



City Council

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

**Monday, October 21, 2024
7:00 p.m.**

Pg. # ITEM

MINUTES

1. *Motion to:*

- CNCL-11 (1) *adopt the **minutes** of the Regular Council meeting held on October 7, 2024; and*
- CNCL-48 (2) *adopt the **minutes** of the Regular Council meeting for Public Hearings held on October 15, 2024.*



AGENDA ADDITIONS & DELETIONS

COMMITTEE OF THE WHOLE

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



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3. Delegations from the floor on Agenda items.

PLEASE NOTE THAT FOR LEGAL REASONS, DELEGATIONS ARE NOT PERMITTED ON ZONING OR OCP AMENDMENT BYLAWS WHICH ARE TO BE ADOPTED OR ON DEVELOPMENT PERMITS/DEVELOPMENT VARIANCE PERMITS.

4. *Motion to rise and report.*



RATIFICATION OF COMMITTEE ACTION

CONSENT AGENDA

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

CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- Award of Contract 8283P – Employee & Family Assistance Program
- City of Richmond Signature and Community Events Plan 2025–2029
- 2025 Council and Committee Meeting Schedule
- Japanese Canadian Legacies Community Grant Opportunities
- Recommended Long-Term Steveston Streetscape Vision 2024
- Application by Pooni Group Inc. for an Agricultural Land Reserve Non-Farm Use at 4880 No. 6 Road
- Proposed Amendments to Traffic Bylaw 5870 for Speed Limit Reduction in Steveston
- Arterial Roadway Improvement Program (2021), Top 20 Collision Prone Intersections - Implementation of Medium/Long-Term Improvements (2021), and Top 20 Collision Prone Intersections - Implementation of Medium/Long-Term Improvements (2022) – Project Update
- UBCM Community Emergency Preparedness Fund: 2024/25 Disaster Risk Reduction – Climate Adaptation Grant Applications

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



Consent
Agenda
Item

6. COMMITTEE MINUTES

That the minutes of:

- CNCL-52 (1) the **Community Safety Committee** meeting held on October 8, 2024;
CNCL-56 (2) the **General Purposes Committee** meeting held on October 15, 2024;
CNCL-61 (3) the **Planning Committee** meeting held on October 16, 2024;
CNCL-66 (4) the **Public Works and Transportation Committee** meeting held on
October 16, 2024; and
CNCL-72 (5) the **Council/School Board Liaison Committee** meeting held on
September 11, 2024;

be received for information.



Consent
Agenda
Item

7. AWARD OF CONTRACT 8283P – EMPLOYEE & FAMILY ASSISTANCE PROGRAM

(File Ref. No. 05-1400-01) (REDMS No. 7795677)

CNCL-76

See Page CNCL-76 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That Contract 8283P – Employee & Family Assistance Program (EFAP) be awarded to Green Shield Canada for a three-year term for an estimated value of \$589,050.00, excluding taxes, as described in the report titled “Award of Contract 8283P – Employee & Family Assistance Program,” dated September 18, 2024, from the Senior Director, People & Culture, Human Resources;*

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- (2) *That the Chief Administrative Officer and General Manager, Finance and Corporate Services be authorized to execute the contract and all related documentation with Green Shield Canada; and*
- (3) *That the Chief Administrative Officer and General Manager, Finance and Corporate Services be authorized to extend the initial three-year contract term for an additional one year, up to the maximum total term of four years, for an estimated total value of \$785,400.00, excluding taxes.*



Consent
Agenda
Item

- 8. **CITY OF RICHMOND SIGNATURE AND COMMUNITY EVENTS PLAN 2025–2029**
(File Ref. No. 11-7000-01) (REDMS No. 7591445)

CNCL-81

[See Page CNCL-81 for full report](#)

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the revised Guiding Principles for City Events as detailed in the report “City of Richmond Signature and Community Events Plan 2025–2029”, dated September 26, 2024, from the Director, Arts, Culture and Heritage be endorsed;*
- (2) *That the City of Richmond Signature and Community Events Plan 2025–2029 as detailed in the attached report, dated September 26, 2024, from the Director, Arts, Culture and Heritage be endorsed to guide the planning and delivery of City events for the next five years; and*
- (3) *That the expenditures totaling \$950,200 for the City Events Program 2025 with funding of \$890,600 from the Rate Stabilization Account, \$31,000 estimated sponsorship and \$28,600 estimated grant revenue be considered in the 2025 budget process.*



Consent
Agenda
Item

- 9. **2025 COUNCIL AND COMMITTEE MEETING SCHEDULE**
(File Ref. No. 01-0105-01) (REDMS No. 7810334)

CNCL-128

[See Page CNCL-128 for full report](#)

GENERAL PURPOSES COMMITTEE RECOMMENDATION

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- (1) *That the 2025 Council and Committee meeting schedule, as shown in Attachment 1 of the staff report dated September 17, 2024 from the Director, City Clerk’s Office, be approved, with the addition of the following:*
 - (a) *That the January 6, 2025 General Purposes Committee and Finance Committee meetings be rescheduled to January 7, 2025; and*
 - (b) *That the January 7, 2025 Planning Committee meeting be rescheduled to January 8, 2025.*
- (2) *That the Council Procedure Bylaw No. 7560 be varied to allow for the following revisions as detailed in the staff report titled “2025 Council and Committee Meeting Schedule” dated September 17, 2024, from the Director, City Clerk’s Office, be approved:*
 - (a) *That the Regular Council meetings (open and closed) of August 11 and August 25, 2025 be cancelled; and*
 - (b) *That the August 18, 2025 Public Hearing be rescheduled to September 2, 2025 at 7:00 p.m. in the Council Chambers at Richmond City Hall.*



Consent
Agenda
Item

10. **JAPANESE CANADIAN LEGACIES COMMUNITY GRANT OPPORTUNITIES**

(File Ref. No. 10-6000-01) (REDMS No. 7823342)

CNCL-133

See Page CNCL-133 for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

- (1) *That the scope of work related to the two grant applications to the Japanese Canadian Legacies Community Fund, for an aggregate total of up to \$1,500,000, be endorsed in principle by Council, as described in the report titled “Japanese Canadian Legacies Community Grant Opportunities,” dated October 2, 2024, from the Director, Facilities and Project Development and the Director, Parks Services;*

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- (2) *That should the grant application(s) be successful, the Chief Administrative Officer and the Deputy Chief Administrative Officer be authorized to execute the agreement on behalf of the City of Richmond with the Steveston Community Society (SCS), for the contribution from SCS to the City for the Japanese Canadian Legacy Improvements work; and*
- (3) *That a capital budget up to \$1,500,000 for the Japanese Canadian Legacy Improvements be approved and be included in the Consolidated 5 Year Financial Plan (2025-2029).*



Consent
Agenda
Item

11. **RECOMMENDED LONG-TERM STEVESTON STREETSCAPE VISION 2024**

(File Ref. No. 08-4000-01) (REDMS No. 7746668)

CNCL-142

[See Page CNCL-142 for full report](#)

PLANNING COMMITTEE RECOMMENDATION

- (1) *That Option 2 as outlined in the report titled “Recommended Long-term Steveston Streetscape Vision 2024”, dated September 17, 2024, from the Director, Transportation, be endorsed for further investigation; and*
- (2) *That the development of the Recommended Long-term Steveston Streetscape Vision 2024, including Transportation Planning, Functional and Preliminary Design, be submitted for Council’s consideration in the 2025 budget process.*



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Consent
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Item

12. **APPLICATION BY POONI GROUP INC. FOR AN AGRICULTURAL LAND RESERVE NON-FARM USE AT 4880 NO. 6 ROAD**
(File Ref. No. AG 23-017928) (REDMS No. 7688104)

CNCL-162

See Page CNCL-162 for full report

PLANNING COMMITTEE RECOMMENDATION

That the application by Pooni Group Inc. for an Agricultural Land Reserve Non-Farm Use to permit an extension of the lease of an approximate 6.8 ha (16.8 acre) portion of 4880 No. 6 Road for up to 25 years, and to permit construction of a new 1,664 m² clubhouse and driving range structure on the leased portion of the site at 4880 No. 6 Road, be endorsed and forwarded to the Agricultural Land Commission.



Consent
Agenda
Item

13. **PROPOSED AMENDMENTS TO TRAFFIC BYLAW 5870 FOR SPEED LIMIT REDUCTION IN STEVESTON**
(File Ref. No. 10-6450-15-01) (REDMS No. 7748450)

CNCL-190

See Page CNCL-190 for full report

PUBLIC WORKS AND TRANSPORTATION COMMITTEE RECOMMENDATION

- (1) *That Option 2 to reduce the posted speed limit on local roads in Steveston from 50 km/h to 30 km/h as described in the staff report titled “Proposed Amendments to Traffic Bylaw 5870 for Speed Limit Reduction in Steveston, dated September 17, 2024, from the Director, Transportation, be endorsed; and*
- (2) *That Traffic Bylaw No. 5870, Amendment Bylaw No. 10607, to revise the posted speed limit be introduced and given first, second and third reading.*



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Item

14. **ARTERIAL ROADWAY IMPROVEMENT PROGRAM (2021), TOP 20 COLLISION PRONE INTERSECTIONS - IMPLEMENTATION OF MEDIUM/LONG-TERM IMPROVEMENTS (2021), AND TOP 20 COLLISION PRONE INTERSECTIONS - IMPLEMENTATION OF MEDIUM/LONG-TERM IMPROVEMENTS (2022) – PROJECT UPDATE**

(File Ref. No. 10-6500-01) (REDMS No. 7808550)

CNCL-196

[See Page CNCL-196 for full report](#)

PUBLIC WORKS AND TRANSPORTATION COMMITTEE
RECOMMENDATION

- (1) *That Option 1 be approved as presented in the report “Arterial Roadway Improvement Program (2021), Top 20 Collision Prone Intersections - Implementation of Medium/Long-term Improvements (2021), and Top 20 Collision Prone Intersections -Implementation of Medium/Long-term Improvements (2022) – Project Update”, dated September 18, 2024, from the Director, Engineering and Director, Transportation; and*
- (2) *That the budget increase of \$3,750,000 funded by Roads Development Cost Charges (DCC) and Capital Reserve (Revolving Fund) be included in the Consolidated 5 Year Financial Plan (2025-2029).*



Consent
Agenda
Item

15. **UBCM COMMUNITY EMERGENCY PREPAREDNESS FUND: 2024/25 DISASTER RISK REDUCTION – CLIMATE ADAPTATION GRANT APPLICATIONS**

(File Ref. No. 10-6000-01) (REDMS No. 7776952)

CNCL-204

[See Page CNCL-204 for full report](#)

PUBLIC WORKS AND TRANSPORTATION COMMITTEE
RECOMMENDATION

- (1) *That the application(s) 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: 2024/25 Disaster Risk Reduction – Climate Adaptation Grant Applications” dated September 13, 2024 from the Director, Engineering, be endorsed;*

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- (2) *That should the grant application(s) be successful, the Chief Administrative Officer and the General Manager, Engineering and Public Works, be authorized to execute funding agreements with UBCM on behalf of the City for the Drainage Pump Station Condition Assessment, Flood Protection and Rain Gauge Monitoring Stations, and Blundell Road Canal Improvement projects; and*
- (3) *That should the grant application(s) be successful, capital projects of \$150,000 for the Drainage Pump Station Condition Assessment, \$150,000 for Flood Protection and Rain Gauge Monitoring Stations, and \$5,000,000 for Blundell Road Canal Improvement be approved with 100% funding from the external grant, as outlined in the staff report titled “UBCM Community Emergency Preparedness Fund: 2024/25 Disaster Risk Reduction – Climate Adaptation Grant Applications” dated September 13, 2024 from the Director, Engineering, and be included in the Consolidated 5 Year Financial Plan (2025-2029) accordingly.*



CONSIDERATION OF MATTERS REMOVED FROM THE
CONSENT AGENDA

PUBLIC ANNOUNCEMENTS AND EVENTS

NEW BUSINESS

BYLAWS FOR ADOPTION

CNCL-208

Permissive Property Tax Exemption (2025) **Bylaw No. 10566**
Opposed at 1st/2nd/3rd Readings – None.



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CNCL-241 Consolidated 5 Year Financial Plan (2024-2028) Bylaw No. 10515,
Amendment **Bylaw No. 10604**
Opposed at 1st/2nd/3rd Readings – None.

DEVELOPMENT PERMIT PANEL

16. RECOMMENDATION

CNCL-247 *That the **minutes** of the Development Permit Panel meeting held on October 9, 2024, be received for information.*

ADJOURNMENT



Regular Council

Monday, October 7, 2024

Place: Council Chambers
Richmond City Hall

Present: Mayor Malcolm D. Brodie
Councillor Chak Au
Councillor Carol Day
Councillor Laura Gillanders (entered the meeting at 7:01 p.m.)
Councillor Kash Heed
Councillor Andy Hobbs
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Michael Wolfe

Corporate Officer – Claudia Jesson

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

RES NO. ITEM

MINUTES

R24/17-1 1. It was moved and seconded
That the minutes of the Regular Council meeting held on September 23, 2024, be adopted as circulated.

CARRIED



Regular Council
Monday, October 7, 2024

AGENDA ADDITIONS & DELETIONS

- R24/17-2 It was moved and seconded
That Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10601 be deleted from the Council Agenda under Bylaws for Adoption.

CARRIED

COMMITTEE OF THE WHOLE

- R24/17-3 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.

- R24/17-4 4. It was moved and seconded
That Committee rise and report (7:02 p.m.).

CARRIED

CONSENT AGENDA

- R24/17-5 5. It was moved and seconded
That Items No. 6 through No. 17 be adopted by general consent.

CARRIED

6. **COMMITTEE MINUTES**

That the minutes of:

- (1) *the Parks, Recreation and Cultural Services Committee meeting held on September 24, 2024;*
(2) *the Finance Committee meeting held on October 1, 2024; and*



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(3) *the General Purposes Committee meeting held on October 1, 2024; be received for information.*

ADOPTED ON CONSENT

7. **NAMING OF THE NEW COMMUNITY FACILITY AND FIELDHOUSE LOCATED IN HUGH BOYD COMMUNITY PARK**
(File Ref. No. 06-2052-20-HBSC) (REDMS No. 7772636, 5361660)

That the facility to be constructed in Hugh Boyd Community Park be named West Richmond Pavilion, as presented in the staff report titled “Naming of the New Community Facility and Fieldhouse located in Hugh Boyd Community Park”, dated August 29, 2024, from the Director, Recreation and Sport Services.

ADOPTED ON CONSENT

8. **WASHER AND DRYER FOR NEW WEST RICHMOND PAVILION**
(File Ref. No. 06-2052-20-HBSC)

That staff include an appropriate hook-up for a washer and dryer in the new West Richmond Pavilion.

ADOPTED ON CONSENT

9. **HIGH JUMP EQUIPMENT COVER**
(File Ref. No. 11-7025-09-003, 06-2052-20-MPTS)

That staff work with Richmond Kajaks to provide a cover for the high jump equipment at the Minoru Track.

ADOPTED ON CONSENT

10. **METRO WEST INTER-MUNICIPAL BUSINESS LICENCE BYLAWS**
(File Ref. No. 12-8060-20-010584; 12-8060-20-010583) (REDMS No. 7737244, 7745163, 7747068)

- (1) *That Inter-Municipal Business Licence Agreement Bylaw No. 10584 be introduced and given first, second and third readings; and*
(2) *That Inter-Municipal Business Licence Bylaw No. 10583 be introduced and given first, second and third readings.*

ADOPTED ON CONSENT



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11. RESPONSE TO METRO VANCOUVER'S REFERRAL: LAND USE DESIGNATION AMENDMENT TO THE METRO 2050 REGIONAL GROWTH STRATEGY PROPOSED BY THE CITY OF SURREY FOR THE PROPERTY LOCATED AT 7880 128 STREET

(File Ref. No. 01-0157-30-RGST1) (REDMS No. 7788990)

That comments from the City of Richmond be provided to the Metro Vancouver Regional District Board as outlined in the staff report titled "Response to Metro Vancouver's Referral: Land Use Designation Amendment to the Metro 2050 Regional Growth Strategy Proposed by the City of Surrey for the Property Located at 7880 128 Street", dated September 9, 2024, from the Director, Policy Planning.

ADOPTED ON CONSENT

12. UBCM – COMMUNITY WORKS AGREEMENT – CANADA COMMUNITY BUILDING FUND

(File Ref. No. 03-1000-18-084) (REDMS No. 7763249)

- (1) That the City enter into a funding agreement with the Union of British Columbia Municipalities (UBCM), as described in the report titled "UBCM – Community Works Agreement – Canada Community Building Fund," dated September 9, 2024, from the Director, Intergovernmental Relations and Corporate and Strategic Planning; and*
- (2) That the Chief Administrative Officer and General Manager, Finance and Corporate Services be authorized on behalf of the City to execute the above noted agreement with UBCM.*

ADOPTED ON CONSENT



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13. COUNCIL STRATEGIC PLAN 2022-2026 MID-TERM HIGHLIGHTS

(File Ref. No. 01-0105-07-01) (REDMS No. 7730292)

- (1) *The report titled “Council Strategic Plan 2022-2026 Mid-Term Highlights,” dated August 21, 2024 from the Director, Intergovernmental Relations and Corporate and Strategic Planning, be received for information; and*
- (2) *Attachments 1 and 2 of the report be made available for viewing and download on the City of Richmond website.*

ADOPTED ON CONSENT

14. NEXT GENERATION 9-1-1

(File Ref. No. 03-1000-13-025) (REDMS No. 7810539)

That the Chief Administrative Officer and the General Manager, Finance & Corporate Services be authorized to execute and deliver the Next Generation 9-1-1 Implementation and Operation Contract, between the City and Metro Vancouver Regional District, on substantially the terms described in the report titled “Next Generation 9-1-1”, from the General Manager, Law & Community Safety and the General Manager, Finance & Corporate Services, dated September 18, 2024.

