



**City Council
Electronic Meeting**

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

**Tuesday, October 11, 2022
7:00 p.m.**

Pg. # ITEM

MINUTES

1. *Motion to:*
- CNCL-10 (1) *adopt the minutes of the Regular Council meeting held on September 26, 2022.*



AGENDA ADDITIONS & DELETIONS

PRESENTATION

E3 Fleet Challenge Award presentation to Mayor and Council

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. 17.

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.

RECOMMENDATIONS FROM COMMITTEE WILL APPEAR ON THE REVISED COUNCIL AGENDA, EITHER ON THE CONSENT AGENDA OR NON-CONSENT AGENDA DEPENDING ON THE OUTCOME AT COMMITTEE.

CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- Richmond Animal Shelter Public Art Concept Proposal
- Instructor/Lifeguard Recruitment Initiatives
- Steveston National Historic Site: “Fisheries Museum Of The Pacific”
- Richmond Circular City Strategy
- Permissive Property Tax Exemption (2023) Bylaw No. 10384
- Consolidated Fees Bylaw No. 8636, Amendment Bylaw No.10398
- Land use applications for first reading (to be further considered at the Public Hearing on November 21, 2022):
 - 10331/10333 Bird Road – Rezone from the “Single Detached (RS1/E)” Zone to the “Single Detached (RS2/B)” Zone (Iqbal Singh Bhullar – applicant)
- Draft Youth Strategy 2022-2032

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Pg. # ITEM

- Housing Agreement Bylaw No. 10135 to Permit the City of Richmond to Secure Affordable Housing Units at 5491 No. 2 Road

5. *Motion to adopt Items No. 6 through No. 15 by general consent.*

☐

Consent
Agenda
Item

6. COMMITTEE MINUTES

That the minutes of:

CNCL-21

- (1) *the Finance Committee meeting held on October 3, 2022;*
- (2) *the General Purposes Committee meeting held on October 3, 2022; (distributed separately)*
- (3) *the Parks, Recreation and Cultural Services Committee meeting held on September 27, 2022; and (distributed separately)*
- (4) *the Planning Committee meeting held on October 4, 2022; (distributed separately)*

be received for information.

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Consent
Agenda
Item

7. RICHMOND ANIMAL SHELTER PUBLIC ART CONCEPT PROPOSAL

(File Ref. No. 11-7000-09-20-284) (REDMS No. 6955681)

CNCL-23

See Page CNCL-23 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE RECOMMENDATION

That the Richmond Animal Shelter Public Art Concept Proposal, as presented in the report titled “Richmond Animal Shelter Public Art Concept Proposal” from the Director, Arts, Culture and Heritage Services, dated August 29, 2022, be endorsed.

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Consent
Agenda
Item

8. **INSTRUCTOR/LIFEGUARD RECRUITMENT INITIATIVES**
(File Ref. No. 11-7000-01) (REDMS No. 6956753)

CNCL-40

See Page CNCL-40 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE
RECOMMENDATION

- (1) *That a subsidy program for lifeguard training courses be developed on a trial basis as outlined in the staff report titled “Instructor/Lifeguard Recruitment Initiatives,” dated September 2, 2022, from the Director, Recreation and Sport Services; and*
- (2) *That \$33,750 be allocated from the Council Contingency account for the lifeguard subsidy program as outlined in the staff report titled “Instructor/Lifeguard Recruitment Initiatives,” dated September 2, 2022, from the Director, Recreation and Sport Services.*



Consent
Agenda
Item

9. **STEVESTON NATIONAL HISTORIC SITE: “FISHERIES MUSEUM OF THE PACIFIC”**
(FILE REF. NO.)

CNCL-44

See Page CNCL-44 for full report

PARKS, RECREATION AND CULTURAL SERVICES COMMITTEE
RECOMMENDATION

- (1) *That Council approve the naming of the Britannia Shipyard National Historic Site and related historic buildings and waterfront as the “Fisheries Museum of the Pacific at the Britannia Shipyards National Historic Site”, and applications be made to Federal and Provincial Governments for major funding to complete the site, as recommended in the report Steveston National Historic Site: Fisheries Museum of the Pacific, dated September 27, 2022;*

- (2) *That Council approve Part 2 of the report in principal, pending summation of public input and further staff input, so funding applications can be made immediately;*
- (3) *That trees, shrubs and plants at Britannia Shipyards that are not native to BC be removed and replaced with species native to the Steveston area. Species native to other parts of Richmond can remain, but the trail to Trites Road should also be planted with local native species; and*
- (4) *That trees, shrubs, and plants native to our local marine habitat should be planted along Terra Nova Slough. Combined with an Estuarium and First Nations environmental interpretation centre at Britannia Shipyard, Terra Nova Slough can provide educational, environmental and habitat compensation benefits as well as habitat for Chum Salmon fry.*



Consent
Agenda
Item

10. **RICHMOND CIRCULAR CITY STRATEGY**

(File Ref. No. 10-6125-07-01) (REDMS No. 6919426)

CNCL-85

See Page CNCL-85 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

That, as described in the report titled “Richmond Circular City Strategy” from the Director, Sustainability and District Energy, dated September 1, 2022:

- (a) *the Richmond Circular City Strategy in Attachment 1 of the report be endorsed for the purpose of public consultation as a framework to establish a strategic approach to the transition to a circular economy in Richmond;*
- (b) *a funding application to the Federation of Canadian Municipalities be submitted for undertaking a Material Flow Analysis Study; and*
- (c) *the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to enter into a funding agreement with the Federation of Canadian Municipalities and that it be included in the Consolidated 5 Year Financial Plan (2023- 2027) accordingly.*



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Item

11. **PERMISSIVE PROPERTY TAX EXEMPTION (2023) BYLAW NO. 10384**

(File Ref. No. 03-0925-02-01) (REDMS No. 6893249)

CNCL-144

See Page CNCL-144 for full report

FINANCE COMMITTEE RECOMMENDATION

That Permissive Property Tax Exemption (2023) Bylaw No. 10384 be introduced and given first, second and third readings.

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Consent
Agenda
Item

12. **CONSOLIDATED FEES BYLAW NO. 8636, AMENDMENT BYLAW NO. 10398**

(File Ref. No. 12-8060-20-010398) (REDMS No. 6963459))

CNCL-183

See Page CNCL-183 for full report

FINANCE COMMITTEE RECOMMENDATION

That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10398 be introduced and given first, second and third readings.

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Consent
Agenda
Item

13. **APPLICATION BY IQBAL SINGH BHULLAR FOR REZONING AT 10331/10333 BIRD ROAD FROM THE “SINGLE DETACHED (RS1/E)” ZONE TO THE “SINGLE DETACHED (RS2/B)” ZONE**

(File Ref. No. RZ 22-011049) (REDMS No. 6968863)

CNCL-295

See Page CNCL-295 for full report

PLANNING COMMITTEE RECOMMENDATION

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10415, for the rezoning of 10331/10333 Bird Road from the “Single Detached (RS1/E)” zone to the “Single Detached (RS2/B)” zone, be introduced and given first reading.

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Consent
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14. **DRAFT YOUTH STRATEGY 2022-2032**
(File Ref. No. 07-3425-02) (REDMS No. 6953998)

CNCL-316

See Page CNCL-316 for full report

PLANNING COMMITTEE RECOMMENDATION

- (1) *That the draft Youth Strategy 2022–2032, as outlined in the staff report titled “Draft Youth Strategy 2022–2032,” dated August 23, 2022 from the Director, Community Social Development, be approved in principle;*
- (2) *That staff be authorized to seek public feedback on the draft Youth Strategy for the purposes of finalizing the strategy; and*
- (3) *That staff report back to City Council with the final Youth Strategy, including a summary of the public feedback received.*



Consent
Agenda
Item

15. **HOUSING AGREEMENT BYLAW NO. 10135 TO PERMIT THE CITY OF RICHMOND TO SECURE AFFORDABLE HOUSING UNITS AT 5491 NO. 2 ROAD**
(File Ref. No. 08-4057-20-023) (REDMS No. 6556140)

CNCL-407

See Page CNCL-407 for full report

PLANNING COMMITTEE RECOMMENDATION

That Housing Agreement (5491 No. 2 Road) Bylaw No. 10135 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of section 483 of the Local Government Act, to secure the Affordable Housing Units required by Development Permit DP 19-866690.



CONSIDERATION OF MATTERS REMOVED FROM THE
CONSENT AGENDA

NON-CONSENT AGENDA ITEMS

GENERAL PURPOSES COMMITTEE

Mayor Malcolm D. Brodie, Chair

16. **AWARD OF CONTRACT 8041P - SUPPLY AND DELIVERY OF OFFICE SUPPLIES**

(File Ref. No. 03-1000-20-8041) (REDMS No. 6945480)

CNCL-438

See Page CNCL-438 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

Opposed: Cllr. Wolfe

- (1) *That Contract 8041P - Supply and Delivery of Office Supplies be awarded to two contractors, for an aggregate contract value of \$1,320,000.00 for a three-year term, to Corporate Express Canada, Inc., operating as Staples Advantage Canada and Mills Office Productivity, as described in the report titled "Award of Contract 8041P - Supply and Delivery of Office Supplies", dated September 7, 2022 from the Acting Director, Finance;*
- (2) *That the Chief Administrative Officer and General Manager, Finance and Corporate Services be authorized to extend the initial three-year term, up to the maximum total term of five years, for the maximum total amount of \$2,314,400.00, excluding taxes, as described in the report titled "Award of Contract 8041P - Supply and Delivery of Office Supplies", dated September 7, 2022 from the Acting Director, Finance;*
- (3) *That staff be authorized to extend both contracts for the final two years of the five year contracts; and*
- (4) *That the Chief Administrative Officer and General Manager, Finance and Corporate Services be authorized to execute the contract.*



PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

DEVELOPMENT PERMIT PANEL

17. RECOMMENDATION

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

CNCL-444

- (1) *That the **Chair's report** for the Development Permit Panel meeting held on June 29, 2022 be received for information; and*
- (2) *That the recommendations of the Panel to authorize the issuance of:*
- (a) *Development Permit (DP 21-931059) for the property at 8888 No. 6 Road, be endorsed, and the Permits so issued.*

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PUBLIC DELEGATIONS ON NON-AGENDA ITEMS

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

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CNCL-447

Tariq Tyab to delegate on commemorating Muslim holidays.

19. *Motion to rise and report.*

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ADJOURNMENT

☐



Regular Council

Monday, September 26, 2022

Place: Council Chambers
Richmond City Hall

Present: Mayor Malcolm D. Brodie
Councillor Chak Au
Councillor Carol Day
Councillor Andy Hobbs
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Linda McPhail (by teleconference)
Councillor Harold Steves (by teleconference)
Councillor Michael Wolfe

Acting Corporate Officer – Matthew O’Halloran

Call to Order: Mayor Brodie called the meeting to order at 7:00 p.m.

RES NO. ITEM

MINUTES

R22/16-1 1. It was moved and seconded
That:

(1) *the minutes of the Regular Council meeting held on September 12, 2022, be adopted as circulated;*

CARRIED



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COMMITTEE OF THE WHOLE

- R22/16-2 2. It was moved and seconded
That Council resolve into Committee of the Whole to hear delegations on agenda items (7:01 p.m.).

CARRIED

3. Delegations from the floor on Agenda items – None.

- R22/16-3 4. It was moved and seconded
That Committee rise and report (7:02 p.m.).

CARRIED

CONSENT AGENDA

- R22/16-4 5. It was moved and seconded
That Items No. 6 through No. 8 and No. 11 through No. 15 be adopted by general consent.

CARRIED

6. COMMITTEE MINUTES

That the minutes of:

- (1) *the Community Safety Committee meeting held on September 21, 2022;*
- (2) *the General Purposes Committee meeting held on September 20, 2022;*
- (3) *the Planning Committee meeting held on September 20, 2022;) and*
- (4) *the Public Works and Transportation Committee meeting held on September 21, 2022;*

be received for information.

ADOPTED ON CONSENT

2.



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**7. UBCM COMMUNITY EMERGENCY PREPAREDNESS FUND: 2022
DISASTER RISK REDUCTION - CLIMATE ADAPTION GRANT
APPLICATION**

(FILE REF. NO. 03-1087-36-01) (REDMS NO. 6960040)

- (1) *That the application to the Community Emergency Preparedness Fund, Disaster Risk Reduction - Climate Adaptation funding stream as outlined in the staff report titled "UBCM Community Emergency Preparedness Fund: 2022 Disaster Risk Reduction - Climate Adaption Grant Application" dated August 19, 2022 from the Director, Engineering be endorsed; and*
- (2) *That should the funding application be successful, the Chief Administrative Officer and the General Manager, Engineering and Public Works, be authorized on behalf of the City to negotiate and execute funding agreements with UBCM for the above mentioned projects and that the Consolidated 5 Year Financial Plan (2022-2026) be amended accordingly.*

ADOPTED ON CONSENT

**8. APPLICATION TO AMEND FOOD PRIMARY LIQUOR LICENCE #
310543 - HEYJO MUSIC BAR LTD., DBA: HEYJO MUSIC BBQ BAR
AT 155 - 8291 ALEXANDRA ROAD**

(File Ref. No. 12-8275-30-001) (REDMS No. 6956747, 6956737)

- (1) *That the application from Heyjo Music Bar Ltd., doing business as Heyjo Music BBQ Bar, for an amendment to Food Primary Licence #310543, requesting an increase to their hours of liquor service from Sunday to Saturday, 9:00 a.m. to Midnight, to Sunday to Saturday, 9:00 a.m. to 2:00 a.m., be supported, and:*
 - (a) *Total person capacity currently set at 150 occupants will not change; and*



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- (2) *That a letter be sent to the Liquor and Cannabis Regulation Branch, which includes the information attached as Appendix A (Attachment 1), advising that Council recommends the approval of the licence amendment for the reasons that this amendment has been determined, following public consultation, to be acceptable in the area and community.*

ADOPTED ON CONSENT

9. **APPLICATION BY PACIFIC LAND GROUP FOR REZONING AT 9100 CAMBIE ROAD FROM THE “GAS & SERVICE STATIONS (CG2)” ZONE TO THE “GAS STATION COMMERCIAL (ZC50) – WEST CAMBIE” ZONE**

(File Ref. No. RZ 19-864731) (REDMS No. 6715562)

Please see Page 8 for action on this item.

10. **APPLICATION BY 0923745 BC LTD. FOR REZONING AT 6071 AZURE ROAD FROM THE “LOW DENSITY TOWNHOUSES (RTL1)” ZONE TO THE “LOW TO MID RISE APARTMENT (ZLR45) – THOMPSON” ZONE**

(File Ref. No. RZ 21-931122) (REDMS No. 6943918)

Please see Page 8 for action on this item.

11. **CITY OF RICHMOND SENIORS STRATEGY 2022-2032**

(File Ref. No. 07-3400-01) (REDMS No. 6935812)

That the City of Richmond Seniors Strategy 2022–2032 as outlined in the report titled, “City of Richmond Seniors Strategy 2022–2032,” dated July 25, 2022 from the Director, Community Social Development, be adopted.

ADOPTED ON CONSENT



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12. IMPLEMENTATION OF INCREASED DEVELOPMENT NOTIFICATION RADIUS AND EARLY NOTIFICATION PROCESS –

(File Ref. No. 12-8060-20-009842 / 9843 / 10080 / 10083 / 10084 / 10236) (REDMS No. 6589898, 6251987, 6251986, 6250380, 5759529, 5759780, 6250306)

- (1) *That Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9842, to increase the notification area for a public hearing from 50 to 100 metres from the proposed development, be introduced and given first reading;*
- (2) *That the following bylaws be introduced and given first, second and third readings:*
 - (a) *Richmond Development Permit, Development Variance Permit and Temporary Commercial and Industrial Use Permit Procedure Bylaw No. 7273, Amendment Bylaw No. 9843, to increase the notification area from 50 to 100 metres from the proposed development permit or development variance permit;*
 - (b) *Board of Variance Bylaw No. 9259, Amendment Bylaw No. 10080, to add a fee requirement for Board of Variance Notifications, as specified in Consolidated Fees Bylaw No. 8636, and to increase the notification area from 50 to 100 metres from the proposed variance;*
 - (c) *Development Application Fees Bylaw No. 8951, Amendment Bylaw No. 10083, to add fee requirements for public hearing notifications and early notifications for development applications, as specified in Consolidated Fees Bylaw No. 8636;*



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- (d) *Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10084, to add new early notification fees for zoning amendments, official community plan amendments, development applications, heritage alteration permits, and heritage revitalization agreements, and to add new notification fees for public hearings, Development Permit Panel meetings, and Board of Variance meetings; and*
- (e) *Heritage Procedures Bylaw No. 8400, Amendment Bylaw No. 10236, to add notification requirements for heritage revitalization agreement applications.*
- (3) *That the proposed Council Policy titled “Early Public Notification – Development Applications”, which provides additional early opportunities for public input on various applications, be approved with an effective date corresponding with the date of adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw No. 9842, and that the policy be applicable only to new applications received after its effective date.*

ADOPTED ON CONSENT

13. KITTIWAKE DRIVE – TRAFFIC CALMING UPDATE

(File Ref. No. 10-6450-09-01) (REDMS No. 6925519, 6996575)

That Option 3 to implement a pilot project for the temporary installation of two speed cushions on Kittiwake Drive for a trial period of six months, as described in the staff report titled “Kittiwake Drive – Traffic Calming Update”, dated September 6, 2022, from the Director, Transportation, be endorsed.

ADOPTED ON CONSENT

14. REMOVAL OF CHANNELIZED RIGHT-TURN ISLANDS TO IMPROVE ROAD SAFETY

(File Ref. No. 10-6450-09-01, 10-6360-03-01) (REDMS No. 6942248)

That the City request the Ministry of Transportation and Infrastructure and Vancouver Airport Authority review channelized right-turn island locations in Richmond that are within their jurisdictions to improve road safety at these intersections.

ADOPTED ON CONSENT



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ADDITIONAL MOTION

(File Ref. No.)

That both the Shell Road/Cambie Road intersection and the Shell Road / Westminster Highway intersection be added to the request to have a future study to remove the channelized right turn islands into standard intersections.

ADOPTED ON CONSENT

15. AWARD OF CONTRACT: 8058P – GARBAGE AND CARDBOARD CONTAINERS AND COLLECTION SERVICES AT CITY FACILITIES

(File Ref. No. 03-1000-20-8058P) (REDMS No. 6936833)

- (1) *That Contract 8058P – Garbage and Cardboard Containers and Collection Services at City Facilities be awarded for a three-year term, commencing November 1, 2022 to Super Save Group of Companies at an estimated total contract value of \$383,672.74, as described in the report titled “Award of Contract: 8058P – Garbage and Cardboard Containers and Collection Services at City Facilities”, dated August 11, 2022, from the Director, Public Works Operations; and*
- (2) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to extend the initial three-year term, up to the maximum total term of five years, for the maximum total amount of \$665,714.80, as described in the report titled “Award of Contract: 8058P – Garbage and Cardboard Containers and Collection Services at City Facilities”, dated August 11, 2022, from the Director, Public Works Operations.*

ADOPTED ON CONSENT

CONSIDERATION OF MATTERS REMOVED FROM THE
CONSENT AGENDA



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14. **APPLICATION BY PACIFIC LAND GROUP FOR REZONING AT 9100 CAMBIE ROAD FROM THE "GAS & SERVICE STATIONS (CG2)" ZONE TO THE "GAS STATION COMMERCIAL (ZC50) – WEST CAMBIE" ZONE**

(File Ref. No. 12-8060-20-010414, RZ 19-864731) (REDMS No. 6715562, 6964386)

R22/16-5

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10414, to create the "Gas Station Commercial (ZC50) – West Cambie" zone, and to rezone 9100 Cambie Road from "Gas & Service Stations (CG2)" to "Gas Station Commercial (ZC50) – West Cambie", be introduced and given first reading.

The question on the motion was not called as discussion ensued regarding (i) tree retention and types of replacement trees being planted.

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

15. **APPLICATION BY 0923745 BC LTD. FOR REZONING AT 6071 AZURE ROAD FROM THE "LOW DENSITY TOWNHOUSES (RTL1)" ZONE TO THE "LOW TO MID RISE APARTMENT (ZLR45) – THOMPSON" ZONE**

(File Ref. No. 12-8060-20-010406, RZ 21-931122; 12-8060-20-010407) (REDMS No. 6944129, 6944128, 6943918)

R22/16-6

It was moved and seconded

- (1) *That Official Community Plan Bylaw 9000, Amendment Bylaw 10407, to change the designation of 6071 Azure Road from "Neighbourhood Residential" to "Apartment Residential" in Attachment 1 to Schedule 1 of Official Community Plan Bylaw 9000 (City of Richmond 2041 OCP Land Use Map), be introduced and given first reading;*

- (3) *That Bylaw 10407, having been considered in conjunction with:*

- *the City's Financial Plan and Capital Program.*
- *the Greater Vancouver Regional District Solid Waste and Liquid Waste Management Plans.*

is hereby found to be consistent with said program and plans, in accordance with Section 477(3)(a) of the Local Government Act;



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- (3) *That Bylaw 10407, having been considered in accordance with OCP Bylaw Preparation Consultation Policy 5043, be referred to the Board of Education of School District No. 38 (Richmond) for comment and response by October 17, 2022; and*
- (4) *That Richmond Zoning Bylaw 8500, Amendment Bylaw 10406 to create the "Low to Mid Rise Apartment (ZLR45) - Thompson" zone, and to rezone 6071 Azure Road from the "Low Density Townhouses (RTL1)" zone to the "Low to Mid Rise Apartment (ZLR45) -Thompson" zone, be introduced and given first reading.*

The question on the motion was not called as discussion ensued regarding (i) retaining trees on the northeast corner of the property, (ii) investigating the provision of allotment gardens, green roof, or solar ready roof on the rooftop, (iii) a memorandum of understanding with a non profit operator for the LEMR units needs to be provided prior to rezoning adoption, (iv) prior to building permit issuance a construction parking and traffic management plan will be required, (v) complaint driven parking enforcement in the area, (vi) applicant will provide a low carbon private energy system that will be designed during the development permit and building permit processes, (vii) primary source of energy must be a renewable energy source acceptable to the City, (viii) the proposal provides an opportunity for an increase in rentals from 50 units to 330 units, (ix) there is need for all types of housing in the housing continuum, and (x) staff will provide Council a memorandum highlighting the affordable housing components of recent new developments.

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

BYLAW FOR ADOPTION

R22/16-7

It was moved and seconded

That the following bylaw be adopted:

Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10282

CARRIED

DEVELOPMENT PERMIT PANEL



Regular Council
Monday, September 26, 2022

- R22/16-8 16. It was moved and seconded
- (1) *That the minutes of the Development Permit Panel meeting held on September 14, 2022, and the Chair's reports for the Development Permit Panel meetings held on November 24, 2021, and July 27, 2022 and September 14, 2022, be received for information; and*
 - (2) *That the recommendations of the Panel to authorize the issuance of:*
 - (a) *Development Permit (DP 20-920101) for the property at 10700 Aintree Crescent;*
 - (b) *a Development Permit (DP 21-934309) for the property at 10240 Ainsworth Crescent;*
 - (c) *a Development Permit (DP 22-015483) for the property at 3960 Chatham Street; and*
 - (d) *a Heritage Alteration Permit (HA 22-015471) for the property at 3960 Chatham Street in accordance with the Development Permit (DP 22-015483);**be endorsed, and the Permits so issued.*

CARRIED

PUBLIC DELEGATIONS ON NON-AGENDA ITEMS

- R22/16-9 It was moved and seconded
That Council resolve into Committee of the Whole to hear delegations on non-agenda items (8:09 p.m.).

CARRIED

Andrew Reid, Richmond resident, spoke to Council regarding amending the City's flag policy to include the Pride flag and to include other social awareness campaigns, such as Every Child Matters.

Discussion ensued regarding flag policies in other municipalities and other initiatives local government can take to support inclusion.

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



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R22/16-10 It was moved and seconded
That staff review the Flag policy and report back.

CARRIED

R22/16-11 16. It was moved and seconded
That Committee rise and report (8:23 p.m.).

CARRIED

ADJOURNMENT

R22/16-12 It was moved and seconded
That the meeting adjourn (8:23 p.m.).

CARRIED

Certified a true and correct copy of the
Minutes of the Regular meeting of the
Council of the City of Richmond held on
Monday, September 26, 2022.

Mayor (Malcolm D. Brodie)

Acting Corporate Officer
(Matthew O'Halloran)



Finance Committee

Date: Monday, October 3, 2022

Place: Council Chambers
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Carol Day (by teleconference)
Councillor Andy Hobbs
Councillor Alexa Loo (by teleconference)
Councillor Bill McNulty
Councillor Linda McPhail (by teleconference)
Councillor Harold Steves (by teleconference)
Councillor Michael Wolfe (by teleconference)

Absent: Councillor Linda McPhail

Call to Order: The Chair called the meeting to order at 4:28 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Finance Committee held on September 6, 2022, be adopted as circulated.

CARRIED

FINANCE AND CORPORATE SERVICES DIVISION

1. **PERMISSIVE PROPERTY TAX EXEMPTION (2023) BYLAW NO. 10384**

(File Ref. No. 03-0925-02-01) (REDMS No. 6893249)

It was moved and seconded

That Permissive Property Tax Exemption (2023) Bylaw No. 10384 be introduced and given first, second and third readings.

CARRIED

1.

Finance Committee
Monday, October 3, 2022

2. **CONSOLIDATED FEES BYLAW NO. 8636, AMENDMENT BYLAW NO. 10398**

(File Ref. No. 12-8060-20-010398) (REDMS No. 6963459)

The Chair noted the staff memorandum outlining corrections to the Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10398, provided on table.

In response to a query from the Committee, staff confirmed the rates for the City's EV fees were in line with neighbouring municipalities at the time the rates were being considered.

It was moved and seconded

That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10398 be introduced and given first, second and third readings.

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:32 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 Monday, October 3, 2022.

Mayor Malcolm D. Brodie
Chair

Lorraine Anderson
Legislative Services Associate



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee
Date: August 29, 2022

From: Marie Fenwick
Director, Arts, Culture and Heritage Services
File: 11-7000-09-20-284/Vol 01

Re: **Richmond Animal Shelter Public Art Concept Proposal**

Staff Recommendation

That the Richmond Animal Shelter Public Art Concept Proposal, as presented in the report titled "Richmond Animal Shelter Public Art Concept Proposal" from the Director, Arts, Culture and Heritage Services, dated August 29, 2022, be endorsed.

CM Fenwick

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

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	<i>Sevener</i>
Facility Services & Project Development	<input checked="" type="checkbox"/>	
Animal Protection Services	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: <i>MF</i>	APPROVED BY CAO <i>Sevener</i>

Staff Report

Origin

On July 22, 2019, Council approved the renovation and expansion of the Richmond Animal Shelter located at 12071 No. 5 Road. Construction began in 2021 and the project was completed in spring 2022.

In accordance with the Public Art Program Policy No. 8703, the project budget includes an allocation of one per cent of the construction budget for public art. The one per cent public art contribution for this project is \$44,000.

This report supports Council's Strategic Plan 2018-2022 Strategy #3 One Community Together:

Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.

3.1 Foster community resiliency, neighbourhood identity, sense of belonging, and intercultural harmony.

3.2 Enhance arts and cultural programs and activities.

This report supports Council's Strategic Plan 2018-2022 Strategy #4 An Active and Thriving Richmond:

An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.

4.2 Ensure infrastructure meets changing community needs, current trends and best practices.

Analysis

Terms of Reference – Richmond Animal Shelter Public Artwork

The Public Art Terms of Reference for the Richmond Animal Shelter Public Artwork (Attachment 1) was developed in collaboration and consultation with City staff in Animal Protection Services and Capital Buildings Project Development. The Terms of Reference describes the art opportunity, themes, site description, scope of work, budget, eligibility criteria, selection process, selection criteria, project schedule and submission requirements.

The Terms of Reference for the Richmond Animal Shelter Public Artwork was endorsed by the Richmond Public Art Advisory Committee at their meeting on April 19, 2022 and approved by Council on June 13, 2022.

Richmond Animal Shelter – Public Art Artist Selection Process

Twenty-two submissions by artists from across British Columbia were received during the first stage of the selection process. On July 21, 2022, following the Public Art Program's administrative procedures for artist selection for civic public art projects, a five-person selection panel comprised of professional artists, project stakeholders and community representatives reviewed the submissions. The selection panel included the following individuals:

- Jennifer Heine, artist, Richmond resident
- Nadia Mahamoor, artist, Richmond resident
- Don Montgomery, community representative, Richmond resident
- Susan Taylor, artist, Richmond resident
- Sarah Turner, BC SPCA representative

City staff facilitated and attended the selection panel meeting to provide project background for the selection panel and to address technical questions.

In addition, two members of the Richmond Public Art Advisory Committee participated in the selection process as observers:

- Rebecca Lin
- Paul Dufour

In reviewing the submissions, the selection panel considered how the proposal responded to the theme and objectives identified in the artist call and the potential to create a compelling work of art as evidenced in the samples of past projects provided by the applicants. Following discussion and deliberations, the panel shortlisted three artists to develop a concept proposal and presentation for the second stage of the selection process.

The shortlisted artists were:

- Tanya Bub, Victoria, BC
- Celan Bouillet, North Vancouver, BC
- Amy Bao & IE Creative, Richmond/Vancouver, BC

Following the Terms of Reference, the shortlisted finalists were invited to attend an artist orientation meeting with staff on July 28, 2022. The meeting was conducted virtually and provided an opportunity for staff to share additional information about the site context and review the objectives and opportunities for this project. The artists also asked questions related to materials, installation parameters and budget.

The shortlisted artists were provided a deadline for their concept proposals on August 18, 2022. Artists were able to submit draft concept proposals and project budgets in advance of the deadline to receive technical feedback from staff, including identifying any concerns from a maintenance or operations perspective prior to their presentation to the selection panel. Staff also shared the artist information with the selection panelists prior to the final artist selection panel

meeting. This process serves to support the finalists in presenting the most feasible proposals to the selection panel for their evaluation and deliberation.

On August 25, 2022, the selection panel convened to interview the three shortlisted finalists. Each artist presented their concept proposal followed by a Q&A period. Following a lengthy and thoughtfully considered deliberation, the panel recommended the concept proposal *Leaping Home* by artist Celan Bouillet for the Richmond Animal Shelter Public Art commission. (Attachment 2)

The Richmond Public Art Advisory Committee endorsed the recommended concept proposal by email on August 31, 2022.

Recommended Artist

Celan Bouillet is a visual artist based in North Vancouver whose work references the universal themes of nature, home and our connection to place. She is also inspired by animal fables and folklore shared across cultures. Previously, Ms. Bouillet has collaborated with art advisors, art councils, and corporations to create custom public artworks, including Buffalo Bayou Partnership, Houston Arboretum, and MD Anderson Cancer Center in Houston, Texas.

Earlier this year, Ms. Bouillet completed an intensive series of professional development workshops with Richmond Public Art as part of the Art at Work Program. The program provided hands-on learning, guidance, writing and presentation skills in developing public art concept proposals.

Recommended Public Art Concept Proposal

Leaping Home is comprised of a series of whimsical animal silhouettes in laser-cut stainless steel, including cats, dogs, birds and rabbits. The animals will subtly follow a gentle waveform with some animals leaping toward the facility entrance and other animals “flying the coop” to their new homes. As a backdrop to these sculptural elements, a series of custom-printed panels will be installed in place of the existing privacy mesh featuring a colorful patterned illustration. This large work that encloses the dog run area, will signal arrival and welcome for visitors of the Richmond Animal Shelter.

The artist describes the artwork as follows:

“The playful sculptures and illustrated panels will add personality and charm to the front of an organization that does so much to improve the lives of the animals in their care.”

Next Steps

Following Council endorsement of the concept proposal, staff will work with the artist to execute a contract and move into a development and fabrication phase with installation of the artwork in the second quarter of 2023.

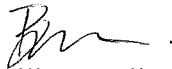
Financial Impact

The total budget for the Richmond Animal Shelter Public Art Project is \$44,000. \$9,000 has been set aside for installation and administration costs. The remaining budget of \$35,000 will be available to cover all implementation expenses including design, production, fabrication, taxes and other associated costs to deliver a completed artwork integrated with the site.

The Richmond Animal Shelter Public Art Project is funded from the approved Richmond Animal Shelter capital project. Any maintenance and repairs required to the artwork will be the responsibility of the Public Art Program and will be funded out of the Public Art Program's annual operating budget.

Conclusion

The Richmond Animal Shelter Public Art Project supports the 2041 Official Community Plan and Richmond Arts Strategy 2019-2024. An artwork at this location will contribute to the neighbourhood's character and foster a sense of identity and belonging for residents and visitors.



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

- Att. 1: Richmond Animal Shelter Public Art Project, Terms of Reference
2: Richmond Animal Shelter Public Art Concept Proposal

Call to Artists



Architectural Rendering, Richmond Animal Shelter Renovation and Expansion Project.

Richmond Animal Shelter

Request for Qualifications

June 2022

Opportunity

The Richmond Public Art Program is seeking an artist or artist team to create a public artwork as part of the renovation and expansion of the Richmond Animal Shelter, 12071 No. 5 Road. The public artwork will function as a wayfinding feature and create a sense of arrival and welcome at the entrance to the site and facility. All information about the project is described below.

Budget:	\$35,000
Eligibility:	Professional artists residing in British Columbia
Deadline:	July 11, 2022
Completion:	March 2023

Call to Artists

Background

The Richmond Animal Shelter (RAS) was originally built in 1978 with a dog kennel and administrative spaces. In 2016, a portable structure was added to accommodate more than 800 animals a year, including dogs, cats, small animals and birds. In 2019, Richmond City Council approved funding for renovation and expansion of the facility. Construction began in 2021 and the project was completed in spring 2022.

RAS plays an important role in temporarily housing stray animals. Services also include offering residents the opportunity to adopt companion animals, and promoting awareness of animal welfare and responsible pet ownership. The new facility will be operated by the BC SPCA.

Public Art Opportunity

The new public artwork for this facility will function as a wayfinding feature and signal “arrival and welcome” for visitors and staff. The facility is set back from No. 5 Road so it is not readily visible to drivers as they approach. Artwork located at the street entrance will help visitors locate the facility as well as contribute to the neighbourhood’s character and identity.

As shown in Figures 1 to 5, the existing chainlink fence (1.8 meters tall by 20 meters long) encloses the eastern edge of the dog run and runs parallel to No. 5 Road. The dog run provides outdoor space for shelter dogs to run and play under staff supervision. The new public artwork along No. 5 Road will replace all or part of this fence, or co-exist with the chainlink fence if it is installed within the median strip between the fence and sidewalk edge. [See Figures 1 to 5.]

Design Considerations

- If replacing all or part of the chainlink fence, the artwork:
 - must satisfy the same design specifications (minimum 1.8 meters tall by 20 meters long) and function of the existing fence to keep animals safely within the dog run while keeping out predator animal species.
 - cannot have any transparent or see-through openings. This is required in order to minimize stress in the shelter dogs.
- If the artwork is installed as a stand-alone piece, the above design considerations do not apply.
- Materials for the new artwork must be durable and easily maintained, and may include, but not be limited to weather protected/coated steel, aluminium, wood and/or fibreglass.
- The new public artwork will need to co-exist or could be integrated with the building signage. Please refer to Figure 4 and 5.

Call to Artists

- The artwork must provide clearance at the base to accommodate lawn mowers and string trimmer equipment.
- The artwork cannot extend past the sidewalk or fence line. It must be located within the space between the fence and sidewalk as indicated in Figure 3.
- Access to power is located at the base of the free-standing sign.

Location

The Richmond Animal Shelter is located at 12071 No. 5 Road in Richmond's Ironwood neighbourhood. The area is characterized by light industrial and commercial buildings with access to nature and walking trails along the Fraser River. Applicants are encouraged to visit the site to better understand the neighbourhood context.

Budget

A budget of \$35,000 CAD, inclusive of all applicable taxes, excluding GST, is available for this project. The budget will include (but is not limited to) artist fees, engineering fees, materials, fabrication, installation, photography and insurance.

Engineering fees required to certify the structural integrity of the artwork, including foundation design and structural connections will be the responsibility of the commissioned artist. An additional budget of up to \$5,000 will be allocated by the City for materials and labour to install the artwork. If the cost of materials and labour to install the artwork exceeds \$5,000, costs over that amount will be the responsibility of the commissioned artist.

A \$500 artist fee will be provided to shortlisted artists to prepare a concept and presentation materials for the second stage of the artist selection process.

Artist Eligibility

Artists and/or artist teams residing in British Columbia are eligible to apply for this opportunity. City employees and members of the Richmond Public Art Advisory Committee are not eligible to apply. Artists who are currently under contract with the Public Art Program are not eligible to apply.

Selection Process

A selection panel consisting of a combination of artists, art professionals and community representatives will engage in a two-stage artist selection process to review all artist applications. At the conclusion of the process, the panel will recommend one artist and/or artist team for the commission. Indigenous artists and artists from equity-seeking communities are encouraged to apply.

Call to Artists

Stage One: Selection Criteria

- Demonstrated ability to produce work of the highest quality and merit.
- Experience in producing work that reflects community identity and assists in building meaningful cultural places.
- Demonstrated capacity to complete work within established project schedules and timelines.
- Demonstrated ability to work with multiple project stakeholders.

Stage Two: Selection Criteria

- Ability of concept proposal to reflect arrival and welcome, community identity and contribute to building the character and identity of the neighbourhood.
- Ability of the 3D artist visualizations (such as digital renderings, maquettes or models) to communicate the concept and how it responds to the existing character of the site by taking into account scale, colour, material, texture, content and the physical characteristics and design parameters of the location.
- Appropriateness of the proposed project budget including, but not limited to: artist fees, materials, fabrication, administration, insurance, installation, documentation and consultant fees.
- Concept proposal sensitivity to durability, life span and environmental concerns with respect to artwork materials, method of fabrication, installation and maintenance.
- Artist response to any feedback and follow-up questions from Selection Panel regarding artistic merit of the concept proposal in response to project opportunity.
- Appropriateness of the concept proposal to the [Public Art Program goals](http://www.richmond.ca/culture/publicart/policy.htm) (www.richmond.ca/culture/publicart/policy.htm).

Submission Requirements

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

Stage One

- ☐ **INFORMATION FORM:** please complete the information form attached to this document.
- ☐ **STATEMENT OF INTEREST:** no more than 300 words, describing artist or creative practice and experience of work and themes/topics of interest you would like to explore for this opportunity. Please consider and reference the Stage One Selection Criteria (above) in your

Call to Artists

Statement. Please do not include text descriptions of a concept proposal. This information will not be accepted and will be removed by staff prior to review with the Selection Panel.

- ☐ **ARTIST CV:** two-page maximum. If submitting as an artist team, please submit maximum one pages per team member.
- ☐ **WORK SAMPLES:** up to ten (10) supporting image examples of previous work. One image per page. Please include artist name(s), title, year, location and medium information to be on each image page.
- ☐ **REFERENCES:** three (3) references who can speak to your skills and experience. Please only provide the names, titles and email and/or telephone contact information for each individual. Only references for shortlisted artists will be contacted.

Stage Two (shortlisted artists ONLY)

- ☐ **CONCEPT PROPOSAL:** no more than 500 words, describing concept, rationale in response to the public art opportunity, materials and location/site.
- ☐ **CONCEPT VISUALIZATION:** may include digital artist renderings, maquettes/models to fully communicate dimensions, scale, colour, viewer experience, materials and relationship to site features.
- ☐ **PROJECT BUDGET:** to outline the allocation for expenses, including but not limited to artist fee, administration, materials, production, fabrication, installation, insurance, documentation, engineering design fees, other consultant fees.
- ☐ **PRESENTATION/INTERVIEW:** 15–20 minute artist presentation to the Selection Panel followed by a Q+A to present the shortlisted artist concept proposal for consideration.

Project Timeline

*Applicants are requested to be available for a meeting on this date.

Submission Deadline:	July 11, 2022
Finalist Notifications:	July 21, 2022
Shortlist Artist Orientation:	July 26, 2022*
Contract Start:	October, 2022
Completion:	March, 2023

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. Portfolio images and concept sketches would be best formatted to landscape format.
3. Submission files must be 5 MB or smaller.
4. All documents must be sent by email to publicart@richmond.ca

Accessibility

We strive to implement an inclusive and accessible program that enables all individuals to engage fully in our programs. If completion of the written application poses barriers, we will accept oral applications. Please contact publicart@richmond.ca or phone 604-204-8671 if you require additional support or have any accessibility-related questions.

Additional Information

1. The selected artist may be required to show proof of WCB coverage and \$2,000,000 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 re-issue 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 the 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

Email: publicart@richmond.ca | Tel: 604-204-8671

Call to Artists

PUBLIC ART
RICHMOND



Figure 1. Aerial map location of Richmond Animal Shelter at 12071 No.5 Road.

ANIMAL SHELTER BUILDING – RENOVATION AND EXPANSION SITE PLAN | FLOOR PLAN

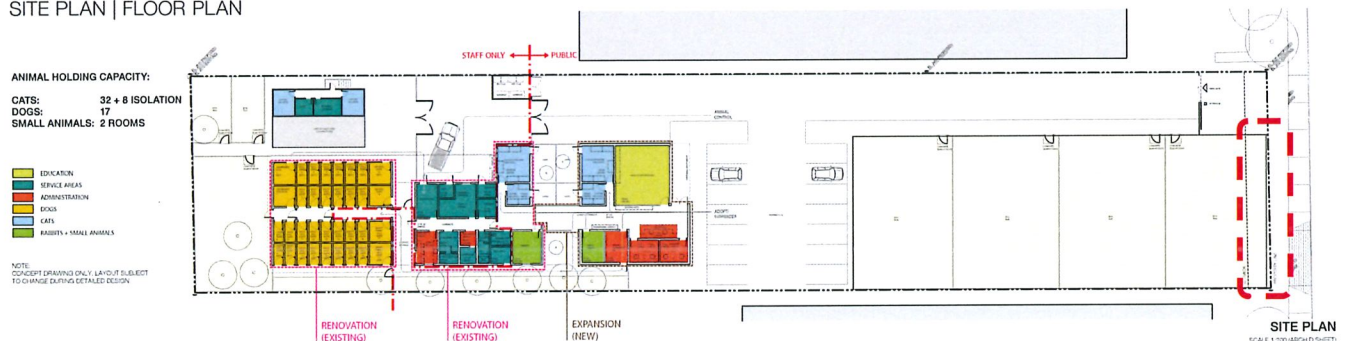


Figure 2. Site Plan of Richmond Animal Shelter Renovation and Expansion. Proposed location of the public artwork is indicated by the red dashed rectangle at the eastern edge of the dog run perimeter fence, parallel to No.5 Road.

Call to Artists

PUBLIC ART
RICHMOND

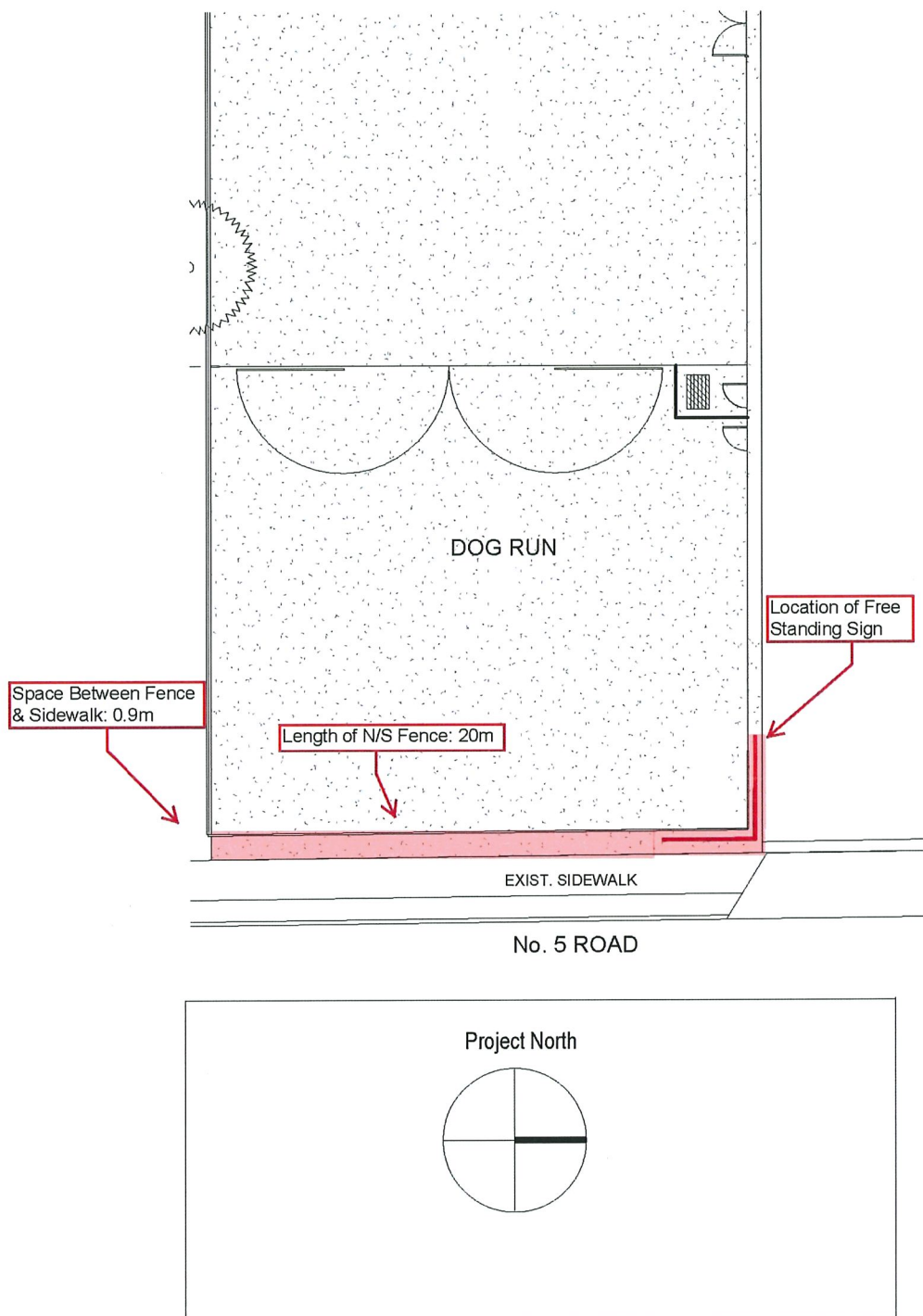


Figure 3. Cropped site plan showing proposed location of public artwork and extent of the east section of chain link fence. The artwork will work with or around the existing free standing sign.

Call to Artists

PUBLIC ART
RICHMOND



Figure 4. Site photo and rendering showing 6-foot high chainlink fence with mesh scrim and building signage. The public artwork will co-exist with the building signage.

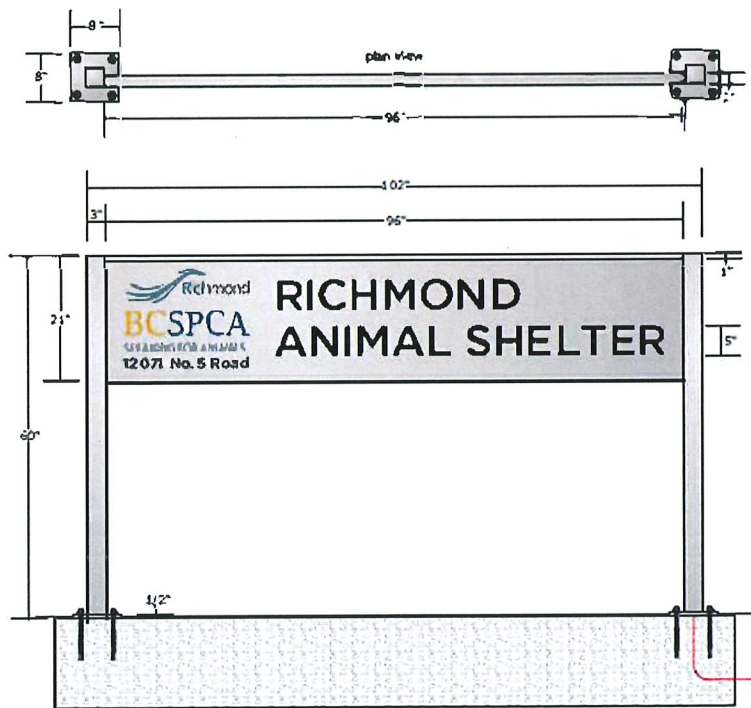


Figure 5. Building signage at entrance to RAS driveway. Overall dimensions 5' high x 8' 6" length

Call to Artists

PUBLIC ART
RICHMOND

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

Name: _____

Address: _____

City: _____ Postal Code: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____ Website: _____
(One website or blog only)

Incomplete submissions will not be accepted. Emailed submissions over 5 MB will not be accepted.

The 2019–2024 Richmond Arts Strategy's guiding principles include advancing and promoting inclusivity and diversity in the arts. The City invites members of diverse groups, including those typically under-represented, to participate in the telling of their story in the Richmond context and through creative expression.

Do you self-identify as a member of an equity-seeking and/or under-represented community? If so, please specify:

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

Would you like to receive direct emails from the Richmond Public Art Program? ☐ Yes ☐ No

Signature: _____ Date: _____

Submit applications by email 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.

Celan Bouillet
 Project Proposal
The Richmond Animal Shelter
“Leaping Home”

For the entrance of the Richmond Animal Shelter, I envision creating a whimsical laser cut sculpture in stainless steel weaving together silhouettes of leaping animals including cats, dogs, birds, and rabbits cared for at the shelter. Small plexiglass shapes in a rainbow of colors will be interspersed throughout the animal designs. The animals will subtly follow a gentle wave form with some animals leaping towards the ‘Richmond Animal Shelter’ sign and other animals flying the coup in the other direction to their new homes. In addition to the sculptural elements, privacy panels will be installed in place of the existing mesh featuring a colorful patterned illustration to form a private enclosure for the dogs while at the same time acting as a wayfinding device for visitors of the Shelter.

The privacy panels will extend from the front of the fence to around the corners of the dog-run bringing attention to the new Shelter from all directions of travel. By using stainless steel (with an orbital finish) for the sculpture and Alupanel for the privacy panels, the artwork will be long-lasting with little maintenance required. In addition, Alupanel has an anti-graffiti surface and the patterns will act as a deterrent for tagging.

I will begin the project by designing the colorful illustrations for the background panels and the dozen sculptural animal forms. From there, I will partner with local fabricators Brenco who will laser cut stainless steel silhouettes of the leaping animals and Caliper to laser cut a rainbow of plexiglass shapes. Each animal form will be installed using vertical poles held securely in place with a concrete base. The Vancouver Sign Group will print my illustrations on 11 Alupanel sections and install the panels on top of the existing fence using additional hidden posts.

I feel confident in my ability to partner with the Richmond Animal Shelter and the City of Richmond, to meet deadlines, and to deliver a project that will resonate with the Richmond community. I have previously collaborated with art advisors, art councils, and multiple corporations to create custom public art including work for the Buffalo Bayou Partnership, Houston Arboretum, and MD Anderson Cancer Center. Most recently, I completed a commissioned work for Houston Arts Alliance and United Airlines to create a serene nature nook in the new bustling United Terminal C North at Bush Intercontinental Airport.

I look forward to the prospect of working with the Richmond Animal Shelter and City of Richmond towards adding a little whimsy to the visitor experience (for both humans and animals) at the shelter. The playful sculptures and illustrated panels will add personality and charm to the front of an organization that does so much to improve the lives of the animals in their care. As a parent of an adopted kitten that we have called family for the past twelve years (and that our two daughters call big sister), I would be honored to create a tribute to the love and joy our animal friends bring into our lives.



Figure 1. Leaping Home by Celan Bouillet



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services
Committee

Date: September 2, 2022

From: Elizabeth Ayers
Director, Recreation and Sport Services

File: 11-7000-01/2022-Vol
01

Re: Instructor/Lifeguard Recruitment Initiatives

Staff Recommendation

1. That a subsidy program for lifeguard training courses be developed on a trial basis as outlined in the staff report titled "Instructor/Lifeguard Recruitment Initiatives," dated September 2, 2022, from the Director, Recreation and Sport Services; and
2. That \$33,750 be allocated from the Council Contingency account for the lifeguard subsidy program as outlined in the staff report titled "Instructor/Lifeguard Recruitment Initiatives," dated September 2, 2022, from the Director, Recreation and Sport Services.

Elizabeth Ayers
Director, Recreation and Sport Services
(604-247-4669)

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

Staff Report

Origin

At the March 29, 2022, Parks, Recreation and Cultural Services Committee meeting staff received the following referral:

1. *That staff look into the training and hiring of more lifeguards and instructors, and creating a program to support the training costs for low-income Richmond people or Richmond youth from low-income families, and report back.*

This report supports Council's Strategic Plan 2018-2022 Strategy #4 An Active and Thriving Richmond:

An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.

4.1 Robust, affordable, and accessible sport, recreation, wellness and social programs for people of all ages and abilities.

This report also supports focus area #6 of the City of Richmond's Recreation and Sport Strategy 2019-2024:

Collaborations, partnerships and volunteerism are strengthened to expand the reach and impact of recreation and sport in Richmond.

6. *Develop and implement career awareness, preparation and development strategies to attract and educate new leaders.*

Analysis

Background

Combined, the four City of Richmond swimming pools have an annual attendance of approximately 880,000 people. In order to operate these pools safely, approximately 300 instructors/lifeguards ("lifeguards") are employed annually. In addition to their responsibilities of keeping patrons safe in the swimming pools, lifeguards provide swimming instruction to approximately 9,700 individuals each year, the majority of which are children. Aquatic staff also support other programs including birthday parties and special events.

There has been an ongoing lifeguard shortage across the country for many years, which was exacerbated by the pandemic due to the lack of training and certification courses being offered. This has forced many municipalities to scale back pool hours and limit the number of lessons available despite pent up demand.

Although faring better than some other lower mainland cities, the lifeguard shortage has also affected Richmond. Staffing shortages have resulted in a limited reduction in operating hours in 2020 to 2021 and the early part of 2022. Currently, staffing shortages are being managed through the use of overtime and by limiting the availability of some water features to specified times. Importantly, there has been an ongoing reduction in the number of children's swimming lessons

being offered in City swimming pools since they re-opened in 2020 and this reduction continues today.

Ongoing Initiatives

There is no single solution to the lifeguard shortage, time to recover from the pandemic period will help, however staff believe a multi-pronged approach is required. Two initiatives that are already in progress and providing some relief are as follows:

Increased training opportunities

In 2021, a total of 176 Instructor/Lifeguard training courses were offered in Richmond pools and in 2022 a total of 226 courses have been offered to date which represents a 20% increase in the number of courses offered over 2019. Staff have actively recruited 96 new instructors/lifeguards from these courses in 2021 and 2022. So long as there is sufficient demand for the courses, staff will continue with this initiative.

Creation of new aquatic positions

Staff have identified two opportunities to address the shortage of staff through the creation of new auxiliary job positions. These positions will perform work currently provided by lifeguards, and will be accommodated within existing budget allocations.

The first position is a Swimming Instructor. Currently, Richmond requires all instructors/lifeguards to teach swimming lessons as well as perform the duties of a lifeguard. This new Swimming Instructor position will appeal to individuals who are either not interested in lifeguarding and only want to teach swimming lessons, or allow an individual who has completed their swimming instructor certifications to start working while continuing with their lifeguard courses.

The second position is an Aquatic Attendant. The primary function for this entry-level position will be to operate the waterslides at Watermania and South Arm Pool, as well as perform the functions of an activity leader for birthday parties and special events. This position will appeal to individuals who have completed their lifesaving courses but have not yet completed their instructor or lifeguard certifications. It will allow individuals to start working while continuing with their lifeguard and swim instructor courses and will also provide them valuable experience for training as a lifeguard.

Instructor/Lifeguard Course Subsidy Program

In addition to the initiatives listed above and in response to the Council referral, staff are proposing to create a subsidy program for lifeguard training courses to allow select individuals from low-income households to pursue a career or a position as a lifeguard. This initiative would operate on a one-year trial basis, which would allow staff time to evaluate the effectiveness and viability of the program.

Becoming a lifeguard requires extensive training and successful completion of several courses in lifesaving, lifeguarding, first aid and swimming instruction. The time commitment for the courses is 165 hours at a total cost of approximately \$2,500 which can be a barrier to individuals, particularly those from low-income households.

Under the guidelines of the Recreation Fee Subsidy Program (RFSP), residents who qualify based on their financial situation receive a 90% discount on registered programs up to a maximum of \$300 per year in subsidy for children and youth (18 years and under) and up to a maximum of \$100 per year in subsidy for adults and seniors (19 years and over). As the RFSP is intended to support participation in “basic recreation” activities, advanced courses, such as lifeguard training courses, are ineligible under the current guidelines for the RFSP subsidy.

The Instructor/Lifeguard Course Subsidy Program proposes to subsidize eligible Richmond applicants up to 90% of the total course fees of \$2,500. The estimated annual cost to provide subsidy to 15 individuals would be \$33,750. The Instructor/Lifeguard Course Subsidy Program application would align its financial criteria and administrative practices with the RFSP to ensure a consistent approach between the two programs.

In addition to the financial screening, the Instructor/Lifeguard Course Subsidy Program would also include an applicant interview to determine suitability and commitment of eligible applicants to completing all of the required courses. Staff will monitor the successful applicants throughout their participation in the program and all graduates will be given an interview and considered for an instructor/lifeguard position with the City of Richmond.

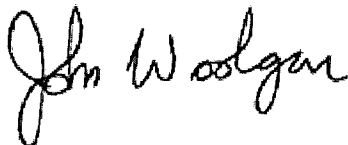
Staff would report back to Council in the 3rd quarter of 2023 to provide an update on the impact of the trial.

Financial Impact

The cost to subsidize lifeguard training courses for low-income Richmond residents on a one year trial basis for 2022/2023 will be \$33,750. The proposed funding source for this initiative is the Council Contingency account.

Conclusion

Richmond swimming pools provide enormous benefits to residents including exercise, leisure play, social connectivity as well as teaching children how to swim. To address the lifeguard shortage, staff are developing additional strategies that will attract new instructors/lifeguards to maintain service levels in the pools. The process to become an instructor/lifeguard takes considerable time and money to complete all of the necessary courses, which can be a barrier to those individuals who may not have the financial ability to pay for the courses. The addition of a subsidy program will be an important component in attracting additional staff to the profession and ensure Richmond continues to meet the aquatic needs of the general public.



John Woolgar
Manager, Aquatics and Community Wellness
(604-238-8041)

To: Parks, Recreation and Cultural Services Committee

Date: September 27, 2022

From: Councillor Harold Steves,
Committee Chair

Re: The Report, Steveston National Historic Site: “Fisheries Museum of the Pacific”

Recommendation:

1. That Council approve the naming of the Britannia Shipyard National Historic Site and related historic buildings and waterfront as the “Fisheries Museum of the Pacific” and applications be made to Federal and Provincial Governments for major funding to complete the site, as recommended in the report Steveston National Historic Site: Fisheries Museum of the Pacific, dated September 27, 2022.
2. That Council approve Part 2 of the report in principal, pending summation of public input and further staff input, so funding applications can be made immediately.
3. That trees, shrubs and plants at Britannia Shipyard that are not native to BC be removed and replaced with species native to the Steveston area. Species native to other parts of Richmond can remain, but the trail to Trites Road should also be planted with local native species.

Further, that trees shrubs and plants native to our local marine habitat should be planted along Terra Nova Slough. Combined with an Estuarium and First Nations environmental interpretation centre at Britannia Shipyard, Terra Nova Slough can provide educational, environmental and habitat compensation benefits as well as habitat for Chum Salmon fry.

Harold Steves,
City Councillor

Steveston National Historic Site:

“Fisheries Museum of the Pacific”, Phoenix Gillnet Loft, Britannia Shipyard, Estuarium, and Maritime Environment.

Report by Councillor Harold Steves, September, 27, 2022

Part 1: Designating Steveston as a “National Historic Site”, and naming Britannia Shipyard the “Fisheries Museum of the Pacific”

There have been ten referrals to Richmond City staff regarding the Phoenix Gillnet Loft and related Britannia Shipyard issues since the following referral on the Phoenix Gillnet Loft was made on July 18, 2013:

“(1) Potential use of the Phoenix Gillnet Loft building as an Arts Centre and other uses, including a restaurant with potential funding from the newly established \$4.3 million Statuary Reserve Fund for Arts, Culture and Heritage Capital purposes.

(2) Potential moorage from Phoenix Net Loft to Phoenix Pond and possibly new deck construction on old piles in the adjacent area, outside of any red zone habitat, immediately west of the Phoenix Gillnet Loft.” This referral was further amended to include “arts and artists, First Nations Interpretations, farmers and artisans, performance space, and other possibilities.”

The Steveston National Historic Site referral is “in progress” and the remaining referrals are not expected back until the 4th quarter of 2022. My Report covers all ten referrals as I will not be on hCouncil when the referrals return.

The problem is finding enough space for displays without increasing costs.

Richmond is in the process of applying for National Historic Site designation for Steveston Village and adjacent waterfront, including Britannia Shipyard National Historic Site and Gulf of Georgia Cannery National Historic Site. This could lead to UNESCO World Heritage Site status similar to Lunenburg, Nova Scotia. With the additions that are underway, the Britannia Shipyard National Historic Site would easily qualify as the “Fisheries Museum of the Pacific”

There are three East Coast Fisheries Museums:

1. “Fisheries Museum of the Atlantic”, Lunenburg, Nova Scotia

Lunenburg is a Canadian National Historic Site and UNESCO World Heritage Seaport. “The Fisheries Museum of the Atlantic celebrates the rich history of Canada’s North Atlantic fishery. It is located in a former fish processing plant on the waterfront of the UNESCO World Heritage

Seaport of Lunenburg, Nova Scotia.” The buildings and museum displays are similar to those of the Britannia Shipyard National Historic site and the Gulf of Georgia Cannery National Historic Site. The buildings have not been rebuilt to museum standards. In addition it has aquariums, “living fish exhibit and tidal tank”, plus a “First Fishers” exhibit depicting the Mi’kmaq over 13,000 years, an Ice House Theatre showing movies, maritime arts and a restaurant. Vessels include a rum runner and the Thomas E. Conner restored at a cost of \$750,000 in 1988.



Museum



Tide Pool



Mik'mak



Rum Runners

Mi'



Artists

2. Hector Heritage Quay and Northumberland Fisheries Museum, Pictou, Nova Scotia

The Hector Heritage Quay is a cluster of buildings similar to the Britannia Shipyard National Historic Site.

The main museum is a new 3 storey building of Victorian maritime timber construction similar to both Phoenix Net Loft buildings. It “features three levels of displays about the passengers aboard the Hector’s voyage to the New World. Its flagship is a reconstructed sailing ship, Hector, along with other vessels, a rigging and carving shop, a carpenter shop, a blacksmith shop, an artists studio, and a public marina.

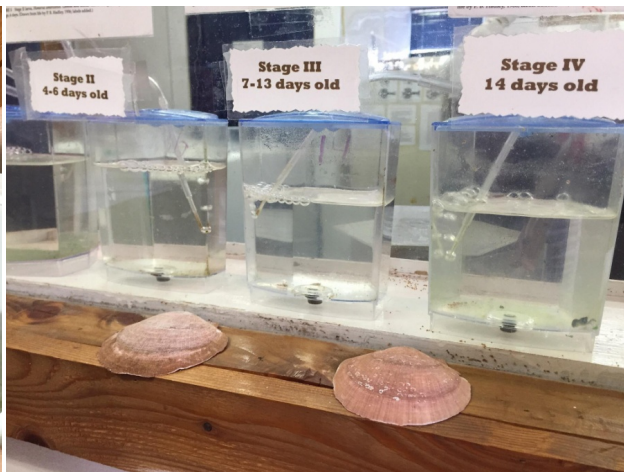
Adjacent to the main museum, is the Northumberland Fisheries Museum. It has lobster tanks and aquariums depicting the lobster industry and other East Coast fisheries and a lighthouse.



Hector Heritage Quay and ship Hector



Northumberland Fisheries Museum



Lobsters, and other animals and plants of the sea.

3. Fluvarium, St. John's. Newfoundland:

Similar to the “Estuarium” approved for Garry Point in 1982, The Fluvarium has aquariums and terrariums depicting the sea life and seashore plants and animals. In addition it operates a programme called “Fish Friends” similar to “Salmonids in the Classroom” in BC. Each winter Fluvarium staff deliver 100 fertilized salmon eggs to participating schools with incubating tanks and aquariums for Grades 4, 5, and 6. The students study the beginning of the life cycle, raise them to the fry stage, and return them to the Fluvarium to release into the Rennie River.



Fluvarium



Fluvarium displays



fish eggs

CONSIDERATION:

Interpretation at the Britannia Shipyard site at Steveston is designed to:

- *Create authentic and immersive experiences of the daily life of the people who worked in West Coast fishing and boatbuilding;
 - *Foster greater understanding of the cultural diversity of people that supported West Coast fishing and boatbuilding;
 - *Encourage discovery of the complex workings of the West Coast fishing and boat building industry; and
 - *Inspire connections to and stewardship of West Coast maritime heritage and the Fraser River .
- Steveston Heritage Interpretive Framework, September, 2021

Negotiations for National and World Historic Site designations take time. The Britannia Shipyard National Historic Site tells the story about boats and boatbuilding, Chinese and Japanese fishermen and cannery workerst, and First Nations families, arts and culture. The Gulf of Georgia Cannery National Historic Site tells the story of salmon canning and herring reduction. With completion of the Phoenix Gillnet Loft restoration, the Britannia Heritage Shipyard National Historic Site will be equal to the Fisheries Museum of the Atlantic. Naming the site the “Fisheries Museum of the Pacific” would assist in National and World Historic Site Designation similar as Lunenburg and assist in getting federal and provincial grants.

RECOMMENDATION:

That Council approve the naming of the Britannia Shipyard National Historic Site and related historic buildings and waterfront as the “Fisheries Museum of the Pacific” and applications be made for Federal and Provincial funding to complete the site.



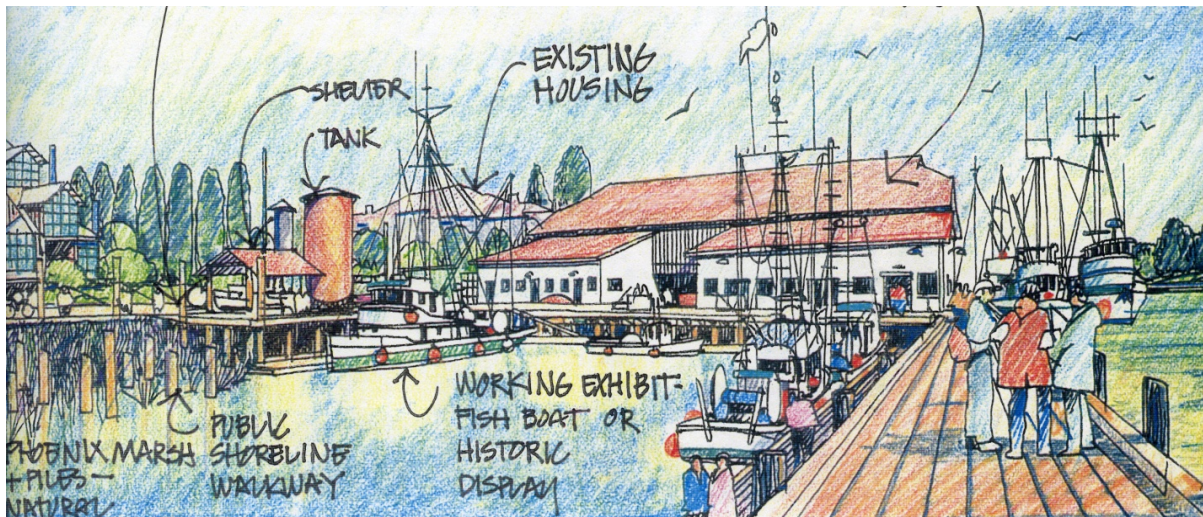
Phoenix Gillnet Loft and Phoenix Seine Loft, typical tall buildings of the original Cannery Row

Part 2. Britannia Shipyard National Historic Site Completion.

1. Phoenix Gillnet Loft,

(a) Maritime Arts Centre and Market

The Phoenix Gillnet Loft was the only heritage structure to be saved in the BC Packers vision. It is essential to the completion of the Britannia Shipyard National Historic Site. It was the vision of both BC Packers and City of Richmond planners and heritage staff. In the BC Packers Plan, the Imperial Cannery was sacrificed to save the Phoenix Gillnet Loft to preserve a small, representative, stretch of the original tall buildings of Cannery Row at Britannia.



Phoenix Gillnet Loft – BC Packers rezoning proposal and gift to the city

A Maritime Arts Centre and Market was approved for London's at the foot of No. 2 Rd. on City owned land incorporated into the development. As we had a lack of funding to restore the Phoenix Gillnet Loft, Councillor Barnes and I suggested selling the City owned property and spending the money repairing the Phoenix Gillnet Loft before the building became too run down. Richmond Council agreed, and the City owned share of the property was sold. The \$4.3 million in the Statuary Reserve Fund in 2013 should have increased by now.

The Steveston Waterfront is a major attraction for artists. A facility for artists or an artists, farmers and fishers market would be a major attraction for local residents and tourists on the Steveston Waterfront. If a market is established it is the logical location for a visitors centre and sale of books and souvenirs. Another referral from Councillor Barnes on the arts, was for a museum exhibit similar to the Amos Pewter Economuseum in Mahone Bay, Nova Scotia making souvenirs on a tabletop foundry. While an arts market might not qualify as a "food hub", the BC Ministry of Agriculture and Fisheries provides grants of up to \$1 million for food related uses.



Souvenir key chain made on a table top forge at Amos Pewter Economuseum, Mahone Bay, Nova Scotia.

Restaurant – a seafood restaurant has been recommended on the site from the very beginning. It would fit well with a market or a food hub and an Estuarium. The Cornerstone Report recommended a restaurant in the Phoenix Seine Loft. A better location is to widen the southerly lean-to on the Phoenix Gillnet Loft or locate it in the Gillnet Loft.

Visitors Centre- a visitors centre selling books and souvenirs would also fit well on the ground floor of the Phoenix Gillnet Loft or in the north lean-to.

RECOMMENDATION:

Depending on the result of the public consultation, the ground floor of the Phoenix Gillnet Loft could be reserved for “Maritime Arts” - “arts and artists, farmers and artisans, and performance space” as originally planned and funded. It is also a good location for a visitors centre and a restaurant.

(b) Steveston Heritage Interpretive Framework–

There is a need for “Interpretive themes related to the site that are not currently explored at Britannia Shipyards or elsewhere in Steveston Village”

Most people are unaware of the unique situation where almost equal numbers of First Nations, Chinese, Japanese and Caucasians once lived, worked and interacted together in the same community. They are unaware that the whaling and sealing fleets once tied up at Steveston or that Captain Atkinson, the one armed Captain of a sealing schooner once served as a Richmond Councillor. Today Steveston Harbour is being developed as the main West Coast fishing port by the Department of Fisheries and Oceans and is a key port in the West Coast Groundfish Fishery

RECOMMENDATIONS, adopted by Richmond Council September 2021:

To successfully implement the Interpretive Framework, it is recommended that future heritage interpretation initiatives should:

1. Align with the themes and goals identified in the Interpretive Framework;
2. Put users first;
3. Link the stories and sites in Steveston; and
4. Introduce elements that address existing gaps in interpretation such as:

*The story of First Nations and their changing relationship to the area;

*The significance of the Fraser River in Steveston's development and the impact of that development on the river;

*The evolution of West Coast fishing methods and boats;

*The history of Cannery row and how the canneries shaped the Steveston community;

*The story of farming and agriculture in Steveston past and present; and

*The story of Steveston as an international port.

Addressing these gaps should be considered priorities for future interpretation and the existing sites and elsewhere in Steveston as opportunities arise.

..... Steveston Heritage Interpretive Framework, September, 2021

BC Packers Exhibit – BC Packers donated the Phoenix Gillnet Loft plus \$250,000 for a BC Packers exhibit as their contribution to the City when the property was rezoned. The amount should have increased with 20 years of interest. With the Britannia Shipyard on the east and Gulf of Georgia Cannery on the west it is important to tell the history of the Imperial Cannery which was in the middle

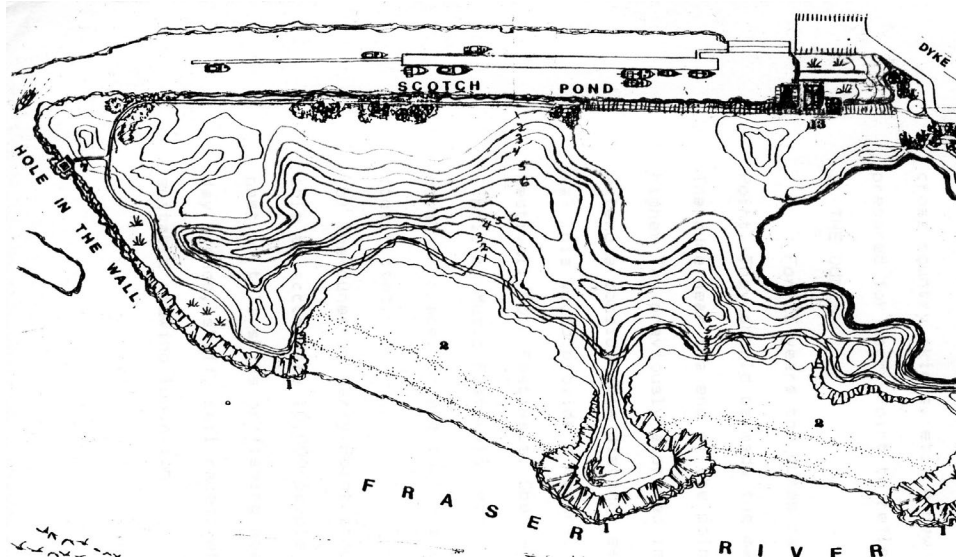
Federal and Provincial grants are available for telling the history of First Nations, Japanese and Chinese Canadians and for environmental interpretation.

RECOMMENDATION:

While there are enough stories to be told to utilize the entire building, the upper floor of the Phoenix Gillnet Loft would be an excellent location for the Steveston Heritage Interpretative Framework, including the BC Packers Exhibit.

(c) Estuarium:

An Estuarium was approved for Garry Point Park in 1982 but Council never had the finances to build it. A cluster of buildings was approved at Garry Point at the east end of Scotch Pond (#13)



Canoes were purchased and teaching kayaking and canoeing was a successful programme at Britannia Shipyard until a change in management in 2002. An Estuarium was later proposed for a Phoenix Cannery building by the Year 2000 Committee. It could be similar in size to the Richmond Nature Park Nature House, Lunenburg Museum, Northumberland Fisheries Museum or the Newfoundland Fluvarium. It would interpret the Fraser River Estuary, Salish Sea, marine and upland plant and animal species, emphasizing native trees, shrubs and plant species providing First Nations food, weapons and tools. When the Britannia Shipyard National Historic Site plan was adopted, it required planting of trees, shrubs and plants native to the area and an interpretation exhibit was anticipated. The Estuarium could provide chum salmon eggs from a hatchery to Richmond Schools for Salmonids in the Classroom studies, then release them into Terra Nova Slough.

The original 1982 proposal included input from:

*Fraser River Estuary Curriculum Committee, 1982

A Marine Study Centre “would be used by children and adults to learn about the estuary, a vital ecosystem affecting the Lower Mainland – culturally, economically, and biologically. The Fraser Estuary supplies nutrient rich, brackish water where Salmonids can adjust to the changing salinity. Because the estuary is so important to the Salmonid life cycle, the commercial fishing

industry of Steveston is partly dependent on the estuary, as were the Salish Indians who had a summer fishing village on Garry Point. The large population of salmonids in the area attracts killer whales that have a migratory route passing the mouth of the Fraser. The estuary supports a rich variety of life which can be shared with Richmond Residents and visitors through a Marine Study Centre.”

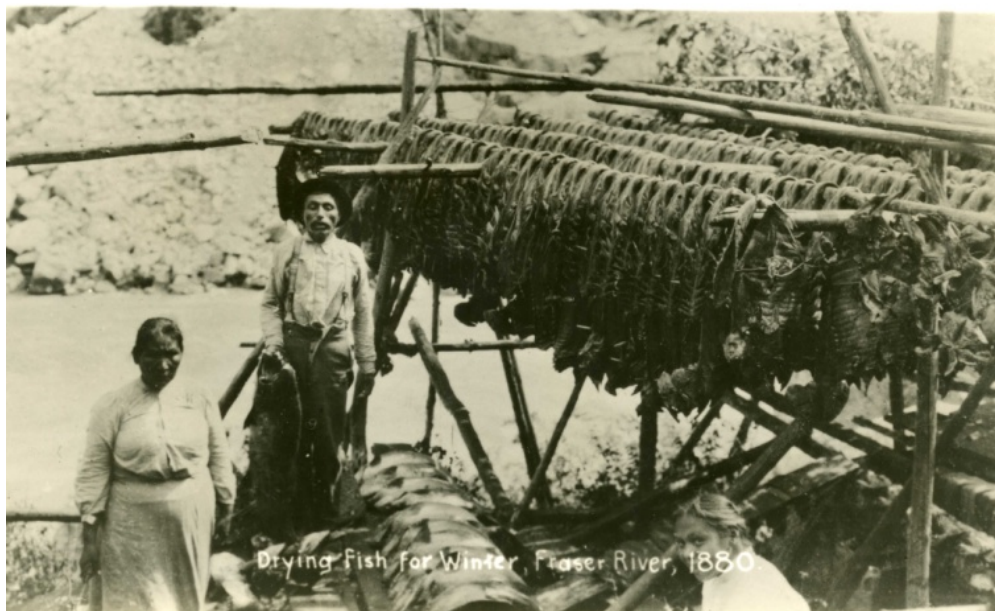
***Moclips Cetological Society presentation, 1982:**

A Marine Environmental Centre would be “a valuable adjunct... to research on killer whales (Orcinus Orca). J-pod quite commonly congregates at the mouth of the Fraser River to avail themselves of the salmon runs which regularly appear there.” “It would be a tremendous asset to the growing body of scientific knowledge of cetaceans to commence a new site for observations from such an ecologically rich area as the Fraser River Estuary”

With other projects underway an Estuarium is the only exhibit at the Lunenburg Fisheries Museum of the Atlantic that the Britannia doesn’t have. It is also more economical and more accessible to the public and tourism to have it located in the Phoenix Gillnet Loft than to build new buildings at Garry Point.

RECOMMENDATION:

An Estuarium and First Nation environmental Interpretation Centre could be located in the upper floor of the Phoenix Gillnet Loft depending on the space needed for the Steveston Heritage Interpretation Framework exhibit and BC Packers exhibit. Admission could be charged as part of general admission but separate from the main site. Another option is to re-arrange the Seine Loft and locate it there. Teaching kayaking and canoeing would be at Britannia.



Drying salmon by a slough. 1880.

2. First Nations, “First Fishers”, Smokehouse

Like Lunenburg’s First Nations, the “First Fishers” on the BC Coast were First Nations going back 13,000 years. Exhibits showing First Nations Arts, culture, and history before the coming of the settlers can be accommodated in the First Nation house at Britannia. Archaeologist Len Ham identified it as a “Smokehouse”, similar to other First Nation smokehouses in BC. It was originally located further north on higher land before the dykes were built in 1907.



A 1928 aerial photo provided by Dr. Ham shows a raised boardwalk straight out from a single door of the house then at an angle to the east straight to a major wharf west of the Britannia Shipyard. Dr. Ham examined the building and determined there originally was only one door with windows on each side typical of a Smokehouse. Little is known what the wharf was used for. The author, Cicily Fox Smith, is said to have told of a wharf loading sailing ships with lumber next to the Britannia Cannery.

Further north of the Smokehouse was a burial ground discovered by Percy Norton. As he graded Railway Avenue for the Richmond Municipality at Steveston Wye, circa 1910, his grader blade lifted the tops off of burial boxes, exposing the remains which quickly disintegrated. Later

attempts to find the site were unsuccessful. This indicates the presence of a village before the arrival of the settlers.

After the arrival of the settlers, First Nation men fished for the canneries and First Nation women worked in the canneries. They were later replaced by Japanese women. This may be why Marshall English built his first fish camp and then his cannery at this location.



First Nations Smokehouse

Welcoming figure

Exhibits showing First Nation arts, culture and history before the coming of the settlers can be accommodated in the Smokehouse at Britannia, with working artists showing their crafts. Welcoming figures along the front of the building, similar to the photograph of a typical Smokehouse, could be the initial art project in the First Nation Smokehouse.

Federal and Provincial funding is available for preservation of First Nations, Japanese and Chinese heritage.

RECOMMENDATION:

The First Nations Smokehouse should depict the arts and culture and way of life of local First Nations at the time of the arrival of the settlers with welcoming figures along the front.

The building should be moved closer to the boardwalk to allow a pathway on the north side around the building so admission can be charged to the site.

First Nations and the environment would be part of the Estuarium and included in the general interpretation of the fishing industry.

3. Japanese Canadian History

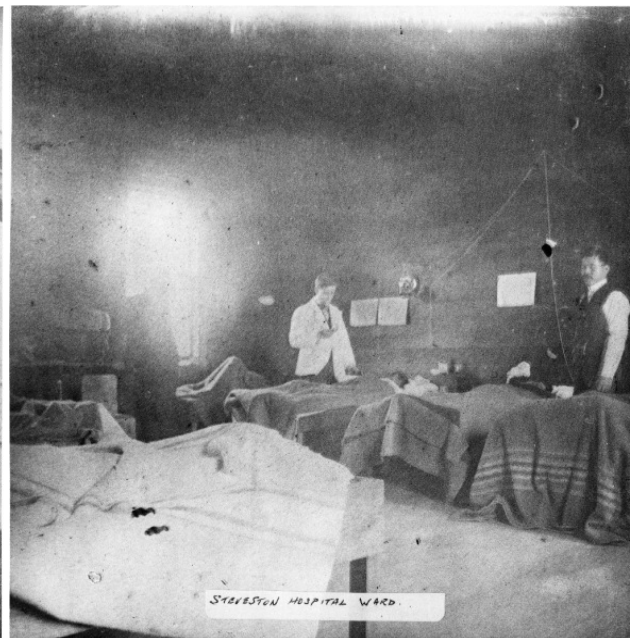
According to the history “ 35 years of History of the Steveston Fishermen’s Benevolent Society” a modest Methodist Mission church was built near the Phoenix Cannery in 1895. Upon completion there was a typhoid outbreak and in 1896 the church was quickly converted to the first Japanese Hospital.



Drs. Office at end of hospital, Dr. Large, Mrs Large, Anaesthetist perform first operation



Methodist Mission Church and hospital



Hospital ward.

In 1900 a new larger hospital was built at No. 1 Rd and Chatham Street with 13 rooms of various sizes. The Benevolent Society rented Richmond House (Richmond Hotel) at \$10 a month then moved to a location north of Moncton Street on the east side of 2nd Ave. across the street from the original Steveston Post Office.

