



City Council

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

**Monday, January 9, 2017
7:00 p.m.**

Pg. # ITEM

MINUTES

1. *Motion to:*

- (1) *adopt the minutes of the Regular Council meeting held on December 12, 2016* (distributed previously);
- (2) *adopt the minutes of the Special Council meeting held on December 21, 2016* (distributed previously); *and*
- (3) *adopt the minutes of the Regular Council meeting for Public Hearings held on December 19, 2016.*

CNCL-8



AGENDA ADDITIONS & DELETIONS

COMMITTEE OF THE WHOLE

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



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. 15.)

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
- 2017 Engaging Community and Public Art Projects
- Canada 150 Commemorative Painting and Mural
- Sister City Advisory Committee Two Year Activity Plan (2017-2018)
- Business Licence Bylaw 7360, Amendment Bylaw 9632
- Harvest Power Lease With Port of Vancouver
- Provincial Tax Deferment Program
- Consolidated 5 Year Financial Plan (2017-2021) Bylaw No. 9663

5. *Motion to adopt Items No. 6 through No. 13 by general consent.*



6. **COMMITTEE MINUTES**

That the minutes of:

- CNCL-31 (1) the **Community Safety Committee** meeting held on December 13, 2016;

Council Agenda – Monday, January 9, 2017

Pg. #	ITEM
CNCL-37	(2) <i>the General Purposes Committee meeting held on December 19, 2016;</i>
CNCL-40	(3) <i>the General Purposes Committee meeting held on January 3, 2017; and</i>
CNCL-46	(4) <i>the Planning Committee meeting held on December 20, 2016;</i>
CNCL-52	(5) <i>the Parks, Recreation and Cultural Services Committee meeting held on December 21, 2016;</i>
CNCL-62	(6) <i>the Finance Committee meeting held on January 3, 2017; be received for information.</i>



Consent
Agenda
Item

7. **2017 ENGAGING COMMUNITY AND PUBLIC ART PROJECTS**
(File Ref. No. 11-7000-09-20-089) (REDMS No. 5222486 v. 3)

CNCL-66

See Page CNCL-66 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE
RECOMMENDATION

That the concept proposals for the “2017 Engaging Community and Public Art Projects” as presented in the staff report, dated November 24, 2016, from the Director, Arts, Culture & Heritage Services, be endorsed.



Consent
Agenda
Item

8. **CANADA 150 COMMEMORATIVE PAINTING AND MURAL**
(File Ref. No. 11-7000-09-20-231) (REDMS No. 5241317 v. 2)

CNCL-83

See Page CNCL-83 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the staff report titled, “Canada 150 Commemorative Painting and Mural,” dated November 28, 2016, from the Director of Arts, Culture and Heritage Services, be endorsed in support of Canada 150 celebrations and major event programming in 2017;*
- (2) *That \$50,000 be allocated to commission a John M. Horton painting from the Council Provision; and*
- (3) *That the \$50,000 expenditure for the cost of the artwork proposed to be funded from the Council Provision be included in the 5 Year Financial Plan (2017-2021).*



Consent
Agenda
Item

9. **SISTER CITY ADVISORY COMMITTEE TWO YEAR ACTIVITY PLAN (2017-2018)**

(File Ref. No. 01-0100-30-SCIT1-01) (REDMS No. 5240198)

CNCL-89

See Page **CNCL-89** for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the report titled “Sister City Advisory Committee Two Year Activity Plan (2017-2018)”, dated December 7, 2016, from the Director of Intergovernmental Relations, be approved;*
- (2) *That the 2017-2018 Sister City Advisory Committee Program Activity budget of \$56,500 be funded from the Rate Stabilization Account and included in the 5 Year Financial Plan (2017-2021); and*
- (3) *That staff consult with the Sister City Advisory Committee regarding the future relationship with Pierrefonds, Quebec, with recognition of the 50th Sister City anniversary between Pierrefonds and Richmond.*



Consent
Agenda
Item

10. **BUSINESS LICENCE BYLAW 7360, AMENDMENT BYLAW 9632**

(File Ref. No. 12-8275-02) (REDMS No. 5247383)

CNCL-95

See Page **CNCL-95** for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That Business Licence Bylaw No. 7360, Amendment Bylaw 9632, which increases the maximum number of Class A Taxicabs to 112 and Class N Taxicabs to 44, be given first, second and third readings.



Consent
Agenda
Item

11. **HARVEST POWER LEASE WITH PORT OF VANCOUVER**

(File Ref. No.)

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That a letter be sent to the Port of Vancouver Board requesting that they enforce any restrictive terms of their lease with Harvest Power relating to odours and emissions.



Pg. # ITEM

Consent
Agenda
Item

12. **PROVINCIAL TAX DEFERMENT PROGRAM**

(File Ref. No.) (REDMS No. 5261230)

CNCL-120

See Page CNCL-120 for full report

FINANCE COMMITTEE RECOMMENDATION

- (1) *That staff be directed to make people aware of the Provincial Tax Deferment Program as a means of reducing the current financial burden for seniors and families with children, as well as providing information regarding assessment appeals;*
- (2) *That staff be directed to analyze the benefit and the possibility of having more than one residential tax rate to deal with the valuation disparity between strata and single family detached residential properties;*
- (3) *That a letter be written to the Premier of British Columbia, Minister of Finance, and local MLAs, requesting the Province make changes to the Home Owner Grant program and school tax allocation program to provide a more fair and equitable system of property taxation in BC; and*
- (4) *That a letter be written to the Premier of British Columbia, Minister of Finance, and local MLAs, requesting the Province increase the 2017 Home Owner Grant threshold to reflect the substantial increases in assessments of principal residences in Metro Vancouver.*



Consent
Agenda
Item

13. **CONSOLIDATED 5 YEAR FINANCIAL PLAN (2017-2021) BYLAW NO. 9663**

(File Ref. No. 03-0985-01) (REDMS No. 5252435)

CNCL-127

See Page CNCL-127 for full report

FINANCE COMMITTEE RECOMMENDATION

- (1) *That the Consolidated 5 Year Financial Plan (2017-2021) Bylaw No. 9663 be introduced and given first, second, and third readings; and*
- (2) *That staff undertake a process of public consultation as required in Section 166 of the Community Charter.*



CONSIDERATION OF MATTERS REMOVED FROM THE
CONSENT AGENDA

GENERAL PURPOSES COMMITTEE
Mayor Malcolm D. Brodie, Chair

14. **REGULATION OF SHORT-TERM RENTAL UNITS**
(File Ref. No. 08-4430-03-12) (REDMS No. 5221655 V. 15)

CNCL-143

See Page CNCL-143 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

Opposed: Cllr. Steves

- (1) *That the regulation of short-term rental units as set-out in the staff report from the City Solicitor and Chief Licence Inspector titled “Regulation of Short-Term Rental Units”, dated November 29, 2016, be endorsed in principle for the purpose of public consultation;*
- (2) *That the public consultation process set-out in the staff report be approved; and*
- (3) *That staff be directed to engage with the Province of British Columbia to discuss regulatory changes to the Provincial Sales Tax and Municipal and Regional District Tax in regards to accommodation providers and report back to Council as part of the one-year review of the City’s proposed short-term rental regulation.*



PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

BYLAWS FOR ADOPTION

- CNCL-190** Housing Agreement (YuanHeng Seaside Developments Ltd.)
Bylaw No. 9657
Opposed at 1st/2nd/3rd Readings – None.



DEVELOPMENT PERMIT PANEL

15. RECOMMENDATION

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

- CNCL-214** (1) *That the minutes of the Development Permit Panel meetings held on November 30, 2016 and December 14, 2016 and the Chair's report for the Development Permit Panel meetings held on November 30, 2016, and December 14, 2016, be received for information; and*
- CNCL-227** (2) *That the recommendations of the Panel to authorize the issuance of:*
- (a) *a Development Permit (DP 16-741981) for the property at 10780 No. 5 Road; and*
- (b) *a Development Permit (DP 16-723753) and a Heritage Alteration Permit (HA 16-723754) for the property at 3811 Moncton Street;*
- be endorsed, and the Permits so issued.*



ADJOURNMENT





**Regular Council meeting for Public Hearings
Monday, December 19, 2016**

Place: Council Chambers
Richmond City Hall

Present: Mayor Malcolm D. Brodie
Councillor Chak Au
Councillor Derek Dang
Councillor Carol Day
Councillor Ken Johnston
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Linda McPhail
Councillor Harold Steves

Claudia Jesson, Acting Corporate Officer

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

**1. TEMPORARY COMMERCIAL USE PERMIT APPLICATION
(TU 16-732636)**

(Location: 8540 River Road; Applicant: Dunbar Equipment Ltd. (doing business as Don Dickey Supplies))

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

None.

Submissions from the floor:

None.



**Regular Council meeting for Public Hearings
Monday, December 19, 2016**

PH16/12-1

It was moved and seconded

That a Temporary Commercial Use Permit be issued to Dunbar Equipment Ltd. (doing business as Don Dickey Supplies) for property at 8540 River Road to allow the retail sale of outdoor power equipment as an accessory use.

CARRIED

In accordance with Section 100 of the *Community Charter*, Councillors Dang and Johnston declared to be in a conflict of interest due to business interests, and left the meeting at 7:02 p.m.

**2. OFFICIAL COMMUNITY PLAN BYLAW 9000, AMENDMENT
BYLAW 9603 AND OFFICIAL COMMUNITY PLAN BYLAW 7100,
AMENDMENT BYLAW 9604**

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

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

- (a) Jim McGrath, 10131 Lawson Drive (Schedule 1)
- (b) Brian Howe, 6233 London Road (Schedule 2)

Submissions from the floor:

None.

Discussion:

Council discussed the implications of a suggestion to omit from Amendment Bylaw 9603, the portion of "Sub-Section 14.4.13.D Rear Yard – Setbacks" pertaining to a ground floor setback of 4.5 metres.

In response to queries from Council, staff advised that: arterial road policies that are imbedded in the Official Community Plan establish a framework for arterial road redevelopment; and revisions to the arterial road policies can be initiated in the future (by Council or staff) as needed.



Regular Council meeting for Public Hearings
Monday, December 19, 2016

PH16/12-2 It was moved and seconded
That Official Community Plan Bylaw 9000, Amendment Bylaw 9603 be given second and third readings.

CARRIED

Opposed: Cllr. Day

PH16/12-3 It was moved and seconded
That Official Community Plan Bylaw 9000, Amendment Bylaw 9603 be adopted.

CARRIED

Opposed: Cllr. Day

PH16/12-4 It was moved and seconded
That Official Community Plan Bylaw 7100, Amendment Bylaw 9604 be given second and third readings.

CARRIED

Opposed: Cllr. Day

PH16/12-5 It was moved and seconded
That Official Community Plan Bylaw 7100, Amendment Bylaw 9604 be adopted.

CARRIED

Opposed: Cllr. Day

Councillors Dang and Johnston returned to the meeting at 7:15 p.m.

3. **RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9614 (ZT 16-734106)**

(Location: 110-12500 Horseshoe Way; Applicant: Lloyd Kinney)

Applicant's Comments:

The applicant was available to respond to queries.



**Regular Council meeting for Public Hearings
Monday, December 19, 2016**

Written Submissions:

- (a) Andrew French, #260-12500 Horseshoe Way (Schedule 3)
- (b) Nathalie Baker, Solicitor for the Strata Council (Schedule 4)
- (c) Richard Fayerman, #133-12520 Horseshoe Way (Schedule 5)
- (d) Andy Urbanowicz, #54-11771 Kingfisher Drive (Schedule 6)
- (e) Sean Sagar, BrightMinds Systems Intl. (Schedule 7)

Submissions from the floor:

None.

Discussion:

Council discussed some of the observations indicated in the written submissions, and the inclusion of breweries in industrial areas.

In response to queries from Council, staff advised that the application was to utilize a portion of the existing brewery space for a retail liquor store and there is no requirement to obtain the Strata Council's approval. It was further noted that two parking spaces were required for the proposed use, and that the existing parking complied with Zoning Bylaw requirements.

PH16/12-6

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9614 be given second and third readings.

CARRIED

4. RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9630 (RZ 699299)

(Location: 8111 No. 3 Road; Applicant: Jacken Investments Inc.)

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

- (a) Feng Xiang, 4400 Steveston Highway (Schedule 8)



**Regular Council meeting for Public Hearings
Monday, December 19, 2016**

Submissions from the floor:

None.

PH16/12-7

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9630 be given second and third readings.

CARRIED

**5. RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9635
(RZ 16-737903)**

(Location: 4780 Steveston Highway; Applicant: Architect 57 Inc.)

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

None.

Submissions from the floor:

None.

PH16/12-8

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9635 be given second and third readings.

CARRIED

**6. RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9636
(RZ 16-740422)**

(Location: 11740 Williams Road; Applicant: 1080593 BC Ltd.)

Applicant's Comments:

The applicant was available to respond to queries.



**Regular Council meeting for Public Hearings
Monday, December 19, 2016**

Written Submissions:

None.

Submissions from the floor:

Daphne Hinz, on behalf of the Rose Hinz, 11720 Williams Road, expressed concerns regarding “quality of life” impacts of the application, given the proximity of the subject property to the neighbours. She read aloud a letter from Rose Hinz, which expressed further concerns regarding reduced sunlight and privacy in her back yard. Ms. Hinz noted that her concerns were shared by the residents at 11700 and 11760 Williams Road.

Anne Learner, 12633 No. 2 Road, expressed concerns about the size of homes that could be built on larger lots, and noted that living without green space was not supportive of healthy living.

Discussion:

In response to Council’s queries, staff noted that: the developer had met the minimum setback requirements; the same setbacks would apply to homes on the existing lot and the subdivided lots (i.e. larger homes could be constructed on larger lots); and, a detached garage with no coach house could be situated on the lot. In response to Council query, staff confirmed that should the subject property not be subdivided, the applicant could construct a 3340 square foot home with a 500 square foot garage without rezoning; the proposed subdivision would enable the construction of two 2100 square foot buildings. Staff advised that residents could discuss their concerns with City staff and with the applicant.

PH16/12-9

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9636 be given second and third readings.

CARRIED

Opposed: Cllr. Day

In accordance with Section 100 of the Community Charter, Councillors Dang and Johnston declared to be in a conflict of interest due to business interests, and left the meeting at 7:47 p.m.



**Regular Council meeting for Public Hearings
Monday, December 19, 2016**

7. RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 9642
(Location: 8360/8380 Sierpina Place; Applicant: 0868256 BC Ltd.)

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

- (a) Hongtao Lu, 8651 Greenfield Drive (Schedule 9)

Submissions from the floor:

In response to Council's query, staff confirmed that perimeter drainage would be addressed.

PH16/12-10

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9642 be given second and third readings.

CARRIED

Councillor Dang returned to the meeting at 7:48 p.m.

ADJOURNMENT

PH16/12-11

It was moved and seconded

That the meeting adjourn (7:49 p.m.).

CARRIED



**City of
Richmond**

Minutes

**Regular Council meeting for Public Hearings
Monday, December 19, 2016**

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 19, 2016.

Mayor (Malcolm D. Brodie)

Corporate Officer
(David Weber)

To Public Hearing	
Date:	December 19, 2016
Item #	2
Re:	BYLAW 9603
	BYLAW 9604

December 17, 2016

David Weber
City Clerk,
City of Richmond, BC
(Sent via email)

Subject: Feedback on replacing the existing Arterial Road Policy in Section 3.6.1 of the OCP Bylaw 9000 with the new Arterial Road Land Use Policy

David:

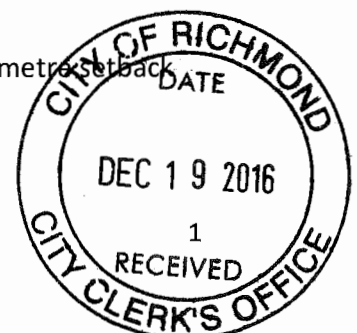
I am submitting my opinions on the proposed new Arterial Road Land Use Policy being considered at the Public Hearing scheduled for December 19, 2016.

My overall goals in submitting this letter to the City of Richmond are as follows:

1. To reduce the significant negative impacts on existing single family homes caused by adjacent higher density and massing of new housing on arterial roads.
2. Avoid building over-height new housing which can dramatically reduce privacy and daylight for adjacent existing single family homes.
New housing should not exceed 2 storeys in height (7.5 metres to the roof peak) – regardless of roof style.
3. Maintain rear yard setbacks at 6 metres;
4. Ensure lot coverage for new housing does not exceed 45%;
5. Prevent the loss of mature trees on redeveloped properties - or ensure that replacement trees, vegetation and green space adequately compensates for that which would be lost during redevelopment.
6. Reduce the prevalence of brick walls and large gate structures which typically impacts green space on new housing being built on arterial roads.

Here are the details on my concerns as they relate to the many types of housing being considered for arterial roads:

1. Townhouses:
 - a. Rear Yard Setback: I strongly recommend keeping the existing 6 metre setback requirement.



I do not agree with the proposed 4.5 metre setback for 50 % width of the back wall (ground floor only).

- b. Height: Must not allow more than 2 storeys (7.5 metres); particularly along rear yards next to single family lots.
- c. Lot coverage should be no greater than 45%.

2. Row Houses:

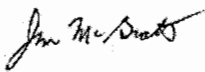
- a. Lot coverage should be no greater than 45%.
- b. Height: Must not allow more than 2 storeys (7.5 metres); particularly along rear yards next to single family lots.
- c. 6 metre rear yard setback.

3. Compact Two Unit Dwelling:

- a. Lot coverage should be no greater than 45%.
- b. Height: Must not allow more than 2 storeys (7.5 metres); particularly along rear yards next to single family lots.
- c. 6 metre rear yard setback.

New housing on arterial roads should be built to be lived in; designed to be harmonious with the height, setbacks and style of adjacent existing homes in the neighbourhood; retain mature trees and vegetation; and not designed for investment purposes only.

Thank you.



Jim McGrath
10131 Lawson Drive,
Richmond, BC V7E 5M2

CityClerk

From: Weber,David
Sent: Monday, 19 December 2016 09:19
To: CityClerk
Subject: FW: arterial road policy

To Public Hearing
Date: <u>December 19, 2016</u>
Item # <u>2</u>
Re: <u>BYLAW 9603</u>
<u>BYLAW 9604</u>

From: Brian Howe [mailto:Brian_Howe@cbu.ca]
Sent: Saturday, 17 December 2016 3:30 PM
To: Weber,David
Cc: Carol Day
Subject: arterial road policy

Response to survey:

- 1) yes, to the need for densification along arterial roads (regrettable perhaps but necessary)
- 2) yes, to 2 storey building height, instead of 2 and 1/2 (more sky is much much better)
- 3) on rear year setbacks, a question should have been for 6 meters.
Not clear why 4.5 was the option, not 6 meters.
I would vote for 6 meters, in the interests of green space.

Brian Howe
6233 London Road, Richmond BC



MayorandCouncillors

From: Webgraphics
Sent: Tuesday, 13 December 2016 11:49
To: MayorandCouncillors
Subject: Send a Submission Online (response #996)

Follow Up Flag: Follow up
Flag Status: Flagged

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

Date:	December 19, 2016
Item #	3
Re:	BYLAN 9614

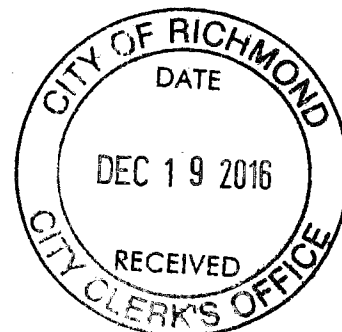
Send a Submission Online (response #996)

Survey Information

Site:	City Website
Page Title:	Send a Submission Online
URL:	http://cms.richmond.ca/Page1793.aspx
Submission Time/Date:	12/13/2016 11:48:57 AM

Survey Response

Your Name	Andrew G French
Your Address	3146 Georgia Street Richmond
Subject Property Address OR Bylaw Number	#110-12500 Horseshoe Way Bylaw 9614(ZT16-734106)
Comments	As the owner occupier of unit 260 - 12500 Horseshoe Way i am opposed to the expansion of activities at unit 110 given the parking lot is already at capacity. Thank you.



To Public Hearing
Date: <u>December 19, 2016</u>
Item # <u>3</u>
Re: <u>BYLAW 9614</u>

SUITE 1700 - 1040 WEST GEORGIA STREET

VANCOUVER, BC V6E 4H1

TEL 604.685.8877 FAX 604.685.3259

WWW.STEVENS VIRGIN.COM

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LITIGATION COUNSEL / law corporations

NATHALIE BAKER

DIRECT LINE 604.694.2831

NBAKER@STEVENS VIRGIN.COM

December 16, 2016

File No: 5340 -001

VIA FAX

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

Attention: Mayor and Council

Dear Sirs/Mesdames:

Re: Richmond Zoning Bylaw 8500, Amendment Bylaw 9614

We are the solicitors for the strata council for Strata Plan BCS 1607.

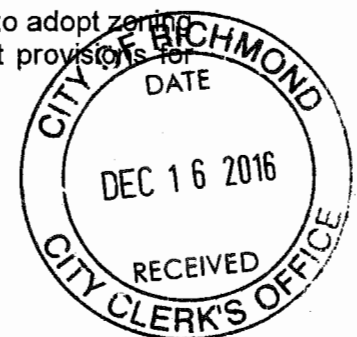
The owner of strata unit #110 has applied for a text amendment to the IB1 zone in order to permit a "Microbrewery, Winery and Distillery" with an ancillary store at #110-12500 Horseshoe Way, PID 026-556-791.

This rezoning application was not filed on behalf of the strata corporation but rather the owner of one of the units in this 26 unit strata. The City is proposing to amend the IB1 zone to permit the microbrewery use and ancillary retail store at unit #110 only.

I am writing on behalf of our client to express the Strata Council's opposition to this rezoning application.

Section 479 of the *Local Government Act* authorizes Local Governments to adopt zoning bylaws. S.479(4) provides that a bylaw under s.479 may make different provisions for one or more of the following:

- (a) different zones;
- (b) different uses within a zone;
- (c) different locations within a zone;
- (d) different standards of works and services provided;
- (e) different siting circumstances;
- (f) different protected heritage properties.



There is no authority in the *Local Government Act* to amend the IB1 Zone to permit a microbrewery and retail store in one of the 26 units. The proposed bylaw is contrary to section 479 and is unlawful. In order to permit this use at 12500/12520 Horseshoe Way

(the "Property"), the Property, as opposed to Unit #110, would have to be rezoned to permit the proposed use. The Strata Council, however, is opposed to the proposed use of a microbrewery and retail store and would not apply for or support such a rezoning application.

The 26 strata lots at the Property are housed in two separate buildings, with addresses at 12500 and 12520 Horseshoe Way. There are only 59 limited common property parking stalls assigned for the exclusive use of the 26 strata lots. These parking stalls are reserved for the exclusive use of the strata units to which they are assigned and cannot be used by visitors to other strata units.

In addition, there are 15 common property visitor parking stalls. These 15 stalls are shared amongst all of the businesses on the Property. 15 visitor parking stalls for 26 strata units is equivalent to only 0.6 stalls per strata unit. Furthermore, I am advised that the statement at page 4 of the Staff Report that the existing parking and loading for unit #110 meets the parking requirements for the proposed use is incorrect. There are not "two (2) shared loading spaces for the building complex near the front of the existing brewery and the proposed retail store". These two parking stalls referred to in the staff report are in fact limited common property, not shared loading spaces as stated.

I am advised by client that when the Strata Plan BCS 1607 was originally built, it was not zoned for retail uses. The applicable zoning bylaw permitted offices, wholesale and warehousing uses, not retail. The layout of the existing onsite parking reflects the permitted uses at the time of construction. There is simply insufficient parking at the Property or on the street for the proposed use.


Lack of parking has been a significant and persistent problem at the Property for the last several years. Any proposed zoning amendment to permit a Microbrewery with an ancillary store at this Property will only exacerbate the current problem.

The Strata Council is opposed to this rezoning.

Yours truly,

STEVENS VIRGIN

Per:



Nathalie Baker
Associate Counsel

NB/

00655183

Mayor and Councillors

To Public Hearing
Date: December 19, 2016
Item # 3
Re: BYLAW 9614

From: Webgraphics
Sent: Friday, 16 December 2016 11:27
To: Mayor and Councillors
Subject: Send a Submission Online (response #997)

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

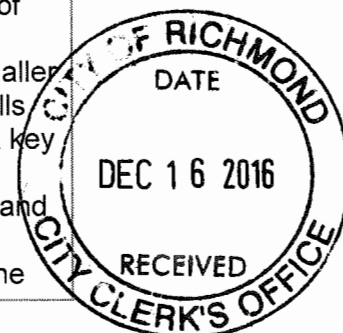
Send a Submission Online (response #997)

Survey Information

Site:	City Website
Page Title:	Send a Submission Online
URL:	http://cms.richmond.ca/Page1793.aspx
Submission Time/Date:	12/16/2016 11:27:01 AM

Survey Response

Your Name	Richard Fayerman
Your Address	#133-12520 Horseshoe Way
Subject Property Address OR Bylaw Number	#110-12500 Horseshoe Way (
Comments	<p>Re: Richmond Zoning Bylaw 8500, Amendment Bylaw 9614 (ZT16-734106) I write in opposition to the proposed zoning amendment. I am an original owner in the complex and president of the strata council. I am a lawyer and operate my law practice in the complex. The subject commercial strata complex was not designed or built to accomodate retail traffic. The council has had persistent and ongoing traffic issues in the complex for the past few years because of the number of businesses in the complex sharing a relatively small number of limited common property (LCP) parking stalls (which the owners purchased) and an even smaller number of common property visitor parking stalls (0.4 per business); parking issues have been a key focus of the strata council in the past 3 years requiring the issuance of warning letters, fines and implementation of a vehicle towing program. Parking problems have been exacerbated by the</p>



	<p>prohibition of street-side parking on Horseshoe Way. Because the complex was designed for and principally houses warehouse, wholesale and service types of businesses, there are numerous commercial deliveries that further compounds the parking access issues. The brewery has other options for selling their product without compounding an already problematic parking issue within the complex. I would respectfully ask the council to deny the rezoning application</p>
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MayorandCouncillors

To Public Hearing
Date: December 19, 2016
Item # 3
Re: BYLAW 9614

From: Webgraphics
Sent: Monday, 19 December 2016 09:11
To: MayorandCouncillors
Subject: Send a Submission Online (response #998)

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

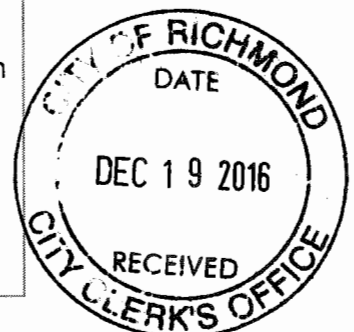
Send a Submission Online (response #998)

Survey Information

Site:	City Website
Page Title:	Send a Submission Online
URL:	http://cms.richmond.ca/Page1793.aspx
Submission Time/Date:	12/19/2016 9:10:23 AM

Survey Response

Your Name	Andy Urbanowicz
Your Address	54-11771 Kingfisher Dr Richmond BC V7E 3T1
Subject Property Address OR Bylaw Number	ZT16-734106
Comments	<p>19 December 2016 Andy Urbanowicz (unit 105) 604-715-3694 TO WHOM IT MAY CONCERN My name is Andy Urbanowicz. I'm the owner of unit 105, adjacent to the unit 110. Generally speaking I have no reservations regarding operation of the microbrewery next door aside from occasionally strong smell permeating from that unit to mine. However, there is one issue that already concerns me: the parking. Often I find my designated parking spaces occupied by various visitor's vehicles which forces me to look after owners of those. Meantime I'm blocking drive through because I can't park in my spaces. I don't know how many people work on daily basis in unit 110 but conservative guess is 3-4. It seems to me that they are already short of parking space as often they park in visitor's spaces. By allowing an ancillary store, the bad parking situation is only going to get worse. Store clients will have no hesitation to park in any space</p>



	<p>"just for a few minutes" as I was told on several occasions by visitors to the other units. It will create chaos with steady comings and goings of additional cars as well as increased risk of damage to vehicles as the parking spaces are small. On Horseshoe Way in front of our complex there's rightfully no parking allowed due to heavy traffic, so the option of parking on the street and walking hundreds of meters to the store does not seem to be a solution either. So for the record, I am opposed to the proposed amendment. I believe it will create additional parking congestion, it will increase likelihood accidents, and damage to vehicles and property, as well as will have negative effect on property values in our complex. Regards, Andy Urbanowicz 604-274-2505</p>
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To Public Hearing
Date: <u>December 19, 2016</u>
Item # <u>3</u>
Re: <u>BYLAW 9614</u>

December 12, 2016

Attn: David Weber
Director, City Clerk's Office

Re: Zoning Bylaw 8500, Amendment Bylaw 9614 (ZT16-734106)
#110 – 12500 Horseshoe Way

I have several concerns regarding the proposed bylaw amendment that I would like to have submitted for consideration by Council.

1. Visitor Parking:

Unit #110 only has two parking stalls assigned for their exclusive use. We have limited visitor parking stalls, and it is a constant problem for our visitors to find a place to park. There is no street parking allowed in the vicinity.

If they are successful in their venture, there will be a lot of conflict, with owners having to remove visitors parked in their assigned stalls. We are likely to also have a situation, where desperate owners resort to parking their vehicles in visitor parking to free up their assigned parking for their visitors.

2. Security:

The complex is quite isolated, and security is a concern after-hours and on weekends. There is a security gate that automatically locks in the evening and on weekends. I am concerned that the applicant will want to have the complex open late into the evening and on weekends. Unit 110 is near the very back of the complex and they would not be able to monitor activity at the front of the complex.

3. Loading Spaces:

There are no shared loading spaces available for the building complex. The "loading spaces" referred to in the application are Limited Common Property designated for the exclusive use of Units 158 and 160. Unit 110 only has two parking stalls available for their operations.

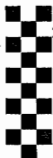
This is an office/warehouse complex and the infrastructure was not setup to accommodate retail sales. If the council decides to approve the amendment, then I would request that they

also amend the parking regulations to allow street parking outside the complex. I would also request an undertaking from the applicant that they not pursue extended opening hours during the evening and on weekends.

I believe the applicant currently has a brewpub/restaurant in Steveston. This would be a more appropriate location for a retail outlet.

Sincerely yours,

Sean Sagar
President
BrightMinds Systems International Inc.
(DBA MyBadges.com)



FAX

FROM

Sean Sagar
MyBadges.com

BC V7A5K2

Phone (800) 665-3775 * 302
Fax Number

TO

Director, City Clerk;s Office

Phone
Fax Number +16042785139

DATE 12/16/2016

NOTE

Zoning Bylaw 8500, Amendment Bylaw 9614 (ZT16-734106)
#110 – 12500 Horseshoe Way

MayorandCouncillors

TO Public Hearing
Date: <u>December 19, 2016</u>
Item # <u>4</u>
Re: <u>Bylaw 9630</u>

From: Webgraphics
Sent: Friday, 9 December 2016 16:05
To: MayorandCouncillors
Subject: Send a Submission Online (response #994)

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

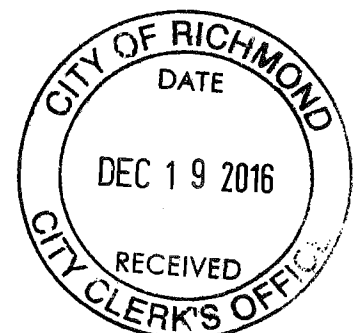
Send a Submission Online (response #994)

Survey Information

Site:	City Website
Page Title:	Send a Submission Online
URL:	http://cms.richmond.ca/Page1793.aspx
Submission Time/Date:	12/9/2016 4:04:31 PM

Survey Response

Your Name	feng xiang
Your Address	4400 steveston hwy
Subject Property Address OR Bylaw Number	zoning bylaw 8500, amendment bylaw 9630
Comments	agree to rezone the subject property

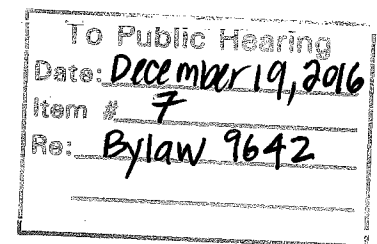


Mayor and Councillors

From: Webgraphics
Sent: Saturday, 10 December 2016 21:35
To: Mayor and Councillors
Subject: Send a Submission Online (response #995)

Follow Up Flag: Follow up
Flag Status: Flagged

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



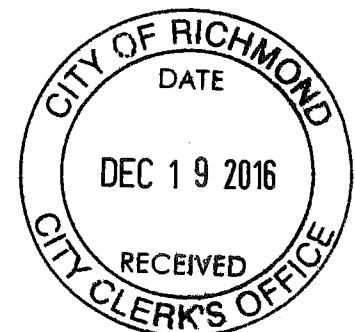
Send a Submission Online (response #995)

Survey Information

Site:	City Website
Page Title:	Send a Submission Online
URL:	http://cms.richmond.ca/Page1793.aspx
Submission Time/Date:	12/10/2016 9:34:30 PM

Survey Response

Your Name	hongtao Lu
Your Address	8651 greenfield drive, richmond, BC V7A4M2
Subject Property Address OR Bylaw Number	8500
Comments	my house is located next due south of 8360/8380 Sierpina. My deep concern is that my backyard elevation will be much lower than the new foundation & backfill level of the new house and all the surface rain water will be draining into my backyard.





Community Safety Committee

Date: Tuesday, December 13, 2016

Place: Anderson Room
Richmond City Hall

Present: Councillor Bill McNulty, Chair
Councillor Derek Dang
Councillor Ken Johnston
Councillor Alexa Loo
Councillor Linda McPhail
Mayor Malcolm Brodie

Also Present: Councillor Carol Day

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 Community Safety Committee held on November 15, 2016, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

January 10, 2017, (tentative date) at 4:00 p.m. in the Anderson Room

LAW AND COMMUNITY SAFETY DIVISION

1. **COMMUNITY BYLAWS MONTHLY ACTIVITY REPORT – OCTOBER 2016**

(File Ref. No. 12-8060-01) (REDMS No. 5215517)

John McGowan, Acting General Manager, Law and Community Safety, introduced Ron Graham as the new Acting Manager, Community Bylaws.

1.

Community Safety Committee

Tuesday, December 13, 2016

In reply to queries from Committee, Ben Dias, Manager, Community Bylaws and Roads and Construction, anticipates that a report on short-term rentals will be presented early in 2017.

It was moved and seconded

That the staff report titled "Community Bylaws Monthly Activity Report – October 2016," dated November 15, 2016, from the Acting General Manager, Law and Community Safety, be received for information.

CARRIED

2. REQUEST FOR PROPOSAL 5732P – FIRE PUMP APPARATUS AND 75' LADDER APPARATUS

(File Ref. No. 02-0745-01) (REDMS No. 5223709 v. 3)

Tim Wilkinson, Acting Fire Chief, Richmond Fire-Rescue, reviewed the request for proposal and commented on the budgeting process for the fire pump apparatus and the ladder apparatus.

In reply to queries from Committee, Acting Fire Chief Wilkinson, noted that (i) a committee in Richmond Fire-Rescue (RFR) with representatives from all shifts and the mechanical division assists with research for new equipment, (ii) as equipment nears its end-of-life, maintenance costs increase, and (iii) a list of RFR equipment and their life expectancy can be provided.

It was suggested that the purchase of the two fire pumper apparatus in 2017 be approved by Council.

It was moved and seconded

(1) That Request for Proposal 5732P - Supply and Delivery of 1 (One) Quint Fire Apparatus for Richmond Fire Rescue, be awarded to Wholesale Fire & Rescue Ltd., at a total cost of \$1,356,474.00 plus applicable taxes; and

(2) That the Chief Administrative Officer and General Manager of Law and Community Safety be authorized to negotiate with Wholesale Fire & Rescue Ltd. (WFR) for the purchase of two (2) fire pumper apparatus in 2017 to be approved by Council.

Cllr. Day left the meeting (4:10 p.m.) and returned (4:11 p.m.).

The question on the motion was not called as discussion ensued with regard to RFR evaluating the equipment required to meet the present and future needs of Richmond.

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

Community Safety Committee
Tuesday, December 13, 2016

3. RICHMOND FIRE-RESCUE MONTHLY ACTIVITY REPORT - OCTOBER 2016

(File Ref. No. 09-5000-01) (REDMS No. 5214964)

Discussion ensued with regard to (i) the increase in the number of medical calls, (ii) RFR's partnership with the British Columbia Ambulance Service (BCAS) and, (iii) education opportunities in schools.

In reply to queries from Committee, Acting Fire Chief Wilkinson noted that (i) school fire drills are conducted by school staff, (ii) RFR will be meeting with Harvest Power on December 14, 2016, (iii) the number of fentanyl incidents are low in the city compared to other communities, and (iv) some RFR members have been trained on naloxone treatment.

As a result of the discussion, staff were directed to include fire drills as an agenda item at an upcoming Council/School Board Liaison Committee meeting.

It was moved and seconded

That the staff report titled "Richmond Fire-Rescue Monthly Activity Report - October 2016," dated November 18, 2016 from the Acting Fire Chief, Richmond Fire-Rescue, be received for information.

CARRIED

4. FIRE CHIEF BRIEFING

(Verbal Report)

(i) Holiday Season Safety

Acting Fire Chief Wilkinson reminded residents of kitchen safety and other potential hazards during the holiday season such as keeping decors away from heat sources and small children.

(ii) Driving/Pedestrian Safety

Acting Fire Chief Wilkinson noted that RFR continues to partner with the Richmond RCMP on driving and pedestrian safety awareness especially during winter conditions.

(iii) Annual Christmas Tree Chip

Acting Fire Chief Wilkinson noted that the annual IAFF Christmas Tree Chip will take place on January 7 and 8, 2016.

Community Safety Committee
Tuesday, December 13, 2016

5. **2016-2017 RICHMOND RCMP DETACHMENT ANNUAL PERFORMANCE PLAN SECOND QUARTER RESULTS (JULY 1 TO SEPTEMBER 30, 2016).**

(File Ref. No. 09-5000-01) (REDMS No. 5219773 v. 4)

Eric Hall, Inspector, Operations Support Officer, Richmond RCMP, reviewed the Annual Performance Plan Second Quarter Results and remarked on additional pedestrian incidents and pedestrian safety awareness.

Discussion ensued with regard to the increase in mental health related incidents and the resources required to respond to mental health incidents. Insp. Hall added that the Richmond RCMP is partnering with Vancouver Coastal Health (VCH) to streamline the response by Richmond RCMP officers.

In reply to queries from Committee, Insp. Hall reviewed the Vulnerable Persons Unit (VPU), noting that the VPU can investigate incidents that may involve mental health or domestic issues.

As a result of the discussion, Richmond RCMP staff were directed to provide a presentation on the Vulnerable Persons Unit to Committee.

It was moved and seconded

That the report titled "2016-2017 Richmond RCMP Detachment Annual Performance Plan Second Quarter Results (July 1 to September 30, 2016)," dated November 14, 2016 from the Officer in Charge, Richmond RCMP, be received for information.

CARRIED

6. **RCMP'S MONTHLY ACTIVITY REPORT - OCTOBER 2016**

(File Ref. No. 09-5000-01) (REDMS No. 5205782 v. 3)

Insp. Hall reviewed the Richmond RCMP's Monthly Activity report for October 2016, noting that (i) hours for auxiliary constables are expected to increase during the holiday season, (ii) three groups with 62 residents have joined the Block Watch program, (iii) October activity statistics are trending lower and are within the five-year average, and (iv) residential break and enter statistics are down approximately 20%.

In reply to queries from Committee regarding the Block Watch program, Insp. Hall noted that there is a dedicated staff member working on the Block Watch program and that Richmond has higher participation rates compared to surrounding municipalities.

Cllr. Day left the meeting (4:48 p.m.) and returned (4:49 p.m.).

Community Safety Committee

Tuesday, December 13, 2016

Discussion ensued with regard to (i) distracted driving enforcement, (ii) break and enter incidents in the city, (iii) auxiliary officers uniforms and protocols, and, (iv) requesting incident statistics from the Transit Police.

It was moved and seconded

That the report titled "RCMP's Monthly Activity Report – October 2016" dated October 27, 2016 from the Officer in Charge, Richmond RCMP, be received for information.

CARRIED

Cllr. Day left the meeting (4:52 p.m.) and did not return.

In reply to queries from Committee, Renny Nasset, Officer in Charge (OIC), Richmond RCMP, noted that vehicles are required to be cleared of snow and frost and that pedestrians are only allowed to cross when the crossing sign is engaged.

7. COMMITTEE STANDING ITEM

(i) E-Comm

The Chair noted that a labour agreement has been proposed with E-Comm staff.

8. MANAGER'S REPORT

(i) Emergency Notification Testing

Lainie Goddard, Manager, Emergency Programs, noted that testing for the Emergency Notification testing has been completed. She added that Emergency Programs staff will be working with the Richmond RCMP on Amber Alert and missing person notifications.

(ii) Emergency Preparedness Program

Ms. Goddard noted that the Sea Island neighbourhood group is working with Vancouver International Airport on their Emergency Preparedness Program.

(iii) New Staff

Mr. McGowan introduced Susan Lloyd as the Acting Assistant Manager, Operations (Bylaws) and noted that Mr. Dias will be transitioning back into the Engineering and Public Works Division.