ADOPTED ON CONSENT

15. AMENDMENTS TO THE CONSOLIDATED 5 YEAR FINANCIAL PLAN (2024-2028) BYLAW NO. 10515

(File Ref. No. 12-8060-20-010604, 12-8060-20-010515) (REDMS No. 7759234, 7780718, 7780231)

That the Consolidated 5 Year Financial Plan (2024-2028) Bylaw No. 10515, Amendment Bylaw No. 10604, which incorporates and puts into effect the changes as outlined in the staff report titled “Amendments to the Consolidated 5 Year Financial Plan (2024-2028) Bylaw No. 10515” dated September 17, 2024, from the General Manager, Finance and Corporate Services, be introduced and given first, second and third readings.

ADOPTED ON CONSENT



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16. **CONSOLIDATED FEES BYLAW NO. 8636, AMENDMENT BYLAW NO. 10568**

(File Ref. No. 12-8060-20-010568) (REDMS No. 7761097, 7760933)

That the Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 10568 be introduced and given first, second and third readings.

ADOPTED ON CONSENT

17. **PERMISSIVE PROPERTY TAX EXEMPTION (2025) BYLAW NO. 10566**

(File Ref. No. 12-8060-20-010566) (REDMS No. 7699135, 7699238)

That Permissive Property Tax Exemption (2025) Bylaw No. 10566 be introduced and given first, second and third readings.

ADOPTED ON CONSENT

BYLAWS FOR ADOPTION

R24/17-6

It was moved and seconded

That Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 10428 adopted.

CARRIED

Opposed: Cllrs. Day
Wolfe

R24/17-7

It was moved and seconded

That the following bylaws be adopted:

Business Licence Bylaw No.7360, Amendment Bylaw No. 10597;

Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10598;

Underpinning Works and Construction Fence Encroachment Bylaw No. 9833, Amendment Bylaw No. 10599; and

Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 10600.

CARRIED



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DEVELOPMENT PERMIT PANEL

- R24/17-8 18. It was moved and seconded
- (1) *That the minutes of the Development Permit Panel meetings held on September 12, 2024, and September 25, 2024 and the Chair’s report for the Development Permit Panel meeting held on July 26, 2023, be received for information; and*
 - (2) *That the recommendations of the Panel to authorize the issuance of Development Permit (DP 23-011608) for the property located at 8220 Gilbert Road, be endorsed, and the Permits so issued.*

CARRIED

PUBLIC DELEGATION ON NON-AGENDA ITEMS

- R24/17-9 19. It was moved and seconded
- That Council resolve into Committee of the Whole to hear delegations on non-agenda items (7:24 p.m.).*

CARRIED

Jerome Dickey, Richmond resident, spoke on establishing a Richmond Housing Authority, noting Richmond’s continued growth and the need for innovative approaches to addressing housing options going forward.

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

- R24/17-10 It was moved and seconded
- That staff investigate the propriety of establishing a Richmond Housing Authority and report back with an initial report within three months.*

The question on the referral motion was not called as discussion ensued regarding the functions of the City’s Housing Office and the existing Affordable Housing Strategy.

Direction was given for the referral to include researching similar housing authorities in other municipalities, engaging with stakeholders including non-profit housing providers, assessing the potential financial and administrative impacts, and identifying locations and partnerships.



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Further discussion ensued regarding (i) background and rationale to explore the creation of a Richmond Municipal Housing Authority, (ii) Vancity Community Foundation, and (iii) other municipal housing authorities, such as the City of Burnaby (attached to and forming part of these minutes as Schedule 1).

In response to a query from Council, staff advised that multiple policy review and analysis items are ongoing and an initial report can be brought back in approximately three months.

The question on Resolution R24/17-10 was then called and it was **CARRIED**

- R24/17-11 20. It was moved and seconded
That Committee rise and report (7:40 p.m.).

CARRIED

ADJOURNMENT

- R24/17-12 It was moved and seconded
That the meeting adjourn (7:41 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, October 7, 2024.

Mayor (Malcolm D. Brodie)

Corporate Officer (Claudia Jesson)

Richmond City Council

Motion to Explore Creation of a Richmond Municipal Housing Authority

Motion: THAT City Council direct staff to explore the creation of a Richmond Municipal Housing Authority (RHA) by:

1. **Researching** similar housing authorities in other municipalities, including Burnaby, to assess their structures, funding mechanisms, governance models, and key achievements.
2. **Engaging** with stakeholders, including local non-profit housing providers, developers, tenants' rights organizations, and the general public, to understand the specific housing needs in Richmond and gauge interest in such an initiative.
3. **Assessing** the potential financial and administrative impacts of establishing a municipal housing authority, including opportunities for funding through provincial and federal housing programs.
4. **Identifying** potential locations, land holdings, or partnerships that could support the development of affordable and purpose-built housing under a Richmond Housing Authority.
5. **Providing** a report to Council within ^{three to} six months outlining the findings, including recommendations on whether and how to move forward with the creation of a Richmond Municipal Housing Authority.

Richmond City Council

Background, Purpose, Motion, and Rationale to Explore Creation of a Richmond Municipal Housing Authority

Purpose: To direct staff to investigate the feasibility, benefits, and potential structure of creating a municipal housing authority for Richmond, modeled after Burnaby's Housing Authority and/or other authorities, with the goal of enhancing affordable, secure, and purpose-built housing solutions for residents.

Background: The City of Burnaby has taken proactive steps to address the housing crisis through the establishment of its own municipal housing authority, which allows it to manage, develop, and preserve affordable housing for its residents. Richmond faces similar challenges with housing affordability, availability, and security, making it essential to explore a locally driven solution that aligns with our community's specific needs.

A Richmond Municipal Housing Authority would provide the City with more control and flexibility in addressing housing issues. It could support initiatives such as affordable housing developments, partnerships with non-profit organizations, and the preservation of existing affordable housing units. Exploring this option is consistent with the City's commitment to creating a diverse, sustainable, and inclusive community.

Motion: THAT City Council direct staff to explore the creation of a Richmond Municipal Housing Authority by:

1. **Researching** similar housing authorities in other municipalities, including Burnaby, to assess their structures, funding mechanisms, governance models, and key achievements.
2. **Engaging** with stakeholders, including local non-profit housing providers, developers, tenants' rights organizations, and the general public, to understand the specific housing needs in Richmond and gauge interest in such an initiative.
3. **Assessing** the potential financial and administrative impacts of establishing a municipal housing authority, including opportunities for funding through provincial and federal housing programs.
4. **Identifying** potential locations, land holdings, or partnerships that could support the development of affordable and purpose-built housing under a Richmond Housing Authority.
5. **Providing** a report to Council within six months outlining the findings, including recommendations on whether and how to move forward with the creation of a Richmond Municipal Housing Authority.

Rationale: Richmond faces significant pressure in providing adequate and affordable housing for its residents. By creating a housing authority, the City could have more tools at its disposal to take proactive, long-term actions that directly address housing issues, allowing for greater control over developments and the ability to better serve specific populations such as low- and moderate-income households, renters, local workforce, and seniors.

Exploring this option ensures Richmond is taking steps toward addressing housing challenges with innovative, local solutions, in line with successful communities like that of Burnaby.

Vancity Community Foundation

Hey Donna,

How are you feeling as we get closer to the election?

Housing is one of the greatest issues facing British Columbians today. This election period offers a unique opportunity for us to create real and meaningful change in our communities.

[Take the story of the Greater Victoria Housing Society for example.](#)

Their Goldstream project in Colwood is made up for **more than 100 homes at below-market rates**. This allows a broad mix of working people, families, single parents, newcomers, seniors, people with disabilities and at-risk youth to all have secure housing close to public transit, schools and amenities.



The Society's Executive Director Virginia Holden credits funding from the Vancity Community Foundation for making these homes a reality, **“Without this kind of patient and flexible and nimble capital, these projects just don't happen.”**

That's why we're calling on B.C.'s political parties to commit to supporting non-profits that build affordable housing. **Their platforms must explicitly include funding for programs like the Vancity Affordable Community Housing Program**, which accelerates the development of affordable housing on community-owned land at the early stage, when it is most needed.

There's still time to send a strong message. **If you believe housing should be affordable and accessible for all, [share our petition](#) with your friends and family.**

Thank you for standing with us,

Vancity Community Foundation

TO: MAYOR & COUNCIL
FROM: GENERAL MANAGER PLANNING AND DEVELOPMENT
SUBJECT: **BURNABY HOUSING AUTHORITY COMMUNITY ENGAGEMENT**
PURPOSE: To seek Council authorization to start community engagement on the elements of a Burnaby Housing Authority.

RECOMMENDATION

THAT staff collect feedback to refine the proposed elements and supporting business plan for a Burnaby Housing Authority using the engagement framework as generally outlined in Section 4.0 of the June 19, 2023 “Burnaby Housing Authority Community Engagement” report.

CHIEF ADMINISTRATIVE OFFICER’S COMMENTS

I concur with the recommendation of the General Manager Planning and Development.

1.0 POLICY SECTION

Establishing a Burnaby Housing Authority to help facilitate the creation of new non-market housing aligns with several City policies, including the *Corporate Strategic Plan* (2022), *HOME: Burnaby’s Housing and Homelessness Strategy* (2021), *Burnaby Housing Needs Report* (2021), *Mayor’s Task Force on Community Housing Final Report* (2019), *Burnaby Social Sustainability Strategy* (2011), *Burnaby Economic Development Strategy* (2007) and *Official Community Plan* (1998).

2.0 BACKGROUND

Non-market housing in Burnaby is currently delivered through a variety of channels, often involving multiple partners, including the City, other orders of government, non-profit organizations (NPOs) and the private development sector. The City’s involvement primarily consists of creating housing-friendly policies, plans and regulations, reviewing and approving non-market development applications, advocating for funding from other orders of government and providing municipal lands and financial supports to facilitate affordable housing developments.

While the City has been successful in facilitating the development of new non-market housing in recent years, these developments often take years to come to fruition. Recognizing the significant and immediate housing needs in the community, *HOME: Burnaby’s Housing and Homelessness Strategy* (*HOME*) calls on the City to “develop a coordinated program for non-market housing partnerships, with dedicated staff resources, to provide an efficient, consistent and streamlined process for the development of partnership projects.” In response, Council has asked staff to explore

the creation of a new Burnaby Housing Authority (BHA) as a “one-stop shop” for non-market housing development, management and administration.

Efforts to define elements of a BHA have been underway since early 2023. This report summarizes and shares the currently defined elements of the BHA, and seeks Council authorization for staff to start community engagement activities as per the proposed engagement framework outlined in Section 4.0.

3.0 GENERAL INFORMATION

The following sections outline the specific elements of the BHA based on Council direction to date. Council direction has been informed by research of other housing authorities and development corporations, in addition to a desire to expand the City’s role in non-market housing delivery in Burnaby. Overall, the BHA strives to:

- Be nimble, innovative and bold to deliver new non-market housing in Burnaby to meet community housing needs;
- Add to, rather than replace, existing housing supply;
- Position itself to help fill gaps in Burnaby’s housing supply; and
- Contribute to the larger housing ecosystem through collaboration, not competition.

3.1 Process and Timeline

The process to create the BHA comprises:



The pre-planning phase involved research of other housing authorities and development corporations across Canada, along with interviews of subject matter experts, to determine success factors for the BHA. Based on this research, staff have been seeking Council direction on defining key elements in Phase 1, with additional elements still needing Council input. Council has indicated a desire to establish the BHA in 2023.

3.2 Organizational Structure

Council has directed staff to structure the BHA as an arms-length municipal corporation, with the City as the sole shareholder. The municipal corporation model was selected as the structure best able to meet the following objectives identified for a BHA:

- Facilitate delivery of non-market housing;
- Leverage senior government funding programs;
- Operate under separate governance;
- Generate positive net income for long-term sustainability;
- Improve market agility;
- Exercise greater control over operations;
- Expand role in delivery of solutions;
- Improve access to external resources, innovation and expertise;
- Allocate and manage risk; and
- Minimize administrative complexity and costs.

The municipal corporation model has not been used by the City to date. The authority to establish municipal corporations to provide services that benefit the community, including the delivery of affordable housing, is set out in the *Community Charter* and *Local Government Act*. Municipalities are required to obtain approval for proposed corporations from the provincial Inspector of Municipalities. The Inspector's role is to ensure that the process through which a municipal corporation is established, and the structure of the corporation itself, are consistent with provincial legislation. To seek approval from the Inspector, the City will need to submit various documents to the Ministry of Municipal Affairs, including draft articles of incorporation and a business plan for the BHA.

3.3 Governance

As a municipal corporation, the BHA will be governed by its own, autonomous board of directors. Appointed by City Council, the BHA Board will provide strategic direction to the BHA and help the BHA leverage the knowledge, resources and connections it needs to deliver its mandate. Council has decided to structure the Board with a majority of Council/City representatives in order to strengthen oversight of the use of City assets provided to the BHA, and to ensure ongoing alignment between BHA and City objectives, especially during the formative years of the organization. The full composition of the BHA Board is still to be determined, but is expected to include subject matter experts and representatives of groups with proficiency and expertise in real estate development, real estate law and financing, construction management, housing operations and non-market housing.

3.4 Affordability Mandate and Alignment with City Policies

Council has directed that the BHA focus on the following affordability levels and housing tenures:

- Non-market rental housing;
- Non-market ownership housing; and
- Market rental housing, in cases where revenues from such housing would help support the delivery of non-market housing through cross-subsidization.

The affordability mandate of the BHA aligns with the *Burnaby Housing Needs Report (HNR)*, a provincially-mandated document that provides key insights into community

housing needs, including the number and type of units that will be needed to meet housing demand over the next five and 10 years. For reference, the executive summary of the *HNR* is provided in *Attachment 1*. The aim of the BHA is to deliver units to meet the housing needs identified in the *HNR*, in addition to aligning with other City housing policies, plans and regulations, including *HOME*, which has the following vision:

“Burnaby is a place where everyone can find a home, afford a home and feel at home.”

3.5 Scope of Work

Council has defined the scope of work for the proposed BHA to include four main functions:

1. Acquisition

The BHA would acquire lands to maximize the development potential of its land portfolio while targeting sites in neighbourhoods currently lacking non-market housing. The BHA may also acquire existing housing units or housing units under construction to create more attainable housing options, including in partnership with the development community.

2. Development

The BHA would develop new housing units, with dedicated staff hired as development managers to oversee design, approvals and construction, or partner with the development sector to accomplish these outcomes. Housing development, which is not currently a function of the City, is anticipated to expand capacity in non-market housing delivery for Burnaby residents.

3. Operations

Recognizing the experience and capabilities of the City’s existing non-market housing operators, the BHA would partner with NPOs, government agencies and other qualified entities to operate non-market housing units, especially units for tenants that require additional supports. The BHA may explore operating units that are at or close to market rents to help financially sustain the BHA’s overall non-market housing portfolio over time.

4. Administration

The BHA would be responsible for overseeing its housing portfolio, for receiving and reviewing documents to confirm on-going compliance with any agreements with its operating partners and for preparing and submitting documents and reports as may be required under agreements with its funding, operating, or development partners. The BHA could further explore administering all other non-market housing units currently administered by the City, in order to create a “one-stop shop” for City of Burnaby non-market housing administration and inquiries.

As a new municipal corporation, the currently proposed scope of work will require the BHA to progressively develop capabilities, proficiency and expertise. The scope

is anticipated to evolve over time to ensure the BHA has the flexibility it needs to capitalize, leverage and respond to new opportunities as housing market conditions change.

3.6 Potential Tools and Assistance

The specific set of tools being provided by the City to the BHA is yet to be determined, but may include some or all of the following:

- Transfer of City land and buildings;
- Investment of City funds;
- Pre-zoning of development sites;
- Servicing of development sites;
- Fast-tracking of development approvals;
- Provision of dedicated staff resources;
- Extension of preferred financing rates; and
- Offers of loan guarantees.

The assistance provided by the City to the BHA would be formalized through a Partnering Agreement, as permitted by the *Community Charter*. A Partnering Agreement enables a local government to provide assistance to organizations such as public authorities, societies or private corporations to provide a service on behalf of the local government.

4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT

The City has engaged extensively with the public and key interested parties on the topic of housing in recent years, including through the *Your Voice. Your Home. Community Recommendations Workshop*, the *Mayor's Task Force on Community Housing*, the *HNR*, and *HOME*. Building on these previous efforts, an engagement framework has been created to involve the community in the creation of a BHA.