School classes began to be held in the hospital and across No. 1 Rd. at the new Japanese Methodist Church. A Japanese kindergarten was built on the north side of Chatham Street. In 1909 the original church and hospital building at the Phoenix Cannery was moved to the No 1. Rd. site and it reopened on Feb. 18, 1911 as the Japanese School with 22 or 23 students. The number of students increased. "Enlargement of the school was decided on August 30, 1913"

The final Steveston Fishermen's Benevolent Society Office, which has two entrances and is assumed to include the Japanese School Office, was built between the hospital and the school, opening in March, 1919. It is attached to an earlier small building between the hospital and the school. Oral history suggests that it was used as a doctors' and nurses facility. What the building was originally bears further investigation.

In 1923 the Japanese School was integrated as an annex to Lord Byng School with regular classes in English and operated after school classes as a Japanese Language School.



Japanese Hospital, Steveston Fishermen's Benevolent Society building and the Japanese School.

The Caucasian teachers on the teeter totter in front of the Japanese School, Greta Cheverton, Elsie Esplen and Jessie Steves taught there ca. 1926 when it was annex to Lord Byng School.

Relocated at the Steveston Museum, the Steveston Fishermen's Benevolent Society office represents Canada's first Medicare system, plus years of struggle for racial equality and is worthy of National Historic Site designation.

How Japanese-Canadian fishermen and boat-builders and their families lived is told at the Murikami House and Boat-works at Britannia Shipyard. There was a Japanese grocery store outside the dyke east of the Seine Loft that could be reconstructed sometime off in the future.

Still needed is a general Japanese Canadian history including the Japanese Buddhist Church, Japanese Methodist Church, farming, fishing locally, and making an annual trek north to fish, northern canneries, women working in canneries, 1900 strike, Steveston businesses, racism, WWII evacuation, etc. and general history of the fishing industry.

Children's Museum:

While it is called the Murchison House because the Murchison family lived there it was operated for decades as Steveston's first child care centre by the "Sisters of Atonement". When the Sisters paid to move the Murchison houses to Britannia it was intended to show the history of the child care centre for Japanese children that they operated in the upper floor of the two storey Murchison House with a children's museum. The Sisters of Atonement played a major role in providing early child care for Japanese women working in the canneries. In WWII they actually moved to the BC Interior to assist Japanese Canadian families relocated from Steveston. It's a story that should be told.

When the two storey Murchison House was restored the inside stairway of the house was reversed with a new outside doorway at the back for use as a volunteer centre. The alteration was justified because the upper floor of the Steveston Museum was being used as a children's museum. Then staff took that over as office space. It is important to recognise and tell the story of early childcare by the Sisters of Atonement. A children's museum is needed.

NOTE: The one storey Murchison house and the two storey house were original cannery houses to the Garry Point Cannery that Customs Officer Murchison combined into two houses when a larger new cannery was built. The small room at the end of the porch was used as customs office, where he sat with his gun and did customs business through the open window. That's another story that should be told.

RECOMMENDATION:

The history of the Steveston Fishermen's Benevolent Association, hospital, and school, should be told at the Steveston Japanese Fishermen's Benevolent Society office.

The volunteer centre in the Sisters of Atonement child care centre should be moved elsewhere and the upper floor of the two storey house used as a children's museum, as recognition for early childcare and the role played by the Sisters of Atonement.

General Japanese Canadian history should be told with the general history of the fishing industry in the upper floor of the Phoenix Gillnet Loft.

4. Chinese Canadian History, Hong Wo Store and Farm, Chinese Junk

Hong Wo Store, and a hundred acre farm, owned by the Lam family, was part of the Britannia Shipyard National Historic Site. The farm was north of Britannia with store and buildings to the west. The Lam family had three bunkhouses and a cookhouse opposite Hong Wo store, greenhouses for tomatoes and a pickle factory further east. The bunkhouses were for the Chinese workers in the Britannia and Phoenix Canneries. The Cookhouse had bunks on the upper floor, a huge Wok on the main floor built of brick from the Steveston brickworks at the foot of Trites Road and a barrel stove for heat. Built on piles outside the dyke, Hong Wo (Meaning Living in Harmony) was known as BC's first department store. They sold groceries direct to fishing boats that tied up to the dock, including Steveston's most famous fishing boat Phyllis Cormak. A black delivery truck delivered groceries door to door in Steveston.



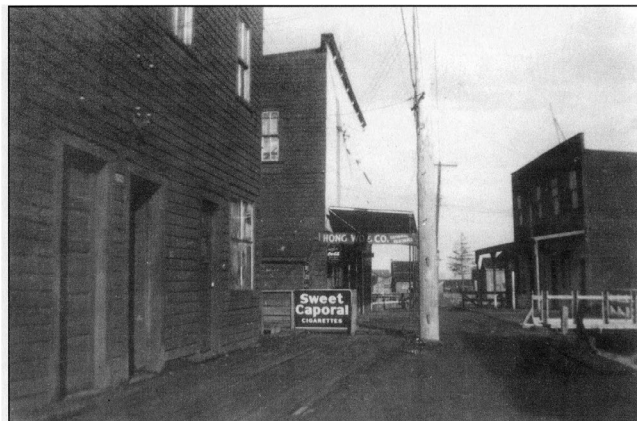
Hong Wo Pickle Factory



Hong Wo Bunkhouses..... by G. Lam 1970



Hong Wo Store.... by G. Lam 1970



General Chinese Canadian history has been told in the upper floor of the Chinese Bunkhouse. However, the exhibits in the Chinese Bunkhouse were never completed. In 1977, when Hong Wo Store was demolished, the Steveston Historical Society was given a week to rescue artifacts for future reconstruction of part of the interior of Hong Wo Store. One cabinet and a number of boxes shipped to Hong Wo from Hong Kong are displayed in the upper floor of the Chinese Bunkhouse. Drawings of the building were made, showing opium dens with observation windows in the doors on the upper floor. A replica of part of the Hong Wo store was never completed. Large display counters, a glass case, and some clothing, shoes and other unsold items that were on the shelves are still in storage at the Steves Farm.

Early Japanese fishermen fishing along the BC Coast told of seeing Chinese chests with Chinese characters on them and other artifacts at First Nation Villages presumed to have been left by Chinese visitors. A Chinese Junk, “Amoy”, visited Victoria in 1922. The genuine Chinese Junk Hai Long owned by Monte Gisborne will tell the story of Chinese history and early Chinese residents of Steveston. The visitors will need space for meals and meetings in the Chinese bunkhouse.



Amoy



Hai Long

There are two options for telling the Hong Wo story.

(a) Part of the Hong Wo Store could be reconstructed and the Hong Wo story told on the ground floor of the Chinese Bunkhouse at the SE corner, with the Hong Wo sign, or replica, on the south end of the building. It would reduce the size of what would have originally been the bunkhouse “cookhouse and mess hall”. There would be enough space for small gatherings and guests on the Hai Long. Meeting space could be relocated in the Phoenix Gillnet Loft.

(b) Hong Wo store served all races and would fit well with a general history of the fishing industry if reconstructed in upper floor of the Phoenix Gillnet Loft. It would fit well with a market downstairs. The Chinese bunkhouse lower floor would remain a space for larger groups

RECOMMENDATION: The Hong Wo Story should be told in the South east corner of the Chinese Bunkhouse which is located near where the Lam Farm, Chinese Bunkhouses, cookhouse, and Hong Wo Store were originally located.



Service and Quality

HONG WO CO.
General Store

530 Dyke Road
(Next To Nelson Bros. Cannery)
Richmond, B. C.

RRowing 7-7337 Res. _____

Fresh Meats	Groceries	Fruits & Vegetables
Hardware	Clothing	Shoes

BOAT PLYMOUTH CORP. WA.

DELIVER TO A.B.C.

DELIVERY DATE SUNDAY TIME 11:00 AM

CHARGE TO A.B.C.

[illegible]

5. Boat Repairs, Boat Storage and Boats:

Hiring a shipwright to oversee volunteers and get repairs and maintenance done was approved by Council in 2002, but never occurred. At the time Site Manager Mary Gazetas had accepted the donation of both the Skeeze and Starliner, and was providing movie funds from films produced at Britannia Shipyard for volunteers to do annual maintenance and repairs. Saying the boats belonged to the Britannia Society was an excuse for the incoming manager to do nothing and use the movie funds for other uses. Because the boats were allowed to deteriorate without annual maintenance, "How to maintain and manage the fleet of boats at the Britannia" was referred to staff Sept 23, 2008. The City saved over a million dollars over 20 years by not hiring a shipwright but over a million dollars of damage was done to the boats

RECOMMENDATION:

A shipwright should be hired now, new volunteers encouraged, and movie funds used for repairs and annual maintenance of boats.

BOAT STORAGE:

Shed Roofs were recommended in the BC Packers plan for displaying boats along the waterfront. One shed roof was constructed, and it houses a retort from BC Packers that was for cooking canned salmon. Another was proposed for a fishing boat just east of the Phoenix Gillnet Loft. (See Phoenix Gillnet Loft BC Packer's picture) Traditionally about 20 boats were taken out of the water and skidded in rows west of the Richmond Boatworks for maintenance work over the winter. While it reduces the open area, this would be a good location for a triple shed roof. If there is enough room the east side could also be considered.

In keeping with the BC Packers plan, I made a referral to staff on May 25, 2016 requesting that a shed roof be constructed over the Skeeze/Fleetwood "as an indoor civic art project using the City's Public Art Reserve Fund." It is due back in quarter 1, 2023. There is another solution.

With the restoration of the two carriage ways completed in the Britannia Shipyard, it would be historically more accurate and more economical to use the east carriage way to display the Skeeze instead of building a very large shed roof. On the east carriage way, it would tell the story of the Skeeze, already loaded, being serviced for a run across the U. S. Border. This would allow volunteers under supervision of a shipwright to remove additions to the original cabin and restore the boat as a rum runner. The west carriage way could be used for servicing boats still afloat along with the carriage way at the adjacent Richmond Boatworks.



Boats indoors, Mystic, Connecticut



Shed roof

The Seine Loft should be used for storing and displaying smaller boats. Left outdoors several have been lost already. With a temporarily enlarged doorway, some medium sized fishing boats could be displayed indoors in the Seine Loft. The Halifax Maritime Museum of the Atlantic has a tall open area similar to the Seine Loft for medium sized boats and the open area around them is used for concerts and Maritime Arts. The Starliner and Bud Sakamoto's boat could be preserved in this way.

RECOMMENDATION:

For indoor storage consider shed roofs, even a triple shed roof for three boats, at the Richmond Boatworks. Small boats and a couple of medium fishing boats could go in the high ceiling Seine Loft. With masts shortened a fishing boat could be a centrepiece in the Phoenix Gillnet Loft. The Skeezix is best displayed on the east carriage way in the Britannia Shipyard

BOATS:

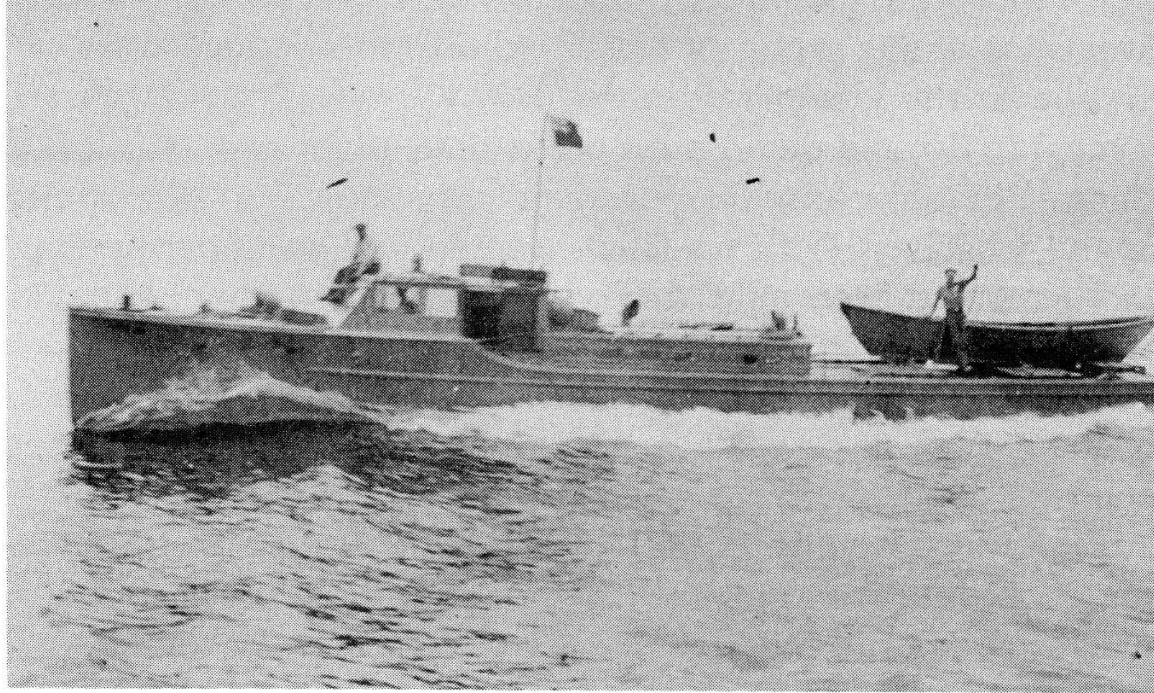
Britannia Shipyard is about the boats. A few boats have been restored and maintained. The Flagship "Providence" is maintained by its private owner. Not hiring the shipwright approved by council in 2002 resulted in demolishing boats due to lack of maintenance, and requiring over \$1 million in repairs for those that remain. It is very important to retain three boats that have been allowed to deteriorate, and add more boats if they can be found and their annual maintenance financed.

Skeezix or Fleetwood:

The Skeezix is a Steveston boat, playing an amazing and important part of Steveston's history. It is one of many rum runners that operated out of Steveston during Prohibition. Many were fishing boats. It is one of a kind and was built in 1930 especially for rum running, with narrow sleek lines, a central diesel engine for normal travel and two rotary aircraft engines to fire up when chased by the US Coast Guard. It was acquired for the city by Site Manager Mary Gazetas

and myself from the family of deceased owner Robert Turnbull for a tax receipt. He had used it as the pleasure craft Fleetwood.

The SkeeziX was intended to be the Flagship for Britannia Shipyard National Historic Site.



***SkeeziX*, Spring 1933. Canadian shore boat 56 feet long, one 80-hp diesel and two 450-hp Liberty gas engines.**

In the 1890's, through the prohibition era, to the 1940's the entire river channel between Steveston and Westham Island was known as Cannery Channel. W.H. Steves owned 160 acres on the south side of the river, now known as the Alaksen National Wildlife Area. There were two Steveston Canneries on the south side of the river, the Harlock and Albion Canneries on Harlock and Albion Islands. George Reiffel's wharf and shed, immediately across the river from Britannia Shipyard was on Reiffel Island. During Prohibition George Reiffel's rum runner SkeeziX was moored there. She was serviced at the Britannia Shipyard before she made her runs. Ian Bell Irving said they were never involved in rum running. They just serviced the boat.

Steveston's rum running story has never been told. It was a major centre of the rum running fleet on the west coast. A number of fishing boats were converted to rum runners and later converted back. There were several alcohol distilleries and breweries. A mysterious white float plane tied up and loaded cargo from a wharf near Britannia Shipyard for its flight across the border. The largest distillery was a piggery that disguised the odour from the whiskey still with pigs. It was north of Britannia Shipyard, near Railway Avenue and Moncton St. It was still there in the late 1940's until a new police force jailed the bootlegger at the SE corner of Chatham

Street and 3rd Avenue for 6 months, and everyone else shut down. A small still was found in the Phoenix Cannery Chinese Bunkhouse when it was demolished.



Skeezix as Fleetwood, fully restored, 2002

When acquired by the City, the Skeezix had been completely restored and was in excellent condition. Without annual maintenance the double plank hull quickly dry-rotted (as did the St. Roch at the Vancouver Maritime Museum) To have it fully restored was estimated in 2011 to cost about \$200,000 for materials if volunteers do the work. To have it afloat could be done with fibreglass over the hull for about \$25,000 for materials, a common practice. Without major repairs it could be preserved with indoor storage similar to the St. Roch which is in a specially constructed drydock.

RECOMMENDATION:

The Skeezix should be repainted and displayed, with cabin addition eventually removed, loaded and ready for a run across the US border, on the east carriage way of the Britannia Shipyard

Starliner:

The Starliner is a fishing boat very important to Britannia. It is the last boat built by the Lubzinski Brothers, who operated the Richmond Boatworks at Britannia during WWII. The Starliner was one of the newer, faster, flared bow, fishing boats developed at the time for travel to and from northern fishing grounds. It too was in excellent condition when Terry Lubzinski donated it to the city at the end of one fishing season 20 years ago. Site Manager Mary Gazetas looked after the details and Terry's partner Harry Diamond and Charlotte

Diamond and I assisted. It is uncovered outdoors and further deteriorating. It could be restored at an estimated cost of \$55,000 for materials or painted and displayed indoors or under a roof.

Sakamoto boat:

Bud Sakamoto wants to donate his fishing boat, built by his father at Sakamoto Boat Works. It is seaworthy and has continued to be used for fishing. It is one of the last wooden fishing boats left that has not been altered. As there were many boat builders in Steveston, a Sakamoto boat would be a very important part of the collection. Bud does not want to donate the boat if it is left to the elements to decay. It could be kept seaworthy, or stored indoors.

Silver Ann:

Acquired by the City of Richmond in November 2001 the Silver Ann is a 34 ft gillnetter built for George Osaka by Sadajiro Asari in 1969 in the Richmond Boat-works.



The Silver Ann was the last boat built at Britannia when it was a working yard. It was fully restored 2005- 2009 and is in the water. It requires annual maintenance. Acquired by the city of Richmond in Nov. 2001 just before a change in management it was one of the few vessels properly maintained

M V Burnaby:

Recently acquired, the Burnaby is the type of small tug boat that towed sail gillnetters from the canneries to the fishing grounds. It has been fully restored. It should be used to tow the Fraser River Sail Gillnetters constructed 20 years ago.

Iona:

The Iona is a small 38 ft. fish packer built in 1927 and was used for collecting fish from nearby fishing grounds and transporting them to the cannery. It was owned by Toshi Koyanagi before WWII. During WWII it was owned by Bill Montgomery who operated it for Nelson Brothers

Fisheries collecting fish from the boats fishing for the Colonial Cannery in Steveston. He gave it back to Toshi Koyanagi after the war.



The Iona was acquired from the Koyanagi family by Site Manager Mary Gazetas on Oct. 18, 1991 for \$1 paid by the City of Richmond. It was restored and then left without maintenance. Cost of materials for repairs in 2011, \$500. As the only one left and the only size of fish packer that we can afford, it is an important part of our history. It is big for indoor display in the Phoenix Seine Loft. It could be kept in the water, with annual maintenance, as long as it doesn't have heavy use due to changes in the stern, or it could be displayed in a shelter.

RECOMMENDATION:

The Starliner and Sakamoto boats could be displayed indoors, through a temporary door widening, in the Phoenix Seine Loft. Otherwise they could be displayed in outdoor sheds

The Iona could be in the water or in an outdoor shed. As boats were normally stored side by side on skids during winter a triple roof shed could be constructed adjacent to the Richmond Boat-work for three boats.

We need boats in the water. The Silver Anne and MV Burnaby, with Fraser River skiffs nearby, should be maintained as waterborne vessels as long as they are taken out of the water for maintenance every winter. They could be under shed roofs in winter..

Privately owned boats:

The Providence is an 80 ft gaff rigged ketch and Class B tall ship. It is the flagship of the

Britannia Shipyard National Historic Site. Built in 1903, it is the oldest working vessel in BC waters. It is a privately owned working vessel that assures its upkeep.

The Gikumi is a privately owned, restored working boat built in 1954. It provides 3 hour river tours on the history and environment of the river.

The RFM, presently called the Elaine, was named for Captain R.F. Marpole of Eburne. It was built as a halibut schooner hull complete with fittings for masts, finished as a tugboat, then converted back to a halibut schooner. Built in False Creek in 1922, it is the last halibut schooner built in BC. In 2007 Richmond City staff recommended its purchase but council declined to do so. It was purchased by an American and occasionally visits from Washington. It should be invited annually.

The Hai Long is one of the last remaining Chinese Junks. It is to provide river tours, history, and Chinese food in conjunction with the Chinese Bunkhouse.

A Steam Fishing Boat once tied up at Britannia but was told to leave by a manager that was not aware that there were steam fishing boats. It should be found and asked to return.

RECOMMENDATION:

Source privately owned boats to dock at Britannia for events and also temporarily or permanently.

Bristol Bay or Columbia River Sail Gillnetters::

There were several Bristol Bay Boats still in use at Finn Slough in the 1940's. Steveston boat-builders were the main builders and built them in later years for use in Bristol Bay where engines were banned. The last four sail gillnetters for use in Bristol Bay were built by Allan Steves at David Boatworks at Garry Point ca. 1950. Britannia had the last one remaining on the Fraser, but it rotted and was demolished. There are no remaining Columbia River Boats. There have been a couple of Bristol Bay Boats for sale in Washington State for about \$10,000 and there may be some in the north. A Bristol Bay boat should be acquired.

RECOMMENDATION:

A Bristol Bay Boat should be purchased. If none is available a smaller Columbia River Boat should be built in the Richmond Boatworks.

Seine Boat and Coastal Fish Packer:

Britannia needs a seine boat, and CANFISCO has offered a large fish packer that brought salmon to Steveston canneries from the north. There are some seine boats that have been converted to pleasure craft but without their fishing gear they do not tell the story. The Britannia had the Schuchona IV, donated by BC Packers, but it could not be maintained and had to be disposed

of. At present the site isn't capable of raising the funds for annual maintenance of small vessels, let alone large vessels. In Mystic Connecticut they solved the problem by establishing a maintenance fund before acquiring a vessel.

RECOMMENDATION:

A seine boat and fish packer should be acquired when enough funds are available for annual maintenance. A maintenance fund should be established for each vessel.

6. Two Storey Phoenix (Duplex) Cannery Building

The building known as the Japanese Duplex was built before the arrival of the Japanese at the time or before English's Phoenix Cannery was built in 1894. It appears to have become a "duplex" when a walkway was constructed through the building when the Phoenix Seine Loft was built. The siding is typical of the 1880's and many changes in the windows indicates many changes in use.



2 storey Phoenix (Duplex) Cannery Building 2 storey Phoenix Cannery Building, 1884, at right

RECOMMENDATION:

Further research is needed to determine the original use of the 2 storey Phoenix Cannery Building.

The 2 storey Phoenix Cannery building is ideal for use as the Easthope Engine Shop

7. Easthope Engine Shop

Easthopes were among the early engine builders such as Ford and Chrysler. The Easthope family with six sons and two daughters arrived in New Westminster in 1899. The first Easthope engine in 1900 was a two cycle, three horsepower, xx cylinder crankshaft with pistons and valves run on petrol in a canoe.

By 1910 motored vessels were replacing rowing skiffs and sail gillnetters. Fishing boats became bigger, like west coast trollers. Easthope's oldest sons Vincent and Eric were building engines up to 30 horsepower, incorporating pistons and valves from Model T Fords. Their best sales were 5 horsepower engines built for 25 ft. fishing boats.

Percy (Peck) Easthope and his brothers George and Ernest managed the Easthope Engine business from 1914 to 1953. They set up a shop at No. 1 Rd. in Steveston in 1930 with their Vancouver business at 1747 West Georgia. The shops were called Easthope Marine Industries.

In the peak years around 1950 they sold about 100 engines a year with 45 workers in the shops and 5 workers in a foundry. Easthope gasoline engines were installed in two out of three of powered fishing boats on the Fraser River. Almost 6,000 Easthope engines were built in Vancouver before production ceased in 1969. Competitors Ford and Chrysler had gone into high speed marine engine production, up to 20 miles per hour.

The Easthope Steveston shop continued in operation, offering full maintenance, sales and service until they closed in 1987. Ron and Susan Doal of Steveston Machine Works had taken over Steveston Easthope Sales and Service in 1978 with Percy's son Bill still working there.

When Easthopes closed, the City purchased the huge Easthope turret lathe that was used to manufacture the engine shafts. It is probably the last of its kind. The City also purchased several engines, hundreds of the wood patterns for engines, and fishing gear, unused engine shafts and fishing gear parts. Fishing gear invented at Easthopes was adopted world wide.

Some of the Easthope engines are on display in the Britannia Shipyard. However as Easthopes were one of the few early marine engine companies in the world and the Easthope engines were so important to the fishing industry, there is a need for a replica Easthope Engine Shop. It cannot be in the Britannia shipyard. The turret lathe is very heavy and will require heavy timber works or concrete underneath it.



CONSIDERATION:

(a)

The Easthope Engine Shop is so important that it should be a stand-alone structure. A separate structure could be constructed as part of the L-shaped building east of the Richmond Boatworks as originally planned, which would be costly and probably never get done.

(b) The 2 storey Phoenix Cannery building is the best existing site. However, it has been suggested as one of the potential locations for a visitors centre. It might be better to have the visitors centre in the Phoenix Gillnet Loft as part of the market.

(c) Instead of building a new structure, It also makes economic sense to have the Easthope Engine Shop in its own room on the ground floor of the Phoenix Gillnet Loft. This would be difficult for charging admission and access to the Britannia Site, and would reduce the area for the Maritime Arts Centre and Market.

RECOMMENDATION:

The Easthope Engine Shop should be located in the 2 storey Phoenix Cannery Building

8. Sawmill, Blacksmith Shop and Foundry

SAWMILL: Most early canneries had a boat building shop and a sawmill beside it to cut their own lumber. Some fishermen were beachcombers and brought in logs in the off season. David Boat-works at Garry Point continued to saw logs until beachcombing was banned. A sawmill and wood drying shed were planned in the original Britannia Shipyard plan in the “L-shaped” shed east of Richmond Boat-works. A timber shed was deconstructed at the works yard for use at Britannia, but without adequate funds the materials rotted. Then a washroom was built where the sawmill was supposed to be located. The Lubzinski sawmill is in storage.

RECOMMENDATION:

The Lubzinski sawmill should be under a lean-to roof on the west side the washroom .

BLACKSMITH SHOP AND FOUNDRY: Every cannery had a blacksmith shop. Due to fire risk, canneries had their blacksmith shops outdoors in a separate building. A Blacksmith shop was originally planned east of Richmond Boat-works. For some reason an apple orchard was planted there, but there were no apple orchards on the Steveston waterfront. It was tidal. There was only one apple tree at the Murakami House. That is why it was so significant. Blacksmith tools are available.



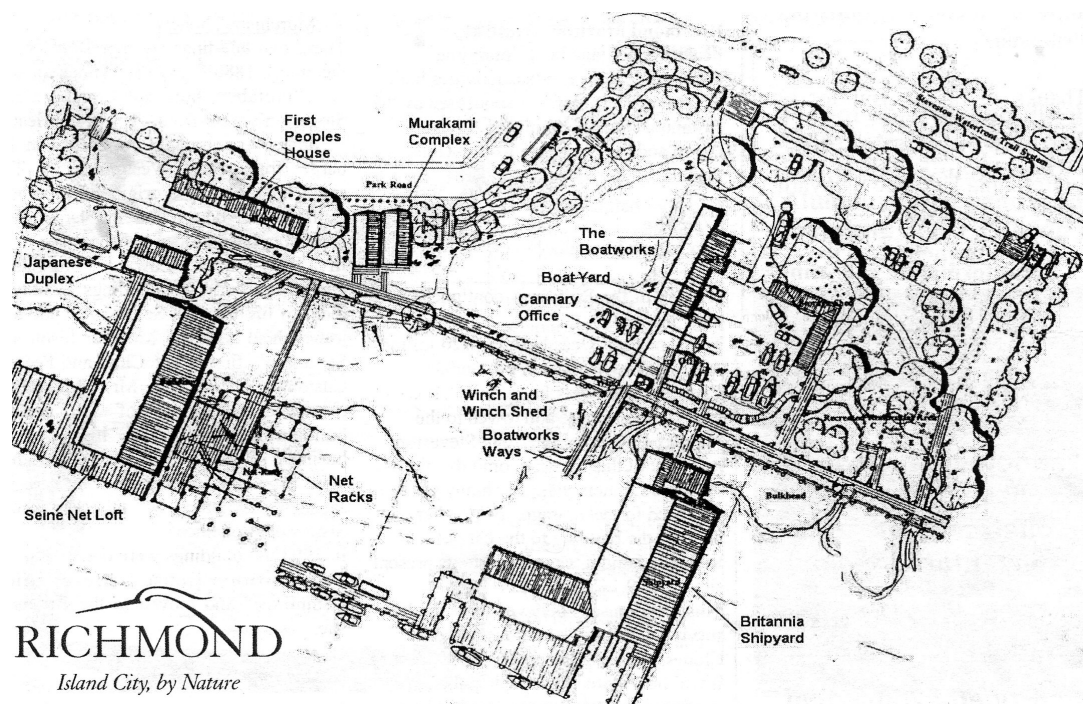
Tom Howard's Blacksmith Shop was on No. 1 Rd. a few doors south of Easthopes. Ed Ireland, right, and Tom Howard, centre, in the photo, invented net guards and other gear when boats became motorized with Easthope Engines. Like Easthopes, their gear for fishing boats was adopted worldwide. Open Air Museums, like Mystic Connecticut, have operating blacksmith shops.

Lubzinski's had a foundry for making the centre pieces for their ship wheels. Decades ago Councillor Barnes made a referral to consider an operating table top foundry similar to Amos Pewter, a private museum in Mahone Bay, Nova Scotia. With a table top foundry showing how a foundry works, they were making key chains and other souvenirs for sale. Such a foundry should be located in the Phoenix Gillnet Loft as part of the Maritime Arts Centre.

RECOMMENDATION:

The Lubzinski Sawmill should be reconstructed under leanto roof adjacent to the washroom.

A working blacksmith shop should be constructed in the L-shaped shed as originally planned, but located further north of the washroom in line with the north end of the boat-works, with the sawmill to the south. Part of the building could contain large foundry equipment. Volunteers would demonstrate how a foundry works, with a table top foundry making souvenirs for sale in the Maritime Arts Centre.



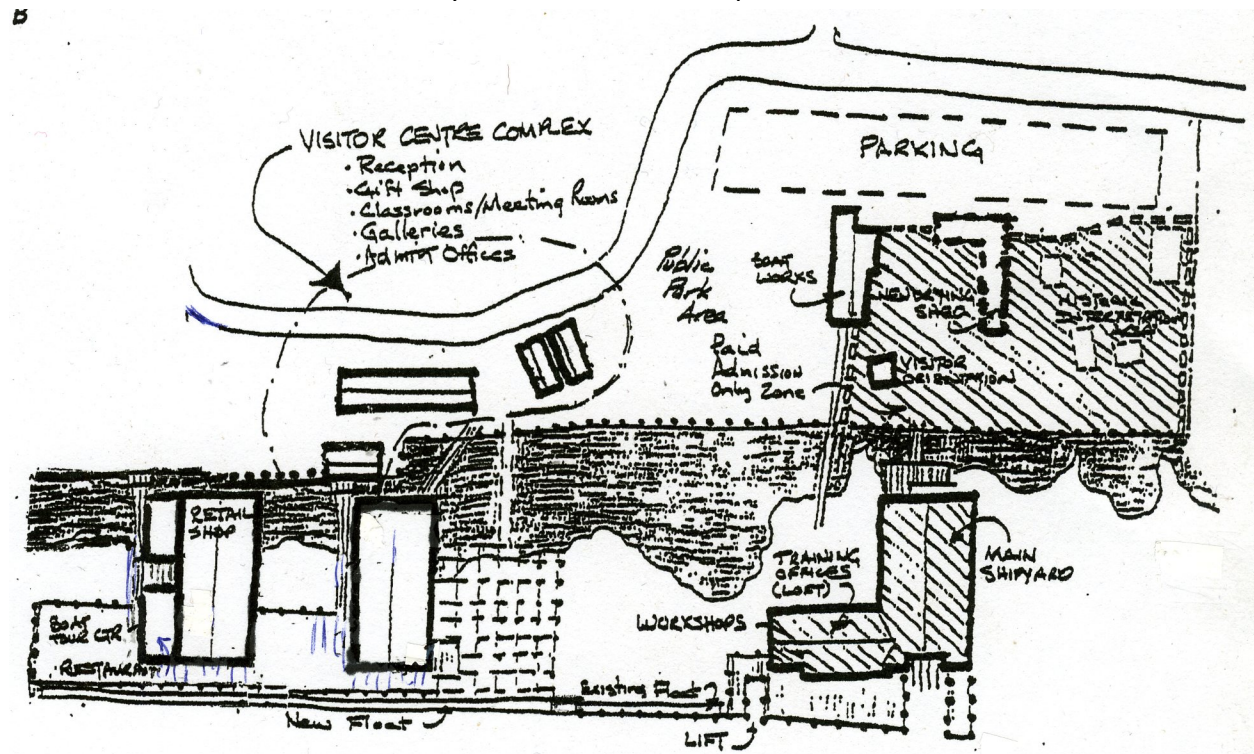
Original

Britannia Shipyard Plan with L-shaped building east of the boat-works

9. Admission

The Cornerstone Report recommended charging admission to help pay the costs. Without a source of funding, rotting boats have been the result. The original site plan was designed to use Nootka Rose and other native vegetation rather than fences to close off the area for charging admission in the summer and open to the public in winter. However, the last time the area was landscaped, all of the native vegetation was removed in the east half of the site. It will have to be replanted. Assuming that admission will be charged now or sometime in the future, care must be taken to determine which paid functions go into the Phoenix Gillnet Loft where the Maritime Arts Centre and Market would be free.

The Cornerstone Report recommended that the area for charging admission should include the Richmond Boatworks, houses, Chinese Bunkhouses and all waterfront buildings. The duplex, First Nations Smokehouse and Murakami buildings would be a visitors Centre Complex, as shown. However this left too many exhibits outside the paid admission area.



A better solution would be to move the First Nation Smokehouse forward, ban parking and remove the unused washroom addition to the Murakami House. This would allow a trail around the buildings to the north and the boardwalk could be closed between the duplex/seine loft and the smokehouse/Murakami Complex. The public would still have access to the Public Park Area between the Murakami House and the Boatworks. The paid entrance and visitors centre would be at the Phoenix Gillnet Loft



The Murakami House addition and parked cars block the trail and people walk on the road. Removing the addition would make it wide enough for a trail around the buildings..



The boardwalk between the buildings could be closed off for charging admission in summer tourist season

Admissions charged elsewhere for similar open air waterfront museums include:

Lunenburg ; Adults \$14.50, Seniors \$11.50, Students \$8.00, Youth \$3.50 (6-17), Child free.

Gulf of Georgia: Adults \$12.50, Seniors \$10.75, Youth (17 & under) free, Members free.

Hector Heritage Quay: Adults \$8.00 , Seniors \$6.00, Child \$3.00, Families \$20.00

Fluvarium: Adults \$8, Seniors \$6, Students \$6, Child (under 14) \$5.00. Annual Pass \$40

Mystic Seaport: Adults \$27 US, Seniors \$25 US, Youth (13-17) 23, Child (4-12) \$19

RECOMMENDATION:

Enough has been completed at the Britannia Shipyard National Historic Site to start charging admission. It could start at a lower rate now and increase as more facilities are completed.

Part 3. Maritime Environment

1. Landscaping with Native Trees, Shrubs, and Plants

The “Britannia Heritage Shipyard Concept Plan”, approved by Council, requires planting native trees, shrubs, & plants to “provide interpretation of the cultural and natural changes that have occurred on the site through its history. Vegetation is an important part of that history”.

Plantings include “Plants in B. C. Indian Technology” and “Food Plants of Coastal Peoples”, with “interpretive signage with botanical names and information as to origin, growth and habit. If desired, a self-guided walking tour guide”. It would compliment an “Estuarium”. Chris Phillips and Associates designed hedgerows along the entire site, so admission could be charged.

The plan was adopted Dec. 2, 1994, and a \$260,000 contract approved. The contractors were unable to find native species. I compiled a booklet “Native Plants of Marsh and Uplands in Richmond” and volunteered for two summers in 1996 and 1997 with an “Environmental Youth Team” transplanting native species from the Finn Slough and Triangle Road Areas.

The Britannia Plan had five zones with different species in each; Steveston Trail to Trites Road, and Upland, Riparian, Marsh and Foreshore Zones. The “Historic Zone Development Plan” approved by Council in 2004 and “Interpretation Plan” in 2006 required retention of all native trees and shrubs. In 2006, when the waterfront village was constructed, the landscapers cut down two 200 year old 1 ½ ft. dia. Pacific Willow trees that were protected in the plan for no apparent reason. They removed all native plants in the east half of the Britannia site, except Nootka Rose, and substituted non native species. English Hawthorne replaced native Black Hawthorne. Flowering Crabapple from Russia replaced native Pacific Crabapple. They planted an orchard that never existed in a tidal marsh. I made a referral directly to Jane Fernyhough. On July 20, 2006, Jane Fernyhough responded that “the original native plant list was supplied to the designers”, there were “330 Nootka Roses to be replanted around the parking lot area” and “several non native trees” had been planted by the contractor. “They will be replaced.” The area north of the houses was to be “planted with natural vegetation” The replacement of foreign trees never happened and they are getting big. It’s more important than ever to plant trees and shrubs native to the area and used by First Nation people for food, tools and weapons, before the settlers arrived. Richmond now has a tree planting fund available. Plant lists approved for each zone are attached. Growing Pacific Crabapple from cuttings is easy.

RECOMMENDATION:

That trees, shrubs and plants at Britannia Shipyard that are not native to BC be removed and replaced with species native to the Steveston area. Species native to other parts of Richmond can remain but the trail to Trites road should also be planted with local native species.

Britannia Heritage Shipyard Park Concept Plan approved plants:

Zone 1 - Steveston Waterfront Trail / Panhandle Zone, Raliway Ave & Brunswick to Trites Road:

Trees -

Red Alder (*Alnus ruba*),
Shore Pine (*Pinus contorta*)

White Birch (*Betula papyrifera*),

Shrubs -

Salmonberry, (*Rubus spectabilis*),
Red Elderberry (*Sambucus pubens*),

Snowberry(*Symphoricarpus albus*)
Red Flowering Currant (*Ribes sanguineum*)

Zone 2 Upland Zone, parking lot to Gillnet Loft (see attachments)

Trees –

Bitter cherry (*Prunus emarginata*),
Black Hawthorne (*Crataegus douglasii*),
Pacific Willow (*Salix lucida*),
Pacific Dogwood (*Cornus nutallii*),

White Birch (*Betula papyrifera*),
Pacific Crabapple (*Malus fusca*),
Indian Plum (*Oemleria cerasiformis*) ,

Shrubs and plants –

Red elderberry (*Sambucus pubens*),
Black Twinberry (*Lonicera involucrata*),
Nootka Rose (*Rosa nutkana*),
Salmonberry (*Rubus spectabilis*),
Ninebark (*Physocarpus opulifolius*),
Sword Fern (*Polystichum munitum*),

Red Flowering Currant (*Ribes sanguineum*),
Wild Gooseberry(*Ribes lacustre*),
Snowberry (*Symphoricarpus albus*),
Trailing Blackberry (*Rubus rubus ursinus*),
Lady Fern (*Alhystrium filix-femina*),
Orange Honeysuckle (*Lonicera cillosa*),

Zone 3 – Riparian zone, south side of the parking lot, species native to the Steveston area prior to building the dykes only. Trees and shrubs listed in Zone 2 except White Birch, plus:

Gummy Gooseberry (*Ribes lobbii*),
Western Dogwood (*Cornus stolonifera occidentalis*),
Beach Pea (*Lathyrus japonicus*),
Baltic Rush (*Juncus balticus*),
Cascara (*Rhamnus parshiana*)

American Vetch (*Vicia sativa*),
Swamp Rose (*Rosa pisocarpa*)
Bentgrass (*Agrostis* sp),
Scouring Rush (*Equisetum hyemale*)

Zone 4 – Marsh zone, same species as zone 3 but includes domestic plants around houses, e.g., Murakami apple tree.

Zone 5 – Foreshore protection Zone – to be maintained as it is.



City of Richmond
Recreation & Cultural Services

Memorandum

To: Councillor Harold Steves
From: Jane Fernyhough
Manager of Heritage and Cultural Services
Date: July 20, 2006
File: 11-7140-20-BSH11/2006-
Vol 01
Re: Britannia - Native Plants, Dyke Elevation, Stilt Houses and Tram

Harold

Your email to Dave and I re: the above subjects raises some excellent points. I have more information for you that hopefully responds to your concerns.

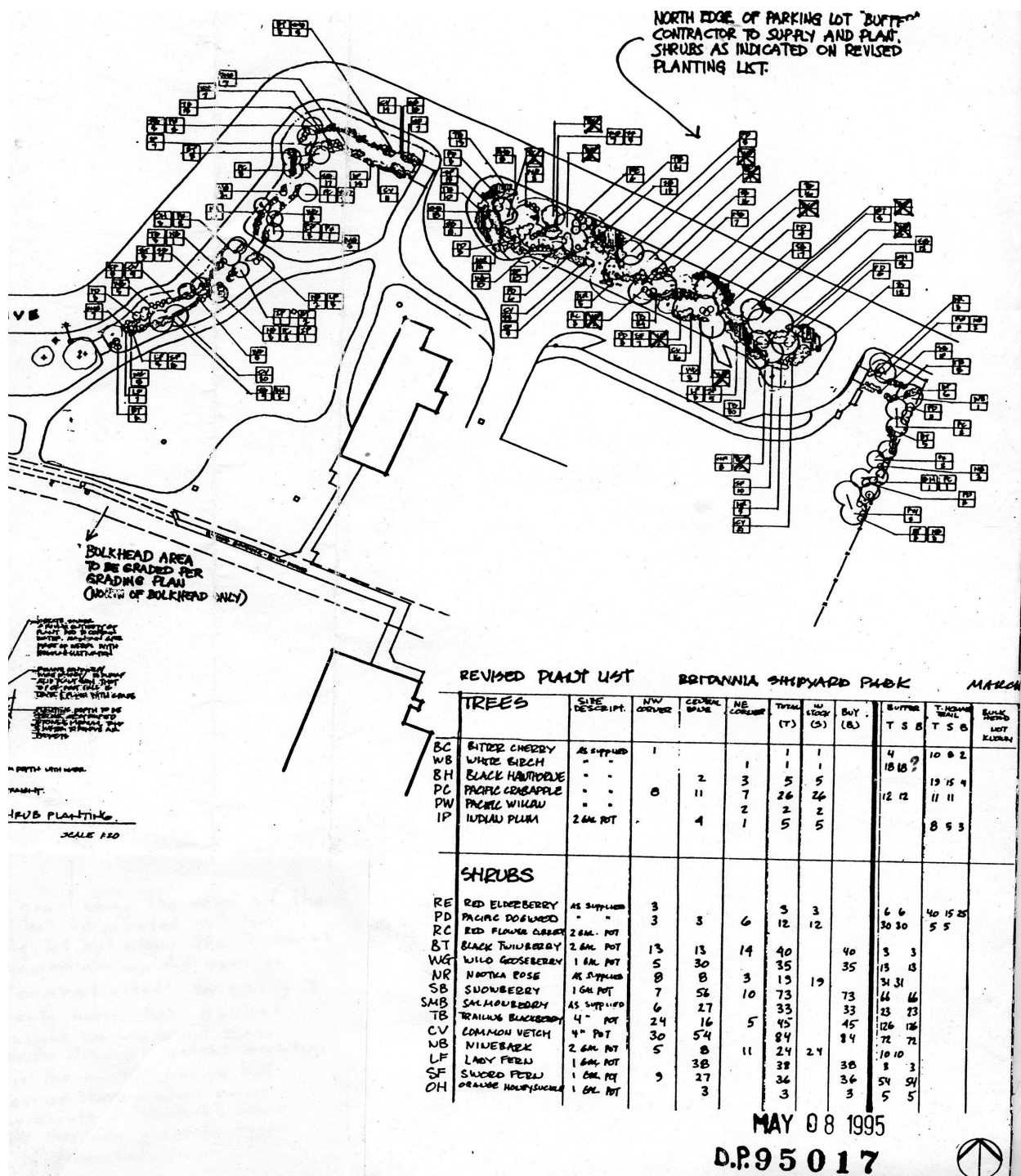
1. Native Trees & Shrubs

The original Park Concept Plan contained an extensive list of native plant species that might be appropriate for Britannia. The Plan itself only designed the planting along the edges of the then parking lot and the north east edge. I also recall you and Erica planted and nurtured the nootka roses. The roses that were on site have been removed by the landscaping company and they are in storage awaiting replanting on site – there are 330 nootka roses to be replanted around the parking lot area.

During the preparation of the plan being implemented, the original native plant list was supplied to the designers. We have landscape plans for the parking lot and the boardwalk and pond area which we would be happy to walk through with you. As you were involved in the original concept plan we appreciate your input. Parks has indicated that they are sourcing native plant material at this time.

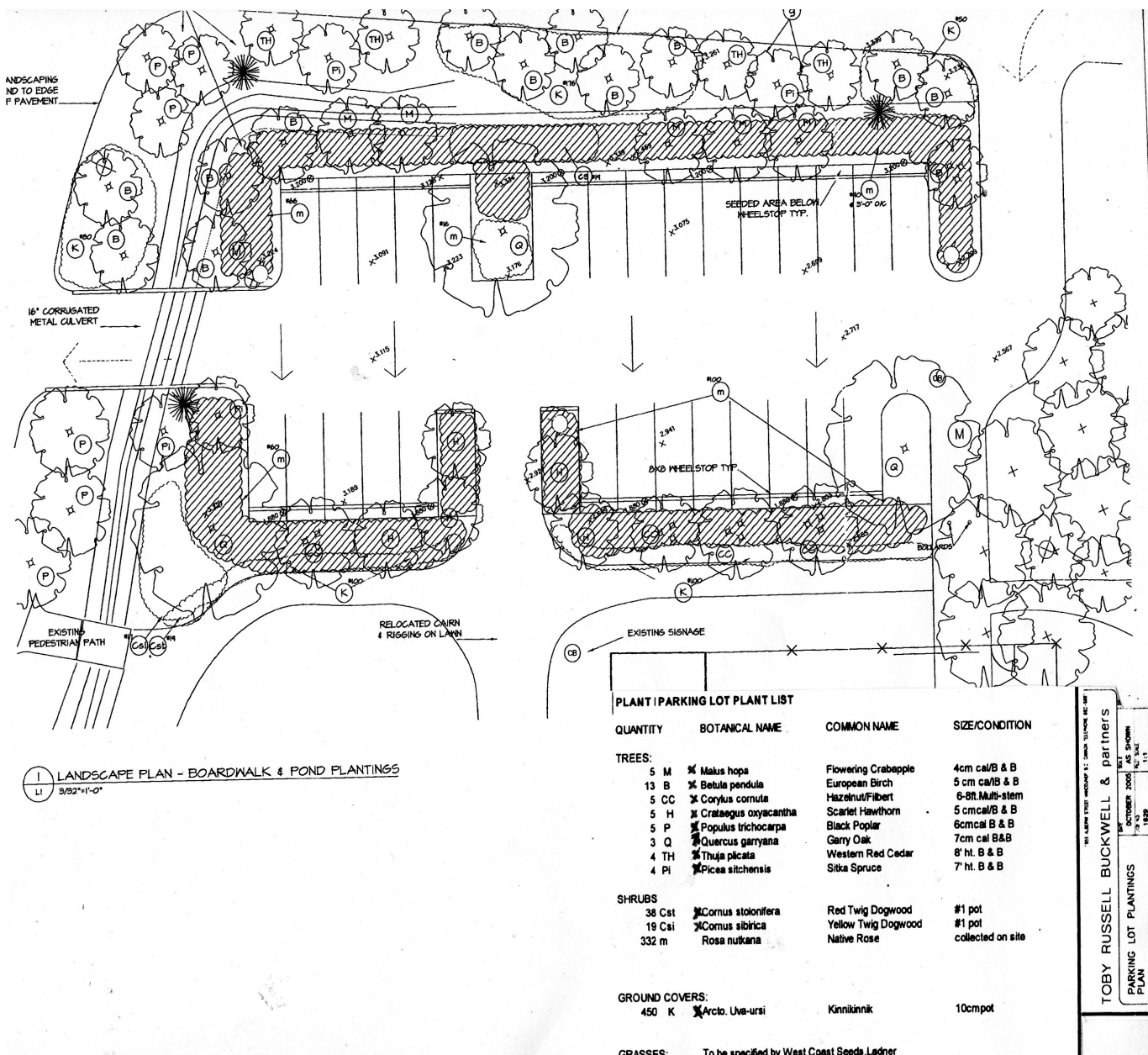
Several non-native trees were planted late last week by the contractor and this was flagged at the construction meeting on Tuesday. They will be replaced.

The open area north of the houses will be planned in the next phase of development but is envisioned in the Historic Zone Development Plan as an area with natural vegetation with some trees possibly orchard trees as a reminder of previous agriculture in the area. Your participation in the preparation of this phase would be most appreciated.



1995 Plant List: Pacific Crabapple was the dominant species that grew along the Crabapple Ridge where the west dyke is today & lesser sea-berms further inland, with occasional Bitter Cherry, Indian plum, thickets of Nootka Rose, Salmonberry, Black Hawthorne and Snowberry with Pacific Willow and Hookers willow along the water edges. There was no white Birch. However, they were planted at Britannia as replacement for Cottonwoods.

2006 Plant List: Only Nootka Rose is native to the area. English (Scarlet) Hawthorne instead of Black Hawthorne, hybrid Flowering Crabapple from Russia instead of Pacific Crabapple, Yellow Twig Dogwood from Siberia instead of Pacific Dogwood and European Birch were substituted for BC native species. BC upland species, Hazelnut, Vancouver Island Garry Oak, Cedar, Spruce & Black Poplar were substituted for local lowland species



BC First Nations Use of Plants

When the Steves Family arrived in 1878, Emily at the Point told the girls they were not to pick berries on the Crabapple Ridge north of their village as the Indians owned the garden.

Remnants of their garden were still there on the west dyke, south of Steveston Highway to Garry Point through the the 1940's. It was a great place for me as a 10 year old to unwittingly learn about native plants and play on a dugout canoe in the canal that was split down the middle. It inspired me to later study native plants at university. North of Steveston Highway a few 200 year old Pacific Crabapple trees were on a remnant of the Crabapple Ridge at the side of the dyke. Himalayan Blackberries were dominant, with some tall cane domestic blackberries planted by Manoah Steves, all the way to Williams Road and harvested by the Steves Family.

Trailing Blackberry – growing on a large clearing north of Garry Point, eaten fresh, dried for winter storage, tea made from dried leaves, leaves and roots used as medicines.

Cattail (*Typha latifolia*) – for insulating walls of winter homes, mattress underlays, picking and storage baskets, baby cradles, covering for doors and windows. There were stacks of woven cattail sheets still lying around at Garry Point.

Bitter Cherry – bark peeled off in strips for basket weaving and tools

Pacific Crabapple – Dominant species on the Crabapple Ridge and later on the west dyke.

Important food, harvested crabapples were hung in cat-tail bags until ripe, then eaten raw, or cooked or mashed and mixed with other fruit such as salal. Wood used to make implement handles, bows, wedges, digging sticks, gambling sticks and halibut hooks.

Red Flowering Currant – berries eaten but not liked much.

Pacific Dogwood – bark used as a tanning agent and brown dye, wood for bows and arrows.

Red Elderberry – berries eaten cooked with stems intact or boiled.

Lady Fern – fiddleheads eaten, boiled or baked in spring, overlapping leaves as food cover.

Sword Fern – leaves used as flooring or bedding and wrapping in storage containers, rhizomes dug in spring, roasted and eaten.

Wild Gooseberry – berries eaten fresh.

Black Hawthorne – fruits eaten.

Ninebark – used as medicine, wood used for childrens bows and knitting needles.

Indian Plum – berries eaten fresh, cooked or dried, eaten with oolichan grease at feasts, bark tea, twigs chewed and used on sores.

Nootka Rose – thickets, young shoots eaten, leaves flavoured cooking, mashed for medicines

Salmonberry – growing in a large thicket just north of Garry Point, fruits eaten.

Black Twinberry - purple juice from the berries was used as a pigment and to dye roots.

Willow family – Straits Salish peeled bark of Hooker's and other willows, split the inner tissue into thin strands, twisted them together into a long rope for fishing lines, gill nets, reef nets, bag nets, and duck nets. Bark was used to make a grey dye for mountain goat wool

2. Terra Nova Slough and tree cover

Opening up Terra Nova slough was approved when the Terra Nova Park Plan was adopted. Originally Terra Nova Slough had a mud bottom, and was home to spawning Sturgeon and salmon fry coming down river from other locations. Spulukwuks (DhRt 36) was located along one arm of Terra Nova Slough and another Musqueam Village was located on the Crabapple Ridge on the west side of the slough. Chum Salmon spawned elsewhere in Richmond but only in sand or gravel. The City of Richmond Parks Department re-dug part of Terra Nova Slough and put in a gravel bottom for spawning salmon.

Warming waters in BC Interior spawning streams and loss of habitat are one of the factors for declining salmon stocks. Tree cover shades the spawning streams for eggs and fry. With warmer weather it is important to provide the same tree protection for salmon fry in Terra Nova Slough. The same species recommended for the Britannia Shipyard site should be planted along the Terra Nova Slough, especially willow varieties that overhang over the water.

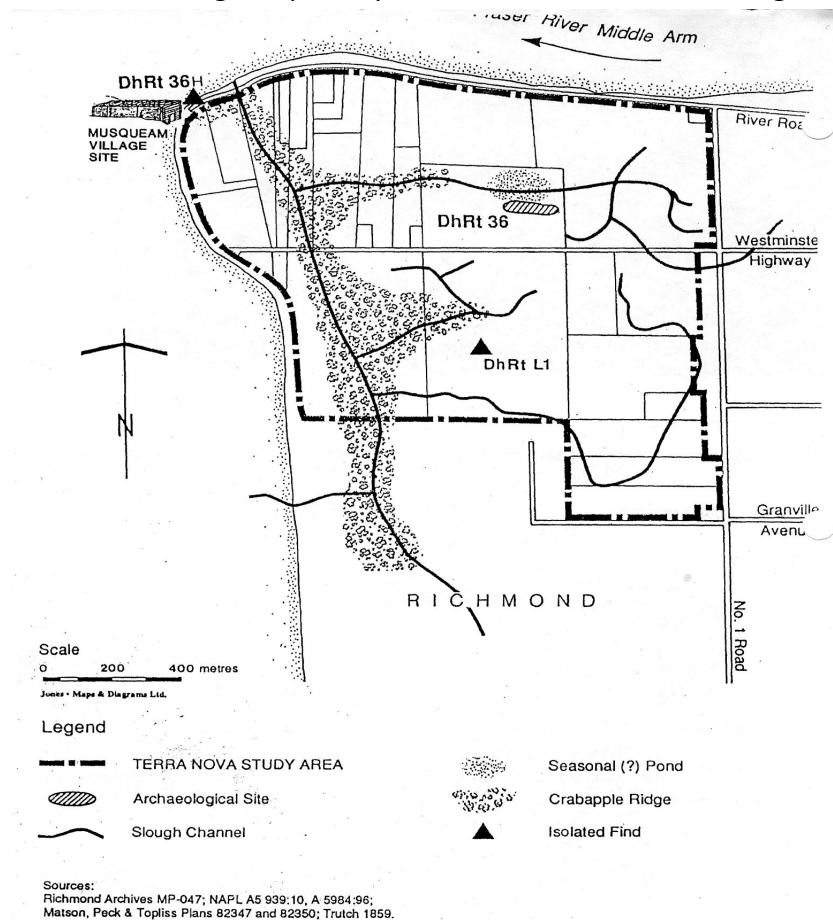


FIGURE 20 Archaeological Resources of Terra Nova
PRCS - 36

h o

*Chum Salmon spawn near the ocean. With jetties affecting access at Iona Island and Steveston, Terra Nova Slough has direct access from the Middle Arm of the Fraser River to Sturgeon Banks.

*At one time flood gates similar to those that still operate in East Richmond would be left open when there were no major high tides to allow water in for irrigating farms. This also allowed entry of spawning chum salmon into the dyke canal that was once a slough with a sandy bottom. When the tide went out it permitted easy exit for salmon fry.

As salmon runs of spawning salmon only last a couple of weeks, it should be relatively simple to accommodate spawning salmon when they return.

One of the main benefits would be the release of hatchery raised Chum Salmon fry into Terra Nova Slough to increase salmon stock. It would also provide a wide expanse of habitat that would be compensation for city dyke widening and habitat loss elsewhere. The slough could also be extended to the dyke canal down to the Blundell pump station. The canal already has a gravel bottom installed in 1968. That would dramatically increase compensatory habitat for habitat lost elsewhere at little cost.

Chum Salmon eggs would be provided from a local hatchery to the Estuarium at Britannia Shipyards National Historic Site, and distributed to Richmond schools for “Salmon in the Classroom”. Students would learn about the salmon life cycle and release the salmon fry into Terra Nova Slough for their eventual trip along Sturgeon Banks and out to sea.

RECOMMENDATION:

That trees, shrubs and plants native to our local marine habitat should be planted along Terra Nova Slough. Combined with an Estuarium and First Nations environmental interpretation centre at Britannia Shipyard Terra Nova Slough can provide educational, environmental and habitat compensation benefits as well as habitat for Chum Salmon fry.



City of Richmond

Report to Committee

To: General Purposes Committee
From: Peter Russell
Director, Sustainability and District Energy
Re: **Richmond Circular City Strategy**

Date: September 01, 2022
File: 10-6125-07-01/2022-
Vol 01

Staff Recommendation

1. That, as described in the report titled "Richmond Circular City Strategy" from the Director, Sustainability and District Energy, dated September 1, 2022:
 - a. the Richmond Circular City Strategy in Attachment 1 of the report be endorsed for the purpose of public consultation as a framework to establish a strategic approach to the transition to a circular economy in Richmond;
 - b. a funding application to the Federation of Canadian Municipalities be submitted for undertaking a Material Flow Analysis Study; and,
 - c. the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to enter into a funding agreement with the Federation of Canadian Municipalities and that it be included in the Consolidated 5 Year Financial Plan (2023-2027) accordingly.

Peter Russell
Director, Sustainability and District Energy
(604-276-4130)
Att. 4

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Economic Development	<input checked="" type="checkbox"/>	 _____
Parks Services	<input checked="" type="checkbox"/>	
Public Works	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
Corporate Communication	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
Intergovernmental Relations	<input checked="" type="checkbox"/>	
Finance	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

This report presents the Richmond Circular City Strategy (Strategy) for Council consideration (Attachment 1). The Strategy is guided by six directions and 84 actions that will set Richmond on a path to achieve 100% circularity by 2050. The action-focused Strategy is aligned with City goals as articulated in approved plans and strategies, but is not redundant. This report responds to Council direction on April 12, 2021, where City Council resolved:

“That as described in the report titled “City Participation in the Circular Cities and Regions Initiative” dated March 2, 2021 from the Director, Sustainability and District Energy, the City of Richmond’s application to participate in the Circular Cities and Regions Initiative (CCRI), be endorsed.”

Participation in the CCRI included a commitment to bring forward a community strategy to achieve a circular city, which it is representing in this Strategy. This report supports Council’s Strategic Plan 2018-2022 Strategy #2 A Sustainable and Environmentally Conscious City:

Environmentally conscious decision-making that demonstrates leadership in implementing innovative, sustainable practices and supports the City's unique biodiversity and island ecology.

2.1 Continued leadership in addressing climate change and promoting circular economic principles.

This report supports Council’s Strategic Plan 2018-2022 Strategy #5 Sound Financial Management:

5.3 Decision-making focuses on sustainability and considers circular economic principles.

This report supports Council’s Strategic Plan 2018-2022 Strategy #6 Strategic and Well-Planned Growth:

6.2 "Green" and circular economic growth and practices are emphasized.

Analysis

The circular economy involves the flow of resources, including materials, nutrients, products and energy. A circular economy strives to reduce resource consumption and maximize material and energy efficiency. Cities, regions and countries have recognized the importance of advancing a circular economy to mitigate climate change and tackle a host of challenges, from resource scarcity to biodiversity, environmental degradation, and social inequities. Cities play a critical part in moving to more sustainable consumption through the range of roles they play, facilitating a paradigm shift toward circular approaches. The directions and actions in the Strategy augment City undertakings through an expanded focus on these flows.

The Richmond Circular City Strategy

The City of Richmond has demonstrated leadership over the past decades by developing innovative policies, programs and services in environmental sustainability, shaped by inclusivity and

community engagement. The City is looking to further build on this by identifying a path to achieve a circular economy.

The Richmond Circular City Strategy includes six guiding directions with associated actions (Table 1). The Strategy also makes room for other organizations to co-create, test and implement circular practices as partners with the City or within their respective context, fostering the transition towards a regenerative and circular city. By adopting these directions, the City will reduce barriers that delay the transition to a circular economy. In this way, the City and Richmond's stakeholders will take tangible steps to accelerate Richmond's journey towards a fully circular city by 2050.

Table 1 – Strategy's Directions & Objectives

	1. Maximizing ecosystem services Enhancing natural ecosystem services through regenerative ecosystem goods and services management, increasing the capacity of the environment to provide public and private benefits and economic resilience.	1.1 Promote a multi-level regulatory and support system to accommodate a transition to sustainability and circularity 1.2 Advance the value of Richmond's natural capital assets 1.3 Promote nature-based solutions 1.4 Build capacity and raise awareness of ecosystem services and value to the City
	2. Regenerative food system Foster an agri-food production system that rehabilitates and enhances soil productivity, water management and fertilizer use.	2.1 Create an inventory of nutrient and resource flows that sustain the food system in Richmond 2.2 Shorten the food chain from the farm to the fork 2.3 Increase local food production 2.4 Reduce food waste in all the food chain 2.5 Reduce the need of chemical fertilizers and pest control while increasing the land productivity 2.6 Build capacity and raise awareness with the food system industry and stakeholders
	3. Resilient and innovative economy Empowering cross-sector businesses in their adoption of circular strategies in their business practices.	3.1 Strengthen Richmond's business sector by fostering sustainable growth through circular economy practices 3.2 Increase businesses resilience and innovation with circular strategies 3.3 Develop a framework for promoting circular economic transition in alignment with sustainable development goals 3.4 Encourage synergies and collaboration in the local market 3.5 Build capacity and awareness among businesses and stakeholders
	4. Shared mobility Explore and support a shared transportation and mobility system.	4.1 Calculate the mobility material intensity and resource efficiency 4.2 Reduce the use of virgin materials and material footprint in the mobility system 4.3 Facilitate the implementation of an integrated mobility sharing vehicles infrastructure and "mobility as a services" solutions 4.4 Reduce distances by increasing access to co-working spaces, digital solutions and virtual services 4.5 Support continuous improvement in the local logistic system
	5. Adaptive built environment Maximize the optimal use of construction materials and buildings, infrastructure, and land.	5.1 Assess the material usage in the built environment 5.2 Regenerate materials flow by promoting salvage and secondary use materials 5.3 Develop sectoral capacity and skills 5.4 Promote the use of new materials and develop research and pilot projects 5.5 Promote circular standards for constructions 5.6 Collaborate to create joint value
	6. Products and materials management Promote efficiency in consumer products materials and end-of-life management.	6.1 Understand the urban metabolism of Richmond 6.2 Promote new circular consumption behaviors and material use 6.3 Support the urban industry collaborative relationship 6.4 Enhance upcycle infrastructure for consumer goods' materials

The Strategy's six directions are defined to achieve the City's ambitions for the sectors in which the City has the most substantial impact. The directions do not concern a particular industry, but instead propose holistic actions to systemically create change, benefiting the entire community by providing an integral contribution toward a resilient, inclusive, sustainable, and prosperous future for residents and businesses.

Developing the Strategy

Staff reviewed current City plans, strategies, and programs to identify complementarities and opportunities for circular innovation, collaboration, and stakeholder engagement. In the past three years, staff members have carried out internal and external engagement activities, built capacity, developed plans and policies, interviewed industry representatives, developed pilot projects, conducted peer-to-peer initiatives, analyzed best practices, and gained extensive circular project knowledge, including tools, and learnings (see Attachment 2 - Richmond's circular achievement to date). Additionally, staff reviewed adopted plans, strategies, and policies to identify alignment with circular principles and opportunities for advancing the circular economy in Richmond. The Strategy's directions were also informed by regional, provincial, national and international trends and best practices (see Attachment 4). Each direction covers strategy-specific resource flows, and identifies a set of technical and non-technical priorities that will be implemented to accelerate the transition to a circular economy, enabling the implementation of a systemic approach rather than the implementation of incremental improvements to the existing linear model.

Strategy Implementation

The Strategy outlines an opportunistic and strategic implementation approach. It is anticipated that staff will take advantage of new opportunities that may arise in the coming years, including upcoming federal and provincial programs, expanded regulatory mandates, and new technologies and approaches. Actions in the Strategy will be carried out in tandem with efforts contained in other plans. A material flow analysis can be a powerful tool for identifying opportunities directly related to community impacts, providing prospects for policy interventions, information that supports decision-making and planning, laying the foundation for circular initiatives (see Attachment 3 for a description of the Material Flow Analysis methodology).

Next Steps

Transitioning from a linear to circular economy is a journey characterized by short-term and medium-term milestones, building toward a long-term objective of 100% circularity. The following activities will be undertaken to support progress toward the implementation of the Strategy activities in Richmond:

- **Community engagement:** In the fall of 2022, staff will facilitate a public consultation campaign on this Strategy to collect feedback from the public and stakeholders on proposed actions within the six Directions within the Strategy.
- **Material Flow Analysis Study:** As a key first step to establish a steady-state assessment of current circularity in Richmond, an analysis of material flow is proposed to focus primarily on the resources (nutrients, water, energy, biomass, metals, minerals, etc.) used within Richmond to produce goods and services, such as food, infrastructure, mobility, manufactured products. The study will identify Richmond's relationships between resource flows, social activities, economic development and environmental changes. The study outcomes will provide a baseline level for circularity and identify where intervention may be

possible to compare the effects of various alternative circular economy scenarios relative to one another. Staff are recommending the City use the funding available from the FCM to conduct a Material Flow Analysis Study.

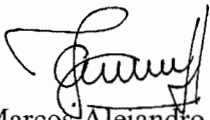
- **Continuous collaboration:** For the City to achieve its aspirational circular economy outcomes and climate action targets, public consultation, education and strategic collaborations will enable the City to expand circular innovations, as well as strengthen local community engagement.
- **Regular updates:** Staff intend to report out on Strategy achievement at least every two years.

Financial Impact

The Federation of Canadian Municipalities offers funding up to 50 percent of eligible costs for technical assessment. The value of the City in-kind contribution of staff salaries is also eligible but cannot exceed 10% of eligible costs. It is anticipated that the feasibility study work program will start in early 2023, take approximately 12 months to complete, and cost \$175,000. If Council endorses the recommendations, staff will apply for grant funding of up to \$87,500, based on the amount required to complete the Material Flow Analysis Study. The City will contribute matching funds of \$87,500 from the existing Sustainability Initiatives Funding approved by Council (2022 One-Time Expenditures). If approved by Council, the potential grant and corresponding feasibility costs will be included in the Consolidated 5 Year Financial Plan (2023-2027). Future expenditures required for implementation of the Strategy directions will be presented to Council for consideration during the budget process.

Conclusion

The City is becoming a national leader in planning for a circular economy in Richmond. The Strategy is a guiding strategy for the City and Richmond's stakeholders to update and strengthen policies, strategies and plans that support the regional innovation ecosystem. Funding available from Federation of Canadian Municipalities of up to \$87,500 for a Material Flow Analysis Study will map resources flow through the city to determine the current level of circularity, identify actions to boost circularity by sector and reveal economic opportunities directly related to environmental impacts. The Material Flow Analysis is an important technical foundation for policy interventions and can produce critical information for decision-making and planning.



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MB:mb

- Att. 1: Richmond Circular City Strategy
Att. 2: Richmond's circular achievement to date
Att. 3: Material Flow Analysis
Att. 4: Toward a circular economy - Canada's opportunities

RICHMOND CIRCULAR CITY STRATEGY

SEPTEMBER 2022
Draft Version

CNCL - 90



ACKNOWLEDGMENTS

Cities and regions are where people, knowledge and ideas come together, where innovation is cultivated, and where most natural resources are consumed and waste generated. These dynamics position local governments at the heart of the circular economy transition.

In 2021, the City of Richmond joined the Circular Cities and Regions Initiative (CCRI), to be part of a one-year pilot to advance circular economy knowledge sharing and capacity in the Canadian local government sector. The Initiative was developed and delivered jointly by the National Zero Waste Council, the Federation of Canadian Municipalities, the Recycling Council of Alberta, and RECYC-QUÉBEC. Over the course of one year, the CCRI provided direct support, guidance and a peer-to-peer exchange for a group of 15 cities and regions as they take steps to become more circular.

By working with cities and regions of different sizes, different local contexts and at different stages of readiness, the CCRI tested and prototyped training, tools, and guidance that will be most helpful in scaling innovative place-based circular economy policies, programs and services.

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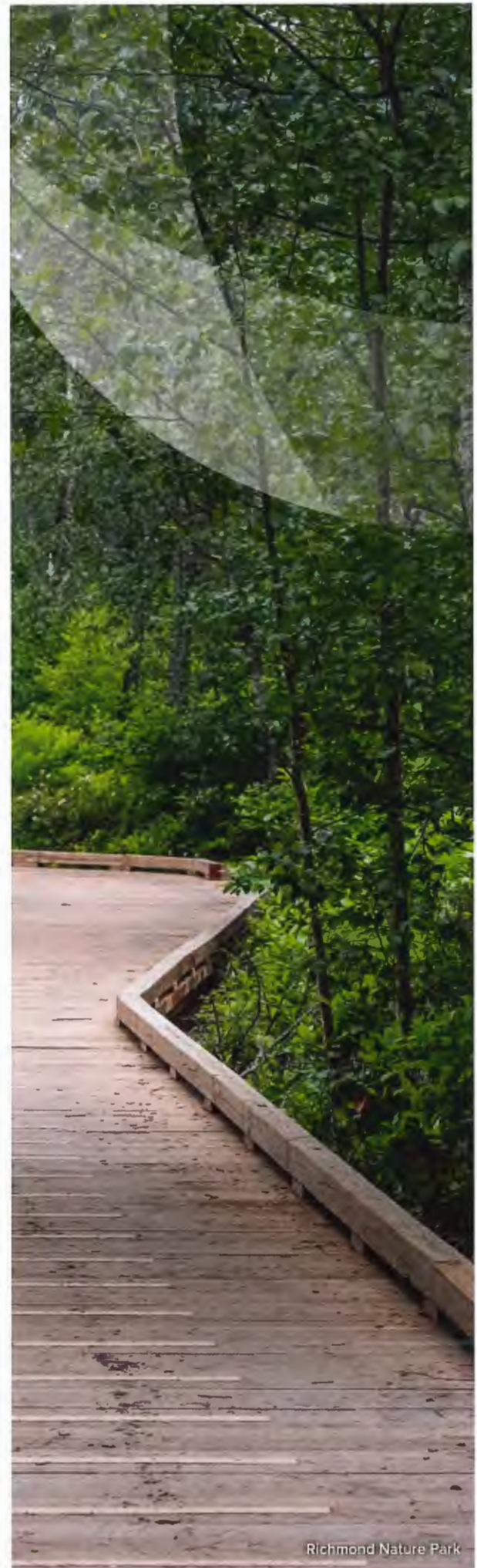
The circular economy is a systems-focused approach encompassing materials and energy flows, products and services value chains and actors across different sectors; offering a new model for innovation and integration between natural ecosystems, businesses, our daily lives, and waste management. This circular way of doing business decouples materials use from social and economic growth to generate prosperity, jobs, and resilience while reducing biodiversity loss, greenhouse gas emissions, waste, and pollution.

No one actor is responsible for the circular economy, and therefore is everyone's responsibility. This Strategy identifies directions and actions that the City will work in partnership with institutions, governments, businesses, non-profit organizations to move toward the local circular economy.

This Strategy places the City at the forefront of enabling a transition to a circular economy by integrating new and existing policies, building capacities, collaborating and engaging stakeholders, and stimulating innovation and participation across the agri-food, business, mobility, built environment and materials management sectors.

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STRATEGY-AT-A-GLANCE



This Strategy outlines a framework that will guide Richmond's transition to a circular economy.



THE RICHMOND CIRCULAR CITY STRATEGY IS ALIGNED WITH CITY PLANS

The action-based approach of this Strategy is aligned with the goals as specified in the plans, strategies, programs and policies below, but is not redundant. Circular economy is about the flow of resources, materials, nutrients, products and energy. The actions in the Strategy augment the City work through an expanded focus on these flows.



- 5-Year Tourism Plan
- Agricultural Viability Strategy
- Barn Owls Nest Box Program
- Bat Friendly Community Recognition
- Biweekly Garbage Cart Program
- Blue Box/Blue Cart Programs
- Business Resilience Program
- City Centre Transportation Vision 2007
- Community Energy & Emissions Plan 2050
- Cultural Harmony Plan
- Farming First Strategy
- Ecological Network Management Strategy
- Enhanced Pesticide Management Program
- Green Cart Program
- House Moving and Salvage Program
- Industrial Land Intensification Initiative
- Integrated Rainwater Resources Strategy
- Invasive Species Action Plan
- Litter Collection Program
- Large Item Pick Up Program
- Resilient Economy Strategy
- Official Community Plan
- Park and Open Spaces Strategy
- Partners for Beautification
- Poverty Reduction Plan
- Public Spaces Recycling Program, Event Recycling, Facilities Recycling
- Procurement Policy
- Reclaimed Asphalt Pavement Pilot Project
- Richmond Business Development Program
- Richmond Food System Action Team
- Richmond Food System Assessment 2006
- Richmond Foodland Report 2013
- Richmond Garden Club
- Richmond Local Food Map
- Richmond Nectar Trail
- Richmond Pesticide Management
- Riparian Areas Regulation Response Strategy
- Single-Use Plastic and Other Items Bylaw No. 10000
- Tree Management Strategy
- Wellness Strategy



MOVING FROM A LINEAR TO A CIRCULAR ECONOMY

BEYOND PLANETARY BOUNDARIES

We need natural resources to sustain our economy, prosperity and well-being.

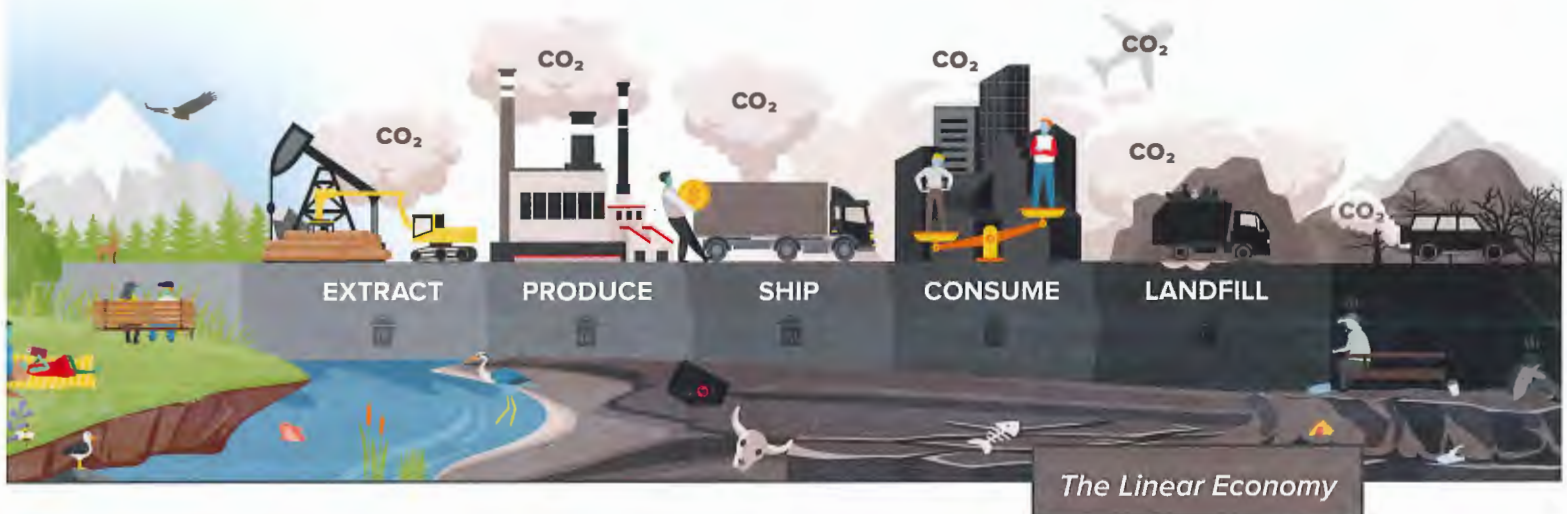
The current economy of “take-make-use-dispose” is called the linear economy, meaning things are made from virgin raw materials, used for a short period of time, and then disposed.

The footprint of biological capacity available on Earth is 1.6 global hectare (gha per person). An ecological deficit occurs when the demand for natural resources exceeds the biocapacity of the planet. Our current footprint -demand for natural resources- is 8.1 gha, indicates that we need 5.1 planets to satisfy our needs. Coupled with existing waste disposal models, the over-exploitation of natural resources has led to environmental problems such as soil contamination, lost natural capital, human health problems and climate change.

To narrow virgin raw material needs by 2050 and achieve 2030 climate commitments requires at least doubling the current portion of resources that re-enter the circular economy.



Our current footprint (8.1 gha) would require 5.1 planet earths.



LIVING WITHIN PLANETARY BOUNDARIES

The implementation of the circular economy approach emerges as a counterpoint to the linear economy by closing resource loops. This model combines economic growth with a development cycle that preserves and enhances natural capital, optimizes resource production and minimizes risk through the management of limited resources and renewable loops. A circular economy, in essence, uses as few new resources as possible.

The City of Richmond's vision a for circular economy is to maximize the value of resources, by design, through responsible consumption, minimizing waste and reimagining how resources flow in a sustainable, equitable, low-carbon economy.

Additionally, it has the potential to enable companies to reduce production costs and losses, generate new sources of revenue and reduce their dependence on natural raw materials. A circular economy strategy maintains the highest value of products and materials as long as possible to conserve critical resources, prevent waste generation, and reduce the emissions from the production of goods and services.



Wild native Yarrow

The Richmond Circular City Strategy provides a crosscutting framework for decoupling Richmond's prosperity from natural resources extraction to turn the circular economy into a driver of growth, ensuring that products, components and materials remain at their highest use and value.

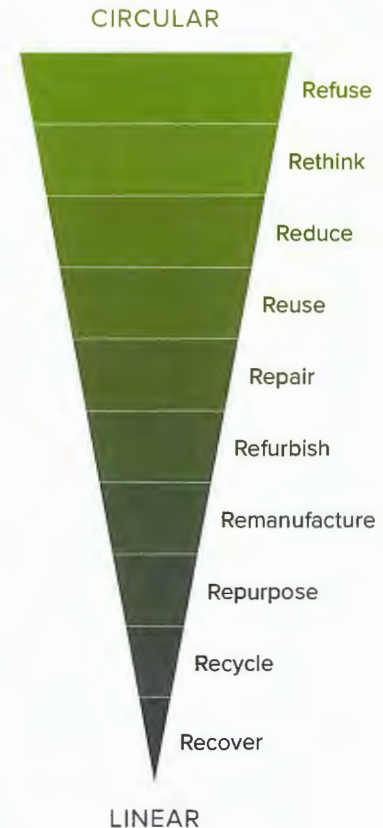


Figure 1: Circularity Ladder. We propose a circularity ladder, so called R-ladder. A variety of R-models are used to extend circular strategies, ranked in priority order. The R-ladder can be seen as a hierarchy where the highest possible step would be more ideal for a circular strategy.



Richmond North-Arm Dike

This is an opportunity is to create a new urban future - one connected with our planet, communities, and our wealth in service of prosperity and equity in a world of finite resources. Current economic models that date back to the industrial age are largely unresponsive to a changing world. Cities and governments are moving away from a linear economy, recognizing the loss of biodiversity, over consumption of natural resources, social impacts and supply chains that lack resilience.

The circular economy is the advancement of the relationship between our cultural and economic systems with the planet and its natural cycles to create both human and natural ecosystem prosperity and growth.

Moving to a circular economy will bring with it exciting opportunities to address systematic changes. The City has demonstrated leadership in sustainable development through innovative policies, programs, and services shaped by community and stakeholder participation. Adding a circular economy focus to the City's work will contribute to achieving sustainable development, mitigating climate change, conserving natural resources, and improving the state of the environment, all while generating economic growth and jobs.

It is time to pivot to a new model of economic prosperity and adopt a holistic approach to the systemic transformation of communities.



Richmond South Dike

The City of Richmond's vision for a circular economy is to maximize the value of resources, by design, through responsible consumption, minimizing waste and reimagining how resources flow in a sustainable, equitable, low-carbon economy. This Strategy outlines a framework that will guide Richmond's transition to a circular economy.

OUR APPROACH TO DRIVE SYSTEMATIC CHANGE

The Strategy is built on the circular economy principles supported by the City to strengthen the systemic transformation from a linear to a circular economy.

The City has started using circular economy criteria in various ways, guided by the following principles:

- Design clean
- Keep using
- Collaborate to co-create
- Regenerate
- Maximize value



GROWTH WITHIN PLANETARY BOUNDARIES FOR SOCIAL EQUITY

Canada is extracting natural resources 5.1 times faster than our planet's regenerative biocapacity, placing citizens and communities at risk.

While a transition towards a circular economy does not guarantee a more equitable society, it provides an opportunity to achieve societal benefits such as poverty reduction, meaningful employment, and human well-being. An equitable transition can help ensure that the benefits (and risks) of the circular economy are equally distributed through society. The Richmond Circular City Strategy incorporates equity considerations to identify possible pathways for sustainability and outlines directions that are resource-efficient and people-centred.

BENEFITS OF A CIRCULAR ECONOMY

Richmond's circular transition will be achieved through active collaboration among different sectors and stakeholders, as well as national and international cooperation with local governments.

The benefits of moving to a circular economy include:

CAPACITY-BUILDING

The strengthening knowledge about the value of moving to the circular economy is crucial for the growth of businesses and entrepreneurs throughout the value chain, especially for specific key sectors such as tourism, food production and construction. Businesses and jobs related to the circular economy can gain new skills through development opportunities.

PROSPEROUS AND RESILIENT ECONOMY

Sustainable consumption models, closing (waste) material cycles, establishing collaborative partnerships among business sectors and regional stakeholders, and piloting innovative ideas are all critical to invigorate new and existing local business products and services.