Committee acknowledged Mr. Dias for his work as the Manager, Community Bylaws and Roads and Construction.

Community Safety Committee
Tuesday, December 13, 2016

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:58 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 13, 2016.

Councillor Bill McNulty
Chair

Evangel Biason
Legislative Services Coordinator



General Purposes Committee

Date: Monday, December 19, 2016

Place: Anderson Room
Richmond City Hall

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

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

AGENDA ADDITION

It was moved and seconded

That the agenda be amended, by adding Short-Term Rentals as Item No 2A.

CARRIED

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on December 5, 2016, be adopted as circulated.

CARRIED

General Purposes Committee
Monday, December 19, 2016

FINANCE AND CORPORATE SERVICES DIVISION

1. BUSINESS REGULATION BYLAW NO. 7538, AMENDMENT BYLAW NO. 9639 TO UPDATE SCHEDULE A, LIST OF AMUSEMENT CENTRES

(File Ref. No. 12-8275-06) (REDMS No. 5203711 v. 2)

It was moved and seconded

That Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9639 be given first, second, and third readings.

CARRIED

COMMUNITY SERVICES DIVISION

2. CANADA 150 COMMEMORATIVE PAINTING AND MURAL

(File Ref. No. 11-7000-09-20-231) (REDMS No. 5241317 v. 2)

Council considered the acquisition of a commissioned painting by artist John M. Horton, and the subsequent reproduction of the painting as an outdoor wall mural, as part of the Canada 150 Celebrations Public Art Plan.

In response to Council's queries, Eric Fiss, Public Art Planner, commented on: a permanent location for the wall mural (likely in Steveston); discussions with the artist on the painting's subject matter; and funding allocated for the painting and the mural.

It was confirmed that emerging artists, with the appropriate ability and interest, would be invited to apply to assist the artist and professional muralists in reproducing the commissioned painting as an outdoor wall mural. After City staff have reviewed the artist's conceptual sketches, Council will be informed by memo regarding the final concept approved.

It was moved and seconded

- (1) That the staff report titled, "Canada 150 Commemorative Painting and Mural," dated November 28, 2016, from the Director of Arts, Culture and Heritage Services, be endorsed in support of Canada 150 celebrations and major event programming in 2017;*
- (2) That \$50,000 be allocated to commission a John M. Horton painting from the Council Provision; and*
- (3) That the \$50,000 expenditure for the cost of the artwork proposed to be funded from the Council Provision be included in the 5 Year Financial Plan (2017-2021).*

CARRIED

General Purposes Committee
Monday, December 19, 2016

2A. SHORT-TERM RENTALS

In response to Council's query, staff confirmed that a report on short-term rentals would likely be presented at the January 3, 2017 General Purposes Committee meeting.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:07 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, December 19, 2016.

Mayor Malcolm D. Brodie
Chair

Carrie Peacock
Recording Secretary



General Purposes Committee

Date: Tuesday, January 3, 2017

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Derek Dang
Councillor Carol Day
Councillor Ken Johnston
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Harold Steves

Absent: Councillor Linda McPhail

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on December 19, 2016, be adopted as circulated.

CARRIED

The Chair advised that Harvest Power Lease with Port of Vancouver will be considered as Item No. 5.

General Purposes Committee
Tuesday, January 3, 2017

COUNCILLOR LINDA McPHAIL

**1. BRITANNIA HERITAGE SHIPYARD SOCIETY REQUEST
REGARDING MARITIME FESTIVAL 2017**

(File Ref. No.)

Cathryn Volkering Carlile, General Manager, Community Services, advised that the proposal from the Britannia Heritage Shipyard Society (BHSS) to produce the wooden boat event in 2017 was sent to the Canada 150 Steering Committee for comment and staff will be preparing a report on the matter.

Discussion ensued with regard to establishing a business plan related to the proposal from BHSS.

It was moved and seconded

That staff:

- (1) review the proposal from the Britannia Heritage Shipyard Society to produce the wooden boat event in 2017, including the formation of a business plan for a one year trial period; and***
- (2) consult with the Canada 150 Steering Committee with regard to the proposal from the Britannia Heritage Shipyard Society and report back.***

The question on the motion was not called as discussion ensued with regard to (i) the potential operating model of the proposed event, (ii) the types of activities within the proposed event, (iii) incorporating the proposed event with the Richmond Maritime Festival, (iv) involving community groups such as the Richmond Arts Council, and (v) the role of the City and volunteers in organizing the proposed event.

In reply to queries from Committee, Mike Redpath, Senior Manager, Parks, noted that the \$180,000 allocated for wooden boat activities is a one-time expenditure.

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

General Purposes Committee

Tuesday, January 3, 2017

CHIEF ADMINISTRATOR'S OFFICE

2. **SISTER CITY ADVISORY COMMITTEE TWO YEAR ACTIVITY PLAN (2017-2018)**

(File Ref. No. 01-0100-30-SCIT1-01) (REDMS No. 5240198)

In reply to queries from Committee Amarjeet Rattan, Director, Intergovernmental Relations and Protocol Unit, noted that (i) the Sister City Advisory Committee (SCAC) members propose and plan activities utilizing the activity budget, (ii) \$8,000 was allocated for the inaugural Sister-Friendship Cities Youth Table Tennis tournament with the cities of Qingdao and Xiamen in 2016, and (iii) the SCAC is proposing an annual contribution of \$8,000 for the Youth Table Tennis tournament, with Richmond hosting each alternate year, for Council's endorsement.

Staff confirmed that there is no distinction between the terms "Sister City" and "Friendship City" and the terms are based on cultural preferences.

Discussion ensued regarding the benefits of student exchange programs between the Sister/Friendship cities and the status of the City's relationship with Pierrefonds, Quebec.

The Committee raised concern with regard to the lack of activities between the Richmond and Pierrefonds. Staff noted that response from Pierrefonds has been limited, as it is now a Borough of Montreal and not an independent municipality. Discussion then took place with regard to maintaining the relationship with Pierrefonds. It was then suggested that staff examine alternative cities for a potential Sister City partnership.

It was moved and seconded

- (1) *That the report titled "Sister City Advisory Committee Two Year Activity Plan (2017-2018)", dated December 7, 2016, from the Director of Intergovernmental Relations, be approved;*
- (2) *That the 2017-2018 Sister City Advisory Committee Program Activity budget of \$56,500 be funded from the Rate Stabilization Account and included in the 5 Year Financial Plan (2017-2021); and*
- (3) *That staff consult with the Sister City Advisory Committee regarding the future relationship with Pierrefonds, Quebec, with recognition of the 50th Sister City anniversary between Pierrefonds and Richmond.*

CARRIED

General Purposes Committee
Tuesday, January 3, 2017

FINANCE AND CORPORATE SERVICES DIVISION

3. BUSINESS LICENCE BYLAW 7360, AMENDMENT BYLAW 9632

(File Ref. No. 12-8275-02) (REDMS No. 5247383)

In reply to queries from Committee, Carli Edwards, Manager, Customer Services and Licencing, noted that the City was notified by the Passenger Transportation Board (PTB) in mid-December 2016 that temporary taxi licenses will be issued for a period of one month, however due to timeline constraints, the City was not able to respond with a bylaw amendment.

In response to a query, staff noted that the Vancouver International Airport licenses taxis separately and that there are 112 Class A taxis and 44 Class N (accessible) taxis licensed in the city.

Staff confirmed that the Province has not provided an update on potential policy changes related to ridesharing.

It was moved and seconded

That Business Licence Bylaw No. 7360, Amendment Bylaw 9632, which increases the maximum number of Class A Taxicabs to 112 and Class N Taxicabs to 44, be given first, second and third readings.

CARRIED

LAW AND COMMUNITY SAFETY DIVISION

4. REGULATION OF SHORT-TERM RENTAL UNITS

(File Ref. No. 08-4430-03-12) (REDMS No. 5221655 v. 15)

In accordance with Section 100 of the Community Charter, Cllr. Day declared herself to be in a conflict of interest as she and her spouse are owners of a bed and breakfast.

Cllr. Day left the meeting (4:43 p.m.).

Doug Long, City Solicitor, reviewed the staff report on the Regulation of Short-Term Rentals, noting that (i) there are enforcement challenges with regard to legitimizing short-term rentals, (ii) there are options for the City to increase fines up to \$1,000 per offence and \$1,000 per day for continuing offenses, and in some cases, prosecute offenders, and (iii) compliance with proposed regulations can be achieved through consultation with stakeholders.

Discussion took place with respect to (i) compliance rates and enforcement practices in other jurisdictions, (ii) the potential demand on City resources to enforce regulations, (iii) the uneven regulatory framework between short-term rental units, hotels and traditional bed and breakfasts, and (iv) utilizing a proactive or a complaint-based approach to enforcement.

General Purposes Committee

Tuesday, January 3, 2017

In reply to queries from Committee, Mr. Long noted that current bylaws cannot completely address the new forms of short-term rentals.

Discussion then ensued regarding (i) the potential economic benefits of short-term rentals, (ii) the number of short-term rental related complaints received, (iii) the impact of short-term rentals on residential neighbourhoods, (iv) the impact of short-term rentals on the city's rental housing stock, and (v) the usage of oversized homes within the Agricultural Land Reserve for short-term rentals.

It was moved and seconded

- (1) *That the regulation of short-term rental units as set-out in the staff report from the City Solicitor and Chief Licence Inspector titled "Regulation of Short-Term Rental Units", dated November 29, 2016, be endorsed in principle for the purpose of public consultation;*
- (2) *That the public consultation process set-out in the staff report be approved; and*
- (3) *That staff be directed to engage with the Province of British Columbia to discuss regulatory changes to the Provincial Sales Tax and Municipal and Regional District Tax in regards to accommodation providers and report back to Council as part of the one-year review of the City's proposed short-term rental regulation.*

CARRIED

Opposed: Cllr. Steves

Cllr. Day returned to the meeting (5:20 p.m.).

5. **HARVEST POWER LEASE WITH PORT OF VANCOUVER**

(File Ref. No.)

It was moved and seconded

That a letter be sent to the Port of Vancouver Board requesting that they enforce any restrictive terms of their lease with Harvest Power relating to odours and emissions.

The question on the motion was not called as discussion ensued with regard to the action taken by Harvest Power to address issues related to odours and emissions.

In reply to queries from Committee, Robert Gonzalez, General Manager, Engineering and Public Works, noted that Harvest Power has been in contact with staff and staff will provide reports to Council on the matter. Staff noted that the 90-day review period of the City's contract with Harvest Power will end in February 2017.

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

General Purposes Committee
Tuesday, January 3, 2017

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:23 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 Tuesday,
January 3, 2017.

Mayor Malcolm D. Brodie
Chair

Evangel Biason
Legislative Services Coordinator



Planning Committee

Date: Tuesday, December 20, 2016

Place: Anderson Room
Richmond City Hall

Present: Councillor Linda McPhail, Chair
Councillor Bill McNulty
Mayor Malcolm Brodie

Absent: Councillor Chak Au
Councillor Alexa Loo
Councillor Harold Steves

Also Present: Councillor Carol Day

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Planning Committee held on December 6, 2016, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

The Chair advised that the January 4, 2017 Planning Committee meeting will be cancelled and that the next meeting will be scheduled for January 17, 2017, (tentative date) at 4:00 p.m. in the Anderson Room.

Planning Committee
Tuesday, December 20, 2016

COMMUNITY SERVICES DIVISION

1. **HOUSING AGREEMENT BYLAW NO. 9657 TO PERMIT THE CITY TO SECURE AFFORDABLE HOUSING UNITS LOCATED AT 3031, 3211, 3231, 3291, 3311, 3331, 3351 NO. 3 ROAD, 8151 CAPSTAN WAY, AND 8051 AND 8100 RIVER ROAD (YUANHENG SEASIDE DEVELOPMENTS LTD.)**

(File Ref. No. 08-4057-01) (REDMS No. 5243331 v. 9)

Joyce Rautenberg, Affordable Housing Coordinator, reviewed the proposed housing agreement, noting that the (i) second phase will commence in 2017, (ii) the 41 first phase affordable housing units will be clustered on two floors over five buildings, and (iii) staff will be re-examining rents and income thresholds in the Affordable Housing Strategy Update.

It was moved and seconded

That Housing Agreement (Yuanheng Seaside Developments Ltd.) Bylaw No. 9657 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement substantially in the form hereto, in accordance with the requirements of section 483 of the Local Government Act, to secure the Affordable Housing Units required by Rezoning Application 12-603040.

CARRIED

PLANNING AND DEVELOPMENT DIVISION

2. **APPLICATION BY XU YANG FOR REZONING AT 7431 WILLIAMS ROAD FROM SINGLE DETACHED (RS1/E) TO COACH HOUSES (RCH1)**

(File Ref. No. 12-8060-20-009613; RZ 15-718064) (REDMS No. 5108940)

Jordan Rockerbie, Planning Technician, reviewed the application, noting that second floor balconies facing the lane are proposed for the coach houses.

In reply to queries from Committee, Wayne Craig, Director, Development, noted that there no current plans to extend the adjacent lane to the west and that should the application proceed, direct mail notification will be sent to adjacent properties prior to Public Hearing.

Planning Committee
Tuesday, December 20, 2016

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9613, for the rezoning of 7431 Williams Road from "Single Detached (RS1/E)" to "Coach Houses (RCH1)", be introduced and given first reading.

CARRIED

3. APPLICATION BY SIMON WONG FOR REZONING AT 4560 GARRY STREET FROM SINGLE DETACHED (RS1/E) TO SINGLE DETACHED (RS2/A)

(File Ref. No. 12-8060-20-009645; RZ 16-736824) (REDMS No. 5228139)

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9645, for the rezoning of 4560 Garry Street from "Single Detached (RS1/E)" to "Single Detached (RS2/A)", be introduced and given first reading.

CARRIED

4. APPLICATION BY 1015553 BC LTD. FOR REZONING AT 4271 FRANCIS ROAD FROM "SINGLE DETACHED (RS1/E)" TO "SINGLE DETACHED (RS2/C)"

(File Ref. No. 12-8060-20-009660; RZ 14-659770) (REDMS No. 5235499)

Mr. Rockerbie reviewed the application, noting that the corner lot will be accessible from the side street and the interior lot will be accessible from Francis Road. He added that the driveway access from Francis Road was configured to retain two large trees on-site.

In reply to queries from Committee, Mr. Craig noted that the application meets the City's parking, lot coverage and landscaping requirements.

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9660, for the rezoning of 4271 Francis Road from the "Single Detached (RS1/E)" zone to the "Single Detached (RS2/C)" zone, be introduced and given first reading.

CARRIED

5. AMENDMENTS TO RICHMOND ZONING BYLAW 8500 FOR 2016 AFFORDABLE HOUSING CONTRIBUTION RATES

(File Ref. No. 08-4430-01) (REDMS No. 5209613 v. 2)

Barry Konkin, Program Coordinator, Development, reviewed the proposed amendments, noting that approximately 60 in-stream applications are under the old affordable housing contribution rates, and that all applications received after September 2016 have secured the new rates.

Planning Committee
Tuesday, December 20, 2016

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 9641, to update affordable housing contribution rates for residential zones, be introduced and given first reading.

CARRIED

6. RICHMOND RESPONSE: METRO VANCOUVER PROPOSED REGIONAL GROWTH STRATEGY (RGS) AMENDMENT BYLAW 1236, 2016, TO MAKE MINOR CHANGES TO THE RGS SEWERAGE EXTENSION POLICIES AND PROCEDURES

(File Ref. No.) (REDMS No. 5258159)

It was moved and seconded

That Metro Vancouver Board be advised that the City of Richmond has no concerns with Metro Vancouver's proposed Regional Growth Strategy (RGS) Amendment Bylaw 1236, 2016, which proposes minor changes to the RGS sewerage extension policies and procedures, by clarifying the circumstances when regional sewerage service may be extended.

CARRIED

7. MANAGER'S REPORT

(i) Mylora Non-Farm Use Application

Mr. Craig briefed Committee on the Mylora Non-Farm Use Application, noting that (i) staff have received approval notice from the Agricultural Land Commission's (ALC) South Coast Regional Panel, however a subsequent letter from the ALC Chair has advised that the application has been referred to the Executive Committee of the ALC for consideration, (ii) the City has been given until January 5, 2017 to provide supporting documents for the application, (iii) staff will be sending a letter to the ALC advising of the City's commitment to bring the site into agricultural production after remediation, and (iv) the applicant has been given until January 12, 2016 to provide supporting documents.

Discussion ensued with regard to the viability of the site for farming.

In reply to queries from Committee, Joe Erceg, General Manager, Planning and Development, noted that (i) the City will take ownership of the agricultural portion of the site after the site's remediation, (ii) Parks staff can provide Council with a memorandum regarding management of the site, and (iii) it is anticipated that the developers will be spending approximately one million dollars to remediate the site.

In reply to queries from Committee, Mr. Craig noted that the Ministry of Transportation and Infrastructure has expressed interest in acquiring portions of the subject site for the George Massey Tunnel Replacement Project.

Planning Committee
Tuesday, December 20, 2016

(ii) *Single-Family Dwelling Building Massing Regulation – Second Phase Consultations*

Mr. Craig advised that public consultation meetings for the proposed amendment options to Single-Family Dwelling Building Massing Regulations will be scheduled in January and February 2017 at various community centres and in City Hall. Mr. Konkin added that consultation materials on the proposed amendments will be provided to Council in advance of the public consultation meetings.

(iii) *Onni Bayview Site*

Mr. Craig updated Committee on the on-going discussion with Onni regarding their application, noting that staff are evaluating their revised amenity package proposal.

(iv) *Canada Line Capstan Station Funding*

Mr. Craig noted that approximately \$14 million in developer contributions have been secured towards funding the construction of the Canada Line Capstan Station. Mr. Craig added that a further \$13 million is required and that developers from Yuanheng Seaside Developments Ltd. have expressed interest in contributing the balance of funds required to initiate construction of the proposed station. Mr. Craig further noted that staff will bring forward a report on the matter to Council early in 2017.

(v) *Demolition Materials Bylaw*

Mr. Erceg and Gavin Woo, Senior Manager, Building Approvals, updated Committee on the Demolition Materials Bylaw, noting that compliance rates are high and non-compliant builders lose their security deposit and are fined up to \$10,000.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:28 p.m.).

CARRIED

Planning Committee
Tuesday, December 20, 2016

Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Tuesday, December 20, 2016.

Councillor Linda McPhail
Chair

Evangel Biason
Legislative Services Coordinator



Parks, Recreation and Cultural Services Committee

Date: Wednesday, December 21, 2016

Place: Anderson Room
Richmond City Hall

Present: Councillor Harold Steves, Chair
Councillor Ken Johnston
Councillor Carol Day
Councillor Bill McNulty
Councillor Linda McPhail

Also Present: Mayor Malcolm D. Brodie
Councillor Derek Dang
Councillor Alexa Loo

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 Parks, Recreation and Cultural Services Committee held on November 29, 2016, be adopted as circulated.

CARRIED

PRESENTATIONS

1. (1) Rhonda Wepler, 2016 Branscombe House artist-in-residence, with the aid of a PowerPoint presentation (copy on file, City Clerk's Office), provided a year in review presentation. Ms. Wepler spoke to the various programs she facilitated throughout the year and the positive community involvement as a result of the events.

Parks, Recreation & Cultural Services Committee
Wednesday, December 21, 2016

- (2) Bryan Tasaka, Manager, Major Events and Film, and Marie Fenwick, Manager, Parks Programs, summarized the upcoming events for the Richmond Canada 150 Program. Mr. Tasaka and Ms. Fenwick noted that many events will take place in 2017, with the Canada 150 Program officially commencing during the Children's Art Festival in February 2017. Staff confirmed that the City's website will provide information on all planned events.

COMMUNITY SERVICES DIVISION

2. RICHMOND CANADA 150 COMMUNITY CELEBRATION GRANT ALLOCATIONS - SECOND INTAKE

(File Ref. No. 11-7400-20-CANA1) (REDMS No. 5249923 v. 2)

Bryan Tasaka, Manager, Major Events and Film, and Manisha Jassal, Program Coordinator, Richmond Canada 150, responded to queries from the Committee and noted that (i) outreach efforts for the grant applications were extensive, (ii) some groups which received partial funding have other sources of funding to assist with their events, (iii) when allocating funds the consideration of the legacy of the event was taken into consideration, and (iv) in addition to the larger events, the calendar of events will be expanded to include local community events.

It was moved and seconded

That the Richmond Canada 150 Community Celebration Grants be awarded for the recommended amounts for a total of \$75,300 as outlined in the staff report titled, "Richmond Canada 150 Community Celebration Grant Allocations - Second Intake," from the Director, Arts, Culture and Heritage Services, dated December 6, 2016.

CARRIED

3. 2017 ENGAGING COMMUNITY AND PUBLIC ART PROJECTS

(File Ref. No. 11-7000-09-20-089) (REDMS No. 5222486 v. 3)

It was moved and seconded

That the concept proposals for the "2017 Engaging Community and Public Art Projects" as presented in the staff report, dated November 24, 2016, from the Director, Arts, Culture & Heritage Services, be endorsed.

CARRIED

Parks, Recreation & Cultural Services Committee
Wednesday, December 21, 2016

4. MINORU PARK VISION PLAN PHASE ONE: FACILITIES PLANNING

(File Ref. No. 01-0005-01) (REDMS No. 5226098 v. 9)

The Committee discussed the usage options for the existing Minoru Complex and considered the future possibilities for the usage of the land in the area. Two handouts were circulated, (attached to and forming part of these minutes as Schedule 1 and Schedule 2). Committee members spoke to the need to properly store and display the City's artefacts and enquired about the feasibility of repurposing old buildings for "open storage" of artefacts.

In reply to questions, Cathryn Volkering Carlile, General Manager, Community Services, noted that the examination of the City's artefacts is underway and a report is forthcoming.

In response to further questions on the Minoru Complex, Jamie Esko, Manager, Parks Planning, Design and Construction, confirmed that the newer Minoru Aquatic Centre would occupy more park space than the existing Aquatic Centre resulting in a loss to the overall park space that could be addressed by reverting the existing Aquatic Centre back to open park space.

Barry Konkin, Program Coordinator, Development, in reply to questions regarding the zoning restrictions on the use of park land, noted that the existing Minoru Aquatic Facility could be used as artefact storage and/or an open storage museum.

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

It was moved and seconded

That the following recommendation (Part 1) stating:

That upon completion and opening of the new Minoru Complex (Minoru Aquatic Centre/Older Adult Centre) at the end of 2017, the existing Minoru Aquatic Centre located at 7560 Minoru Gate in Minoru Park be decommissioned, demolished, reverted back to open park space and that the project be submitted for consideration in the 2018 capital budget as described in the staff report titled "Minoru Park Vision Plan Phase One: Facilities Planning," dated December 1, 2016, from the Senior Manager, Parks;

be referred back to staff to analyze the viability of repurposing the existing Minoru Aquatic Center for other uses.

CARRIED

Parks, Recreation & Cultural Services Committee
Wednesday, December 21, 2016

It was moved and seconded

That staff prepare options for the future use of the Minoru Place Activity Centre located at 7660 Minoru Gate, and report back in 2017 as described in the staff report titled "Minoru Park Vision Plan Phase One: Facilities Planning," dated December 1, 2016, from the Senior Manager, Parks.

CARRIED

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

It was moved and seconded

That staff research options for an open purpose storage museum at an existing location in Richmond in place of building a museum at this time.

CARRIED

5. COMMITTEE STANDING ITEM

(i) Garden City Lands

Mike Redpath, Senior Manager, Parks, and Jamie Esko, Manager, Parks Planning, Design and Construction, updated the Committee on the conditions of the soil in the area. In response to questions, Ms. Esko noted that the mixing of the soil will occur during the winter and that the results will be available in the following months.

In response to questions on planning of the site, Mr. Redpath discussed the short term and long term plans and noted that the trail work is a priority to be completed in time for the Harvest Festival.

6. MANAGER'S REPORT

None.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:09 p.m.).

CARRIED

Parks, Recreation & Cultural Services Committee
Wednesday, December 21, 2016

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 21, 2016.

Councillor Harold Steves
Chair

Shaun Divecha
Legislative Services Coordinator

August 22, 1991

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(91-053)

STAFF REPORT

Schedule 1 to the Minutes of the Parks, Recreation & Cultural Services Committee meeting of Richmond City Council held on Wednesday, December 21, 2016.

ORIGIN

Recently there have been two issues regarding museum collections that have highlighted the need to address the museum space issue. In the first case, we had to turn down the donation of a desirable artifact. In the second case, we had to transfer an artifact to another museum. Both decisions resulted because of inadequate space.

Another aspect of the museum space issue should also be considered. The Richmond Museum has initiated the first phase of decentralization with the successful "Museum on the Move" (M.O.M.) exhibits. In order for this project to continue and expand, the requirements for operational space needs to be addressed.

On July 17, 1990, Council passed a Museum Services Policy "In Camera". Recommendation of the Policy states:

- "1. That, the focus of the museum services for the Municipality be the development of an outreach program that broadens the public interest base for museum activities, and which provides greater exposure of the collection of artifacts through a decentralized approach to museum exhibitions."

Later, Parks & Recreation Commission identified the following goal regarding museum decentralization:

- "1.11 Establish a program and policy considerations for the decentralization of museum services including: displays in municipal facilities across Richmond; securing of adequate assembly and disbursement space for artifacts; development of loans programs to other museum groups..."

ANALYSIS-

In keeping with these directives, the following is an update on the five main functions undertaken by the Richmond Museum:

1. Administration - there is currently one permanent staff position (Curator) and one regular part-time position (30 hrs/week programmer). The remaining positions are dependent on grant monies.
2. Exhibition - as a result of the provincial grants received, the Museum started a travelling exhibit program in January 1991 called Museum on the Move (M.O.M.). We are currently travelling light exhibits throughout the community in a number of different venues. This program has been very well received. We also continue to change exhibits in-house regularly and continue to take on cooperative exhibits with members of the community.

3. Programming - In the fall of this year, we are planning to develop programs to compliment our M.O.M. exhibits. We are continually increasing our programming in-house, especially joint ventures in the Library/Cultural Centre. In addition, we continue to do cooperative programs with other groups in the community.
4. Community Heritage Resource - The Richmond Museum is the only operation in the City to employ curatorally trained staff. As a result, we provide technical and advisory assistance to individuals and/or groups. We also assist in training staff for other heritage groups.
5. Collections Management - all functions of the Museum are dependent on it's collection. We are acquiring very little in Richmond due to lack of storage space. We continue to document the existing collection but cataloguing is very time consuming and is complicated by the lack of work space. The safe preservation and handling of the collection is also hampered by the space problem.

Administration, exhibitions and programming take place in the Library/Cultural Centre and throughout the community. This leaves the issue of space needed for collections management, community heritage resource services and exhibit preparation.

The collection of over 9,000 artifacts is currently stored in five locations (excluding artifacts on display and/or loan) at a total cost of \$29,000/yr.. They are as follows:

1. Warehouse at #101 - 7080 River Road - 3,000 sq. ft.
2. Locker at 4511 Shell Road - 210 sq. ft.
3. Salmon's Storage (climate-controlled for the most fragile items) - 50 sq. ft.
4. Boyce Towing - 200 sq. ft.
5. Richmond Museum - 50 sq. ft.

To achieve an effective program of decentralized museum services, staff recommend consolidation of the collection to one location. Space requirements for these services are based on existing operational needs, the United Cultural Centre Program Document, other community museums and National Museum Standards. They are as follows:

	<u>Total Sq. Ft.</u>
Public Space	500
- 2 offices - 200 sq. ft.	
- Community Resource Room - 300 sq. ft.	
Collections Management	300
- Accessioning (receiving) Area 100 sq. ft.	
- Preventative Conservation Area 100 sq. ft.	
- Cataloguing Workstation 50 sq. ft.	
- Artifact Photography Alcove 50 sq. ft.	
Storage	4000
- Exhibit supplies/props 100 sq. ft.	
- Conservation/storage supplies 100 sq. ft.	
- Exhibit cases/crates 300 sq. ft.	
- Artifact storage 3500 sq. ft.	
Exhibit Preparation Work Rooms	500
- "Dirty" Work Room 200 sq. ft.	
- "Clean" Area 100 sq. ft.	
- Layout/Design Area 200 sq. ft.	
Loading Bay	200
Lunch/Staff Room	<u>200</u>
	5700 sq. ft.

OPTIONS

1. Existing Historic House (Branscombe, McKinney or London Farm). Each of these houses would provide adequate workspace but are not practical for artifact storage.
2. Britannia Shipyard - Warehouse #9 is approximately 30,000 sq. ft., but its fate is uncertain at this time. If the building remains, the Britannia Steering Committee wish to use it as part of the existing site.
3. Building Warehouse Space - a desirable option to achieve goals, but there are no plans for this type of capital construction.
Cost: \$ 50.00/sq. ft. to build
4. Leasing Warehouse Space -
Cost: \$ 7.00/sq. ft. for unimproved warehouse space. In order to adapt the space to meet minimal standards an approximate cost would be \$50,000

August 8, 1991

- 5 -

(91-053)

FINANCIAL IMPACT

If the preferred option #4 is chosen, the cost of unimproved warehouse space would be approximately \$49,000 which is \$20,000 more than current costs, plus renovation costs of \$50,000 which would have to be included as an additional item.

Funding Concurrence:



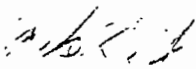
Treasury Department

COMMUNITY INVOLVEMENT

The community has responded favourably to the decentralized museum approach. The Richmond Museum Advisory Committee has met twice and has not yet dealt with the issue of storage space.

CONCLUSION

Both the City Council Museum Policy and the Parks and Recreation Commission term goals identify the decentralized museum approach with its necessary space requirements. The success of Museum on the Move and the two recent acquisition issues have highlighted the immediacy of this need.



Mike Kirk, Manager
Central Services

MK/jas

6458P-53

CNCL - 60

These New York Museums Let Visitors Go behind the Scenes to Explore Their Brimming Storage Facilities

Though space constraints may not come to mind when walking through the Met's multi-block span or the Brooklyn Museum's patchwork of galleries, most museums share a fundamental problem: Their collections are far too big for their buildings to accommodate. Their galleries can often display only a small percentage of the objects they hold. As Kevin Stayton, Chief Curator at the Brooklyn Museum, puts it, "The museum is always looking everywhere for storage. We have so much material and so little space."

In some museums, this problem has generated a different kind of viewing experience—in spaces created to serve the dual purposes of storage and display. Called study galleries or visible storage centers, these repositories are crowded with a wealth of objects that would otherwise remain largely out of sight, making them feel like treasure chests or cabinets of curiosities. New York City is home to three museums with these offerings—the Met, the Brooklyn Museum, and the New-York Historical Society—allowing for less directed viewing experiences and

The center's mission is visitor-centric. It's structured to encourage learning and exploration through periodic mini-exhibitions, supplemental resources that decode some of the ways the museum collects and catalogs, and, especially, through its wonderful crush of objects. "By massing things together, you learn things just from the sheer quantity, which you don't learn when you look at one or two of the very best examples," as in traditionally curated exhibitions, says Stayton. This is illustrated by one of his favorite sections, a floor-to-ceiling case holding Spanish Colonial objects. "You look at the silver, these religious objects, and it really gives you a sense of how different colonial Mexico and Peru were from North America," he explains. "It shows you the pervasive influence of the Catholic Church, the great wealth of that area, and the strong influence from the indigenous communities, which is much less apparent in colonial Boston and New York."

New-York Historical Society is in the process of making their storage facilities a destination. It is currently closed and undergoing a complete transformation, slated to re-open in 2017. While some of its densely filled visible storage cases will be retained, the reimagined center will feature what Hofer describes as "thematic and narrative-driven installations," resembling curated exhibitions. Among these will be the Tiffany Gallery, which will capitalize on the institution's collection of lamps by renowned designer Louis Comfort Tiffany—many of which, recent historical research has uncovered, were actually produced by designer Clara Driscoll and other women who worked in his studio. "We have an extremely talented architect working on this project," says Hofer. "The Tiffany Gallery will be 3,000 square feet and will feature 100 lamps, all lit. It will be a very memorable space."

But aside from their delightful abundance and the logistical issues they can help to ease, visible-storage spaces demonstrate an important and relatively newer ethos, which Stayton sums up. "Museum collections are publicly owned; they're part of our heritage. They need to be seen. And the more you can get out, the better."

ARTSY EDITORIAL
BY KAREN KEDMEY
FEB 12TH, 2016 8:26 PM

Schedule 2 to the Minutes of the
Parks, Recreation & Cultural
Services Committee meeting of
Richmond City Council held on
Wednesday, December 21, 2016.

SHARE ARTICLE





Finance Committee

Date: Tuesday, January 3, 2017

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Derek Dang
Councillor Carol Day
Councillor Ken Johnston
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Harold Steves

Absent: Councillor Linda McPhail

Call to Order: The Chair called the meeting to order at 5:24 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Finance Committee held on December 5, 2017, be adopted as circulated.

CARRIED

RICHMOND OLYMPIC OVAL CORPORATION

1. **RICHMOND OLYMPIC OVAL CORPORATION – 3RD QUARTER 2016 FINANCIAL INFORMATION**
(File Ref. No.) (REDMS No.)

In reply to queries from Committee, Rick Dusanj, Controller, Richmond Olympic Oval Corporation, advised that an orientation meeting to brief Council members on the Richmond Olympic Oval Corporation's financial activities could be arranged upon request.

Finance Committee
Tuesday, January 3, 2017

It was moved and seconded

That the report on Financial Information for the Richmond Olympic Oval Corporation for the third quarter ended September 30, 2016 from the Controller of the Richmond Olympic Oval Corporation be received for information.

CARRIED

2. RICHMOND OLYMPIC OVAL – 2017 ANNUAL OPERATING AND CAPITAL BUDGETS

(File Ref. No.) (REDMS No. 5257684)

It was moved and seconded

That the report on the 2017 Annual Operating and Capital budgets for the Richmond Olympic Oval Corporation from the Controller of the Richmond Olympic Oval Corporation be received for information.

CARRIED

FINANCE AND CORPORATE SERVICES DIVISION

3. FINANCIAL INFORMATION – 3RD QUARTER SEPTEMBER 30, 2016

(File Ref. No. 03-0905-01) (REDMS No. 5206270 v. 3)

It was moved and seconded

That the staff report titled, “Financial Information – 3rd Quarter September 30, 2016,” dated November 10, 2016 from the Director, Finance be received for information.

CARRIED

4. PROVINCIAL TAX DEFERMENT PROGRAM

(File Ref. No.) (REDMS No. 5261230)

A revised copy of the staff report titled “Provincial Tax Deferment Program” was distributed (copy on file, City Clerk’s Office).

Ivy Wong, Manager, Revenue, reviewed the Provincial Tax Deferment Program, noting that 2017 property assessments values have increased an average of 42.37% for single-family homes compared to 22.33% for stratified homes, with an overall average increase 35.21% in the city. She added that the disparity of the average increase in property assessment values will result in an increase in property tax for single-family homes and a decrease in property tax for stratified homes

Staff noted that as a result of the average increase in property assessment values, some properties will not qualify for the Home Owner Grant Program.

2.

Finance Committee
Tuesday, January 3, 2017

In response to a query, staff confirmed that residential school tax rates are set by the Province and have increased an average of approximately 4.14% annually.

Discussion ensued with regard to (i) the impact of the increase in property assessment values on the Provincial school tax allocation for properties, (ii) increasing the qualifying threshold for the Home Owner Grant Program, and (iii) potential negative effect of deferring property taxes on a property's equity, especially on property owners new to the real estate market.

It was moved and seconded

- (1) *That staff be directed to make people aware of the Provincial Tax Deferment Program as a means of reducing the current financial burden for seniors and families with children, as well as providing information regarding assessment appeals;*
- (2) *That staff be directed to analyze the benefit and the possibility of having more than one residential tax rate to deal with the valuation disparity between strata and single family detached residential properties;*
- (3) *That a letter be written to the Premier of British Columbia, Minister of Finance, and local MLAs, requesting the Province make changes to the Home Owner Grant program and school tax allocation program to provide a more fair and equitable system of property taxation in BC; and*
- (4) *That a letter be written to the Premier of British Columbia, Minister of Finance, and local MLAs, requesting the Province increase the 2017 Home Owner Grant threshold to reflect the substantial increases in assessments of principal residences in Metro Vancouver.*

The question on the motion was not called as discussion ensued with regard to the property assessment appeal process and the types of individuals that may benefit from the Provincial Tax Deferment Program.

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

5. CONSOLIDATED 5 YEAR FINANCIAL PLAN (2017-2021) BYLAW NO. 9663

(File Ref. No. 03-0985-01) (REDMS No. 5252435)

It was moved and seconded

- (1) *That the Consolidated 5 Year Financial Plan (2017-2021) Bylaw No. 9663 be introduced and given first, second, and third readings; and*
- (2) *That staff undertake a process of public consultation as required in Section 166 of the Community Charter.*

CARRIED

3.

Finance Committee
Tuesday, January 3, 2017

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:59 p.m.).

CARRIED

Certified a true and correct copy of the
Minutes of the meeting of the Finance
Committee of the Council of the City of
Richmond held on Tuesday, January 3,
2017.

Mayor Malcolm D. Brodie
Chair

Evangel Biason
Legislative Services Coordinator



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services
Committee

Date: November 24, 2016

From: Jane Fernyhough
Director, Arts, Culture and Heritage Services

File: 11-7000-09-20-089/Vol
01

Re: 2017 Engaging Community and Public Art Projects

Staff Recommendation

That the concept proposals for the “2017 Engaging Community and Public Art Projects” as presented in the staff report, dated November 24, 2016, from the Director, Arts, Culture & Heritage Services, be endorsed.

Jane Fernyhough
Director, Arts, Culture and Heritage Services
(604-276-4288)

Att. 3

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

Staff Report

Origin

Through the arts, a community can explore ideas, issues and concerns; voice its identity; and create dialogue. The City's Community Public Art Program creates opportunities for collaborative art projects between community groups and professional artists of all disciplines. Working with a professional artist, the community group is involved in all stages of planning and commissioning of a public art project.

This report brings forward for consideration, two project proposals by the artists recommended for the Thompson Community Association and the Minoru Seniors Society.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

2.1. Strong neighbourhoods.

2.3. Outstanding places, programs and services that support active living, wellness and a sense of belonging.

2.4. Vibrant arts, culture and heritage opportunities.

Analysis

Background

On March 15, 2016, the 2017 Engaging Community and Public Art Pilot Program, was endorsed by the Public Art Advisory Committee. Staff invited all Richmond Community Centre Associations, including the Minoru Seniors Society to partner with Public Art on three community public art opportunities. As only three community organizations responded with expressions of interest, an internal staff selection process was not required. Staff continued to work with the following community organizations to develop the terms of reference for an artist call: Thompson Community Association, Minoru Seniors Society and Hamilton Community Association.

A series of individual centre profile information sheets were integrated into the artist call to identify three separate artist opportunities. This information assisted artists in choosing and applying for the opportunity that best matched their skillsets and interests. The artist opportunities also provided opportunities for local artists interested in developing socially oriented practices working alongside culturally diverse and multi-generational participants and audiences.

Terms of Reference – Community Public Art Selection Process

In accordance with the terms of the Public Art Administrative Guidelines, the Public Art Program issued a Call to Artists in September 2016 and submissions closed on October 13, 2016 (Attachment 1). Eighteen proposals were received.

In accordance with the Public Art Administration Guidelines, a two stage artist selection process was implemented for the Thompson Community Association artist opportunity on October 25, 2016 to select shortlisted artists, and on November 3, 2016 for artist interviews. Prior to the interviews, an artist orientation was held for the three shortlisted artists on November 3, 2016. The Selection Panel included the following five voting members:

- Gerry Galasso – Thompson Community Centre Art Committee
- Cathy Kluthe – Thompson Community Centre Art Committee
- Wynne Palmer – Artist
- Lexie Owen – Artist
- Megan Smetzer – Art Professional

Panel advisors included Richmond Public Art Advisory Committee member, Shawne MacIntyre and City staff from the Thompson Community Centre and Public Art Program.

In accordance with the Public Art Administration Guidelines, a two stage artist selection process was implemented for the Minoru Senior's Society on November 8, 2016, to select the shortlisted artists, and on November 17, 2016, for artist interviews. The Selection Panel included the following five voting members:

- Laura Bucci – Artist
- Lois Klassen – Artist
- Kathleen Holmes – Minoru Seniors Society, President
- Shelby Manton – Art Professional
- Greer Attridge – Art Professional

Panel advisors included a Minoru Place Activity Centre community volunteer, Irene Wu, and City staff from the Minoru Place Activity Centre and the Public Art Program.

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. On November 15, 2016, the Richmond Public Art Advisory Committee endorsed the artist selection process for the *Engaging Community and Public Art Projects*.

The Hamilton Community Association artist opportunity received three artist submissions. Due to the low number of submissions Public Art and Hamilton Community Centre Staff decided not to proceed with the artist selection process at this time and will revisit the artist opportunity in 2017.