The framework contemplates engagement of the following five community streams:

1. Four host First Nations of Musqueam, Squamish Nation, Tsleil-Waututh Nation, and Kwikwetlem First Nation;
2. Urban Indigenous Peoples;
3. General public;
4. Key interested parties, including housing NPOs, organizations within the development sector, funding providers, social service providers and neighbouring municipalities; and
5. City staff and CUPE 23 - Burnaby Civic Employees Union.

The proposed framework envisions different engagement activities for each phase of the creation of the BHA, with the main engagement opportunities planned for *Phase 1 – Elements* to seek input on the key elements of the BHA, including its structure, governance, mandate, scope, tools and other considerations. This engagement is

envisioned to occur from June to August 2023, beginning with the launch of a dedicated BHA webpage on the City's website.

A What We Heard report summarizing input from *Phase 1 – Elements* will be provided to Council in fall 2023. Engagement in *Phase 2 – Creation* and *Phase 3 – Launch* will focus on informing the community on how the input from Phase 1 has contributed to shaping the BHA.

5.0 FINANCIAL CONSIDERATIONS

The successful creation and operation of a BHA is anticipated to require significant financial and non-financial resources. Funding requirements will include costs for initial start-up and operation, acquisition of land, capital development, and housing operations. In addition, the BHA may look to the City to continue historic practices around the contribution of land and associated servicing for non-market housing sites.

Over the years, the City has been allocating monies received through Community Benefit Bonus payments to the Community Benefit Bonus Affordable Housing Reserve and Housing Operating Reserve for the purpose of funding non-market housing developments. The balances in the housing reserves are anticipated to be sufficient to establish the BHA.

The engagement activities outlined in Section 4.0 will be supported by third-party consultants, including trained facilitators. The fee for the third-party consultants will be paid from existing approved budgets.

Respectfully submitted,

Edward Kozak, General Manager Planning and Development

ATTACHMENT

Attachment 1 – Burnaby Housing Needs Report Executive Summary

REPORT CONTRIBUTORS

This report was prepared by Wendy Tse, Planner 3, and reviewed by David Clutton, Planner 2, Richard Mester, Manager Business Process and Reporting, Jennifer Wong, Assistant City Solicitor, Sarah Alexander, Director Business Operations Lands and Facilities, Bob Klimek, Deputy General Manager Finance, Karin Hung, Director Strategic Initiatives, Carl Isaak, Director Community Planning and Lee-Ann Garnett, Deputy General Manager Planning and Development.

Burnaby Housing Authority

Business Plan
September 2023

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Burnaby Housing Authority Overview

Type and Scope of Operation

The Burnaby Housing Authority (BHA) will be incorporated under the *Business Corporations Act* of British Columbia. The BHA will be wholly owned by the City of Burnaby.

The mandate of the BHA is to increase the supply of non-market housing options in the City of Burnaby. The BHA's initiatives will support several City policies including the *Corporate Strategic Plan (2022)*, *HOME: Burnaby's Housing and Homelessness Strategy (2021)*, *Burnaby Housing Needs Report (2021)*, and the *Mayor's Task Force on Community Housing Final Report (2019)*.

The BHA will look for opportunities to collaborate with a range of partners to deliver housing projects, across the housing continuum, that serve a broad range of household income levels. Partners may include private and non-profit entities, in addition to other levels of government. Projects will encompass a variety of housing options including below-market rental and ownership, but also market rentals that cross-subsidize the delivery of below-market units.

Service Description

The Burnaby Housing Authority will conduct four primary functions in accordance with its mandate.

Land and Unit Acquisition

The BHA will analyze the residential real estate market and acquire lands and units, including City-owned lands and units, for the purpose of developing such lands to fulfill its mandate. The BHA will have the capacity to acquire, hold and dispose of freehold land, air space parcels, and strata titled properties for residential uses, as well as non-residential real estate assets that are ancillary to residential uses. The BHA may also transfer or assign its leasehold interests.

Housing Development

The BHA will create housing through a direct delivery model and through partnerships with other real estate development entities. For direct delivery, the BHA will be responsible for the design and construction of new housing developments. This includes securing land, pre-development and construction funding and financing (which could include funding from other levels of government), obtaining all required development approvals, as well as hiring and overseeing all required consultants and contractors to design and construct housing projects.

The BHA may also enter into partnership agreements with private, public, and non-profit sector entities to deliver on its mandate. These partnerships will enable the BHA to leverage external resources, expertise, and innovation. For housing created through partnerships, the BHA may participate in joint ventures as an equity partner, provide pre-construction funding, bulk purchase pre-sale units or purchase existing units or entire buildings.

Housing Operations

The BHA may provide property management services for any rental housing it develops, acquires, or manages on behalf of the City of Burnaby. These services will include, but are not limited to, tenant management, building maintenance and capital repair programs to ensure the housing is maintained properly and available for eligible tenants. These services will be delivered in accordance with any applicable requirements and/or restrictions stipulated by third party funders. BHA housing operations is anticipated to be done in partnership with the non-profit sector, especially for residents who require additional supports.

Housing Administration

Housing administration involves the oversight of non-market housing operated directly by the BHA or by third parties, to ensure compliance with City of Burnaby Housing Agreements or other funding and operating partner agreements. This oversight will involve reviewing all data submitted in accordance with reporting requirements, including but not limited to, tenancy and rental rate information, financial statements, the status of capital repairs as per facilities condition reports and working with the operators to resolve any identified items of concern.

Value Proposition

The Burnaby Housing Authority will be uniquely positioned to facilitate the City's goal of creating greater numbers of non-market housing units. The BHA will have financial support from the City including operating funding, a Project Development Capital Fund, the provision of City-owned lands at less than fair market value and a commitment from the City to expedite the review of any applications from the BHA, which will be set out in a Partnering Agreement between the City and the BHA.

Management Plan

Legal Structure

The City of Burnaby will create the BHA as a corporation pursuant to the City's authority under Section 185 of the *Community Charter*. The BHA will be a company incorporated under the *Business Corporation Act* of British Columbia.

The Burnaby Housing Authority Board of Directors will govern the business affairs of the BHA in accordance with the Articles, the Partnering Agreement and formal direction from the City as sole shareholder.

Code of Ethics

The BHA will develop a code of ethics based on the following six principles:

- Integrity
- Objectivity
- Competence
- Confidentiality
- Professionalism
- Equity & Inclusion

The Board of Directors will also be governed by the conflict-of-interest provisions set out in the Articles.

Board of Directors

The BHA's Board of Directors will include the following 10 members appointed by Council:

- Burnaby Council Members (3);
- Burnaby Senior Exempt Staff (1);
- Members with expertise or experience in the development or operations of private or non-profit housing (4);
- Member with expertise or experience in the financial sector (1); and
- Members with expertise or experience in the legal sector (1).

The Board of Directors will have the ability to establish committees to facilitate the work of the BHA.

Staffing Structure

The BHA's initial staffing complement will include:

Chief Executive Officer

The CEO is the principal management position in the BHA. The CEO will be accountable to the Board of Directors and will be the public face of the organization. The CEO's key responsibilities will include:

- Promoting the BHA's role in the creation of non-market housing in Burnaby to housing industry representatives, community organizations, financial institutions, non-profit housing societies operating in Burnaby and federal and provincial government representatives.
- Developing and maintaining effective working relationships with key non-profit, private, and government partners in the housing development sector.
- Setting the BHA's strategic direction and culture in collaboration with the Board of Directors.

- Managing overall operations of the BHA, making major corporate decisions including those related to financial and human resources, and developing annual work plans.

Chief Operating Officer

Reporting to the CEO, the COO will be a qualified Chartered Professional Accountant (CPA) and will be responsible for the development and monitoring of policies and procedures for financial management, procurement, operational administrative functions, and information technology requirements for the BHA. These policies will reflect the objectives of the BHA to be nimble and responsive to emerging business opportunities. The COO's key responsibilities will include:

- Facilitating project development financing arrangements with government and private lenders, including interim construction financing, long term mortgages and capital grant allocations.
- Developing and implementing an accounting system that enables effective monitoring and reporting of the BHA's financial position and key performance measures to the CEO and Board.
- Fulfilling all other corporate financial reporting requirements, including the external audit process and preparation of the annual Corporate Report.
- Establishing and maintaining the BHA's financial records and annual operating budget, which annual operating budget will include the BHA's overhead and payroll expenses, as well as annual capital and operating funding allocations.
- Monitoring and controlling expenditures within approved budget limits.
- Creating and maintaining HR and general administration policies for the BHA.

Director, Development

Reporting to the CEO, the Director, Development will lead the planning, design, and delivery of non-market housing projects in accordance with the BHA's strategic direction and annual work plan. The Director, Development's key responsibilities will include:

- Developing and maintaining effective working relationships with key non-profit, private, and government partners in the housing development sector.
- Developing project specific proposals for consideration by the CEO and the Board of Directors.
- Monitoring the budget, schedule, scope, and quality of approved projects to ensure they are

developed in accordance with the project plan.

- Overseeing the work of external consultants and conducting due diligence reviews to ensure risks are identified and that the BHA's interests are protected throughout the development process.

Office Manager

Reporting to the COO, the Office Manager will provide administrative and clerical support to ensure the efficient operation of the BHA. The Office Manager's responsibilities will include:

- Creating presentation materials and regularly scheduled reports.
- Developing and maintaining a record keeping system.
- Responding to phone calls, email and in-person visitor inquiries.
- Managing office equipment including IT, security, and janitorial services.
- Maintaining office inventory levels.
- Other related duties include invoice management, filing, and taking accurate meeting minutes.

Legal, Human Resources and Communications and Services

Other operational support services will be procured on an "if and when required" basis. Initially legal, human resources, IT and communication support services will be provided this way. To maintain an arm's length, autonomous culture, the BHA will not contract with the City of Burnaby for any of these consulting services.

Project Specific Consulting Services

Project specific development consulting services will be procured as required to augment the capacity of the BHA for project management services including, but not limited to, feasibility studies including preliminary design, scheduling and cost estimating, project partnering agreements, public engagement, and appraisal services.

Market Analysis

Housing Supply and Demand

Housing demand is a function of population growth and the 2021 Census indicates that Burnaby is among the fastest-growing major municipalities in Canada. The city welcomed 16,370 new residents between 2016 and 2021.

Between 2021 and 2030 Burnaby's population is projected to grow by another 27,300 residents, a number that translates into the need for 14,990 housing units. By tenure, the projected housing demand is for approximately 5,700 rental units and 9,300 owned units.

Built Form and Affordability

The development sector is responding to this demand in Burnaby. The 2021 Census data shows that Burnaby is adding new homes at a faster rate than the regional average. Burnaby's private dwelling count is up 9% from 2016, compared to the 7% average for the Metro Vancouver region.

Current gaps in the supply include non-market rental housing, as well as ownership options that are attainable for moderate income households. There is no data available to project the need and demand for below-market homeownership. However, with a projected demand for 9,300 ownership units between 2021 and 2030, it is reasonable to expect that there would be market demand for a below-market homeownership option in the Burnaby real estate market.

The 2021 Burnaby Housing Needs Report (HNR) reports a significant unmet need for non-market rental housing in Burnaby for housing affordable to individuals and households with very low incomes, defined as households earning less than 50% of the median household income (MHI) in Burnaby.

This unmet need is evidenced by the 1,805 households in Burnaby currently on BC Housing's waitlist and an estimated 554 individuals experiencing counted or hidden homelessness in Burnaby, as of 2020. While recent funding commitments by the provincial and federal governments will assist in addressing this unmet need there remains a substantial gap in the required supply.

While the need for low-income rental units is most significant, there is a need for rental housing at all affordability levels, including market rental. The 2022 Canada Mortgage and Housing Corporation (CMHC) Rental Market Report notes the current vacancy rate in Burnaby is 1.1%. A healthy vacancy rate is typically defined as being between 3% and 5%.

Recent changes in the financial and real estate markets have created a challenging environment that has significantly impacted the viability of purpose-built market rental developments. Relevant risk factors include construction cost inflation, increasing interest rates, and workforce labour shortages. In the past year, several market rental housing projects in the Vancouver census metropolitan area (CMA) have been shelved due to rising interest rates and construction costs.

Appendix A includes a summary of current market trends in purpose built rental supply provincially, rental market key indicators in the CMA and homeownership trends in Burnaby. The impact these trends are having on housing affordability in Burnaby is a key issue that the BHA will be addressing in its role.

Marketing Plan

The marketing plan for the business activities of the BHA will be fully developed by BHA staff and endorsed by the Board of Directors. The plan's objectives will be to ensure that potential market and non-profit real estate development partners, consultants and consumers are aware of the organization's mandate and capacity. This marketing plan will include the development of the BHA identity through the creation of a mission, vision and values statement, a logo, website, and outreach including networking sessions with development sector organizations, senior government funders and financial institutions.

Operations Plan

The BHA will be housed in its own fully equipped office space that will include a reception area, conference room and staff offices. The offices will be separate from City of Burnaby offices in order to reinforce the independence and autonomy of the organization.

The staffing plan reflected in the financial plan will be sufficient for the start up phase of the organization. These staff resources will be augmented by external consulting services for project specific work on an "if and when required" basis.

Financial Plan

The BHA will receive a range of financial support as defined in the Partnering Agreement and as summarized below. These supports are intended to fully support the operations of the BHA, as well as enable the BHA to carry out its project development activities for the first five years of its existence.

- **Startup Expenses:** The one-time capital startup costs associated with establishing the BHA's office are estimated to be \$475,000. A startup capital budget is included in Appendix B.

- Annual Operating Expenses: These expenses will be covered for an initial five-year term. The annual operating expenses, including the initial staff complement, are estimated to be \$2,000,000 per year. An operating budget is included in Appendix B.
- The City of Burnaby may provide the BHA with a Project Development Capital Fund of up to a maximum of \$100,000,000.00 drawn from City Reserve Funds, subject to the terms and conditions set out in the Partnering Agreement.
- The provision of City lands to the BHA at less than fair market value, and other City supports will be defined in the Partnering Agreement.

The operational funding model will be reviewed as part of the renewal of the Partnering Agreement at the end of the first five years of operations when it is expected that the organization will become more of a self-sustaining entity that will require less operational funding from the City.

The BHA will establish financial controls through a series of policies that will be approved by the BHA Board of Directors and in compliance with the Articles of Incorporation. These will include Signing Authority and Procurement policies. The policies will be based on categories typical for a real estate development organization of a comparable size and nature, including but limited to:

- Development and Acquisition
- Financial
- Income Properties
- Office Administration
- Employment Agreements
- Service Agreements

Risk Analysis

Risk	Consequence	Mitigation Plan	Risk Rating
<p>Conflicts of Interest Conflicts of interest due to Board composition that include Burnaby councillors and staff.</p>	<p>The BHA will not have the mandate to act in the best interests of the company.</p>	<p>Include conflict of Interest provisions that mirror those for Burnaby councillors and Burnaby staff members, respectively, in the Articles of Incorporation.</p>	<p>Medium</p>
<p>Governance As a newly formed board with a mandate distinct from a municipal council, there may be a lack of clarity and consensus regarding the board governance model</p>	<p>Due to the Board composition and because of a lack of clarity and understanding of the BHA governance model, the BHA will not operate with the autonomy needed to be nimble and effective.</p>	<p>A board governance training program will ensure the new board is clear on the governance model and their roles and responsibilities related to the new BHA entity.</p>	<p>Low</p>

Recruitment The BHA is unable to attract top talent to the board and staff of the BHA.	The BHA will not achieve the objectives envisioned by Burnaby council	A recruitment strategy developed and implemented by a third-party Human Resources firm.	Medium
Expectations The delivery of BHA sponsored housing units takes longer than expected.	Burnaby council and the BHA are criticized for not delivering on expectations.	A communications strategy for both council and the BHA that is based on clearly defined performance expectations as part of the BHA's five-year strategic plan.	Low
Autonomy As an entity created, funded, and governed by the City, the BHA may not be fully autonomous.	The BHA will not be sufficiently nimble to act on real estate development opportunities.	Development of a risk tolerance policy and a procurement policy geared to private sector best practices that includes clear spending authority guidelines.	Medium
Self-Sustaining Entity The BHA will be working to generate sufficient profits to fund its operational costs including staffing and overhead.	Failure to generate sufficient profits will put the entity in financial and reputational difficulty.	Create and implement a Strategic Plan that will generate the required profits to have the BHA become more of a self-sustaining entity after the first 5 years of operating subsidies from the City.	Low

Implementation Plan

The BHA will become an active player in the housing development sector in late 2024, based on the following implementation schedule:



Phase 1: Elements

The City has completed the development of the basic elements of the BHA including legal structure, mandate scope, and governance model.

Phase 2: Creation

The City will submit the business plan and draft Articles of Incorporation to the provincial Inspector of Municipalities to seek approval to create the BHA.

Phase 3: Launch

The City will prepare a Partnering Agreement that will define:

- The assistance the City will or may provide to the BHA (funding, lands, etc.)
- The services BHA will or may provide on behalf of the City.

The City will approve the BHA's start up capital and annual operating budget.