COLLABORATION BETWEEN MULTIPLE STAKEHOLDERS

Multi-stakeholder cooperation is essential to encourage and support residents, businesses, non-profit organizations and institutions to participate actively in the circular economy as part of the transformation. The creation of a circular framework of collaboration tools and networking platforms will provide a common ground so that Richmond's small and large businesses can work together to implement circular economy practices.

FOSTERING INNOVATION

Circular business models can be used to accelerate innovation and benefit small and medium-sized businesses to engage in value-retention activities like repair, refurbishment, and re-manufacturing.

NEW GREEN JOBS

Studies have indicated that circularity has the potential to create jobs when businesses focus on low-carbon targets and circular sectors.

PROTECT AND RESTORE LOCAL ECOSYSTEMS

Solutions that utilize functioning ecosystems as natural infrastructure to provide ecological services for residents and the environment are expected to emerge.

REDUCE CARBON EMISSIONS

The circular economy can contribute to a 50% reduction in greenhouse gas emissions.



Recycling generates
an estimated
36 JOBS
every 10,000 tonnes
of "waste"



Reuse and refurbishment
can create more than
250 JOBS
for every 10,000 tonnes
of "waste"

A study assessing Canada's circular economy potential found the total gross domestic product (GDP) of industries assumed to have the capability to integrate secondary materials into circular practices such as refurbished or re-manufactured products in Canada was



CAD 277 BILLION
which represented 14.7%
of national GDP in 2016.

CHALLENGES OF A CIRCULAR ECONOMY

The global economy extracts rough 84 billion tonnes of materials worldwide every year. This overwhelming demand for raw materials continues to increase due to growing prosperity and an equally growing world population. Richmond's critical challenges to move towards the circular economy include:

A KNOWLEDGE GAP

There is a general lack of local knowledge and data which is required for strategic planning and decision-making. Additionally, Richmond's case studies about circular business models and the results of their implementation are lacking.

SILOED SECTORS

Specialized suppliers often operate in silos that prevent industry cooperation. Cross-sectoral collaboration and taking a systems approach are required to achieve circularity.

LACK OF ECONOMIC INCENTIVES

Due to linear supply chains, low incentives, and a lack of practical information, businesses find it complex to adopt circular approaches and strategies.

SHORT-TERM FOCUS

Sectors are focused on short-term, fast, bottom-line results without considering long-term costs and benefits.

GROWING POPULATION

The demand for better infrastructure and energy is increasing as more people move to Richmond in search of better jobs, services, and culture.

CULTURE AND LIFESTYLE

In Canada, consumerism is the dominant culture, promoting overconsumption, discouraging the use of refurbished products and recycled materials, and preventing individuals from adopting circular practices.

LOW COST OF VIRGIN MATERIALS AND DISPOSAL

The Lower Mainland has low landfill and virgin material costs, limiting waste reduction and by-product materials.

SMALL BUSINESSES FACE HIGH INVESTMENT COSTS

Because the investment cost is high in some circular business models, small businesses with limited access to capital have difficulty funding long-term investments and uncertainty on adequate returns.

Engagement and Collaboration

During the past three years, the City has carried out internal and external engagement activities, built capacity, developed plans and policies, interviewed industry representatives, developed pilot projects, conducted peer-to-peer initiatives, analyzed best practices, and gained extensive circular project knowledge, including tools, and learnings.

Additionally, City staff reviewed adopted plans, strategies, and policies to identify alignment with circular principles and opportunities for advancing the circular economy in Richmond. The Strategy's directions were also informed by regional, provincial, national and international trends and best practices.



STRATEGIC DIRECTIONS

SIX STRATEGIC DIRECTIONS TO ACCELERATE THE CIRCULAR ECONOMY IN RICHMOND



The six directions to achieving city circularity focus on different resource flows by engaging a productive 'making' approach that empowers citizens, industry leaders and City's staff.

Each direction and its guiding actions focus on its own local topic, dynamic, cultural, social, economic, and technical challenges. The directions are a result of three-year comprehensive staff work on engagement activities, capacity-building actions, plan and policy development, industry interviews, pilot projects development, peer-to-peer initiatives, best practices analysis and extensive project knowledge, tools, and learnings. They will guide many Richmond actors to co-create, test and implement circular practices within their local and regional context, fostering the transition towards a regenerative and circular city, providing valuable examples for other cities to engage in this necessary transition.

Six priority directions are defined to achieve the ambitions in the sectors in which the City has the most substantial impact. Progress in these areas will remove barriers that stand in the way of the transition to a circular economy.

The Strategy does not concern a particular industry, but instead proposes holistic actions to systemically change and benefit the entire community.

The progress in these six priority areas will be assessed qualitatively and quantitatively. Learning and findings will be used to improve this Strategy and design new initiatives. In this way, we will take concrete steps to accelerate Richmond's journey towards a fully circular city by 2050.

Businesses, academic institutions and research organizations, consumers, residents, and vibrant communities are all needed to achieve change. At the same time, there is still much to learn. The City's approach is a "learn-by-doing" that builds on the values of collaboration, innovation, resiliency, and adaptability. By following this approach, we can strike the right balance between being concise and remaining flexible to embrace circularity in the coming years.

The adoption of these directions can reduce the overall level of materials flowing into Richmond's economy by increasing material efficiency—in other words, getting more (or the same) from fewer resources. This means, by moving toward the circular economy, Richmond has the opportunity to narrow flows of resources consumption, decrease embodied emissions in materials, and minimize the pressure on the natural ecosystem. This involves, for example, encouraging the use of sharing and rental models over private ownership, along with multifunctional products and buildings. Embracing digitization in business and across sectors could help to reduce the material inputs needed for products and even buildings, particularly if the trend toward working from home and telecommuting continues post-COVID-19. Additionally, we can save energy by extending the life of materials, thereby reducing the need to extract virgin materials.

SIX DIRECTIONS TO ACCELERATE THE CIRCULAR ECONOMY IN RICHMOND





1

MAXIMIZING ECOSYSTEM SERVICES

Enhancing natural ecosystem services through regenerative ecosystem goods and services management, increasing the capacity of the environment to provide public and private benefits and economic resilience.



1. MAXIMIZING ECOSYSTEM SERVICES

Enhancing natural ecosystem services through regenerative ecosystem goods and services management, increasing the capacity of the environment to provide public and private benefits and economic resilience.

Natural ecosystems are essential to support human health, wealth, culture, identity, happiness and well-being. Richmond's residents enjoy a high quality of life thanks partly to access natural areas and services in the city. Residents also benefit from ecosystem services, including pollination for our food production, water and air purification, climate regulation, nutrient cycling, habitat, recreation, health, protection from natural disasters, recreation, and cultural and spiritual well-being. Richmond's economic activities have an impact on its natural ecosystem services. Natural ecosystem services benefit from active management to ensure their functions are maintained for us now and into the future.

Wetlands, forests, shorelines, and old fields act as the foundation of Richmond's Ecological Network (EN) - a long-term ecological blueprint for the collaborative management and enhancement of the natural and built environments throughout the city. Consistent with the draft Metro Vancouver Regional Green Infrastructure Network, the EN was first introduced with the adoption of the Richmond 2041 Official Community Plan to achieve ecologically connected, livable and healthy places in which residents thrive. The EN vision and goals provide a framework for managing and guiding decisions regarding the city-wide system of natural areas and the ecosystem services they provide.

The City's **Environmentally Sensitive Area (ESA)** extends over approximately **8,015m²** compensated for by adding over

7,000

NATIVE TREES AND SHRUBS.

The City has also improved civil improvements (culverts) and ecological enhancements (native plantings) to about

1,800m

OF CHANNELIZED WATERCOURSE

along Sidaway Road and Steveston Highway.

The **Partners for Beautification Program** allowed community members to **ADOPT STREETS, GARDENS, PARKS, TRAILS PROACTIVELY, AND OPEN SPACES** to remove litter and invasive plants from these areas.

Over

200

VOLUNTEERS

planted more than

3,000

NATIVE TREES AND SHRUBS

along Richmond's greenways and parks.

WHY CIRCULARITY IS IMPORTANT?

Human prosperity arises from using a combination of social capital, human capital and built capital, but these are all based on natural ecosystems. Conservation and restoration efforts alone are crucial, but they will not be enough, making opportunities for regenerative ecosystem goods and services that only nature can provide. By including the value of natural ecosystem resources and services into innovative business models and financial decision-making, circular economy approaches offer the opportunity reconciling Richmond's economic and environmental interests leveraging and accelerating the City's efforts to manage and enhance our ecological assets, strengthen city infrastructure, create, connect and protect diverse and healthy spaces and engage through stewardship and collaboration. A circular approach

can be used, to integrate Richmond's natural capital assets into the corporate financial accounts, providing economic value for ecosystems services as a means of supporting future growth and identifying innovative solutions, exploring their synergies, and highlighting how they fit into the current financial accounting. Consequently, Richmond's natural ecosystems and green infrastructure can be increased by implementing innovative nature-based solutions to enhance economic activities and ecosystem services to the community. Additionally, Richmond's green infrastructure and community and household yards can increase regenerated natural areas that can be integrated into Richmond's Ecology Network.



EQUITY FOCUS

Ensure that natural ecosystems and ecological services benefit all Richmond residents by promoting resource use without compromising their availability for future generations.

1. MAXIMIZING ECOSYSTEM SERVICES

ACTIONS		TOOLKIT	RESOURCES
1.1. Promote a multi-level regulatory and support system to accommodate a transition to sustainability and circularity			
1.1.1.	Integrate assessment opportunities to identify the cultural, market and technological barriers that limit the development of a circular economy.		•
1.1.2.	Advocate for system-level policy measures based on outcomes of the assessments.		••
1.2. Advance the value of Richmond's natural capital assets			
1.2.1.	Conduct a natural capital assessment to identify Richmond's natural ecosystem inventory and services.		•••
1.2.2.	Integrate natural capital assets and the ecosystem services they provide into the City's decision making and the corporate financial accounts, providing economic value for ecosystems services as a means of supporting future growth and identifying innovative solutions, exploring their synergies, and highlighting how they fit into the current financial accounting in a standardized way.		••



POLICY + REGULATION



INNOVATION, PILOTS
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INCENTIVES



COLLABORATION
+ PARTNERSHIPS



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


















OUTREACH + CAPACITY
BUILDING

RESOURCES

• LOW •• MEDIUM ••• HIGH

1. MAXIMIZING ECOSYSTEM SERVICES

ACTIONS		TOOLKIT	RESOURCES
1.2.3.	Establish a soil management procedure(s) that identify opportunities for sustainable urban development, while enhancing soil health and fertility.	 	•
1.3. Promote nature-based solutions			
1.3.1.	Support design solutions for contemporary landscapes and architecture, which include natural and living materials through policies, measures and actions that promote their use.	   	••
1.3.1.	Protect the climate-regulating properties associated with the settlement of local micro-climates and water retention by use of vegetation, and prevent flooding by preserving natural wetlands.	  	•••
1.4. Build capacity and raise awareness of ecosystem services and value to the City			
1.4.1.	Develop pilot projects in partnership with educational institutions to identify community opportunities and solutions to re-wild Richmond's green space and landscape.	  	••
1.4.2.	Develop tools to promote behavioural change in households and businesses in relation to natural ecosystems.	  	••
1.4.3.	Promote revitalization of Richmond's green spaces by establishing pilot projects in collaboration with other senior governments and nonprofit organizations.	   	••



POLICY + REGULATION



INNOVATION, PILOTS
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OUTREACH + CAPACITY
BUILDING

RESOURCES

• LOW •• MEDIUM ••• HIGH



2

REGENERATIVE FOOD SYSTEM

Foster an agri-food production system that rehabilitates and enhances soil productivity, water management and fertilizer use.



Richmond holds a central position in regional food production, from agriculture to extensive community gardens to post-secondary education to the food processing industry. Although Richmond has become a diverse city, agriculture remains a crucial part of the economy and a significant land use. The Richmond Local Food Map 2022 shows the wide variety of local produce and seafood directly available from producers and merchants, as well as Farmers' Markets to showcase food and local artisans. Approximately 4,993 ha of Richmond's land base, or 39% of the City, is within the Agricultural Land Reserve (ALR). The amount of land in the ALR has remained relatively stable in the last 30 years. The 184 farms reported in the 2021 Census of Agricultural recorded gross farm receipts of \$66.1 million, with an average of \$305,820 per farm. This is an increase from \$57.8 millions by 189 farms in 2016, \$48.6 million of gross farm receipts reported by 211 farms in 2011, \$40.5 million of gross farm receipts reported by 172 farms in 2006, and \$37.6 million of gross farm receipts reported by 182 farms in 2001.

In April 2021, Council adopted the Farming First Strategy, a long-range strategy that includes policies to guide decisions on land use management of agricultural land, enhance public awareness of agriculture and food security issues, and strengthen agricultural viability in Richmond. The themes, objectives and policies contained in the Farming First Strategy are a result of a multi-phase process, which included a review of existing policies and practices in Richmond, best practice research from other jurisdictions, and input from the

City's Food Security and Agricultural Advisory Committee (FSAAC) and Richmond residents. Richmond's food system is essential to the well-being of communities, and a robust and resilient food system supports community health, environmental sustainability, and economic development. It is imperative to keep the food system's transition to resource-efficient strategies.

Garden City Lands is a remarkable open space in Richmond's Agricultural Land Reserve. It is situated in a transition zone between a rapidly growing urban area on three sides and a large natural and agricultural area to the east. The Park Development Plan includes 16 hectares of agricultural land. In most of the farming zone, the public will have access to trails that can also be used for farm service. Garden City Lands can play a significant role in supporting key outcomes, such as showcasing the City's unique landscape, food, arts, and culture.

The City provides Kwantlen Polytechnic University (KPU) with access to two parks. There is an 8ha farm on the Garden City Lands operated by KPU's Department of Sustainable Agriculture. Around 2.6ha of this farm is actively farmed by students enrolled in the four-year degree program. On the South Dike Agricultural Lands, KPU's Richmond Farm School operates intensive agriculture activities on incubator farms for new farmers. On both sites, cover crops are planted in large portions of the fields to nourish the soil and to promote the population of beneficial insects.

WHY CIRCULARITY IS IMPORTANT?

Even though the current food system has supported a rapidly growing population and fueled economic growth, productivity gains have been environmentally costly. The Future of Our Food System by the Province of British Columbia predicts that the current agri-food system will reduce food self-reliance in the region from 48% to 36%. Given the production technology available today, over half a hectare of farmland (0.524 ha) is needed to produce the food for one person for one year. Considering existing production technology based on the linear economy, to maintain the current level of food self-reliance through to the year 2025, the farmland with access to irrigation will be required to increase by 92,000 hectares or 49% over 2005 levels, and farmers will need to increase production by 30% over 2001 levels. Richmond's food system also faces many challenges, including pressure to urbanize the ALR, rural/urban conflicts, high land values, the economics of farming servicing and infrastructure limitations. Often the potential impacts of urban-based decisions on the industry are not studied.

Circular solutions positively enable the entire food system to benefit both local communities and the economy by increasing productivity, creating added value and improving profitability while responding to the many unique regional

contexts. The adoption of sustainable and circular practices that mimic natural functions can increase the crop production per unit area of soil while regenerating soil health, and increasing biodiversity, including the use of agroforestry and multi-cropping within the city limits. The circular economy approach also provides a broad range of actions for supporting a Richmond closed nutrient cycles to reduce the dependency and consumption of chemical fertilizers and reduced food waste. Combining the principles of circular economy with inclusion, collaboration, innovation and sustainability, is possible to improve the farm-to-fork resource-efficient food chain with shorter value chains and a lower ecological footprint. We can rethink how and where we grow food and support the local food production in household and community gardens throughout Richmond, increasing the local self-reliance of the organic food consumed in Richmond. Enhancing collaboration based on circular principles between all actors in the food systems, the City can support existing and new community partners and non-profit organizations to provide programming and educate Richmond residents on the importance of local food systems and local food hubs.



EQUITY FOCUS

Promote access to food for all residents and make Richmond's food systems more resilient. A circular food system can be made sustainable by rethinking investments and innovations to avoid increasing food production costs. As an essential contributor to the local economy, the circular approach increases collective capacity and effectiveness, fosters community involvement in food-sharing platforms and initiatives, and monitors access to organic, healthy food options.



2. REGENERATIVE FOOD SYSTEM

ACTIONS		TOOLKIT	RESOURCES
2.1	Create an inventory of nutrient and resource flows that sustain the food system in Richmond		
2.1.1	Assess the food system to identify nutrient and resource flows, opportunities and priorities to enhance food production and soil productivity in Richmond, Interconnecting the various growing practices to provide a flowing stream of healthy nutrients to all residents.		..
2.1.2	Compile data and information to identify opportunities and barriers to increase sustainable food production in the urban space to support the local demand for nutritious and healthy food with different types of plant cultivation into compact spaces.		..
2.2	Shorten the food chain from the farm to the fork		
2.2.1	Promote the direct relationship between farmers, food producers, residents and stakeholders.		.
2.2.2	Require a preference for local food into food service licenses.		.
2.2.3	Facilitate the implementation of vertical farming in industrial lands and other urban areas.		..
2.2.4	Provide residents with information about local food suppliers with circular menus and organic farming practices.		.
2.2.5	Monitor the affordability of circular food options for consumers and track access to healthy food products for low-income households.		.
2.3	Increase local food production		
2.3.1	Build a comprehensive urban agriculture program that includes community gardens, green areas, backyards and cultivation on City land.		..
2.3.2	Work with residents and key stakeholders to increase the food production in community and household gardens.		..
2.3.3	Develop innovative practices that contribute to a food-sharing platform and initiative that engages communities.		..
2.3.4	Support ongoing educational initiatives to raise knowledge and awareness among residents on how to prepare nutritious meals using local and seasonal produce.		.



POLICY + REGULATION



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INCENTIVES



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+ PARTNERSHIPS



ADVOCACY



OUTREACH + CAPACITY
BUILDING

























RESOURCES

• LOW

• • MEDIUM

• • • HIGH

2. REGENERATIVE FOOD SYSTEM

ACTIONS		TOOLKIT	RESOURCES
2.3.5	Collaborate with local businesses to provide residents with information on local food production and Richmond community benefits.	 	•
2.4	Reduce food waste in all the food chain		
2.4.1	Support circular food marketplaces using physical spaces and digital platforms.	   	•
2.5	Reduce the need of chemical fertilizers and pest control while increasing land productivity		
2.5.1	Encourage farmers to practice regenerative agriculture and apply nature-based solutions that increase agricultural productivity per unit area of soil and improve biodiversity.	  	••
2.5.2	Advocate for the adoption of regenerative agriculture regulations and practices using nature-based solutions in agricultural activities in the Province, including the use of agroforestry and multi-cropping within the city limits.	 	••
2.5.3	Advocate local farmers' access to funding for regenerative farming programs to protect and enhance the environments in which they operate in conjunction with providing food security and economic development.	 	••
2.5.4	Promote the implementation of nature-based solutions to increase circularity in the food system, and closing nutrient cycles which have reduced the consumption of chemical fertilizers and reduced food waste in all supply chains.	 	••
2.6	Build capacity and raise awareness with the food system industry and stakeholders		
2.6.1	Support existing and new community partners and non-profit organizations to provide programming to further educate Richmond residents on the importance of local food systems and local food hubs.	 	••
2.6.2	Develop a toolkit for an educational program in the K-12 curriculum on Richmond's agricultural and food system to raise community knowledge to identify community-based solutions to increase food security, prepare nutritional meals using local food production, reduce waste along the foodchain and increase household nutrient recovery.	  	••
2.6.3	Support training opportunities for local food producers on circular economy practices for farming and businesses.	  	•
2.6.4	Support local academic institutions to increase professional training on sustainable farming and circular solutions for the agricultural and food system.		•



POLICY + REGULATION



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BUILDING

RESOURCES

• LOW •• MEDIUM ••• HIGH



3

RESILIENT AND INNOVATIVE ECONOMY

Empowering cross-sector businesses in their adoption of circular strategies in their business practices.



3. RESILIENT AND INNOVATIVE ECONOMY

Empowering cross-sector businesses in their adoption of circular strategies in their business practices.

Richmond has a strong and diversified local economy with a stable base of employment and economic opportunities. In 2022, more than 14,000 businesses employ 130,000 people in various sectors, including aviation, manufacturing, agrifood production, clean technology, tourism and logistics. There are 1.35 jobs for every resident worker in Richmond, making it a major employment center for the region. Employment lands in Richmond include 4.9 million square feet of office space and over 45 million square feet of industrial space.

Guided by the Resilient Economy Strategy, the City and stakeholders support local businesses and foster the conditions that enable key sectors to grow and become more resilient to economic and environmental change.

Approximately 37% of all jobs in Richmond are located on industrial land, but vacancy in the region is at an all-time low with limited options for new development. This lack of industrial space poses a challenge for the retention and expansion of key industries; however, this is also driving efforts to optimize the use of existing land by the private and public sector. This includes the City of Richmond's Industrial Land Intensification Initiative. A series of bylaw and policy changes were adopted by Council in 2021 to encourage more intensive utilization of existing industrial land and reduce barriers to multi-level and other innovative forms of industrial developments.

The Supply Chain Resiliency Program was undertaken in partnership with the City of Surrey, Township of Langley and the BC Tech Association to gain a more in-depth understanding of regional manufacturing activities which can lead to further industrial efficiencies across jurisdictions and sectors. This program also encourages technology adoption by manufacturing businesses to help them become more resilient to challenges such as the shortage of space and workers, and supply chain disruptions.

The City continues to seek ways to help businesses maximize the use of resources and adopt circular economy practices into their operations. For example the City partnered with FoodMesh, a Vancouver-based company that facilitates food redistribution, to develop the Richmond Food Recovery Network. This platform enables local food businesses to divert their unsold surplus food from waste streams to higher value uses. Fifty-nine organizations participated in the first year of the program, which resulted in the diversion of 414,555 kg of food from waste stream and the creation of 644,800 meals for those in need. For this initiative, the City won the 2021 Community Project Award from the British Columbia Economic Development Association.

WHY CIRCULARITY IS IMPORTANT?

It is possible to implement circular strategies from multiple perspectives and increase business collaboration to achieve common goals through joint solutions. By optimizing resource consumption, businesses can access cheaper resources, reduce waste handling costs, and increase competitiveness. The circular economy brings opportunities to localize supply chains and build local economic growth, employment and labour forces. An Ontario study estimates that increasing the province's waste diversion rate to 60% would create nearly 13,000 new direct and indirect full-time jobs. Since this

estimate is based on a waste-diversion strategy only, the full employment potential of a comprehensive circular economy strategy could be much more significant.

Richmond's businesses can benefit from circular economy strategies by creating a collaborative Circular Innovation Hub, which will foster innovation to develop sustainable products as a service and enable better business solutions to close the material loop.



EQUITY FOCUS

The circular economy for sharing, repairing and offering second-hand products needs to diversify consumers' opportunities and make consumer goods more accessible to residents, especially those who have less to spend.

3. RESILIENT AND INNOVATIVE ECONOMY

ACTIONS		TOOLKIT	RESOURCES
3.1.	Strengthen Richmond's business sector by fostering sustainable growth through circular economy practices		
3.1.1.	Conduct a technical review of the regional legislation to identify opportunities, barriers and gaps to successfully implement circular practices in Richmond's commercial and industrial sectors.		•
3.1.2.	Analyze the Richmond business material metabolism to identify opportunities to maximize efficiency and symbiotic resource use.		••



POLICY + REGULATION



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OUTREACH + CAPACITY
BUILDING

RESOURCES

• LOW •• MEDIUM ••• HIGH

3. RESILIENT AND INNOVATIVE ECONOMY

ACTIONS		TOOLKIT	RESOURCES
3.2. Increase businesses resilience and innovation with circular strategies			
3.2.1.	<p>Create the Richmond Circular Hub for innovation to support entrepreneurs, ventures and businesses as they develop circular strategies and business applications, including initiatives such as:</p> <ul style="list-style-type: none"> • Support local businesses to integrate new circular strategies in all their supply chain by developing innovative solutions and local pilot projects; • Promote the development of circular business models in business sectors by advocating for changes to regional regulations and policies; • Develop guidelines for help SMEs scale up and implement circular business models in strategic areas; • Facilitate the sharing of workspaces, accommodations, equipment, tools, transportation, and materials between businesses; • Build industry synergy and develop more resource-efficient loops. 		..
3.3. Develop a circular framework which aligns with the sustainable development goals			
3.3.1.	Work with local and senior governments on enhancing legislation to accelerate the transition of regional markets to a circular economy and anticipate opportunities for businesses.		.
3.3.2.	Work with interested municipalities to promote circular sharing over ownership and minimize the risks related to the business.		.
3.4. Encourage synergies and collaboration in the local market			
3.4.1.	Collaborate in the development of a virtual B2B marketplace that links waste streams with product inputs as by-products, facilitating material flow throughout the city and region.		..
3.4.2.	Encourage businesses to assess opportunities for regenerative, nature-based products and to promote sharing, reusing models to utilize materials at their optimum levels for as long as possible.		..
3.4.3.	Engage and collaborate in regional projects, case studies, and initiatives to support co-creation of innovative solutions in a pre-competitive environment.		..
3.5. Build capacity and awareness among businesses and stakeholders			
3.5.1.	Work in partnership with academic institutions and interested municipalities to foster capacity in building businesses and stakeholders adoption of circular strategies.		..
3.5.2.	Develop a communication strategy to raise awareness and educate residents about using materials and products in a circular way and improving relationships with local businesses that do the same.		..
3.5.3.	Participate in regional and international events to identify new opportunities for circular products, technologies and approaches.		.



POLICY + REGULATION



INNOVATION, PILOTS + INITIATIVES



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OUTREACH + CAPACITY BUILDING

RESOURCES

• LOW •• MEDIUM ••• HIGH



4

SHARED MOBILITY

Explore and support a shared transportation and mobility system.



4. SHARED MOBILITY

Explore and support a shared transportation and mobility system.

Life in the city depends on mobility and access. Everyone needs to get to work, live, play, and access health care, recreation, shopping, and cultural activities. Greenhouse gases (GHGs) emitted by cars, light and heavy-duty trucks accounted for 57% of Richmond's total emissions in 2017. Cars account for about 54% of all trips in Richmond. Approximately 69% of all trips take place within Richmond. The average trip length in Richmond is 14.2 km by transit, 8.8 km by car, 4.5 km by bicycle, and 0.9 km by foot. Council endorsed the Community Energy and Emissions Plan 2050 in 2022, aiming to ensure 90% of Richmond residents live within 400 metres (5-minute walk/roll) of transit and no more than 1,600 metres from a neighbourhood mobility hub. Additionally, the Plan aims to facilitate electrical mobility for all residents and businesses in Richmond, with expanded options for

charging at home, work, and on the go for personal electric vehicles, electric car-share, e-bicycles and e-scooters. To contribute to a future where transportation is shared, affordable, and carbon-free, the City introduced its app-based pilot program in Richmond in May 2022. The Richmond Green Ambassadors worked with the City to develop a new outreach program to promote electric vehicle awareness among youth. The outreach program, known as the Richmond EVie Lesson Toolkit includes lesson plans for both kindergarten to grade seven students and one for grades eight to 12. In 2020, the Richmond Active Transportation Network provides nearly 80 km of bicycle and walking routes, including on-street routes, off-street greenways, and multi-use paths (excluding unpaved dyke trails). Up from 65 km at end of 2014.



Bike Lane on No3 Road and Saba Road

WHY CIRCULARITY IS IMPORTANT?

There are many improvement opportunities for a circular mobility system. The dream of owning a personal vehicle is no longer an attractive one. People can access the things they need - space, products or transport - in new ways. Our experience during the COVID-19 pandemic taught us that a practical way to reduce travel is to provide hubs at regional and local levels, shared and virtual offices, workplace flexibility, e-learning options, and telecommuting. This can be through sharing rather than owning, connecting people to their neighbours and communities, or through product-as-a-service contracts.

Mobility planning can employ circular economy strategies in several ways of sharing models that optimize material use to minimize waste, reduce miles traveled, and cut costs. Shared mobility services, carpooling, ride-sharing, and public transportation can be used to reduce energy consumption and the number of vehicles on the city's roads. The adoption of a circular strategy can also contribute to a new form of urban social infrastructure enabling collaborations between people, ideas and connecting places.



EQUITY FOCUS

Circular interventions in the mobility strategy can reduce Richmond's carbon emissions while expanding access to jobs and enabling participation in the community. The adoption of enablers and addressing risks will ensure social equity and prevent people from being left behind. Moreover, vulnerable communities may be targeted for provision of an accessible, affordable, and effective multi-modal mobility structure.

4. SHARED MOBILITY

ACTIONS		TOOLKIT	RESOURCES
4.1	Calculate the mobility material intensity and resource efficiency		
4.1.1	Conduct an extended input-output analysis to assess the environmental footprint of Richmond's mobility sector, understanding the sector demands of natural resource flows and the generated environmental impacts.		..
4.2	Reduce the use of virgin materials and material footprint in the mobility system		
4.2.1	Reduce the e-waste generation from low carbon vehicles and infrastructure by supporting the implementation of electric vehicle and battery recycling in the region.		...
4.2.2	Work with industry stakeholders and other municipalities to increase the proportion of recycled material components used in road, paths and sidewalks pavement, and other mobility infrastructure in Richmond.		.
4.2.3	Assess the opportunities to implement harvesting energy technology in high transit areas in Richmond.		.



POLICY + REGULATION



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BUILDING

RESOURCES

● LOW ●● MEDIUM ●●● HIGH

4. SHARED MOBILITY

	ACTIONS	TOOLKIT	RESOURCES
4.3	Facilitate the implementation of an integrated mobility sharing vehicles infrastructure and “mobility as a services” solutions		
4.3.1	Develop a communication strategy to raise awareness and educate residents about using vehicles, transit and sharing infrastructure.	  	•
4.3.2	Work with TransLink and other mobility providers to connect Mitchell Island and other island areas to be fully integrated by transit, sharing vehicles and mobility-as-a-service options to reduce the need of use personal cars.	 	•
4.3.3	Plan and implement mobility-as-a-service pilots as part of Mobility Hubs throughout the city.	 	••
4.3.4	Support educational opportunities to assist residents in choosing circular options of vehicles.	  	•
4.3.5	Advocate for the province to introduce new options of low carbon mobility beyond pilot projects.		•
4.4	Reduce distances by increasing access to co-working spaces, digital solutions and virtual services		
4.4.1	Facilitate the creation of co-working spaces in neighborhoods of Richmond where residents can access remote work and e-learning programs.	  	••
4.4.2	Assess the opportunity to increase shared spaces in the City's community centres and library branches, as well as other strategic facilities in Richmond, where residents can access online for digital meetings, remote work, and e-learning opportunities.	 	••
4.4.3	Advocate for low cost, high-speed internet access for all neighborhoods and communities in Richmond.	 	•
4.4.4	Advocate for co-working spaces for residents, entrepreneurs, students and start-ups to enable them to access affordable sharing services.		•
4.5	Support continuous improvement in the local logistic system		
4.5.1	Incorporate innovations and digital business solutions to address urban logistics challenges as part of transportation planning.	  	••
4.5.2	Advocate for the creation of a regional logistic reverse strategy that enhances the movement of goods and reduces costs and environmental footprint.	 	•



POLICY + REGULATION



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BUILDING

RESOURCES

• LOW •• MEDIUM ••• HIGH



5

ADAPTIVE BUILT ENVIRONMENT

Maximize the optimal use of construction materials
and buildings, infrastructure, and land.



5. ADAPTIVE BUILT ENVIRONMENT

**Maximize the optimal use of
construction materials and buildings,
infrastructure, and land.**

Richmond is the fourth most populated municipality in the Greater Vancouver area. Between 2016 and 2021, the City's population grew by approximately 11,628 people (5.9%), the fifth-highest overall growth after Surrey, Vancouver, Burnaby, and Langley Township. There is a significant need for infrastructure development and transformation. In Canada, the built environment is one of the most extensive user of raw materials and energy consumers and the most critical contributor to waste streams by weight. A total of 3.4 million tonnes of construction material is disposed of in landfills annually in Canada, resulting in an estimated 1.8 million tonnes of embodied carbon. The construction sector is an essential part of Canada's economy. It generates nearly 7% of the country's GDP and employs approximately 7.5% of the workforce. It is estimated that Canada will need to invest over C\$1.6 trillion in infrastructure between 2016 and 2040. An anticipated 230 billion square meters of new construction will be built within the next 40 years—doubling the current global floor area.

The City issued a Demolition Bylaw for single-family units to support diverting 70% of material from landfills. It is not a single tectonic solution to support the growing population's demand and decouple prosperity from virgin resources.

Richmond's growth will function within a larger regional ecosystem, transforming from a source of carbon emissions into a carbon sink through the development of new buildings, as planned in the Community Energy and Emission Plan 2050. Refurbishing buildings and reusing the materials they were built will be a new normal. We can use the circular economy to rethink how Richmond can sustain its growth by using materials more efficiently. That is a massive change for a big industry. The next and most challenging step is for economic structures and institutional behaviour to move away from the traditional construction industry and toward a circular low carbon industry. In June 2018, Council adopted into Richmond's Building Regulation Bylaw the BC Energy Step Code requirements to reduce greenhouse gas (GHG) emissions from the buildings sector. The BC Energy Step Code is a provincial standard that provides an incremental and consistent approach to achieving more energy-efficient buildings, intending to construct net-zero energy-ready buildings by 2032.

WHY CIRCULARITY IS IMPORTANT?

Buildings have improved in energy efficiency and liveability over the last few decades. Still, today's built environment continues to rely on linear 'take-make-dispose' models. Over the last several decades, efforts have focused mainly on waste diversion and, to some degree, resource recovery. Despite advances in downstream strategies, little has been achieved in upstream circular strategies, such as circular inputs and product as a service. A variety of opportunities are emerging throughout the life cycle of buildings and infrastructure that drive the adoption of circular business practices. Several industries and critical stakeholders in Richmond are becoming more aware and interested in circular economy solutions.

When applied to a sector of high growth, such as the built environment, circular economy approaches represent an enormous opportunity for boosting secondary materials markets by offering high-quality products for new construction and renovation projects in Richmond and its region. By using circular business models and collaborative

partnerships, buildings in Richmond can be more sustainable by implementing innovative products and technologies to enable maximum material re-use and longer building life and keep materials at their highest intrinsic value. Implementing suitable instruments to monitor the City's material flow, embodied carbon and the resource footprint of buildings and infrastructure can ensure resource efficiency throughout the construction lifecycle. The transition to a circular economy will involve innovative strategies that enable both current and new buildings to be used flexibly and perform more efficiently. Using circular principles in the design, operation, and maintenance of built assets can allow for higher adaptability, use of renewable, recycled materials, and thorough deconstruction at the end of its useful life. Such thinking can be seen as a natural extension of the holistic approaches already applied by architects, engineers and planners.



EQUITY FOCUS

Circularity in the built environment can support affordability of living and working spaces, as well as strengthen support for all residents and workers.

5. ADAPTIVE BUILT ENVIRONMENT

ACTIONS		TOOLKIT	RESOURCES
5.1	Assess the material usage in the built environment		
5.1.1	Conduct a material flows analysis and an urban metabolism assessment to identify opportunities and priorities for turning Richmond built environment into a circular economy.		..
5.1.2	Create an inventory of available material flow-related data in Richmond's region, including embodied carbon-related data, to support the development of a Richmond's Construction Material Strategy.		..
5.1.3	Collaborate with other local governments to develop a detailed map of Richmond's social and ecological boundaries, outlining its strengths and weaknesses.		..



POLICY + REGULATION



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



























OUTREACH + CAPACITY
BUILDING

RESOURCES

● LOW ●● MEDIUM ●●● HIGH

5. ADAPTIVE BUILT ENVIRONMENT

	ACTIONS	TOOLKIT	RESOURCES
5.2	Regenerate materials flow by promoting salvage and secondary-use materials		
5.2.1	Promote and potentially regulate the use of secondary and recycled materials in the construction of new buildings and infrastructure.	  	..
5.2.2	Develop strategies to retain resource value in the region and develop Richmond's salvaged and reclaimed material market.	  	..
5.2.3	Promote refurbish options to extend lifetime of buildings and infrastructure.	    	..
5.2.4	Advocate for strengthening the construction industry's ability to use reclaimed components and materials.	 	.
5.2.5	Assess the development of a local and regional hub for reclaimed material from deconstruction.	 	..
5.3	Develop sectoral capacity and skills		
5.3.1	Assess the local circular skillsets and knowledge to support new green employment opportunities in the building retrofit sector.	 	..
5.3.2	Work with local partners and municipalities to identify circular best practices in the built environment.	 	.
5.3.3	Develop suitable instruments to monitor the City's material flow, embody carbon and resource footprint of buildings and infrastructure to ensure resource efficiency throughout constructions life-cycle.	 	..
5.4	Promote the use of new materials and develop research and pilot projects		
5.4.1	Advocate for a regional Circular Construction Hub to develop new techniques for circular constructions and pilot the use of recycled materials in the renovation and construction of new buildings and infrastructure.	  	..
5.4.2	Use low-emission concrete or alternatives to concrete.	 	.
5.4.3	Support the circular design for adaptability, and modular housing and buildings to implement circular strategies, such as replacing aging components more easily.	  	.
5.5	Promote circular standards for constructions		
5.5.1	Advocate for the adoption of the extension of buildings and infrastructure lifetime supported by Total Cost of Ownership or Life Cycle Assessment methodologies.	  	.



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BUILDING

RESOURCES

● LOW ●● MEDIUM ●●● HIGH

5. ADAPTIVE BUILT ENVIRONMENT

	ACTIONS	TOOLKIT	RESOURCES
5.5.2	Enact policy and regulations for the use of innovative, renewable and low-carbon materials where opportunities exist.	  	...
5.5.3	Collaborate with regional and national organizations to improve construction material data accuracy and quantity to support material flow analysis and circular strategies.	 	.
5.5.4	Advocate for regional and provincial standards (i.e. building code) to include circular economy requirements.	 	.
5.5.5	Support the integration of buildings and infrastructure with green infrastructure and natural ecosystems to reduce maintenance and material use throughout the lifecycle.	  	..
5.6	Collaborate to create joint value		
5.6.1	Partner with other organizations to develop a database of sustainable, renewable and recyclable construction materials that can be used in successive life-cycles and have low embodied carbon content.	  	..
5.6.2	Create a collaboration network of building managers who implement circular economy principles in building operations to share their experiences.	  	.
5.6.3	Collaborate with regional municipalities to identify common circular approaches, common goals, and procurement templates that can be used in the built environment.		.



POLICY + REGULATION



INNOVATION, PILOTS
+ INITIATIVES



INCENTIVES



COLLABORATION
+ PARTNERSHIPS



ADVOCACY



OUTREACH + CAPACITY
BUILDING

RESOURCES

• LOW •• MEDIUM ••• HIGH



6

PRODUCTS AND MATERIALS MANAGEMENT

Promote the efficiency of consumer product development,
manufacturing, and end-of-life.



6. PRODUCTS & MATERIALS MANAGEMENT

Promote the efficiency of consumer product development, manufacturing, and end-of-life.

Richmond is well-positioned to support the transition to a circular economy thanks to its comprehensive recycling programs and residents' commitment to diverting waste from landfills. As a result of the City's sustainable waste management programs, household items can be reused, repurposed, and recycled multiple times into new products. In 2021, residents diverted 79.3% of their waste from landfills through various programs, including curbside and centralized collection programs and convenient, one-stop recycling services at the Richmond Recycling Depot, which is open seven days a week and continues to accept a variety of items.

The Recycling Depot collected 7,581.56 tonnes of recyclable materials in 2021. In its Rethink Waste campaign, the City also encourages community members to reduce waste overall by reassessing buying decisions and extending product lifespans. Adopting the Single-Use Plastic and Other Items Bylaw No. 10000 was a key achievement. In order to introduce Bylaw 10000, a comprehensive community engagement campaign was conducted, which included working directly with businesses, and educating the public and promoting the use of reusable items. The City expanded its use of online outreach to host its first virtual Repair Fair focused on repairing and maintaining gas lawnmowers.



WHY CIRCULARITY IS IMPORTANT?

Between 1990 and 2017, the world population grew from 5 to 7.5 billion people, and global gross domestic product (GDP) per capita increased by 50%. Richmond's growth between 2016-2021 was 5.9%. The global annual material consumption per capita grew from 22 kg in 1990 to 33 kg in 2017 (OECD, 2019). A person's "ecological footprint" is a measure of how much biologically productive land they require to provide them with resources and absorb their waste. In the last 20 years, the ecological footprint of each Canadian has grown by 15% (from 7 to 8.1 hectares). To support Richmond's current population using this figure, an area 373 times larger than the city itself would be required. Based on what we know today, recycling is a necessary component of a circular economy, but it should only be used when there are no other options, such as reusing, refurbishing, remanufacturing, or repairing.

Transitioning to a circular economy involves both smarter economic solutions and practices, and greater behaviour change. Awareness campaigns and initiatives are continually developed as a part of the City's ongoing efforts to encourage residents to share, repair and reuse items such as textiles, electronics, furniture and other products and materials. In order to decouple economic growth from resource use, increase competitiveness, and boost innovation, the City can stimulate innovation and collaboration among knowledge institutions, businesses, and consumers. Our economy and society can be more sustainable and resilient for the future through the circular economy.



EQUITY FOCUS

In a circular economy, we prevent waste by preserving the value of products, components and raw materials in closed loops for as long as possible, resulting in a decrease in waste. This way we can reduce our impact on the environment without compromising quality. By sharing more, reusing more and repairing more, we will also contribute to a cleaner and more inclusive city.

6. PRODUCTS AND MATERIALS MANAGEMENT

ACTIONS		TOOLKIT	RESOURCES
6.1	Understand the urban metabolism of Richmond		
6.1.1	Assess the city's environmental footprint and the material flows of consumer goods to help prioritize Richmond's circular economy opportunities.		..
6.2	Promote new circular consumption behaviors and material use		
6.2.1	Use community-based social marketing and educational community programs to inspire behavior change within the community to encourage the adoption of reusable materials, demonstrate how residents may benefit from the circular economy and how they can support local businesses.		..



POLICY + REGULATION



INNOVATION, PILOTS
+ INITIATIVES



INCENTIVES



COLLABORATION
+ PARTNERSHIPS



ADVOCACY



OUTREACH + CAPACITY
BUILDING

RESOURCES

● LOW ●● MEDIUM ●●● HIGH

6. PRODUCTS AND MATERIALS MANAGEMENT

ACTIONS		TOOLKIT	RESOURCES
6.2.2	Collaborate with schools to implement circular volunteer programs to encourage circular economy principles among youth in the community.		..
6.2.3	Develop circular certification to create community pride.		..
6.3 Support the urban industry by fostering collaborative relationships			
6.3.1	Promote and advocate the creation of a regional co-operation network that develops circular economy-based business models for the textile-recycling ecosystem.		..
6.3.2	Promote tracking material assets and flows by Richmond businesses and stakeholders to maximize the use of existing resources and reduce waste generation.		..
6.3.3	Identify opportunities for synergies with businesses to share data on material flow and waste streams to create closed loop waste and material flows in the city.		.
6.4 Enhance upcycling infrastructure for consumer goods' materials			
6.4.1	Advocate incorporating technical information about recycled materials into a digital library, which would increase knowledge about materials in product design, encourage industrial symbioses and enhance the materials flow in the Richmond area.		.
6.4.2	Pilot a "Reuse Centre(s)" and "Tool Library(ies)" that offers free space for community education, repair events, and circular information dissemination. (Circular Academy)		...
6.4.3	Work with residents, commercial business and industry to identify opportunities to generate revenue from waste "by-products".		...



POLICY + REGULATION



INNOVATION, PILOTS
+ INITIATIVES



INCENTIVES



COLLABORATION
+ PARTNERSHIPS



ADVOCACY



OUTREACH + CAPACITY
BUILDING

RESOURCES

• LOW

•• MEDIUM

••• HIGH



IMPLEMENTATION APPROACH

The following six key attributes guide our approach to roadmap implementation.

OPPORTUNISTIC AND STRATEGIC

Becoming fully circular by 2050 will require a scale-up of activity. City's staff will take advantage of new opportunities that may arise over the years, with respect to new Federal and Provincial programs, expanded regulatory mandates, and emergence of 'break-through' technologies and approaches.

A GUIDELINE, NOT A WORK PLAN

This document is not a detailed, phased work plan. Rather it is a blueprint that empowers the City's staff and other actors to pursue opportunities when they are presented. This Strategy provides a sufficient level of guidance and definition so that action can begin immediately, while allowing flexibility to further refine or modify plan actions as needs arise, and developing detailed work plans as needed.

RESOURCES TO MATCH AMBITION

We will need to assemble resources sufficient to match the scale of effort required by the Strategy. This includes identifying sources of external or partner funding, creating dedicated operating budgets for initiatives that span several years, including additional level funding requirements. Increased competency and knowledge capacity for sectors related to building electrification and decarbonization should receive high priority.



DRIVING CHANGE THROUGH COLLABORATION

Advancing this Strategy towards a circular economy will require taking advantage of collaboration and engagement opportunities between various sectors, actors, and stakeholders, as well as national and international cooperation with local governments. Collaboration has emerged as both an enabler and a necessity.

EQUITABLE TRANSITION TOWARDS THE CIRCULAR ECONOMY

The Strategy acknowledges the opportunity to address not only environmental challenges but also social ones. With planet and people in mind, the Strategy can help us create an equitable space for all people in Richmond, including Indigenous people and First Nations, visible minorities, low-income households, women, seniors, new Canadians and persons with disabilities. To bring about true change, environmental goals need to be matched with social objectives.

MATERIAL FLOW FOR DECISION-MAKING OR CIRCULAR ECONOMY THINKING

Monitoring the flow of materials and how they are used in society is essential to measuring Richmond's circularity throughout its metabolism. Material flow analysis produces visual maps which provide a holistic view of the input, throughput and output of resources, nutrients and energy within, or by sectors, and how these materials subsequently flow out of the sectors in the form of wastes and emissions. Since material flows are accounted for in mass, it is possible to identify the origins, stocks and leakages, as well as calculate embodied carbon. Based on the current trends of the resources use, the analysis is able to anticipate what material consumption and waste generation patterns could look like in 10 years if left unchanged. This can provide a useful baseline to compare the impact of circular scenarios, reveal economic opportunities directly linked to environmental impacts and provide technical data for decision making and planning, which would be helpful for prospective policy intervention.





IMPLEMENTATION TOOLKIT

The City of Richmond has six tools to facilitate the transition to a circular economy. Each of these tools can be used separately or together when developing and implementing the Strategy's directions and actions. Different elements of the local government "toolkit" can be used, depending on specific toolkit leveraged to advance action, relative jurisdiction or level of control by the City, and resources or investment required.



POLICY + REGULATION

City Council can develop and implement bylaws that set out legal regulations to govern specific activities within the City of Richmond. Provincial legislation sets the areas in which Council has jurisdiction to implement bylaws. The City has the right to enforce adopted bylaws when a bylaw is violated. City Council may also adopt policies setting out standard procedures and priorities that staff and Council can use when evaluating and implementing plans and projects.



INNOVATION, PILOTS + INITIATIVES

Local governments can undertake the development and implementation of research and development projects, pilot projects, studies, measurement frameworks and solution testing that benefit the residents and economy of the City. These enable local governments assess the performance and progress of the circular initiatives and identify what can be improved in the future.



INCENTIVES

City Council can provide incentives to encourage circular action by adjusting the allocation of City resources. Council can adjust the criteria by which the City charges municipal taxes or fees and/or prioritizes service delivery. Incentives can only encourage; they cannot prevent (or require that) an action be taken. However, well-designed incentives can influence decision-makers to choose circular options more often than they would otherwise.



COLLABORATION + PARTNERSHIPS

Local governments may need to partner with provincial or federal governments or other agencies to have a sufficient mandate to implement prioritized circular economy actions. It may be more cost-effective for external agencies or non-governmental associations to implement specific climate actions on behalf of the City, or work with several governments to implement circular strategies together.



ADVOCACY

In some areas, local governments have little or no legal mandate to implement policies or programs to accelerate the transition towards a circular economy. In these cases, City Council can make formal requests to the provincial and/or federal governments and their agencies on behalf of Richmond residents for policy changes and/or new regulations to be implemented. The City regularly calls on senior levels of government to take more significant action on sustainability and circular economy issues.



OUTREACH + CAPACITY BUILDING

Local residents and businesses have a crucial role in many decisions that affect the use of resources within Richmond. Local governments can allocate resources to increase awareness and empower economic actors to grow the circular economy and facilitate collaboration.



Gary Point Park

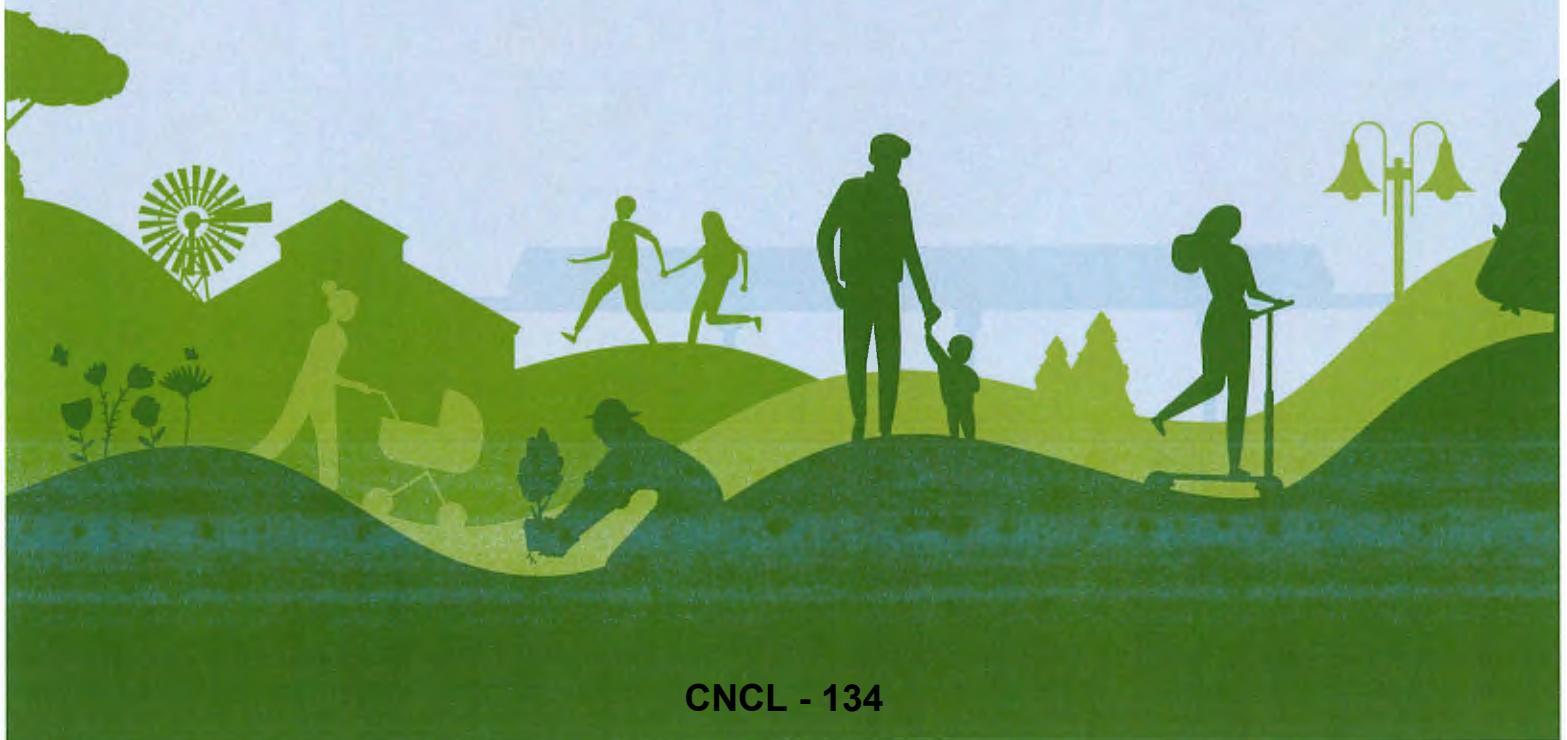
The Strategy is a guiding approach for the City and Richmond's stakeholders to update and strengthen policies, strategies and plans that support the regional innovation ecosystem. This Strategy will contribute to implementing circular principles in alignment with City policies, strategies and plans. It will also encourage stakeholders to adopt or update their circular economy strategies, plans, and measures.

The transition to the circular economy in Richmond will be systemic, deep, and transformative. It will sometimes be disruptive, but it will always fair. It will require alignment and collaboration of all stakeholders at all levels - local, regional, national, and international.

The Strategy is guided by six directions and 84 actions to set Richmond on a path to becoming 100% circular. The Strategy will facilitate Richmond to move toward a circular economy, improving economic and environmental outcomes by continuously pausing, rethinking and acting to reuse, remanufacture, and recycle resources, materials, and nutrients.

RICHMOND CIRCULAR CITY STRATEGY

SEPTEMBER 2022



Richmond's circular achievement to date

By applying a learning-by-doing approach, the City's level of readiness on circular economy has increased significantly in the last three years. Innovative approaches taken by the City demonstrates commitment and leadership in Canada for integrating circular economy principles which include:

- As part of its 2018-2022 strategic plan, the City's Council became one of the first in Canada to incorporate specific circular economy goals:
 - #2 A Sustainable and Environmentally Conscious City: 2.1 Continued leadership in addressing climate change and promoting circular economic principles;
 - #5 Sound Financial Management: 5.3 Decision-making focuses on sustainability and considers circular economic principles;
 - #6 Strategic and Well-Planned Growth: 6.2 "Green" and circular economic growth and practices are emphasized; and,
 - #7 A Supported Economic Sector: 7.1 Demonstrate leadership through strategic partnerships, collaborations and exploring innovative and emerging economic practices and technical advancements.
- The City developed a framework based on emerging global best practices and input from its staff and stakeholders to reflect the City's vision for a circular economy. The framework is aligned with Council policies on environmental sustainability and emerging Canadian policy context by the circular economy principles.
- Richmond identified innovative solutions with circular economy principles and anticipated cost-benefit considerations through robust external stakeholder engagement over the last three years:
 - Launch the City of Richmond circular economy landing page on www.richmond.ca;
 - Government Staff Interviews: over 20 interviews with leading, early adopter cities and organizations around the world, at different stages of maturity with respect to circular economy;
 - Stakeholder Workshop: Canada's first vendor-focused Circular Economy Engagement Workshop hosted and facilitated by the City of Richmond, with over 70 participants in attendance (pre-COVID);
 - The City's Economic and Environmental Advisory Committees; and,
 - Industry Interviews: Over 30 one-per-one interviews with vendors and other external stakeholders.
- Richmond became the first Canadian city to apply 40% recycled asphalt pavement (RAP) on a municipal road; initially an 800-meter segment of a high traffic volume road and by early 2022 Richmond had used 40% RAP on 4,740 meters of multi-use pathways as well as on the arterial road. In this circular pilot project, more than 2,000 metric tons of reclaimed asphalt pavement have been diverted from landfill and used as raw material in the new asphalt pavement. The project included a robust early engagement of industry stakeholders that was critical in making the pilot feasible and securing regional transition toward a circular economy. Given the success of the program, the City created an online toolkit to help other local governments introduce RAP to further their sustainability goals while maintaining quality.
- The City became the first municipality in Canada to integrate circular economy criteria into its Procurement Policy #3104. The circular approach included in the Policy entails a systemic multi-level

change toward the circular economy, including technological innovation, new business models, and stakeholder collaboration, by understanding more fully the potential life cycle impacts and potential benefits of available options.

- The City partnered with FoodMesh to mobilize local food manufacturing, processing and retail businesses to adopt circular economy practices. An online exchange platform enabled the diversion of surplus or off-spec food products away from waste streams to secondary markets or local charities, with a 414,555 kg of diverted food waste and \$2,207,971 savings to food brands and charities.
- The City Joined the national Love Food Hate Waste Campaign to promote food waste reduction through a partnership with the province.
- The City successfully applied to join the Circular Cities and Regions Initiative (CCRI) P2P Network, which will in turn lead to the development of Richmond's circular strategy in 2022.
- The City's Single-Use Plastic and Other Items Bylaw No. 10000 was adopted to help reduce unnecessary waste and plastic pollution. The new ban affects all businesses operating in Richmond. The Bylaw is aligned with regional, national and worldwide circular approaches to reduce by design the waste generations and minimize its environmental and social impacts. Bylaw No. 10000 became effective March 27, 2022 and bans plastic checkout bags (including biodegradable and compostable plastics), plastic straws (including biodegradable and compostable plastics) and foam food service ware for prepared food (such as foam plates, clamshell containers, bowls and cups).
- The City actively participated as zero waste stakeholders and in a Deconstruction Specialist working group hosted by District and City of North Vancouver. For this design thinking event, participants reflected on the lack of market for the reuse of construction, demolition, and deconstruction materials and identify potential solutions on how bring more circularity to the sector.
- The City participated in the Green Economy Canada's Sustainable IT Procurement pilot, aiming to uncover key insights on the barriers and opportunities to integrate circular principles in City's procurement practices. Green Economy Canada released a whitepaper titled "Buying a Better Future" which captures pilot learnings that can help organizations across Canada get engaged in using the power of procurement to help Canada transition to a low-carbon, circular economy.
- The City's Community Energy and Emission Plan 2050, adopted in 2022, properly integrates a circular economy strategy to mitigate carbon emissions. The Strategy Direction 8 - Transition to a Circular Economy introduces specific actions to reduce non-inventoried embedded carbon in materials from goods and services that Richmond residents and businesses consume. While the plan does not quantify consumption and material-based GHG emissions in Richmond, it does have specific policy and program actions identified to mitigate this type of emissions by transitioning from a linear to a circular economy.

Material Flow Analysis

It is possible to reduce environmental impact and meet climate change targets by implementing strategic dematerialization, in other words, getting more (or the same) from fewer materials. Circular strategies can reduce the quantity of materials flowing into an economy by increasing material efficiency. Consequently, the emissions embodied in materials and end-products will be lowered. Further, the overall level of material consumption should be lowered to narrow flows. It is impossible for us to keep up with the advancements in material efficiency and cycling advances if the common denominator, the consumption of virgin materials, keeps growing.

Keeping track of the flow of materials into and out of Richmond's economy, stock levels, and how they are utilized throughout society allows Richmond to measure its circularity resources in its metabolism. Material flows are accounted for in mass, allowing identification of origins, stocks, leaks, and embodied carbon. Using material flow analysis, Richmond's input, throughput, and output of resources are examined (including but not limited to energy, biomass, nutrients, minerals, water, and metals).

The material flow analysis provides a visual representation of resources consumed within sectors. It also shows how these materials flow out of the sectors through waste and emissions. An analysis of business-as-usual could be included in the study to predict what material consumption and waste generation patterns might look like in 10 years if no changes are made. The tool provides a helpful baseline for comparing alternatives to circular economy scenarios.

The following are some of the benefits of a material flow analysis:

- Providing prospects for policy interventions and needed technical data to support decision-making and planning;
- Identifying economic opportunities directly linked to environmental impacts;
- Establishing a foundation for the development of circular business;
- Offering a visual 'snapshot' of resource metabolism in Richmond by sector to more easily explain the baseline level of circularity; and,
- Identifying practical actions to make linear flows circular.

The material flow analysis can involve 3 phases, where the results are validated with local stakeholders after each step:

- **Phase 1 - Identifying the starting points:** Provides insight into the local economy's strengths and weaknesses showing what skills and sectors are at the economy's core and how these skills can be used in a circular economy.
- **Phase 2 - Material flow analysis:** Provides insight into the magnitude and nature of the material flows through the city in order to tackle those material flows that are highly impactful to the environment.
- **Phase 3 - Integrate the result with the Strategy's directions and actions:** Key indicators are provided to guide and prioritize the most successful pilots and interventions.

In Canada, the City of Toronto, the City of Montreal and the Province of Quebec implemented a material flow analysis to understand circularity in crucial sectors and determine where interventions are required to guide future action and provide robust monitoring.

Toward a circular economy - Canada's opportunities

Environment and Climate Change Canada (the Sponsor) asked the Council of Canadian Academies (CCA) to conduct an evidence-based assessment to answer the following question: "What are the potential opportunities and challenges for a circular economy in Canada?" To address the charge, the CCA assembled a multidisciplinary Panel of 16 experts from across Canada and abroad. The Panel included academic experts and practitioners from industry, governments, and non-governmental organizations (NGOs). Below, there is a summary of the key findings included in the 2021 CCA's report titled "Turning Point, the expert panel on the circular economy (CE) in Canada." Transitioning to a CE represents a shift away from the traditional, predominantly linear model. To guide deliberations, the Panel defines the CE as a systemic approach to production and consumption for living within planetary boundaries that conserves material resources, reduces energy and water use, and generates less waste and pollution.



Global consumption patterns are drawing significantly more resources from the Earth than it is able to sustain. A more circular economy (CE) could reduce consumption, keep valuable material out of landfills, and slow global climate change. **Turning Point** explores what a transition towards a circular economy would mean for Canada.



WORLD: Material extraction and waste are exceeding the planet's safe operating limits. Evidence suggests we are currently using **1.7 Earths** worth of resources.

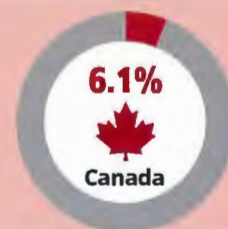
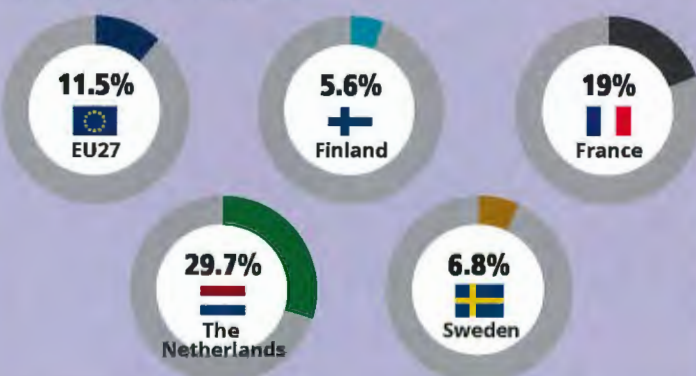


CANADA: Canada's consumption rates of materials, energy, and water are currently among the highest in the world, and **73%** of waste ends up in the landfill or is incinerated, much of which still holds value.

HOW CIRCULAR IS CANADA?

Indicators of the circular economy can include measures of material use, environmental impact, and socio-economic impact. The **circularity rate** is the percentage of the economy's material needs which are filled with recycled or recovered materials. For the first time ever, a circularity rate was calculated for Canada. Using a similar material flows approach to that of the EU, the Expert Panel estimated that the circularity rate of Canada is **6.1%**.

CIRCULARITY RATES:



If Canada maintains a circularity rate of 6.1% for the next 20 years:

↑ **40%** Total waste
 ↑ **40%** Total resource use
 ↑ **40%** Total emissions

The circular economy is an aspirational direction in which to move, and ultimately involves transformative, system-wide change.

OPPORTUNITIES TO ADVANCE THE CIRCULAR ECONOMY IN CANADA



9% of **plastics** are recycled.



Metal recovery from recycled **electronics** is **2-10x** more energy efficient than producing metals from virgin ore.



1/3 of all **food** produced and distributed is never eaten.



Canada is aiming to grow its **natural resource** exports to **\$350B** by 2025, in part by implementing innovative circular economy measures.



85% of **textiles** are landfilled.



3.4 million tonnes of **construction**, renovation, and demolition waste was landfilled in Canada in 2015.

ADVANCING THE CIRCULAR ECONOMY IN CANADA

GOVERNMENT:



- Incorporating circular principles into public **procurement** criteria
- Developing **roadmaps** to support a CE transition
- Tracking progress on the CE through **data collection**
- **Investing** in CE-supporting infrastructure and research

BUSINESS:



- Implementing **circular business models**
- Contributing to **standards** for circular products
- **Partnerships** to facilitate circular supply chains and design
- **Investing** in refurbishing capacity and R&D

CIVIL SOCIETY:



- Addressing cost and practical barriers to **increase accessibility** of circular practices
- Increased **cultural** and **social visibility** of circularity
- Engage in **training** and **advocacy**

The transition towards a **CIRCULAR ECONOMY** requires collaboration among all levels of government, businesses/industry, NGOs, and civil society.

Turning Point. The Expert Panel on the Circular Economy in Canada (2021).
www.cca-reports.ca



Factors Relevant to a circular economy in Canada

Canada's economic, environmental, social, geographical, and jurisdictional features require a distinct approach to the circular economy. There are several factors to consider when developing a circular economy strategy for Canada, including its large size and low population density, the concentration of the population along its Canada-US border, and the differences between urban and rural areas. A large proportion of Canada's economy is composed of small and medium-sized enterprises (SMEs), which offer opportunities for local circular economy strategies that may mitigate geographical problems. The circular economy also presents significant opportunities for Canadian firms that engage in value-retention activities like repair, refurbishment, and remanufacturing. An approach made in and for Canada will be necessary to advance the circular economy. Although there is strong support for environmental protection among the Canadian public, including support for some circular measures, cultural and geographical factors in Canada have contributed to creating an economy with very high consumption rates of materials, energy, and water. This high level of consumption degrades ecosystems and contributes to strain on planetary boundaries. Canada's federal jurisdictional structure means that each level of government has different roles and responsibilities concerning implementing a circular economy, requiring cooperation across levels of government for a transition. Collaboration with Indigenous governments and communities is also essential for a successful and inclusive circular economy transition.

The Current State of the circular economy in Canada

Canadian industry has sectoral strengths and existing initiatives that can be built on to advance the circular economy. Sectoral strengths and opportunities represent the seeds of circularity in Canada in various industries, including plastics, natural resources, construction, food and agriculture, electronics, and textiles. Many Canadian circular economy initiatives currently deal with plastics, broadly promoting plastics recycling. Nearly half of plastic waste in Canada comes from packaging, a key area for waste reduction. Mining, forestry, and fossil fuel industries are also exploring circular strategies in resource extraction and processing, such as reducing waste and recovering valuable by-products, the implementation of which would generate more value from Canada's natural resources sector. Construction represents a core sector for advancing the circular economy in Canada due to its economic importance, high material requirements, and large amounts of waste. Even small changes regarding the reuse of buildings or building materials could significantly impact. Preventable food waste in Canada has an economic value of at least \$49 billion, and several Canadian companies are taking advantage of opportunities to reduce and recycle food and agricultural waste. In the electronics sector, critical initiatives for increasing circularity include product-service systems, product life extension, and design for disassembly. Several initiatives within the textile sector in Canada are geared towards increasing textile recycling; additional initiatives could target the underutilization of clothing. Industrial symbiosis (collaboration) projects and the development of eco-industrial parks in Canada have advanced the circular economy in various sectors. Industry-specific training programs could also be introduced in multiple sectors to help prepare the Canadian workforce to transition to a circular economy.

Steps towards a circular economy have been initiated at multiple levels of government, and NGOs, universities, and colleges are supporting a transition.

Various Canadian jurisdictions have implemented initiatives or strategies that contribute to a circular economy. Though these are somewhat limited, only Quebec has advanced a comprehensive approach. Federal initiatives toward the circular economy include the Canada-wide Strategy on Zero Plastic Waste and exploring circular procurement opportunities. Current provincial and territorial initiatives primarily focus on waste management, plastics, and extended producer responsibility (EPR), though several provinces have instituted sustainability strategies that include additional circular economy concepts. Many municipalities in Canada have become involved in the circular economy through zero-waste strategies, new circular procurement standards, or other initiatives. Collaborations among local governments, NGOs, and provincial and territorial agencies, such as the Canadian Circular Cities and Regions Initiative (CCRI), support knowledge sharing and capacity building. More broadly, many NGOs in Canada are supporting cross-sectoral collaboration toward a circular economy. Several Canadian universities and colleges have developed significant expertise in circular economy research, are collaborating to facilitate the transition towards a circular economy, and offer some circular economy courses or programs. This patchwork of government and civil society initiatives has been useful in the early stages of the circular economy, but coordination of efforts would be needed to create systemic change.

Challenges to implementing a circular economy in Canada

Businesses find it challenging to adopt circular strategies due to linear supply chains, economic disincentives, and a lack of practical information. Economic disincentives, as well as shareholder pressure to minimize risks, have inhibited circular leadership in business. Landfilling and virgin materials are both low-cost in Canada, which creates economic disincentives for waste reduction and the use of secondary materials. The cost of investment is high for some circular business models, such as refurbishment, which is difficult for businesses to justify when the long-term return on circular investments is unclear. Investment costs are especially challenging for SMEs with limited access to capital. The circular economy requires coordination within a business and across the supply chain to be most effective. Businesses thus find implementing circular strategies within linear supply chains to be challenging. Trust can be difficult to establish between businesses, which impedes sharing information relevant to establishing circular practices. Innovation and commercialization of innovative solutions are also necessary to advance the circular economy but piloting circular business models is challenging. Without practical information regarding how to adopt these models, businesses often adopt linear models such as planned obsolescence, which are competitive under existing linear systems.

Aligning policies and regulations to support a circular economy is challenging, especially given Canada's jurisdictional complexity.

The development of policies such as sustainable procurement and effective EPR in Canada has been hampered by a fragmented policy approach, information gaps, and difficulty balancing the needs of different stakeholders. Lobbying is known to slow sustainability policy development and could be a significant factor for circular economy policy development given Canada's long natural resource-focused economic policy history. Data gaps and limited circularity metrics impede the development of effective circular policies and assessment of the impacts of interventions. Canadian data collection regarding waste diversion is inconsistent between jurisdictions. Moreover, the effects of a shift towards circular economy on global trade are unclear. Trade barriers, such as a lack of international standards for circular materials, will need to be overcome to advance the circular economy globally. One key challenge will be to ensure that regulations permit trade in valuable secondary materials without allowing waste to be exported to developing countries that cannot process it safely. To address many of these barriers, collaboration and policy harmonization are needed across governments in Canada, but this coordination is difficult given Canada's jurisdictional complexity.

A cultural shift is necessary to promote circular behaviour among consumers, but accessibility impedes the adoption of circular practices.

Demographics and socio-economic status affect the cultural acceptability of circular practices. Canada has a strong culture of consumerism, which promotes overconsumption, contributes to attitudes that reduce demand for refurbished products or recycled material, and impedes individual adoption of circular practices such as reuse and sharing. Moreover, material factors such as affordability, contractual obligations, or urban structure impact the accessibility of circular practices. Material conditions also affect the accessibility of the circular economy for some communities: distance and climate limit the types of material loops that can be effectively established, and these challenges are heightened for rural and remote communities due to infrastructure gaps and low population densities.

Opportunities for a circular economy in Canada

Circular business models and strategies provide economic benefits such as new revenue streams, reduced supply chain risks, and improved brand reputation. Circular business models create new revenue streams by providing new services or by obtaining value from by-products and offer competitive advantages to businesses by reducing requirements for material and energy inputs. Circular business models such as PaaS create long-term customer relationships, improving loyalty and stabilizing revenue flows. Using secondary materials in place of raw materials helps mitigate supply chain risks. Collaborative strategies such as industrial symbiosis (collaboration) create opportunities for businesses to use another firm's waste products as production inputs. Collaborative networks also provide a competitive advantage for participants by improving information sharing and incentivizing optimal asset management across a supply chain. Finally, circular practices help businesses meet stakeholders' expectations, who increasingly expect businesses to engage in environmentally and socially responsible practices. Shifts to circular systems by Canada's trading partners will likely intensify the competitive advantages of circular models and practices.

A circular economy would help Canada achieve existing policy goals, such as the net-zero transition, and create economic, environmental, and social benefits.

Material and energy efficiency and sustainable production and consumption provide economic, environmental, and social benefits for high-income, natural resource-exporting countries such as Canada. The circular economy may offer a chance for Canada to become an international leader in sustainable natural resource management.

Even with a global transition towards a circular economy, increasing demand for raw materials means that Canada's natural resource exports will still be required. In particular, the material requirements of increasing renewable energy infrastructure motivate planning a transition towards a circular economy alongside Canada's climate change agenda to secure minerals essential for renewable energy production. Materials efficiency policies and improved waste management strategies could also contribute to meeting carbon emissions targets by reducing the energy used to extract and process materials and avoiding methane emissions from organic waste. This would help Canada fulfill its commitments under the Paris Agreement and the Pan-Canadian Framework on Climate Change and Clean Growth, which were both adopted in 2016. A transition towards a circular economy would also help Canada meet the United Nations Sustainable Development Goals and contribute to a resilient economic recovery from COVID-19.

Societal benefits such as increased equity and well-being could be achieved through a just transition towards a circular economy, and net effects on employment are likely to be positive or neutral. A circular economy provides an opportunity to achieve societal benefits such as poverty reduction, meaningful employment, and human well-being. A just transition approach, including collaborative and inclusive planning processes, helps ensure that the circular economy's benefits (and risks) are equally distributed through society, both within Canada and internationally. While the circular economy is expected to cause significant labour market shifts, studies suggest that the effect on employment in Canada will be a net positive or neutral, with job losses resulting from the transition offset by job gains in other sectors. Job growth in Canada is expected to occur primarily in renewable resources, waste, and clean technology sectors, with particular opportunities in reprocessing secondary metals.

Levers for Change Towards a circular economy.

While governments use many levers to advance the circular economy, policy coordination across government levels and departments is essential for the success of circular economy initiatives.

Circular procurement is a powerful lever for governments, creating demand for circular products and services and market signals. Economic instruments, such as tax policy, disposal fees, and federal transfer payments can encourage circular activities and discourage linear practices. Governments could also make public investments in circular infrastructure and support and attract private circular economy financing through regulations or other interventions. Regulations for sustainable design improve product circularity while also benefiting businesses. Provincial and territorial EPR programs have generally not resulted in greater circularity in material flows or waste reduction; however, improved incentives for circular design should result in less waste and more recycling.

Canada's federal, provincial/territorial, and municipal governments have various roles, such as making trade agreements, offering education and skills training, and engaging local stakeholders. Structures that enable collaboration across and within governments will be important in harmonizing circular policies and regulatory schemes. A key role for national governments is developing a circular economy strategy or roadmap; roadmaps can also be implemented at sub-national levels and for specific sectors or materials. Roadmaps provide an opportunity to involve diverse industry and civil society stakeholders and to adapt circular economy strategies to the Canadian context.

Businesses can advance the circular economy through circular strategies, investments, standards and certifications, and company-wide and inter-firm commitments

Company-wide commitments to the circular economy provide strong signals to policymakers, company staff, suppliers, and other companies, unlocking business opportunities while advancing the circular economy. Inter-firm partnerships such as industrial symbiosis also accelerate the circular transition. Adopting new technologies such as the internet of things, artificial intelligence, and 3D printing help businesses implement circular practices by improving design or supporting reverse logistics. For the financial services sector, private investment is essential to support companies and industries transitioning towards a circular economy and allows investors to address environmental, social, and governance issues. Businesses and industry associations can use circular standards and certifications — or play a role in developing such standards — to assure quality and compliance with circular economy principles. Such standards are useful in supporting circular procurement. Industry also plays a role in developing training for circular economy skills.

Civil society will need to be engaged to advance the transition; individual behavioural change has a limited ability to drive the circular economy

Public support will be necessary for a circular transition, and cultural norms around consumption will need to shift. However, the culture of overconsumption involves a broad social context. A systems-level view will be necessary to identify the social conditions that structure options for individuals and incentivize overconsumption. Overall, consumer interest and individual behaviour are insufficient to drive the circular economy. At the same time, education, public awareness, and skills training will be needed to support the transition towards a circular economy and promote the uptake of circular economy practices and products among consumers and producers. Incorporating the circular economy into educational curricula and offering training and retraining for workers will prepare the workforce for the circular economy labour market.

NGOs help drive circularity in Canada by contributing research, facilitating partnerships and collaboration between stakeholders, providing guidance and best practices, sharing information, engaging in advocacy, and facilitating the development of roadmaps.

Roadmaps identify priorities, objectives, and actions for the circular economy transition

Circular economy roadmaps typically define national (or sub-national) objectives and priorities, promote an overarching vision of the circular economy, and outline concrete goals and tangible actions to facilitate the transition. Successful roadmaps typically identify opportunities in specific priority sectors or industries, provide guidance, identify best practices at both the micro and macro levels, and list ongoing and planned future circular economy pilot projects, which often receive financial support from multiple levels of government. The roadmapping process also provides an invaluable opportunity to engage a wide variety of stakeholders to identify opportunities for cross-sectoral collaborations. Effective roadmaps take into account country-specific perspectives and identify relevant opportunities and challenges.

Final Reflections

As the mounting social and environmental costs and economic risks of the linear economy become increasingly apparent, the circular economy is recognized as an important contributor to moving towards a more sustainable economy. Because the circular economy specifically aims to create economic value by improving environmental outcomes, in the Panel's view, it represents a model that rejects a false dichotomy between the environment and the economy. A transition toward a circular economy will help Canada meet existing policy goals and support Canada's climate agenda while enabling economic productivity through more informed and efficient design, production, and consumption methods. Current systems and incentives are based on linear economic approaches; thus, transitioning towards a circular economy will require transformative, systems-level change. At the same time, this transformation will be advanced partly by taking advantage of "small wins" that accumulate into more significant changes. Indeed, Canada currently has many circular initiatives that can be built on to advance the circular economy. Leveraging these existing initiatives requires a collaborative cross-sectoral approach involving multiple levels and departments of government, along with different industries and stakeholders in civil society. Such an approach would need to be supported by continuous innovation and strengthened data collection. While it is not possible to achieve an entirely circular economy, the journey towards one is an opportunity to create sustainable links among the economy, society, and the environment that will benefit human well-being.



City of Richmond

Report to Committee

To: Finance Committee

Date: September 6, 2022

From: Ivy Wong
Acting Director, Finance

File: 03-0925-02-01/2022-
Vol 01

Re: **Permissive Property Tax Exemption (2023) Bylaw No. 10384**

Staff Recommendation

That Permissive Property Tax Exemption (2023) Bylaw No. 10384 be introduced and given first, second and third readings.

Ivy Wong
Acting Director, Finance
(604-276-4046)

Att. 1

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
SENIOR STAFF REPORT REVIEW	INITIALS:
APPROVED BY CAO 	

Staff Report

Origin

Permissive exemptions of property tax are provided to various properties in accordance with Sections 220 and 224 of the Community Charter and Council Policy 3561, which has been consistently applied since 1977. The exemption bylaw must be adopted by October 31 of each year to be effective for the following year.

This report supports Council's Strategic Plan 2018-2022 Strategy #5 Sound Financial Management:

Accountable, transparent, and responsible financial management that supports the needs of the community into the future.

5.1 Maintain a strong and robust financial position.

5.3 Decision-making focuses on sustainability and considers circular economic principles.

Analysis

Owners of exempted properties in 2022 were contacted and their eligibility for permissive exemptions were verified for the upcoming year. Changes to the 2023 bylaw are listed in Attachment 1.

New applications for Council consideration:

1. Seedlings Early Childhood Development Hub – 6380 No. 3 Road

Title to the new child care property at 6380 No. 3 Road was transferred to the City on December 21, 2021. Aspire Richmond Support Society, formerly Richmond Society for Community Living, was appointed to be the non-profit operator of this child care facility on behalf of the City. The lease between the City and Aspire Richmond Support Society commenced in March 2022.

2. Hummingbird Child Care Centre – 6899 Pearson Way

The new child care facility at 6899 Pearson Way is scheduled to be completed and transferred to the City by October 31, 2022. YMCA of Greater Vancouver was appointed to be the non-profit operator of this child care facility on behalf of the City. The lease between the City and YMCA of Greater Vancouver will begin on December 1, 2022.

3. BC Society for the Prevention of Cruelty to Animals (“BC SPCA”) - Richmond Community Animal Centre at 12071 No. 5 Road.

The construction of the new animal shelter located at 12071 No. 5 Road was completed in March 2022. BC SPCA who is responsible for the shelter and animal control throughout the City occupied the property on April 4, 2022.

These applications qualify for permissive exemption under Council Policy 3561 and are added to Permissive Exemption Bylaw 10384 to ensure that all three properties will be exempted of property taxes in 2023.

Permissive Exemption Bylaw Amendments

1. Aspire Richmond Support Society, formerly Richmond Society for Community Living (“RSCL”) – 9580 Pendleton Road.

Permissive Exemption Bylaw 10384 has been updated to reflect the name change of RSCL to Aspire Richmond Support Society, a tenant at 9580 Pendleton Road.

2. Aspire Richmond Support Society, formerly Richmond Society for Community Living – #100-5500 Andrews Road.

Permissive Exemption Bylaw 10384 has been updated to reflect the name change of RSCL to Aspire Richmond Support Society, a tenant at #100-5500 Andrews Road.

Richmond Emmanuel Church (“REC”) - #3360, 3360 and 3380 – 8181 Cambie Road

On July 13, 2022, the City received an application for permissive tax exemption from REC for the commercial property units they purchased at 8181 Cambie Road (units 3330, 3360 and 3380) on June 29, 2022. Staff completed a site visit with a BC Assessment representative on August 17, 2022 to assist staff in determining their eligibility for permissive tax exemption.

The three commercial units purchased by REC were previously used as a beauty spa. REC has not made any renovations to the units but plans to start renovation in April 2023 to be completed for September 2023. Based on the existing design, condition and configuration of the units, staff feel the units are not conducive to be used as a public place of worship. Staff will review REC’s application again next year and will complete another site visit to determine their eligibility for permissive tax exemption for 2024.

No. 5 Road Backlands

As part of the review, site visits were made and staff ensured that all of the religious organizations on No. 5 Road with farming requirements were reminded of their obligation to farm the backlands.

Financial Impact

Property tax exemptions impact the City's finances by reducing the total assessed value of properties subject to taxation. This results in the City recovering any shortfall through tax increases to general taxpayers.

Church properties represent the largest number of permissively exempted properties and account for approximately \$546,311 in direct municipal taxes waived in 2022. Exempted non-City owned properties account for approximately \$131,978 in waived municipal taxes and City owned or leased properties account for approximately \$809,859.

Conclusion

Permissive exemptions are granted by Council annually to qualifying organizations that provide social benefit to the Community. Permissive Exemption Bylaw No. 10384 will provide tax exemptions in accordance with Provincial legislation and Council Policy.

A handwritten signature in blue ink, appearing to read 'mch', is positioned above the typed name and title of the signatory.