Recommended Public Art Projects

The panel reviewed all artist proposals and recommended support for the following community art projects:

- *SP'ART*, by Pierre Leichner, Thompson Community Association (\$15,000). The objectives for *SP'ART* are to have participants of all ages develop and make art that relates to the sport they engage in, to make art that explores the artistic components of sport and to show this work to the general public, demonstrating the many ways art and sport overlap (Attachment 2).
- *Minoru Seniors Society Legacy Stories*, by Catrina Longmuir, Minoru Senior's Society (\$10,000). This project will encompass a series of hands-on workshops with seniors that will feature collage-making, photography, storytelling and audio recording to create a rich mosaic of analog and digital stories. The final artwork will consist of a website and other legacy pieces that will be displayed in the new Minoru Complex Senior's Centre (Attachment 3).

Next Steps

Following Council endorsement of the concept proposals, an interdepartmental staff team will work with the artists to develop project implementation phases and evaluate the feasibility of possible legacy artwork, including suitable locations and any on-going maintenance requirements for the artwork. If approved, the projects will move into the development phase, with implementation to be completed by late 2017.

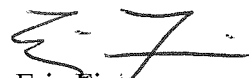
In early 2017, staff will continue to work with the Hamilton Community Association to identify an artist opportunity for a community public artwork.

Financial Impact

The Public Art Program has allocated \$10,000 for each community art project for a total of \$20,000 from existing funds in the approved 2016 Public Art Capital Project. An additional \$5,000 will be contributed by the Thompson Community Association for Pierre Liechner's artist-in-residency project.

Conclusion

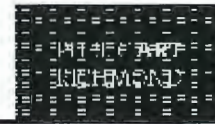
Richmond's Community Public Art Program creates opportunities to support artists working in communities and to enhance the public's engagement with the arts. The community public art projects outlined in this report will celebrate the history of Minoru Seniors Society and encourage participation in sports and active living through socially engaged art.



Eric Fiss
Public Art Planner
(604-247-4612)

- Att. 1: Engaging Community and Public Art, Artist Call and Terms of Reference
2: Project Description for *SP'ART* by Pierre Leichner
3: Project Description for *Minoru Seniors Society Legacy Stories* by Catrina Longmuir

call to artists



Engaging Community & Public Art

Request for Proposals, RFP

*Community Public
Art Program*
September 2017

The City of Richmond Public Art Program seeks three artists or artist teams with socially oriented practices to engage diverse and multi-generational audiences in three unique public art opportunities. Artists will be required to choose one of three communities: Thompson Community Association, Minoru Seniors Society or Hamilton Community Association. These art opportunities invite emerging and professional artists to imagine innovative ways in engaging seniors, adults, youth and children in the making of an artwork for their community.

Artist Budget: \$10,000 CAD, Minoru Seniors Society
\$15,000 CAD, Thompson Community Association
\$20,000 CAD, Hamilton Community Association

Eligibility Requirements: Open to artists and artist teams residing in British Columbia.

Deadline for Submissions: Thursday, October 20, 2016, 5:00 p.m.

Completion: December 2017

call to artists



BACKGROUND

The Richmond Community Public Art Program supports artists with socially oriented practices and encourages the development of a wide variety of collaborative engagements for artists working within communities. Community-based artworks can express a shared goal or theme and provoke dialogue on ideas related to cultural identity, social history or the environment. Artist projects will leave a physical or social legacy for the community and may include a public event such as a performance, participatory art installation, exhibition, concert, dance, reading or documentary artwork.

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

OPPORTUNITY

There are three (3) opportunities for community-based artworks, working with the following community partners:

- Hamilton Community Association, McLean Neighbourhood Park
- Minoru Seniors Society, Minoru Place Activity Centre
- Thompson Community Association, Thompson Community Centre

Artists are encouraged to choose the opportunity that best fits their interests, skills and experience by reviewing the centre profiles (pages 5-10). If applying to more than one opportunity, artists must submit separate application packages for each.

ARTIST ELIGIBILITY

Open to professional artists and artist teams residing in British Columbia. City of Richmond employees are not eligible to apply.

SELECTION PROCESS

A five (5) member selection panel consisting of a combination of artists, art professionals and community representatives will convene for each of the three opportunities. The selection panel will engage in a two-stage selection process to review all artist submissions and at the conclusion of the process, the panel will recommend one artist or artist team for each opportunity. A total of three artists or artist teams will be selected and enter into a contract with the City of Richmond. Artists will work to research and develop their concept proposal to be submitted for review by the Richmond Public Art Advisory Committee (RPAAC) and City staff before implementation of the project.

call to artists



ARTIST SELECTION CRITERIA

Submissions to the Call will be reviewed and decisions made based on the following:

- artistic merit and clarity of artist statement of interest in response to the Centre Profile interests and goals. The proposal should demonstrate high artistic quality, innovation and creativity;
- demonstration of high artistic quality, innovation and creativity in applicant's previous work and experience;
- community impact of work that will engage diverse and multi-generational audiences and 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 goals:
www.richmond.ca/culture/publicart/plans/policy

SUBMISSION REQUIREMENTS

E-mail all documentation as one (1) PDF document, not to exceed a file size of 5 MB to: publicart@richmond.ca

- INFORMATION FORM – Please complete the information form attached to this document.
- STATEMENT OF INTENT – One page maximum, explaining proposed conceptual approach to the work, why the artist is interested in this opportunity and how the project responds to the specific aims of the centre profile opportunity.
- OPTIONAL - CONCEPTUAL ARTIST SKETCH – One page maximum, if applicable, a preliminary concept visualization to accompany the statement of intent.
- ARTIST CV – (One page maximum). Teams should include one page for each member.
- WORK SAMPLES – Ten (10) image examples of previous work. One image per page. Please include artist name(s), title, year, location and medium information as captions on the bottom of each image page.
- REFERENCES – Three references who can speak to your abilities, skills and accomplishments. Please only provide name, title and contact telephone number and/or email.

call to artists



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. Submission files 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 e-mail to: publicart@richmond.ca

ADDITIONAL INFORMATION

1. The selected artist will be required to show proof of WCB coverage and \$5,000,000 general liability insurance.
2. 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 Artist Call as required.
3. 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.
4. 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.

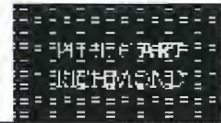
QUESTIONS

Please contact the Richmond Public Art Program:

Tel: 604-204-8671

E-mail: publicart@richmond.ca

call to artists



COMMUNITY DESCRIPTION

The Hamilton Community Association enhances the quality of life for residents by delivering accessible recreational programs and community services in partnership with the City of Richmond. The Association is proud of their licensed childcare programs for both preschoolers and school-aged children, fitness services and special events, including their signature event, *Hamilton Night Out*, which takes place in June in McLean Park.

Hamilton is a growing family-oriented neighbourhood located at the eastern end of Richmond and is shaped by the North and South Arms of the Fraser River, Boundary Canal and New Westminster's Queensborough community to the east. These natural features define Hamilton as a unique community with a separate village centre.

Hamilton Community Centre Association would like an artwork to enhance McLean Neighbourhood Park, a popular 10.7 acre park located west of Westminster Hwy on the corner of McLean and McCrae Avenue. The park is well-used on weekday evenings and weekends by families and dog owners. Located a short distance away from the Hamilton Community Centre, it features a sports field, ball diamond, two basketball courts and a rolling landscape with intersecting pathways and a recently upgraded playground. An existing kinetic public art piece entitled *Spotty the Dog* by artist Douglas Taylor is situated on the south east end of the park, adjacent to the Hamilton Fire Hall.

ARTIST OPPORTUNITY

The proposed artwork should engage a diverse, multi-generational audience in the making of a lasting permanent legacy piece for the Hamilton Community at McLean Park. There are opportunities for the Artist to work with youth, adults and seniors at Hamilton Community Centre which is located at 5140 Smith Drive.

The aims of the Hamilton community public art project:

- Create a permanent legacy in the form of a sculptural artwork, which may include functional elements such as seating and way finding.
- Develop and implement an engaging participatory process for youth, adults and seniors to contribute and inform the final artwork. This may include artist-led participatory workshops, hands-on activities and/or digital communication strategies.
- Foster connection and dialogue between community members and encourage individual creativity, expression, ownership and celebration of the work.

Centre Profile A

Hamilton Community Centre at McLean Park

call to artists



- Create a final artwork that is low maintenance. The artwork should also be able to withstand day to day touching or climbing and include strategies to deter graffiti.
- The artist or artist team will be required to create an artist blog to communicate and document the process and art project.

LOCATION

Artists will be required to work with City staff and representatives from the Hamilton Community Centre Association to determine the location of the artwork in the northern half of the park. The work will complement existing features of the park. Artists are encouraged to visit the park to understand scale, site context and topography of the park.



Figure 1. Site Plan indicating possible locations of public artwork in north-west area of the park

BUDGET

The project budget for this opportunity is \$20,000 CAD and is inclusive of community engagement activities, consultation processes and any additional artist expenses including but not limited to artist fees, materials, production, fabrication, professional consultant fees, photography, artist insurance & WCB, and applicable taxes, excluding GST.

PROJECT TIMELINE

Finalist Notifications:	November 2016
2nd Stage Interviews:	Thursday, November 10, 2016, 5:30-8:30pm, Richmond City Hall*
Project Start:	December 2016
Completion:	June 2017

*Artists applying for this opportunity are asked to reserve this date in their calendar.

call to artists



COMMUNITY DESCRIPTION

The Minoru Seniors Society operates from the Minoru Place Activity Centre (MPAC), Richmond's only senior's community facility. The Centre is located in picturesque Minoru Park, next to the Minoru Aquatic Centre and across from the Richmond Cultural Centre. MPAC boasts a full-service cafeteria, games room, woodworking shop, multi-purpose rooms for programs and events and casual seating space for reading, cards or socializing.

The Minoru Complex, a new integrated facility that will replace MPAC, is currently under construction with an anticipated completion date in 2018. It will be an iconic 110,000 square foot facility located at the southwest corner of the Minoru Civic Precinct. The facility will house the new seniors centre, designed on two floors with a lounge, full-service café and a range of activity rooms including an arts studio, woodworking shop, billiards/games room, multipurpose rooms and dedicated entrance and lobby. The facility also includes an aquatic centre and amenities to support Minoru Park's outdoor sports facilities.

ARTIST OPPORTUNITY

The artwork will honour the history of the Minoru Seniors Society in creating a lasting legacy piece. The artist will explore the Centre's archives and invite community members to share stories or memorabilia to inform the artwork. Artists working with digital new media, film, video, photography, web-based and text are encouraged to apply. The work will be publicly accessible and allow visitors and community members to connect with the past, engage with the present and look forward to the future.

The aims of the Minoru Seniors Society community public art project:

- To capture the history of the Minoru Seniors Society including the previous Murdoch Centre to the present Minoru Place Activity Centre.
- To honour the past contributions of community members.
- To inspire excitement for the beginning of a new chapter of the Minoru Seniors Society in the Minoru Complex in 2018.
- To encourage interaction and mixing between different cultural groups throughout the community engagement process and/or the making of the artwork.
- To create an engaging conduit for seniors from diverse cultural backgrounds to share knowledge and skills within the community.
- To encourage and support artistic projects which foster individual sense of creativity, expression, ownership and celebration of the artwork that will leave a physical and social legacy in the community.
- The artist or artist team will be required to create an artist blog to communicate and document the process and art project.

Centre Profile B

Minoru Seniors Society at Minoru Place Activity Centre

call to artists



LOCATION

Artists will have access to the amenity spaces available at the Minoru Place Activity Centre to lead consultations, interviews or hands-on activities.

Final presentation and/or installation location of the legacy artwork will be identified working with City staff and Minoru Place Activity Centre representatives.

BUDGET

The project budget for this opportunity is \$10,000 CAD and is inclusive of community engagement activities, consultation processes and any additional artist expenses including but not limited to: artist fees, materials, production, fabrication, professional consultant fees, installation, photography, artist insurance & WCB, and applicable taxes, excluding GST.

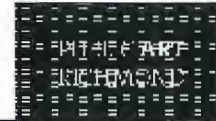
PROJECT TIMELINE

The selected artist must complete all work by December 2017. Please indicate the anticipated duration of the proposed project in the Statement of Intent submission document.

Finalist Notifications:	November 2016
2nd Stage Interviews:	Thursday, November 17, 2016, 5:30-8:30pm, Richmond City Hall*
Project Start:	December 2016
Completion:	December 2017

*Artists applying for this opportunity are asked to reserve this date in their calendar.

call to artists



COMMUNITY DESCRIPTION

The Thompson Community Association is a non-profit volunteer driven group that works in partnership with the City of Richmond to provide social, cultural and recreational programs, events and services in the Thompson area.

The Thompson Community Centre facilities include a boardroom, games room, banquet hall (large multipurpose room), multipurpose rooms, gymnasium, fully equipped fitness room, mezzanine, kitchens and outside playgrounds (for children up to five years).

In 2014, an expansion of the Community Centre's adjacent park was completed to provide an engaging play area for neighbourhood youth. Two youth play structures were installed along with a plaza with skateboard-friendly elements. The adjacent park has soccer fields, baseball diamonds, basketball courts, tennis courts with lights, a roller hockey/lacrosse box with lights, two climbing boulders and walking paths.

The Thompson Community Centre Art Committee was established in 2009 to promote arts in the centre and in the community. The Committee has successfully supported the arts in the community in a variety of ways including the organization and presentation of many art exhibitions.

ARTIST OPPORTUNITY

The Thompson Community Centre Association and Art Committee seek an artist or artist team to work in residence for up to one year. The social and physical legacies of the artist residency will acknowledge Canada 150 celebrations in 2017 and will activate indoor and outdoor spaces (including the park) to engage a diverse and multi-generational audience. The artist or artist team will be required to complete 300 hours of community engagement including preparation, administration, presentation and post-presentation/installation of the work. All projects must be presented before December 2017.

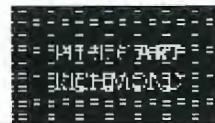
The aims of the Thompson Community Centre community public art project:

- To engage an artist or artist team with an interdisciplinary and performance-based art practice. Artists may have practices in performance, dance, new media art, sculpture, visual arts, writing/storytelling and filmmaking, just to name a few.
- To encourage interaction and social connections between diverse cultural groups in the artist conception and/or making of the artwork.
- To support artistic projects which foster individuals sense of creativity, expression, ownership and celebration of the artwork that will leave a physical and/or social legacy in the community.
- The artist or artist team will be required to create an artist blog to communicate and document the process and art project.

Centre Profile C

Thompson Community Centre

call to artists



LOCATION

Artists will have access to the amenity spaces available at the Thompson Community Centre. Dedicated space for storage of artist materials and equipment is available. Other spaces for the production or presentation of artist projects can be determined while working with staff as the project evolves.

BUDGET

The project budget for this opportunity is \$15,000 CAD and is inclusive of community engagement activities, consultation processes and any additional artist expenses including but not limited to artist fees, materials, production, fabrication, consultant fees, installation, photography, artist insurance & WCB, and applicable taxes, excluding GST.

ARTIST ORIENTATION

Artists shortlisted for this opportunity will be required to attend an artist orientation and site visit on Thursday, November 3, 2016, 4:00-5:00pm at the Thompson Community Centre. Artists applying for this opportunity are asked to reserve this date in their calendar.

PROJECT TIMELINE

Finalist Notifications:	October 2016
Artist Orientation for Shortlisted Artists:	Thursday, November 3, 2016
2nd Stage Interviews:	Thursday, November 3, 2016, 5:30-8:30pm, Richmond City Hall*
Project Start:	December 2016
Completion:	December 2017

*Artists applying for this opportunity are asked to reserve this date in their calendar.

call to artists



Select the artist opportunity you are applying for: (please only check one opportunity)

☐ Hamilton Community Association ☐ Minoru Seniors Society ☐ Thompson Community Association

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

Name: _____

Team Name: (if applicable) _____

Address: _____

City: _____ Postal Code: _____

Primary Phone: _____ Secondary Phone: _____

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

Incomplete submissions will not be accepted. E-mailed submissions over 5 MB will not be accepted. Information beyond what is listed in the checklist will not be reviewed.

List Team Member Names: (Team Lead complete above portion)

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 e-mail to: 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 RFQ as required. All submissions to this RFQ 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.

4896072



**Artist in Residence Project, SP'ART by Pierre Leichner
Thompson Community Association, Community Public Art Project**

Project Description:

The objectives for *SP'ART* are: to have participants of all ages develop and make art that relates to the sport they engage in, to make art that explores the artistic components of sport, and to show this work to the general public, thus demonstrating the many ways art and sport overlap.

This project is not about questioning and inventing games but about exploring and expressing sports through the creativity of each participant. For examples for this application, one could imagine sound art with basketballs, visual arts (photography, video, painting) to express the emotions of victory or defeat, installations using balls, rackets, transforming these objects, using them as art making tools, making abstract paintings using tracts with skate boards, balls etc.

I would like to offer this project over a period of one year and allow for outdoor activities. This will also allow planning for a final exhibition and celebration where all the works made will be exhibited. Some may become permanent installations.

Artist Biography:

Born in 1947 Leichner went to McGill for a Bachelor in Biochemistry. Curious about the mind he pursued research in Neurochemistry and obtained a Masters from the University of Strasbourg in 1969. After graduating from Queen's University and a year of research at the University of California in San Diego he started an academic career in Winnipeg at the University of Manitoba in 1978. In 2002 he began the Bachelor of Fine arts program at The Emily Carr Institute of Arts and Design. He received a BFA in 2007 and completed a Masters in Fine Arts from Concordia University in 2011. To date, Leichner's work has reflected a view of the artist as an observer and commentator on society. He uses surprise, paradox and humor in his work to interest viewers.



Pierre Leichner, *Slowing Spaces*- environmental art installation part of *Contour/Conduit* project in Sun Yat Sen Park, community participants installing their works on path, 2014

Minoru Seniors Society Legacy Stories by Catrina Longmuir Community Public Art Project

Project Description:

Minoru Seniors Society Legacy Stories will encompass a series of hands-on workshops with seniors that will feature collage-making, photography, storytelling and audio recording to create a rich mosaic of analog and digital stories. The workshops will result in colourful representations of the unique talents and voices of individuals that make up the Minoru Seniors Society (past and present). The projects will be housed on a website and will be publicly accessible in the new Minoru Complex Seniors Centre.

I think hands on collage-making will be a great way to express many stories – these can be made up with archival and/or contemporary imagery, scanning with mobile devices to access the accompanying written or oral narration from the website. If there are enough collages, they can be stitched together to make short films.

Artist Biography:

Catrina Megumi Longmuir is a filmmaker, documentary producer and facilitator who has been working in media art for the past 15 years with a passion in working with diverse communities to create aesthetically, socially and culturally significant films and art. Catrina graduated from Concordia University with a BA in Studio Art and Anthropology in 2009. Through her work at the National Film Board, she facilitated workshops in digital storytelling to encourage community-based media art with initiatives such as *Our World*, *Tales from Bridgeview*, *The Colouring Book* and the annual *DOXA Youth Connexions* program. Since 2010, Catrina has worked as a co-producer for *Our First Voices*, a compilation of short films directed by Indigenous directors on a theme of revitalization of First Nations languages, in partnership with the Knowledge Network and the First People's Language, Heritage and Cultural Council.



Figure 2.1 Example artist concept collages participants can make and then accompany with an audio (digital) story or written text.



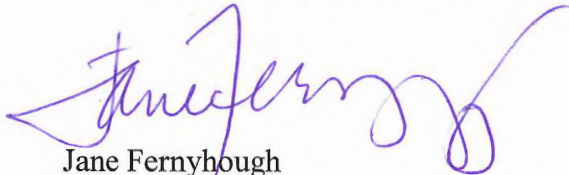
City of Richmond

Report to Committee

To: General Purposes Committee
From: Jane Fernyhough
Director, Arts, Culture and Heritage Services
Date: November 28, 2016
File: 11-7000-09-20-231/Vol
01
Re: Canada 150 Commemorative Painting and Mural

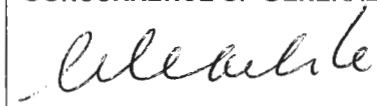
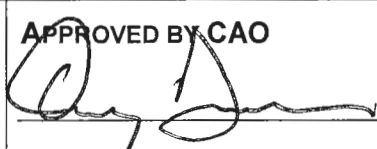
Staff Recommendation

1. That the staff report titled, "Canada 150 Commemorative Painting and Mural," dated November 28, 2016, from the Director of Arts, Culture and Heritage Services, be endorsed in support of Canada 150 celebrations and major event programming in 2017;
2. That \$50,000 be allocated to commission a John M. Horton painting from the Council Provision; and
3. That the \$50,000 expenditure for the cost of the artwork proposed to be funded from the Council Provision be included in the 5 Year Financial Plan (2017-2021).



Jane Fernyhough
Director, Arts, Culture and Heritage Services
(604-276-4288)

Att. 2

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

Staff Report

Origin

On November 21, 2016, at the General Purposes Committee meeting, discussion took place regarding the acquisition of an original painting by maritime artist John M. Horton in addition to the proposed commemorative mural in the Canada 150 Celebrations Public Art Plan.

As a result of the discussion, the following referral motion was introduced at the November 28, 2016 Regular Council Meeting:

That the Canada 150 commemorative mural, as discussed by Committee and in the staff report titled, "Canada 150 Celebrations Public Art Plan" be referred back to staff for further analysis.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

2.1. Strong neighbourhoods.

2.3. Outstanding places, programs and services that support active living, wellness and a sense of belonging.

2.4. Vibrant arts, culture and heritage opportunities.

Analysis

Artist Biography for John M. Horton, CSMA, CFA

John M. Horton is an eminent maritime painter and was a long-time resident of Richmond. The artist is now based in Delta, British Columbia. At the age of sixteen, Horton attended the Poole & Bournemouth School of Art in England while apprenticing in the shop-fitting trade. He was a Volunteer Reservist aboard HMS Wessex and later joined the Royal Navy. Horton immigrated to Canada in 1966 to establish an architectural rendering practice and eventually began taking on commissions of tugs, freighters, fish boats and naval vessels. Today, his paintings are prized by collectors all over the world. Horton is an official Canadian naval war artist and a member of the Canadian Society of Marine Artists, the Federation of Canadian Artists and the Honorable Company of Master Mariners of Canada.

Themes for Commissioned Painting

It is proposed that the following two themes adopted from the Canada 150 Public Art Plan be used to inform the subject matter of a new painting commissioned from maritime artist John M. Horton, for public display at Richmond City Hall:

- **Fraser River, Working River**
Artwork to explore Richmond's vital relationship to the Fraser River and reflect on the development of Lulu Island with the key industries of fisheries, agriculture, shipping and other fields
- **History, Culture, Diversity**
Artwork to reflect Richmond's rich tapestry of cultures, recognizing the original First Nations residents, early European settlers and the immigrants from a multiplicity of cultures that have since made their homes here

Examples of John M. Horton's work are included in Attachment 1.

Public Art Opportunities

Opportunity	Description	Location	Budget
Canada 150, John Horton Painting	A 24 x 36 in. framed, oil on board painting by John M. Horton. Estimated completion date: spring 2017.	Richmond City Hall, in a publicly accessible location, with dedicated lighting and protected from direct sunlight	\$50,000
Canada 150, Commemorative Mural	An outdoor wall mural, based on the painting by John M. Horton, to celebrate Richmond's history and diversity and to provide an opportunity for mentorship of emerging Richmond artists. Estimated completion date: summer 2017.	An appropriate location in Steveston to be determined, under a new community mural program.	\$25,000

Richmond Community Mural Program

Mr. Horton will grant permission to the City to reproduce the commissioned painting as an outdoor wall mural in a location to be determined in Richmond. Mr. Horton will be consulted throughout the process to ensure the integrity and style of his painting will not be compromised in the process of scaling and preparation for an outdoor wall mural. The City will have permission to reproduce the painting for non-commercial purposes, including, but not limited to prints, brochures and posters.

The Canada 150 Commemorative Mural project will include an opportunity for Mr. Horton to mentor an emerging maritime artist to assist and work with professional muralists to execute the reproduction of the painting as an outdoor mural. The project aims to build capacity for future mural commissions in Richmond, with consideration given to emerging Richmond artists.

Next Steps

Once endorsed by Council, the proposed commemorative painting and mural will be implemented and coordinated by staff, working closely with the artist, professional consultants and representatives from community stakeholders.

Mr. Horton will engage staff on the preferred subject matter for the commissioning of a new painting (for example, SV Titania). Once the subject matter has been approved, Mr. Horton will produce one or two concept sketches for review with City staff. Upon concept approval by staff, Mr. Horton will move forward with the production of the final painting. Professional framing is included in the commission.

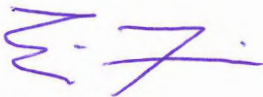
The City will be responsible for installation including didactic titles and lighting requirements. A proposed location, with dedicated lighting and protection from direct sunlight, has been identified at Richmond City Hall, outside Council Chambers (Attachment 2).

Financial Impact

The cost to commission and install a 24 x 36 inch framed, oil on boarding painting, including artist concept sketches is \$50,000. The painting will be funded from the Council Provision. The Public Art Program has allocated \$25,000 for the commemorative outdoor mural from existing funds in the approved 2016 Public Art Capital Project. The ongoing maintenance for both of these artworks will be the responsibility of the Public Art Program, from existing funds set aside for maintenance.

Conclusion

The Canada 150 Commemorative Painting and Mural will support the Canada 150 Celebrations Public Art Plan. The legacy to the City of Richmond will be a painting by a preeminent maritime painter who spent much of his life as a Richmond resident. The mural project will provide valuable experience for emerging maritime artists under the mentorship of an established artist.



Eric Fiss
Public Art Planner
(604-247-4612)

- Att. 1: Examples of Paintings by John M. Horton, CSMA, CFA
2: Proposed Location for Painting at Richmond City Hall

Examples of Paintings by John M. Horton, CSMA, CFA



Figure 1.1 John M. Horton, Sunrise Over Britannia, Steveston, British Columbia, (SV Titania) 24" x 36", Oil on board, 1987.



Figure 2.2 – John M. Horton, Arrival off Victoria, British Columbia (SV Titania) 24 x 36 in., Oil on board.

Proposed Location for John Horton Painting at Richmond City Hall



Figure 2.1 (top) and 2.2(bottom) – Proposed location on concrete pillar at public seating area, outside Council Chambers.



City of Richmond

Report to Committee

To: General Purposes Committee
From: Amarjeet S. Rattan
Director, Intergovernmental Relations and
Protocol Unit
Date: December 7, 2016
File: 01-0100-30-SCIT1-
01/2016-Vol 01
Re: **Sister City Advisory Committee Two Year Activity Plan (2017-2018)**

Staff Recommendation

- 1) That the report titled "Sister City Advisory Committee Two Year Activity Plan (2017-2018)", dated December 7, 2016, from the Director of Intergovernmental Relations, be approved.
- 2) That the 2017-2018 Sister City Advisory Committee Program Activity budget of \$56,500 be funded from the Rate Stabilization Account and included in the 5 Year Financial Plan (2017-2021).

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

Att. 1

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

Staff Report

Origin

The Richmond Sister City Advisory Committee (SCAC) currently has a Three Year Activity Plan (2014-2016) which concludes on December 31, 2016. As Council terms are now four years, the SCAC will provide four year plans to align with Council terms starting in 2019. In the meantime a two year interim plan (2017-2018) is being provided with this report.

Findings of Fact

The City of Richmond has enjoyed a sister city relationship with Pierrefonds, Quebec since 1967 and Wakayama, Japan since 1973. The City of Richmond formed a friendship city relationship with Qingdao, China in 2008 and a Sister City relationship with Xiamen, China in 2012.

The Sister City Committee Advisory Committee (SCAC) completed a very active 2014-2016 program which was supported with a Program Activity Budget of \$220,000 and the annual Sister City Program (SCP) Administration Operating Budget of \$11,000. Some of the SCAC activities during this period included:

- (2014) SCAC members and Richmond Chamber of Commerce representatives hosted the China International Fair for Investment and Trade (CIFIT) delegation from Xiamen.
- (2014-2015) The SCAC partnered with the Wakayama Sister City Affiliation Committee on the production of book to commemorate 40th Anniversary
- (2015) Supported the Richmond Youth Honour Choir gala visit to Japan
- (2015) SCAC Electronic Information Display unveiled at City Hall, showcasing various SCAC activities and providing information on Richmond's sister/friendship cities.
- (2016) Hosted the Wakayama Official Delegation visit to Richmond
- (2016) Organized the inaugural Sister City Youth Table Tennis Tournament
- (2016) SCAC and Richmond School Board hosted the Xiamen Sports Delegation visit to Richmond

Analysis

The next two year plan (2017-2018) offers many opportunities to further develop and strengthen our Sister/Friendship City relationships through official visits and student, sport and cultural exchanges.

2017-2018 Goals and Focus of the SCAC

In accordance with the SCP Objectives, the primary focus for the proposed SCAC base program activities with our sister cities and friendship cities will be to foster activities with the Richmond community and its sister/friendship cities in projects and youth exchanges that promote cultural awareness and joint learning opportunities.

The proposed SCAC 2017-2018 Program Activity Budget is \$56,500, along with the annual SCP Administration Operating Budget of \$11,000. This proposed activity budget was recently endorsed by the SCAC for presentation to Council. (**Attachment 1**)

Sister/Friendship City Anniversary Milestones

The SCAC is proposing an allocation of \$10,000 to be used in commemorating some or all of the following anniversary milestones:

Pierrefonds – 2017 will be the 50th Anniversary

Wakayama – 2018 will be the 45th Anniversary

Xiamen – 2017 will be 5th Anniversary

Qingdao – 2018 will be 10th Year Anniversary

Pierrefonds

This is Richmond's longest Sister City relationship, and our 45th Anniversary was marked by photo and painting gift exchanges in 2012. In 2002 the City of Pierrefonds ceased to be a separate municipality and instead became a borough of Montreal. The SCAC initiated discussions in 2016 with the new Mayor, as to their interest in retaining and developing an active Sister City relationship. The SCAC reported that there appeared to be no interest from Pierrefonds to plan future activities with Richmond and this is reflected in the attached 2017-2018 program activities and budget.

Wakayama

The City, through the SCAC, has contributed financially each year to support the very successful annual Wakayama/Richmond student exchange program. This is proposed to continue for the 2017-2018 period with an annual contribution of \$7,000. In addition the SCAC is proposing to provide \$7,000 to support the Steveston Judo Club who will be sending a group of 25 students to Wakayama in 2018.

Xiamen and Qingdao

One of the challenges in nurturing the relatively new China relationships is the emphasis of their government officials to initiate business related activities, as opposed to community and educational type of activities. For this reason, the SCAC plans to foster more youth related sport and cultural exchange initiatives to allow community relationships to develop.

The SCAC wishes to continue an annual Sister-Friendship Cities Youth Table Tennis Tournament. The two day tournament was first held at the Richmond Olympic Oval in 2016. The SCAC invited teams from Qingdao and Xiamen to send high school students to Richmond to compete with our local students. The SCAC is in discussion with Qingdao to be the 2017 host for this tournament. The SCAC is proposing an annual contribution of \$8,000 for this event, with Richmond hosting each alternate year.

The SCAC is also proposing to allocate \$2,500 in 2018 to invite artists from Xiamen to come to Richmond and host a multicultural exchange with our local artists. Xiamen has many famous artists and the SCAC would like to invite some of them to meet with our local artists for a cultural exchange and create artwork to display in an exhibition at a local community center.

Annual Salmon Festival and Canada Day Parade

Each year the SCAC organizes community members to join them in marching in the Canada Day Parade. The SCAC is proposing an annual allocation of \$1,500 towards the cost of flags, banners and t-shirts that are used for this event.

Financial Impact

The SCP has had an annual Administration Operating Budget of \$11,000, which is part of the City's annual base budget. The 2017-2018 Administration Operating Budget remains at \$11,000 annually.

The SCAC 2014-2016 Program Activity Budget of \$220,000 was funded from surplus from the 2013 budget. The proposed 2017-2018 SCAC Program Activity budget is \$56,500. The 2017-2018 Program Activity budget of \$56,500 is proposed to be funded from the Rate Stabilization Account and included in the 5 Year Financial Plan (2017-2021).

Conclusion

The Sister City Program is a valued and long-standing City initiative. The program is supported by the Sister City Advisory Committee, a dedicated group of community volunteers who are very committed to achieving the SCP goals. The approval of the 2017-2018 Two Year Plan will set clear direction for the Sister City Advisory Committee to maintain robust and meaningful Sister and Friendship City relationships.



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

AR:ar

Att. 1: Two Year (2017-2018) Activity Plan Budget

Sister City Advisory Committee Two year (2017 – 2018) Activity Plan Budget

The Sister City Committee Advisory Committee (SCAC) completed a very active 2014-2016 program which was supported with an activity budget of \$220, 00. Some of the activities during this period included:

- (2014) SCAC members and Richmond Chamber of Commerce representatives hosted the China International Fair for Investment and Trade (CIFIT) delegation from Xiamen.
- (2014-2015) The SCAC partnered with the Wakayama Sister City Affiliation Committee on the production of book to commemorate 40th Anniversary
- (2015) Supported the Richmond Youth Honour Choir gala visit to Japan
- (2015) SCAC Electronic Information Display unveiled at City Hall, showcasing various SCAC activities and providing information on Richmond's sister/friendship cities.
- (2016) Hosted the Wakayama Official Delegation visit to Richmond
- (2016) Organized the inaugural Sister City Youth Table Tennis Tournament
- (2016) SCAC and Richmond School Board hosted the Xiamen Sports Delegation visit to Richmond

The next two year (2017 – 2018) offers many opportunities to further develop and strengthen our Sister/Friendship City relationships through official visits, student, sport and cultural exchanges.

An activity budget allocation of \$56,500 is proposed for this period. The following sections provide budget information for engagement activities that the SCAC plans to carry out for 2017-2018.

Richmond Sister City Advisory Committee Two Year (2017 -2018) Program Activity Budget

SUMMARY OF 2017 – 2018 SCAC PROGRAM ACTIVITY BUDGET

	<u>Pierrefonds</u>	<u>Wakayama</u>	<u>Xiamen</u>	<u>Qingdao</u>	
2017	\$500.00	\$7,500.00	\$4,500.00	\$4,500.00	
2018	\$500.00	\$14,500.00	\$7,000.00	\$4,500.00	
Subtotal	\$1,000.00	\$22,000.00	\$11,500.00	\$9,000.00	
TOTAL					<u>\$43,500.00</u>

SCAC SPECIAL ACTIVITY BUDGET:

Sister/Friendship City Anniversary Milestone Commemorations	\$10,000.00
SCAC Canada Day Parade Participation – (\$1,500 per year)	\$ 3,000.00
<u>TOTAL</u>	<u>\$13,000.00</u>

TOTAL 2017 – 2018 SCAC PROGRAM ACITIVITY BUDGET **\$56,500.00**

SISTER CITY PROGRAM ADMINISTRATION:

2 years @ \$11,000.00 per year

\$22,000.00**2017 – 2018 SCAC PROGRAM ACTIVITY BUDGET****PIERREFONDS, QUEBEC**

	<u>2017</u>	<u>2018</u>	
Annual City to City Recognition Exchange	\$500.00	\$500.00	
TOTAL (Pierrefonds 2017 to 2018)			\$1,000.00

WAKAYAMA, JAPAN

	<u>2017</u>	<u>2018</u>	
Annual School Exchange Program	\$7,000.00	\$7,000.00	
Steveston Judo Club Visit to Wakayama		\$7,000.00	
Annual City to City Recognition Exchange	\$ 500.00	\$500.00	
Subtotal	\$7,500.00	\$14,500.00	
TOTAL (Wakayama 2017 to 2018)			\$22,000.00

XIAMEN, CHINA

	<u>2017</u>	<u>2018</u>	
Youth Table Tennis Tournament	\$4,000.00	\$4,000.00	
Summer Youth Art Competition		\$2,500.00	
Annual City to City Recognition Exchange	\$ 500.00	\$ 500.00	
Subtotal	\$4,500.00	\$7,000.00	
TOTAL (Xiamen 2017 to 2018)			\$11,500.00

QINGDAO, CHINA

	<u>2017</u>	<u>2018</u>	
Youth Table Tennis Tournament	\$4,000.00	\$4,000.00	
Annual City to City Recognition Exchange	\$ 500.00	\$ 500.00	
Subtotal	\$4,500.00	\$4,500.00	
TOTAL (Qingdao 2017 to 2018)			\$9,000.00



City of Richmond

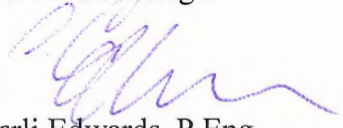
Report to Committee

To: General Purposes Committee
From: Carli Edwards, P.Eng.
Manager, Customer Services and Licensing
Re: **Business Licence Bylaw 7360**
Amendment Bylaw 9632

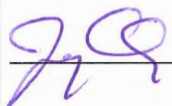

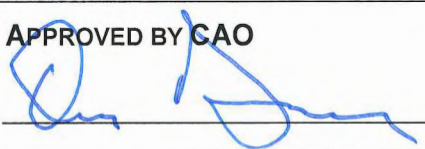
Date: December 2, 2016
File: 12-8275-02/2016-Vol
01

Staff Recommendation

That Business Licence Bylaw No. 7360, Amendment Bylaw 9632, which increases the maximum number of Class A Taxicabs to 112 and Class N Taxicabs to 44, be given first, second and third readings.


Carli Edwards, P.Eng
Manager, Customer Services and Licensing
(604-276-4136)

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Law Transportation	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	 for <u>A. NAZARETH</u>
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

Business Licence Bylaw No. 7360 establishes the maximum number of taxicabs permitted to be operated and licenced by Richmond based companies within the jurisdiction of the City, excluding the Vancouver International Airport (YVR). Further regulations dealing with taxicabs in Richmond are covered under Vehicle for Hire Regulation Bylaw No. 6900.

This report deals with an application submitted to the Passenger Transportation Board (PTB) by Garden City Cabs of Richmond Ltd., (GCCRL) to add 9 new additional vehicles to their fleet. On November 28, 2016 the PTB made the following decision on the application:

Granting 4 additional vehicles – “3 conventional and 1 accessible taxis are approved”

In light of the decision made by the PTB and at the request of GCCRL, staff propose Amendment Bylaw 9632, to increase the number of taxicabs permitted under Business Licence Bylaw No. 7360. This will allow the additional vehicles that were approved by the PTB to be licenced by the City of Richmond.

The Community Charter and Council Policy 9311, requires that the public are provided an opportunity to provide written or oral submissions by those persons who consider themselves effected by the proposed bylaw. Notification requirements are reasonably satisfied if the adoption of the proposed bylaw is advertised once each week for two consecutive weeks in a newspaper that is distributed in Richmond. A time period of at least two weeks is provided from the date of the second required advertising for persons to make submissions before the bylaw may be adopted. This policy will be followed before the final adoption of this bylaw.

Analysis

Taxicabs are also licenced by the PTB and provincially regulated under the Passenger Transportation Act. The City looks to the review and diligence carried out by the PTB in the determination of the demand for additional PTB taxicab licences.

In August of 2016, GCCRL submitted an application to the PTB for an additional 9 taxicab vehicles - 7 conventional taxis and 2 wheelchair accessible taxis. In their review of the application the PTB takes into consideration, among other criteria, that:

- a) *There is a public need for the service the applicant proposed to provide under any special authorization;*
- b) *The applicant is fit and proper to provide the service and is able to provide the service; and*
- c) *The application, if granted would promote sound economic conditions in the passenger transportation business in British Columbia.*

The PTB also reviewed 3 submissions on the application from the following organizations:

- BC Taxi Association (BCTA)
- Kimber Cabs Ltd. (KCL)
- Richmond Cabs Ltd. (RCL)

In order to support their application, GCCRL presented census data that shows a population increase of approximately 19% from 2006 to 2015. With a current population of 213,891, Richmond is projected to increase to 280,000 people by 2041.

The PTB also reviewed information that reflected:

- Richmond supports approximately 120,000 jobs in various sectors;
- Statistics for Vancouver International Airport (YVR) in 2015 show that approximately 20 million passengers were served;
- Hotel rooms in Richmond account for 19% of the Metro Vancouver region available rooms.

On November 28, 2016, the PTB determined that GCCRL had provided sufficient information and evidence to demonstrate a need for an additional 4 vehicles (3 Class A conventional taxicabs and 1 Class N Accessible Taxicab), rather than the 9 that were requested. The PTB determined this represents approximately 2.6% increase in the overall taxi fleet capacity in Richmond.

The Applicant forwarded the decision to City of Richmond Licence Department on November 29, 2016, requesting approval and licencing of the 4 additional cabs. (Attachment 1).

As the City is generally supportive of increasing the number of taxis to meet growing demand of the community and noting no recent public complaints were received by the City regarding the services of GCCRL, staff have no objection to granting the approved additional licenses.

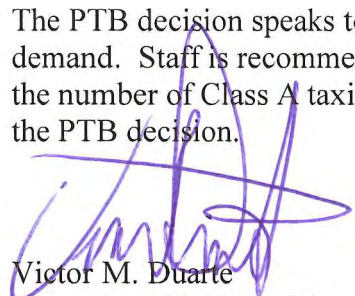
If approved by Council, GCCRL would be licensed to operate 23 Class A conventional taxicabs and 13 Class N accessible taxicabs. The addition of one new Class N unit should enhance service to passengers with disabilities while the three additional Class A taxicabs should free up taxicabs for all passengers. In their decision, the PTB notes that the increase "would promote sound economic conditions in the passenger transportation business in British Columbia." The full decision is attached to this report (Attachment 2).