Burnaby City Council will appoint the BHA's Board of Directors

Phase 4: Start-Up

The Board of Directors will conduct the CEO search supported by an external Human Resources consultant. The CEO will recruit the balance of the staff, develop, and implement a 90-day plan following Board endorsement. This plan will include the development of mission, vision, and values statements. These will inform the development of the first-year strategic plan that will include measurable performance targets.

Phase 5: Growth

By the fourth quarter of 2024 the BHA will be actively engaged in delivering on its mandate by a range of activities that may include:

- Entering into Joint Venture Partnerships with private and non-profit developers.
- Acquiring land for development.
- Pursuing entitlement approvals and direct development of BHA sponsored real estate projects.

Appendix A: Current Real Estate Market Trends

BCH Purpose Built Rental Supply Data

The 2022 New Homes Registry Report shows that 14,546 purpose-built rental homes were registered in B.C. in 2022, the highest yearly total reached since BC Housing started collecting this data in 2002. For context, in 2012, BC Housing recorded fewer than 2,000 new rental units registered.

CMHC Migration and Rental Rates Data

The rental market tightened in the Vancouver census metropolitan area (CMA) in 2022. Following a surge in international migration and homeownership costs, the overall vacancy rate for purpose-built apartments fell to 0.9%

British Columbians lead the country in rent costs, with one in every five people in Greater Vancouver spending over half their paycheque or more for rent.

Migration to the Vancouver CMA from both international and domestic origins contributed to growth in rental demand. Arrivals of international immigrants to British Columbia doubled in the first half of 2022. Most of these immigrants settled in Metro Vancouver. The reopening of international borders also contributed to an increase in arrivals of non permanent residents. This group includes international students, many of whom rent.

The purpose-built rental apartment vacancy rate decreased from 1.2% in 2021 to 0.9% in 2022. Higher homeownership costs and migration to the region led rental demand to increase faster than supply.

Asking rents for vacant units are now, on average, 43% higher than those paid for occupied units. This represents a strong disincentive to moving for existing tenants, resulting in lower turnover.

The tightening conditions caused rent growth to accelerate to 6.3% overall. New renters paid, on average, 24% more than the previous tenant for 2-bedroom units rented in 2022.

CMHC data show that lower-income households face significant challenges finding units that they can afford. The purpose-built rental universe in the Vancouver CMA increased by a record 3,805 units (+3.3%) following elevated construction of new units in recent years.

Homeownership Trends

In 1996, approximately 42% of all housing in Burnaby were single-family or two-family homes — the most common of all housing types. As of 2021, that number has nearly halved to 22%. Homes in low-rise buildings have also slightly decreased during the same period, from approximately 28% to 25%.

All other forms of housing have increased. Row houses have increased from approximately 7% to 9%, duplexes have more than doubled from about 7% to 16%, and homes in high-rises have increased from 18% to 29% — the highest of all types of housing, as of 2021.

Increases in mortgage interest rates limited the ability of existing renter households to move to homeownership. The borrowing capacity of a worker aged 25 to 54 earning the average wage in the Vancouver CMA fell by nearly a quarter, or about \$100,000, in 2022.

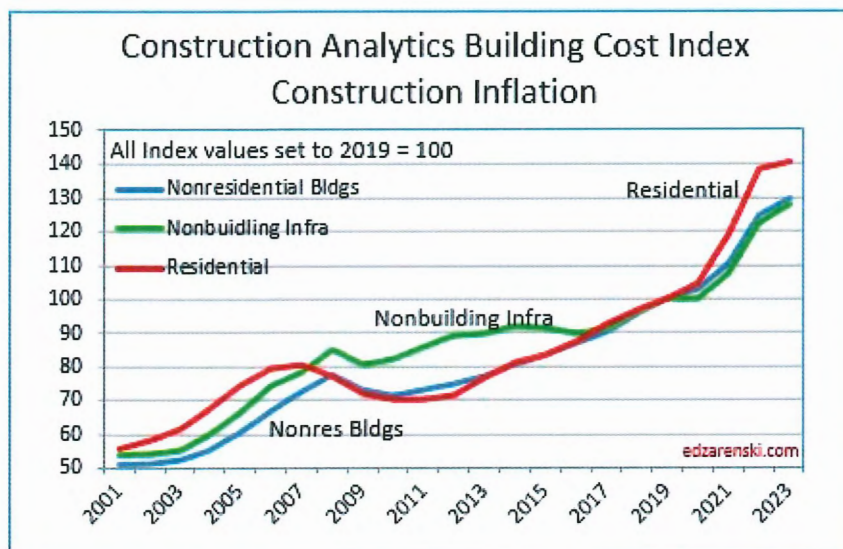
Entry-level home prices haven't declined as fast as buying power, meaning many prospective homebuyers continue to rent.

The biggest shift has been in terms of the kinds of housing found in Burnaby. In 1996, about 42% of all housing in Burnaby were single-family or two-family homes — the most common of all housing types. As of 2021, that number has nearly halved to 22%. Homes in low-rise buildings have also decreased during the same period, but only slightly, from about 28% to 25%.

Meanwhile, all remaining types of housing have increased. Row houses have increased slightly from about 7% to 9%, duplexes have more than doubled from about 7% to 16%, and homes in high-rises have increased from 18% to 29% — the highest of all types of housing, as of 2021.

Construction Costs

The chart below is indicative of the rapid rise in construction costs that has been experienced in the Vancouver CMA.



Appendix B: Startup and Operating Capital Budgets

Startup Capital Budget	
Expense	Budget
Legal fees (create legal framework)	\$100,000.00
Furniture	\$94,000.00
Technology (Laptops, accessories, switches, and cabling)	\$50,000.00
Premises update (paint and carpet)	\$50,000.00
Website Creation/Set Up	\$30,000.00
Tax/Accounting Set Up	\$70,000.00
Budget:	\$394,000.00
Contingency (20%)	\$78,800.00
Total Budget	\$472,800.00

Annual Operating Budget		
Expense	Estimate	Notes
Premises	\$150,000.00	3,000 sq. ft. Class A Space (Burnaby) 5-year lease/sub-lease \$30.00 per sq. ft + \$20.00 op. cost (triple net) Ideally, premises are fully demised and may require a cosmetic refresh (paint, carpets), signage.
Wages and Benefits	\$930,000.00	Chief Executive Officer: \$275,000 + 20% benefits = \$330,000.00 Chief Financial Officer: \$220,000 + 20% benefits = \$264,000.00 Director, Development: \$200,000.00 + 20% benefits = \$240,000.00 Administrative Coordinator: \$80,000.00 + 20% benefits = \$96,000.00
Telephone and Internet	\$30,000.00	Includes monthly charges from Telco provider, including telephone lines and internet service. Does not include capital cost of telephone equipment, network cabling or switches
I.T. Support (outsourced)	\$18,000.00	Based on number of workstations, hardware, software costs
Accounting & Tax	\$20,000.00	Annual financial statement review and tax advice
Printed Materials and Office Supplies	\$16,000.00	Includes all miscellaneous office supplies. This allocation expected to be higher in the first year
Membership and Education	\$5,000.00	Urban Development Institute, Burnaby Board of Trade and related/similar organizations
Travel	\$10,000.00	Allowance to attend conferences, travel throughout the province including Victoria and mileage for personal use of vehicles
Marketing	\$60,000.00	Higher in first year. Engage with a marketing agency to help promote the new housing authority and develop a marketing strategy and ongoing website maintenance
Insurance (Property)	\$5,000.00	Premises insurance
Insurance (Liability)	\$15,000.00	Corporate liability insurance and Directors & Officers liability insurance

Equipment Leases	\$36,000.00	Includes monthly lease cost for printers, copiers, scanners
Consultants	\$200,000.00	Retention of Consultants or other professionals for feasibility studies, such as engineers, architects
Corporate Legal	\$20,000.00	Retained counsel for corporate records and employment matters
Development Legal	\$150,000.00	Retained counsel for project specific due diligence
Board Compensation	\$50,000.00	
Budget:	\$1,715,000.00	
Contingency	\$285,000.00	17% contingency allowance
Total Budget	\$2,000,000.00	



**Regular Council meeting for Public Hearings
Tuesday, October 15, 2024**

Place: Council Chambers
Richmond City Hall

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

Evangel Biason, Acting Corporate Officer

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

1. **RICHMOND OFFICIAL COMMUNITY PLAN BYLAW 9000 AND 7100, AMENDMENT BYLAW 10587 AND RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 10588 (RZ 22-023116)**

(Location: 9511 Granville Avenue; Applicant: Wayne Fougere)

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

None.

Submissions from the floor:

Sam Yeung, 9533 Granville Ave., expressed concern regarding how cross access agreements (e.g., easement to allow shared driveway) could be better brought to the attention of buyers when purchasing a property, and noted that the developer for this application has been reasonable with requests and actively working on an agreement for strata consideration.



Regular Council meeting for Public Hearings
Tuesday, October 15, 2024

In response to queries from Council, staff advised (i) it has been common practise to register these access agreements through statutory right-of-way requests at the time of rezoning to ensure that when a property is further subdivided by way of a strata title application, those rights cascade down to the individual units, which will be noted on title, and (ii) through many recent applications, additional design measures have also been taken to ensure appropriate signage is clearly demarked both in terms of signage at the end of the drive aisles as well as the design of the roadway, signalling the intent that these driveways would be extended in the future.

Alvin, 9533 Granville Ave., expressed concern regarding (i) the lack of easily available information pertaining to the strata easement obligations of his property when purchased, (ii) the overall size of each proposed townhouse unit, and (iii) the perceived limited space available to maneuver parking in the proposed garages.

PH24/8-1

It was moved and seconded

That Richmond Official Community Plan Bylaw 9000 and 7100, Amendment Bylaw 10587 be given second and third readings.

CARRIED

PH24/8-2

It was moved and seconded

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10588 be given second and third readings.

CARRIED

2. **RICHMOND OFFICIAL COMMUNITY PLAN BYLAW 9000, AMENDMENT BYLAW 10603**

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

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

None.

Submissions from the floor:

None.



**Regular Council meeting for Public Hearings
Tuesday, October 15, 2024**

PH24/8-3 It was moved and seconded
That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10603 be given second and third readings.

The question on the motion was not called as in response to a query from Council, staff advised Burkeville has been rezoned to allow for small scale multi-use housing in accordance with Bill 44.

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

PH24/8-4 It was moved and seconded
That Richmond Official Community Plan Bylaw 9000, Amendment Bylaw 10603 be adopted.

CARRIED

3. **RICHMOND ZONING BYLAW 8500, AMENDMENT BYLAW 10576**
(Location: City-wide; Applicant: City of Richmond)

Applicant's Comments:

The applicant was available to respond to queries.

Written Submissions:

None.

Submissions from the floor:

None.

PH24/8-5 It was moved and seconded
That Richmond Zoning Bylaw 8500, Amendment Bylaw 10576 be given second and third readings.

CARRIED

PH24/8-6 It was moved and seconded
That Richmond Zoning Bylaw 8500, Amendment Bylaw 10576 be adopted.

CARRIED



City of Richmond

Minutes

Regular Council meeting for Public Hearings Tuesday, October 15, 2024

ADJOURNMENT

PH24/8-7

It was moved and seconded
That the meeting adjourn (7:17 p.m.).

CARRIED

Mayor (Malcolm D. Brodie)

Acting Corporate Officer (Evangel Biason)



Community Safety Committee

Date: Tuesday, October 8, 2024

Place: Anderson Room
Richmond City Hall

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

Also Present: Councillor Chak Au
Councillor Michael Wolfe (entered the meeting at 4:01)

Call to Order: The Chair called the meeting to order at 3:30 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Community Safety Committee held on September 10, 2024, be adopted.

CARRIED

DELEGATION

1. John Cameron, presented his report on street drugs (copy on file, City Clerk's Office) and spoke to his personal perspective on the on-going drug problem in the lower mainland and expressed his support for the four pillars strategy (education, treatment, harm reduction, and enforcement) in addressing substance usage.

Discussion ensued with respect to (i) the four pillars approach, (ii) the importance of drug education in schools, and (iii) secure care for people with acute drug addiction.

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

Community Safety Committee
Tuesday, October 8, 2024

It was moved and seconded

The report titled “Street Drugs,” from the delegation John Cameron, be received for information.

CARRIED

Staff were directed to circulate the report from Mr. Cameron to Council, staff and the Council/School Board Liaison Committee.

COMMUNITY SAFETY DIVISION

2. **COMMUNITY BYLAWS MONTHLY ACTIVITY REPORT – AUGUST 2024**

(File Ref. No. 12-8375-02) (REDMS No. 7804523)

In response to queries from Committee, staff advised that (i) staff are actively examining businesses that offer money exchange services to establish that they are registered in the FINTRAC (Financial Transactions and Reports Analysis Centre of Canada) database, (ii) the Provincial government will be rolling out their own money service business registry that will be accessible to the public, (iii) federal, provincial and municipal licencing and registration processes carry their own enforcement measures, and the City works closely with other levels of government to share information and to pursue parallel investigations, (iv) the City requires that businesses comply with federal and provincial legislation, (v) commercial truck parking on Westminster Highway is being actively investigated and continues to be monitored on a daily basis and (vi) staff will report back to Committee with more information about the herbicide bylaw.

It was moved and seconded

That the staff report titled “Community Bylaws Monthly Activity Report – August 2024”, dated September 12, 2024, from the Director, Community Bylaws & Licencing, be received for information.

CARRIED

3. **RICHMOND FIRE-RESCUE MONTHLY ACTIVITY REPORT – AUGUST 2024**

(File Ref. No. 09-5140-01) (REDMS No. 7795291)

Councillor Michael Wolfe entered the meeting (4:01 p.m.)

2.

Community Safety Committee
Tuesday, October 8, 2024

In response to queries from Committee, Chief Wishlove advised that (i) there is a wide-scale City emergency plan that is managed and updated regularly, (ii) the numerous smaller activities that are reported on monthly are a part of the update to ensure that the emergency plan is valid, accurate, practiced and current, (iii) in an emergency situation, the first 72 hours is critical for emergency services to assess viable assets for sheltering, (iv), the Emergency Services department will present on the Emergency Preparedness Plan for Richmond, at the December Community Safety Committee meeting, and (vi) the City has a contract with the Canadian Red Cross to provide services to support those people that are evacuated temporally from their homes in certain emergency situations, however, primary support is provided by the City through Emergency Programs, RFR and the Richmond RCMP.

Chief Wishlove provided a reminder that October 17, 2024 is the annual BC ShakeOut drill. RFR and Emergency Programs have planned a week long public outreach campaign with a number of drills being held throughout the city. A memorandum with more information on this initiative is forthcoming.

It was moved and seconded

That the staff report titled “Richmond Fire-Rescue Monthly Activity Report – August 2024”, dated September 9, 2024, from the Fire Chief, be received for information.

CARRIED

4. FIRE CHIEF BRIEFING

(Verbal Report)

Items for discussion: None.

5. RCMP MONTHLY ACTIVITY REPORT – AUGUST 2024

(File Ref. No. 09-5000-01) (REDMS No. 7781081)

In response to queries from Committee, Chief Supt. Chauhan advised that (i) the targeted enforcement of unlicensed ride hailing was conducted across Richmond, including the airport, and (ii) some of the youth that have gone through the Youth Academy program in the past years have become volunteers with the RCMP, as well as, some are pursuing a career in policing or as first responders or other law enforcement related careers.

It was moved and seconded

That the report titled “RCMP Monthly Activity Report – August 2024”, dated September 13, 2024, from the Officer in Charge, be received for information.

CARRIED

3.

Community Safety Committee
Tuesday, October 8, 2024

6. **RCMP/OIC BRIEFING**

(Verbal Report)

(i) ***The Autism Decal Project***

Chief Supt. Chauhan briefed Committee on the launch of the Autism Decal Project, an initiative through the BC Association of the Chiefs of Police in partnership with the BC Law Enforcement Diversity network and Pacific Autism Family Network. The Initiative involved distribution of decals that can be placed in homes or on vehicles to indicate the presence of autistic or neurodiverse individuals allowing police and first responders to be aware of who they will be interacting with so that their actions can be conducted in a sensitive and delicate manner.

7. **MANAGER'S REPORT**

None.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:21 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Community Safety Committee of the Council of the City of Richmond held on Tuesday, October 8, 2024.

Councillor Alexa Loo
Chair

Raman Grewal
Legislative Services Associate



General Purposes Committee

Date: Tuesday, October 15, 2024

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Carol Day
Councillor Laura Gillanders (entered the meeting at 4:04 p.m.)
Councillor Kash Heed
Councillor Andy Hobbs
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Michael Wolfe

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

MINUTES

It was moved and seconded
*That the minutes of the meeting of the General Purposes Committee held on
October 1, 2024, be adopted as circulated.*

CARRIED

CAO'S OFFICE

1. **AWARD OF CONTRACT 8283P – EMPLOYEE & FAMILY ASSISTANCE PROGRAM**
(File Ref. No. 05-1400-01) (REDMS No. 7795677)

General Purposes Committee

Tuesday, October 15, 2024

It was moved and seconded

- (1) *That Contract 8283P – Employee & Family Assistance Program (EFAP) be awarded to Green Shield Canada for a three-year term for an estimated value of \$589,050.00, excluding taxes, as described in the report titled “Award of Contract 8283P – Employee & Family Assistance Program,” dated September 18, 2024 from the Senior Director, People & Culture, Human Resources;*
- (2) *That the Chief Administrative Officer and General Manager, Finance and Corporate Services be authorized to execute the contract and all related documentation with Green Shield Canada; and*
- (3) *That the Chief Administrative Officer and General Manager, Finance and Corporate Services be authorized to extend the initial three-year contract term for an additional one year, up to the maximum total term of four years, for an estimated total value of \$785,400.00, excluding taxes.*

The question on the motion was not called as in response to a query from Committee, staff advised that a changeover plan will be implemented.