Mike Ching
Manager, Revenue
(604-276-4137)

MC:nm

Att. 1: Changes to 2023 Permissive Property Tax Exemption (2023) Bylaw No. 10384

Changes to Permissive Property Tax Exemption (2023) Bylaw No. 10384

Additions to the Bylaw:

ROLL NO	ORGANIZATION NAME	CIVIC ADDRESS	ADDITION
059-709-030	Aspire Richmond Support Society	6380 No. 3 Road	Schedule G
058-305-999	YMCA of Greater Vancouver	6899 Pearson Way	Schedule G
051-557-060	BC Society for the Prevention of Cruelty to Animals (BC SPCA)	12071 No. 5 Road	Schedule I

Amendments to the Bylaw:

ROLL NO	ORGANIZATION NAME	CIVIC ADDRESS	Amendment
099-561-000	Aspire Richmond Support Society	9580 Pendleton Road	Name change from Richmond Society for Community Living to Aspire Richmond Support Society
089-830-129	Aspire Richmond Support Society	#100-5500 Andrews Road	Name change from Richmond Society for Community Living to Aspire Richmond Support Society



Permissive Property Tax Exemption (2023) Bylaw No. 10384

The Council of the City of Richmond enacts as follows:

PART ONE: RELIGIOUS PROPERTIES PERMISSIVE EXEMPTION

- 1.1 Pursuant to Section 224(2)(f) of the *Community Charter*, the religious halls and the whole of the parcels of land surrounding the religious halls shown on Schedule A are considered necessary to an exempt building set apart for public worship, and are hereby exempt from taxation for the 2023 year.
- 1.2 Pursuant to Section 224(2)(f) of the *Community Charter*, the portions of the parcels of land and improvements surrounding the religious halls shown on Schedule B are considered necessary to an exempt building set apart for public worship, and are hereby exempt from taxation for the 2023 year.
- 1.3 Notwithstanding Sections 1.1 and 1.2 of this bylaw, no additional exemption from taxation pursuant to Section 224(2)(f) will be granted to any parcel of land for which an associated building is not exempted by the British Columbia Assessment Authority pursuant to Section 220(1)(h) of the *Community Charter*.
- 1.4 Notwithstanding Sections 1.1 and 1.2 of this bylaw, if at any point from the period commencing on the date of Council approval of this bylaw and December 31, 2023, parcels of land or portions thereof that are listed in Schedule A or Schedule B no longer qualify for the statutory tax exemption set out in section 220(1)(h) of the *Community Charter*, such parcels of land or portions thereof will be reassessed and subject to taxation for the period commencing on the date on which qualification for the statutory tax exemption ceased and ending on December 31, 2023.

PART TWO: TENANTED RELIGIOUS PROPERTIES PERMISSIVE EXEMPTION

- 2.1 Pursuant to Section 224(2)(g) of the *Community Charter*, the portions of land and improvements shown on Schedule C are hereby exempt from taxation for the 2023 year.

PART THREE: CHARITABLE AND RECREATIONAL PROPERTIES PERMISSIVE EXEMPTION

- 3.1** Pursuant to Section 224(2)(a) of the *Community Charter*, the whole of the parcels of land shown on Schedule D are hereby exempt from taxation for the 2023 year.
- 3.2** Notwithstanding Section 3.1 of this bylaw, no additional exemption from taxation pursuant to Section 3.1 of this bylaw will be granted to any parcel of land for which an associated building is not exempted by the British Columbia Assessment Authority pursuant to Section 220(1)(i) of the *Community Charter*.
- 3.3** Pursuant to Section 224(2)(a) and Section 224(2)(j) of the *Community Charter*, the whole of the parcels of land and improvements shown on Schedule E are hereby exempt from taxation for the 2023 year.
- 3.4** Pursuant to Section 224(2)(a) and Section 224(2)(k) of the *Community Charter*, the whole of the parcels of land and improvements shown on Schedule F are hereby exempt from taxation for the 2023 year.
- 3.5** Pursuant to Section 224(2)(a) of the *Community Charter*, the whole or portions of the parcels of land and improvements shown on Schedule G are hereby exempt from taxation for the 2023 year.
- 3.6** Pursuant to Section 224(2)(i) of the *Community Charter*, the whole or portions of land and improvements shown on Schedule H are hereby exempt from taxation for the 2023 year.
- 3.7** Pursuant to Section 224(2)(d) of the *Community Charter*, the whole or portions of land and improvements shown on Schedule I are hereby exempt from taxation for the 2023 year.

PART FOUR: MISCELLANEOUS PROVISIONS

- 4.1** Schedules A through I inclusive, which are attached hereto, form a part of this bylaw.
- 4.2** Permissive Exemption Bylaw 10266 is hereby repealed in its entirety.
- 4.3** This Bylaw is cited as “Permissive Property Tax Exemption (2023) Bylaw No. 10384”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR_____
CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept. <i>MC</i>
APPROVED for legality by Solicitor <i>JA</i>

SCHEDULE A to BYLAW 10384

<i>NAME, ROLL NO. & CIVIC ADDRESS</i>	<i>LEGAL DESCRIPTION OF PROPERTY</i>	<i>MAILING ADDRESS</i>
Bakerview Gospel Chapel (067-375-002) 8991 Francis Road	PID 009-294-902 Lot 135 Except: Parcel B (Bylaw Plan 87226) Section 21 Block 4 North Range 6 West New Westminster District Plan 23737	Bakerview Gospel Chapel 10260 Algonquin Drive Richmond, B.C. V7A 3A4
Beth Tikvah Congregation and Centre Association (099-358-999) 9711 Geal Road	PID 003-644-391 Lot 1 Except: Firstly: Part Subdivided by Plan 44537 Secondly: Part Subdivided by Plan LMP47252 Section 26 Block 4 North Range 7 West New Westminster District Plan 17824	Beth Tikvah Congregation and Centre Association 9711 Geal Road Richmond, B.C. V7E 1R4
Brighthouse United Church Hall (064-046-009) 8151 Bennett Road	PID 006 199 631 Lot 362 of Section 16 Block 4 North Range 6 West New Westminster District Plan 47516	Congregation of the United Church of BC 8151 Bennett Road Richmond, B.C. V6Y 1N4
Canadian Martyrs Parish (094-145-000) 5771 Granville Avenue	PID 003-894-266 Lot 610 Section 12 Block 4 North Range 7 West New Westminster District Plan 58494	Roman Catholic Archbishop of Vancouver 5771 Granville Avenue Richmond, B.C. V7C 1E8
Christian and Missionary Alliance (082-148-009) 3360 Sexsmith Road	PID 003-469-247 Lot 23 Except: Firstly: the East 414.3 Feet Secondly: the South 66 Feet, and Thirdly: Part Subdivided by Plan 33481 Sections 27 and 28 Block 5 North Range 6 West New Westminster District Plan 3404	North Richmond Alliance Church 3360 Sexsmith Road Richmond, B. C. V6X 2H8
Christian Reformed Church of Richmond (072-496-000) 9280 No. 2 Road	PID 018-262-767 Lot 2 of Section 30 Block 4 North Range 6 West New Westminster District Plan LMP9785	Christian Reformed Church of Richmond 9280 No. 2 Road Richmond, B.C. V7E 2C8

SCHEDULE A to BYLAW 10384

<i>NAME, ROLL NO. & CIVIC ADDRESS</i>	<i>LEGAL DESCRIPTION OF PROPERTY</i>	<i>MAILING ADDRESS</i>
Church in Richmond (083-953-080) 4460 Brown Road	PID 028-628-110 Lot 7 Section 33 Block 5 North Range 6 West New Westminster District Plan 3318 Part S 1/2, Except Plan 24362, Exp 24381	Church in Richmond 4460 Brown Road Richmond BC V6X 2E8
Conference of The United Mennonite Churches of B.C. (080-792-000) 11571 Daniels Road	PID 004 152 832 Lot 323 of Section 25 Block 5 North Range 6 West New Westminster District Plan 57915	Conference of Mennonites in B.C. c/o Peace Mennonite Church 11571 Daniels Road Richmond, B.C. V6X 1M7
Broadmoor Baptist Church (071-191-006) 8140 Saunders Road	PID 007-397-216 Lot 123 Section 28 Block 4 North Range 6 West New Westminster District Plan 44397	Broadmoor Baptist Church 8140 Saunders Road Richmond, B.C. V7A 2A5
Emmanuel Christian Community Society (102-050-053) 10351 No. 1 Road	PID 011-908-106 Lot 13 Block A Section 34 Block 4 North Range 7 West Except Plan 53407 New Westminster District Plan 710	Emmanuel Christian Community Society 10351 No. 1 Road Richmond, B.C. V7E 1S1
Fujian Evangelical Church (025-172-004) 12200 Blundell Road	PID 025-000-047 Lot 1 Section 19 Block A North Range 5 West New Westminster District Plan LMP49532	Fujian Evangelical Church 12200 Blundell Road Richmond, B.C. V6W 1B3
Gilmore Park United Church (097-837-001) 8060 No. 1 Road	PID 024-570-541 Strata Lot 1 Section 23 Block 4 North Range 7 West New Westminster District Strata Plan LMS3968	Congregation of the Gilmore Park United Church 8060 No. 1 Road Richmond, B.C. V7C 1T9
I Kuan Tao (Fayi Chungder) Association (084-144-013) 8866 Odlin Crescent	PID 025-418-645 Lot 30 Section 33 Block 5 North Range 6 West new Westminster District Plan LMP54149	I Kuan Tao (Fayi Chungder) Association #2100, 1075 West Georgia Street Vancouver, B.C. V6E 3G2

SCHEDULE A to BYLAW 10384

<i>NAME, ROLL NO. & CIVIC ADDRESS</i>	<i>LEGAL DESCRIPTION OF PROPERTY</i>	<i>MAILING ADDRESS</i>
Immanuel Christian Reformed Church (062-719-724) 7600 No. 4 Road	PID 003-486-486 Parcel One Section 14 Block 4 North Range 6 West New Westminster District Reference Plan 71292	Immanuel Christian Reformed Church 7600 No. 4 Road Richmond, B.C. V6Y 2T5
Johrei Fellowship (084-786-000) 10380 Odlin Road	PID 003-485 757 East Half of Lot 4 Except: Part Subdivided by Plan 79974; Section 35 Block 5 North Range 6 West, New Westminster District Plan 5164	Johrei Fellowship Inc. 10380 Odlin Road Richmond, B.C. V6X 1E2
Lansdowne Congregation Jehovah's Witnesses (061-569-073) 11014 Westminster Highway	PID 003-578-356 Lot 107 Section 12 Block 4 North Range 6 West New Westminster District Plan 52886	Trustees of the Lansdowne Congregation Jehovah's Witnesses c/o Jurgan Halbheer 10960 Ryan Road Richmond, B.C. V6A 2G4
Lutheran Church Hall (061-166-000) 6340 No. 4 Road	PID 010-899-294 Parcel 1 of Section 11 Block 4 North Range 6 West New Westminster District Plan 77676	Our Saviour Lutheran Church of Richmond BC 6340 No. 4 Road Richmond, B.C. V6Y 2S9
Meeting Room (025-166-010) 8020 No. 5 Road Property owner registered as Gabe Csanyi, Jonathan Csanyi, Wayne Coleman, Bruce Anstey	PID 016-718-739 Lot A Section 19 Block 4 North Range 5 West New Westminster District Plan 86178	Meeting Room Attn: Jonathan Csanyi 9454 173A Street Surrey, B.C. V4N 6H6
North Richmond Alliance Church (063-418-009) 9140 Granville Avenue	PID 017-691-842 Lot 1 (BF53537) Section 15 Block 4 North Range 6 West New Westminster Plan 7631	North Richmond Alliance Church 9140 Granville Avenue Richmond, B.C. V6Y 1P8

SCHEDULE A to BYLAW 10384

<i>NAME, ROLL NO. & CIVIC ADDRESS</i>	<i>LEGAL DESCRIPTION OF PROPERTY</i>	<i>MAILING ADDRESS</i>
St. Paul's Roman Catholic Parish (067-043-063) 8251 St. Albans Road	PID 010 900 691 Lot 15 Except: Firstly: Part Dedicated as Road on Plan 20753, Secondly: Part Subdivided by Plan 58438; Section 21 Block 4 North Range 6 West New Westminster District Plan 3238	Catholic Independent Schools of Vancouver Archdiocese St. Paul's Roman Catholic Parish 8251 St. Alban's Road Richmond, B.C. V6Y 2L2
Richmond (Bethel) Mennonite Church (030-869-001) 10160 No. 5 Road	PID 017 945 054 Lot A (BF302986) Section 31 Block 4 North Range 5 West New Westminster District Plan 35312	B.C. Conference of the Mennonite Brethren Churches 10200 No. 5 Road Richmond, B.C. V7A 4E5
Richmond Chinese Evangelical Free Church (025-162-005) 8040 No 5 Road	PID 004-332-695 South 100 feet West Half Lot 1 Block "A" Section 19 Block 4 North Range 5 West New Westminster District Plan 4090	Richmond Chinese Evangelical Free Church Inc. 8040 No. 5 Road Richmond, B.C. V6Y 2V4
Richmond Chinese Alliance Church (102-369-073) 10100 No. 1 Road	PID 003-898-474 Lot 68 Section 35 Block 4 North Range 7 West New Westminster District Plan 31799	Christian and Missionary Alliance (Canadian Pacific District) 107 – 7585 132 nd Street Surrey, B.C. V2W 1K5
Richmond Faith Fellowship (085-780-002) 11960 Montego Street	PID 010-267-930 Lot A Except: Parcel E (Bylaw Plan LMP22889), Section 36 Block 5 North Range 6 West New Westminster District Plan 17398	Northwest Canada Conference Evangelical Church 11960 Montego Street Richmond, B.C. V6X 1H4
Richmond Gospel Hall (098-373-006) 5651 Francis Road	PID 008-825-025 Lot 45 Except: Parcel A (Statutory Right of Way Plan LMP11165) Section 24 Block 4 North Range 7 West New Westminster District Plan 25900	Congregation of the Richmond Gospel Hall 5651 Francis Road Richmond, B.C. V7C 1K2

SCHEDULE A to BYLAW 10384

<i>NAME, ROLL NO. & CIVIC ADDRESS</i>	<i>LEGAL DESCRIPTION OF PROPERTY</i>	<i>MAILING ADDRESS</i>
Richmond Pentecostal Church (060-300-000) 9300 Westminster Highway	PID 024-957-828 Parcel C Section 10 Block 4 North Range 6 West New Westminster District Plan 48990	Pentecostal Assemblies of Canada 9300 Westminster Highway Richmond, B.C. V6X 1B1
Richmond Presbyterian Church (094-627-007) 7111 No. 2 Road	PID 009-213-244 Lot 110 of Section 13 Block 4 North Range 7 West New Westminster District Plan 24870	Trustees of Richmond Congregation of Presbyterian Church 7111 No. 2 Road Richmond, B.C. V7C 3L7
Richmond Sea Island United Church (082-454-062) 8711 Cambie Road	PID 011-031-182 Lot 3 Sections 27 and 28 Block 5 North Range 6 West New Westminster District Plan 4037	Congregation of the Richmond United Church of Canada 8711 Cambie Road Richmond, B.C. V6X 1K2
The Salvation Army Richmond (066-497-000) 8280 Gilbert Road	PID 001-234-684 Lot "L" (Y24736) of Section 20 Block 4 North Range 6 West New Westminster District Plan 10008	Governing Council of the Salvation Army Canada West 8280 Gilbert Road Richmond, B.C. V7C 3W7
South Arm United Church Hall (plus Annex - Pioneer Church) (047-431-056) 11051 No. 3 Road	PID 015-438-562 Parcel E (Explanatory Plan 21821) of Lots 1 and 2 of Parcel A Section 5 Block 3 North Range 6 West New Westminster District, Plan 4120 Except: Firstly; Part Subdivided by Plan 29159 AND Secondly: Parcel "D" (Bylaw Plan 79687)	Congregation of the South Arm United Church of Canada 11051 No. 3 Road Richmond, B.C. V6X 1X3
Steveston Congregation of Jehovah's Witnesses (102-520-003) 4260 Williams Road	PID 006-274-382 Parcel "A" (Reference Plan 17189) Lot 1 of Section 35 Block 4 North Range 7 West New Westminster District Plan 10994	Steveston Congregation of Jehovah's Witnesses Attn: Jonathan Mearns #87 – 6800 Lynas Lane Richmond, B.C. V7C 5E2

SCHEDULE A to BYLAW 10384

<i>NAME, ROLL NO. & CIVIC ADDRESS</i>	<i>LEGAL DESCRIPTION OF PROPERTY</i>	<i>MAILING ADDRESS</i>
Steveston United Church (087-640-000) 3720 Broadway Street	PID 010-910-336 Parcel A Section 3 Block 3 North Range 7 West New Westminster District Reference Plan 77684	Trustees of Steveston Congregation of United Church of Canada 3720 Broadway Street Richmond, B.C. V7E 4Y8
Subramaniya Swamy Temple (025-161-000) 8840 No. 5 Road	PID 000-594-261 Parcel B (Explanatory Plan 10524) Lot 3 Section 19 Block 4 North Range 5 West New Westminster District Plan 5239	Subramaniya Swamy Temple of B.C. 8840 No. 5 Road Richmond, B.C. V6Y 2V4
Trinity Pacific Church (076-082-008) 10011 No. 5 Road	PID 007-178-204 Lot 297 Except Parcel B (Bylaw Plan 79916) Section 36 Block 4 North Range 6 West New Westminster District Plan 35779	Trinity Pacific Church 10011 No. 5 Road Richmond, B.C. V7A 4E4
Vancouver International Buddhist Progress Society (082-265-053) 6670 – 8181 Cambie Road	PID 018-553-532 Lot 53 Section 28 Block 5 North Range 6 West New Westminster District Plan LMS 1162 together with an interest in the common property in proportion to the unit entitlement of the strata lot.	Vancouver International Buddhist Progress Society 6680 – 8181 Cambie Road Richmond, B.C. V6X 3X9
Walford Road Gospel Church (081-608-000) 9291 Walford Street	PID 012-734-756 Lot 21 of Blocks 25 and 26 Section 27 Block 5 North Range 6 West New Westminster District Plan 2534	Holy Spirit Association For The Unification Of World Christianity 9291 Walford Street Richmond, B.C. V6X 1P3

Bylaw 10384
PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP

SCHEDULE B to BYLAW 10384

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Aga Khan Foundation Canada (The Ismaili Jamatkhana and Centre) (084-310-003) 4000 May Drive	PID 029-176-263 Lot A Section 34 Block 5 North Range 6 West New Westminster District Plan EPP32741	Aga Khan Foundation Canada (The Ismaili Jamatkhana and Centre) 199 Sussex Drive Ottawa, ON K1N 1K6	100% of footprint of building 60,000 sq. ft. for parking	Remainder of land not exempted	100%	0%
Assumption of the Blessed Virgin Mary Ukrainian Catholic Church (098-394-005) 8700 Railway Avenue Manse	PID 011-070-749 Parcel "One" (Explanatory Plan 24522) of Lots "A "and "B" Plan 4347 and Lot 26 of Plan 21100 Section 24 Block 4 North Range 7 West New Westminster District	Ukrainian Catholic Episcopal Corp. of MB 8700 Railway Avenue Richmond, B.C. V7C 3K3	97.65% 2,031.18 m ²	2.35% 48.82 m ²	75.6% of Manse Building 302.59 m ² 100% of Religious Hall	24.4% of Manse Building 97.64 m ²
Bethany Baptist Church (000-821-001) 22680 Westminster Highway (Site Area 5.295 acres)	PID 018-604-897 Lot 1 Except: Part Dedicated Road on Plan LMP18317; Section 2 Block 4 North Range 4 West New Westminster District Plan LMP9648	Bethany Baptist Church 22680 Westminster Highway Richmond, B.C. V6V 1B7	48%	52%	100%	0%

Bylaw 10384
PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP

SCHEDULE B to BYLAW 10384

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
BC Muslim Association (025-243-080) 12300 Blundell Road (Site Area 4.78 Acres)	PID 011-053-569 Lot 5 Except: Part Subdivided by Plan 33568; Block "A" Section 19 Block 4 North Range 5 West New Westminster District Plan 4090	BC Muslim Association 12300 Blundell Road Richmond, B.C. V6W 1B3	43.6% 8,440 m ² 2.086 acres	56.4% 10,903.97 m ² 2.694 acres	100%	0%
Canadian Martyrs Parish (094-145-000) 5771 Granville Avenue	PID 003-894-266 Lot 610 Section 12 Block 4 North Range 7 West New Westminster District Plan 58494	Roman Catholic Archbishop of Vancouver 5771 Granville Avenue Richmond, B.C. V7C 1E8	93% 9,034.3 m ² 2.23 acres	7% 680 m ² 0.17 acres	100%	0%
Church of Latter Day Saints (074-575-000) 8440 Williams Road (Site Area 2.202 acres)	PID 009-210-890 Lot 2 Section 33 Block 4 North Range 6 West New Westminster District Plan 24922	Corp. of the President of the Lethbridge Stake of the Church of Jesus Christ of Latter-Day Saints c/o LDS Church Tax Division #502 - 7136 50 E. North Temple Street Salt Lake City, Utah, 84150-2201	90.8% 8,093.7 m ² 2.00 acres	9.2% 817.5 m ² 0.202 acres	100%	0%

SCHEDULE B to BYLAW 10384

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Cornerstone Evangelical Baptist Church (024-279-000) 12011 Blundell Road Church Parking	PID 002-555-310 South Half of South West Quarter Section 18 Block 4 North Range 5 West New Westminster District Except: Firstly: Part Dedicated Road on Plan 87640 Secondly: Parcel E (Bylaw Plan LMP4874) Thirdly: Parcel F (Bylaw Plan LMP12615) Fourthly: Part on SRW Plan 21735	Cornerstone Evangelical Baptist Church of Vancouver 7890 No. 5 Road Richmond, B.C. V6Y 2V2	10% 5,158.4 m ²	90% 46,426.6 m ²	100%	0%
Dharma Drum Mountain Buddhist Association (025-222-030) 8240 No. 5 Road Manse	PID 003-740-315 Lot 23 Section 19 Block 4 North Range 5 West New Westminster District Plan 55080	Dharma Drum Mountain Buddhist Association 8240 No. 5 Road Richmond, B.C. V6Y 2V4	34.8% 3,384 m ² 0.836 acres	65.2% 6,333 m ² 1.565 acres	71.8% 729.75 m ²	28.2% 286.33 m ²
Fraserview Mennonite Brethren (080-623-027) 11295 Mellis Drive (Site Area 2.79 Acres)	PID 000-471-780 That portion of Lot 176 Section 25 Block 5 North Range 6 West New Westminster District Plan 53633	BC Conference of the Mennonite Brethren Churches 11295 Mellis Drive Richmond, B.C. V5X 4K2	71.7% 8,077 m ² 1.996 acres	28.3% 3,180.3 m ² 0.794 acres	100%	0%

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 10384

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND OF TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
India Cultural Centre of Canada (024-908-040) 8600 No 5 Road Manse & Parking	PID 004-328-850 Lot 19 Section 19 Block 4 North Range 5 West New Westminster District Plan 39242	India Cultural Centre of Canada 8600 No 5 Road Richmond, B.C. V6Y 2V4	43.9% 21,778.93 m ²	56.1% 27,828.07 m ²	Remaining portion of Building	100% of Manse 103.87 m ²
International Buddhist Society (046-195-007) 9160 Steveston Highway Manse The land under the taxable improvements situated on this property shall also be assessed as taxable.	PID 026-438-160 Section 3 Block 3 North Range 6 West New Westminster District Plan BCP19994 Parcel 1	International Buddhist Society 9160 Steveston Highway Richmond, B.C. V7A 1M5	36.5% 16,458.69 m ²	63.5% 28,622.31 m ²	83.2% of remaining hall 3,132.4 m ² 0% of farm buildings	16.8% of hall used for Manse and dining 632.0 m ² 100% of farm buildings
Ling Yen Mountain Temple (030-901-000) 10060 No. 5 Road (Site Area 4.916 Acres) Manse	PID 025-566-806 Lot 42 Except: Part Dedicated Road on Plan LMP22689, Section 31 Block 4 North Range 5 West New Westminster District Plan 25987	Ling Yen Mountain Temple 10060 No. 5 Road Richmond, B.C. V7A 4C5	27.7% 5,502.6 m ² 1.36 acres	72.3% 14,391.7 m ² 3.556 acres	50.6% 1,199.3 m ²	49.4% 1,171.8 m ²

SCHEDULE B to BYLAW 10384

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND OF TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Nanaksar- Gurdwara- Gursikh Temple (002-881-941) 18691 Westminster Highway (Site Area 14.88 Acres) Manse	PID 023-751-878 Lot 1 Section 6 Block 4 North Range 4 West New Westminster District Plan 33029	Nanaksar-Gurdwara- Gursikh Temple 18691 Westminster Highway Richmond, B.C. V6V 1B1	16% 9,619.5 m ² 2.377 acres	84% 50,597.7 m ² 12.503 acres	86.9% of Manse 2,925.05 m ² 100% of Religious Hall	13.1% of Manse 441.29 m ²
Parish of St. Alban's (Richmond) (064-132-000) 7260 St. Alban's Road Manse	PID 013-077-911 Parcel One Section 16 Block 4 North Range 6 West New Westminster District Reference Plan 80504	Parish of St. Alban's (Richmond) 7260 St. Alban's Road Richmond, B.C. V6Y 2K3	91.6% 4,464.1 m ²	8.4% 406.9 m ²	0% of Manse 100% of Religious Hall	100% of Manse 83.6 m ²
Parish of St. Anne's - Steveston, B.C. (097-615-002) 4071 Francis Road Religious Hall Commercial Use	PID 002-456-320 Lot 2 of Section 23 Block 4 North Range 7 West New Westminster District Plan 70472	Parish of St. Anne's 4071 Francis Road Richmond, B.C. V7C 1J8	99.2% 3,067.86 m ²	0.8% 24.14 m ²	97.8% 1,090.66 m ²	2.2% 24.14 m ²
Peace Evangelical Church (025-231-041) 8280 No. 5 Road Manse	PID 004-099-303 Lot 24 Section 19 Block 4 North Range 5 West New Westminster District Plan	Peace Evangelical Church 8280 No. 5 Road Richmond, B.C. V6Y 2V4	34.4% 3,614.3 m ² 0.893 acres	65.6% 6,892.7 m ² 1.703 acres	100% of Religious Hall 0% of Manse	100% Manse

Bylaw 10384
PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP

SCHEDULE B to BYLAW 10384

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Richmond Alliance Church (047-535-044) 11371 No. 3 Road (Site Area 2.5 acres)	PID 004-113-331 South Half of 14 Section 5 Block 3 North Range 6 West New Westminster District Plan 4120	Christian and Missionary Alliance (Canadian Pacific District) 11371 No. 3 Road Richmond, B.C. V7A 1X3	80% 8,077.5 m ² 1.996 acres	20% 2,030.5 m ² 0.504 acres	100%	0%
Richmond Baptist Church (065-972-089) 6560 Blundell Road Manse and Parking	PID 006-457-118 Lot 43 Section 19 Block 4 North Range 6 West New Westminster District Plan 30356	Richmond Baptist Church 6640 Blundell Road Richmond, B.C. V7C 1H8	57% 1,151.4 m ²	43% 868.6 m ²	0% of Manse	100% of Manse 106.84 m ²
Richmond Baptist Church (066-062-000) 6560 Blundell Road Manse and Parking	PID 033-732-193 Section 19 Block 4 North Range 6 West New Westminster District Plan 71422 Parcel A	Richmond Baptist Church 6640 Blundell Road Richmond, B.C. V7C 1H8	Portion of land not under church	Land under manse	0% of Manse 100% of Religious Hall	100% of Manse
Richmond Pentecostal Church (060-287-008) 9260 Westminster Highway Manse and Parking	PID 004-140-125 Lot A Section 10 Block 4 North Range 6 West New Westminster District Plan 13172	Pentecostal Assemblies of Canada 9260 Westminster Highway. Richmond, B.C. V6X 1B1	30% Paved parking area behind building 652.2 m ²	70% Non- parking area 1,521.8 m ²	0%	100%

Bylaw 10384
PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP

SCHEDULE B to BYLAW 10384

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Richmond Pentecostal Church (060-300-000) 9300 Westminster Highway	PID 024-957-828 Lot 107 Section 10 Block 4 North Range 6 West New Westminster District Plan 64615	Pentecostal Assemblies of Canada 9300 Westminster Highway Richmond, B.C. V6X 1B1	58.7% 8,093.7 m ² 2 acres	51.3% 5,690.3 m ² 1.4 acres	100%	0%

Bylaw 10384
PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP

SCHEDULE B to BYLAW 10384

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
The Science of Spirituality Eco Centre (045-488-098) Civic address: 11011 Shell Road Farm Land	PID 015-725-871 Parcel F (Reference Plan 2869) Section 2 Block 3 North Range 6 West New Westminster District Except: Part Dedicated Road on Plan LMP4152 PID 013-082-566 North Easterly 5 and 1/5 th Square Chains Section 2 Block 3 North Range 6 West New Westminster District Except: Part Dedicated Road by Plan LMP54152 PID 015-342-433 Parcel D (Explanatory Plan 1980) Section 2 Block 3 North Range 6 West New Westminster District PID 015-725-880 Parcel "G" (Reference Plan 2870) Section 2 Block 3 North Range 6 West New Westminster District	Science of Spirituality SKRM Inc. 9100 Van Horne Way Richmond, B.C. V6X 1W3	50% 385 m ²	50% 385 m ²	100%	0%

**PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP**

SCHEDULE B to BYLAW 10384

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
The Shia Muslim Community of British Columbia (024-941-069) 8580 No. 5 Road (Site Area 9.8 acres)	PID 004-884-850 Lot 20 Section 19 Block 4 North Range 5 West New Westminster District Plan 39242	The Shia Muslim Community of British Columbia 8580 No. 5 Road Richmond, B.C. V6Y 2V4	38.1% 15,117.2 m ² 3.736 acres	61.9% 24,512.8 m ² 6.064 acres	100%	0%
South Arm United Church (047-431-056) 11051 No. 3 Road (Site Area 6.42 acres)	PID 015-438-562 Parcel "E" (Explanatory Plan 21821) of Lots 1 and 2 of Parcel "A" Section 5 Block 3 North Range 6 West New Westminster District Plan 4120 EXCEPT: FIRSTLY: Part Subdivided by Plan 29159 AND SECONDLY: Parcel "D" (Bylaw Plan 79687)	Congregation of the South Arm United Church of Canada 11051 No. 3 Road Richmond, B.C. V7A 1X3	31.6% 8,093.7 m ² 2 acres	68.4% 17,496.3 m ² 4.42 acres	100%	0%
St. Gregory Armenian Apostolic Church of BC (018-330-000) 13780 Westminster Highway	PID 002-946-068 Lot "A" (RD 190757) Section 8 Block 4 North Range 5 West New Westminster District Plan 12960	Armenian Apostolic Church of British Columbia 13780 Westminster Highway Richmond, B.C. V6V 1A2	95% 2,505.15 m ²	5% 131.85 m ²	100%	0%

SCHEDULE B to BYLAW 10384

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
St. Joseph The Worker Parish (099-300-034) 4451 Williams Road (Site Area 8.268 acres) 3.26 and 5.00 acres	PID 010-887-725 Parcel "C" (Explanatory Plan 8670) of Lots 3 and 4 Except: Part Subdivided by Plan 30525; Section 26 Block 4 North Range 7 West New Westminster District Plan 3139	Roman Catholic Archbishop of Vancouver St. Joseph the Worker Parish 4451 Williams Road Richmond, B.C. V7E 1J7	38.8% 9,397.07 m ² 2.32 acres	61.2% 14,838.13 m ² 3.67 acres	60% 635.4 m ²	40% 423.6 m ²
St. Monica's Parish (040-800-004) 12011 Woodhead Road (Site Area 1.60 acres) Manse and Hall	PID 024-840-319 Lot A Section 31 Block 5 North Range 5 West New Westminster District Plan LMP47203	Roman Catholic Archbishop of Vancouver St. Monica's Parish 12011 Woodhead Road Richmond, B.C. V6V 1G2	Note: The land under the manse is exempt; the manse itself is not exempt. 73.35% 4,744.33 m ² 1.17 acres	Note: The land under the manse is exempt; the manse itself is not exempt. 26.65% 1,723.67 m ² 0.43 acres	0% of Manse 100% of Religious Hall	100% of Manse 196.8 m ²
St. Paul's Roman Catholic Parish (067-043-063) 8251 St. Alban's Road (Site Area 4.77 acres)	PID 010-900- 691 Lot 15 Except: Firstly: Part Dedicated as Road on Plan 20753, Secondly; Part Subdivided by Plan 58438; Section 21 Block 4 North Range 6 West New Westminster District Plan 3238	Catholic Independent Schools of Vancouver Archdiocese St. Paul's Roman Catholic Parish 8251 St. Alban's Road Richmond, B.C. V6Y 2L2	40% 7,698.4 m ² 1.90 acres	60% 11,547.6 m ² 2.86 acres	100%	0%

SCHEDULE B to BYLAW 10384

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Steveston Buddhist Temple (087-401-000) 4360 Garry Street (Site Area 4.53 acres)	PID 001-235-265 Lot 132 Except: Firstly: Part Road on Plan LMP20538, Secondly: Part Subdivided by Plan LMP25471, Section 2 Block 3 North Range 7 West New Westminster District Plan 40449	Steveston Buddhist Temple 4360 Garry Street Richmond, B.C. V7E 2V2	44.15% 8,093.7 m ² 2 acres	55.85% 10,238.56 m ² 2.53 acres	100%	0%
Thrangu Monastery Association (025-193-000) 8140 No. 5 Road Manse	PID 027-242-838 Lot A Section 19 Block 4N Range 5W New Westminster District Plan BCP32842	Thrangu Monastery Association 8140 No. 5 Road Richmond, B.C. V6Y 2V4	0% of land beneath the dormitory 59.55% 11,421.8 m ² 2.82 acres	100% of land beneath the dormitory 40.45% 7,759.2 m ² 1.92 acres	76.3% 2,060.1 m ²	23.7% 639 m ²
Thrangu Monastery Association (025-193-000) & (025-202-011) - Combined 8140/8160 No. 5 Road	PID 027-242-838 Lot A Section 19 Block 4N Range 5W New Westminster District Plan BCP32842	Thrangu Monastery Association 8140 No. 5 Road Richmond, B.C. V6Y 2V4	59.55% 11,421.8 m ² 2.82 acres	40.45% 7,759.2 m ² 1.92 acres	100% of the shed used to store religious artefacts	0%

Bylaw 10384
PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP

SCHEDULE B to BYLAW 10384

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Towers Baptist Church (070-101-000) 10311 Albion Road (Site Area 2.148 acres) Manse	PID 000-565-318 Parcel "A" Except Part on Plan 32239 Section 26 Block 4 North Range 6 West New Westminster District Plan 22468	New Wineskins Society 10311 Albion Road Richmond, B.C. V7A 3E5	78.9% 7,002.4 m ² 1.73 acres	21.1% 1,872.6 m ² 0.418 acres	0% of Manse 100% of Religious Hall	100% Manse 162.6 m ²
Trinity Lutheran Church Hall (064-438-000) 7100 Granville Avenue Manse and Hall	PID 025-555-669 Section 17 Block 4 North Range 6 West Plan BCP3056 Parcel A	Trinity Lutheran Church – Richmond 7100 Granville Avenue Richmond, B.C. V6Y 1N8	87.09% 6,012.32	12.91% Manse 891.68 m ²	0% of Manse 100% of Religious Hall	100% of Manse 142.5 m ² 0% of Religious Hall
Vancouver International Buddhist Progress Society (082-304-006) 8271 Cambie Road (Site Area 0.757 acres)	PID 00-316-002 9 Section 28 Block 5 North Range 6 West Plan 7532	Vancouver International Buddhist Progress Society 6680 – 8181 Cambie Road Richmond, B.C. V6X 3X9	76% 2,322.58 m ²	24% 740.42 m ²	N/A	N/A

SCHEDULE B to BYLAW 10384

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PARCEL	MAILING ADDRESS	PROPORTION OF LAND EXEMPTED FROM TAXATION	PROPORTION OF LAND OF TAXABLE	PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION	PROPORTION OF IMPROVEMENT TAXABLE
Vancouver International Buddhist Progress Society (082-265-059) 6680 – 8181 Cambie Road Manse	PID 018-553-591 Strata Lot 59 Section 28 Block 5 North Range 6 West New Westminster District Plan Strata Plan LMS1162	Vancouver International Buddhist Progress Society 6680 – 8181 Cambie Road Richmond, B.C. V6X 3X9	91.72% 1,212.05 m ²	8.28% 109.40 m ²	0% of Manse Remaining Religious Hall	100% Manse 109.4 m ²
Vancouver International Buddhist Progress Society (082-265-060) 6690 – 8181 Cambie Road	PID 018-553-605 Strata Lot 60 Section 28 Block 5 North Range 6 West New Westminster District Plan Strata Plan LMS1162	Vancouver International Buddhist Progress Society 6680 – 8181 Cambie Road Richmond, B.C. V6X 3X9	Included in Above Calculation	Included in Above Calculation	Included in Above Calculation	Included in Above Calculation
Vedic Cultural Society of BC (025-212-021) 8200 No 5 Road	PID 011-053-551 South Half Lot 3 Block A Section 19 Block 4 North Range 5 West New Westminster District Plan 4090	Vedic Cultural Society of BC 8200 No 5 Road Richmond, B.C. V6Y 2V4	88% 8,883.6 m ²	12% 1,211.4 m ²	99.1% 2,144.6 m ²	0.9% 18.9 m ²

SCHEDULE C to BYLAW 10384

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	TENANTS MAILING ADDRESS
(057-614-000) 200 – 7451 Elmbridge Way	PID 007-501-129 Lot 87 Section 5 Block 4 North Range 6 West New District Plan 36964	That portion of the property occupied by the Richmond Emmanuel Church	Richmond Emmanuel Church 200 – 7451 Elmbridge Way Richmond, B.C. V6X 1B8
(136-467-527) 3211 Grant McConachie Way	PID 009-025-103 Lot 58 Sections 14, 15, 16, 17, 20, 21, 23 and 29 Block 5 North Range 7 West New Westminster District Plan 29409	That portion of the property occupied by Vancouver Airport Chaplaincy	Vancouver Airport Chaplaincy Box 32362 Domestic Terminal RPO Richmond, B.C. V7B 1W2

Bylaw 10384
 CHARITABLE, PHILANTHROPIC & OTHER
 NOT-FOR-PROFIT – ELDERLY CITIZENS HOUSING
 (PROVINCIAL ASSISTANCE)

SCHEDULE D to BYLAW 10384

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	OWNER/HOLDER'S MAILING ADDRESS
(086-938-001) 11820 No. 1 Road	PID 001-431-030 Lot 2 Section 2 Block 3 North Range 7 West NWD Plan 69234	Anavets Senior Citizens Housing Society #200 - 951 East 8th Avenue Vancouver, B.C. V5T 4L2

SCHEDULE E to BYLAW 10384

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	OWNER/HOLDER'S MAILING ADDRESS
(099-561-000) 9580 Pendleton Road	PID 003-751-678 Lot 450 Section 26 Block 4 North Range 7 West NWD Plan 66281	Aspire Richmond Support Society (Tenant) 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(086-080-000) 431 Catalina Crescent	PID 001-562-797 Lot 24 Block 5 North Range 6 West New Westminster District Plan NW/P9740 Suburban Block J, Section 29/30	Aspire Richmond Support Society (Owner) 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(064-762-037) 303 – 7560 Moffatt Road	PID 014-890-305 Strata Lot 37 Section 17 Block 4 North Range 6 West New Westminster District Strata Plan NW/3081	Aspire Richmond Support Society (Owner) 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(058-885-000) 6531 Azure Road	PID 003-680-100 Lot 525 Section 7 Block 4 North Range 6 West NWD Plan 25611	Development Disabilities Association 100 – 3851 Shell Road Richmond, B.C. V6X 2W2
(067-321-001) 8400 Robinson Road	PID 009-826-386 Lot 80 Except: Part Subdivided by Plan 81951, Section 21 Block 4 North Range 6 West NWD Plan 12819	Development Disabilities Association 100 – 3851 Shell Road Richmond, B.C. V6X 2W2
(099-371-000) 4811 Williams Road	PID 004-864-077 Lot 4 Section 26 Block 4 North Range 7 West NWD Plan 17824	Greater Vancouver Community Service Society 320 – 1212 W. Broadway Vancouver, B.C. V6H 3V1
(080-622-000) 11331 Mellis Drive	PID 004-107-292 Lot 175 Section 25 Block 5 North Range 6 West NWD Plan 53633	Pinegrove Place Mennonite Care Home Society of Richmond 11331 Mellis Drive Richmond, B.C. V6X 1L8

SCHEDULE E to BYLAW 10384

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	OWNER/HOLDER'S MAILING ADDRESS
(082-199-000) 9020 Bridgeport	PID 002-672-855 Block 5 North Range 6 West New Westminster District Plan 60997 Parcel B, Section 27/28, REF 60997	0952590 BC Ltd. Richmond Lion's Manor Suite 500 – 520 W 6 th Avenue Vancouver BC V5Z 4H5
(097-575-028) 4433 Francis Road	PID 003-887-022 Lot 890 Section 23 Block 4 North Range 7 West New Westminster District Plan 66590	Richmond Society for Community Living 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(099-126-002) 5728 Woodwards Road	PID 027-789-471 Lot A Section 25 Block 4 North Range 7 West New Westminster District Plan BCP39662	Richmond Society for Community Living 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(090-515-105) 5862 Dover Crescent	PID 023-648-058 Strata Lot 105 Section 1 Block 4 North Range 7 West New Westminster District Strata Plan LMS2643	Riverside Children's Centre Developmental Disability Association 100 – 3851 Shell Road Richmond, B.C. V6X 2W2
(065-571-000) 6260 Blundell Road	PID 005-146-135 Lot "A" (RD135044) Section 19 Block 4 North Range 6 West New Westminster District Plan 48878	Rosewood Manor Richmond Intermediate Care Society 6260 Blundell Road Richmond, B.C. V7C 5C4
(089-830-129) 5500 Andrews Road, Unit 100	PID 023-684-801 Strata Lot 129 Section 12 Block 3 North Range 7 West New Westminster District Strata Plan LMS2701	Treehouse Learning Centre Aspire Richmond Support Society 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5

Bylaw 10384
 CHARITABLE, PHILANTHROPIC & OTHER
 NOT-FOR-PROFIT – COMMUNITY CARE OR
 ASSISTED LIVING

SCHEDULE E to BYLAW 10384

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	OWNER/HOLDER'S MAILING ADDRESS
084-988-041 10411 Odlin Road	PID 017-418-780 Lot 141 Section 35 Block 5 North Range 6 West New Westminster District Plan LMP942	Turning Point Recovery Society Suite 260 – 7000 Minoru Blvd. Richmond, BC V6Y 3Z5

Bylaw 10384
 CHARITABLE, PHILANTHROPIC & OTHER
 NOT-FOR-PROFIT – ELDERLY CITIZENS HOUSING

SCHEDULE F to BYLAW 10384

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	OWNER/HOLDER'S MAILING ADDRESS
(094-282-297) 7251 Langton Road	PID 003-460-525 Lot 319 Section 13 Block 4 North Range 7 West NWD Plan 49467	Richmond Legion Senior Citizen Society #800 – 7251 Langton Road. Richmond, B.C. V7C 4R6

SCHEDULE G to BYLAW 10384

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(059-905-125) 8300 Cook Road	PID 023-800-496 Strata Lot 125 Section 9 Block 4 North Range 6 West New Westminster District Strata Plan LMS2845 together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on form 1	100% that is occupied by Society of Richmond Children's Centres	Cook Road Children's Centre Society of Richmond Children's Centres 110 – 6100 Bowling Green Road Richmond, B.C. V6Y 4G2
(011-892-000) 23591 Westminster Highway	PID 028-376-650 Lot B Section 36 Block 5 North Range 4 West New Westminster District Plan BCP46528	That portion of the property occupied by Richmond Children's Centres	Cranberry Children's Centre Society of Richmond Children's Centres 23591 Westminster Highway Richmond, B.C.
(094-391-000) 7611 Langton Road	PID 004-700-368 Lot 11 Section 13 Block 4 North Range 7 West NWD Plan 19107	100%	Development Disabilities Association 100 – 3851 Shell Road Richmond, B.C. V6X 2W2
(030-700-001) 10640 No. 5 Road	PID 028-631-595 Lot F Section 31 Block 4 North Range 5 West New Westminster District Plan EPP12978	That portion of property occupied by Richmond Children's Centres	Gardens Children's Centre Society of Richmond Children's Centres 4033 Stolberg Street Richmond, B.C. V6X 3N7
(058-305-999) 6899 Pearson Way	PID 028-696-212 LT 13 SEC 5 BLK 4N RGE 6W NWD PL BCP49385	That portion of property occupied by YMCA of Greater Vancouver	Hummingbird Child Care Centre YMCA of Greater Vancouver 10 - 620 Royal Avenue New Westminster, B.C. V3M 1J2

SCHEDULE G to BYLAW 10384

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(064-810-002) 7000 Minoru Boulevard	PID 018-489-613 Lot 1 Section 17 Block 4 North Range 6 West NWD Plan LMP 12593	100% of land and improvements leased to Richmond Caring Place or 8,038 sq.m. as indicated in LMP 12594	Richmond Caring Place 140 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(067-813-001) 8660 Ash Street	PID 017-854-997 Lot C Section 22 Block 4 North Range 6 West Plan 2670	Exempting that portion of the property occupied by the Richmond Family Place	Richmond Family Place 8660 Ash Street Richmond, B.C. V6Y 2S3
(059-709-030) 6380 No. 3 Road	PID 031-603-432 SEC 9 BLK 4N RGE 6W NWD PL EPP115105 ARSPCPRCLNMBR 1	That portion of property occupied by Aspire Richmond Support Society	Seedlings Early Childhood Development Hub Aspire Richmond Support Society 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(073-560-608) 10380 No. 2 Road	PID 029-631-408 Lot 2 Section 31 Block 4 North Range 6 West New Westminster District Plan EPP49229	That portion of property occupied by YMCA of Greater Vancouver	Seasong Child Care Centre YMCA of Greater Vancouver 10 - 620 Royal Avenue New Westminster, B.C. V3M 1J2
(082-020-000) 3368 Carscallen Road	PID 031-479-090 Air Space Parcel 1 Section 28 Block 5 North Range 6 West New Westminster District Air Space Plan EPP 108791	That portion of property occupied by YMCA of Greater Vancouver	Sprouts Early Childhood Development Hub YMCA of Greater Vancouver 10 - 620 Royal Avenue New Westminster, B.C. V3M 1J2
(093-050-002) 6011 Blanshard Drive	PID 019-052-685 Lot 2 Section 10 Block 4 North Range 7 West New Westminster District Plan LMP19283	100% that is occupied by Society of Richmond Children's Centres	Terra Nova Children's Centre Society of Richmond Children's Centres 110 – 6100 Bowling Green Road Richmond, B.C. V6Y 4G2

SCHEDULE G to BYLAW 10384

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(084-195-000) 4033 Stolberg Street	PID 028-745-540 Section 34 Block 4 North Range 6 West New Westminster District Plan BCP49848 Air Space Parcel 3	100% that is occupied by Society of Richmond Children's Centres	West Cambie Child Care Centre Society of Richmond Children's Centres 110 – 6100 Bowling Green Road Richmond, B.C. V6Y 4G2
(057-600-003) 650-5688 Hollybridge Way	PID 030 085 489 Section 5 Block 4 North Range 6 West NWD Plan EPP65030 Air Space Parcel 1	100% that is occupied by Atira Women's Resource Society	Willow Early Care and Learning Centre Atira Women's Resource Society #201 – 190 Alexander Street Vancouver, B.C. V6A 1B5
(079-772-001) 10277 River Drive	PID 031-035-124 Lot 1 Section 23 Block 5 North Range 6 West NWD Plan EPS5734	100% of the portion of the property in the name of the City of Richmond and occupied by Atira Women's Resource Society	River Run Early Care and Learning Centre Atira Women's Resource Society #201 – 190 Alexander Street Vancouver, B.C. V6A 1B5

SCHEDULE H to BYLAW 10384

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(097-842-000) 4780 Blundell Road	PID 001-145-801 Lot 2 Block 4 North Range 7 West New Westminster District Plan 3892	That portion of the property occupied by Girl Guides of Canada	Girl Guides of Canada 4780 Blundell Road Richmond, B.C. V7C 1G9
(051-521-010) 11551 Dyke Road	PID 014-924-781 Dedicated Park Plan 565772		Girl Guides of Canada 1476 West 8th Avenue Vancouver, BC V6H 1E1
(083-465-000) 7411 River Road	PID 007 206 518 Lot "N" Except: Part Subdivided by Plan 35001, Fractional Section 6 and of Sections 5, 7 and 8 Block 4 North Range 6 West and of Fractional Section 32 Block 5 North Range 6 West New Westminster District Plan 23828 (see R083-466-000, R083-467-000, R083-467-505 for remainder)	That portion of the property occupied by Navy League of Canada National Council	Navy League of Canada National Council c/o Richmond/Delta Branch Box 43130 Richmond, B.C. V6Y 3Y3
(083-218-005) 7400 River Road (Unit 140)	PID 003-752-534 Lot 20 Section 32 Block 5 North Range 6 West New Westminster District Plan 40727	That portion of the property occupied by Richmond Gymnastics Association	Richmond Gymnastics Association Unit 140 – 7400 River Road Richmond B.C. V6Y 2C1
(059-477-003) 6131 Bowling Green Road	PID 009 300 261 Lot 26, Except that part in Plan LMP39941 Section 8 Block 4 North Range 6 West New Westminster District Plan 24068	That portion of the property occupied by Richmond Lawn Bowling Club	Richmond Lawn Bowling Club 7321 Westminster Highway Richmond, B.C. V6X 1A3

SCHEDULE H to BYLAW 10384

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(082-479-000) 7760 River Road	PID 009 311 998 Lot 2 Except: Firstly; Part Subdivided by Plan 28458; Secondly; Parcel "C" (Bylaw Plan 62679); Thirdly: Parcel G (Bylaw Plan 80333); Sections 29 and 32 Block 5 North Range 6 West New Westminster District Plan 24230	That portion of the property occupied by Richmond Rod and Gun Club	Richmond Rod and Gun Club P.O. Box 26551 Blundell Centre Post Office Richmond, B.C. V7C 5M9
(083-218-005) 7400 River Road (Unit 140)	PID 003-752-534 Lot 20 Section 32 Block 5 North Range 6 West New Westminster District Plan 40727	That portion of the property occupied by Richmond Rod and Gun Club	Richmond Rod and Gun Club P.O. Box 26551 Blundell Centre Post Office Richmond, B.C. V7C 5M9
(059-216-001) 6820 Gilbert Road	PID 017 844 525 Lot A Section 8 Block 4 North Range 6 West, New Westminster District Plan LMP 5323	That portion of the property occupied by Richmond Tennis Club	Richmond Tennis Club 6820 Gilbert Road Richmond, B.C. V7C 3V4
(057-590-001) 5540 Hollybridge Way	PID 007 250 983 Lot 73 Except: Part Subdivided by Plan 48002; Sections 5 and 6 Block 4 North Range 6 West New Westminster District Plan 36115	That portion of the property occupied by Richmond Winter Club	Richmond Winter Club 5540 Hollybridge Way Richmond, B.C. V7C 4N3
(088-500-046) 2220 Chatham Street	PID 004-276-159 Block 3 N Range 7W Section 4 Parcel D, Except Plan REF 43247, EXP 60417, REF 10984 File NO 1000-14-045	That portion of the property occupied by Scotch Pond Heritage Cooperative	Scotch Pond Heritage Cooperative 3811 Moncton Street Richmond, B.C. V7E 3A0
(091-575-614) 2771 Westminster Highway	PID 011-566-825 Block 4 North Range 7 West Plan NWP457	That portion of 2771 Westminster Highway occupied by Sharing Farm Society	Sharing Farm Society 2771 Westminster Highway Richmond, B.C. V7C 1A8

SCHEDULE H to BYLAW 10384

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(091-488-000) 2900 River Road	PID 017-094-755 Lot 2 Section 4 Block 4 North Range 7 West Plan NWP88135	That portion of 2900 River Road occupied by Sharing Farm Society	Sharing Farm Society 2771 Westminster Highway Richmond, B.C. V7C 1A8

SCHEDULE I to BYLAW 10384

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(085-643-001) Unit 140-160 11590 Cambie Road	PID 018-844-456 Lot C Section 36 Block 5 North Range 6 West Plan LMP17749 Except Plan BCP 14207	That portion of the property occupied by Richmond Public Library	Richmond Public Library Cambie Branch Unit 150 - 11590 Cambie Road Richmond, B.C. V6X 3Z5
(044-761-005) 11688 Steveston Highway	PID 023-710-047 Lot 1 Section 1 Block 3 North Range 6 West Plan 32147	That portion of the property occupied by Richmond Public Library	Richmond Public Library Ironwood Branch 11688 Steveston Highway, Unit 8200 Richmond, B.C. V7A 1N6
(031-969-003) 14300 Entertainment Boulevard	PID 023-672-269 Lot C Section 33 Block 4 North Range 5 West NWD Plan LMP31752	That portion of the property occupied by City of Richmond	City of Richmond 6911 No. 3 Road Richmond, B.C. V6Y 2C1
(057-561-007) 5900 Minoru Boulevard	PID 028-325-257 Lot A Section 5 Block 4 North 6 West New Westminster District Plan BCP45912	That portion of the property occupied by City Centre Community Centre	City of Richmond 6911 No. 3 Road Richmond, B.C. V6Y 2C1
(051-557-060) 12071 No. 5 Road	PID 013-082-531 Section 12 Block 3 North Range 6 West NWD Plan 15624 Parcel A-J, Part NE 1/4, Ref 15624, Ref 8114 File No. 1000- 05-021	That portion of the property occupied by BC Society for the Prevention of Cruelty to Animals	City of Richmond 6911 No. 3 Road Richmond, B.C. V6Y 2C1



City of Richmond

Memorandum
Finance and Corporate Services Division
Finance Department

To: Mayor & Councillors
From: Ivy Wong
Acting Director, Finance
Date: October 3, 2022
File:
Re: **Correction to Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10398**

It has come to our attention that corrections are required on page 22 of the Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10398 as follows:

- Under Schedule – Development Application Fees, Section 1.6.1, the 2023 base rates for the temporary use permits for seasonal outdoor patio and temporary use permit for renewal for seasonal outdoor patio should remain unchanged at the 2022 rate of \$300 per permit. This will keep the fees in line with the rates set in the Schedule – Public Space Patio Regulation
- Rates for the temporary use permit for mobile food vendor and temporary use permit renewal for mobile food vendor were omitted inadvertently and have been correctly added back to Amendment Bylaw No. 10398

All rates in the corrected Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10398 have been verified for accuracy.

Should you have any questions regarding these changes, please contact me at 604-276-4046.

Ivy Wong
Acting Director, Finance

IW:iw



Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10398

The Council of the City of Richmond enacts as follows:

1. The Consolidated Fees Bylaw No. 8636, as amended, is further amended:
 - a) by deleting, in their entirety, the schedules attached to Bylaw No. 8636, as amended, and substituting the schedules attached to and forming part of this Bylaw.
2. This Bylaw comes into force and effect on January 1, 2023.
3. This Bylaw is cited as “**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10398**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating dept. <i>MC</i>
APPROVED for legality by Solicitor <i>JA</i>

SCHEDULE – ANIMAL CONTROL REGULATION**Animal Control Regulation Bylaw No. 7932****Cat Breeding Permit Fee**

Section 2.2

Description	Fee
Cat breeding permit for three years	\$46.00

Animal Control Regulation Bylaw No. 7932**Impoundment Fees**

Section 8

Description	Fee
1st time in any calendar year	
Neutered male or spayed female dog	\$52.50
Non-neutered male or unspayed female dog	\$158.00
Dangerous Dog*	\$646.00
2nd time in any calendar year	
Neutered male or spayed female dog	\$104.00
Non-neutered male or unspayed female dog	\$327.00
Dangerous Dog*	\$1,283.00
3rd time and subsequent times in any calendar year	
Neutered male or spayed female dog	\$327.00
Non-neutered male or unspayed female dog	\$646.00
Dangerous Dog*	\$1,283.00
Bird	\$8.00
Domestic farm animal	\$78.25
<i>Impoundment fee also subject to transportation costs</i>	
Other animal	\$39.50
<i>Impoundment fee also subject to transportation costs</i>	

**Subject always to the power set out in Section 8.3.12 of Animal Control Regulation Bylaw No. 7932 to apply for an order that a dog be destroyed.*

Note: In addition to the fees payable above (if applicable), a licence fee will be charged where a dog is not currently licenced.

Animal Control Regulation Bylaw No. 7932
Maintenance Fees
 Section 8

Description	Fee
Dog	\$17.00
Cat	\$17.00
Bird	\$5.00
Domestic farm animal	\$39.50
Other animal	\$13.75

Note: For all of the Animal Control Regulation Maintenance Fees, a charge is issued for each day or portion of the day per animal.

SCHEDULE – ARCHIVES AND RECORDS

Archives and Records
Image Reproduction Fees

Description	Fee	Units
<u>Copying Records</u>		
<i>Note: careful consideration will be given to requests for copying of fragile archival records. The City will not copy records if there is the possibility that an original record could be damaged during the copying process.</i>		
Photocopying and printing (First 4 pages free)	\$0.35 \$0.50	per b+w page per colour page
Scanned electronic copy of a paper record	\$0.50	per b+w or colour page
Digitization of audio recording	\$11.25	per audio file
<u>Photograph Reproductions</u>		
Scanned image (each)	\$20.75	

Archives and Records
Preliminary Site Investigation

Description	Fee
Active Records Check Survey (per civic address searched)	\$261.00

**Archives
Mail Orders**

Description	Fee
Mail orders	\$8.00

**Archives
Research Service Fee**

Description	Fee	Unit
Commercial Research Service Fee	\$51.75	per hour

Note: Rush orders available at additional cost; discounts on reproduction fees available to students, seniors, and members of the Friends of the Richmond Archives.

**Archives
Tax Searches Fees**

Description	Fee
<u>Tax Searches and Printing of Tax Records</u>	
Searches ranging from 1 to 5 years	\$33.75
Each year greater than 5 years	\$8.00

SCHEDULE – BILLING AND RECEIVABLES

**Billing and Receivables
Receivables Fees**

Description	Fee
Administrative charges for cost recovery billings undertaken for arm's length third parties	(20% of actual cost)
Non-Sufficient Fund (NSF) charges	\$39.00

SCHEDULE – BOARD OF VARIANCE**Board of Variance Bylaw No. 9259****Application Fees**

Section 3.1.2(c), 3.2.3

Description	Fee
Application for order under section 901 of <i>Local Government Act</i> [Variance or exemption to relieve hardship]	\$742.00
Application for order under section 901.1 of <i>Local Government Act</i> [Exemption to relieve hardship from early termination of land use contract]	\$742.00
Application for order under section 902 of <i>Local Government Act</i> [Extent of damage preventing reconstruction as non-conforming use]	\$742.00
Fee for notice of new hearing due to adjournment by applicant	\$175.00

SCHEDULE – BOULEVARD AND ROADWAY PROTECTION AND REGULATION**Boulevard and Roadway Protection and Regulation Bylaw No. 6366****Inspection Charges**

Section 12 (b), 14

Description	Fee
Additions & Accessory Buildings Single or Two Family Dwellings over 10 m ² in size; In-ground Swimming Pools & Demolitions	\$197.00
Move-Offs; Single or Two Family Dwelling Construction	\$197.00
Combined Demolition & Single or Two Family Dwelling Construction	\$197.00
Commercial; Industrial; Multi-Family; Institutional; Government Construction	\$261.00
Combined Demolition & Commercial; Industrial; Multi-family; Institutional or Government Construction	\$261.00
Each Additional Inspection as Required	\$97.75

SCHEDULE – BUILDING REGULATION**Building Regulation Bylaw No. 7230****Plan Processing Fees**

Section 5.4

Description	Fee
For a new one family dwelling	\$710.00
For other than a new one family dwelling (a) <i>or (b) 50% to the nearest dollar of the estimated building permit fee specified in the applicable Building Permit Fees in Subsection 5.13.6 and other Building Types to a maximum of \$10,000.00</i> <i>-whichever is greater of (a) or (b)</i>	\$81.75
For a sewage holding tank	\$167.00

Building Regulation Bylaw No. 7230**Building Permit Fees for those buildings referred to in Subsection 5.13.6**

Sections 5.2, 5.5, 5.6, 7.2

Description	Fee
Nil to \$1,000.00 (minimum fee)	\$81.75
Exceeding \$1,000.00 up to \$100,000.00	\$81.75
<i>*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00</i> *Plus	\$13.25
Exceeding \$100,000.00 to \$300,000.00	\$1,393.50
<i>**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00</i> **Plus	\$12.50
Exceeding \$300,000.00	\$3,893.50
<i>***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00</i> ***Plus	\$10.00

Note: The building permit fee is doubled where construction commenced before the building inspector issued a building permit.

Building Regulation Bylaw No. 7230
Building Permit Fees for all Other Building Types
Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description	Fee
Nil to \$1,000.00 (minimum fee)	\$81.75
Exceeding \$1,000.00 up to \$100,000.00	\$81.75
<i>*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00</i>	<i>*Plus \$13.50</i>
Exceeding \$100,000.00 up to \$300,000.00	\$1,418.25
<i>**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00</i>	<i>**Plus \$12.75</i>
Exceeding \$300,000.00	\$3,968.25
<i>***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00</i>	<i>***Plus \$10.25</i>

Note: The building permit fee is doubled where construction commenced before the building inspector issued a building permit.

Despite any other provision of the Building Regulation Bylaw No. 7230, the “construction value” of a:

- (a) one-family dwelling or two-family dwelling
- (b) garage, deck, porch, interior finishing or addition to a one-family dwelling or two-family dwelling is assessed by total floor area and deemed to be the following:

Description	Construction Value	Units
(i) new construction of first storey	\$1,357.00	per m ²
(ii) new construction of second storey	\$1,252.00	per m ²
(iii) garage	\$696.00	per m ²
(iv) decks or porches	\$574.00	per m ²
(v) interior finishing on existing buildings	\$643.00	per m ²
(vi) additions	\$1,357.00	per m ²

Building Regulation Bylaw No. 7230**Building Permit Fees for all Other Building Types (cont.)**

Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description	Fee
<u>Building Design Modification Fee</u>	
Plan Review (per hour or portion thereof)	\$147.00
Building Permit Fee for Temporary Building for Occupancy	\$646.00
<u>Re-inspection Fees</u>	
(a) for the third inspection	\$97.75
(b) for the fourth inspection	\$135.00
(c) for the fifth inspection	\$261.00
<i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	
<u>Special Inspection Fees:</u>	
(a) during the City's normal business hours	\$147.00
(b) outside the City's normal business hours	\$568.00
<i>*for each hour or part thereof after the first four hours</i>	<i>*Plus</i> \$147.00
Building Permit Transfer or Assignment Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original building permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$81.75
Building Permit Extension Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original building permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$81.75
<u>Building Move Inspection Fee:</u>	
(a) within the City boundaries	\$147.00
(b) outside the City boundaries when travel is by City vehicle	\$147.00
<i>** per km travelled</i>	<i>**Plus</i> \$4.00

Note: Where the building inspector is required to use overnight accommodation, aircraft or ferry transportation in order to make a building move inspection, the actual costs of accommodation, meals and transportation are payable in addition to other applicable fees including salary cost greater than 1 hour.

Building Regulation Bylaw No. 7230**Building Permit Fees for all Other Building Types (cont.)**

Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description	Fee
Provisional Occupancy Inspection Fee (per building permit inspection visit)	\$327.00
Provisional Occupancy Notice Extension Fee	\$517.00
Building Demolition Inspection Fee for each building over 50 m ² in floor area	\$509.00
Sewage Holding Tank Permit Fee	\$327.00
<u>Use of Equivalents Fees:</u>	
(a) each report containing a maximum of two separate equivalents	\$708.00
(b) for each equivalent greater than two contained in the same report	\$292.00
(c) for an amendment to an original report after the acceptance or rejection of the report	\$147.00
(d) for Air Space Parcels (treating buildings as one building)	\$2,520.00

Building Regulation Bylaw No. 7230**Gas Permit Fees**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.9, 12.10

Description	Fee	Units
Domestic Installation – one family dwelling (a)	\$81.75	per appliance
- <i>whichever is greater (a) or (b)</i> (b)	\$30.75	
Domestic/Commercial/Industrial Installations – two family dwellings , multiple unit residential buildings, including townhouse units)		
(a) appliance input up to 29 kW	\$81.75	
(b) appliance input exceeding 29 kW	\$135.00	
<u>Special Inspection Fees:</u>		
(a) during the City's normal business hours	\$147.00	
(b) outside the City's normal business hours	\$568.00	
<i>*for each hour or part thereof after the first four hours</i> *Plus	\$147.00	

Building Regulation Bylaw No. 7230**Gas Permit Fees (cont.)**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.9, 12.10

Description	Fee
<u>Re-Inspection Fee:</u> (a) for the third inspection (b) for the fourth inspection (c) for the fifth inspection <i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	 \$97.75 \$135.00 \$261.00
For a vent and/or gas valve or furnace plenum (no appliance)	\$81.75
<u>Piping alteration – for existing appliances</u> First 30 metres of piping Each additional 30 metres or part thereof Gas permit transfer or assignment fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original gas permit fee</i> <i>- whichever is greater of (a) or (b)</i> Gas permit extension fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original gas permit fee</i> <i>- whichever is greater of (a) or (b)</i>	 \$81.75 \$30.75 \$81.75 \$81.75

Building Regulation Bylaw No. 7230**Plumbing Permit Fees**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

Description	Fee	Units
<u>Plumbing</u> (a) installation of each plumbing fixture (b) minimum plumbing fee (c) connection of City water supply to any hydraulic equipment	 \$30.75 \$81.75 \$81.75	
<u>Sprinkler & Standpipes</u> (a) installation of any sprinkler system <i>*per additional head</i> *Plus (b) installation of each hydrant, standpipe, hose station, hose valve, or hose cabinet used for fire fighting (c) (d) <i>-whichever is greater of (c) or (d)</i>	 \$81.75 \$4.50 \$81.75 \$30.75	 per item

Building Regulation Bylaw No. 7230**Plumbing Permit Fees (cont.)**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

Description	Fee	Units
<u>Water Service</u>		
(a) for the first 30 metres of water supply service pipe to a building or structure	\$81.75	
(b) for each additional 30 metres of water supply service pipe to a building and structure	\$30.75	
<u>Sanitary & Storm Sewers: Building Drains & Water Distribution</u>		
(a) for the first 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$81.75	
(b) for each additional 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$30.75	
(c) for the first 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof	\$81.75	
(d) for each additional 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof	\$30.75	
(e) for the installation of any neutralizing tank, catch basin, sump, or manhole	(f) \$81.75 (g) \$30.75	per item
- whichever is greater of (f) or (g)		
<u>Special Inspections</u>		
(a) during the City's normal business hours	\$147.00	
(b) outside the City's normal business hours or each hour	\$568.00	
*for part thereof exceeding the first four hours	*Plus \$147.00	
<u>Design Modification Fees</u>		
Plan review	\$147.00	per hour
<i>Applicable to Plumbing, Sprinkler & Standpipes, Water Service, and Sanitary & Storm Sewers; Building Drains & Water Distributions</i>		

Building Regulation Bylaw No. 7230**Plumbing Permit Fees (cont.)**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

Description	Fee
<u>Plumbing Re-Inspection Fee</u>	
(a) for the third inspection	\$97.75
(b) for the fourth inspection	\$135.00
(c) for the fifth inspection	\$261.00
<i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	
Plumbing Permit Transfer or Assignment Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$81.75
Plumbing Permit Extension Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$81.75
Provisional Plumbing Compliance Inspection Fee (per permit visit)	\$167.00
Provisional Plumbing Compliance Notice Extension Fee	\$261.00
Potable Water Backflow Preventer Test Report Decal	\$26.75

SCHEDULE – BUSINESS LICENCE**Business Licence Bylaw No. 7360
Assembly Use Group 1**

Group 1 – Business Licence Fee Assessed by Total Floor Area <i>Except Food Caterers which are assessed a fee in accordance with Group 3</i>		
Square Metres (m²)	(Square Feet) (ft²)	Fee
0.0 to 93.0	(0 to 1,000)	\$190.00
93.1 to 232.5	(1,001 to 2,500)	\$287.00
232.6 to 465.0	(2,501 to 5,000)	\$493.00
465.1 to 930.0	(5,001 to 10,000)	\$783.00
930.1 to 1,860.1	(10,001 to 20,000)	\$1,385.00
1,860.2 to 2,790.1	(20,001 to 30,000)	\$1,982.00
2,790.2 to 3,720.2	(30,001 to 40,000)	\$2,584.00
3,720.3 to 4,650.2	(40,001 to 50,000)	\$3,177.00
4,650.3 to 5,580.3	(50,001 to 60,000)	\$3,779.00
5,580.4 and over	(60,001 and over)	\$4,284.00
Food Primary Liquor Licence Fee		\$393.00
Mobile Vendors (Food) Fee (per vehicle)		\$91.50

**Business Licence Bylaw No. 7360
Assembly Use Group 2**

Group 2 – Business Licence Fee Assessed by Number of Seats	
Seats	Fee
0 to 30	\$592.00
31 to 60	\$1,175.00
61 to 90	\$1,762.00
91 to 120	\$2,350.00
121 to 150	\$2,929.00
151 to 180	\$3,515.00
181 to 210	\$4,096.00
211 and over	\$4,284.00

Business Licence Bylaw No. 7360
Assembly Use Group 3

Group 3 – Business Licence Fee Assessed by Number of Employees (including owners)*	
Employees	Fee
0 to 5	\$154.00
6 to 10	\$255.00
11 to 15	\$366.00
16 to 25	\$542.00
26 to 50	\$783.00
51 to 100	\$1,130.00
101 to 200	\$1,592.00
201 to 500	\$2,296.00
501 to 1,000	\$3,467.00
1,001 and over	\$4,284.00

**For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

Business Licence Bylaw No. 7360
Adult Orientated Uses

Description	Fee
Adult entertainment establishment licence	\$4,284.00
Casino	\$6,774.00
<u>Body-Painting Studio</u>	
Studio licence	\$4,284.00
Each body-painting employee	\$154.00
<u>Body-Rub Studio</u>	
Studio licence	\$4,284.00
Each body-rub employee	\$154.00
<u>Escort Service</u>	
Escort service licence	\$4,284.00
Each escort employee	\$154.00

Business Licence Bylaw No. 7360
Bed & Breakfast Use

Description	Fee
Bed & Breakfast Business License	\$184.00

Business Licence Bylaw No. 7360
Farmer's Market

Description	Fee
Farmer's market licence	\$154.00

Business Licence Bylaw No. 7360
Industrial/Manufacturing Use

Industrial/Manufacturing Use – Business Licence Fee assessed by Number of Employees (including owners)*	
Employees	Fee
0 to 5	\$184.00
6 to 10	\$301.00
11 to 15	\$418.00
16 to 25	\$592.00
26 to 50	\$831.00
51 to 100	\$1,175.00
101 to 200	\$1,645.00
201 to 500	\$2,342.00
501 to 1,000	\$3,509.00
1,001 and over	\$4,284.00

**For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

Business Licence Bylaw No. 7360
Licence Transfers, Changes and Reprints

Description	Fee
Requests for comfort letters (per address/business)	\$83.00
Transferring a licence from one person to another, or for issuing a new licence because of a change in information on the face of such licence, except a change between licence categories or subcategories	\$52.75
Changing the category or subcategory of a licence (a) or (b) the difference between the existing licence fee and the fee for the proposed category or subcategory - whichever is greater of (a) or (b)	\$52.75
Licence reprint	\$13.50

Business Licence Bylaw No. 7360
Mercantile Use

Mercantile Use – Business Licence Fee Assessed by Total Floor Area		
Square Metres (m²)	(Square Feet) (ft²)	Fee
0.0 to 93.0	(0 to 1,000)	\$154.00
93.1 to 232.5	(1,001 to 2,500)	\$242.00
232.6 to 465.0	(2,501 to 5,000)	\$442.00
465.1 to 930.0	(5,001 to 10,000)	\$740.00
930.1 to 1,860.1	(10,001 to 20,000)	\$1,337.00
1,860.2 to 2,790.1	(20,001 to 30,000)	\$1,941.00
2,790.2 to 3,720.2	(30,001 to 40,000)	\$2,533.00
3,720.3 to 4,650.2	(40,001 to 50,000)	\$3,128.00
4,650.3 to 5,580.3	(50,001 to 60,000)	\$3,728.00
5,580.4 and over	(60,001 and over)	\$4,284.00

Business Licence Bylaw No. 7360
Off-Leash Permits

Description	Fee
Annual permit	\$132.00

Business Licence Bylaw No. 7360
Residential Use

Residential Use – Business Licence Fee Assessed by Number of Rental Units	
Units	Fee
0 to 5	\$184.00
6 to 10	\$282.00
11 to 25	\$476.00
26 to 50	\$772.00
51 to 100	\$1,356.00
101 to 200	\$1,940.00
201 to 300	\$2,525.00
301 to 400	\$3,105.00
401 to 500	\$3,682.00
501 and over	\$4,284.00

Business Licence Bylaw No. 7360**Service Use**

Service Use – Business Licence Fee Assessed by Number of Employees (including owners)*	
Employees	Fee
0 to 5	\$154.00
6 to 10	\$262.00
11 to 15	\$382.00
16 to 25	\$561.00
26 to 50	\$800.00
51 to 100	\$1,161.00
101 to 200	\$1,627.00
201 to 500	\$2,356.00
501 to 1,000	\$3,544.00
1,001 and over	\$4,284.00

**For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

Business Licence Bylaw No. 7360**Short Term Boarding and Lodging Use**

Description	Fee
Short Term Boarding and Lodging Business Licence	\$154.00

Business Licence Bylaw No. 7360

Vehicle for Hire Businesses

Description	Fee
<u>Vehicle for Hire Business Fee</u> Each vehicle for hire applicant must pay (1) and (2)*: (1) Vehicle for hire office fee (2) Per vehicle licence fee* <i>based on the number of vehicles</i>	\$154.00
CLASS "A" Taxicab	\$143.00
CLASS "B" Limousine	\$91.50
CLASS "C" Sightseeing Taxicab	\$143.00
CLASS "D" Airport Taxicab	\$143.00
CLASS "E" Private Bus	\$143.00
CLASS "T" Charter Minibus	\$143.00
CLASS "J" Rental Vehicle	
Group 1	\$18.50
Group 2	\$91.50
CLASS "K" Driver Training Vehicle	\$68.75
CLASS "M" Tow-Truck	\$143.00
CLASS "N" Taxicab for Persons with Disabilities	\$143.00
CLASS "P" Pedicab	\$143.00
<i>*Notwithstanding the per-vehicle licence fees stipulated in Section 2, the maximum licence fee for any Vehicle for Hire business</i>	\$4,284.00
Transferring a vehicle for hire licence within any calendar year	\$52.75
Replacing a vehicle for hire licence plate or decal	\$22.00

Business Licence Bylaw No. 7360 Vending Machine Uses

Description	Fee
<u>Vending Machine Business Licence Fee</u>	
Group 1 (per machine)	\$34.75
Group 2 (per machine)	\$48.00
Group 3 (per machine)	\$11.00
Banking machine licence fee (per machine)	\$148.00
Amusement machine licence fee (per machine)	\$34.75

SCHEDULE – COMMUNITY BYLAWS DOCUMENTATION FEES

Community Bylaws Documentation Fees

Description	Fee
Requests for Comfort Letters (per civic address & per unit)	\$83.00

SCHEDULE – DEMOLITION WASTE AND RECYCLABLE MATERIALS**Demolition Waste and Recyclable Materials Bylaw No. 9516**

Section 4.1

Description	Fee
Application Fee	\$288.00 per waste disposal and recycling services plan submission
Waste Disposal and Recycling Service Fee	\$3.25 per square feet of structure to be demolished

SCHEDULE – DEVELOPMENT APPLICATION FEES**Zoning Amendments No. 8951**

Section	Application Type	Base Fee	Incremental Fee
Section 1.2.1 (a)	Zoning Bylaw Text Amendment	\$1,986.00	Not Applicable
Section 1.2.1 (b)	Zoning Bylaw Designation Amendment for Single Detached (RS) No lot size policy applicable Requiring a new or amended lot size policy *plus all associated public notification costs	\$2,524.00 \$3,152.00	Not Applicable Not Applicable
Section 1.2.1	Zoning Bylaw Designation Amendment for 'site specific zones'	\$3,780.00	For residential portion of development: - \$48.50 per dwelling unit for first 20 dwelling units and \$24.50 per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - \$31.25 per 100 m ² of building area for the first 1,000 m ² and \$19.50 per 100 m ² thereafter
	Zoning Bylaw Designation Amendment for all other zoning districts	\$2,524.00	For residential portion of development: - \$25.00 per dwelling unit for first 20 dwelling units and \$13.25 per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - \$19.50 per 100 m ² of building area for the first 1,000 m ² and \$7.75 per 100 m ² thereafter
Section 1.2.3	Additional Public Hearing for Zoning Bylaws Text or Designation Amendments	\$952.00	\$908.00 for each subsequent Public Hearing required
Section 1.2.5	Expedited Timetable for Zoning Designation Amendment (Fast Track Rezoning)	\$1,266.00	Not Applicable

Official Community Plan Amendments No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.3.1	Official Community Plan Amendment without an associated Zoning Bylaw Amendment	\$3,780.00	Not Applicable
Section 1.3.2	Additional Public Hearing for Official Community Plan Amendment <i>for second public hearing</i>	\$952.00	\$952.00 for each subsequent Public Hearing required

Development Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.4.1	Development Permit for other than a Development Permit referred to in Sections 1.4.2 and 1.4.3 of the Development Application Fees No. 8951	\$1,895.00	\$630.00 for the first 464.5 m ² of gross floor area plus: - \$132.00 for each additional 92.9 m ² or portion of 92.9 m ² of gross floor area up to 9,290 m ² , plus - \$26.00 for each additional 92.9 m ² or portion of 92.9 m ² of gross floor area over 9,290 m ²
Section 1.4.2	Development Permit for Coach House or Granny Flat	\$1,212.00	Not Applicable
Section 1.4.3	Development Permit, which includes property: (a) designated as an Environmentally Sensitive Area (ESA); or (b) located within, or adjacent to the Agricultural Land Reserve (ALR)	\$1,895.00	Not Applicable
Section 1.4.4	General Compliance Ruling for an issued Development Permit	\$637.00	Not Applicable
Section 1.4.5	Expedited Timetable for a Development Permit (Fast Track Development Permit)	\$1,266.00	Not Applicable

Development Variance Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.5.1	Development Variance Permit	\$1,895.00	Not Applicable

Temporary Use Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.6.1	Temporary Use Permit	\$2,524.00	Not Applicable
	Temporary Use Permit Renewal	\$1,266.00	Not Applicable
	Temporary Use Permits for Seasonal Outdoor Patio	\$300.00	Not Applicable
	Temporary Use Permit Renewal for Seasonal Outdoor Patio	\$300.00	Not Applicable
	Temporary Use Permit for Mobile Food Vendor	\$103.00	Not Applicable
	Temporary Use Permit Renewal for Mobile Food Vendor	\$103.00	Not Applicable

Land Use Contract Amendments No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.7.1	Land Use Contract Amendment	\$1,212.00	Not Applicable

Liquor-Related Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.8.2 (a)	Licence to serve liquor under the Liquor Control and Licensing Act and Regulations; or change to existing license to serve liquor	\$637.00	Not Applicable
Section 1.8.5 (b)	Temporary changes to existing liquor licence	\$338.00	Not Applicable

Subdivision and Consolidation of Property No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.9.1	Subdivision of property that does not include an air space subdivision or the consolidation of property	\$952.00	\$132.00 for the second and each additional parcel
Section 1.9.2	Extension or amendment to a preliminary approval of subdivision letter	\$326.00	\$326.00 for each additional extension or amendment
Section 1.9.3	Road closure or road exchange	\$952.00	(In addition to the application fee for the subdivision)
Section 1.9.4	Air space subdivision	\$7,404.00	\$185.00 for each air space parcel created
Section 1.9.5	Consolidation of property without a subdivision application	\$132.00	Not Applicable

Strata Title Conversion of Existing Building No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.10.1 (a)	Strata Title Conversion of existing two-family dwelling	\$2,524.00	Not Applicable
Section 1.10.1 (b)	Strata Title Conversion of existing multi-family dwelling, commercial buildings and industrial buildings	\$3,780.00	Not Applicable

Phased Strata Title Subdivisions No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.11.1	Phased Strata Title	\$637.00 for first phase	\$637.00 for each additional phase

Servicing Agreements and Latecomer Fees No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.12.1	Servicing Agreement	Processing fee of \$1,266.00	Subject to Section 1.12.2 of Development Application Fees Bylaw No.8951, an inspection fee of 4% of the approved off-site works and services
Section 1.12.3	Latecomer Agreement	\$6,044.00	Not Applicable

Civic Address Changes No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.13.1	Civic Address change associated with the subdivision or consolidation of property	\$326.00	Not Applicable
	Civic Address change associated with a new building constructed on a corner lot	\$326.00	Not Applicable
	Civic Address change due to personal preference	\$1,266.00	Not Applicable

Telecommunication Antenna Consultation and Siting Protocol No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.14.1	Telecommunication Antenna Consultation and Siting	\$2,524.00	Not Applicable

Heritage Applications No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.15.1(a)	<u>Heritage Alteration Permit</u> No Development Permit or Rezoning Application	\$279.00 (20% of the total applicable development permit or rezoning fee, whichever is greater)	Not Applicable
	With Development Permit or Rezoning Application		Not Applicable
Section 1.15.1(b)	<u>Heritage Alteration Permit</u> For patios to be considered by the Director of Development with the City of Richmond Patio Permit Application	No Fee	Not Applicable
Section 1.15.1(c)	<u>Heritage Revitalization Agreement</u> No Development Permit or Rezoning Application	\$279.00 (20% of the total applicable development permit or rezoning fee, whichever is greater)	Not Applicable
	With Development Permit or Rezoning Application		Not Applicable

Administrative Fees No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.16.1	Change in property ownership or authorized agent	\$326.00	Not Applicable
Section 1.16.2	Change in mailing address of owner, applicant or authorized agent	\$61.25	Not Applicable
Section 1.16.3	Submission of new information that results in any of the following changes: (a) increase in proposed density; or (b) addition or deletion of any property associated with the application	\$326.00	Not Applicable
Section 1.16.4	Approving Officer legal plan signing or re-signing fee	\$68.00 per legal plan	Not Applicable
Section 1.16.5	Site Disclosure Statement submission	\$68.00 per Site Disclosure Statement	Not Applicable
Section 1.16.6	Amendment to or discharge of legal agreement that does not require City Council approval	\$326.00 per legal agreement	Not Applicable
Section 1.16.7	Amendment to or discharge of legal agreement that requires City Council approval	\$1,266.00 per legal agreement	Not Applicable
Section 1.16.8	Additional landscape inspection because of failure to comply with City requirements	\$139.00 for second inspection	\$135.00 for each additional inspection required
Section 1.16.9	Preparation of information letter (comfort letter) for general land use	\$79.25 per property	Not Applicable
Section 1.16.10	Preparation of information letter (comfort letter) for building issues	\$79.25 per property	Not Applicable

SCHEDULE – DOG LICENCING**Dog Licencing Bylaw No. 7138**

Sections 2.1, 2.3

Description	Fee
<u>Dog – Not neutered or spayed</u>	
Normal Fee	\$89.25
Prior to March 1 st of the year for which the application is made	\$64.00
<u>Dog – Neutered or spayed</u>	
Normal Fee	\$39.00
Prior to March 1 st of the year for which the application is made	\$26.25
For seniors who are 65 years of age or older that have paid prior to March 1 st of the year for which the application is made	\$13.50
<u>Dangerous Dog – Not neutered or spayed</u>	
Normal Fee	\$318.00
Prior to March 1 st of the year for which the application is made	\$256.00
<u>Dangerous Dog – Neutered or spayed</u>	
Normal Fee	\$256.00
Prior to March 1 st of the year for which the application is made	\$194.00
For seniors who are 65 years of age or older that have paid prior to March 1 st of the year for which the application is made	\$96.50
Replacement tag* <i>*Fee for a replacement tag for each dog tag lost or stolen; or for each dog licence to replace a valid dog licence from another jurisdiction</i>	\$7.75

SCHEDULE – DONATION BIN REGULATION**Donation Bin Regulation Bylaw No. 9502**

Section 2.1.3

Description	Fee
Annual Permit Fee	\$118.00 per donation Bin
Damage Deposit Fee	\$1,117.00 per donation bin location to a maximum of \$3,000 per permittee

Donation Bin Regulation Bylaw No. 9502

Section 2.2.7

Description	Fee
Clean-up Fee	Actual Cost

Donation Bin Regulation Bylaw No. 9502

Section 2.4

Description	Fee
Bin Removal Fee	\$118.00 per donation bin
Bin Retrieval Fee	\$232.00 per donation bin
Storage Fee	\$18.00 per day per donation bin
Disposal Fee	\$91.75 per donation bin disposal

SCHEDULE – DRAINAGE, DIKE, AND SANITARY SEWER SYSTEM**Drainage, Dike, and Sanitary Sewer System Bylaw No. 7551**

Description	Fee
Design Plan Prepared by City [s. 1.2.1(d)]	
a) Design plan prepared by City for One-Family Dwelling or Two-Family Dwelling	\$1,024 each
b) Design plan prepared by City for all other buildings	\$2,048 each
Service Requests [s. 2.6.1] For responses by the City in connection with a request for maintenance or emergency services.	\$308 each

SCHEDULE – EMPLOYMENT AND PAYROLL RECORDS

Description	Fee
Fee per request	\$118.00
Photocopying fees additional	\$1.75 per page \$2.00 per page (double sided)

Note: Employment and/or payroll record requests from Solicitors where such disclosure is authorized.

