 honorarium. At the conclusion of the process, the panels will recommend one artist or artist team for each opportunity. Subject to approval by Council, the artist or artist team will be required to enter into a contract with the City of Richmond.



# call to artists

PUBLIC ART  
RICHMOND

## ARTIST SELECTION CRITERIA

- Artistic merit and clarity of the artist's Statement of Interest in response to the Partner Profile goals and objectives. The proposal should demonstrate artistic quality, innovation and creativity.
- Demonstration of artistic quality, innovation and creativity in applicant's previous work and experience.
- Community impact of work to connect diverse and multi-generational audiences with artists in creative dialogue, participation and awareness.
- Artist's capacity to work with community members, other design professionals and project stakeholders.
- Appropriateness of the proposal to the Public Art Program Policy goals: [www.richmond.ca/culture/publicart/policy](http://www.richmond.ca/culture/publicart/policy)

## SUBMISSION REQUIREMENTS

Email all documentation as one (1) PDF document, not to exceed a file size of 5 MB to: [PublicArt@richmond.ca](mailto:PublicArt@richmond.ca)

- **INFORMATION FORM:** Please complete the information form attached to the end of this document.
- **STATEMENT OF INTENT:** One page maximum, describing proposed approach to the work, relevant experience and skillsets, and how the proposal responds to the specific aims of the project opportunity.
- **ARTIST CV:** One page maximum. Teams should include one page for each member.
- **WORK SAMPLES:** Up to ten (10) examples of previous work. Please include artist name(s), title, year, location and medium information as captions on the bottom of each image page. If submitting digital video, please include link to YouTube, Vimeo or similar online platform. **Please do not submit digital video files.**
- **REFERENCES:** Three references who can speak to your abilities and accomplishments. Only provide contact name, title, phone number and e-mail. References will only be contacted if applicant is shortlisted.

## ACCESSIBILITY SUPPORT

The City of Richmond strives to create artist opportunities that are inclusive and accessible to individuals of all abilities. If you are living with a disability and require assistance in completing the written application, please contact [PublicArt@richmond.ca](mailto:PublicArt@richmond.ca) or Tel: 604-204-8671.

# call to artists

PUBLIC ART  
RICHMOND

## SUBMISSION GUIDELINES

1. All supporting documents must be complete and strictly adhere to these guidelines and submission requirements (above) or risk not being considered.
2. All submissions must be formatted to 8.5 x 11 inch pages. Support images and concept sketches are best formatted to landscape format.
3. Artist submission PDF file must be 5 MB or smaller.
4. If submitting as a team, the team should designate one representative to complete the entry form. Each team member must submit an individual resume/curriculum vitae.
5. All documents must be sent by email to: [PublicArt@richmond.ca](mailto:PublicArt@richmond.ca). Please include name and project when naming your file, e.g. Jane\_Smith\_EngagingArtistsCommunity\_RFP

## ADDITIONAL INFORMATION

1. The selected artist may be required to show proof of WCB coverage and up to \$5,000,000 general liability insurance.
2. Please be advised that all commissioned artists from this program will be required to complete Police Information Checks with the Richmond RCMP.
3. Please be advised that the City and the selection panel are not obligated to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the Artist Call as required.
4. All submissions to this Artist Call become the property of the City. All information provided under the submission is subject to the Freedom of Information and Protection of Privacy Act (BC) and shall only be withheld from release if an exemption from release is permitted by the Act. The artist shall retain copyright in the concept proposal. While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.
5. Extensions to this deadline will not be granted under any circumstances. Submissions received after the deadline and those that are found to be incomplete will not be reviewed.

## QUESTIONS

Please contact the Richmond Public Art Program:

Tel: 604-204-8671

Email: [PublicArt@richmond.ca](mailto:PublicArt@richmond.ca)

# call to artists

PUBLIC ART  
RICHMOND



## COMMUNITY PARTNER PROFILE

**Aspire Richmond /  
Richmond Public  
Library**



**Artist Opportunity**

## COMMUNITY PARTNERS

**Aspire Richmond's Youth Connections Program** is an out-of-school program designed for young people with developmental disabilities. Youth Connections operates after school on weekdays during the school year and for full days during spring, summer and winter breaks. The program offers school-aged children and teens the opportunity for interaction and recreation in a fun and safe environment.

**Richmond Public Library** has been proudly serving the Richmond community since 1976 as an essential source of information and learning. Our mission is to create opportunities to learn, connect and belong and our vision is to inspire curiosity, transform lives and empower everyone. Guided by our Strategic Plan, the library is focused on building and growing the community, communicating who we are and what we do; developing and leveraging our resources; expanding access to programs, services and collections; and reimagining space for our community to use.



# call to artists

## ARTIST OPPORTUNITY

Artists or artist teams with socially-engaged, multidisciplinary and/or interdisciplinary artist practices in visual arts (including but not limited to painting, drawing, printmaking, photography, sculpture, video/sound media arts, ephemeral arts, storytelling and/or performance/dramatic arts are invited to submit a proposal for this opportunity.

The commissioned artist or artist team will work collaboratively with Aspire Richmond youth (12 to 19 years old), and youth from the larger Richmond community to explore the topic of self-identity and self-awareness. Self-identity forms the basis of our self-esteem; as youth move into adulthood, it is important for them to learn who they are in the world. The commissioned artist project will offer youth an opportunity to explore their emerging identities through individual and collective creative expressions. The following questions may be explored in the artist project:

- *What are creative ways to engage youth that honour neurodiversity and can create safe and inclusive spaces for all forms of creative expression?*
- *How do we use art to honour the differences and similarities among us?*

A final legacy project should emerge from the youth engagement work and incorporate participant contribution however possible.

The commissioned artist will be supported by Aspire Richmond Youth Recreation Counselors and a staff representative from the Richmond Public Library, who will support with registration, logistics and day-of presentation. Additional resources available to the artist include:

- indoor/outdoor gathering spaces;
- temporary storage space for artist materials and equipment;
- basic office supplies, including photocopying and printing services; and
- digitization stations, Cricut Maker 3, 3D printers, musical instruments, podcasting equipment, laptops and printers.

## ARTIST SCOPE OF WORK

The commissioned artist will complete a minimum of 250 hours. This will include research, administration, preparation work, public engagement, production and presentation of a final legacy work.

The commissioned artist will take part in an introductory orientation session with Aspire Richmond to support them in working with youth who live with developmental disabilities.

The commissioned artist will participate and present work for Richmond Culture Days in September-October 2024.

**Neurodiversity** is the range of differences in individual brain function and behavioral traits, seen as typical variations in the population.

# call to artists

The artist will create and maintain an artist blog website to communicate and document the process and work created during the artist project.

## AIMS AND OBJECTIVES:

- to create a collaborative and community-based creative expression that encourages dialogue and exploration of self-identity and self-awareness;
- to use creative forms of expression as a catalyst to connect with diverse youth; and
- to create opportunities for youth to learn, connect and build community.

## LOCATION

The commissioned artist or artist team will work from the Richmond Public Library Brighthouse Branch, 7700 Minoru Gate; Aspire Richmond, 7000 Minoru Blvd.; and/or the Seedlings Early Development Hub, 6380 No.3 Road

Please refer to Figures 1 to 6 for additional photos of activity spaces and off-site locations available to the artist for indoor/outdoor project activation.

## BUDGET

The project budget for this opportunity is \$12,000 CAD and is inclusive of community engagement work, production/material expenses, administration, artist fees, photography documentation, artist insurance and applicable taxes, excluding GST.

## ADDITIONAL RESOURCES

- Aspire Richmond | [AspireRichmond.com](https://aspire-richmond.com)
- [Aspire Richmond Strategic Plan](#)
- Richmond Public Library | [YourLibrary.ca](https://yourlibrary.ca)
- Richmond Public Library | [2019-2021 Strategic Plan](#)
- Richmond Public Library | [Annual Report](#)
- City of Richmond Public Art Program | [Engaging Artists in Community](#)

## PROJECT TIMELINE

<b>Deadline to Apply:</b>	September 14, 2023
<b>Finalist Notifications:</b>	September 2023
<b>2<sup>nd</sup> Stage Interviews*:</b>	October 17, 2023, 5:00-7:00 p.m.
<b>Project Start:</b>	January 2024
<b>Completion:</b>	December 2024

\*Artists applying for this opportunity are kindly asked to ensure they will be available to attend the second stage interview date and time.



# call to artists

PUBLIC ART  
RICHMOND



Figure 1. Brighthouse Library Launchpad Flex Space & Classroom

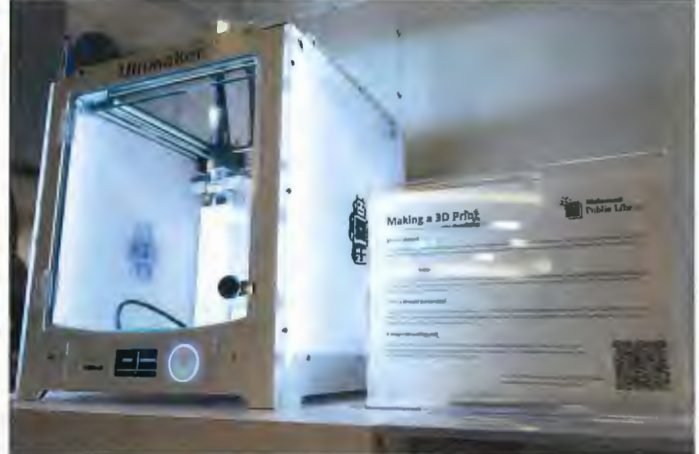


Figure 2. 3D Printers



Figure 3. Brighthouse Library Outdoor Spaces – Minoru Park



Figure 4. Seedlings Multi-Purpose Room



Figure 5. Youth Connections Outside Space



Figure 6. Seedlings Multi-Purpose Room



# call to artists



Figure 1. Horseshoe Slough Pump Station, City of Richmond

## COMMUNITY PARTNER PROFILE

**Dixon Elementary  
School / Richmond  
Engineering &  
Public Works**

**Artist  
Opportunity**

## COMMUNITY PARTNER

The Richmond School District's mission is to cultivate a safe, accepting and engaged community that inspires a passion for lifelong learning. The values that guide their work and to achieve their vision and mission are: collaboration, creativity, curiosity, resilience, respect and equity for all.

Arts education plays a key role in the development of social-emotional competencies that enable young people to interact productively with others, build and express a healthy sense of self and community, and work effectively toward their goals. Art is valuable because it allows young learners to process their world and engage in critical sensory input.

A.B. Dixon Elementary School is located at 9331 Diamond Road in West Richmond. The school comprises 340 learners, 40 staff, and a proactive Parent Advisory Committee (PAC) that works towards supporting students. The school offers two programs: the Neighbourhood Program draws students from the direct neighbourhood and the District Program Option Early French Immersion Program draws from greater Richmond. Their focus is to support all learners to identify a sense of connection, belonging and positive personal and cultural identity within the Dixon community.

The school's outdoor amenity spaces include an outdoor learning space with a school community gathering area, outdoor shed and raised garden beds. Many classes embed outdoor learning along the West Dyke Trail, a ten-minute walk away.

# call to artists

PUBLIC ART  
RICHMOND

## **RICHMOND ENGINEERING SUSTAINABILITY**

The City of Richmond is comprised of islands within the floodplain of the Fraser River, where the river flows into the Salish Sea. At an average of one metre (three feet) above sea level, Richmond faces flood hazards from coastal storm surges, snowmelt flooding and extreme weather events, making flood protection incredibly important.

To ensure Richmond remains safe, the City has one of the most comprehensive flood protection systems in British Columbia. The City's Engineering and Public Works service teams maintain and monitor the following flood protection infrastructure:

- Dikes: 49 km of dikes that hold back the waters of the sea and river
- Drainage pipes: 595 km of drainage pipes that transport water out of the city
- Culverts: 61 km of culverts and tunnels that carry streams and store rainwater
- Channelized watercourses: 155 km of built channels that move water through and out of the city
- Pumps: 39 drainage pump stations that pump rain and groundwater out of the city
- Sensors: Numerous flood protection sensors that provide real-time data on river levels, rainfall and stormwater drainage.

The Engineering department includes sustainability staff who are consulted on all city flood protection planning, construction or maintenance. These staff are responsible for protecting native plant and animal species and the ecosystems in which they live.

## **ARTIST OPPORTUNITY**

Artists or artist teams with socially-engaged, multidisciplinary art practices in environmental art, performance arts, storytelling, music production, digital media arts (to name a few) are invited to submit an expression of interest for this artist opportunity.

The commissioned project will engage about 60–80 learners, 8–11 years old in grades 4 to 6. The artist will engage three classes, individually or as one group depending on the preference of the commissioned artist.

# call to artists

In partnership with the City of Richmond Engineering and Public Works Department, the commissioned artist will engage young learners on the topic of flood protection. The commissioned artist may wish to explore the following question within the artist project:

*During a time of climate change and sea-level rise, how can art explore awareness, knowledge sharing and adaptation when planning for flood protection?*

The commissioned artist will be supported by City staff, teachers and educational leaders and will have access to:

- indoor and outdoor learning environments such as multipurpose classrooms, outdoor learning space, school yards, sport fields and the West Dyke Trail;
- general office supplies including, photocopying and printing services;
- a storage area for temporary storage of artist materials and equipment;
- if required, a work space within the school with access to WIFI; and
- Richmond Engineering and Sustainability staff, who are subject matter experts about the City's flood protection infrastructure and natural habitat enhancements or upgrades.

## ARTIST SCOPE OF WORK

The commissioned artist or artist team will complete a minimum of 250 hours. This will include research, administration, preparation work, public engagement, creation, production and presentation work resulting in a final legacy work to be installed and/or presented at Dixon Elementary school. A final celebratory event will engage the larger community.

The implementation, delivery, format and structure of the engagement sessions with young learners can be coordinated working with supporting project teachers at Dixon Elementary School.

The expectation is for the commissioned artist or artist team to create and produce individual and collaborative creative expressions that will result in a final legacy work.

The commissioned artist/artist team will also create and maintain a project website blog to document the project.

**Note:** the commissioned artist must successfully complete Police Information Checks with the Richmond School Board and City of Richmond, prior to project implementation.



# call to artists

PUBLIC ART  
RICHMOND

## AIMS AND OBJECTIVES:

- to lead a place-based art experience with culturally diverse students on the topic and theme of flood protection and climate change;
- to encourage and offer learners an opportunity to express their voice, feelings, and emotions, while inspiring hope and a sense of agency for the future; and
- to create a legacy artwork that encapsulates the collaborative process of creating and learning between the commissioned artist, young learners, and the larger community.

## LOCATION

The commissioned artist or artist team will work indoors and outdoors at Dixon Elementary, 9331 Diamond Rd. Off-site activation or fieldwork along the West Dyke Trail may also be possible.

Please refer to Figures 2 to 4 for additional photos of activity spaces and off-site locations available to the artist for indoor/outdoor project activation.

## BUDGET

The project budget for this opportunity is \$14,000 CAD and is inclusive of community engagement work, art materials for engagement activities, administration, artist fees, photography documentation, artist insurance and applicable taxes, excluding GST.

Subject to the nature of the artist project and availability, additional in-kind materials and resources for implementation, installation or presentation of the project may be available and contributed by Dixon Elementary/Richmond School District and/or Richmond's Engineering and Public Works Department.

## ADDITIONAL RESOURCES

- Richmond School District | [sd38.bc.ca](https://sd38.bc.ca)
- Dixon Elementary | [dixon.sd38.bc.ca](https://dixon.sd38.bc.ca)
- City of Richmond Public Art Program | [www.richmond.ca/culture/PublicArt/WhatsNew/EngageArtists](https://www.richmond.ca/culture/PublicArt/WhatsNew/EngageArtists)
- Richmond's Engineering and Public Works Department | [www.richmond.ca/services/water-sewer-flood/dikes](https://www.richmond.ca/services/water-sewer-flood/dikes)

# call to artists

PUBLIC ART  
RICHMOND

## PROJECT TIMELINE

The selected artist must complete all work by June 2024.

<b>Deadline to Apply:</b>	September 14, 2023
<b>Finalist Notifications:</b>	September 2023
<b>2<sup>nd</sup> Stage Interviews*:</b>	October, 18, 2023, 5:00-7:00 p.m.
<b>Project Start:</b>	January 2024
<b>Completion:</b>	June 2024

\*Artists applying for this opportunity are kindly asked to ensure they will be available for the second stage interview dates/times.

# call to artists

PUBLIC ART  
RICHMOND

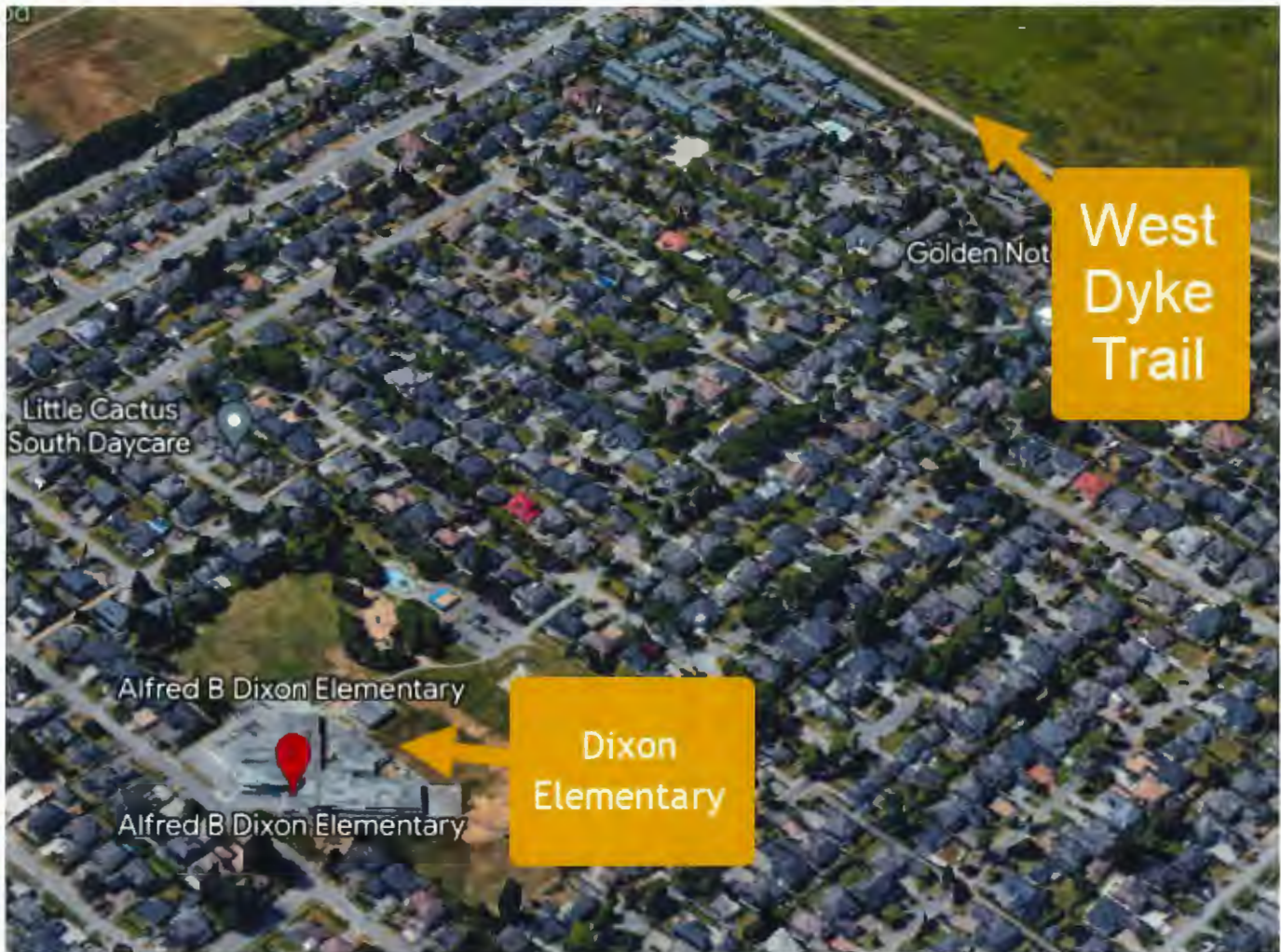


Figure 2. Aerial location map showing Dixon Elementary and proximity to the West Dyke Trail



Figure 3. Dixon Elementary open green field



Figure 4. Off-site outdoor learning along the West Dyke Trail



# call to artists



Figure 1. Nature House Interpretative Centre, Richmond Nature Park.

## COMMUNITY PARTNER PROFILE

### Richmond Nature Park

### Artist Opportunity

## COMMUNITY PARTNER

**The Richmond Nature Park Society** is a non-profit organization aimed at promoting natural history and natural history education in Richmond. The Society works in partnership with the City of Richmond Parks Services Department to provide natural history education opportunities that encourage residents and visitors to learn about the environment and natural history of this community. Through a formal partnership agreement with the City, the Nature Park Society provides governance, determines programs, sets policy, fundraises for programming and exhibits, hires programming staff and advocates on behalf of the Richmond Nature Park. Through our partnership agreement, City staff assist the Society in its mandate by facilitating programs and activities.

**City of Richmond Parks Services Department** is renowned for its high quality parks, trails, natural areas and its vibrant urban realm. Preservation of wildlife habitat, the natural environment, and our natural and cultural heritage are cornerstones of parks and trails strategies. The department provides pathways and amenities within our urban settings that link people to each other, their community and their natural environment while fostering healthy active lifestyles.

# call to artists

PUBLIC ART  
RICHMOND

Parks Programs, a division of Parks Services, is focused on public programs that engage individuals and community groups in the activation of parks and open spaces, encourage ecological stewardship and education, support urban wildlife management, and support capacity development of our local community partners in the advancement of these objectives. The portfolio spans a broad and diverse range of activities, such as coordinating community and special events, fostering urban agriculture initiatives such as community gardens, administering grant programs, offering environmental stewardship opportunities such as the Partners for Beautification program, and invasive plant removals and tree planting events.

## RICHMOND NATURE PARK

The Richmond Nature Park is located at 11851 Westminster Highway and consists of 200 acres of raised peat bog habitat that once covered large portions of the geographical land area now known as Richmond. Four walking trails totalling 5 kilometres provide visitors the chance to encounter plants and animals in bog, forest and pond habitats. The shortest trail, an elevated boardwalk around the park pond, is wheelchair accessible. All other trails are soft-surfaced with wood chips and are well-marked. The Nature Park offers a variety of School and Home Learners Programs in addition to public recreation programs.

The Nature House is an interpretive centre located at the entrance to the park and features interactive displays and games about the park, the bog and other aspects of nature. There are activity kits, an active beehive, a small collection of live animals and a gift shop.

The park is always changing. In spring, visitors can see and hear the territorial fights of hummingbirds as bog flowers bloom below. Summer days are long and the trails are ideal for an evening stroll. Autumn brings owls, northern migratory birds and spectacularly coloured foliage. In winter, visitors can hear varied thrushes and see winter birds at the feeders or follow animal tracks in the snow.

## ARTIST OPPORTUNITY

Artists or artist teams with socially-engaged, multidisciplinary and/or interdisciplinary artist practices in visual and performing arts (including but not limited to) storytelling, performance-based art forms, walking practices, sound-based practices, environmental art, therapeutic and installation art, sculpture, digital mixed-media installations and photography are invited to submit a proposal for this opportunity.

The commissioned artist or artist team will use art as a catalyst to connect new and long-time users of the park with Richmond's natural heritage, including native plant and animal species. The artist will engage a culturally diverse and multigenerational audience.

# call to artists

The artist-led place-based creative experience will focus on the activation of the park, using natural materials in the creation of artwork.

**Artists will be supported by Richmond Nature Park staff and volunteers, and have access to:**

- the pavilion space and other park spaces and features for hands-on art making and community engagement work;
- an on-site secure storage area;
- general office supplies, including photocopying and printing equipment;
- office meeting/work space, if required;
- on-site naturalist with specialized knowledge of the park's natural features, including plant and wildlife species; and
- Nature House library exhibit pieces and artifacts.

## ARTIST SCOPE OF WORK

The artist or artist team will complete a minimum of 250 hours. This will include research, administration, preparation work, public engagement, production and presentation work.

The commissioned artist will present a final celebratory project event in the fall of 2024 and may be coordinated as part of other fall events. Examples of events that have taken place in the fall include:

- Halloween Hoot
- World Migratory Bird Day
- BC Rivers Day

The commissioned artist will have the option to display project work at the Nature House interpretive centre or within the Richmond Nature Park

The artist or artist team will also create and maintain a project artist blog to communicate and document the process and work created during the artist project.

## PROJECT AIMS AND OBJECTIVES:

- to engage an artist/artist team with an interest in working with natural materials and the unique ecological features of the Park;
- to support artistic projects which foster a sense of environmental awareness, heritage and advocacy through creativity and self-expression;
- to use socially-engaged art as a catalyst to connect with a culturally diverse and multigenerational community; and
- to create opportunities for individual creative expression and to build a shared sense of community.



# call to artists

## LOCATION

The commissioned artist or artist team will be based at the Richmond Nature Park, 11851 Westminster Hwy.

Please refer to Figures 1 to 7 for additional photos of activity spaces and locations available to the artist for indoor/outdoor project activation.

## BUDGET

The project budget for this opportunity is \$12,000 CAD and is inclusive of community engagement work, art materials for engagement activities, administration, artist fees, photography documentation, artist insurance and applicable taxes, excluding GST.

Subject to the nature of the artist project and availability, additional in-kind materials and resources for implementation, installation or presentation of the project may be available and contributed by the Richmond Nature Park Society and/or City of Richmond Parks Services.

## ADDITIONAL RESOURCES

- Richmond Nature Park Society |  
<https://www.richmond.ca/parks-recreation/parks/aboutrnp.htm>
- City of Richmond Public Art Program |  
[www.richmond.ca/culture/PublicArt/WhatsNew/EngageArtists](http://www.richmond.ca/culture/PublicArt/WhatsNew/EngageArtists)
- Richmond Nature Park Society Facebook |  
<https://www.facebook.com/RichmondNatureParkSociety>

## PROJECT TIMELINE

The selected artist must complete all work by fall 2024

<b>Deadline to Apply:</b>	September 14, 2023
<b>Finalist Notifications:</b>	September 2023
<b>Stage 2 Interview:</b>	October 19, 2023, 5:00-7:00 p.m.*
<b>Project Start:</b>	Winter 2024
<b>Completion:</b>	Fall 2024

\*Artists applying for this opportunity are kindly asked to ensure they are available to attend the second stage interview date and time.

# call to artists

PUBLIC ART  
RICHMOND



Figure 2. Boardwalk trails in the park



Figure 3. Richmond Nature Park children's play area



Figure 4. Information Kiosk



Figure 5. Picnic Shelter in the Wildlife Garden



Figure 6. Trail in the winter



Figure 7. Boardwalk breakout spaces and seating areas

# call to artists



**Attach one (1) copy of this form as the first page of the submission.**

Please indicate which opportunity you are applying for:

☐ Richmond Public Library / Aspire      ☐ Dixon Elementary      ☐ Richmond Nature Park

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_  
(One website or blog only)

**Incomplete submissions will not be accepted. Emailed submissions over 5 MB will not be accepted. Information beyond what is listed in the checklist will not be reviewed.**

**Optional: Do you self-identify as a member of an equity-seeking and/or underrepresented community?**  
(examples: Indigenous, person of colour, LGBTQ2S+, mixed ability, newcomer, Deaf, hard of hearing, living with a disability, etc.) If so, please specify:

**If applicable, please indicate additional members of your artist team:**

**Please let us know how you found out about this opportunity:**

**Would you like to receive direct e-mails from the Richmond Public Art Program?** ☐ Yes ☐ No

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Submit applications by email to: [PublicArt@richmond.ca](mailto:PublicArt@richmond.ca)

## Additional Information

Please be advised that the City and the selection panel are not obliged to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the EOI as required. All submissions to this EOI become the property of the City. All information provided under the submission is subject to the Freedom of Information and Protection of Privacy Act (BC) and shall only be withheld from release if an exemption from release is permitted by the Act. The artist shall retain copyright of the submitted documents. While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.



## 2024 Project Proposals

### Aspire Richmond / Richmond Public Library Public Art Project

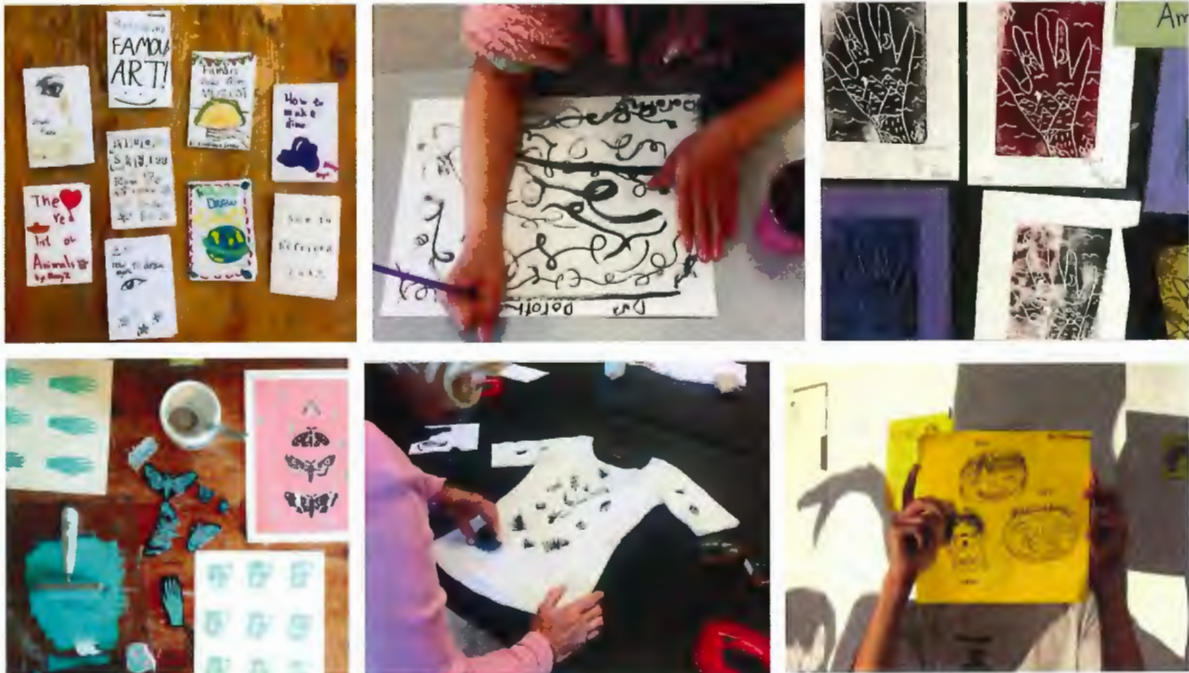
by artist Keely O'Brien

This community-engaged project will provide opportunities for neurodiverse and neurotypical youth, age 13-19 years to explore topics of self-identity and self-awareness.

Keely O'Brien is an interdisciplinary artist based in Richmond. As a community-engaged artist and arts educator, Keely creates and facilitates participatory and collaborative artwork with community members and organizations. The artist's work is site-responsive and is engaged with questions of place, home and belonging. As the Co-Artistic Director of the experimental theatre company, Popcorn Galaxies, her practice also includes puppetry, immersive installations, imaginative ephemera and interactive experiences.

The artist's proposed project will focus on *Creation, Collaboration and Exchange* as an approach and method of celebrating differences and similarities among youth (ages 13-19) who self-identify as neurodiverse or neurotypical. The artist will use a variety of arts-based activities, including drawing, zine-making, mixed-media textile printing and storytelling to engage youth in topics of self-identity and self-awareness.

Examples of proposed art activities:



From left to right: zine-making, painting, printmaking, mixed-media printmaking, textile printmaking and drawing.

## ***Hidden Stories of the Bioverse* | Richmond School District No. 38 | Dixon Elementary School in collaboration with the City's Flood Protection and Sustainability Programs**

by artist Andrea Hoff

**This project will engage young learners in the topic of flood protection through the creation of a multi-authored graphic novel.**

Andrea Hoff is a Vancouver-based artist, writer and graphic novelist whose work is interdisciplinary, involving the use of multiple media and a variety of methodological approaches. As a disabled artist with an invisible disability, her art is also understood as a sense-making practice to organize thoughts and to understand experiences. Andrea has a Masters in Fine Arts in Creative Writing from the University of British Columbia (2015) and a Bachelor of Fine Arts in Visual Art (Honours with Distinction) from the University of Victoria (1999).

*Hidden Stories of the Bioverse* will involve a range of art activities to engage young learners in the topics of flood protection and environmental awareness. The project will include artist-led field trips to the West Dyke Trail and Williams Road Pump Station in collaboration with Richmond Engineering. The art activities will include drawing, painting, cyanotype photography, storytelling, poetry and animation. Through a process of working collaboratively with the students, a final legacy art work in the form of a multi-authored graphic novel and celebratory gathering will be completed and engage the larger neighbourhood and community.

Examples of proposed art activities:



From left to right: cyanotype photography and poetry, examples of graphic novel illustrations and layouts, mixed media digital collage, example drawing/painting illustration with storytelling



## ***Visions of Biophilia* | Richmond Nature Park**

by artist Desirée Patterson

**This community-engaged project will provide opportunities to learn about the life-cycle of the peat bog and the seasonal changes of the park's flora/fauna through guided walks, photography and printmaking activities.**

Desirée Patterson is a Vancouver-based visual artist with a practice in lens-based and traditional media whose community engaged projects aim to foster place-based experiences with nature and promote environmental stewardship and conservation. Desirée has facilitated several community-engaged projects over the past five years, including a three-month elementary school art project with 52 students with the Vancouver School Board (2019) and a series of programs working with artists with developmental disabilities at the Alternatives Gallery & Studio in East Vancouver (2021).

*Visions of Biophilia* is a multifaceted socially engaged artist project that will involve photography and photo-based printmaking techniques, guided walks and hands-on art activities to provide visitors and project participants with opportunities to connect and learn about the park's unique ecosystem. In consultation with City staff and the Richmond Nature Park Society, a legacy artwork will be produced and installed in the park. A final celebratory exhibition and gathering will be scheduled in fall 2024.

Examples of proposed art activities:



From left to right: anothotype printmaking, photography using creative aperture control, chlorophyll leaf prints, cyanotype printmaking and digital collage.



# City of Richmond

## Report to Committee

**To:** Parks, Recreation and Cultural Services Committee  
**From:** Marie Fenwick  
Director, Arts, Culture and Heritage Services  
**Re:** 2024 Community Mural Program Projects  
**Date:** November 15, 2023  
**File:** 11-7000-09-20-255/Vol 01




### Staff Recommendation

1. That the 2024 Community Mural Program Projects as presented in the staff report titled "2024 Community Mural Program Projects", dated November 15, 2023, from the Director, Arts, Culture and Heritage Services, be approved for implementation once the Consolidated 5 Year Financial Plan (2024-2028) is adopted by Council; and
2. That external contributions received for the 2024 Community Mural Program Projects be added to the project budget and included as an amendment to the Consolidated 5 Year Financial Plan (2024-2028).

*CM Fenwick*

Marie Fenwick  
Director, Arts, Culture and Heritage Services  
(604-276-4288)

Att. 3

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Finance Department	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Recreation & Sport Services	<input checked="" type="checkbox"/>	
Facility Services & Project Development	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

On February 13, 2018, Council endorsed the Public Art Community Mural Program (the Mural Program). The focus of the Mural Program is to install murals in highly visible locations in publicly accessible areas throughout Richmond.

This report brings forward for consideration eight mural proposals for the 2024 Community Mural Program to be painted at Minoru Arenas, Steveston Harbour Authority, Cook Elementary School, Hugh McRoberts Secondary School, and four trail washrooms located at Tait Park, No. 3 Road Pier, London Landing and Terra Nova Park.

This report supports Council's Strategic Plan 2022-2026 Focus Area #6 A Vibrant, Resilient and Active Community:

*Vibrant, resilient and active communities supported by a wide variety of opportunities to get involved, build relationships and access resources.*

*6.1 Advance a variety of program, services, and community amenities to support diverse needs and interests and activate the community.*

*6.3 Foster intercultural harmony, community belonging, and social connections.*

This report supports the Artworks: Richmond Arts Strategy 2019-2024 Strategic Direction 5:

*Activate public spaces through (and for) the arts.*

### Analysis

#### Background

Richmond's Mural Program provides opportunities to add vibrancy to highly visible public spaces, foster community dialogue and cross-cultural exchange, and engage diverse and multi-generational communities. Since Council's endorsement in 2018, 20 murals have been installed through this program at civic facilities, private businesses, schools and other buildings. See Attachment 1 for a list of completed murals. These artworks have been well-received by the general public, facility users and community stakeholders.

The Mural Program selection process includes a number of steps, including an open call for mural locations, an open call for the Mural Artist Roster and consultation with property owners regarding the artist selection.

#### Open Call for Mural Locations

The Open Call for mural locations for the 2024 Mural Program was issued on July 27, 2023 with a deadline of September 18, 2023 (Attachment 2).

Eight applications with 15 proposed locations were received. In addition, staff received one late application. Staff met on September 20, 2023, to review the applications. All submissions were evaluated on the basis of location, public visibility, community impact and condition of wall surface, as well as budget. The following organizations submitted an application to participate in the Mural Program in 2024:

- Richmond Arenas Community Association (Minoru Arenas);
- Whiteside Elementary School;
- Sea Island Heritage Society (two Sea Island Elementary School Gym Exterior Walls);
- City of Richmond (trail washrooms at Tait Park, No. 3 Road Pier, London Landing and Terra Nova Park);
- Steveston Harbour Authority;
- SOS Children's Village Thrift Store Foundation (SOS Children's Village Thrift Store);
- RCG Commercial Services (four locations);
- Cook Elementary School; and
- Hugh McRoberts Secondary School.

Eight locations are recommended for the 2024 Mural Program:

- Cook Elementary School;
- Hugh McRoberts Secondary School;
- Minoru Arenas;
- Steveston Harbour Authority;
- Trail Washroom at No.3 Road Pier;
- Trail Washroom at Tait Park;
- Trail Washroom at London Landing; and
- Trail Washroom at Terra Nova Park.

The applications by Whiteside Elementary School, Sea Island Heritage Society, RCG Commercial Services and SOS Children's Village Thrift Store Foundation were not selected this year. Reasons include that the locations were too large for the available budget, not publicly visible, or the application was received late. Applicants can reapply in future years and Public Art staff are available to provide advice should applicants wish to pursue their mural projects outside the Community Mural Program. Should Council direct staff to pursue any of the above projects, these can be coordinated subject to funding.

#### Proposed Mural Projects

In compliance with the Community Mural Program artist selection procedure, artists are pre-selected from the Community Mural Program Artist Roster through an open call process every two years. Murals for the 2024 program will be created by artists selected from the 2022-2024 Roster. The Roster will be updated accordingly in Spring 2024.

The following eight proposed mural locations and artists have been endorsed by the Richmond Public Art Advisory Committee (RPAAC).

### **Cook Elementary School**

The mural location proposed by Cook Elementary School is the north wall adjacent to the entrance of the school, facing Cook Road. The location is publicly visible and measures approximately 415 square feet.

The artist selection meeting took place on October 23, 2023. The selection panel included teachers from Cook Elementary School.

Artist Jean Bradbury is recommended for this mural opportunity (Attachment 3). The artist will work with students from Cook Elementary School to inform the design of the mural, exploring themes of community, inclusion and play.

### **Hugh McRoberts Secondary School**

The proposed mural location for Hugh McRoberts Secondary School is on the east facing wall adjacent to the entrance of the school, visible from Williams Road. The location is publicly visible and measures approximately 348 square feet.

The artist selection meeting took place on October 16, 2023. The selection panel included teachers from Hugh McRoberts Secondary School.

Artist Anaïs Léra is recommended for this mural opportunity (Attachment 3). She will work with students from the school to inform the design of the mural and will consider themes of local ecology.

### **Minoru Arenas**

The proposed mural location for Minoru Arenas is on the south wall at the entrance of the facility, facing the parking lot and pedestrian pathway. The location is publicly visible from Granville Avenue and Minoru Gate, measuring approximately 960 square feet.

The artist selection meeting took place on November 2, 2023. The selection panel included members of the Richmond Arenas Community Association and staff.

Artist Carolyn Wong is recommended for the Minoru Arenas mural opportunity (Attachment 3). She will work with members from Richmond Arenas Community Association and users of Minoru Arenas to create a mural that speaks to the variety of activities that take place at the facility.

### **Steveston Harbour Authority**

The proposed mural location for Steveston Harbour Authority is on the north wall of Building 44, facing Chatham Street. The location is publicly visible and measures approximately 2,225 square feet.

The artist selection meeting took place on October 19, 2023. The selection panel included members of the Steveston Harbour Authority Board and staff.



Artist Mark Anderson is recommended for the Steveston Harbour Authority mural opportunity (Attachment 3). He will work with members of the Steveston Harbour Authority Board to inform the mural design and will consider themes of local fishing heritage and Steveston history.

#### **Trail Washroom at No. 3 Road Pier**

The proposed mural for the Trail Washroom at No. 3 Road Pier will envelop the structure. The trail washroom is publicly visible and measures approximately 400 square feet.

The artist selection meeting took place on October 13, 2023. The selection panel included Facility Services and Parks Services staff.

Artist Nicole Larsen is recommended for the Trail Washroom at No. 3 Road Pier mural opportunity (Attachment 3). She will work with the users of Bark Park to inform the design of the mural and consider the themes of natural heritage, recreation and active living.

#### **Trail Washroom at Tait Park**

The proposed mural for the Trail Washroom at Tait Park will envelop the structure and it will be applied as a vinyl wrap. The trail washroom is publicly visible and measures approximately 700 square feet.

The artist selection meeting took place on October 13, 2023. The selection panel included Facility Services and Parks Services staff.

Artist Otilia Spantulescu is recommended for the Trail Washroom at Tait Park mural opportunity (Attachment 3). The artist will work with the users of Tait Park to inform the design of the mural and consider themes of the Fraser River habitat and local ecology.

#### **Trail Washroom at London Landing**

The proposed mural for the Trail Washroom at London Landing will envelop the structure. The trail washroom is publicly visible and measures approximately 500 square feet.

The artist selection meeting took place on October 13, 2023. The selection panel included Facility Services and Parks Services staff.

Artist Ciele Beau is recommended for the Trail Washroom at London Landing mural opportunity (Attachment 3). She will work with the community at London Landing to inform the design of the mural and consider the themes of local built and natural heritage.

#### **Trail Washroom at Terra Nova Park**

The proposed mural for the Trail Washroom at Terra Nova Park will envelop the structure. The trail washroom is publicly visible and measures approximately 400 square feet.

The artist selection meeting took place on October 13, 2023. The selection panel included Facility Services and Parks Services staff.

Artist Fiona Tang is recommended for the Trail Washroom at Terra Nova Park mural opportunity (Attachment 3). Artist Fiona Tang will work with the users of Terra Nova Park to inform the design of the mural and consider the themes of local ecology, water and migratory birds.

#### Next Steps

Pending Council endorsement of the proposed mural locations and artists, staff will work with the artists and community partners to execute agreements and develop project implementation work plans. If approved, the projects will move into the development phase with murals to be completed by September 2024.

#### **Financial Impact**

The Mural Program budget is \$35,000 funded by voluntary developer contributions to the Public Art Program Reserve Fund. In addition, \$36,000 in cash contributions have been committed from certain applicants bringing the total budget to \$71,000. The mural program budget of \$35,000 is included in the City's proposed 2024 Public Art Program operating budget as part of the 2024 budget process and will be implemented once the proposed Consolidated 5-Year Financial Plan (2024-2028) is adopted by Council. The total external contributions of \$36,000 will be included in the amendment to the Consolidated 5 Year Financial Plan (2024-2028) once received.

The individual budget for each mural is as follows:

- Cook Elementary School - \$8,000  
\$6,500 from the Mural Program; \$1,500 from Cook Elementary School
- Hugh McRoberts Secondary School - \$7,500  
\$4,500 from the Mural Program; \$3,000 from Hugh McRoberts Secondary School
- Minoru Arenas - \$18,000  
\$6,000 from the Mural Program; \$3,000 (in-kind including wall preparation and anti-graffiti coating) from existing City budgets; \$9,000 from Richmond Arenas Community Association
- Steveston Harbour Authority - \$40,500  
\$18,000 from the Mural Program; \$22,500 from Steveston Harbour Authority
- Trail Washrooms at No. 3 Road Pier, Tait Park, London Landing and Terra Nova Park - \$24,500 from existing City budgets

Richmond School District No. 38 will contribute in-kind preparation of the walls as well as anti-graffiti coating for all murals on the Richmond School District property.