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

PARKS, RECREATION AND CULTURE DIVISION

2. **CITY OF RICHMOND SIGNATURE AND COMMUNITY EVENTS PLAN 2025–2029**

(File Ref. No. 11-7000-01) (REDMS No. 7591445)

The meeting was recessed at 4:03 p.m.

The meeting reconvened at 4:03 p.m.

It was moved and seconded

- (1) *That the revised Guiding Principles for City Events as detailed in the report “City of Richmond Signature and Community Events Plan 2025–2029”, dated September 26, 2024, from the Director, Arts, Culture and Heritage be endorsed;*

General Purposes Committee

Tuesday, October 15, 2024

- (2) *That the City of Richmond Signature and Community Events Plan 2025–2029 as detailed in the attached report, dated September 26, 2024, from the Director, Arts, Culture and Heritage be endorsed to guide the planning and delivery of City events for the next five years; and*
- (3) *That the expenditures totaling \$950,200 for the City Events Program 2025 with funding of \$890,600 from the Rate Stabilization Account, \$31,000 estimated sponsorship and \$28,600 estimated grant revenue be considered in the 2025 budget process.*

Councillor Gillanders entered the meeting (4:04 p.m.).

The question on the motion was not called as in response to queries from Committee, staff noted that (i) should the Tall Ships event take place, adjustments would be made to accommodate the event, (ii) the Supporting Food Security through Community Driven Events Grant is proposed to be discontinued, and applicants would be directed to other City Grant Programs, (iii) Nations Cup is not included in this plan as it is beyond the scope, (iv) the proposed city funding is \$890,600, which does not include staff salaries and other in-kind costs, (v) the contingency fund is for unanticipated costs, not for program enhancements, (vi) the Neighbourhood Block Party was undersubscribed this year and the Community Celebration Grants were oversubscribed, and (vii) going forward economic impact analysis' will be conducted for major events.

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

Further discussion took place on the proposed discontinuation of the Supporting Food Security through Community Driven Events Grant and as a result the following **referral motion** was introduced:

It was moved and seconded

That staff report back with additional information regarding program options, financial consequences, and other factors related to the Supporting Food Security through Community Driven Events Grant by the Monday, October 21, 2024, Council meeting.

CARRIED

General Purposes Committee
Tuesday, October 15, 2024

FINANCE AND CORPORATE SERVICES DIVISION

3. 2025 COUNCIL AND COMMITTEE MEETING SCHEDULE

(File Ref. No. 01-0105-01) (REDMS No. 7810334)

Discussion took place on changing Committee dates in January 2025 to allow for an easier transition.

It was moved and seconded

(1) That the 2025 Council and Committee meeting schedule, as shown in Attachment 1 of the staff report dated September 17, 2024 from the Director, City Clerk's Office, be approved, with the addition of the following:

(a) That the January 6, 2025 General Purposes Committee and Finance Committee meetings be rescheduled to January 7, 2025; and

(b) That the January 7, 2025 Planning Committee meeting be rescheduled to January 8, 2025.

(2) That the Council Procedure Bylaw No. 7560 be varied to allow for the following revisions as detailed in the staff report titled "2025 Council and Committee Meeting Schedule" dated September 17, 2024, from the Director, City Clerk's Office, be approved:

(a) That the Regular Council meetings (open and closed) of August 11 and August 25, 2025 be cancelled; and

(b) That the August 18, 2025 Public Hearing be rescheduled to September 2, 2025 at 7:00 p.m. in the Council Chambers at Richmond City Hall.

CARRIED

DEPUTY CAO'S OFFICE

4. JAPANESE CANADIAN LEGACIES COMMUNITY GRANT OPPORTUNITIES

(File Ref. No. 10-6000-01) (REDMS No. 7823342)

It was moved and seconded

(1) That the scope of work related to the two grant applications to the Japanese Canadian Legacies Community Fund, for an aggregate total of up to \$1,500,000, be endorsed in principle by Council, as described in the report titled "Japanese Canadian Legacies Community Grant Opportunities," dated October 2, 2024, from the Director, Facilities and Project Development and the Director, Parks Services;

General Purposes Committee
Tuesday, October 15, 2024

- (2) *That should the grant application(s) be successful, the Chief Administrative Officer and the Deputy Chief Administrative Officer be authorized to execute the agreement on behalf of the City of Richmond with the Steveston Community Society (SCS), for the contribution from SCS to the City for the Japanese Canadian Legacy Improvements work; and*
- (3) *That a capital budget up to \$1,500,000 for the Japanese Canadian Legacy Improvements be approved and be included in the Consolidated 5 Year Financial Plan (2025-2029).*

The question on the motion was not called as in response to a query from Committee, staff advised that the City will be not contributing any additional funds.

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

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (4:31 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Tuesday, October 15, 2024.

Mayor Malcolm D. Brodie
Chair

Sarah Goddard
Legislative Services Associate



Planning Committee

Date: Wednesday, October 16, 2024

Place: Anderson Room
Richmond City Hall

Present: Councillor Bill McNulty, Chair
Councillor Alexa Loo
Councillor Chak Au
Councillor Carol Day
Councillor Andy Hobbs

Also Present: Councillor Kash Heed (by teleconference)
Councillor Michael Wolfe

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

MINUTES

It was moved and seconded
That the minutes of the meeting of the Planning Committee held on September 11, 2024, be adopted as circulated.

CARRIED

PLANNING AND DEVELOPMENT DIVISION

1. **RECOMMENDED LONG-TERM STEVESTON STREETSCAPE VISION 2024**

(File Ref. No. 08-4000-01) (REDMS No. 7746668)

In response to queries from Committee, staff advised that (i) respondents were asked to rank the options from most desirable to least desirable and Figure 3 shows the number of respondents that ranked each option as most or least desirable, (ii) the total number of parking stalls will be determined through the comprehensive parking study for the Steveston Village area, and the pilot implementation of angled parking would result in a net gain of approximately 17 stalls in addition to the existing parking, (iii) the proposal for Bayview

1.

Planning Committee
Wednesday, October 16, 2024

Street is not a one-way street, (iv) as part of the public engagement process, Steveston Merchants Association identified parking and parking management as their main concerns, (v) feedback is varied in regards to cycling usage and desires, (vi) secondary dike raising behind Steveston Island Dike is necessary as part of the long-term solution for flood protection in the Steveston area, (vii) there would be opportunities to incorporate planters and other green space through Option 2 that includes a shared street on Bayview, (viii) there was strong opposition to a one-way street concept on Moncton Street, and (ix) should Council endorse staff's recommendation to further investigate Option 2, it will be brought forward for Council's consideration as part of the 2025 budget process, and with the exception of the pilot implementation of angled parking, no changes would occur until 2026.

Discussion ensued with regard to budgetary implications of the proposal and it was suggested that staff review funding options to expedite the project.

It was moved and seconded

- (1) *That Option 2 as outlined in the report titled "Recommended Long-term Steveston Streetscape Vision 2024", dated September 17, 2024, from the Director, Transportation, be endorsed for further investigation; and*
- (2) *That the development of the Recommended Long-term Steveston Streetscape Vision 2024, including Transportation Planning, Functional and Preliminary Design, be submitted for Council's consideration in the 2025 budget process.*

CARRIED

2. **APPLICATION BY L-SQUARED DESIGN LTD. FOR REZONING AT 8080, 8100, 8120, 8140, 8160, 8180 AND 8200 NO. 3 ROAD FROM THE "SMALL-SCALE MULTI-UNIT HOUSING (RSM/L)" ZONE TO THE "TOWN HOUSING (ZT106) – NO. 3 ROAD (BROADMOOR)" ZONE**
(File Ref. No. RZ 22-021743) (REDMS No. 7797408, 7801029)

Staff provided an overview of the application, noting that additional information regarding the proposed tree protection and replacement on the subject site was provided in a staff memorandum dated October 9, 2024 (attached to and forming part of these minutes as Schedule 1).

In response to a query from Committee, staff advised that the ten market rental units would be located on the west side, fronting No. 3 Road.

It was moved and seconded

Planning Committee
Wednesday, October 16, 2024

That Richmond Zoning Bylaw 8500, Amendment Bylaw 10613 to create the “Town Housing (ZT106) – No. 3 Road (Broadmoor)” zone, and to rezone 8080, 8100, 8120, 8140, 8160, 8180 and 8200 No. 3 Road from the “Small-Scale Multi-Unit Housing (RSM/L)” zone to the “Town Housing (ZT106) – No. 3 Road (Broadmoor)” zone, be introduced and given first, second and third readings.

CARRIED

3. **APPLICATION BY POONI GROUP INC. FOR AN AGRICULTURAL LAND RESERVE NON-FARM USE AT 4880 NO. 6 ROAD AT 4880 NO. 6 ROAD**

(File Ref. No. AG 23-017928) (REDMS No. 7688104)

In response to queries from Committee, staff advised that (i) there is no City record of lighting related complaints associated with the existing facility, (ii) a detailed lighting plan will be required as part of the Development Variance Permit application, and (iii) measures will be taken to reduce nuisance lighting to Highway 91, including downward facing and Dark Sky compliant lighting.

It was moved and seconded

That the application by Pooni Group Inc. for an Agricultural Land Reserve Non-Farm Use to permit an extension of the lease of an approximate 6.8 ha (16.8 acre) portion of 4880 No. 6 Road for up to 25 years, and to permit construction of a new 1,664 m² clubhouse and driving range structure on the leased portion of the site at 4880 No. 6 Road, be endorsed and forwarded to the Agricultural Land Commission.

CARRIED

4. **MANAGER’S REPORT**

None.

ADJOURNMENT

It was moved and seconded

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

CARRIED

Planning Committee
Wednesday, October 16, 2024

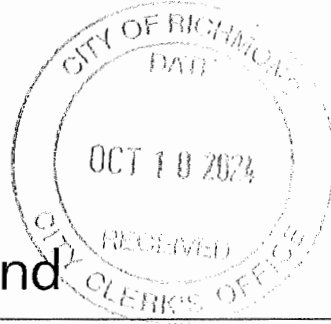
Certified a true and correct copy of the Minutes of the meeting of the Planning Committee of the Council of the City of Richmond held on Wednesday, October 16, 2024.

Councillor Bill McNulty
Chair

Shannon Unrau
Legislative Services Associate



City of Richmond



Schedule 1 to the Minutes of the Planning Committee meeting of Richmond City Council held on Wednesday, October 16, 2024.

Memorandum

Planning and Development Division
Development Applications

To: Planning Committee **Date:** October 9, 2024

From: Joshua Reis **File:** RZ 22-021743
Director, Development

Re: Application by L-Squared Design Ltd. for Rezoning at 8080, 8100, 8120, 8140, 8160, 8180 and 8200 No. 3 Road from the "Small-Scale Multi-Unit Housing (RSM/L)" Zone to the "Town Housing (ZT106) – No. 3 Road (Broadmoor)" Zone

The purpose of this memorandum is to further clarify information included in the staff report dated October 3, 2024, regarding the proposed tree protection and replacement on the subject site. This involves the provision of additional details regarding one tree (tag #205). While the tree (tag #205) was included in the total tree count and the replacement tree count (2:1 replacement), the listing of the trees' specific details was missing:

- One tree, specifically tag #205 (Western red cedar – 87 cm DBH) located along the No. 3 Road frontage is in fair condition but cannot be retained due to a conflict with the frontage improvement requirements.

Effort was made by staff and the applicant to consider alterations to the project design and frontage improvements to retain the tree, together with other trees located along the property frontage (e.g. Trees #202 and #227), however, it was determined to not be feasible. Under the advice of the project Arborist and City tree protection staff, no services (BC Hydro, Fortis, communications etc.) or sidewalk can be installed within a 6.0 m radius of the tree (tag #205) that require excavation at the base of the tree. This makes retention of the tree (tag #205) unfeasible considering the required frontage improvements, which include (from east to west at the new property line): a new sidewalk, new landscaped boulevard and curb. Further improvements including new street tree planting within the landscaped boulevard, a bus stop upgrade, and third party utilities and services are also required within the No. 3 Road frontage.

Should you have any questions regarding this information, please contact the undersigned.

Joshua Reis, RPP, MCIP, ACIP
Director, Development
(604-247-4625)

JR:ta

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Public Works and Transportation Committee

Date: Wednesday, October 16, 2024

Place: Anderson Room
Richmond City Hall

Present: Councillor Carol Day, Chair
Councillor Michael Wolfe
Councillor Chak Au
Councillor Kash Heed (by teleconference)
Councillor Alexa Loo

Also Present: Councillor Andy Hobbs
Councillor Bill McNulty

Call to Order: The Chair called the meeting to order at 4:42 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Public Works and Transportation Committee held on September 11, 2024, be adopted as circulated.

CARRIED

ENGINEERING AND PUBLIC WORKS DIVISION

1. **GREEN AMBASSADORS PROGRAM UPDATE**

(File Ref. No. 10-6370-01) (REDMS No. 7742682)

Staff provided a brief summary of the report, noting the (i) ongoing success of the Green Ambassador Program, which has been in place since 2010, (ii) strong partnership between the City, Richmond students and the Richmond School District fostering youth involvement in waste reduction efforts, and (iii) exploration of new opportunities to improve and expand the program.

Public Works & Transportation Committee
Wednesday, October 16, 2024

Discussion ensued with respect to (i) Green Ambassadors providing best practices for sorting recycling and garbage correctly at waste stations, and (ii) the Youth Climate Corps BC initiative which is a climate action campaign and program that builds on youth leadership to foster climate resilience and a livable, low-carbon future while paying young people a living wage.

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

It was moved and seconded

That staff explore a working agreement with Youth Climate Corps British Columbia (YCCBC) and report back.

CARRIED

It was moved and seconded

That the staff report titled “Green Ambassadors Program Update” dated September 12, 2024 from the Director, Public Works Operations, be received for information.

CARRIED

2. PROPOSED AMENDMENTS TO TRAFFIC BYLAW 5870 FOR SPEED LIMIT REDUCTION IN STEVESTON

(File Ref. No. 10-6450-15-01) (REDMS No. 7748450)

In response to queries from Committee, staff advised that (i) 4th and 7th Avenue are both included in the 30 km/h speed reduction, and (ii) the speed reduction applies to all vehicles including buses.

Alex Sagert, Richmond resident, expressed support for the proposed amendments to the traffic bylaw reducing the speed limit from 50 km/h to 30 km/h on local roads in Steveston. He also inquired whether there was consideration given to placing stop signs at 6th Avenue. In response to the query from the delegation, staff advised that staff will assess the 6th Avenue area for further intersection improvements.

The following correspondence was distributed on table (Schedule 1). Staff advised that the correspondence has been forwarded to the Parks department for follow up.

It was moved and seconded

(1) That Option 2 to reduce the posted speed limit on local roads in Steveston from 50 km/h to 30 km/h as described in the staff report titled “Proposed Amendments to Traffic Bylaw 5870 for Speed Limit Reduction in Steveston, dated September 17, 2024 from the Director, Transportation be endorsed; and

2.

Public Works & Transportation Committee
Wednesday, October 16, 2024

- (2) *That Traffic Bylaw No. 5870, Amendment Bylaw No. 10607, to revise the posted speed limit be introduced and given first, second and third reading.*

CARRIED

3. **ARTERIAL ROADWAY IMPROVEMENT PROGRAM (2021), TOP 20 COLLISION PRONE INTERSECTIONS - IMPLEMENTATION OF MEDIUM/LONG-TERM IMPROVEMENTS (2021), AND TOP 20 COLLISION PRONE INTERSECTIONS - IMPLEMENTATION OF MEDIUM/LONG-TERM IMPROVEMENTS (2022) – PROJECT UPDATE**

(File Ref. No. 10-6500-01) (REDMS No. 7808550)

In response to queries from Committee, staff advised that (i) project delays and cost increases can be attributed to design complexities, (ii) design work on the projects is approximately 10 percent of the total construction value, and (iii) staff conducted a comprehensive assessment in 2019 from data supplied by ICBC on all collisions within the city, from that, a list was created of the top 20 most collision prone intersections that are priorities for improvements.