Financial Impact

The Business Licence Fee for GCCRL will be reassessed to accommodate the additional 4 Vehicles for Hire, which will result in an increase of revenue of \$504.

Conclusion

The PTB decision speaks to the increasing population of Richmond and an increase in taxi demand. Staff is recommending an amendment to Business Licence Bylaw No. 7360 to increase the number of Class A taxicabs by 3 vehicles and Class N taxicabs by 1 vehicle, consistent with the PTB decision.



Victor M. Duarte
Supervisor, Business Licence
(604-276-4389)

VMD:vmd

December 2, 2016

- 4 -

- Att. 1: Applicants email requesting bylaw amendment
- 2: PTB Licence Application Decision



Business Licence Bylaw 7360, Amendment Bylaw 9632

The Council of the City of Richmond enacts as follows:

1. Business Licence Bylaw No. 7360, as amended, is further amended by deleting subsections 2.1.27.3 (a) and (b) and substituting the following:
 - (a) for use as Class A taxicabs is 112; and
 - (b) for use as Class N taxicabs is 44.
2. This Bylaw is cited as **"Business Licence Bylaw 7360, Amendment Bylaw 9632"**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

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

Attachment 1

Duarte,Victor

From: Parmjit Randhawa <parmjit1699@gmail.com>
Sent: November 29, 2016 08:57
To: Duarte,Victor
Subject: Fwd: AV241-16 Garden City Cabs of Richmond Ltd.
Attachments: transmittal ltr.docx; ATT00001.htm; AV241-16 Decision.pdf; ATT00002.htm

Hello Victor

As we discussed on phone I am sending you the P.T Board decision which award 4 more Cabs to Garden City Cabs Of Richmond. I request you we wants to bring these new cabs on Road ASAP. So, as we discussed please talk to your staff and city clerk to amend the bylaw if required. If you needs any more information please call me on my cellphone or email.Thanks

Have A Great Day
Parmjit S Randhawa
Garden City Cabs of Richmond
604-728-0123

Sent from my iPhone

Begin forwarded message:

From: Hafiz Khan <hrkhangcc@gmail.com>
Date: November 28, 2016 at 10:23:25 AM PST
To: Amrik Purewal <bilgaa@hotmail.com>, Sam Hundal <hundal_sam@hotmail.com>, Parmjit Randhawa <parmjit1699@gmail.com>, joewahlla <joewahlla@gmail.com>, Joey Walia <joey@gardencitycabsrichmond.com>
Subject: Fwd: AV241-16 Garden City Cabs of Richmond Ltd.

----- Forwarded message -----

From: **General Manager** <gm@gardencitycabsrichmond.com>
Date: Mon, Nov 28, 2016 at 10:19 AM
Subject: Fwd: AV241-16 Garden City Cabs of Richmond Ltd.
To: Hafiz Khan <hrkhangcc@gmail.com>

----- Forwarded Message -----

Subject: AV241-16 Garden City Cabs of Richmond Ltd.
Date: Mon, 28 Nov 2016 17:23:22 +0000
From: Morris, Jane TRAN:EX <Jane.Morris@gov.bc.ca>
To: 'gm@gardencitycabsrichmond.com' <gm@gardencitycabsrichmond.com>
CC: Passenger Transportation Br, TRAN:EX <PassengerTransportationBr@gov.bc.ca>

Hello;

Please find attached the Board's decision on the above application. If you require a hard copy of the decision, please contact our office.

Thank you,


Jane

Jane Morris

Research and Administrative Coordinator

Passenger Transportation Board

Ph: 250.953-3777 || Fax 250-953-3788

 Please consider the environment before printing this email.

Licence Application Decision

Taxi – Additional Vehicles

Application #	AV241-16	Applicant	Garden City Cabs of Richmond Ltd.
Trade Name (s)	Garden City Cabs		
Principals	HUNDAL, Surinderjit S. RANDHAWA, Paramjit S.	PUREWAL, Amrik S. WAHLLA, Joginder S.	
Address	148-2633 Viking Way, Richmond, BC V5V 3B6		
Current Licence	Special Authorization for passenger directed vehicles. PT Licence 71373		
Application Summary	Additional Vehicles – Taxi Add 9 vehicles (7 conventional and 2 accessible). This will increase the maximum fleet size to 41 vehicles (27 conventional and 14 accessible).		
Date Published in Weekly Bulletin	August 17, 2016		
Submitters (and representatives)	<ul style="list-style-type: none"> • BC Taxi Association • Richmond Cabs Ltd. (McLachlan Brown Anderson, W. McLachlan, Barrister & Solicitor) • Kimber Cabs Ltd. 		
Board Decision	3 conventional and 1 accessible taxis are approved.		
Decision Date	November 28, 2016		
Panel Chair	William Bell		

I. Introduction

This is an application from Garden City Cabs of Richmond Ltd. (GCCRL) that holds passenger transportation (PT) licence # 71373 and is located in Richmond, B.C. GCCRL is applying to add 9 vehicles: 7 conventional taxis and 2 wheelchair accessible taxis (WATs). These additions, if approved, would increase the maximum fleet size of GCCRL from 32 to 41 vehicles, comprised of 27 conventional and 14 accessible taxis.

II. Background

GCCRL was incorporated on May 18, 2007. Following a public hearing, the Board approved application 1623-07 and published its decision on June 18, 2008. The Board approved a maximum fleet size of 30 taxis, 18 conventional taxis and 12 WATs. GCCRL's PT licence stipulates that the transportation of passengers may only originate from within the City of Richmond, excluding the Vancouver International Airport (YVR). On its licence, GCCRL has return and limited reverse trip authority. These terms and conditions provide GCCRL with limited authority to pick up passengers at YVR.

Subsequent Applications

- In the fall of 2009, GCCRL made an application (141-09) to install flip seats in its 12 WATs. This application was approved and the decision published October 28, 2009. GCCRL made a further application (20-10) in February 2010 seeking an amendment of the originating area for Service 1 by adding YVR. The application was refused and the decision published April 21, 2010.
- In May 2013 GCCRL again made an application (109-13) to amend its Service 1 by adding YVR and also 9 vehicles; 4 conventional taxis to serve the City of Richmond and 5 WATs to serve YVR. This application was approved in part and the decision published October 2, 2013. The Board approved 2 conventional taxis to serve the City of Richmond. The Board confirmed this decision after reconsideration. The reconsideration decision was published February 26, 2014.
- In August, 2014, GCCRL made an application (216-14) to amend its licence and to add a new service specific to YVR as an originating area using 5 additional WATS to serve it. The Board refused this application and published its decision on November 26, 2014.

Supporting Material

In support of the current application, GCCRL provided the following documents.

PDV vehicle proposal	Financial information
Service Area	Public need indicators
Public Explanation	Municipal notice
Disclosure of Unlawful Activity and Bankruptcy	Accessible service plan

Business Plan Update	Taxi Data
----------------------	-----------

On October 28, 2016 I, through Board staff, requested additional details on spreadsheet data and specific WAT response time data. I also sought clarification from the applicant on response time service targets and overall WAT trip volumes. The results of these inquiries are considered below in my analysis of public need.

III. Relevant Legislation

Division 3 of the *Passenger Transportation Act* (the "Act") applies to this application. The Act requires the Registrar of Passenger Transportation to forward applications for Special Authorization licences to the Passenger Transportation Board (Board). Section 28(1) of the Act says that the Board may approve the application, if the Board considers that:

- (a) there is a public need for the service the applicant proposed to provide under any special authorization.
- (b) the applicant is a fit and proper person to provide that service and is capable of providing that service, and
- (c) the application, if granted, would promote sound economic conditions in the passenger transportation business in British Columbia.

I will consider each of these points in making my decision.

IV. Rationale and Submissions

(a) Applicant's Rationale

GCCRL claims its customers are experiencing higher than usual waiting times. The addition of taxis will reduce the waiting times resulting in better service.

(b) Submissions & Applicant's Response

There were 3 submissions on this application from the following:

- BC Taxi Association (BCTA)
- Kimber Cabs Ltd. (KCL)
- Richmond Cabs Ltd. (RCL) (W. McLachlan – counsel)

Both KCL and RCL operate in Richmond, may originate passengers at YVR and have specific vehicles licensed by the Vancouver International Airport Authority (VIAA). GCCRL's PT licence excludes picking up passengers at YVR. Information on the PT licences authorities of these companies as well as VIAA licences is outlined in Chart 1 below.

Chart 1: Authorities of RCL, KCL and GCCRL

Taxi Company	Trade Name	PT Licence #	Total Vehicles	WATs*	Flip Seats	Originating area	Licenses issued by VIAA
Richmond Cabs Ltd.	Richmond Taxi	70391	98	11	11	Any point in the City of Richmond, including the Vancouver International Airport	74
Kimber Cabs Ltd.	Kimber Cabs	70458	22	20	12	Any point in the City of Richmond	18
Garden City Cabs of Richmond Ltd.	Garden City Cabs	71373	32	12	12	Points within the City of Richmond, excluding the Vancouver International Airport	n/a
			152	43	35		92

*WATs – Wheelchair Accessible taxis

General themes in the submissions include.

- Taxis in the region are providing taxi services in a timely manner.
- GCCRL often “parks” its fleet, thus limiting the number of vehicles available to serve the public. Both KCL and RCL provided documentation claiming to support these allegations:
 - (a) KCL’s manager observed, documented and submitted a list of GCCRL taxis, including vehicle numbers, parked for various shift periods between July 29 -August 29, 2016.
 - (b) RCL included video and photographs, with dates and time and vehicle numbers, it took between April 1, 2016 to August 19, 2016. These were GCCRL vehicles parked on Viking Way. RCL claims that vehicles were not

out of service for any mechanical reason and that up to 12 of the 32 vehicle GCCRL fleet is parked at any given time. RCL suggested that GCCRL will not be able to produce driver timesheets for these times.

- Further, KCL alleges that many GCCRL's taxis are lined up at the River Rock Casino.
- Flooding the market with additional taxis will have a negative impact and not promote sound economic conditions. The only business GCCRL can pursue will be that taken away from other providers in the area.

RCL raised specific issues related to:

- GCCRL's fitness, including an ability to sustain contract obligations;
- GCCRL's ability to serve all of Richmond.
- Information provided to customers on GCCRL's dispatch app.

The applicant made the following comments in response to the submissions:

- Supporting evidence in the applications shows there are taxi shortages and excessive wait times in Richmond. An addition of 9 taxis to the 152 taxis licensed for Richmond is only a 5.9% overall increase in vehicles.
- GCCRL's fleet utilization has increased from 86% in 2013 to 95% and 96% respectively for 2014 and 2015. GCCRL provided evidence to refute the claims of RCL and KCL regarding "parking" of vehicles. The applicant hires drivers to operate its taxis and these drivers change shifts at various times of the day.
- KCL and RCL operate most of their fleets at YVR depriving Richmond of needed conventional and accessible taxi service.
- GCCRL responded to comments about its coverage in Richmond, availability of drivers' records and its dispatch app.

The Board gives more weight to submissions that back up general claims with facts or details. I have considered the submissions and the responses in my review of this application.

V. Reasons

- (a) *Is there a public need for the service that the applicant proposes to provide under special authorization?*

Taxi companies who want more vehicles are expected to show that there is a public need for more taxis. Companies are expected to show why their current fleet is not large enough to handle more trips and why they need a specific number and type of vehicles for which they have applied. The Board wants to be satisfied that there is a reasonable connection between the number and type of vehicles requested and public need. Applicants should explain why other taxis in the area are not meeting the public need.

Trend data or information may show that a need exists. This type of information may be found in dispatch records concerning trip volumes, response times and fleet utilization.

With regard to the latter, applicants should give the Board information on the scheduling of vehicles in their fleet. How many taxis are in use per day, per shift? They should explain any variations in fleet usage.

Applicants may also include such documentation as financial statements, new contracts, support letters and other material.

GCCRL included in their application the following documentation in support of public need:

1. Population and Economic Growth for Richmond, B.C.

- Census data from the City of Richmond's Policy Planning Division show population increases of approximately 19% from 2006 to 2015. The population as of 2015 was just over 213,891 people. The growth from 2013 to 2015 represents an approximate 4% Increase. Projections estimate a population of 280,000 by 2041.
- Also included were statistics on:

-
- jobs and industry in Richmond, which supports about 120,000 jobs in various economic sectors and is a leading centre in the region for the high-tech industry.
 - YVR statistics for 2015 showing it served 20 million passengers;
 - hotels and hotel rooms in Richmond, indicating that it represents 19% of Metro Vancouver's bed base.

2. Taxis to Population Ratios:

The applicant reports that there is about 1 taxi for every 1,400 residents in Richmond. It suggests tourism and related travel growth require significantly more taxis to meet the demand.

3. Financial Information

- Financial statements show revenues for the 3 year period 2013-2015 having increased by 18.6%.

4. Supporting Letters

- Assistant General Manager, River Rock Casino, June 9, 2016, indicates that the casino has an exclusive agreement with GCCRL because of its service quality; however its smaller feet size often prevents it from being able to handle the volume of guests requiring taxi service.
- General Manager, Sheraton Vancouver Airport Hotel, representing 3 Larco Hotel properties in Richmond, September 14, 2016 reports that the agreement between GCCRL and the Larco had to be terminated 3 months after the start date as it became clear the GCCRL fleet size was not large enough to meet the hotels' demands.

5. Taxi User Survey-Business Community

GCCRL included a survey it conducted with 28 Richmond businesses, of which a little more than 50% were tourism-related. The remainder included a mix of businesses as well as the City of Richmond. Each survey document was 1 page and included names and contact

information. The survey asked a series of questions about taxi services in the Richmond area, concerning the participant's use of taxis and wait times. The major findings of the survey were:

- The average waiting time expressed was approximately 20 minutes.
- The longest wait time experienced in the past 6 months averaged between 30-60 minutes.
- Business operators and, more specifically, the hospitality industry noted that the lack of timely taxi services affects their business and customer experiences negatively.
- A significant proportion of respondents indicated that they experience wait times of 30 minutes or more during rush hours, but also at other times of the day.
- Most of the respondents indicated a willingness to wait between 10 and 20 minutes for a taxi before they make other arrangements.

6. Public Taxi User Survey

GCCRL commissioned a management consultant to conduct a "Public Taxi User Survey". It involved 83 people that were interviewed within the GCCRL service area between June 1 and July 13, 2016. The survey was distributed through GCCRL drivers who were instructed to present it to their clientele in order to capture the opinion of taxi users. Non-taxi users were excluded from the survey as their opinion would not be the result of direct experience.

The survey was designed to solicit public opinion in the City of Richmond in relation to the public need for additional taxis. The report by the consultant indicates that the survey provides a snapshot relative to customer needs, expectations and insufficiencies in present service levels. Survey questions were designed without prejudice to any taxi company and results were not balanced for user segments and hot spots. The focus of the survey was on the reliability of taxi and other transportation services in the community as a whole, based

on the experiences of those who commonly use them. The consultant indicates that the survey's confidence level is 90%.

The highlights of the survey are:

- The majority of respondents use taxi service between 5 and 10 times per month and the majority who are high frequency transit or taxi users feel that public transit is not adequate for their needs. Taxi service is preferred because of the convenience factor, but the public expects to get this consistently within about 10-15 minutes.
- 51% of the participants use taxi service for entertainment and leisure. Taxi use to and from work makes up 38% while people needing taxis for medical reasons is 28%.
- Average waiting times experienced by taxi users (73%) range between 15 and 20 minutes. Waiting times experienced over the past 6 months by customers at 30 minutes is 42% and over 30 minutes is 37%.
- 55% and 32% expect to have a taxi arrive at their door within 10 and 15 minutes respectively before they make other arrangements. Few are willing to wait more than 20 minutes.

7. Service Standards and Operational Data

With respect to response time service standards the applicant indicates that for overall conventional taxi service its service target is to respond within 10 minutes 90% of the time. For customers requesting a WAT service which it considers a priority: 95% to 100% of customers should wait no more than 10-15 minutes respectively.

Operational Data

The applicant provided examples of raw data to allow verification of its summarized use of Board spreadsheets. The spreadsheets yielded the following results below:

a. Total Fleet

- Overall trip volumes have increased by approximately 16.5% from 2013 to 2015. Of these trips, 73% are flagged trips and 26% are dispatch trips. The increase in flag trips and dispatch trips is 19.9% and 8.5% respectively.
- Overall fleet utilization reported has increased by 11.4% between 2013 and 2015 to a utilization rate of 96%. The applicant reports that the 4% not utilized can be attributed to downtime for repairs, drivers' days off or drivers' urgent personal business. Further, the data that came with the Board's investigation indicates that sedans in the GCCR fleet are used, on average, more hours per day

To refute claims by submitters about "parking vehicles", GCCRL provided detailed information about the relevant vehicles from its dispatch system for the period April 1, 2016 to August 19, 2016. The data supplied shows that the GCCRL vehicles in question were, in the majority, used for 2 shift operations based on the fact that its drivers change shifts at various times of the day at the GCCRL office and were awaiting shift changes. GCCRL also reports that its' fleet does not have 5 car numbers as reported by RCL.

- Average response (wait) times have increased by 10.4% from 8.6 to 9.5 minutes—almost a minute. The average response time is 12.2 minutes and has increased by 2.1 % over the period 2013-2015. More specifically, the response times were 12.2 minutes for 90% of trips in 2015, up from 12.0 minutes for 90% of the trips in 2013. The applicant notes that as calls increase at certain times such as in the morning and evening rush hours or closing of entertainment facilities, the variable arrival rate increases substantially on Thursdays, Fridays and Saturdays and bottlenecks form resulting in waiting times that can rapidly increase to 30 minutes. On Saturday night wait times of up to 60 minutes is not unusual. In such cases, it can take 1 hour to clear a backlog of trips.

Wheelchair Accessible Taxis (WATs)

-
- WAT trips represent 3.4% of dispatched trips for 2015. Overall, this is about 0.9% of GCCR's trips. The spreadsheet data indicates an overall WAT trip volume increase in wheelchair van requests from 2013 to 2015.
 - The applicant was asked to provide response time data for its WATs trip volume data above. The data provided covered only 4 months September-December 2015 and shows on a monthly average basis 44% of the trips exceeded 15 minutes.

8. Applicant's Rationale for Added Vehicles

To explain its request and calculation for the 9 additional taxis the applicant noted the following:

- A business volume increase of 16.5% would mean an additional 5.3 taxis are required to satisfy immediate demand.
- GCCRL projects a business volume increase of 10% over 2016 and 2017 and that in planning for the future it calculates an additional 3.2 taxis for these years.
- The overall numbers were rounded to 9 taxis (7 conventional and 2 WATs)

Board Analysis and Findings

The growth in overall population numbers provided some correlation between this information and the demand for taxis in the areas the applicant proposes to serve. However, the indices of growth specific to the elderly demographic were absent and would have been helpful to reflect and support service demands concerning this group served by GCCRL. I accorded this information some weight.

The 2 letters of support, while limited, provided some corroboration that GCCRL's trip volume increases with its current fleet has produced a public need for additional capacity. However, I note there was a total absence of support from organizations and/or users concerning service issues associated with WATs and the need for additional capacity to

provide timely on-demand services for customers with mobility or other challenges. I assigned the letters little weight.

I found the statistical information on economics and ratios of little relevance to public need. Employment statistics are not useful indicators of public need for a taxi service. The Board does not generally rely on "taxi to population" ratios to determine public need as other factors may affect need for a new service. There was nothing compelling in the ratios to support other indices or evidence of public need. I assigned them little weight. I also observe that WATs as a percentage of the total taxi fleets in Richmond is at 28% and this distribution represents one of the highest in the province.

The applicant indicates the fleets of KCL and RCL operate most of their fleets at YVR depriving Richmond of needed conventional and accessible taxi service, but no evidence was provided to corroborate this claim.

I accord the Public Taxi User Survey very little weight. The survey methodology included the distribution of the survey through GCCRL drivers who selected their taxi user clientele to complete the survey. The intent of this survey was to capture a broad public opinion on taxi market conditions in Richmond as a whole. I find the results generic and unreliable in reflecting and corroborating a public need and specific increase to the GCCRL fleet. I assigned it little weight. However, this survey is offset to some degree by the GCCRL Taxi User Survey - Business Community in Richmond that corroborated and supported the applicant's spreadsheet evidence concerning wait times and which I assigned more weight.

I found the operational data reliable and assigned it moderate weight. The data over a 3 year period indicates growing trip volumes and increased wait times for conventional taxi services. That said, I note that flag trip volumes represent approximately 71% of overall trip volumes and the applicant points out that flags represent those trips from its taxi stands. The fleet utilization data provided by the Board spreadsheets does suggest a strong use of overall capacity at 96% for 2015.

The data April 1, 2016-August 19, 2016 provided to dispute submitter claims of under-utilization of fleet, as well as data provided in response to a Board investigation persuade me that the applicant's operating model includes full and portions of shifts. As a result, this can leave idle periods for certain vehicles and may diminish its claim of utilization to some extent. Nonetheless, overall I am persuaded when viewing the trip volume and wait time

indicators together with that of fleet utilization that GCCRL has some service management challenges with its current fleet capacity.

Although WAT trips represent only 0.9% of overall trips 44% of these trips are in excess of 15 minutes. All the applicant's WATs have flip seats and, therefore, are dual use vehicles. The applicant applied for additional WATs and the Board encourages taxi companies to make WATs available to communities.

The financial information provided shows supports a growing taxi business over the 3 year period 2013-2015.

I find the applicant has provided sufficient information and evidence to demonstrate a public need for vehicles 4 vehicles: 3 conventional taxis and 1 WAT, with flip seats.

(b) Is the applicant a fit and proper person to provide that service and is the applicant capable of providing that service?

The Board looks at fitness in two parts:

- (i) is the applicant a "fit and proper person" to provide the proposed service; and
- (ii) is the applicant capable of providing that service?

GCCRL has a National Safety Code rating that is satisfactory -unaudited. The required disclosure forms were completed with no discrepancies. The letter of support dated June 9, 2016 from the Assistant General Manager; River Rock Casino provided a testimony to the service quality provided by GCCRL.

I note in July 2016 the Registrar of Passenger Transportation imposed an administrative fine on GCCRL operating outside of authorized area. As the Board has previously stated, administrative penalties may not be in and of themselves a barrier to the approval of applications.

The application included a Business Plan with Financial Statements including and Income Statement Reconstruction and Adjustments for the historic period 2013-2015 and a projection period 2016-2020, a Balance Sheet for the year ending April 30, 2016 and detailed Monthly Cash Flow Projections for 3 years (2016-2018).

The application also included an Accessible Service Plan as at July 2016. The plan included vehicle usage data between 2013 and 2015, service hours, driver training, priority dispatch, policies and procedures.

All of the information supplied is sufficient to satisfy me that GCCRL is both fit and proper and capable of providing the service requested in this application.

(c) *Would the application, if granted, promote sound economic conditions in the passenger transportation business in British Columbia?*

The Board looks at the "economic conditions" issue from a wide-ranging view. The economic conditions of the "transportation business in British Columbia" are considered ahead of the economic and financial interests of an individual applicant or operator. The Board supports healthy competition. The Board discourages competition that could unduly harm existing service providers.


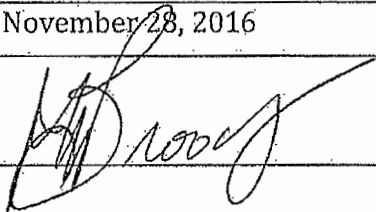
The granting of 4 taxis represents an approximate 2.6% increase in overall taxi fleet capacity in Richmond. This should not cause any undue disruption or harm to the other taxi providers. I am convinced the marketplace has the capacity to absorb the expanded taxi fleet and will provide the public with an improved reliability and convenience in taxi services. I further note that the submitters did not provide operational data to support their claims of timely service in Richmond.

I find that the approval of this application would promote sound economic conditions in the taxi transportation business in Richmond, B.C.

VI. Conclusion


For the reasons above, this application is approved in part as set out in this decision.

I establish the activation requirements and the terms and conditions of licence that are attached to this decision as Appendix I. These form an integral part of the decision.

Signature of Panel Chair:	
Date:	November 28, 2016
Entered & Sealed by the Director:	

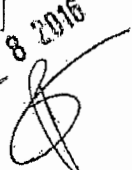
Garden City Cabs of Richmond Ltd.
Appendix I

Approval of application may expire	<ol style="list-style-type: none"> 1. The licensee must activate the additional vehicles approved in this decision within 6 months of the date of this decision. 2. Any additional vehicles that have not been activated within 6 months of the date of this decision are no longer approved and the maximum fleet size of the licensee is reduced accordingly. 3. The Passenger Transportation Board may vary the requirements set out in 1 above, if circumstances warrant it. 4. If an applicant needs more time to activate its vehicles, then the applicant must make a request to the Board before the end of the 6 month activation period. <p>(Note: "activate" means that the applicant has submitted the documents required to obtain a Special Authorization Vehicle Identifier to the Registrar of Passenger Transportation.)</p>
Notice to Registrar	<p>The Registrar must not, without direction from the Board, issue the applicant any additional special authorization vehicle identifiers if the applicant has not activated the vehicles within 6 months of the date of this decision.</p> <p>(Note: activated means that the applicant has submitted to the Registrar of Passenger Transportation the documents required to obtain a Special Authorization Vehicle Identifier.)</p>
Special Authorization:	Passenger Directed Vehicle (PDV)
Terms & Conditions:	
Maximum Fleet Size:	36 motor vehicles of which a maximum of 23 may be conventional taxis. All other vehicles are accessible taxis.
Vehicle Mix Requirements:	At all times, the licensee must operate a fleet of vehicles with where the mix of vehicles is at a <u>minimum</u> ratio of 3 to 1 conventional taxis to accessible taxis.
Minimum Operating Requirement:	Licensees must ensure that accessible taxi service is available to passengers throughout a 24 hour day in a reasonable manner and that accessible taxi availability is, at a minimum, proportionate to conventional taxi availability.
Flip Seat Authorization:	Passengers may be seated in moveable "flip seats" or "let down seats" that are installed behind the driver in accordance with Division 10.07(5) of the Motor Vehicle Act Regulations.
Service Priority Limitation:	Persons with mobility aids who require an accessible taxi for transportation purposes are priority clients for the dispatch of accessible taxis. The licensee must at all times use a dispatch and reservation system that dispatches accessible taxis on a priority basis to clients who have a need for accessible vehicles.

NOV 28 2016


Specialty Vehicles:	The accessible taxis must be operated in accordance with the <i>Motor Vehicle Act Regulations</i> including Division 10 (<i>motor carriers</i>) and Division 44 (<i>mobility aid accessible taxi standards</i>), as amended from time to time, and in accordance with any other applicable equipment regulations and standards.
Eco-Friendly Taxis:	Any additional conventional taxis approved for this licence on or after May 16, 2007 and for which a passenger transportation identifier is issued, must be operated as "eco-friendly taxis" as defined by Board Policy Guidelines in effect at the time the vehicle is issued a passenger transportation identifier.
Vehicle Capacity:	A driver and not less than 2 and not more than 7 passengers.
Service 1:	<i>The following terms and conditions apply to Service 1.</i>
Originating Area:	Transportation of passengers may only originate from points within the City of Richmond, excluding the Vancouver International Airport.
Destination Area:	Transportation of passengers may terminate at any point in British Columbia and beyond the British Columbia border when engaged in an extra-provincial undertaking.
Return Trips:	The same passengers may only be returned from where their <i>return trip</i> terminates in the <i>destination area</i> to any point within the <i>originating area</i> when the <i>return trip</i> is arranged by the time the originating trip terminates.
Reverse Trips:	Transportation of passengers may only originate from the <i>destination area</i> when the transportation terminates within the <i>originating area</i> and the cost of the <i>reverse trip</i> is billed to an active account held by the licence holder that was established before the trip was arranged.
Express Authorizations:	(i) Vehicles must be equipped with a meter that calculates fares on a time and distance basis. (ii) Vehicles may be equipped with a top light. (iii) The operator of the vehicle may, from within the originating area only, pick up passengers who hail or flag the motor vehicle from the street.
Taxi Bill of Rights:	a) A Taxi Bill of Rights issued by the Ministry of Transportation ("Taxi Bill of Rights") must be affixed to an interior rear-seat, side window of each taxicab operated under the licence. b) The Taxi Bill of Rights must at all times be displayed in an upright position with the complete text intact and visible to passengers. c) Licensees may only display a current Taxi Bill of Rights.
Taxi Cameras & Meters:	Licensees must install taxi camera equipment and taxi meters, including taxi soft meters, in compliance with applicable rules, standards and orders of the Passenger Transportation Board.
Taxi Identification Code:	Each vehicle operated by the licensee must have a unique taxi identification code (TIC) affixed to the inside and outside of the vehicles in a manner that complies with applicable rules, specifications and orders of the Passenger Transportation Board.

NOV 28 2016



Transfer of a licence:	This special authorization may not be assigned or transferred except with the approval of the Board pursuant to section 30 of the Passenger Transportation Act.
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NOV 28 2016




City of Richmond

Report to Committee

To: Finance Committee
From: Andrew Nazareth
General Manager
Finance & Corporate Services
Re: **Provincial Tax Deferment Program**

Date: January 3, 2017

File:

Staff Recommendation

1. That staff be directed to actively promote the Provincial Tax Deferment Program as a means of reducing the financial burden for seniors and families with children.
2. That staff be directed to analyze the benefit and the possibility of having more than one residential tax rate to deal with the valuation disparity between strata and single family detached residential properties.
3. That a letter be written to the Minister, requesting the Province to make changes to the Home Owner Grant program and tax allocation program to provide a more fair and equitable system of property taxation in BC.

Andrew Nazareth
General Manager, Finance & Corporate Services
(604-276-4095)

REPORT CONCURRENCE
CONCURRENCE OF GENERAL MANAGER
APPROVED BY CAO

Staff Report

Origin

Based on the Completed Roll, average 2017 assessment increase for the residential class of properties in the City of Richmond is 35.21%. Breaking this down to specific types of residential properties, residential strata units have an average increase of 22.33% and single family detached homes have an average increase of 42.37%. Generally speaking, based on these changes, single family detached homes have increased greater than the overall City residential average and will result in higher property taxes while most strata units will have property tax decreases.

Adding to the burden, single family detached home prices in the Lower Mainland have reached a point where many houses no longer qualify for a home owner grant. Prior to 2009, the Province set assessment thresholds so that 97% of the residential properties in BC qualified for a grant. By 2016, the Province reduced the qualifying percentage to greater than 91% of the residential properties in BC. This resulted in school tax increases to many of Richmond's residents without the benefit of having a home owner grant to offset the increase. Attachment 1 shows the school tax increases and home owner grants claimed over the past 10 years.

With these figures, many seniors on a fixed income have watched their single family home price increase in value exponentially to the point where they are finding it difficult to pay their property taxes. To help reduce the financial burden for seniors and young families, the Province of BC offers a Tax Deferment Program ("TDP") to help qualifying seniors or families with children defer their property taxes until they decide to sell their homes.

The purpose of this report is to explain the application requirements of the program and to promote it as an affordable financing tool for the property owner.

Analysis

The City was recently advised by BC Assessment that early notification letters were sent to property owners where the 2017 assessment increase significantly exceeds the average range. A total of 4,501 letters were sent out to owners of single family detached homes where the 2017 assessment increase is greater than 50%.

By law, the City is required to set a single tax rate for each assessment class. Property owners whose properties outperformed the average will see much higher tax increases while those with property value changes less than the average will see tax decreases. A video explaining this concept may be found on the City's website at:

<http://www.richmond.ca/cityhall/finance/propertyassessments.htm>

The TDP was designed to help those qualifying property owners where their cashflows cannot keep up with their land appreciation. Without physically selling their homes, land appreciation is merely a paper gain that cannot help the owner meet their daily expenses. Instead of struggling to save for current property tax payments, the TDP allows a property owner to utilize the gains and to defer taxes until they sell their home.

General TDP Overview

The TDP is a provincially administered program where the Province determines whether an applicant qualifies to defer their property taxes. All applications for tax deferment must be submitted to the City's tax section after the property tax bill is received and before the tax due date to be forwarded to the Tax Deferment Office for their processing. Application forms submitted after the tax due date will be subject to penalty charges.

Application forms are available at the City's tax counter or online at http://www.sbr.gov.bc.ca/documents_library/forms/0051FILL.pdf.

There are two deferment programs currently available for:

- Regular Program
 - A person aged 55 years or older during the current year or
 - a surviving spouse of any age or
 - a person with disabilities
- Families with Children Program
 - a parent, stepparent or anyone financially supporting a child

Basic qualification requirements for both programs are the same in that the applicant must be:

- a Canadian citizen or permanent resident
- have been living in BC for at least one year
- a registered owner of the property
- have paid all previous years' property taxes, utility fees, penalties and interest
- have current fire insurance for the improvements on the property

Other distinct requirements for each program are:

- Regular Program
 - have and maintain a minimum equity of 25% of the property's assessed value
- Families with Children Program
 - have and maintain a minimum equity of 15% of the property's assessed value

Tax deferment is only available for class 1-residential or class 9-farm properties that are used as principal residences. If the application is approved, the Province pays to the City, the current year unpaid property taxes on behalf of the applicant. The amount deferred will incur simple interest at the current rate of 0.7% for the regular program and 2.7% for the families with children program. Interest is set every 6 months by the Minister of Finance.

Once an application is approved, the Province will register a restrictive lien against the property so that the owner cannot change title of the property except to add the name of a spouse. The property owner must repay the outstanding deferment balance before they can:

- sell the property
- change property owners other than adding the name of the spouse
- refinance with some financial institutions (property owners are advised to check with their financial institution)

Rationale for Tax Deferment

It is not always clear that the tax deferment program will allow seniors to utilize their property appreciation without selling their home.

The following is a table of the average assessment value for a single family detached (“SFD”) home in Richmond from 2007 – 2016 to illustrate the financial rationale behind tax deferment:

<u>Year</u>	<u>Average SFD Home Value</u>	<u>YOY Appreciation in Assessed Value</u>	<u>Average Property Tax on a SFD Home</u>
2007	591,488		2,905
2008	662,738	71,250	2,999
2009	663,933	1,195	3,128
2010	684,769	20,836	3,269
2011	832,719	147,949	3,590
2012	993,118	160,398	3,985
2013	971,675	(21,442)	4,049
2014	939,311	(32,364)	4,062
2015	1,008,269	68,958	4,220
2016	1,160,068	151,798	4,503
Cumulative Totals		568,580	36,711

In the years leading up to 2016, single family detached home values in Richmond appreciated by 96.13% or approximately \$568,580. Property taxes for the same period totalled \$36,711 or 3.16% of the current value of the property. In this scenario, if the property owner deferred taxes each year, the deferred amount is only 6.72% of the total 10-year property appreciation.

Adding to the fear of being in debt, some seniors are afraid of escalating interest charges on the taxes deferred. To alleviate the tax burden on seniors, the Province charges prime minus 2% simple interest on only the principal amount borrowed. Interest is never compounded like other conventional loans from a financial institution.

In the past 10 years, tax deferment interest rates came down from a high of 4% in 2007 to as low as 0.25% in late 2009 and early 2010. Current interest is set at 0.70%. In the above example, if the property owner had deferred property taxes starting in 2007, the total interest charged would

be approximately \$1,635 for the 10-year period. Adding this to the outstanding principal, the home owner would owe \$38,226 or 3.30% of the current property value.

If the property owner had locked in the same amount of tax payments into a term deposit, the property owner could earn more in net interest revenue given that some banks are currently offering 1.5% interest on term deposits while the Province is charging 0.70% interest for tax deferment. However, because interest rates fluctuate over time, this is provided as an example of potential interest revenue and not a guaranteed revenue stream.

For some property owners, deferring taxes would allow them the flexibility of making costly repairs or upgrades to their homes so that they can live more comfortably and afford to stay in the community.

Current Deferment

Prior to 2016, the City received approximately 270 new tax deferment applications annually. With significant assessment increases for single family detached homes in 2016, the City received over 500 new applications this year. The City currently has over 1600 active deferment files and has closed over 3000 deferment files since 2000. Closed files are usually due to property sales or property refinancing.

Given that the City has almost 70,000 residential units and over 14,000 seniors in the community, the number of active deferments is low in comparison. Promoting the TDP will give property owners a better understanding of the financing option available to them while their land value continues to increase.

Financial Impact

There is no financial impact to the City as the Province pays the current outstanding taxes on behalf of the taxpayer.

Conclusion

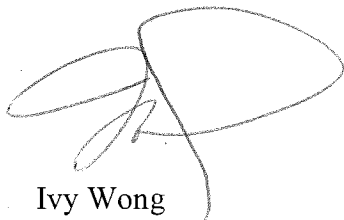
That staff be directed to actively promote the Provincial Tax Deferment Program as a means of reducing financial burden for seniors and families with children through multimedia, newspaper advertisements, and the City's website.

Also, that staff be directed to analyze the benefit and the possibility of having more than one residential tax rate to deal with the valuation disparity between strata and single family detached residential properties.

January 3, 2017

- 6 -

Finally, that a letter be written to the Minister, requesting the Province to make changes to the Home Owner Grant program and tax allocation program to provide a more fair and equitable system of property taxation in BC.

A handwritten signature in black ink, appearing to be 'Ivy Wong', with a large loop at the top and a trailing line.

Ivy Wong
Manager, Revenue
(604-276-4046)

IW:iw

Attachment 1**School Tax Requisition on Residential Class**

	Residential School Requisition Before Appeals	# of Folios	Total HOGs Claimed	Net Payment Before Appeals	YOY % Change Based on Requested Amount For Residential Class	YOY % Change in Net Collected From Residential Class
2016*	76,551,162	69,998	29,427,037	47,124,125	3.50%	7.04%
2015	73,964,956	68,192	29,939,723	44,025,233	2.89%	5.84%
2014	71,886,770	67,186	30,292,139	41,594,631	1.13%	2.66%
2013	71,084,661	65,585	30,566,611	40,518,050	1.08%	0.55%
2012	70,327,415	64,751	30,031,261	40,296,154	8.83%	18.83%
2011	64,621,471	63,994	30,710,466	33,911,005	7.70%	18.03%
2010	60,000,626	63,148	31,269,555	28,731,072	8.70%	16.57%
2009	55,197,192	61,626	30,549,672	24,647,521	-4.23%	-10.75%
2008	57,636,286	60,083	30,020,993	27,615,293	7.63%	14.02%
2007	53,552,720	58,757	29,332,455	24,220,265		

Total Change
(over 9 years):

37.22% 72.79%

Average
Change per
year:

4.14% 8.09%

* 2016 HOG amount has not been finalized



City of Richmond

Report to Committee

To: Finance Committee **Date:** December 19, 2016
From: Andrew Nazareth
General Manager, Finance and Corporate Services **File:** 03-0985-01/2016-Vol 01
Re: Consolidated 5 Year Financial Plan (2017-2021) Bylaw No. 9663

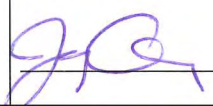
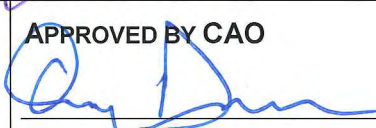
Staff Recommendation

That:

1. The Consolidated 5 Year Financial Plan (2017-2021) Bylaw No. 9663 be introduced and given first, second, and third readings.
2. Staff undertake a process of public consultation as required in Section 166 of the Community Charter.

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

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Law	<input checked="" type="checkbox"/>	 For A. NAZARETH
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: DW	APPROVED BY CAO 

Staff Report

Origin

In subsection 165(l) of the *Community Charter*, it requires the City to adopt a 5 Year Financial Plan (5YFP) Bylaw. The 5YFP Bylaw provides the City with the authority to proceed with spending to the limits as outlined in the bylaw. The City is required under section 166 of the *Community Charter* to undertake a process of public consultation prior to adoption of the 5YFP.

The 5YFP Bylaw No. 9663 presented in Attachment 1 consolidates the budget decisions previously approved by Council including the Utility, Operating, Capital budgets and One-Time Expenditures funded by previous years' surplus. The key components were approved by Council as follows:

Table 1 – Summary of Council Approval of the 2017 Budgets

Budget Input	Council Approval Date
2017 Utility Budget	November 28, 2016
2017 One-Time Expenditures	December 12, 2016
2017 Council Community Initiatives One-Time Expenditures	December 12, 2016
2017 Richmond Public Library Budget	December 12, 2016
2017 Capital Budget	December 12, 2016
2017 Operating Budget	December 12, 2016

The 2017 Utility rates were approved by Council on November 28, 2016 and the following bylaws were adopted on as follows:

- Drainage, Dike and Sanitary Sewer System Bylaw No. 7551, Amendment Bylaw No. 9634 adopted on December 12, 2016.
- Solid Waste and Recycling Regulation Bylaw No. 6803, Amendment Bylaw No. 9640 adopted on December 12, 2016.
- Waterworks and Water Rates Bylaw No. 5637, Amendment Bylaw No. 9633 adopted on December 21, 2016.

The Consolidated Financial Plan includes 2017 budgets for Lulu Island Energy Company and Richmond Olympic Oval Corporation which have been approved by their respective Board of Directors and are included in a separate report to Council for information.

The 5YFP bylaw includes estimates for 2018-2021 based on information currently available to staff and will be revised with the financial plan for each respective year. Inclusion in the financial plan for 2018 and beyond does not represent final approval for spending.