The selected organizations will retain and maintain the murals for a period of at least five years. The cost for any maintenance and repairs required for the artwork at the locations that are not owned by the City will be the responsibility of the community partners. Following Council's

approval of the 2024 Community Mural Program Projects, all project partners will enter into a written agreement with the City to outline maintenance and repairs responsibilities.

### **Conclusion**

Murals add vibrancy to the community by energizing our public spaces, fostering community identity and civic pride, engaging youth and deterring graffiti. The creation of murals brings together local artists, students, community groups, residents and local businesses to transform the places where we live, work and play into welcoming and beautiful environments that invite interaction and appreciation of art and culture.








Biliana Velkova  
Public Art Planner  
(604-247-4612)

- Att. 1: List of completed Community Mural Program murals  
2: 2024 Community Mural Program Property Owners Application form  
3: 2024 Community Mural Proposals

## Community Mural Program Completed Projects 2019-2023

2023

	<p><b>Mark Anderson</b> <i>Gillnetter at Night</i> Pacific Net and Twine, 3731 Moncton Street</p>
	<p><b>Nicole Larsen</b> <i>Journey Home</i> Steveston Outdoor Pool, 4151 Moncton Street</p>
	<p><b>Rory Doyle</b> <i>Dog Days</i> South Arm Outdoor Pool, 10100 South Arm Place</p>
	<p><b>Ben Evelyn</b> <i>Movements That Make Us</i> Mitchell Elementary School, 3800 No. 5 Road</p>
	<p><b>Ho Lay Hoon</b> <i>Patchwork of Unity</i> 22855 McLean Avenue</p>






2022

	<p><b>Carolyn Wong</b>  <b><i>A Fisherman's Dream</i></b>          Steveston Harbour Authority,          3180 Chatham Street</p>
	<p><b>Jean Bradbury</b>  <b><i>Our Friends the Trees</i></b>          Maple Lane Elementary School,          7671 Alouette Drive</p>
	<p><b>Erica and Maddy Phillips</b>  <b><i>Facets of Byng</i></b>          Lord Byng Elementary School,          3711 Georgia Street</p>
	<p><b>Dolores Altin and Elvira DS Monteforte</b>  <b><i>Cause and Effect</i></b>          Hayer Demolition &amp; Recycling,          12011 Mitchell Road</p>



	<p><b>Atheana Picha</b>  <b><i>Garden City School Mural</i></b>  Garden City Elementary School,  8311 Garden City Road</p>
---	--

2021


	<p><b>April dela Noche Milne and Dawn Lo</b>  <b><i>Let's Play Let's Go</i></b>  Westwind Elementary School,  11371 Kingfisher Drive</p>
	<p><b>Atheana Picha</b>  <b><i>Tomekichi Homma Mural</i></b>  Tomekichi Homma Elementary School,  5100 Brunswick Drive</p>
	<p><b>Fiona Tang</b>  <b><i>Thinking Learning Caring</i></b>  Thompson Elementary School,  6211 Forsyth Crescent</p>

	<p><b>Dean and Christina Lauzé</b>  <b><i>McMath School Mural</i></b>          McMath Secondary School,          4251 Garry Street</p>
	<p><b>Karen Yurkovich and Tristesse Seeliger</b>  <b><i>Metamorphosis</i></b>          Lehigh Hanson,          12651 Mitchell Road</p>
	<p><b>Carmen Chan</b>  <b><i>Stages of Bloom</i></b>          Gateway Theatre,          6500 Gilbert Road</p>


2020

	<p><b>Andrew Tavukciyan</b>  <b><i>Richmond Ice Centre Community Mural</i></b>          Richmond Ice Centre,          14140 Triangle Road</p>
	<p><b>Mark Anderson</b>  <b><i>Richmond's home of Curl'ture &amp; Curl'munity</i></b>          Richmond Winter Club,          5540 Hollybridge Way</p>



	<p><b>Laura Kwok</b>  <i>Ladybug and the Sun</i>  West Richmond Community Centre,  9180 No. 1 Road</p>
---	--

**2019**

	<p><b>Richard Tetrault and Jerry Whitehead</b>  <i>Continuum</i>  Richmond Cultural Centre,  7700 Minoru Gate</p>
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**City of  
Richmond**

## Community Mural Application

Public Art Program

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

[www.richmond.ca](http://www.richmond.ca)

Contact 604-204-8696

Please submit this completed form, and return to the Information counter located at City Hall or to [publicart@richmond.ca](mailto:publicart@richmond.ca). All materials submitted to the City for a **Community Mural Application** become public property, and therefore, available for public inquiry.

**Mural Site Address:** \_\_\_\_\_

**Primary Contact Name:** \_\_\_\_\_

**Contact person's address, if different:** \_\_\_\_\_

**Contact info:** \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Mobile Telephone Number \_\_\_\_\_  
 Email \_\_\_\_\_

**Secondary Contact Name:** \_\_\_\_\_

**Contact info:** \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Mobile Telephone Number \_\_\_\_\_  
 Email \_\_\_\_\_

**Property Owner (if different from above) Signature:** \_\_\_\_\_

\_\_\_\_\_  
 Please print name

**Contact info:** \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Mobile Telephone Number \_\_\_\_\_  
 Email \_\_\_\_\_

### For Office Use

Date Received: \_\_\_\_\_ Contribution: \_\_\_\_\_

File No.: \_\_\_\_\_ Note: \_\_\_\_\_



The following items must be completed and submitted with your Community Mural Application.

1. Proposed Mural Wall: Area (square feet): \_\_\_\_\_  
☐ Attach photo or sketch with the wall's dimensions  
☐ Attach recent photograph of the wall (JPG or PDF not exceeding 2MB)
2. Do you have a preferred theme or style of art for the proposed wall?  
\_\_\_\_\_
3. Please provide evidence of support from the building tenant(s) (if different from the building owner), as well as neighborhood associations and/or adjacent neighbors (e.g., e-mail or letter of support).
4. Do you have additional funding for the project?  
☐ Yes (Estimated amount \$\_\_\_\_\_) ☐ No
5. Is your proposed wall on a heritage building?  
☐ Yes ☐ No

**Note:** All murals on designated heritage resources, or within the Steveston Village Heritage Conservation Area (HCA), require approval by City Council and may require a Heritage Alteration Permit. Any murals on heritage buildings/structures or within the Steveston HCA will also be reviewed by the Richmond Heritage Commission.

## Maintenance

The Property Owner will agree to retain and maintain the mural for a period of five years (subject to mutual agreement to terminate the agreement at an earlier date due to change of ownership, building renovations, and/or condition of the mural).

## Agreement

Selected property owners will enter into a tri-party agreement for services with the City and the selected artist.

The City will manage the project and fund the work. The applicant may augment the project budget with additional funding, or cover all hard costs, if appropriate. The property owner will provide permission and access to the wall for installing the mural, as well as maintenance, if required.

## Selection Process

A five-person interdepartmental staff Mural Committee will convene to review applications from property owners. The applications will be ranked based on the following criteria:

- public visibility of the location;
- condition of the wall surface;
- potential impact on adjacent properties;
- community impact;
- provision of additional or full funding of hard costs, if appropriate;
- provision of murals throughout the City; and
- evidence of support from the building tenants (if different from the building owner), as well as neighborhood associations and/or adjacent neighbors (e.g., email or letter of support).

## Additional Information (Optional)

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## Project Timeline

**Submission Deadline:** Monday, September 18, 2023, 5:00 p.m.

**Property Owners Notification:** Thursday, October 5, 2023, 5:00 p.m.

## Questions

Please contact the Richmond Public Art Program:

**Tel:** 604-247-4612

**Email:** [publicart@richmond.ca](mailto:publicart@richmond.ca)

## **Jean Bradbury | Cook Elementary School**

**Artist Jean Bradbury will work with students from Cook Elementary School to inform the design of the mural, exploring themes of community, inclusion and play.**

Jean Bradbury is a mural and painter artist who works in variety of mediums. She is experienced illustrator and muralist and is passionate about creating art that unifies and uplifts the local community.

### **Examples of Previous Projects:**

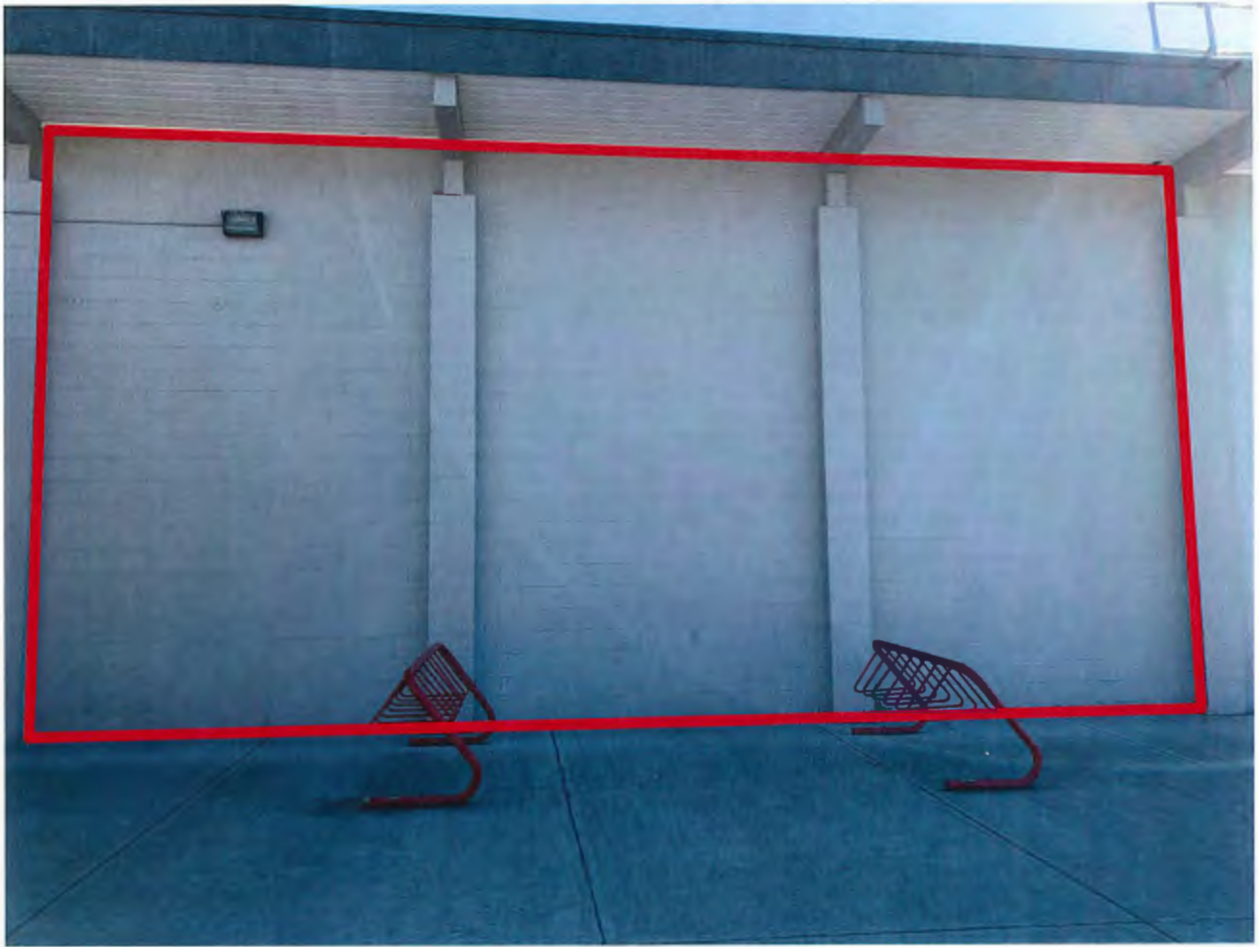


Jean Bradbury, *Lane County Farmer's Market*, Eugene, 2022



Jean Bradbury, *Utility Box*, Seattle, 2019





Proposed mural wall at Cook Elementary School (approx. 415 square feet)

## Anaïs Léra | Hugh McRoberts Secondary School

**Artist Anaïs Lera will work with students from Hugh McRoberts Secondary School to explore themes of community identity and local ecology through a collaboratively designed mural.**

Anaïs Lera is a Vancouver-based artist with an active painting and mural practice. Her artworks focus on meticulous intricate designs inspired by the beauty of nature. The artist paints luxuriant and colorful compositions, filled with flora and fauna elements belonging to terrestrial and ocean worlds.

### Examples of Previous Projects:



Anaïs Lera, *Stellate Daffodils*, Vancouver, 2023



Anaïs Lera, *Nocturne of other land*, Calgary, 2023



Proposed mural wall at Hugh McRoberts Secondary School (approx. 348 square feet)



## Carolyn Wong | Minoru Arenas

Artist Carolyn Wong will work with members from Richmond Arenas Community Association and users of Minoru Arenas to create a mural that speaks to the variety of activities that take place at the facility.

Carolyn Wong is an accomplished mural artist and illustrator based in Vancouver. The artist has a deep love for storytelling and passion for vibrant illustrations that celebrate nature and community values. As a first generation Chinese-Canadian, her work is a reflection of both eastern and western influences as she draws on nostalgic themes that resonate with diaspora communities.

### Examples of Previous Projects:



Carolyn Wong, *Waterfront Pond*, Vancouver, 2023



Carolyn Wong, *Fisherman's Dream*, Richmond, 2022





Proposed mural wall at Minoru Arenas (approx. 960 square feet)

## Mark Anderson | Steveston Harbour Authority

**Artist Mark Anderson will work with members of the Steveston Harbour Authority Board to inform the mural design and will consider themes of local fishing heritage and Steveston history.**

Mark Anderson is an established mural artist with a number of high profile murals. His artworks tell a story of a specific and relevant narrative that is connected to the geography, history or mythology of a specific place and time.

### Examples of Previous Projects:



Mark Anderson, *Little League Champs*, Vancouver, 2014



Mark Anderson, *Gillnetter at Night*, Richmond, 2023



Proposed mural wall at Steveston Harbour Authority Building 44 at 3300 Chatham Street (approx. 2,225 square feet)



## Nicole Larsen | Trail Washroom at No. 3 Road Pier

Artist Nicole Larsen will work with the users of No. 3 Road Pier to inform the design of the mural and consider the themes of natural heritage, recreation and active living.

Nicole Larsen is an artist with an active mural and graphic design practice. She is influenced by nature and her desire to uplift others with her artwork. She often incorporates bold, bright colours and organic movement into her designs as well as themes of biodiversity, community and mental well-being.

### Examples of Previous Projects:



Nicole Larsen, *Pause & Bloom*, Vancouver, 2021



Nicole Larsen, *Journey Home*, Richmond, 2023





Proposed mural on Trail Washroom at No. 3 Road Pier (approx. 700 square feet)

## Otilia Spantulescu | Trail Washroom at Tait Park

Artist Otilia Spantulescu will work with the users of Tait Park to inform the design of the mural and consider themes of the Fraser River habitat and local ecology.

Otilia Spantulescu is a Vancouver-based artist with a mural and graphic design practice. She is interested in exploring the impact of memory, and its ability to give context to the formation of one's identity. Her studio practice pieces together memories, dreams and family stories to form new visual artifacts.

### Examples of Previous Projects:



Otilia Spantulescu, *Rediscovering*, Vancouver, 2021



Otilia Spantulescu, *Bars*, 2021



Proposed mural on Trail Washroom at Tait Park (approx. 500 square feet)



## Ciele Beau | Trail Washroom at London Landing

Artist Ciele Beau will work with the community at London Landing to inform the design of the mural and consider the themes of local built and natural heritage.

Ciele Beau is a painter and muralist based in Vancouver. Her work focuses on the human condition, emotional responses and everyday experiences of pain, joy and conditions of the heart. She loves to create paintings, illustrations and murals using bright, bold hues and playful imagery.

### Examples of Previous Projects



Ciele Beau, *So Fresh and So Clean*, Vancouver, 2020



Ciele Beau, *So Fresh and So Clean*, Vancouver, 2020





Proposed mural on Trail Washroom at London Landing (approx. 500 square feet)

## Fiona Tang | Trail Washroom at Terra Nova Park

Artist Fiona Tang will work with the users of Terra Nova Park to inform the design of the mural and consider the themes of local ecology, water and migratory birds.

Fiona Tang is a Richmond-based artist with an active mural and drawing art practice. She often works with charcoal, chalk pastel and acrylic in the style of trompe l'oeil. She frequently uses animals as her subjects and creates big, expressive and energetic murals and drawings.

### Examples of Previous Projects:



Fiona Tang, *The Guardian*, Vancouver, 2014



Fiona Tang, *Thinking, Learning, Caring*, Richmond, 2021



Proposed mural on Trail Washroom at Terra Nova Park (approx. 400 square feet)



# City of Richmond

## Report to Committee

**To:** General Purposes Committee **Date:** November 28, 2023  
**From:** Suzanne Bycraft **File:** 10-6370-01/2023-Vol  
Director, Public Works Operations 01  
**Re:** **Extension of Contract - 6577P - On-Call Collection of Hazardous Materials**

### Staff Recommendation

1. That Contract 6577P – On-call Collection of Hazardous Materials be extended for an additional three-year term, commencing February 1, 2024 with the total contract value of \$1,584,560, split between GFL Environmental Inc. and Secure Energy Services Inc. as described in the report titled “Extension of Contract - 6577P - On-Call Collection of Hazardous Materials”, dated November 21, 2023, from the Director, Public Works Operations;
2. That the Chief Administrative Officer and the General Manager, Engineering and Public Works be authorized to execute the extension of the contract for a further two-year term, up to a maximum total term of eight years, for the maximum total amount of \$2,288,120, as described in the report titled “Extension of Contract - 6577P - On-Call Collection of Hazardous Materials”, dated November 21, 2023, from the Director, Public Works Operations; and
3. That the Chief Administrative Officer and the General Manager, Engineering and Public Works be authorized to execute the extension of the contract with GFL Environmental Inc. and Secure Energy Services Inc.

Suzanne Bycraft  
Director, Public Works Operations  
(604-233-3338)

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Finance Department	<input checked="" type="checkbox"/>	
Purchasing	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b>	<b>APPROVED BY CAO</b>



## **Staff Report**

### **Origin**

At the January 25, 2021 Council meeting, the following resolution was adopted during consideration of the staff report entitled “Award of Contract 6577P – On Call Collection of Hazardous Materials”:

1. That Contract 6577P – On Call Collection of Hazardous Materials be awarded at the unit rates quoted for a three-year term, commencing February 1, 2021 as follows:
  - a. GFL Environmental Inc. at an estimated total contract value of \$450,000; and
  - b. Tervita Corporation at an estimated total contract value of \$200,000; and
2. That staff report to Council for extensions beyond the initial three-year term, up to the maximum identified eight-year term under the provisions of Contract 6577P – On Call Collection of Hazardous Materials.

The initial three year term of Contract 6577P is due to expire on January 31, 2024. This report requests approval from Council for the execution of the renewal for an additional three-year term and the option to renew for an additional two-year term.

This report supports Council’s Strategic Plan 2022-2026 Focus Area #4 Responsible Financial Management and Governance:

*Responsible financial management and efficient use of public resources to meet the needs of the community.*

*4.1 Ensure effective financial planning to support a sustainable future for the City.*

*4.2 Seek improvements and efficiencies in all aspects of City business.*

This report supports Council’s Strategic Plan 2022-2026 Focus Area #5 A Leader in Environmental Sustainability:

*5.2 Support the preservation and enhancement of Richmond’s natural environment.*

*5.3 Encourage waste reduction and sustainable choices in the City and community.*

### **Analysis**

#### **Background**

The City awarded Contract 6577P to two different vendors GFL Environmental Inc. (GFL) and Tervita Corporation per Council approval on January 25, 2021. Tervita Corporation has since amalgamated with Secure Energy Services Inc. (Secure) in 2021, and now does business as Secure. The aforementioned contractors are required to properly respond to, handle and safely

dispose of miscellaneous hazardous items that may be spilled, illegally dumped or abandoned on City property. Both contractors are required to respond to:

- Illegal dumps of asbestos-containing drywall or other hazardous wastes.
- Abandoned materials, including unknown substances.
- Hazardous waste materials accumulated at the Richmond Recycling Depot or City's Works Yard.
- Road spills from vehicle accidents/incidents.
- Clean-up of spills of potentially unknown substances from City watercourses or ditches.

City staff currently handle the clean-up and disposal of non-hazardous materials abandoned or illegally dumped on City-owned property. However, to ensure the safe disposal or recycling of hazardous waste materials generated from various public works related operational activities, the City engages GFL and Secure, as they specialize in the collection, transportation and safe disposal or recycling of hazardous waste materials. This approach helps to maintain public spaces and operations throughout Richmond, while ensuring compliance with provincial legislation such as the Hazardous Waste Regulation.

#### Request for Proposals 6577P – On-Call Collection of Hazardous Materials

Request for Proposal (RFP) 6577P – On-Call Collection of Hazardous Materials was posted onto BC Bid on April 16, 2020 and closed on May 27, 2020. Seven proposals were received by the closing date with an evaluation committee scoring and determining that splitting the contract between GFL and Secure provided best overall value to the City as they displayed the greatest ability to meet the scope and variable nature of the work, including emergency response capability. Two-thirds of the work was allocated to GFL, and the remaining balance to Secure.

#### Renewal Terms

Upon request for the three-year renewal, both GFL and Secure provided updated pricing effective February 1, 2024 and escalation costs for the remaining two years. Costs are detailed below in Table 1.

Approval is requested from Council for staff to extend the 6577P – On-Call Collection of Hazardous Materials agreement for an additional three-year term until January 31, 2027, with the option to further renew for the final two-year term.

Staff recommend the proposed extension as the original tendering process identified the lowest price and best value to the City. The performance of both GFL and Secure has met City standards for timeliness, overall general approach and material handling methods. Throughout the initial three-year term, GFL and Secure were required to hold their pricing in accordance with the terms of Contract 6577P. This was despite the evolving market conditions due to impacts from the COVID-19 pandemic, fuel pricing and an accumulative CPI increase of 10.46% over the initial three-year term. Staff sought updated pricing in accordance with the allowance of the Contract in order to extend the agreement with both vendors. This updated pricing is reflected in Tables 2 and 3 below.

## Financial Impact

### Contract Value

Table 1 below summarizes the approved contract value and actual spend for the initial three-year term.

Table 1: Approved Contract Value and Projected Three-Year Term Spend

<b>Contract Year</b>	<b>Approved Contract Value</b>		<b>Actual Spend</b>
Year 1 (February 2021 – January 2022)	\$	216,660	\$ 137,948
Year 2 (February 2022 – January 2023)	\$	216,670	\$ 174,472
Year 3 (February 2023 – January 2024)	\$	216,670	\$ 269,685 <sup>1</sup>
<b>Total Contract Value (3 Years)</b>	\$	650,000	\$ 582,104

<sup>1</sup> Year 3 figure includes a forecast for remaining contract period

As summarized below in Table 2, the total value of the proposed Contract over a three-year term extension, or until January 2027, is \$934,560, including contingency. This estimate for 2025 onward is based on a 5% increase per year from GFL and Secure, based on the approved annual contract value. A 20% contingency is required to accommodate potential changes in user requirements, service demand and the volatility of the market.

Table 2: Estimated Total Three-Year Extension (February 1, 2024 - January 31, 2027)

<b>Contract Year</b>	<b>Total Estimated Contract Value</b>	
Year 4 – (February 2024 – January 2025)	\$	247,000
Year 5 – (February 2025 – January 2026)	\$	259,400
Year 6 – (February 2026 – January 2027)	\$	272,400
<b>Subtotal</b>	\$	<b>778,800</b>
Contingency (20%)	\$	155,760
<b>Total Contract Value (3 Years)</b>	\$	<b>934,560</b>

The additional three-year term brings the total contract value to \$1,584,560, finishing January 2027.

The City has the option to extend for a further two-year term, or until January 2029, for an additional value of \$703,560, including contingency which staff recommend. The estimated costs associated with this extension are summarized in Table 3.

Table 3: Estimate Total Two-Year Extension (February 1, 2027 - January 31, 2029)

<b>Contract Year</b>	<b>Total Estimated Contract Value</b>	
Year 7 – (February 2027 – January 2028)	\$	286,000
Year 8 – (February 2028 – January 2029)	\$	300,300
<b>Subtotal</b>	\$	<b>586,300</b>
Contingency (20%)	\$	117,260
<b>Total Contract Value (2 Years)</b>	\$	<b>703,560</b>

The total amount for the maximum eight-year term is \$2,288,120, including contingency. Staff consider the proposed contract extension represents overall best value to the City based on the initial competitive bid process and cost increases which align with current inflationary factors.

November 28, 2023

- 5 -

Before extending the contract by the final allowable two-year term, or to January, 2029, staff will ensure individual contractor's service and performance over the previous three-year term is acceptable to the City's standards.

### **Conclusion**

This report requests approval to execute the option to renew Contract 6577P – On-Call Collection of Hazardous Materials with GFL Environmental Services Ltd. and Secure Energy Services Inc. for the additional three-year term, plus two-year term, or until January 2029.



Kristina Nishi  
Manager Recycling and Waste Recovery  
(604-244-1280)

KN:kn





# City of Richmond

## Report to Committee

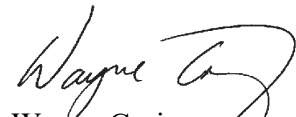
**To:** Planning Committee  
**From:** Wayne Craig  
Director, Development

**Date:** December 11, 2023  
**File:** ZT 23-027054

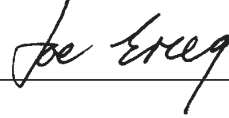
**Re:** **Application by Landa Global Properties to Discharge Section 219  
Covenant Prohibiting Indoor Recreation Facilities from 5766 & 5788 Gilbert Road**

### Staff Recommendation

That City Council authorize the discharge of the Section 219 Covenant (CA6309767) prohibiting indoor recreation facilities from 5766 & 5788 Gilbert Road.

  
Wayne Craig  
Director, Development  
(604-247-4625)

WC:ac  
Att. 3

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Law	<input checked="" type="checkbox"/>	

## **Staff Report**

### **Origin**

Landa Global Properties (Landa) (Directors: Kevin Cheung, Guan Wang and Hai Ying Peng) has requested that the City of Richmond discharge a Section 219 Restrictive Covenant restricting indoor recreation businesses from operating on the site at 5677 & 5788 Gilbert Road. The legal agreement was secured as a consideration of Development Permit (DP 15-700007) and was registered on Title in 2017.

### **Surrounding Development**

The subject site is located in the City Centre's Lansdowne Village on the southeast corner of Elmbridge Way and Gilbert Road (Attachment 1). It currently contains a recently completed 15-storey two-tower residential development with ground-oriented commercial retail units along Gilbert Road.

To the North: Across Elmbridge Way, a one-storey retail building with surface parking on a site zoned "Industrial Retail (IR1)".

To the South: Across the City lane, a three-storey medical services building with surface parking on a site with underlying zoning "Office Commercial (ZC46) – Lansdowne Village (City Centre)".

To the East: Abutting the subject site, a one-storey government facility (ICBC) with surface parking on a site zoned "Downtown Commercial (CDT1)".

To the West: Across Gilbert Road, a seven-storey government facility (WorkSafeBC) with surface parking zoned "Downtown Commercial (CDT1)".

### **Background**

Landa obtained a Development Permit (DP15-700007) to permit the construction of two 15-storey mixed-use buildings at 5766 & 5788 Gilbert Road (formally 7100 Elmbridge Way) on September 17, 2017. The development contains 257 market dwelling units, 14 affordable housing units and 1,197 m<sup>2</sup> (12,884 ft<sup>2</sup>) of retail space on the ground level. Prior to issuance of the Development Permit, the applicant agreed to register a restrictive covenant prohibiting indoor recreation businesses on Title of the development site. Indoor recreation is a permitted use for the site under the existing Downtown Commercial (CDT1) zoning, and is only prohibited by the restrictive covenant.

In 2015, the Chief Executive Officer (CEO) of the Richmond Olympic Oval requested that the City secure restrictions prohibiting indoor recreation businesses from operating in new developments in close proximity to the Richmond Olympic Oval to protect the City's investment in the Richmond Olympic Oval. The restriction on indoor recreation uses was secured via restriction of a legal agreement if there was no associated rezoning application as was the case with the subject development.

**Application to Discharge the Covenant**

The ownership subsequently entered into a lease with Rumble Boxing, a boutique boxing studio providing both group classes and one-on-one training sessions. As the proposed business is classified as an indoor recreation facility, the legal agreement prevents the City's ability to issue Building Permits or a Business License for the business.

The property owner is seeking to remove the restriction on recreation uses from the Title of the property as a whole. The owner has provided a letter (Attachment 2) outlining their rationale for discharging the covenant.

**Analysis**

Following receipt of the application to discharge the restrictive covenant, the City sought input from the Richmond Olympic Oval.

A letter of response was received from the CEO stating that the Richmond Oval Corporation has no concerns with the discharge of the existing Section 219 Restrictive Covenant (Attachment 3). The letter further communicates that the Richmond Oval Corporation is now a well-established business in the neighbourhood and there is no longer a need for the City to pursue restrictions on indoor recreation uses.

In order to discharge the restrictive Covenant from Title, authorization from City Council is required. The subject development is the only development where a restrictive covenant was secured as a consideration of development. Should City Council authorize the discharge, the City will not pursue registration of any similar legal agreements on future developments.

**Conclusion**

The purpose of this application is to seek City Council authorization to discharge the Section 219 Covenant prohibiting indoor recreation facilities from 5766 & 5788 Gilbert Road.

Staff recommended that the Section 219 Covenant (CA6309767) prohibiting indoor recreation facilities be discharged from 5766 & 5788 Gilbert Road.



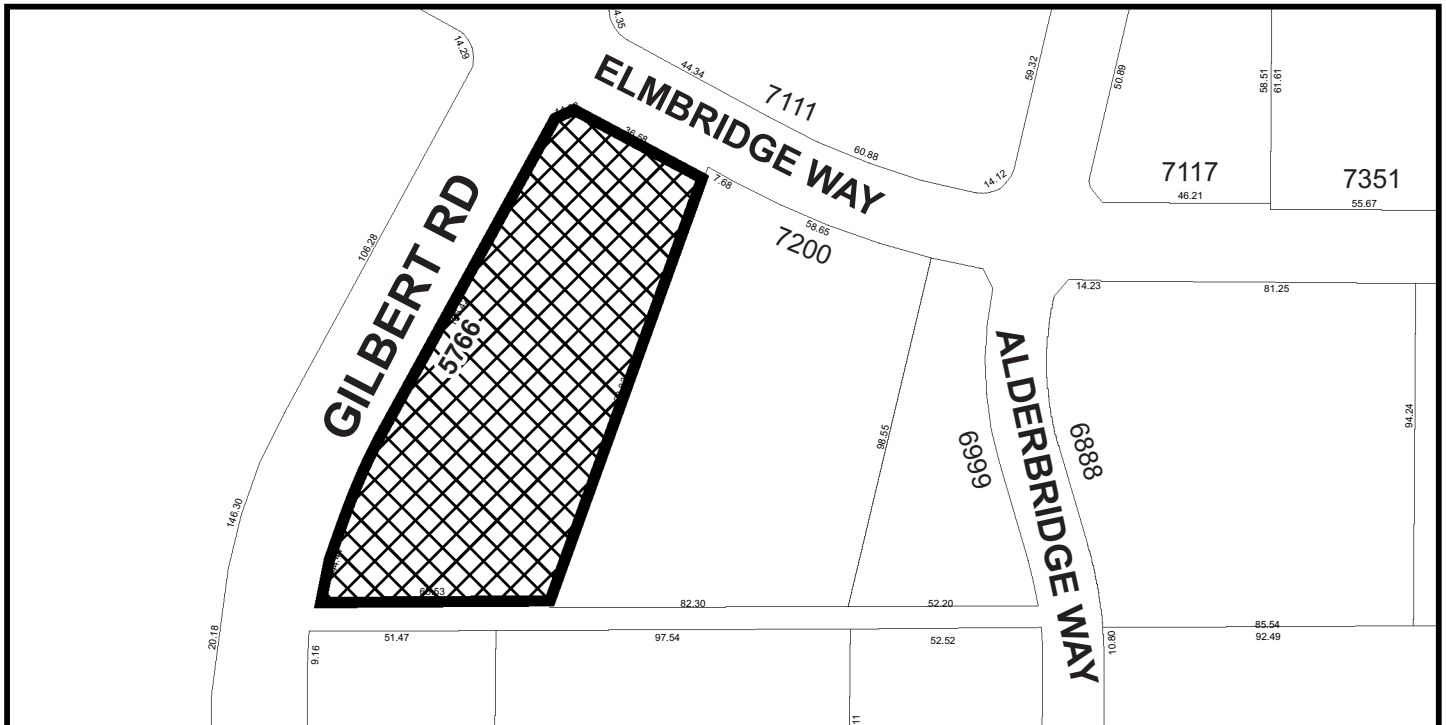
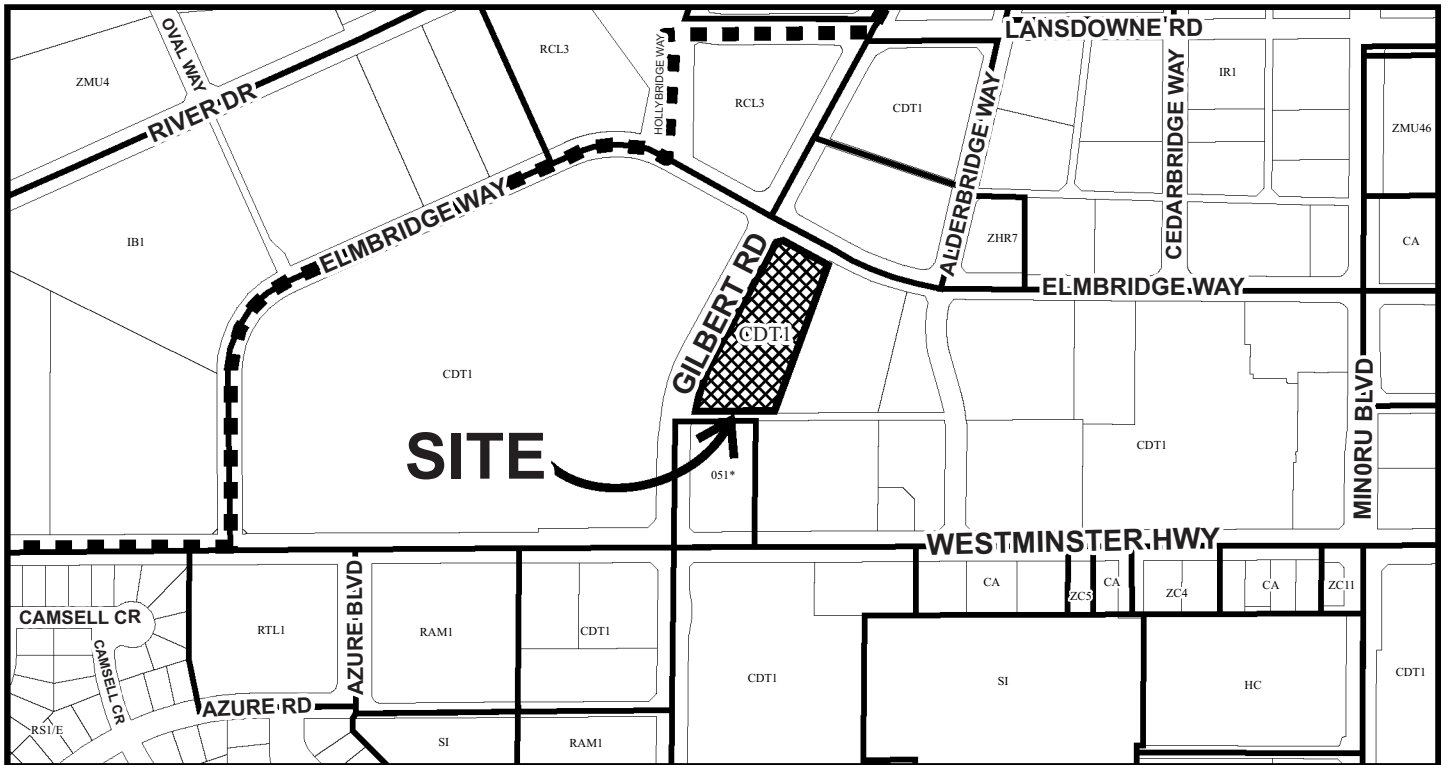
**Alexander Costin**  
Planning Technician – Design  
(604-276-4200)

AC:js

Att. 1: Location Map  
2: Letter from Applicant  
3: Letter from Richmond Oval Corporation



# City of Richmond



**ZT 23-027054**  
**Unit 100**

Original Date: 09/12/23

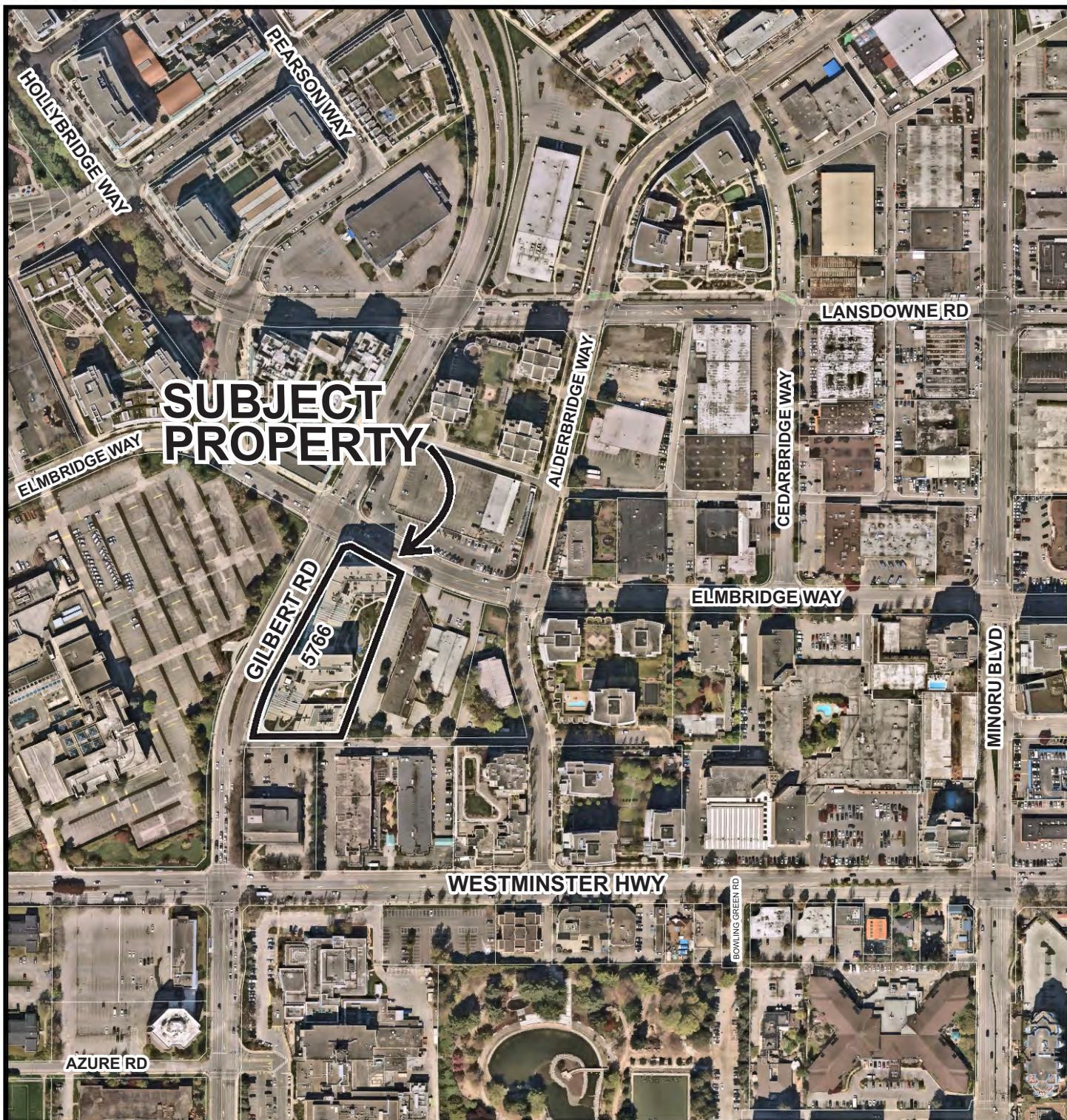
Revision Date:

Note: Dimensions are in METRES





City of  
Richmond



ZT 23-027054

Original Date: 09/12/23

Revision Date: 12/14/23

Note: Dimensions are in METRES





Landa Global Properties Ltd.

1550 - 200 Burrard St.  
Vancouver, B.C. V6C 3L6  
landaglobal.com

T 604 256 5888  
E info@landaglobal.com

August 10, 2023

City of Richmond  
691 No. 3 Road  
Richmond, BC V6Y 2C1

Attn: Wayne Craig, Director of Development

## **Re. Section 219 Covenant Discharge for 5766 & 5788 Gilbert Road (Cascade City)**

Landa Global Properties (Landa), the owner of the commercial retail units (CRUs) at 5766 & 5788 Gilbert Road (site), has been approached by Rumble Boxing (Rumble) to lease CRU #100, 105, 110 (CRU 100-110) for the operation of a boxing gym. Rumble is currently being prevented from locating here due to the Section 219 covenant registered on title.

### Section 219 Covenant

A Section 219 covenant is registered on title that is in the favour of the City of Richmond and restricts "Indoor Recreation Uses" to be located on sites in the vicinity of the Richmond Olympic Oval (Oval):

- D. *The Lands are in the vicinity of the Richmond Olympic Oval, which provides various indoor recreational programs to the public; and*
- E. *Pursuant to Development Permit No. 15-700007, the Owner is required to grant to the City a Section 219 Covenant for the purposes of restricting the operation on the Lands certain "indoor recreation" activities as more particularly set out in this Agreement.*

A copy of the covenant is attached as Appendix A.

### Rumble Operations & Proposal

Rumble is a Vancouver-based boutique boxing studio, with two locations in Yaletown and Mount Pleasant, looking to expand their services to Richmond. Rumble provides both group classes and one-on-one training sessions catering for members between the ages of 25-45, and young professionals living in the vicinity (2-5km of the studio).

Rumble is proposing to lease CRU 100-110 (total area of approximately 211 square metres (2,271 square feet)) and undertake tenant improvements to accommodate a new boxing studio; however, no external building modifications will be undertaken.

Rumble's operation letter is attached as Appendix B.

#### Covenant Discharge Rationale

Provided below is our rationale for the discharge of the Section 219 covenant from the site to permit Rumble to locate here.

#### *Use Compatibility*

The site is located within the City Centre neighbourhood and zoned Downtown Commercial (CDT1), which permits "Indoor Recreation Uses", including boxing studios. The site is located within a high-density, urban neighbourhood that includes a mix of uses including residential, employment, and existing recreational facilities such as a badminton centre, lawn bowling club, and gyms.

According to the City Centre Area Plan (CCAP), one of the vision mandates for the neighbourhood is to build economic vitality and maximize the appeal of City Centre through "the provision of high-quality recreation and cultural facilities, thus attracting business to locate here, and tourists to visit." The CCAP encourages mixed-use developments, which provides residents with access to a range of shops, services, and amenities, including fitness options. A need for recreational facilities including gyms and fitness studios within the City Centre is also identified.

Locating Rumble at Cascade City is compatible with the CDT1 zone, will complement the fitness offerings in the area and provide more choice and variety for people to stay active, and will help City Centre become a complete community.

#### *No Direct Competition with the Richmond Oval (Oval)*

According to the Oval's website, activities and programs provided by Oval include:

- High performance programs and camps such as basketball, volleyball, climbing, speed skating, hockey, table tennis, and strength and condition training;
- Yoga studio classes provided by third party company YYOGA; and
- Olympic experience through interactive challenges, simulators, and exhibits that features sports including short put, sport climbing, archery, basketball, balance beam, race car, surfing, kayak, sit-ski, and bobsleigh.