SCHEDULE – FILMING APPLICATION AND FEES**Filming Application and Fees Bylaw No. 8708****Administration Fees**

Section 2.1.1 and 2.1.2

Description	Fee
Application for Filming Agreement	\$221.00
Film Production Business Licence	\$154.00
Street Use Fee (100 feet/day)	\$61.00

Filming Application and Fees Bylaw No. 8708**City Parks & Heritage Sites**

Section 2.1.1 and 2.1.2

Description	Fee	Units
Major Park		
<i>Per day</i>	\$909.00	
<i>Per ½ day</i>	\$608.00	
Neighbourhood Park		
<i>Per day</i>	\$608.00	
<i>Per ½ day</i>	\$364.00	
<u>Britannia Shipyard</u>		
Filming	\$2,413.00	per day
Preparation & Wrap	\$1,209.00	per day
Per Holding Day	\$608.00	per day
City Employee		
<i>Per regular working hour</i>	\$43.75	
<i>Per hour after 8 hours</i>	\$64.00	
<u>Minoru Chapel</u>		
Filming		
<i>October through June</i>	\$3,014.00	per day
<i>July through September</i>	\$3,618.00	per day
Preparation & Wrap	\$1,209.00	per day
Per Holding Day	\$608.00	per day
City Employee		
<i>Per regular working hour</i>	\$43.75	
<i>Per hour after 8 hours</i>	\$64.00	

Filming Application and Fees Bylaw No. 8708
City Parks & Heritage Sites (cont.)
 Section 2.1.1 and 2.1.2

Description	Fee	Units
<u>Nature Park</u>		
Filming	\$1,209.00	per day
Preparation & Wrap	\$608.00	per day
City Employee		
<i>Per regular working hour</i>	\$43.75	
<i>Per hour after 8 hours</i>	\$64.00	
<u>Gateway Theatre</u>		
Filming	\$3,014.00	per day
Preparation & Wrap	\$1,209.00	per day
City Employee		
<i>Per regular working hour</i>	\$43.75	
<i>Per hour after 8 hours</i>	\$64.00	
<u>City Hall</u>		
Filming on regular business days	\$2,413.00	per day
Filming on weekends or statutory holidays	\$1,209.00	per day
Preparation & Wrap	\$1,209.00	per day
City Employee		
<i>Per regular working hour</i>	\$43.75	
<i>Per hour after 8 hours</i>	\$64.00	

Filming Application and Fees Bylaw No. 8708
Other Fees
 Section 2.1.1 and 2.1.2

Description	Fee	Units
<u>RCMP (4-hour minimum)</u>		
Per person	\$127.00	per hour
<u>Fire Rescue (4-hour minimum)</u>		
Fire Engine	\$157.00	per hour
Fire Captain	\$110.00	per hour
Firefighter (minimum 3 firefighters)	\$88.75	per hour, per person

SCHEDULE – FIRE PROTECTION AND LIFE SAFETY

Fire Protection and Life Safety Bylaw No. 8306 Fees & Cost Recovery

Description	Section	Fee	Units
Permit	4.3	\$26.75	
Permit Inspection, first hour	4.3	\$105.00	
Permit Inspection, subsequent hours or part thereof	4.3	\$65.25	
Attendance – open air burning without permit <i>first hour</i>	4.5.1	\$540.00	per vehicle
Attendance – open air burning without permit <i>subsequent half-hour or part thereof</i>	4.5.1	\$275.00	per vehicle
Attendance – open air burning in contravention of permit conditions <i>first hour or part thereof</i>	4.5.3	\$540.00	per vehicle
Attendance – open air burning in contravention of permit conditions <i>subsequent half-hour or part thereof</i>	4.5.3	\$275.00	per vehicle
Attendance – false alarm – by Fire-Rescue - standby fee – contact person not arriving within 30 minutes after alarm <i>per hour or portion of hour Fire Dept standing by</i>	6.1.4 (b)	\$540.00	per vehicle
Vacant premises – securing premises	9.7.4	Actual cost	
Vacant premises – Richmond Fire-Rescue response	9.7.5 (a)	\$540.00	per vehicle
Vacant premises – additional personnel, consumables and damage to equipment	9.7.5 (b)	Actual cost	
Vacant premises – demolition, clean-up, etc.	9.7.5 (c)	Actual cost	
Damaged building – securing premises	9.8.1	Actual cost	
Display permit application fee, fireworks	9.14.6	\$135.00	
Work done to effect compliance with order in default of owner	14.1.6	Actual cost	
Fire Extinguisher Training	15.1.1 (h)	\$30.25	per person for profit groups
Fire Records (Research, Copying or Letter)	15.1.1 (i)	\$78.00	per address

Fire Protection and Life Safety Bylaw No. 8306
Fees & Cost Recovery (cont.)

Description	Section	Fee
Review – Fire Safety Plan any building	15.1.1 (b)	
Any building < 600 m ² area		\$135.00
Any building > 600 m ² area		\$197.00
High building, institutional		\$261.00
Revisions (per occurrence)		\$65.25
Inspection	15.2.1 (a)	
4 stories or less and less than 914 m ² per floor		\$261.00
4 stories or less and between 914 and 1,524 m ² per floor		\$391.00
5 stories or more and between 914 and 1,524 m ² per floor		\$646.00
5 stories or more and over 1,524 m ² per floor		\$899.00
Inspection or follow-up to an order <i>first hour</i>	15.2.1 (b)	\$105.00
Re-inspection or follow-up to an order <i>subsequent hours or part of hour</i>	15.2.1 (b)	\$65.25
Nuisance investigation, response & abatement	15.4.1	Actual cost
Mitigation, clean-up, transport, disposal of dangerous goods	15.4.2	Actual cost
<u>Attendance – False alarm</u>		
No false alarm reduction program in place	15.5.5	\$391.00
False alarm reduction program in place and participation	15.5.5	No charge
Attendance – false alarm – by bylaw, police or health officers where the intentional or unintentional activation of a security alarm system causes the unnecessary response of an inspector	15.5.10	\$132.00
Caused by security alarm system	15.6.1	\$261.00
Monitoring agency not notified	15.7.1	\$261.00
Alternate solution report or application review	General	\$197.00

SCHEDULE – GARDEN CITY LANDS SOILS DEPOSIT FEES**Garden City Lands Soils Deposits Fees Bylaw No. 9900****Sections 2.1**

Dump Truck Type	Approximate Volume per Load	Fee
Tandem	7m ³	\$106.00
Tri-Tandem	9m ³	\$132.00
Truck + Transfer	12m ³	\$168.00

SCHEDULE – NEWSPAPER DISTRIBUTION REGULATION**Newspaper Distribution Regulation Bylaw No. 7954**

Section	Application Type	Fee
Section 2.1.3	Each compartment within a multiple publication news rack (MPN) for paid or free newspaper	\$186.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for paid newspapers	\$91.50, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for free newspapers	\$125.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution agent for paid or free newspaper	\$306.00, plus applicable taxes, per year
Section 2.4.3	Storage fee for each newspaper distribution box	\$125.00, plus applicable taxes, per year

SCHEDULE – PARKING (OFF-STREET) REGULATION**PARKING (OFF-STREET) REGULATION Bylaw No. 7403****EV Charging – City EV Parking Stall User Fees****Section 3.5.3**

Description	Fee
<u>Charging Level of EV Supply Equipment</u>	<i>Per minute</i>
Level 2 – 3.1kW to 9.6kW Charging Session Parking Rate	Initial 2 hrs: \$0.0333/min (\$2.00/hr) After 2 hrs: \$0.0833/min (\$5.00/hr)
Level 3 – 25kW Charging Session Parking Rate	\$0.1333/min (\$8.00/hr)
Level 3 – 50kW Charging Session Parking Rate	\$0.2666/min (\$16.00/hr)

PARKING (OFF-STREET) REGULATION Bylaw No. 7403

Section 5.1.3, 6.1.2

Description	Fee
<i>Pay Parking Fees:</i> All Off-Street City Property Locations, other than those set out below 6131 Bowling Green Road 6500 Gilbert Road 7840 Granville Avenue 5540 Hollybridge Way 3500 McDonald Road	All rates include applicable taxes. \$3.00 per hour – 7:00 am to 9:00 pm \$3.00 per hour – 7:00 am to 9:00 pm \$3.00 per hour – 7:00 am to 9:00 pm Gateway Theater Productions - \$6.00 for maximum stay \$2.50 per hour – 7:00 am to 4:00 pm \$2.50 per hour – 7:00 am to 9:00 pm \$9.25 per day \$24.00 first day (vehicle towing watercraft trailer only) - Plus \$12.00 per additional day (to a maximum of 5 days)
<i>Parking Permit / Decal Fees:</i> All Off-Street City Property Locations, other than those set out below. Gateway Theater Staff Parking (6500 Gilbert Road) Richmond Lawn Bowling Club Members Parking (6131 Bowling Green Road) Richmond Seniors' Centre Members Parking (Minoru Park) Richmond Tennis Club Members Parking (Minoru Park) Richmond Winter Club Members Parking (5540 Hollybridge Way) McDonald Beach – Watercraft Trailer Parking (3500 McDonald Road)	\$43.25 per calendar month plus applicable taxes, subject to discounts of: - 10% for groups of 11 or more permit decals \$5.75 per calendar year, plus applicable taxes \$5.75 per calendar year, plus applicable taxes \$8.75 per calendar year, plus applicable taxes \$5.75 per calendar year, plus applicable taxes \$5.75 per calendar year, plus applicable taxes \$110.00 Richmond Residents, per calendar year, plus applicable taxes \$165.00 Non-Richmond Residents, per calendar year, plus applicable taxes

SCHEDULE – PLAYING FIELD USER FEES**Playing Field User Fees****Natural Turf Field Fees**

Description	Fee	Units
<u>Sand Turf (With Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$43.25	per hour
<i>Mini field</i>	\$22.00	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$35.00	per hour
<i>Mini field</i>	\$18.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$12.50	per hour
<i>Mini field</i>	\$7.00	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$26.00	per hour
<i>Mini field</i>	\$13.50	per hour
<u>Sand Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$31.25	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$25.00	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$9.25	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$19.50	per hour
<u>Soil Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$11.00	per hour
<i>Mini field</i>	\$6.25	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$9.00	per hour
<i>Mini field</i>	\$5.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$4.50	per hour
<i>Mini field</i>	\$3.25	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$7.00	per hour
<i>Mini field</i>	\$4.50	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

Playing Field User Fees (cont.)
Artificial Turf Fees

Description	Fee	Units
Richmond Youth Groups*		
<i>Full size</i>	\$26.25	per hour
<i>Mini field</i>	\$13.50	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$44.00	per hour
<i>Mini field</i>	\$22.50	per hour
Commercial/Non-residents (all ages)		
<i>Full size</i>	\$63.75	per hour
<i>Mini field</i>	\$32.75	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

Playing Field User Fees
Ball Diamonds

Description	Fee	Units
<u>Sand Turf (With Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$28.00	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$22.25	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$8.25	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$17.50	per hour
<u>Sand Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$25.00	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$20.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$7.75	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$16.25	per hour

**Playing Field User Fees
Ball Diamonds (cont.)**

<u>Soil Turf (No Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$8.00	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$6.75	per hour
Richmond Youth Groups* <i>Full size</i>	\$3.75	per hour
Richmond Adult Groups* <i>Full size</i>	\$5.75	per hour
<u>Artificial Turf (With Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$68.25	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$68.25	per hour
Richmond Youth Groups* <i>Full size</i>	\$28.00	per hour
Richmond Adult Groups* <i>Full size</i>	\$46.75	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

**Playing Field User Fees
Track and Field Fees and Charges (Facilities at Minoru Park)**

Description	Fee	Units
Training Fee – all ages Track and Field Club	\$883.00	per year
Richmond Youth Meets*	\$167.00	per meet
Richmond Adult Meets*	\$259.00	per meet
Private Group Track Meets or Special Events	\$645.00	per day
Private Group Track Meets or Special Events	\$55.00	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

SCHEDULE – POLLUTION PREVENTION AND CLEAN-UP**Permit Application Fees**

Section 6.1.2

Description	Fee
Application Fee	\$3,207.00
Request for comfort letters per civic address and per unit	\$89.25

SCHEDULE – PROPERTY TAX FEES**Property Tax Billing Information**

Description	Fee
Additional tax and/or utility bill reprints – per folio/account	\$7.00
Digital roll data report	\$965.00
Tax apportionment – per child folio	\$37.00
Mortgage company tax information request – per folio	12.00

Property Tax Certificate Fees

Description	Fee
Requested in person at City Hall	\$70.75
Requested through APIC	\$40.00

Property Tax Sale

Description	Fee
Tax Sale Registration Fee	\$180.00

SCHEDULE – PUBLIC SPACE PATIO FEES**Public Space Patio Regulation Bylaw No. 10350****Section 2.3(c)**

Public Space Patio Permit Application Fee	Fee
Permit	\$300.00
Renewal	\$300.00
Small Sidewalk Patio Permit Application Fee	Fee
Permit	\$100.00
Renewal	\$100.00

SCHEDULE – PUBLICATION FEES**Publication Fees**

Description	Fee
<u>As-Built Drawings</u>	
A-1 Size, 24" x 36"	\$7.50
B Size, 18" x 24"	\$5.75
<u>Computer Sections Maps, 24" x 24"</u>	
Individual	\$7.50
Digital Download	\$95.00
<u>Custom Services</u>	
Custom Mapping (per hour)	\$76.50
<u>Engineering Manuals</u>	
Design Specifications (contents only)	\$122.00
Supplemental Specifications and Detail Drawings (contents only)	\$122.00
<u>GIS Data Requests</u>	
Non-refundable Data Request Fee	\$128.00
First Layer*	\$190.00
Each Additional Layer*	\$65.25
Digital download of GIS layers of Municipal Works of City of Richmond	\$7,661.00
<u>Street Maps</u>	
Large, 36" x 57"	\$10.25
Small, 22" x 34"	\$7.50
<u>Traffic Camera Video Recording Search Fee</u>	
Per Site (minimum charge)	\$384.00
Per hour additional for large requests	\$61.50
<u>Utility Section Maps, 15" x 24"</u>	
Individual	\$5.75
Digital Download	\$95.00

**Fees are multiplied by the number of sections requested.*

SCHEDULE – RCMP DOCUMENTATION FEES**RCMP Documentation Fees**

Description	Fee
Criminal Record Checks	\$71.00
Volunteer Criminal Record Checks – Volunteering outside the City of Richmond	\$25.00
Volunteer Criminal Record Checks – Volunteering within the City of Richmond	No Charge
Police Certificate (including prints)	\$71.00
Fingerprints	\$71.00
Record of Suspension / Local Records Checks	\$71.00
Name Change Applications	\$71.00
Collision Analyst Report	\$660.00
Field Drawing Reproduction	\$48.00
Scale Drawing	\$139.00
Mechanical Inspection Report	\$284.00
Police Report and Passport Letter	\$71.00
Insurance Claim Letter	\$71.00
Court Ordered File Disclosure	\$71.00
* per page	*Plus \$3.25
**Shipping cost	**Plus \$9.75
Photos 4” x 6” (per photo)	\$4.75
***Shipping cost	***Plus \$9.75
Photos (each laser)	\$3.75
Digital Photo Reproduction	\$22.75
Video Reproduction (first hour)	\$71.00
- per additional half-hour of staff time	\$35.75
Audio Tape Reproduction (first hour)	\$71.00
- per additional half-hour of staff time	\$35.75
Information transfer/storage to USB	\$9.50

SCHEDULE – RESIDENTIAL LOT (VEHICULAR) ACCESS REGULATION**Residential Lot (Vehicular) Access Regulation Bylaw No. 7222****Administration Fees****Section 2.3**

Description	Fee
<u>Driveway Crossing Application</u>	
Administration/Inspection Fee	\$97.75

SCHEDULE – SIGN REGULATION**Sign Regulation Bylaw No. 9700**

Sections 1.12, 1.14

Description	Fee
Base application fee (non-refundable)	\$88.00 (creditable towards appropriate permit fee)
Fee for home-based sign	\$88.00
Fee based on sign area (awning, banner, canopy, changeable copy, fascia, mansard roof, marquee, projected-image, projecting, under awning/canopy, window signs >25%)	$<15.0\text{m}^2$: \$112.00 $15.01-45.0\text{m}^2$: \$221.00 $>45.01\text{m}^2$: \$384.00
Fee for new freestanding signs	$< 3.0\text{m}^2$: \$221.00 $3.01-9.0\text{m}^2$: \$439.00 $9.01-15.0\text{m}^2$: \$658.00
Fee for temporary construction freestanding/fencing signs	Single/two family: \$112.00 \$55.25 for each additional 6 months. 3+ family construction: \$221.00 \$112.00 for each additional 6 months
Freestanding sign relocation fee (on same site)	\$221.00 (same as base f/s fee)
Permit processing fee for a sign without a permit	2x actual permit fee

SCHEDULE – SOIL DEPOSIT AND REMOVAL**Soil Deposit and Removal Bylaw No. 10200 Fees**

Sections 4.1.1d; 4.2.1; 4.4.1 (d); 4.7.1 (b)

Description	Fee
Soil and other Material Deposit or Removal Application Fee (over 100 cubic metres to 600 cubic metres)	\$615.00
Soil and Other Material Deposit or Removal Application Fee (over 600 cubic metres)	\$1,024.00
Security Deposit	\$5.00 per cubic metre (\$15,000 minimum to a maximum of \$200,000)
Volume Fee - Soil Removal	\$1.00 per cubic metre
Volume Fee - Soil Deposit (Soil or Other Material imported within the City)	\$1.00 per cubic metre
Volume Fee - Soil Deposit (Soil or Other Material imported from outside the City)	\$2.00 per cubic metre
Soil and Other Material Deposit or Soil Removal Permit Renewal Fee	\$308.00

SCHEDULE - TRAFFIC**Traffic Bylaw No. 5870**

Parking Fees

Section 12A.3, 12B.4

Description	Fee
<i>Pay Parking Fees:</i> Block Meter Zones	All rates include applicable taxes. \$2.75 per hour – 8:00 am to 9:00 pm
<i>Parking Permit / Decal Fees:</i> Parking Permit Decal	\$52.50 per calendar month, plus applicable taxes, subject to discount of: - 10% for groups of 11 or more permit decals

Traffic Bylaw No. 5870

Construction Permit Zone with Block Meter and/or Metered Parking Spaces

Section 42.2A

Obstruction of Block Meter Machine	\$106.00 per day per block meter machine plus applicable taxes
Removal of Block Meter Machine	\$106.00 per block meter machine plus applicable taxes
Storage of Block Meter Machine	\$52.50 per month per block meter machine plus applicable taxes
Obstruction of Metered Parking Space	\$35.00 per day per metered parking space plus applicable taxes

SCHEDULE – TREE PROTECTION**Tree Protection Bylaw No. 8057****Permit Fees**

Sections 4.2, 4.6

Description	Fee
Permit application fee	
To remove a hazard tree	No Fee
One (1) tree per parcel during a 12 month period	\$65.25
Two (2) or more trees	\$78.75 per tree
Permit renewal, extension or modification fee	\$65.25

Tree Protection Bylaw No. 8057**Permit Fees**

Sections 4.4.1, 5.2.6, 7.6(c)

Section	Description	Fee
Section 4.4.1	Security Deposit for replacement tree under a permit: <ul style="list-style-type: none"> - not related to works - related to a building permit - related to subdivision 	\$0 per replacement tree \$0 per replacement tree \$750 per replacement tree
Section 5.2.6	Security Deposit for retained tree that is not a significant tree: <ul style="list-style-type: none"> - related to a building permit - related to subdivision <ul style="list-style-type: none"> - for trees 20cm to 30cm caliper - for trees 31cm to 91cm caliper 	\$0 per retained tree \$5,000 per retained tree \$10,000 per retained tree
Section 5.2.6	Security Deposit for retained tree, if significant tree	\$20,000 per significant tree
Section 7.6(c)	Security Deposit for replacement trees planted as compensation for a significant tree, if significant tree damaged, cut or removed without permit	\$20,000 per significant tree

SCHEDULE – USE OF CITY STREETS**Traffic Bylaw No. 5870**

Obstruction of Traffic – Traffic Management Plan Review and Lane Closure Permit
Section 6.3

Description	Fee
Application Review Fee	\$106.00

Traffic Bylaw No. 5870

Containers – Temporary Placement Permit
Section 9A

Description	Fee
Permit Fee	\$31.50 per day

Traffic Bylaw No. 5870

Shared Vehicle Parking Space – Permit
Section 12C

Description	Fee
Permit Fee	\$315.00 per year

Traffic Bylaw No. 5870**EV Charging – City EV Parking Stall User Fees****Section 12D.4**

Description	Fee
<u>Charging Level of EV Supply Equipment</u>	<i>Per minute</i>
Level 2 – 3.1kW to 9.6kW Charging Session User Fees	Initial 2 hrs: \$0.0333/min (\$2.00/hr) After 2 hrs: \$0.0833/min (\$5.00/hr)
Level 3 – 25kW Charging Session User Fees	\$0.1333/min (\$8.00/hr)
Level 3 – 50kW Charging Session User Fees	\$0.2666/min (\$16.00/hr)

Traffic Bylaw No. 5870**Oversize Vehicles and Building Moves – Permit****Section 25.1**

Description	Fee
Individual Vehicle Trip	\$26.50
One Vehicle for More than One Trip	\$106.00
One Building Move	\$52.50
Re-issuance of Building Move Permit as a Result of Changes Requested to Original Permit	\$26.50

Traffic Bylaw No. 5870**Construction Zones – Permit****Section 42.1**

Description	Fee
Permit Fee	\$315.00
* per day	*Plus \$31.50
** per metre of roadway to which permit applies, per day	**Plus \$0.75

SCHEDULE – UNDERPINNING WORKS AND CONSTRUCTION FENCE ENCROACHMENT

Underpinning Works and Construction Fence Encroachment Bylaw No. 9833

Sections 2.1, 2.2 and 3.4

Description	Fee
Underpinning Works	
Application Fee	\$548.00 per Underpinning Works Permit application
Encroachment Fee	\$57.75 per square meter of excavation face that will be supported by the Underpinning Works
Inspection Fee	\$261.00
Additional Inspection Fees	\$97.75 per additional inspection if additional inspection(s) are required as a result of initial inspection showing deficiencies
Security Deposit	\$5,461.00 plus such additional amounts set forth in section 2.2 of Bylaw No. 9833
Construction Fence	Fee
Application Fee	\$112.00 per Construction Fence Permit application
Encroachment Fee	\$11.25 per year per square meter of encroachment
Inspection Fee	\$261.00
Additional Inspection Fees	\$97.75 per additional inspection if additional inspection(s) are required as a result of initial inspection showing deficiencies
Security Deposit	\$5,461.00

SCHEDULE – VEHICLE FOR HIRE REGULATION**Vehicle for Hire Regulation Bylaw No. 6900****Permit & Inspection Fees**

Sections 3.7, 6.3

Description	Fee	Units
Transporting of trunks	\$8.00	per trunk
Towing permit	\$65.25	
Inspection fee for each inspection after the second inspection	\$33.75	

SCHEDULE – VISITING DELEGATION, STUDY TOUR AND CITY HALL TOUR**Visiting Delegation, Study Tour and City Hall Tour Bylaw No. 9068**

Section 2.1

Description		Fee
City Hall Tour		\$288.00 plus room rental fee
Visiting Delegation or Study Tour	Up to 2 hours	\$288.00 plus room rental fee
	2 to 4 hours	\$572.00 plus room rental fee
	More than 4 hours	\$1,141.00 plus room rental fee

SCHEDULE – WATER USE RESTRICTION**Water Use Restriction Bylaw No. 7784****Permit Fees**

Section 3.1

Description	Fee
Permit application fee for new lawns or landscaping (s.3.1.1(a))	\$39.50
Permit application fee for nematode applications for European Chafer Beetle control, where property does not have water meter service (s.3.1.1(b))	\$39.50
Permit application fee for nematode applications for European Chafer Beetle control, where property has water meter service (s.3.1.1(b))	NIL

SCHEDULE – WATERCOURSE PROTECTION AND CROSSING

Watercourse Protection and Crossing Bylaw No. 8441 Application, Design Drawing and Inspection Fees

Description	Fee
<u>Culvert</u>	
Application Fee	\$484.00
City Design Option	\$1,362.00
Inspection Fee	\$130.00 plus \$26.25 per additional linear metre of culvert over 5 metres wide
<u>Bridge</u>	
Application Fee	\$132.00
Inspection Fee	\$256.00

Note: There is no City Design Option for bridges.

Watercourse Protection and Crossing Bylaw No. 8441 Riparian Management Area Building Permit – Application Review Fees Section 8.2

Description	Fee
<u>Application Review Fees</u>	
(a) Single or two family dwelling construction	\$802.00
(b) Single or two family dwelling demolition	\$375.00
(c) Addition to and/or accessory building over 10 m ² (for single or two family dwellings) construction	\$375.00
(d) Addition to and/or accessory building over 10 m ² (for single or two family dwellings) demolition	\$375.00
(e) Retaining wall over 1.2 m in height, for single or two family dwelling	\$375.00
(f) Site services for single or two family dwelling	\$375.00
(g) Combination of three (3) or more of the following: single or two family dwelling construction and/or demolition, addition to and/or accessory building over 10m ² for single or two family dwellings construction and/or demolition, retaining wall over 1.2 m in height, for single or two family dwelling, and/or site services for single or two family dwelling.	\$1,604.00

Note: Other than as set out above there are no Building Permit application review fees for activities in or adjacent to riparian management areas

Watercourse Protection and Crossing Bylaw No. 8441
Development in Riparian Management Area Inspection Fees
Section 8.5

Description	Fee
<u>Initial Inspection Fee</u>	\$80.50
<u>Re-inspection Fees</u>	
(a) first additional inspection	\$80.50
(b) second additional inspection	\$161.00
(c) third additional inspection	\$322.00
<i>Note: the fee for each additional inspection after the third additional inspection, required as a result of prior inspection showing deficiencies, will be at double the cost of each immediately previous inspection</i>	

SCHEDULE – WATERWORKS**Waterworks and Water Rates Bylaw No. 5637**

Description [Section]	Fee
<u>Design Plan Prepared by City [s. 2(d)]</u>	
(a) Design plan prepared by City for One-Family Dwelling or Two-Family Dwelling	\$1,024 each
(b) Design plan for all other buildings	\$2,048 each
For each turn on or turn off [s. 11(a)(iii), s. 11(c)(i)]	\$111.00
For each non-emergency service call outside regular hours [s. 11(b)(i)]	Actual Cost
Fee for testing a water meter [s. 26(a)]	\$387.00
Fee for water meter verification request [s. 26(d)]	\$51.25
Troubleshooting on private property	Actual Cost
<u>Fire flow tests of a watermain</u>	
(a) First test	\$256.00
(b) For each subsequent test	\$154.00
Locate or repair of curb stop service box or meter box	Actual Cost
<u>Fee for use of City fire hydrants [s. 37]</u>	
(a) Where the installation of a water meter is required:	
(i) Refundable Deposit	\$349.00
(ii) Consumption fee: the greater of the rates set out in Item 1 of Bylaw No. 5637 Schedules “B” or “C”, or	\$224.00
(b) Where the installation of a water meter is not required:	
(i) First day	\$224.00
(ii) Each additional day of use beyond the first day	\$73.75
<u>Fee for use of Private fire hydrants [s. 37.1]</u>	
(a) Where the installation of a water meter is required:	
(i) Refundable Deposit	\$369.00
(ii) Consumption fee: the greater of the rates set out in Item 1 of Bylaw No. 5637 Schedules “B” or “C”, or	\$216.00
(b) Where the installation of a water meter is not required:	
(i) First day	\$103.00
(ii) Each additional day of use beyond the first day	\$66.75



City of Richmond

Report to Committee

To: Finance Committee

Date: September 8, 2022

From: Ivy Wong
Acting Director, Finance

File: 12-8060-20-
010398/Vol 01

Re: Consolidated Fees Bylaw No. 8636, Amendment Bylaw No.10398

Staff Recommendation

That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10398 be introduced and given first, second and third readings.

Ivy Wong
Acting Director, Finance
(604-276-4046)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
City Clerk	<input checked="" type="checkbox"/>	
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Engineering	<input checked="" type="checkbox"/>	
Sustainability & District Energy	<input checked="" type="checkbox"/>	
Animal Protection Services	<input checked="" type="checkbox"/>	
Community Bylaws & Licencing	<input checked="" type="checkbox"/>	
Fire Rescue	<input checked="" type="checkbox"/>	
RCMP	<input checked="" type="checkbox"/>	
Building Approvals	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Public Works	<input checked="" type="checkbox"/>	
Transportation	<input checked="" type="checkbox"/>	
Recreation and Sport Services	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

As part of the City's Long Term Financial Management Strategy Policy 3707, fees and charges are adjusted annually based on projected Vancouver Consumer Price Index increases.

This report supports Council's Strategic Plan 2018-2022 Strategy #5 Sound Financial Management:

Accountable, transparent, and responsible financial management that supports the needs of the community into the future.

5.1 Maintain a strong and robust financial position.

5.2 Clear accountability through transparent budgeting practices and effective public communication.

5.3 Decision-making focuses on sustainability and considers circular economic principles.

5.4 Work cooperatively and respectfully with all levels of government and stakeholders while advocating for the best interests of Richmond.

Analysis

In late 2021, fees and charges in the Consolidated Fees Bylaw (2022) were adjusted by the projected Consumer Price Index (CPI) of 2.30%. As of July 2022, CPI rose by 6.30% on year to date basis due to ongoing supply chain issues and other impacts including the war in Ukraine.

As of June 2022, the Conference Board of Canada forecasted that Vancouver's CPI will increase by 2.40% from 2022 to 2023. Staff will continue to monitor the CPI rate, as the current trend does not reflect the Conference Board's forecast. Staff may be required to rely on other sources in arriving at the Vancouver CPI when preparing the 2023 operating and capital budgets.

As in prior years, all adjusted fees greater than \$100 are rounded up to the nearest \$1, adjusted fees less than \$100 are rounded up to the nearest \$0.25 and adjusted fees less than \$1 are rounded up to the nearest \$0.05.

All fees in the attached Amendment Bylaw No. 10398 are effective January 1, 2023 and were adjusted to the proposed 2.40% increase, with the following exceptions at the request of the respective stakeholders:

1. Schedule – Archives & Records

Photocopying and printing fees remain unchanged at \$0.35 per page for black and white copies and \$0.50 per page for colour copies. Scanned electronic copies will also remain unchanged at \$0.50 per page for black and white or colour copies. This ensures that charges do not become unaffordable to the general public.

2. Schedule – Community Bylaws Documentation Fee

It is proposed that the fee for comfort letter issued by Community Bylaws be increased from \$62.75 to \$83.00 to ensure the City recovers staff cost required to prepare the information letter.

3. Schedule – Business Licence

It is proposed that the fee for comfort letter issued by Business Licence be increased from \$62.50 to \$83.00 to ensure the City recovers staff cost required to prepare the information letter.

4. Schedule – Parking (Off-Street) Regulations

It is proposed to add the following fees to the City's Consolidated Fees Bylaw:

- a. McDonald Beach (watercraft trailer pay parking) - \$24.00 for the first day plus \$12.00 per additional day (to a maximum of 5 days)
- b. McDonald Beach (watercraft trailer parking permit) - \$110 for Richmond residents and \$165 for non-Richmond residents per calendar year

It is also proposed to remove the two discount levels of 15% and 25% for group permits of 26 or more and offer one discount rate of 10% for groups of 11 or more permit decals. Currently, there are no accounts meeting the threshold for the number of decals at the 15% or 25% discount level.

User fees for the City's electric vehicle (EV) charging stations remain unchanged. This ensures that the City's EV fees are in line with neighbouring municipalities and BC Hydro.

5. Schedule – Public Space Patio Regulation

Public space patio fee and small sidewalk patio fee remain unchanged at \$300.00 and \$100.00 respectively. This a very new program and the City expects that it will start receiving applications leading up to the 2023 patio season when the no-cost Temporary Outdoor Patio (TOP) permits expire.

6. Schedule – Publication Fees

There is no change to the non-refundable GIS data request fee. The City's fees are currently on the higher end of the spectrum when compared to other municipalities. Additional increases will not be necessary at this time.

7. Schedule – RCMP Documentation Fees

It is proposed that the volunteer criminal record checks fee for volunteering outside of the City remains unchanged at \$25.00. Keeping the rate at \$25.00 will bring the fee in line with other municipalities.

8. Schedule – Traffic Bylaw Regulation

Similar to Parking (Off – Street) Regulations, it is proposed to remove the two discount levels of 15% and 25% for group permits of 26 or more and offer one discount rate of 10% for groups of 11 or more permit decals. Currently, there are no accounts meeting the threshold for the number of decals at the 15% or 25% discount level.

9. Schedule – Tree Protection

It is proposed that the following tree survival security deposits for retained trees (that is not significant) identified at the time of subdivision application be added to the City's Consolidated Fees Bylaw:

- a. For trees 20cm to 30cm caliper - \$5,000 per retained tree
- b. For trees 31cm to 91cm caliper - \$10,000 per retained tree

10. Schedule – Use of City Streets

Similar to Parking (Off-Street) Regulation, it is proposed that user fees for the City's electric vehicle (EV) charging stations remain unchanged. This ensures that the City's EV fees are in line with neighbouring municipalities and BC Hydro.

11. Schedule – Watercourse and Protection and Crossing

The roles and responsibilities of staff have become more complex when dealing with environmental protection requirements due to recent changes to provincial and federal legislation. Therefore, it is proposed that the following fees be introduced to support staff's work associated with the protection of the City's open drainage system:

- a. Culvert application fee – current fee of \$375.00 plus CPI adjustment and \$100.00 to the new fee of \$484.00
- b. Culvert design option – current fee of \$1,232.00 plus CPI adjustment and \$100.00 to the new fee of \$1,362.00

Financial Impact

Fee increases assist in offsetting the increased costs associated with each respective service. It is estimated that a rate increase of 2.40% for 2023 will generate approximately \$292,000 in additional revenue.

September 8, 2022

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Conclusion

That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10398 be introduced and given first, second and third readings.

A handwritten signature in blue ink, appearing to read 'mi' or 'mch', is positioned above the typed name.

Mike Ching
Manager, Revenue
(604-276-4137)

MC:nm



Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10398

The Council of the City of Richmond enacts as follows:

1. The Consolidated Fees Bylaw No. 8636, as amended, is further amended:
 - a) by deleting, in their entirety, the schedules attached to Bylaw No. 8636, as amended, and substituting the schedules attached to and forming part of this Bylaw.
2. This Bylaw comes into force and effect on January 1, 2023.
3. This Bylaw is cited as **“Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10398”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

MAYOR

CORPORATE OFFICER

SCHEDULE – ANIMAL CONTROL REGULATION**Animal Control Regulation Bylaw No. 7932****Cat Breeding Permit Fee**

Section 2.2

Description	Fee
Cat breeding permit for three years	\$46.00

Animal Control Regulation Bylaw No. 7932**Impoundment Fees**

Section 8

Description	Fee
1st time in any calendar year	
Neutered male or spayed female dog	\$52.50
Non-neutered male or unspayed female dog	\$158.00
Dangerous Dog*	\$646.00
2nd time in any calendar year	
Neutered male or spayed female dog	\$104.00
Non-neutered male or unspayed female dog	\$327.00
Dangerous Dog*	\$1,283.00
3rd time and subsequent times in any calendar year	
Neutered male or spayed female dog	\$327.00
Non-neutered male or unspayed female dog	\$646.00
Dangerous Dog*	\$1,283.00
Bird	\$8.00
Domestic farm animal	\$78.25
<i>Impoundment fee also subject to transportation costs</i>	
Other animal	\$39.50
<i>Impoundment fee also subject to transportation costs</i>	

**Subject always to the power set out in Section 8.3.12 of Animal Control Regulation Bylaw No. 7932 to apply for an order that a dog be destroyed.*

Note: In addition to the fees payable above (if applicable), a licence fee will be charged where a dog is not currently licenced.

Animal Control Regulation Bylaw No. 7932**Maintenance Fees****Section 8**

Description	Fee
Dog	\$17.00
Cat	\$17.00
Bird	\$5.00
Domestic farm animal	\$39.50
Other animal	\$13.75

Note: For all of the Animal Control Regulation Maintenance Fees, a charge is issued for each day or portion of the day per animal.

SCHEDULE – ARCHIVES AND RECORDS**Archives and Records****Image Reproduction Fees**

Description	Fee	Units
<u>Copying Records</u>		
<i>Note: careful consideration will be given to requests for copying of fragile archival records. The City will not copy records if there is the possibility that an original record could be damaged during the copying process.</i>		
Photocopying and printing (First 4 pages free)	\$0.35 \$0.50	per b+w page per colour page
Scanned electronic copy of a paper record	\$0.50	per b+w or colour page
Digitization of audio recording	\$11.25	per audio file
<u>Photograph Reproductions</u>		
Scanned image (each)	\$20.75	

Archives and Records**Preliminary Site Investigation**

Description	Fee
Active Records Check Survey (per civic address searched)	\$261.00

**Archives
Mail Orders**

Description	Fee
Mail orders	\$8.00

**Archives
Research Service Fee**

Description	Fee	Unit
Commercial Research Service Fee	\$51.75	per hour

Note: Rush orders available at additional cost; discounts on reproduction fees available to students, seniors, and members of the Friends of the Richmond Archives.

**Archives
Tax Searches Fees**

Description	Fee
<u>Tax Searches and Printing of Tax Records</u>	
Searches ranging from 1 to 5 years	\$33.75
Each year greater than 5 years	\$8.00

SCHEDULE – BILLING AND RECEIVABLES

**Billing and Receivables
Receivables Fees**

Description	Fee
Administrative charges for cost recovery billings undertaken for arm's length third parties	(20% of actual cost)
Non-Sufficient Fund (NSF) charges	\$39.00

SCHEDULE – BOARD OF VARIANCE**Board of Variance Bylaw No. 9259****Application Fees**

Section 3.1.2(c), 3.2.3

Description	Fee
Application for order under section 540 of <i>Local Government Act</i> [Variance or exemption to relieve hardship]	\$742.00
Application for order under section 543 of <i>Local Government Act</i> [Exemption to relieve hardship from early termination of land use contract]	\$742.00
Application for order under section 544 of <i>Local Government Act</i> [Extent of damage preventing reconstruction as non-conforming use]	\$742.00
Fee for notice of new hearing due to adjournment by applicant	\$175.00

SCHEDULE – BOULEVARD AND ROADWAY PROTECTION AND REGULATION**Boulevard and Roadway Protection and Regulation Bylaw No. 6366****Inspection Charges**

Section 12 (b), 14

Description	Fee
Additions & Accessory Buildings Single or Two Family Dwellings over 10 m ² in size; In-ground Swimming Pools & Demolitions	\$197.00
Move-Offs; Single or Two Family Dwelling Construction	\$197.00
Combined Demolition & Single or Two Family Dwelling Construction	\$197.00
Commercial; Industrial; Multi-Family; Institutional; Government Construction	\$261.00
Combined Demolition & Commercial; Industrial; Multi-family; Institutional or Government Construction	\$261.00
Each Additional Inspection as Required	\$97.75

SCHEDULE – BUILDING REGULATION**Building Regulation Bylaw No. 7230****Plan Processing Fees**

Section 5.4

Description	Fee
For a new one family dwelling	\$710.00
For other than a new one family dwelling (a) <i>or (b) 50% to the nearest dollar of the estimated building permit fee specified in the applicable Building Permit Fees in Subsection 5.13.6 and other Building Types to a maximum of \$10,000.00</i> <i>-whichever is greater of (a) or (b)</i>	\$81.75
For a sewage holding tank	\$167.00

Building Regulation Bylaw No. 7230**Building Permit Fees for those buildings referred to in Subsection 5.13.6**

Sections 5.2, 5.5, 5.6, 7.2

Description	Fee
Nil to \$1,000.00 (minimum fee)	\$81.75
Exceeding \$1,000.00 up to \$100,000.00	\$81.75
<i>*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00</i> *Plus	\$13.25
Exceeding \$100,000.00 to \$300,000.00	\$1,393.50
<i>**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00</i> **Plus	\$12.50
Exceeding \$300,000.00	\$3,893.50
<i>***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00</i> ***Plus	\$10.00

Note: The building permit fee is doubled where construction commenced before the building inspector issued a building permit.

Building Regulation Bylaw No. 7230
Building Permit Fees for all Other Building Types
Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description	Fee
Nil to \$1,000.00 (minimum fee)	\$81.75
Exceeding \$1,000.00 up to \$100,000.00	\$81.75
<i>*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00</i>	<i>*Plus \$13.50</i>
Exceeding \$100,000.00 up to \$300,000.00	\$1,418.25
<i>**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00</i>	<i>**Plus \$12.75</i>
Exceeding \$300,000.00	\$3,968.25
<i>***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00</i>	<i>***Plus \$10.25</i>

Note: The building permit fee is doubled where construction commenced before the building inspector issued a building permit.

Despite any other provision of the Building Regulation Bylaw No. 7230, the “construction value” of a:

- (a) one-family dwelling or two-family dwelling
- (b) garage, deck, porch, interior finishing or addition to a one-family dwelling or two-family dwelling is assessed by total floor area and deemed to be the following:

Description	Construction Value	Units
(i) new construction of first storey	\$1,357.00	per m ²
(ii) new construction of second storey	\$1,252.00	per m ²
(iii) garage	\$696.00	per m ²
(iv) decks or porches	\$574.00	per m ²
(v) interior finishing on existing buildings	\$643.00	per m ²
(vi) additions	\$1,357.00	per m ²

Building Regulation Bylaw No. 7230**Building Permit Fees for all Other Building Types (cont.)**

Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description	Fee
<u>Building Design Modification Fee</u>	
Plan Review (per hour or portion thereof)	\$147.00
Building Permit Fee for Temporary Building for Occupancy	\$646.00
<u>Re-inspection Fees</u>	
(a) for the third inspection	\$97.75
(b) for the fourth inspection	\$135.00
(c) for the fifth inspection	\$261.00
<i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	
<u>Special Inspection Fees:</u>	
(a) during the City's normal business hours	\$147.00
(b) outside the City's normal business hours	\$568.00
<i>*for each hour or part thereof after the first four hours</i> *Plus	\$147.00
Building Permit Transfer or Assignment Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original building permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$81.75
Building Permit Extension Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original building permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$81.75
<u>Building Move Inspection Fee:</u>	
(a) within the City boundaries	\$147.00
(b) outside the City boundaries when travel is by City vehicle	\$147.00
<i>** per km travelled</i> **Plus	\$4.00

Note: Where the building inspector is required to use overnight accommodation, aircraft or ferry transportation in order to make a building move inspection, the actual costs of accommodation, meals and transportation are payable in addition to other applicable fees including salary cost greater than 1 hour.

Building Regulation Bylaw No. 7230**Building Permit Fees for all Other Building Types (cont.)**

Sections 5.5, 5.9, 5.11, 5.14, 7.2, 11.1, 12.7, 12.9, 12.10

Description	Fee
Provisional Occupancy Inspection Fee (per building permit inspection visit)	\$327.00
Provisional Occupancy Notice Extension Fee	\$517.00
Building Demolition Inspection Fee for each building over 50 m ² in floor area	\$509.00
Sewage Holding Tank Permit Fee	\$327.00
<u>Use of Equivalents Fees:</u>	
(a) each report containing a maximum of two separate equivalents	\$708.00
(b) for each equivalent greater than two contained in the same report	\$292.00
(c) for an amendment to an original report after the acceptance or rejection of the report	\$147.00
(d) for Air Space Parcels (treating buildings as one building)	\$2,520.00

Building Regulation Bylaw No. 7230**Gas Permit Fees**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.9, 12.10

Description	Fee	Units
Domestic Installation – one family dwelling (a)	\$81.75	per appliance
- <i>whichever is greater (a) or (b)</i> (b)	\$30.75	
Domestic/Commercial/Industrial Installations – two family dwellings , multiple unit residential buildings, including townhouse units)		
(a) appliance input up to 29 kW	\$81.75	
(b) appliance input exceeding 29 kW	\$135.00	
<u>Special Inspection Fees:</u>		
(a) during the City's normal business hours	\$147.00	
(b) outside the City's normal business hours	\$568.00	
<i>*for each hour or part thereof after the first four hours</i> *Plus	\$147.00	

Building Regulation Bylaw No. 7230**Gas Permit Fees (cont.)**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.9, 12.10

Description	Fee
Re-Inspection Fee:	
(a) for the third inspection	\$97.75
(b) for the fourth inspection	\$135.00
(c) for the fifth inspection	\$261.00
<i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	
For a vent and/or gas valve or furnace plenum (no appliance)	\$81.75
Piping alteration – for existing appliances	
First 30 metres of piping	\$81.75
Each additional 30 metres or part thereof	\$30.75
Gas permit transfer or assignment fee (a)	\$81.75
<i>or (b) a fee of 10% to the nearest dollar of the original gas permit fee</i>	
<i>- whichever is greater of (a) or (b)</i>	
Gas permit extension fee (a)	\$81.75
<i>or (b) a fee of 10% to the nearest dollar of the original gas permit fee</i>	
<i>- whichever is greater of (a) or (b)</i>	

Building Regulation Bylaw No. 7230**Plumbing Permit Fees**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

Description	Fee	Units
Plumbing		
(a) installation of each plumbing fixture	\$30.75	
(b) minimum plumbing fee	\$81.75	
(c) connection of City water supply to any hydraulic equipment	\$81.75	
Sprinkler & Standpipes		
(a) installation of any sprinkler system	\$81.75	
<i>*per additional head</i>	<i>*Plus</i> \$4.50	
(b) installation of each hydrant, standpipe, hose station, hose valve, or hose cabinet used for fire fighting	(c) \$81.75	
<i>-whichever is greater of (c) or (d)</i>	(d) \$30.75	per item

Building Regulation Bylaw No. 7230**Plumbing Permit Fees (cont.)**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

Description	Fee	Units
<u>Water Service</u>		
(a) for the first 30 metres of water supply service pipe to a building or structure	\$81.75	
(b) for each additional 30 metres of water supply service pipe to a building and structure	\$30.75	
<u>Sanitary & Storm Sewers: Building Drains & Water Distribution</u>		
(a) for the first 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$81.75	
(b) for each additional 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$30.75	
(c) for the first 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof	\$81.75	
(d) for each additional 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof	\$30.75	
(e) for the installation of any neutralizing tank, catch basin, sump, or manhole	(f) \$81.75 (g) \$30.75	per item
- whichever is greater of (f) or (g)		
<u>Special Inspections</u>		
(a) during the City's normal business hours	\$147.00	
(b) outside the City's normal business hours or each hour	\$568.00	
*for part thereof exceeding the first four hours	*Plus \$147.00	
<u>Design Modification Fees</u>		
Plan review	\$147.00	per hour
<i>Applicable to Plumbing, Sprinkler & Standpipes, Water Service, and Sanitary & Storm Sewers; Building Drains & Water Distributions</i>		

Building Regulation Bylaw No. 7230**Plumbing Permit Fees (cont.)**

Sections 5.2, 5.5, 5.6, 5.9, 5.11, 12.5, 12.7, 12.9, 12.10

Description	Fee
<u>Plumbing Re-Inspection Fee</u>	
(a) for the third inspection	\$97.75
(b) for the fourth inspection	\$135.00
(c) for the fifth inspection	\$261.00
<i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	
Plumbing Permit Transfer or Assignment Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$81.75
Plumbing Permit Extension Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$81.75
Provisional Plumbing Compliance Inspection Fee (per permit visit)	\$167.00
Provisional Plumbing Compliance Notice Extension Fee	\$261.00
Potable Water Backflow Preventer Test Report Decal	\$26.75

SCHEDULE – BUSINESS LICENCE**Business Licence Bylaw No. 7360
Assembly Use Group 1**

Group 1 – Business Licence Fee Assessed by Total Floor Area <i>Except Food Caterers which are assessed a fee in accordance with Group 3</i>		
Square Metres (m²)	(Square Feet) (ft²)	Fee
0.0 to 93.0	(0 to 1,000)	\$190.00
93.1 to 232.5	(1,001 to 2,500)	\$287.00
232.6 to 465.0	(2,501 to 5,000)	\$493.00
465.1 to 930.0	(5,001 to 10,000)	\$783.00
930.1 to 1,860.1	(10,001 to 20,000)	\$1,385.00
1,860.2 to 2,790.1	(20,001 to 30,000)	\$1,982.00
2,790.2 to 3,720.2	(30,001 to 40,000)	\$2,584.00
3,720.3 to 4,650.2	(40,001 to 50,000)	\$3,177.00
4,650.3 to 5,580.3	(50,001 to 60,000)	\$3,779.00
5,580.4 and over	(60,001 and over)	\$4,284.00
Food Primary Liquor Licence Fee		\$393.00
Mobile Vendors (Food) Fee (per vehicle)		\$91.50

**Business Licence Bylaw No. 7360
Assembly Use Group 2**

Group 2 – Business Licence Fee Assessed by Number of Seats	
Seats	Fee
0 to 30	\$592.00
31 to 60	\$1,175.00
61 to 90	\$1,762.00
91 to 120	\$2,350.00
121 to 150	\$2,929.00
151 to 180	\$3,515.00
181 to 210	\$4,096.00
211 and over	\$4,284.00

Business Licence Bylaw No. 7360
Assembly Use Group 3

Group 3 – Business Licence Fee Assessed by Number of Employees (including owners)*	
Employees	Fee
0 to 5	\$154.00
6 to 10	\$255.00
11 to 15	\$366.00
16 to 25	\$542.00
26 to 50	\$783.00
51 to 100	\$1,130.00
101 to 200	\$1,592.00
201 to 500	\$2,296.00
501 to 1,000	\$3,467.00
1,001 and over	\$4,284.00

**For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

Business Licence Bylaw No. 7360
Adult Orientated Uses

Description	Fee
Adult entertainment establishment licence	\$4,284.00
Casino	\$6,774.00
<u>Body-Painting Studio</u>	
Studio licence	\$4,284.00
Each body-painting employee	\$154.00
<u>Body-Rub Studio</u>	
Studio licence	\$4,284.00
Each body-rub employee	\$154.00
<u>Escort Service</u>	
Escort service licence	\$4,284.00
Each escort employee	\$154.00

Business Licence Bylaw No. 7360
Bed & Breakfast Use

Description	Fee
Bed & Breakfast Business License	\$184.00

Business Licence Bylaw No. 7360
Farmer's Market

Description	Fee
Farmer's market licence	\$154.00

Business Licence Bylaw No. 7360
Industrial/Manufacturing Use

Industrial/Manufacturing Use – Business Licence Fee assessed by Number of Employees (including owners)*	
Employees	Fee
0 to 5	\$184.00
6 to 10	\$301.00
11 to 15	\$418.00
16 to 25	\$592.00
26 to 50	\$831.00
51 to 100	\$1,175.00
101 to 200	\$1,645.00
201 to 500	\$2,342.00
501 to 1,000	\$3,509.00
1,001 and over	\$4,284.00

**For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

Business Licence Bylaw No. 7360
Licence Transfers, Changes and Reprints

Description	Fee
Requests for comfort letters (per address/business)	\$83.00
Transferring a licence from one person to another, or for issuing a new licence because of a change in information on the face of such licence, except a change between licence categories or subcategories	\$52.75
Changing the category or subcategory of a licence (a) or (b) the difference between the existing licence fee and the fee for the proposed category or subcategory - whichever is greater of (a) or (b)	\$52.75
Licence reprint	\$13.50

Business Licence Bylaw No. 7360
Mercantile Use

Mercantile Use – Business Licence Fee Assessed by Total Floor Area		
Square Metres (m²)	(Square Feet) (ft²)	Fee
0.0 to 93.0	(0 to 1,000)	\$154.00
93.1 to 232.5	(1,001 to 2,500)	\$242.00
232.6 to 465.0	(2,501 to 5,000)	\$442.00
465.1 to 930.0	(5,001 to 10,000)	\$740.00
930.1 to 1,860.1	(10,001 to 20,000)	\$1,337.00
1,860.2 to 2,790.1	(20,001 to 30,000)	\$1,941.00
2,790.2 to 3,720.2	(30,001 to 40,000)	\$2,533.00
3,720.3 to 4,650.2	(40,001 to 50,000)	\$3,128.00
4,650.3 to 5,580.3	(50,001 to 60,000)	\$3,728.00
5,580.4 and over	(60,001 and over)	\$4,284.00

Business Licence Bylaw No. 7360
Off-Leash Permits

Description	Fee
Annual permit	\$132.00

Business Licence Bylaw No. 7360
Residential Use

Residential Use – Business Licence Fee Assessed by Number of Rental Units	
Units	Fee
0 to 5	\$184.00
6 to 10	\$282.00
11 to 25	\$476.00
26 to 50	\$772.00
51 to 100	\$1,356.00
101 to 200	\$1,940.00
201 to 300	\$2,525.00
301 to 400	\$3,105.00
401 to 500	\$3,682.00
501 and over	\$4,284.00

Business Licence Bylaw No. 7360**Service Use**

Service Use – Business Licence Fee Assessed by Number of Employees (including owners)*	
Employees	Fee
0 to 5	\$154.00
6 to 10	\$262.00
11 to 15	\$382.00
16 to 25	\$561.00
26 to 50	\$800.00
51 to 100	\$1,161.00
101 to 200	\$1,627.00
201 to 500	\$2,356.00
501 to 1,000	\$3,544.00
1,001 and over	\$4,284.00

**For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

Business Licence Bylaw No. 7360**Short Term Boarding and Lodging Use**

Description	Fee
Short Term Boarding and Lodging Business Licence	\$154.00

Business Licence Bylaw No. 7360
Vehicle for Hire Businesses

Description	Fee
<u>Vehicle for Hire Business Fee</u> Each vehicle for hire applicant must pay (1) and (2)*:	
(1) Vehicle for hire office fee	\$154.00
(2) Per vehicle licence fee*	
<i>based on the number of vehicles</i>	
CLASS "A" Taxicab	\$143.00
CLASS "B" Limousine	\$91.50
CLASS "C" Sightseeing Taxicab	\$143.00
CLASS "D" Airport Taxicab	\$143.00
CLASS "E" Private Bus	\$143.00
CLASS "T" Charter Minibus	\$143.00
CLASS "J" Rental Vehicle	
Group 1	\$18.50
Group 2	\$91.50
CLASS "K" Driver Training Vehicle	\$68.75
CLASS "M" Tow-Truck	\$143.00
CLASS "N" Taxicab for Persons with Disabilities	\$143.00
CLASS "P" Pedicab	\$143.00
<i>*Notwithstanding the per-vehicle licence fees stipulated in Section 2, the maximum licence fee for any Vehicle for Hire business</i>	\$4,284.00
Transferring a vehicle for hire licence within any calendar year	\$52.75
Replacing a vehicle for hire licence plate or decal	\$22.00

Business Licence Bylaw No. 7360
Vending Machine Uses

Description	Fee
<u>Vending Machine Business Licence Fee</u>	
Group 1 (per machine)	\$34.75
Group 2 (per machine)	\$48.00
Group 3 (per machine)	\$11.00
Banking machine licence fee (per machine)	\$148.00
Amusement machine licence fee (per machine)	\$34.75

SCHEDULE – COMMUNITY BYLAWS DOCUMENTATION FEES

Community Bylaws Documentation Fees

Description	Fee
Requests for Comfort Letters (per civic address & per unit)	\$83.00

SCHEDULE – DEMOLITION WASTE AND RECYCLABLE MATERIALS**Demolition Waste and Recyclable Materials Bylaw No. 9516**

Section 4.1

Description	Fee
Application Fee	\$288.00 per waste disposal and recycling services plan submission
Waste Disposal and Recycling Service Fee	\$3.25 per square feet of structure to be demolished

SCHEDULE – DEVELOPMENT APPLICATION FEES**Zoning Amendments No. 8951**

Section	Application Type	Base Fee	Incremental Fee
Section 1.2.1 (a)	Zoning Bylaw Text Amendment	\$1,986.00	Not Applicable
Section 1.2.1 (b)	Zoning Bylaw Designation Amendment for Single Detached (RS)	\$2,524.00	Not Applicable
	No lot size policy applicable Requiring a new or amended lot size policy *plus all associated public notification costs	\$3,152.00	Not Applicable
Section 1.2.1	Zoning Bylaw Designation Amendment for 'site specific zones'	\$3,780.00	For residential portion of development: - \$48.50 per dwelling unit for first 20 dwelling units and \$24.50 per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - \$31.25 per 100 m ² of building area for the first 1,000 m ² and \$19.50 per 100 m ² thereafter
	Zoning Bylaw Designation Amendment for all other zoning districts	\$2,524.00	For residential portion of development: - \$25.00 per dwelling unit for first 20 dwelling units and \$13.25 per dwelling unit for each subsequent dwelling unit
			For non-residential building area: - \$19.50 per 100 m ² of building area for the first 1,000 m ² and \$7.75 per 100 m ² thereafter
Section 1.2.3	Additional Public Hearing for Zoning Bylaws Text or Designation Amendments	\$952.00	\$908.00 for each subsequent Public Hearing required
Section 1.2.5	Expedited Timetable for Zoning Designation Amendment (Fast Track Rezoning)	\$1,266.00	Not Applicable

Official Community Plan Amendments No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.3.1	Official Community Plan Amendment without an associated Zoning Bylaw Amendment	\$3,780.00	Not Applicable
Section 1.3.2	Additional Public Hearing for Official Community Plan Amendment <i>for second public hearing</i>	\$952.00	\$952.00 for each subsequent Public Hearing required

Development Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.4.1	Development Permit for other than a Development Permit referred to in Sections 1.4.2 and 1.4.3 of the Development Application Fees No. 8951	\$1,895.00	\$630.00 for the first 464.5 m ² of gross floor area plus: - \$132.00 for each additional 92.9 m ² or portion of 92.9 m ² of gross floor area up to 9,290 m ² , plus - \$26.00 for each additional 92.9 m ² or portion of 92.9 m ² of gross floor area over 9,290 m ²
Section 1.4.2	Development Permit for Coach House or Granny Flat	\$1,212.00	Not Applicable
Section 1.4.3	Development Permit, which includes property: (a) designated as an Environmentally Sensitive Area (ESA); or (b) located within, or adjacent to the Agricultural Land Reserve (ALR)	\$1,895.00	Not Applicable
Section 1.4.4	General Compliance Ruling for an issued Development Permit	\$637.00	Not Applicable
Section 1.4.5	Expedited Timetable for a Development Permit (Fast Track Development Permit)	\$1,266.00	Not Applicable

Development Variance Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.5.1	Development Variance Permit	\$1,895.00	Not Applicable

Temporary Use Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.6.1	Temporary Use Permit	\$2,524.00	Not Applicable
	Temporary Use Permit Renewal	\$1,266.00	Not Applicable
	Temporary Use Permits for Seasonal Outdoor Patio	\$308.00	Not Applicable
	Temporary Use Permit Renewal for Seasonal Outdoor Patio	\$308.00	Not Applicable

Land Use Contract Amendments No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.7.1	Land Use Contract Amendment	\$1,212.00	Not Applicable

Liquor-Related Permits No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.8.2 (a)	Licence to serve liquor under the Liquor Control and Licensing Act and Regulations; or change to existing license to serve liquor	\$637.00	Not Applicable
Section 1.8.5 (b)	Temporary changes to existing liquor licence	\$338.00	Not Applicable

Subdivision and Consolidation of Property No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.9.1	Subdivision of property that does not include an air space subdivision or the consolidation of property	\$952.00	\$132.00 for the second and each additional parcel
Section 1.9.2	Extension or amendment to a preliminary approval of subdivision letter	\$326.00	\$326.00 for each additional extension or amendment
Section 1.9.3	Road closure or road exchange	\$952.00	(In addition to the application fee for the subdivision)
Section 1.9.4	Air space subdivision	\$7,404.00	\$185.00 for each air space parcel created
Section 1.9.5	Consolidation of property without a subdivision application	\$132.00	Not Applicable

Strata Title Conversion of Existing Building No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.10.1 (a)	Strata Title Conversion of existing two-family dwelling	\$2,524.00	Not Applicable
Section 1.10.1 (b)	Strata Title Conversion of existing multi-family dwelling, commercial buildings and industrial buildings	\$3,780.00	Not Applicable

Phased Strata Title Subdivisions No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.11.1	Phased Strata Title	\$637.00 for first phase	\$637.00 for each additional phase

Servicing Agreements and Latecomer Fees No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.12.1	Servicing Agreement	Processing fee of \$1,266.00	Subject to Section 1.12.2 of Development Application Fees Bylaw No.8951, an inspection fee of 4% of the approved off-site works and services
Section 1.12.3	Latecomer Agreement	\$6,044.00	Not Applicable

Civic Address Changes No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.13.1	Civic Address change associated with the subdivision or consolidation of property	\$326.00	Not Applicable
	Civic Address change associated with a new building constructed on a corner lot	\$326.00	Not Applicable
	Civic Address change due to personal preference	\$1,266.00	Not Applicable

Telecommunication Antenna Consultation and Siting Protocol No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.14.1	Telecommunication Antenna Consultation and Siting	\$2,524.00	Not Applicable

Heritage Applications No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.15.1(a)	<u>Heritage Alteration Permit</u> No Development Permit or Rezoning Application With Development Permit or Rezoning Application	\$279.00 (20% of the total applicable development permit or rezoning fee, whichever is greater)	Not Applicable Not Applicable
Section 1.15.1(b)	<u>Heritage Alteration Permit</u> For patios to be considered by the Director of Development with the City of Richmond Patio Permit Application	No Fee	Not Applicable
Section 1.15.1(c)	<u>Heritage Revitalization Agreement</u> No Development Permit or Rezoning Application With Development Permit or Rezoning Application	\$279.00 (20% of the total applicable development permit or rezoning fee, whichever is greater)	Not Applicable Not Applicable

Administrative Fees No. 8951

Section	Description	Base Fee	Incremental Fee
Section 1.16.1	Change in property ownership or authorized agent	\$326.00	Not Applicable
Section 1.16.2	Change in mailing address of owner, applicant or authorized agent	\$61.25	Not Applicable
Section 1.16.3	Submission of new information that results in any of the following changes: (a) increase in proposed density; or (b) addition or deletion of any property associated with the application	\$326.00	Not Applicable
Section 1.16.4	Approving Officer legal plan signing or re-signing fee	\$68.00 per legal plan	Not Applicable
Section 1.16.5	Site Disclosure Statement submission	\$68.00 per Site Disclosure Statement	Not Applicable
Section 1.16.6	Amendment to or discharge of legal agreement that does not require City Council approval	\$326.00 per legal agreement	Not Applicable
Section 1.16.7	Amendment to or discharge of legal agreement that requires City Council approval	\$1,266.00 per legal agreement	Not Applicable
Section 1.16.8	Additional landscape inspection because of failure to comply with City requirements	\$139.00 for second inspection	\$135.00 for each additional inspection required
Section 1.16.9	Preparation of information letter (comfort letter) for general land use	\$79.25 per property	Not Applicable
Section 1.16.10	Preparation of information letter (comfort letter) for building issues	\$79.25 per property	Not Applicable

SCHEDULE – DOG LICENCING**Dog Licencing Bylaw No. 7138**

Sections 2.1, 2.3

Description	Fee
<u>Dog – Not neutered or spayed</u>	
Normal Fee	\$89.25
Prior to March 1 st of the year for which the application is made	\$64.00
<u>Dog – Neutered or spayed</u>	
Normal Fee	\$39.00
Prior to March 1 st of the year for which the application is made	\$26.25
For seniors who are 65 years of age or older that have paid prior to March 1st of the year for which the application is made	\$13.50
<u>Dangerous Dog – Not neutered or spayed</u>	
Normal Fee	\$318.00
Prior to March 1 st of the year for which the application is made	\$256.00
<u>Dangerous Dog – Neutered or spayed</u>	
Normal Fee	\$256.00
Prior to March 1 st of the year for which the application is made	\$194.00
For seniors who are 65 years of age or older that have paid prior to March 1st of the year for which the application is made	\$96.50
Replacement tag* <i>*Fee for a replacement tag for each dog tag lost or stolen; or for each dog licence to replace a valid dog licence from another jurisdiction</i>	\$7.75

SCHEDULE – DONATION BIN REGULATION**Donation Bin Regulation Bylaw No. 9502**

Section 2.1.3

Description	Fee
Annual Permit Fee	\$118.00 per donation Bin
Damage Deposit Fee	\$1,117.00 per donation bin location to a maximum of \$3,000 per permittee

Donation Bin Regulation Bylaw No. 9502

Section 2.2.7

Description	Fee
Clean-up Fee	Actual Cost

Donation Bin Regulation Bylaw No. 9502

Section 2.4

Description	Fee
Bin Removal Fee	\$118.00 per donation bin
Bin Retrieval Fee	\$232.00 per donation bin
Storage Fee	\$18.00 per day per donation bin
Disposal Fee	\$91.75 per donation bin disposal

SCHEDULE – DRAINAGE, DIKE, AND SANITARY SEWER SYSTEM**Drainage, Dike, and Sanitary Sewer System Bylaw No. 7551**

Description	Fee
Design Plan Prepared by City [s. 1.2.1(d)]	
a) Design plan prepared by City for One-Family Dwelling or Two-Family Dwelling	\$1,024 each
b) Design plan prepared by City for all other buildings	\$2,048 each
Service Requests [s. 2.6.1] For responses by the City in connection with a request for maintenance or emergency services.	\$308 each

SCHEDULE – EMPLOYMENT AND PAYROLL RECORDS

Description	Fee
Fee per request	\$118.00
Photocopying fees additional	\$1.75 per page \$2.00 per page (double sided)

Note: Employment and/or payroll record requests from Solicitors where such disclosure is authorized.

SCHEDULE – FILMING APPLICATION AND FEES**Filming Application and Fees Bylaw No. 8708****Administration Fees**

Section 2.1.1 and 2.1.2

Description	Fee
Application for Filming Agreement	\$221.00
Film Production Business Licence	\$154.00
Street Use Fee (100 feet/day)	\$61.00

Filming Application and Fees Bylaw No. 8708**City Parks & Heritage Sites**

Section 2.1.1 and 2.1.2

Description	Fee	Units
Major Park		
<i>Per day</i>	\$909.00	
<i>Per ½ day</i>	\$608.00	
Neighbourhood Park		
<i>Per day</i>	\$608.00	
<i>Per ½ day</i>	\$364.00	
<u>Britannia Shipyard</u>		
Filming	\$2,413.00	per day
Preparation & Wrap	\$1,209.00	per day
Per Holding Day	\$608.00	per day
City Employee		
<i>Per regular working hour</i>	\$43.75	
<i>Per hour after 8 hours</i>	\$64.00	
<u>Minoru Chapel</u>		
Filming		
<i>October through June</i>	\$3,014.00	per day
<i>July through September</i>	\$3,618.00	per day
Preparation & Wrap	\$1,209.00	per day
Per Holding Day	\$608.00	per day
City Employee		
<i>Per regular working hour</i>	\$43.75	
<i>Per hour after 8 hours</i>	\$64.00	

Filming Application and Fees Bylaw No. 8708**City Parks & Heritage Sites (cont.)**

Section 2.1.1 and 2.1.2

Description	Fee	Units
<u>Nature Park</u>		
Filming	\$1,209.00	per day
Preparation & Wrap	\$608.00	per day
City Employee		
<i>Per regular working hour</i>	\$43.75	
<i>Per hour after 8 hours</i>	\$64.00	
<u>Gateway Theatre</u>		
Filming	\$3,014.00	per day
Preparation & Wrap	\$1,209.00	per day
City Employee		
<i>Per regular working hour</i>	\$43.75	
<i>Per hour after 8 hours</i>	\$64.00	
<u>City Hall</u>		
Filming on regular business days	\$2,413.00	per day
Filming on weekends or statutory holidays	\$1,209.00	per day
Preparation & Wrap	\$1,209.00	per day
City Employee		
<i>Per regular working hour</i>	\$43.75	
<i>Per hour after 8 hours</i>	\$64.00	

Filming Application and Fees Bylaw No. 8708**Other Fees**

Section 2.1.1 and 2.1.2

Description	Fee	Units
<u>RCMP (4-hour minimum)</u>		
Per person	\$127.00	per hour
<u>Fire Rescue (4-hour minimum)</u>		
Fire Engine	\$157.00	per hour
Fire Captain	\$110.00	per hour
Firefighter (minimum 3 firefighters)	\$88.75	per hour, per person

SCHEDULE – FIRE PROTECTION AND LIFE SAFETY**Fire Protection and Life Safety Bylaw No. 8306
Fees & Cost Recovery**

Description	Section	Fee	Units
Permit	4.3	\$26.75	
Permit Inspection, first hour	4.3	\$105.00	
Permit Inspection, subsequent hours or part thereof	4.3	\$65.25	
Attendance – open air burning without permit <i>first hour</i>	4.5.1	\$540.00	per vehicle
Attendance – open air burning without permit <i>subsequent half-hour or part thereof</i>	4.5.1	\$275.00	per vehicle
Attendance – open air burning in contravention of permit conditions <i>first hour or part thereof</i>	4.5.3	\$540.00	per vehicle
Attendance – open air burning in contravention of permit conditions <i>subsequent half-hour or part thereof</i>	4.5.3	\$275.00	per vehicle
Attendance – false alarm – by Fire-Rescue - standby fee – contact person not arriving within 30 minutes after alarm <i>per hour or portion of hour Fire Dept standing by</i>	6.1.4 (b)	\$540.00	per vehicle
Vacant premises – securing premises	9.7.4	Actual cost	
Vacant premises – Richmond Fire-Rescue response	9.7.5 (a)	\$540.00	per vehicle
Vacant premises – additional personnel, consumables and damage to equipment	9.7.5 (b)	Actual cost	
Vacant premises – demolition, clean-up, etc.	9.7.5 (c)	Actual cost	
Damaged building – securing premises	9.8.1	Actual cost	
Display permit application fee, fireworks	9.14.6	\$135.00	
Work done to effect compliance with order in default of owner	14.1.6	Actual cost	
Fire Extinguisher Training	15.1.1 (h)	\$30.25	per person for profit groups
Fire Records (Research, Copying or Letter)	15.1.1 (i)	\$78.00	per address

Fire Protection and Life Safety Bylaw No. 8306
Fees & Cost Recovery (cont.)

Description	Section	Fee
Review – Fire Safety Plan any building	15.1.1 (b)	
Any building < 600 m ² area		\$135.00
Any building > 600 m ² area		\$197.00
High building, institutional		\$261.00
Revisions (per occurrence)		\$65.25
Inspection	15.2.1 (a)	
4 stories or less and less than 914 m ² per floor		\$261.00
4 stories or less and between 914 and 1,524 m ² per floor		\$391.00
5 stories or more and between 914 and 1,524 m ² per floor		\$646.00
5 stories or more and over 1,524 m ² per floor		\$899.00
Inspection or follow-up to an order <i>first hour</i>	15.2.1 (b)	\$105.00
Re-inspection or follow-up to an order <i>subsequent hours or part of hour</i>	15.2.1 (b)	\$65.25
Nuisance investigation, response & abatement	15.4.1	Actual cost
Mitigation, clean-up, transport, disposal of dangerous goods	15.4.2	Actual cost
<u>Attendance – False alarm</u>		
No false alarm reduction program in place	15.5.5	\$391.00
False alarm reduction program in place and participation	15.5.5	No charge
Attendance – false alarm – by bylaw, police or health officers where the intentional or unintentional activation of a security alarm system causes the unnecessary response of an inspector	15.5.10	\$132.00
Caused by security alarm system	15.6.1	\$261.00
Monitoring agency not notified	15.7.1	\$261.00
Alternate solution report or application review	General	\$197.00

SCHEDULE – GARDEN CITY LANDS SOILS DEPOSIT FEES**Garden City Lands Soils Deposits Fees Bylaw No. 9900****Sections 2.1**

Dump Truck Type	Approximate Volume per Load	Fee
Tandem	7m ³	\$106.00
Tri-Tandem	9m ³	\$132.00
Truck + Transfer	12m ³	\$168.00

SCHEDULE – NEWSPAPER DISTRIBUTION REGULATION**Newspaper Distribution Regulation Bylaw No. 7954**

Section	Application Type	Fee
Section 2.1.3	Each compartment within a multiple publication news rack (MPN) for paid or free newspaper	\$186.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for paid newspapers	\$91.50, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution box for free newspapers	\$125.00, plus applicable taxes, per year
Section 2.1.3	Each newspaper distribution agent for paid or free newspaper	\$306.00, plus applicable taxes, per year
Section 2.4.3	Storage fee for each newspaper distribution box	\$125.00, plus applicable taxes, per year

SCHEDULE – PARKING (OFF-STREET) REGULATION

PARKING (OFF-STREET) REGULATION Bylaw No. 7403

EV Charging – City EV Parking Stall User Fees
Section 3.5.3

Description	Fee
<u>Charging Level of EV Supply Equipment</u>	<i>Per minute</i>
Level 2 – 3.1kW to 9.6kW Charging Session Parking Rate	Initial 2 hrs: \$0.0333/min (\$2.00/hr) After 2 hrs: \$0.0833/min (\$5.00/hr)
Level 3 – 25kW Charging Session Parking Rate	\$0.1333/min (\$8.00/hr)
Level 3 – 50kW Charging Session Parking Rate	\$0.2666/min (\$16.00/hr)

PARKING (OFF-STREET) REGULATION Bylaw No. 7403

Section 5.1.3, 6.1.2

Description	Fee
<p><i>Pay Parking Fees:</i></p> <p>All Off-Street City Property Locations, other than those set out below</p> <p>6131 Bowling Green Road</p> <p>6500 Gilbert Road</p> <p>7840 Granville Avenue</p> <p>5540 Hollybridge Way</p> <p>3500 McDonald Road</p>	<p>All rates include applicable taxes.</p> <p>\$3.00 per hour – 7:00 am to 9:00 pm</p> <p>\$3.00 per hour – 7:00 am to 9:00 pm</p> <p>\$3.00 per hour – 7:00 am to 9:00 pm</p> <p>Gateway Theater Productions - \$6.00 for maximum stay</p> <p>\$2.50 per hour – 7:00 am to 4:00 pm</p> <p>\$2.50 per hour – 7:00 am to 9:00 pm</p> <p>\$9.25 per day</p> <p>\$24.00 first day (vehicle towing watercraft trailer only)</p> <p>- Plus \$12.00 per additional day (to a maximum of 5 days)</p>
<p><i>Parking Permit / Decal Fees:</i></p> <p>All Off-Street City Property Locations, other than those set out below.</p> <p>Gateway Theater Staff Parking (6500 Gilbert Road)</p> <p>Richmond Lawn Bowling Club Members Parking (6131 Bowling Green Road)</p> <p>Richmond Seniors' Centre Members Parking (Minoru Park)</p> <p>Richmond Tennis Club Members Parking (Minoru Park)</p> <p>Richmond Winter Club Members Parking (5540 Hollybridge Way)</p> <p>McDonald Beach – Watercraft Trailer Parking (3500 McDonald Road)</p>	<p>\$43.25 per calendar month plus applicable taxes, subject to discounts of:</p> <p>- 10% for groups of 11 or more permit decals</p> <p>\$5.75 per calendar year, plus applicable taxes</p> <p>\$5.75 per calendar year, plus applicable taxes</p> <p>\$8.75 per calendar year, plus applicable taxes</p> <p>\$5.75 per calendar year, plus applicable taxes</p> <p>\$5.75 per calendar year, plus applicable taxes</p> <p>\$110.00 Richmond Residents, per calendar year, plus applicable taxes</p> <p>\$165.00 Non-Richmond Residents, per calendar year, plus applicable taxes</p>

SCHEDULE – PLAYING FIELD USER FEES**Playing Field User Fees****Natural Turf Field Fees**

Description	Fee	Units
<u>Sand Turf (With Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$43.25	per hour
<i>Mini field</i>	\$22.00	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$35.00	per hour
<i>Mini field</i>	\$18.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$12.50	per hour
<i>Mini field</i>	\$7.00	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$26.00	per hour
<i>Mini field</i>	\$13.50	per hour
<u>Sand Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$31.25	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$25.00	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$9.25	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$19.50	per hour
<u>Soil Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$11.00	per hour
<i>Mini field</i>	\$6.25	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$9.00	per hour
<i>Mini field</i>	\$5.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$4.50	per hour
<i>Mini field</i>	\$3.25	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$7.00	per hour
<i>Mini field</i>	\$4.50	per hour

*As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.

Playing Field User Fees (cont.)
Artificial Turf Fees

Description	Fee	Units
Richmond Youth Groups*		
<i>Full size</i>	\$26.25	per hour
<i>Mini field</i>	\$13.50	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$44.00	per hour
<i>Mini field</i>	\$22.50	per hour
Commercial/Non-residents (all ages)		
<i>Full size</i>	\$63.75	per hour
<i>Mini field</i>	\$32.75	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

Playing Field User Fees
Ball Diamonds

Description	Fee	Units
<u>Sand Turf (With Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$28.00	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$22.25	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$8.25	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$17.50	per hour
<u>Sand Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$25.00	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$20.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$7.75	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$16.25	per hour

Playing Field User Fees
Ball Diamonds (cont.)