This report supports Council's 2014-2018 Term Goal #7 Strong Financial Stewardship:

Maintain the City's strong financial position through effective budget processes, the efficient and effective use of financial resources, and the prudent leveraging of economic and financial opportunities to increase current and long-term financial sustainability.

- 7.1. Relevant and effective budget processes and policies.*
- 7.2. Well-informed and sustainable financial decision making.*
- 7.3. Transparent financial decisions that are appropriately communicated to the public.*
- 7.4. Strategic financial opportunities are optimized.*

Analysis

This report summarizes the 2017 budgets that have been previously approved by Council into a consolidated financial plan to provide expenditure authorization, allowing the municipality to formally proceed with delivering services to the community. The Consolidated Financial Plan is prepared in alignment with accounting standards for financial statement presentation for ease of comparability.

Adjustments with No Impact on Rates

Prior Year Capital Carryforwards

The Capital Budget as presented in the 5YFP includes a carryforward amount for previously approved and funded projects that are still in progress. There is no tax impact of including this amount, which was previously approved by Council.

Prior Year Operating Carryforwards

The 2017 Carryforwards estimate is comprised of 2016 operating budget surpluses and previously approved one-time expenditures that are required for programs and projects that were not completed in 2016 and hence carried into 2017. There is no tax impact of including these amounts in the budget, but is required to ensure spending authorization remains in place.

Developer Contributed Assets

The Capital Budget also includes an estimate for the value of developer contributed assets that the City will take ownership of as a result of rezoning approvals. This includes land under new road dedications and infrastructure contributed by developers. There is no cost to the City for building the initial infrastructure; however it becomes part of the City's inventory of assets to maintain and eventually replace, and therefore it may result in an additional operating budget impact.

2017 OBI for Utility Projects

The approved Capital Budget includes Utility projects with Operating Budget Impacts (OBI) for water and sanitary sewer infrastructure. Since the approval of these Capital projects occurred subsequent to the setting of the utility rates, these additional operating costs are not factored into the 2017 utility rates. These additional costs will be incorporated into the 2018 rates, and for 2017 the OBI will be funded as needed by utility rate stabilization accounts.

2017 One-Time Expenditures*Rate Stabilization Account*

On December 12, 2016, Council approved \$7.829M in One-Time expenditures funded by rate stabilization. At the Council Meeting held on December 21, 2016, Council approved \$56,500 from the Rate Stabilization Account for the 2017-2018 Sister City Program Activity Budget. These expenditures totaling \$7.886M are added to the Financial Plan as summarized in Table 2.

Table 2 – 2017 One-Time Expenditures Summary (Rate Stabilization)

One-Time Expenditures	Amount (in \$ 000's)
2017 Capital Budget	\$2,849
2017 Operating Budget	970
Transfer to Fire Reserve	2,500
Future Year Operating Budgets (Major Events Provision)	1,510
Sister City Program Activity Budget (2017-2018)	57
2017 One-Time Expenditures	\$7,886

Funding of \$1,510k was approved to be transferred to the Major Events Provision for events to be held in 2018. Specific amounts and budgets will be approved by Council.

Council Community Initiatives Account

On December 12, 2016, Council approved \$562k funded by Council Community Initiatives. These expenditures are included in the Capital and Operating budgets as summarized in Table 3.

Table 3 – 2017 One-Time Expenditures Summary (Council Community Initiatives)

One-Time Expenditures	Amount (in \$ 000's)
2017 Capital Budget (included in 2017 Capital Budget)	\$500
2017 Operating Budget	62
2017 One-Time Expenditures	\$562

Capital Budget

On December 12, 2016, Council approved the 2017 Capital Budget of \$102.9M.

Additional Capital projects were approved to be funded as one-time expenditures from the Rate Stabilization Account. At the Closed Council meeting held on December 21, 2016, Council approved a transfer of \$7.0M from the Capital Reserve – Industrial Use Reserve subfund to the Affordable Housing Reserve – City Wide subfund. This \$7.0M is included in the Capital Plan for a total of \$8.3M in the Affordable Housing Projects – City Wide and \$1.3M in Affordable Housing – West Cambie. The revised Capital Budget of \$112.8M is presented in Table 4 and Attachments 1 and 2.

Table 4 – Total 2017 Capital Budget

2017 Capital Budget	Amount (in \$ 000's)
Capital Budget	\$102,926
One-Time Expenditures – Capital	2,849
Affordable Housing – addition from Closed Council Dec. 21, 2016	7,000
Total 2017 Capital Budget - City	\$112,775

The 2017-2021 Capital Plan does not include estimates for the next phase of Major Facilities Replacement Plan, except for the \$2.0M of Advanced Planning and Design. Council approved the following priority list of Major Facility projects on December 12, 2016:

- City Centre Community Centre North (Developer Funded)
- Steveston Community Centre and Branch Library
- Lawn Bowling Clubhouse
- Britannia Shipyards National Historic Site and Phoenix Net Loft, and
- Richmond Animal Shelter.

Operating Budget

The base Operating Budget was approved by Council on December 12, 2016. This includes the addition of Operating Budget Impacts from Capital, Additional Expenditures and additional transfer to reserves to form the new Ongoing Base Budget. The revised 2017 Municipal Tax Dollar Breakdown is presented in Attachment 3.

Table 5 presents a reconciliation of the Property Tax amount disclosed in the same level of service budget to the amount in the Financial Plan.

Table 5 – Total 2017 Property Tax

2017 Property Tax	Amount (in \$ 000's)	
Same Level of Service		\$203,002
OBI and Additional Levels :		
Previously approved Capital OBI	654	
Developer Contributed OBI	110	
2017 Capital OBI (Year 1 of 2)	275	
City Centre Community Centre North (Year 1 of 4)	355	
Additional 1% Transfer to Reserves	1,980	
Additional Levels – City wide	162	
Additional Levels – 11 RCMP Officers and 3 Municipal Employees to support the RCMP Detachment	1,224	
Rate Stabilization:		
Rate Stabilization of one-time costs associated with RCMP Officers and Municipal Employees	(272)	
Rate Stabilization	(1,000)	
Subtotal:		3,489
Total 2017 Property Tax		\$206,490

Public Consultation

Section 166 of the *Community Charter* requires a process of public consultation prior to adoption of the 5YFP. In order to comply with this requirement, staff are working on a number of communication initiatives, which include:

- preparing a news release on the City website scheduled for Tuesday, January 10, 2017 with a link to the 5YFP.
- engaging a public forum on Let's Talk Richmond scheduled to launch on Tuesday, January 10, 2017.
- utilizing social media to raise awareness of the public consultation period through Facebook and Twitter accounts.
- having copies of the 2017-2021 Consolidated Financial Plan and the budget reports approved by Council available for pick-up by the public.
- advertising in the Richmond News as reminder of the ongoing public consultation.

The public consultation period will end on Sunday, February 5, 2017 and staff will report the results to Council in advance of the meeting scheduled to give final reading to the 5YFP bylaw.

Financial Impact

Table 6 summarizes the Council approved 2017 tax increase of 2.95% and the proposed estimates for 2018 through 2021.

Table 6 – 5YFP 2017-2021 Summary

Year	Tax Increase	Transfer to Reserves	Total Increase
2017 Approved Increase	1.95%	1.00%	2.95%
2018 Proposed Increase	1.98%	1.00%	2.98%
2019 Proposed Increase	1.99%	1.00%	2.99%
2020 Proposed Increase	1.99%	1.00%	2.99%
2021 Proposed Increase	1.98%	1.00%	2.98%

Conclusion

The 5YFP 2017-2021 has been prepared utilizing the 2017-2021 budgets approved by Council to form the base of the financial plan. Staff recommend that the bylaw be given first through third readings and undertake the public consultation process.



Jerry Chong, CPA, CA
 Director, Finance
 (604-276-4064)

JC:ms

- Att. 1: 5 Year Capital Plan by Program (2017-2021)
 2: 5 Year Capital Plan by Funding Sources (2017-2021)
 3: 2017 Municipal Tax Dollar
 4: Consolidated 5 Year Financial Plan (2017-2021) Bylaw No. 9663

CITY OF RICHMOND
5 YEAR CAPITAL PLAN BY PROGRAM (2017-2021)
(In \$000's)

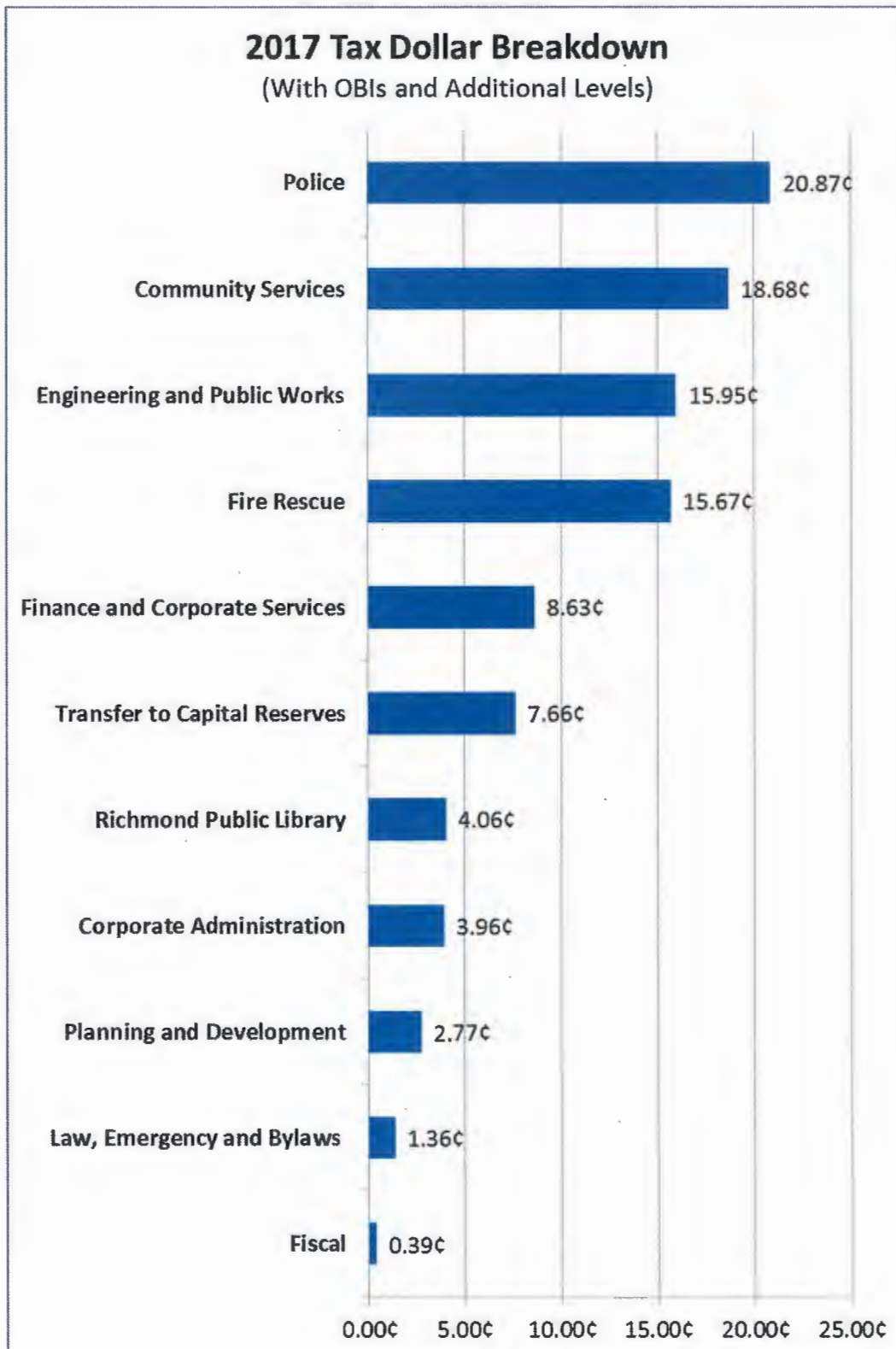
	2017	2018	2019	2020	2021
Infrastructure Program					
Roads	11,238	14,666	13,589	7,419	7,169
Drainage	12,574	11,095	10,055	10,190	10,060
Watermain Replacement	7,285	9,557	9,651	6,920	6,587
Sanitary Sewer	6,200	4,675	7,230	5,110	4,350
Minor Public Works	3,762	3,612	4,904	3,581	3,581
Total Infrastructure Program	41,059	43,605	45,429	33,220	31,747
Building Program	8,730	11,777	8,875	0	7,099
Parks Program					
Parks	5,143	10,225	12,650	2,750	2,900
Parkland Acquisition	4,000	4,000	4,000	4,000	4,000
Total Parks Program	9,143	14,225	16,650	6,750	6,900
Public Art Program	611	600	378	100	100
Land Program					
Land Acquisition	16,000	30,000	20,000	10,000	10,000
Total Land Program	16,000	30,000	20,000	10,000	10,000
Affordable Housing Project	10,735	625	625	625	625
Equipment Program					
Annual Fleet Replacement	3,152	1,944	1,825	1,650	1,981
Equipment	1,275	550	550	550	929
Fire Dept Vehicles	1,903	1,122	1,940	1,238	0
Technology	5,158	3,606	529	562	520
Total Equipment Program	11,488	7,222	4,844	4,000	3,430
Child Care Program	120	50	50	50	50
Internal Transfers/Debt Payment	4,889	8,089	5,889	4,062	4,061
Contingent External Contributions	10,000	10,000	10,000	10,000	10,000
Total Capital Program	112,775	126,193	112,740	68,807	74,012

*The 2017-2021 Capital Plan does not include estimates for Major Facilities Phase 2, these estimates will be available later in 2017 once preliminary design work is complete.

**CITY OF RICHMOND
CONSOLIDATED 5 YEAR FINANCIAL PLAN
CAPITAL FUNDING SOURCES (2017-2021)
(In \$000's)**

	2017	2018	2019	2020	2021
DCC Reserves					
Drainage DCC	-	1,344	-	97	97
Parks DCC	10,097	10,362	10,801	7,757	8,091
Roads DCC	7,008	9,744	8,747	3,005	2,770
Sanitary DCC	1,425	12	1,337	23	-
Water DCC	403	1,484	282	802	-
Total DCC	\$18,933	\$22,946	\$21,167	\$11,684	\$10,958
Statutory Reserves					
Affordable Housing	3,735	625	625	625	625
Arts Culture Heritage	893	-	-	-	-
Capital Building and Infrastructure	2,000	-	2,311	-	-
Capital Reserve	28,438	50,400	38,985	13,517	20,416
Child Care	120	50	50	50	50
Drainage Improvement	12,321	11,050	11,354	11,393	11,263
Equipment Replacement	4,350	2,596	3,486	2,662	2,110
Neighbourhood Improvement	8	-	-	-	-
Public Art Program	611	100	100	100	100
Sanitary Sewer	6,540	5,383	6,614	5,807	5,070
Waterfront Improvement	-	1,000	-	-	-
Watermain Replacement	6,992	7,483	10,099	6,848	7,317
Total Statutory Reserves	\$66,008	\$78,687	\$73,624	\$41,002	\$46,951
Other Sources					
Enterprise Fund	545	550	550	550	550
Grant and Developer Contribution	13,419	10,525	10,490	10,463	10,463
Other Sources	11,345	11,395	6,329	4,582	4,540
Sewer Levy	205	-	-	50	-
Solid Waste and Recycling	300	300	300	300	300
Water Levy	2,020	1,790	280	176	250
Total Other Sources	\$27,834	\$24,560	\$17,949	\$16,121	\$16,103
Total Capital Program	\$112,775	\$126,193	\$112,740	\$68,807	\$74,012

2017 MUNICIPAL TAX DOLLAR





Consolidated 5 Year Financial Plan (2017-2021) Bylaw No. 9663

The Council of the City of Richmond enacts as follows:

1. Schedule "A", Schedule "B" and Schedule "C" which are attached and form part of this bylaw, are adopted as the Consolidated 5 Year Financial Plan (2017-2021).
2. 5 Year Consolidated Financial Plan (2016-2020) Bylaw 9521 and all associated amendments are repealed.
3. This Bylaw is cited as "**Consolidated 5 Year Financial Plan (2017-2021) Bylaw No. 9663**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept. JC
APPROVED for legality by Solicitor DL

SCHEDULE A:

**CITY OF RICHMOND
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2017-2021)
REVENUE AND EXPENSES
(In \$000's)**

	2017 Budget *	2018 Plan	2019 Plan	2020 Plan	2021 Plan
Revenue:					
Property Taxes	206,490	215,335	223,934	232,430	241,226
User Fees	100,718	104,627	108,251	111,910	115,792
Sales of Services	36,491	36,914	37,437	37,915	38,402
Gaming Revenue	18,088	18,088	18,088	18,088	18,088
Investment Income	14,694	14,694	14,694	14,694	14,694
Payments In Lieu Of Taxes	13,860	14,276	14,704	15,146	15,600
Other Revenue	9,985	10,254	10,545	10,847	11,159
Licenses And Permits	9,578	9,773	10,012	10,216	10,426
Grant Revenue	7,592	7,704	7,824	7,911	8,000
Developer Contributed Assets	31,219	30,610	30,610	30,610	30,610
Development Cost Charges	18,933	22,946	21,167	11,683	10,958
Other Capital Funding Sources	14,819	10,525	10,490	10,463	10,463
	482,467	495,746	507,756	511,913	525,418
Expenses:					
Law and Community Safety	96,637	98,918	101,402	103,719	106,046
Engineering and Public Works	68,170	63,645	64,612	65,508	66,455
Community Services	63,361	58,777	61,063	63,224	64,685
Finance and Corporate Services	25,586	23,666	24,241	24,739	25,221
Fiscal	21,536	17,891	17,838	17,766	17,689
Debt Interest	1,677	1,677	1,677	1,677	1,677
Corporate Administration	9,762	9,702	9,916	10,100	10,288
Planning and Development Services	14,275	13,891	14,249	14,592	14,966
Utility Budget					
Water Utility	41,258	42,458	43,977	45,543	47,179
Sanitary Sewer Utility	30,774	32,117	33,879	35,675	37,611
Sanitation and Recycling	15,066	15,223	15,597	15,917	16,252
Richmond Public Library	9,983	10,177	10,413	10,611	10,812
Richmond Olympic Oval Corporation	15,652	15,949	16,253	16,562	16,877
Lulu Island Energy Company	4,473	3,576	3,637	3,691	3,746
	418,210	407,667	418,754	429,324	439,504
Annual Surplus	64,257	88,079	89,002	82,589	85,914

SCHEDULE A (CONT'D):

**CITY OF RICHMOND
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2017-2021)
TRANSFERS
(In \$000's)**

	2017 Budget *	2018 Plan	2019 Plan	2020 Plan	2021 Plan
Transfers:					
Debt Principal	4,578	4,761	4,951	5,149	5,355
Transfer To Reserves	66,824	68,906	71,059	73,298	75,622
Transfer To (From) Surplus	(30,065)	(9,469)	(2,498)	(158)	1,382
Capital Expenditures - Current Year	112,775	126,193	112,740	68,807	74,012
Capital Expenditures - Prior Years	258,261	207,063	178,693	170,137	135,109
Capital Expenditures - Developer Contributed Assets	30,610	30,610	30,610	30,610	30,610
Capital Expenditures - Richmond Public Library	1,274	1,274	1,274	1,274	1,274
Capital Expenditures - Lulu Island Energy Company	609	-	-	-	-
Capital Expenditures - Richmond Olympic Oval Corporation	2,670	-	-	-	-
Capital Funding	(383,279)	(341,259)	(307,827)	(266,528)	(237,450)
Transfers/Amortization offset:	64,257	88,079	89,002	82,589	85,914
Balanced Budget	\$-	\$-	\$-	\$-	\$-
Tax Increase	2.95%	2.98%	2.99%	2.99%	2.98%

* 2017 Budget includes approved one-time expenditures and carryforwards funded by rate stabilization accounts. The projections for 2018 through 2021 are base budgets to deliver the same level of service and do not include estimates of carryforwards or one-time expenditures that may be approved in future years.

SCHEDULE B:
CITY OF RICHMOND
5 YEAR FINANCIAL PLAN
CAPITAL FUNDING SOURCES (2017-2021)
(In \$000's)

	2017	2018	2019	2020	2021
DCC Reserves					
Drainage DCC	-	1,344	-	97	97
Parks DCC	10,097	10,362	10,801	7,757	8,091
Roads DCC	7,008	9,744	8,747	3,005	2,770
Sanitary DCC	1,425	12	1,337	23	-
Water DCC	403	1,484	282	802	-
Total DCC	\$18,933	\$22,946	\$21,167	\$11,684	\$10,958
Statutory Reserves					
Affordable Housing	3,735	625	625	625	625
Arts Culture Heritage	893	-	-	-	-
Capital Building and Infrastructure	2,000	-	2,311	-	-
Capital Reserve	28,438	50,400	38,985	13,517	20,416
Child Care	120	50	50	50	50
Drainage Improvement	12,321	11,050	11,354	11,393	11,263
Equipment Replacement	4,350	2,596	3,486	2,662	2,110
Neighbourhood Improvement	8	-	-	-	-
Public Art Program	611	100	100	100	100
Sanitary Sewer	6,540	5,383	6,614	5,807	5,070
Waterfront Improvement	-	1,000	-	-	-
Watermain Replacement	6,992	7,483	10,099	6,848	7,317
Total Statutory Reserves	\$66,008	\$78,687	\$73,624	\$41,002	\$46,951
Other Sources					
Enterprise Fund	545	550	550	550	550
Grant and Developer Contribution	13,419	10,525	10,490	10,463	10,463
Other Sources	11,345	11,395	6,329	4,582	4,540
Sewer Levy	205	-	-	50	-
Solid Waste and Recycling	300	300	300	300	300
Water Levy	2,020	1,790	280	176	250
Total Other Sources	\$27,834	\$24,560	\$17,949	\$16,121	\$16,103
Total Capital Program	\$112,775	\$126,193	\$112,740	\$68,807	\$74,012

SCHEDULE C:

**CITY OF RICHMOND
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2017-2021)
STATEMENT OF POLICIES AND OBJECTIVES**

Revenue Proportions By Funding Source

Property taxes are the largest portion of revenue for any municipality. Taxes provide a stable and consistent source of revenue for many services that are difficult or undesirable to fund on a user-pay basis. These include services such as community safety, general government, libraries and park maintenance.

Objective:

- Maintain revenue proportion from property taxes at current level or lower

Policies:

- Tax increases will be at CPI + 1% for transfers to reserves
- Annually, review and increase user fee levels by consumer price index (CPI).
- Any increase in alternative revenues and economic development beyond all financial strategy targets can be utilized for increased levels of service or to reduce the tax rate.

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2017.

Table 1:

Funding Source	% of Total Revenue
Property Taxes	49.5%
User Fees	24.1%
Sales of Services	8.7%
Gaming Revenue	4.3%
Investment Income	3.5%
Payments in Lieu of Taxes	3.3%
Licenses and Permits	2.3%
Grants	1.8%
Other	2.5%
Total Operating and Utility Funding Sources	100.0%

SCHEDULE C (CONT'D):

**CITY OF RICHMOND
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2017-2021)
STATEMENT OF POLICIES AND OBJECTIVES**

Distribution of Property Taxes

Table 2 provides the 2016 distribution of property tax revenue among the property classes. 2017 estimated roll figures will be received in January 2017.

Objective:

- Maintain the City's business to residential tax ratio in the middle in comparison to other municipalities. This will ensure that the City will remain competitive with other municipalities in attracting and retaining businesses.

Policies:

- Regularly review and compare the City's tax ratio between residential property owners and business property owners relative to other municipalities in Metro Vancouver.

Table 2: (Based on the 2016 Revised Roll figures)

Property Class	% of Tax Burden
Residential (1)	54.9%
Business (6)	35.6%
Light Industry (5)	7.8%
Others (2,4,8 & 9)	1.7%
Total	100.0%

Permissive Tax Exemptions**Objective:**

- Council passes the annual permissive exemption bylaw to exempt certain properties from property tax in accordance with guidelines set out by Council Policy and the Community Charter. There is no legal obligation to grant exemptions.
- Permissive exemptions are evaluated with consideration to minimizing the tax burden to be shifted to the general taxpayer.

Policy:

- Exemptions are reviewed on an annual basis and are granted to those organizations meeting the requirements as set out under Council Policy 3561 and Sections 220 and 224 of the *Community Charter*.



City of Richmond

Report to Committee


To: General Purposes Committee
From: Doug Long, City Solicitor
Carli Edwards, Chief Licence Inspector
Re: Regulation of Short-Term Rental Units

Date: November 29, 2016
File: 08-4430-03-12

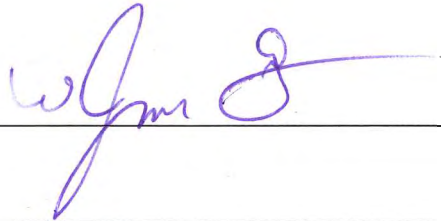

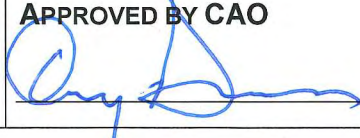
Staff Recommendation

1. That the regulation of short-term rental units as set-out in the staff report from the City Solicitor and Chief Licence Inspector titled "Regulation of Short-Term Rental Units", dated November 29, 2016, be endorsed in principle for the purpose of public consultation;
2. That the public consultation process set-out in the staff report be approved; and
3. That staff be directed to engage with the Province of British Columbia to discuss regulatory changes to the Provincial Sales Tax and Municipal and Regional District Tax in regards to accommodation providers and report back to Council as part of the one-year review of the City's proposed short-term rental regulation.


Doug Long
City Solicitor
(604-276-4339)


Carli Edwards
Chief Licence Inspector
(604-276-4136)

REPORT CONCURRENCE

ROUTED TO: Economic Development Affordable Housing Community Bylaws Fire Rescue Building Approvals Development Applications Policy Planning Transportation	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER (ACTING) 
REVIEWED BY THE SENIOR MANAGEMENT TEAM	INITIALS: 	APPROVED BY CAO 

Staff Report

Origin

This report responds to the following referral from the closed General Purposes meeting held on November 7, 2016:

That staff explore options on regulation and enforcement in respect to daily property rentals in Richmond.

This report supports Council's 2014-2018 Term Goal #3 - A Well Planned Community:

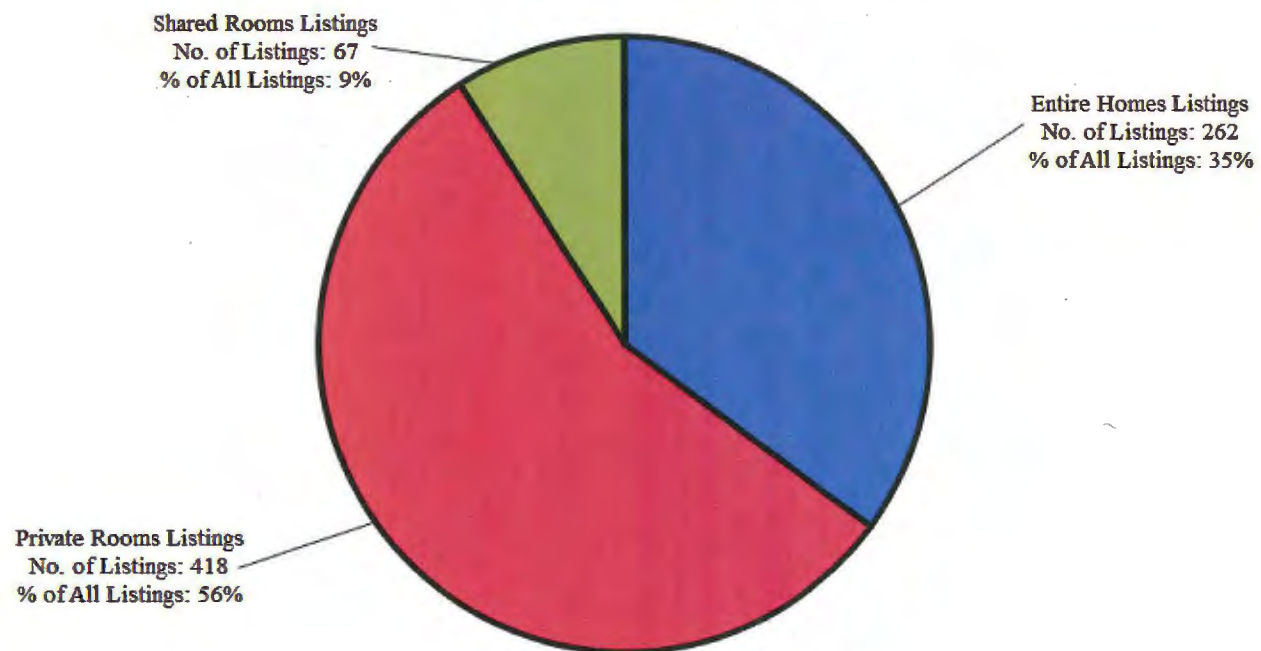
Adhere to effective planning and growth management practices to maintain and enhance the livability, sustainability and desirability of our City and its neighbourhoods, and to ensure the results match the intentions of our policies and bylaws.

Findings of Fact

Short-Term Rental Listings

Short-term rental units in Richmond are listed online on numerous websites which include Airbnb, Vacation Rentals By Owners (VRBO), HomeAway, VacationRentals.com, Travelmob, Homelidays, Abritel, Ownersdirect, Flipkey, Craigslist and Booking.com. On November 16, 2016, there were approximately 1,586 short-term rental listings in Richmond on the above-noted websites. There were approximately 747 short-term rental listings on Airbnb, which accounted for approximately 47% of the total Richmond listings, while approximately 40% of the short-term listings were on VRBO.

Further breakdown of the Airbnb short-term listings show that 35% of the listings were for entire houses/strata units/apartments, 56% were for private room rentals and 9% for shared room rentals. Airbnb defines a private room rental as having a bedroom to yourself but sharing living space with others (operator or other guests), and defines a shared room rental as sharing a bedroom with other people (operator or other guests).

Figure 1: Airbnb Listings for City of Richmond - November 16, 2016 (Total Listings = 747)

Current City Bylaws

There are a number of current City bylaws that are applicable to short-term rental units. For example, subject to the regulations in the *Richmond Zoning - Bylaw 8500* (the Richmond Zoning Bylaw) and the City's *Business Regulation - Bylaw 7538* (the Business Regulation Bylaw), the City permits bed and breakfast accommodation (B&B) in residential zones. The Zoning Bylaw also permits and regulates boarding and lodging¹ in residential zones.

The Zoning Bylaw limits, with exceptions, the permitted use in RS-1 zones to single detached housing², which essentially means housing for a single family/household. As a result, houses that provide multiple accommodations, that are not B&Bs or boarding and lodging, in essence become hotels and are not permitted in the RS-1 zones.

Pursuant to the Business Regulation Bylaw, a person is not permitted to carry on a business in the City without a business licence. Further, the Building Regulation Bylaw may require a building permit for construction or renovation of a house to accommodate short-term rentals.

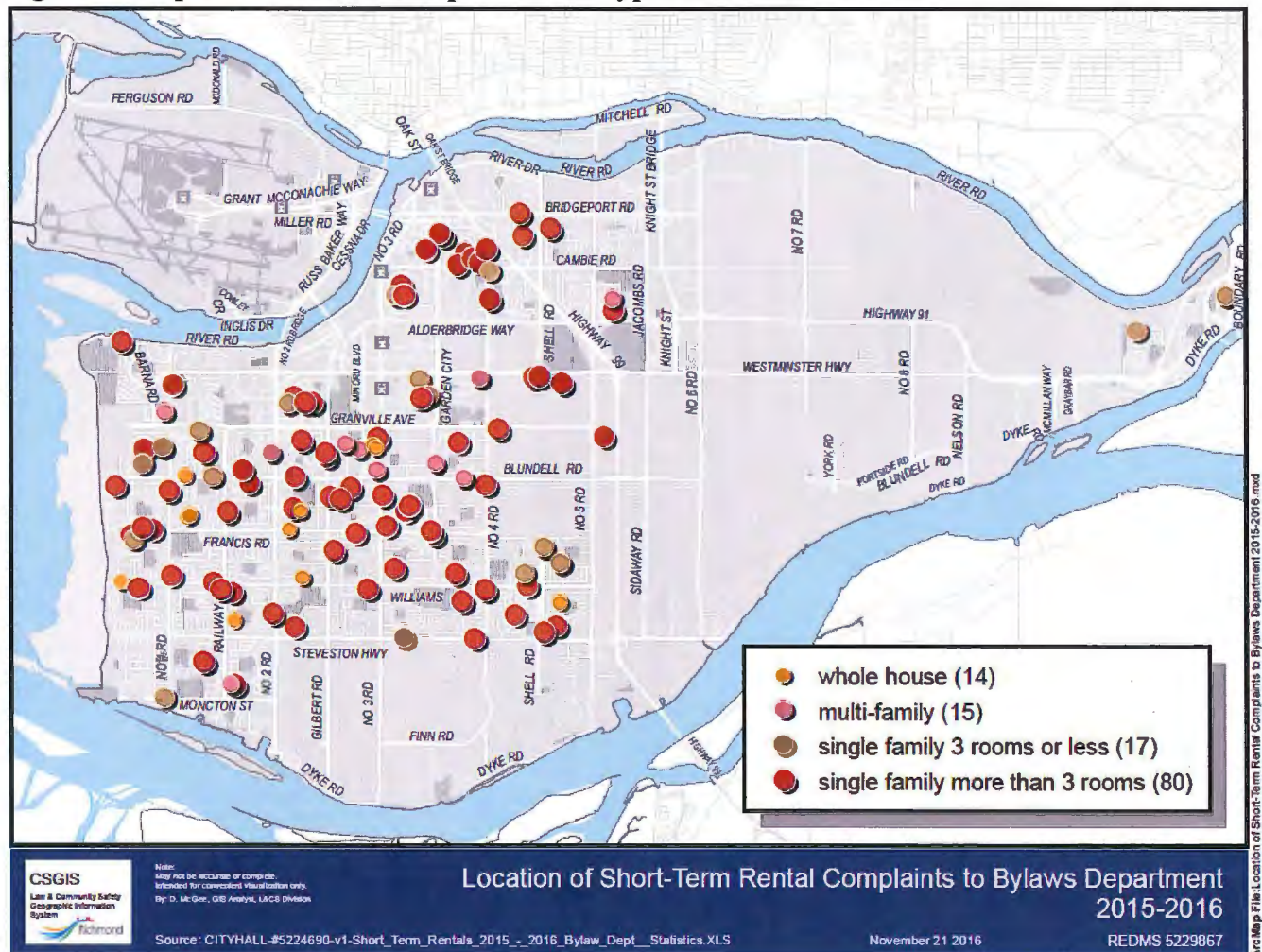
¹ Boarding and lodging means sleeping unit accommodation, without cooking facilities in the sleeping units, that is supplied for remuneration for not more than two (2) boarders, and which may or may not include meal service, but does not include senior citizen lodges, hotels, motels, congregate housing, bed and breakfasts, agri-tourist accommodation, minor or major community care facilities, secondary suite or coach house.

² Single Detached Housing means a detached building containing only one dwelling unit, designed exclusively for occupancy by one household, and may include one room that, due to its design, plumbing, equipment and furnishings, may be used as a secondary kitchen (e.g., a wok kitchen) provided that no more than two kitchens are located in one single detached housing dwelling unit, and includes modular homes that conform to the CSA A277 standards, but does not include a manufactured home designed to CSA Z240 standards or town housing.

While the City has a number of bylaws that are applicable to short-term rentals, current City bylaws do not provide for comprehensive and specific regulation of short-term rentals. As short-term rentals and the share economy are relatively new phenomena, current City bylaws are not tailored to address short-term rentals, with the exception of B&Bs.

In 2015, the City's Community Bylaws department received 26 complaints relating to suspected short-term rental operations. As of December 2016, the number of 2016 complaints is approximately 100. The substance of the complaints, with respect to short-term rentals, includes illegal renovations, parking and noise/nuisance issues. Figure 2 below is a map of the location of complaints and the type of short-term rental generating such complaint.

Figure 2: Map of Location of Complaints and Types Short-Term Rentals



Current Provincial Consultation re Sharing Economy

Pursuant to a Staff Report dated June 13, 2016³, staff recommended that the following comments be sent to the B.C. Minister of Community, Sport and Cultural Development in respect to the Minister's consultation with stakeholders, including municipalities, to explore how the sharing economy may be better integrated and the role of local governments in this process:

1. Integrate public safety as top priority;
2. Enable greater choices to consumers;
3. Incorporate meaningful feedback from the public and relevant stakeholders, including local and regional regulators, sharing economy companies and sharing economy end users;
4. Develop fair and balanced regulations to encourage healthy competition among existing players and new entrants; and
5. Ensure no downloading of responsibilities to local governments through regulatory and enforcement processes.

Analysis

Impacts of Short-Term Rentals

Effect on Rental Housing Stock

Studies are beginning to suggest that short-term rentals adversely affects long-term rental stock. The concern is that rental housing stock is being converted from long-term rentals to short-term rentals. In many cities, this concern is exacerbated by already low rental housing vacancy rates. The current rental vacancy rate in Richmond is less than 1%⁴. The Canada Mortgage and Housing Corporation is of the opinion that a healthy vacancy rate is about 3%. City of Vancouver staff identified in a staff report, dated September 28, 2016, that there is a "strong financial incentive to rent in the short-term"⁵ and if short-term units "were rented long-term instead of short-term, it would have a positive impact on Vancouver's 0.6 rental vacancy rate"⁶.

Land Use Conflicts

Most short-term rentals are located in areas zoned for residential use and not for hotel-like accommodation. Short-term rentals may have a number of impacts or nuisances on a residential neighbourhood or residential strata complex which include parking, noise, poor guest behaviour and so forth. These problems are exacerbated as there is often no management on site to address such issues.

³ Staff Report dated June 13, 2016 from the Director, Administration and Compliance, titled "Forthcoming Provincial Consultation on new Models of Transportation, Accommodation Services and Other Sharing Economy Applications"

⁴ Metro Vancouver. "Metro Vancouver Housing Data Book". March 2016.

http://www.metrovancouver.org/services/regional-planning/PlanningPublications/MV_Housing_Data_Book.pdf

⁵ City of Vancouver. Administrative Report: "Regulating Short-Term Rentals in Vancouver". September 2016.

⁶ Ibid.

Level Playing Field

Hotels and B&Bs pay taxes and fees, which include Good and Services Tax, Provincial Sales Tax, Hotel Room Tax and Business Licence fees and are subject to provincial and municipal regulation and oversight. Short-term rentals are not subject to the same taxes and regulation. As a result, there is an inequity between hotels or B&B accommodations and other short-term rental accommodations.

Health, Fire and Safety

Similarly, hotels must comply with certain building and fire code standards and are subject to health and safety inspections. For example, pursuant to the *Fire Services Act*, a municipality “must provide for a regular system of inspection of hotels”. Short-term rentals are usually located in houses or strata lots and, therefore, not subject to the same requirements.

Economic Benefits

Against concerns, short-term rentals can provide economic benefits to residents and the local economy. Short-term rentals are beginning to open up neighbourhoods and provide visitors with the opportunity to experience cities as locals, not tourists. Studies have also documented that users of short-term rentals stay longer and spend more compared to traditional visitors who opt for hotels. Short-term rentals also provide local residents with a means to generate additional income by renting out rooms in their homes⁷.

A study released on November 1, 2016 suggests that the overall annual impact of Airbnb alone on the Vancouver economy is \$402 million in direct and indirect revenue⁸. The study also found that 267,000 guests stayed almost 1.2 million nights and their hosts earned an average of \$60 per night for a total income of \$71 million in 2016. According to Airbnb data, there are an estimated 8,000 Airbnb listings in Vancouver and 4,600 hosts. Earlier Airbnb research on the Vancouver market suggests that the average incremental income each host earns is \$6,600 per year.

This information, and the necessary research and data, is not available for Richmond. The data necessary to conduct a similar economic impact report is owned by Airbnb, who commissioned the research.

Enforcement

Enforcing bylaws that prohibit or regulate short-term rental operations is very challenging. Among other things, the barrier for entry into the short-term rental operator market is low and therefore often results in little, if any, modification of a short-term rental unit such as a house or

⁷ Smith, Brock, Dr., Airbnb 2015-2016 Vancouver Economic Impact Report, Cordova Bay Consulting (November, 2016)

Coles, Peter and Lauf Vanessa, Airbnb and the Vancouver Housing Market, Airbnb (September, 2016).

⁸ Smith, Brock, Dr., Airbnb 2015-2016 Vancouver Economic Impact Report, Cordova Bay Consulting (November, 2016)

Coles, Peter and Lauf Vanessa, Airbnb and the Vancouver Housing Market, Airbnb (September, 2016).

a strata unit. If the threat of bylaw enforcement is perceived the operator may simply choose to stop renting and resume again when the threat has lessened. Further, building and prosecuting a case requires the application of significant staff time and resources. For example, when the Province of Quebec implemented comprehensive laws regulating short-term rentals it increased the number of inspectors from two to 18.

San Francisco's actions in respect to short-term rentals provide a good example of the challenges. San Francisco enacted a comprehensive short-term rental ordinance in 2015 and when doing so created the "Office of Short-Term Rentals" with a staff of six. The San Francisco ordinance included:

- restricting short-term rentals to single family dwellings in which the owner resides for not less than 275 days per year and limiting to 90 days as being the maximum period that an owner could not be present;
- restricting the rentals to primary residences;
- ensuring insurance requirements are met; and
- collecting payment for permit fees and taxes.