Boxing is not on the abovementioned list.

Rumble is a boxing studio offering:

- Group fitness classes led by one instructor with individual heavy bag station; and
- One-on-one personal training that is appointment based and offered by one trainer to one client.

Based on the descriptions of services provided by Oval and Rumble, it is evident that the proposed non-contact boxing training is not currently offered at the Oval. Therefore, the proposal will not be in direct competition with the activities and classes offered by the Oval.

#### *Sufficient Parking Supply*

The Cascade City development has a total of 377 parking spaces, of which 55 parking stalls are designated for residential visitors and commercial patrons. The existing tenants of the CRUs include a presentation centre and two medical clinics. Two of the CRUs are vacant and three of them are the subject CRUs for the proposed boxing studio.

We undertook a preliminary parking calculation based on the Matson Peck & Topliss' survey plan (attached as Appendix C) and the project data sheet prepared by Arno Matis Architecture (attached as Appendix D) and determined that the site provides enough parking to accommodate a gym use. A total of 55 commercial parking spaces are provided on-site. Based on the existing CRU uses and accounting for the proposed gym use, a total of 26 spaces is required, which means the site has an excess of 29 commercial spaces if the gym leases CRU 100-110.

#### Commercial Parking Calculations

Uses (area in sqm)	Required* *Based on the City of Richmond's on-site parking requirements – Zoning Bylaw 8500, Section 7	Total number of parking required	Current Provision
1. Landa Sales Presentation Centre (507.8 sqm)	5 spaces (0.02 space/sqm)	26 spaces	55 spaces
2. Medical Clinics (371.2 sqm)	12 spaces (0.03 space/sqm)		
3. Proposed Boxing Gym (229 sqm)	5 spaces (0.02 space/sqm)		
4. Remaining CRU (79.2 sqm)	4 spaces (0.052 space/sqm)*		

As such, we are applying to discharge the Section 219 Covenant that is currently registered on title, to allow Rumble to locate at Cascade City.





**Landa Global Properties Ltd.**

1550 - 200 Burrard St.  
Vancouver, B.C. V6C 3L6  
[landaglobal.com](http://landaglobal.com)

T 604 256 5888  
E [info@landaglobal.com](mailto:info@landaglobal.com)

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, consisting of a stylized 'W' followed by a horizontal line and a small flourish at the end.

Wayne Pai, Vice President  
Landa Global Properties

Appendix A - Covenant  
Appendix B - Rumble's Operation Letter  
Appendix C - Cascade City Survey Plan  
Appendix D – Cascade City Project Data Sheet

October 12, 2023

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



**Attention: Wayne Craig, Director, Development**

Dear Mr. Craig,

**Re: Reply to your letter of October 4, 2023 regarding a request from Landa Global Properties (Landa) for the City to Discharge Section 219 Covenant Prohibiting Indoor Recreation Facilities from 5766 & 5788 Gilbert Road**

Thank you for providing the opportunity for the Oval Corporation to offer input on this matter.

The restrictions which Landa Global Properties has requested be discharged were put in place during the early stages of business operations at the Richmond Olympic Oval (ROO) and were thought to be needed at the time to protect the city's investment in this unique and expansive facility.

Presently there are a number of sport/fitness/recreation related facilities (approximately four or five) that operate within the designated boundaries that are associated with the Covenant and in close proximity to the Oval. Our observations suggest that this has occurred without imposing any apparent negative impact on the Oval, as most of these operators offer complimentary programs and services.

As a result, and in recognizing that the Oval is now a well-established brand in the local community we do not intend to express any concerns or objections if the City Council choose to give consideration to the request that the restrictive covenant be discharged.

Please don't hesitate to contact me if you wish to discuss this matter further.

Yours truly,

A handwritten signature in black ink, appearing to read "George Duncan", is written over a white background.

George Duncan  
Chief Executive Officer  
Richmond Olympic Oval Corporation



# City of Richmond

## Report to Committee

**To:** Planning Committee

**Date:** December 18, 2023

**From:** Wayne Craig  
Director, Development

**File:** TU 23-018648

**Re:** **Application by Fairchild Development Ltd. for a Temporary Commercial Use Permit at 8320 Cambie Road and 8431 Brownwood Road**

### Staff Recommendation

1. That the application by Fairchild Development Ltd. for a Temporary Commercial Use Permit (TU 23-018648) to allow 'Non-accessory Parking' at 8320 Cambie Road and 8431 Brownwood Road be considered for a period of three years; and
2. That the application be forwarded to the February 20, 2024 Public Hearing to be held at 7:00 p.m. in the Council Chambers of Richmond City Hall.

Wayne Craig  
Director, Development  
(604-247-4625)

WC:jh  
Att. 3

### REPORT CONCURRENCE

#### CONCURRENCE OF GENERAL MANAGER

## Staff Report

### Origin

Grace Lam, authorized agent for Fairchild Developments Ltd. has applied to the City of Richmond for a Temporary Commercial Use Permit (TCUP) to allow “Non-accessory Parking” as a permitted use at 8320 Cambie Road and 8431 Brownwood Road for a period of three years (Attachment 1). A TCUP was originally issued for a three-year term on June 16, 2014 (TU 14-653009), and extended for an additional three years on May 17, 2017 (TU 17-763604). A new TCUP (TU 20-890944) was issued on April 20, 2020 and has since expired. The current application is for a new three year time period.

### Findings of Fact

A Development Application Data Sheet providing details about the proposal is provided in Attachment 2.

### Surrounding Development

Development immediately surrounding the subject site is as follows:

To the North: Across Cambie Road, Aberdeen Neighbourhood Park on a lot zoned “School & Institutional Use (SI).”

To the East: Single-family dwellings on lots zoned “Single Detached (RS1/E)” which are designated “General Urban T4 (25m)” in the City Centre Area Plan.

To the South: Across Brownwood Road, single-family dwellings on lots zoned “Single Detached (RS1/E)” which are designated “General Urban T4 (25m)” in the City Centre Area Plan.

To the West: Across Hazelbridge Way, Aberdeen Centre, which is a commercial centre on a lot zoned “Residential Mixed Use Commercial (ZMU9) – Aberdeen Village (City Centre)” and has portions of the site designated as “Urban Centre T5 (35m)” and “Urban Centre T5 (25m)” in the City Centre Area Plan.

### Related Policies & Studies

#### Official Community Plan/ City Centre Area Plan- Aberdeen Village

The subject site is located in the Aberdeen Village area of the City Centre Area Plan (CCAP). It is designated “Mixed Employment” in the Official Community Plan (OCP), and is designated “General Urban T4 (25 m)” in the CCAP. These designations provide for light industry, office, retail and services, restaurants, and educational uses.

The OCP allows Temporary Commercial Use Permits in areas designated “Industrial”, “Mixed Employment”, “Commercial”, “Neighbourhood Shopping Centre”, “Mixed Use”, “Limited Mixed Use” and “Agricultural” (outside of the Agricultural Land Reserve) where deemed appropriate by Council and subject to conditions suitable to the proposed land use and surrounding area.



It is recognized by both the applicant and staff that this area will be developed according to the City Centre Area Plan in the future. Permitting a parking lot would allow for productive use of the site until redevelopment occurs.

### Local Government Act

The Local Government Act identifies that TCUPs are valid for a period up to three years from the date of issuance. An application for an extension to the Permit may be made and issued for up to three additional years, at the discretion of Council.

### Richmond Zoning Bylaw 8500

The subject site is zoned “Single Detached (RS1/E),” which permits single-detached housing and associated secondary uses. The TCUP would allow “Non-accessory Parking” as a permitted use, which Richmond Zoning Bylaw 8500 defines as “parking that is not primarily intended for the use of residents, employees or clients of a particular building, which includes surface parking lots and enclosed parking located above or below grade”

### **Public Consultation**

A notification sign has been installed on the subject property.

Staff have received correspondence in the form of a letter outlining concerns about the application from the residents at 8451, 8400 and 8420 Brownwood Road. The letter outlines issues related to dust generation, landscape upkeep and management of garbage (Attachment 3).

As part of the 2020 TU Permit requirements, the applicant was required to install a layer of limestone to help with dust suppression, this was done in May of 2021. Despite the layer of limestone, dust continues to be an issue for some of the surrounding residents. The applicant is proposing paving the site with asphalt to alleviate issues related to dust.

In response to concerns regarding landscape upkeep and garbage management, the applicant indicated that they have a landscaper under contract for general upkeep. The landscaper conducts site visits for maintenance approximately once per month, and is on an on-call basis for any additional requirements. In response to the letter from the neighbours regarding landscaping and garbage issues on site, the applicant has attended the site to confirm the landscaping is currently in good condition. Staff inspection of the landscaping confirms this. The applicant has also contracted their landscaper to conduct an additional site visit in early January in addition to the regular monthly maintenance.

The applicant has reached out directly to the neighbours, delivering a letter to each resident indicating their response to the neighbour’s issues, as well as identifying a direct contact from the applicant team (email and phone number) who can be contacted to report landscaping and maintenance concerns (Attachment 4). The applicant will also conduct regular site visits to determine when additional maintenance is needed for any garbage that begins to collect on site.

No other correspondence from the public has been received. Should the Planning Committee and Council endorse the staff recommendation, the application will be forwarded to a Public Hearing where these residents and any other residents or interested parties will have an opportunity for comment. Public notification for the Public Hearing will be provided as per the *Local Government Act*.

### **Analysis**

The applicant is proposing to maintain the existing surface parking lot, which contains 34 parking spaces. The existing parking lot has operated since the original TCUP was issued by Council on June 16, 2014. Each space is assigned by the owner and public parking is not permitted. The applicant has provided an updated parking plan as part of the permit (see attached permit plan) to confirm the on-site parking count to be 34, in compliance with parking requirements outlined in Zoning Bylaw No 8500.

The applicant has indicated that there is ongoing demand for contractor and employee parking at Aberdeen Square and Aberdeen Centre. The applicant has indicated that employee parking is in high demand and anticipates that parking demand will continue until an alternative parking solution can be determined. Maintaining these off-site parking spaces for a temporary period would continue to assist in alleviating the parking demand at Aberdeen Square and Aberdeen Centre.

### **Landscaping**

There is a landscaped strip between the parking area and the sidewalk on both the Cambie Road and Hazelbridge Way frontages, which includes Laurel shrubs and four trees. The on-site parking is separated from adjacent properties to the east by an off-site Cedar hedge, a fence on the property line and Laurel shrubs on-site. Two trees and a concrete pad with BC Hydro boxes separate the parking lot from Brownwood Road to the south.

The applicant proposes to continue contracting a landscaper to conduct monthly site visits to address ongoing maintenance needs while providing on-call services as deemed necessary. Additionally, the applicant has indicated a willingness to work with the surrounding neighbours to ensure any landscaping issues are addressed within the scheduled monthly maintenance. The applicant has provided a direct contact to report any issues related to garbage and landscaping, so that these items can be included in the monthly landscaping.

This existing landscaping was secured and installed as a condition of the original TCUP, and is to remain in place for the duration of the new TCUP. Further frontage and landscape improvements will be identified when the site is developed to its ultimate use in accordance with the CCAP.

### **Surface Treatment**

From 2014 until 2020 the issued TCUP specified the use of gravel as the surface treatment. During the consideration of the 2020 TCUP, the neighbours expressed ongoing concerns about dust.

The applicant proposed asphalt to address this concern. At the Council Meeting on March 9, 2020, Council reviewed the application, expressed concern over loss of porosity associated with asphalt paving, and at the Public Hearing Council amended the TCUP to require the use of crushed limestone as surface treatment. In May of 2020, the applicant applied crushed limestone on the site for surface treatment.

In response to the ongoing concern from area residents regarding dust, the applicant looked at alternative options for surface treatment including grasscrete and paver stones, however these options were deemed to be cost prohibitive according to the applicant. The applicant is therefore proposing asphalt treatment to address the issues of dust generation.

#### Site Servicing

No servicing upgrades are required at this time, as the proposed use would be temporary. Servicing upgrades will be identified with the site is developed to its ultimate use in accordance with the CCAP.

#### **Staff Comments**

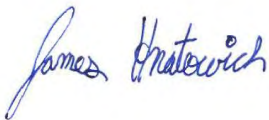
Staff have no objections to the proposal to maintain a surface parking lot on the subject site and recommend that the TCUP be issued on the understanding that this Permit will expire in three years. The applicant may apply for a new permit in three years.

#### **Financial Impact**

None.

#### **Conclusion**

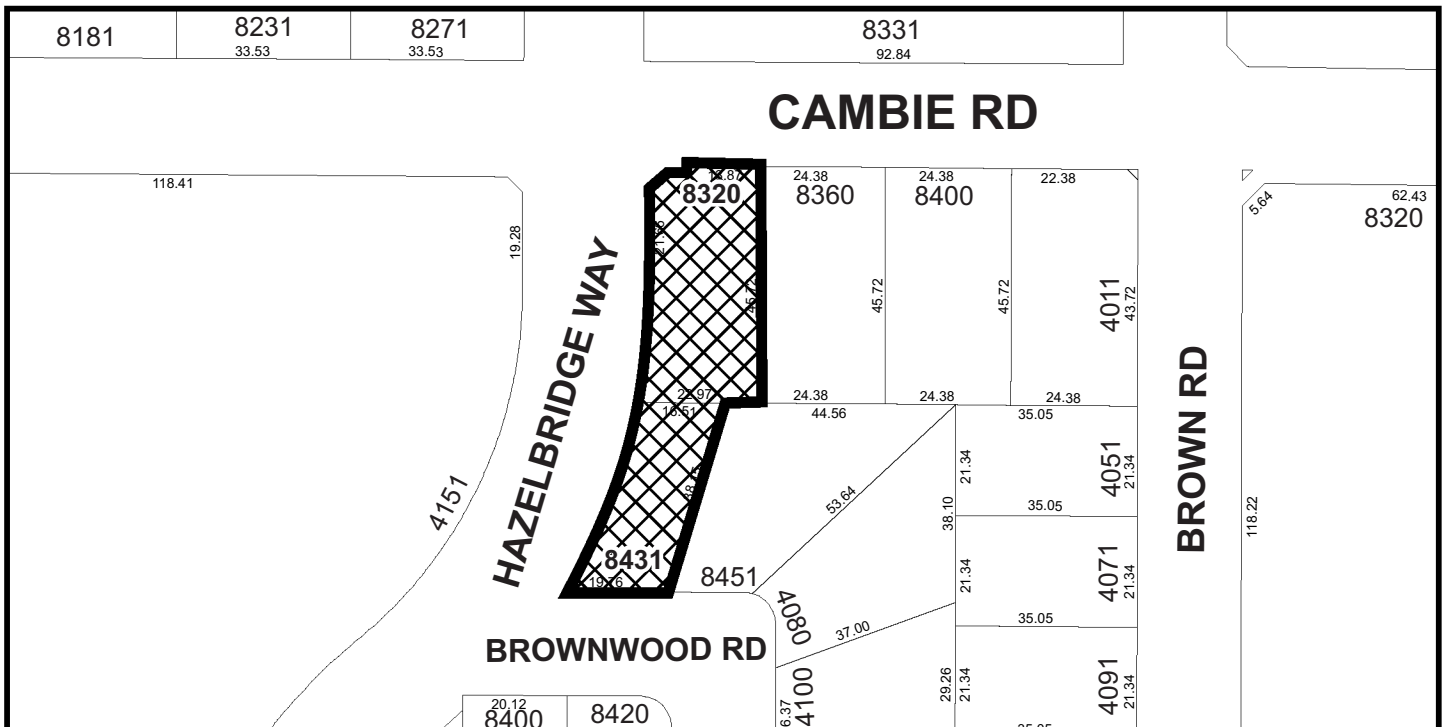
It is recommended that a Temporary Use Permit be issued to Fairchild Developments Ltd to allow "Non-accessory Parking" as a permitted use at 8320 Cambie Road and 8431 Brownwood Road for a period of three years.



James Hnatowich  
Planning Technician  
(604-247-4911)

JH:js

- Att.    1: Location Map and Aerial Photo  
          2: Development Application Data Sheet  
          3: Letter from Residents dated August 31, 2022  
          4: Letter of Responses from Applicant dated December 15, 2023

[illegible]

TU 23-018648

Revision Date: 06/30/23

Note: Dimensions are in METRES





# City of Richmond



TU 23-018648

Original Date: 06/29/23

Revision Date:

Note: Dimensions are in METRES



**TU 23-018648**

**Attachment 2**

Address: 8320 Cambie Road & 8431 Brownwood Road

Applicant: Fairchild Developments Ltd.

Planning Area: City Centre Area Plan – Aberdeen Village

	Existing	Proposed
<b>Owner:</b>	Fairchild Developments Ltd.	No change
<b>Site Size (m<sup>2</sup>):</b>	Total: 1,574 m <sup>2</sup> <ul style="list-style-type: none"><li>8320 Cambie Road: 960 m<sup>2</sup></li><li>8431 Brownwood Road: 614 m<sup>2</sup></li></ul>	No change
<b>Land Uses:</b>	Non-accessory Parking	No change
<b>OCP Designation:</b>	Mixed Employment	No change
<b>Area Plan Designation:</b>	General Urban T4 (25 m)	No change
<b>Zoning:</b>	Single Detached (RS1/E)	No change, with the exception of allowing "Non-accessory parking" as a permitted use for a period of three years

	Bylaw Requirement	Proposed	Variance
Off-street Parking Spaces – Standard:	50% of total spaces	17 of 34 total spaces (50%)	None
Off-street Parking Spaces – Small	n/a	16 of 34 total spaces (47%)	None
Off-street Parking Spaces – Accessible:	2% of total spaces	1 of 34 total spaces (3%)	None



8451 Brownwood Road  
Richmond, BC V6X 1H2  
August 31, 2023

City Clerk's Office  
City of Richmond  
6911 No. 3 Road  
Richmond BC V6Y 2C1

Dear Aurs

Re: Application No. TU23-018648  
8320 Cambie Road and 8431 Brownwood Road

Further to my telephone conversation with your Planning and Development Department regarding the above application for a further extension of a temporary permit, I was referred to contact your office.

I would refer you to our previous correspondence of February 27, 2020. I am, once again, representing the three neighbours directly impacted by this parking lot. We thought the dust issue would be resolved by a further layer put down by Fairchild Developments after our last complaint. In fact, the dust issue is even worse than before. There is a layer of gritty dust covering everything both inside our residences as well as outside. This summer it has been particularly bad as it has been so dry due to a lack of rainfall. Everytime a car enters or exits the parking lot, a huge swirl of dust, higher than the hedge, is generated. Perhaps, it is time to reconsider the permit as there has been no improvement made to address the dust problem.

Another issue previously brought up was the state of the landscaping. At most, upkeep is just a little bit of lawnmowing done periodically. Nothing was done about the bushes overlapping the already narrow and crumbling sidewalk which creates a safety hazard. The trees also need to be trimmed as they are hanging low. The general proliferation of weeds and tall grasses also add to the hazardous situation for anyone using the sidewalk. Nothing has also been done to address the garbage issue, as well.

It would be appreciated if you would take our concerns into consideration as, obviously, nothing is being done to maintain the property. We also think that, as previously suggested, that to enhance the look of this well-maintained neighbourhood, perhaps it should be reconverted to a green landscape.

Thanking you for your consideration,

I remain respectfully yours,

*C. J. Zimmerman*

C. J. Zimmerman

MR. & MRS. Frankie Lim  
8400 Brownwood Road

MR. & MRS. Ming Fong Chan  
8420 Brownwood Road






---

 FAIRCHILD DEVELOPMENTS LTD.

December 15, 2023

Mr. C.J. Zimmerman  
8451 Brownwood Road  
Richmond, BC V6X 1H2

By Hand Delivery

Dear Mr. Zimmerman,

**Re: 8320 Cambie Rd & 8431 Brownwood Rd  
Application No. TU 23-018648**

We are writing this letter to you to seek your understanding and support in connection with the extension of the Temporary Use Permit for the parking lot adjacent to your property.

As you are aware, when our company applied for the temporary parking permit in 2014, as a first step to limit the impact to our friendly neighbours, only those vehicles with an issued permit were allowed to enter the parking lot. We also erected 'No Back in Parking' signs along the fence line to ensure that no cars are allowed to back into parking stalls to reduce exhaust fumes in your backyard. These parking rules remain unchanged to date.

With regard to dust, an extra layer of crushed limestone was added in 2020. We note your concern outlined in your recent letter to the City and are pleased to advise that our application to the City proposes asphalt paving as a long term solution. Should the permit be reissued this work is scheduled for Spring, weather permitting.

With regard to landscaping, we have an ongoing contract with a landscaping company to perform monthly landscaping services in the parking lot and on the sidewalk. For your information, our onsite staff has put in his calendar:

Spring	Summer	Fall	Winter
Trim hedges	Trim hedges	Trim hedges	Snow removal for asphalt road
Weed control	Weed control	Weed control	
Fertilization		Rake leaves	
Remove dead branches		Check storm water drainage	

We are having our landscaper come to complete winter maintenance in early January, which will include trimming of any bushes, weeds, or tall grasses that may encroach on the sidewalk. Please let us know (contact information below) if there are any other specific items you would like us to have our landscaper address at that time.

Moving forward, when we conduct our spring hedge trimming on the site, please let us know if you like your hedges to be trimmed at the same time. We will ask the landscaper to provide a complimentary service.

With regard to garbage pickup, the cleaner goes out to the parking lot every week. There have been cases of shopping cart and household items left on the site. These items were often hidden behind the hedges and left unnoticed until they were reported. For larger items such as an appliance or furniture, each time we had to order a junk removal company to go on site to collect as extra maintenance cost. We will remind the cleaner to check any extraordinary items to determine when special service to collect these items is required. If you see garbage and other items collecting on the site, or would like to suggest landscaping requirements, please contact us at the number below and we will follow up to address it.

Previously Luther Lau was the contact to report any landscaping and maintenance issues. Moving forward, we would like Vivian Chan from the management office to be the contact for all concerns related to the site. Vivian can be reached via email at [vivian@aberdeencentre.com](mailto:vivian@aberdeencentre.com) or by phone at 604-273-1234 ext. 106. Our office hours are Mondays to Fridays 9:00 a.m. to 6:00 p.m. except statutory holidays.

If you see any suspicious activities including illegal garbage dumping, please let us know immediately.

In closing, we want to emphasize the importance of maintaining a close relationship with our neighbours. Thank you for your patience and understanding.

Wishing you happy holidays and all the best for 2024!

Sincerely yours,

Grace Lam  
VP- Administration – Property Division

cc: Mr Wayne Craig – Director of Development, City of Richmond



FAIRCHILD DEVELOPMENTS LTD.

December 15, 2023

Mr. & Mrs. Frankie Lin  
8400 Brownwood Road  
Richmond, BC V6X 1H2

By Hand Delivery

Dear Mr. & Mrs. Lin,

**Re: 8320 Cambie Rd & 8431 Brownwood Rd  
Application No. TU 23-018648**

We are writing this letter to you to seek your understanding and support in connection with the extension of the Temporary Use Permit for the parking lot adjacent to your property.

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With regard to dust, an extra layer of crushed limestone was added in 2020. We note your concern outlined in your recent letter to the City and are pleased to advise that our application to the City proposes asphalt paving as a long term solution. Should the permit be reissued this work is scheduled for Spring, weather permitting.

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Sincerely yours,

Grace Lam

VP- Administration – Property Division

cc: Mr Wayne Craig – Director of Development, City of Richmond





FAIRCHILD DEVELOPMENTS LTD.

December 15, 2023

Mr. & Mrs. Ming Fong Chan  
8420 Brownwood Road  
Richmond, BC V6X 1H2

By Hand Delivery

Dear Mr. & Mrs. Chan,

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Application No. TU 23-018648**

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Wishing you happy holidays and all the best for 2024!

Sincerely yours,

Grace Lam  
VP- Administration – Property Division

cc: Mr Wayne Craig – Director of Development, City of Richmond



No. TU 23-018648

To the Holder: FAIRCHILD DEVELOPMENTS LTD.  
Property Address: 8320 CAMBIE ROAD AND 8431 BROWNWOOD ROAD  
Address: FAIRCHILD DEVELOPMENT LTD.  
UNIT 130-4400 HAZELBRIDGE WAY  
RICHMOND, BC V6X 3R8

1. This Temporary Commercial Use Permit is issued subject to compliance with all of the Bylaws of the City applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Temporary Commercial Use Permit applies to and only to those lands shown cross-hatched on the attached Schedule "A" and any and all buildings, structures and other development thereon.
3. The subject property may be used for the following temporary Commercial uses:  
  
    “Non-accessory Parking” for up to 34 vehicles, generally as shown in Schedule B
4. Any temporary buildings, structures and signs shall be demolished or removed and the site and adjacent roads shall be maintained and restored to a condition satisfactory to the City of Richmond, upon the expiration of this permit or cessation of the use, whichever is sooner.
5. As a condition of the issuance of this Permit, Council is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Holder if the security is returned. The condition of the posting of the security is that should the Holder fail to carry out the development hereby authorized, according to the terms and conditions of this Permit within the time provided, the City may use the security to carry out the work by its servants, agents or contractors, and any surplus shall be paid over to the Holder, or should the Holder carry out the development permitted by this permit within the time set out herein and comply with all the undertakings given in Schedule "B" attached hereto, the security shall be returned to the Holder.

There is filed accordingly:

A performance bond in the amount of \$10,000.00 (cash)

6. The land described herein shall be developed generally in accordance with the terms and conditions and provisions of this Permit and any plans and specifications attached to this Permit which shall form a part hereof.

This Permit is not a Building Permit.

AUTHORIZING RESOLUTION NO.  
DAY OF , .

ISSUED BY THE COUNCIL THE

DELIVERED THIS DAY OF , .

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER







cowen s:/27090\_AberdeenStn/5.9 Drawings/lec/Hazellbridge Parking Lot/2014-04-29\_LSC\_Hazellbridge Parking.dwg May-12-2014

**Undertaking**

In consideration of the City of Richmond issuing the Temporary Commercial Use Permit, we the undersigned hereby agree to demolish or remove any temporary buildings, structures and signs; to restore the land described in Schedule A; and to maintain and restore adjacent roads, to a condition satisfactory to the City of Richmond upon the expiration of this Permit or cessation of the permitted use, whichever is sooner.

Fairchild Development Ltd.  
by its authorized signatory

---

Grace Lam



# City of Richmond

## Report to Committee

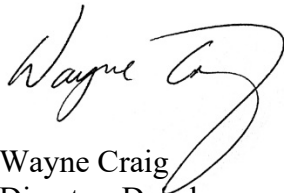
**To:** Planning Committee  
**From:** Wayne Craig  
Director, Development

**Date:** December 4, 2023  
**File:** RZ 20-904781

**Re:** Application by Kuldip Khakh for Rezoning at 10200 Caithcart Road from the "Single Detached (RS1/E)" Zone to the "Single Detached (RS2/B)" Zone

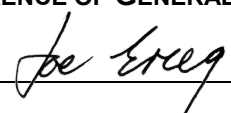
### Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10521, for the rezoning of 10200 Caithcart Road from the "Single Detached (RS1/E)" zone to the "Single Detached (RS2/B)" zone, be introduced and given first reading.



Wayne Craig  
Director, Development  
(604-247-4625)

WC:le  
Att. 7

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Affordable Housing	<input checked="" type="checkbox"/>	



## **Staff Report**

### **Origin**

Kuldip Khakh has applied to the City of Richmond, on behalf of the owners Sky Ride Construction Ltd. (Director: Kuldip Khakh) and Anedam Holdings Inc. (Directors: Gurmej Bains and Ravinder Bains), for permission to rezone 10200 Caithcart Road from the “Single Detached (RS2/E)” zone to the “Single Detached (RS2/B)” zone in order to permit the property to be subdivided into three single-family lots. A location map and aerial photo are provided in Attachment 1. A survey showing the proposed subdivision plan is provided in Attachment 2.

### **Findings of Fact**

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 3).

#### Subject Site Existing Housing Profile

There is an existing single detached house on the subject site. The existing dwelling is currently tenanted and does not contain any secondary suites.

### **Surrounding Development**

Existing development immediately surrounding the subject site is as follows:

To the North: Across Caithcart Road, single-family homes on lots zoned “Single Detached (RS1/E)”.

To the South: A hotel development fronting onto St. Edwards Drive on a large lot zoned as “Auto-Oriented Commercial (CA)”.

To the East: Along Caithcart Road, single-family homes on lots zoned “Single Detached (RS1/E)”.

To the West: Along Caithcart Road, single-family homes on lots zoned “Single Detached (RS1/B)”.

### **Related Policies & Studies**

#### Official Community Plan/East Cambie Area Plan

The subject property is located in the East Cambie Planning Area. The Official Community Plan (OCP) Land Use Map designation for this property is “Neighbourhood Residential”. The East Cambie Area Plan’s Land Use Map designation for this property is “Residential (Single-Family Only)” (Attachment 4). This redevelopment proposal is consistent with these designations.

### Single Family Lot Size Policy

The subject property is located within the area covered by Lot Size Policy 5424, adopted by City Council in 1989 (Attachment 5). The Policy permits properties along Caithcart Road to be rezoned and subdivided in accordance with the provisions of the “Single Detached (RS1/B)” zone. The proposed rezoning complies with the Lot Size Policy.

### Aircraft Noise Sensitive Development (ANSD) Policy

The ANSD Policy applies to the subject site, which is located within the “Aircraft Noise Notification Area (Area 4)”. In accordance with this Policy, all aircraft noise-sensitive land uses may be considered. Prior to rezoning adoption, the applicants are required to register an aircraft noise-sensitive use covenant on Title to address public awareness and to ensure aircraft noise mitigation is incorporated into dwelling design and construction.

### Ministry of Transportation & Infrastructure Approval

As the subject site is located within 800 m of an intersection of a Provincial Limited Access Highway and a City road, this redevelopment proposal was referred to the Ministry of Transportation and Infrastructure (MOTI) for review and comment. Preliminary confirmation has been received from MOTI indicating that they have no objections to the proposed redevelopment and that preliminary approval has been granted for a period of one year. Final approval from MOTI is required prior to final adoption of the rezoning bylaw.

### Floodplain Management Implementation Strategy

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.

### **Public Consultation**

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

The Province has granted Royal Assent to Bill 44, *Housing Statutes (Residential Development) Amendment Act, 2023*. Bill 44 prohibits a Local Government from holding a Public Hearing on a residential rezoning bylaw that is consistent with the OCP. The proposed rezoning meets the conditions established in Bill 44 and is consistent with the OCP so City Council may not hold a Public Hearing on the proposed rezoning.

### **Analysis**

This application proposes to rezone and subdivide the subject site into three new single-family lots, each with vehicle access from Caithcart Road. The new subdivision pattern will mirror the pattern of smaller lots to the west and create smaller new lots, each with a one-bedroom secondary suite.

### Existing Legal Encumbrances

There is an existing 6 m wide utility Statutory Right-of-Way (SRW) for sanitary service services that runs east-west through the rear portion of the subject site. The applicant has been advised that no encroachment into the SRW is permitted.

### Transportation and Site Access

Vehicle access to the proposed lots is from Caithcart Road via one driveway for proposed Lot C, and one shared driveway for proposed Lots A and B. Prior to subdivision, the applicant is required to register on Title of proposed Lots A and B, a cross-access easement over the shared driveway for proposed lots A and B.

Road dedication along the western edge of the site is required as part of the application to secure vehicle access and circulation. Minimum lot sizes in compliance with Zoning Bylaw 8500 have been identified as part of the rezoning application. Prior to final adoption of the rezoning bylaw, the applicant is required to provide a functional road plan confirming the amount of road dedication required, to the satisfaction of the Director of Transportation. A Servicing Agreement for road construction, frontage improvements and site servicing will be required prior to subdivision approval.

### Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report; which identifies on-site and off-site tree species, assesses tree structure and condition and provides recommendations on tree retention and removal relative to the proposed development. The Report assesses one bylaw-sized tree on the subject property; one bylaw-sized tree, nine under-sized trees and one hedge on neighbouring properties; and, one hedge and two street trees on City property.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report and supports the Arborist's findings, with the following comments:

- One bylaw-sized tree located onsite is a three-stemmed fig tree (tag #3) with a combined diameter of 40 cm which has been previously topped, exhibits a significant lean and is in poor condition. This tree is not a good candidate for retention and is recommended to be removed and replaced.
- Ten trees, including one bylaw-sized tree, a 78 cm Red cedar (tag #9) and nine under bylaw-sized trees (tags #4, 5, 6, 7, 10, 11, 12, 13 & 14) in good condition and located on neighbouring properties are to be protected as per the Arborist report recommendations and/or City of Richmond Tree Protection Information Bulletin Tree-03.
- Replacement trees should be specified at 2:1 ratio as per the OCP. Note: A minimum of two new trees are required on each site.

The City's Parks Arborist reviewed the Arborist report and supports the Arborist's findings, with the following comments:

- There is one 26 cm Hawthorn tree on City property (tag #1) in fair condition that was previously pruned for aerial utility clearance; recommended for removal and replacement.
- There is one 22 cm Hawthorn tree on City property (tag #2) in poor condition that was previously pruned for aerial utility clearance; recommended for removal and replacement.

There is also one untagged low hedge on the subject site along the western property boundary in the north-west corner. This hedge is located within the proposed road dedication area, which is required to widen the cul-de-sac to the west to ensure the safe passage of larger vehicles. The existing hedge along the western property boundary in the north-west corner must be removed to facilitate this road widening.

There is a hedge adjacent to the southern edge of the development site. It is located within the existing City SRW along the northern edge of the drive aisle of the neighbouring commercial property to the south which contains a hotel development. As part of the securing of sanitary connections for the proposed lots, there will be some impacts to a portion of this hedge. This will be confirmed and efforts made to mitigate impacts through the Servicing Agreement design process. The applicant will be responsible to consult with the neighbouring property owner regarding the potential partial removal of hedges on their property. The applicant has confirmed their intention to replace any of the removed hedges (subject to agreement from the Property Owner) and to construct a 1.8 m (6.0') wooden fence along the rear property lines as an additional buffer between these two land uses.

### *Tree Replacement*

The applicant wishes to remove one on-site tree (tag #3), a 40 cm fig tree in poor condition in the centre of the subject property. The 2:1 replacement ratio would require a total of two replacement trees. The applicant is required to provide two new trees per lot for new lots. They have agreed to plant two trees on each lot proposed; for a total of six trees. The required replacement trees are to be of the following minimum sizes, based on the size of the trees being removed as per Tree Protection Bylaw No. 8057.

No. of Replacement Trees	Minimum Caliper of Deciduous Replacement Tree	Minimum Height of Coniferous Replacement Tree
6	8 cm	4 m

The applicant wishes to remove two City trees (tags #1 and #2) along the north side of the subject property's Caithcart frontage. Compensation of \$3,000.00 for the removal of the two City trees is required from the applicant, prior to the final adoption of the rezoning bylaw.



### *Tree Protection*

One bylaw-sized tree (Tree tag #9), a 78 cm Red cedar tree, and nine undersized trees and one hedge on the neighbouring properties to the east, west and along the south (hedge) are to be retained and protected as described above.

The applicant has submitted a tree protection plan showing the trees to be retained and the measures taken to protect them during development stage (Attachment 6).

To ensure that the trees identified for retention are protected at development stage, the applicant is required to complete the following items:

- Prior to final adoption of the rezoning bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection and a provision for the arborist to submit a post-construction impact assessment to the City for review.
- Prior to demolition of the existing dwelling on the subject site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site and remain in place until construction and landscaping on-site is completed.

### Affordable Housing Strategy

The City's Affordable Housing Strategy for single-family rezoning applications requires a secondary suite or coach house on 100 per cent of new lots created through single-family rezoning and subdivision applications; a secondary suite or coach house on 50 per cent of new lots created and a cash-in-lieu contribution to the City's Affordable Housing Reserve Fund of the total buildable area of the remaining lots; or a cash-in-lieu contribution of the total buildable area of all lots where a secondary suite cannot be accommodated in the development.

Consistent with the Affordable Housing Strategy, the applicant has proposed to provide: a minimum one-bedroom secondary suite of minimum 33 m<sup>2</sup> (355 ft<sup>2</sup>) on proposed Lot A; a minimum one-bedroom secondary suite of minimum 37.4 m<sup>2</sup> (403 ft<sup>2</sup>) on each of the proposed Lot B and Lot C, for a total of three suites. Prior to the adoption of the rezoning bylaw, the applicant must register a legal agreement on Title to ensure that no final Building Permit inspection is granted until a one-bedroom secondary suite of the minimum size specified is constructed on each of the three future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.

### Site Servicing and Frontage Improvements

At the subsequent subdivision stage, the applicant must enter into a Servicing Agreement for the design and construction of the required site servicing works and improvements outlined in Attachment 7, including the installation of a new sidewalk along the Caithcart Road frontage and the installation of new sanitary connections at the rear of the subject property to service each of the proposed lots.

In addition, at the subdivision stage the applicant is required to pay the current year's taxes, Development Cost Charges (City, Metro Vancouver and TransLink), School Site Acquisition Charges, and Address Assignment Fees.

### **Financial Impact or Economic Impact**

The rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).


### **Conclusion**

The purpose of this rezoning application is to rezone the property at 10200 Caithcart Road from the "Single Detached (RS1/E)" zone to the "Single Detached (RS2/B)" zone, to permit the property to be subdivided to create three single-family lots, each with vehicle access from Caithcart Road.

The rezoning application complies with the land use designation and applicable policies contained within the OCP, East Cambie Area Plan and Lot Size Policy 5424 for the subject site.

The list of rezoning considerations is included in Attachment 7; which has been agreed to by the applicant (signed concurrence on file).

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10521 be introduced and given first reading.



Laurel Eyton  
Planning Technician  
(604-276-4262)

LE:js

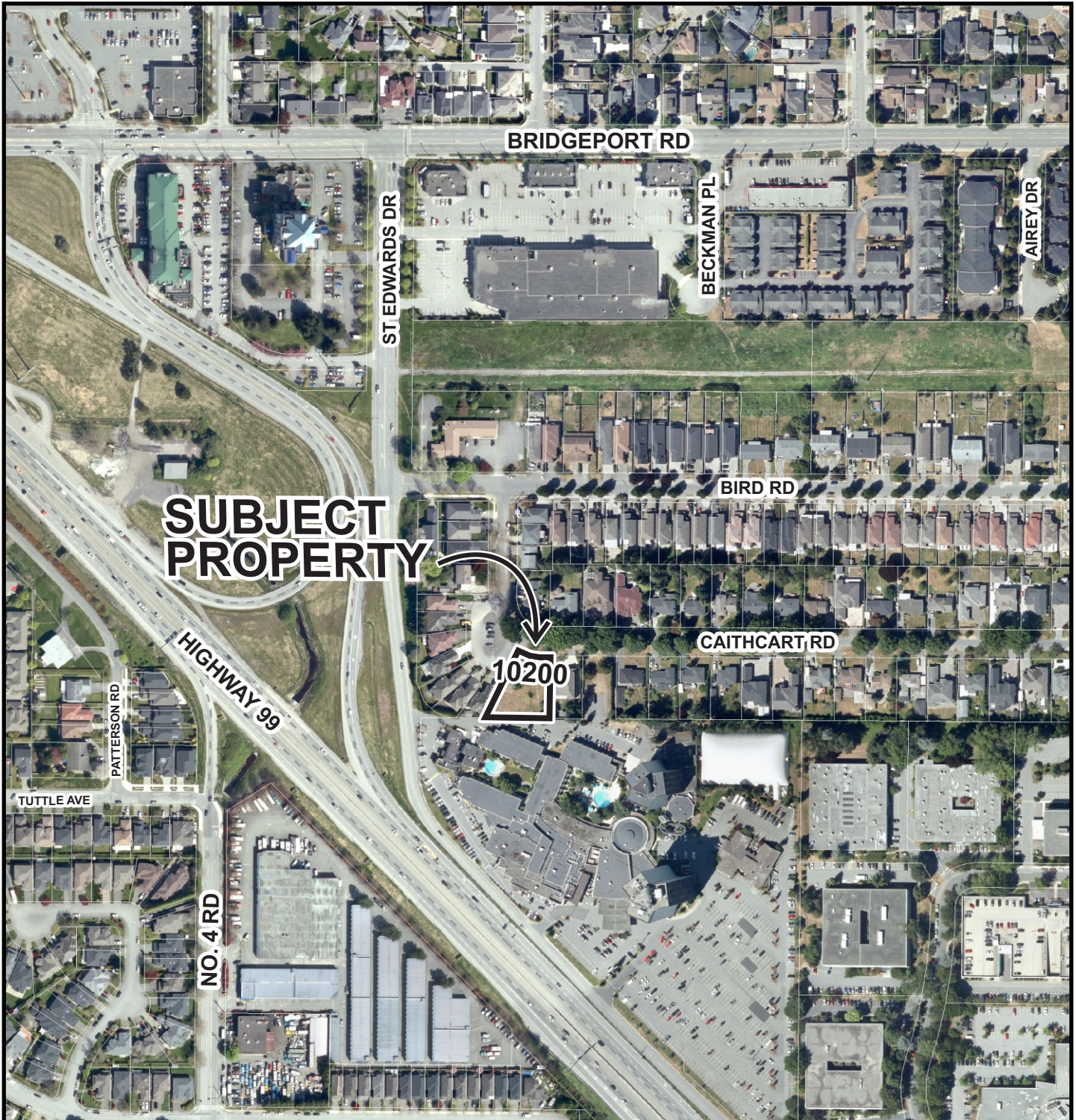
- Att.    1: Location Map  
         2: Subdivision Plan  
         3: Development Application Data Sheet  
         4: East Cambie Area Plan  
         5: Single-Family Lot Size Policy 5424  
         6: Tree Management Plan  
         7: Rezoning Considerations







# City of Richmond



RZ 20-904781

Original Date: 10/27/20

Revision Date: 11/28/23

Note: Dimensions are in METRES



# Attachment 2

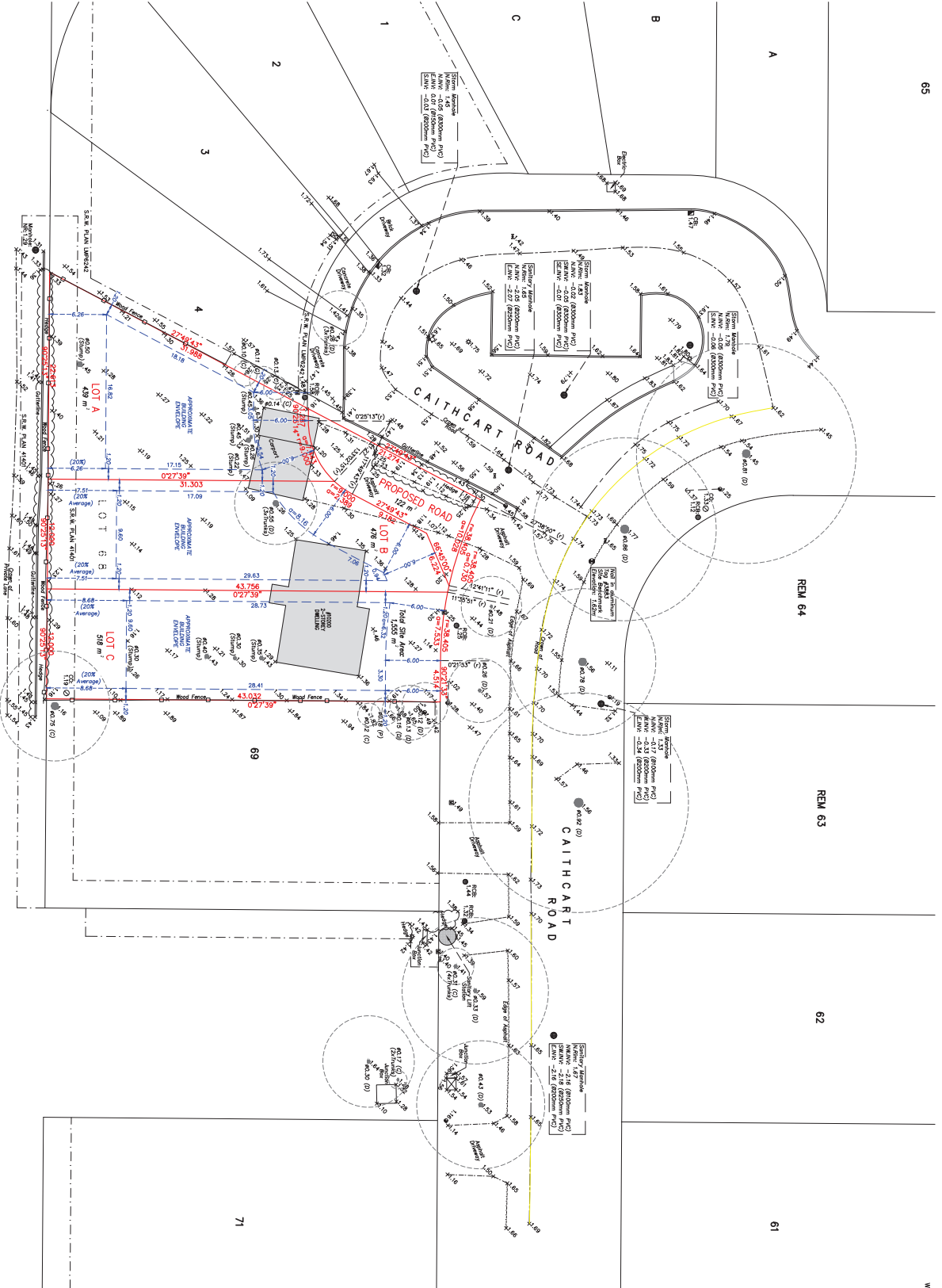
TOPOGRAPHIC SURVEY AND PROPOSED SUBDIVISION OF  
LOT 68, SECTION 26, BLOCK 5, NORTH RANGE 6, WEST  
NEW WESTMINSTER DISTRICT PLAN 15426

65

PROPOSED CAITHCART ROAD  
REVISION 1: 15426-118  
NOTE:  
Elevations shown are based on  
City of Richmond 1991  
benchmark: 1991 819  
Control Monument: 0201463  
Benchmark: 1991 804  
Control Monument: 0201462  
Elevation: 1.525m

- LEGEND:
- (C) detecter contour
  - (P) detecter point
  - (R) detecter round catch basin
  - (S) detecter street
  - (W) detecter water meter
  - (M) detecter man hole
  - (E) detecter electric meter
  - (L) detecter light pole
  - (F) detecter fence
  - (D) detecter ditch
  - (B) detecter building
  - (T) detecter tree
  - (V) detecter vegetation
  - (O) detecter other

SCALE: 1:200  
0 5 10 15  
ALL DISTANCES ARE IN METERS AND DECIMALS  
UNLESS OTHERWISE SPECIFIED



CNCL - 155



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Telephone: (604) 274-8628  
Fax: (604) 274-8629  
E-mail: info@jctom.com  
Website: www.jctom.com  
JCTOM 11111 111th Avenue, Suite 100  
Richmond, B.C. V6V 2T7  
Drawn By: JCTOM

NOTE:  
Under Benchmarks Top 8083 for  
construction elevation control.