It was moved and seconded

- (1) *That Option 1 be approved as presented in the report “Arterial Roadway Improvement Program (2021), Top 20 Collision Prone Intersections - Implementation of Medium/Long-term Improvements (2021), and Top 20 Collision Prone Intersections -Implementation of Medium/Long-term Improvements (2022) – Project Update” dated September 18, 2024, from the Director, Engineering and Director, Transportation; and*
- (2) *That the budget increase of \$3,750,000 funded by Roads Development Cost Charges (DCC) and Capital Reserve (Revolving Fund) be included in the Consolidated 5 Year Financial Plan (2025-2029).*

CARRIED

Public Works & Transportation Committee
Wednesday, October 16, 2024

4. **UBCM COMMUNITY EMERGENCY PREPAREDNESS FUND:
2024/25 DISASTER RISK REDUCTION – CLIMATE ADAPTATION
GRANT APPLICATIONS**

(File Ref. No. 10-6000-01) (REDMS No. 7776952)

It was moved and seconded

- (1) *That the application(s) 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: 2024/25 Disaster Risk Reduction – Climate Adaptation Grant Applications” dated September 13, 2024 from the Director, Engineering, be endorsed;*
- (2) *That should the grant application(s) be successful, the Chief Administrative Officer and the General Manager, Engineering and Public Works, be authorized to execute funding agreements with UBCM on behalf of the City for the Drainage Pump Station Condition Assessment, Flood Protection and Rain Gauge Monitoring Stations, and Blundell Road Canal Improvement projects; and*
- (3) *That should the grant application(s) be successful, capital projects of \$150,000 for the Drainage Pump Station Condition Assessment, \$150,000 for Flood Protection and Rain Gauge Monitoring Stations, and \$5,000,000 for Blundell Road Canal Improvement be approved with 100% funding from the external grant, as outlined in the staff report titled “UBCM Community Emergency Preparedness Fund: 2024/25 Disaster Risk Reduction – Climate Adaptation Grant Applications” dated September 13, 2024 from the Director, Engineering, and be included in the Consolidated 5 Year Financial Plan (2025-2029) accordingly.*

CARRIED

5. **MANAGER’S REPORT**

(i) *Steveston Interchange Project*

Staff updated Committee on the Steveston Interchange Project and spoke to a key milestone for the project which is switching traffic from the existing overpass on to the newly constructed overpass. This work will continue until November 7, 2024 and the switch over of traffic to the new interchange is anticipated at the end of November. This will facilitate the demolition of the old overpass so that works for the future five lanes can commence.

4.

Public Works & Transportation Committee
Wednesday, October 16, 2024

(ii) Introduction of New Staff and Ready for Rain Campaign

Staff introduced Ryan Windsor to Committee as the new Manager of Flood Protection. He provided Committee with an update on the “Ready for Rain Campaign” which began this week and is an annual campaign to create public awareness to help ensure residents are ready for the seasonal weather. He also advised that sandbags are available to the public at the Works Yard.

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (5:12 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Public Works and Transportation Committee of the Council of the City of Richmond held on Wednesday, October 16, 2024.

Councillor Carol Day
Chair

Raman Grewal
Legislative Services Associate



Schedule 1 to the Minutes of the Public Works and Transportation Committee meeting of Richmond City Council held on Wednesday, October 16, 2024.

Biason, Evangel

From: CityClerk
Sent: October 15, 2024 10:53 AM
To: MayorandCouncillors
Subject: FW: Support Steveston speed limit reduction

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

From: Spenser Rocky <s.b.rocky@gmail.com>
Sent: October 15, 2024 9:38 AM
To: CityClerk <CityClerk@richmond.ca>; mayoreea@richmond.ca
Subject: Support Steveston speed limit reduction

City of Richmond Security Warning: This email was sent from an external source outside the City. Please do not click or open attachments unless you recognize the source of this email and the content is safe.

I can't be at the meeting tomorrow but as a Steveston resident with four kids I support the reduction in Steveston's speed limits!

We also need lighting along the Steveston Park path. It's so dark even my wife won't walk there at night. (We don't allow the kids to either).

Thank you,
Spenser Rocky
11888 Dunford Rd

--
Spenser Rocky
c: 604-379-6742





Council/School Board Liaison Committee

- Date: Wednesday, September 11, 2024
- Place: Electronic meeting by teleconference
Richmond City Hall
- Present: Councillor Alexa Loo, Chair (entered the meeting at 10:00 a.m.)
Councillor Laura Gillanders, Vice-Chair
Trustee Ken Hamaguchi
Trustee Heather Larson
- Absent: Trustee Donna Sargent
- Also Present: Steve Ahluwalia, Richmond School District No. 38
Elizabeth Ayers, City of Richmond
Trustee Rod Belleza
Evangel Biason, City of Richmond
Kirsten Close, City of Richmond
Chris Duggan, City of Richmond
Todd Gross, City of Richmond
Sonali Hingorani, City of Richmond
Ravinder Johal, Richmond School District No. 38
Keith Miller, City of Richmond
Maryam Naser, Richmond School District No. 38
Kim Somerville, City of Richmond
Braunwyn Thompson, Richmond School District No. 38
Shannon Unrau, City of Richmond
Christopher Usih, Richmond School District No. 38
Cindy Wang, Richmond School District No. 38
Trustee Alice Wong
Trustee David Yang
- Call to Order: The Vice-Chair called the meeting to order at 9:30 a.m.

AGENDA

It was moved and seconded
That the Council/School Board Liaison Committee agenda for the meeting of September 11, 2024, be adopted as circulated.

CARRIED

Council/School Board Liaison Committee

Wednesday, September 11, 2024

MINUTES

It was moved and seconded

That the minutes of the meeting of the Council/School Board Liaison Committee held on April 3, 2024, be adopted as circulated.

CARRIED

STANDING ITEMS

1. TRAFFIC SAFETY ADVISORY COMMITTEE

City staff briefed Committee on Traffic Safety Advisory Committee activities, noting (i) the RCMP traffic unit will be patrolling school zones during September and will be working with ICBC to conduct road safety campaigns especially around school zones and drop off/pick up areas, (ii) newly implemented traffic calming measures, such as speed humps/cushions, and (iii) working with residents and school principals to address and mitigate traffic issues that may arise.

Discussion ensued regarding (i) the traffic flow in and out of Burnett Secondary School during drop off/pick up times and the installation of delineators and recent enforcement to mitigate the issues, and (ii) the importance of road safety throughout the city and the ongoing process of achieving vision zero objectives and implementing traffic calming measures on community roads.

It was moved and seconded

That the verbal report on the Traffic Safety Advisory Committee be received for information.

CARRIED

2. CHILD CARE UPDATE

City staff provided a brief update, noting (i) the completion of a very successful public engagement period for the Draft Child Care Strategy 2024-2034, a new 10-year Child Care Strategy presented to Council in principle in spring 2024, (ii) the City is now accepting applications for Child Care Capital Grants and Child Care Professional and Program Development Grants, and (iii) applications for the Child Care Development Advisory Committee are now being accepted until September 27, 2024.

It was moved and seconded

That the verbal update on Child Care be received for information.

CARRIED

Council/School Board Liaison Committee

Wednesday, September 11, 2024

3. JOINT CITY AND DISTRICT PROGRAM COMMITTEE

City staff advised that the Program Committee continues to meet to share and collaborate on the various programs and initiatives that improve the well-being of students, youth, children, and their families, highlighting the ParticipACTION Community Challenge, an annual challenge where communities from across Canada come together to get moving, connect with others and help their community compete for the title of Canada's Most Active Community. Staff noted that for the second time in three years, Richmond was awarded BC's most active community.

Discussion ensued regarding (i) various factors in determining the winner for Canada's Most Active Community and (ii) how other community organizations and schools can get involved in ParticipACTION to increase Richmond's overall activity.

City staff advised that the next Joint City and District Program Committee meeting is scheduled for October 16, 2024.

It was moved and seconded

That the verbal update on the Joint City and District Program Committee be received for information.

CARRIED

4. FUTURE AGENDA ITEMS

City staff noted an accessibility update will be provided to the School Board as part of the partnership with the City in addressing accessibility.

5. RICHMOND COMMUNITY WELLNESS STRATEGY (2018-2023) PROGRESS UPDATE 2022-2023

City staff shared a video and PowerPoint presentation on the Richmond Community Wellness Strategy Progress Update 2022-2023, highlighting some specific ways that the School District and the City work together to contribute to this important strategy, including student wellness collaborations such as (i) cycling education with HUB Cycling, (ii) Children's Arts Festival, (iii) Community Mural Program, and (iv) Community Services pop-ups at Brighthouse Library.

Staff also highlighted other projects on the horizon and noted that a final progress update will be presented to Council in Q1 2026.

Discussion ensued regarding the City's Seniors Strategy and Social Development Strategy in addition to other plans, strategies, and reports available on the City's website.

It was moved and seconded

That the verbal update on the Richmond Community Wellness Strategy (2018-2023) Progress Update 2022-2023 be received for information.

CARRIED

Council/School Board Liaison Committee

Wednesday, September 11, 2024

NEXT COMMITTEE MEETING DATE

Wednesday, November 6, 2024 (tentative date) at 9:30 a.m. by Zoom.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (10:19 a.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the City of Richmond Council/School Board Liaison Committee held on Wednesday, September 11, 2024.

Councillor Laura Gillanders
Vice-Chair

Shannon Unrau
Legislative Services Associate
City Clerk's Office



To: General Purposes Committee
From: Samantha Pillay
Senior Director, People & Culture

Date: September 18, 2024
File: 05-1400-01/2024-Vol 01

Re: Award of Contract 8283P – Employee & Family Assistance Program

Staff Recommendations

1. That Contract 8283P – Employee & Family Assistance Program (EFAP) be awarded to Green Shield Canada for a three-year term for an estimated value of \$589,050.00, excluding taxes, as described in the report titled “Award of Contract 8283P – Employee & Family Assistance Program,” dated September 18, 2024 from the Senior Director, People & Culture, Human Resources;
2. That the Chief Administrative Officer and General Manager, Finance and Corporate Services be authorized to execute the contract and all related documentation with Green Shield Canada; and
3. That the Chief Administrative Officer and General Manager, Finance and Corporate Services be authorized to extend the initial three-year contract term for an additional one year, up to the maximum total term of four years, for an estimated total value of \$785,400.00, excluding taxes.

Samantha Pillay
Senior Director, People & Culture
(604-276-4312)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	
Finance	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

The City of Richmond has offered an Employee and Family Assistance Program (EFAP) since 2017. The contract with the current provider expired necessitating the need for the City to facilitate a procurement process to establish a contract with a service provider.

The City's Employee & Family Assistance Program (EFAP) is delivered by an external service provider to employees and their families. Services include access to crisis counselling, personal counselling, integrated work/life services and health and wellness resources that are provided through a variety of methods. The program also delivers additional services such as ad hoc advice and/or consultation to managers and supervisors.

An effective EFAP supports people in leading healthy lives at home and at work, delivering services that have a meaningful impact on employees and their families. The EFAP is a critical component to support our employees' overall well-being which impacts absenteeism and employee turnover, which ultimately enhances the City's ability to provide better services to its citizens.

Our employees, particularly those in emergency services and first responders, regularly encounter numerous internal and external stressors that can affect their performance. This program serves as an essential resource to address challenges, as reflected in the high usage of counseling services, which accounts for 80% of the program's utilization. Thus far in 2024, 18.49% of City employees (including their families) used the services offered by the City's designated EFAP service provider. The usage rate has generally increased year over year, reaching a peak of 19.74% in 2023.

Almost all other BC municipalities offer similar programs to support staff. These municipalities, including the City of Richmond, also use their EFAP offerings as a recruitment and retention tool. The program is a key asset in staying competitive as we continue to attract world-class talent, encouraging them to "Choose Richmond."

This report summarizes the public tendering process for Contract 8283P and provides a recommendation for the provision of an EFAP.

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

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

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

Analysis

Scope of Work

The City has an ongoing requirement for access to a third-party service provider for the provision of employee and family assistance services. The scope of work includes, but is not limited to the following:

- Provision of assessment and counselling services, including risk assessment, crisis intervention and client-counsellor matching services or system in a variety of languages and methods (i.e. phone, virtual, online); and
- Provision of counsellor support and access to resources for employees and their dependents. Examples include:
 - psychological support
 - stress
 - relationship solutions
 - substance use and addictions
 - life and career
 - childcare and parenting/new parent resources
 - elder and family care
 - legal advisory financial advice
 - health and wellness coaching

Procurement Process

The City followed the Request for Proposal (RFP) process which set out the City's requirements for the provision of services based on a predicted utilization rate. The RFP advised interested bidders that the contract was for an initial three-year term, with the possibility for it to be extended for a further one-year term, to a maximum of four years upon mutual consent of the parties.

The RFP process resulted in four bids and a thorough review of the applications which then led to two bids being shortlisted for final consideration. Green Shield Canada was subsequently identified as the lead proponent after the evaluation process. Green Shield Canada provided clear details of their offerings, processes and quality assurance methodology. Their intake process provides a dedicated call tree option for crisis situations that demonstrated appropriate responses that can be adapted to changing circumstances.

Procurement Process

The City issued a Request for Proposal (RFP) 8283P – Employee & Family Assistance Program that was posted to BC Bid on April 10, 2024 and closed on May 21, 2024.

Four (4) proposals were received by the closing date from the following proponents:

- Green Shield Canada
- Homewood Health Inc.

- People Corporation
- Family Services of Greater Vancouver

Review

The proposals were evaluated by City staff and consisted of a two-phase evaluation process, with the two highest scoring proponents progressing to the second evaluation phase.

The first phase involved independent reviews of each proposal received scored against the following pre-determined criteria:

- Company background, experience and capacity;
- Proposed team;
- Proposed EFAP Approach; and
- Financial proposal.

Table 1 provides a summary of the financial proposals received (based on a predicted 20% utilization rate) and the total scores awarded by the evaluation team after the first phase of the evaluation process.

Proponent	Estimated total costs for a three (3) year initial term based on estimated 20% utilization rate	Evaluation Score
Green Shield Canada	\$535,500.00	76.67%
Homewood Health Inc.	\$554,931.00	65.00%
People Corporation	\$734,400.00	56.00%
Family Services of Greater Vancouver	\$887,337.17	52.33%

Green Shield Canada and Homewood Health Inc. were subsequently shortlisted to proceed to the second evaluation phase. Representatives from both organizations were invited to an interview with City staff to validate their respective proposals and provide responses to situational based scenarios.

Table 2 reflects the total evaluation scores awarded by the evaluation panel following the second phase.

Proponent	Evaluation Score
Green Shield Canada	88.33%
Homewood Health Inc.	53.33%

Green Shield Canada were subsequently identified as the lead proponent after the evaluation process.

In addition, staff concluded that Green Shield can provide a sufficient number of qualified counsellors and possess extensive experience providing services to similar type organizations employers and their employees. Value-added services provided also bridge current gaps including telemedicine and telepharmacy.

Financial Analysis

The total cost for the contract is based on the City’s estimated level of usage, based on historical and forecasted data, for the total term of the contract. As summarized below, the estimated total cost of the proposed contract over the initial three-year term is estimated at \$535,500.00, excluding contingency. A contingency allowance of approximately 10 per cent has been added to allow for unforeseen events and a potential increase in the utilization rate.

The City has the option to extend the contract for an additional one-year term under the same commercial terms and conditions.

Estimated Total Cost of Contract

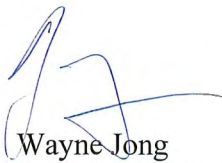
Initial three-year total cost	\$535,500.00
Contingency	\$53,550.00
Subtotal: Initial 3 Year Term	\$589,050.00
Optional one-year cost (year 4)	\$178,500.00
Contingency	\$17,850.00
Total: Maximum 4-Year Term	\$785,400.00

Financial Impact

Funding is available within the City’s Operating Budget and Consolidated Five-Year Financial Plan.

Conclusion

Staff recommend that Contract 8283P – Employee and Family Assistance Program be awarded to Green Shield Canada as it provides the best overall value to the City, with the total cost of the initial three-year term estimated at \$589,050.00 exclusive of contingency and taxes. The initial term is for a three-year term with possibility to extend for one additional one-year term, to a maximum of four years upon mutual consent of the parties.



Wayne Jong
 Manager, Health Safety Wellness
 (604-247-4675)



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** September 26, 2024
From: Marie Fenwick **File:** 11-7000-01/2024-Vol
 Director, Arts, Culture and Heritage Services 01
Re: **City of Richmond Signature and Community Events Plan 2025–2029**

Staff Recommendations

1. That the revised Guiding Principles for City Events as detailed in the report “City of Richmond Signature and Community Events Plan 2025–2029”, dated September 26, 2024, from the Director, Arts, Culture and Heritage be endorsed;
2. That the City of Richmond Signature and Community Events Plan 2025–2029 as detailed in the attached report, dated September 26, 2024, from the Director, Arts, Culture and Heritage be endorsed to guide the planning and delivery of City events for the next five years; and
3. That the expenditures totaling \$950,200 for the City Events Program 2025 with funding of \$890,600 from the Rate Stabilization Account, \$31,000 estimated sponsorship and \$28,600 estimated grant revenue be considered in the 2025 budget process.