<u>Soil Turf (No Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$8.00	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$6.75	per hour
Richmond Youth Groups* <i>Full size</i>	\$3.75	per hour
Richmond Adult Groups* <i>Full size</i>	\$5.75	per hour
<u>Artificial Turf (With Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$68.25	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$68.25	per hour
Richmond Youth Groups* <i>Full size</i>	\$28.00	per hour
Richmond Adult Groups* <i>Full size</i>	\$46.75	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

Playing Field User Fees
Track and Field Fees and Charges (Facilities at Minoru Park)

Description	Fee	Units
Training Fee – all ages Track and Field Club	\$883.00	per year
Richmond Youth Meets*	\$167.00	per meet
Richmond Adult Meets*	\$259.00	per meet
Private Group Track Meets or Special Events	\$645.00	per day
Private Group Track Meets or Special Events	\$55.00	per hour

**As per City of Richmond Policy 8701 groups must have a minimum of 70% Richmond residents to receive this rate. Groups may be asked to provide proof of residency.*

SCHEDULE – POLLUTION PREVENTION AND CLEAN-UP**Permit Application Fees**

Section 6.1.2

Description	Fee
Application Fee	\$3,207.00
Request for comfort letters per civic address and per unit	\$89.25

SCHEDULE – PROPERTY TAX FEES**Property Tax Billing Information**

Description	Fee
Additional tax and/or utility bill reprints – per folio/account	\$7.00
Digital roll data report	\$965.00
Tax apportionment – per child folio	\$37.00
Mortgage company tax information request – per folio	12.00

Property Tax Certificate Fees

Description	Fee
Requested in person at City Hall	\$70.75
Requested through APIC	\$40.00

Property Tax Sale

Description	Fee
Tax Sale Registration Fee	\$180.00

SCHEDULE – PUBLIC SPACE PATIO FEES**Public Space Patio Regulation Bylaw No. 10350****Section 2.3(c)**

Public Space Patio Permit Application Fee	Fee
Permit	\$300.00
Renewal	\$300.00
Small Sidewalk Patio Permit Application Fee	Fee
Permit	\$100.00
Renewal	\$100.00

SCHEDULE – PUBLICATION FEES**Publication Fees**

Description	Fee
<u>As-Builts Drawings</u>	
A-1 Size, 24" x 36"	\$7.50
B Size, 18" x 24"	\$5.75
<u>Computer Sections Maps, 24" x 24"</u>	
Individual	\$7.50
Digital Download	\$95.00
<u>Custom Services</u>	
Custom Mapping (per hour)	\$76.50
<u>Engineering Manuals</u>	
Design Specifications (contents only)	\$122.00
Supplemental Specifications and Detail Drawings (contents only)	\$122.00
<u>GIS Data Requests</u>	
Non-refundable Data Request Fee	\$128.00
First Layer*	\$190.00
Each Additional Layer*	\$65.25
Digital download of GIS layers of Municipal Works of City of Richmond	\$7,661.00
<u>Street Maps</u>	
Large, 36" x 57"	\$10.25
Small, 22" x 34"	\$7.50
<u>Traffic Camera Video Recording Search Fee</u>	
Per Site (minimum charge)	\$384.00
Per hour additional for large requests	\$61.50
<u>Utility Section Maps, 15" x 24"</u>	
Individual	\$5.75
Digital Download	\$95.00

**Fees are multiplied by the number of sections requested.*

SCHEDULE – RCMP DOCUMENTATION FEES**RCMP Documentation Fees**

Description	Fee
Criminal Record Checks	\$71.00
Volunteer Criminal Record Checks – Volunteering outside the City of Richmond	\$25.00
Volunteer Criminal Record Checks – Volunteering within the City of Richmond	No Charge
Police Certificate (including prints)	\$71.00
Fingerprints	\$71.00
Record of Suspension / Local Records Checks	\$71.00
Name Change Applications	\$71.00
Collision Analyst Report	\$660.00
Field Drawing Reproduction	\$48.00
Scale Drawing	\$139.00
Mechanical Inspection Report	\$284.00
Police Report and Passport Letter	\$71.00
Insurance Claim Letter	\$71.00
Court Ordered File Disclosure	\$71.00
* per page	*Plus \$3.25
**Shipping cost	**Plus \$9.75
Photos 4” x 6” (per photo)	\$4.75
***Shipping cost	***Plus \$9.75
Photos (each laser)	\$3.75
Digital Photo Reproduction	\$22.75
Video Reproduction (first hour)	\$71.00
- per additional half-hour of staff time	\$35.75
Audio Tape Reproduction (first hour)	\$71.00
- per additional half-hour of staff time	\$35.75
Information transfer/storage to USB	\$9.50

SCHEDULE – RESIDENTIAL LOT (VEHICULAR) ACCESS REGULATION**Residential Lot (Vehicular) Access Regulation Bylaw No. 7222****Administration Fees****Section 2.3**

Description	Fee
<u>Driveway Crossing Application</u>	
Administration/Inspection Fee	\$97.75

SCHEDULE – SIGN REGULATION**Sign Regulation Bylaw No. 9700**

Sections 1.12, 1.14

Description	Fee
Base application fee (non-refundable)	\$88.00 (creditable towards appropriate permit fee)
Fee for home-based sign	\$88.00
Fee based on sign area (awning, banner, canopy, changeable copy, fascia, mansard roof, marquee, projected-image, projecting, under awning/canopy, window signs >25%)	$<15.0\text{m}^2$: \$112.00 $15.01\text{-}45.0\text{m}^2$: \$221.00 $>45.01\text{m}^2$: \$384.00
Fee for new freestanding signs	$< 3.0\text{m}^2$: \$221.00 $3.01\text{-}9.0\text{m}^2$: \$439.00 $9.01\text{-}15.0\text{m}^2$: \$658.00
Fee for temporary construction freestanding/fencing signs	Single/two family: \$112.00 \$55.25 for each additional 6 months. 3+ family construction: \$221.00 \$112.00 for each additional 6 months
Freestanding sign relocation fee (on same site)	\$221.00 (same as base f/s fee)
Permit processing fee for a sign without a permit	2x actual permit fee

SCHEDULE – SOIL DEPOSIT AND REMOVAL**Soil Deposit and Removal Bylaw No. 10200 Fees**

Sections 4.1.1d; 4.2.1; 4.4.1 (d); 4.7.1 (b)

Description	Fee
Soil and other Material Deposit or Removal Application Fee (over 100 cubic metres to 600 cubic metres)	\$615.00
Soil and Other Material Deposit or Removal Application Fee (over 600 cubic metres)	\$1,024.00
Security Deposit	\$5.00 per cubic metre (\$15,000 minimum to a maximum of \$200,000)
Volume Fee - Soil Removal	\$1.00 per cubic metre
Volume Fee - Soil Deposit (Soil or Other Material imported within the City)	\$1.00 per cubic metre
Volume Fee - Soil Deposit (Soil or Other Material imported from outside the City)	\$2.00 per cubic metre
Soil and Other Material Deposit or Soil Removal Permit Renewal Fee	\$308.00

SCHEDULE - TRAFFIC**Traffic Bylaw No. 5870**

Parking Fees

Section 12A.3, 12B.4

Description	Fee
<i>Pay Parking Fees:</i>	All rates include applicable taxes.
Block Meter Zones	\$2.75 per hour – 8:00 am to 9:00 pm
<i>Parking Permit / Decal Fees:</i>	
Parking Permit Decal	\$52.50 per calendar month, plus applicable taxes, subject to discount of: <ul style="list-style-type: none"> • 10% for groups of 11 or more permit decals

Traffic Bylaw No. 5870

Construction Permit Zone with Block Meter and/or Metered Parking Spaces

Section 42.2A

Obstruction of Block Meter Machine	\$106.00 per day per block meter machine plus applicable taxes
Removal of Block Meter Machine	\$106.00 per block meter machine plus applicable taxes
Storage of Block Meter Machine	\$52.50 per month per block meter machine plus applicable taxes
Obstruction of Metered Parking Space	\$35.00 per day per metered parking space plus applicable taxes

SCHEDULE – TREE PROTECTION**Tree Protection Bylaw No. 8057****Permit Fees**

Sections 4.2, 4.6

Description	Fee
<u>Permit application fee</u>	
To remove a hazard tree	No Fee
One (1) tree per parcel during a 12 month period	\$65.25
Two (2) or more trees	\$78.75 per tree
Permit renewal, extension or modification fee	\$65.25

Tree Protection Bylaw No. 8057**Permit Fees**

Sections 4.4.1, 5.2.6, 7.6(c)

Section	Description	Fee
Section 4.4.1	Security Deposit for replacement tree under a permit: <ul style="list-style-type: none"> - not related to works - related to a building permit - related to subdivision 	\$0 per replacement tree \$0 per replacement tree \$750 per replacement tree
Section 5.2.6	Security Deposit for retained tree that is not a significant tree: <ul style="list-style-type: none"> - related to a building permit - related to subdivision <ul style="list-style-type: none"> - for trees 20cm to 30cm caliper - for trees 31cm to 91cm caliper 	\$0 per retained tree \$5,000 per retained tree \$10,000 per retained tree
Section 5.2.6	Security Deposit for retained tree, if significant tree	\$20,000 per significant tree
Section 7.6(c)	Security Deposit for replacement trees planted as compensation for a significant tree, if significant tree damaged, cut or removed without permit	\$20,000 per significant tree

SCHEDULE – USE OF CITY STREETS**Traffic Bylaw No. 5870**

Obstruction of Traffic – Traffic Management Plan Review and Lane Closure Permit
Section 6.3

Description	Fee
Application Review Fee	\$106.00

Traffic Bylaw No. 5870

Containers – Temporary Placement Permit
Section 9A

Description	Fee
Permit Fee	\$31.50 per day

Traffic Bylaw No. 5870

Shared Vehicle Parking Space – Permit
Section 12C

Description	Fee
Permit Fee	\$315.00 per year

Traffic Bylaw No. 5870**EV Charging – City EV Parking Stall User Fees**

Section 12D.4

Description	Fee
<u>Charging Level of EV Supply Equipment</u>	<i>Per minute</i>
Level 2 – 3.1kW to 9.6kW Charging Session User Fees	Initial 2 hrs: \$0.0333/min (\$2.00/hr) After 2 hrs: \$0.0833/min (\$5.00/hr)
Level 3 – 25kW Charging Session User Fees	\$0.1333/min (\$8.00/hr)
Level 3 – 50kW Charging Session User Fees	\$0.2666/min (\$16.00/hr)

Traffic Bylaw No. 5870**Oversize Vehicles and Building Moves – Permit**

Section 25.1

Description	Fee
Individual Vehicle Trip	\$26.50
One Vehicle for More than One Trip	\$106.00
One Building Move	\$52.50
Re-issuance of Building Move Permit as a Result of Changes Requested to Original Permit	\$26.50

Traffic Bylaw No. 5870**Construction Zones – Permit**

Section 42.1

Description	Fee
Permit Fee	\$315.00
* per day	*Plus \$31.50
** per metre of roadway to which permit applies, per day	**Plus \$0.75

SCHEDULE – UNDERPINNING WORKS AND CONSTRUCTION FENCE ENCROACHMENT

Underpinning Works and Construction Fence Encroachment Bylaw No. 9833
Sections 2.1, 2.2 and 3.4

Description	Fee
Underpinning Works	
Application Fee	\$548.00 per Underpinning Works Permit application
Encroachment Fee	\$57.75 per square meter of excavation face that will be supported by the Underpinning Works
Inspection Fee	\$261.00
Additional Inspection Fees	\$97.75 per additional inspection if additional inspection(s) are required as a result of initial inspection showing deficiencies
Security Deposit	\$5,461.00 plus such additional amounts set forth in section 2.2 of Bylaw No. 9833
Construction Fence	Fee
Application Fee	\$112.00 per Construction Fence Permit application
Encroachment Fee	\$11.25 per year per square meter of encroachment
Inspection Fee	\$261.00
Additional Inspection Fees	\$97.75 per additional inspection if additional inspection(s) are required as a result of initial inspection showing deficiencies
Security Deposit	\$5,461.00

SCHEDULE – VEHICLE FOR HIRE REGULATION**Vehicle for Hire Regulation Bylaw No. 6900****Permit & Inspection Fees**

Sections 3.7, 6.3

Description	Fee	Units
Transporting of trunks	\$8.00	per trunk
Towing permit	\$65.25	
Inspection fee for each inspection after the second inspection	\$33.75	

SCHEDULE – VISITING DELEGATION, STUDY TOUR AND CITY HALL TOUR**Visiting Delegation, Study Tour and City Hall Tour Bylaw No. 9068**

Section 2.1

Description		Fee
City Hall Tour		\$288.00 plus room rental fee
Visiting Delegation or Study Tour	Up to 2 hours	\$288.00 plus room rental fee
	2 to 4 hours	\$572.00 plus room rental fee
	More than 4 hours	\$1,141.00 plus room rental fee

SCHEDULE – WATER USE RESTRICTION**Water Use Restriction Bylaw No. 7784****Permit Fees**

Section 3.1

Description	Fee
Permit application fee for new lawns or landscaping (s.3.1.1(a))	\$39.50
Permit application fee for nematode applications for European Chafer Beetle control, where property does not have water meter service (s.3.1.1(b))	\$39.50
Permit application fee for nematode applications for European Chafer Beetle control, where property has water meter service (s.3.1.1(b))	NIL

SCHEDULE – WATERCOURSE PROTECTION AND CROSSING**Watercourse Protection and Crossing Bylaw No. 8441
Application, Design Drawing and Inspection Fees**

Description	Fee
<u>Culvert</u>	
Application Fee	\$484.00
City Design Option	\$1,362.00
Inspection Fee	\$130.00 plus \$26.25 per additional linear metre of culvert over 5 metres wide
<u>Bridge</u>	
Application Fee	\$132.00
Inspection Fee	\$256.00

Note: There is no City Design Option for bridges.

**Watercourse Protection and Crossing Bylaw No. 8441
Riparian Management Area Building Permit – Application Review Fees
Section 8.2**

Description	Fee
<u>Application Review Fees</u>	
(a) Single or two family dwelling construction	\$802.00
(b) Single or two family dwelling demolition	\$375.00
(c) Addition to and/or dogdog	\$375.00
(d) accessory building over 10 m ² (for single or two family dwellings) construction	\$375.00
(e) Addition to and/or accessory building over 10 m ² (for single or two family dwellings) demolition	\$375.00
(f) Retaining wall over 1.2 m in height, for single or two family dwelling	\$375.00
(g) Site services for single or two family dwelling	\$1,604.00
(h) Combination of three (3) or more of the following: single or two family dwelling construction and/or demolition, addition to and/or accessory building over 10m ² for single or two family dwellings construction and/or demolition, retaining wall over 1.2 m in height, for single or two family dwelling, and/or site services for single or two family dwelling.	

Note: Other than as set out above there are no Building Permit application review fees for activities in or adjacent to riparian management areas

Watercourse Protection and Crossing Bylaw No. 8441
Development in Riparian Management Area Inspection Fees
 Section 8.5

Description	Fee
<u>Initial Inspection Fee</u>	\$80.50
<u>Re-inspection Fees</u>	
(a) first additional inspection	\$80.50
(b) second additional inspection	\$161.00
(c) third additional inspection	\$322.00
<i>Note: the fee for each additional inspection after the third additional inspection, required as a result of prior inspection showing deficiencies, will be at double the cost of each immediately previous inspection</i>	

SCHEDULE – WATERWORKS**Waterworks and Water Rates Bylaw No. 5637**

Description [Section]	Fee
<u>Design Plan Prepared by City [s. 2(d)]</u>	
(a) Design plan prepared by City for One-Family Dwelling or Two-Family Dwelling	\$1,024 each
(b) Design plan for all other buildings	\$2,048 each
For each turn on or turn off [s. 11(a)(iii), s. 11(c)(i)]	\$111.00
For each non-emergency service call outside regular hours [s. 11(b)(i)]	Actual Cost
Fee for testing a water meter [s. 26(a)]	\$387.00
Fee for water meter verification request [s. 26(d)]	\$51.25
Troubleshooting on private property	Actual Cost
<u>Fire flow tests of a watermain</u>	
(a) First test	\$256.00
(b) For each subsequent test	\$154.00
Locate or repair of curb stop service box or meter box	Actual Cost
<u>Fee for use of City fire hydrants [s. 37]</u>	
(a) Where the installation of a water meter is required:	
(i) Refundable Deposit	\$349.00
(ii) Consumption fee: the greater of the rates set out in Item 1 of Bylaw No. 5637 Schedules “B” or “C”, or	\$224.00
(b) Where the installation of a water meter is not required:	
(i) First day	\$224.00
(ii) Each additional day of use beyond the first day	\$73.75
<u>Fee for use of Private fire hydrants [s. 37.1]</u>	
(a) Where the installation of a water meter is required:	
(i) Refundable Deposit	\$369.00
(ii) Consumption fee: the greater of the rates set out in Item 1 of Bylaw No. 5637 Schedules “B” or “C”, or	\$216.00
(b) Where the installation of a water meter is not required:	
(i) First day	\$103.00
(ii) Each additional day of use beyond the first day	\$66.75



City of Richmond

Report to Committee

To: Planning Committee
From: Wayne Craig
Director, Development

Date: September 15, 2022

File: RZ 22-011049

Re: Application by Iqbal Singh Bhullar for Rezoning at 10331/10333 Bird Road from the "Single Detached (RS1/E)" Zone to the "Single Detached (RS2/B)" Zone

Staff Recommendation

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10415, for the rezoning of 10331/10333 Bird Road from the "Single Detached (RS1/E)" zone to the "Single Detached (RS2/B)" zone, be introduced and given first reading.

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

WC:na
Att. 8

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

Staff Report

Origin

Iqbal Singh Bhullar has applied to the City of Richmond, on behalf of the owners Pardeep Bhullar, Navjinder Bhullar and Gurveer Bhullar, for permission to rezone 10331/10333 Bird Road from the “Single Detached (RS2/E)” zone to the “Single Detached (RS2/B)” zone in order to permit the property to be subdivided into two lots. A location map and aerial photo are provided in Attachment 1. A survey showing the proposed subdivision plan is provided in Attachment 2.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is provided in Attachment 3.

Subject Site Existing Housing Profile

There is an existing non-conforming duplex (two-unit dwelling) on the subject site. The existing duplex is not strata titled. Both units are currently owner occupied and one unit contains a secondary suite that is untenanted. The owners intend on moving into the proposed new homes.

Surrounding Development

Development immediately surrounding the subject site is as follows:

To the North: A BC hydro line corridor on a provincially-owned parcel zoned “School & Institutional Use (SI)”.

To the South: Across Bird Road, single family homes on lots zoned “Single Detached (RS1/B)” and a property zoned “Single Detached (RS1/B)”.

To the East: A two-unit dwelling on a lot zoned “Single Detached (RS1/E)” fronting Bird Road.

To the West: A two-unit dwelling on a lot zoned “Single Detached (RS1/E)” fronting Bird Road.

Related Policies & Studies

Official Community Plan/East Cambie Area Plan

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

Single-Family Lot Size Policy 5424/Zoning Bylaw 8500

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

The subject site is currently occupied by a duplex. Amendment procedures contained in Section 2.3 of Richmond Zoning Bylaw 8500 indicate Lot Size Policies are not applicable for rezoning applications on sites that contain a duplex and which are intended to be subdivided into no more than two (2) single-family lots. Each lot at the subject site will be approximately 12 m (40 ft.) wide and approximately 691 m² (7,437.8 ft²) in area. The proposed subdivision would comply with these requirements.

Aircraft Noise Sensitive Development (ANSD) Policy

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

Ministry of Transportation & Infrastructure Approval

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

Floodplain Management Implementation Strategy

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

Public Consultation

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

Should the Planning Committee endorse this application and Council grant first reading to the rezoning bylaw, the bylaw will be forwarded to a Public Hearing, where any area resident or interested party will have an opportunity to comment. Public notification for the Public Hearing will be provided as per the *Local Government Act*.

Analysis

This redevelopment proposes to rezone and subdivide the subject site into two new single-family lots with vehicle access from Bird Road.

Existing Legal Encumbrances

There is an existing restrictive covenant registered on Title that does not involve the City, restricting the use of the subject property to not more than one dwelling and for it to be a certain form and character (Document No. 167067C). The applicant's lawyer has indicated that discharging the covenant is not necessary as subdividing and building dwellings (including secondary suites) on the property would be permitted under the covenant.

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

Transportation and Site Access

Vehicle access to the proposed lots is from Bird Road via separate driveway crossings and driveways. The conceptual plan (Attachment 6) demonstrates that the existing location of the driveways will be maintained and the Lot 2 driveway is to conform to the Tree Protection Zone.

Tree Retention and Replacement

The applicant has submitted a Certified Arborist's Report; which identifies on-site and off-site tree species, assesses tree structure and condition, and provides recommendations on tree retention and removal relative to the proposed development. The Report assesses nine bylaw-sized trees (Tag# 948, 949, 950, 951, 952, 953, 954, 955 and 956) on the subject property, zero trees on neighbouring properties, and zero street trees on City property.

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

- One tree, tag# 949 located in the front yard of the proposed lot 2 (45 cm caliper multi-stem Magnolia), is in good condition and is to be retained with some modification to the front driveway and minimum building setback (i.e. from 6.0 m to 7.52 m) from the front property line. A Tree Survival Security of \$10,000.00 is required.
- One tree, tag# 955 located along the rear property line of proposed lot 2 (33 cm caliper Oak) is in good condition and is to be retained and protected. A Tree Survival Security of \$10,000.00 is required.
- Three trees, tag# 950, 951 and 952 located on proposed lot 2 are in good condition but are in direct conflict with the proposed development. The building envelope is already constrained due to tree retention in the front yard (tag#949) and due to the location of the utility SRW in the rear therefore the three trees are recommended to be removed.
- Four trees, tag# 948, 953, 954 and 956 located on proposed lot 2 are all in poor condition; Sparse 50%-60% dead canopy or exhibiting heaving of the critical root zone – therefore, are not good candidates for retention and should be replaced.
- Replacement trees to be provided at 2:1 ratio as per the OCP.

Tree Replacement

The applicant wishes to remove seven on-site trees (Tag # 948, 950, 951, 952, 953, 954, and 956). The 2:1 replacement ratio would require a total of 14 replacement trees. The applicant has agreed to plant five new trees on proposed Lot 1 and three new trees on proposed Lot 2; for a total of eight trees. The required replacement trees are to be of the following minimum sizes, based on the size of the trees being removed as per Tree Protection Bylaw No. 8057.

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

To satisfy the 2:1 replacement ratio established in the OCP, the applicant will contribute \$4,500.00 to the City's Tree Compensation Fund in lieu of the remaining 6 trees that cannot be accommodated on the subject property after redevelopment.

Tree Protection

Two trees (Tag# 949 and 955) on the property are to be retained and protected. The applicant has submitted a tree protection plan showing the trees to be retained and the measures taken to protect them during development stage (Attachment 7). Staff worked with the applicant team to ensure that the proposed Lot 2 allowable building envelope has been purposely modified to facilitate the retention of a Magnolia tree (tag # 949) located in the front yard.

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

- A legal agreement will be registered on Title as a condition of rezoning to ensure that upon Building Permit issuance the Tree Protection Zones and additional minimum front yard setback requirement for the proposed Lot 2 building envelope from 6.0 m to 7.52 m is maintained.
- Prior to final adoption of the rezoning bylaw, submission to the City of a contract with a Certified Arborist for the supervision of all works conducted within or in close proximity to tree protection zones. The contract must include the scope of work required, the number of proposed monitoring inspections at specified stages of construction, any special measures required to ensure tree protection, and a provision for the arborist to submit a post-construction impact assessment to the City for review.
- Prior to final adoption of the rezoning bylaw, submission to the City of a tree survival security in the amount of \$20,000.00 for the two trees located on-site (Tag# 949 and 955).
- Prior to demolition of the existing dwelling on the subject site, installation of tree protection fencing around all trees to be retained. Tree protection fencing must be installed to City standard in accordance with the City's Tree Protection Information Bulletin Tree-03 prior to any works being conducted on-site, and remain in place until construction and landscaping on-site is completed.

Affordable Housing Strategy

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

Consistent with the Affordable Housing Strategy, the applicant has proposed to provide a one-bedroom secondary suite of minimum 35.6 m² (383 ft²) in each of the dwellings to be constructed on the new lots, for a total of two suites. Prior to the adoption of the rezoning bylaw, the applicant must register a legal agreement on Title to ensure that no Building Permit inspection is granted until a minimum one-bedroom secondary suite of approximately 35.6 m² (383 ft²) is constructed on each of the two future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.

Site Servicing and Frontage Improvements

At the subsequent subdivision stage, the applicant must enter into a Servicing Agreement for the design and construction of the required site servicing works and improvements outlined in Attachment 8, including the installation of a new sidewalk along the Bird Road frontage and the installation of a new sanitary connection to service both lots.

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

Financial Impact

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

Conclusion

The purpose of this rezoning application is to rezone the property at 10331/10333 Bird Road from the "Single Detached (RS1/E)" zone to the "Single Detached (RS2/B)" zone, to permit the property to be subdivided to create two lots.

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

The list of rezoning considerations is included in Attachment 8; which has been agreed to by the applicant (signed concurrence on file).

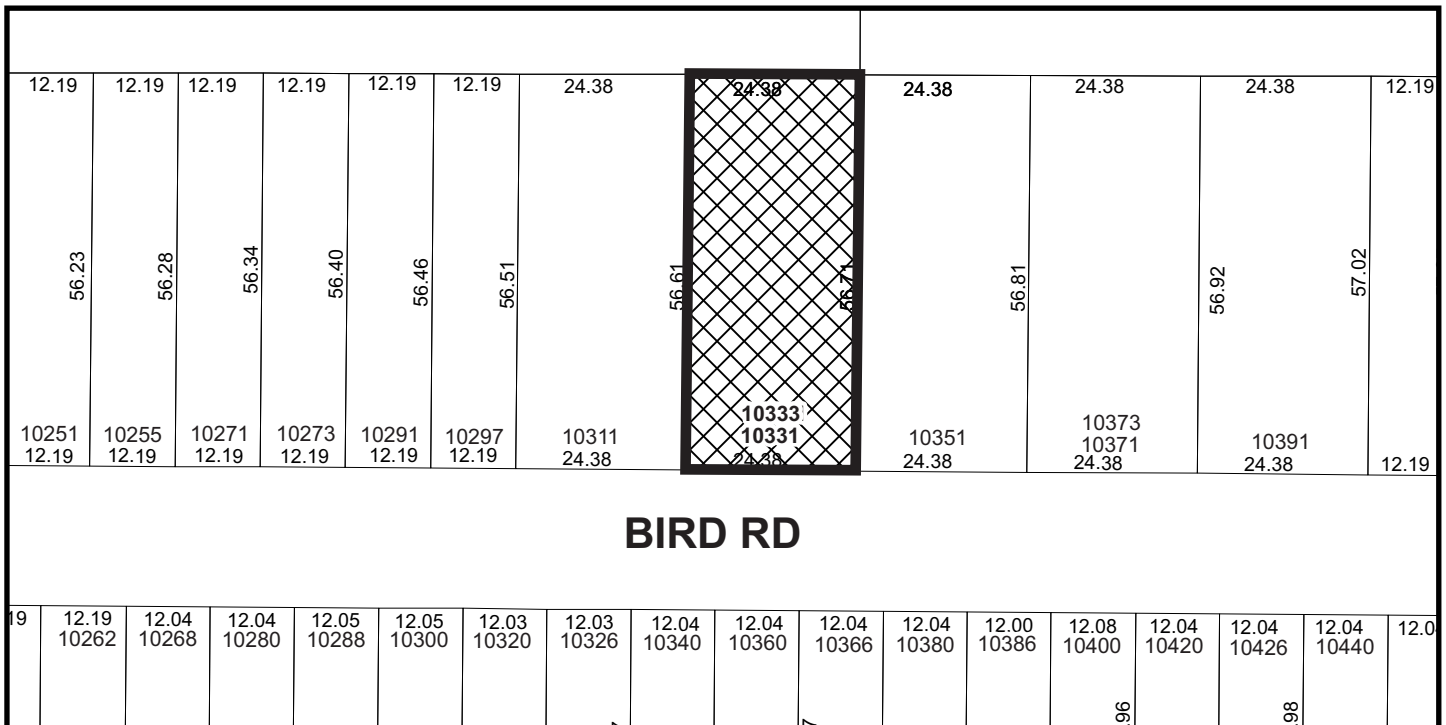
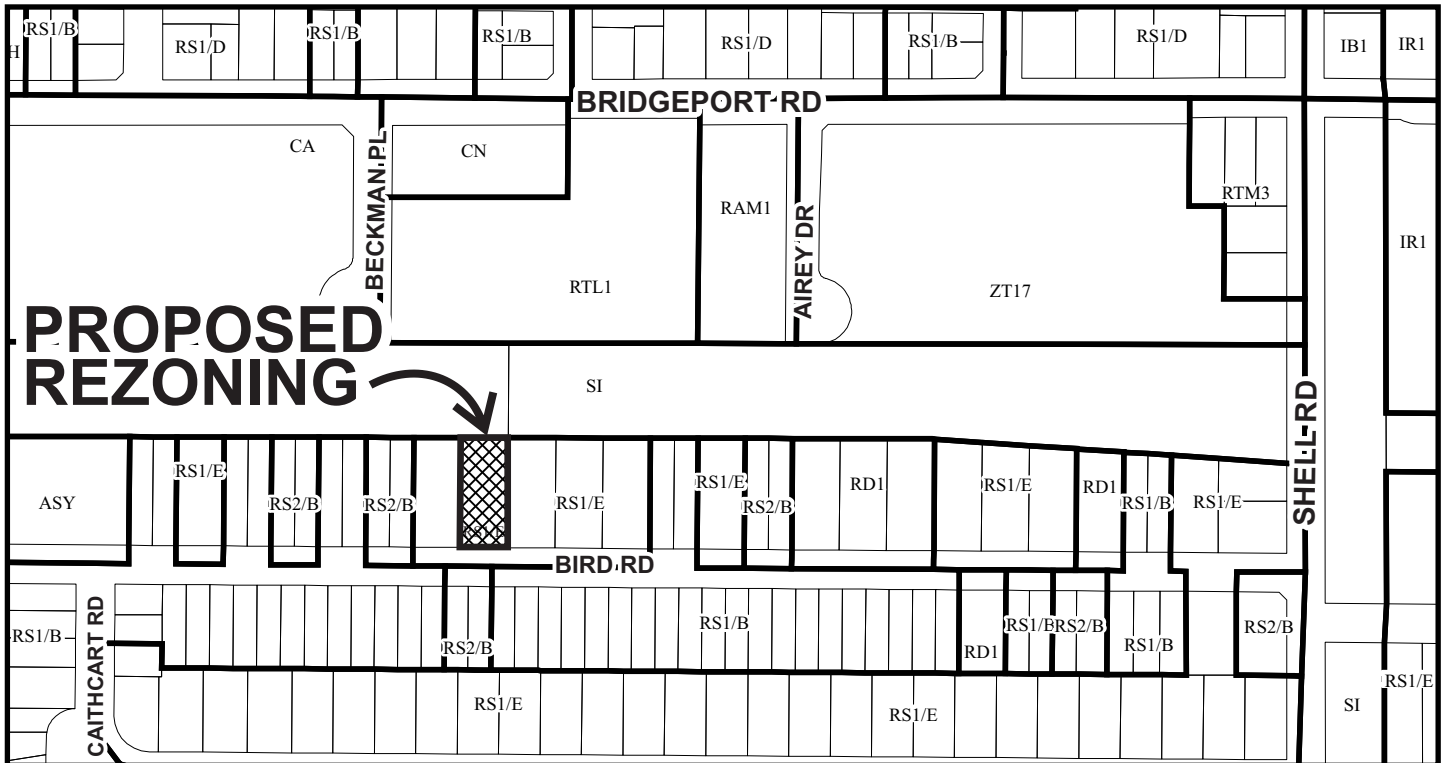
On this basis, it is recommended that Richmond Zoning Bylaw 8500, Amendment Bylaw 10415 be introduced and given first reading.



Nathan Andrews
Planning Technician
(604-247-4911)

NA:js

- Att. 1: Location Map/Aerial Photo
2: Site Survey and Proposed Subdivision Plan
3: Development Application Data Sheet
4: East Cambie Area Plan
5: Single-Family Lot Size Policy 5424
6: Conceptual Development Plan
7: Tree Retention Plan
8: Rezoning Considerations



RZ 22-011049

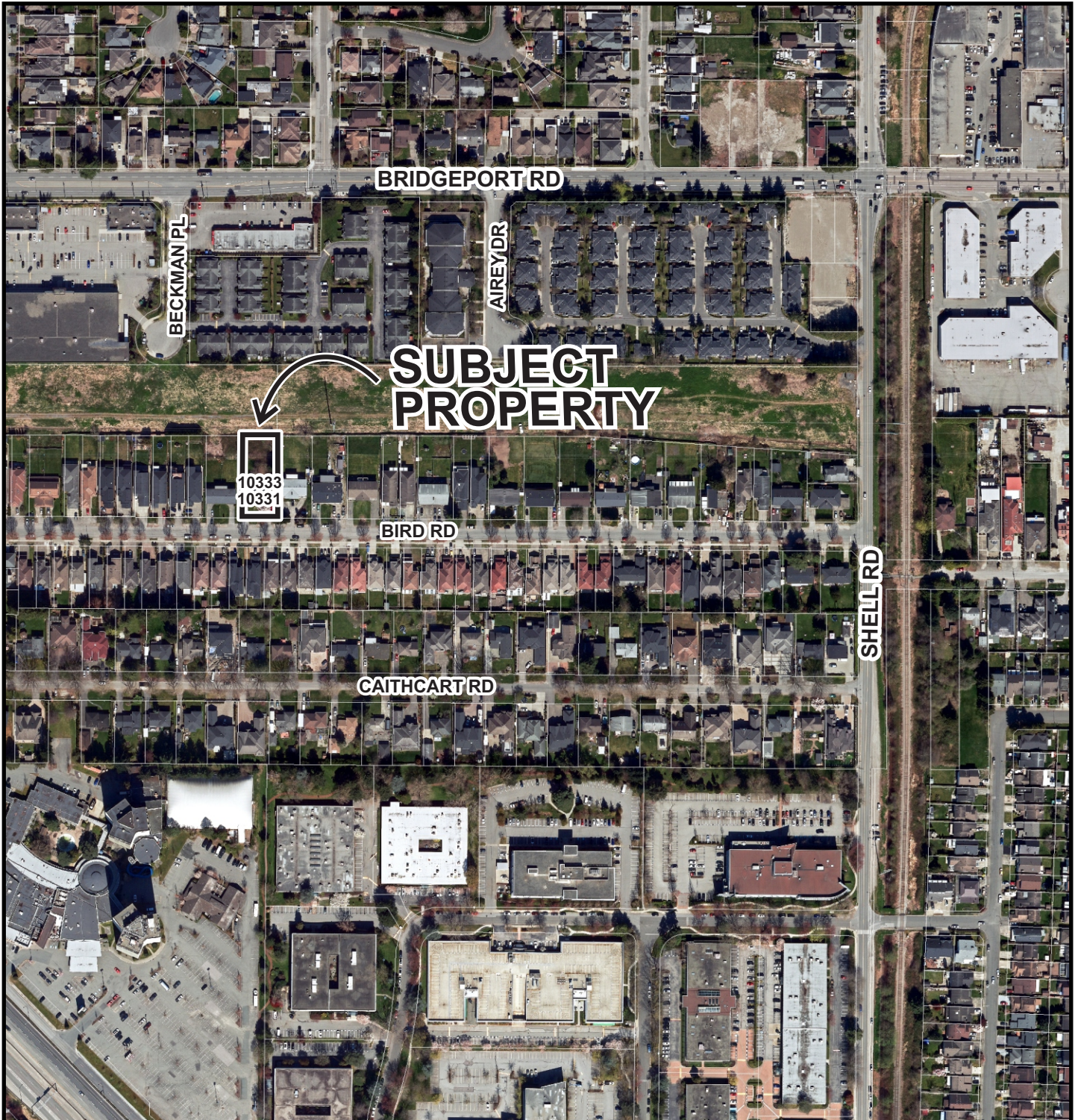
Original Date: 05/09/22

Revision Date:

Note: Dimensions are in METRES



City of Richmond



RZ 22-011049

Original Date: 05/09/22

Revision Date:

Note: Dimensions are in METRES

CNCL - 303

TOPOGRAPHIC SITE PLAN OF LOT 40 BLOCK B SECTION 26 BLOCK 5 NORTH RANGE 6 WEST NEW WESTMINSTER DISTRICT PLAN 14105

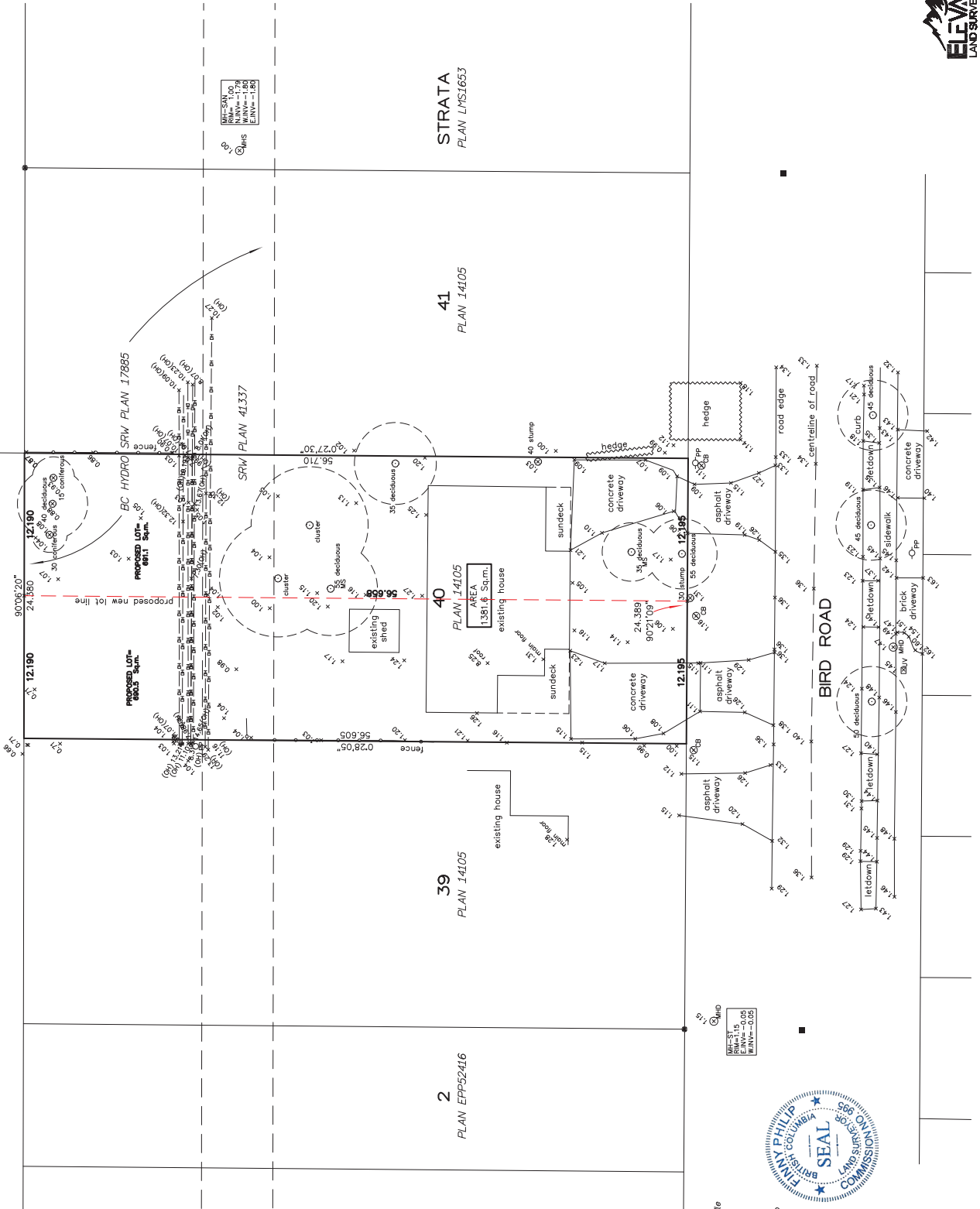
CIVIC ADDRESS:

10331 Bird Road, Richmond, BC
PLD: 007-462-370

SCALE 1 : 250

2.5 0 5 10
ALL DISTANCES ARE IN METRES

- LEGEND**
- DENOTES LEAD PLUG FOUND
 - DENOTES STANDARD IRON POST FOUND
 - Sqm. DENOTES SQUARE METRES
 - CB DENOTES CATCH BASIN - ROUND
 - UP DENOTES UTILITY POLE
 - WHS DENOTES SANITARY MANHOLE
 - WHS DENOTES STORMY MANHOLE
 - WHS DENOTES TREE AND CANOPY EXTENT
 - DENOTES GROUND ELEVATION
 - (OH) DENOTES OVERHEAD POWERLINE ELEVATION
 - OH - DENOTES OVERHEAD HYDRO LINES

2
PLAN EPP5241639
PLAN 1410540
PLAN 1410541
PLAN 14105STRATA
PLAN LMS165358
PLAN 1410559
PLAN 14105

Lot dimensions are derived from FIELD SURVEY

Elevations are Geodetic (CND28 GVD2018 - IN METERS) derived from Control Monument 789471 located in the middle of the lot. The elevation of the monument is 140.5m and checked to HFW194 = 133.7m

Invert elevations and offsets of services from property lines are derived from municipal records and field survey. Construction to verify all service locations and inverts prior to construction.

Spot elevations along curb are taken in gutter

Tree diameters are taken at 1.4m above grade and are shown in cm.

This Plan was prepared for architectural design and permit purposes, and is for the exclusive use of our client. The client acknowledges that the plan is not a final document and that any damages that may be suffered by a third party as a result of reproduction, transmission or alteration to this document without consent of the signatory.

CERTIFIED CORRECT
DATED THIS 23rd DAY OF MARCH, 2022Finny Philip
B.C.S.

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www.elevatelandsurveying.com

finny@elevatelandsurveying.com

604-385-5571





RZ 22-011049

Attachment 3

Address: 10331/10333 Bird Road

Applicant: Iqbal Singh Bhullar

Planning Area(s): East Cambie

	Existing	Proposed
Owner:	Pardeep Bhullar, Navjinder Bhullar, and Gurveer Bhullar	To be determined
Site Size (m²):	1,381.6 m ²	Lot 1: 690.5 m ² Lot 2: 691.1 m ²
Land Uses:	One (1) two-family dwelling	Two (2) single-family dwellings
OCP Designation:	Neighbourhood Residential	No change
Area Plan Designation:	Residential (Single-Family Only)	No change
Lot Size Policy Designation:	Single Detached (RS1/B)	No change
Zoning:	Single Detached (RS1/E)	Single Detached (RS2/B)
Number of Units:	2	2

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	Max. 0.55 for lot area up to 464.5 m ² plus 0.3 for area in excess of 464.5 m ²	Max. 0.55 for lot area up to 464.5 m ² plus 0.3 for area in excess of 464.5 m ²	none permitted
Buildable Floor Area (m ²):*	Lot 1: Max. 323.3 m ² (3,480 ft ²) Lot 2: Max. 323.5 m ² (3,482 ft ²)	Lot 1: Max. 323.3 m ² (3,480 ft ²) Lot 2: Max. 323.5 m ² (3,482 ft ²)	none permitted
Lot Coverage (% of lot area):	Building: Max. 45% Non-porous Surfaces: Max. 70% Live Landscaping: Min. 25%	Building: Max. 45% Non-porous Surfaces: Max. 70% Live Landscaping: Min. 25%	none
Lot Size:	Min. 360 m ²	Lot 1: 690.5 m ² Lot 2: 691.1 m ²	none
Lot Dimensions (m):	Min. Width: 12.0 m Min. Depth: 24.0 m	Width: 12.2 m Depth: 56.6 m	none
Setbacks (m):	Front: Min. 6.0 m Rear: Min. 10.7 m Side: Min. 1.2 m	Front: 7.52 m Rear: 21.54 m Side: Min. 1.2 m	none
Height (m):	Max. 2 ½ storeys	Max. 2 ½ storeys	none

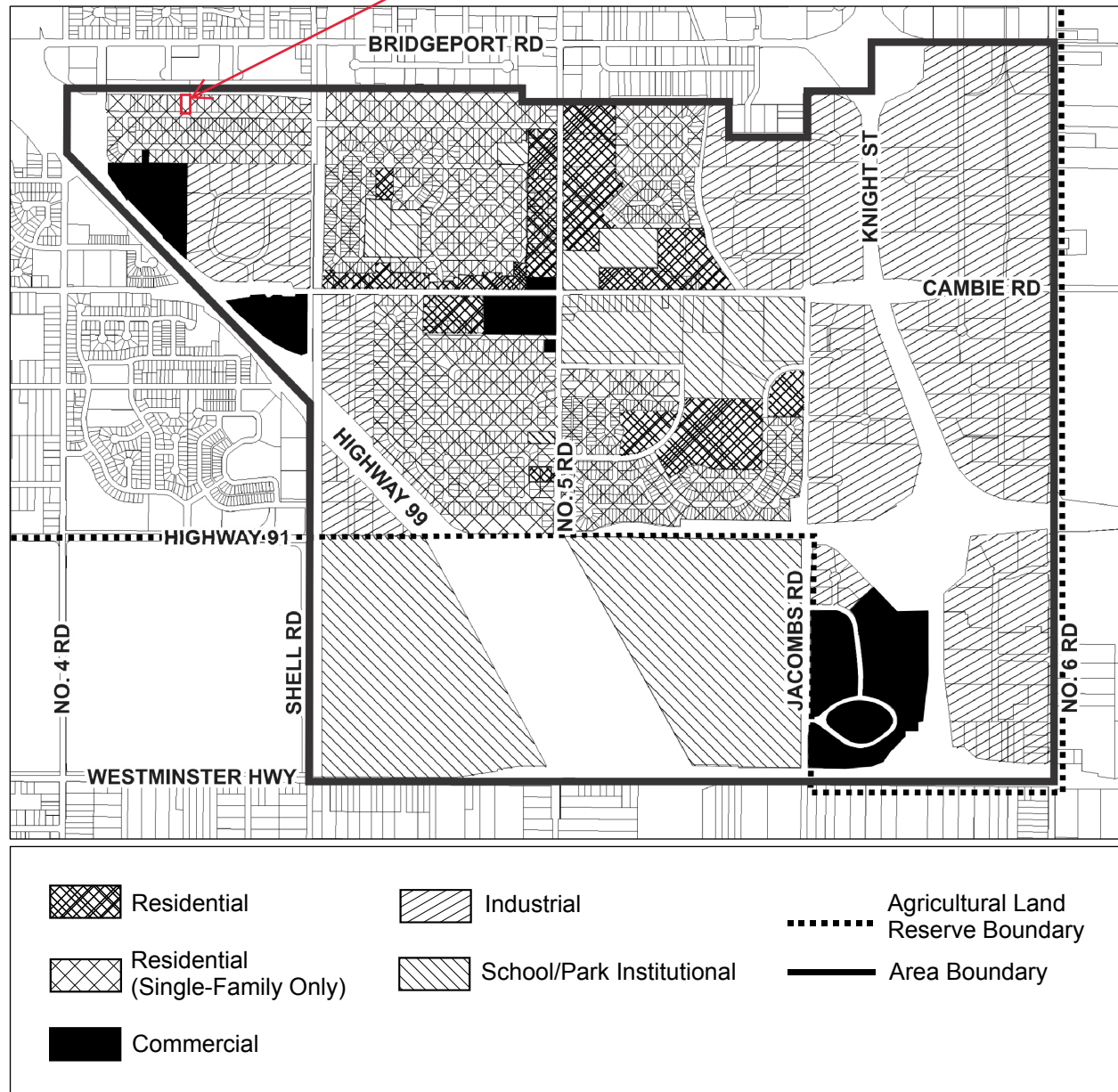
Other: _____

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

Land Use Map

Bylaw 8948
2016/10/24

SUBJECT PROPERTY





Page 1 of 1

Adopted by Council: November 20, 1989

Policy 5424

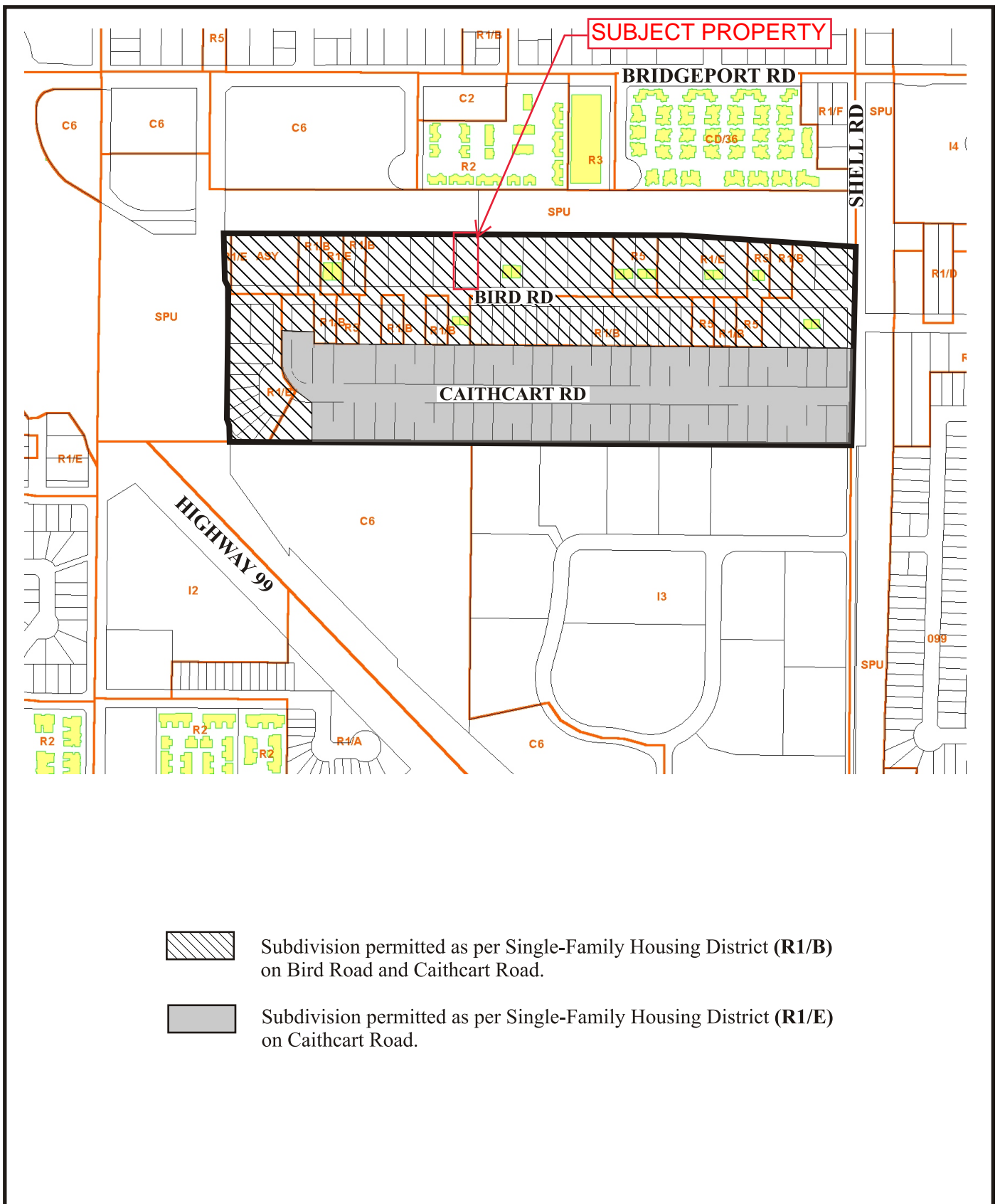
File Ref: 4045-00

SINGLE-FAMILY LOT SIZE POLICY IN QUARTER-SECTION 26-5-6

Policy 5424:

The following policy establishes lot sizes in Section 26-5-6, located on **Bird Road and Caithcart Avenue:**

That properties located in a portion of Section 26-5-6, be permitted to subdivide on Bird Road and at the westerly end of Caithcart Road in accordance with the provisions of Single-Family Housing District (R1/B) and be permitted to subdivide on the remainder of Caithcart Road in accordance with the provisions of Single-Family Housing District (R1/E) in Zoning and Development Bylaw 5300, and that this policy, as shown on the accompanying plan, be used to determine the disposition of future rezoning applications in this area, for a period of not less than five years, unless changed by the amending procedures contained in the Zoning and Development Bylaw.



Email: Tabvinderj19@gmail.com

GENERAL NOTES:

THE DOCUMENTS AND DESIGN ARE AT ALL TIMES THE UNREPRODUCED PROPERTY OF AWAMA GROUP AND MAY NOT BE REPRODUCED WITHOUT PRIOR WRITTEN CONSENT. THE GENERAL CONTRACTOR AND SUB-TRADEES SHALL BE RESPONSIBLE FOR ALL DIMENSIONS AND LEVELS PRIOR TO COMMENCEMENT OF WORK ON SITE. ANY ERRORS, DISCREPANCIES, OMISSIONS SHALL BE IMMEDIATELY REPORTED TO AWAMA GROUP BEFORE COMMENCEMENT OF WORK ON SITE. AWAMA GROUP DOES NOT WARRANT THAT THE DRAWINGS ARE TO SCALE. THE DRAWINGS SHALL NOT BE SCALED. ALL DIMENSIONS ARE IN FEET AND INCHES UNLESS NOTED OTHERWISE.

5.

[illegible]

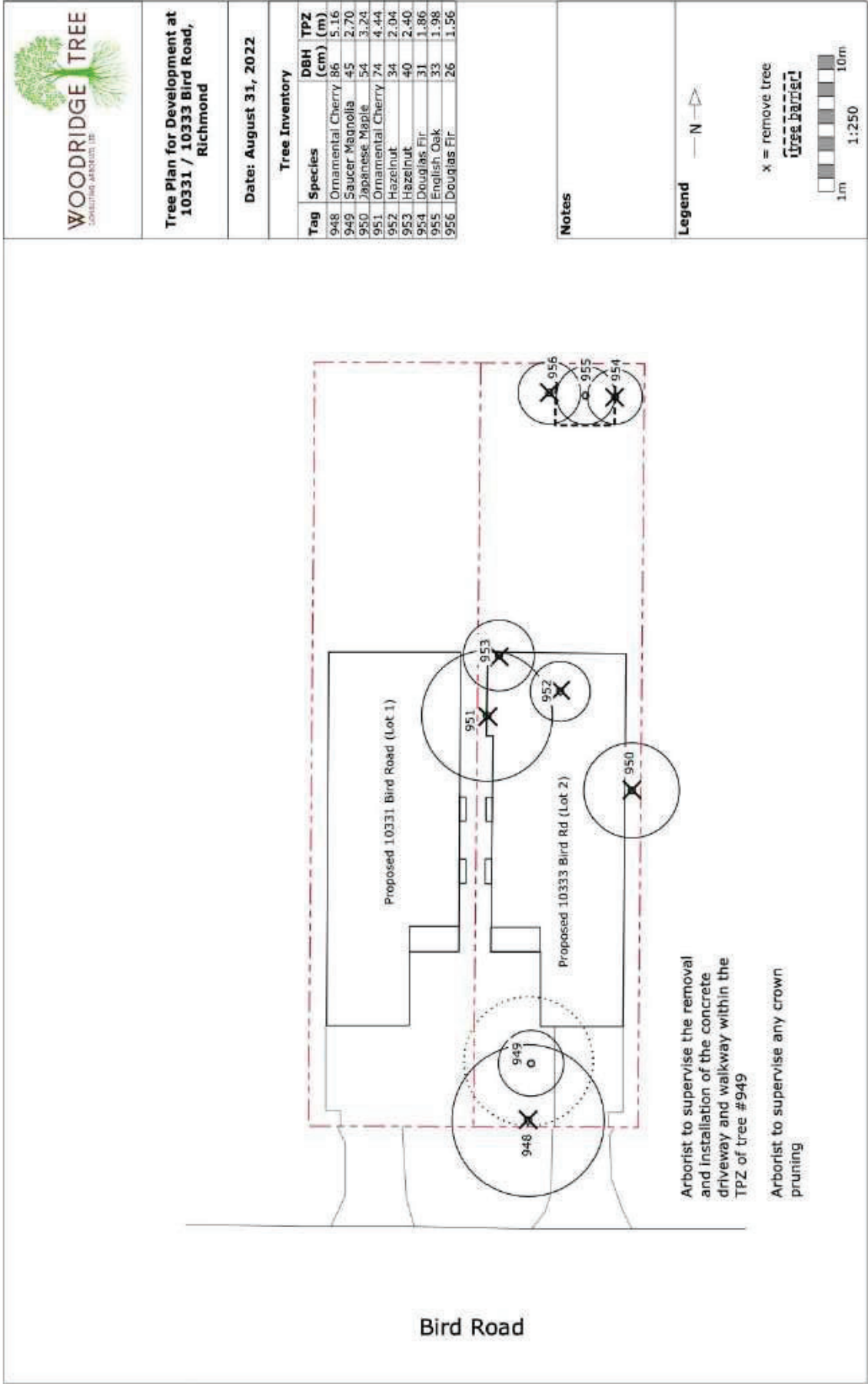
PROJECT SUMMARY - LOT 1

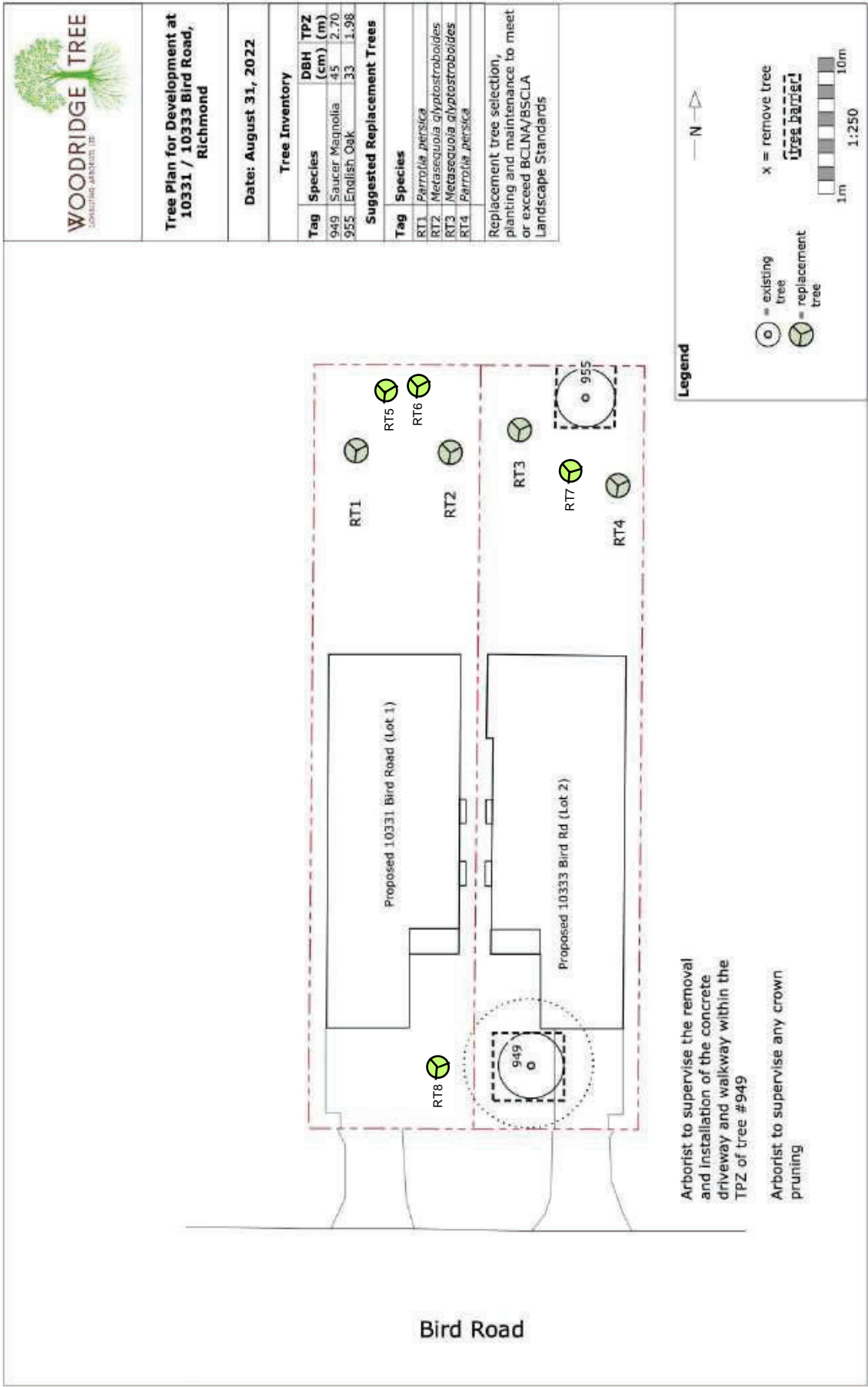
[illegible]

PROJECT SUMMARY - LOT 2

[illegible]

1 SITE PLAN
1" = 10'-0"







Address: 10331/10333 Bird Road

File No.: RZ 22-011049

Prior to final adoption of Richmond Zoning Bylaw 8500, Amendment Bylaw 10415, the developer is required to complete the following:

1. Provincial Ministry of Transportation & Infrastructure Approval.
2. Submission of a Landscape Security in the amount of \$6,000.00 (\$750/tree) to ensure that five replacement trees are planted and maintained on proposed Lot 1 and three replacement trees are planted and maintained on proposed Lot 2 (for a total of eight trees); minimum 8 cm deciduous caliper or 4 m high conifers). **NOTE: minimum replacement size to be as per Tree Protection Bylaw No. 8057 Schedule A – 3.0 Replacement Trees.**
3. City acceptance of the developer's offer to voluntarily contribute \$4,500.00 to the City's Tree Compensation Fund for the planting of replacement trees within the City.
4. Submission of a Contract entered into between the applicant and a Certified Arborist for supervision of any on-site works conducted within the tree protection zone of the trees to be retained. The Contract should include the scope of work to be undertaken, including: the proposed number of site monitoring inspections, and a provision for the Arborist to submit a post-construction assessment report to the City for review.
5. Submission of a Tree Survival Security to the City in the amount of \$20,000.00 for the two on-site trees to be retained (Tag# 949 and 955).
6. Registration of an aircraft noise sensitive use covenant on Title.
7. Registration of a flood indemnity covenant on Title (2.9m GSC – Area A).
8. Registration of a legal agreement on Title to ensure that no final Building Permit inspection is granted until a 1-bedroom secondary suite of minimum 35.6 m² (383 ft²) is constructed on both future lots, to the satisfaction of the City in accordance with the BC Building Code and the City's Zoning Bylaw.
9. Prior to final adoption of the rezoning bylaw, upon subdivision, a legal agreement is required to be registered on Title to ensure that the future building permit application for the dwelling on proposed Lot 2 contains a modified front yard building setback from minimum 6.0 m to minimum 7.52 m to ensure retention of the Magnolia tree (tag# 949) identified on the Conceptual Development Plan (Attachment 6) and Tree Retention Plan (Attachment 7).

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

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

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

1. Modification of the building setbacks covenant (Rezoning Consideration #9) such that the covenant is registered against Lot 2 only.
2. Payment of the current year's taxes, Development Cost Charges (City, Metro Vancouver and TransLink), School Site Acquisition Charges, and Address Assignment Fees.
3. Enter into a Servicing Agreement* for the design and construction of engineering infrastructure improvements. A Letter of Credit or cash security for the value of the Service Agreement works, as determined by the City, will be required as part of entering into the Servicing Agreement. Works include, but may not be limited to:

Water Works:

- a) Using the OCP Model, there is 197.0 L/s of water available at a 20 psi residual at the Bird Rd frontage. Based on your proposed development, your site requires a minimum fire flow of 95 L/s.
- b) At Developer's cost, the Developer is required to:
 - i) Install a new water service connection complete with water meter and water meter box to service the east lot, as per standard City specifications.
 - ii) Confirm the condition and capacity of the existing water service connection and reuse if in good condition to service the west lot, as per standard city specifications.
 - iii) Submit Fire Underwriter Survey (FUS) or International Organization for Standardization (ISO) fire flow calculations to confirm development has adequate fire flow for onsite fire protection. Calculations must be signed and sealed by a Professional Engineer and be based on Building Permit Stage building designs.
 - iv) Provide a right-of-way for the water meter. Minimum right-of-way dimensions to be the size of the meter box (from the City of Richmond supplementary specifications) + any appurtenances (for example, the bypass on W2o-SD) + 0.5 m on all sides. Exact right-of-way dimensions to be finalized during the building permit process (or via the servicing agreement process, if one is required).
- c) At Developer's cost, the City will:
 - i) Complete all tie-ins for the proposed works to existing City infrastructure.

Storm Sewer Works:

- d) At Developer's cost, the Developer is required to:
 - i) Confirm the condition and capacity of the existing storm service connection located near the proposed middle PL. Existing storm service connection to service the west lot of the site.
 - ii) Confirm the condition and capacity of the existing storm service connection located at the south east corner of the site. Existing storm service connection to service the east lot of the site.
 - iii) Provide an erosion and sediment control plan for all on-site and off-site works, to be reviewed as part of the servicing agreement design.
 - iv) Cut and cap the existing storm service connection located at the south west corner of the site.
- e) At Developer's cost, the City will:
 - i) Complete all tie-ins for the proposed works to existing City infrastructure.

Sanitary Sewer Works:

- f) At Developer's cost, the Developer is required to:
 - i) Not start onsite excavation or foundation construction until completion of rear-yard sanitary works by City crews.
 - ii) Confirm the condition / capacity of the existing sanitary sewer service connection located in the north east side of the lot. Reuse if in good condition for the east lot as per standard City specifications.
 - iii) Install a new sanitary sewer service connection complete with inspection chamber to service the west lot.
- g) At Developer's cost, the City will:
 - i) Complete all tie-ins for the proposed works to existing City infrastructure.

General Items:

- h) At Developer's cost, the Developer is required to:
 - i) Complete other frontage improvements as per Transportation requirements:
 - (1) Applicant to confirm compliance with Bylaw 8751 and 7222
 - (2) Frontage works to be in accordance with local road standards and;
 - Across the subject site's entire Bird Rd frontage, construct a new 1.5 m wide concrete sidewalk at the property line and a landscaped boulevard over the remaining width between the new sidewalk and the new north curb of Bird Rd. The road works are to include pavement widening between the new curb and existing edge of pavement. The cross-section of the frontage improvements (north to south) is to include:
 - 1.5m wide concrete sidewalk
 - 1.5m wide landscaped boulevard
 - 0.15m wide curb

- Road widening between the new north curb along the subject site's Bird Rd frontage and existing edge of pavement.
 - Provide functional design to confirm the frontage improvement listed above.
- ii) Not encroach into City rights-of-ways with any proposed trees, retaining walls, or other non-removable structures. Retaining walls proposed to encroach into rights-of-ways must be reviewed by the City's Engineering Department.

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

1. Submission of a Construction Parking and Traffic Management Plan to the Transportation Department. Management Plan shall include location for parking for services, deliveries, workers, loading, application for any lane closures, and proper construction traffic controls as per Traffic Control Manual for works on Roadways (by Ministry of Transportation) and MMCD Traffic Regulation Section 01570.
2. Obtain a Building Permit (BP) for any construction hoarding. If construction hoarding is required to temporarily occupy a public street, the air space above a public street, or any part thereof, additional City approvals and associated fees may be required as part of the Building Permit. For additional information, contact the Building Approvals Department at 604-276-4285.

Note:

- * This requires a separate application.
- Where the Director of Development deems appropriate, the preceding agreements are to be drawn not only as personal covenants of the property owner but also as covenants pursuant to Section 219 of the Land Title Act.

All agreements to be registered in the Land Title Office shall have priority over all such liens, charges and encumbrances as is considered advisable by the Director of Development. All agreements to be registered in the Land Title Office shall, unless the Director of Development determines otherwise, be fully registered in the Land Title Office prior to enactment of the appropriate bylaw.

The preceding agreements shall provide security to the City including indemnities, warranties, equitable/rent charges, letters of credit and withholding permits, as deemed necessary or advisable by the Director of Development. All agreements shall be in a form and content satisfactory to the Director of Development.

- Additional legal agreements, as determined via the subject development's Servicing Agreement(s) and/or Development Permit(s), and/or Building Permit(s) to the satisfaction of the Director of Engineering may be required including, but not limited to, site investigation, testing, monitoring, site preparation, de-watering, drilling, underpinning, anchoring, shoring, piling, pre-loading, ground densification or other activities that may result in settlement, displacement, subsidence, damage or nuisance to City and private utility infrastructure.
- Applicants for all City Permits are required to comply at all times with the conditions of the Provincial *Wildlife Act* and Federal *Migratory Birds Convention Act*, which contain prohibitions on the removal or disturbance of both birds and their nests. Issuance of Municipal permits does not give an individual authority to contravene these legislations. The City of Richmond recommends that where significant trees or vegetation exists on site, the services of a Qualified Environmental Professional (QEP) be secured to perform a survey and ensure that development activities are in compliance with all relevant legislation.

Signed

Date



**Richmond Zoning Bylaw 8500
Amendment Bylaw 10415 (RZ 22-011049)
10331/10333 Bird Road**

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

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **“SINGLE DETACHED (RS2/B)”**.

P.I.D. 007-482-370

Lot 40 Block B Section 26 Block 5 North Range 6 West New Westminster District Plan 14105

2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 10415”**.

FIRST READING

A PUBLIC HEARING WAS HELD ON

SECOND READING

THIRD READING

MINISTRY OF TRANSPORTATION AND
INFRASTRUCTURE APPROVAL

ADOPTED

MAYOR

CORPORATE OFFICER





City of Richmond

Report to Committee

To: Planning Committee

Date: August 23, 2022

From: Kim Somerville
Director, Community Social Development

File: 07-3425-02/2022-Vol 01

Re: Draft Youth Strategy 2022–2032

Staff Recommendations

1. That the draft Youth Strategy 2022–2032, as outlined in the staff report titled “Draft Youth Strategy 2022–2032,” dated August 23, 2022 from the Director, Community Social Development, be approved;
2. That staff be authorized to seek public feedback on the draft Youth Strategy for the purposes of finalizing the strategy; and
3. That staff report back to City Council with the final Youth Strategy, including a summary of the public feedback received.

Kim Somerville
Director, Community Social Development
(604-247-4671)

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Arts, Culture & Heritage	<input checked="" type="checkbox"/>	
Corporate Communications and Marketing	<input checked="" type="checkbox"/>	
Finance	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Recreation & Sport Services	<input checked="" type="checkbox"/>	
Richmond Public Library	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

On December 9, 2019, City Council approved the funding for an update to the Youth Service Plan as part of the 2020 One-Time Expenditures Report to Council and included in the Consolidated 5 Year Financial Plan (2020–2024). The 2015–2020 Youth Service Plan was integral in guiding the City’s work and building a solid foundation for youth to learn, be healthy and connected to, and engaged in, the community.

The new draft City of Richmond Youth Strategy 2022–2032 (Attachment 1) builds upon and advances the learnings and achievements of the previous Youth Service Plan. The draft Youth Strategy applies a broader focus than previous plans and covers an expanded age range to guide City and community stakeholder planning, policy development, and program and service provision using a collaborative, systems-based approach to best support youth in Richmond over the next ten years.

The development of the draft Youth Strategy is divided into three phases:

1. Phase One: Stakeholder Advisory Committee formation, background research and development of Guiding Principles (complete);
2. Phase Two: Key stakeholder engagement and development of the draft Youth Strategy (complete); and
3. Phase Three: Public engagement and finalization of the Youth Strategy.

The purpose of this report is to present the draft Youth Strategy to City Council and to propose a public engagement process to seek community input on the strategic priorities and actions outlined in the draft strategy.

This report supports Council’s Strategic Plan 2018–2022 Strategy #3 One Community Together:

3.1 Foster community resiliency, neighbourhood identity, sense of belonging, and intercultural harmony.

This report supports Council’s Strategic Plan 2018–2022 Strategy #4 An Active and Thriving Richmond:

4.1 Robust, affordable, and accessible sport, recreation, wellness and social programs for people of all ages and abilities.

4.2 Ensure infrastructure meets changing community needs, current trends and best practices.

This report supports Council's Strategic Plan 2018–2022 Strategy #6 Strategic and Well-Planned Growth:

6.6 Growth includes supports and/or services for Richmond's vulnerable populations, including youth, seniors, individuals with health concerns, and residents experiencing homelessness.

This report also supports the Social Development Strategy 2013–2022 Strategic Direction #4 Help Richmond's Children, Youth and Families Thrive:

Action 13 — Monitor and update the Youth Service Plan, striving to create an environment that generates opportunities for Richmond's youth to have a safe and healthy journey into adulthood, placing priority attention on:

13.3 Engaging youth in City and community-based planning processes.

13.5 Supporting community-based initiatives to provide children and youth from diverse backgrounds with opportunities to receive common leadership training and volunteer to serve others in the community.

Analysis

Youth in Richmond represent a culturally, linguistically, socially and developmentally diverse group of individuals. Of the approximately 29,000 youth in Richmond, there is an almost equal representation of males and females with a small portion of youth who identify as non-binary and a slightly higher number who describe their sexual orientation as other than straight. The majority of youth in Richmond identify as a racialized or visible ethnicity with a small proportion (approximately 1-2%) of youth identifying as being of Indigenous, First Nations or Metis heritage. Over one third of Richmond youth were born outside Canada and one half of this group have been in Canada less than five years. Seventy-eight percent speak a language other than English at home at least part of the time.

In general, Richmond youth completing the BC Adolescent Health Survey identify a sense of positive well-being. They report their health as good or excellent, identify with having a good life (78%) and feel that their life is going well (71%). In the Youth Strategy Engagement Survey, 72% of youth reported feeling connected to their community, school and neighbourhood. For the most part youth in Richmond are doing well however there are youth in the community who struggle to meet their basic needs, express concern about their physical and mental health and do not always feel safe in the community.

While there are identifiable assets, attitudes and beliefs that foster healthy youth development, there are also internal and external factors that pose a risk to healthy development. These include low income and poverty, discrimination, criminal activity and substance use. To varying degrees these factors impact youth in Richmond. In addition, data collected through the most recent BC Adolescent Health Survey indicates there is a marked increase in mental health diagnosis or symptoms such as anxiety and depression amongst youth in Richmond which can adversely impact youth well-being.

The COVID-19 pandemic has dramatically impacted the lives of youth, their families and communities. Youth have faced changes to or loss of employment, closures of schools and significant reductions in interpersonal interactions and in-person activities. These have resulted in isolation and reports of decreased mental health. The pandemic and resulting public health guidelines and restrictions have impacted youth at a critical time in their development, their education and during their transition to adulthood.

These demographic and societal factors highlight the need to ensure proper planning and supports are in place to meet the evolving needs of an increasingly complex and diverse population of youth now and into the future.

The draft Youth Strategy identifies strategic priorities and actions to be taken by the City in collaboration with community stakeholders that address aspects of youths' lives that impact their health, well-being and development. The draft strategy is based on learnings from previous achievements, current community context, research and best practices and community engagement findings. It is the result of many stakeholders' ongoing collaboration and commitment to addressing the needs of youth in Richmond.

Stakeholder Advisory Committee

A Youth Strategy Stakeholder Advisory Committee was established in December 2020 to advise and guide the draft Youth Strategy development. The Committee provided input and advice on each phase of the draft strategy's development. Committee members also supported the facilitation of the engagement activities to date and provided translation services where necessary. The Committee included staff representatives from the following organizations:

- City of Richmond;
- East Richmond Community Centre;
- Foundry Richmond;
- Ministry of Child and Family Development;
- Richmond Public Library;
- Richmond School District;
- S.U.C.C.E.S.S.;
- Vancouver Coastal Health;
- Youth (13-18 years); and
- Young Adults (19-24 years).

The Committee supported the development of the draft strategy's vision and a set of guiding principles. The guiding principles provided a focus for decision-making and informed overall strategy development.

Guiding Principles

On March 8, 2021, the following six guiding principles were adopted by City Council to guide the development of and inform the strategic priorities and actions for a Youth Strategy for Richmond:

1. Maximize meaningful participation and engagement of a diverse community of youth.
2. Identify and prioritize engagement activities that encourage genuine participation that are free from stigma and discrimination.
3. Collaborate with Community Associations and Societies and organizations serving youth to promote innovation, improve accessibility and avoid duplication of community efforts.
4. Ensure that planning is intentional, considers the impacts of notable and emerging trends and addresses gaps in the continuum of services and supports for youth.
5. Adopt an approach that integrates and complements relevant policies, strategies and resources to support youth in Richmond.
6. Manage resources effectively and maximize the full potential of individuals and organizations to achieve measurable outcomes.

The guiding principles were also used to guide the public engagement activities and will continue to be used to finalize the Youth Strategy.

Key Stakeholder Engagement

Extensive engagement was conducted with the Stakeholder Advisory Committee, key stakeholder groups, including youth driven tables, and individual youth in the community to develop the draft Youth Strategy. Several stakeholder groups participated in City-led discussions and hosted small group discussions with youth stakeholders. Engagement consisted of:

- Telephone and virtual interviews with individuals representing community, education and health service organizations;
- Online surveys with youth, their families and community service providers; and
- Focus groups with service providers and youth advisory and leadership groups.

Stakeholder engagement focused on the strengths and potential gaps related to youth programs and services, the impacts of the COVID-19 pandemic on youth, potential strategic priorities and outcomes to include in the draft strategy. It also looked at resources and partnerships necessary for implementation, sustainability and evaluation of the final Youth Strategy.

Themes

Several themes emerged from the key findings in the youth demographic profile, literature and best practice review and engagement process. These themes informed the development of the strategic priorities and actions outlined in the draft Youth Strategy to focus the City's and community stakeholder work related to youth over the next ten years. Findings indicated that the City of Richmond is considered a leader in supporting and delivering services for youth and that the community has a strong network of engaged service providers who collaborate effectively to meet the needs of youth in Richmond. These themes included:

- The inclusion of 'youth voice,' a term used to describe the integration of ideas, perspectives, experiences and feedback of youth, is critical to ensure meaningful youth engagement and participation;
- The promotion of Positive Youth Development is beneficial, especially for youth who are experiencing vulnerabilities;
- The importance of meeting youths' basic needs as a critical and foundational step to promoting youth success and well-being;
- Diversity, inclusion and the desire to ensure everyone feels safe and welcome in the community is important;
- Supporting youth development and life transitions is valuable and beneficial; and
- Richmond is a highly collaborative community with a strong network of youth service providers who work well together but there is a need for enhanced access to information and increased effectiveness of resources and opportunities available to youth in the community.

Each of the themes that emerged from the needs analysis is discussed in the draft Youth Strategy in relation to currently identified demographics, strengths, gaps and opportunities. The draft Youth Strategy outlines how, through continued advancement of a Positive Youth Development approach, the City will continue to focus on promoting the best possible outcomes for youth development, transitions and life satisfaction among Richmond youth.

Draft Youth Strategy

The draft Youth Strategy consists of five strategic priorities and 34 recommended actions to be completed over a 10-year timeframe. These are guided by the strategy's vision: *"All youth in Richmond are safe, valued, respected and have the supports, opportunities, and resources to live rich and fulfilling lives."* The strategic priorities and accompanying actions were created in response to the themes identified during the analysis of community needs, best practices and various stakeholder engagement activities. The strategic priorities clarify areas of focus and include actions that build on previous and ongoing work to achieve the described outcomes for youth. Specific targeted activities and initiatives will be identified in annual work plans to support the advancement of actions outlined in the strategy.

The five strategic priorities are:

1. *Foundation* - Youth have access to services and resources in the community that provide a foundation for wellness.
2. *Voice* - Youth are heard, valued and engaged as members of the community and their opinions and perspectives inform plans, programs and services that are important to them and impact their lives.
3. *Collaboration* - Youth are supported by an integrated and collaborative network of youth-serving agencies, non-profit organizations, public partners and local government that work together to promote positive youth development.
4. *Opportunity* - Youth have equitable access to a wide-range of programs, services and initiatives that address their needs and support them to learn, develop and successfully navigate the various stages and transitions from early adolescence to young adulthood.
5. *Awareness* - Youth, their families and the broader community have access to information and resources and are aware of the services and supports available to youth in Richmond.

The strategic priorities include actions that build on previous and ongoing work. Specific targeted initiatives will be created in collaboration with key stakeholders to best achieve the actions and to reflect the strategy's vision and guiding principles. By furthering the actions in the new strategy, it is anticipated that there will be a number of positive outcomes that will benefit youth. Highlights of these desired outcomes include ensuring that youth have access to necessities, youth are able to participate in meaningful activities that provide a range of opportunities to develop skills, engage with others, contribute to their community and successfully navigate the various stages and transitions from early adolescence to young adulthood.

Achieving the desired outcomes of the strategy will require ongoing leadership and collaboration with the community. The next step in the project process is to gather feedback on the strategic priorities and actions in order to finalize the Youth Strategy.

Public Engagement Process

Public engagement will provide valuable input to ensure the draft Youth Strategy captures the community's priorities for youth over the next ten years. Feedback received will be taken into account as the Youth Strategy is finalized. A summary of the public input will be presented to City Council along with the final Youth Strategy for Council's consideration.

Staff propose various public engagement activities designed to gather feedback from youth, their families and community and stakeholder organizations and individuals that support youth in Richmond. Engagement activities will include an online survey facilitated through the City's Let's Talk Richmond platform. Various supports and tools will be used to ensure accessibility of the engagement activities. These include one-on-one supports with community service providers virtually and by phone to assist with surveys, language interpretation and translation. Activities will be adjusted as needed based on current health guidelines to ensure the safety of all participants.

The proposed engagement activities are outlined in Table 1 and anticipate to be initiated in November 2022 following Council's approval of the draft strategy. Promotion of this engagement opportunity will take place via LetsTalkRichmond.ca; the City, Community Associations and Societies' facility promotions, websites and social media channels; youth-serving organizations in Richmond; the Youth Strategy Stakeholder Advisory Committee; and other communication channels as appropriate.

Table 1: Proposed Public Engagement Activities

Activity	Format	Location
Online Survey	Individual online survey completion available through the City's Let's Talk Richmond platform.	Online at https://www.LetsTalkRichmond.ca/ .
Facilitated Survey Sessions	One-on-one or small group survey sessions with trained facilitators. Sessions will be held in-person or virtually during regularly scheduled meetings, programs and services.	City facilities and locations hosted by key stakeholders from the non-profit and private sectors.
Accessible Survey Support	One-on-one or small group survey sessions with trained facilitators. Sessions will take place virtually or by phone and scheduled as needed for those with accessibility barriers (developmental, language and technology use/access).	Facilitated virtually or by phone by key stakeholders from the non-profit and private sectors.

Following Council's approval, staff will seek feedback on the draft Youth Strategy through the above public engagement activities, revise the draft Youth Strategy as necessary to incorporate public engagement findings and report back to City Council with the proposed final Youth Strategy. The Stakeholder Advisory Committee will continue to support the development of the Youth Strategy by promoting, facilitating and participating in public engagement activities on the draft Youth Strategy and supporting the communication and implementation of the final Youth Strategy once adopted by City Council.

Financial Impact

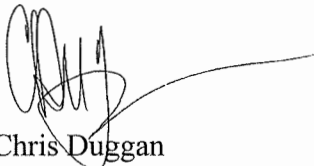
Council previously approved funding for the development of the Youth Strategy (2020 One-Time Expenditures) which will be utilized to fund the proposed public engagement activities and to complete the necessary steps to finalize the Strategy.

Implementation of the 2022–2032 Youth Strategy will utilize funds available through existing operating budgets. Should any additional funds be required for implementation of specific actions, these would be requested through the City’s annual budget process.

Conclusion

The draft Youth Strategy outlines the City of Richmond’s strong leadership and dedication to address the needs of youth and their families in Richmond. The Strategy aims to achieve a vision that *“all youth in Richmond are safe, valued, respected and have the supports, opportunities, and resources to live rich and fulfilling lives.”* The draft Youth Strategy has been informed by a demographic analysis, best practice review, and engagement with key stakeholders including youth, their families and youth-serving organizations. It builds upon learnings, achievements and the ongoing collaboration of many stakeholders that have formed a solid foundation of programs and supports for youth in Richmond.

The draft Youth Strategy outlines the City’s strategic priorities and actions related to youth over the next ten years, and will guide City and community work in supporting youth to develop skills, engage with others, contribute to their community and successfully navigate the various stages and transitions from early adolescence to young adulthood. Seeking public feedback on the draft Youth Strategy will help ensure the Youth Strategy reflects community needs and priorities now and in the coming years. The Youth Strategy is a collaborative and action-oriented framework to ensure that youth living in Richmond are safe, valued, respected and healthy and have the supports, opportunities and resources to live rich and fulfilling lives.



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Att. 1: Draft City of Richmond Youth Strategy 2022–2032

City of Richmond

Youth Strategy 2022–2032





Acknowledgements

The *Richmond Youth Strategy 2022-2032* is a result of the valuable information and contributions made by youth, families, staff, youth-serving organizations, and members of the public. We would like to thank all of the stakeholders who participated in the consultation process through their engagement in focus groups, interviews, and completion of on-line surveys.

Richmond Youth Strategy Stakeholder Advisory Committee

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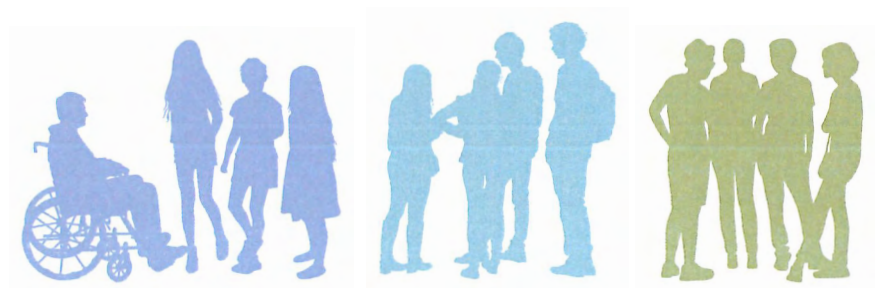




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Executive Summary

The City of Richmond has a long history of responding to the needs and aspirations of youth in Richmond. The actions outlined in the *2022–2032 Richmond Youth Strategy (Youth Strategy)* demonstrate the City's strong commitment to youth and recognition that the well-being of youth is best supported through community collaboration.