CERTIFIED CORRECT:  
LOT DIMENSIONS ACCORDING TO  
FIELD SURVEY  
JONATHAN TAYLOR Registered Professional Engineer  
JONATHAN TAYLOR Registered Professional Engineer  
JONATHAN TAYLOR Registered Professional Engineer  
June 24th, 2021.



**RZ 20-904781**

**Attachment 3**

Address: 10200 Caithcart Road

Applicant: Kuldip Khakh

Planning Area(s): East Cambie

	Existing	Proposed
<b>Owner:</b>	Anedam Holdings Ltd. (Director: Skyride Construction Ltd. (Director: Kuldip Khakh)	To be determined
<b>Site Size (m<sup>2</sup>):</b>	1555 m <sup>2</sup>	Lot A: min. 439 m <sup>2</sup> Lot B: min. 476 m <sup>2</sup> Lot C: min. 518 m <sup>2</sup>
<b>Land Uses:</b>	Single detached residential	No change
<b>OCP Designation:</b>	Neighbourhood Residential	No change
<b>Area Plan Designation:</b>	Single-Family Residential	No change
<b>702 Policy Designation:</b>	Lot Size Policy 5424, adopted 1989, amended 2011	No change
<b>Zoning:</b>	Single Detached (RS1/E)	Single Detached (RS2/B)
<b>Number of Units:</b>	One single detached house	Three single detached houses, each with a secondary suite
<b>Other Designations:</b>	Aircraft Noise Policy Area 4	No change

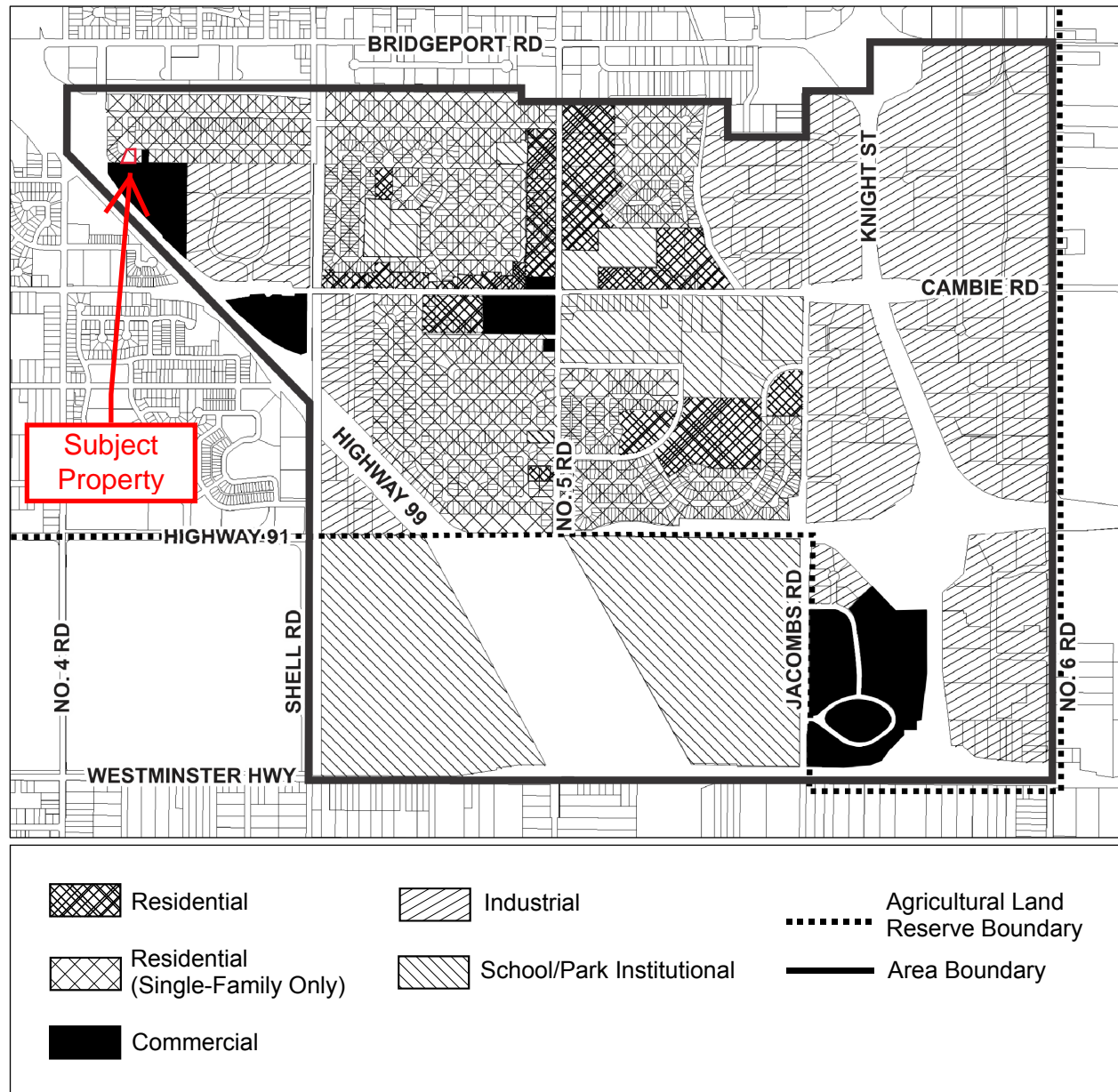
On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.55 for lot area up to 464.5 m <sup>2</sup> plus 0.3 for area in excess of 464.5 m <sup>2</sup>	Max. 0.55 for lot area up to 464.5 m <sup>2</sup> plus 0.3 for area in excess of 464.5 m <sup>2</sup>	none permitted
Buildable Floor Area (m <sup>2</sup> ):*	Lot A: Max. 241.4m <sup>2</sup> (2598 ft <sup>2</sup> ) Lot B: Max. 258.9 m <sup>2</sup> (2787 ft <sup>2</sup> ) Lot C: Max. 271.5 m <sup>2</sup> (2922 ft <sup>2</sup> )	Lot A: Max. 241.4m <sup>2</sup> (2598 ft <sup>2</sup> ) Lot B: Max. 258.9 m <sup>2</sup> (2787 ft <sup>2</sup> ) Lot C: Max. 271.5 m <sup>2</sup> (2922 ft <sup>2</sup> )	none permitted
Lot Coverage (% of lot area):	Building: Max. 45% Non-porous Surfaces: Max. 70% Live Landscaping: Min. 25%	Building: Max. 45% Non-porous Surfaces: Max. 70% Live Landscaping: Min. 25%	none
Lot Size:	Min. 360.0 m <sup>2</sup>	Lot A: min. 439 m <sup>2</sup> Lot B: min. 476 m <sup>2</sup> Lot C: min. 518 m <sup>2</sup>	none

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Lot Dimensions (m):	Min. Width: 12.0 m Min. Depth: 24.0 m	Lot A Width: 15.6 m Lot A Depth: 29.9 m Lot B Width: 14.8 m Lot B Depth: 37.5 m Lot C Width: 12.0 m Lot C Depth: 43.3 m	none
Setbacks (m):	Front: Min. 6.0 m Rear: Min. greater of 6.0 m or 20% of total lot depth Side: Min. 1.2 m	Front: Min. 6.0 m Rear: Min. greater of 6.0 m or 20% of total lot depth Side: Min. 1.2 m	none
Height (m):	Max. 2 ½ storeys	Max. 2 ½ storeys	none

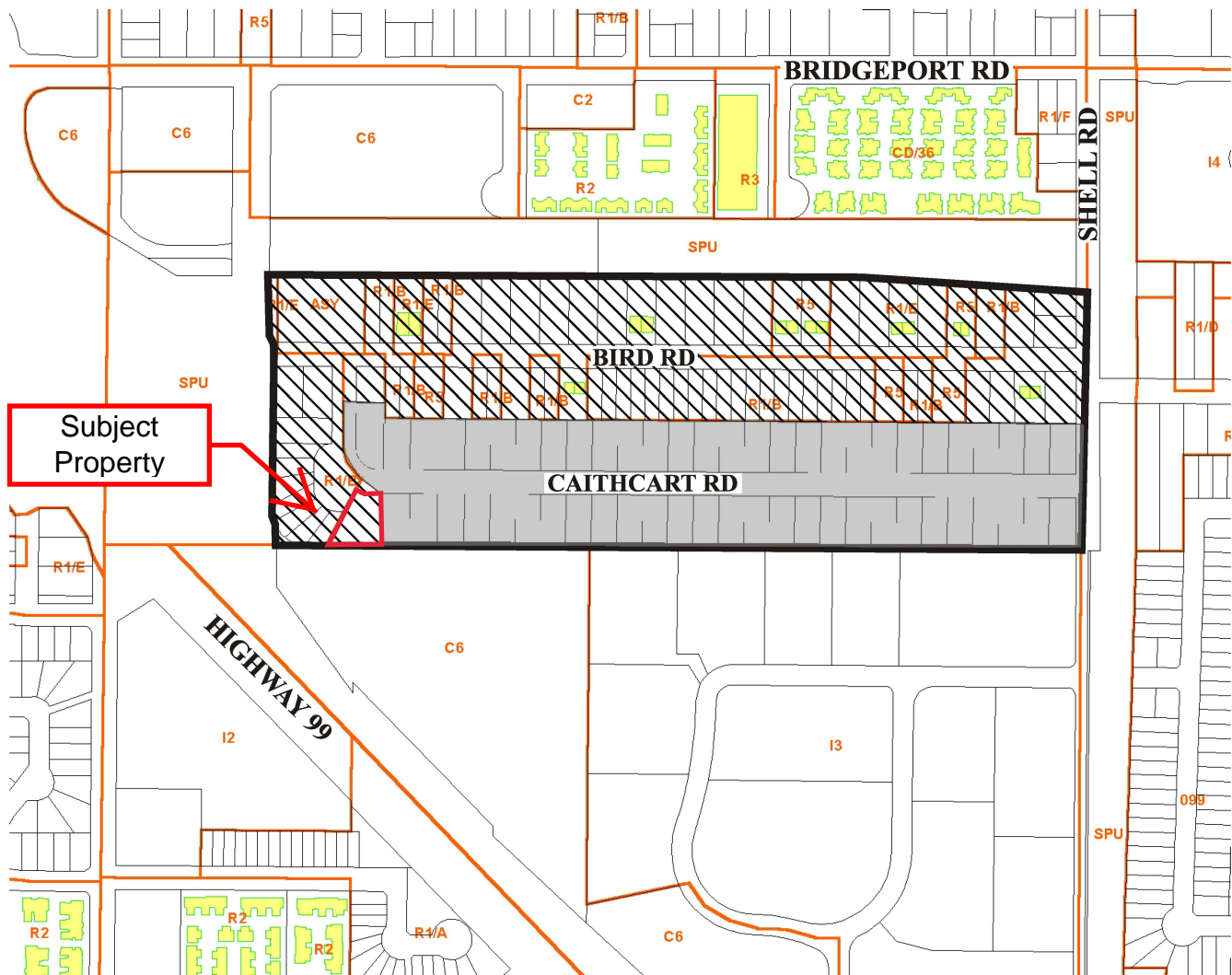
\* Preliminary estimate; not inclusive of garage; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.

# Land Use Map

Bylaw 8948  
2016/10/24







Subdivision permitted as per Single-Family Housing District (**R1/B**) on Bird Road and Caithcart Road.



Subdivision permitted as per Single-Family Housing District (R1/E) on Caithcart Road.



**POLICY 5424**  
**SECTION 26, 5-6**

Adopted Date: 11/20/89

Amended Date:



# Tree Management Plan Subdivision Application

March 20, 2020  
10200 Caithcart Road, Richmond

See the attached  
Arborist Report for tree details

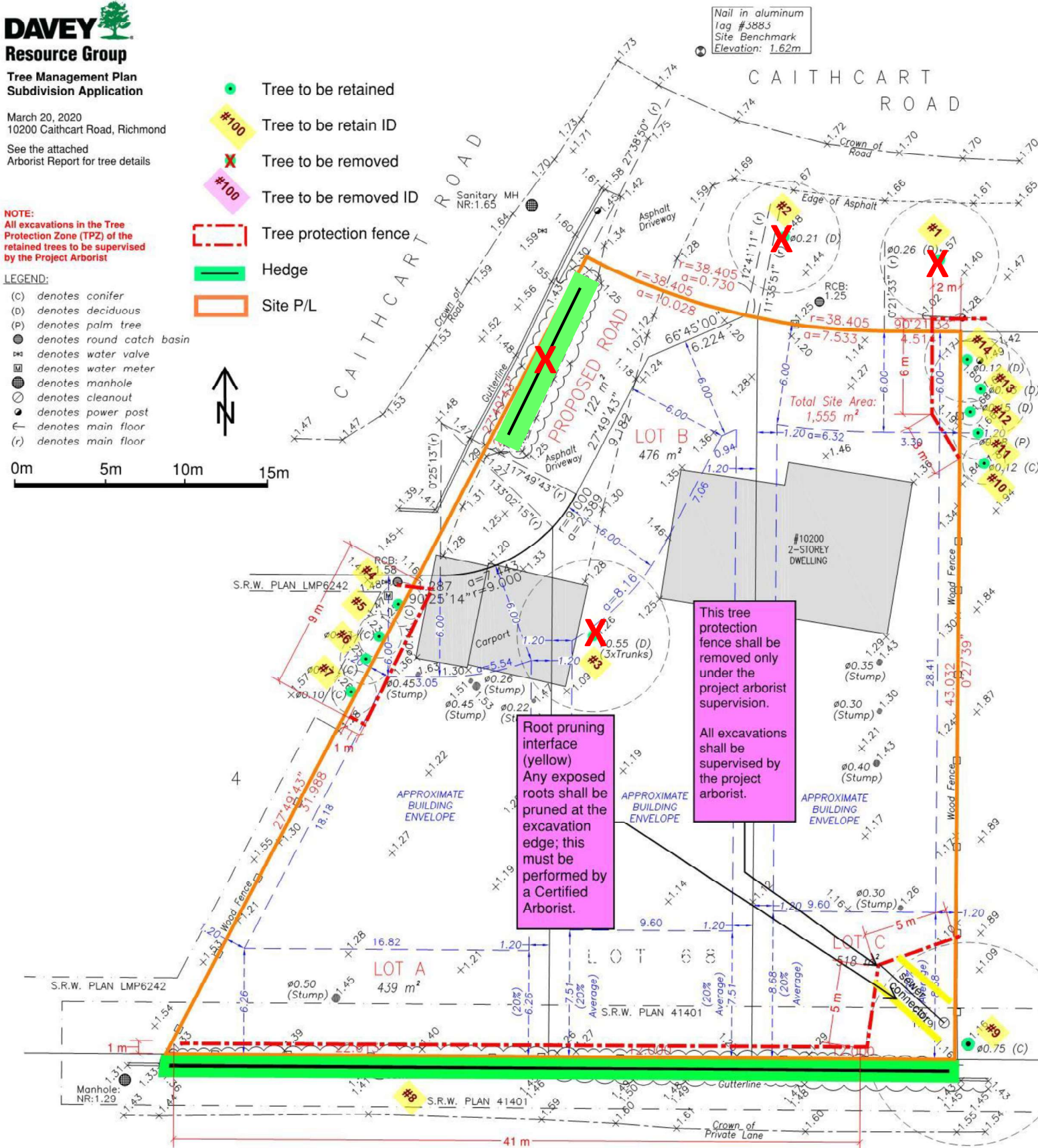
**NOTE:**  
All excavations in the Tree  
Protection Zone (TPZ) of the  
retained trees to be supervised  
by the Project Arborist

## LEGEND:

- (C) denotes conifer
- (D) denotes deciduous
- (P) denotes palm tree
- denotes round catch basin
- ⊕ denotes water valve
- ⊕ denotes water meter
- ⊕ denotes manhole
- ⊕ denotes cleanout
- ⊕ denotes power post
- ⊕ denotes main floor
- (r) denotes main floor

- Tree to be retained
- #100 Tree to be retain ID
- X Tree to be removed
- #100 Tree to be removed ID
- Tree protection fence
- Hedge
- Site P/L

0m 5m 10m 15m



Tree Management Plan (subdivision)– Scale 1:300



**Address:** 10200 Caithcart Road

**File No.:** RZ 20-904781

**Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10521, the developer is required to complete the following:**

1. Provincial Ministry of Transportation & Infrastructure Approval.
2. An approximately 6.0 m road dedication along the existing north-western frontage generally as outlined in the subdivision plan, as confirmed by a functional road plan, acceptable to the Director of Transportation.
3. Submission of a Landscape Security in the amount of \$4,500.00 (\$750/tree) to ensure that a total of two replacement trees are planted and maintained on each lot proposed (for a total of six trees); minimum 8 cm deciduous caliper or 4.0 m high conifers). **NOTE: minimum replacement size to be as per Tree Protection Bylaw No. 8057 Schedule A – 3.0 Replacement Trees.**
4. City acceptance of the developer's offer to voluntarily contribute \$3,000.00 (for City tree replacement) to the City's Tree Compensation Fund for the planting of replacement trees within the City.
5. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
6. Registration of an aircraft noise sensitive use covenant on title.
7. Registration of a flood indemnity covenant on title (2.9m GSC – Area A).
8. Registration of a legal agreement on title of the subject property to ensure that upon subdivision of the property:
  - a) Vehicle access to proposed Lots A and B is via a single shared driveway crossing centered on the proposed shared property line; and
  - b) A cross-access easement for the shared driveway area is registered on the titles of proposed Lots A and B.
9. Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until:
  - a minimum one-bedroom secondary suite of minimum 33 m<sup>2</sup> (355 ft<sup>2</sup>) is constructed on proposed Lot A; and,
  - a minimum one-bedroom secondary suite of minimum 37.4 m<sup>2</sup> (403 ft<sup>2</sup>) is constructed on each of proposed Lots B and C;to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.
10. Payment of all fees in full for the cost associated with the Public Hearing Notices, consistent with the City's Consolidated Fees Bylaw No 8636, as amended.

**At Demolition\* stage, the applicant must complete the following requirements:**

1. Installation of appropriate tree protection fencing around all trees to be retained as part of the development in accordance with the City's Tree Protection Information Bulletin TREE-03, prior to any construction activities, including building demolition, occurring on-site, and must remain in place until construction and landscaping on-site is completed.

**At Subdivision\* stage, the developer must complete the following requirements:**

1. Payment of the current year's taxes, Development Cost Charges (City, Metro Vancouver and TransLink), School Site Acquisition Charges, and Address Assignment Fees.
2. Enter into a Servicing Agreement\* for the design and construction of engineering infrastructure improvements. A Letter of Credit or cash security for the value of the Service Agreement works, as determined by the City, will be required as part of entering into the Servicing Agreement. Works include, but may not be limited to:

**Water Works:**

- a) Using the OCP Model, there is 158 L/s of water available at 20 psi residual at the west frontage of 10200 Caithcart Road. Based on your proposed development, your site requires a minimum fire flow of 120 L/s.
- b) *At the Developer's cost, the Developer is required to:*
  - Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm the development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage Building designs.
  - Protect the existing PVC water main during frontage construction works.
- c) *At the Developers cost, the City is to:*
  - Install three new 25mm diameter service connections complete with water meters to service the proposed three lot subdivision. The three new services shall tie-in to the existing water main along the west frontage of 10200 Caithcart Rd. Exact location of service connections will be determined via the servicing agreement design review. Connection to the existing water main along the north side of Caithcart Rd is not permitted to avoid crossing the existing FRP sanitary main.
  - Disconnect all existing water service connections prior to demolition of existing onsite structures. It is the developer's responsibility to coordinate with the City the required disconnections via the Demolition Permit process.
  - Complete all proposed water tie-ins to existing City infrastructures.

**Storm Sewer Works:**

- d) *At the Developers cost, the City is to:*
  - Install three new storm service connections complete with inspection chambers to service the proposed three lot subdivision. The three new services shall tie-in to the existing storm sewer along the west frontage of 10200 Caithcart Rd. Exact location of service connections will be determined via the servicing agreement design review. Connection to the existing storm sewer along the north side of Caithcart Rd is not permitted to avoid crossing the existing FRP sanitary main.
  - Disconnect all existing storm service connections prior to demolition of existing onsite structures. It is the developer's responsibility to coordinate with the City the required disconnections via the Demolition Permit process.
  - Complete all proposed storm sewer tie-ins to existing City infrastructures.

**Sanitary Sewer Works:**

- e) *At the Developer's cost, the Developer is required to:*
  - Not plant trees in the required boulevard along the north property line to avoid impact and maintain access to the existing FRP sanitary main. Please note that the existing ageing sanitary main is a critical infrastructure which needs to be accessible/unobstructed at all times.
  - Not start onsite excavation or foundation construction until completion of rear-yard sanitary works by City crews.
- f) *At the Developers cost, the City is to:*
  - Install three new sanitary service connections complete with inspection chambers to service the proposed three lot subdivision. The three new services shall tie-in to the existing sanitary sewer along the south frontage of 10200 Caithcart Rd. Exact location of service connections will be determined via the servicing agreement design review.
  - Disconnect all existing sanitary service connections prior to demolition of existing onsite structures. It is the developer's responsibility to coordinate with the City the required disconnections via the Demolition Permit process.
  - Complete all proposed sanitary sewer tie-ins to existing City infrastructures

**Frontage Improvements:**

- g) *At Developer's cost, the Developer is required to:*
  - Street lighting may be required along the west and north frontages. Review street lighting levels along all road frontages, and upgrade as required.



- Complete other frontage improvements as per Transportation requirements.
- Coordinate with BC Hydro, Telus and other private communication service providers:
  - To pre-duct for future hydro, telephone and cable utilities along all road frontages.
  - Before relocating/modifying any of the existing power poles and/or guy wires along the frontages and within the proposed site. Pole relocations are required at the Caithcart Rd frontage.
  - To provide underground service lines for the proposed three lot subdivision which may require a BC Hydro Low profile transformer (i.e., LPT). If an LPT is required by BC Hydro, the LPT shall be placed within the proposed development and the developer shall provide a right of way to BC Hydro to contain the required LPT. Written correspondence from BC Hydro is required, prior to subdivision approval, to confirm whether BC Hydro will require an LPT and a right of way to service the proposed subdivision. This is to ensure that placement of the required LPT is coordinated with the proposed subdivision layout.
- If required, locate/relocate all above ground utility cabinets and kiosks required to service the proposed development and proposed undergrounding works, and all above ground utility cabinets and kiosks located along the development's frontages, within the development's site (see list below for examples). A functional plan showing conceptual locations for such infrastructure shall be included in the development design review process. Please coordinate with the respective private utility companies and the project's lighting and traffic signal consultants to confirm the requirements (e.g., statutory right-of-way dimensions) and the locations for the aboveground structures. If a private utility company does not require an aboveground structure, that company shall confirm this via a letter to be submitted to the City. The following are examples of statutory right-of-ways that shall be shown on the architectural plans/functional plan, the servicing agreement drawings, and registered prior to SA design approval:
  - BC Hydro LPT – 3.5 x 3.5 m
  - Street light kiosk – 1.5 x 1.5 m
  - Traffic signal kiosk – 2.0 x 1.5 m
  - Traffic signal UPS – 1.0 x 1.0 m
  - Shaw cable kiosk – 1.0 x 1.0 m
  - Telus FDH cabinet – 1.1 x 1.0 m

**General Items:**

- h) 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, activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.

**Prior to Building Permit Issuance, the developer must complete the following requirements:**

1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. 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.
2. 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 Department 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.

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Signed

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Date



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 10521 (RZ 20-904781)  
10200 Caithcart Road**

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/B)”.

P.I.D. 010-104-178

Lot 68 Section 26 Block 5 North Range 6 West New Westminster District Plan 15426

2. This Bylaw may be cited as “**Richmond Zoning Bylaw 8500, Amendment Bylaw 10521**”.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

MINISTRY OF TRANSPORTATION AND  
INFRASTRUCTURE APPROVAL

ADOPTED

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

CITY OF RICHMOND
APPROVED by 
APPROVED by Director or Solicitor 



# City of Richmond

## Report to Committee

**To:** Planning Committee  
**From:** Wayne Craig  
Director, Development

**Date:** November 22, 2023  
**File:** RZ 21-938395

**Re:** **Application by Pakland Properties (Khalid Hasan) for Rezoning at 2200 McLennan Avenue from the "Single Detached (RS1/D)" Zone to the "Single Detached (RS2/B)" Zone**

### Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10409, for the rezoning of 2200 McLennan Avenue from the "Single Detached (RS1/D)" zone to the "Single Detached (RS2/B)" zone to create two lots, be introduced and given first reading.

Wayne Craig  
Director, Development  
(604-247-4625)

WC:ta  
Att. 7

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Affordable Housing	<input checked="" type="checkbox"/>	



## **Staff Report**

### **Origin**

Pakland Properties (Khalid Hasan) on behalf of the property owners, Pakland Investments Ltd (Khalid Hasan), has applied to the City of Richmond for permission to rezone 2200 McLennan Avenue from the “Single Detached (RS1/D)” zone to the “Single Detached (RS2/B)” zone, to permit a subdivision to create two single-family lots. Each lot is proposed to have a single detached dwelling with a secondary suite and vehicle access from McLennan Avenue. A location map and aerial photo are provided in Attachment 1. A survey of the property identifying the proposed subdivision is provided in Attachment 2.

### **Findings of Fact**

A Development Application Data Sheet providing details about the development proposal is provided in Attachment 3.

### **Existing Site Condition and Context**

The subject site is located on the east side of McLennan Avenue, north of Finlayson Drive and south of Gilmore Crescent. Vehicle access to the subject site is currently from McLennan Avenue.

#### **Subject Site Existing Housing Profile**

The subject site consists of a single lot containing a single-family dwelling that is tenant-occupied. The applicant has also indicated that there is an unauthorized one-bedroom secondary suite (approx. 55.74 m<sup>2</sup>) in the dwelling, which is currently tenanted. The existing dwelling is proposed to be demolished.

### **Surrounding Development**

Existing development immediately surrounding the subject site is as follows:

To the North: Single-family dwellings on lots zoned “Single Detached (RS1/D)” fronting McLennan Avenue.

To the South: Single-family dwellings on lots zoned “Single Detached (RS1/D)” fronting McLennan Avenue and Finlayson Drive.

To the East: A Single-family dwelling on a lot zoned “Single Detached (RS1/D)” fronting Finlayson Drive.

To the West: Across McLennan Avenue, a Single-family dwelling on a lot zoned “Single Detached (RS1/B)” and a Single-family dwelling on a lot zoned “Single Detached (RS1/D)” both fronting McLennan Avenue.

## **Related Policies & Studies**

### Official Community Plan/Bridgeport Area Plan

The subject site is designated as “Neighbourhood Residential” in the 2041 Official Community Plan (OCP) and is located in the Tait Sub Area of the Bridgeport Planning Area. The Bridgeport Area Plan designates the subject site as “Residential (Single-Family Only)” (Attachment 4). The proposed rezoning is consistent with these designations.

### Single-Family Lot Size Policy 5448/ Richmond Zoning Bylaw 8500

The subject site is located within the area governed by Single-Family Lot Size Policy 5448, which was adopted by Council on September 16, 1991, and subsequently amended on February 20, 2012 (Attachment 5). This Policy permits the rezoning and subdivision of lots along this section of McLennan Avenue in accordance with the provisions of the “Single Detached (RS1/B)” zone. The proposed lots will be approximately 13.41 m (43.96 ft.) wide and approximately 470.00 m<sup>2</sup> (5,059.04 ft<sup>2</sup>) in area which complies with the Single-Family Lot Size Policy 5448 and the “Single Detached (RS2/B)” zone.

### Aircraft Noise Sensitive Development Policy

The subject property is located within the Aircraft Noise Sensitive Development (ANSD) Policy Area 2. Within Area 2, the policy allows for rezoning from one “Single Detached (RS1/RS2)” sub-zone to another “Single Detached (RS1/RS2)” sub-zone zone, provided the proposed development complies with the ANSD policies in the OCP. The proposed rezoning and subdivision are consistent with the ANSD Policy.

Registration of an aircraft noise sensitive use covenant on Title is required prior to final adoption of the rezoning bylaw to acknowledge that the subject lands are located within an aircraft noise sensitive area and that appropriate building design measures are incorporated at the building permit stage to mitigate against aircraft noise.

### Floodplain Management Implementation Strategy

The proposed redevelopment must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood indemnity covenant on Title is required prior to final adoption of the rezoning bylaw.

## **Public Consultation**

A rezoning sign has been installed on the subject property. Staff have not received any comments from the public about the rezoning application in response to the placement of the rezoning sign on the property.

Should the Planning Committee endorse this application and Council grant first reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing, where any area resident or interested party will have an opportunity to comment.

Public notification for the Public Hearing will be provided as per the *Local Government Act* and the City's *Zoning Bylaw 8500*.

## **Analysis**

This redevelopment proposes to rezone and subdivide 2200 McLennan Avenue from the existing "Single Detached (RS1/D)" zone to the "Single Detached (RS2/B)" zone, to facilitate the creation of two single-family lots. Each lot is proposed to have a single detached dwelling with a secondary suite and vehicle access from McLennan Avenue. This redevelopment proposal is consistent with the established pattern of redevelopment in the neighbourhood and Lot Size Policy 5448

### **Existing Legal Encumbrances**

There is an existing City Statutory Right-of-Way (SRW), approximately 1.52 m wide, along the property's west frontage for sanitary services, which is registered on Title of the subject property. The applicant has been advised that encroachment into the SRW is not permitted.

### **Transportation and Site Access**

Vehicle access to the proposed lots is from McLennan Avenue via separate driveways. The existing driveway letdown would be removed and a new sidewalk and landscaped boulevard are to be installed along the McLennan Road frontage of the site as part of a Servicing Agreement required prior to rezoning bylaw adoption and as outlined in the Site Servicing and Frontage Improvements section of this report.

### **Affordable Housing Strategy**

The City's Affordable Housing Strategy for single-family rezoning applications requires a secondary suite on 100 per cent of new lots created through single-family rezoning and subdivision applications; a secondary suite on 50 per cent of new lots created and a cash-in-lieu contribution to the City's Affordable Housing Reserve Fund of the total buildable area of the remaining lots; or a cash-in-lieu contribution of the total buildable area of all lots where a secondary suite cannot be accommodated in the development.

Consistent with the Affordable Housing Strategy, the applicant has proposed to provide a one-bedroom secondary suite with a minimum area of 43.1 m<sup>2</sup> (465.0 ft<sup>2</sup>) in each of the dwellings to be constructed on the new lots, for a total of two secondary suites.

Prior to the final adoption of the rezoning bylaw, the applicant must register a legal agreement on Title stating that no final Building Permit inspection will be granted until the minimum one-bedroom secondary suite with an area of approximately 43.1 m<sup>2</sup> (465.0 ft<sup>2</sup>) is constructed on each of the two future lots, to the satisfaction of the City in accordance with the BC Building Code and City's Zoning Bylaw.

### Tree Retention and Planting

The applicant has submitted a Certified Arborist's Report; which identifies on-site and off-site tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. The Arborist Report provided by the applicant indicates that there are no bylaw-sized trees on the subject property. There are three bylaw-sized trees (tag# B, C and D) and one hedge (tag# A) on a neighbouring property (2180 McLennan Avenue) located north of the site. There is also a hedgerow (tag# E) on a neighbouring property (10311 Finlayson Drive) located east of the site.

The City's Tree Preservation Coordinator has reviewed the Arborist's Report and supports the Arborist's findings, with the following comments:

- Three trees (tag# B, C and D), one hedge (tag# A) and one hedgerow (tag# E) located on adjacent neighbouring properties are identified to be retained and protected. Tree protection is to be provided as per the City of Richmond's Tree Protection Information Bulletin Tree-03.

### *Tree Planting*

In accordance with the Zoning Bylaw, the applicant is required to plant and maintain two new trees (one in the front yard and one in the rear yard) on each new lot; for a total of four trees. The applicant has agreed to plant two new trees (one in the front yard and one in the rear yard) on each proposed lot; for a total of four trees. The proposed trees are to be of the following minimum sizes, based on the requirements of the zoning bylaw.

No. of Trees	Minimum Caliper of Deciduous Tree		Minimum Height of Coniferous Tree
4	6.0 cm	or	3.5 m

To ensure that two new trees (one in the front yard and one in the rear yard) are planted and maintained on each new lot, the applicant is required to submit a Landscaping Security in the amount of \$3,000.00 (\$750/tree) prior to the final adoption of the rezoning bylaw. The security will be held until a landscaping inspection has been passed by City staff after construction and landscaping has been completed. The City may retain a portion of the security for a one-year maintenance period to ensure that the landscaping survives. To accompany the landscaping security, a legal agreement that sets the terms for the release of the security must be entered into between the applicant and the City.

### *Tree Protection*

Three trees (tag# B, C and D), one hedge (tag# A) and one hedgerow (tag# E) on neighbouring properties are to be retained and protected. The applicant has submitted a tree protection plan showing the trees to be retained and the measures taken to protect them during the development stage (Attachment 6). The protection zones for the hedge (tag# A) and three trees (tag# B, C and D) encroach into the building envelopes of the future single-family buildings. Additional building setbacks and modifications will be required to accommodate the retention of the trees.

A non-bylaw perimeter hedgerow (tag# E) located on an adjacent property (10311 Finlayson Drive) east of the site is also proposed to be retained. To ensure that the hedge (tag# A), trees (tag# B, C and D) and hedgerow (tag# E) identified for retention are protected at the development stage, the applicant is required to complete the following items:

- A legal agreement will be registered on Title as a condition of rezoning to ensure upon Building Permit issuance that no portion of any structure proposed on any of the lots encroaches into the Tree Protection Zones as identified in the Tree Management Plan (Attachment 6).
- Prior to final adoption of the rezoning bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or near tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection and a provision for the arborist to submit a post-construction impact assessment to the City for review.
- Prior to demolition of the existing dwelling on the subject site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site, and remain in place until construction and landscaping on-site is completed.

#### **Site Servicing and Frontage Improvements**

Prior to rezoning bylaw adoption, the applicant is required to enter into a Servicing Agreement for the design and construction of the required site servicing works (street lights, water, storm and sanitary service connections for the proposed lots), as well as for the road widening and frontage improvements. Complete details on the scope of work required as part of the Servicing Agreement are included in the Rezoning Considerations (Attachment 7).

#### **Financial Impact**

This rezoning application results in an insignificant Operational Budget Impact (OBI) for off-site City infrastructure (such as roadworks, waterworks, storm sewers, sanitary sewers, street lights, street trees and traffic signals).

#### **Conclusion**

This application is to rezone 2200 McLennan Avenue from the existing "Single Detached (RS1/D)" zone to the "Single Detached (RS2/B)" zone to permit a subdivision to create two lots.

This rezoning application complies with the land use designations and applicable policies for the subject site that are contained within the OCP, Bridgeport Area Plan and the Single-Family Lot Size Policy 5448.



The list of rezoning considerations is included in Attachment 7, which has been agreed to by the applicant (signed concurrence on file).

It is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10409 be introduced and given first reading.