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

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	<i>BAyers.</i>
Parks Services	<input checked="" type="checkbox"/>	
Recreation & Sport Services	<input checked="" type="checkbox"/>	
Community Social Development	<input checked="" type="checkbox"/>	
Business Services	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: <i>CF</i>	APPROVED BY CAO <i>Senew.</i>

Staff Report

Origin

At the March 9, 2020, Council meeting, Council endorsed the Guiding Principles for City Events to guide the development of a City Events Strategy. Due to the impacts of the COVID-19 pandemic, this work was delayed until 2023–2024.

The City of Richmond Signature and Community Events Plan 2025–2029 (the Plan) will guide the development and implementation of City-led and City-supported signature and community events for the next five years (See attachment 1). The Plan will guide City decision making around prioritizing and planning signature and community Events from 2025–2029, while providing direction to respond to emerging opportunities.

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

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

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

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

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

This report also supports a number of Council endorsed strategies including: The Richmond Arts Strategy 2019–2024, City of Richmond Community Wellness Strategy 2018–2023, Cultural Harmony Plan 2019–2029, City of Richmond Youth Strategy 2022–2032, City of Richmond Seniors Strategy 2022–2032, City of Richmond Accessibility Plan 2023–2033, Seniors Strategy 2022–2032, and the Steveston Heritage Interpretive Framework.

Analysis

Background

In 2007, Council adopted the *Major Events Plan 2007–2012* (the Major Events Plan) in advance of the 2010 Winter Olympic Games. The objectives of the Major Events Plan were to leverage Games-related opportunities for long-term legacies, maximize social and economic benefits to the community, complement the Games’ program of events, attract visitors to the city and enhance Richmond's international profile.

The Major Events Plan set the stage to enhance Richmond’s profile regionally, nationally and internationally as an Olympic Venue City. Legacies of the Major Events Plan’s achievements include the establishment of a City Events Department, the initiation of an Event Sponsorship program that highlighted opportunities for businesses to support events in Richmond, and the implementation of a Volunteer Management Strategy, including a regular full-time City position

(Volunteer Development Coordinator) and a volunteer management software that continues to support volunteers and event planners.

In the years following the adoption and implementation of the Major Events Plan, several new strategies and plans have been adopted by Council that directly or indirectly provide direction on the planning and delivery of events in Richmond as detailed in the origin section of this report.

Towards a Five-Year Plan

In late 2019, staff brought forward a report recommending the development of a new City Events Strategy. This document would guide decision-making related to the planning, delivery, funding and evaluation of City hosted and supported events. In the context of Council approved plans and strategies at the time, seven Guiding Principles were endorsed by Council in March 2020 to guide the development of an updated plan:

1. Build local capacity by prioritizing and investing in community-driven events.
2. Provide opportunities for Richmond residents and community groups to collaborate, contribute and participate.
3. Maximize social benefits to the community by fostering volunteerism and increasing sense of community pride and belonging.
4. Celebrate local themes and include programming that is uniquely Richmond.
5. Advance the City's environmental sustainability goals.
6. Ensure events are safe, well-organized and sustainably funded.
7. Encourage and support the development of unique events with a regional draw that bring economic and community benefit and raise the profile of Richmond.

Due the impacts of COVID-19 and the gradual return to pre-pandemic event levels, the development of the Plan was delayed until the 2023–2024 period.

To inform the recommendations and development of the Plan, staff:

- Reviewed the current planning context including looking at Richmond's demographics and the current community context, including the results of the 2023 Community Needs Assessment;
- Reviewed the regional and national context, including the regional event context in Metro Vancouver municipalities and the Canadian Parks and Recreation Association *Framework for Recreation in Canada: Pathways to Wellbeing*;
- Reviewed the existing program of events, including available visitor survey data; and
- Conducted a stakeholder engagement process where more than 270 community event planners (individuals and organizations) were invited to:
 - Provide feedback on the Guiding Principles for events given the societal changes that have occurred since they were approved by Council in early 2020;
 - Provide input on what's working well with events in Richmond; and
 - Identify barriers, gaps and challenges related to hosting events in Richmond.

This feedback was gathered via a targeted online survey, a dialogue session and two focus group sessions.

In addition:

- Feedback on the potential for a new multicultural festival was gathered through the broader community engagement process, discussions with the Highway to Heaven Association, and meeting with the Richmond Intercultural Advisory Committee; and
- Feedback on the future of Farm Fest at Garden City Lands was gathered through meeting with the Richmond Food Security and Agricultural Advisory Committee.

What We Heard

The repercussions from the COVID-19 pandemic have highlighted the importance of social connections to individual and community well-being, as well as increased recognition of the social and economic value of shared experiences that bring community members together. The stakeholder engagement process for this Plan highlights many additional benefits events provide to the Richmond community.

The Stakeholder Engagement demonstrated that:

- Events in Richmond are well received and appreciated by the community;
- The City's current portfolio of signature and civic events and support for community events is generally well received; and
- There are opportunities to add to the current portfolio of signature events, and improve the services offered to community event organizers.

Proposed Revised Guiding Principles

After analyzing stakeholder feedback, current trends and planning context, in relation to Richmond's events-related strategic priorities, it became evident that there is an opportunity to update the Guiding Principles to provide clarity and highlight priority focus areas as follows:

1. Build local capacity **of local event organizers** by prioritizing and investing in community-driven events.
2. Provide opportunities for Richmond residents and community groups to collaborate, *contribute and participate.*
3. Maximize social ~~benefits to the community~~ **connections and foster sense of community pride and belonging for both volunteers and event participants.** ~~by fostering volunteerism and increasing sense of community pride and belonging.~~
4. Celebrate local themes, **cultural diversity**, and include programming that is uniquely Richmond.
5. Advance the City's environmental sustainability and **accessibility** goals.
6. Ensure events are safe, well-organized and sustainably funded.
7. Encourage and support the development of unique events with a regional draw that bring economic and community benefit and raise the profile of Richmond.

City of Richmond Signature and Community Events Plan 2025–2029

The attached Plan:

- Summarizes the work undertaken to develop the Plan (see pages 13–18 and 21–22 of the Plan);
- Provides evaluation and metrics for signature and civic events (see page 28 of the Plan);
- Provides definitions of the types of events occurring in Richmond (see pages 19–20 of the Plan);
- Provides clarity around the City’s role in these events (see page 19 of the Plan);
- Summarizes the benefits of events to the community (see pages 23 of the Plan);
- Recommends short-term (Years 1–2), medium-term (Years 3–4) and long-term (Year 5) actions to activate and connect communities and neighbourhoods, and maintain a program of signature and community events (see pages 29–32 of the Plan); and
- Responds to emerging and one-time signature and civic event opportunities (see page 28 of the Plan).

The Plan includes recommendations to:

- Continue, and in some cases enhance, resources to support community events. This includes maintaining current grant programs, providing more information about event support and hosting an annual information session for event organizers;
- Continue with the current program of signature and civic events;
- Plan and deliver a signature event at Garden City Lands that celebrates agriculture and promotes food security in cooperation with Kwantlen Polytechnic University’s Department of Sustainable Agriculture in 2025;
- Sunset the temporary COVID relief Supporting Food Security through Community Driven Events Grant and direct current applicants to other City grant programs where possible; and
- Establish a working group comprised of community members/organizations and City staff to help guide the development of a proposal for Council’s consideration for a new multicultural signature event.

Evaluation and Metrics for Signature and Civic Events

Based on community engagement feedback and best practices research, both qualitative and quantitative data will be collected to assess the impact of signature and civic events.

Evaluation will include the following:

- Whether the event met its stated purpose and objective;
- Whether the event reached its target audience;
- Number of visitors;
- Number of volunteers and volunteer hours;
- Overall visitor satisfaction;
- Number and value of sponsorships;

- Number and value of grants;
- Economic impact (for larger events);
- Accessibility initiatives;
- Sustainability initiatives (i.e., waste diversion, sustainable transportation, etc.);
- Media reach and online engagement;
- Number of artists engaged;
- Number of community partnerships; and
- Number of community groups engaged.

Emerging Event Opportunities

The Plan provides flexibility to respond to emerging and one-time signature and civic event opportunities such as a Tall Ship visit, Richmond Celebrates FIFA Worldcup 2026 or a Truth and Reconciliation event. When opportunities present themselves to host a new signature or civic event, staff will bring forward additional information and any associated funding requests for Council’s consideration. Staff will also look for opportunities to amplify one-time events through a realignment of existing events. This was done extensively during the Canada 150 event year, where existing events benefitted from the broader Canada 150 program through additional funding, in some cases, and an enhanced marketing campaign.

5-Year City Event Budget

In order to ensure that events are sustainably funded for the next five years, staff will bring forward an annual funding request that includes:

- Continued pursuit of grant funding to provide program enhancement for signature events;
- Gradual increase to sponsorship revenue to offset event costs commensurate with the size and scale of events; and
- An annual increase to the event budget to keep pace with inflation. The projected budget includes annual increases at the following forecast CPI increases:

Year	2025	2026	2027	2028	2029
% Increase	2.0%	2.0%	2.0%	2.1%	2.1%

It is anticipated that additional resources will be required to achieve some of the recommended actions outlined in the Plan. At that time, staff will bring forward additional information and an associated funding request for Council consideration.

Financial Impact

Proposed 2025 City Event Budget:

Event	2024 Council Approved Funding	2025 Proposed City Funding	2025 Estimated City Sponsorship	2025 Estimated City Grants	2025 Total Proposed City Event Program Budget
Children's Arts Festival (CAF)	\$ 70,000	\$ 71,400	\$ 16,000		\$ 87,400
Richmond Cherry Blossom Festival	\$ 50,000	\$ 51,000		\$ 3,600	\$ 54,600
Doors Open Richmond	\$ 30,000	\$ 30,600			\$ 30,600
Community Celebration Grant Program	\$ 50,000	\$ 51,000			\$ 51,000
Neighbourhood Block Party Program Fund	\$ 25,000	\$ 25,500			\$ 25,500
Steveston Salmon Festival/ Canada Day	\$ 345,000	\$ 351,900		\$ 25,000	\$ 376,900
Richmond Maritime Festival	\$ 210,000	\$ 204,200	\$ 10,000		\$ 214,200
Supporting food security through community-driven events	\$ 30,000				
New Farm Festival at Garden City Lands		\$ 55,000	\$ 5,000		\$ 60,000
Event Contingency		\$ 50,000			\$ 50,000
TOTAL	\$ 810,000	\$ 890,600	\$ 31,000	\$ 28,600	\$ 950,200

Staff propose a total for the 2025 City Events Program budget of \$950,200 with funding of \$890,600 from the Rate Stabilization Account, \$31,000 estimated sponsorship and \$28,600 estimated grant be considered in the 2025 budget process.

An event contingency of \$50,000 is included to address any challenges that may arise with any individual event. This may include things such as unanticipated production issues related to weather, unanticipated increased rental costs, and/or sponsorships or grant shortfalls.

Conclusion

The City of Richmond Signature and Community Events Plan 2025–2029 will guide the development and successful implementation of a mix of signature and civic events, community events and neighbourhood-level events in Richmond. The implementation of the action items identified in response to feedback and input from a range of community stakeholders will enhance the capacity of local event organizers, and foster the development of increasingly more accessible, inclusive, environmentally sustainable and financially sustainable events these enhance community connectedness and civic pride, support social and economic well-being and contribute to a vibrant city with a strong sense of place and distinct identity.



Dee Bowley-Cowan
Program Manager, Events
(604-276-4320)

Att.1: City of Richmond Signature and Community Events Plan 2025–2029

City of Richmond

Signature and Community Events Plan 2025–2029

Parks, Recreation and Culture







Richmond Cherry Blossom Festival

Introduction

Events enrich the lives of residents by providing opportunities for the community to connect, learn and celebrate together. They contribute to social and economic well-being, build community capacity and a sense of identity, and raise the profile of Richmond regionally, nationally and internationally. City-hosted and supported events activate a number of departmental, divisional and corporate strategies, as well as provide opportunities to highlight civic investment in infrastructure, such as parks and historic sites, and for local government representatives to publicly recognize community volunteers and to connect with residents.

The City of Richmond invests in events in various capacities:

- ✦ As a supporter and regulator of community produced events through the Richmond Event Approval Coordination Team (REACT) application process;
- ✦ As a funder through the City's grant programs (Community Celebration Grants, Arts and Culture Grants, and Parks, Recreation and Community Events Grants) and Neighbourhood Block Party Program;
- ✦ As a promoter through online tools such as the Calendar of Events and the @FunRichmond social media channels; and
- ✦ As a producer or co-producer of signature events including the Children's Arts Festival, the Richmond Cherry Blossom Festival, the Steveston Salmon Festival and the Richmond Maritime Festival.

All events, both large and small, contribute to a vibrant and liveable community.

The variety, scope, scale and quality of events taking place in Richmond has evolved significantly since Council's endorsement of the 2007–2012 Major Events Plan (the Major Events Plan), which guided event planning that capitalized on Richmond's 2010 Winter Olympic Games legacy. Much has changed over the past decade, locally and globally, since the sunset date of the Major Events Plan. The nature of events will continue to evolve in response to changing community needs and priorities. This Plan will guide the planning, support for and delivery of effective, safe, and sustainable events in Richmond that engage and connect the community, and align with Council's Strategic Plan and other Council-approved strategies.



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Steveston Salmon Festival



1939 - 1945

JACK ABERCROMBIE
ROBERT BOWCOCK
DAVID BROWN
JOHN BOYD
L.D.R. TUCKER
ELLWYN COOPER
DOUGLAS CRAIG
JAMES DAYTON
ROBERT DIXON
ERNEST EDGINGTON
GRAHAM FINDLAYSON
JOHN FORSYTH
JOHN FOSTER
RUSSELL FOSTER
ROBERT FRANCIS
LYLE ALLISON
DAVID C. COMSTOCK
HUGH J. NELSON
A.W. GREENLAND
C. BURTON
G. DOLPHIN
FRANCIS MATIER

THEY
DIED FOR YOU

RALPH B. CARTER
R. CHATTERTON
T. LEECHON
WALTER J. DAVIES
JOHN DONALD
FRED. H. GAY
ALEX. GORDON
FRED. J. HALL
J. HAYNE
B. KITCHER
GEO. LEMON
REGINALD LEMON
THOS. LESLIE
W.C. MOORE
A. MUIR
LOUIS MYHILL
NORT. C. SCOTCHBROOK
GEO. W. SILLS
WALTER C. STEEVES
E. STURMILL
ARTHUR WHEELER
EDWARD WILLIAMS

1914 - 1918

GEORGE NELSON
ARTHUR GRANDY
HONOREE LEE
CHARLES MANG
JAMES SCOTT
JOHN SIMPSON

SOMME
1916



Purpose

The City of Richmond Signature and Community Events Plan (the Plan) will guide the development and implementation of City-led and City-supported events for the next five years.

The Plan:

- ✦ Provides a background on event planning in Richmond;
- ✦ Identifies the Council-endorsed Strategies and Plans that provide direction on the planning and delivery of events in Richmond;
- ✦ Describes the current planning context in Richmond and across the region;
- ✦ Clarifies the role of the City in events;
- ✦ Defines the types of events in Richmond;
- ✦ Outlines the stakeholder engagement process and findings;
- ✦ Describes the benefits of events; and
- ✦ Presents a plan for the City's Signature and Civic Events and to support Community Events for the next five years.





Background

In 2007, Council adopted the *Major Events Plan 2007–2012* (the Major Events Plan) in advance of the 2010 Winter Olympics. The objectives of this Plan were to leverage Games-related opportunities for long term legacies, maximize social and economic benefits to the community, complement the Games' program of events, attract visitors to the city and enhance Richmond's international profile.

The *Major Events Plan* set the stage to enhance Richmond's profile regionally, nationally and internationally as an Olympic Venue City. Legacies of the *Major Events Plan's* achievements include the establishment of a City Events Department, the initiation of an Event Sponsorship program that highlighted opportunities for businesses to support events in Richmond, and the implementation of a Volunteer Management Strategy, including a regular full time City position (Volunteer Development Coordinator) and a volunteer management software system that continues to support volunteers and event planners.

In the years following the adoption and implementation of the *Major Events Plan*, several new strategies and plans have been adopted by Richmond City Council that directly or indirectly provide direction on the planning and delivery of events in Richmond.

These strategies, and their connection to this Plan, include:

Council Strategic Plan 2022–2026

The Council Strategic Plan 2022–2026 identifies the collective priorities and focus areas for Richmond's City Council for the current term of office. The following focus areas provide direction specific to the development of the *City of Richmond Signature and Community Events Plan 2025–2029*:



FOCUS AREA #5: A LEADER IN ENVIRONMENTAL SUSTAINABILITY

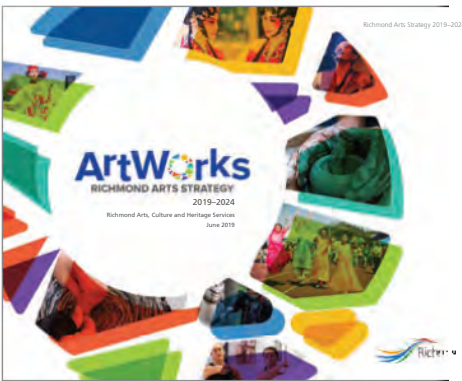
Leadership in environmental sustainability through innovative, sustainable and proactive solutions that mitigate climate change and other environmental impacts.