After significant difficulties with compliance, almost 80% non-compliance⁹, San Francisco Council passed another ordinance in 2016 which purported to fine the internet booking service \$1000 per day if its operators failed to register under the 2015 ordinance. In July 2016, Airbnb commenced action against the City of San Francisco arguing that the 2016 ordinance breaches its freedom of speech rights under the First Amendment of the United States' Constitution.

To date, local governments in Canada have attempted to regulate internet booking services, like Airbnb and Uber, with little success. The City of Toronto, for example, sought an injunction against Uber on the basis that Uber was operating a taxi business without a business licence. However, the Court found that "Uber's peer-to-peer process operates, in a sense, as a super-charged directory service" that plays no role in taxis bookings and therefore Uber's service was not subject to the City's bylaw. The City of Edmonton experienced a similar unsuccessful outcome against Uber.

Strata Corporations

As strata corporations can prohibit short-term rentals under their bylaws and impose fines for breaches, they can play an important role in regulation. To do so, however, a strata corporation's bylaws need to be specifically drafted to address short-term rentals. If a bylaw is not currently drafted to prohibit short-term rentals, an amendment to the bylaw is required to include this prohibition. The amendment can only be passed if 75% of the owners agree and vote at an annual or special general meeting. Not only might it be difficult to obtain a 75% owner vote, it is also likely that many owners would not agree to such a prohibition as some units may have been purchased to use as short-term rentals or short-term rentals may assist some owners to pay their living expenses.

⁹ City and County of San Francisco. Policy Analyst Report: "Short-Term Rentals 2016 Update". April 7, 2016. Further, in this respect, in 2014 Portland changed its zoning code to regulate short-term rentals. Portland's September 2016 "Accessory and Short-term Rentals Monitoring Report, found that only 22% of short-term listings had been issued short-term rental permits.

Options and Recommendations

Staff identify three options for Council, they are:

Option 1 – *status quo*. Make no changes to the existing City regulatory regime

Option 2 – prohibit all short-term rentals

Option 3 – develop regulations specifically tailored to short-term rentals (**Recommended**)

Option 1 (*status quo*) (Not Recommended) – this option has the advantage that a new and comprehensive regulatory regime would not be implemented and therefore, the very significant difficulties that staff anticipate in implementing, obtaining compliance, monitoring and enforcing a new regime would be avoided. Short-term rentals, however, continue to increase. Also, it is clear, that not only in Canada but globally, there is a trend of more comprehensive regulatory regimes specifically targeting short-term rentals. Like many cities grappling with this relatively new issue, other than for B&Bs, current City bylaws are not tailored to address short-term rentals. Given the same, Option 1 is not recommended.

Option 2 (*prohibit all short-term rentals*) (Not Recommended) – like Option 1 this option would avoid implementing a new and comprehensive regulatory regime and the pitfalls associated with the same. However, staff anticipate that if this option was selected, non-compliance would be significant and, therefore, enforcement would be difficult. Additionally, as identified in this report, there are some economic and social benefits to permitting short-term rentals. For these reasons, staff do not recommend Option 2. If Council wished to implement Option 2, implementation would require an amendment to the Richmond Zoning Bylaw prohibiting rentals for less than 30 days, with the exceptions of hotels, motels, B&Bs, boarding and lodging, agri-tourism accommodation and community care facilities. A draft of the bylaw that would effect this prohibition is Attachment 1 of this report.

Option 3 (*regulatory regime*) (**Recommended**) – having kept in mind the comments provided by the City to the Minister of Community, Sport and Cultural Development in respect to the Minister's consultation regarding the sharing economy, the currently available data and information on the effects of short-term rentals in Richmond, and the experience of a number of jurisdictions including Vancouver, Toronto, Quebec, San Francisco, Portland and others, staff recommend that Council consider Option 3. The regulation anticipated by Option 3 would require amendments to many City bylaws including the Business License Bylaw, Business Regulation Bylaw, Richmond Zoning Bylaw, Municipal Ticket Information Bylaw, and the Consolidated Fees Bylaw. Drafts of the proposed bylaw amendments are Attachments 2, 3, 4, 5 and 6 to this report. If Option 3 is approved by Council, then the amendment bylaws would be introduced to Council by subsequent report(s).

Implementation and Enforcement Challenges with Option 3

Staff acknowledge that it is unusual to make a recommendation but then immediately identify concerns with the recommendation; however, the experience to date from other cities is that there has been significant difficulties with implementing and enforcing the regime. For example, as identified above, in San Francisco and Portland, both of which implemented comprehensive short-term rental regimes in the past two years, even adding staff their experience is that only

about 20% of short-term rental operators have brought themselves within the regime and obtained the requisite permits. Further, the experience of San Francisco, Portland, and others is that the implementation and enforcement of comprehensive regimes has proved very difficult.

While the trend across the globe is to regulate short-term rentals, staff expect that the short-term regulatory regime proposed in this report will face many of the same implementation and enforcement challenges experienced by other cities. Given the same, in order to hopefully mitigate, staff recommend:

- full public consultation be conducted prior to introduction of any bylaw amendment(s). Staff would report back to Council on the consultation results together with any revisions to the attached draft bylaws resulting from such consultation; and
- once adopted, staff will monitor the short-term regulatory regime, with an emphasis on compliance, enforcement issues with compliance, and complaint issues. Staff would report back to Council on the first anniversary of adoption, and on the second anniversary of adoption, on compliance and enforcement together with any recommended changes.

Staff strongly believe that an essential mechanism in assisting implementation and enforcement is to work collaboratively with the principal booking platforms, such as Airbnb. Possible outcomes may include the booking platforms referring prospective users to Richmond's short-term rules and/or requiring a local permit as a condition of use of the booking platform. If Council endorses a regulatory approach set-out in this report, then staff will begin to engage the principal booking platforms.

Business Licence

Staff recommend that short-term rental operators require a short-term rental business licence. For the purposes of the regime, a short-term rental is a rental for less than 30 days. The requirement for a business license has the following benefits:

- it identifies the short-term operator;
- it informs patrons that the operation is regulated;
- it allows for a particular type of license for each type of permitted short-term rental;
- it allows a business licence fee to be charged which will assist in the costs of administering regulation and enforcement; and
- it permits the City a mechanism through initial business licence issuance and subsequent annual renew to set terms and conditions upon which the City may issue and renew the business licence.

The initial principal elements of the proposed regime for a short-term rental are set-out below.

Regulations Applying to All Short-Term Rentals

The following regulations apply to all short-term rentals:

- all short-term rental operators must have a business licence;
- rentals of less than 30 days are not permitted in any dwelling in the City, unless such dwelling is a permitted short-term rental, forms part of a hotel or a motel, or is used for boarding and lodging, agri-tourist accommodation, community care facility, or dormitory in compliance with all applicable bylaws;

- short-term rentals are not permitted if the dwelling unit contains a secondary suite, agri-tourists accommodation, minor care facility, or child home care business, or the lot has a granny flat or a coach house;
- the short-term rental unit must be the short-term operator's primary residence. Annual confirmation required;
- compliance with zoning, building, fire and other applicable City bylaws is required; and
- if the applicant is not the owner, the owner must sign the licence application and renewal.

Regulations Applying to Specific Categories of Short-Term Rentals

Staff propose the following three initial categories:

- Type A – Entire Single-Detached Home
- Type B – Portion of Single Detached Home (essentially current B&B regulations)
- Type C – Strata Units

Type A – Entire Single-Detached Home

- single-detached dwelling only (no duplexes, row houses, etc.);
- no more than six patrons at any one time, and as one booking;
- building and fire inspections are a condition of obtaining and maintaining a business licence; and
- notice of operations, including operator contract information, provided to neighbours.

Type B - Portion of Single-Detached Home

- single-detached dwelling units only;
- no more than six patrons at any one time;
- no more than three guest rooms with two guests each;
- one parking stall per guest room;
- permitted signage prescribed; and
- building and fire inspections, and health inspections (if serving breakfast) are a condition of obtaining and maintaining a business licence.

In addition to the current B&B rules above, staff also recommend the following addition to the existing regulations:

- notice of operations, including operator contract information, provided to neighbours

Type C – Strata Unit

- regulations apply to strata corporations comprised of five or more strata units – no short-term rentals in strata corporations having four or less strata units;
- no more than six patrons at any one time;
- bylaws of the strata corporation must permit short-term rentals; and
- strata council must sign the licence application and renewal.

Some Key Rationales and Further Explanations

Principal Residence Only

There are two underlying rationales for this requirement. First, as the principal residence of the short-term rental operator, use for short-term rentals is less likely to impact long-term rental stock. Second, as the short-term operator's residence, it is more likely that the operator will be present thereby resulting in more oversight.

Single-Detached Dwelling Units Only (Type A and B)

The principal rationale is to reduce impacts on long-term rental stock. By limiting to single-detached dwellings only, the following types of units are excluded from short-term rental:

- affordable housing units; and
- market rental duplexes, row houses, townhouses and apartments.

A secondary rationale is mitigating nuisances and parking issues that may arise as a result of short-term rentals.

Little Regulation on Short-Term Rental of Strata Units (Type C)

Regulation is more limited for strata units as a strata corporation has, pursuant to the *Strata Property Act*, the tools to prohibit, regulate and enforce a short-term rental regime crafted by the particular strata corporation.

The rationale for requiring the strata corporation to have at least five strata units is to prevent duplexes, triplexes and row houses, in which short-term rentals would otherwise not be permitted, from being permitted under Type C simply as a result of being stratified. Further, strata corporations of more than five strata units are more likely to have a functional strata council.

Parking

The rationale for:

- not requiring additional parking for Type A (Entire Single-Detached Home) short-term rentals, is that this type of short-term rental would occur when the owners were not present, therefore, there should be limited or no increased parking;
- one parking stall per guest room for Type B (Portion of Single-Detached Home) short-term rentals, is to preserve existing B&B rules; and
- not requiring additional parking for Type C (Strata Unit) short-term rentals, is that parking for owners and guests of most strata lot units will be regulated by the strata corporation.

Notice Provisions

The rationale for requiring notice to neighbours is to better inform neighbours of the type of short-term operation and, in particular, as the notice includes the name, telephone number and

email address of the operator, this will permit neighbours to contact the operator in the event of complaints.

Enforcement

The challenges with respect to the enforcement of short-term rental regulations have been set out above. Before setting out staff's recommendations, below is an over-view of the formal bylaw enforcement mechanisms.

Provincial Court Prosecutions

Provincial Court prosecutions by way of long-form information under the *Offence Act* have the benefit of potentially large fines (up to \$10,000 per day) and injunctive relief which could prohibit operators from continuing illegal short-term rental operations. On the other hand, obtaining the evidence necessary to be successful in a prosecution, expenses (including staff and legal costs), and obtaining Court time (which can take many months) are the down-side of a Provincial Court prosecution. As to collection of awarded fines and penalties, a court order may be collected in the same way as a judgment; however, the outstanding fines and penalties cannot be added to the tax roll.

Municipal Tickets

Bylaw officers may issue tickets for bylaw infractions pursuant to the municipal ticket or "MTI" provisions of the *Community Charter*. The maximum amount of a ticket is \$1,000 per offence, and if the offence is a continuing offence a maximum of \$1,000 per day. If the person disputes the ticket, then the matter must be referred to the Provincial Court for a hearing. Unpaid tickets can be collected in the same way as a judgment.

Local Government Bylaw Notice Enforcement Act

Pursuant to the *Local Government Bylaw Notice Enforcement Act*, the City has adopted the Notice of Bylaw Violation Dispute Adjudication bylaw. This bylaw creates a more informal adjudication system. An adjudicator, appointed by the Province, hears disputes and determines if the contested bylaw contravention occurred, so as to confirm or cancel the bylaw notice, or if compliance agreements have been breached. The ordinary rules of evidence are not applicable and the burden of proof is lesser. With some exceptions, decisions are final. The maximum penalty is \$500 per contravention of the bylaw. Continuing violations require separate bylaw notices for each violation.

Generally, in addition to an enhanced regulatory regime, staff recommend intensified enforced action and an increase in prosecutions as a deterrent. More specifically, staff recommend:

- short-term rental operators are the focus of regulatory enforcement, not the booking service;
- continuing use of Municipal Tickets with fines for fundamental breaches of the proposed regulation being set at the maximum, \$1000 per occurrence. For example, the fine for a non-resident operator under the current B&B regime is \$250. Staff recommend that a

similar breach under the proposed short-term rental regime would be \$1000. A full set-of proposed fines is set-out in Attachment 5; and

- use of formal “long-form” prosecution, including injunctive relief, in egregious cases of bylaw violation.

Coupled with the three recommendations above, staff identify three other enforcement matters. First, enforcement will likely require further resources, and as such this issue is identified below. Second, the viability of making use of *Local Government Bylaw Notice Enforcement Act* regime for short-term rentals be studied. Third, and perhaps fundamental, the City may wish to collaborate and coordinate with the on-line booking services to provide, and regulate, the short-term rental market. As discussed earlier, staff recommend engaging the on-line booking services in the “Public Consultation” section, set out below.

Next Steps and Public Consultation and Monitoring

As to public consultation, before amendments to the Business Licence and Business Regulation bylaws are adopted by Council, the *Community Charter* requires that public notice of the amendments must be given and “persons who consider they are affected by the bylaw” must be given the opportunity “to make representation to council.” In respect to the amendments to the Richmond Zoning bylaw, a public hearing must take place prior to adoption.

Given the nature and complexity of regulating short-term rentals, staff recommend that Council conduct full public consultation beyond the statutory requirements and prior to introduction of the bylaws to Council. Consultation would include the public, housing advocates, short-term rental operators, users and booking companies. Further, consultation would include the Let’s Talk Richmond website and a dedicated email address for receiving comments. Consultation may include a public open house. Staff will incorporate feedback from the community and stakeholder consultation into a subsequent report and may include such feedback into the proposed bylaws. Consultation will take place in Spring 2017 and staff will report back to Council in Spring 2017.

Outstanding Matters

Outstanding Matters fall into two categories. The first category is a general list of outstanding matters. The second category identifies some regulations that, while not included in the regulation above, could be considered as additions or modifications to the regulatory regime recommended in this report.

General Outstanding Matters

Given the complexity of this matter, staff continues to address several matters in respect to short-term rentals. These matters include the following:

1. **Full Richmond Analysis** – the requirement of a business licence that staff recommend to Council is similar to what Vancouver staff recommended to their Council. However, based on differing regulation and anecdotal evidence, it may be the case that the

Richmond short-term rental operations will differ from Vancouver's and this difference may be important in regulation.

For example, it may be the case that in Richmond there are more owners dealing directly with end users and, therefore, do not rely on booking platforms to find guests. If this is the case, then tracking short-term rentals in Richmond may be more difficult than in Vancouver. Also, the majority of Richmond's enforcement efforts to date that are associated with short-term rentals have been based on nuisance complaints, such as noise and parking violations. In contrast, according to a recent Vancouver survey, noise and property damage effects of short-term rentals were of least concern to respondents while quality, affordable, long-term housing was of most concern.¹⁰

Furthermore, there are many types of short-term rental scenarios beyond what is immediately visible through online listing sites. Some scenarios include:

- a. multiple owners within a multi-family building where a management company that operates within the same building or across multiple buildings rents out to end users;
- b. single owners of multiple properties across multiple multi-family buildings renting directly to end users;
- c. single owners of multiple properties across multiple multi-family buildings where a management company rents out to end users;
- d. single owners renting out single units in a multi-family building renting directly to end users; and
- e. single owners in large single-family dwellings with multiple rooms renting out to single or multiple end users.

To assess the effectiveness of regulation, additional research is required to quantify the short-term rental scenarios above and the impacts of regulation in each scenario. Such additional research would require data owned by the management companies and the online booking providers. Therefore, engaging with stakeholders is necessary to conduct a full Richmond analysis, including assessment of the economic benefits of short-term rentals. The results from the full Richmond analysis can be integrated into the 1-year regulation review and follow-up regulatory amendments.

Assessing economic benefits would also be part of this study.

2. **Taxes** – a concern identified above is in respect to short-term rental providers not paying the same 8% Provincial Sales Tax (PST) and 3% Municipal and Regional District Tax (MRDT) paid by hotels and motels. Generally, there is an exemption from PST and MRDT if an operator offers less than four units, the units may be in more than one location, for accommodation in British Columbia.

The Provincial government has commenced collecting PST and MRDT on certain short-term operators in Richmond. There are approximately 20 residential units in Richmond that are currently remitting and payees change in conjunction with ongoing government

¹⁰ According to a recent Vancouver staff report, the Talk Vancouver online survey took place in July and August 2016 and received 6,475 responses.

enforcement efforts. Key criteria used to determine the payees includes properties offered as units of accommodation by third parties on behalf of owners, with four or more units offered by the third party. The Province then looks at whether the provider simply lists the units and/or processes payments on behalf of the owners, or whether they have more control with setting prices, managing maintenance, check-in, and the like. Airbnb type services for instance, do not meet the definition of accommodation and are not required to register. Those types of businesses are offering marketing type services only and the units they list are not subject to PST or MRDT.

On November 23, 2016, the City received a letter from the Richmond Hotel Association (RHA) advocating that Richmond Council request that the Province remove the 8% PST and 3% MRDT exemption on accommodation of four rooms or less (Attachment 7), suggesting that such action will facilitate enforcement of local short-term rental regulations. Removing the four-room maximum exemption would level the tax regime across all types of accommodation providers and has the potential to facilitate local enforcement through information sharing between jurisdictions. However, it would also increase the regulatory burden for traditional bed and breakfasts, which are currently exempt from the 8% PST and 3% MRDT.

The Province's approach to taxing short-term rentals, described above, indicates that it is not immediately considering changes to the provincial regulation to lift the four-room exemption. However, considering the position of the Richmond Hotel Association and the broader hotel community, further discussion with the Province is required in respect to taxation of short-term rentals and accommodation providers.

3. **Financial Enforcement Costs** – staff are reviewing the potential revenues derived from a short-term rental licencing regime (both licence fees and fines) and costs of enforcement of the regulation. Once a financial analysis is complete, a resource increase request may be made.
4. **Notice of Bylaw Violation Dispute Adjudication Bylaw** – this bylaw is not currently used in respect to zoning or business license infractions. Staff will study its effectiveness for enforcing short-term rental regulation.
5. **Development of a Code of Conduct for Short-Term Rentals** – staff recommend that similar to the City's code of conduct for B&Bs, a short-term rental code of conduct be developed.
6. **Provincial Consultation** – the Province of British Columbia is currently undertaking consultation with stakeholders, including municipalities, to explore how the sharing economy may be better integrated and what the role of local governments will be in this process. This process may result in the Province developing tools that could assist local governments for managing the sharing economy. Staff will be monitoring the Provincial government's progress in its sharing economy consultation process.

Possible Short-Term Rental Elements

Possible short-term rental elements not included in the regime proposed above include:

1. **Cap on Number of Short-Term Rental Nights** – some cities limit the number of rental nights (San Francisco and Portland for example). This would support the principal residence rule and better prevent the dwelling from becoming a dedicated short-term dwelling. Staff have not included this element in the report, as monitoring is extremely difficult. Vancouver decided not to include such a cap in their proposed regimes for this reason;
2. **Prescribed Number of Days Required for Principal Residence** – while a short-term rental business licence will require identification confirming that the short-term rental unit is the operator's principal residence, this regime can be manipulated. A prescribed number of days required to qualify as an operator's principal residence would add some certainty, but again monitoring and confirmation is difficult;
3. **Linking the Short-Term Operator to Ownership of Short-Term Rental Unit** – ownership would act to limit the number of short-term rentals and, as there is often a link between ownership and principal residence, an ownership requirement could reinforce the principal residence requirement. Ownership could be as restrictive as the registered owner, or expanded to include relatives of the registered owner or even long-term lessees;
4. **Increasing the Number of Guests Permitted in Type B (B&B, Portion of Single Detached Homes)** – it may be the case that, in some cases or neighbourhoods, operations could allow for more rooms/person without adversely impacting the neighbourhood. So as to keep the existing B&B rules, staff have not recommended an increase in permitted guest/rooms. However, consistent with the current B&B regime in Agriculture zones AG1, AG3 and AG4 a B&B may have up to four guest rooms, and in Single detached heritage zone ZS11 – London Landing (Steveston) a B&B may have up to five guest rooms;
5. **Creating a New Type of Permitted Short-Term Rental Unit**– it may be that to accommodate the market, a new type of short-term rental with less units/persons and lesser regulation than Type B could be created. For example, a regime with only two permitted rooms but, provided that impacts are addressed, with lesser regulation may be an option. As another example, unlike Type B rentals, which are only permitted in detached single family houses, short-term rental might be permitted in duplexes or row houses. Staff, have not recommended the creation of this additional short-term rental type but, by preserving (and not requiring a business license) the current boarding and lodging regime (no more than two boarders and lodgers) this market may already be partially accommodated; and
6. **Operator in Type B (B&B, Portion of Single Detached Homes) Must Be Present in Dwelling Concurrently with Short-Term Rental Use** – this may increase monitoring. Currently the dwelling must be where the operator resides (i.e. primary residence), but not that the operator must be residing there while the business is being run.

Staff will continue to investigate both the possible short-term rental elements and the general outstanding matters identified above and any other further matters and, together with the results of public and stakeholder consultation, will report back to Council in Spring 2017.

Financial Impact

Staff will continue to monitor the investigation and enforcement costs relating to short-term rentals, and if the need for staff increases is determined, staff will report back to Council in Spring 2017.

Conclusion

Short-term rentals pose a challenge to local governments in developing and enforcing a regulatory regime. Staff have recommended that Council consider Option 3 set-out above which is a business license regime. As developing practical regulation and effective enforcement is challenging, full public consultation prior to bylaw introduction is recommended. Thereafter, once the bylaws are adopted, staff will report back to Council after a 12 month trial period.



Doug Long
City Solicitor
(604-276-4339)



Carli Edwards
Chief Licence Inspector
(604-276-4136)

- Att. 1: Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9647
2: Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9648
3: Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9649
4: Business Licence Bylaw No. 7360, Amendment Bylaw No. 9650
5: Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 9651
6: Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9652
7: Letter from the Richmond Hotel Association to the City dated November 23, 2016



City of
Richmond

Attachment 1

Bylaw 9647

**Richmond Zoning Bylaw No. 8500
Amendment Bylaw No. 9647**

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

1. Richmond Zoning Bylaw No. 8500, as amended, is further amended by *adding the following after Section 5.19 as new Section 5.20*:

“5.20 Dwelling Units

- 5.20.1 No person shall use or permit to be used any **dwelling unit**, or portion thereof, for accommodation for a period of less than thirty (30) days unless such **dwelling unit** forms part of a **hotel** or a **motel**, or is used for **agri-tourist accommodation, boarding and lodging, community care facility, dormitory, or bed and breakfast use** in compliance with all applicable bylaws.”

2. This Bylaw is cited as **“Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9647”**.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

MAYOR

CITY OF RICHMOND
APPROVED by
APPROVED by Director or Solicitor

CORPORATE OFFICER

5223335



**Richmond Zoning Bylaw No. 8500
Amendment Bylaw No. 9648**

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

1. Richmond Zoning Bylaw No. 8500, as amended, is further amended at Section 3.4:
 - a. by deleting and replacing the definition of **Agri-tourist accommodation** with the following:

“Agri-tourist accommodation means accommodation for an **agri-tourist operation** on a farm, limited to 10 sleeping units in total of seasonal campsites, seasonal cabins or the short-term use of **bedrooms.**”
 - b. by deleting the definition of **bed and breakfast**;
 - c. by deleting the words “**bed and breakfasts**” from the definition of **Boarding and lodging** and replacing them with the words “**short-term rentals**”;
 - d. by adding the following definitions after the definition of “**education, university**”:

“Eligible short term rental house means a **single detached housing dwelling**.

Eligible short term rental unit means an **eligible short term rental house** or an **eligible strata lot dwelling**.

Eligible strata lot dwelling means an **apartment housing dwelling** or **town housing dwelling**, which is a **strata lot** and forms part of multiple-family residential **building** with 5 or more residential **strata lots**, but is not an **affordable housing unit** or a **rental unit.**”;
 - e. by deleting the words “**bed and breakfast**” from the definition of **Guest** and replacing them with the words “**short-term rental**”;
 - f. by adding the following definition after the definition of “**open space**”:

“Operator means the person who operates the **short-term rental.**”;

- g. by adding the following definition after the definition of “**premises**”:

“**Principal residence** means a **dwelling** in which an **operator** ordinarily resides. A person can only have one **principal residence**.”;

- h. by adding the following definition after the definition of “**religious assembly**”:

“**Rental unit** means an **apartment housing dwelling** or a **town housing dwelling** in a **building** used by the **owner** as market rental accommodation on a landlord and tenant basis, whether or not such **dwelling** is a **strata lot**.”;

- i. by adding the following definition after the definition of “**residential vertical lot width envelope**”:

“**Residential zone** means the residential or mixed-use zones identified in Section 8, 9, 15, 16, 17, 18, 19, 20 of this bylaw.”;

- j. by adding the following definition after the definition of “**setback**”:

“**Short-term rental** means the accommodation of **guests**, for remuneration, for periods of less than 30 days in an **eligible short term rental unit**, and may or may not include breakfast service.”; and

- k. by adding the following definition after the definition of “**truck or rail terminal**”:

“**Type A short-term rental** means an **eligible short term rental house** where the whole **eligible short term rental house** is used for **short-term rental** pursuant to one booking.

Type B short-term rental means an **eligible short term rental house**, where a portion of, or bedrooms within, the **eligible short term rental house** is used for **short-term rental**, with or without breakfast service.

Type C short-term rental means an **eligible strata lot dwelling**, where the whole, or a portion, of the **eligible strata lot dwelling** is used for **short-term rental**.”

2. Richmond Zoning Bylaw 8500, as amended, is further amended by deleting subsection 5.4.1(h) and marking it “Repealed.”;
3. Richmond Zoning Bylaw No. 8500, as amended, is further amended by deleting Section 5.5 and replacing it with the following:

“5.5. Short-Term Rental

- 5.5.1. No person shall use or permit to be used any **dwelling**, or portion thereof, for the accommodation of **guests**, tenants, or renters for a period of less than 30 days unless such **dwelling** forms part of a **hotel** or a **motel**, or is used for **short-term rental, agri-tourist accommodation, boarding and lodging, community care facility, or dormitory** in compliance with all applicable bylaws.
- 5.5.2. Unless in accordance with this bylaw, including this section 5.5, the **City’s** Business Licence Bylaw No. 7360, and the **City’s** Business Regulation Bylaw No. 7538, all as may be amended or replaced from time to time, a **short-term rental use** of any **dwelling** is not permitted in any **residential zone** nor in any of the zones set out in Section 14.1 of this bylaw.
- 5.5.3. A **short-term rental use** is permitted only in an **eligible short term rental unit** that is the **principal residence** of the **operator**.
- 5.5.4. A **short-term rental use** is not permitted in an **eligible short term rental unit** or on a **lot** that contains a **secondary suite, coach house, granny flat, agri-tourist accommodation, minor community care facility or child care home business use**.
- 5.5.5. **Type A Short-Term Rental** (*whole single family house*)
- a) **Short-term rental use** of a **type A short-term rental** is limited to accommodation of a maximum of 6 **guests** at one time.
- 5.5.6. **Type B Short-Term Rental** (*bed & breakfast, portion of single family house*)
- a) **Short-term rental use** of a **type B short-term rental** is limited to accommodation of a maximum of 6 **guests** at one time.
- b) **Short-term rental use** of a **type B short-term rental** is limited to a maximum of 3 **guest** rooms, which shall not be equipped, furnished or used to provide accommodation for more than two **guests** each, unless otherwise provided in this bylaw.
- c) No facilities or equipment used for the preparation of food shall be installed or provided in a room used for **guest** accommodation.
- d) A **bedroom** used for **short-term rental guest** accommodation shall have a **floor area** of not less than 9.75 m².
- e) One facia sign with maximum dimensions of 0.3 m by 0.6 m is permitted on each **type B short-term rental**, unless otherwise provided in this bylaw.

- f) A **vehicle parking space** provided in respect of a **guest room** may be provided in a **tandem arrangement** with another such **parking space** or a space required in respect of the residential **use** of the **building**.

5.5.7. **Type C Short-Term Rental** (*whole or portion of strata condo or townhouse*)

- a) A **short-term rental use** is not permitted in a **strata lot dwelling** if such use is prohibited by the bylaws of the applicable strata corporation.
 - b) **Short-term rental use** of a **type C short-term rental** is limited to accommodation of a maximum of 6 **guests** at one time.”.
4. Richmond Zoning Bylaw No. 8500, as amended, is further amended at Table 7.7.2.1 Residential Use Parking Requirements by deleting the words “**Bed and breakfast**” and replacing them with the words “**Type B short-term rental**”.
5. Richmond Zoning Bylaw No. 8500, as amended, is further amended:
- a. at section 8.1.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
 - b. at section 8.2.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
 - c. at section 8.3.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
 - d. at section 8.4.3 by adding “**short-term rental**” in alphabetical order;
 - e. at section 8.5.3 by adding “**short-term rental**” in alphabetical order;
 - f. at section 8.6.3 by adding “**short-term rental**” in alphabetical order;
 - g. at section 8.7.3 by adding “**short-term rental**” in alphabetical order;
 - h. at section 8.8.3 by adding “**short-term rental**” in alphabetical order;
 - i. at section 8.9.3 by adding “**short-term rental**” in alphabetical order;
 - j. at section 8.10.3 by adding “**short-term rental**” in alphabetical order;
 - k. at section 8.11.3 by adding “**short-term rental**” in alphabetical order;
 - l. at section 8.12.3 by adding “**short-term rental**” in alphabetical order; and
 - m. at section 8.14.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order.

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6. Richmond Zoning Bylaw No. 8500, as amended, is further amended:
 - a. at section 9.1.3 by adding “**short-term rental**” in alphabetical order;
 - b. at section 9.2.3 by adding “**short-term rental**” in alphabetical order;
 - c. at section 9.3.3 by adding “**short-term rental**” in alphabetical order; and
 - d. at section 9.4.3 by adding “**short-term rental**” in alphabetical order.
7. Richmond Zoning Bylaw No. 8500, as amended, is further amended:
 - a. at section 14.1.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
 - b. at section 14.1.11.4 by deleting the words “**bed and breakfast**” and replacing them with “**type B short-term rental**”;
 - c. at section 15.1.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
 - d. at section 15.2.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
 - e. at section 15.3.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
 - f. at section 15.4.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
 - g. at section 15.5.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
 - h. at section 15.6.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
 - i. at section 15.7.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
 - j. at section 15.8.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
 - k. at section 15.9.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
 - l. at section 15.10.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;

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- m. at section 15.11.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
- n. at section 15.11.11.1 by deleting the words “**bed and breakfast**” and replacing them with “**type B short-term rental**”;
- o. at section 15.12.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
- p. at section 15.13.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
- q. at section 15.14.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
- r. at section 15.15.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
- s. at section 15.16.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
- t. at section 15.17.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
- u. at section 15.18.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
- v. at section 15.19.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
- w. at section 15.20.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
- x. at section 15.21.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
- y. at section 15.22.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
- z. at section 15.23.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
- aa. at section 15.24.3 by adding “**short-term rental**” in alphabetical order;
- bb. at section 15.25.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;
- cc. at section 15.26.3 by deleting “**bed and breakfast**” and adding “**short-term rental**” in alphabetical order;

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- dd. at section 16.1.3 by adding “**short-term rental**” in alphabetical order;
 - ee. at section 16.2.3 by adding “**short-term rental**” in alphabetical order; and
 - ff. at section 16.4.3 by adding “**short-term rental**” in alphabetical order.
8. Richmond Zoning Bylaw No. 8500, as amended, is further amended:
- a. at section 17.1.3 by adding “**short-term rental**” in alphabetical order;
 - b. at section 17.2.3 by adding “**short-term rental**” in alphabetical order;
 - c. at section 17.3.3 by adding “**short-term rental**” in alphabetical order;
 - d. at section 17.4.3 by adding “**short-term rental**” in alphabetical order;
 - e. at section 17.5.3 by adding “**short-term rental**” in alphabetical order;
 - f. at section 17.6.3 by adding “**short-term rental**” in alphabetical order;
 - g. at section 17.7.3 by adding “**short-term rental**” in alphabetical order;
 - h. at section 17.8.3 by adding “**short-term rental**” in alphabetical order;
 - i. at section 17.9.3 by adding “**short-term rental**” in alphabetical order;
 - j. at section 17.10.3 by adding “**short-term rental**” in alphabetical order;
 - k. at section 17.11.3 by adding “**short-term rental**” in alphabetical order;
 - l. at section 17.12.3 by adding “**short-term rental**” in alphabetical order;
 - m. at section 17.13.3 by adding “**short-term rental**” in alphabetical order;
 - n. at section 17.14.3 by adding “**short-term rental**” in alphabetical order;
 - o. at section 17.15.3 by adding “**short-term rental**” in alphabetical order;
 - p. at section 17.16.3 by adding “**short-term rental**” in alphabetical order;
 - q. at section 17.17.3 by adding “**short-term rental**” in alphabetical order;
 - r. at section 17.18.3 by adding “**short-term rental**” in alphabetical order;
 - s. at section 17.19.3 by adding “**short-term rental**” in alphabetical order;
 - t. at section 17.20.3 by adding “**short-term rental**” in alphabetical order;
 - u. at section 17.21.3 by adding “**short-term rental**” in alphabetical order;

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- v. at section 17.22.3 by adding “**short-term rental**” in alphabetical order;
- w. at section 17.23.3 by adding “**short-term rental**” in alphabetical order;
- x. at section 17.24.3 by adding “**short-term rental**” in alphabetical order;
- y. at section 17.25.3 by adding “**short-term rental**” in alphabetical order;
- z. at section 17.26.3 by adding “**short-term rental**” in alphabetical order;
- aa. at section 17.27.3 by adding “**short-term rental**” in alphabetical order;
- bb. at section 17.28.3 by adding “**short-term rental**” in alphabetical order;
- cc. at section 17.29.3 by adding “**short-term rental**” in alphabetical order;
- dd. at section 17.30.3 by adding “**short-term rental**” in alphabetical order;
- ee. at section 17.31.3 by adding “**short-term rental**” in alphabetical order;
- ff. at section 17.32.3 by adding “**short-term rental**” in alphabetical order;
- gg. at section 17.33.3 by adding “**short-term rental**” in alphabetical order;
- hh. at section 17.34.3 by adding “**short-term rental**” in alphabetical order;
- ii. at section 17.35.3 by adding “**short-term rental**” in alphabetical order;
- jj. at section 17.36.3 by adding “**short-term rental**” in alphabetical order;
- kk. at section 17.37.3 by adding “**short-term rental**” in alphabetical order;
- ll. at section 17.38.3 by adding “**short-term rental**” in alphabetical order;
- mm. at section 17.39.3 by adding “**short-term rental**” in alphabetical order;
- nn. at section 17.40.3 by adding “**short-term rental**” in alphabetical order;
- oo. at section 17.41.3 by adding “**short-term rental**” in alphabetical order;
- pp. at section 17.42.3 by adding “**short-term rental**” in alphabetical order;
- qq. at section 17.43.3 by adding “**short-term rental**” in alphabetical order;
- rr. at section 17.44.3 by adding “**short-term rental**” in alphabetical order;
- ss. at section 17.45.3 by adding “**short-term rental**” in alphabetical order;
- tt. at section 17.46.3 by adding “**short-term rental**” in alphabetical order;

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uu. at section 17.47.3 by adding “**short-term rental**” in alphabetical order;

vv. at section 17.48.3 by adding “**short-term rental**” in alphabetical order;

ww. at section 17.49.3 by adding “**short-term rental**” in alphabetical order;

xx. at section 17.50.3 by adding “**short-term rental**” in alphabetical order;

yy. at section 17.51.3 by adding “**short-term rental**” in alphabetical order;

zz. at section 17.52.3 by adding “**short-term rental**” in alphabetical order;

aaa. at section 17.53.3 by adding “**short-term rental**” in alphabetical order;

bbb. at section 17.54.3 by adding “**short-term rental**” in alphabetical order;

ccc. at section 17.55.3 by adding “**short-term rental**” in alphabetical order;

ddd. at section 17.56.3 by adding “**short-term rental**” in alphabetical order;

eee. at section 17.57.3 by adding “**short-term rental**” in alphabetical order;

fff. at section 17.58.3 by adding “**short-term rental**” in alphabetical order;

ggg. at section 17.59.3 by adding “**short-term rental**” in alphabetical order;

hhh. at section 17.60.3 by adding “**short-term rental**” in alphabetical order;

iii. at section 17.61.3 by adding “**short-term rental**” in alphabetical order;

jjj. at section 17.62.3 by adding “**short-term rental**” in alphabetical order;

kkk. at section 17.63.3 by adding “**short-term rental**” in alphabetical order;

lll. at section 17.64.3 by adding “**short-term rental**” in alphabetical order;

mmm. at section 17.65.3 by adding “**short-term rental**” in alphabetical order;

nnn. at section 17.66.3 by adding “**short-term rental**” in alphabetical order;

ooo. at section 17.67.3 by adding “**short-term rental**” in alphabetical order;

ppp. at section 17.68.3 by adding “**short-term rental**” in alphabetical order;

qqq. at section 17.69.3 by adding “**short-term rental**” in alphabetical order;

rrr. at section 17.70.3 by adding “**short-term rental**” in alphabetical order;

sss. at section 17.71.3 by adding “**short-term rental**” in alphabetical order;

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- ttt. at section 17.72.3 by adding “**short-term rental**” in alphabetical order;
- uuu. at section 17.73.3 by adding “**short-term rental**” in alphabetical order;
- vvv. at section 17.74.3 by adding “**short-term rental**” in alphabetical order;
- www. at section 17.75.3 by adding “**short-term rental**” in alphabetical order;
- xxx. at section 17.76.3 by adding “**short-term rental**” in alphabetical order;
- yyy. at section 17.77.3 by adding “**short-term rental**” in alphabetical order; and
- zzz. at section 17.78.3 by adding “**short-term rental**” in alphabetical order.