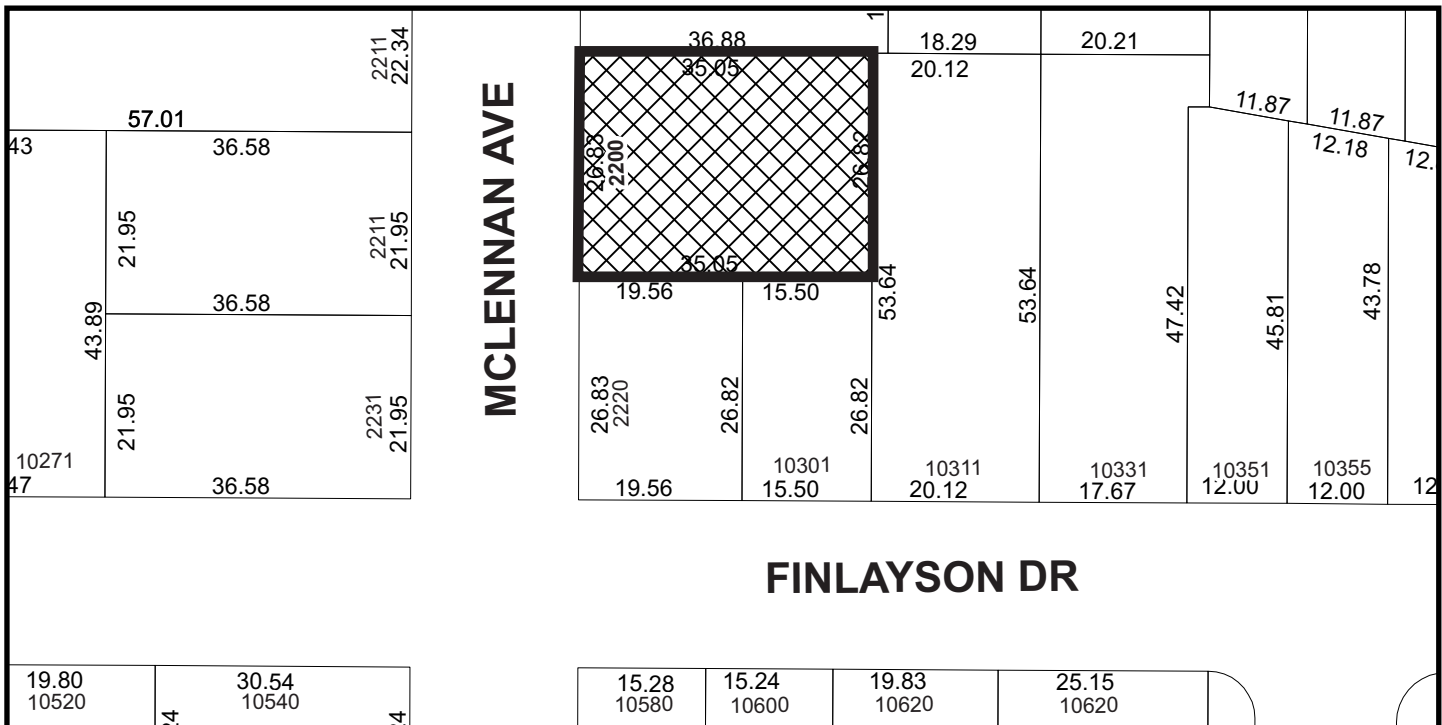
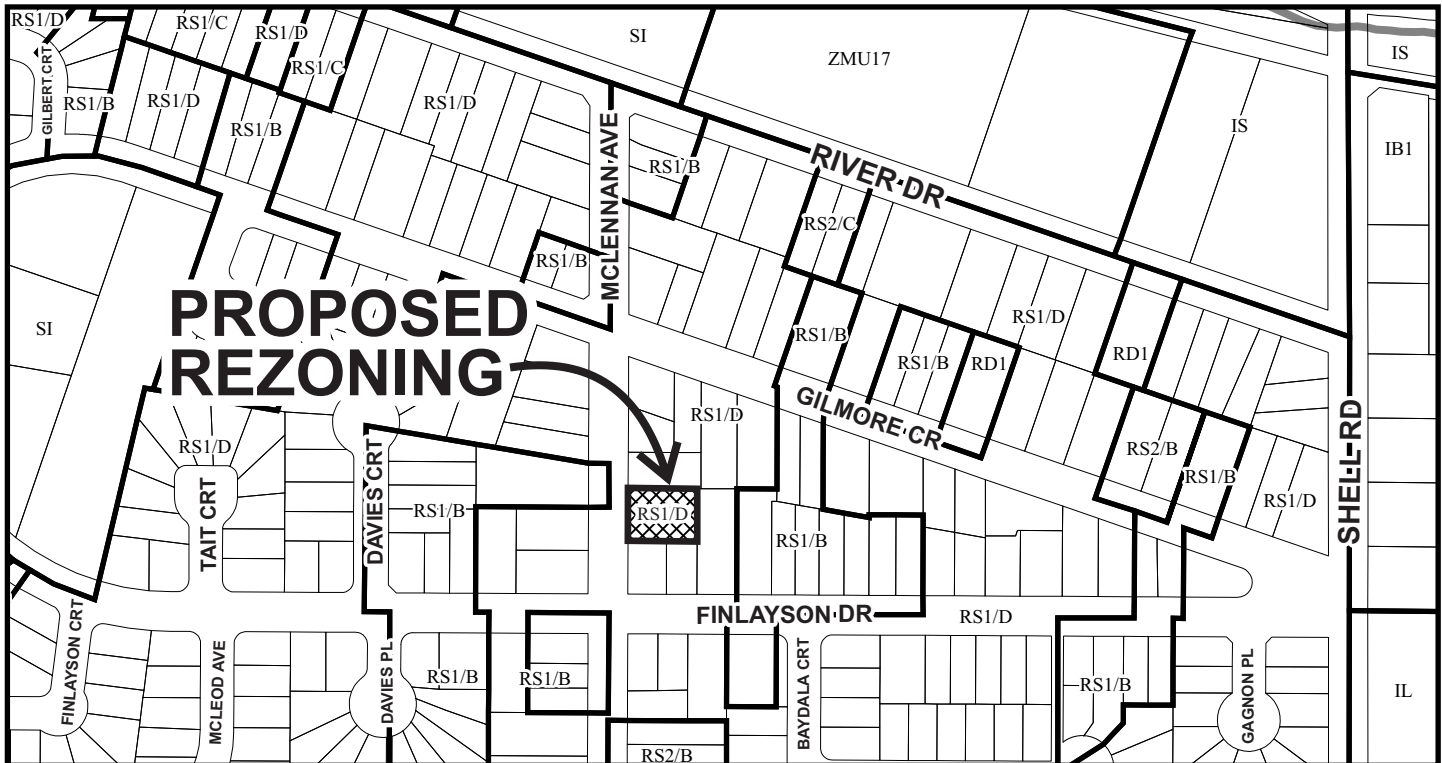
Tolu Alabi  
Planner I  
(604-276-4092)

TA:js

- Att.    1: Location and Aerial Map  
          2: Survey and Subdivision Plan  
          3: Development Application Data Sheet  
          4: Bridgeport Area Plan  
          5: Single-Family Lot Size Policy 5448  
          6: Tree Protection Plan  
          7: Rezoning Considerations



# City of Richmond



## RZ 21-938395

Original Date: 09/14/21

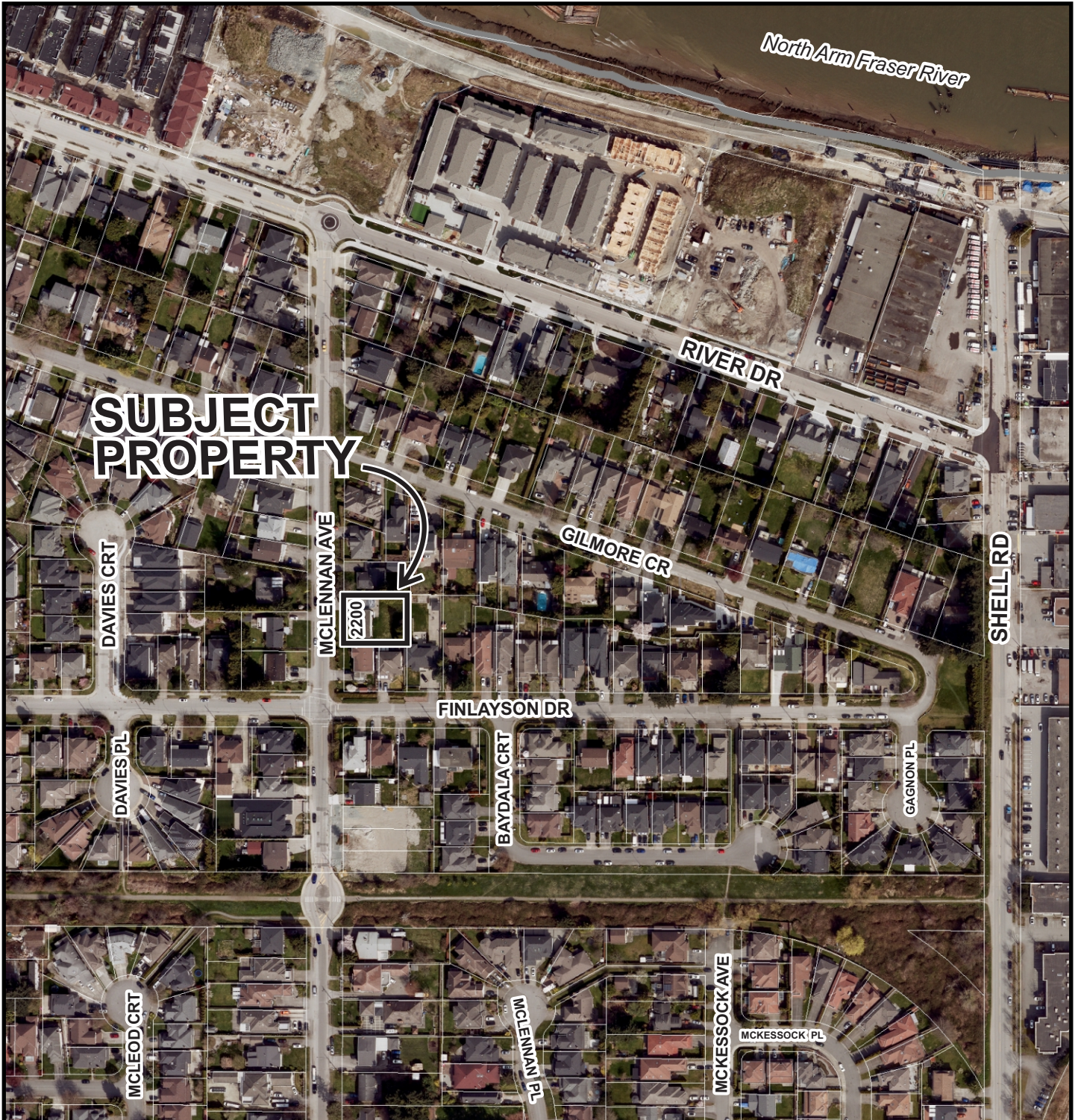
Revision Date:

Note: Dimensions are in METRES





# City of Richmond



RZ 21-938395

Original Date: 09/14/21

Revision Date:

Note: Dimensions are in METRES



**TOPOGRAPHIC SURVEY AND PROPOSED SUBDIVISION OF  
LOT 145 SECTION 23 BLOCK 5 NORTH RANGE 7 WEST  
NEW WESTMINSTER DISTRICT PLAN 29135**

#2200 McLENNAN AVENUE,  
RICHMOND, B.C.  
P.I.D. 004-273-061



**SCALE: 1:200**  
0 5 10 15  
ALL DISTANCES ARE IN METRES AND DECIMALS  
THEREOF UNLESS OTHERWISE INDICATED

**NOTE:**  
Elevations shown are based on  
City of Richmond HPV  
Benchmark network.

Benchmark: HPN #234  
Control Monument 77H4891  
Elevation: 1.125m  
Benchmark: HPN #235  
Control Monument 77H4885  
Elevation: 1.103m

**LEGEND:**

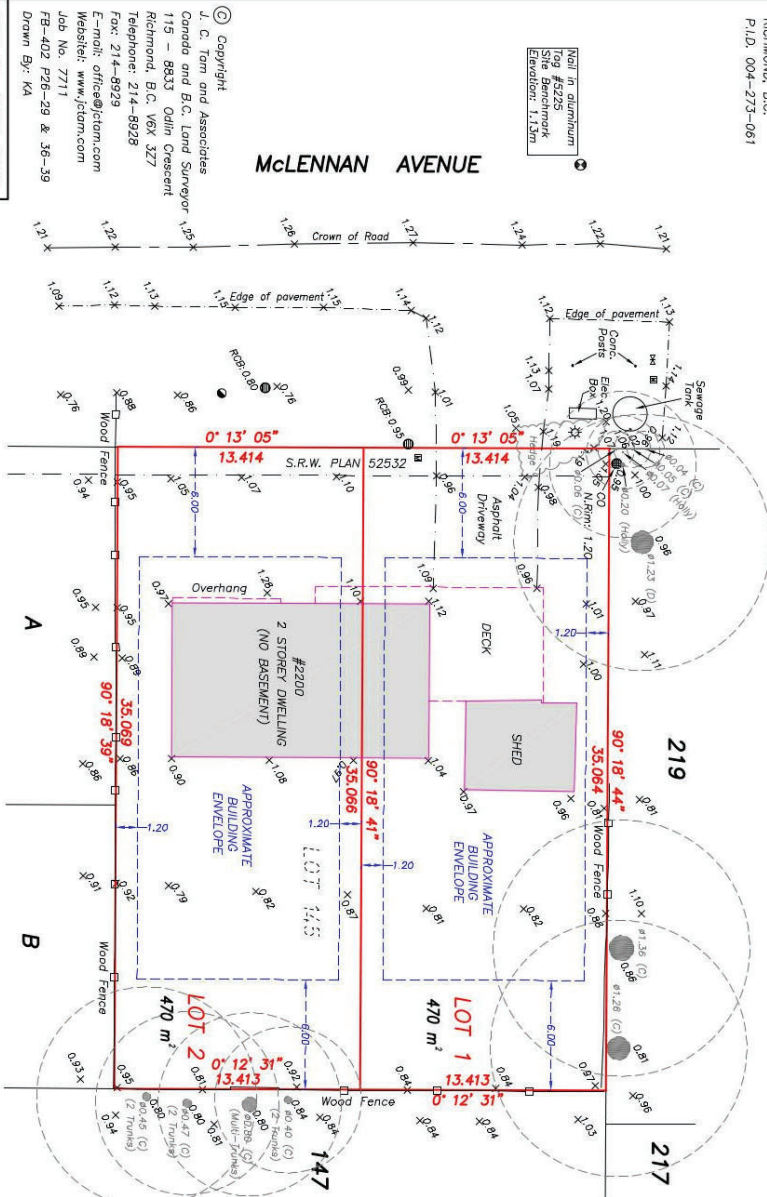
- (c) denotes contour
- (d) denotes deciduous
- ☼ denotes lamp standard
- ⊙ denotes power post
- W denotes water valve
- ⊙ denotes water meter
- ⊙ denotes cleanout
- ⊙ denotes round catch basin

**NOTE:**  
Use site Benchmark Tpg #5225 for  
construction elevation control

**CERTIFIED CORRECT:**  
LOT DIMENSION ACCORDING TO  
FIELD SURVEY.

**Johnson**  
Tam UB1489  
JOHNSON C. JAW, B.C.L.S., C.L.S.  
MAY 31st, 2021.

**McLENNAN AVENUE**



**DWG No. 7711-TOPO**

© Copyright  
J. C. Tam and Associates  
Canada and B.C. Land Surveyor  
115 - 8833 Odlin Crescent  
Richmond, B.C. V6X 3Z7  
Telephone: 214-8929  
Fax: 214-8929  
E-mail: office@jctam.com  
Website: www.jctam.com  
Job No. 7711  
PB-402 P26-29 & 36-39  
Drawn By: KA

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**RZ 21-938395**

**Attachment 3**

Address: 2200 McLennan Avenue

Applicant: Pakland Properties (Khalid Hasan)

Planning Area(s): Bridgeport

	Existing	Proposed
<b>Owner</b>	Pakland Investments Ltd	To be determined
<b>Site Size (m<sup>2</sup>)</b>	940.0 m <sup>2</sup>	Lot 1: 470.0 m <sup>2</sup> (5,062 ft <sup>2</sup> ) Lot 2: 470.0 m <sup>2</sup> (5,062 ft <sup>2</sup> )
<b>Land Uses</b>	Housing, Single Detached (1 Lot)	Housing, Single Detached (2 Lots)
<b>OCP Designation</b>	Neighbourhood Residential	No Change
<b>Area Plan Designation</b>	Residential (Single Family Only)	No Change
<b>702 Policy Designation</b>	Single-Detached (RS1/B)	No Change
<b>Zoning</b>	Single Detached (RS1/D)	Single Detached (RS2/B)
<b>Number of Units</b>	One	Two
<b>Other Designations</b>	Aircraft Noise Sensitive Development Policy – High Aircraft Noise Area (Area 2)	Aircraft Noise Sensitive Development Policy – High Aircraft Noise Area (Area 2)

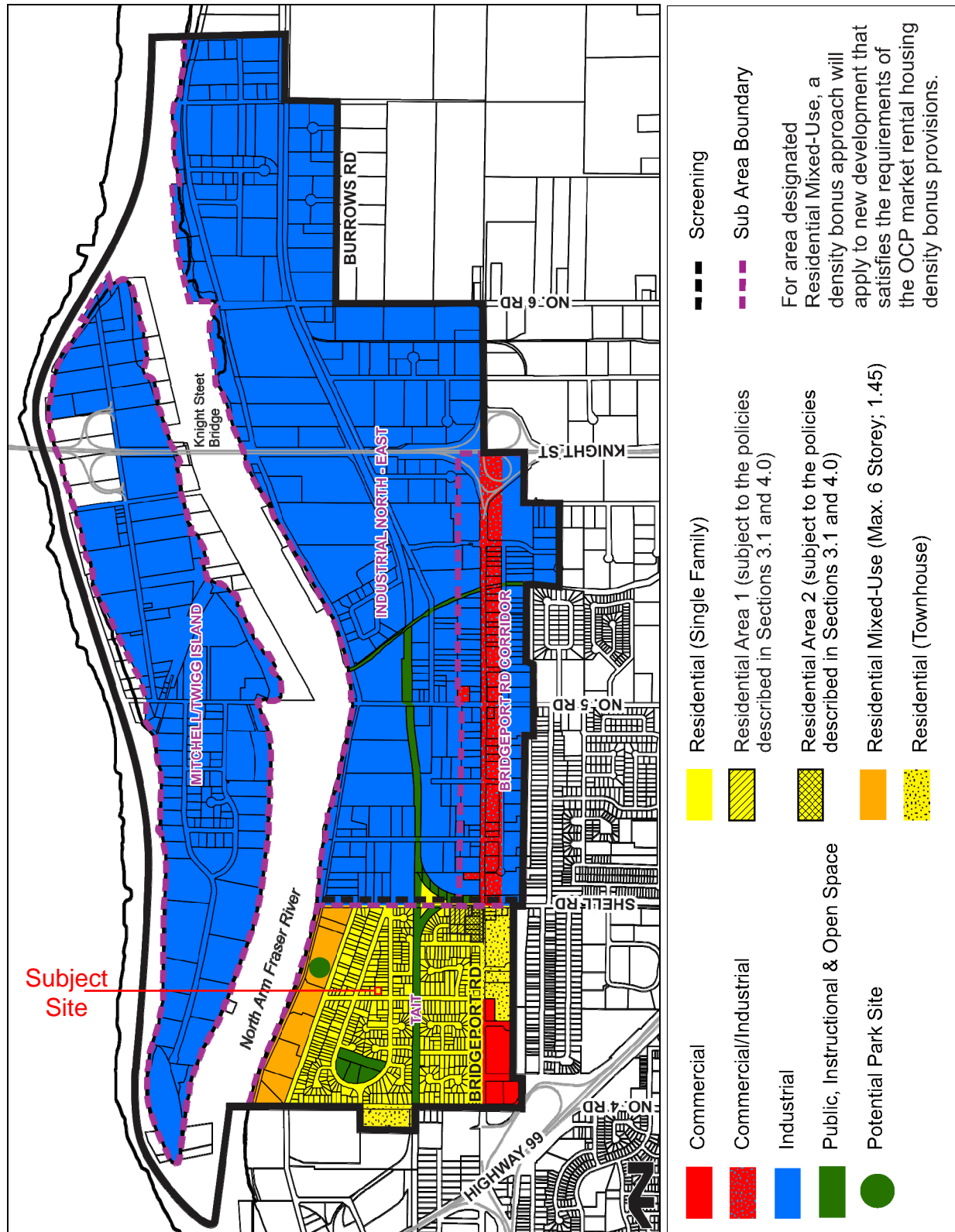
On Future Subdivided Lots		Bylaw Requirement	Proposed	Variance
Floor Area Ratio (FAR)		Max. 0.55 for lot area up to 464.5 m <sup>2</sup> plus 0.3 for area in excess of 464.5 m <sup>2</sup>	Max. 0.55 for lot area up to 464.5 m <sup>2</sup> plus 0.3 for area in excess of 464.5 m <sup>2</sup>	none permitted
Buildable Floor Area*		Lot 1: Max. 257.13 m <sup>2</sup> (2,767.72 ft <sup>2</sup> ) Lot 2: Max. 257.13 m <sup>2</sup> (2,767.72 ft <sup>2</sup> )	Lot 1: Max. 257.13 m <sup>2</sup> (2,767.72 ft <sup>2</sup> ) Lot 2: Max. 257.13 m <sup>2</sup> (2,767.72 ft <sup>2</sup> )	none permitted
Lot Coverage (% of lot area)	Building	Max. 45%	Max. 45%	none
	Non-Porous Surfaces	Max. 70%	Max. 70%	
	Live Landscaping	Min. 25%	Min. 25%	
Lot Area		Min. 360.0 m <sup>2</sup>	Lot 1: 470.0 m <sup>2</sup> (5,062 ft <sup>2</sup> ) Lot 2: 470.0 m <sup>2</sup> (5,062 ft <sup>2</sup> )	none
Lot Width		Min. 12.00 m	13.41 m	none
Lot Depth		Min. 24.00 m	35.06 m	none
Setback – Front Yard		Min. 6.0 m	Min. 6.0 m Note: Tree Protection Zone (TPZ) requirements will require building setback adjustments as needed.	none
Setback – Side Yard		Min. 1.2 m	Min. 1.2 m Note: Tree Protection Zone (TPZ) requirements will require building setback adjustments as needed.	none



On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Setbacks – Rear Yard	Minimum, - the greater of 6.0 m or - 20% of the total lot depth, for up to 60% of the rear wall; and - 25% of the total lot depth for the remaining 40% of the first storey rear wall and any second storey or half storey above; up to a maximum setback of 10.7 m	Minimum, - the greater of 6.0 m; or - 7.01 m for up to 60% of the first-storey rear wall; - 8.77 m for the remaining 40% of the first storey rear wall and any second storey or half storey above; Note: Tree Protection Zone (TPZ) requirements will require building setback adjustments as needed.	none
Height	Max. 2 ½ storeys at 9.0 m	Max. 2 ½ storeys at 9.0 m	none
Parking Spaces (per lot)	Min. 2 spaces	Min. 2 spaces	none

\* Preliminary estimate; not inclusive of the garage; exact building size to be determined through zoning bylaw compliance review at Building Permit stage.

## Land Use Map – Bridgeport

Bylaw 10375  
2022/06/20



# City of Richmond

# Policy Manual

Page 1 of 2	Adopted by Council: September 16, 1991 Amended By Council: February 20, 2012	<b>POLICY 5448</b>
File Ref: 4045-00	<b>SINGLE-FAMILY LOT SIZE POLICY IN QUARTER-SECTION 23-5-6</b>	

## **POLICY 5448:**

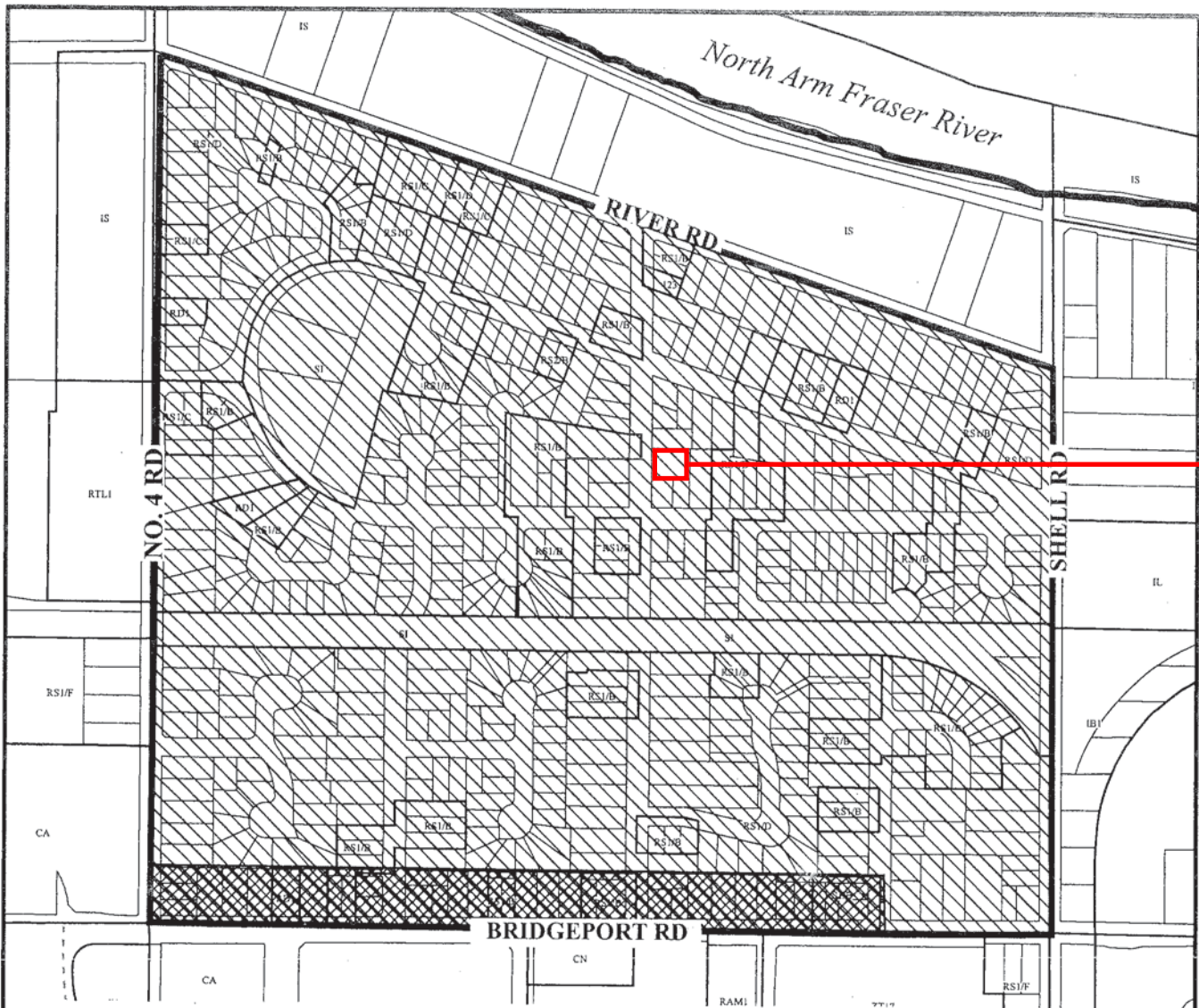
The following policy establishes lot sizes in a portion of Section 23-5-6, bounded by the **Bridgeport Road, Shell Road, No. 4 Road and River Drive:**

That properties within the area bounded by Bridgeport Road on the south, River Drive on the north, Shell Road on the east and No. 4 Road on the west, in a portion of Section 23-5-6, be permitted to rezone and subdivide in accordance with the provisions of Single Detached (RS1/B) in Zoning and Development Bylaw 8500, with the following provisions:

- (a) Properties along Bridgeport Road (between McKessock Avenue and Shell Road) and along Shell Road will be restricted to Single Detached (RS1/D) unless there is lane or internal road access in which case Single Detached (RS1/B) will be permitted;
- (b) Properties along Bridgeport Road between No. 4 Road and McKessock Avenue will be restricted to Single Detached (RS1/D) unless there is lane access in which case Compact Single Detached (RC2) and Coach Houses (RCH) will be permitted;
- (c) Properties along No. 4 Road and River Drive will be restricted to Single Detached (RS1/C) unless there is lane or internal road access in which case Single Detached (RS1/B) will be permitted;

and that this policy, as shown on the accompanying plan, 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 the Zoning and Development Bylaw.





Rezoning and subdivision permitted as per **RS1/B** except:

1. River Drive: **RS1/C** unless there is a lane or internal road access, then **RS1/B**.
2. Shell Road: **RS1/D** unless there is a lane or internal road access, then **RS1/B**.
3. No. 4 Road: **RS1/C** unless there is a lane or internal road access then **RS1/B**.
4. Bridgeport Road: **RS1/D** unless there is a lane or internal road access then **RS1/B**.



Rezoning and subdivision permitted as per **RS1/B** unless there is a lane access then **RC2** or **RCH**.



## Policy 5448 Section 23, 5-6

Adopted Date: 09/16/91

Amended Date: 02/20/12







**Address:** 2200 McLennan Avenue

**File No.:** RZ 21-938395

**Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10409, the developer is required to complete the following:**

1. **(Landscape Security and Agreement)** Submission of a Landscape Security in the amount of \$3,000.00 (\$750/tree) to ensure that a total of two new trees are planted (one in the front yard and one in the rear yard) and maintained on each lot proposed (for a total of four trees) with the following minimum sizes;

No. of Trees	Minimum Caliper of Deciduous Tree	or	Minimum Height of Coniferous Tree
4	6.0 cm		3.5 m

The City will release 60% of the security after construction and landscaping on the future lots is completed, and a landscaping inspection is approved. The remaining 40% of the security will be released one (1) year later, subject to inspection, to ensure the new trees have survived. To accompany the landscaping security, a legal agreement that sets the terms for the release of the security must be entered into between the Applicant and the City.

2. **(Arborist Supervision)** Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zones of the hedge (tag# A), the three trees (tag# B, C and D) and hedgerow (tag# E) to be retained. The Contract should include the scope of work to be undertaken, including the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
3. **(Aircraft Noise Sensitive Use Covenant)** Registration of an aircraft noise sensitive use covenant on title.
4. **(Flood Indemnity Covenant)** Registration of a flood indemnity covenant on title (2.9 m GSC – Area A).
5. **(Secondary Suite Covenant)** Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until a minimum one-bedroom secondary suite is constructed on both of the two future lots (Lot 1 and Lot 2), to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw 8500. Each of the proposed one-bedroom secondary suites must have a minimum size of 43.1 m<sup>2</sup> (465.0 ft<sup>2</sup>).
6. **(Building Structure)** Registration of a legal agreement on title ensuring to ensure that upon Building Permit issuance that no portion of any structure proposed on any of the proposed lots (Lot 1 and Lot 2) encroaches into the Tree Protection Zones as identified in the Tree Management Plan, or as otherwise permitted by the Director, Building Approvals.
7. **(Public Hearing Fees)** Payment of all fees in full for the cost associated with the Public Hearing Notices, consistent with the City's Consolidated Fees Bylaw No 8636, as amended.
8. **(Servicing Agreement)** Enter into a Servicing Agreement (SA)\* for the design and construction of engineering infrastructure improvements. A Letter of Credit or cash security for the value of the Service Agreement works, as determined by the City, will be required as part of entering into the Servicing Agreement. Works include, but may not be limited to,

**I. Vehicular Access**

- (a) One driveway access shall be permitted off McLennan Avenue for each sub-divided lot.
- (b) Driveways shall be designed and constructed to meet the requirements of Bylaw 7222 and the City's Engineering Design Specifications.
- (c) Driveways for the two sub-divided lots shall be paired at the common property line with a minimum 1.65 m separation from the common property line.

## **II. Frontage improvements**

The following frontage upgrades shall be required at the applicant's cost:

- (a) The existing driveways along the site's McLennan Ave frontage shall be closed permanently. The existing driveway letdown is to be removed and replaced with barrier curb and gutter, sidewalk, and boulevard as specified below.
- (b) Two new driveway crossings are to be constructed to meet the requirements of the City of Richmond's Engineering Design Specifications.
- (c) Along the subject site's entire 2200 McLennan Avenue frontage; from east to west, starting at the property's west property line, the following shall be required;
  - Boulevard as appropriate, to be determined through approval of the Servicing Agreement design.
  - 1.75 m wide sidewalk;
  - Minimum 1.50 m wide boulevard;
  - 0.15 m curb and gutter;
  - Minimum 4.25 m pavement to centreline of the road (as per engineering design specs).
- (d) Fronting the existing sanitary pump station, along the full frontage of the station including portions fronting 2180 McLennan Avenue, the following shall be required;
  - Construct a minimum 7.3 m long by 2.5 m wide concrete pad fronting the pump station.
  - Install removable bollards at the back of curb and a no parking sign for the entirety of the concrete pad.
  - 0.15 m curb and gutter to be aligned with curb and gutter fronting 2200 McLennan Avenue;
  - A minimum 4.25 m pavement to centreline of the road (as per engineering design specs).
- (e) The new frontage improvements are to be transitioned to meet the existing treatments to the north and south of the site.
- (f) All above ground third party utilities (e.g. hydro/telephone kiosks) must not be placed within any frontage works area including sidewalk and boulevard. Statutory Right-of-Way (SRW) within the subject site is to be secured for the placement of these equipment.

## **III. Water Works**

- (a) Using the OCP Model, there is 217 L/s of water available at a 20 psi residual at the McLennan Avenue frontage. Based on the proposed development, the site requires a minimum fire flow of 95 L/s.
- (b) At Applicant's cost, the Applicant is required to:
  1. Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage building designs.
  2. Reuse the existing water service connection on the McLennan Avenue frontage to service Lot A. Inspect the condition of the existing water meter and reuse if in good condition.
  3. Install a new water service connection complete with a water meter per City standards on the McLennan Avenue frontage to service Lot B.
  4. Cut and cap at main the existing water service connection and remove the water meter near the northwest corner of Lot A.
- (c) At Applicant's cost, the City will:
  1. Complete all tie-ins for the proposed works to existing City infrastructure.

## **IV. Storm Sewer Works**

- (a) At Applicant's cost, the Applicant is required to:
  1. Install a new dual storm sewer service connection and inspection chamber per City standards on the McLennan Avenue frontage to service Lot A and Lot B.
  2. Cut and cap the existing storm service connection near the southwest corner of Lot B.
- (b) At Applicant's cost, the City will:
  1. Complete all tie-ins for the proposed works to existing City infrastructure.

## V. Sanitary Sewer Works

- (a) At Applicant's cost, the Applicant is required to:
  - 1. Inspect the existing sanitary sewer service connection near the northwest corner of Lot A. Reuse if in good condition.
  - 2. Install a new sanitary sewer service connection complete with an inspection chamber near the west property line of Lot B to service Lot B.
- (b) At Applicant's cost, the City will:
  - 1. Complete all tie-ins for the proposed works to existing City infrastructure.

## VI. Street Lighting

- (a) At Applicant's cost, the Applicant is required to:
  - 1. Review street lighting levels along all road and lane frontages, and upgrade as required.

## VII. General Items

- (a) At Applicant's cost, the Applicant is required to:
  - 1. Complete other frontage improvements as per Transportation requirements.
  - 2. Not encroach into City rights-of-ways with any proposed trees, retaining walls, or other non-removable structures. Retaining walls proposed to encroach into rights-of-ways must be reviewed by the City's Engineering Department.

### Prior to a Demolition Permit\* issuance, the following must be completed:

- 1. **(Tree Protection)** Installation of tree protection fencing around the hedge (tag# A), the three trees (tag# B, C and D) and hedgerow (tag# E) to be retained. Tree protection fencing must be installed to City standard in accordance with the Arborist's Report recommendations and the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site, and must remain in place until construction and landscaping on-site is completed.

### At Subdivision\* stage, the applicant must complete the following requirements:

- 1. **(Required Payments)** Payment of property taxes up to the current year, Development Cost Charges (City and GVSS & DD), School Site Acquisition Charge, Address Assignment Fees, and any other costs or fees identified at the time of Subdivision application, if applicable.

### Prior to Building Permit Issuance, the developer must complete the following requirements:

- 1. **(Noise Mitigation)** Submission of an acoustical and thermal report with recommendations prepared by an appropriate registered professional, which demonstrate that the interior noise levels and noise mitigation standards comply with the City's Official Community Plan and Noise Bylaw requirements. The standard required for air conditioning systems and their alternatives (e.g. ground source heat pumps, heat exchangers and acoustic ducting) is the ASHRAE 55-2004 "Thermal Environmental Conditions for Human Occupancy" standard and subsequent updates as they may occur. A thermal report will not be required if a heat pump is provided for heating and cooling. Maximum interior noise levels (decibels) within the dwelling units must achieve CMHC standards as follows:

Portions of Dwelling Units	Noise Levels (decibels)
Bedrooms	35 decibels
Living, dining, recreation rooms	40 decibels
Kitchen, bathrooms, hallways, and utility rooms	45 decibels

- 2. **(Construction Parking and Traffic Management Plan)** Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include the 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. For more details, refer to <https://www.richmond.ca/services/transportation/special.htm#TrafficPlan>.
- 3. **(Construction Hoarding)** 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 Department 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 the 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 concurrence on file]

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 10409 (RZ 21-938395)  
2200 McLennan 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/B)”**.

P.I.D. 004-273-061

Lot 145 Section 23 Block 5 North Range 6 West | New Westminster District Plan 29135

2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 10409”**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER







# City of Richmond

## Report to Committee

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**To:** Community Safety Committee

**Date:** December 6, 2023

**From:** Cecilia Achiam  
General Manager, Community Safety

**File:** 99-LAW/2023-Vol 01

Anthony Capuccinello Iraci  
City Solicitor

**Re:** **Richmond Traffic Intersection Cameras and Proposed Public Safety Camera System**

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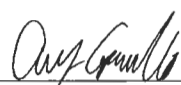

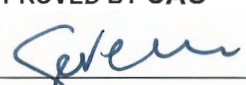
### Staff Recommendation

That:

1. a more detailed assessment of the costs associated with implementing the Proposed Public Safety Camera System, including phasing options and funding sources, as described in the report titled "*Richmond Traffic Intersection Cameras and Proposed Public Safety Camera System*" dated December 6, 2023 from the City Solicitor and General Manager, Community Safety be presented for Council's consideration in the future as part of the annual budget process;
2. the feasibility of obtaining a Court declaration in advance of the expenditures associated with implementing the Proposed Public Safety Camera System, as described in the report titled "*Richmond Traffic Intersection Cameras and Proposed Public Safety Camera System*" dated December 6, 2023 from the City Solicitor and General Manager, Community Safety be explored;
3. any necessary Privacy Impact Assessment for the Proposed Public Safety Camera System be undertaken to satisfy the requirements of the *Freedom of Information and Privacy Act*; and
4. a copy of this report titled "*Richmond Traffic Intersection Cameras and Proposed Public Safety Camera System*" dated December 6, 2023 from the City Solicitor and General Manager, Community Safety be provided to the Office of the Information and Privacy Commissioner for British Columbia, Minister of Public Safety and Solicitor General, and Richmond Members of Parliament and Members of the Legislative Assembly.

Anthony Capuccinello Iraci  
City Solicitor  
(604-247-4636)

Cecilia Achiam,  
General Manager, Community Safety  
(604-276-4122)

REPORT CONCURRENCE		
<b>ROUTED TO:</b>  Transportation Information Technology Finance RCMP	<b>CONCURRENCE</b>  <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<b>CONCURRENCE OF GENERAL MANAGER</b>   <hr/>
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b>  <hr/>

## **Staff Report**

### **Background**

This report responds to the following referral motion that was passed at the Community Safety Committee meeting on September 12, 2023:

- (1) *That Staff research, analyse, and recommend to the Committee a process to elevate and use high resolution Traffic Camera images for the purposes of criminal investigation and prosecution;*
- (2) *That judicial or other required oversight is considered to ensure compliance and prevent misuse; and,*
- (3) *That Staff report back to the Committee with recommendation(s) before the end of 2023.*

This report supports Council's Strategic Plan 2022-2026 Focus Area #3 A Safe and Prepared Community:

*Community safety and preparedness through effective planning, strategic partnerships and proactive programs.*

*3.2 Leverage strategic partnerships and community-based approaches for comprehensive safety services.*

*3.4 Ensure civic infrastructure, assets and resources are effectively maintained and continue to meet the needs of the community as it grows.*

### **Analysis**

#### **Research**

Relevant to the research undertaken by staff in responding to the Community Safety Committee referral is the report to General Purposes Committee from the Superintendent, Officer in Charge, Richmond RCMP Detachment, dated October 31, 2017 (Attachment 1) which identifies that the main purpose of installing CCTV cameras at traffic intersections is to enhance public safety. On December 11, 2017, Council, on consent, adopted the recommendations contained in that report.

For the stated main purpose of enhancing public safety, the City of Richmond then submitted a Privacy Risk Assessment to the Office of the Information and Privacy Commissioner for BC (the "OIPC") during the Spring of 2018. In response to that submission and the City's intended use of the traffic cameras for public safety, the OIPC expressed its objection citing the following:

*"...In BC, the OIPC has determined in a number of Orders that an investigation must already be underway at the time the personal information is collected for s. 26(b) to apply. A public body is not authorized to collect personal information about citizens, in the absence of an investigation, on the chance it may be useful in a future investigation. Similarly, in order for a collection to be lawfully authorized as relating to a proceeding, the proceeding must be ongoing at the time of collection..."*

In expressing its objection the OIPC did not make any formal Order against the City.

As a result of the OIPC's expressed objection, the City continued to expand the number of intersection cameras for traffic management purposes only as directed by Council in 2020. The funding originally approved for intersection cameras for public safety have been re-allocated to accelerate the upgrades to the existing traffic intersection camera system for traffic monitoring. The report seeking Council approval for the use of the intersection cameras for traffic management was presented at the open General Purposes Committee held on March 16, 2020 (Attachment 2) with the following recommendations:

*“(1) That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10160, which adds a service fee for video footage requests, be introduced and given first, second and third reading;*

*(2) That the Consolidated 5 Year Financial Plan (2020-2024) be amended to include the operating budget impact of implementing the Traffic Intersection Cameras system of \$100,000 funded by an estimated \$50,000 revenue from traffic video requests and a reallocation of resources from the Community Safety Division; and*

*(3) That staff develop a communication plan to inform the public of the implementation of the Traffic Intersection Cameras system and how to request video footage.”*

Further, to satisfy OIPC's assessment of the intersection cameras for traffic management purposes, the cameras were modified to capture video at low-resolution at source so that stored video footage could not be enhanced using post-processing. The resolution modification for traffic management rendered the stored video footage of limited usefulness for criminal investigation and prosecution (i.e. the video resolution is too low to identify faces or licence plates). Nevertheless, the RCMP has the ability to request video footage from the City in low-resolution, and the City has a functioning process in place for proper disclosure to the RCMP and to ensure privacy and confidentiality.

The minutes of the March 16, 2020 General Purposes Committee specifically indicated that the existing traffic intersection camera system would obscure license plates and faces; are not intended for active surveillance; the RCMP would have access to the video footage; and that the cameras are used for traffic management purposes only (Attachment 3). The report was then adopted by Council on consent on March 23, 2020.

Even though modifications to low-resolution were made to satisfy the OIPC and the RCMP has the ability to request video footage at low-resolution, Council continued to pursue its public safety objective for using intersection cameras for law enforcement purposes through advocacy efforts. At the Regular Council meeting held on May 25, 2021, Council adopted the following resolution:

*(1) That a letter be written to the Solicitor General for the Province of BC with copies to Richmond MLAs and the Premier seeking a meeting, as soon as possible, to address the issue of undue regulation on the use of intersection cameras in public places and the images generated including:*

*(a) Appropriate use of high resolution images on such devices including for the purposes of criminal investigation and prosecution; and*

(b) *Judicial or other oversight on the use of the images to prevent misuse.*

On June 7, 2021, Mayor Brodie wrote to the Minister of Public Safety and Solicitor General (Attachment 4) and on September 28, 2021, Council received a memorandum that provides a brief impact analysis of municipal use of video cameras for law enforcement purposes (Attachment 5).

On October 7, 2021, Mayor Brodie also wrote to the OIPC (Attachment 6).

While the OIPC has not retracted its earlier objection, it appears to have somewhat softened its stance in its November 30, 2021 letter (Attachment 7) by not committing to any findings of fact or law in advance of a future investigation, should one be initiated:

*"...If, on the other hand, collection of personal information is for "law enforcement" purposes, the City would have to show that it has the authority to do that. To do this, it would have to address a number of matters, including these: whether it is entitled to rely on "law enforcement" as a basis to collect the personal information; identify the harms to be addressed; whether the cameras demonstrably remediate the harm; and whether capturing the images of tens of thousands of citizens who are going about their lawful daily business, using a 24/7 surveillance system, is proportional to the law enforcement- related harms the City is attempting to address.*

*These are complex legal issues, which the City should seriously consider taking up with its legal advisers.*

*It is appropriate to remind the City that, if it decides to proceed with such a system, FIPPA authorizes citizens to complain to my Office, and also authorizes me to initiate an investigation on my own motion. If either occurs, my Office would, as indicated above, collect evidence and receive representations from the City (and any complainant). On that basis, findings of fact and law would be made and either recommendations or a binding order would be issued...."*

Following the recent referral motion that was passed at the Community Safety Committee meeting held on September 12, 2023, staff have met with provincial counterparts from the Ministry of Public Safety and Solicitor General and have initiated preliminary discussions on using intersection cameras for law enforcement purposes. Currently, there are no anticipated changes to the *Police Act* or other provincial legislations that would provide additional authority for the use of cameras in public spaces for law enforcement. In the coming months, staff will continue to reach out to other municipalities in BC that share a similar interest in enhancing public safety with cameras.

#### Benefits for Law Enforcement and Legislative Authority

The benefits of high resolution traffic video footage for law enforcement purposes is described in Attachments 1 and 5 and includes, but is not limited, to the following:

- An enhanced camera network will assist the RCMP's ability to identify and locate criminals and investigate threats of violence and terrorism.
- An enhanced camera network will provide evidence that will shorten investigative time.



- Cameras will also complement the RCMP Detachment's operational plans to ensure public safety at events such as the Steveston Salmon Festival and Richmond World Festival.
- Video footage provides evidence for investigations such as serious collisions at intersections and criminal prosecutions.
- Traffic cameras with recording capabilities have in many instances reduced crime in specific areas.

The City relies upon s.26(b) of the *Freedom of Information and Protection of Privacy Act* ("FIPPA") to collect personal information for law enforcement purposes. The relevant portion of s.26(b) reads as follows:

***Purpose for which personal information may be collected***

***26 A public body may collect personal information only if***

***(b) the information is collected for the purposes of law enforcement,***

Schedule 1 of FIPPA defines "law enforcement" as:

*"law enforcement" means*

*(a) policing, including criminal intelligence operations,*

*(b) investigations that lead or could lead to a penalty or sanction being imposed, or*

*(c) proceedings that lead or could lead to a penalty or sanction being imposed;*

It is the opinion of the City Solicitor that the OIPC has misinterpreted s.26(b) of FIPPA.

Among other things, the OIPC's legal position has not given adequate consideration to the following:

- The OIPC's added stipulation that s.26(b) does not authorize the collection of personal information in the absence of an investigation is not set out in the Act, nor can it be read in or implied.
- Under s.3(2) of the BC *Police Act*, the City is obligated to provide policing and law enforcement. The City has complied with this Act by entering into the Municipal Police Unit Agreement (MPUA) with the Province pursuant to s.3(2)(b) of the Police Act. The MPUA gives broad powers to provide policing services.
- There exists a lower expectation of privacy at traffic intersections.
- The *Community Charter* provides that municipalities require "adequate powers and discretion to address existing and future community needs", and "authority to provide ... delivery of services in a manner that is responsive to community needs". The legislation's stated purpose is to provide municipalities with "the flexibility to ... respond to the different needs and changing circumstances of their communities", and the powers it confers, by statutory mandate, are to be interpreted broadly in accordance with the

purposes of local government legislation and in accordance with municipal purposes.

Relevant in a consideration of the statutory scheme are the guiding principles of local government legislation and the rights afforded to local governments under legislation.

#### Current State: Existing Traffic Intersection Camera System in Use

The existing traffic cameras were procured and specifically engineered for traffic management and not for capturing fine details like license plates or individual faces, despite their high-resolution recording capability. Based on the stipulations provided by the OIPC, the traffic intersection cameras were set to capture video at low-resolution, when the system was adopted by the Council on consent on March 23, 2020. The existing traffic camera system video footage is retained for 30-days. The existing traffic intersection camera system with video footage retrieval for both the public and the RCMP was in place since May 2021.

As part of the research to respond to the referral motion that was passed at the Community Safety Committee meeting on September 12, 2023, staff conducted a review of the high-resolution video footage from the existing traffic intersection camera system and determined that license plates are not legible and facial features are indiscernible. Therefore, the quality of current traffic intersection camera video footage is of limited usefulness for law enforcement and investigative purposes.

This limitation is due to the camera type, the focal length calibrated for traffic monitoring, frame rate and the high-placement of the cameras respective to the roadway. The existing traffic camera system cannot be further modified or enhanced to provide any meaningful benefits for public safety. For the most part, even with modifications, licence plates will remain illegible and facial features will remain indiscernible.

#### Requests for Video Footage from the Existing Traffic Intersection Camera System

As of October 2023, the number of video footage requests has been steadily growing for both the public and police. In total, there have been 168 requests, consisting of 34 from the public and 134 from the police. Table 1 provides statistics on the video footage requests since the system was implemented in May 2021.