The *Youth Strategy* outlines strategic directions and key actions to guide and inform the City's initiatives related to youth, including those provided by Community Associations and Societies from City facilities and other youth-serving organizations in Richmond. The *Youth Strategy* is the result of a multi-phased process that included best practice research, engagement with youth, their families and key stakeholders, and the development of a demographic profile of youth in Richmond.



Building on the progress made on the previous plans for youth in Richmond, including the *2015–2020 Youth Service Plan*, the new Strategy will help to guide the City and those who work with youth while also furthering the City's aspiration for *“Richmond to be the best place in North America to raise children and youth.”*

Framing the new *Youth Strategy*, the vision that *“all youth in Richmond are safe, valued, respected and have the supports, opportunities, and resources to live rich and fulfilling lives”* will inform the work over the next ten years.

The Strategy is organized into five strategic directions:

- **Strategic Direction 1: Foundation**
Youth have access to services and resources in the community that provide a foundation for wellness.
- **Strategic Direction 2: Voice**
Youth are heard, valued and engaged as members of the community and their opinions and perspectives inform plans, programs and services that are important to them and impact their lives.
- **Strategic Direction 3: Collaboration**
Youth are supported by an integrated and collaborative network of youth-serving agencies, non-profit organizations, public partners and local government that work together to promote positive youth development.
- **Strategic Direction 4: Opportunity**
Youth have equitable access to a wide-range of programs, services and initiatives that address their needs and support them to learn, develop and successfully navigate the various stages and transitions from early adolescence to young adulthood.
- **Strategic Direction 5: Awareness**
Youth, their families and the broader community have access to information and resources and are aware of the services and supports available to youth in Richmond.

The City is committed to playing a leadership role to achieve its vision for youth and the community. The *Youth Strategy* proposes 34 actions to address these directions. The actions focus on the City's role in each of these areas and are divided into short, medium, long-term and ongoing timelines. The strategy also identifies the importance of inter-agency collaboration as a component for successful implementation and key partners are identified with each action.



Introduction

The *2022–2032 Richmond Youth Strategy (Youth Strategy)* outlines the City's priority actions related to youth over the next ten years and advances the progress made through the previous Council adopted plans for youth in Richmond, including the *2015–2020 Youth Service Plan*. The intent of the new strategy is to guide the City and those working with youth and further the vision that all youth in Richmond are safe, valued, respected and have the supports, opportunities, and resources to live rich and fulfilling lives. Given this context, the development of the strategy was comprised of:

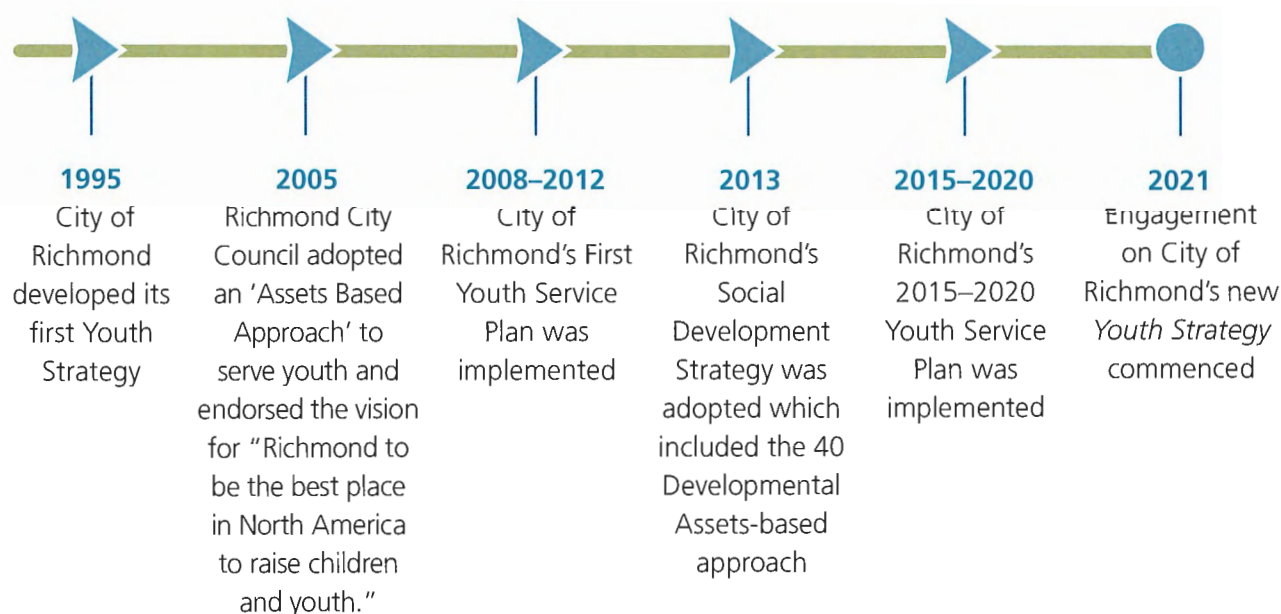
- Analysis of demographic data and trends related to youth in Richmond;
- Research regarding best practices and innovative approaches to meet the needs of youth;
- Input and advice from a *Youth Strategy* Stakeholder Advisory Committee; and
- A variety of public engagement activities, including an online survey through the City's Let's Talk Richmond platform, focus groups and interviews held with a range of stakeholders including youth themselves.

When considered alongside other City strategies and plans, the *Youth Strategy* informs the City's actions to ensure the needs of youth in Richmond are met. The strategy also outlines the importance of collaboration with community partners to achieve the City's vision to be the most appealing, livable and well-managed community in Canada.

Background

The City of Richmond has a long history of responding to the needs and aspirations of youth. In 1995, the City developed its first *Youth Service Plan*. This plan proved to be an important framework to meet the emerging needs of diverse Richmond youth. In 2005, Richmond City Council adopted an asset-based approach to the delivery of youth services, which continues to be used today as the philosophical foundation for the implementation of programs and services. The City's most recent *2015–2020 Youth Service Plan* built on the successes of the *2008–2012 Youth Service Plan* and has acted as an important guide for the City and those who work with youth in Richmond. The new *Youth Strategy* takes into consideration and expands upon previous plans that support youth and provides a broader, collaborative and community-integrated strategy to guide the next ten years of planning and program and service delivery for youth in Richmond. This new strategy also expands the age range for youth from 13 to 18 years to 13 to 24 years, to further support youth in developing as young adults.

Figure 1: History of Strategic Planning for Youth in Richmond



In addition to the specific documents mentioned here, there are a number of aligned strategies that pertain to youth in Richmond. Please see Appendix B for additional details on these.

Stakeholder Roles and Responsibilities

In addition to developing strong connections with youth, the City recognizes the importance of building strong partnerships with key stakeholders, including senior levels of government, community organizations and public partners, to effectively respond to the needs of youth in Richmond. There is a wealth of expertise and strong collaboration within Richmond which serves as a foundation on which the *Youth Strategy* is developed. There are also a number of essential stakeholder groups whose input and collaboration help contribute to the development of youth in Richmond. These essential stakeholder groups are summarized below.

The Government of Canada and the Province of BC

All levels of government (federal, provincial and municipal or local) are responsible for a range of programs or services that youth may use. The federal government is responsible for youth justice services and the rights of all Canadian residents, including children and youth. The provincial government is responsible for health, social services and income assistance for all citizens, including youth.

Positive Youth Development and the 40 Developmental Assets

The City of Richmond and Community Associations and Societies employ a Positive Youth Development (PYD) approach to working with youth, through the lens of the 40 Developmental Assets. Asset development is accomplished by building relationships with youth that are grounded in mentoring, role modelling, engagement and creating meaningful experiences for youth and supportive adults. The 40 Developmental Asset Framework provides a shared vision and language to guide the practice and approach for youth-serving organizations to support all youth in Richmond.

Research shows that the 40 Developmental Assets, developed by the Search Institute of Minnesota, act as essential building blocks for youth to make wise decisions, choose positive paths and grow into competent, caring and responsible adults. These assets are internal and external to the individual and include positive experiences, skills, relationships and personal attributes. Internal Assets are assets that youth can work on independently. External Assets focus on positive experiences that young people receive from the people and institutions in their lives. Additional information on this philosophical approach is outlined in Appendix A.



The City of Richmond

Municipal governments provide community facilities and recreational, cultural and social programs for youth. In some municipalities including the City of Richmond, the City works with Community Associations and Societies to deliver many of these services.

In its role as a local government, the City of Richmond undertakes the following:

- Develops policy related to youth (including within the City's Official Community Plan);
- Creates actions within a range of strategies and plans to address the needs of youth;
- Works with public partners including the Richmond School District, Richmond Public Library, Vancouver Coastal Health and the Ministry for Children and Family Development;
- Directly provides programs and services to support youth development, well-being and success;
- Partners and collaborates with Community Associations and Societies that provide youth-focused opportunities from City facilities such as community centres, arenas, parks and heritage sites; and
- Partners and collaborates with local community-based organizations to provide programs and services to support youth development, well-being and success.

The *Youth Strategy* outlines key roles the City can play in furthering the strategic directions. These include leading, supporting, advocating and collaborating roles. All are key to the successful delivery of youth services in Richmond. The City is committed to remaining a local leader that works with community stakeholders to ensure that youth in Richmond are supported and thriving.

Youth

The City values Richmond youth as contributing members of the community and recognizes the importance of youth being involved in decisions that affect them. The meaningful participation and authentic engagement of youth is important to ensure that policy, programs and practices directed at or intended for youth are reflective of their needs, desires and experiences. Providing youth with the opportunity and responsibility to influence issues that affect them ensures programs and services are reflective of and responsive to youth needs. Involving youth supports the priorities and actions identified, enhances youth development and participation, and fosters connection and a sense of belonging within the community.



Community Associations and Societies

In addition to the direct provision of programs and services for youth, the City of Richmond works with Community Associations and Societies that deliver a wide variety of programs and services from City facilities such as community centres, arenas, parks, museums and cultural sites. Through these non-profit organizations, youth have opportunities to participate and volunteer in a variety of social events, health and wellness programs, leadership opportunities and cultural activities. Youth Development Coordinators, specifically trained and employed by the various Community Associations and Societies, as well as other public-facing facility staff, also work with youth in neighbourhoods in Richmond to promote youth engagement, establish positive relationships, and connect youth to their community. These Associations and Societies include:

- Britannia Shipyards National Historic Site Society;
- City Centre Community Association;
- East Richmond Community Association;
- Hamilton Community Association;
- London Heritage Farm Society;
- Minoru Seniors Society;
- Richmond Arenas Community Association;

- Richmond Art Gallery Association;
- Richmond Fitness and Wellness Association;
- Richmond Museum Society;
- Richmond Nature Park Society;
- Sea Island Community Association;
- South Arm Community Association;
- Steveston Community Society;
- Steveston Historical Society;
- Thompson Community Association; and
- West Richmond Community Association.

Youth-Serving Community Organizations

Richmond has a strong network of youth-serving community organizations who demonstrate expertise and are well-positioned to identify existing strengths and successes, gaps in service, barriers impacting youth participation and to plan and collaborate with others in the community. These organizations deliver a wide range of services to support Richmond youth. These currently include agencies such as:

- Aspire Richmond (formerly Richmond Society for Community Living);
- Chimo Community Services;
- Connections Community Services Society;
- Foundry Richmond;
- Pathways Clubhouse;
- Richmond Addiction Services Society;
- Richmond Centre for Disability;
- S.U.C.C.E.S.S.;
- Touchstone Family Association;
- Community sport, arts and cultural organizations; and
- Faith-based organizations.

Public Partners and Government Agencies

The City has strong working relationships with public partners, including the Richmond School District (SD38), Richmond Public Library, Vancouver Coastal Health (VCH), Ministry of Children and Family Development (MCFD), and the Richmond RCMP. These government agencies work to develop assets in youth, support youth safety and well-being, and improve and enrich the lives of youth in Richmond through a variety of services and supports. The City is committed to ongoing collaboration and partnerships with these government agencies to ensure positive youth development in Richmond.

Alignment with Other City Policies & Strategies

The *Youth Strategy* aligns with and is supported by a range of City Council adopted plans and strategies that have one or more strategic action or outcome that is focused on supporting the needs of youth in Richmond. The *Youth Strategy* builds upon these and is not intended to duplicate the direction of other City strategies.

Key examples of supporting strategies and plans include:

- Richmond 2041 Official Community Plan (OCP);
- Parks and Open Space Strategy (2012–2022);
- Richmond Social Development Strategy: Building our Social Future (2013–2022);
- Sustainability Framework (2015–2020);
- 2017–2022 Richmond Child Care Needs Assessment and Strategy;
- City of Richmond Affordable Housing Strategy (2017–2027);
- Volunteer Management Strategy (2018–2021);
- City of Richmond Community Wellness Strategy (2018–2023);
- Recreation and Sports Strategy (2019–2024);
- Richmond Arts Strategy (2019–2024);
- City of Richmond Homelessness Strategy (2019–2029);
- City of Richmond Cultural Harmony Plan (2019–2029);
- Richmond Detachment Strategic Plan (2021–2025) (RCMP);
- Collaborative Action Plan to Reduce and Prevent Poverty in Richmond (2021–2031);
- City of Richmond Seniors Strategy (2022–2032).

Additional information on these City strategies and plans can be found in Appendix B.



Developing the Strategy

The development of the *Youth Strategy* involved gathering information from a range of sources including reviewing the annual updates on progress towards the implementation of the 2015–2020 *Richmond Youth Service Plan*, an environmental scan of other municipal and regional youth-related strategies and a literature review. To gain insight into the perspectives, opinions and priorities of youth and young adults in Richmond, a number of methods were used including surveys, focus groups and interviews. Public feedback was sought from youth, their families, service providers and staff who work with youth in Richmond. All of the information collected provided meaningful insight to inform the development of the strategy.

Vision

The vision for the *Youth Strategy* establishes a foundation for the Strategy itself. It will be used to guide and inspire the implementation of the priorities and actions within. The vision for the *Youth Strategy* is that:

All youth in Richmond are safe, valued, respected and have the supports, opportunities, and resources to live rich and fulfilling lives.

Youth Strategy Stakeholder Advisory Committee

A Stakeholder Advisory Committee was formed to guide and support the development of the *Youth Strategy*. This included facilitating the engagement process, gathering experiences and perspectives of youth, their families and community organizations, and providing guidance to the project. Committee members included staff representatives from the following eight youth-serving organizations as well as one youth (aged 13 to 18 years) and one young adult (aged 19 to 24 years):

- City of Richmond;
- East Richmond Community Centre;
- Foundry Richmond;
- Ministry of Children and Family Development (MCFD);
- Richmond Public Library;
- Richmond School District;
- S.U.C.C.E.S.S.;
- Vancouver Coastal Health (VCH); and
- Youth (two members).

In addition to the two youth members, representatives were selected based on their relationships with youth and the Richmond community, as well as their specific expertise related to youth. This diverse group ensured the needs of youth and youth-serving organizations were reflected in the development of the new strategy.

Guiding Principles

The Stakeholder Advisory Committee identified a set of Guiding Principles to direct the development of the strategy. Adopted by City Council on January 21, 2021, the Guiding Principles for the *Youth Strategy* include:

- Maximize meaningful participation and engagement of a diverse community of youth;
- Identify and prioritize engagement activities that encourage genuine participation that are free of stigma and discrimination;
- Collaborate with Community Associations and Societies and organizations serving youth to promote innovation, improve accessibility and avoid duplication of community efforts;
- Ensure that planning is intentional, considers the impacts of notable and emerging trends and addresses gaps in the continuum of services and supports for youth;
- Adopt an approach that integrates and complements relevant policies, strategies and resources to support youth in Richmond; and
- Manage resources effectively and maximize the full potential of individuals and organizations to achieve measurable outcomes.

These principles guided the City and Stakeholder Advisory Committee when making decisions, planning engagement activities and developing the actions outlined in the strategy.

Needs Analysis

Development of a Youth Profile

A Richmond Youth Profile was developed using a range of local, provincial and national data sources representing data collected between 2016 and 2021. Some of these data sources are only available for specific age categories and, as such, may represent only a portion of youth between the ages of 13 and 24 years. These specific age ranges covered are noted where relevant. Key data sources used to inform the youth profile included:

- Annual Report, BC Vital Statistics Agency;
- BC Adolescent Health Survey, McCreary Centre Society;
- Census of Population, Statistics Canada;
- Incident-Based Crime Statistics, Government of Canada;
- Middle Years Development Instrument Grade 8 report, Human Early Learning Partnership, UBC;
- Richmond *Youth Strategy* Engagement Survey; and
- Student Statistics, BC Ministry of Education.

Literature and Best Practice Review

The literature and best practice review included a systematic analysis of current literature in the area of youth development and well-being. An environmental scan was also completed and involved detailed analysis of 22 municipal and regional youth-oriented strategies and plans and six national and international strategies. Learnings and observations from these have informed the structure, framework and priorities in the *Youth Strategy*.

Key Stakeholder Consultation

An online *Youth Strategy* Engagement Survey was delivered using the City of Richmond’s public engagement platform, Let’s Talk Richmond, between April 19 and May 16, 2021. The survey was advertised to the public through the Community Services E-newsletter, the City’s social media channels, a Media Release and sent directly to all registered users of the Let’s Talk Richmond platform. The survey link was widely circulated to youth-serving organizations in Richmond including the Richmond School District, Richmond Public Library, community centres, faith-based organizations, sports groups, arts programs, private schools and multi-service organizations. These organizations were also asked to circulate the survey link and information to youth in their programs, families of youth, and to program staff. Due to the ongoing health restrictions related to the COVID-19 pandemic, widespread, in-person community engagement was not possible. The data collected, however, represents a broad range of diverse perspectives and experiences, which was critical in identifying themes and areas of focus for the *Youth Strategy*.

Questions focused on:

- Overall well-being for youth in Richmond;
- How youth currently spend their time;
- Awareness, usage and perceptions of programs and services for youth;
- Impacts of the COVID-19 pandemic on various aspects of life for youth in Richmond; and
- Potential strategic directions and actions to include in the *Youth Strategy*.

A total of 279 surveys were completed with 164 youth and 73 family members participating. Of the youth who completed the survey, 123 were between the ages of 13 and 18 years and 41 were between the ages of 19 and 24 years. Support was also offered in Cantonese and Mandarin to complete the survey. The survey asked for input, opinions and feedback on current factors impacting youth. Focus groups also took place involving 79 youth participants from community-based leadership and advisory tables.

Key community stakeholders and service providers were included in the engagement process. The online survey was completed by 33 service provider representatives. Individual interviews and focus groups took place with nine Stakeholder Advisory Committee members as well as a series of focus groups involving 37 individuals representing youth-service organizations. The focus groups included Youth Development Coordinators at community centres, community service providers, members of the Richmond RCMP and school counsellors working in Richmond public schools. This input provided a rich variety of perspectives and expertise to inform the strategic directions and actions within the *Youth Strategy*.



Youth Profile

Youth in Richmond represent a diverse and unique demographic influenced in part by the wide range of developmental, social and life changes that encompass the period of adolescence and young adulthood and in part due to the prominent ethnic, cultural and linguistic variations across the community. These demographic details, combined with an analysis of the factors that contribute to healthy development and the risk factors that can negatively impact development have informed the priorities and actions outlined in the *Youth Strategy*. The Richmond Youth Profile provides an overview of the demographics and experiences of Richmond youth between the ages of 13 and 24 years. The profile has been compiled using data collected through a variety of sources including the *Youth Strategy* Engagement Survey, specific to the development of the *Youth Strategy*.

The purpose of the Youth Profile is to:

- Provide information about Richmond youth (aged 13 to 24 years) based on available demographic, socio-economic, health, youth development and community characteristics;
- Build awareness of the strengths and needs of Richmond youth;
- Support evidence-based decision making to identify priorities for the *Youth Strategy*; and
- Inform the further development, implementation and investment in the continuum of services available to Richmond youth.

The Youth Profile is divided into the following sections:

- Richmond Youth Demographics and Data;
- Indicators of Healthy Development; and
- Risk Factors Impacting Development.

While the *Youth Strategy* addresses the needs of youth aged 13 to 24 years, it is important to note that different data sets define the ages of youth differently. All data reported in the Youth Profile falls within the range of youth 13 to 24 years except where otherwise noted. The BC Adolescent Health Survey, one of the primary data sources for the youth profile, collects information from individuals 13 to 19 years. The Middle Years Development Instrument collects data from individuals 12 to 13 years. The Middle Years Developmental Instrument was completed by 82% of all Grade 8 students in Richmond and is representative of youth at the earlier end of the relevant age span.¹ The BC Adolescent Health Survey and Middle Years Developmental Instrument together provide an overview of health and wellness indicators across Richmond youth, 13 to 19 years. There is not a comparable data source for information related to youth 20 to 24 years at this time.

¹ Human Early Learning Partnership. *Middle Years Development Instrument (MDI) Grade 8 Report. School District & Community Results, 2020-2021*. Richmond (SD38). Vancouver, BC: University of British Columbia, School of Population and Public Health; May 2021.

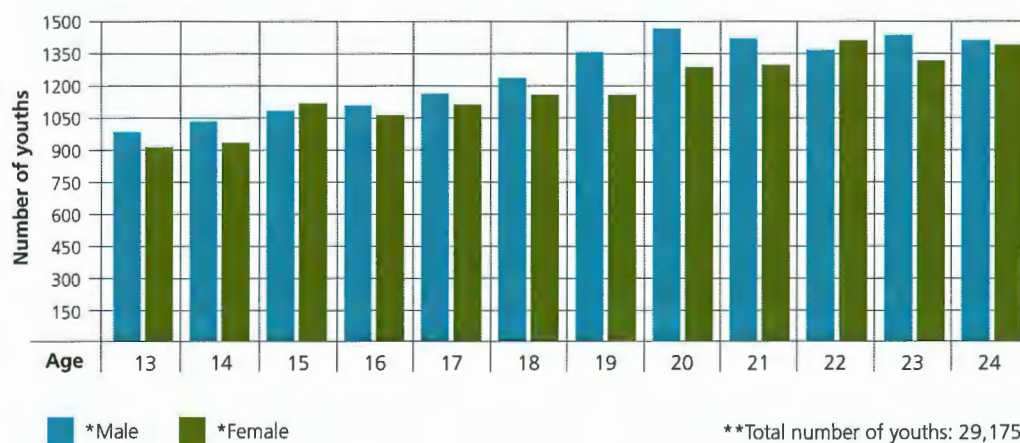
Demographics and Youth Experiences

A strong understanding of the strengths, needs and concerns of youth is critical to the development and implementation of the *Youth Strategy*. The following section summarizes information related to current demographics and indicators of health and well-being for youth in Richmond. Demographic data is used to describe the youth in Richmond and inform priorities and actions in the *Youth Strategy*. In addition, it summarizes data related to how youth spend their time and their perceptions of various indicators of positive development. These factors influence and guide the development of the strategic directions and actions outlined in the *Youth Strategy*. The full data and demographic information used to inform the profile can be found in Appendix C.

Demographics of Youth in Richmond

- There are approximately 29,000 youth aged 13 to 24 years in Richmond and they are almost equally represented amongst males (51%) and females (49%).

Figure 2: Total Richmond Youth by Age and Gender²

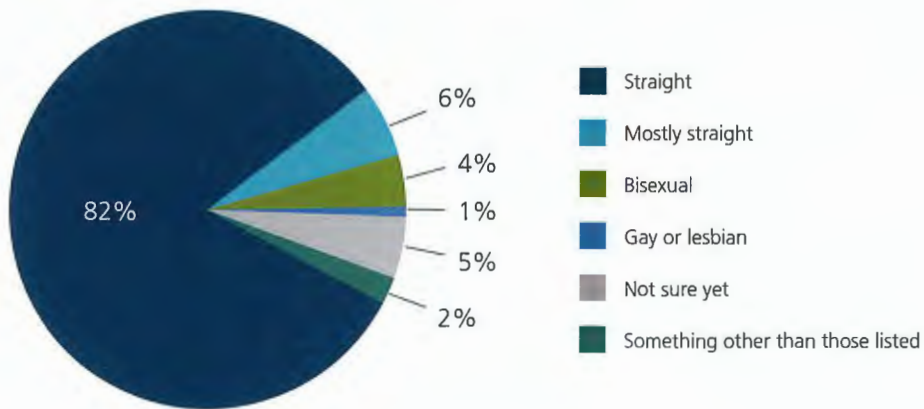


*Non-binary was not an option

² Statistics Canada. *Census Profile, 2016 Census* [cited 2021 Oct 29]. Available from: <https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E>

- A small portion of youth identify as non-binary and a slightly higher number describe their sexual orientation as other than straight.

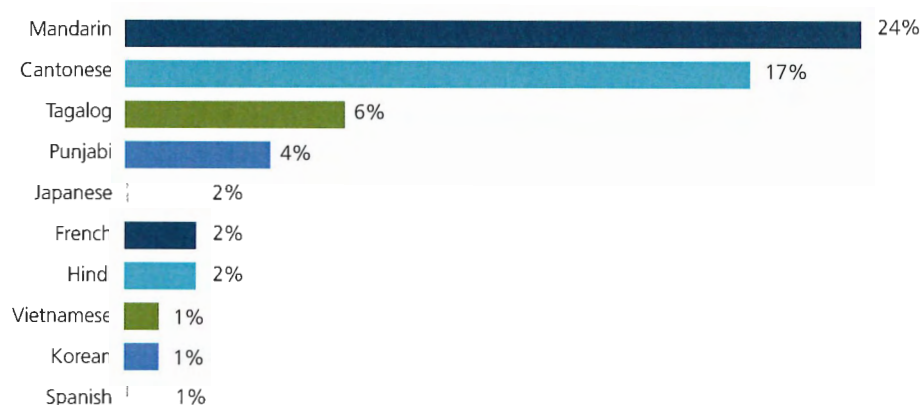
Figure 3: Sexual Orientation of Richmond Youth³



³ McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

- The majority of youth in Richmond identify as a racialized or visible ethnicity with a small proportion (approximately 1-2%) of youth identifying as being of Indigenous, First Nations or Metis heritage.
- Over 1/3 of Richmond youth were born outside Canada and 1/2 of this group have been in Canada less than 5 years.
- 78% speak a language other than English at home at least part of the time.

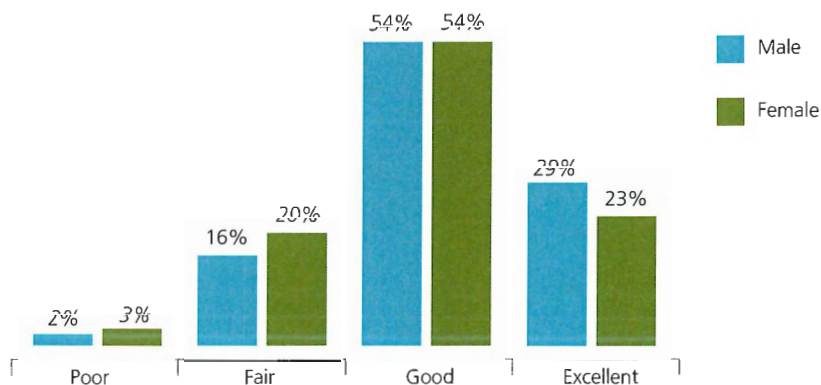
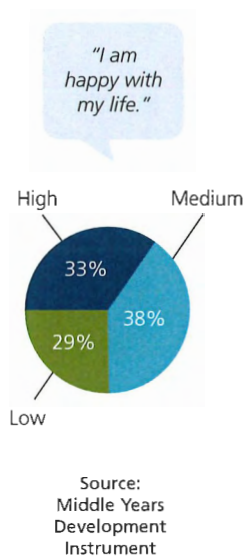
Figure 4: Top 10 Languages Spoken by Youth Other Than English⁴



Youth Health and Well-being

- Youth in Richmond describe a high degree of access to basic necessities; however, a small portion of youth are not getting their basic needs met and require support with housing and food security, dealing with a crisis and having sufficient income or employment.
- 80% of Richmond youth describe their health as good or excellent.

Figure 5: Health Ratings of Richmond Youth⁵



⁴ McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

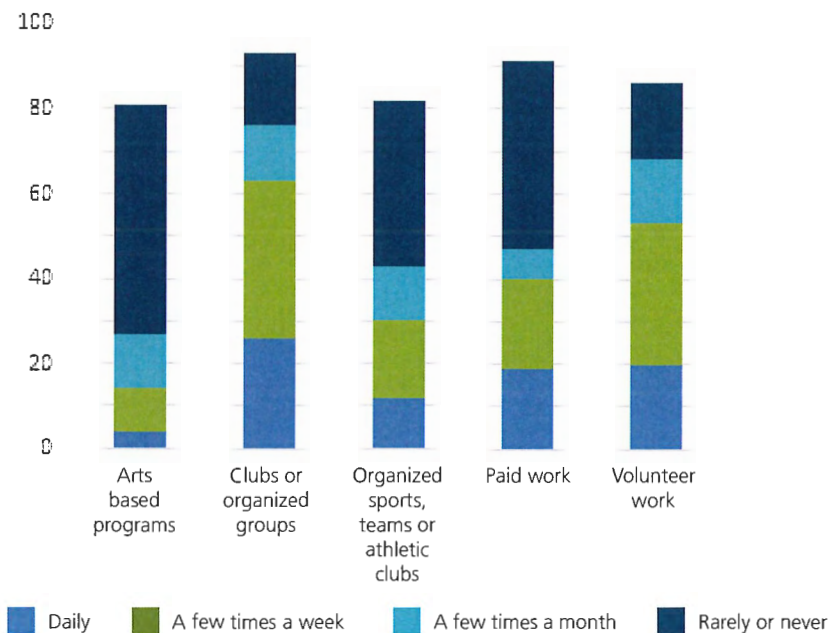
⁵ McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

- Richmond youth aged 13 to 18 years who completed the BC Adolescent Health Survey were less likely (14%) than those across the province (18%) to meet Canadian physical activity guidelines.
- Among individuals aged 18 years or older, 43% reported meeting physical activity guidelines for their age category.
- There are marked increases in mental health diagnosis or symptoms such as anxiety and depression; 19% of youth 13 to 19 years had not accessed needed mental health services.
- 19% indicated they previously had or were currently receiving support for mental health issues and 32% indicated that they had or were using counselling services.

Youth Engagement, Activities and Behaviours

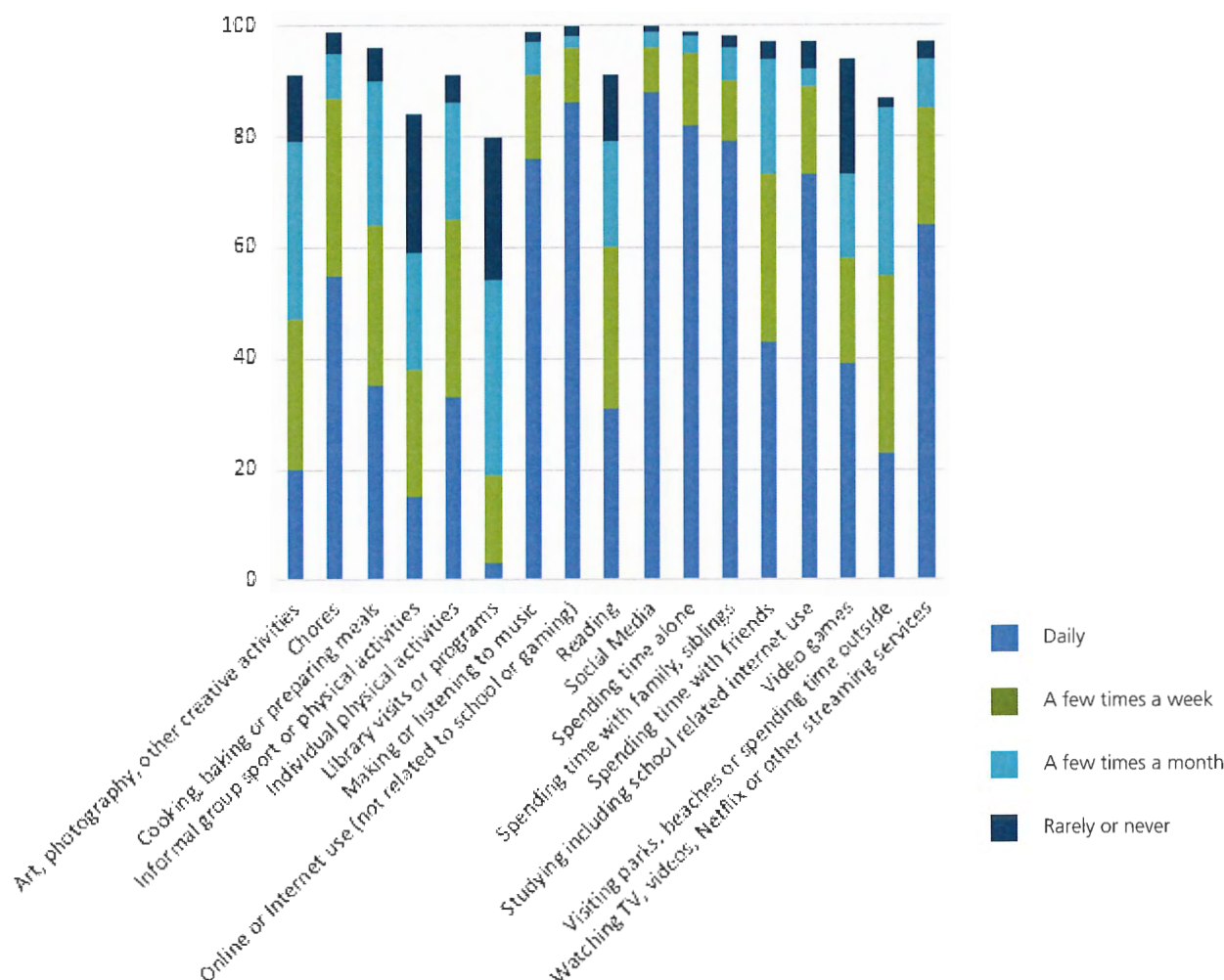
- Youth are engaged in a wide variety of structured and unstructured activities.

Figure 6: How Youth Spend Their Time - Structured Activities⁶



⁶ Let's Talk Richmond Youth Strategy Engagement Survey

Figure 7: How Youth Spend Their Time - Unstructured Activities⁷



Youth in Richmond represent a culturally, linguistically, socially and developmentally diverse group of individuals. For the most part youth tend to be doing well but there are youth in the community who struggle to meet their basic needs, express concern about their physical and mental health, and do not always feel safe in the community. Priorities and actions within the *Youth Strategy* are identified to respond to the needs of youth across this continuum.

⁷ Let's Talk Richmond Youth Strategy Engagement Survey

Indicators of Healthy Youth Development and Well-being

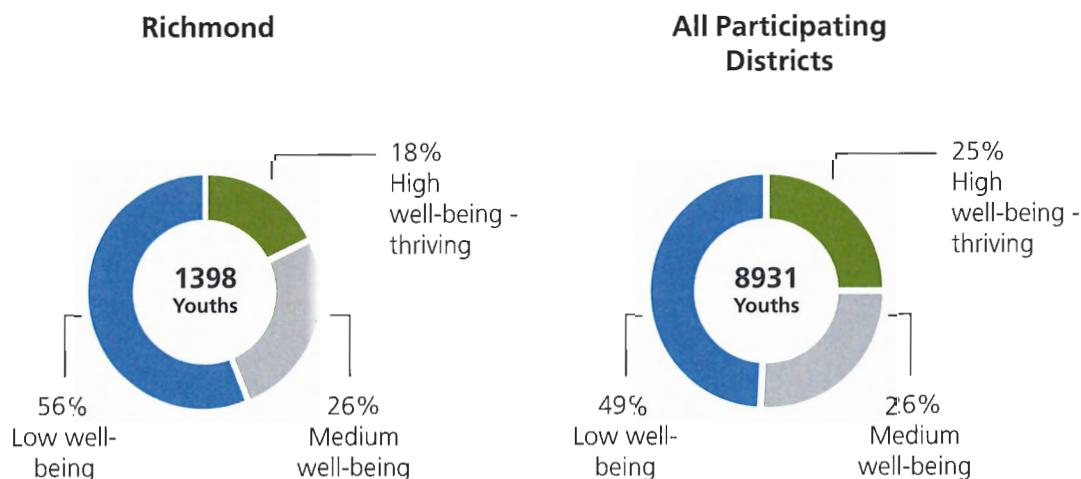
Indicators that support healthy youth development include internal assets such as individual attitudes and beliefs; participation in activities and access to services related to physical, mental and emotional health and well-being; and connectedness to family, school, community and nature. All of these indicators can be intentionally developed in order to increasingly support healthy youth development in Richmond. The following section of the Youth Profile summarizes data collected through the BC Adolescent Health Survey, the Middle Years Developmental Instrument (MDI) and the *Youth Strategy* Engagement Survey that relate to healthy youth development.

Data collected through the MDI is used to create a well-being index for Richmond. Currently 18% of Richmond students in Grade 8 are considered to be thriving, in contrast to 25% across the province.⁸ Grade 8 students are at the youngest end of the youth age continuum and as a result, this information forms a critical data set for the age range of the *Youth Strategy*.

The Well-Being Index combines MDI measures relating to youth physical health and social and emotional development that are of critical importance during the middle years. These are: Optimism, Happiness, Self-Esteem, Absence of Sadness and General Health.

Scores from these five measures are combined and reported by three categories of well-being, providing a holistic summary of youth's mental and physical health.

Figure 8: Well-being in Grade 8 Students⁹



⁸ Human Early Learning Partnership. *Middle Years Development Instrument (MDI) Grade 8 Report. School District & Community Results, 2020-2021*. Richmond (SD38). Vancouver, BC: University of British Columbia, School of Population and Public Health; May 2021.

⁹ Human Early Learning Partnership. *Middle Years Development Instrument (MDI) Grade 8 Report. School District & Community Results, 2020-2021*. Richmond (SD38). Vancouver, BC: University of British Columbia, School of Population and Public Health; May 2021.

Happiness, Optimism and Perseverance

The following section provides an overview of some of the characteristics, perspectives and protective factors that promote positive youth development, impact resilience and can buffer against adverse experiences.

In general, Richmond youth completing the BC Adolescent Health Survey report having a good life (78%) and feel that their life is going well (71%).¹⁰ Seventy-five percent of Richmond youth could identify something they were really good at and 58% reported feeling good about themselves.¹¹ Sixty-seven percent of youth indicated that they had the right amount of time to do what they wanted to do on their own.¹² Feeling hopeful and having the right amount of time to spend on one's own were linked to more positive reports of mental health and well-being. Middle Years Development Instrument data indicates varying levels of happiness in Grade 8 students and a high level of optimism for the future.



Percentage of youth who agree that:

"When I grow up, I have goals and plans for the future"

74%

"I feel I have important things to do in the future"

74%

Source:
Middle Years
Development
Instrument

Among youth who reported experiencing obstacles to reaching their goals, 45% reported pushing through these obstacles, whereas 4% indicated that they did not.¹³ Twenty-eight percent of youth in Grade 8 reported a high level of perseverance and 35% reported a medium level of persistent effort to achieve goals, even in the face of setbacks.¹⁴ Youth who reported pushing through challenging circumstances were more likely to report experiencing good or excellent mental health (83%), as well as plans to pursue academics beyond high school (92%).¹⁵

Connectedness

A sense of belonging and feelings of connectedness - with adults and peers in one's home, at school and in the community - can promote positive mental health and act as a protective factor against potential risks. In the *Youth Strategy Engagement Survey*, 72% of youth reported feeling connected to their community, school and neighbourhood while 13% felt neutral about this and 13% disagreed with this statement. Eighty-two percent of youth agreed that they had people they could rely on to give them advice and help if needed.

10 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

11 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

12 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

13 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

14 Human Early Learning Partnership. *Middle Years Development Instrument [MDI] Grade 8 Report. School District & Community Results, 2020-2021*. Richmond (SD38). Vancouver, BC: University of British Columbia, School of Population and Public Health; May 2021.

15 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

Family

Overall, results from the BC Adolescent Health Survey suggest strong family connectedness across Richmond youth. Over 70% reported feeling respected by their family, that their family paid attention to them and that their family had fun together; and 60% reported feeling understood by their family. Twenty-one percent of Richmond youth did not feel as though they spent enough time with their family.¹⁶ Consistent with results from 2013, 95% of Richmond youth in 2018 reported feeling safe at home, while 1% reported rarely or never feeling safe at home.¹⁷

In addition, over two thirds of Richmond youth (68%) indicated that they had an adult at home that they could confide in.¹⁸ When needed, 75% of youth reported seeking help from a family member, an increase of 6% percent from 2013. Of those that did seek help from a family member, 92% reported this interaction to be helpful.¹⁹ These results align with Middle Years Development Instrument data for students in Grade 8 with 66% of students indicating high levels of agreement that they have a parent or adult who listens to them when they have something to say.²⁰



79% of youth spend time with their family daily

45% of youth spend 2 or more hours with their family per day

34% spend less than 2 hours per day with family

Source: Let's Talk Richmond Youth Strategy Engagement Survey

Peers

Feeling a sense of belonging to a social group is largely informed by connection to peers and having close friends. These factors also help assess the quality of relationships that youth have with their peers. A high or medium sense of belonging in a group of same age peers was reported by 83% of Grade 8 youth in Richmond who completed the Middle Years Development Instrument, and 87% reported that they have a friend they confide in and can tell everything to.²¹ Ninety-six percent of Richmond youth reported having at least one close friend and 81% reported having three or more close friends. Males (84%) were more likely to report having three or more close friends, compared to female youth (78%).²² Richmond youth were more likely than their BC peers to approach a close friend for help (80% vs. 76%), and many Richmond youth also reported having friends who promote prosocial behaviour²³, which includes actions such as helping, sharing, comforting and cooperating.

16 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

17 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

18 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

19 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

20 Human Early Learning Partnership. *Middle Years Development Instrument [MDI] Grade 8 Report. School District & Community Results, 2020-2021*. Richmond (SD38). Vancouver, BC: University of British Columbia, School of Population and Public Health; May 2021.

21 Human Early Learning Partnership. *Middle Years Development Instrument [MDI] Grade 8 Report. School District & Community Results, 2020-2021*. Richmond (SD38). Vancouver, BC: University of British Columbia, School of Population and Public Health; May 2021.

22 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

23 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.



Number of
important
adults at school
according
to youth in
2020/2021



Two or more
26%



One
8%



None
66%

Source:
Middle Years
Development
Instrument

School

Most youth (63%) in Richmond completing the Middle Years Development Instrument reported feeling happy to be at school. In general, youth reported having teachers at school who cared about them (68%), who treated them fairly (71%) and expected them to do well (80%). Data from the Middle Years Development Instrument collected in 2018/2019 indicated that 44% of students indicated they had two or more important adults at school. In 2020/2021, during the COVID-19 pandemic this number dropped to 26%, which is lower than the provincial average of 34%.²⁴

Seventy-eight percent of Richmond youth reported feeling safe at school. Males were most likely to report feeling safe at school (81%) compared to their female (75%), and gender non-binary (47%) counterparts. Reports of safety at school among Richmond youth were consistent with those across the province.²⁵ The Middle Years Development Instrument asked youth how often they had been bullied by other students during the current school year. Eighty-five percent of youth indicated they had not been physically bullied and 68% indicated they had not been verbally bullied. Conversely, 2% indicated they were either socially or verbally bullied many times per week and 1% indicated they were subject to cyber bullying or physical bullying many times per week.²⁶

²⁴ Human Early Learning Partnership. *Middle Years Development Instrument [MDI] Grade 8 Report. School District & Community Results, 2020-2021*. Richmond (SD38). Vancouver, BC: University of British Columbia, School of Population and Public Health; May 2021.

²⁵ McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

²⁶ Human Early Learning Partnership. *Middle Years Development Instrument [MDI] Grade 8 Report. School District & Community Results, 2020-2021*. Richmond (SD38). Vancouver, BC: University of British Columbia, School of Population and Public Health; May 2021.

Community

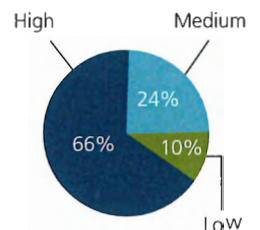
The percentage of Richmond youth who reported on the BC Adolescent Health Survey having a caring adult in their community, outside family and school, increased from 51% in 2013 to 59% in 2018, slightly lower than the provincial average at 65%.²⁷ At the same time though, Richmond youth completing the survey reported a steady decline in having access to an adult outside their family who they could turn to for support from 52% in 2008 to 25% in 2018.²⁸ Female youth were more likely to report having access to an adult outside the home than their male peers. Under half (45%) of youth in Richmond and across the province, completing the BC Adolescent Health Survey, reported high rates of community connectedness.²⁹

In terms of community safety, 93% percent of Richmond youth completing the BC Adolescent Health Survey reported feeling safe in their neighbourhood during the day, and 63% reported feeling safe at night. While there were no gender differences in ratings of safety during the day, male youth were more likely to report feeling safe in their community at nighttime (71%) compared to their female peers (56%). Among youth taking public transit, 21% reported always feeling safe, whereas 3% reported never feeling safe.³⁰ In 2021, 79% of Richmond youth in Grade 8 indicated that there were safe places in the community to spend time with their friends, a decrease from 84% in 2019.³¹

Nature

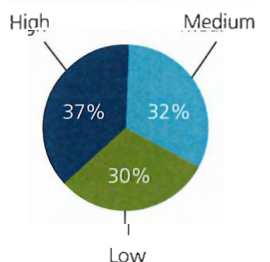
About half of Richmond youth (51%) completing the BC Adolescent Health Survey reported having the right amount of time to enjoy activities in nature. Those who reported having the right amount of time to spend in nature were also more likely to report feeling connected to land (44%), compared to those who did not (35%).³²

"In my home there is a parent or other adult who listens to me when I have something to say."



Source:
Middle Years
Development
Instrument

"In my neighbourhood/ community there is an adult who really cares about me."



Source:
Middle Years
Development
Instrument

27 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

28 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

29 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

30 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

31 Human Early Learning Partnership. *Middle Years Development Instrument [MDI] Grade 8 Report. School District & Community Results, 2020-2021*. Richmond (SD38). Vancouver, BC: University of British Columbia, School of Population and Public Health; May 2021.

32 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

Risk Factors Impacting Development

While there are identifiable assets, attitudes and beliefs that foster healthy youth development, there are also internal and external factors that pose a risk to healthy development. In some cases, adverse experiences may act as a barrier to participation in positive activities or they may influence or limit an individual's choices, putting them at increased risk of negative health and development outcomes. The following section provides an overview of risk factors and barriers to healthy development; these include low income and poverty, discrimination, criminal activity and substance use.

Poverty and Low Income

Youth living in poverty are at increased risk of the intergenerational effects of poverty, with adverse childhood experiences frequently contributing to ongoing vulnerability. Findings from the BC Adolescent Health Survey identified a correlation between youth who went to bed hungry and reported higher levels of deprivation which, in turn, was correlated with poorer reported mental health and well-being scores.³³

In order to capture the experiences and impacts of poverty among youth, the BC Adolescent Health Survey included an 'Index of Deprivation' that listed items youth wished they had but did not (Table 1). Among Richmond youth, 22% reported feeling deprived of at least one item on the list, 2% lacked three items and 1% lacked four or more items.³⁴ Eight percent of Richmond youth who felt deprived of two or more items, compared to 10% of youth provincially.

Table 1: BC Adolescent Health Survey Deprivation Index³⁵

Richmond youth who did not have but wished they had...	
Space of their own to hang out in	7%
Money to spend on themselves	7%
Smartphone	5%
Money for school supplies, school trips	3%
Lunch for school/money to buy lunch	3%
Equipment/clothes for extracurricular activities	3%
Access to transportation	3%
A quiet place to sleep	2%
Clothes to fit in	2%

33 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

34 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

35 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.



Discrimination

Experiences of discrimination, racism and bias negatively impact individuals' feelings of belonging and connection to others and their community, and contribute to the risks to youth development. Similar to others across BC, 37% of youth in Richmond experienced at least one form of discrimination in the prior year. Youth in Richmond were more likely to report experiences of racial discrimination (17%) compared to their peers across the province (14%). In the *Youth Strategy Engagement Survey*, the majority of youth responding agreed that individual racial, cultural and ethnic diversity is respected in Richmond (77%) while 9% disagreed with this statement.

Stakeholder engagement findings from the development of the City of Richmond's *2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond*, noted that some LGBTQ2S+ youth experienced housing insecurity, or being kicked out of their homes, as a result of lack of acceptance from their family.

Transitions to Adulthood

Youth and organizations that support youth in Richmond reported that youth face challenges navigating the transition to adult support services once they age out of programs specifically designed and targeted to their age range.³⁶ Specific barriers included rigid eligibility requirements, lack of knowledge around available resources, hours of service and being unable to access documents needed to apply for services. Job readiness skills such as resume writing and interview skills, and opportunities for meaningful volunteer experiences were identified as barriers to finding employment. Additionally, the lack of employment opportunities at above minimum wage were reported to be a challenge for youth who are starting to build their financial futures.³⁷

³⁶ City of Richmond, *2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond*, 2021.

³⁷ City of Richmond, *2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond*, 2021.

Substance Use

The use of illicit or illegal substances can lead to poor health outcomes and negatively impact youth development. Richmond youth who completed the BC Adolescent Health Survey, compared to their peers across the province, were less likely to have engaged in substance use. Among those who did use substances, Richmond youth tended to wait longer before first trying tobacco or marijuana and were less likely to engage in binge drinking compared to their peers. In particular, Richmond youth were half as likely to have ever smoked (9%), compared to youth across BC (18%). Fewer Richmond youth reported ever drinking alcohol (29%) compared to the provincial average (44%).³⁸ Forty-five percent of youth in Richmond reported waiting until they were 15 years or older before having their first drink, compared to their peers across BC (37%). In terms of binge drinking, 24% of Richmond youth reported consuming five or more drinks within the span of a couple of hours at least once in the past month (compared to 30% in 2013) and 3% reported engaging in heavy drinking on six or more days in the past month.³⁹

Criminal Activity

The consequences of youth involvement in criminal activity include negative and long-term implications for current and future individual well-being and success. According to Statistics Canada Incident Based Crime Statistics, the number of youth (aged 12 to 17 years) charged with a criminal offence in Richmond increased from 37 in 2015 to 56 in 2019. The number of youth involved in a criminal offence that did not result in a charge or conviction dropped from 271 in 2015 to 158 in 2019.⁴⁰

Impacts of the COVID-19 Pandemic

The COVID-19 pandemic has dramatically impacted the lives of Canadian youth, their families and communities. Many individuals, including youth have faced changes to or loss of employment. Closures of schools and significant reductions in interpersonal interactions and in-person activities have resulted in isolation and reports of decreased mental health. The pandemic and resulting public health guidelines and restrictions have impacted youth at a critical time in their development, their education and during their transition to adulthood.

38 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

39 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

40 Statistics Canada (2019). *Incident-based Crime Statistics* (2021 October 29). Available from: <https://open.canada.ca/data/en/dataset/a26fbd28-6fe1-4e00-b1d1-6f547dd93744>

Table 2: Impacts of the COVID-19 Pandemic on Richmond Youth⁴¹

Area	Percentage reporting negative impact
Physical Health and Well-being	54%
Mental Health and Well-being	74%
Social Relationships	68%
Employment	67%
Education	60%
Housing Stability	29%
Food Security	21%
Sense of Safety in Community	46%

The mental health impacts of COVID-19 on young people were a significant concern and of relevance during the development of the *Youth Strategy*. These impacts relate to the trauma of the pandemic itself, as well as the diminished access to several protective factors, such as structured extra-curricular activities, the social support of key family members and friends, access to school-based activities and resources and loss of valued adult mentors and role models.

While the COVID-19 pandemic has negatively impacted most of the world, it has also provided an opportunity to learn how such global events affect youth and what measures can build resilience for facing the possibility of future challenges of this kind. As the COVID-19 pandemic is still unresolved, ongoing monitoring of the short and long-term impacts on youth in Richmond will be required.



41 Let's Talk Richmond Youth Strategy Engagement Survey



Best Practices and Key Findings

The City is committed to evidenced-based decision making through statistical analysis and through an awareness and understanding of current best practices and innovative solutions. The input of youth and key stakeholders creates opportunities for engagement and ensures there is a strong understanding of the current strengths, needs and trends of youth in the community. In addition to this commitment, the City of Richmond has adopted a philosophical approach referred to as Positive Youth Development, which was identified by the Search Institute in 1990. This approach focuses on an identified range of specific experiences and qualities that influence the maturation, development and engagement of young people and is based on the asset-based framework called the 40 Developmental Assets. Additional detail on this approach is described later in this section and in Appendix A.

As previously outlined, an analysis of literature and reference materials related to youth development, support, programming and intervention was conducted to validate current approaches and to identify innovative new solutions for consideration in the development of the *Youth Strategy*. The purpose of the analysis was to identify the principles and practices that promote the best possible outcomes for development, transitions and life satisfaction among Richmond youth. The literature and best practice review included an environmental scan and detailed analysis of 22 municipal and regional youth-oriented strategies and plans and six national and international strategies. These included materials from the following cities, regions and countries:

- Abbotsford, Burnaby, Maple Ridge, New Westminster, North Vancouver, Saanich, Squamish, Surrey and Vancouver, British Columbia
- Airdrie, Alberta
- Guelph, Ottawa and Toronto, Ontario
- Halifax, Nova Scotia
- Auckland, New Zealand
- Province of Ontario
- Province of Quebec
- Canada
- New Zealand
- Australia

Significant input from youth, their families and youth-serving organizations in Richmond has influenced and informed the development of the *Youth Strategy's* five strategic directions. Engagement during the development of the strategy highlighted an overarching need to include youth in planning and evaluating services and providing resources for youth. It is also important to note that as key stakeholders and partners in the implementation of the *Youth Strategy*, youth need to be given opportunities to take ownership and responsibility for engaging in matters that impact them. This input was consistent with practices and approaches outlined from the best practice and literature review.

The following section highlights some of the research and philosophical approaches to youth development and stakeholder input that have influenced the *Youth Strategy*. This includes the importance of a 'youth voice' in all aspects of program and service delivery, Positive Youth Development as an approach, meeting the basic needs of youth, supporting life transitions, building on Richmond's strong network of youth serving organizations and promoting increased awareness of services and resources available to youth.

The Importance of Youth Voices

The inclusion of 'youth voice,' a term used to describe the integration of ideas, perspectives, experiences and feedback of youth, is critical to ensure meaningful youth engagement and participation. This approach is situated in the belief that youth have a deep understanding of their own needs, experiences and challenges, and hold critical knowledge and insight into the solutions and types of community supports that best meet those needs. The decision-making, design and implementation of interventions and opportunities for youth will best respond to their needs and interests if done *with* youth, not *for* youth.

There are many reasons to engage youth and include youth voices in the development and implementation of strategies, plans, programs and services that impact youth, beyond finding better solutions. The inclusion of youth voices provides positive personal growth and development, builds capacity and skills, increases civic engagement and creates a feeling of community connection.⁴² Youth involvement also benefits and enhances experiences for adult allies while overcoming stereotypes or negatives myths about youth. This understanding helps create services that are more responsive to youth needs, have improved efficiency, and an enhanced focus on diversity and innovation.⁴³ Youth engagement and the inclusion of youth voices can be a critical strategy for increasing the success and sustainability of programs and initiatives for youth.⁴⁴

⁴² A Way Home. National Youth Collaboration Toolkit: A Practical Resource for Organizations and Community Groups; n.d.

⁴³ A Way Home. National Youth Collaboration Toolkit: A Practical Resource for Organizations and Community Groups; n.d.

⁴⁴ Shakesprere J, Brien MO, Harrison E. Youth Engagement in Collective Impact Initiatives: Lessons from Promise Neighborhoods. Metropolitan Housing and Communities Policy Center. December 2020.

Positive Youth Development

Positive Youth Development encompasses an intentional, prosocial and strengths-based approach that engages youth within their communities, schools, organizations, peer groups and families. Positive Youth Development is a strategy, developed by the Search Institute, to enhance internal and external developmental assets and support a healthy transition to adulthood. Programs based on a philosophy of Positive Youth Development are designed to promote positive expectations, enduring and positive relationships with caring adults, and diverse, active engagement opportunities across a range of settings.⁴⁵

The City of Richmond adopted the Search Institute's 40 Development Assets Framework (Appendix A), a Positive Youth Development approach, as its key guiding philosophy for youth services in 2013. This approach looks beyond singular challenges or issues, and involves the entire community's capacity to build, bridge and nurture positive relationships with young people. Asset-building focuses on youth's strengths or assets, rather than deficiencies. Youth assets can be internal or external and include personal values, skills and competencies as well as the network of relationships and supports that youth have in their lives. Research conducted by the Search Institute continues to support the belief that youth are more successful when they have a strong foundation of these assets or attributes in their lives.

Engaging youth in structured and meaningful cooperative, adult-led activities are effective for promoting Positive Youth Development, developing assets and is associated with positive outcomes, including improved academic achievement, self-concept and life satisfaction across youth of diverse backgrounds.^{46; 47} Youth that have more assets are seen as more likely to embody positive, resilient characteristics while youth with fewer assets are at greater risk of being vulnerable to negative outcomes. The promotion of Positive Youth Development for youth who have fewer assets and are at risk of, or experiencing vulnerability is of particular importance.

45 Bonell C, Hinds K, Dickson K, Thomas J, Fletcher A, Murphy S, et al. *What is positive youth development and how might it reduce substance use and violence? A systematic review and synthesis of theoretical literature Health behavior, health promotion and society. BMC Public Health.* 2016;16(1). Available from: <http://dx.doi.org/10.1186/s12889-016-2817-3>

46 Fredricks, Jennifer A.; Eccles, Jacquelynne S.; (2005). "Developmental Benefits of Extracurricular Involvement: Do Peer Characteristics Mediate the Link Between Activities and Youth Outcomes?" *Journal of Youth and Adolescence* 34(6): 507-520. <http://hdl.handle.net/2027.42/45300>

47 Eccles, Jacquelynne & Barber, Bonnie & Stone, Margaret & Hunt, James. (2003). *Extracurricular Activities and Adolescent Development.* *Journal of Social Issues.* 59. 865 - 889. 10.1046/j.0022-4537.2003.00095.x.

Meeting Youth's Basic Needs

The importance of meeting youth's basic needs as a critical and foundational step to promoting youth success and well-being was outlined in the engagement process by youth and youth-serving organizations. The Youth Profile within the *Youth Strategy* also highlights the importance of access to necessities including: basic income, food security, housing stability, supports to respond to mental health needs and substance use, employment and child care.

Mental wellness is a key component of meeting basic needs and was of such significance in the feedback from youth and youth service providers that additional attention in this area is warranted. Youth cited positive mental health as a key requirement for them to thrive. Many youth in Richmond recognize the importance of developing skills and strategies to learn to cope with mental health concerns in a positive way and want opportunities to develop those skills. They also acknowledged the connection with opportunities for extracurricular activities, sports and social connects as a way to promote positive mental health. It is important to note that although the COVID-19 pandemic has created increased focus on youth mental health, mental health was a key issue for youth even prior to the pandemic. Existing mental health resources in Richmond were identified as a strength by youth when asked what is working well.

Service providers highlighted the issue of waitlists for long-term mental health support and the need for expanded substance use and addictions counselling as necessary considerations for the community. Youth-serving organizations identified the importance of integrated mental health services that recognize the impacts of mental health on other areas of daily life for youth. Another common theme amongst youth-serving organizations was the need to consider the role of families in service delivery planning. Services such as intergenerational dialogue amongst youth and their parents, adult education sessions and parent-peer support groups to support families whose youth are experiencing mental health concerns were identified as beneficial and necessary. Cultural understandings related to mental health and wellness were also noted as contributing to stigma and reduced engagement with mental health services.

In order to support the mental health and well-being of youth, it is important to enhance mental health literacy, understand the early signs of mental health concerns, address the stigma that can prevent help-seeking, and to facilitate access to effective interventions and resources. There is a role in this for primary care settings, youth-serving programs as well as schools.



Feeling Safe and Welcomed

The youth that were engaged in the development of the *Youth Strategy* highlighted the importance of diversity and inclusion, and the desire to ensure everyone feels safe and welcome in the community. Youth are interested in promoting inclusion broadly and noted specific aspects of inclusion that are important to focus on:

- A society that makes everyone feel included and welcomed;
- Safe spaces for specific user groups including youth who identify as LGBTQ2S+, Black or Indigenous, youth with disabilities, and those groups of youth who have been historically under represented;
- Improved access to services for youth with lower incomes; and
- Increased awareness related to respect, understanding differing perspectives and Indigenous histories.

Youth identified additional opportunities for the community to develop campaigns and programs to help end racism and to ensure efforts are made to create a more connected and inclusive community.



Supporting
youth transitions
to adulthood is
important



68%
stated it was an
essential or high
priority

Source: Let's Talk
Richmond
Youth Strategy
Engagement Survey

Supporting Youth Development and Life Transitions

Youth engagement and the best practices analysis highlighted the importance of ongoing opportunities for Positive Youth Development and support for successful life transitions. Examples of skills youth noted as important included:

- Budgeting and finances;
- Taxes;
- Leases and mortgages;
- Career preparation and seeking employment; and
- Post-secondary education, information and access.

Youth also identified a desire for additional opportunities to volunteer in the community and to participate in leadership or mentorship activities to develop their skills. Youth view volunteering, leadership programs, arts, sports, and recreation as ways to promote positive development, enhance their communication and social skills, learn about their interests, and to support them in their life transitions.

Engaging a Strong Network of Stakeholders

Stakeholder engagement with youth-serving organizations highlighted collaboration and cooperation amongst agencies as a significant strength within the youth sector in Richmond. Richmond is described as a highly collaborative community with a strong network of youth service providers who work well together. Examples of strengths included the network of Youth Development Coordinators at community centres and dedicated City of Richmond Youth Service staff, the broader youth service network including the Richmond School District and the evolution of Foundry Richmond. The continued investment in a strong youth-service network was also noted as critical to supporting youth in Richmond.

Promoting Awareness

An opportunity that was identified through the engagement process was the need for enhanced access to information and increased effectiveness of resources and opportunities available to youth in the community. Youth frequently expressed that they were not aware of opportunities available to them and that they do not always know where to look for information. Youth suggested that having one central place for resources and opportunities would be helpful, while simultaneously expressing a desire for programs and services to be promoted through multiple platforms, with a preference for social media or other technological platforms.

Programs and organizations with a high level of youth awareness included the following:



From Themes to Actions

The themes that emerged from the key findings in the Youth Profile, literature and best practice review and engagement process informed the development of five strategic directions to focus the City's and community stakeholders work related to youth over the next ten years. The following section outlines how, through continued advancement of a Positive Youth Development approach, the City will continue to focus on promoting the best possible outcomes for youth development, transitions and life satisfaction among Richmond youth.



Strategic Priorities and Actions

The 2022–2032 *Richmond Youth Strategy* consists of five strategic directions and 34 recommended actions to be completed over a ten-year timeframe. The strategic directions and accompanying actions were created in response to the themes identified during the analysis of community needs, best practices and various stakeholder engagement activities. The strategic directions clarify areas of focus and include actions that build on previous and ongoing work to achieve the described outcomes for youth. Specific targeted activities and initiatives will be identified in annual work plans to support the advancement of actions outlined in the strategy.

The Strategy is organized into five strategic directions:

- **Strategic Direction 1: Foundation**
Youth have access to services and resources in the community that provide a foundation for wellness.
- **Strategic Direction 2: Voice**
Youth are heard, valued and engaged as members of the community and their opinions and perspectives inform plans, programs and services that are important to them and impact their lives.
- **Strategic Direction 3: Collaboration**
Youth are supported by an integrated and collaborative network of youth-serving agencies, non-profit organizations, public partners and local government that work together to promote positive youth development.
- **Strategic Direction 4: Opportunity**
Youth have equitable access to a wide-range of programs, services and initiatives that address their needs and support them to learn, develop and successfully navigate the various stages and transitions from early adolescence to young adulthood.
- **Strategic Direction 5: Awareness**
Youth, their families and the broader community have access to information and resources and are aware of the services and supports available to youth in Richmond.

The *Youth Strategy* is intended to be delivered in collaboration and partnership with youth, youth-serving organizations and public partners in Richmond who share the common vision that *“all youth in Richmond are safe, valued, respected and have the supports, opportunities, and resources to live rich and fulfilling lives.”* Each action in the strategy includes:

- **Who’s involved:** Those that have an interest and/or the expertise necessary to achieve the action including the City, Community Associations and Societies, youth-serving community organizations and public partners are identified. In addition, youth play a critical role in engagement, participation and in taking responsibility for matters that impact their lives.
- **City Roles:** *The 2022–2032 Richmond Youth Strategy* outlines key roles the City should play in implementing these actions. Specifically, these roles include:
 - **Lead:** The City acts as the primary organization to lead the action at hand.
 - **Support:** The City works with public partners, community organizations by facilitating collaboration, enabling capacity building, and providing support where appropriate.
 - **Collaborate:** The City collaborates with others to provide youth in Richmond with a range of services.
 - **Advocate:** The City advocates to senior levels of government to ensure the needs of Richmond youth are met.
- **Timeline:** The anticipated timeline for each action is categorized as short-term (1-2 years), medium-term (3-6 years), long-term (6-10 years) or ongoing.



Strategic Priority 1: Foundation

The importance of meeting youth's basic needs is a critical and foundational step to promoting youth success and well-being. Access to necessities including basic income, food security, housing stability, supports to respond to mental health needs and substance use, employment and child care are crucial. It is a priority that youth have access to services and resources in the community that provide a foundation for wellness.

Themes and Actions	City Role	Partners	Timeline
1.1 Align youth mental and physical health promotional tools and use common language to increase youth engagement, understanding and well-being.	Support	City, Community Associations and Societies, Richmond Public Library (RPL), Richmond School District (SD38), Vancouver Coastal Health (VCH), Youth Service Providers	Short-term
1.2 Continue to foster positive and meaningful connections between youth and safe, supportive adults in the community.	Support	City, Community Associations and Societies, RPL, SD38, VCH, Youth Service Providers, Post-secondary Institutions	Ongoing
1.3 Increase opportunities for youth to connect with peers and develop supportive positive relationships and a sense of belonging including youth from underrepresented groups.	Collaborate	City, Community Associations and Societies, RPL, SD38, VCH, Youth Service Providers	Short-term
1.4 Promote community safety initiatives to increase youth feelings of safety at home, at school, online and in their neighbourhood.	Collaborate	City, Community Associations and Societies, RPL, SD38, RCMP	Short-term
1.5 Ensure the provision of safe, welcoming and inclusive programming and services for youth in the community.	Collaborate	City, Community Associations and Societies, RPL, SD38, VCH, Youth Service Providers	Short-term
1.6 Increase clarity of and access to resources for all youth and their caregivers to meet their basic needs (e.g. food, housing, medical care, education).	Support	City, SD38, VCH, Ministry of Children and Family Development (MCFD), Youth Service Providers	Short-term
1.7 Raise awareness of the existing emergency and crisis services for youth in the community and how to access them.	Lead	City, Community Associations and Societies, RPL, SD38, VCH, MCFD, RCMP, Youth Service Providers	Short-term
1.8 Share information and resources to support youth who are navigating housing insecurity and require a shelter, safe house or transitional housing.	Support	City, Community Associations and Societies, RPL, SD38, VCH, MCFD, RCMP, Youth Service Providers	Short-term



Strategic Priority 2: Voice

Youth have a deep understanding of their own needs, experiences and challenges, and hold critical knowledge and insight into the solutions and types of community supports that best meet those needs. Including youth perspectives in the decision-making, design and implementation of interventions and opportunities for youth is essential. It is a priority that youth are heard, valued and engaged as members of the community and that their opinions and perspectives inform plans, programs and services that are important to them and impact their lives.

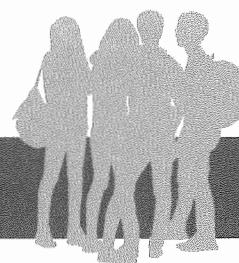
Themes and Actions	City Role	Partners	Timeline
2.1 Increase opportunities for youth to provide meaningful input into City-related matters that impact them including youth from underrepresented groups.	Lead	City, Community Associations and Societies, RPL	Short-term
2.2 Promote and seek youth engagement in program, service and facility development and on topics in the community that impact youth.	Collaborate	City, Community Associations and Societies, RPL, SD38, VCH, MCFD, Youth Service Providers	Medium-term
2.3 Increase public awareness and education of the positive contributions youth make in the community.	Collaborate	City, Community Associations and Societies, RPL, SD38, VCH, MCFD, RCMP, Youth Service Providers	Medium-term
2.4 Continue to provide and enhance formal opportunities for recognition and celebration of youth in Richmond (e.g. through events and communication campaigns) including specific youth identified from underrepresented groups.	Lead	City, Community Associations and Societies, RPL, SD38, Youth Service Providers	Medium-term



Strategic Priority 3: Collaboration

Collaboration and cooperation amongst agencies is a significant strength within the youth sector in Richmond. Richmond is described as a highly collaborative community with a strong network of youth service providers who work well together. It continues to be a priority that youth in the community are supported by an integrated and collaborative network of agencies, non-profit organizations, public partners and local government that work together to promote positive youth development.

Themes and Actions	City Role	Partners	Timeline
3.1 Facilitate increased cross-agency information sharing regarding youth programs, supports and resources.	Collaborate	City, Community Associations and Societies, RPL, SD38, VCH, MCFD, RCMP, Youth Service Providers, Post-secondary Institutions	Ongoing
3.2 Develop tools and practices to support robust information sharing with front line youth service providers.	Collaborate	City, Community Associations and Societies, RPL, SD38, VCH, MCFD, RCMP, Youth Service Providers	Medium-term
3.3 Identify opportunities to collaborate with Post-secondary Institutions regarding the delivery of programs and services for young adults.	Lead	City, SD38, Youth Service Providers, Post-secondary institutions	Long-term
3.4 Utilize a systems-based approach to address the needs of vulnerable groups and individuals including: a) Reducing barriers to participation; and b) Avoiding duplication of youth services.	Collaborate	City, Community Associations and Societies, RPL, SD38, VCH, MCFD, Youth Service Providers	Medium-term
3.5 Identify and implement strategies to eliminate gaps and address the needs of youth across the developmental continuum.	Collaborate	City, Community Associations and Societies, RPL	Medium-term
3.6 Dedicate appropriate staff resources to adequately plan for and meet the current and evolving needs of an increasingly complex population of youth in Richmond.	Lead	City, Community Associations and Societies, RPL	Ongoing
3.7 Advocate to senior levels of government to enhance funding for community-based services and supports for youth in Richmond.	Advocate	City, SD38, MCFD, VCH	Ongoing



Strategic Priority 4: Opportunity

Enabling youth to participate in meaningful activities that provide a range of opportunities to develop skills, engage with others and contribute to their community are effective for promoting Positive Youth Development, developing assets and are associated with positive outcomes. Acknowledging the importance of diversity, equity and inclusion and the desire to ensure everyone feels safe and welcome in the community are also key factors providing opportunities for youth. It is a priority that youth have access to a wide-range of accessible, inclusive and culturally-relevant programs, services and initiatives that address their needs and support them to learn, develop and successfully navigate the various stages and transitions from early adolescence to young adulthood. This includes programs that address the opportunity gaps faced by equity-deserving groups and ensures that opportunity encompasses not only giving every individual access to the same resources and opportunities but also takes into account specific disadvantages and obstacles that certain groups or individuals may experience.

Themes and Actions	City Role	Partners	Timeline
4.1 Ensure a range of programs and services that prioritize learning and skill development are available for youth.	Collaborate	City, Community Associations and Societies, RPL, SD38, VCH, MCFD, Youth Service Providers	Ongoing
4.2 Align and promote community-wide youth services through a common framework (e.g. the 40 Developmental Assets Framework).	Collaborate	City, Community Associations and Societies, RPL, SD38, VCH, RCMP, Youth Service Providers	Short-term
4.3 Expand provision of relevant programs, services and resources to include individuals aged 19-24 years in collaboration with young adults.	Collaborate	City, Community Associations and Societies, RPL, Youth Service Providers	Medium-term
4.4 Develop additional volunteer and paid opportunities for personal growth and development and for youth to gain job readiness skills, training and employment.	Collaborate	City, Community Associations and Societies, RPL, SD38, VCH, MCFD, Youth Service Providers	Medium-term
4.5 Continue to provide a range of programs and services that prioritize accessible and inclusive recreation and social connection for youth.	Collaborate	City, Community Associations and Societies, RPL, SD38, VCH, MCFD, Youth Service Providers, Post-secondary Institutions	Ongoing
4.6 Continue to provide youth with safe, welcoming and accessible places to gather, socialize and engage within new and existing indoor and outdoor spaces in the community.	Collaborate	City, Community Associations and Societies, RPL, SD38, Youth Service Providers	Short-term

Themes and Actions	City Role	Partners	Timeline
4.7 Investigate funding opportunities to help facilitate the development of new or expanded youth spaces within the community.	Lead	City, SD38, VCH	Long-term
4.8 Expand initiatives that provide leadership and mentorship for youth including refugees, new immigrants and youth who are at risk of or experiencing vulnerability.	Collaborate	City, Community Associations and Societies, RPL, SD38, VCH, MCFD, Youth Service Providers, Social Service Agencies	Medium-term
4.9 Expand opportunities for youth to learn about and engage with local government.	Lead	City	Short-term
4.10 Involve youth in advancing City initiatives such as sustainability and climate-action projects.	Lead	City, Community Associations and Societies, SD38	Medium-term

Strategic Priority 5: Awareness



Access to information enables youth and their families to utilize programs, services and opportunities within the community. Ensuring that information regarding programs and services is available in a range of formats and through multiple platforms is necessary. It is a priority for youth, their families and the broader community to have access to information and resources, and to be aware of the variety of services and supports available to youth in Richmond.

Themes and Actions	City Role	Partners	Timeline
5.1 Create youth-related content for City communication platforms that is culturally relevant, digitally equitable and meets the needs of youth, their families and the community.	Lead	City, RPL	Ongoing
5.2 Explore and implement safe, equitable and effective communication tools to increase knowledge of local youth resources.	Collaborate	City, Community Associations and Societies, RPL, SD38, VCH, MCFD, Youth Service Providers	Short-term
5.3 Monitor and evaluate the implementation of the <i>Youth Strategy</i> and report out on progress on a biennial basis.	Lead	City, Community Associations and Societies, RPL, SD38, VCH, MCFD, RCMP, Youth Service Providers	Ongoing
5.4 Monitor the impacts of the COVID-19 pandemic and other emerging global or local exceptional events on Richmond youth.	Collaborate	City, Community Associations and Societies, RPL, SD38, VCH, MCFD, RCMP, Youth Service Providers	Ongoing
5.5 Research and analyze trends and innovative practices to understand and respond to the changing needs of youth and share findings with the community.	Lead	City	Ongoing

Next Steps

One of the greatest strengths of Richmond, is the strong network of youth-serving community organizations that work closely with the City, Community Associations and Societies, and other key agencies to provide programs, services and resources that support positive and healthy youth development. The *Youth Strategy* aims to continue to strengthen this network and relies on the collaboration and shared interest of this network in achieving the strategic directions and actions outlined in the *Youth Strategy*. The identified actions, role of the City, potential partners and anticipated timelines will guide the development of work plans and ongoing collaboration within the network of youth-serving organizations and help to align resources and/or expertise in order to achieve the best possible outcomes for youth.

Youth also play a critical role in the implementation of the Strategy. As a fundamental approach, it is essential that youth are engaged as stakeholders and members of the community and that their opinions and perspectives inform plans, programs and services that are important to them and impact their lives. Through increased engagement with youth and shared responsibility for youth-related initiatives between the City, community partners and youth themselves, youth in Richmond will have the foundational supports and opportunities available to live healthy and fulfilling lives.

Conclusion

The *2022–2032 Youth Strategy* outlines the City of Richmond's strong leadership and dedication to address the needs of youth and their families in Richmond. The Strategy aims to achieve a vision that *"all youth in Richmond are safe, valued, respected and have the supports, opportunities, and resources to live rich and fulfilling lives."* The City of Richmond is committed to working with youth, Community Associations and Societies, youth-serving community organizations and public partners including the Richmond Public Library, Richmond School District, the Richmond RCMP, Vancouver Coastal Health and the Ministry for Child and Family Development to promote positive development and well-being of youth in Richmond.

The *Youth Strategy* has been informed by a demographic analysis, best practice review, and engagement with key stakeholders including youth, their families and youth-serving organizations. The Strategy will be monitored and evaluated on an ongoing basis to ensure the current needs of Richmond youth continue to be addressed over the ten-year period. A formal progress report will be prepared for Council and members of the public every two years.

With involvement from multiple stakeholders, including youth themselves, all youth in Richmond can receive the supports and opportunities required to contribute and participate in their community and to live rich and fulfilling lives.



APPENDIX A: The 40 Developmental Assets of Positive Youth Development

The Search Institute (2006) has identified 40 Developmental Assets that promote healthy development. Youth with a higher number of assets are more likely to do well in school, value diversity, participate in civic engagement opportunities and are less likely to engage in risky behaviours, including substance use, violence, and sexual activity.⁴⁸ Building on Bronfenbrenner's ecological systems theory⁴⁹, healthy youth development, including the accrual of internal and external assets, occurs within the school, home, and community environment in which youth are situated.⁵⁰

Internal assets are defined as personal values, skills, and competencies that guide youth in making healthy decisions, taking accountability for themselves, and being independent and fulfilled.⁵¹ In order to continue to develop their internal assets, youth need enduring and consistent learning opportunities, to believe in their own abilities to succeed, have positive guiding values that support healthy decision making, have effective interpersonal skills and social competencies that support healthy relationships, and a positive self-identity including a belief in one's own self-worth and efficacy.

External assets refer to the network of relationships and supports that youth require in all aspects of their lives.⁵² For healthy development, youth need to experience support and have people in their lives who love and care for them, and to feel empowered as a result of being respected and valued by those in their networks. Youth also need to experience clear boundaries and expectations, along with encouragement to do their best. Youth need constructive opportunities, such as organized extracurricular activities, to develop skills and interests alongside their peers and caring adults outside the home.

48 Search Institute. *The Developmental Assets Framework* [Internet]. The 40 Developmental Assets. 2019 [cited 2021 Oct 29].

Available from: <https://www.search-institute.org/our-research/development-assets/developmental-assets-framework/>

49 Bronfenbrenner, U., & Morris, P. A. (2006). *The bioecological model of human development*. In W. Damon & R. M. Lerner (Eds.), *Handbook of child psychology: Vol. I. Theoretical models of human development* (6th ed., pp. 793–828). John Wiley & Sons.

50 Ettekal AV, Agans JP. *Positive youth development through leisure: Confronting the COVID-19 pandemic*. *J Youth Dev*. 2020;15(2):1–20.

51 Search Institute. *The Developmental Assets Framework* [Internet]. The 40 Developmental Assets. 2019 [cited 2021 Oct 29].

Available from: <https://www.search-institute.org/our-research/development-assets/developmental-assets-framework/>

52 Search Institute. *The Developmental Assets Framework* [Internet]. The 40 Developmental Assets. 2019 [cited 2021 Oct 29]. Available from: <https://www.search-institute.org/our-research/development-assets/developmental-assets-framework/>

Figure 9: Search Institute's 40 Developmental Assets

Asset Category	Asset Category	Description
Support	Family support	Family life provides high levels of love and support.
	Positive family communication	Young person and her or his parent(s) communicate positively, and young person is willing to seek advice and counsel from parent(s).
	Other adult relationships	Young person receives support from three or more non-parent adults.
	Caring neighbourhood	Young person experiences caring neighbours.
	Caring school climate	School provides a caring, encouraging environment.
	Parent involvement in schooling	Parent(s) are actively involved in helping young person succeed in school.
Empowerment	Community values youth	Young person perceives that adults in the community value youth.
	Youth as resources	Youth are given useful roles in the community.
	Service to others	Young person serves in the community one hour or more per week.
	Safety	Young person feels safe at home, at school and in the neighbourhood.
Boundaries and Expectations	Family boundaries	Family has clear rules and consequences, and monitors the young person's whereabouts.
	School boundaries	School provides clear rules and consequences.
	Neighbourhood boundaries	Neighbours take responsibility for monitoring youth's behaviour.
	Adult role models	Parent(s) and other adults model positive, responsible behaviour.
	Positive peer influence	Young person's best friends model responsible behaviour.
	High expectations	Both parent(s) and teachers encourage the young person to do well.
Constructive Use of Time	Creative activities	Young person spends three or more hours per week in lessons or practice in music, theater or other arts.
	Youth programs	Young person spends three or more hours per week in sports, clubs, or organizations at school and/or in community organizations.
	Religious community	Young person spends one hour or more per week in activities in a religious institution.
	Time at home	Young person is out with friends "with nothing special to do" two or fewer nights per week.

Asset Category	Asset Category	Description
Commitment to Learning	Achievement motivation	Young person is motivated to do well in school.
	School engagement	Young person is actively engaged in learning.
	Homework	Young person reports doing at least one hour of homework every school day.
	Bonding to school	Young person cares about her or his school.
	Reading for pleasure	Young person reads for pleasure three or more hours per week.
Positive Values	Caring	Young person places high value on helping other people.
	Equality and social justice	Young person places high value on promoting equality and reducing hunger and poverty.
	Integrity	Young person acts on convictions and stands up for her or his beliefs.
	Honesty	Young person "tells the truth even when it is not easy."
	Responsibility	Young person accepts and takes personal responsibility.
	Restraint	Young person believes it is important not to be sexually active or to use alcohol or other drugs.
Social Competencies	Planning and decision making	Young person knows how to plan ahead and make choices.
	Interpersonal competence	Young person has empathy, sensitivity and friendship skills.
	Cultural competence	Young person has knowledge of and comfort with people of different cultural, racial and ethnic backgrounds.
	Resistance skills	Young person can resist negative peer pressure and dangerous situations.
	Peaceful conflict resolution	Young person seeks to resolve conflict nonviolently.
Positive Identity	Personal power	Young person feels he or she has control over "things that happen to me."
	Self-esteem	Young person reports having a high self-esteem.
	Sense of purpose	Young person reports that "my life has a purpose."
	Positive view of personal future	Young person is optimistic about her or his future.

Note: The 40 Assets provide a framework for action; to engage sectors that can affect positive youth development and is the expressed intent from the Search Institute. The list of assets should not be considered prescriptive in nature. The list represents a synthesis of exhaustive research as some, not all of, the determinants for youth health. It does not purport to prescribe one religion over another or one activity over another. The research indicates correlative reasoning, while having extreme limitations in causative determinants.