9. Richmond Zoning Bylaw No. 8500, as amended, is further amended:

- a. at section 18.1.3 by adding “**short-term rental**” in alphabetical order;
- b. at section 18.2.3 by adding “**short-term rental**” in alphabetical order;
- c. at section 18.3.3 by adding “**short-term rental**” in alphabetical order;
- d. at section 18.4.3 by adding “**short-term rental**” in alphabetical order;
- e. at section 18.5.3 by adding “**short-term rental**” in alphabetical order;
- f. at section 18.6.3 by adding “**short-term rental**” in alphabetical order;
- g. at section 18.7.3 by adding “**short-term rental**” in alphabetical order;
- h. at section 18.8.3 by adding “**short-term rental**” in alphabetical order;
- i. at section 18.9.3 by adding “**short-term rental**” in alphabetical order;
- j. at section 18.10.3 by adding “**short-term rental**” in alphabetical order;
- k. at section 18.11.3 by adding “**short-term rental**” in alphabetical order;
- l. at section 18.12.3 by adding “**short-term rental**” in alphabetical order;
- m. at section 18.13.3 by adding “**short-term rental**” in alphabetical order;
- n. at section 18.14.3 by adding “**short-term rental**” in alphabetical order;
- o. at section 18.15.3 by adding “**short-term rental**” in alphabetical order;
- p. at section 18.16.3 by adding “**short-term rental**” in alphabetical order;
- q. at section 18.17.3 by adding “**short-term rental**” in alphabetical order;

- r. at section 18.18.3 by adding “**short-term rental**” in alphabetical order;
 - s. at section 18.19.3 by adding “**short-term rental**” in alphabetical order;
 - t. at section 18.20.3 by adding “**short-term rental**” in alphabetical order;
 - u. at section 18.21.3 by adding “**short-term rental**” in alphabetical order;
 - v. at section 18.22.3 by adding “**short-term rental**” in alphabetical order;
 - w. at section 18.23.3 by adding “**short-term rental**” in alphabetical order;
 - x. at section 18.24.3 by adding “**short-term rental**” in alphabetical order;
 - y. at section 18.25.3 by adding “**short-term rental**” in alphabetical order;
 - z. at section 18.26.3 by adding “**short-term rental**” in alphabetical order;
 - aa. at section 18.27.3 by adding “**short-term rental**” in alphabetical order;
 - bb. at section 18.28.3 by adding “**short-term rental**” in alphabetical order; and
 - cc. at section 18.29.3 by adding “**short-term rental**” in alphabetical order.
10. Richmond Zoning Bylaw No. 8500, as amended, is further amended:
- a. at section 19.1.3 by adding “**short-term rental**” in alphabetical order;
 - b. at section 19.2.3 by adding “**short-term rental**” in alphabetical order;
 - c. at section 19.3.3 by adding “**short-term rental**” in alphabetical order;
 - d. at section 19.4.3 by adding “**short-term rental**” in alphabetical order;
 - e. at section 19.5.3 by adding “**short-term rental**” in alphabetical order;
 - f. at section 19.6.3 by adding “**short-term rental**” in alphabetical order;
 - g. at section 19.7.3 by adding “**short-term rental**” in alphabetical order;
 - h. at section 19.8.3 by adding “**short-term rental**” in alphabetical order;
 - i. at section 19.9.3 by adding “**short-term rental**” in alphabetical order;
 - j. at section 19.10.3 by adding “**short-term rental**” in alphabetical order;
 - k. at section 19.11.3 by adding “**short-term rental**” in alphabetical order;
 - l. at section 19.12.3 by adding “**short-term rental**” in alphabetical order; and

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- m. at section 19.13.3 by adding “**short-term rental**” in alphabetical order.
11. Richmond Zoning Bylaw No. 8500, as amended, is further amended:
- a. then some of 20 (look more closely)
 - b. at section 20.1.3 by adding “**short-term rental**” in alphabetical order;
 - c. at section 20.2.3 by adding “**short-term rental**” in alphabetical order;
 - d. at section 20.3.3 by adding “**short-term rental**” in alphabetical order;
 - e. at section 20.4.3 by adding “**short-term rental**” in alphabetical order;
 - f. at section 20.5.3 by adding “**short-term rental**” in alphabetical order;
 - g. at section 20.6.3 by adding “**short-term rental**” in alphabetical order;
 - h. at section 20.7.3 by adding “**short-term rental**” in alphabetical order;
 - i. at section 20.8.3 by adding “**short-term rental**” in alphabetical order;
 - j. at section 20.9.3 by adding “**short-term rental**” in alphabetical order;
 - k. at section 20.10.3 by adding “**short-term rental**” in alphabetical order;
 - l. at section 20.11.3 by adding “**short-term rental**” in alphabetical order;
 - m. at section 20.12.3 by adding “**short-term rental**” in alphabetical order;
 - n. at section 20.13.3 by adding “**short-term rental**” in alphabetical order;
 - o. at section 20.14.3 by adding “**short-term rental**” in alphabetical order;
 - p. at section 20.15.3 by adding “**short-term rental**” in alphabetical order;
 - q. at section 20.17.3 by adding “**short-term rental**” in alphabetical order;
 - r. at section 20.18.3 by adding “**short-term rental**” in alphabetical order;
 - s. at section 20.19.3 by adding “**short-term rental**” in alphabetical order;
 - t. at section 20.20.3 by adding “**short-term rental**” in alphabetical order;
 - u. at section 20.21.3 by adding “**short-term rental**” in alphabetical order;
 - v. at section 20.22.3 by adding “**short-term rental**” in alphabetical order;
 - w. at section 20.24.3 by adding “**short-term rental**” in alphabetical order;

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- x. at section 20.25.3 by adding "**short-term rental**" in alphabetical order;
 - y. at section 20.26.3 by adding "**short-term rental**" in alphabetical order;
 - z. at section 20.28.3 by adding "**short-term rental**" in alphabetical order; and
 - aa. at section 25.2.3 by deleting "**n/a**" and adding "**short-term rental**" in alphabetical order.
12. This Bylaw is cited as "**Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9648**", and comes into force on _____, 201__.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED

MAYOR

CITY OF RICHMOND
APPROVED by
APPROVED by Director or Solicitor

CORPORATE OFFICER



**Business Regulation Bylaw No. 7538,
Amendment Bylaw No. 9649**

The Council of the City of Richmond enacts as follows:

1. **Business Regulation Bylaw No. 7538**, as amended, is further amended at the index by deleting the words “PART TWENTY-TWO – BED & BREAKFAST ESTABLISHMENT REGULATIONS” and replacing them with the words “PART TWENTY-TWO – SHORT-TERM RENTAL REGULATIONS”.
2. **Business Regulation Bylaw No. 7538**, as amended, is further amended by deleting Part 22 and replacing it with the following:

“PART TWENTY-TWO: SHORT-TERM RENTAL REGULATIONS

22.1. Without first obtaining a **licence** to do so, persons must not provide guests with **residential rental accommodation** for rental periods of less than 30 days.

22.2 **Short-Term Rentals** shall be subject to the following regulations:

22.2.1. the premises must be the **operator’s principal residence**;

22.2.2. the **operator** must permit the **City’s Licence Inspector** to inspect the operator’s guest register maintained pursuant to the *Hotel Guest Registration Act* to determine whether the applicable zoning bylaw restrictions on the number of guests permitted in the premises are being complied with;

22.2.3. if the premises are a **type A short-term rental** (*whole single family house*), the **operator** must prepare a fire evacuation plan showing the location of exits, fire extinguishers and smoke detectors, install and maintain the fire safety equipment, and post a copy of the fire evacuation plan in each bedroom used for guest accommodation;

22.2.4. if the premises are a **type B short-term rental** (*bed & breakfast, portion of single family home*):

- (a) the **operator** must prepare a fire evacuation plan showing the location of exits, fire extinguishers and smoke detectors, install and maintain the fire safety equipment, and post a copy of the fire evacuation plan in each bedroom used for guest accommodation;

- (b) the **operator** must not provide or install any equipment or facilities used for the preparation of food in any bedroom or sleeping unit used for guest accommodation; and
- (c) the **operator** must obtain and maintain "Approved Accommodation" status from Tourism British Columbia; and

22.2.4. if the premises are a **type C short-term rental** (*strata condo or townhouse*), the **operator** must install and maintain the fire safety equipment."

3. **Business Regulation Bylaw No. 7538**, as amended, is further amended at Part 23 by deleting Section 23.1 and replacing it with the following:

"23.1 Any **licencee**, **operator**, or any other person who:

- (a) violates or contravenes any provision of this bylaw, or who causes or allows any provision of this bylaw to be violated or contravened; or
- (b) fails to comply with any of the provisions of this bylaw; or
- (c) neglects or refrains from doing anything required under the provisions of this bylaw or the **Business Licence Bylaw**; or
- (d) fails to maintain the standard of qualification required for the issuing of a **licence**; or
- (e) makes any false or misleading statement,

commits an offence and upon conviction shall be liable to a fine of not more than Ten Thousand Dollars (\$10,000.00), in addition to the costs of the prosecution, and where the offence is a continuing one, each day that the offence is continued shall constitute a separate offence."

4. **Business Regulation Bylaw No. 7538**, as amended, is further amended at Section 26.1 by:

- (a) adding the following as the definition of "**agri-tourist accommodation**" in alphabetical order:

"**agri-tourist accommodation** means an **agri-tourist accommodation** as defined in the City's zoning bylaw.";

- (b) adding the following as the definition of "**boarding and lodging**" in alphabetical order:

"**boarding and lodging** means **boarding and lodging** as defined in the City's zoning bylaw.";

- (c) adding the following as the definition of “**community care facility**” in alphabetical order:

“**community care facility** means a **community care facility** as defined in the City’s zoning bylaw.”;
- (d) adding the following as the definition of “**dormitory**” in alphabetical order:

“**dormitory** means a **dormitory** as defined in the City’s zoning bylaw.”;
- (e) adding the following as the definition of “**dwelling**” in alphabetical order:

“**dwelling** means a dwelling as defined in the City’s zoning bylaw.”;
- (f) adding the following as the definition of “**hotel**” in alphabetical order:

“**hotel** means a hotel as defined in the City’s zoning bylaw.”;
- (g) adding the following as the definition of “**motel**” in alphabetical order:

“**motel** means a motel as defined in the City’s zoning bylaw.”;
- (h) adding the following as the definition of “**principal residence**” in alphabetical order:

“**principal residence** means a principal residence as defined in the City’s zoning bylaw.”;
- (i) adding the following as the definition of “**residential rental accommodation**” in alphabetical order:

“**residential rental accommodation** means the accommodation of guests in all or a portion of a **dwelling**, with or without food service, but excludes accommodation that is a **hotel, motel, agri-tourist accommodation, boarding and lodging, community care facility, or dormitory.**”;
- (j) adding the following as the definition of “**short-term rental**” in alphabetical order:

“**short-term rental** means a short-term rental as defined in the City’s zoning bylaw.”; and
- (k) by adding the following as the definitions in alphabetical order”:

“**type A short-term rental** means a type A short-term rental as defined in the City’s zoning bylaw.

type B short-term means a type B short-term rental as defined in the City’s

rental zoning bylaw.

type C short-term rental means a type C short-term rental as defined in the City's zoning bylaw."

5. This Bylaw is cited as "**Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9649,**" and is effective _____, 201__.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating Division
APPROVED for legality by Solicitor



**Business Licence Bylaw No. 7560,
Amendment Bylaw No. 9650**

The Council of the City of Richmond enacts as follows:

1. **Business Licence Bylaw No. 7360**, as amended, is further amended at the table of contents by deleting the words “Bed and Breakfast Establishment” and replacing them with the words “Short-Term Rentals”.
2. **Business Licence Bylaw No. 7360**, as amended, is further amended by deleting Section 2.4 and replacing it with the following:

“2.4 Short-Term Rental

2.4.1 Every **short-term rental applicant** must at the time of application:

- (a) certify that they reside in the premises as their **principal residence** and provide proof that the premises are the **applicant's principal residence**. To demonstrate that the premises is their **principal residence**, an **applicant** must be able to produce copies of the **applicant's** government issued picture identification showing the **applicant's** address as the premises, and copies of either one or both of the following:
 - (i) a tax assessment for the current year for the lot upon which the premises are constructed showing the **applicant** as payor, or
 - (ii) a utility bill (electricity, district energy, gas, or telephone) issued within the previous 3 months for the premises showing the **applicant** as payor;
- (b) provide proof that the owner of the premises has consented to the use of the premises as a **short-term rental** by providing one of the following, as applicable:
 - (i) if the **applicant** an owner of the premises, a copy of legal title to the premises showing the **applicant** as an owner in fee simple or leasehold, or
 - (ii) if the **applicant** is not an owner of the premises, a copy of legal title to the premises identifying the owner and a declaration from the owner of the premises certifying that use of the premises as a **short-term rental** is permitted; and

- (c) provide a copy of the guest register format to be used in the recording of guests stays under the *Hotel Guest Registration Act* (British Columbia).

2.4.2 Every **type A short-term rental** (*whole single family house*) **applicant** must at the time of application:

- (a) prepare a notification letter that:
 - (i) describes the operation; and
 - (ii) includes information on how to contact the operator by phone;
- (b) mail or deliver the notification letter to all residents and owners of residential dwellings abutting or across the street from the **type A short term rental** premises;
- (c) provide a copy of the notification letter and a list with the names and addresses of all persons that received the notification letter;
- (d) provide a copy of the fire evacuation plan required by the **Business Regulation Bylaw**; and
- (e) pay the required annual type A short-term rental business licence fee specified in the Consolidated Fee Bylaw No. 8636 for the Short-Term Rental Use category of this bylaw.

2.4.3 Every **type B short-term rental** (*bed & breakfast, portion of single family house*) **applicant** must at the time of application:

- (a) prepare a notification letter that:
 - (i) describes the operation and the number of bedrooms that will be rented to overnight guests; and
 - (ii) includes information on how to contact the operator by phone;
- (b) mail or deliver the notification letter to all residents and owners of residential dwellings abutting or across the street from the **type B short term rental** premises;
- (c) provide a copy of the notification letter and a list with the names and addresses of all persons that received the notification letter;
- (a) if required by the **Business Regulation Bylaw**, provide evidence of Approved Accommodation status from Tourism British Columbia;
- (b) provide a copy of the fire evacuation plan required by the **Business Regulation Bylaw**;

- (c) provide floor plans, drawn to scale, of the entire floor area of each level of the residence, indicating the use of each room of the residence and clearly identifying the guest rooms to be used in **type B short-term rental**; and
 - (d) provide a property site plan showing:
 - (A) the location and dimension of the driveway identifying vehicle parking spaces for residences and guests for each guest room;
 - (B) the location of the residence on the property with setbacks indicated from all property lines;
 - (C) landscaping and open areas as required by the **Zoning Bylaw**;
 - (D) signage size and placement as permitted by the **Zoning Bylaw**; and
 - (e) pay the required annual type B short-term rental business licence fee specified in the Consolidated Fee Bylaw No. 8636 for the Short-Term Rental Use category of this bylaw.
- 2.4.4 Every **type C short-term rental** (*whole or portion of strata condo or townhouse*) **applicant** must at the time of application:
- (a) provide a declaration signed by the **applicant's** strata council certifying that use of the premises as a **short-term rental** is permitted by the strata corporation's rules and bylaws;
 - (b) pay the required annual type C short-term rental business licence fee specified in the Consolidated Fee Bylaw No. 8636 for the Short-Term Rental Use category of this bylaw.
- 2.4.5 Every **type A short-term rental applicant** upon submission of requirements in section 2.4.1 and 2.4.2, and prior to a **business licence** being granted, shall arrange with the **Licence Inspector** for a site inspection, which may include inspectors from the Fire Rescue and Building Departments.
- 2.4.6 Every **type B short-term rental applicant** upon submission of requirements in section 2.4.1 and 2.4.3, as applicable, and prior to a **business licence** being granted, shall arrange with the **Licence Inspector** for a site inspection, which may include inspectors from the Fire Rescue and Building Departments, and Vancouver Coastal Health Authority.
- 2.4.7 Every **type C short-term rental applicant** upon submission of requirements in section 2.4.1 and 2.4.4, and prior to a **business licence** being granted, shall arrange with the **Licence Inspector** for a site inspection, if required by the **Licence Inspector**, which may include inspectors from the Fire Rescue and Building Departments.

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- 2.4.8 The **Licence Inspector** shall, when issuing a **business licence** for any **type A short-term rental, type B short-term rental or type C short-term rental**, provide to the operator a copy of the **City's short-term rental Code of Conduct**.
- 5.5.9 The **Licence Inspector** shall, when issuing a **business licence** for any **type B short-term rental**, provide to the operator a copy of the **City's bed & breakfast establishment Code of Conduct**.
- 2.4.12 If the premises for which a **licence** is issued or renewed under this bylaw are a **type B short-term rental**, the **Licence Inspector** may require as a condition of the **business licence** that the **operator** provide privacy screening or landscaping in the side or rear yard of the premises, at locations specified in the **licence**, prior to the accommodation of guests in the premises.”.
3. **Business Licence Bylaw No. 7360**, as amended, is further amended at Part 3 by adding the following as a new Section 3.7A following the Section 3.7:
- “**3.7A SHORT-TERM RENTAL USE CATEGORY** means the use of premises or facilities as **short term rentals**, including **type A short-term rentals, type B short-term rentals, and type C short-term rentals**, as permitted by this bylaw, the **Business Regulation Bylaw**, and the **Zoning Bylaw**.”.
4. **Business Licence Bylaw No. 7360**, as amended, is further amended at Part 5 by deleting Section 5.1 and replacing it with the following:
- “5.1 Any **licencee**, operator, or any other **person** who:
- (a) violates or contravenes any provision of this bylaw or a **licence** issued hereunder, or who causes or allows any provision of this bylaw or a **licence** issued hereunder to be violated or contravened; or
 - (b) fails to comply with any of the provisions of this bylaw or a **licence** issued hereunder; or
 - (c) neglects or refrains from doing anything required under the provisions of this bylaw, or a **licence** issued hereunder, or the **Business Regulation Bylaw**; or
 - (d) fails to maintain the standard of qualification required for the issuing of a **licence** under this bylaw; or
 - (e) makes any false or misleading statement,
- commits an offence and upon conviction shall be liable to a fine of not more than Ten Thousand Dollars (\$10,000.00), in addition to the costs of the prosecution, and where the offence is a continuing one, each day that the offence is continued shall constitute a separate offence, and may result in the suspension, cancellation or revocation of the **licence** in question.”.

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5. **Business Licence Bylaw No. 7360**, as amended, is further amended at Part 5 by deleting Section 5.3 and replacing it with the following:

“5.3 Every **licencee** must comply with the requirements of this, or any other bylaw of the **City**, which governs or regulates the **business** for which such **licence** was granted, must comply with any requirements imposed by the **Medical Health Officer**, and must comply with all applicable statutes, regulations, rules, codes and orders of all federal or provincial authorities having jurisdiction of such **business**, and any **person** failing to comply with the requirements of this Part commits an offence and, upon conviction, is liable for the penalties specified.”.

6. **Business Licence Bylaw No. 7360**, as amended, is further amended at Section 7.1 by:

- (a) deleting the definition of “**bed & breakfast establishment**”;
- (b) adding the following as the definition of “**principal residence**” in alphabetical order:

“**Principal Residence** means a principal residence as defined in the **City’s zoning bylaw**.”;

- (c) adding the following as the definition of “**short-term rental**” in alphabetical order:

“**Short-Term Rental** means a short-term rental as defined in the **City’s zoning bylaw**.”;

- (d) adding the following as the definition of “**strata lot**” in alphabetical order:

“**Strata Lot** means a lot, strata as defined in the **City’s zoning bylaw**.”; and

- (e) adding the following as the definitions in alphabetical order:

“**Type A Short-Term Rental** means a type A short-term rental as defined in the **City’s zoning bylaw**.

Type B Short-Term Rental means a type B short-term rental as defined in the **City’s zoning bylaw**.

Type C Short-Term Rental means a type C short-term rental as defined in the **City’s zoning bylaw**.”.

7. This Bylaw is cited as **"Business Licence Bylaw No. 7360, Amendment Bylaw No. 9650**
and is effective _____, 201__.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating Division
APPROVED for legality by Solicitor

5224058

**Municipal Ticket Information Authorization Bylaw No. 7321,
Amendment Bylaw No. 9651**

The Council of the City of Richmond enacts as follows:

1. **Municipal Ticket Information Authorization Bylaw No. 7321**, as amended, is further amended at Schedule B 3 by deleting the following portion of Schedule B 3:

SCHEDULE B 3**BUSINESS REGULATION BYLAW NO. 7538**

Column 1 Offence	Column 2 Section	Column 3 Fine
Failure to maintain Fire Evacuation Plan	22.1.1	\$250
No access to Guest Register	22.1.2	\$250
Food preparation in room used for guest accommodation	22.1.3	\$250
Failure to maintain Approved Accommodation Status	22.1.4	\$250

2. **Municipal Ticket Information Authorization Bylaw No. 7321**, as amended, is further amended at Schedule B 3 by adding the following to the end of Schedule B 3:

SCHEDULE B 3**BUSINESS REGULATION BYLAW NO. 7538**

Column 1 Offence	Column 2 Section	Column 3 Fine
Rentals for less than 30 days without licence	22.1	\$1000
Premises not operator's primary residence	22.2.1	\$1000
No access to Guest Register	22.2.2	\$1000
Failure to maintain Fire Evacuation Plan	22.2.3	\$250
Failure to maintain Fire Evacuation Plan	22.2.4(a)	\$250
Food preparation in room used for guest accommodation	22.2.4(b)	\$250
Failure to maintain Approved Accommodation Status	22.2.4(c)	\$250

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3. **Municipal Ticket Information Authorization Bylaw No. 7321**, as amended, is further amended at Schedule B 17 by deleting Schedule B 17 and replacing it with the following:

SCHEDULE B 17

ZONING BYLAW NO. 8500

Column 1 Offence	Column 2 Section	Column 3 Fine
Parking or storing large commercial vehicle shipping container	3.5.3	\$100
Parking or storing large commercial vehicle	3.5.4	\$100
Dwellings – rentals for less than 30 days	5.5.1	\$1000
Short-term Rental – not operator's principal residence	5.5.3	\$1000
Type A Short-term Rental – excess guest capacity	5.5.5(a)	\$1000
Type B Short-term Rental – excess guest capacity	5.5.6(a)	\$1000
Type B Short-term Rental – excess guest rooms	5.5.6(b)	\$1000
Type B Short-term Rental – excess signage	5.5.6(e)	\$250
Type C Short-term Rental – excess guest capacity	5.5.7(b)	\$1000
Failure to maintain required parking spaces	7.7.1	\$250

4. This Bylaw is cited as “**Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 9651**”, and is effective _____, 201__.

FIRST READING _____

SECOND READING _____

THIRD READING _____

ADOPTED _____

CITY OF RICHMOND
APPROVED for content by originating dept.
APPROVED for legality by Solicitor

MAYOR

CORPORATE OFFICER



City of
Richmond

Bylaw 9652

**CONSOLIDATED FEES BYLAW NO. 8636,
AMENDMENT BYLAW NO. 9652**

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 Business Licence Bylaw No. 7360, Short-Term Rental Use Table set out in Schedule A to this Bylaw following the Business Licence Bylaw No. 7360, Residential Use Table forming part of SCHEDULE – BUSINESS LICENCE to Consolidated Fees Bylaw No. 8636.
2. This Bylaw is cited as “**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9652**”, and is effective _____, 201__.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept.
APPROVED for legality by Solicitor

MAYOR

CORPORATE OFFICER

Business Licence Bylaw No. 7360
Short-Term Rental Use

Description	Fee
Type A Short-Term Rental Business Licence <i>(whole single family house)</i>	\$158.00
Type B Short-Term Rental Business Licence <i>(bed & breakfast, portion of single family house)</i>	\$158.00
Type C Short-Term Rental Business Licence <i>(whole or portion of strata condo or townhouse)</i>	\$158.00

5224239

Attachment 7



November 18, 2016

Mayor Brodie and Members of Council
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

RE: Request to rescind Provincial Tax Regulation 78(1)(b)

Dear Mayor and Council,

We understand the City of Richmond has been working to mitigate the negative impacts of nightly short-term rentals in our community. We strongly support these efforts and commend Council for its leadership on this issue. However, we are concerned that Council's resources in this matter are stretched, and that meaningful action from the provincial government is required to resolve this issue in a timely manner.

Richmond Hotel Association represents 20 hotels with the City of Richmond and our members over the last year have experienced continual challenges with assisting new or existing employees to locate affordable monthly rental accommodation. The vacancy rate is often near zero, and in some cases we have lost potential employees due to this chronic rental shortage. Making matters worse, there are no indications this trend will change in the year ahead.


As Council well knows, many British Columbians have embraced short-term residential rental companies such as Airbnb and Vacation Rental by Owner (VRBO). While these online platforms have in some cases brought new visitors and tourism spending to BC, they have also negatively impacted the availability and affordability of monthly rental accommodations. One of the challenges is that these agencies are not subject to the same regulatory, legal, taxation, health and safety, or insurance laws as traditional accommodation providers.

For example, residents who offer fewer than four rooms for rent do not have to collect provincial sales taxes when renting those accommodations. This exemption has created an unclear business environment, and made it all but impossible for municipalities—even those with stringent bylaws targeting short-term rental accommodations—to effectively enforce the rules.

Eliminating section 78(1)(b) of BC's *Provincial Sales Tax Act* (Provincial Sales Tax Exemption and Refund Regulations) will eliminate this exemption and significantly enhance our community's enforcement regime. Not only will it encourage our local renters to register their business income fairly, but it will also increase voluntary compliance among landlords who risk finding themselves off-side with both local bylaws and the provincial tax code.

On behalf of the Board of Directors, we therefore respectfully request that the City of Richmond write to the Minister of Finance and formally request that *Provincial Sales Tax Act* exemption 78(1)(b) be rescinded. Council's support in this matter will be vital to encouraging effective action from BC's provincial government. We have attached a sample letter for Council's consideration.

Yours truly,



Gary Collinge
Chair

Richmond Hotel Association

cc: RHA Board of Directors



**Housing Agreement (YuanHeng Seaside Developments Ltd.) Bylaw
No. 9657**

The Council of the City of Richmond enacts as follows:

1. The Mayor and City Clerk for the City of Richmond are authorized to execute and deliver a housing agreement, substantially in the form set out as Schedule A to this Bylaw, with the owner of the lands legally described as:

PID: 024-818-941	Lot K Sections 28 Block 5 North Range 6 West New Westminster District Plan LMP46583;
PID: 009-521-577	Lot 3 Section 28 Block 5 North Range 6 West New Westminster District Plan 11446
PID: 002-450-810	Lot 4 Except: Parcel "A" (Reference Plan 32485); Section 28 Block 5 North Range 6 West New Westminster District Plan 11446
PID: 002-136-988	Parcel "A" (Reference Plan 15236) Except: Part Subdivided By Plan 41592; Of Lots 9 And 18 Section 28 Block 5 North Range 6 West New Westminster District Plan 3404
PID: 004-207-467	Lot 63 Section 28 Block 5 North Range 6 West New Westminster District Plan 41592
PID: 004-266-340	Lot 1 Section 28 Block 5 North Range 6 West New Westminster District Plan 18949
PID: 003-554-899	Parcel 3 (Reference Plan 21968) Lot 8 Except: Parcel C (Bylaw Plan 73014) Section 28 Block 5 North Range 6 West New Westminster District Plan 3404
PID: 003-422-232	Lot 40 Section 28 Block 5 North Range 6 West New Westminster District Plan 27115
2. This Bylaw is cited as **"Housing Agreement (YuanHeng Seaside Developments Ltd.) Bylaw No. 9657"**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

DEC 21 2016

DEC 21 2016

DEC 21 2016

CITY OF RICHMOND
APPROVED for content by originating dept. <i>MB</i>
APPROVED for legality by Solicitor <i>JA</i>

MAYOR

CORPORATE OFFICER

Schedule A

To Housing Agreement (YuanHeng Seaside Developments Ltd.) Bylaw No. 9657

HOUSING AGREEMENT BETWEEN YUANHENG SEASIDE DEVELOPMENTS LTD.
AND THE CITY OF RICHMOND

HOUSING AGREEMENT
(Section 483 *Local Government Act*)

THIS AGREEMENT is dated for reference the 1st day of December, 2016

BETWEEN:

YUANHENG SEASIDE DEVELOPMENTS LTD. (INC. NO. BC0911549), a company duly incorporated under the laws of the Province of British Columbia and having its registered office at 1236 West Broadway, Vancouver, British Columbia, V6H 1G6

(the "Owner" as more fully defined in section 1.1 of this Agreement)

AND:

CITY OF RICHMOND,
a municipal corporation pursuant to the *Local Government Act* and having its offices at 6911 No. 3 Road, Richmond, British Columbia, V6Y 2C1

(the "City" as more fully defined in section 1.1 of this Agreement)

WHEREAS:

- A. Section 483 of the *Local Government Act* permits the City to enter into and, by legal notation on title, note on title to lands, housing agreements which may include, without limitation, conditions in respect to the form of tenure of housing units, availability of housing units to classes of persons, administration of housing units and rent which may be charged for housing units;
- B. The Owner is the owner of the Lands (as hereinafter defined); and
- C. The Owner and the City wish to enter into this Agreement (as herein defined) to provide for affordable housing on the terms and conditions set out in this Agreement,

In consideration of \$10.00 and other good and valuable consideration (the receipt and sufficiency of which is acknowledged by both parties), and in consideration of the promises exchanged below, the Owner and the City covenant and agree as follows:

ARTICLE 1 DEFINITIONS AND INTERPRETATION

1.1 In this Agreement the following words have the following meanings:

- (a) **"Affordable Housing Strategy"** means the Richmond Affordable Housing Strategy approved by the City on May 28, 2007, and containing a number of recommendations, policies, directions, priorities, definitions and annual targets for affordable housing, as may be amended or replaced from time to time;
- (b) **"Affordable Housing Unit"** means a Dwelling Unit or Dwelling Units designated as such in accordance with a building permit and/or development permit issued by the City and/or, if applicable, in accordance with any rezoning consideration applicable to the development on the Lands and includes, without limiting the generality of the foregoing, the Dwelling Unit charged by this Agreement;
- (c) **"Agreement"** means this agreement together with all schedules, attachments and priority agreements attached hereto;
- (d) **"Building Permit Lot A"** means the building permit authorizing construction on Lot A, or any portion(s) thereof;
- (e) **"Building Permit Lot B"** means the building permit authorizing construction on Lot B, or any portion(s) thereof;
- (f) **"City"** means the City of Richmond;
- (g) **"CPI"** means the All-Items Consumer Price Index for Vancouver, B.C. published from time to time by Statistics Canada, or its successor in function;
- (h) **"Daily Amount"** means \$100.00 per day as of January 1, 2009 adjusted annually thereafter by adding thereto an amount calculated by multiplying \$100.00 by the percentage change in the CPI since January 1, 2009, to January 1 of the year that a written notice is delivered to the Owner by the City pursuant to section 6.1 of this Agreement. In the absence of obvious error or mistake, any calculation by the City of the Daily Amount in any particular year shall be final and conclusive;
- (i) **"Development"** means a three-phase, high-rise, high-density, mixed use development and City park to be constructed on Lot A, Lot B and Lot C;

- (j) **“Development Permit Lot A”** means the development permit authorizing development on Lot A, or any portion(s) thereof;
- (k) **“Development Permit Lot B”** means the development permit authorizing development on Lot B, or any portion(s) thereof;
- (l) **“Director of Development”** means the individual appointed to be the chief administrator from time to time of the Development Applications Division of the City and his or her designate;
- (m) **“Dwelling Unit”** means a residential dwelling unit or units located or to be located on the Lands whether those dwelling units are lots, strata lots or parcels, or parts or portions thereof, and includes single family detached dwellings, duplexes, townhouses, auxiliary residential dwelling units, rental apartments and strata lots in a building strata plan and includes, where the context permits, an Affordable Housing Unit;
- (n) **“Eligible Tenant”** means a Family having a cumulative annual income of:
 - (i) in respect to a bachelor unit, \$34,000 or less;
 - (ii) in respect to a one bedroom unit, \$38,000 or less;
 - (iii) in respect to a two bedroom unit, \$46,500 or less; or
 - (iv) in respect to a three or more bedroom unit, \$57,500 or less

provided that, commencing July 1, 2017, the annual incomes set-out above shall, in each year thereafter, be adjusted, plus or minus, by adding or subtracting therefrom, as the case may be, an amount calculated that is equal to the Core Need Income Threshold data and/or other applicable data produced by Canada Mortgage Housing Corporation in the years when such data is released. In the absence of obvious error or mistake, any calculation by the City of an Eligible Tenant’s permitted income in any particular year shall be final and conclusive;
- (o) **“Family”** means:
 - (i) a person;
 - (ii) two or more persons related by blood, marriage or adoption; or
 - (iii) a group of not more than 6 persons who are not related by blood, marriage or adoption
- (p) **“Housing Covenant Lot A”** means the agreements, covenants and charges granted by the Owner to the City (which includes covenants pursuant to section 219 of the *Land Title Act*) charging Lot A dated for reference ____ day of January

2017, and registered under number CA _____, as it may be amended or replaced from time to time;

- (q) **“Housing Covenant Lot B”** means the agreements, covenants and charges granted by the Owner to the City (which includes covenants pursuant to section 219 of the *Land Title Act*) charging Lot B dated for reference ____ day of January 2017, and registered under number CA _____, as it may be amended or replaced from time to time;
- (r) **“Housing Covenants”** means, collectively, Housing Covenant Lot A and Housing Covenant Lot B;
- (s) **“Interpretation Act”** means the *Interpretation Act*, R.S.B.C. 1996, Chapter 238, together with all amendments thereto and replacements thereof;
- (t) **“Land Title Act”** means the *Land Title Act*, R.S.B.C. 1996, Chapter 250, together with all amendments thereto and replacements thereof;
- (u) **“Lands”** means, collectively, Lot A and Lot B;
- (v) **“Local Government Act”** means the *Local Government Act*, R.S.B.C. 2015, Chapter 1, together with all amendments thereto and replacements thereof;
- (w) **“Lot A”** means Lot A, Section 28, Block 5 North, Range 6 West, NWD Plan EPP ____, and including a building or a portion of a building, into which said land(s) is or are Subdivided;
- (x) **“Lot B”** means Lot B, Section 28, Block 5 North, Range 6 West, NWD Plan EPP ____, and including a building or a portion of a building, into which said land(s) is or are Subdivided;
- (y) **“Lot C”** means Lot C, Section 28, Block 5 North, Range 6 West, NWD Plan EPP ____ and including a building or a portion of a building, into which said land(s) is or are Subdivided;
- (z) **“LTO”** means the New Westminster Land Title Office or its successor;
- (aa) **“Manager, Community Social Development”** means the individual appointed to be the Manager, Community Social Development from time to time of the Community Services Department of the City and his or her designate;
- (bb) **“Owner”** means the party described on page 1 of this Agreement as the Owner and any subsequent owner of the Lands or of any part into which the Lands are Subdivided, and includes any person who is a registered owner in fee simple of an Affordable Housing Unit from time to time;

(cc) **“Permitted Rent”** means no greater than:

- (i) \$850.00 a month for a bachelor unit;
- (ii) \$950.00 a month for a one bedroom unit;
- (iii) \$1,162.00 a month for a two bedroom unit; and
- (iv) \$1,437.00 a month for a three (or more) bedroom unit,

provided that, commencing July 1, 2017, the rents set-out above shall, in each year thereafter, be adjusted, plus or minus, by adding or subtracting therefrom, as the case may be, an amount calculated that is equal to the Core Need Income Threshold data and/or other applicable data produced by Canada Mortgage Housing Corporation in the years when such data is released. In the event that, in applying the values set-out above, the rental increase is at any time greater than the rental increase permitted by the *Residential Tenancy Act*, then the increase will be reduced to the maximum amount permitted by the *Residential Tenancy Act*. In the absence of obvious error or mistake, any calculation by the City of the Permitted Rent in any particular year shall be final and conclusive;

(dd) **“Phase 1”** means the first phase (of a maximum of three phases) of construction on the Lands, which phase will comprise of that part of the Development to be constructed on Lot A;

(ee) **“Phase 2”** means the second phase (of a maximum of three phases) of construction on the Lands, which phase will comprise of that part of the Development to be constructed on Lot B;

(ff) **“Phase 1 Affordable Housing Units”** means those Affordable Housing Units to be constructed within the Development’s residential towers on Lot A during Phase 1, comprising at least 1,110.5 m² (11,953.3 ft²) or 25% of the required affordable housing habitable floor area for the Development, whichever is greater, in accordance with Development Permit Lot A, Building Permit Lot A and Housing Covenant Lot A;

(gg) **“Phase 2 Affordable Housing Units”** means those Affordable Housing Units to be constructed within the Development’s residential towers on Lot B during Phase 2, comprising 3,331.3 m² (35,857.8 ft²) or 75% of the required affordable housing habitable floor area for the Development, whichever is lesser, in accordance with the Development Permit Lot B, Building Permit Lot B and Housing Covenant Lot B;

(hh) **“Real Estate Development Marketing Act”** means the *Real Estate Development Marketing Act*, S.B.C. 2004, Chapter 41, together with all amendments thereto and replacements thereof;

- (ii) **“Residential Tenancy Act”** means the *Residential Tenancy Act*, S.B.C. 2002, Chapter 78, together with all amendments thereto and replacements thereof;
- (jj) **“Rezoning Bylaw”** means Richmond Rezoning Bylaw 8500, Amendment Bylaw 9593;
- (kk) **“Strata Property Act”** means the *Strata Property Act* S.B.C. 1998, Chapter 43, together with all amendments thereto and replacements thereof;
- (ll) **“Subdivide”** means to divide, apportion, consolidate or subdivide the Lands, or the ownership or right to possession or occupation of the Lands into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of “cooperative interests” or “shared interest in land” as defined in the *Real Estate Development Marketing Act*;
- (mm) **“Tenancy Agreement”** means a tenancy agreement, lease, license or other agreement granting rights to occupy an Affordable Housing Unit; and
- (nn) **“Tenant”** means an occupant of an Affordable Housing Unit by way of a Tenancy Agreement.

1.2 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and *vice versa*, unless the context requires otherwise;
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (e) any reference to any enactment is to the enactment in force on the date the Owner signs this Agreement, and to subsequent amendments to or replacements of the enactment;
- (f) the provisions of section 25 of the *Interpretation Act* with respect to the calculation of time apply;
- (g) time is of the essence;
- (h) all provisions are to be interpreted as always speaking;

- (i) reference to a "party" is a reference to a party to this Agreement and to that party's respective successors, assigns, trustees, administrators and receivers. Wherever the context so requires, reference to a "party" also includes an Eligible Tenant, agent, officer and invitee of the party;
- (j) reference to a "day", "month", "quarter" or "year" is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided; and
- (k) where the word "including" is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word "including".

ARTICLE 2

USE AND OCCUPANCY OF AFFORDABLE HOUSING UNITS

- 2.1 The Owner agrees that each Affordable Housing Unit may only be used as a permanent residence occupied by one Eligible Tenant. An Affordable Housing Unit must not be occupied by the Owner, the Owner's family members (unless the Owner's family members qualify as Eligible Tenants), or any tenant or guest of the Owner, other than an Eligible Tenant. For the purposes of this Article, "permanent residence" means that the Affordable Housing Unit is used as the usual, main, regular, habitual, principal residence, abode or home of the Eligible Tenant.
- 2.2 Within 30 days after receiving notice from the City, the Owner must, in respect of each Affordable Housing Unit, provide to the City a statutory declaration, substantially in the form (with, in the City Solicitor's discretion, such further amendments or additions as deemed necessary) attached as Appendix A, sworn by the Owner, containing all of the information required to complete the statutory declaration. The City may request such statutory declaration in respect to each Affordable Housing Unit no more than once in any calendar year; provided, however, notwithstanding that the Owner may have already provided such statutory declaration in the particular calendar year, the City may request and the Owner shall provide to the City such further statutory declarations as requested by the City in respect to an Affordable Housing Unit if, in the City's absolute determination, the City believes that the Owner is in breach of any of its obligations under this Agreement.
- 2.3 The Owner hereby irrevocably authorizes the City to make such inquiries as it considers necessary in order to confirm that the Owner is complying with this Agreement.
- 2.4 [Intentionally deleted]

ARTICLE 3
DISPOSITION AND ACQUISITION OF AFFORDABLE HOUSING UNITS

- 3.1 The Owner will not permit an Affordable Housing Unit Tenancy Agreement to be subleased or assigned.
- 3.2 If this Housing Agreement encumbers more than one Affordable Housing Unit, then the Owner may not, on a lot-by-lot basis, without the prior written consent of the City Solicitor, sell or transfer less than five (5) Affordable Housing Units on a lot in a single or related series of transactions with the result that when the purchaser or transferee of the Affordable Housing Units becomes the owner, the purchaser or transferee will be the legal and beneficial owner of not less than five (5) Affordable Housing Units on a lot.
- 3.3 If the Owner sells or transfers one (1) or more Affordable Housing Units, the Owner will notify the City Solicitor of the sale or transfer within 3 days of the effective date of sale or transfer.
- 3.4 The Owner must not rent, lease, license or otherwise permit occupancy of any Affordable Housing Unit except to an Eligible Tenant and except in accordance with the following additional conditions:
- (a) the Affordable Housing Unit will be used or occupied only pursuant to a Tenancy Agreement;
 - (b) the monthly rent payable for the Affordable Housing Unit will not exceed the Permitted Rent applicable to that class of Affordable Housing Unit;
 - (c) the Owner will allow the Tenant and any permitted occupant and visitor to have full access to and use and enjoy all on-site common indoor and outdoor amenity spaces;
 - (d) the Owner will not require the Tenant or any permitted occupant to pay any strata fees, strata property contingency reserve fees or any extra charges or fees for use of any common property, limited common property, or other common areas, facilities or amenities, including without limitation parking, bicycle storage, electric vehicle charging stations or related facilities, or for sanitary sewer, storm sewer, water, other utilities, property or similar tax; provided, however, if the Affordable Housing Unit is a strata unit and the following costs are not part of strata or similar fees, an Owner may charge the Tenant the Owner's cost, if any, of providing cablevision, telephone, other telecommunications, gas, or electricity fees, charges or rates;

- (e) the Owner will attach a copy of this Agreement to every Tenancy Agreement;
- (f) the Owner will include in the Tenancy Agreement a clause requiring the Tenant and each permitted occupant of the Affordable Housing Unit to comply with this Agreement;
- (g) the Owner will include in the Tenancy Agreement a clause entitling the Owner to terminate the Tenancy Agreement if:
 - (i) an Affordable Housing Unit is occupied by a person or persons other than an Eligible Tenant;
 - (ii) the annual income of an Eligible Tenant rises above the applicable maximum amount specified in section 1.1(n) of this Agreement;
 - (iii) the Affordable Housing Unit is occupied by more than the number of people the City's building inspector determines can reside in the Affordable Housing Unit given the number and size of bedrooms in the Affordable Housing Unit and in light of any relevant standards set by the City in any bylaws of the City;
 - (iv) the Affordable Housing Unit remains vacant for three consecutive months or longer, notwithstanding the timely payment of rent; and/or
 - (v) the Tenant subleases the Affordable Housing Unit or assigns the Tenancy Agreement in whole or in part,

and in the case of each breach, the Owner hereby agrees with the City to forthwith provide to the Tenant a notice of termination. Except for section 3.4(g)(ii) of this Agreement [*Termination of Tenancy Agreement if Annual Income of Tenant rises above amount prescribed in section 1.1(n) of this Agreement*], the notice of termination shall provide that the termination of the tenancy shall be effective 30 days following the date of the notice of termination. In respect to section 3.4(g)(ii) of this Agreement, termination shall be effective on the day that is six (6) months following the date that the Owner provided the notice of termination to the Tenant;

- (h) the Tenancy Agreement will identify all occupants of the Affordable Housing Unit and will stipulate that anyone not identified in the Tenancy Agreement will be prohibited from residing at the Affordable Housing Unit for more than 30 consecutive days or more than 45 days total in any calendar year; and
- (i) the Owner will forthwith deliver a certified true copy of the Tenancy Agreement to the City upon demand.