Table 1 – Traffic Intersection Cameras Video Footage Request

	<b>2021 (May to December)</b>	<b>2022 (Full Year)</b>	<b>2023 (January to October)</b>
Public Requests	21	34	34
Police Requests	91	142	134
<b>Total</b>	<b>112</b>	<b>176</b>	<b>168</b>

#### Proposed Public Safety Camera System for Council's Consideration - Estimated at \$3.29M to \$6.55M

To follow Council's directive, staff have explored processes, procedures and camera equipment modifications that would enable video footage to be used for law enforcement purposes, such as the

ability to capture license plates and recognizable faces. Staff assessed that a separate camera system, the Proposed Public Safety Camera System (PSCS), capturing at 4K ultra-high-definition (Ultra HD), would be required to meet the needs for public safety and law enforcement purposes. The Ultra HD resolution would allow capturing of fine details like license plates and faces with higher reliability. The PSCS would be installed at signalized intersections where there are existing traffic cameras installed. The PSCS requires a fibre optic connection due to the bandwidth needed to transmit Ultra HD streams. Currently, the fibre optic system is built out to 148 of the 189 (78%) signalized intersections in Richmond. The current Traffic Signal program plans to transition all signalized intersections to fibre optic over eight to 12 years. Based on the timing for implementing a City-wide PSCS, additional funding may be required to accelerate the transition of the remaining 41 signalized intersections to the fibre optic standard required for PSCS. The options, phasing and costs for the fibre optic network transition will be included in a more detailed analysis should the Council endorse the PSCS program as described in this report.

Additionally, there are currently five signalized intersections (of the 189) on Sea Island that belong to the Vancouver Airport Authority (VAA) but under the City's management. The City would need to have a separate agreement with the VAA for video recording for signalized intersection that is owned by VAA. Staff will begin discussions with the VAA should the Council endorse the PSCS program as described in this report.

The PSCS system would be a stand-alone system separate from the existing traffic camera system. The use of City-owned PSCS for law enforcement would be subject to the described City's restrictions, safeguards, and judicial and other oversight to prevent misuse.

To achieve the appropriate safeguards, the City would amend the standard operating procedures (SOP) to include judicial oversight for police requests for video footage. The amendments to the SOP aim to ensure the continued protection of privacy while allowing the video footage to be potentially used in criminal prosecutions. An overview of these amendments is provided in Table 2 below.

Table 2 – Amendments to the Standard Operating Procedure for Police Request of Video Footage from the Proposed Public Safety Camera System

Client	Current SOP for the Existing Traffic Intersection Camera System	SOP for the Proposed Public Safety Camera System
Police	<ol style="list-style-type: none"> <li>1. RCMP contacts City to request video footage and complete the form "Richmond RCMP Traffic Camera Video Request Form".</li> <li>2. RCMP provides a storage medium that the footage would be exported to.</li> <li>3. City adheres to the <i>Freedom of Information and Protection of</i></li> </ol>	<p>Same as current SOP with the following additions:</p> <ul style="list-style-type: none"> <li>• RCMP provides a court authorized Production Order<sup>1</sup>, pursuant to the Criminal Code, at the time of the request.</li> <li>• City Law Department reviews the Production Order and</li> </ul>

<sup>1</sup> A Production Order is a judicial authorization that compels a person, including an organization, to disclose documents and records to an authorized peace officer. The power to authorize a Production Order under s. 487.014 of the Criminal Code is granted to "judges" and "justices". Under s. 2 of the Criminal Code, this includes Justices of the Peace, provincial court judges, and justices of a superior court.

Client	Current SOP for the Existing Traffic Intersection Camera System	SOP for the Proposed Public Safety Camera System
	<i>Privacy Act</i> Section 31 on the retention of personal information.	<p>provides authorization for the release of the video footage to the RCMP.</p> <ul style="list-style-type: none"> <li>• City staff would not have access to the PSCS for live monitoring.</li> <li>• RCMP would not have access to the PSCS for live monitoring, exception with a Court order.</li> </ul>

It is important to note that with the implementation of the PSCS, the video footage would only be accessed by selected City staff on a “need to know basis”. The RCMP or other police agencies would not have access to the PSCS without first obtaining City’s authorization and a Court order. In other words, the system would not be accessible by staff outside of its intended use and the video footage would be securely stored with the necessary privacy protections currently in place.

The PSCS will be used strictly for law enforcement purposes and the disclosure of the video footage would only be made to law enforcement agencies with a Production Order or other judicial oversight. The PSCS would not be actively monitored by law enforcement officers or City staff. If after receiving a copy of this report, the OIPC takes action to prohibit the City’s intended use of the PSCS for law enforcement purposes in the manner and with the oversight described in this report, then the City will be in a position to contest such action through the Courts.

#### The Proposed Public Safety Camera System Specifications

The PSCS would utilize Ultra HD camera system, comprising five cameras<sup>2</sup> per intersection. It would be networked within its own isolated network to prevent security risks. The PSCS would be installed at signalized intersections, which are pre-wired with fibre optic necessary to transmit Ultra HD video streams. Cameras would be installed at a lower level on the light poles to maximize coverage and enhance the reliability to clearly capture license plates and faces. Additional research and field testing are required to ensure the cameras and their placement would achieve the desired result of capturing license plates and faces under various conditions, and suitable for use in criminal investigations and prosecutions. A more detailed report, including the results of field testing and a more accurate cost estimate, will be provided should the Council endorse the PSCS program as described in this report.

The PSCS would not be actively monitored but recordings will be in effect 24/7. Retention will be 10-days recognizing the significant storage requirement for Ultra HD and the expedited need by the police for video footage for criminal investigations. Video footage would only be available to the police and only upon the presentation of a Production Order.

Staff conducted a preliminary cost estimate, and the financial impact of the PSCS is substantial. The

<sup>2</sup> One camera dedicated for active (system) monitoring with auto-sensing for pan and zoom abilities; and four-directional cameras in a module to record surroundings. The cameras record in ultra-high-definition.

cost estimate for City-wide implementation of the PSCS is approximately \$6.55 million, which includes installing PSCS cameras at 189 signalized intersection locations in Richmond. The cost entails Ultra HD cameras, fibre optic network isolation, servers, data centres, and monitoring software.

A partial PSCS implementation, prioritizing rapidly growing neighbourhoods in the City Centre, West Cambie, Bridgeport, Hamilton, and Steveston areas, can be achieved with an estimated cost of approximately \$3.29 million. Additional details are provided in the Financial Impact section of the report.

Pursuing the PSCS would also require compliance with the Privacy Impact Assessment provisions of the *Freedom of Information and Protection of Privacy Act*, which is included in the recommendations of this report. This report also recommends that the OIPC, the Minister of Public Safety and Solicitor General, and Richmond MPs and MLAs be provided with a copy of this report so that they are aware of the City's intentions.

### **Financial Impact**

The implementation of the PSCS is estimated to be between \$3.29 million for partial implementation and \$6.55 million for City-wide implementation. These cost estimates are for Ultra HD camera hardware with a 5-camera module for each signalized intersection. The PSCS will be networked separately and isolated on its own to mitigate security issues. A separate camera control and monitoring software is required for the PSCS. Due to the large file size for Ultra HD content, a retention period of 10-days was determined to balance data storage, operations, and cost. The cost estimate includes project management and a 20 percent contingency. Additional funding may be required for the expansion of the fibre optic network to accelerate the implementation of the PSCS program.

The ongoing operating budget impact (OBI) for the PSCS is estimated at \$394,000 for City-wide implementation and \$205,000 for partial implementation. The OBI covers camera maintenance, software assurance, server maintenance, data storage maintenance, the installation of new cameras at new intersections, and the replacement due to camera failures. The full PSCS cost estimate is provided in Attachment 8. A more detailed assessment of the costs associated with the Proposed Public Safety Camera System, including phasing options and funding sources, will be presented for Council's consideration through the annual budget process.

It is also anticipated that there will be legal costs if the OIPC takes action to prohibit the use of the proposed PSCS for law enforcement purposes should Council later approve the implementation of the PSCS.



## Conclusion

The importance of public safety cannot be overstated. The procurement and implementation of the Proposed Public Safety Camera System, described in this report will enhance public safety. Moreover, restrictions and oversight will be in place to prevent misuse and that adequately protect the privacy of individuals under the circumstances.



Anthony Capuccinello Iraci  
City Solicitor  
(604-247-4636)



Cecilia Achiam  
General Manager, Community Safety  
(604-276-4122)

- Att.    1: Report to General Purposes Committee dated October 31, 2017  
          2: Report to General Purposes Committee dated March 16, 2020  
          3: Minutes of the March 16, 2020 General Purposes Committee  
          4: Letter to the Minister of Public Safety and Solicitor General dated June 7, 2021  
          5: Memo to Mayor and Councillors dated September 28, 2021  
          6: Letter to OPIC dated October 7, 2021  
          7: Letter from OPIC dated November 30, 2021  
          8: Public Safety Camera System - Preliminary Cost Estimate



City of  
Richmond

## Report to Committee

**To:** General Purposes Committee **Date:** October 31, 2017  
**From:** Will Ng, Superintendent, Officer in Charge, Richmond RCMP Detachment **File:** 09-5000-01/2017-Vol 01  
**Re:** Closed Circuit Television (CCTV) for Signalized Intersections in Richmond

### Staff Recommendation

1. That the report titled "Closed Circuit Television (CCTV) for Signalized Intersections in Richmond," dated October 31, 2017 from the OIC, Richmond RCMP, be received for information;
2. That the CCTV request at a capital cost of \$2,185,242 (Option 3) be submitted to the 2018 Capital budget process for Council consideration;
3. That the CCTV for Signalized Intersections Project be approved to seek additional funding from the Federal/ Provincial Investing in Canada Program and other appropriate senior government funding programs;
4. That if the senior government funding submission is approved, the Chief Administrative Officer and the General Manager, Community Safety be authorized to execute the agreement on behalf of the City of Richmond with the Government of Canada and/ or the Province of British Columbia;
5. That if the funding application is successful, the grant received be used to replenish the City's funding source and the 2018-2022 Five Year Financial Plan Bylaw will be adjusted accordingly; and
6. That Richmond MPs and MLAs be advised of the City's senior government submission.

Will Ng, Superintendent  
Officer in Charge, Richmond RCMP Detachment  
(604-278-1212)  
Att. 2

October 31, 2017

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**REPORT CONCURRENCE**

**ROUTED TO:**

**CONCURRENCE**

Finance Department



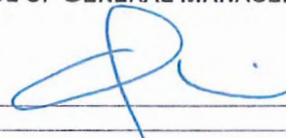
Intergovernmental Relations



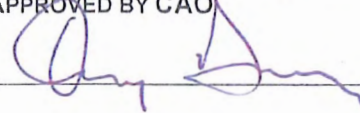
Transportation



**CONCURRENCE OF GENERAL MANAGER**



**APPROVED BY CAO**



**CNCL - 167**

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**CNCL - 199**

## **Staff Report**

### **Origin**

This report is in response to the following referral made by Council at the October 23, 2017 Council meeting:

*That Traffic Recording Capabilities at Intersections be submitted in the 2018 budget process for Council consideration.*

This report supports Council's 2014-2018 Term Goal #1 A Safe Community:

*Maintain emphasis on community safety to ensure Richmond continues to be a safe community.*

*1.2. Program and service enhancements that improve community safety services in the City.*

*1.3. Improved perception of Richmond as a safe community.*

### **Analysis**

#### **Background**

On October 18, 2017 the Public Works and Transportation Committee discussed the potential to install traffic recording cameras at intersections in Richmond. As a result of this discussion, the Committee requested staff provide information regarding the type of recording equipment that would be considered in order to provide Council with a range of options for a capital budget submission.

#### **Existing Traffic Cameras**

Currently there are 175 signalized intersections in Richmond, among which 60 intersections are equipped with non-recording traffic detection cameras. The existing traffic cameras function primarily to detect vehicles, manage traffic flow and respond to real-time traffic incidents. Each camera equipped intersection actually has four cameras to monitor traffic flow in each direction of the intersection. Existing traffic detection cameras have the capability of capturing live video feeds but to date the recording function has not been equipped within existing hardware and software.

#### **Enhancing Public Safety**

The main purpose of installing CCTV cameras at traffic intersections is to enhance public safety in the City of Richmond. Ideally, CCTV cameras should be present at all 175 signalized intersections in Richmond.

Threats of violence and terrorism remain an existent threat not only in international locations such as France and the United Kingdom, but also domestically in cities such as Ottawa and Edmonton. Richmond is an international gateway into Canada with major facilities including the

Vancouver International Airport, Metro Vancouver Port facilities, various tourist destinations, regional shopping centers, skytrain stations, religious and public facilities. It is prudent to be proactive in addressing potential threats to the City's community safety needs.

For the past several years, with the advent of low-cost and excellent-quality digital CCTV systems, police have been exploring local CCTV assets in the area of investigating criminal activity, identifying suspects and apprehending criminals. Quality images of perpetrators and/or their vehicles has, when available, significantly diminished police investigational time and reduced policing costs. Cities with cameras have reported success in reducing crime and increasing perceptions of public safety through deterrence and quickly apprehending and removing dangerous individuals from the community.

#### Benefits of a Recording Capability for Traffic Cameras

The RCMP Richmond Detachment (the Detachment) and the City's Transportation Department (Traffic Management Centre) have initiated discussions to upgrade all existing traffic cameras, to allow for live video feed recording and to have additional video recording cameras at all signalized intersections over time. The following table identifies some of the key benefits that surfaced from those discussions.

Table 1: Benefits of Traffic Cameras with Recording Capability

Category	Benefit
Emergency Preparedness	<ul style="list-style-type: none"> <li>• Live video feeds can augment the emergency program by helping determine and monitor emergency route availability to an evacuation during an emergency.</li> <li>• Free up police officers from physically attending areas to provide situational reports allowing them to assist in more emergent life or death situations.</li> </ul>
Safety for First Responders – Fire Rescue	<ul style="list-style-type: none"> <li>• A greater number of cameras can enhance response times for Fire-Rescue by utilizing the emergency pre-emption of traffic signals.</li> <li>• Provide a safer environment for Fire Rescue while entering controlled intersections.</li> </ul>
RCMP Operational Safety and Efficiency	<ul style="list-style-type: none"> <li>• An enhanced camera network will facilitate RCMP ability to identify and locate criminals and investigate threats of violence or terrorism.</li> <li>• An enhanced camera network will provide more readily obtainable evidence that will shorten investigative time. This would reduce public exposure to "at large" criminality.</li> <li>• Cameras will also complement the Detachment's operational plans to ensure public safety at large scale events such as the Steveston Salmon Festival and Richmond World Festival.</li> <li>• Video feeds provide evidence for investigations such as serious collisions at intersections.</li> <li>• Traffic cameras with recording capabilities have in many instances reduced crime in specific areas.</li> </ul>



Category	Benefit
Traffic Safety	<ul style="list-style-type: none"> <li>Based on statistics from ICBC: <ul style="list-style-type: none"> <li>-There were 6,671 reported accidents in Richmond with 88 per cent occurring at intersections.</li> <li>-The top contributing factors in fatal crashes were speed, impaired driving and distracted driving.</li> </ul> </li> <li>Video cameras would allow for analysis of accident causes and act as a deterrent for high risk behaviours at intersections.</li> </ul>

#### Traffic Camera System versus the CCTV Camera System

Discussions between the Detachment and Transportation also revealed significant differences between camera system requirements of one department over the other. As stated earlier the City's purpose for the existing traffic cameras is to detect vehicles, manage traffic flow and respond to real-time traffic incidents. The RCMP, on the other hand, requires high resolution cameras to reduce crime and assist in criminal investigations.

The existing traffic camera system has limitations, which make them not suitable for the Detachment's intended purposes. For example:

- Some cameras do not have time and date stamps;
- Cameras do not display in high definition resolution;
- To properly meet traffic camera needs the angle of these cameras face directly towards the traffic lanes. These cameras are designed for only one camera angle and are not mobile as required by the CCTV camera system; and
- Current traffic cameras require fiber optic cable which makes installation expensive.

#### CCTV Privacy Regulation and Data Collection

The legal regulation of CCTV systems occurs primarily via privacy law. This oversight is provided by offices of the federal and provincial privacy commissioners. It is anticipated that Richmond's CCTV system will be reviewed and approved by the Office of the Information and Privacy Commissioner for British Columbia. Should Council endorse a CCTV system, it would be designed and operated to ensure full compliance with all applicable privacy laws.

The data captured by the CCTV system will be securely stored on a server for a reasonable period of time (e.g. one month). The data will be destroyed after the holding period. Only data requested by the appropriate authorities, such as ICBC, or archived for investigative purposes will be forwarded onto the investigating authority for retention under the terms of relevant legislation (Attachment 1).

### Signalized Intersection Recording Options

#### *Option 1 (Status quo) – Not Recommended*

Staff do not recommend Option 1. This option will continue with the current traffic camera network with no ability to record live feeds.

#### Pros:

- There will be no budget impact as Option 1 is currently funded from the Planning and Development operational budget; and
- The City will continue its incremental program to install traffic cameras for transportation management purposes.

#### Cons:

- No improvement camera system or public safety;
- No ability to review accidents and reduce accident causes through analysis;
- No ability to assist police with deterring or investigating crimes; and
- No ability to provide service to other agencies (e.g. ICBC, law firms, and other government agencies, etc.) or the public for use in legal defense purposes.

#### *Option 2 (Hybrid System) – Not Recommended*

Option 2 would require the enhancement of existing traffic detection cameras and the installation of 115 recording cameras<sup>1</sup> at strategically selected intersections. This option model would maintain the operability of the existing traffic cameras and further enhance their existing traffic camera capabilities to include recording. The estimated capital cost for the Hybrid System is \$1,709,710 and \$30,201 annual OBI for ongoing expenses (Attachment 2).

#### Pros:

- Significantly enhanced CCTV camera system for public safety;
- Ability to review accidents and reduce accident causes through analysis;
- Ability to assist police with deterring or investigating crimes; and
- Ability to recover costs from video feed sales to other agencies (e.g. ICBC, law firms, and other government agencies, etc.) or the public for use in legal defense purposes in compliance with privacy law.

#### Cons:

- Existing cameras will not meet resolution levels required by RCMP;
- Some existing cameras will not have time and date stamps; and
- Existing cameras with low resolution and without a time date stamp will not produce adequate evidence for the courts and, as such, these cameras will incur reduced revenue levels and will not meet the needs of the RCMP.

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<sup>1</sup> The number of recording cameras in this case was derived from the total number of signalized intersections (175) minus the existing traffic cameras (60) which determines the remaining amount of cameras required (115).

### *Option 3 (Full CCTV System) – Recommended*

Option 3 would require the enhancement of the existing traffic detection camera system with additional CCTV recording cameras at all 175 locations. CCTV images, in this scenario, are transmitted by wireless radios with the exception of locations where fiber optic cables exist. This system is relatively cost effective and easy to install. The estimated capital cost for the full CCTV system is \$2,185,242 and a cost neutral OBI for ongoing expenses (Attachment 2).

#### Pros:

- Fully operational CCTV camera system at all 175 traffic intersections for public safety;
- Ability to review accidents and reduce accident causes through analysis;
- Ability to assist police with deterring or investigating crimes; and
- Ability to recover costs from video feed sales to other agencies (e.g. ICBC, law firms, and other government agencies, etc.) or the public for use in legal defense purposes in compliance with privacy law.

Cons: None.

### Potential Cost Offset and Senior Government Funding Opportunities

Other local municipalities that have implemented CCTV cameras have reported that they are able to offset some of the operational costs by applying a fee-for-service model. It is reasonable to project a service charge for the purposes of this report at \$360 per request. An extrapolation of this model when applied to Richmond and adjusted for population and program size would result in an annual cost offset of approximately \$72,000, which has been included in the estimates provided (Attachment 2).

If endorsed, staff will seek funding opportunities from senior governments to leverage Council approved funding for this project. The project aligns with the potential funding criteria for the Investing in Canada Program, currently being negotiated for a bilateral agreement with the federal and provincial governments. A call for proposals is expected early in 2018.

Should the funding request be successful, the City would be required to enter into funding agreements with the Government of Canada and/ or the Province of British Columbia. The agreements are standard form agreements provided by senior levels of government and include an indemnity and release in favour of the Government of Canada and/ or the Province of British Columbia. As with any submission to senior governments, there is no guarantee that this application will be successful.

### **Financial Impact**

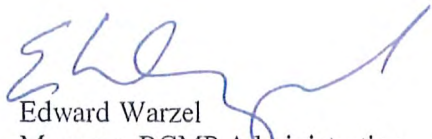
That Option 3 at a capital cost of \$2,185,242 and a cost neutral OBI be submitted to the 2018 capital budget process for Council consideration.

October 31, 2017

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## Conclusion

The installation of CCTV cameras at all 175 traffic intersections would enhance public safety in the City of Richmond. Proper use of this surveillance technology could deter crime, reduce traffic accidents and provide an additional tool in crime and accident investigations. Staff is recommending Council approve the funding for the CCTV project and the request to pursue additional funding from senior governments to enhance the project.



Edward Warzel  
Manager, RCMP Administration  
(604-207-4767)

EW:jl

Att. 1: Public Sector Surveillance Guidelines

Att. 2: Cost Estimates of Options 2 and 3

CNCL - 173

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CNCL - 205

updated January, 2014

## Public Sector Surveillance Guidelines



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INFORMATION &  
PRIVACY COMMISSIONER  
for British Columbia

Protecting privacy. Promoting transparency.

CNCL - 174

CNCL - 206





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## PUBLIC SECTOR VIDEO SURVEILLANCE GUIDELINES

### PURPOSE

The purpose of this guidance document is to provide information on how the *Freedom of Information and Protection of Privacy Act* ("FIPPA") applies to the use of video and audio surveillance systems by public bodies. In the decade since our office first published surveillance guidelines, there has been extensive research and writing on this topic and one thing is clear: the effectiveness of a surveillance system is a product of several elements—it is not a "one size fits all" solution. These guidelines aim to assist public bodies in deciding whether proposed or existing surveillance systems are **lawful** and operating in a **privacy protective manner**. These guidelines also set out what the Information and Privacy Commissioner for British Columbia expects from public bodies who are considering using video and audio surveillance systems.

### THE RIGHT OF PRIVACY

British Columbians are increasingly subject to routine and random surveillance of their ordinary, lawful public activities by public and private bodies. As surveillance increases, so do the risks of harm to individuals. Video and audio surveillance systems are particularly privacy intrusive measures because they often subject individuals to continuous monitoring of their everyday activities.

Privacy is a fundamental right. Sections 7 and 8 of the *Canadian Charter of Rights and Freedoms* protect the rights of citizens to be secure in their daily lives and to be free from unjustified intrusion. FIPPA also recognizes and protects an individual's privacy

rights. Public bodies must not take steps to erode the right to privacy merely because they believe there is nothing to fear if an individual has nothing to hide. The loss of the ability to control the use of one's own personal information is harmful in itself.

## **APPLICATION OF FIPPA AND ROLE OF THE OIPC**

FIPPA governs the collection, use, and disclosure of personal information by public bodies. Visual or audio recordings of an individual are a record of that individual's personal information. Where a surveillance system records personal information, the public body collecting that record must comply with the privacy protection provisions in Part 3 of FIPPA.

The Office of the Information and Privacy Commissioner ("OIPC") is responsible for monitoring and enforcing compliance with FIPPA, and may conduct investigations and audits of public bodies' surveillance systems under the authority of s. 42(1)(a) of FIPPA.

## **LAWFUL COLLECTION AND USE**

It is lawful for public bodies to collect personal information only in circumstances permitted by s. 26 of FIPPA. A public body must be prepared to demonstrate to the OIPC, with specific evidence, that one or more provisions of s. 26 of FIPPA authorize its proposed or existing collection of personal information by a surveillance system.

Each component of the surveillance system must be lawful. For example, if a public body is considering implementing a surveillance system that collects video and audio footage, it should be able to demonstrate the purpose and the legal authority for both. This should include evidence that supports how each component fulfils the purpose for the collection.

Section 32 of FIPPA limits the purpose for which a public body can use personal information. Public bodies should be prepared to demonstrate that the ways they are using personal information meet the requirements of s. 32. Information collected through video or audio surveillance should not be used beyond the original purpose for the collection and any other purpose that is demonstrably consistent with this purpose. When public bodies collect personal information for one reason and then later use it for something else, privacy advocates refer to this as "function creep". Function creep is problematic because it can lead to public bodies using personal information in ways that do not meet the requirements of FIPPA. For example, if a public body scans employee identification to control entry to a secure building and later wants to use it to track employee attendance; the public body must first determine whether FIPPA authorizes that new activity.

▪ **WHAT IS PERSONAL INFORMATION?**

FIPPA defines "personal information" as recorded information about an identifiable individual, other than contact information. Video and audio recordings of an individual's image and voice are considered identifiable information.

▪ **WHAT IS COLLECTION?**

In terms of surveillance systems, collection of personal information occurs when an individual's image or voice is captured by the system. The personal information may then be played back or displayed on a monitor (used), saved or stored (retained) or shared with other public bodies or organizations (disclosed). Surveillance systems are collecting personal information whenever they are recording, regardless of if, or how, the public body uses, retains or discloses the recordings in the future.

▪ **WHAT DOES IT MEAN TO BE AUTHORIZED BY STATUTE?**

Section 26(a) of FIPPA allows for the collection of personal information that is expressly authorized by statute. This is the most straightforward legal authority for collection. If there is a law that states that a public body is authorized to collect personal information using video or audio recording, then, so long as the collection is done in accordance with that law and for the specified purpose, it is authorized.

An example of express statutory authority for video surveillance is found in s. 85 of the Gaming Control Act. Under this section, the British Columbia Lottery Corporation "may place a gaming site under video surveillance to ascertain compliance" with the Act.

▪ **WHAT DOES IT MEAN TO BE "FOR THE PURPOSES OF LAW ENFORCEMENT"?**

Section 26(b) of FIPPA authorizes collection of personal information for the purposes of law enforcement. Schedule 1 of FIPPA defines "law enforcement" as: policing, including criminal intelligence systems; investigations that lead or could lead to a penalty or sanction being imposed; or proceedings that lead, or could lead, to a penalty or sanction being imposed.

"Policing" is not defined in FIPPA, however in common law the definition of policing involves active monitoring or patrolling in order to deter or intervene in unlawful activities. Information collected for policing purposes must be collected by a public body with a common law or statutory enforcement mandate. For example, it is not sufficient for a public body to claim an interest in reducing crime in order to justify

collection for “law enforcement”; the public body must have authority to enforce those laws.

In BC, the OIPC has determined in a number of Orders that an investigation must already be underway at the time the personal information is collected for s. 26(b) to apply. A public body is not authorized to collect personal information about citizens, in the absence of an investigation, on the chance it may be useful in a future investigation. Similarly, in order for a collection to be lawfully authorized as relating to a proceeding, the proceeding must be ongoing at the time of collection.

▪ **WHAT DOES IT MEAN TO BE “NECESSARY”?**

Section 26(c) of FIPPA authorizes the collection of personal information that is necessary for an operating program or activity of the public body. “Necessary” in the context of surveillance systems is a high threshold for a public body to meet. It is not enough to say that personal information would be nice to have or could be useful in the future. The personal information must also be directly related to a program or activity of the public body.

▪ **WHAT ABOUT CONSENT?**

Under s. 26(d)(i) of FIPPA, consent can be used as legal authority for collection of personal information in very few specified instances. Express or implied consent is not a legal authority for collection of personal information using video or audio surveillance systems.

## **EFFECTIVE USE OF SURVEILLANCE**

A public body should use a video or audio surveillance system only where conventional means for achieving the same objectives are *substantially* less effective than surveillance *and* the benefits of surveillance *substantially* outweigh any privacy intrusion. Cost-savings alone are not sufficient justification to proceed with a surveillance system under FIPPA.

A public body should use surveillance systems that collect the minimum amount of personal information necessary to achieve the purpose of the collection.

In considering the effectiveness of video or audio surveillance systems, public bodies should keep in mind the following:

- (a) Surveillance systems have been found to be more effective in defined areas (such as parking lots) as opposed to open street or undefined spaces.

- (b) Surveillance systems are *more effective as investigative tools than as deterrents*. There is a common belief that the presence of a camera is an effective deterrent of crime and disorder, however, studies have shown that this deterrence is short-lived. In addition, the deployment of a surveillance system often coincides with the installation of improved lighting and increased monitoring of the area, which itself plays a role in deterrence.
- (c) Surveillance systems that are monitored and are used in conjunction with intervention in suspicious incidents have been found to be more effective at reducing criminal or public safety concerns than are unmonitored systems.

Public bodies should only proceed with surveillance if they can first establish whether FIPPA authorizes the surveillance and if they have determined that other less privacy-invasive options will not be effective.

## VIDEO OR AUDIO SURVEILLANCE — BEST PRACTICES

### 1. Factors in considering use of video or audio surveillance systems

Public bodies should take the following steps in considering whether to use video or audio surveillance systems:

- (a) Before implementing a surveillance system, complete a privacy impact assessment ("PIA"). A PIA is an important component in the design of a project to assess how the project affects the privacy of individuals, and should include a description of measures to mitigate any identified privacy risks. Completion of a PIA helps a public body ensure that its project complies with the legislative requirements under FIPPA. A copy of the completed PIA, including the public body's case for implementing a surveillance system as opposed to other measures, should be sent to the OIPC for review and comment. The OIPC should receive the PIA *well before* any final decision is made to proceed with surveillance.
- (b) If a public body would like to use surveillance for security reasons, it should have evidence, such as verifiable, specific reports of incidents of crime, public safety concerns or other compelling circumstances that support the necessity of surveillance.
- (c) Conduct consultations with stakeholders who may be able to help the public body consider the merits of the proposed surveillance.
- (d) Calibrate the surveillance system so that it only collects personal information that is necessary to achieve the purposes the public body has identified for the surveillance.



## **2. Layout of surveillance equipment**

In designing a surveillance system and installing equipment, a public body should:

- (a) Install surveillance equipment such as video cameras or audio recording devices in defined public areas. The public body should select areas it expects the surveillance will be most effective in meeting the purpose for the surveillance.
- (b) Recording equipment should not be positioned, internally or externally, to monitor areas outside a building, or to monitor other buildings, unless necessary to accomplish the purpose for the surveillance. Cameras should not be directed to look through the windows of adjacent buildings. Equipment should not monitor areas where the public and employees have a reasonable expectation of privacy (such as change rooms and washrooms).
- (c) If the purpose of the surveillance is related to crime, the public body should restrict the use of surveillance to periods when there is demonstrably a higher likelihood of crime being committed and detected in the area under surveillance.
- (d) Section 27(2) of FIPPA requires that public bodies notify individuals when they are collecting personal information. A public body should notify the public, using clearly written signs prominently displayed at the perimeter of surveillance areas so the public has sufficient warning that video or audio surveillance is or may be in operation before entering any area under surveillance. The notification must state: the purpose for the collection, the legal authority for the collection, and the title, business address and business telephone number of an employee of the public body who can answer the individual's questions about the collection.
- (e) Only authorized persons should have access to the system's controls and to its reception equipment (such as video monitors or audio playback speakers). Public bodies should have policies in place to ensure that authorized persons only access personal information from a surveillance system for authorized purposes.
- (f) Recording equipment should be in a controlled access area. Video monitors should not be located in a position that enables public viewing. Only authorized employees should have access.

### 3. Guidelines regarding surveillance records

Section 30 of FIPPA requires that a public body protect personal information in its custody or under its control by making reasonable security arrangements against such risks as unauthorized collection, access, use, disclosure or disposal. If the surveillance system creates a record, a public body should implement the following security policies and procedures:

#### 3.1 Access

- (a) Only authorized individuals who require the information in order to do their jobs should have access to the surveillance system or the records it creates. All authorized personnel should be fully aware of the purposes of the system and fully trained in rules protecting privacy.
- (b) Access to storage devices should be possible only by authorized personnel. Logs should be kept of all instances of access to, and use of, recorded material.
- (c) An individual who is the subject of surveillance has a right to request access to his or her recorded personal information under s. 5 of FIPPA. Normally, FIPPA requires public bodies to withhold personal information about other individuals. This may mean that a public body must blur or otherwise obfuscate the identity of other individuals on a video or audio recording before disclosing personal information about an individual. Public body policies and procedures should be designed to accommodate this right to seek access.

#### 3.2 Disclosure for law enforcement purposes

- (a) If a public body is disclosing records containing personal information for law enforcement purposes, it should complete an information release form first. The form should indicate who took the storage device containing the information, under what authority, when this occurred, and if it will be returned or destroyed after use.

#### 3.3 Secure retention and disposal

- (a) A public body must securely store, or retain, all personal information in its custody or under its control, including audio and video recordings. This includes the following measures:
  - i. All electronic storage devices should be encrypted.

- ii. All electronic storage devices that are not in use should be stored securely in a locked receptacle located in a controlled access area. All storage devices that have been used should be numbered and dated.
  - iii. Recorded information should be erased according to a standard retention and disposal schedule. The OIPC considers retention periods of not more than 30 days to be preferable, although circumstances may necessitate different retention periods.
  - iv. If the recorded information reveals an incident that contains personal information about an individual, and the public body uses this information to make a decision that directly affects the individual, s. 31 of FIPPA requires that specific recorded information be retained for one year after the decision is made.
- (b) A public body must securely dispose of old storage devices and records.

#### **4. Audit procedures**

As part of the requirement to secure personal information, public bodies should ensure employers and contractors are aware of, and implement, the following audit procedures:

- (a) All surveillance equipment operators must be aware that their operations are subject to audit and that they may be called upon to justify their surveillance interest in any given individual.
- (b) A public body should appoint a review officer to audit the use and security of surveillance equipment, including monitors and storage devices. The reviews should be done periodically at irregular intervals. The results of each review should be documented in detail and any concerns should be addressed promptly and effectively.

#### **5. Creating surveillance system policies**

- (a) If a public body makes a decision to use a video or audio surveillance system, it should do so in accordance with a comprehensive policy that ensures compliance with FIPPA. Such a policy is one part of an overall privacy management program. Some of the key privacy issues that public bodies should address through policies include:
  - i. Authority for collection, use and disclosure of personal information;
  - ii. Requirements for notification.
  - iii. Individual access to personal information.

- iv. Retention and disposal of information.
  - v. Responsible use of information and information technology, including administrative, physical and technological security controls and appropriate access controls.
  - vi. A process for handling privacy related complaints.
- (b) The public body should designate one (preferably senior) person to be in charge of the system as well as the public body's privacy obligations under FIPPA and its policies. Any power for that person to delegate his or her role should be limited, and should include only other senior staff.
- (c) Employees and contractors should be required to review and apply the policies in performing their duties and functions related to operation of the surveillance system. Employees should be subject to discipline if they breach the policies or the relevant FIPPA provisions. Where contractors are used, failure to comply with the policies, or FIPPA's provisions should be a breach of contract leading to penalties up to and including contract termination. Employees and contractors (and contractor employees) should sign written agreements as to their duties under the policies.
- (d) Public bodies should incorporate policies into personnel training and orientation programs and should require contractors to do the same with their employees. Policies should be regularly reviewed and updated as needed, ideally at least once every two years. Public body and contractor personnel should receive privacy awareness training at least annually. Public bodies should be able to demonstrate how and when they trained their staff.

For more information on public sector privacy management, see the OIPC's guidance document: *Accountable Privacy Management in BC's Public Sector*.<sup>1</sup>

## 6. On-going evaluation

The effectiveness of a video or audio surveillance system should be regularly evaluated by independent evaluators. Some considerations for evaluation include:

- (a) Taking special note of the initial reasons for undertaking surveillance and determine whether video surveillance has in fact addressed the problems identified.
- (b) Reviewing whether a video or audio surveillance system should be terminated, either because the problem that justified its use in the first place is

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<sup>1</sup> <http://www.oipc.bc.ca/guidance-documents/1545>

no longer significant, or because the surveillance has proven ineffective in addressing the problem.

- (c) Taking account of the views of different groups in the community (or different communities) affected by the surveillance. Results of evaluations should be made publicly available.

## CONCLUSION

Video and audio surveillance systems are inherently privacy invasive. In order for a public body to use surveillance, it must first establish that FIPPA authorizes the use. Even if surveillance is authorized, a public body should determine whether there are other, less privacy invasive options. This document is intended to assist public bodies in assessing whether video or audio surveillance is an appropriate solution to their identified problem and, if it is, to help them design and implement surveillance in accordance with FIPPA and best practices.

If you have any questions about these guidelines, please contact:

**Office of the Information and Privacy Commissioner for BC**

Tel: (250) 387-5629

In Vancouver: (604) 660-2421; Elsewhere in BC: 1-800-663-7867

Email: [info@oipc.bc.ca](mailto:info@oipc.bc.ca)

For more information regarding the OIPC, please visit [www.oipc.bc.ca](http://www.oipc.bc.ca).

**NOTE:** These guidelines do not constitute a decision or finding by the OIPC respecting any matter within the jurisdiction of the Information and Privacy Commissioner under the Act. These guidelines do not affect the powers, duties or functions of the Information and Privacy Commissioner respecting any complaint, investigation or other matter under or connected with the Act and the matters addressed in this document.





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**CNCL - 185**

**CNCL - 217**

**Attachment 2: Cost Estimates of Options 2 and 3****Option 2 (Hybrid System)****Capital Costs (One Time):**

Initial purchase cost CCTV system	\$	1,500,750
Office construction and set up	\$	62,900
Central servers	\$	56,000
Software and licensing costs	\$	89,360
<b>Total Initial Capital Cost</b>	<b>\$</b>	<b>1,709,710</b>

**Annual Operating Costs:**

Annual licensing costs	\$	13,404
One full time CCTV Video Clerk	\$	58,786
Cell phone and data plan costs	\$	600
Overtime costs	\$	4,725
<b>Total Operating Costs</b>	<b>\$</b>	<b>77,715</b>
<b>Estimated Revenue</b>	<b>\$</b>	<b>47,314</b>
<b>Total Tax Base Funded Cost Option 2</b>	<b>\$</b>	<b>30,201</b>

**Option 3 (Full CCTV System)****Capital Costs (One Time):**

Initial purchase cost CCTV system	\$	2,013,750
Office construction and set up	\$	62,900
Central servers	\$	56,000
Software and licensing costs	\$	52,592
<b>Total Initial Capital Cost</b>	<b>\$</b>	<b>2,185,242</b>

**Annual Operating Costs:**

Annual licensing costs	\$	7,889
One full time CCTV Video Clerk	\$	58,786
Cell phone and data plan costs	\$	600
Overtime costs	\$	4,725
<b>Total Operating Costs</b>	<b>\$</b>	<b>72,000</b>
<b>Estimated Revenue</b>	<b>\$</b>	<b>72,000</b>
<b>Total Tax Base Funded Cost Option 3</b>	<b>\$</b>	<b>0</b>



# City of Richmond

## Report to Committee

**To:** General Purposes Committee **Date:** February 14, 2020  
**From:** Cecilia Achiam **File:** 09-5350-01/2019-Vol  
 General Manager, Community Safety 01  
**Re:** **Traffic Intersection Cameras Implementation Planning**

### Staff Recommendation

1. That the Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10160, which adds a service fee for video footage requests, be introduced and given first, second and third reading;
2. That the Consolidated 5 Year Financial Plan (2020-2024) be amended to include the operating budget impact of implementing the Traffic Intersection Cameras system of \$100,000 funded by an estimated \$50,000 revenue from traffic video requests and a reallocation of resources from the Community Safety Division; and
3. That staff develop a communication plan to inform the public of the implementation of the *Traffic Intersection Cameras* system and how to request video footage.

Cecilia Achiam  
 General Manager, Community Safety  
 (604-276-4122)  
 Att. 7

REPORT CONCURRENCE	
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>
City Clerk	<input checked="" type="checkbox"/>
Finance Department	<input checked="" type="checkbox"/>
Information Technology	<input checked="" type="checkbox"/>
Law	<input checked="" type="checkbox"/>
Roads & Construction	<input checked="" type="checkbox"/>
RCMP	<input checked="" type="checkbox"/>
Communication	<input checked="" type="checkbox"/>
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b>
	CJ
<b>APPROVED BY CAO</b>	

## Staff Report

### Origin

On December 11, 2017 Council approved \$2,185,242 to fund the Traffic Intersection Cameras project. Moreover, Council approved the following from the staff report titled "Closed Circuit Television (CCTV) for Signalized Intersections in Richmond" from the Officer-in-Charge at a Regular Council meeting on:

- 1) *That the report titled "Closed Circuit Television (CCTV) for Signalized Intersections in Richmond," dated October 31, 2017 from the OIC, Richmond RCMP, be received for information;*
- 2) *That the CCTV request at a capital cost of \$2,185,242 (Option 3) be submitted to the 2018 Capital budget process for Council consideration;*
- 3) *That the CCTV for Signalized Intersections Project be approved to seek additional funding from the Federal/ Provincial Investing in Canada Program and other appropriate senior government funding programs;*
- 4) *That if the senior government funding submission is approved, the Chief Administrative Officer and the General Manager, Community Safety be authorized to execute the agreement on behalf of the City of Richmond with the Government of Canada and/or the Province of British Columbia;*
- 5) *That if the funding application is successful, the grant received be used to replenish the City's funding source and the 2018-2022 Five Year Financial Plan Bylaw will be adjusted accordingly;*
- 6) *That Richmond MPs and MLAs be advised of the City's senior government submission;*
- 7) *That, if the funding request for a Closed Circuit Television (CCTV) For Signalized Intersections in Richmond is approved as part of the budget, staff be directed to seek approval of the proposed system from the Office of the Information and Privacy Commissioner and to recommend a fee structure for processing requests; and*
- 8) *That staff review the matter in 12 months to ensure that storage space is adequate.*

At the Community Safety Committee held on December 10, 2019, staff received the following referral:

*That staff provide information on the expected timeline of the Closed Circuit Television (CCTV) program launch and what resources are needed to expedite the project, and report back.*

The purpose of this report is to provide a status update on the Traffic Intersection Cameras project and respond to the referral from December 10, 2019.

This report supports Council's Strategic Plan 2018-2022 Strategy #1 A Safe and Resilient City:

*Enhance and protect the safety and well-being of Richmond.*

*1.1 Enhance safety services and strategies to meet community needs.*

## Analysis

### Office of the Information Privacy Commissioner (OIPC) Review Outcome

After the funding for the Traffic Intersection Cameras project was approved in the 2018 budget cycle, staff submitted a Privacy Impact Assessment to the Office of the Information and Privacy Commissioner (OIPC) for British Columbia, as directed by Council. After a lengthy review process and several amendments to the Privacy Impact Act submission to address the OIPC's comments, the OIPC indicated that it was satisfied with the City's submission and made specific recommendations intended to avoid conflict with the obligations under the Freedom of Information and Protection of Privacy Act (FIPPA) as well as prior rulings by the Privacy Commissioner. The OIPC's recommendations were that:

1. the Traffic Intersection Cameras project's primary purpose is traffic management/safety and must be managed by the City rather than the RCMP as the OIPC does not support using Traffic Intersection Cameras by law enforcement agencies for the purpose of generic surveillance;
2. the resolution setting of the cameras should not capture personal information such as license plates or individuals' faces;
3. the live stream data collected from the Traffic Intersection Cameras video footage should not be enhanced at a later date to detect license plates or individuals' faces; and
4. the City incorporate additional visible signage at major entry points to the city so that all road users are aware of the Traffic Intersection Cameras system.

### Implementation of the Traffic Intersection Cameras Project

There are several key components to implement the Traffic Intersection Cameras project and its on-going operational success as described in this section. A summary of the proposed expedited Traffic Intersection Cameras project implementation schedule is provided in Attachment 1. The separate phases of the implementation are described later in this report.

#### *Intersection Infrastructure and Equipment*

There are currently over 180 signalized intersections in Richmond, including Sea Island. While the intersections on Sea Island are on federally owned land and leased to the Vancouver Airport Authority, the signals are managed by the City.

Of the 180 signalized intersections, 75 intersections are already equipped with non-recording traffic detection cameras (Attachment 2) and connected with fibre optic cable (i.e., high speed communications network). Another 35 intersections already have fibre optic cable but require traffic detection cameras. The remaining 70 intersections are connected on a legacy copper wire infrastructure (i.e., low speed communications network) that does not have the bandwidth to allow for reliable video streaming and recording. The City intends to add cameras to these intersections as the fibre optic cable network expands as part of the long term Traffic Video and Communication Program. Only traffic cameras currently connected to the fibre optic network will be included in Phase 1 of the Traffic Intersection Cameras project implementation.



For the purposes of the Traffic Intersection Cameras project, the existing traffic cameras will require modification and repositioning to capture the full view of the intersection. Moreover, additional software and equipment as well as an expansion of the City's data storage infrastructure will be required to record video at existing and future camera intersections.