APPENDIX B: Alignment with other City Policies and Strategies

City Council has endorsed a range of strategies and plans that support the youth population in Richmond. The strategic directions and associated actions in these strategies and plans, were considered in the development of the 2022–2032 *Richmond Youth Strategy*, in an effort to ensure alignment and leverage opportunities where possible. The following City strategies and plans have strategic actions or focus areas that address youth.

Richmond 2041 Official Community Plan

Richmond's 2041 Official Community Plan (OCP) includes the youth population in the list of key issues to address when planning for the future. The following actions most relate to the 2022–2032 *Youth Strategy*:

Connected Neighbourhoods with Special Places

- Continue to identify the unique needs and preferences of seniors, youth, families and workers so that they can use and enjoy outdoor spaces, buildings, and transportation infrastructure.

Vibrant Cities

- Continue to develop and position Richmond as a cultural destination both for residents and visitors through festivals, heritage sites, exhibitions and performances, arts education programming for children and youth and master art classes and workshops for adult artists.
- Continue to reach-out to 'hard to reach' populations (e.g. new immigrants, socially isolated individuals), people with disabilities, older adults and youth (especially low-asset youth).
- Ensure that children and youth have an opportunity to build healthy habits through physical activity—both through unstructured play and organized activities and programs.

Mobility and Access

- Continue to implement the Child- and Youth-Friendly Land Use and Transport Planning Guidelines for British Columbia.

Social Equity and Inclusion

- Continue to implement and update the Intercultural Strategic Plan, Youth Services Plan, and Older Adults Service Plan to ensure that they remain relevant and effective over time.

- Recognize children and youth as valuable, contributing members of the community, providing them with opportunities to participate, as appropriate, in plans, policies, and programs affecting them and the community.
- Continue to employ the developmental asset framework for the planning and delivery of youth services.

Parks and Open Space Strategy 2012–2022

The City of Richmond 2022 Parks and Open Space Strategy traces the evolution of the system from the first playground to the current interconnected system of parks, trails and greenways, natural areas, waterfronts and the urban realm. It outlines the trends and challenges affecting the delivery of parks and open space services and it defines the desired outcomes and the priorities for sustaining and expanding the system over the next decade.

- The rise of urban agriculture has resulted in several new partnerships and new program areas including the development of community gardens, the Sharing Farm at Terra Nova and the facilitation of Kwantlen Polytechnic University's Farm School initiative to help young farmers learn the art and science of farming.
- Increase the accommodation of youth through the development of targeted spaces and amenities (e.g. Thompson Youth Park).
- Plan for children and youth as pedestrians and cyclists by addressing their safety, increasing their mobility and encouraging physical fitness.

Social Development Strategy 2013–2022

The Social Development Strategy envisions the City of Richmond as an inclusive, engaged and caring community that considers the needs of the present and future generations, values and builds on its diversity, nurtures its social capital, and treats its citizens with fairness and respect. The actions that align with the *Youth Strategy* are noted below:

Enhance Social Equity and Inclusion

- Implement, monitor, and enhance the Richmond Affordable Housing Strategy, placing priority attention on developing a Housing Action Plan that incorporates ongoing monitoring, revisions and housing targets for people living on limited income (e.g. older adults, people on social assistance and youth-at-risk).
- Monitor and update the Youth Service Plan, striving to create an environment that generates opportunities for Richmond's youth to have a safe and healthy journey into adulthood, placing priority attention on:
 - Expanding services for youth in the City Centre.
 - Enhancing dedicated, safe, youth-friendly spaces in various facilities throughout Richmond.

- Engaging youth in City and community-based planning processes.
- Promoting and applying the 40 Developmental Assets based approaches to programming for youth.
- Supporting community-based initiatives to provide children and youth from diverse backgrounds with opportunities to receive common leadership training and volunteer to serve others in the community.
- Work with Police Services, the School District, youth serving agencies and youth groups on initiatives to:
 - Increase awareness and education in efforts to reduce the prevalence of bullying.
 - Improve information and referral amongst youth serving agencies in the City.
 - Reduce the lure for young people to join gangs.

Engage our Citizens

- Youth Now, one of four Richmond Volunteer programs, is designed to enhance leadership opportunities for young adults, who are high school graduates and under the age of 26, and trains them to serve as board members for local non-profit organizations.

Building on Social Assets and Community Capacity

- Strengthen the City's already strong collaborative relationship with Vancouver Coastal Health, consulting on emerging health care issues facing the community, advocating for needed services, partnering on priority community and social development initiatives, and soliciting input on the health implications of key City planning matters.
- The Richmond Public Agency Partners Group consisting of representatives of the five major public agencies in Richmond champions the wellness of children and youth in the community through leadership, partnership, advocacy and policy development. The membership consists of Vancouver Coastal Health, the City of Richmond, Richmond School District, Ministry of Children and Family Development and the RCMP.
- Strengthen the City's already strong collaborative relationship with the Richmond School District, consulting with the district on emerging child, youth and education issues facing the community, advocating for needed programs, and partnering on priority community and social development initiatives.
- Collaborate with Police Services and community partners to promote Richmond as a safe and livable community.

Sustainability Framework 2015–2020

This framework helps Richmond leave a legacy of a sustainable and resilient city, one that will support the needs of its diverse community for years to come. Richmond delivered a broad range of initiatives related to social and cultural dimensions of a sustainable community in addition to promoting environmental, economic growth and well-being. The City is committed to doing its part to continuing to make Richmond a more equitable, inclusive, accessible and safe community while reducing our environmental impact.

2017–2022 Richmond Child Care Needs Assessment and Strategy

A key focus of the Child Care Needs Assessment and Strategy is Collaboration and Partnership. Staff consult with representatives from senior levels of government, other municipalities, Vancouver Coastal Health, Richmond Children First, United Way of the Lower Mainland, the UBC Human Early Learning Partnership and the First Call – BC Child and Youth Advocacy Coalition to ensure that the City is well informed about latest trends, research and advocacy efforts concerning youth matters. The City also participates in forums and focus groups to increase collaboration between the City and other levels of government and community agencies and organizations.

Affordable Housing Strategy 2017–2027

The City of Richmond Affordable Housing Strategy guides the City's involvement in addressing the affordable housing needs of Richmond residents. The strategy focuses on supporting vulnerable populations through the development of increased transitional and supportive housing, non-market rental housing, and low-end market rental units. The Strategy cites families and vulnerable populations (i.e. children experiencing family violence) as priority groups most in need of affordable housing. The following policies outlined are most related to the *Youth Strategy* include:

- Use regulatory tools to encourage a diverse mix of housing types and tenures including family-friendly housing.
- Build capacity with non-profit housing and service providers.
- Facilitate and strengthen partnership opportunities through co-location of non-profit and community facilities.
- Incorporate Basic Universal Housing (accessible and affordable units for persons with mobility challenges).
- Encourage Accessible Housing.

Volunteer Management Strategy 2018–2021

The *Volunteer Management Strategy 2018–2021: Engaging and Supporting Volunteers for a Vibrant, Connected City (VMS 2018–2021)* is an update to the *2007–2012 Volunteer Management Strategy: Building the Volunteer Spirit!* and focuses on engaging volunteers and enabling them to reach their goals. The Strategy also focuses on providing the supports for City, partner, and affiliate staff who work closely with volunteers. Actions relating specifically to youth include:

- Offer volunteer development opportunities for a wide range of ages, skill levels and interest areas.
- Create inclusive volunteer opportunities especially for students, families with children, corporations and groups, and people with special needs.

Community Wellness Strategy 2018–2023

The vision of the Wellness Strategy is for Richmond to be an active, caring, connected, healthy and thriving community. The Strategy provides a framework to support the City and stakeholders in an effort to identify innovative and collaborative approaches to most effectively impact wellness outcomes for Richmond residents, increase the awareness of the benefits of active community engagement and healthy lifestyles for residents in all Richmond neighbourhoods. The focus areas in Richmond's Community Wellness strategy align with the *Youth Strategy* which strive to:

- Foster healthy, active and involved lifestyles for all Richmond residents with an emphasis on physical activity, healthy eating and mental wellness.
- Enhance physical and social connectedness within and among neighbourhoods and communities.
- Enhance equitable access to amenities, services and programs within and among neighbourhoods.
- Facilitate supportive, safe and healthy natural and build environments; and
- Promote wellness literacy for residents across all ages and stages of their lives.

Recreation and Sport Strategy 2019–2024

The aim of the Recreation and Sport Strategy is to build on the strong and successful foundation already present in the City to address the new and diverse interests of stakeholders and to encourage all citizens of every age to enjoy the benefits of an active and involved lifestyle. The following Strategy actions related to the *Youth Strategy* are as follows:

- Develop a recognition program for athletic achievement for children and youth.
- Investigate opportunities to host multi-sport games that increase community pride, economic development and provide legacy benefits for the

community, and contribute to the vibrancy of the City (e.g., Youth Olympic Games).

- Increase opportunities for young athletes with Richmond’s local sports clubs to lead and teach sports programs at community centres.
- Collaborate with community partners to ensure children and youth have the opportunity to participate in school sport teams, community sport organizations and recreational leagues.
- Expand the City-wide intergenerational “mentoring program” where seniors and youth exchange skills and experiences, and support each other in participating in recreation and sport opportunities.
- Develop a recognition program for athletic achievement for children and youth.
- Increase opportunities for Richmond children, youth and adults to participate in all stages of the long-term athlete development model.
- Develop and implement bike education initiatives or programs for children and youth in each neighbourhood.
- Investigate opportunities to host multi-sport games that increase community pride, economic development and provide legacy benefits for the community and contribute to the vibrancy of the City (e.g., Youth Olympic Games).

Richmond Arts Strategy 2019–2024

The Richmond Arts Strategy acts as a guide for residents, the City and its stakeholders to develop stronger connections in order to advance the policies, programs and services needed for the arts to thrive in Richmond.

- Continue to work across Community Services and Associations to connect youth to creative opportunities and resources.
- Continue to work with the School District 38 to link arts education resources to teachers.
- Continue to offer free access to media arts training, professional mentorship opportunities and equipment through the Richmond Youth Media Program.
- Encourage collaborations among under-represented community groups, such as youth, Chinese-speaking, Indigenous and LGBTQ2S people.
- Engage the imaginations of all generations through creative education and outreach.
- Provide a range of participatory programming for all age groups and inter-age groups at the community or neighbourhood scale.
- Include non-traditional creative activities and industries (e.g. video game design) in the development of events, creative programming and educational offerings.
- Establish and/or strengthen connections with School District 38 and community organizations to increase arts opportunities and experiences.

City of Richmond Homelessness Strategy (2019–2029)

The Homelessness Strategy aims to make homelessness in Richmond rare, brief and non-recurring. There is a housing gap for emergency housing options for youth. One action is to create shelter and transitional beds for youth experiencing homelessness in the community. The City is working with the Richmond School District and other key stakeholders, to develop an action plan on how to create youth shelter and transitional options. These services will help youth transition into stable longer-term housing options, while staying connected to their community.

Cultural Harmony Plan 2019–2029

The Cultural Harmony Plan guides the City's approach in enhancing cultural harmony among Richmond's diverse population and works to support increased inclusion in the community and increased opportunities for Indigenous peoples, newcomers and long-time residents to engage with each other in all areas of community life. A major direction is enhancing intercultural connections by providing opportunities for Richmond residents of diverse backgrounds to interact with and learn from each other through community-based dialogues, storytelling, and sharing of art, food and music and celebrating Richmond's diverse cultures through intercultural celebrations and events.

2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond

The 2021–2031 Collaborative Action Plan to Reduce and Prevent Poverty in Richmond (the Collaborative Action Plan) is intended to guide the City of Richmond's work, in collaboration with stakeholder organizations, to reduce and prevent poverty in Richmond over the next ten years. The purpose of the Collaborative Action Plan is to gain a deeper and shared understanding of the experiences and circumstances of individuals and families at risk of or living in poverty in Richmond in an effort to identify actions to better meet their needs. This includes improved access to services and supports as well as the development and implementation of initiatives designed to promote a greater sense of belonging and inclusion in the community.

Richmond Detachment Strategic Plan 2021–2025 (RCMP)

This Strategic plan provides a framework for achieving the overall goal of making Richmond the safest city in Canada. One major priority is to promote public safety (education, partnership and prevention) and one important action is fostering relationships with youth through mentorship, while modelling healthy choices.

Seniors Strategy 2022-2032

The City of Richmond Seniors Strategy 2022–2032 (Seniors Strategy) is an action-oriented framework intended to guide the City and stakeholders in supporting seniors in Richmond over the next decade. The vision for this collaborative strategy is that, “seniors living in Richmond are safe, respected, healthy and engaged in their communities.” Supporting seniors to age well requires the collaboration and commitment of the City and many organizations and groups, including Community Associations and Societies, community service organizations, health agencies and the private sector.

Actions within the Seniors Strategy that align with the *Youth Strategy* include:

- Promote meaningful volunteer and paid opportunities for seniors to share their experiential wisdom and skills through community-based programs and services that facilitate personal growth and development (e.g. intergenerational opportunities, instructor-led groups, tour guides, project facilitators, etc.).
- Explore a variety of opportunities to develop and maintain meaningful connections and increase knowledge exchange between seniors and younger populations (e.g. City Centre’s Intergen Youth Leadership Team, Youth/Seniors Week collaborations).



APPENDIX C: Youth Demographics

Youth Population

In 2016, there were 198,309 individuals residing in Richmond and 29,170 of these were youth aged 13 to 24 years (Table 3).⁵³ The distribution of youth who identified as either male or female at each age is outlined below. It is noted that only two gender options were available in the 2016 Census and, as such, this data does not capture demographics regarding youth who identify outside these binary options. Additional information related to youth self-identification of gender identity is outlined in the section on Gender Identity and Sexual Orientation.

Table 3: Total Richmond Youth by Age and Gender

Age	Total	*Male	*Female
13	1,890	980	910
14	1,960	1,030	930
15	2,195	1,080	1,115
16	2,165	1,105	1,060
17	2,270	1,160	1,110
18	2,390	1,235	1,155
19	2,510	1,355	1,155
20	2,750	1,465	1,285
21	2,715	1,420	1,295
22	2,775	1,365	1,410
23	2,750	1,435	1,315
24	2,800	1,410	1,390
**Total	29,175	15,040	14,130

*Non-binary was not an option

**Inconsistencies in adding are a result of rounding by Statistics

⁵³ Statistics Canada. *Census Profile, 2016 Census* [cited 2021 Oct 29]. Available from: <https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E>

Family Structure

In 2016, there were 37,940 families living in Richmond with children or youth at home, including 28,230 dual-parent families, and 9,710 lone-parent families.⁵⁴ Of the 37,940 families, 52.6% had one child, 37.5% had two children, and 10.6% had three or more children.⁵⁵

Youth between the ages of 13 and 19 years were more likely to be living with at least one parent in 2018 (96%) compared to 2013 (94%).⁵⁶ Among Richmond youth who had been in non-parental, government care, 1% had been in a group home, 1% in a formal care arrangement with a relative, 1% in foster care, and 1% in an independent living situation with the support of the Ministry of Children and Family Development. Seven percent of Richmond youth reported running away from home in the previous year and 4% were asked or required to leave their home (compared to 6% of youth across BC).⁵⁷

Ethnic Background

Richmond is a culturally rich and diverse community. As of 2016, 76% of the Richmond population identified as belonging to a racialized group.⁵⁸ The percentages of youth reporting various ethnic backgrounds in the BC Adolescent Health Survey in Richmond and BC is outlined in Table 4.

Table 4: Ethnic Background, youth 13-19 years old⁵⁹

Ethnic Background*	Richmond	BC
East Asian	53%	18%
European	20%	46%
Southeast Asian	16%	8%
South Asian	11%	11%
Latin/South/Central American	3%	5%
West Asian	3%	3%
African	2%	3%
Indigenous	2%	10%
Australian/Pacific Islander	1%	2%
Don't Know	2%	10%
Other	3%	4%

* Youth completing the survey could select multiple responses so totals may exceed 100%

54 Statistics Canada. *Census Profile, 2016 Census* [cited 2021 Oct 29]. Available from: <https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E>

55 Statistics Canada. *Census Profile, 2016 Census* [cited 2021 Oct 29]. Available from: <https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E>

56 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

57 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

58 Statistics Canada. *Census Profile, 2016 Census* [cited 2021 Oct 29]. Available from: <https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E>

59 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

Indigenous Heritage and Identity

Approximately 1% of the total Richmond population identified as having Indigenous or Aboriginal heritage in the 2016 Census⁶⁰, while 2% of Richmond youth self-identified as Indigenous in the BC Adolescent Health Survey in 2018.⁶¹ In the 2020/2021 school year, 125 students enrolled in Grades 8 to 12 in the Richmond School District identified as Indigenous, representing 1.4% of the students in the District.⁶²

Newcomers to Canada

In 2016, Richmond's population of newcomers to Canada totaled 118,305, or about 60% of the total population of Richmond, compared to 41% of the people living in the greater Vancouver area (as defined by Census Canada), and 28% living in BC.⁶³

There was a decline in the number of Richmond youth who reported being born outside of Canada between 2008 (46%) and 2018 (38%); however, this rate is still higher than the reported 21% of youth across BC.⁶⁴ Among Richmond youth who were born outside of Canada, approximately half arrived within the past five years, including 34% who had lived in Canada between two to five years.⁶⁵ The top four countries newcomers immigrating to Richmond came from were: China, including Hong Kong, the Philippines, India and Taiwan⁶⁶ which aligns with the self-reported ethnicity data outlined in the BC Adolescent Health Survey as outlined in Table 4.

Language

Among Richmond youth participating in the BC Adolescent Health Survey, 78% reported speaking a language other than English at home at least some of the time (compared to 53% across BC), with 44% doing so most of the time (vs. 23% across the province).⁶⁷

60 Statistics Canada. *Census Profile, 2016 Census* [cited 2021 Oct 29]. Available from: <https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E>

61 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

62 Government of British Columbia. *Richmond School District (38) Contextual Information* [Internet]. [cited 2021 Oct 29]. Available from: <https://studentsuccess.gov.bc.ca/school-district/038/report/contextual-information>

63 Statistics Canada. *Census Profile, 2016 Census* [cited 2021 Oct 29]. Available from: <https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E>

64 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

65 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

66 Statistics Canada. *Census Profile, 2016 Census* [cited 2021 Oct 29]. Available from: <https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E>

67 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.



Gender Identity and Sexual Orientation

Fifty-one percent of Richmond youth participating in the BC Adolescent Health Survey reported male on their birth certificates, and 49% female.⁶⁸ Ninety-eight percent reported that their current gender identity corresponds with their sex at birth, and 2% identified as non-binary.⁶⁹ Additionally, 3% of Grade 8 students completing the Middle Years Development Instrument in Richmond describe their gender as other than boy or girl.⁷⁰

In addition to collecting information on gender identity, youth completing the BC Adolescent Health Survey were asked about their sexual orientation. A summary of responses is outlined in Table 5.

Table 5: Sexual Orientation of Richmond Youth⁷¹

Sexual Orientation of Richmond Youth	
Straight	82%
Mostly straight	6%
Bisexual	4%
Gay or lesbian	1%
Not sure yet	5%
Something other than those listed above	2%

68 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

69 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

70 Human Early Learning Partnership. *Middle Years Development Instrument (MDI) Grade 8 Report. School District & Community Results, 2020-2021*. Richmond (SD38). Vancouver, BC: University of British Columbia, School of Population and Public Health; May 2021.

71 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

Family Socio-Economic Status

In Richmond the average family size of two-parent families with children was four, with a total median income of \$95,173, compared to lone-parent economic families who had an average family size of 2.5 and a total median income of \$49,493.⁷² The total median income was lower in Richmond compared to families residing in the greater Vancouver area for both two-parent families (\$112,167) and lone-parent families (\$53,852).⁷³

Access to Basic Necessities

Access to basic necessities is an important determinant of health and well-being. Youth who completed the *Youth Strategy* Engagement Survey reported high levels of access to basic necessities including stable housing, healthy food, medical or dental care and education and/or employment. A summary of the data is outlined in Table 6.

Table 6: Access to Basic Necessities

	Agree	Neutral	Disagree
Access to stable or permanent housing	87%	9%	4%
Daily access to healthy food	95%	4%	1%
Access to medical/dental care as needed	93%	4%	3%
Access to school or education	98%	2%	0%
Access to a job if desired	78%	15%	7%

Within Richmond, it was reported that there are a proportion of youth who currently require support to meet their basic needs or have required it in the past. The percentage of youth accessing a range of social and economic supports include:

- Help to find a job (20%)
- Access to food (14%)
- Income assistance (13%)
- Support in a crisis (10%)
- Finding child care (6%)
- Support with substance use or addiction (2%)
- Support due to unstable housing or homelessness (2%)

⁷² Statistics Canada. *Census Profile, 2016 Census* [cited 2021 Oct 29]. Available from: <https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E>

⁷³ Statistics Canada. *Census Profile, 2016 Census* [cited 2021 Oct 29]. Available from: <https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E>

Physical Health and Well-Being

Richmond youth reported a decrease in their overall health ratings, reporting either good or excellent health, between 2013 (86%) and 2018 (80%).⁷⁴ There is a correlation between youth who report eating healthy food, getting regular exercise and having sufficient sleep with those youth who also identified better physical and mental health than their peers.⁷⁵ Male youth reported higher ratings of their overall health, compared to their female counterparts.⁷⁶

Approximately 23% of youth reported having a health condition or disability. Health conditions and disabilities reported by Richmond youth include: mental health or emotional (11%), long-term/chronic medical condition (7%), sensory disability (3%), severe allergy requiring an EpiPen (3%), learning disability (2%), physical disability (1%) and other condition (1%). Among those that reported a health condition or disability, 42% stated that their condition acted as a barrier to engaging in the same activities as their peers.⁷⁷



74 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

75 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

76 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

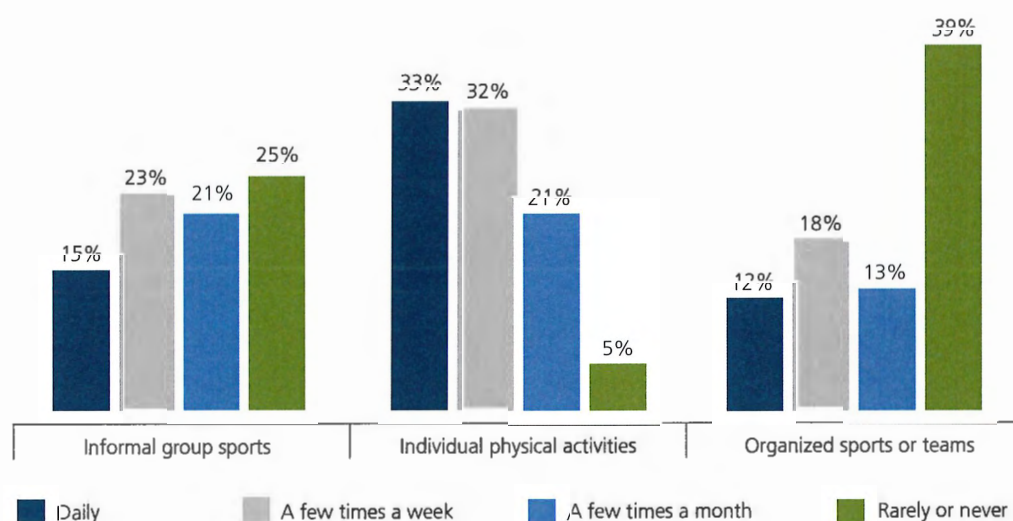
77 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

Physical Activity

Youth who completed the *Youth Strategy* Engagement Survey reported participating in a range of group and individual physical activities with individual activities being the most common. Richmond youth aged 13 to 18 years who completed the BC Adolescent Health Survey were less likely (14%) than those across the province (18%) to meet Canadian physical activity guidelines, which recommends at least 60 minutes of exercise every day among children and youth between five and 17 years, and 150 minutes each week for individuals aged 18 years or older.⁷⁸

Among youth aged 13 to 17 years, male youth (19%) were more likely than their female peers (10%) to meet the physical activity guidelines.⁷⁹ Among individuals aged 18 years or older, 43% reported meeting physical activity guidelines for their age category. Of this 43%, male youth (50%) were more likely to report meeting these guidelines compared to female youth (34%).⁸⁰

Figure 10: Physical Activity Participation Rates for Youth aged 13-24



78 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

79 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

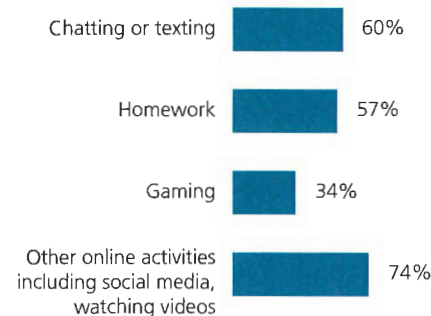
80 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

Sleep

Less than half of Richmond youth (43%) reported sleeping eight or more hours the night before completing the BC Adolescent Health Survey, a slightly lower rate than youth across the province (48%). Fifteen percent of youth reported sleeping for five hours or less. Female youth, as well as youth over the age of 16 years, were more likely to report getting fewer hours of sleep.⁸¹

Forty-two percent of youth reported turning off their phones before going to bed and these youth were more likely to wake up feeling rested compared to those who did not go offline before bed.⁸²

Youth reported engaging in the following activities, instead of going to sleep:



Source: McCreary Centre Society

Access to Health Care

Access to health care is an important determinant of well-being. Of the youth who noted accessing health care for a specific health concern in the past year, 30% reported receiving the care they needed and 7% reported that they did not receive the care they needed. Similar to youth across the province, about 4% of Richmond youth reported needing access to health care however were not able to receive it. Richmond youth were less likely than youth across BC to access a walk-in clinic (27% vs. 35%), emergency room (12% vs. 16%), counsellor or psychologist (9% vs. 11%), and school wellness centre (1% vs. 2%). With respect to dental care, 84% of Richmond youth reported seeing a dentist in the past year.⁸³

Nutrition

Ninety-four percent of Richmond youth reported eating fruit and vegetables on the day before completing the BC Adolescent Health Survey, an increase from 91% from 2008. In 2018, youth were slightly more likely to report eating fast food (47%) compared to 2013 (43%).⁸⁴

Fifty-seven percent of Richmond youth completing the BC Adolescent Health Survey reported always eating breakfast before starting their day, whereas 13% reported never eating breakfast. Richmond youth (43%) were more likely than youth across BC (37%) to report eating all three meals on school days.⁸⁵

81 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

82 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

83 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

84 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

85 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

According to the BC Adolescent Health Survey, not all youth in Richmond receive adequate nutrition or have reliable and consistent access to food. Between 2016 and 2020, children and youth (0–17 years) accounted for 28.6% of Richmond Food Bank clients.⁸⁶

School food programs provide important access to healthy food for youth in Richmond. In the 2019/2020 school year, there were 15 secondary schools with school food programs supported by the Richmond Food Bank and Urban Bounty.⁸⁷ Eight percent of Richmond youth completing the BC Adolescent Health Survey reported going to bed hungry at least some of the time due to lack of money for food, and 1% reported often or always going to bed hungry.⁸⁸ These results are consistent across the province, and have not changed since 2013.⁸⁹

Mental and Emotional Health and Well-being

Mental and emotional well-being are foundational aspects of youth development. Of the youth who participated in the *Youth Strategy* Engagement Survey, collected after the start of the COVID-19 pandemic, 19% indicated they previously had or were currently receiving support for mental health issues and 32% indicated that they had or were using counselling services. In addition, the percentage of Richmond youth participating in the BC Adolescent Health Survey who reported having depression increased from 7% in 2013 to 12% in 2018. Similarly, the percentage of Richmond youth who reported experiencing an anxiety disorder or panic attacks rose from 6% in 2013 to 12% in 2018, and the percentage of youth who reported suicidal ideation increased from 10% in 2013 to 15% in 2018. Richmond youth were less likely to have attempted suicide (3%) compared to the provincial average (5%). However, the percentage of Richmond youth who reported having a friend or family member attempt suicide rose from 23% in 2013 to 29% in 2018. Female youth were twice as likely to report depression (15%), compared to male youth (7%), and youth who identified as non-binary were most likely to report depression (50%) overall.⁹⁰ As the BC Adolescent Health Survey was completed prior to the COVID-19 pandemic, results should be interpreted with caution in relation to the current mental health and well-being of Richmond youth. Additional monitoring and evaluation of data collected more recently that reflects the impacts of the COVID-19 pandemic on youth mental health and well-being will be important in the ongoing planning and implementation of actions contained in the *Youth Strategy*.

⁸⁶ Richmond Food Bank Society (2016–2019), 2020.

⁸⁷ Richmond Food Bank Society, 2020. Urban Bounty, 2020.

⁸⁸ McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

⁸⁹ McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

⁹⁰ McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

The percentage of Richmond youth who did not access needed mental health services increased from 10% in 2013 to 19% in 2018. Reasons for not accessing needed mental health supports include being fearful that their parents would find out and/or hoping that the problem would go away (Table 7).⁹¹

Table 7: Richmond youth’s most commonly reported reasons for not accessing mental health services⁹²

Reason for not accessing mental health services	%
Didn’t want parents to know	68%
Thought or hoped the problem would go away	66%
Didn’t know where to go	47%
Afraid of what I would be told	42%
Too busy to go	40%
Afraid someone I know might see me	39%
Didn’t think I could afford it	21%
Parent / guardian would not take me	13%
Had prior negative experience	12%
Couldn’t go when it was open	7%
Had no transportation	6%

Education and Employment

The Richmond School District is the fifth largest in the province with 48 schools, including 38 elementary schools and ten secondary schools. The School District reported 8,748 students enrolled in Grades 8 to 12 in the 2020/2021 school year.⁹³ In addition, there are eight private secondary schools in Richmond⁹⁴ and a number of organizations that provide post-secondary education, including British Columbia Institute of Technology Aeronautics Campus, Trinity Western University and Kwantlen Polytechnic University.

91 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

92 McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

93 Government of British Columbia. *Richmond School District (38) Contextual Information* [Internet]. [cited 2021 Oct 29]. Available from: <https://studentsuccess.gov.bc.ca/school-district/038/report/contextual-information>

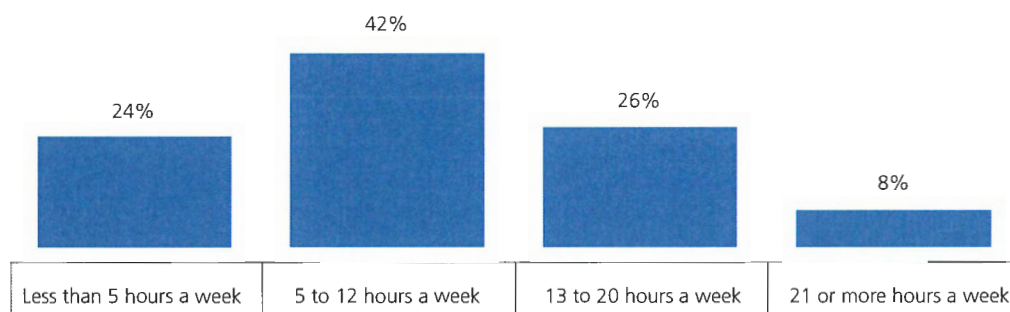
94 City of Richmond. *Richmond Schools: Private Schools* [Internet]. 2017 [cited 2021 Oct 29]. Available from: <https://www.richmond.ca/cityhall/archives/exhibits/schools/private.htm>

In the 2019/2020 school year, 93% of Grade 12 youth in Richmond graduated from secondary school. This number is slightly lower for students who identified as having Indigenous heritage (80%) and for students identified by the School District as having a range of special needs as defined by the Ministry of Education (78%). The five-year range for graduating in Richmond is 88 to 93%, which is higher than the typical range for BC of 77 to 88%.⁹⁵

Richmond youth tend to have greater academic aspirations compared to youth across the province. Ninety percent of Richmond youth planned to finish secondary school (compared to 87% of BC youth) in 2018, and 87% intended to complete post-secondary school (compared to 83% of BC youth).⁹⁶

Hours of employment vary with the majority of youth working five to 12 hours per week reported during completion of the BC Adolescent Health Survey and reflected in Figure 11. Of the youth that completed the *Youth Strategy* Engagement Survey, 19% reported participating in paid work daily, 21% a few times a week and 44% rarely or never. Seventy-eight percent indicated that they had access to a paid job if they desired one.

Figure 11: Hours Richmond Youth Spent Working at a Paid Job (of those who were employed)⁹⁷



⁹⁵ Government of British Columbia. *Richmond School District (38) Completion Rates* [Internet]. [cited 2021 Oct 29]. Available from: <https://studentsuccess.gov.bc.ca/school-district/038/report/completion-rates>

⁹⁶ McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

⁹⁷ McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

Youth Activities and Use of Time

Richmond youth who completed the *Youth Strategy* Engagement Survey reported engaging in a variety of extracurricular activities. The BC Adolescent Health Survey also provides additional demographic detail. Males were reported being more likely than females to participate in organized sports (54% vs. 49%), informal sports (51% vs. 30%), and extreme sports (6% vs. 2%), while female youth were more likely than males to report participating in arts-based classes (34% vs. 24%), volunteering (30% vs. 25%), and dance, yoga or other exercise classes (20% vs. 5%). Barriers to engaging in extracurricular activities, for both females and males, included being too busy (54%), affordability (12%), transportation (13%), and concerns about being bullied (5%).⁹⁸ Additional information on how Richmond youth spend their time was also collected in the *Youth Strategy* Engagement Survey. The survey found that clubs and organized groups, followed by volunteer work were the most common structured activities that youth engaged in. The survey also highlighted how youth in Richmond spend their unstructured time. The use of social media and online/internet had the highest daily use citations, followed by spending time alone and spending time with family.

Among Richmond youth who participated in the BC Adolescent Health Survey, 64% reported engaging in activities that were meaningful to them, and just under half (45%) reported feeling as though their ideas were listened to when participating in those activities. Richmond youth who reported engaging in activities that were meaningful to them also reported higher rates of mental health, and were more likely to report feeling connected to their community. Richmond youth also indicated having at least one adult outside their family and school who cared about them.⁹⁹

⁹⁸ McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.

⁹⁹ McCreary Centre Society. *Balance and Connection in Richmond: The Health and Well-being of our Youth*. Vancouver, BC: McCreary Centre Society; 2019.





City of Richmond

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City of Richmond

Report to Committee

To: Planning Committee
From: Kim Somerville
Director, Community Social Development
Date: September 12, 2022
File: 08-4057-20-023/Vol 01
Re: **Housing Agreement Bylaw No. 10135 to Permit the City of Richmond to Secure Affordable Housing Units at 5491 No. 2 Road**

Staff Recommendation

That Housing Agreement (5491 No. 2 Road) Bylaw No. 10135 be introduced and given first, second and third readings to permit the City to enter into a Housing Agreement substantially in the form attached hereto, in accordance with the requirements of section 483 of the *Local Government Act*, to secure the Affordable Housing Units required by Development Permit DP 19-866690.

Kim Somerville
Director, Community Social Development
(604-247-4671)

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Law	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

The purpose of this report is to recommend that City Council adopt Housing Agreement Bylaw No. 10135 to secure approximately 5,273 m² (56,762 ft²) of total floor area comprised of 80 affordable housing units in the proposed development located at 5491 No. 2 Road (Attachment 1).

This report supports Council's Strategic Plan 2018–2022 Strategy #6 Strategic and Well-Planned Growth:

6.5 Ensure diverse housing options are available and accessible across the housing continuum.

The report also supports several actions described in the City's Affordable Housing Strategy (2017–2027), including:

Action 2.1: Continue to seek opportunities to allocate City-owned land specifically for the use of affordable housing development; and

Action 2.2: Continue to use the Affordable Housing Reserve Fund for capital contributions towards innovative non-market housing projects that involve partnerships.

This report also supports Social Development Strategy Goal #1: Enhance Social Equity and Inclusion:

Strategic Direction #1: Expand Housing Choices

The proposed 80 unit affordable housing project is the result of a partnership between the City of Richmond, BC Housing, and Pathways Clubhouse Society of Richmond (Pathways). Through this project, the City will provide the vacant City-owned land through a long-term ground lease and BC Housing will provide financing and funding for the housing development. The building will be constructed and operated by Pathways, a reputable non-profit housing operator and service provider that has provided services in Richmond since 1984.

Analysis

The proposed Pathways Affordable Housing project consists of 80 affordable housing units in a six storey stand-alone building. These affordable units will be built and operated in accordance with the BC Housing Community Housing Fund requirements and in alignment with the Development Permit conditions.

The project includes three housing affordability levels: deep subsidy, rent-geared-to-income and affordable market rental units. Tenants of the deep subsidy and rent-geared-to-income units will be selected from the BC Housing Registry, and affordable market rental tenants will be selected from either the BC Housing Registry or Pathways' housing waitlist. Priority for tenancy will be given to Richmond residents. The three affordability levels, rental rates and maximum household income limits are set pursuant to the BC Housing Community Housing Fund program, as outlined in Table 1.

Table 1: Maximum Household Income thresholds and Maximum Rental Rates permitted

Affordability Type	Deep Subsidy	Rent-Geared-to-Income	Affordable Market
Number of Units	16	40	24
Maximum Household Income	Based on BC Housing Deep Subsidy Income Limits. These units are intended for households receiving income assistance.	Incomes that are between Deep Subsidy Income Limits and BC Housing's Household Income Limits.	Based on median household income levels in BC. Income limits are set according to the Low and Moderate Income Limits, as determined by BC Housing
Maximum Rental Rates	Based on current Income Assistance Shelter Allowances.	Rent-Geared-to-Income (RGI) rates as determined by BC Housing's Rent Scale.	As approved by BC Housing with annual Residential Tenancy Act (RTA) increases. Must be maintained at no less than Canada Mortgage and Housing Corporation Average Market Rent.

It is anticipated that 20 (or 25%) of the 80 affordable housing units will be family-friendly two and three bedroom units and that the remaining 60 units will be studio and one bedroom units (as outlined in Table 2 below).

Table 2: Anticipated Mix of Unit Types and Sizes

Unit Type	Min. Unit Area	No. of Units
Studio	37 m ² (400 ft ²)	24
1 Bedroom	48 m ² (535 ft ²)*	36
2 Bedrooms	69 m ² (741 ft ²)	15
3 Bedrooms	91m ² (980 ft ²)	5
TOTAL	Varies	80

*One 1-bedroom unit on the ground floor is anticipated to have a unit size of 521 ft² to accommodate an elevator shaft.

The Housing Agreement restricts the monthly rental rates, ensures tenants do not exceed maximum annual household income limits, and ensures that the units will remain available at affordable rental rates in perpetuity so they are accessible to eligible Richmond residents. The maximum annual housing income limits and rental rates for the three affordability levels are determined in accordance with BC Housing Community Housing Fund requirements.

The Housing Agreement specifies that occupants of the affordable housing units shall have unlimited access to dedicated indoor and outdoor amenity space. Affordable housing tenants will not be charged any additional costs over and above their rent (i.e. move in/move out or parking fees). In order to ensure that Pathways manages the affordable housing units according to the terms outlined in the Housing Agreement, the Housing Agreement permits the City to conduct a statutory declaration process no more than once a year. Through the statutory declaration process, City staff work with property managers to request and review current tenants' household incomes and other information.

Pathways has agreed to the terms and conditions of the Housing Agreement and to register notice of the Housing Agreement on title to secure the 80 affordable housing units in perpetuity.

Financial Impact

None.

Conclusion

In accordance with the *Local Government Act* (Section 483), adoption of Bylaw No. 10135 is required to permit the City to enter into a Housing Agreement. Together with a Housing Covenant, the Housing Agreement will act to secure the 80 affordable housing units that are proposed in association with Development Permit Application DP 19-866690 on title in perpetuity.

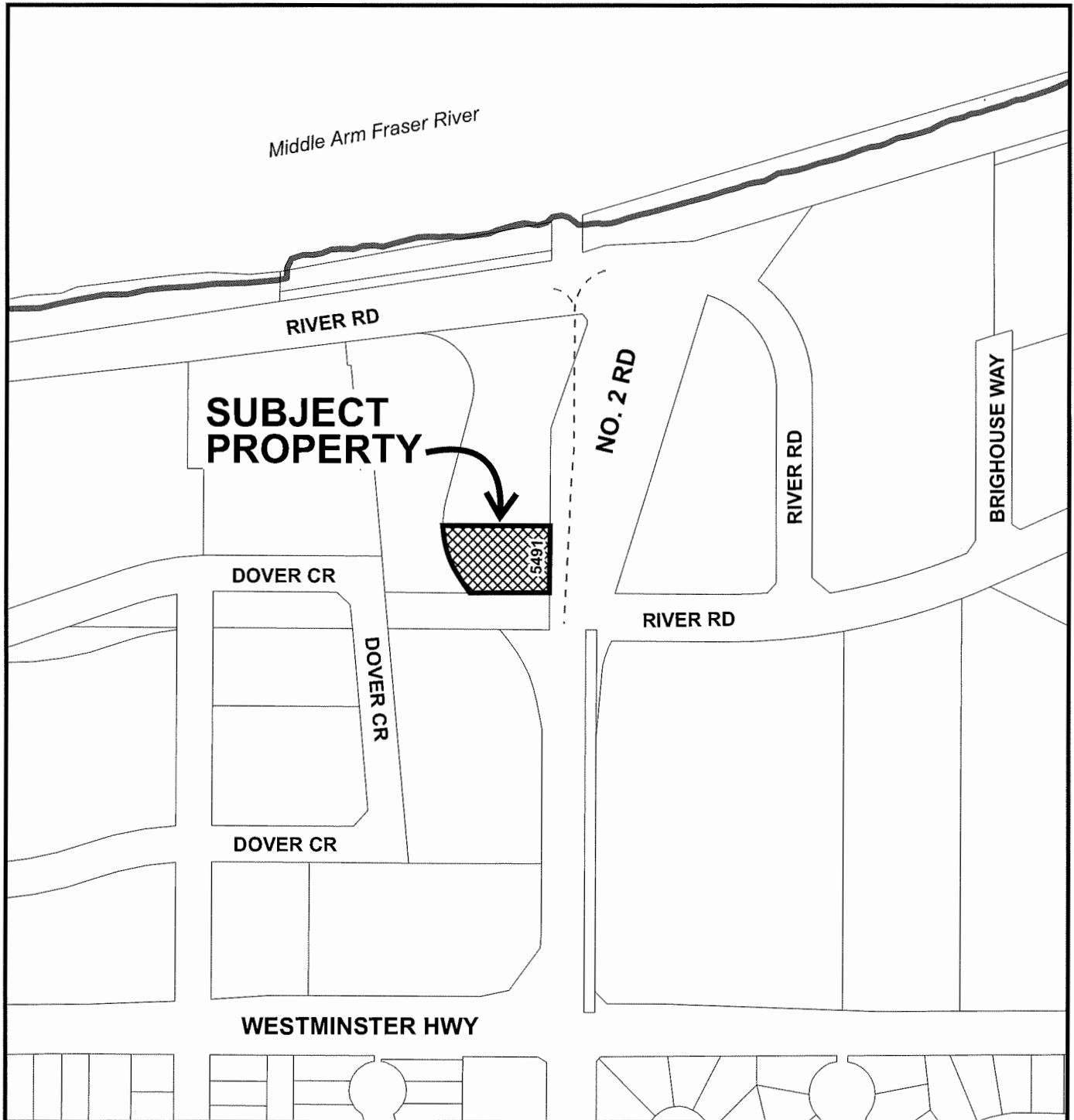


Kim Somerville
Director, Community Social Development
(604-247-4671)

Att. 1: Map of 5491 No. 2 Road



City of
Richmond



5491 No. 2 Road

Original Date: 06/01/22

Revision Date:

Note: Dimensions are in METRES



Housing Agreement (5491 No. 2 Road) Bylaw No. 10135

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: 027-020-983 Lot B, Section 1, Block 4 North, Range 7 West, New Westminster District, Plan BCP29277

2. This Bylaw is cited as **"Housing Agreement (5491 No. 2 Road) Bylaw No. 10135"**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

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

MAYOR

CORPORATE OFFICER

Schedule A

To Housing Agreement (5491 No. 2 Road) Bylaw No. 10135

HOUSING AGREEMENT BETWEEN PATHWAYS CLUBHOUSE SOCIETY OF
RICHMOND AND CITY OF RICHMOND

HOUSING AGREEMENT
(Section 483 *Local Government Act*)

THIS AGREEMENT is dated for reference the 7th day of July, 2022.

BETWEEN:

PATHWAYS CLUBHOUSE SOCIETY OF RICHMOND, a society incorporated pursuant to the *Societies Act* (Inc. No. S-0026088) having an office at 315-8111 Granville Avenue, Richmond, BC V6Y 1P5

(the "Operator")

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")

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 City is the registered owner of the Lands (as hereinafter defined) and the City has leased the Lands (as hereinafter defined) to the Operator pursuant to the Ground Lease (as hereinafter defined); and
- C. The Operator and the City wish to enter into this Agreement (as hereinafter defined) to provide for affordable housing on the terms and conditions set out in this Agreement,

NOW THEREFORE in consideration of \$10.00 now paid by the City to the Operator 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 Operator 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 March 12, 2018, 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”** means any building constructed, or to be constructed, on the Lands, or a portion thereof;
- (e) **“Building Permit”** means the building permit authorizing construction on the Lands, or any portion(s) thereof;
- (f) **“City”** means the City of Richmond;
- (g) **“City Solicitor”** means the individual appointed from time to time to be the City Solicitor of the Law Division of the City, or his or her designate;
- (h) **“Commission”** means the British Columbia Housing Management Commission or its successors in function;
- (i) **“Common Amenities”** means all indoor and outdoor areas, recreational facilities and amenities that are designated for common use of all residential occupants of the Development, or all Tenants of Affordable Housing Units in the Development, through the Development Permit process, including without limitation visitor parking, the required affordable housing parking and electric vehicle charging stations, loading bays, bicycle storage, fitness facilities, outdoor recreation facilities, and related access routes;
- (j) **“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;
- (k) **“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 Operator by the City pursuant to section 5.1 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;

- (l) **“Development”** means the residential development to be constructed on the Lands;
- (m) **“Development Permit”** means the development permit authorizing development on the Lands, or any portion(s) thereof;
- (n) **“Director, Community Social Development”** means the individual appointed to be the Director, Community Social Development from time to time of the Community Services Department of the City and his or her designate;
- (o) **“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;
- (p) **“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;
- (q) **“Eligible Tenant”** means a Family having a cumulative annual income in an amount equal to or less than the amount determined in accordance with Appendix A hereto as may be adjusted from time to time;
- (r) **“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;
- (s) **“Ground Lease”** means the lease dated July 7, 2022 entered into among the City, the Operator, the Commission and Provincial Rental Housing Corporation pursuant to which the Operator leases the Lands from the City, as may be amended, restated or replaced from time to time;
- (t) **“GST”** means the Goods and Services Tax levied pursuant to the Excise Tax Act, R.S.C., 1985, c. E-15, as may be replaced or amended from time to time;
- (u) **“Housing Covenant”** means the agreements, covenants and charges granted by the Operator to the City (which includes covenants pursuant to section 219 of the Land Title Act) charging the Lands from time to time, in respect to the use and transfer

of the Affordable Housing Units, as may be amended, restated or replaced from time to time;

- (v) **“Interpretation Act”** means the *Interpretation Act*, R.S.B.C. 1996, Chapter 238, together with all amendments thereto and replacements thereof;
- (w) **“Land Title Act”** means the *Land Title Act*, R.S.B.C. 1996, Chapter 250, together with all amendments thereto and replacements thereof;
- (x) **“Lands”** means certain lands and premises legally described as PID: 027-020-983 Lot B Section 1 Block 4 North, Range 7 West, New Westminster District, Plan BCP27277;
- (y) **“Local Government Act”** means the *Local Government Act*, R.S.B.C. 2015, Chapter 1, together with all amendments thereto and replacements thereof;
- (z) **“LTO”** means the New Westminster Land Title Office or its successor;
- (aa) **“Operating Agreement”** means the Community Housing Fund Operating Agreement, the term of which shall expire a day prior to the final day of the term of the Ground Lease, entered into between the Commission and the Operator, which provides, among other things, for the Commission to provide assistance to the Operator in relation to the Operator’s cost of acquiring, developing or operating the Lands , as may be amended from time to time;
- (bb) **“Operations Management Plan”** means all policies, procedures and manuals adopted and used by the Operator, as appropriate depending on the Affordable Housing Unit, for the operation and management of the Affordable Housing Units, including without limitation, resident eligibility criteria and waiting lists, application procedures and guidelines, tenancy agreements and addenda, tenant regulations and manuals and tenant’s insurance requirements;
- (cc) **“Operator”** means the party described on page 1 of this Agreement as the Operator and any subsequent leasehold tenant of the Lands, and includes any person who is a leasehold tenant of an Affordable Housing Unit from time to time, but excludes an Eligible Tenant;
- (dd) **“Permitted Rent”** means the rent determined in accordance with Appendix B hereto as may be adjusted from time to time;
- (ee) **“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;
- (ff) **“Related Agreements”** means the Housing Covenant, the Ground Lease, and the Operations Management Plan, as such agreements may be amended from time to time, together with any other agreements that may be entered into between the City

and the Operator with respect to the Lands or the affordable housing project located thereon;

- (gg) “**Residential Tenancy Act**” means the *Residential Tenancy Act*, S.B.C. 2002, Chapter 78, together with all amendments thereto and replacements thereof;
- (hh) “**Strata Property Act**” means the *Strata Property Act* S.B.C. 1998, Chapter 43, together with all amendments thereto and replacements thereof;
- (ii) “**Subdivide**” means to divide, apportion, consolidate or subdivide the Lands including any Building thereon, or any portion thereof, or the ownership or right to possession or occupation of the Lands including any Building thereon, or any portion thereof, 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* and “**Subdivision**” will have a like meaning;
- (jj) “**Tenancy Agreement**” means a tenancy agreement, lease, sublease, license or other agreement granting rights to occupy an Affordable Housing Unit; and
- (kk) “**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 Operator 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;
 - (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"; and
 - (l) the terms "shall" and "will" are used interchangeably and both will be interpreted to express an obligation. The term "may" will be interpreted to express a permissible action.
- 1.3 The obligations of the Operator to the City in this Agreement are in addition to and not in substitution of the obligations of the Operator to the City set out in the Related Agreements. In the event that there is a conflict between the terms and conditions of this Agreement and the terms and conditions of any of the Related Agreements, the terms and conditions of this Agreement shall, so far as is necessary to resolve such conflict, prevail.
- 1.4 The following Appendices are attached hereto and form part of this Agreement:
- Appendix A - Eligible Tenants
 - Appendix B - Permitted Rents
 - Appendix C - Statutory Declaration form
 - Appendix D - Tenant selection

Terms used in Appendices A, B and D that are not defined in this Agreement will have the meanings given by the Commission, as such terms may be amended or replaced by the Commission from time to time.

ARTICLE 2

USE AND OCCUPANCY OF AFFORDABLE HOUSING UNITS

- 2.1 The Operator 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 Operator, the directors, officers, or employees of the Operator or their family members (unless such persons qualify as Eligible Tenants), or any tenant or guest of the Operator, 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 Operator 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 C, sworn by a director or officer of the Operator, containing all of the information required to complete the statutory declaration, provided that for greater certainty income verification for those Affordable Housing Units constituting Affordable Market Units will only be required at the time of a Tenant’s move in and thereafter no income verification will be required to be completed for that Tenant of an Affordable Market Unit. 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 Operator may have already provided such statutory declaration in the particular calendar year, the City may request and the Operator 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 Operator is in breach of any of its obligations under this Agreement.
- 2.3 The Operator hereby irrevocably authorizes the City to make such inquiries as it considers necessary in order to confirm that the Operator is complying with this Agreement.
- 2.4 The Operator agrees that notwithstanding that the Operator may otherwise be entitled, the Operator will not:
 - (a) be issued with a Development Permit unless the Development Permit includes the Affordable Housing Units;
 - (b) be issued with a Building Permit unless the Building Permit includes the Affordable Housing Units; and
 - (c) occupy, nor permit any person to occupy any Dwelling Unit or any portion of any building, in part or in whole, constructed on the Lands and the City will not be obligated to permit occupancy of any Dwelling Unit or building constructed on the Lands until all of the following conditions are satisfied:
 - (i) the Affordable Housing Units and related uses and areas have been constructed to the satisfaction of the City;
 - (ii) the Affordable Housing Units have received final building permit inspection granting occupancy; and
 - (iii) the Operator is not otherwise in breach of any of its obligations under this Agreement or any other agreement between the City and the Operator in connection with the development of the Lands.

**ARTICLE 3
MANAGEMENT, DISPOSITION AND ACQUISITION OF AFFORDABLE
HOUSING UNITS**

- 3.1 The Operator will operate and manage each Affordable Housing Unit in accordance with the Affordable Housing Strategy and Related Agreements, unless otherwise agreed to by the Operator, the Director of Development and the Director, Community Social Development.
- 3.2 The Operator will not permit an Affordable Housing Unit to be subleased (other than the sublease by the Operator to the Eligible Tenant) nor an Affordable Housing Unit Tenancy Agreement to be assigned.
- 3.3 If this Housing Agreement encumbers more than one Affordable Housing Unit, then the Operator may not, without the prior written consent of the City Solicitor, sublease (except under a Tenancy Agreement with an Eligible Tenant), sell or transfer less than all Affordable Housing Units located in the Development in a single or related series of transactions with the result that when such sublease, sale or transfer of the Affordable Housing Units occurs, the subtenant, purchaser or transferee will be the legal and beneficial owner of a leasehold interest of not less than all the Affordable Housing Units located in the Development.
- 3.4 Subject to the requirements of the *Residential Tenancy Act*, the Operator will ensure that each Tenancy Agreement:
- (a) includes the following provision:

“By entering into this Tenancy Agreement, the Tenant hereby consents and agrees to the collection of the below-listed personal information by the Landlord and/or any operator or manager engaged by the Landlord and the disclosure by the Landlord and/or any operator or manager engaged by the Landlord to the City and/or the Landlord, as the case may be, of the following personal information which information will be used by the City to verify and ensure compliance by the Landlord with the City’s strategy, policies and requirements with respect to the provision and administration of affordable housing within the municipality and for no other purpose, each month during the Tenant’s occupation of the Affordable Housing Unit:

 - (i) a statement of gross annual income from all sources (including employment, disability, retirement, investment, and other) of all members of the Tenant’s household who are 18 years of age and over and who reside in the Affordable Housing Unit (for Affordable Market Units as determined by British Columbia Housing Management Commission such information is only required at the time the Tenant takes occupancy);
 - (ii) number of occupants of the Affordable Housing Unit;

- (iii) number of occupants of the Affordable Housing Unit under 18 years of age and under; and
 - (iv) number of occupants of the Affordable Housing Unit over 55 years of age and over;
 - (b) defines the term “Landlord” as the Operator of the Affordable Housing Unit; and
 - (c) includes a provision requiring the Tenant and each permitted occupant of the Affordable Housing Unit to comply with this Agreement.
- 3.5 At all times that this Agreement encumbers the Lands, the Operator shall retain and maintain in place a non-profit organization acceptable to the City to operate and manage all of the Affordable Housing Units in accordance with this Agreement and in accordance with the Housing Covenant. The City acknowledges and agrees that the Operator is a non-profit organization acceptable to the City to operate and manage the Affordable Housing Units. All Affordable Housing Units must be managed and operated by one non-profit organization.
- Without limiting the foregoing, the non-profit organization retained pursuant to this section 3.5 must have as one of its prime objectives the operation of affordable housing within the City of Richmond. At the request of the City, from time to time, the Operator shall deliver to the City a copy the agreement (fully signed and current) with the non-profit organization, to evidence the Operator’s compliance with this Section 3.5.
- 3.6 If the Operator sells or transfers any Affordable Housing Units with the prior written consent of the City in accordance with the Ground Lease, the Operator will notify the City Solicitor of the sale or transfer within three (3) days of the effective date of sale or transfer.
- 3.7 The Operator 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 Operator will allow the Tenant and any permitted occupant and visitor to have full access to and use and enjoy all Common Amenities in the Development;
 - (d) the Operator will not require the Tenant or any permitted occupant to pay any of the following:
 - (i) move-in/move-out fees;
 - (ii) strata fees;

- (iii) strata property contingency reserve fees;
- (iv) extra charges or fees for use of any Common Amenities, 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;
- (v) extra charges for the use of sanitary sewer, storm sewer, or water; or
- (vi) property or similar tax;
- (e) the Operator will attach a copy of this Agreement to every Tenancy Agreement;
- (f) the Operator 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 Operator will include in the Tenancy Agreement a clause entitling the Operator 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 determined in accordance with Appendix A of this Agreement as may be adjusted from time to time;
 - (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 (3) 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 Operator hereby agrees with the City to forthwith provide to the Tenant a notice of termination.

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, except that in respect to section 3.7(g)(ii) of this Agreement, termination shall be effective on the day that is six (6) months following the date that the Operator provided the notice of termination to the Tenant, subject to such alternative periods of notification as may be determined by the Commission;

- (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 Operator will forthwith deliver a certified true copy of the Tenancy Agreement to the City upon demand.
- 3.8 If the Operator has terminated the Tenancy Agreement, then the Operator 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.
- 3.9 The Operator shall not impose any age-based restrictions on Tenants of Affordable Housing Units, unless expressly permitted by the City in writing in advance.
- 3.10 Tenant selection will be made in accordance with Appendix D.

ARTICLE 4 DEMOLITION OF AFFORDABLE HOUSING UNIT

- 4.1 The Operator will not demolish an Affordable Housing Unit other than in accordance with the provisions of the Ground Lease. Following demolition, the Operator will use and occupy any replacement Dwelling Unit in compliance with this Agreement, the Related Agreements and the Operating Agreement, and this Agreement, the Related Agreements and the Operating Agreement will apply to any replacement Dwelling Unit to the same extent and in the same manner as the provisions of this Agreement, the Related Agreements and the Operating Agreement 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 and the Related Agreements.

ARTICLE 5 DEFAULT AND REMEDIES

- 5.1 The Operator agrees that, in addition to any other remedies available to the City under this Agreement, the Related Agreements or at law or in equity, if:
 - (a) an Affordable Housing Unit is used or occupied in breach of this Agreement;
 - (b) an Affordable Housing Unit is rented at a rate in excess of the Permitted Rent;
 - (c) an Affordable Housing Unit is operated and maintained by an entity that is not a non-profit organization acceptable to the City (as contemplated in Section 3.5); or
 - (d) the Operator is otherwise in breach of any of its obligations under this Agreement or the Housing Covenant,

and if the Operator fails to rectify such breach within 30 days of notice by the City, or if any such breach because of its nature would reasonably require more than 30 days to rectify, and the Operator fails to commence rectification within the 30 day notice period and thereafter to promptly, effectively, and continuously proceed with the rectification of the breach to completion, then such breach will constitute an Event of Default under the Ground Lease and the City will be entitled to exercise all of its rights and remedies in respect of an Event of Default under the Ground Lease. Notwithstanding the foregoing or any other provision of this Agreement, the Operator shall not be in default hereunder if the Operator's breach does not constitute a default under the Ground Lease pursuant to Section 1.17 of the Ground Lease.

- 5.2 The Operator acknowledges and agrees that a default by the Operator of any of its promises, covenants, representations or warranties set-out in any of the Related Agreements or the Operating Agreement shall also constitute a default under this Agreement.

ARTICLE 6 MISCELLANEOUS

6.1 Housing Agreement

The Operator acknowledges and agrees that:

- (a) this Agreement includes a housing agreement entered into under section 483 of the *Local Government Act*; and
- (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.

6.2 No Compensation

The Operator acknowledges and agrees that no compensation is payable, and the Operator 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 Operator and its successors in title which at any time may result directly or indirectly from the operation of this Agreement.

6.3 Modification

Subject to section 6.1 of this Agreement, this Agreement may be modified or amended from time to time, by consent of the Operator and a bylaw duly passed by the Council of the City and thereafter if it is signed by the City and the Operator. This Agreement will not be materially modified or amended so as to conflict with the Operating Agreement without the consent of the Commission, such consent not to be unreasonably withheld.

6.4 Management

The Operator covenants and agrees that it will furnish good and efficient management of the Affordable Housing Units and in accordance with the terms of the Related Agreements and the Operating Agreement 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 Operator 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.

6.5 Indemnity

The Operator 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 Operator, or its officers, directors, agents, contractors or other persons for whom at law the Operator 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 Operator or any breach of this Agreement by the Operator.

6.6 Release

The Operator 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.

6.7 Survival

The obligations of the Operator set out in this Agreement, including but not limited to Sections 6.5 and 6.6 above, will survive termination or discharge of this Agreement.

6.8 Priority

The Operator will do everything necessary, at the Operator's expense, to ensure that this Agreement, if required by the City Solicitor, will be noted against the Operator's leasehold interest in 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.

6.9 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 Operator from complying with any enactment, including in relation to the use or Subdivision of the Lands.

6.10 Agreement for Benefit of City Only

The Operator 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 Operator, 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 Operator.

6.11 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 Operator agrees that the City is under no public law duty of fairness or natural justice in that regard

Housing Agreement (Section 483 *Local Government Act*)

Application No.DP 19-866690

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.

6.12 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 Operator 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.

6.13 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.

6.14 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.

6.15 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.

6.16 Sole Agreement

This Agreement, and any documents signed by the Operator contemplated by this Agreement (including, without limitation, the Related Agreements), represent the whole agreement between the City and the Operator 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 and the Related Agreements.

6.17 Further Assurance

Upon request by the City the Operator 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.

6.18 Covenant Runs with the Lands

This Agreement burdens and runs with the Lands in perpetuity. All of the covenants and agreements contained in this Agreement are made by the Operator for itself, its personal administrators, successors and assigns, and all persons who after the date of this Agreement, acquire an interest in the Lands.

6.19 Equitable Remedies

The Operator 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.

6.20 No Joint Venture

Nothing in this Agreement will constitute the Operator as the agent, joint venturer, or partner of the City or give the Operator any authority to bind the City in any way.

6.21 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.

6.22 Deed and Contract

By executing and delivering this Agreement the Operator intends to create both a contract and a deed executed and delivered under seal.

6.23 Joint and Several

If the Operator is comprised of more than one person, firm or body corporate, then the covenants, agreements and obligations of the Operator shall be joint and several.

6.24 Limitation on Operator's Obligations

The Operator is only liable for breaches of this Agreement that occur while the Operator is the registered tenant under the Ground Lease of the Lands provided however that notwithstanding that the Operator is no longer the registered tenant under the Ground Lease

Housing Agreement (Section 483 *Local Government Act*)

Application No.DP 19-866690

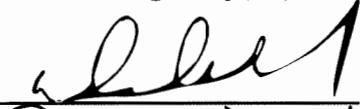
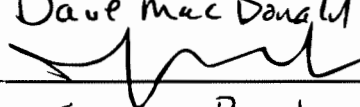
of the Lands, the Operator will remain liable for breaches of this Agreement that occurred while the Operator was the registered tenant under the Ground Lease of the Lands.

[The Remainder of This Page is Intentionally Blank]

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

**PATHWAYS CLUBHOUSE SOCIETY OF RICHMOND
(INC. NO. S-0026088)**

by its authorized signatory(ies):

Per: 
Name: Dave MacDonald
Per: 
Name: Jessica Berglund

CITY OF RICHMOND

by its authorized signatory(ies):

Per: _____
Malcolm D. Brodie, Mayor

Per: _____
Claudia Jesson, Corporate Officer

CITY OF RICHMOND
APPROVED for content by originating dept.
APPROVED for legality by Solicitor
DATE OF COUNCIL APPROVAL

Appendix A to Housing Agreement
ELIGIBLE TENANTS

Unit Type	Deep Subsidy Unit	Rent Geared to Income Unit	Below Market
Studio	Based on the Commission's Deep Subsidy Income Limits	Incomes falling between Deep Subsidy Income limits and Housing Income Limits	Based on Low Income and Moderate Income, as determined by the Commission
1BR			
2BR			
3BR			

Appendix B to Housing Agreement
PERMITTED RENTS

Unit Type	Deep Subsidy	Rent Geared to Income	Below Market
Studio	Rent Geared to Income (RGI)	Rent Geared to Income (RGI)	As approved by the Commission with annual increases as permitted under the <i>Residential Tenancy Act</i> . Must be maintained at no less than Canada Mortgage and Housing Corporation Average Market Rent
1BR			
2BR			
3BR			

Appendix C to Housing Agreement

**STATUTORY DECLARATION
(Affordable Housing Units)**

CANADA)	IN THE MATTER OF Unit Nos. _____ - _____
)	(collectively, the " Affordable Housing Units ") located
PROVINCE)	at 5491 No. 2 Road, Richmond, British Columbia (the
OF)	" Property ", and Housing Agreement dated
BRITISH)	_____, 20____ (the " Housing
COLUMBIA)	Agreement ") between
TO WIT:)	Pathways Society Clubhouse of Richmond and the City
)	of Richmond (the " City ")

I, _____ (full name),

of _____ (address) in the Province

of British Columbia, DO SOLEMNLY DECLARE that:

I am a director, officer, or an authorized signatory of the Operator and I have personal knowledge of the matters set out herein;

This declaration is made pursuant to the terms of the Housing Agreement in respect of the Affordable Housing Units for each of the 12 months for the period from January 1, 20____ to December 31, 20____ (the "**Period**");

Continuously throughout the Period:

- a) the Affordable Housing Units, if occupied, were occupied only by Eligible Tenants (as defined in the Housing Agreement); and
- b) the Operator of the Affordable Housing Units complied with the Operator's obligations under the Housing Agreement and any housing covenant(s) registered against title to the Affordable Housing Units;

The information set out in the table attached hereto (the "Information Table") in respect of each of the Affordable Housing Units is current and accurate as of the date of this declaration (except that for greater certainty no income verification is provided for those Affordable Housing Units constituting Affordable Market Units other than those Tenants whose income has not yet been verified since their move in date); and

I obtained the prior written consent from each of the occupants of the Affordable Housing Units named in the Information Table to: (i) collect the information set out in the Information Table, as such information relates to the Affordable Housing Unit occupied by such occupant/resident; and (ii) disclose such information to the City, for purposes of complying with the terms of the Housing Agreement.

Attached hereto is a true copy of the most recent Operations Management Plan.

And 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 by virtue of the *Canada Evidence Act*.

DECLARED BEFORE ME at _____
in the Province of British Columbia,
Canada, this _____ day of _____, 20____

(Signature of Declarant)

Name:

**A Notary Public and a Commissioner
for taking Affidavits in and for the
Province of British Columbia**

Declarations should be signed, stamped, and dated and witnessed by a lawyer, notary public, or commissioner for taking affidavits.

Example Development Name, Address, Property Manager, Phone #, E-mail																
	Unit #	Unit Type	# of Units	Number of Units	# of Units in 1st year	# of Units in 2nd year	Subsidy per Unit (per month)	Cost of Construction (per unit)	Income Eligibility	Income Verification	Monthly Rent (per unit)	Length of Tenancy (per unit)	Monthly Rent	Percentage of Rent	Income Eligibility	Income Verification
1	305	2br	3	N	1	0	\$25,000	NA	Y	\$40,000	2 years, 1 mo.	\$1,218	1.40%	No	No	No
				N			\$15,000	NA	Y							
				N			NA	NA	NA							
2																
3																

Appendix D to Housing Agreement
TENANT SELECTION

Deep Subsidy	Rent Geared to Income	Below Market
Tenants selected from the Commission's Registry	Tenants selected from the Commission's Registry	Tenants selected from the Commission's Registry or Operator's own waitlist

CAN: 35464356.5



City of Richmond



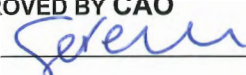
Report to Committee

To: General Purposes Committee
From: Ivy Wong
Acting Director, Finance
Date: September 7, 2022
File: 03-1000-20-8041/Vol
01
Re: **Award of Contract 8041P - Supply and Delivery of Office Supplies**

Staff Recommendation

1. That Contract 8041P - Supply and Delivery of Office Supplies be awarded to two contractors, for an aggregate contract value of \$1,320,000.00 for a three-year term, to Corporate Express Canada, Inc., operating as Staples Advantage Canada and Mills Office Productivity, as described in the report titled "Award of Contract 8041P - Supply and Delivery of Office Supplies", dated September 7, 2022 from the Acting Director, Finance;
2. That the Chief Administrative Officer and General Manager, Finance and Corporate Services be authorized to extend the initial three-year term, up to the maximum total term of five years, for the maximum total amount of \$2,314,400.00, excluding taxes, as described in the report titled "Award of Contract 8041P - Supply and Delivery of Office Supplies", dated September 7, 2022 from the Acting Director, Finance;
3. That staff be authorized to extend both contracts for the final two years of the five year contracts; and
4. That the Chief Administrative Officer and General Manager, Finance and Corporate Services be authorized to execute the contract.


Ivy Wong
Acting Director, Finance
604-276-4046

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
SENIOR STAFF REPORT REVIEW	INITIALS: 
APPROVED BY CAO 	

Staff Report

Origin

The City entered into an agreement for Office Supplies with Mills Office Productivity (“Mills”) in 2011 through a Request for Proposal (“RFP”) administered by the Vancouver Regional Cooperative Purchasing Group (“VRCPG”). Aside from City of Richmond, affiliates also covered under the contract included Richmond Public Library and Lulu Island Energy Corporation.

The City's current contract with Mills for office supplies expired in May 2022 and has been extended on a month-to-month basis to enable a competitive process to be undertaken.

This report summarizes the public tendering process for Contract 8041P and provides a recommendation for the provision of office supplies.

This report supports Council’s Strategic Plan 2018-2022 Strategy #5 Sound Financial Management:

Accountable, transparent, and responsible financial management that supports the needs of the community into the future.

This report supports Council’s Strategic Plan 2018-2022 Strategy #5 Sound Financial Management:

5.2 Clear accountability through transparent budgeting practices and effective public communication.

5.3 Decision-making focuses on sustainability and considers circular economic principles.

Analysis

The City currently purchases a wide variety of office supplies and custom printed items from Mills on an “as required” basis, with the majority of requirements being procured through the supplier’s online portal. The City’s annual spend on office supplies has fluctuated in recent years and reduced during the pandemic due to staff working remotely.

Procurement Process

Request for Proposals 8041P - Supply and Delivery of Office Supplies was posted to BC Bid on January 18, 2022 which resulted in three bids being received by the closing date of February 17, 2022.

The RFP required proponents to provide fixed prices for specific products (core items and custom printed items) and propose a competitive discount structure for all other office supplies available from the proponent and their respective suppliers. Staff reviewed previous usage statistics to communicate the City’s product requirements. While some items are recurring purchases (reflected as core items), many purchases are one-off purchases.

The following illustrates the overall service requirement:

- Core Items: Items that are purchased frequently where the vendor commits to a contracted fixed price. These items represent roughly 40% of the City's overall annual spend. Examples of core items are binders, copy paper, notebooks, pens, toner cartridges and tape.
- Custom Printed Items: This sub-category represents approximately 15% of the City's overall annual spend. Examples of custom printing needs include printed envelopes, business cards, and letterhead.
- All other office supplies: This is the largest and most diverse category, characterized by many one-off purchases that are subject to a discount based on the Proponent's listed web price. Examples of discounted items are furniture, IT peripherals and accessories and white boards.

Three proposals were received by the closing date from the following proponents:

- Mills Office Productivity
- Staples
- Novexco Inc.

Review Process

The proposals were evaluated by City staff and consisted of a two-phased evaluation process, with the two highest scoring proponents progressing to the second evaluation phase.

The first phase involved independent reviews of each proposal scored against the following pre-determined criteria:

- Corporate background, expertise and experience
- Ability to meet service and operational requirements
- Circular Economy
- Financial Proposal, including value added proposals

Table 1 provides a summary of the financial proposals received and the total score awarded by the evaluation panel after the first phase of the evaluation process.

The financial proposals received reflect the total proposed pricing for core items and custom printing needs only. Discounts for non-core items (typically one-off purchases) were reviewed separately.

Table 1 - Phase 1 Evaluation Results

	Mills Office Productivity	Staples	Novexco Inc.
Core Items	\$95,251.47	\$92,947.62	\$132,099.96
Custom Printed Items	\$37,244.70	\$86,147.00	\$74,123.70
Total	\$132,496.17	\$179,094.62	\$206,223.66
Evaluation Score	73%	78%	58%
Results of Phase 1 evaluation	shortlisted	shortlisted	Not shortlisted

The shortlisted proponents proceeded to phase two of the evaluation process. Representatives from Mills and Staples were invited to an interview with City staff to validate their respective proposals and to provide a demonstration of their ordering system.

Table 2 reflects the total evaluation scores awarded by the evaluation panel following the second phase of the evaluation.

Table 2 - Phase 2 Evaluation Results

<u>Proponent</u>	<u>Evaluation Score</u>
Staples	80%
Mills	68%

Upon identifying Staples as the lead proponent, staff negotiated additional value added incentives.

1. Signing bonus of \$100,000.00, payable in three increments of \$33,333.00 each year, provided annual revenue targets are met.
2. Annual rebates based on the prior year's spend.

Award Recommendation

Staff recommend awarding the primary contract to Staples for the supply of core items and all other office supplies, and a separate contract to Mills for the supply of custom printed items.

Staples provided the most competitive pricing for core items required by the City and a competitive discount structure for non-core items. They have proposed an experienced team and a sound transition plan to meet the City's operational needs. Staples also demonstrated their organization's alignment with the City's circular economy plans and were early adopters in box reuse, air guard packaging, optimized routing, and the reuse/recycling of cartridge components. Their ordering platform was straightforward to use and intuitive where best buys and eco-friendly alternative products are easily identified.

Mills has been the City's office supplies provider since 2011 and proposed the most competitive prices for custom printed items.

Financial Impact

As per the terms of the RFP, Staples are committed to a fixed pricing structure for all core items for the first two years of the contract. The proposed percentage discounts for non-core items will remain in place for the initial term (three years) of the contract. Similarly Mills are committed to a fixed pricing structure for custom printed items during the first two years of the contract.

As summarized below in Table 3, the estimated total cost of the proposed contract over a three-year term is estimated at \$1,320,000.00, including contingency and including incentives. A 10% contingency is required to accommodate potential changes, such as increased ordering of supplies to support staff returning to in-office work.

Table 3: Total Initial Three-Year Term Cost

	Estimated Total Cost with both proponents (excluding financial incentives)
Year 1	\$400,000.00
Year 2	\$400,000.00
Year 3	\$400,000.00
Subtotal	\$1,200,000.00
Contingency (10%)	\$120,000.00
Total (for 3 year initial term)	\$1,320,000.00

Table 4: Total Two-Year Term Extension Cost

The City has the option to extend both contracts for an additional two year term under the same terms and conditions. Pricing beyond the additional two (2) year Term will be negotiated. The estimated cost associated with this extension is summarized in Table 4.

	Estimated Total Cost with both proponents in Years 4 and 5
Year 4	\$420,000.00
Year 5	\$484,000.00
Subtotal	\$904,000.00
Contingency (10%) for years 4 and 5 (10%)	\$90,400.00
Total (reflecting additional 2 year term)	\$994,400.00

The maximum contract value over a five-year contract term is estimated at \$2,314,400.00 including contingency.

Various departmental operating budget accounts will fund the contract and is subject to annual approval by Council. The actual expenditures of the contract will reflect Council approved budgets.

Conclusion

A reliable and diverse supply of office supplies and printed materials are essential to City services. Staff recommend that contract 8041P be awarded to both Staples and Mills for a three year fixed term, with the option to renew for one further two year term.

September 7, 2022

- 6 -

A handwritten signature in black ink, appearing to read 'D. Aarons', followed by a horizontal line and a period.

David Aarons
Manager, Purchasing
(604-276-4061)



City of Richmond

Report to Council

To: Richmond City Council

Date: September 26, 2022

From: John Irving
Chair, Development Permit Panel

File: DP 21-931059

Re: **Development Permit Panel Meeting Held on June 29, 2022**

Staff Recommendation

That the recommendation of the Panel to authorize the issuance of a Development Permit (DP 21-931059) for the property at 8888 No. 6 Road, be endorsed and the Permit so issued.

John Irving
Chair, Development Permit Panel
(604-276-4140)

Panel Report

The Development Permit Panel considered the following item at its meeting held on June 29, 2022.

DP 21-931059 – CALVIN DENG – 8888 NO. 6 ROAD
(June 29, 2022)

The Panel considered a Development Permit (DP) application to permit the construction of a single detached house on a site zoned “Agriculture (AG1)” and designated as an Environmentally Sensitive Area (ESA). No variances are included in the proposal.

Applicant and property owner, Calvin Deng, and Senior Biologist Richard Borthwick of Madrone Environment Services Ltd., provided a brief presentation, including:

- The proposed home plate is a suitable location as it would be advantageous for the property’s intended farm operations in the subject property without disturbing the Riparian Management Area (RMA).
- The proposed ESA compensation area, which includes the designated RMA on the subject property, exceeds the City’s requirement.
- Fencing will be installed to ensure the long-term protection of the ESA compensation area in the RMA.
- The proposed ESA compensation plan and restoration strategy would improve the ecological function and wildlife connectivity in the area.
- The planting plan in the ESA compensation area includes removal of invasive species and replanting of native species of trees and shrubs.

In reply to a query from the Panel, staff noted that the proposed ESA compensation scheme would compensate for the ESA loss due to proposed residential uses in the subject. Staff further noted that the proposed ESA enhancement area exceeds the City’s requirement and there is a net gain in habitat function.

In reply to a further query from the Panel, staff advised that (i) a Qualified Environmental Professional (QEP) will provide monitoring and annual reporting for a period of five years to ensure protection and retention of the ESA compensation area in the RMA, and (ii) there is a landscape security of \$47,665 to ensure the survival of plant materials.

In reply to a query from the Panel, Richard Borthwick reviewed the proposed location of fencing within the Riparian Management Area (RMA) on the subject property that is part of the RMA enhancement area where landscape restoration will occur.

In reply to further queries from the Panel, Richard Borthwick and Calvin Deng acknowledged that (i) the five-meter strip of enhanced RMA along the southern section of the site will be fenced; however, the area immediately to the north up to the 15-meter RMA setback along the southern section will be seeded with grass and will not be fenced, and (ii) a three- to four-foot high split-rail fence will be installed for the five-meter strip of enhanced RMA to allow for wildlife passage and easier maintenance of the ESA enhancement area in the RMA.

Discussion ensued regarding the spacing of large trees to be planted in the ESA enhancement area in the RMA and staff were directed to ensure that clustering and spacing of trees will not impede farming and ensure their survivability.

No correspondence was submitted to the meeting regarding the application.

The Panel expressed support for the application, noting (i) the proposed extensive planting plan for the ESA compensation area in the RMA, (ii) the need for maintenance of the proposed planting throughout the monitoring period to ensure their survivability, and (iii) the potential for the proposed planting to support farming activities in the subject property.

Subsequent to the meeting, in response to Panel direction to ensure that clustering and spacing of trees will not impede farming and ensure their survivability, staff have reviewed the proposed planting scheme with the applicant's QEP and have confirmed that the proposed location and clustering of the proposed tree planning within the ESA compensation area will not impact the owners ability to farm the property. The survivability of the trees is ensured through the installation of protective fencing adjacent to the ESA compensation areas in the RMA. Furthermore, a Qualified Environmental Professional (QEP) will provide monitoring and annual reporting on the condition of the trees for a period of five years.

The Panel recommends the Permit be issued.

Commemorating Muslim Holidays

WHEREAS

1. The Muslim community of Richmond, an important and sizeable minority, is an essential part of the Richmond community, yet does not have its holidays and celebrations recognized by the City of Richmond;
2. The global Muslim community, estimated to be around 1.8 billion, recognizes three pivotal celebrations that are celebrated by Muslims in over 100 countries around the world: the month of Ramadan, Eid al-Fitr, and Eid al-Adha;
3. The ninth month of the Islamic lunar calendar is the month of Ramadan, a sacred month to Muslims in Vancouver and across the globe;
4. The month of Ramadan and the surrounding practices are incredibly important to Muslims, who engage in daily fasting from sunrise to sunset during the month as one of the Five Pillars of their Faith;
5. The purpose of the month of Ramadan for Muslims is to engage in a month of spiritual reflection, self-discipline, and cultivate empathy for the less fortunate and build community;
6. The month of Ramadan connects the Muslim community to the other major Abrahamic faiths, as it is believed by Muslims that all holy texts including the Torah and Gospels were revealed during the month of Ramadan;
7. Richmond is proud of its diverse community representing many different traditions and faiths, which is connected to the spirit of Ramadan;
8. On April 1, 2022 the Prime Minister of Canada released a statement acknowledging Ramadan as both a special time to “reflect on values of peace, compassion, and generosity” and “an opportunity to recognize the many contributions that Muslim Canadians make and have made to the country,” (<https://pm.gc.ca/en/news/statements/2022/04/01/statement-prime-ministerramadan>);
8. As of July 2022, the City of Vancouver adopted a resolution to recognize and commemorate Muslim holidays, setting a strong example for other cities including Richmond;
9. While other neighbouring cities recognize Muslim holidays and celebrations, Richmond should not be left behind nor let its Muslim and marginalized communities feel left behind,
10. The two days following the month of Ramadan are a traditional holiday for the Muslim community called Eid al-Fitr, celebrated globally; 10. The tenth day of the twelfth month of the Islamic calendar marks the beginning of Eid al-Adha, another incredibly important celebration for the global Muslim community that celebrates the story of the Abrahamic prophets Abraham and Ishmael;
11. Eid al-Adha also connects Muslims to the other major Abrahamic faiths, as it is the celebration of a pivotal Biblical story;
12. Hate crimes against Muslims continue to increase yearly, with Islamophobia being a greater problem as time goes by;

13. When the Muslim community faces increasing Islamophobia, the recognition of the Muslim community and its celebrations by the City will be a strong show of support towards it;
14. The recognition of festivals connecting the Muslim community with other faiths represented in Richmond is a powerful opportunity to bring the Richmond community together in dialogue;
15. Canada as a whole recognizes countless days rooted in the dominant Christian tradition such as Christmas, Easter, Sundays as weekends, etc. Marginalized groups still see only a handful of their days commemorated;
16. Recognizing one marginalized group's commemorations is a win for all marginalized groups, that elevates all marginalized peoples and shows respect for them; and
19. Seeing Muslim celebrations recognized may inspire other groups to pursue having their commemorations recognized, and continues to establish precedents for marginalized groups being acknowledged by the city.

THEREFORE BE IT RESOLVED

- A. THAT the City of Richmond add the month of Ramadan, Eid al-Fitr, and Eid al-Adha, to its official celebrations and observations calendar.
- B. THAT the City acknowledge Ramadan on its social media and website.
- C. THAT the City investigates the possibility of co-hosting a yearly iftar dinner once during the month of Ramadan at sunset, collaborating with the local Muslim community, and in the Ramadan spirit of inclusivity and community, also invite groups and leaders representing other major faiths and First Nations.
- D. THAT the City use the month of Ramadan to highlight the work being done by Muslim charities and the Muslim community in the city