- 3.5 If the Owner has terminated the Tenancy Agreement, then the Owner shall use best efforts to cause the Tenant and all other persons that may be in occupation of the Affordable Housing Unit to vacate the Affordable Housing Unit on or before the effective date of termination.

ARTICLE 4 DEMOLITION OF AFFORDABLE HOUSING UNIT

- 4.1 The Owner will not demolish an Affordable Housing Unit unless:
- (a) the Owner has obtained the written opinion of a professional engineer or architect who is at arm's length to the Owner that it is no longer reasonable or practical to repair or replace any structural component of the Affordable Housing Unit, and the Owner has delivered to the City a copy of the engineer's or architect's report; or
 - (b) the Affordable Housing Unit is damaged or destroyed, to the extent of 40% or more of its value above its foundations, as determined by the City in its sole discretion,

and, in each case, a demolition permit for the Affordable Housing Unit has been issued by the City and the Affordable Housing Unit has been demolished under that permit.

Following demolition, the Owner will use and occupy any replacement Dwelling Unit in compliance with this Agreement and the Housing Covenants both of which will apply to any replacement Dwelling Unit to the same extent and in the same manner as those agreements apply to the original Dwelling Unit, and the Dwelling Unit must be approved by the City as an Affordable Housing Unit in accordance with this Agreement.

ARTICLE 5 STRATA CORPORATION BYLAWS

- 5.1 This Agreement will be binding upon all strata corporations created upon the strata title Subdivision of the Lands or any Subdivided parcel of the Lands.
- 5.2 Any strata corporation bylaw which prevents, restricts or abridges the right to use the Affordable Housing Units as rental accommodation will have no force and effect.
- 5.3 No strata corporation shall pass any bylaws preventing, restricting or abridging the use of the Affordable Housing Units as rental accommodation.
- 5.4 No strata corporation shall pass any bylaw or approve any levies which would result in only the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit (and not include all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units) paying any extra

charges or fees for the use of any common property, limited common property or other common areas, facilities, or indoor or outdoor amenities of the strata corporation.

- 5.5 No strata corporation shall pass any bylaws or approve any levies, charges or fees which would result in the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit paying for the use of parking, bicycle storage, electric vehicle charging stations or related facilities, notwithstanding that the Strata Corporation may levy such parking, bicycle storage, electric vehicle charging stations or other related facilities charges or fees on all the other owners, tenants, any other permitted occupants or visitors of all the strata lots in the applicable strata plan which are not Affordable Housing Units; provided, however, that the electricity fees, charges or rates for use of electric vehicle charging stations are excluded from this provision.
- 5.6 The strata corporation shall not pass any bylaw or make any rule which would restrict the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit from using and enjoying any common property, limited common property or other common areas, facilities or amenities of the strata corporation, including parking, bicycle storage, electric vehicle charging stations or related facilities, except, subject to section 5.5 of this Agreement, on the same basis that governs the use and enjoyment of any common property, limited common property and other common areas, facilities or amenities of the strata corporation, including parking, bicycle storage, electric vehicle charging stations and related facilities, by all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units.

ARTICLE 6 DEFAULT AND REMEDIES

- 6.1 The Owner agrees that, in addition to any other remedies available to the City under this Agreement or the Housing Covenants or at law or in equity, if an Affordable Housing Unit is used or occupied in breach of this Agreement or rented at a rate in excess of the Permitted Rent or the Owner is otherwise in breach of any of its obligations under this Agreement or the Housing Covenants, the Owner will pay the Daily Amount to the City for every day that the breach continues after forty-five (45) days written notice from the City to the Owner stating the particulars of the breach. For greater certainty, the City is not entitled to give written notice with respect to any breach of the Agreement until any applicable cure period, if any, has expired. The Daily Amount is due and payable five (5) business days following receipt by the Owner of an invoice from the City for the same.
- 6.2 The Owner acknowledges and agrees that a default by the Owner of any of its promises, covenants, representations or warranties set-out in the Housing Covenants shall also constitute a default under this Agreement.

ARTICLE 7 MISCELLANEOUS

7.1 Housing Agreement

The Owner acknowledges and agrees that:

- (a) this Agreement includes a housing agreement entered into under section 483 of the *Local Government Act*;
- (b) where an Affordable Housing Unit is a separate legal parcel the City may file notice of this Agreement in the LTO against the title to the Affordable Housing Unit and, in the case of a strata corporation, may note this Agreement on the common property sheet; and
- (c) where the Lands have not yet been Subdivided to create the separate parcels to be charged by this Agreement, the City may file a notice of this Agreement in the LTO against the title to the Lands. If this Agreement is filed in the LTO as a notice under section 483 of the *Local Government Act* prior to the Lands having been Subdivided, and it is the intention that this Agreement is, once separate legal parcels are created and/or the Lands are subdivided, to charge and secure only the legal parcels or Subdivided Lands which contain the Affordable Housing Units, then the City Solicitor shall be entitled, without further City Council approval, authorization or bylaw, to partially discharge this Agreement accordingly. The Owner acknowledges and agrees that notwithstanding a partial discharge of this Agreement, this Agreement shall be and remain in full force and effect and, but for the partial discharge, otherwise unamended. Further, the Owner acknowledges and agrees that in the event that the Affordable Housing Unit is in a strata corporation, this Agreement shall remain noted on the strata corporation's common property sheet.

7.2 No Compensation

The Owner acknowledges and agrees that no compensation is payable, and the Owner is not entitled to and will not claim any compensation from the City, for any decrease in the market value of the Lands or for any obligations on the part of the Owner and its successors in title which at any time may result directly or indirectly from the operation of this Agreement.

7.3 Modification

Subject to section 7.1 of this Agreement, this Agreement may be modified or amended from time to time, by consent of the Owner and a bylaw duly passed by the Council of the City and thereafter if it is signed by the City and the Owner.

7.4 Management

The Owner covenants and agrees that it will furnish good and efficient management of the Affordable Housing Units and will permit representatives of the City to inspect the Affordable Housing Units at any reasonable time, subject to the notice provisions in the *Residential Tenancy Act*. The Owner further covenants and agrees that it will maintain the Affordable Housing Units in a good state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Lands. Notwithstanding the foregoing, the Owner acknowledges and agrees that the City, in its absolute discretion, may require the Owner, at the Owner's expense, to hire a person or company with the skill and expertise to manage the Affordable Housing Units.

7.5 Indemnity

The Owner will indemnify and save harmless the City and each of its elected officials, officers, directors, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:

- (a) any negligent act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom at law the Owner is responsible relating to this Agreement;
- (b) the City refusing to issue a development permit, building permit or refusing to permit occupancy of any building, or any portion thereof, constructed on the Lands;
- (c) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands or any Affordable Housing Unit or the enforcement of any Tenancy Agreement; and/or
- (d) without limitation, any legal or equitable wrong on the part of the Owner or any breach of this Agreement by the Owner.

7.6 Release

The Owner hereby releases and forever discharges the City and each of its elected officials, officers, directors, and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of or which would or could not occur but for the:

- (a) construction, maintenance, repair, ownership, lease, license, operation or management of the Lands or any Affordable Housing Unit under this Agreement;

- (b) the City refusing to issue a development permit, building permit or refusing to permit occupancy of any building, or any portion thereof, constructed on the Lands; and/or
- (c) the exercise by the City of any of its rights under this Agreement or an enactment.

7.7 Survival

The obligations of the Owner set out in this Agreement will survive termination or discharge of this Agreement.

7.8 Priority

The Owner will do everything necessary, at the Owner's expense, to ensure that this Agreement, if required by the City Solicitor, will be noted against title to the Lands in priority to all financial charges and encumbrances which may have been registered or are pending registration against title to the Lands save and except those specifically approved in advance in writing by the City Solicitor or in favour of the City, and that a notice under section 483(5) of the *Local Government Act* will be filed on the title to the Lands.

7.9 City's Powers Unaffected

This Agreement does not:

- (a) affect or limit the discretion, rights, duties or powers of the City under any enactment or at common law, including in relation to the use or subdivision of the Lands;
- (b) impose on the City any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement;
- (c) affect or limit any enactment relating to the use or subdivision of the Lands; or
- (d) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Lands.

7.10 Agreement for Benefit of City Only

The Owner and the City agree that:

- (a) this Agreement is entered into only for the benefit of the City;
- (b) this Agreement is not intended to protect the interests of the Owner, any Tenant, or any future owner, lessee, occupier or user of the Lands or the building or any portion thereof, including any Affordable Housing Unit; and

- (c) the City may at any time execute a release and discharge of this Agreement, without liability to anyone for doing so, and without obtaining the consent of the Owner.

7.11 No Public Law Duty

Where the City is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the Owner agrees that the City is under no public law duty of fairness or natural justice in that regard and agrees that the City may do any of those things in the same manner as if it were a private party and not a public body.

7.12 Notice

Any notice required to be served or given to a party herein pursuant to this Agreement will be sufficiently served or given if delivered, to the postal address of the Owner set out in the records at the LTO, and in the case of the City addressed:

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

And to: City Solicitor
City of Richmond
6911 No. 3 Road
Richmond, BC V6Y 2C1

or to the most recent postal address provided in a written notice given by each of the parties to the other. Any notice which is delivered is to be considered to have been given on the first day after it is dispatched for delivery.

7.13 Enuring Effect

This Agreement will extend to and be binding upon and enure to the benefit of the parties hereto and their respective successors and permitted assigns.

7.14 Severability

If any provision of this Agreement is found to be invalid or unenforceable, such provision or any part thereof will be severed from this Agreement and the resultant remainder of this Agreement will remain in full force and effect.

7.15 Waiver

All remedies of the City will be cumulative and may be exercised by the City in any order or concurrently in case of any breach and each remedy may be exercised any number of times with respect to each breach. Waiver of or delay in the City exercising

any or all remedies will not prevent the later exercise of any remedy for the same breach or any similar or different breach.

7.16 Sole Agreement

This Agreement, and any documents signed by the Owners contemplated by this Agreement (including, without limitation, the Housing Covenants), represent the whole agreement between the City and the Owner respecting the use and occupation of the Affordable Housing Units, and there are no warranties, representations, conditions or collateral agreements made by the City except as set forth in this Agreement. In the event of any conflict between this Agreement and the Housing Covenants, this Agreement shall, to the extent necessary to resolve such conflict, prevail.

7.17 Further Assurance

Upon request by the City the Owner will forthwith do such acts and execute such documents as may be reasonably necessary in the opinion of the City to give effect to this Agreement.

7.18 Covenant Runs with the Lands

This Agreement burdens and runs with the Lands and every parcel into which it is Subdivided in perpetuity. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its personal administrators, successors and assigns, and all persons who after the date of this Agreement, acquire an interest in the Lands.

7.19 Equitable Remedies

The Owner acknowledges and agrees that damages would be an inadequate remedy for the City for any breach of this Agreement and that the public interest strongly favours specific performance, injunctive relief (mandatory or otherwise), or other equitable relief, as the only adequate remedy for a default under this Agreement.

7.20 No Joint Venture

Nothing in this Agreement will constitute the Owner as the agent, joint venturer, or partner of the City or give the Owner any authority to bind the City in any way.

7.21 Applicable Law

Unless the context otherwise requires, the laws of British Columbia (including, without limitation, the *Residential Tenancy Act*) will apply to this Agreement and all statutes referred to herein are enactments of the Province of British Columbia.

7.22 Deed and Contract

By executing and delivering this Agreement the Owner intends to create both a contract and a deed executed and delivered under seal.

7.23 Joint and Several

If the Owner is comprised of more than one person, firm or body corporate, then the covenants, agreements and obligations of the Owner shall be joint and several.

7.23 Limitation on Owner's Obligations

The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands provided however that notwithstanding that the Owner is no longer the registered owner of the Lands, the Owner will remain liable for breaches of this Agreement that occurred while the Owner was the registered owner of the Lands.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

YUANHENG SEASIDE DEVELOPMENTS LTD. (INC. NO. BC0911549)

by its authorized signatory(ies):

Per: 

Name: Guang Chang Lin

Per: _____

Name: _____

CITY OF RICHMOND
by its authorized signatory(ies):

Per: _____
Malcolm D. Brodie, Mayor

Per: _____
David Weber, Corporate Officer

City of Richmond APPROVED for content by originating dept. <i>MR</i>
Legal Advice <i>JD</i>
DATE OF COUNCIL APPROVED (if applicable)

Appendix A to Housing Agreement

STATUTORY DECLARATION

CANADA)	IN THE MATTER OF A
)	HOUSING AGREEMENT WITH
PROVINCE OF BRITISH COLUMBIA)	THE CITY OF RICHMOND
)	("Housing Agreement")

TO WIT:

I, _____ of _____, British Columbia, do solemnly declare that:

1. I am the owner or authorized signatory of the owner of _____ (the "Affordable Housing Unit"), and make this declaration to the best of my personal knowledge.
2. This declaration is made pursuant to the Housing Agreement in respect of the Affordable Housing Unit.
3. For the period from _____ to _____, the Affordable Housing Unit was occupied only by the Eligible Tenants (as defined in the Housing Agreement) whose names and current addresses and whose employer's names and current addresses appear below:

[Names, addresses and phone numbers of Eligible Tenants and their employer(s)]

4. The rent charged each month for the Affordable Housing Unit is as follows:
 - (a) the monthly rent on the date 365 days before this date of this statutory declaration: \$_____ per month;
 - (b) the rent on the date of this statutory declaration: \$_____; and
 - (c) the proposed or actual rent that will be payable on the date that is 90 days after the date of this statutory declaration: \$_____.
5. I acknowledge and agree to comply with the Owner's obligations under the Housing Agreement, and other charges in favour of the City noted or registered in the Land Title Office against the land on which the Affordable Housing Unit is situated and confirm that the Owner has complied with the Owner's obligations under the Housing Agreement.

6. I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and pursuant to the *Canada Evidence Act*.

DECLARED BEFORE ME at the City of _____,
_____, in the Province of British Columbia, this _____ day of _____, 20____.

A Commissioner for Taking Affidavits in the Province of British Columbia

DECLARANT

PRIORITY AGREEMENT

FIRST COMMERCIAL BANK (the "**Chargeholder**") is the holder of the following Mortgages and Assignments of Rents (and any related extensions thereof):

As to Lot A:

- (i) Mortgage no. CA3770734 and Assignment of Rents CA3770735;
- (ii) Mortgage no. CA2114498 and Assignment of Rents CA2114499;
- (iii) Mortgage no. CA2253689 and Assignment of Rents CA2253690;
- (iv) Mortgage no. CA2279785 and Assignment of Rents CA2279786;
- (v) Mortgage no. CA2403693 and Assignment of Rents CA2403694;
- (vi) Mortgage no. CA2858293 and Assignment of Rents CA2858294;

As to Lot B:


- (vii) Mortgage no. CA3211610 and Assignment of Rents CA3211611;
- (viii) Mortgage no. CA3770734 and Assignment of Rents CA3770735;
- (ix) Mortgage no. CA2114498 and Assignment of Rents CA2114499;
- (x) ~~Mortgage no. CA2253689 and Assignment of Rents CA2253690;~~ *u*

all registered in the Land Title Office (collectively, the "**Bank Charges**") against title to Lot A and Lot B (each as further defined and legally described in the agreement to which this priority agreement is attached), as applicable.

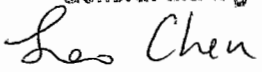
The Chargeholder, being the holder of the Bank Charges, by signing the Form C General Instrument attached hereto as Part I, in consideration of the payment of Ten Dollars (\$10.00) and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged and agreed to by the Chargeholder) hereby consents to the granting of this Housing Agreement and hereby covenants that this Housing Agreement shall bind the Bank Charges in Lot A and Lot B, as applicable, and shall rank in priority upon Lot A and Lot B, as applicable, over the Bank Charges as if the Housing Agreement had been registered prior to the Bank Charges and prior to the advance of any monies pursuant to the Bank Charges. The grant of priority is irrevocable, unqualified and without reservation or limitation.

FIRST COMMERCIAL BANK

by its authorized signatory(ies):

Per: 

Name: **Bob Yeh**
General Manager

Per: 

Name: **Leo Chen**
Manager

Housing Agreement (Section 483 Local Government Act)
Application No. RZ 12-603040
Rezoning Consideration No. 18
v.4



**Development Permit Panel
Wednesday, November 30, 2016**

Time: 3:30 p.m.
Place: Council Chambers
Richmond City Hall
Present: Robert Gonzalez, Chair
John Irving, Director, Engineering
Victor Wei, Director, Transportation

The meeting was called to order at 3:30 p.m.

Minutes

It was moved and seconded

That the minutes of the meeting of the Development Permit Panel held on November 16, 2016, be adopted.

CARRIED

**1. Development Permit 16-727168
(REDMS No. 5124252)**

APPLICANT: Pritam Samra
PROPERTY LOCATION: 7311 No. 5 Road
INTENT OF PERMIT:

1. Permit the construction of a single-family dwelling with an attached garage on a site with an Environmentally Sensitive Area (ESA) designation at 7311 No. 5 Road, and zoned Agriculture (AG1).

Applicant's Comments

Jaswinder Singh, designer for the project, accompanied by Pritam Samra, property owner, briefed the Panel on the proposed modifications to the design of the subject development in response to the Panel's recommendation at the meeting on July 13, 2016, noting that:

1.

Development Permit Panel

Wednesday, November 30, 2016

- the site has a designated Environmentally Sensitive Area (ESA) covering approximately half of the site;
- proposed modifications made in response to the previous Panel referral include, among others, (i) relocating the septic field out of the ESA to the maximum extent possible, (ii) relocating the garage, originally proposed to be located at the rear to the house, to the front of the house, and (iii) reducing the size of the proposed garage;
- to accommodate the proposed relocation of the garage, the house will be moved slightly westward; and
- the proposed modifications will result in a significant reduction of the proposed development's encroachment into the ESA, from approximately 300 square meters in the original proposal to 40.3 square meters in the revised proposal.

Staff Comments

Wayne Craig, Director, Development, advised that (i) the subject development application was considered and referred back to staff by the Panel on July 13, 2016 for consideration of redesigning the proposal to limit the extent of the project's encroachment into the ESA, (ii) the revised site plan, house design, and septic field design have responded to the Panel's direction, and (iii) the project's encroachment into the ESA has been substantially reduced in the revised proposal.

Panel Discussion

In response to queries from the Panel, Mr. Singh acknowledged that (i) the redesign of the house and septic field will result in minimal impact to the ESA, and (ii) lot coverage is 20 percent for the whole lot and 37 percent excluding the ESA.

The Panel expressed support for the project, noting that the proposed modifications to the original proposal have significantly improved the project.

Correspondence

None.

Gallery Comments

None.

Panel Decision

It was moved and seconded

That a Development Permit be issued which would permit the construction of a single-family dwelling with an attached garage on a site with an Environmentally Sensitive Area (ESA) designation at 7311 No. 5 Road, and zoned Agriculture (AG1).

CARRIED

2.

Development Permit Panel
Wednesday, November 30, 2016

2. Development Permit 16-741981
(REDMS No. 5217500)

APPLICANT: Townline Gardens Inc.

PROPERTY LOCATION: 10780 No. 5 Road

INTENT OF PERMIT:

1. Permit the construction of one (1) 10-storey residential building and three (3) 3-storey residential buildings at 10780 No. 5 Road on a site zoned "Commercial Mixed Use (ZMU18) – The Gardens (Shellmont)"; and
2. Vary the provisions of Richmond Zoning Bylaw 8500 to:
 - a) For the most westerly building (Building E1), increase the maximum height over a parkade structure from six (6) storeys and 25.0 m, to ten (10) storeys and 33.6 m; and
 - b) For the most westerly building (Building E1), increase the allowable projection of unenclosed balconies into a side yard setback abutting the Agricultural Land Reserve, from a maximum of 0.9 m to 1.8 m.

Applicant's Comments

Joseph Lau, ZGF Cotter Architects, accompanied by Stephen Slot, Townline Developments, provided background information on the proposed development and highlighted the following:

- the project is the last phase (Phase 3) of "The Gardens" mixed-used development;
- the original development permit application for Phase 3 was approved by Council in June 2016; however, the applicant is applying for a new development permit specifically for Building E1 and Buildings F1, F2 and F3 to respond to the Ministry of Transportation and Industry (MoTI) plan for a future expansion of Highway 99 as part of the George Massey Tunnel Replacement (GMTR) project;
- the revised scheme for Phase 3 will redistribute the density from housing units adjacent to Highway 99 to the center of the subject site, through replacing the original proposal for a four-storey apartment building with a cluster of three 3-storey townhouse buildings and increasing the height of Building E1 from eight to ten storeys; and
- the applicant is requesting a variance to increase the height of Building E1 and another variance to increase the projection of unenclosed balconies of Building E1 from 0.9 meters to 1.8 meters into the side yard setback abutting the park to the north.

Development Permit Panel

Wednesday, November 30, 2016

Dan Van Haastrecht, Durante Kreuk Ltd., briefed the Panel on the main landscaping features of the project, noting that the proposed design of the courtyard area between Buildings E1 and E2 and the central pedestrian mews that connects the site to the park to the north have remained largely unchanged in the new development permit application.

Mr. Van Haastrecht added that the proposed landscaping changes are in the areas around the cluster of townhouses including (i) improvements to the surface treatment of the drive aisle entrance, (ii) addition of east-west pedestrian connection for the townhouse cluster to the pedestrian mews, (iii) provision of accessible green roof area over the bicycle pavilion, and (iv) removal of the proposed dog park in the northeast section of the subject site which will be subject to future expropriation by the Ministry of Transportation and Infrastructure for the future GMTR project.

Staff Comments

Mr. Craig advised that (i) the proposed variance for increasing the projection of balconies is consistent with the previously approved development permit for Phase 3, (ii) the revised proposal reallocates the affordable housing units on the subject development, resulting in an increase in the total floor area for affordable housing being provided and an increase in family-oriented affordable housing units, (iii) no significant changes have been made to the overall landscape design for the project, and (iv) the proposed apartment and townhouse designs will conform to the Canada Mortgage and Housing Corporation (CMHC) standards for mitigation of traffic-related noise as per the acoustical engineering report provided by the applicant.

Panel Discussion

In response to queries from the Panel, Mr. Lau acknowledged that (i) changes in the architectural treatment for Building E1 will minimize the visual impact of its increased height, (ii) projected shadow impacts of Building E1 on the park and neighbouring developments to the northeast would be limited to the winter months and only for short durations during sunny days, (iii) the proposed additional two storeys for Building E1 would be accommodated with less than the normal corresponding increase in building height due to the proposed concrete construction, (iv) the applicant did not receive any negative comments regarding the proposed development during the public consultation meeting that was held on September 13, 2016, (v) the total number of proposed housing units for Phase 3 has been reduced as a result of the density transfer to the center of the subject development, and (vi) appropriate measures are expected to be undertaken by MoTI to mitigate the impact of traffic noise to the subject development when the Highway 99 road interchange will be constructed in the future.

The Panel expressed support for the project, noting that (i) the proposed redesign of the subject development and density transfer are well thought out, (ii) the shadow impacts of the increased height of Building E1 on the park and neighbouring developments would be minimal, and (iii) the proposed variations in building heights have made the subject development more visually appealing.

Development Permit Panel
Wednesday, November 30, 2016

Correspondence

None.

Gallery Comments

None.

Panel Decision

It was moved and seconded

That a Development Permit be issued which would:

1. *Permit the construction of one (1) 10-storey residential building and three (3) 3-storey residential buildings at 10780 No. 5 Road on a site zoned "Commercial Mixed Use (ZMU18) – The Gardens (Shellmont)"; and*
2. *Vary the provisions of Richmond Zoning Bylaw 8500 to:*
 - a) *For the most westerly building (Building E1), increase the maximum height over a parkade structure from six (6) storeys and 25.0 m, to ten (10) storeys and 33.6 m; and*
 - b) *For the most westerly building (Building E1), increase the allowable projection of unenclosed balconies into a side yard setback abutting the Agricultural Land Reserve, from a maximum of 0.9 m to 1.8 m.*

CARRIED

3. New Business

4. Date of Next Meeting: December 14, 2016

5. Adjournment

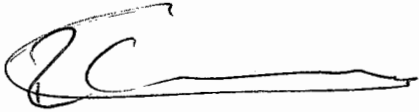
It was moved and seconded

That the meeting be adjourned at 3:55 p.m.

CARRIED

Development Permit Panel
Wednesday, November 30, 2016

Certified a true and correct copy of the Minutes of the meeting of the Development Permit Panel of the Council of the City of Richmond held on Wednesday, November 30, 2016.



Robert Gonzalez
Chair

Rustico Agawin
Auxiliary Committee Clerk



**Development Permit Panel
Wednesday, December 14, 2016**

Time: 3:30 p.m.
Place: Council Chambers
Richmond City Hall
Present: Joe Erceg, Chair
Cathryn Volkering-Carlile, General Manager, Community Services
Victor Wei, Director, Transportation

The meeting was called to order at 3:30 p.m.

Minutes

It was moved and seconded

That the minutes of the meeting of the Development Permit Panel held on November 30, 2016, be adopted.

CARRIED

**1. Development Permit 15-696896
(REDMS No. 5217904)**

APPLICANT: McDonald's Restaurants of Canada Ltd.

PROPERTY LOCATION: 7120 No. 3 Road

INTENT OF PERMIT:

1. Permit the construction of a single storey restaurant with a drive-through at 7120 No. 3 Road on a site zoned "Auto-Oriented Commercial (CA)".

Applicant's Comments

Brian Johnson, Reprise Design and Architecture, provided background information on the proposed development and highlighted the following:

- a wide pedestrian walkway fronting No. 3 Road with pedestrian scale furniture is proposed to provide direct access to the main entrance of the restaurant;

Development Permit Panel

Wednesday, December 14, 2016

- proposed building materials, e.g. metal panel, natural stone, and natural brick, provide a West Coast feel to the building façade;
- sustainability features of the project include white roofing, energy management systems for lighting and HVAC controls, full LED lighting for interior and exterior lighting, low-e solar grade glazing and low-flow plumbing fixtures; and
- a screened rooftop area is being proposed to replace the original proposal for five individual HVAC rooftop units to address potential noise and aesthetic concerns of neighbouring developments.

In response to queries from the Panel, Mr. Johnson noted that (i) the rooftop mechanical units will be screened with metal louvers on top, (ii) a preliminary acoustic study was done and a final acoustic study is currently being conducted and a report will be submitted, (iii) the project will meet Noise Bylaw requirements, and (iv) the proposed commercial grade kitchen exhaust fans will discharge air vertically with a high rate of velocity.

Cameron Owen, IBI Group, provided a brief background on the proposed landscaping features for the project, noting that (i) Advisory Design Panel recommendations have been integrated into the proposed plans, (ii) a seating area is provided adjacent to the existing free-standing heritage McDonald's sign which is proposed to be retained and refurbished, (iii) safety measures have been incorporated to ensure safe on-site pedestrian circulation such as installation of signs and bollards at the drive through exit and protecting the outdoor seating area with physical barriers, (iv) additional trees are proposed on the parking lot to provide more shade, (v) certain tree species have been replaced in the original proposal to address Advisory Design Panel concerns, (vi) a new 1.8-meter high wood fence on the north, south and east property lines provide separation and screening to adjacent properties, and (vii) root barriers are proposed to be installed around trees along the north side for tree protection when the east-west City lane will be widened in the future.

In response to a query from the Panel, Mr. Owen confirmed that the proposed buffering along the north property line consists of a 1.8-meter high wood fence, row of large canopy trees, dense low shrub planting and a strip of lawn to provide separation to the adjacent development to the north and mitigate traffic noise on the drive through lane.

Graham Fane, Real Estate Representative, McDonald's Restaurants of Canada Ltd., spoke on the project's proposed measures to mitigate potential noise and odour concerns of neighbouring developments, noting that (i) drive through speakers will be equipped with automatic volume controls (AVC) to control volume based on outdoor day and night time noise levels, (ii) screening for the rooftop mechanical units will be custom specified louvered acoustic walls, (iii) the restaurant will be equipped with high performing state of the art exhaust fans and range hoods, and (iv) projected noise and odour levels would be lower than currently existing and will comply with City regulations.

Development Permit Panel

Wednesday, December 14, 2016

Panel Discussion

In response to queries from the Panel, the project team commented that (i) metal display boxes for newspapers and similar structures will not be allowed on the subject site, (ii) proposed ramps will provide accessibility to people in wheelchairs, (iii) the white roof is being proposed from a sustainability perspective, but the applicant will consider the suggestion for using other colours or introducing patterning on the rooftop surface, and (iv) a stamped concrete surface treatment is proposed for the loading area.

Discussion ensued on the proposed rooftop surface treatment and staff was directed to work with the applicant to investigate opportunities to enhance the proposed rooftop treatment through replacing the white colour and/or introducing patterns and designs to enhance the roof's visual appeal and address potential overlook concerns from the high-rise commercial/residential building to the north of the subject site.

Joe Guzzo, McDonald's restaurant owner, noted that (i) the McDonald's restaurant on the subject site is the first McDonald's restaurant in Canada and outside of the United States and will be celebrating its 50th anniversary in 2017, and (ii) significant improvements in sustainability features will be incorporated into the project.

Staff Comments

Wayne Craig, Director, Development, advised that (i) staff appreciate the proposed retention and refurbishing of the McDonald's free-standing heritage sign along No. 3 Road, (ii) the landscape plan is respectful of existing trees along the perimeter of the site which are in good condition, (iii) the applicant will introduce a significant amount of permeable pavers on site, and (iv) there is a Servicing Agreement associated with frontage improvements along No. 3 Road.

In response to a query from the Panel, Mr. Craig confirmed that the City is requesting the applicant to provide Public Rights of Passage (PROP) Statutory Right of Way (SRW) along the entire west property lines for frontage improvements along No. 3 Road and along the north property line for future widening and extension of the east-west City lane.

Panel Discussion

The Panel expressed support for the proposed development, noting that the project was well thought out.

Correspondence

None.

Gallery Comments

None.

Development Permit Panel

Wednesday, December 14, 2016

Panel Decision

It was moved and seconded

That a Development Permit be issued which would permit the construction of a single storey restaurant with a drive-through at 7120 No. 3 Road on a site zoned "Auto-Oriented Commercial (CA)".

CARRIED

2. Development Permit 16-723753 Heritage Alteration Permit 16-723754 (REDMS No. 5229080)

APPLICANT: City of Richmond

PROPERTY LOCATION: 3811 Moncton Street

INTENT OF PERMIT:

Permit the construction of an enclosure containing information technology and building mechanical equipment on a portion of the east side of Steveston Museum, a designated heritage building in the Steveston Village Heritage Conservation Area, at 3811 Moncton Street on a site zoned Steveston Commercial (CS2).

Applicant's Comments

Wendy Andrews, Andrews Architects, Inc., accompanied by Greg Andrews, provided background information on the development proposal and highlighted the following:

- an enclosure is proposed to be constructed to contain City IT-related infrastructure and screen an HVAC unit for the Steveston Museum, a designated heritage building in the Steveston Village Heritage Conservation Area;
- the proposed enclosure will be located between the Steveston Museum and the Japanese Fishermen's Benevolent Society building which is also a designated heritage building;
- the existing HVAC unit will be replaced with a more compact unit and will be moved along the side of the Steveston Museum building so that the window on the north side of the building will not be blocked;
- the proposed enclosure will provide ventilation for the HVAC unit and will have a low slope wood shingle roofing to avoid blocking the windows on the east and north sides of the building; and
- the proposed enclosure will be a separate structure from the Steveston Museum building and designed to match cladding and roof materials and colour consistent with the heritage character of the building.

Development Permit Panel

Wednesday, December 14, 2016

Staff Comments

None.

Correspondence

Linda Barnes, Steveston Historical Society, 3811 Moncton St. (Schedule 1)

Mr. Craig advised that the email from Linda Barnes on behalf of the Steveston Historical Society expressed support for the development proposal, noting that the proposed enclosure is consistent with the design provided to the Society's Building Committee.

Panel Discussion

In response to queries from the Panel, Ms. Andrews advised that (i) the proposed colour of the enclosure is consistent with the colour of the Steveston Museum building, (ii) the proposed cedar shingles for the roofing of the enclosure will age over time and match the colour of the building's roof, and (iii) the proposed slope of the roofing for the enclosure will be lower than the slopes of the roofs of the Museum building and the adjacent Japanese Fishermen's Benevolent Society building in order not to block the Museum's windows, and (iv) security features will be incorporated into the proposed enclosure.

Gallery Comments

None.

Panel Decision

It was moved and seconded

1. *That a Development Permit be issued which would permit the construction of an enclosure containing information technology and building mechanical equipment on a portion of the east side of Steveston Museum, a designated heritage building in the Steveston Village Heritage Conservation Area, at 3811 Moncton Street on a site zoned Steveston Commercial (CS2); and*
2. *That a Heritage Alteration Permit (HA 16-723754) be issued for 3811 Moncton Street in accordance with the Development Permit.*

CARRIED

3. New Business

None.

4. Date of Next Meeting: January 11, 2017

5. Adjournment

5.

Development Permit Panel
Wednesday, December 14, 2016

It was moved and seconded

That the meeting be adjourned at 4:10 p.m.

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Development Permit Panel of the Council of the City of Richmond held on Wednesday, December 14, 2016.

Joe Erceg
Chair

Rustico Agawin
Auxiliary Committee Clerk

To Development Permit Panel	
Date:	<u>DECEMBER 12, 2016</u>
Item #	<u>2</u>
Re:	<u>DP 16 - 723753</u>
	<u>HAP 16 - 723754</u>

-----Original Message-----

From: Linda Barnes [mailto:loulindy50@gmail.com]

Sent: Thursday, 8 December 2016 15:46

To: Gillis, David

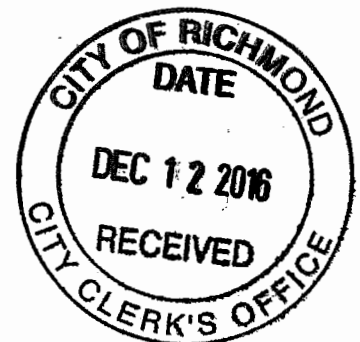
Cc: Baxter, Connie; Forrest, Rebecca; Sharp, Gabrielle; Carmen Keitsch

Subject: Steveston HVAC/IT enclosure DPP/HAP

On behalf of the Steveston Historical Society I am writing in support of the application going forward re: the enclosure on the Steveston museum. The design is in keeping with what had been discussed at the Building Committee, is esthetically pleasing and in keeping with the existing museum. I know that, as a heritage building, all due care will be taken where the new enclosure meets the existing cladding. Again, thank-you to city staff, particularly Jim Young, for the work being done. The Society looks forward to our continuing partnership with the City of Richmond on the Steveston Historical Building Committee and many other endeavors.

Cheers

Linda Barnes





City of Richmond

Report to Council

To: Richmond City Council

Date: January 3, 2017

From: Robert Gonzalez
Chair, Development Permit Panel

File: DP 16-741981

Re: Development Permit Panel Meeting Held on November 30, 2016

Staff Recommendation

That the recommendation of the Panel to authorize the issuance of:

1. A Development Permit (DP 16-741981) for the property at 10780 No. 5 Road;

be endorsed, and the Permit so issued.

Robert Gonzalez
Chair, Development Permit Panel

SB:blg

Panel Report

The Development Permit Panel considered the following item at its meeting held on November 30, 2016.

DP 16-741981 – TOWNLINE GARDENS INC. – 10780 NO. 5 ROAD
(November 30, 2016)

The Panel considered a Development Permit application to permit the construction of one (1) 10-storey residential building and three (3) three-storey residential buildings at 10780 No. 5 Road; on a site zoned “Commercial Mixed Use (ZMU18) – The Gardens (Shellmont)”. Variances are included in the proposal for increased maximum building height and increased balcony projections into a side yard setback abutting the Agricultural Land Reserve (ALR).

Architect, Joseph Lau, of ZGF Cotter Architects; applicant, Stephen Slot, of Townline Developments; and Landscape Architect, Dan Van Haastrecht, of Durante Kreuk Ltd., provided a brief presentation, noting that:

- The project is the last phase (Phase 3) of “The Gardens” mixed-used development and the original Development Permit application for Phase 3 was approved by Council in June, 2016; however, the applicant is applying for a new Development Permit; specifically for Building E1 and Buildings F1, F2 and F3 to respond to the Ministry of Transportation and Industry (MoTI) plan for a future expansion of Highway 99 as part of the George Massey Tunnel Replacement (GMTR) project.
- The revised scheme redistributes the density from housing units adjacent to Highway 99 to the center of the site; through replacing the original proposal for a four-storey apartment building with a cluster of three (3) three-storey townhouse buildings and increasing the height of Building E1 from 8-storey to 10-storey. The increase in building height was lessened by changing from wood to concrete construction and decreasing the floor to floor height. Analysis confirmed that the central location of Building E1 limits shadow impacts and the apparent building height as viewed from No. 5 Road.
- Proposed landscaping changes are in the areas around the townhouses, including: (i) drive aisle surface treatment improvements; (ii) added east-west pedestrian connection from the townhouses to the pedestrian mews; (iii) provision of accessible green roof area over the bicycle pavilion; and (iv) removal of a dog park in the northeast corner which will be subject to future expropriation by MoTI for the future GMTR project.

Staff advised that: (i) the proposed variance for increasing the projection of balconies is consistent with the previously approved Development Permit for Phase 3; (ii) the revised proposal reallocates the affordable housing units on the subject development, resulting in an increase in the total floor area for affordable housing being provided and an increase in family-oriented affordable housing units; (iii) no significant changes have been made to the overall landscape design for the project; and (iv) the proposed apartment and townhouse designs will conform to the Canada Mortgage and Housing Corporation (CMHC) standards for mitigation of traffic-related noise as per the acoustical engineering report provided by the applicant.

In response Panel queries, Mr. Lau acknowledged that: (i) changes in the architectural treatment for Building E1 will minimize the visual impact of its increased height; (ii) projected shadow impacts of Building E1 on the park and neighbouring developments to the northeast would be limited to the winter months and only for short durations during sunny days; (iii) the proposed additional two (2) storeys for Building E1 would be accommodated with less than the normal corresponding increase in building height due to the proposed concrete construction; (iv) the applicant did not receive any negative written comments regarding the proposed development during the public consultation meeting that was held on September 13, 2016; (v) the total number of proposed housing units for Phase 3 has been reduced as a result of the density transfer to the center of the subject development; and (vi) appropriate measures are expected to be undertaken by MoTI to mitigate the impact of traffic noise to the subject development when the Highway 99 road interchange will be constructed in the future.

The Panel expressed support for the project; noting that: (i) the proposed redesign of the subject development and density transfer are well thought out; (ii) the shadow impacts of the increased height of Building E1 on the park and neighbouring developments would be minimal; and (iii) the proposed variations in building heights have made the subject development more visually appealing.

No correspondence was submitted to the Panel regarding the Development Permit application.

The Panel recommends that the Permit be issued.



City of Richmond

Report to Council

To: Richmond City Council

Date: January 3, 2017

From: Joe Erceg
Chair, Development Permit Panel

File: DP 16-723753/
HA 16-723754

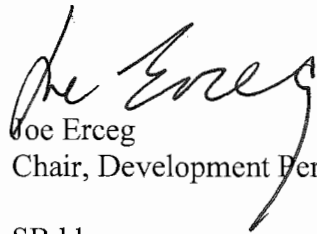
Re: Development Permit Panel Meeting Held on December 14, 2016

Staff Recommendation

That the recommendation of the Panel to authorize the issuance of:

1. A Development Permit (DP 16-723753) and a Heritage Alteration Permit (HA 16-723754) for the property at 3811 Moncton Street;

be endorsed, and the Permits so issued.



Joe Erceg
Chair, Development Permit Panel

SB:blg

Panel Report

The Development Permit Panel considered the following items at its meeting held on December 14, 2016.

DP 16-723753 AND HA 16-723754 – CITY OF RICHMOND –3811 MONCTON STREET
(December 14, 2016)

The Panel considered a Development Permit application and Heritage Alteration Permit application to permit the construction of an enclosure containing information technology and building mechanical equipment on a portion of the east side of the Steveston Museum; a designated heritage building in the Steveston Village Heritage Conservation Area, on a site zoned “Steveston Commercial (CS2)”. No variances are included in the proposal.

Architects, Wendy Andrews and Greg Andrews, of Andrews Architects, Inc., provided a brief presentation, noting that:

- The enclosure is designed to contain City Information Technology-related infrastructure and screen an HVAC unit.
- The existing HVAC unit will be replaced with a more compact unit and will be moved along the side of the Steveston Museum building; so that the window on the north side of the building will not be blocked.
- The design includes low slope, wood shingle roofing to avoid blocking the windows on the east and north sides of the building.
- The proposed enclosure will be a separate structure from the Steveston Museum building and will be designed to match cladding and roof materials and color consistent with the heritage character of the building.

In response to Panel queries, Ms. Andrews advised that: (i) the proposed color of the enclosure is consistent with the color of the Steveston Museum building; (ii) the proposed Cedar shingles for the roofing of the enclosure will age over time and match the color of the building’s roof; (iii) the proposed slope of the roofing for the enclosure will be lower than the slopes of the roofs of the Museum building and the adjacent Japanese Fishermen’s Benevolent Society building in order not to block the Museum’s windows; and (iv) security features will be incorporated into the proposed enclosure.

Correspondence was submitted to the Panel on behalf of the Steveston Historical Society in support of the Development Permit application.

The Panel recommends that the Permit be issued.