#### *Data Storage and Management*

Video captured from the cameras will be stored for 30 days after which this data will be purged from the storage system. The City will require new server storage capacity to accommodate the anticipated sizeable load from the Traffic Intersection Cameras recorded data. This new storage capacity will be procured and installed during Phases 1 and 2 (Attachment 3) of the project. A software solution will also be developed to allow for timely accessing of stored video data and to fulfill requests for this data from internal and external clients. The full data storage infrastructure will be built as part of Phases 1 and 2 to take advantage of volume pricing and ensure system compatibility.

When the City receives a request for video images within the 30 day time period prior to deletion of the records, staff will process the Traffic Intersection Cameras video request application and ensure that the privacy protection threshold is met before images are released, as recommended by the OIPC.

#### *Operational Management*

The OIPC mandated that the primary purpose of the Traffic Intersection Cameras system be for traffic management and road safety. It is anticipated that the current Traffic Intersection Cameras project will have a positive impact on road safety through the ability to utilize large amounts of traffic data to better problem-solve issues related to traffic volume, speed, collisions (vehicular, cycling and pedestrian), red-light running vehicles and other traffic safety related factors. This technology will enable more predictive road safety prevention and enforcement efforts that target high-risk traffic locations. The OIPC was not supportive of Traffic Intersection Cameras being used, primarily, for law enforcement and recommended that it be managed by non-police City staff. It was determined, after careful analysis, that the Traffic Section of the Transportation Department is best suited for the operational management of the Traffic Intersection Cameras project.

A Traffic Signal Systems Technologist (Technologist), in the Transportation Department, will be responsible for retrieving video footage and editing out any ancillary images that are irrelevant to the data request. This editing or obfuscation of data is a key part of the OIPC's recommendations. Should questions arise regarding video data release, the Technologist will draw upon the knowledge of the City Clerk's Office who has subject matter expertise with FIPPA and privacy issues in general.

If approved, this position will be supervised and supported by the other staff within the Transportation Department. Recruitment for the position will commence shortly following the procurement process.

As recommended by the OIPC and to comply with the privacy requirements of FIPPA, the Traffic Intersection Cameras project will require a series of privacy and information security-

related operational protocols. These protocols are currently being developed by staff and will be in place for the implementation of the Traffic Intersection Cameras project.

#### *Communications Plan and Public Access to Traffic Intersection Cameras Data*

Staff will develop a comprehensive communications plan to ensure that the public is informed about the project. Key areas covered under the communication plan will include:

- a. Signage: As per the OIPC recommendations, information signs will be installed at all Traffic Intersection Cameras recording intersections and at city entry points to notify road users of Traffic Intersection Cameras. Attachment 4 illustrates examples of Traffic Intersection Cameras notification signage and notification requirements.
- b. How the public can request access to video footage, including information on the associated fee: The communication tools used to build awareness and education include the City's website, social media channels and mainstream media (e.g., newspapers). An online request form is currently under development (Attachment 5 shows an example).

It is anticipated that individuals from the public or business organizations will be able to submit an online request for video footage.

#### *Bylaw Amendment*

An amendment to the Consolidated Fees Bylaw No. 8636 is required to add a service fee for video footage requests. The proposed cost-recovery minimum fee of \$375 plus taxes. In the case of large data requests that require multiple hours of work, there will be an additional charge of \$60 per hour.

#### Expediting the Traffic Intersection Cameras Project

Negotiations with the Vancouver Airport Authority are underway for the right to capture and utilize images at intersections on Sea Island in accordance with the guidelines set out by OIPC. The inclusion of Sea Island would expand the Traffic Intersection Cameras coverage to a key geographical area which is currently being supported by City first responders as well as the Transportation Department. Ideally, Sea Island would be included in Phase 1 of the project. However, if negotiations are delayed, these locations could be addressed in Phase 2 or 3 of the plan.

In order to expedite the Traffic Intersection Cameras project, as directed by Council, staff have reviewed opportunities to compress the anticipated time required to execute the procurement and equipment installation. This could involve deploying multiple equipment installation teams as opposed to the current practice of utilizing one team. In addition, staff resources from other areas within the Community Safety Division and Transportation Department could be redeployed to expedite the development of the policies and processes to meet OIPC recommendations for Traffic Intersection Cameras video footage requests while carrying out the procurement and hiring process.

Compressed Project Implementation Timeline

This project has commenced and is anticipated to be implemented in three phases. The goal of the project is to have Traffic Intersection Cameras, with 30 days of video storage capacity supported by fibre optic cable, at all 180 signalized intersections in the City and other key strategic locations. Phase 1 of this project includes an achievement of 75 signalized intersections with Traffic Intersection Cameras connected to a centralized video data storage. Phase 2 will add 35 additional intersections for a total of 110 intersections. Phases 1 and 2 are underway concurrently and are anticipated to be completed by the fourth quarter of 2020. Phase 3 will continue until the remaining 70 intersection locations are integrated into the Traffic Intersection Cameras project. It is anticipated that the completion of Phase 3 will take multiple years with the gradual build-out of the City's fibre optic network.

*Phase 1: Building data storage for the entire system, activating existing intersections with fibre optic cable and developing a communications plan (Target Completion Q3 2020)*

Phase 1 includes purchasing and building server and data storage equipment/software for the full Traffic Intersection Cameras system (i.e. for the existing 180 signalized intersections and future capacity). The City is leveraging its existing traffic infrastructure by focusing on 75 existing intersections which already have fibre optic cable and cameras installed. Concurrently, the City will be going through the procurement process for additional equipment and software to allow these cameras to record. Systems testing will be conducted in Phase 2. The video footage will not be available for public requests at this time.

Negotiations with the federal government and Vancouver Airport Authority will occur concurrently during the implementation of Phase 1. Installing Traffic Intersection Cameras at the intersections on Sea Island will be implemented when an agreement is reached.

Staff will work with Corporate Communications in Phase 1 to develop and begin implementing a comprehensive communications plan, as per the direction of the OIPC, to ensure the public is informed of Traffic Intersection Cameras locations, their rights and how to apply for Traffic Intersection Cameras video footage.

*Phase 2: Procuring and installing cameras for the remaining intersections with the City's existing fibre optic network plus implementing a public communications plan and notifying the public (Target Completion Q4 2020)*

Phase 2 is anticipated to take place in the fourth quarter of 2020. This phase will involve the procurement of equipment and software for intersections currently without cameras but are connected to the City's existing fibre optic network. This phase will also involve installing and testing all camera and data storage equipment and software. Attachment 6 illustrates the majority of intersections where traffic collisions are historically concentrated and will have Traffic Intersection Cameras coverage at the completion of Phase 2.

Negotiations with the Federal government and Vancouver Airport Authority will continue for the intersections on Sea Island with Traffic Intersection Cameras and will be added to the system when an agreement is reached.

The completion of the City website is targeted for Phase 2 and will include information and maps to inform the public of which intersections are being recorded and how to request access to this video footage. Notification signage will be installed, as directed by the OIPC, to inform the public of the Traffic Intersection Cameras and to ensure compliance with FIPPA regulations. The Technologist will be hired and trained to administer the Traffic Intersection Cameras program. Processing of video requests from internal and external clients will commence during this phase.

*Phase 3      Completion of installation of cameras at remaining intersections with new fibre optic cable (Target Start Q4 2020)*

Phase 3 (Attachment 7) is anticipated to begin in the fourth quarter of 2020 and proceed for multiple years. As part of the existing Transportation and IT infrastructure expansion program, new camera and fibre optic cable enabled intersections will be completed gradually with the expansion of the fibre optic cable network.

Implementation Costs and Revenue

The cost of Phases 1 and 2 are anticipated to remain within the original Traffic Intersection Cameras project budget of \$2,185,242, as approved by Council in 2018. Based on the experience of neighbouring municipalities with Traffic Intersection Cameras programs (e.g., Surrey and Vancouver), the revenue from public requests for video footage is anticipated to be approximately \$50,000 annually. Until the Traffic Intersection Cameras program has reached a stable revenue level to cover the Operating Budget Impact (OBI) shortfall, the variance will be funded from the Community Safety Operating Budget as community safety is a key objective of this program. Revenue from the Traffic Intersection Cameras project will be coded to the Community Safety Division.

Council approved project funding of \$2,185,242, covers the full anticipated cost of the procurement and installation of camera, storage and infrastructure equipment for Phase 1 and Phase 2. The cost of expanding intersection cameras into new areas, when fibre optic cables are available as described for Phase 3, is anticipated to be funded from the Transportation Department's annual Traffic Video and Communications Program (approximately \$400,000/year), subject to Council approval as part of the annual capital budget process. If unforeseen capital expenses are discovered during and/or after the Traffic Intersection Cameras project has been approved, they will be subject to the annual capital budget process.

**Financial Impact**

It is anticipated that there will be an OBI of approximately \$100,000 for Phase 1 and 2 costs including camera maintenance, software and data storage. This cost will be offset in part by revenue from the Traffic Intersection Cameras project at full implementation. Given the phased roll-out of the project, it will take some time (approximately two years) to achieve full revenue. Any variance will be funded through the Community Safety Division. The proposed Traffic Signal Systems Technologist position will be funded through a reallocation of resources from the Community Safety Division to the Transportation Department. The Consolidated 5 Year Financial Plan (2020-2024) will be amended accordingly, as per budget policy.

A preliminary estimate for the OBI for Phase 3 is \$62,000 but may change as this implementation will occur gradually with the expansion of the fibre optic cable network.

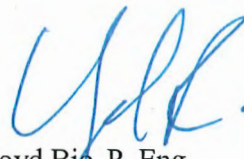
The Phase 3 OBI will also be funded by future revenues and offset by the Community Safety Division until such time as the project is cost neutral.

### Conclusion

The multi-phase implementation of the Traffic Intersection Cameras project outlined in this report presents an opportunity to achieve traffic, first responder and emergency preparedness project goals while at the same time advancing the City's traffic management control system in an effective and efficient manner. As directed by Council, the Traffic Intersection Cameras project will adhere to the guidelines established by the OIPC to ensure the privacy of the public.



Mark Corrado  
Manager, Community Safety Policy and Programs  
(604-204-8673)



Lloyd Bie, P. Eng.  
Director, Transportation  
(604-276-4131)

MC:mc

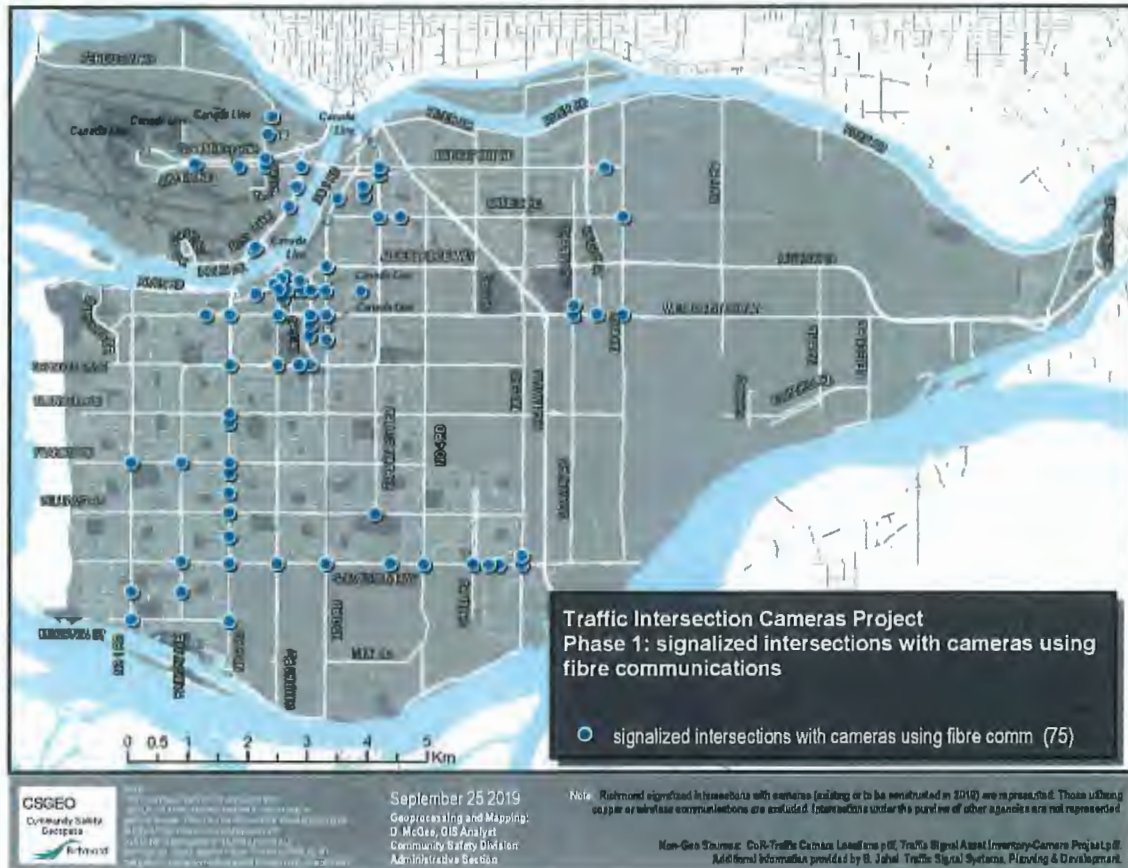
- Att. 1: Table 1: Summary of the Proposed Expedited Traffic Intersection Cameras Project Implementation Schedule
- 2: Phase 1- 75 Signalized Intersections with Fibre Optic Cable and Data Storage
  - 3: Phase 2 - 35 Additional Cameras (Not on Fibre Optic Network) with Data Storage for a Total of 110 Intersections
  - 4: Sample Signage and Privacy Notice Requirements
  - 5: Sample Online Request Form
  - 6: Historical Density of Traffic Collisions (2007-2017)
  - 7: Phase 3 - All 180 Signalized Intersections on Fibre Optic Network and with Data Storage



**Table 1: Summary of the Proposed Expedited Traffic Intersection Cameras Project Implementation Schedule**

Phase	Description	Status/Anticipated Completion Time
Phase 1- Building data storage for the entire system, activating existing intersections with fibre optic cable and developing a communications plan	<ul style="list-style-type: none"> <li>• Network storage, software and equipment procurement process</li> <li>• Installation of network storage for the full system built out</li> <li>• Installation and activation of 75 existing intersections connected to fibre optic network</li> <li>• Systems testing</li> <li>• Negotiations with the federal government as well as Vancouver Airport Authority (VAA) for the right to capture and utilize the image at intersections on Sea Island</li> <li>• Work with Corporate Communications to develop a comprehensive communications plan to ensure the public is informed of the purpose of the Traffic Intersection Cameras project as per direction of the OIPC</li> </ul>	<p>Initiated/Q1 2020</p> <p>Not started/Q3 2020</p> <p>Not started/Q3 2020</p> <p>Not started/Q3 2020 Initiated/unknown</p> <p>Not started/Q2 2020</p>
Phase 2 - Procuring and installing cameras for the remaining intersections with the City's existing fibre optic network plus implementing a public communications plan and notifying the public	<ul style="list-style-type: none"> <li>• Equipment procurement process</li> <li>• Camera and software installation at intersections currently with no cameras but are connected to the existing City fibre optic network</li> <li>• Installation and testing of equipment and software</li> <li>• Development of OIPC recommended privacy and information security related operational protocols</li> <li>• Continue negotiations with the federal government and VAA to reach an agreement</li> <li>• Recruitment of the Traffic Signal Systems Technologist (Technologist)</li> <li>• Develop material for the City's website to support the Traffic Intersection Cameras program (application, maps and submission information, Freedom of Information (FOI) regulations, etc.)</li> <li>• Development an online public video request system</li> <li>• Training of Technologist</li> <li>• Processing requests from internal and external clients for Traffic Intersection Cameras video footage</li> </ul>	<p>Not started/ Q4 2020 Not started/ Q4 2020</p> <p>Not started/ Q4 2020 Initiated</p> <p>Initiated</p> <p>Not started/Q2 2020</p> <p>Not started/Q2 2020</p> <p>Not started/Q3 2020 Not started/Q4 2020 depending on successful recruitment Not started/Starting Q4 2020 and on-going until completion</p>
Phase 3 - Completion of installation of cameras at remaining intersections with new fibre optic cable	<ul style="list-style-type: none"> <li>• Gradual installation of additional Traffic Intersection Cameras network in step with the build out of the City's fibre optic network</li> </ul>	Not started/Starting Q4 2020 and on-going until completion

**Phase 1: 75 Signalized Intersections with Fibre Optic Cable and Data Storage**



**Phase 2: 35 Additional Cameras (Not on Fibre Optic Network)  
with Data Storage for a Total of 110 Intersections**





## Signage Examples and Privacy Notification Requirement

### Sample Notification

"The City of Richmond's Traffic Intersection Cameras system is authorized to collect personal information under the authority of section 26 of the *Freedom of Information and Protection of Privacy Act*. Personal Information is collected for the purpose of, traffic management and planning, law enforcement and public safety. For questions regarding the collection of personal information, please contact the [title of manager], [department name] at [phone number] or {address of city hall}."

### Signage Examples



### Privacy Notice Requirements:

Privacy notice requirements in *FIPPA* regulations require that signage be placed in a conspicuous place that includes the following information:

- Notify the area/intersection/block is under video surveillance upon entry.
- What authority the City of Richmond has to collect the data (s.26 of *FIPPA*).
- The manager responsible for the collection of the data.
- The address or contact information of the manager or senior person responsible for the collection of the data.

Notification signage will be periodically audited to ensure notifications remain at all required sites. It is further recommended that the City make information publicly available to citizens on the purpose and benefits of the Traffic Intersection Cameras program, as they do with other services under the "Public Safety" tab on their website.

GP - 55

CNCL - 230


## Sample Online Request Form

Event Location

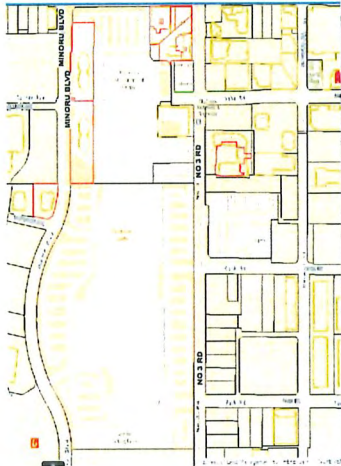
Event Date

Event Time

Preview



You may access maps on this page, select a camera and view recent still images, from our system.



Back

Next

Location and Event Summary

Location, Date and Time

Location of Event

Event Date

Event Time

Event Information

Requested By

Event Description

Upload a Document - *Optional*

You may include supporting documents such as an additional request for release forms, vehicle and/or other photos

File

Drop

Upload

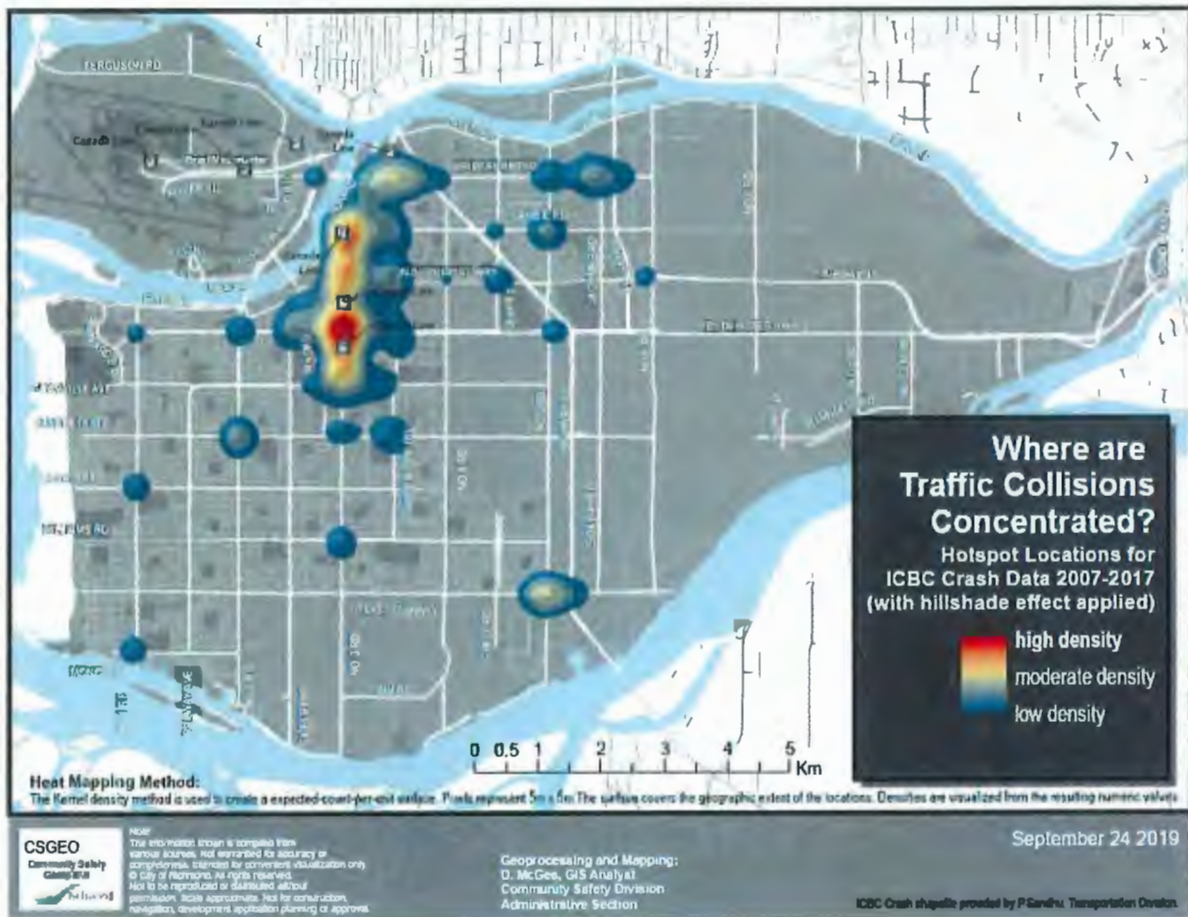
List

Full

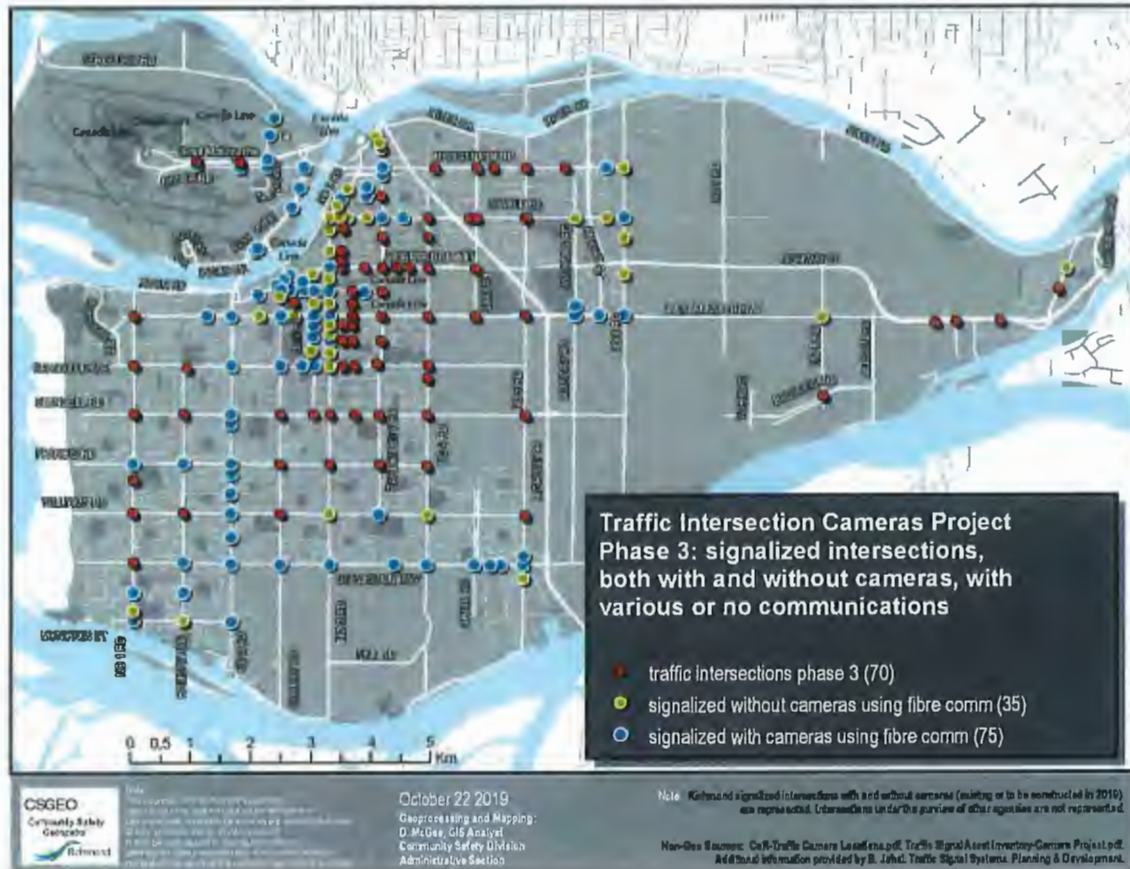
End



# Historical Density of Traffic Collisions (2007-2017)



**Phase 3: All 180 Signalized Intersections on Fibre Optic Network and with Data Storage**





**Consolidated Fees Bylaw No. 8636  
Amendment Bylaw No. 10160**

The Council of the City of Richmond enacts as follows:

1. The **Consolidated Fees Bylaw No. 8636**, as amended, is further amended by adding the following fee to SCHEDULE – PUBLICATION FEES in alphabetical order:

Description	Fee
<u>Traffic Camera Video Recording Search Fee</u>	
Per Site (minimum charge)	\$375.00
Per hour additional for large requests	\$60.00

2. This Bylaw is cited as “**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10160.**”

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



City of  
Richmond

## Minutes

### General Purposes Committee

Date: Monday, March 16, 2020

Place: Anderson Room  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au  
Councillor Carol Day  
Councillor Kelly Greene  
Councillor Alexa Loo  
Councillor Bill McNulty  
Councillor Linda McPhail  
Councillor Harold Steves  
Councillor Michael Wolfe

Call to Order: The Chair called the meeting to order at 4:01 p.m.

### AGENDA ADDITIONS

It was moved and seconded

*That Potential Closure of Facilities be added to the agenda as Item No. A and Amendments to Council Procedure Bylaw No. 7560 be added to the agenda as Item No. B.*

**CARRIED**

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on March 2, 2020, be adopted as circulated.*

**CARRIED**

**General Purposes Committee**  
**Monday, March 16, 2020**

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**A. POTENTIAL CLOSURE OF FACILITIES**

(File Ref. No.)

Staff noted that (i) the Medical Health Officer has advised that there is no imperative to close recreational and community facilities, (ii) other municipalities are closing their recreational and community facilities, (iii) due to low participation it is recommended that the City of Richmond also close recreational and community facilities with the exception of some essential services, and (iv) community partners have been informed and discussions regarding implications will be addressed.

In reply to queries from Committee, staff advised that (i) some municipalities have closed facilities entirely and some have made exceptions, (ii) a number of actions are being taken to minimize transmission such as encouraging people to stay home when not well and providing a full refund for withdrawal from programs, (iii) the operational process regarding the home delivery of library books will be discussed with the Seniors Society, (iv) the library is reassigning staff to ensure materials are clean and delivered in a safe manner, (v) single entrance points for facilities that continue to offer essential programs will be established and staff will be on site to monitor the facilities, (vi) the spring break camps provide child care for many families, (vii) decreasing the number of programs reduces the number of people in the facilities, (viii) parks and trails will remain open, as well as the outdoor washrooms, (ix) the parks department will continue to monitor and work to ensure cleanliness of parks, trails and outdoor washrooms, (x) it is prudent to wait for direction from the Province with regard to closure of child care facilities, (xi) conditions can be set for spring break camps and will be monitored closely, (xii) number of agencies within the City are responsible for support of isolated people, but information sharing between the City and the agencies can be coordinated, (xiii) services that can be delivered online are being examined, (xiv) service providers and shelters are being contacted to ensure services are in place for the homeless and vulnerable population, and (xv) should the Richmond School District be closed after Spring Break, direction from Council with regard to next steps would be required.

It was moved and seconded

**(1) *That programs and services at all community facilities be closed by the end of the day including, community centres, libraries, the Richmond Olympic Oval, swimming pools, arenas, arts facilities and heritage buildings until further notice with the exception of the following:***

**(a) *Childcare programs;***

**(b) *Week-long camp programs such as spring break camps;***

2.



**General Purposes Committee**  
**Monday, March 16, 2020**

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- (c) Food service at the Minoru Seniors Centre (only available as pick-up or delivery); and*
- (d) Home delivery of library materials to isolated seniors.*
- (2) That the Chief Administrative Office and the General Manager, Community Services be authorized to enact a further or full closure of any community facilities when circumstances warrant doing so or as directed by Provincial or local health authorities, and provide notice to Council.**

The question on the motion was not called as discussion took place on communicating social service programs to the community and ensuring it is available in various languages. Staff advised that social service programs can be contacted with regard to connecting with the vulnerable and homeless population and information can be provided to Council.

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

**B. AMENDMENTS TO THE COUNCIL PROCEDURE BYLAW –  
ELECTRONIC MEETINGS AND PARTICIPATION BY MEMBERS**  
(File Ref. No.)

Staff reviewed the report and noted that (i) proposed amendments to the Council Procedure Bylaw would allow for Council members to attend Regular Council meetings via electronic means during emergency circumstances, (ii) advertising would take place in the Richmond News and the Globe and Mail, and (iii) Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10165 could be brought forward for adoption at the Monday, March 23, 2020 Regular Council meeting.

In reply to queries from Committee, staff noted that should Committee meetings be cancelled, all items going to Committee meetings can go directly to Council during extraordinary times.

Discussion took place on conducting Committee meetings via electronic means and direction was provided to staff to include the provision for Standing Committee members to attend Standing Committee meetings electronically in the amendment to Council Procedure Bylaw No. 7560 and report back to a Special General Purposes Committee on March 23, 2020.

Discussion further took place on ensuring Regular Council meetings take place in the Council Chambers to ensure live streaming is available.

It was moved and seconded

***That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10165, which introduces amendments relating to Electronic Meetings, be introduced and given first, second and third readings.***

**CARRIED**

3.

**General Purposes Committee**  
**Monday, March 16, 2020**

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**COMMUNITY SAFETY DIVISION**

**1. SISTER CITY ADVISORY COMMITTEE 2019 YEAR IN REVIEW**

(File Ref. No. 01-0100-30-SCIT1-01) (REDMS No. 6410754)

It was moved and seconded

*That the staff report titled "Sister City Advisory Committee 2019 Year in Review", dated February 14, 2020, from the General Manager, Community Safety, be received for information.*

The question on the motion was not called as in reply to a query from Committee, staff advised that the Sister City Advisory Committee can examine friendship city options with Europe and Africa.

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

**2. TRAFFIC INTERSECTION CAMERAS IMPLEMENTATION PLANNING**

(File Ref. No. 09-5350-01) (REDMS No. 6329429)

In reply to queries from Committee, staff noted that (i) the City of Vancouver's Closed Circuit Television Cameras do not have recording capability, (ii) the Office of the Information and Privacy Commissioner has noted contingencies that must be adhered to, (iii) the RCMP would have access to the footage at no cost; however, there is a charge for the public, (iv) the RCMP can use the footage for incidents or emergency events, (v) the cameras are not intended for active surveillance and obscures licence plates and faces, (vi) the cameras used by the Province are activated when an individual is violating a provincial statute, and the City's cameras would be active 24/7, (vii) from a traffic perspective the cameras can be used to gather information on how many people run a red light, traffic counts for cyclists, pedestrians and cars, and (viii) the cameras will show real-time responses to traffic management changes.

It was moved and seconded

*(1) That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10160, which adds a service fee for video footage requests, be introduced and given first, second and third reading;*

**General Purposes Committee**  
**Monday, March 16, 2020**

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- (2) *That the Consolidated 5 Year Financial Plan (2020-2024) be amended to include the operating budget impact of implementing the Traffic Intersection Cameras system of \$100,000 funded by an estimate of \$50,000 from revenue and a reallocation of resources from the Community Safety Division; and*
- (3) *That staff develop a communication plan to inform the public of the implementation of the Traffic Intersection Cameras system and how to request video footage.*

**CARRIED**

**PLANNING AND DEVELOPMENT DIVISION**

- 3. **2019 REPORT FROM THE CITY CITIZEN REPRESENTATIVES TO THE VANCOUVER INTERNATIONAL AIRPORT AERONAUTICAL NOISE MANAGEMENT COMMITTEE (YVR ANMC)**

(File Ref. No. 01-0153-04-01) (REDMS No. 6400934 v. 2)

It was moved and seconded

*That the staff report titled "2019 Report from the City Citizen Representatives to the Vancouver International Airport Aeronautical Noise Management Committee (YVR ANMC)", dated March 2, 2020 from the Director, Policy Planning, be received for information.*

The question on the motion was not called as in reply to queries from Committee, staff advised that (i) discussions with YVR staff indicate that the north runway is only for arrivals and closed at night, (ii) Nav Canada is examining efficient utilization of both runways, and (iii) opportunities for input is regularly available and every opportunity to express the City's concerns is utilized.

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

**COMMUNITY SERVICES DIVISION**

- 4. **RICK HANSEN FOUNDATION ACCESSIBILITY CERTIFICATION PROGRAM UPDATE**

(File Ref. No. 07-3000-01) (REDMS No. 6343476 v. 21)

It was moved and seconded

*That the staff report titled "Rick Hansen Foundation Accessibility Certification Program Update," dated February 13, 2020, from the Director, Community Social Development and Director, Facilities and Project Development, be received for information.*

**CARRIED**

5.

**General Purposes Committee**  
**Monday, March 16, 2020**

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5. **CITIES #WITHREFUGEES CAMPAIGN**  
(File Ref. No. 07-3300-01) (REDMS No. 6389787 v. 4)

It was moved and seconded

*That City Council demonstrate its commitment to promoting inclusion and supporting refugees by signing the United Nations High Commissioner for Refugees (UNHCR) Cities #WithRefugees pledge, as outlined in the staff report titled "Cities #WithRefugees Campaign", dated February 19, 2020 from the Director, Community Social Development.*

**CARRIED**

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:09 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, March 16, 2020.

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Mayor Malcolm D. Brodie  
Chair

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Sarah Goddard  
Legislative Services Coordinator



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

June 7, 2021

Hon. Mike Farnworth  
Minister of Public Safety and Solicitor General  
Room 128 Parliament Buildings  
Victoria, BC V8V 1X4

Dear Minister,

**Re: Gang Activity in the Lower Mainland**

This is to advise that Richmond City Council at its Closed Council meeting held on May 25, 2021, considered the above matter and adopted the following resolution:

*That a letter be written to the Province requesting support and funding to address the increase in gang activity and organized crime in Richmond.*

On May 9, 2021, an unprecedented act of brazen gang violence took place within the City of Richmond when a gang-member was murdered on Mother's Day at the Vancouver International Airport. Escaping suspects also shot and almost struck pursuing police officers. This incident was the culmination of months of gang violence throughout the Lower Mainland and years of proliferation of money laundering, drug trafficking, and organized crime.

In your April 03, 2019 correspondence to the City, you highlighted the shared responsibility between the Federal and Provincial governments to combat organized crime. Moreover, you referenced the Federal government's commitment of \$100 million in their then recent budget. However, it remains unclear what additional funding and police resources the Provincial government has committed to organized crime efforts in Richmond and throughout the Province since 2019.

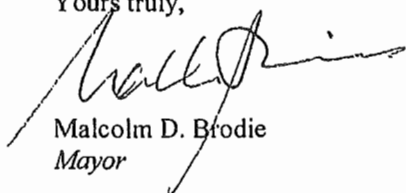
The two integrated police agencies who have the primary mandate for investigating gang related homicides and activities are the Combined Forces Special Enforcement Unit (CFSEU) and the Integrated Homicide Investigation Team (IHIT). IHIT has not had a police officer increase in over 10 years and there are serious concerns that its existing complement of police officers are experiencing "burn-out" from the recent surge in homicide investigations. At same time, the Integrated Forensic Identification Service (IFIS) has equally borne the brunt of these complex investigations. It remains unclear if CFSEU has seen an increase in Provincial police officer funding as this data has not been made available.



The former BC Director of Police Services, in her testimony on BC Police Act reform, highlighted that there "is no federal strategy" to combat organized crime in the Province and that "staff are dispersed among CFSEU in a variety of roles". She suggested, further, that the Organized Crime Agency, a provincially designated policing unit be made the lead agency.<sup>1</sup> In short, the current gang conflagration calls for both an immediate increase in provincial police anti-organized crime resources as well as the Province to reassert its role as the lead agency to combat gang violence.

If you have any questions or require additional information, please do not hesitate to contact Mark Corrado, Manager, Community Safety Policy and Programs, 604-204-8673.

Yours truly,



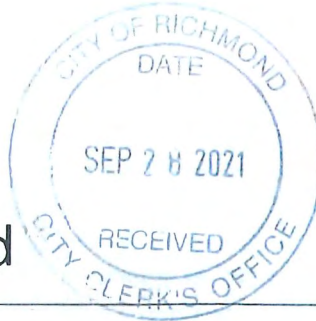
Malcolm D. Brodie  
Mayor

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<sup>1</sup> <https://www.leg.bc.ca/documents-data/committees-transcripts/20200921am-PoliceActReform-Virtual-n4>



City of  
Richmond



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

**Memorandum**  
Community Safety Division

**To:** Mayor and Councillors **Date:** September 27, 2021  
**From:** Mark Corrado **File:** 09-5355-00/Vol 01  
Manager, Community Safety Policy and Programs  
**Re:** **Municipal Use of Video Cameras for Law Enforcement Purposes**

This memorandum provides a brief impact analysis of the municipal use of video cameras for law enforcement purposes within the context of BC as well as nationally and internationally.

Internationally, the use of video cameras in public places by municipalities for law enforcement and community safety purposes has been widespread for decades. Over 80 independent peer reviewed academic studies have shown the effectiveness of CCTV in leading to a range significant to modest crime reduction outcomes (Piza et al., 2019). For the most part, CCTV is viewed as an essential investigative tool when camera footage is of a high-definition and can assist in identifying someone who was involved in a crime (Ashby, 2017). CCTV has proven its effectiveness in broad spectrum of criminal incidents from property crime to violent crime to international acts of terrorism. Even in cases, where video footage is of a lesser quality, it can be used to assist law enforcement. For example, the July 7<sup>th</sup> bombers were apprehended after an exhaustive search of CCTV cameras throughout London, England (BBC, 2010).

In Canada, since 1981, CCTV has been used in public streetscapes to serve law enforcement in more than 30 municipalities (Hier & Walby, 2011). The first city to pioneer its use was Sudbury, Ontario who established their "Lion Eye in the Sky" CCTV system in 1994 (KPMG, 2000). For decades, CCTV has been critical in combatting crime in Ontario to the extent that the Provincial government recently announced a \$6 million investment, which is open to municipal and First Nation police services. This initiative was designed to target gang and gun violence and more broadly community safety (CTV, 2020).

In British Columbia, the regulation of the use of video and audio surveillance by public bodies falls under the Freedom of Information and Protection of Privacy Act (FIPPA). The Office of the Information and Privacy Commissioner (OIPC) has independent oversight and enforcement powers under FIPPA as well as the Personal Information Protection Act (PIPA).<sup>1</sup> In 2014, the OIPC issued stringent guidelines regarding the public sector use of video surveillance and specifically Section 26(b) of FIPPA under collection of personal information "for the purposes of law enforcement":

*Section 26(b) of FIPPA authorizes collection of personal information for the purposes of law enforcement. Schedule 1 of FIPPA defines "law enforcement" as:*

<sup>1</sup> <https://www.oipc.bc.ca/about/legislation/>

*policing, including criminal intelligence systems; investigations that lead or could lead to a penalty or sanction being imposed; or proceedings that lead, or could lead, to a penalty or sanction being imposed.*

*"Policing" is not defined in FIPPA, however in common law the definition of policing involves active monitoring or patrolling in order to deter or intervene in unlawful activities. Information collected for policing purposes must be collected by a public body with a common law or statutory enforcement mandate. For example, it is not sufficient for a public body to claim an interest in reducing crime in order to justify collection for "law enforcement"; the public body must have authority to enforce those laws.*

*In BC, the OIPC has determined in a number of Orders that an investigation must already be underway at the time the personal information is collected for s. 26(b) to apply. A public body is not authorized to collect personal information about citizens, in the absence of an investigation, on the chance it may be useful in a future investigation. Similarly, in order for a collection to be lawfully authorized as relating to a proceeding, the proceeding must be ongoing at the time of collection. (OIPC, 2014)*

The above guidelines effectively prohibit municipalities in most circumstances from utilizing video surveillance for general law enforcement purposes given that only police agencies have such powers to collect personal information for criminal code investigations. However, the OIPC makes an exception for the allowance of video surveillance in only "necessary" cases which it defined below:

*"Necessary" in the context of surveillance systems is a high threshold for a public body (i.e. local government) to meet. It is not enough to say that personal information would be nice to have or could be useful in the future. The personal information must also be directly related to a program or activity of the public body.*

Nonetheless, the OIPC still prohibits the collection of high-definition video even in "necessary" cases for a public body, for example closed areas such as parking lots and for traffic management intersection cameras, as the amount of personal information collected would exceed that which is necessary for the public body's reason for collection. Examples of cases where video surveillance by local governments for necessary purposes have been permitted by the OIPC include:

- City of Kelowna installed CCTV to monitor parkades for security purposes;
- Cities of Surrey and Richmond who operate low resolution intersection traffic cameras; and
- City of Vancouver has 881 standard definition using a wide angle and only recording when specific projects or events occur.

Lastly, FIPPA provides the OIPC with the authority to investigate a public body's CCTV program and can compel the public body to cease collection of private data, decommission the system and destroy all personal information collected. Examples, of these investigations by the OIPC include:

September 27, 2021

- 3 -

- City of Terrace was warned by the OIPC that it does not have legal authority to install surveillance cameras in gathering places for the purposes of combatting vandalism and mischief;
- City of Vernon was in the process of installing 11 surveillance cameras in 2018 in a park for public safety purposes. It was warned by the OIPC and as a result, the City of Vernon decommissioned the project; and
- City of Vancouver cancelled a project to install several cameras in the Granville Entertainment District in 2018 following public consultation and a letter received from the OIPC.

Recently, municipalities such as Surrey have sought to create registries of private businesses who have CCTV. The purpose of these registries is to allow law enforcement to quickly gather video evidence when a crime has occurred at specific location and not have investigators waste time by canvassing business one-by-one to see if they have cameras.

Per direction from Council, staff will continue to engage in a dialogue with Provincial staff and municipal counterparts regarding privacy related issues and the need for the use of video surveillance for law enforcement purposes.



---

Mark Corrado  
Manager, Community Safety Policy and Programs  
(604-204-8673)

pc: SMT  
Clay Adams, Director, Corporate Communications  
Will Ng, Chief Superintendent, Officer in Charge



City of  
Richmond

Malcolm D. Brodie  
Mayor

6911 No. 3 Road  
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www.richmond.ca

October 7, 2021

Commissioner Michael McEvoy  
Office of the Information and Privacy Commissioner for British Columbia  
PO Box 9038 Stn. Prov. Govt.  
Victoria B.C. V8W 9A4

Dear Commissioner,

**Re: Meeting Request Regarding Use of Intersection Cameras in Public Places**

This letter is to advise that the Mayor and Richmond City Council (City) are requesting a meeting with the Information and Privacy Commissioner at the earliest moment.

In April 2021, the City began recording non-high definition traffic cameras images at over 110 intersections across the City. This multi-year traffic camera project has had a budget of over \$2 million and has involved a number of staff and infrastructure resources.

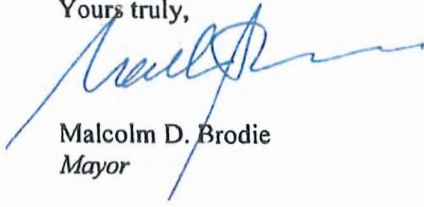
In May 2021, the City witnessed a brazen and terrifying act of violence at Vancouver International Airport. This incident involved the assassination of a prominent gang member, bullets spraying through the airport, shots fired at a pursuing police vehicle and the ending of a high-speed vehicle pursuit that put police and the public further at risk. Of note, the suspects fled through a number of intersections where the City had recently installed cameras. On September 10, a similar traffic camera captured an incident involving a suspect vehicle shooting at police during a traffic stop. In both cases, the traffic cameras, which recorded these events, were of insufficient resolution to identify the suspects involved. Only low resolution images can be used with these cameras. How can we compromise the safety of the public in this way, particularly when any privately owned dash cam or personal tablet would record the incident in a form useful to law enforcement?

The City has engaged in dialogue with the Province and in particular the Minister of Public Safety and Solicitor General regarding the need for municipal use of high definition images from intersection cameras to serve law enforcement purposes. At a September 10 meeting, the Minister agreed that the City and his Ministry should continue to explore this issue. The City is also engaged in advocating for legislative reform of the BC Police Act and other legislation that affects public safety and privacy.



The City seeks a meeting with the Commissioner to discuss this difficult and important matter.  
Please contact me at my office at 604-276-4123 to arrange a mutually convenient time to meet.

Yours truly,

A handwritten signature in blue ink, appearing to read 'Malcolm D. Brodie', is written over a light gray rectangular background.

Malcolm D. Brodie  
Mayor



November 30, 2021

OIPC File: F21-87949

Delivered by email: [mayorea@richmond.ca](mailto:mayorea@richmond.ca)

Mayor Malcolm Brodie  
City of Richmond  
6911 No. 3 Road  
Richmond BC V6Y 2C1

Dear Mayor Brodie:

**Re: Policy or Issue Consultation – Intersection cameras and law enforcement  
(OIPC File F21-87949)**

This letter follows up on our virtual meeting of November 8, 2021 to discuss the potential installation of high-resolution cameras at several intersections in the City of Richmond.

At the outset, I should make clear that the comments provided below are based on the information you provided during our meeting. It is also important to underscore that these comments are made using my authority under the *Freedom of Information and Protection of Privacy Act* (FIPPA) to comment on the implications for the protection of privacy of proposed programs or activities of a public body. These comments are general and are not intended to be legal advice or an expression of findings of fact or law. They are not binding in any way on me or my office in relation to any investigation or adjudication respecting the discussed at our November 8<sup>th</sup> meeting or below. Any investigation or adjudication would be based on evidence obtained at that time and on any representations from the City. I have an open mind as regards any such investigation or adjudication, as does my Office.

Keeping these provisos in mind, I understand from you that the City is considering the deployment of high-resolution cameras at several of its traffic intersections. Low-resolution cameras are now used. They are not capable of collecting personal information, i.e., the cameras do not enable anyone to read license plates or identify vehicle occupants. They do not need to do this because they are used only for traffic management, i.e., to observe and manage traffic flows.

If they were set at high resolution, the new cameras would, I understand, enable observers to read licence plates and identify vehicle occupants. You indicated that, while the intended purpose of the new cameras is also traffic management, if they “incidentally” captured criminal activity, the images could potentially be used by law enforcement if they were to obtain appropriate authority, such as a warrant, to obtain them from the City. You cited a recent shooting at YVR as an example

where high-resolution images may have been useful to solve the crime, as it is believed the getaway vehicle involved in the shooting passed an intersection where cameras are installed.

As we discussed, if the purpose of the cameras is traffic management, the City does not need to collect personal information of drivers or vehicle occupants. It cannot, therefore, purport to "incidentally" collect that which it does not need for the traffic management program or activity. The City must, in other words, have direct authority to collect every item of personal information that it wishes to collect and cannot purport to somehow "incidentally" collect personal information for which there is no collection authority in the first instance.

If, on the other hand, collection of personal information is for "law enforcement" purposes, the City would have to show that it has the authority to do that. To do this, it would have to address a number of matters, including these: whether it is entitled to rely on "law enforcement" as a basis to collect the personal information; identify the harms to be addressed; whether the cameras demonstrably remediate the harm; and whether capturing the images of tens of thousands of citizens who are going about their lawful daily business, using a 24/7 surveillance system, is proportional to the law enforcement-related harms the City is attempting to address.

These are complex legal issues, which the City should seriously consider taking up with its legal advisers.

It is appropriate to remind the City that, if it decides to proceed with such a system, FIPPA authorizes citizens to complain to my Office, and also authorizes me to initiate an investigation on my own motion. If either occurs, my Office would, as indicated above, collect evidence and receive representations from the City (and any complainant). On that basis, findings of fact and law would be made and either recommendations or a binding order would be issued.

I appreciate the opportunity to discuss this matter with you. Living in a safe and healthy community is a goal we both share. It is also the case public safety and privacy should and can work together. While FIPPA places some limits on public bodies' ability to collect, use and disclose citizens' information, it does so in a way that also supports public safety.

Again, I thank you for reaching out to our Office about these important matters and the opportunity to discuss them with you in this preliminary manner.

Sincerely,



Michael McEvoy  
Information and Privacy Commissioner for British Columbia

## Public Safety Camera System - Preliminary Cost Estimate

Description	City-wide Implementation (189 signalized intersections)	Partial Implementation (89 signalized intersections)
Camera – 4K with auto pan zoom unit & add-on multi-camera (4) module – Total 5 cameras	2,005,500	934,500
Labour – Installation of Cameras	398,845	185,832
Fibre Optic Network Isolation	955,000	445,000
<b>Camera Hardware Total</b>	<b>3,359,345</b>	<b>1,565,332</b>
Camera Software Control/Monitor Licenses	222,387	111,660
Servers with Redundancy	503,086	251,514
Data Storage with Redundancy (10 Days Ultra HD Storage)	1,124,000 (5 Petabytes <sup>1</sup> )	562,000 (2.5 Petabytes)
Project Management	250,000	250,000
<b>Data Storage and Monitoring Software Total</b>	<b>2,099,473</b>	<b>1,175,174</b>
Contingency – 20%	1,091,719	548,184
<b>Grand Total</b>	<b>6,550,537</b>	<b>3,288,690</b>
<b>Operating Budget Impact (Annually)</b>		
Camera Maintenance and Testing of Installed Cameras	149,553	69,687
Camera Software Assurance	44,477	20,724
Server Maintenance (OBI after 3 years)	50,000	25,000
Data Storage Maintenance (OBI after 5 years)	100,000	50,000
Installation for New Signalized Intersections	25,000	25,000
Replacement Due to Camera Failures (OBI after 5 years)	25,000	15,000
<b>Total Annual OBI</b>	<b>394,030</b>	<b>205,411</b>

<sup>1</sup> 1 petabyte = 1,024 terabytes = 1,048,576 gigabytes



**Building Regulation Bylaw No. 7230  
Amendment Bylaw No. 10507**

The Council of the City of Richmond enacts as follows:

1. **Building Regulation Bylaw No. 7230**, as amended, is further amended at section 15.1, by deleting the word "\$10,000" and replacing it with the word "\$50,000".
2. **Building Regulation Bylaw No. 7230**, as amended, is further amended at Part Fifteen: Offences and Penalties, by adding the following after section 15.4:

"15.5 A violation of any of the provisions identified in this bylaw shall:

  - (a) result in liability for penalties and late payment amounts established in Schedule A of the *Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122*, as amended or replaced from time to time;
  - (b) be subject to the procedures, restrictions, limits, obligations and rights established in the *Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122* in accordance with the *Local Government Bylaw Notice Enforcement Act*, SBC 2003, c. 60, as they may be amended or replaced from time to time; and
  - (c) be subject to such fines as may be prescribed in the *Municipal Ticket Information Authorization Bylaw No. 7321*."
  3. **Building Regulation Bylaw No. 7230**, as amended, is further amended at section 12.8.4 by renumbering it as section number "13.8.4".
  4. This Bylaw is cited as "**Building Regulation Bylaw No. 7230, Amendment Bylaw No. 10507**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

DEC 20 2023

DEC 20 2023

DEC 20 2023

CITY OF RICHMOND
APPROVED for content by originating dept.
MC
APPROVED for legality by Solicitor
BB

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER





**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122,  
Amendment Bylaw No. 10508**

The Council of the City of Richmond enacts as follows:

1. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by:
  - (a) adding the following to the list in Section 1.1 in alphabetical order:

“Building Regulation Bylaw No. 7230, as amended”
  - (b) adding the content of the table in Schedule A attached to and forming part of this bylaw, to Schedule A of Bylaw No. 8122 as a new “Schedule – Building Regulation Bylaw No. 7230”.
2. This Bylaw is cited as “**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10508**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

DEC 20 2023

DEC 20 2023

DEC 20 2023

CITY OF RICHMOND
APPROVED for content by originating dept.
MC
APPROVED for legality by Solicitor
BB

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

## Schedule A to Bylaw No. 8122

Schedule – Building Regulation Bylaw No. 7230 (2002)							
Designated Bylaw Contraventions and Corresponding Penalties							
A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
Building Regulation Bylaw No. 7230	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
	Building or structure not in compliance with building code	2.1.1(a)	No	\$ 450.00	\$ 400.00	\$ 500.00	n/a
	Gas work not in compliance with gas code	2.1.1(b)	No	\$ 450.00	\$ 400.00	\$ 500.00	n/a
	Plumbing not in compliance with plumbing code	2.1.1(c)	No	\$ 450.00	\$ 400.00	\$ 500.00	n/a
	Failure to comply with Provincial statutes and applicable bylaws	2.1.2	No	\$ 450.00	\$ 400.00	\$ 500.00	n/a
	Construction activity without required building permit.	2.2.1(a)(i)	No	\$ 500.00	\$ 450.00	\$ 550.00	n/a
	Gas work without required gas permit	2.2.1(a)(ii)	No	\$ 500.00	\$ 450.00	\$ 550.00	n/a
	Plumbing without the required plumbing permit.	2.2.1(a)(iii)	No	\$ 500.00	\$ 450.00	\$ 550.00	n/a
	Change of use, or occupancy without obtaining a building permit	2.2.1(b)	No	\$ 500.00	\$ 450.00	\$ 550.00	n/a
	Failure to post civic address	2.2.1(c)	No	\$ 250.00	\$ 200.00	\$ 300.00	n/a

Occupancy without final inspection notice	2.2.1 (d)	No	\$ 500.00	\$ 450.00	\$ 550.00	n/a
Occupancy or use contrary to permit	2.2.1(e)	No	\$ 450.00	\$ 400.00	\$ 500.00	n/a
Tamper with site documents	2.2.1(f)	No	\$ 400.00	\$ 350.00	\$ 450.00	n/a
Unauthorized work deviating from permit	2.2.1(g)	No	\$ 400.00	\$ 350.00	\$ 450.00	n/a
Unauthorized modification of plans	2.2.1(h)	No	\$ 400.00	\$ 350.00	\$ 450.00	n/a
Repair damage without compliance with building code and bylaw	2.2.1(i)	No	\$ 400.00	\$ 350.00	\$ 450.00	n/a
Obstructing inspector access	2.2.1(j)	No	\$ 250.00	\$ 200.00	\$ 300.00	n/a
Denying inspector entry	3.3.1	No	\$ 250.00	\$ 200.00	\$ 300.00	n/a
Failure to comply with an order	3.5.1	No	\$ 450.00	\$ 400.00	\$ 500.00	n/a
Failure to obtain building permit	5.1.1(a)	No	\$ 500.00	\$ 450.00	\$ 550.00	n/a
Failure to obtain gas permit	5.1.1(b)	No	\$ 500.00	\$ 450.00	\$ 550.00	n/a
Failure to obtain plumbing permit	5.1.1(c)	No	\$ 500.00	\$ 450.00	\$ 550.00	n/a
Failure to keep plans on parcel	5.8.1	No	\$ 350.00	\$ 300.00	\$ 400.00	n/a
Failure to maintain a hauling contract	8.6.1(a)	No	\$ 350.00	\$ 300.00	\$ 400.00	n/a
Unauthorized modification or cancellation of a hauling contract	8.6.2	No	\$ 350.00	\$ 300.00	\$ 400.00	n/a
Failure to maintain hauling contract log and produce upon request	8.6.3	No	\$ 350.00	\$ 300.00	\$ 400.00	n/a
Cause or permit an unsanitary condition	8.10(d)	No	\$ 350.00	\$ 300.00	\$ 400.00	n/a
Failure to adhere to the prohibitions related to the installation and use of a sewage holding tank	8.10.1	No	\$ 350.00	\$ 300.00	\$ 400.00	n/a

Break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance, or equipment which is part of any sewage holding tank system.	8.10.2	No	\$ 350.00	\$ 300.00	\$ 400.00	n/a
Failure to enclose swimming pool	9.1.1(b)	No	\$ 350.00	\$ 300.00	\$ 400.00	n/a
Failure to provide an undertaking to the City for the delayed demolition of the existing dwelling or conversion of the existing dwelling to a non-residential use.	11.1.1	No	\$ 350.00	\$ 300.00	\$ 400.00	n/a
Moving a building without a permit	12.1.1	No	\$ 500.00	\$ 450.00	\$ 550.00	n/a
Salvage building materials without a permit	12.1.2	No	\$ 350.00	\$ 300.00	\$ 400.00	n/a
Failure to obtain construction inspection	13.1.1	No	\$ 350.00	\$ 300.00	\$ 400.00	n/a
Failure to obtain sewage holding tank inspection	13.2.1	No	\$ 350.00	\$ 300.00	\$ 400.00	n/a
Failure to obtain gas inspection	13.3.1	No	\$ 350.00	\$ 300.00	\$ 400.00	n/a
Failure to obtain plumbing inspection	13.4.1	No	\$ 350.00	\$ 300.00	\$ 400.00	n/a
Failure to perform annual backflow preventer test	13.5.1	No	\$ 350.00	\$ 300.00	\$ 400.00	n/a
Disobey stop work order	13.8.1	No	\$ 500.00	\$ 450.00	\$ 550.00	n/a
Failure to secure property within 48 hours of stop work order	13.8.2	No	\$ 450.00	\$ 400.00	\$ 500.00	n/a
Unauthorized work during stop work order	13.8.3	No	\$ 450.00	\$ 400.00	\$ 500.00	n/a
Unauthorized removal of stop work order notice	13.8.4	No	\$ 450.00	\$ 400.00	\$ 500.00	n/a
Unauthorized removal of posted notice from dangerous building	13.12.1(a)	No	\$ 350.00	\$ 300.00	\$ 400.00	n/a

	Permit occupancy of a dangerous building	13.12.1(b)	No	\$ 450.00	\$ 400.00	\$ 500.00	n/a
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# City of Richmond

## Bylaw 10509

### Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 10509

The Council of the City of Richmond enacts as follows:

1. Municipal Ticket Information Authorization Bylaw No. 7321, as amended, is further amended by:

- (a) adding the following to Schedule A in numerical order:

Column 1

Designated Bylaws

1. Building Regulation Bylaw No. 7230

Column 2

Designated Bylaw Enforcement Officers

- Bylaw Enforcement Officer
- Licence Inspector
- Police Officer

- (b) deleting Schedule B1 and replacing it with Schedule A attached to and forming part of this bylaw.

2. This Bylaw is cited as "**Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 10509**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

DEC 20 2023

DEC 20 2023

DEC 20 2023

CITY OF RICHMOND
APPROVED for content by originating dept.
MC
APPROVED for legality by Solicitor
BB

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

**Schedule A to Bylaw No. 10509****SCHEDULE B 1****Building Regulation Bylaw No. 7230**

Column 1	Column 2	Column 3
<b>Offence</b>	<b>Bylaw Section</b>	<b>Fine</b>
Building or structure not in compliance with building code	2.1.1(a)	\$1,000
Gas work not in compliance with gas code	2.1.1(b)	\$1,000
Plumbing work not in compliance with plumbing code	2.1.1(c)	\$1,000
Failure to comply with Provincial statutes and applicable bylaws	2.1.2	\$1,000
Construction activity without required building permit.	2.2.1(a)(i)	\$1,000
Gas work without required gas permit	2.2.1(a)(ii)	\$1,000
Plumbing without the required plumbing permit.	2.2.1(a)(iii)	\$1,000
Change of use, or occupancy without obtaining a building permit	2.2.1(b)	\$1,000
Occupancy without final inspection notice	2.2.1 (d)	\$1,000
Occupancy or use contrary to permit	2.2.1(e)	\$1,000
Tampering with site documents	2.2.1(f)	\$1,000
Unauthorized work deviating from permit	2.2.1(g)	\$1,000
Unauthorized modification of plans	2.2.1(h)	\$1,000
Repair of damage without compliance with building code and bylaw	2.2.1(i)	\$1,000
Obstructing inspector access	2.2.1(j)	\$1,000
Denying inspector entry	3.3.1	\$1,000
Failure to comply with an order	3.5.1	\$1,000
Failure to obtain building permit	5.1.1(a)	\$1,000
Failure to obtain gas permit	5.1.1(b)	\$1,000
Failure to obtain plumbing permit	5.1.1(c)	\$1,000
Failure to keep plans on parcel	5.8.1	\$1,000
Failure to maintain a hauling contract	8.6.1 (a)	\$1,000

Unauthorized modification or cancelation of a hauling contract	8.6.2	\$1,000
Failure to maintain hauling contract log and produce upon request	8.6.3	\$1,000
Cause or permit an unsanitary condition	8.10.(d)	\$1,000
Failure to adhere to the prohibitions related to the installation and use of a sewage holding tank	8.10.1	\$1,000
Break, damage, destroy, uncover, deface, or tamper with any structure, appurtenance, or equipment which is part of any sewage holding tank system	8.10.2	\$1,000
Failure to enclose swimming pool	9.1.1(b)	\$1,000
Failure to provide an undertaking to the City for the delayed demolition of the existing dwelling or conversion of the existing dwelling to a non-residential use	11.1.1	\$1,000
Moving a building without a permit	12.1.1	\$1,000
Salvage building materials without a permit	12.1.2	\$1,000
Failure to obtain construction inspection	13.1.1	\$1,000
Failure to obtain sewage holding tank inspection	13.2.1	\$1,000
Failure to obtain gas work inspection	13.3.1	\$1,000
Failure to obtain plumbing inspection	13.4.1	\$1,000
Failure to perform annual backflow preventer test	13.5.1	\$1,000
Disobey stop work order	13.8.1	\$1,000
Failure to secure property within 48 hours of stop work order	13.8.2	\$1,000
Unauthorized work during stop work order	13.8.3	\$1,000
Unauthorized removal of stop work order	13.8.4	\$1,000
Unauthorized removal of posted notice	13.12.1(a)	\$1,000
Permit occupancy of a dangerous building	13.12.1(b)	\$1,000



**Traffic Bylaw No. 5870  
Amendment Bylaw No. 10517**

The Council of the City of Richmond enacts as follows:

1. **Traffic Bylaw No. 5870**, as amended, is further amended at Section 6.1 by deleting Section 6.1 in its entirety and replacing it with the following:  
  
“The owner or occupier of any parcel of real property shall remove all snow and ice from any sidewalk adjacent to such parcel for a distance that coincides with the property line of their real property, not later than 10:00 a.m. of everyday, including Sunday.”
2. **Traffic Bylaw No. 5870**, as amended, is further amended by adding the following as Section 6.2 and renumbering the remaining Subsections in Article 6 appropriately:  
  
“Section 6.1 does not apply to the portion of real property that is:
  - (i) zoned under section 14 (Agriculture and Golf Zones) of the City of Richmond Zoning Bylaw 8500, as amended; or
  - (ii) owned by the City and maintained under existing policies or practices.”
3. This Bylaw is cited as “**Traffic Bylaw No. 5870, Amendment Bylaw No. 10517**”.

FIRST READING

DEC 20 2023

SECOND READING

DEC 20 2023

THIRD READING

DEC 20 2023

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept. SB
APPROVED for legality by Solicitor LB

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122,  
Amendment Bylaw No. 10519**

The Council of the City of Richmond enacts as follows:

1. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by deleting in its entirety the content of the following line in Schedule A of Bylaw:

Description of Contravention	Section	Compliance Agreement Available	Penalty	Early Payment Option	Late Payment Option	Compliance Agreement Discount
Failure to clear snow from sidewalk (commercial, industrial and residential)	6.1	No	\$70.00	\$45.00	\$95.00	n/a

and adding in its place the following line:

Description of Contravention	Section	Compliance Agreement Available	Penalty	Early Payment Option	Late Payment Option	Compliance Agreement Discount
Failure to clear snow from sidewalk (commercial, industrial and residential)	6.1	No	\$125.00	\$75.00	\$175.00	n/a



2. This Bylaw is cited as “Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10519”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

DEC 20 2023

DEC 20 2023

DEC 20 2023

CITY OF  
RICHMOND

APPROVED  
for content by  
originating  
Division

MC

APPROVED  
for legality  
by Solicitor

LB

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICE



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 10163 (RZ 18-843479)  
7100 & 7120 Ash Street**

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 **"TOWN HOUSING (ZT16) - SOUTH MCLENNAN AND ST. ALBANS SUB-AREA (CITY CENTRE)"**.

P.I.D. 000-788-597

The North 76 Feet of Lot 3 Block "C" of Section 15 Block 4 North Range 6 West New Westminster District Plan 1207

P.I.D. 000-751-359

Lot 3 Except: the North 76 Feet; Block "C" Section 15 Block 4 North Range 6 West New Westminster District Plan 1207

2. This Bylaw may be cited as **"Richmond Zoning Bylaw 8500, Amendment Bylaw 10163"**.

FIRST READING

APR 14 2020

A PUBLIC HEARING WAS HELD ON

MAY 19 2020

SECOND READING

MAY 19 2020

THIRD READING

RESCINDED ON JUNE 26, 2023

THIRD READING ON JUNE 26, 2023

~~MAY 19 2020~~

WITH NEW REZONING CONSIDERATIONS

JAN 03 2024

OTHER CONDITIONS SATISFIED

ADOPTED

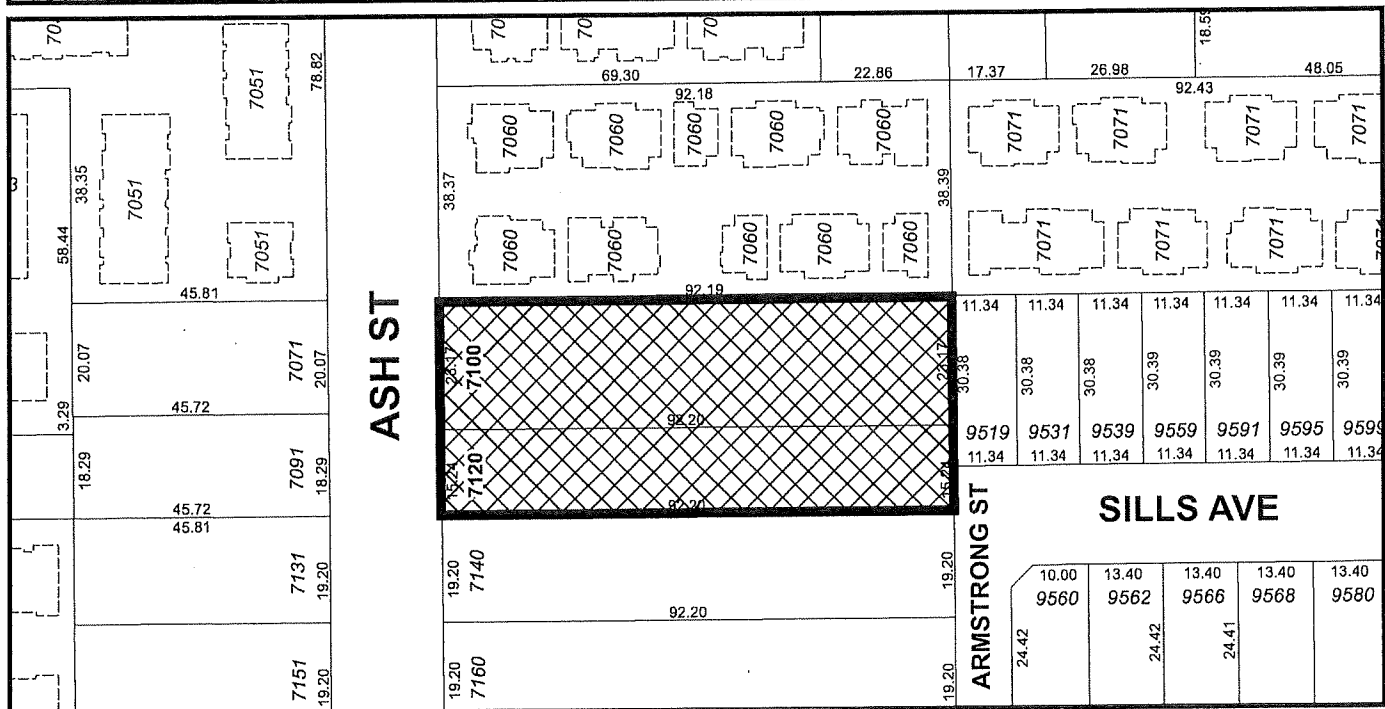
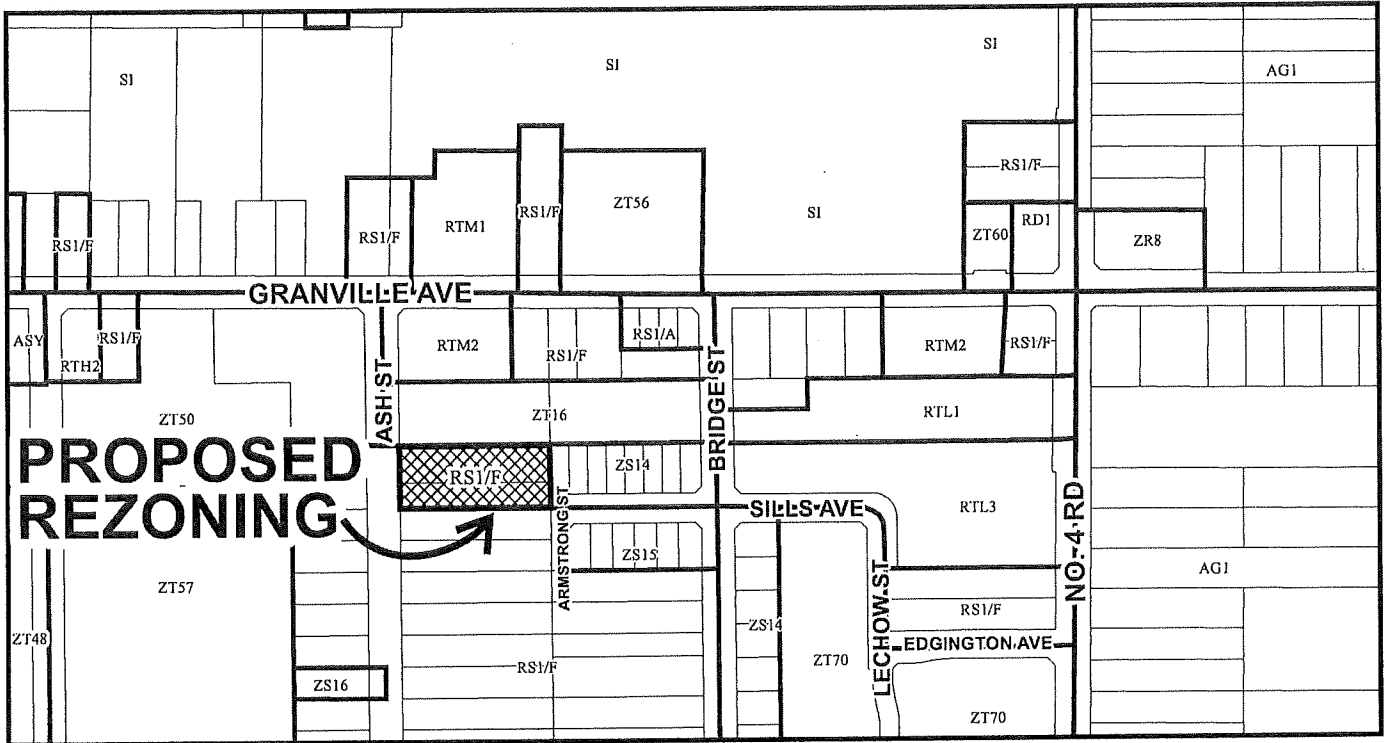


MAYOR

CORPORATE OFFICER



# City of Richmond



RZ 18-843479

Original Date: 01/09/19

Revision Date:

Note: Dimensions are in METRES



**Richmond Zoning Bylaw 8500  
Amendment Bylaw (10447)  
9671 No. 1 Road**

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 **“COMPACT SINGLE DETACHED (RC2)”**.

P.I.D 010-487-859

Lot 22 Block 9 Section 27, Block 4 North Range 7 West New Westminster Plan 19428

2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 10447 ”**.

FIRST READING

MAY 08 2023

A PUBLIC HEARING WAS HELD ON

JUN 19 2023

SECOND READING

JUN 19 2023

THIRD READING

JUN 19 2023

OTHER CONDITIONS SATISFIED

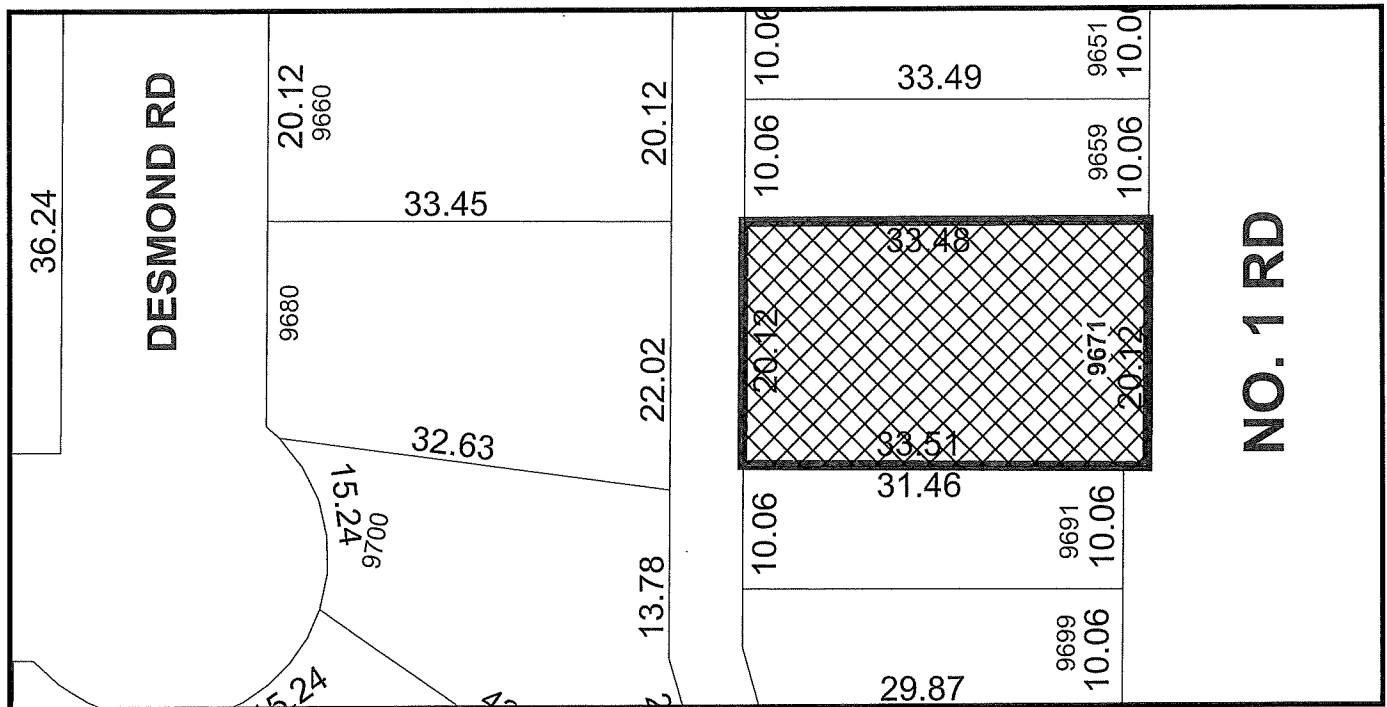
JAN 08 2024

ADOPTED

CITY OF RICHMOND
APPROVED by <i>Ac</i>
APPROVED by Director or Solicitor <i>R</i>

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER



Note: Dimensions are in METRES





# City of Richmond

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**To:** Richmond City Council

**Date:** January 3, 2024

**From:** Joe Erceg  
Chair, Development Permit Panel

**File:** DP 21-942090

**Re:** Development Permit Panel Meeting Held on September 14, 2022

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## Staff Recommendation

That the recommendation of the Panel to authorize the issuance of Development Permit (DP 21-942090) for the property located at 7100 & 7120 Ash Street, be endorsed and the Permit so issued.

Joe Erceg  
Chair, Development Permit Panel  
(604-276-4083)

## **Panel Report**

The Development Permit Panel considered the following item at its meeting held on September 14, 2022.

### DP 21-942090 - SIAN GROUP INVESTMENTS INC – 7100 & 7120 ASH STREET (September 14, 2022)

The Panel considered a Development Permit (DP) application to permit the construction of 17 townhouse units at 7100 & 7120 Ash Street on a site zoned “Town Housing (ZT16) – South McLennan and St. Albans Sub-Area (City Centre)”. A variance is included in the proposal to reduce the minimum setback to Ash Street from 6.0 m to 1.2 m for two refuse storage buildings less than 10 m<sup>2</sup> in area. A variance is also included in the proposal to reduce the minimum setback to Sills Avenue/Armstrong Street from 6.0 m to 2.5 m for a portion of Building D in the southeast corner of the subject site.

The applicant’s architect, Eric Law, of Eric Law Architect., and the applicants landscape architect, Denitsa Dimitrova, PMG Landscape Architects, provided a brief visual presentation highlighting:

- The proposed two-storey townhouse development is broken down into triplex and duplex buildings in consideration of the low-density residential character of the neighbourhood.
- The architectural design of the townhouse buildings, including the variation of roof pitches and gables, reflects the residential character of the subject site’s surrounding context.
- Vehicle access is proposed from Ash Street and an east-west drive aisle is located in the middle of the site between two rows of buildings.
- A publicly accessible pedestrian walkway is proposed along the south property line of the subject site.
- A small road dedication is required at the southeast corner of the site to accommodate the Sills Avenue/Armstrong Street intersection to the east of the subject site.
- Two refuse storage buildings are proposed to be located within the front yard along Ash Street to allow for an efficient pickup of garbage and recycling.
- The refuse storage buildings have been designed and landscaped to provide visual interest and screening.
- Two setback variances are proposed as a result of the location of the two refuse storage buildings along Ash Street and the road dedication at the southeast corner of the subject site.
- The retention of existing on-site trees along the north property line and existing off-site trees adjacent to the south property line were primary considerations in the proposed landscape design for the project.
- A low transparent fence is proposed along the Ash Street and public walkway frontages.
- Perimeter fencing is proposed along the north and east property lines to provide privacy.

- A play equipment that will provide different play opportunities for children will be installed in the common outdoor amenity area.
- Permeable pavers are proposed on visitor parking stalls and portions of the internal drive aisle.

In reply to queries from the Panel, the applicant acknowledged that (i) there is a pedestrian pathway off the Sills Avenue/Armstrong Street intersection at the southeast corner of the site, (ii) the proposed location of air source heat pumps in the front yards of townhouse units would allow easy access for maintenance, (iii) an acoustical consultant will advise the applicant on the type of air source heat pumps that will be installed and noise mitigation strategies, and (iv) wall-mounted downward focused lighting will be installed in the exterior of the buildings and bollard lighting will be installed along the publicly-accessible walkway and at the pedestrian entrance on the southeast corner of the site.

In reply to a query from the Panel, Staff confirmed that the publicly-accessible walkway will be designed as part of the Servicing Agreement associated with the project which includes installation of pedestrian scale lighting.

Staff noted that (i) the Servicing Agreement associated with the project includes site servicing, road improvements to Sills Avenue and Ash Street, construction of public walkway along the south property line of the subject site and lighting associated with the walkway, (ii) the two proposed setback variances associated with the project were identified at the rezoning stage and are consistent with Council's consideration on the rezoning, and (iii) the project has been designed to achieve Step Code 3 of the BC Energy Step Code with the provision of air source heat pumps.

Ava Cheung (no address provided), submitted correspondence expressing concerns related to land use for the subject property and construction-related disturbances to the neighbourhood.

In response to these concerns, Staff advised (i) land use is outside of the Panel's mandate, and (ii) the applicant is required to provide a Construction Parking and Traffic Management Plan as a condition for Building Permit issuance in order to mitigate potential impacts to the neighbourhood during construction.

Discussion ensued regarding the proposed location of the air source heat pumps in the front yards of townhouse units and their potential noise impacts to future residents of the proposed development, residents of neighbouring properties to the north and pedestrians using the publicly-accessible walkway.

As a result of the discussion, staff were directed to work with the applicant prior to the application moving forward for Council consideration in order to review the proposed location of the air source heat pumps and consider alternate locations such as in between the buildings or on the rooftops of buildings to mitigate the noise impacts.

At the direction of the Panel, Staff reviewed the location of the proposed heat pumps in order to further minimize the potential for disturbance to adjacent properties.

As a result of this direction, a majority of the heat pumps have been relocated from the rear of the buildings to the areas in between the proposed townhouse units. Where relocation was not feasible, additional screening of the units has been proposed. These changes are reflected in the drawings attached to the permit to be issued.

Since the DP was originally considered by the Panel, Council at its meeting of June 26, 2023, at the request of the developer, amended the tree retention and replacement requirements based on the natural decline of four trees located on-site (Tree Tags #364-367). Changes to the landscape plan were considered by Council at the time of the request and are reflected in the drawings attached to the permit to be issued.

The Panel recommends the Permit be issued.



## **RICHMOND FOOD AID DELIVERY PROGRAM**

November 24<sup>th</sup>, 2023

Mayor & Councillors City of Richmond  
6911 No. 3 Road  
Richmond BC V6Y 2C1

Dear Mayor Malcolm Brodie & Councillors

**Re: City of Richmond General Purposes Committee Meeting (October 16<sup>th</sup>) referral regarding motion on Homeless Crisis and the need for After Hours Outreach**

The urgency to address homelessness is clear when one looks out the windows of the City Hall. The reality of homelessness is evident in the number of tents erected in Brighthouse Park. It is difficult to witness the harsh living conditions of some of the most vulnerable individuals in our city. What is shocking is this small group of people represents only a fraction of our residents and yet, we have failed to support this group of people that continue to not have a home and are forced to live rough.

On behalf of the Richmond Food Aid Delivery (FAD) Coalition, we are reaching out to express our firm support for the motion brought forward at the General Purposes Committee Meeting on October 16<sup>th</sup> addressing the Homeless Crisis. We specifically wish to underscore the critical need to establish dedicated After-Hours Outreach staff to specifically attend to the needs of homeless individuals in our city.

The FAD is a coalition of Richmond faith groups, food security agencies, social service organizations, and dedicated individuals who have united their efforts, time, and resources. Together, we coordinate the preparation and delivery of one daily meal along with other essentials to individuals who are homeless or at risk of homelessness in Richmond.

The implementation of city-funded After-Hours Outreach, available from 4 pm to 12 pm, is critical. Dedicated professionals are essential not only for ensuring that homeless individuals have access to a nightly meal but also for connecting them to crucial housing, mental health, addiction, emergency dental, and other essential health services. The City's 2019-2029 Homelessness Strategy already supports this, "*Engaging with an outreach worker is often the first step that a person experiencing homelessness makes before accessing supportive services and transitioning into housing.*" Currently, this huge multi-faceted outreach work responsibility is shouldered by just one after-hours outreach worker staffed by the Church on Five. With an already overburdened faith community, this approach is just not sustainable long term.

In addition to the city's 2019-2029 Homelessness Strategy report, numerous other studies<sup>1</sup> have been conducted and reported that clearly highlight the issue and offer clear and direct actions to effect change. The report [One to Ten Minutes to Connect](#) recommends that the outreach workers also be

<sup>1</sup> [One to Ten Minutes to Connect](#); [2023 Homeless Count](#), [2023 Hunger Count](#)



available during the day. *"Outreach staff should also work different hours throughout the day, as the hours of the shift change the focus of the work. Later mornings to early afternoons are the least productive for some outreach workers, although that is when they are more able connect with other service providers.*

The reports also call for a systems-based approach to address homelessness. The challenges confronting homeless individuals are intricate and diverse and as such require a multifaceted systems approach. A team-based strategy, anchored by dedicated Outreach Staff, can contribute to solutions to address homelessness in the most effective manner possible.

We urge elected city officials and city staff to reference these reports and use them as the basis to implement clear, actionable measures to prevent and use a systems approach to manage the homelessness crisis in our city.

The Richmond Food Aid Delivery Coalition urges Richmond City Council to:

- Fund and implement a city funded Homeless Outreach program
- Establish and lead an inter-agency response team for a holistic homelessness action plan and case management
- Reference already submitted reports, studies, and strategic plans to implement immediate calls to action

The FAD Coalition and local non-profits would be willing and active participants with the City of Richmond to achieve these goals. For your interest, Coalition members include the Church on Five, St. Alban's Church, Gilmore Park Church, Kehila Society, Our Saviour Lutheran Church, Richmond Food Bank Society, Richmond Poverty Reduction Coalition, Richmond Presbyterian Church, St. Joseph the Worker, Salvation Army, and the Union Gospel Mission among others.

Thank you for your attention to this matter. We look forward to your reply.

Sincerely,



Belinda Boyd  
Co-Chair, Richmond FAD



Hajira Hussain  
Co-Chair, Richmond FAD

cc Serena Lusk, CAO, City of Richmond

## Re: Food Aid Coalition non agenda item, January 15, 2024

This is additional information for Mayor and Council related to the Food Aid Delivery (FAD) Coalition's letter dated Nov. 24<sup>th</sup>, 2023, to the City of Richmond General Purposes Committee Meeting (October 16th) referral regarding motion on Homeless Crisis and the need for After Hours Outreach. The FAD co-chairs along with the Homeless Outreach Coordinator will be present at the Council meeting on January 15, 2024, to speak on this item.

### Here is a summary of our presentation:

- Food is just an outreach tool to connect with the homeless. The work of an after-hours outreach worker goes beyond the provision of food and is critical in helping overcome the barriers than many of our homeless, street entrenched folks face daily. Outreach staff should work different hours throughout the day as the *hours of the shift change the focus of the work* ([One to Ten Minutes to Connect](#)). Dedicated outreach professionals are essential not only for ensuring that homeless individuals have access to a nightly meal but also for connecting them to crucial housing, mental health, addiction, emergency dental, and other essential health services.
- The [2023 Homeless Count](#) noted that homelessness in Richmond increased by 91%, going from 85 individuals in 2020 to 162 in 2023. This aligns with the Homeless Outreach Coordinator's increase in meal distribution, increasing from 35 meals per night at the start of 2023 to an average of 60-70 meals nightly. This is roughly estimated at around \$110,000/year that is jointly funded by the faith communities.
- Faith communities provide meals for the homeless outreach but face ongoing challenges meeting the rising demand due to inflation and staffing shortages. Additional funding is needed to support staffing, reduce burnout, and secure sufficient food supplies.
- The [2023 Hunger Count](#) report noted a 32% increase in the number of people accessing emergency food assistance compared to the previous year. Food bank use among Seniors is also on the rise. The main reasons cited for food bank use was unaffordable housing and incomes not keeping up with the high cost of food.
- A total of 15 Richmond based nonprofit organizations are working together to provide an average of 4200 emergency meals each week to food insecure (housed and homeless) individuals in Richmond.

### Our recommendations:

- Implement a city-funded Homeless Outreach program with one After-Hours Outreach worker position available to work from 4 pm to 12 pm and a second day-time Outreach worker available 9am-4pm to liaise with community organizations and coordinate access to critical community resources.
- Establish a designated homeless outreach budget that considers the cost of staffing, food, delivery, and utilities
- Lead an interagency response team for a holistic homelessness action plan, case management and ongoing evaluation
- Reference the above cited reports, other studies on homelessness and the City's own 2019-2029 Homelessness Strategy. Share best practices from Homelessness Action tables from other cities to implement immediate calls to action

We believe that in working together we can truly make a difference in the lives of our community members who are being forced out of their homes and on to the streets. We would like the city to take the lead in creating a dedicated, city funded Homeless Outreach Program with afterhours as well as regular outreach staff. This is the first step in making homelessness in Richmond, "rare, brief and non-recurring."