- 5.3 Encourage waste reduction and sustainable choices in the City and community.
- 5.4 Support agriculture and local food systems to enhance food security.

FOCUS AREA #6: A VIBRANT, RESILIENT AND ACTIVE COMMUNITY

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

- 6.1 Advance a variety of programs, services, and community amenities to support diverse needs and interests and activate the community.
- 6.3 Foster intercultural harmony, community belonging, and social connections.

**Richmond Arts Strategy 2019–2024**

ArtWorks: Richmond Arts Strategy 2019–2024 serves as a guide for decision-making to advance the policies, programs and services needed for the arts to thrive in Richmond. During the community engagement stage of the development of the *Arts Strategy*, “Free public events” topped the list of key focus areas identified by the public. The quality and variety of festivals offered around the City were widely cited as points of pride, with festivals seen as an effective means to celebrate, capture and inspire Richmond’s artistic vibrancy. Respondents noted that festivals foster inclusion as well as encourage intercultural understanding.

Additionally, events have significant potential to advance the Vision of the *Arts Strategy*:

- ✦ Richmond’s thriving arts scene:
 - Animates our city everyday;
 - Offers rich arts education and experiences, festivals and events;
 - Fosters social connections and wellness;
 - Builds arts and culture leadership; and
 - Provides creative spaces.

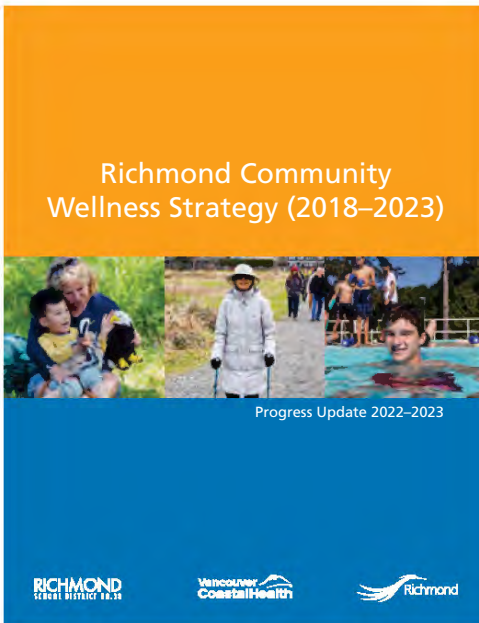
All five Strategic Directions directly relate to the Plan:

1. Ensure affordable and accessible arts for all;
2. Promote inclusivity and diversity in the arts;
3. Invest in the arts;
4. Increase awareness and participation in the arts; and
5. Activate public spaces through (and for) the arts.

Specific Supporting Actions that have been considered in the development of the Plan 2025–2029 include:

- ✦ Review the City’s offerings of free and low-cost arts programming and events, and assess required City resources to keep cost barriers low.

- ✦ Develop or expand opportunities to directly support individual artists, cultural organizations and venues that provide low and no cost public program delivery.
- ✦ Offer and encourage arts engagement opportunities in spaces beyond the walls of traditional venues including unconventional spaces.
- ✦ Connect with the diverse cultural communities of Richmond (including faith-based communities) to encourage sharing of art, food and music.
- ✦ Invite diverse groups, including those typically underrepresented, to participate in the telling of their story in the Richmond context, through creative engagement and art.
- ✦ Support and program art-making demonstrations in the public realm.
- ✦ Invite the public “behind the scenes” and to create things themselves, through programming including events like Doors Open Richmond, Instrument Petting Zoo, Culture Days and Children’s Arts Festival.
- ✦ Use Public Art and cultural programming to reimagine public spaces with an eye to creative placemaking.



City of Richmond Community Wellness Strategy 2018–2023

The *Richmond Community Wellness Strategy* defines wellness at a community level as “...living in harmony with others, respecting diversity, feeling safe, supported and included, and having a sense of belonging to one’s neighbourhood and broader community.” As noted in the *Richmond Community Wellness Strategy Progress Update 2022–2023*, increasing opportunities for residents to engage with their neighbourhoods and connect with one another continues to be a priority for all three partner organizations involved in the development and implementation of the strategy—Vancouver Coastal Health, Richmond School District No. 38 and the City.

Events of all sizes contribute to building a sense of belonging and community connectedness in a variety of ways. The stakeholder consultation process for this plan demonstrated that community members not only recognized, but prioritized the important role that events play in enhancing social connectedness within and among neighbourhoods and the community as a whole.



Cultural Harmony Plan 2019–2029

The *Cultural Harmony Plan* is to identify innovative and collaborative approaches to strengthen intercultural connections among Richmond residents, provide City programs and services that address the needs of the city’s diverse population, and remove barriers to participation for Richmond residents, which include long-time residents, recent immigrants and Indigenous peoples. This Plan demonstrates the City’s leadership in building on its social inclusion practices as they relate to policy development, program and service delivery, community engagement and customer service. It also signifies the City’s role in responding to the evolving needs of Richmond’s increasingly diverse population.

City Events have the potential to play a significant role in advancing the vision adopted in this plan, “That Richmond residents recognize and respect diversity in the community and enable each individual’s contributions in all aspects of community life.”



Specific actions include these that relate directly to the Plan:

- ✦ Continue to recognize and celebrate Richmond's diverse cultures and unique heritage through intercultural celebrations and festivals.
- ✦ Incorporate criteria into the City Grant programs and events that facilitate intercultural interaction and promote intercultural understanding.
- ✦ Strengthen relationships with various cultural and ethnic communities in order to integrate their arts, culture and heritage practices into the City's programs and events.

City of Richmond Youth Strategy 2022–2032

The *Youth Strategy* outlines a range of actions to achieve the vision that “all youth in Richmond are safe, valued, respected and have the supports, opportunities, and resources to live rich and fulfilling lives.” The Strategy provides guidance on activating opportunities for youth to learn, develop and successfully navigate the various stages and transitions from early adolescence to young adulthood. Events can play a significant role in “continuing to provide youth with safe, welcoming, accessible places to gather, socialize and engage within new and existing indoor and outdoor spaces in the community” as a means for promoting positive youth development, by providing opportunities for youth to participate in, experience and contribute, as volunteers, visitors, or in paid positions as performers, artists, or event staff, to the planning, delivery, participation in and evaluation of events in Richmond.

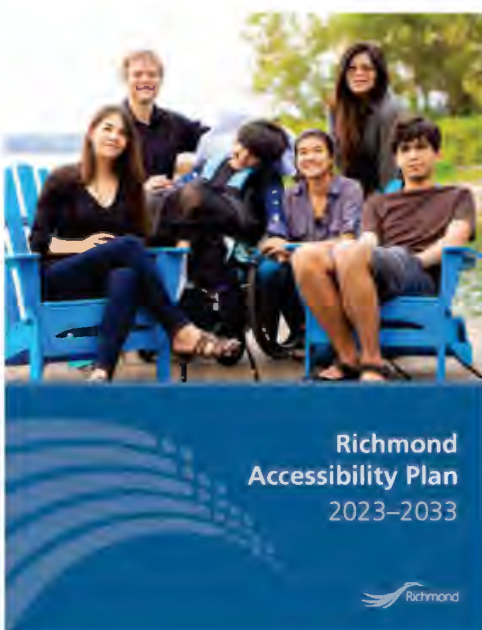


City of Richmond Seniors Strategy 2022–2032

The *Seniors Strategy* outlines a range of actions to achieve the vision that “Seniors living in Richmond are safe, respected, healthy and engaged in their communities.”

Key actions that are particularly relevant to the development of the Plan are:

- ✦ Expand upon activities and events that celebrate the cultural diversity of seniors in Richmond and provide opportunities to learn about and connect with others of varying backgrounds and ethnic origins.
- ✦ 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.
- ✦ Build upon current practices (formal and informal) to activate public spaces in a manner that fosters social connections between seniors and others in their neighbourhoods.



City of Richmond Accessibility Plan 2023–2033

The goals of the *Richmond Accessibility Plan 2022–2033* are to:

- ✦ Identify, remove and prevent barriers experienced by people with disabilities when interacting with the City and Library;
- ✦ Ensure that Richmond is a place where people of all abilities, backgrounds and ages are able to fully participate in and contribute to all aspects of community life in the manner of their choosing; and
- ✦ Foster a community that recognizes and values the contributions of people with disabilities and collaboratively works to promote accessibility across sectors.

Strategic Pillar 4: Accessible programs and services, provides a list of recommended actions that are particularly relevant to this Plan, including:

- ✦ Evaluate events from an accessibility perspective to identify opportunities to enhance participation and access for people with disabilities.
- ✦ Explore new opportunities to increase supports for people with disabilities to participate, including ways to streamline access to and increase awareness of available supports.
- ✦ Enhance inclusive volunteer opportunities for people with disabilities and strengthening volunteer capacity to support all program participants, including people with disabilities.

Steveston Heritage Interpretive Framework

There are a number of interpretive themes and goals identified in the *Steveston Heritage Interpretive Framework* that provide guidance and inspiration for events taking place in Richmond's historic places, specifically in Steveston.

The three interpretive themes that can be seen in all of Steveston's heritage places and activities are:

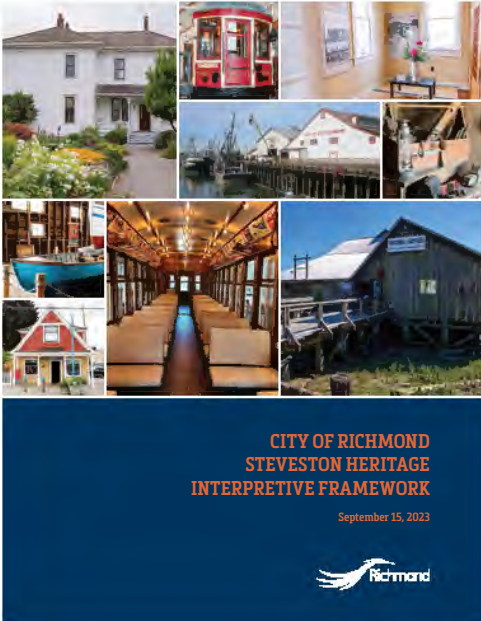
- ✦ Cultural Diversity;
- ✦ Connection to the Fraser River; and
- ✦ The Past in our Present.

The *Steveston Heritage Interpretive Plan* focuses on four central stories, which offer opportunities to bring each story to life through places, objects, and activities, including events:

- ✦ Fishing;
- ✦ Farming;
- ✦ Community Life; and
- ✦ Transportation Hub.

Interpretation at the Britannia Shipyards National Historic Site has the following Interpretive Goals that relate to the Plan:

- ✦ 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 West Coast fishing and boatbuilding industry.
- ✦ Inspire connections to and stewardship of West Coast maritime heritage and the Fraser River.



Richmond Maritime Festival



Thompson Picnic Photo Credit: Julian Rozental

Towards a Five-Year Plan

Considering the priorities articulated in these guiding documents in late 2019, staff brought forward a report recommending the development of a new City Events Strategy that would guide decision-making related to the planning, delivery, funding and evaluation of events.

In the context of Council-approved plans and strategies, seven Guiding Principles were endorsed by Council in March 2020, to guide the development of an updated event plan:

1. Build local capacity by prioritizing and investing in community-driven events.
2. Provide opportunities for Richmond residents and community groups to collaborate, contribute and participate.
3. Maximize social benefits to the community by fostering volunteerism and increasing sense of community pride and belonging.
4. Celebrate local themes and include programming that is uniquely Richmond.
5. Advance the City's environmental sustainability goals.
6. Ensure events are safe, well-organized and sustainably funded.
7. Encourage and support the development of unique events with a regional draw that bring economic and community benefit and raise the profile of Richmond.

Given the impacts of COVID-19, and the gradual return to pre-pandemic events, the development of the plan was put on hold until 2023.



Planning Context

Community Profile

Richmond is a culturally diverse and geographically unique community with a growing and dynamic urban centre, a unique mix of residential and commercial areas, agricultural lands, industrial parks, waterways and natural areas. Richmond is known for its quality parks, trails, cycling routes and a wide variety of recreation, sport and cultural facilities and amenities that are distributed across every neighbourhood.

The following statistics highlight the need to create opportunities for shared experiences that foster social connections amongst residents. As well, they point to the need for targeted strategies when planning and communicating about events to enhance awareness and eliminate barriers to participation.

CULTURAL DIVERSITY

Richmond is the fourth largest city in both the Metro Vancouver area and the province. Richmond's population continues to grow with a high number of new residents born outside of Canada. Known for its rich ethnic diversity, 80% of Richmond residents identify as part of a visible minority. This is the highest proportion of any municipality in British Columbia, and the second highest in Canada.

A great variety of languages are spoken in Richmond overall. In the 2021 Census, 44.5% of Richmond residents indicated Mandarin or Cantonese as their mother tongue, 31.3% indicated using English, 3.7% indicated Tagalog (Pilipino, Filipino) and 2.4% indicated Punjabi (Panjabi). 46.1% of Richmond residents reported using English at home, 36.2% using Mandarin or Cantonese at home, and 1.6% using Punjabi (Panjabi).

AGE DEMOGRAPHICS

Seniors are the fastest growing demographic in Richmond and are living longer, healthier lives than ever. By 2036, almost 40% of Richmond's population is expected to be 55 years or older.

MOBILITY

According to the 2021 Census, Richmond has large number of new residents and a high degree of mobility within the City. Over the five years preceding the census, 40,000 new residents moved into Richmond.

COMMUNITY INVOLVEMENT

Richmond has a diverse and large number of volunteer organizations who play a valuable role in the delivery of community services, including events. There are more than 200 volunteer community organizations and 50 advisory committees and task forces. Many of these groups were engaged to support the development of this Plan.

2023 Community Needs Assessment

In 2023, the Community Services division undertook a Community Needs Assessment to help understand how program, service, and facility offerings are meeting the current needs of Richmond residents and where there might be gaps. Among the most popular Community Services offerings are special events and festivals. While the City and its partners host and support a number of events for Richmond residents and visitors alike, the Community Needs Assessment provides insight into how those who live, work and play in Richmond perceive and experience events, programs, and services.

Events must build awareness through promotion in order for people to discover and participate in them. Richmond residents report using both printed and digital sources to access information about events, and findings indicate there is an opportunity to improve digital marketing and social media presence for this purpose.

Some respondents noted that they'd like to see events catering to a specific demographic (e.g. families, seniors, children, youth, etc.). Such events would require additional targeted marketing.

A number of findings highlighted from the focus group sessions are of particular interest for the Plan:

- ✦ Participants indicated that they are seeking social connections, but do not know how to make them.
- ✦ Recent immigrants are very interested in learning English, learning about Canadian history and learning how to navigate life in their new community.
- ✦ Newcomers would also like to share their customs, foods and pastimes with their neighbours and build friendships.



Community Celebration Grants

Canada's Recreation and Cultural Sectors

How Art Works: Richmond Arts Strategy 2019–2024, presents information about the broader context and trends in Canada's cultural industry that were expected to have a significant influence on event programming. This information remains relevant today.

Key trends include:

- ✦ Festivals and events lead as Canadians' top form of participation in arts and culture.
- ✦ A shift from passive consumption of arts and culture to more participatory arts experiences.
- ✦ Creating safer and more inclusive spaces for community dialogue through the arts.
- ✦ New operating models that are more entrepreneurial in nature.
- ✦ Venues and programming that offer arts experiences for families.
- ✦ Creative placemaking and co-activations of spaces.
- ✦ With further capacity building within community groups, a shift in the City's role to be more of a facilitator and convener than a direct supplier of services.
- ✦ Focus on programming that features traditionally under represented groups.
- ✦ Opportunities to uphold the Calls to Action of Truth and Reconciliation.
- ✦ An increased focus on improving accessibility.



Culture Days

Regional Context

Metro Vancouver is home to a wide variety of events at the neighbourhood, community, regional and national level. Neighbouring municipalities approach event delivery in a variety of ways: as a producer, co-producer, funder and regulator. There is no one model that is consistent across the region, as each municipality approaches events in their own way.

A scan of Metro Vancouver municipalities indicates that, like Richmond, many communities support a variety of signature events unique to that city. Examples include the Surrey Vaisakhi Parade, New Westminster Hyack Festival and Parade, and Delta Harvest Festival. A number of municipalities also support micro grant programs similar to Richmond's Neighbourhood Block Party Program.

Common challenges identified by event staff across the Lower Mainland include:

- ✦ Declining volunteerism;
- ✦ Rising costs and availability of event infrastructure such as site fencing, portable toilets and waste management infrastructure;
- ✦ Availability of resources to support evolving traffic management requirements; and
- ✦ Uncertainties around sponsorship.

Effects from wildfires and extreme heat have had drastic impacts on events in other parts of the province and could have impacts on future event planning in Richmond.



Culture Days

“We know fairs, festivals and events have impacts that go well beyond what can be measured in economic terms. They are a source of community pride and build awareness of our diverse cultures and identities.”

- Bob D’Eith, Parliamentary Secretary for Arts and Film, February 2024

Provincial Support for Events

Since the return to in-person gatherings, the Province of British Columbia through the Ministry of Tourism, Arts, Culture and Sport, has recognized the value of events in contributing to the community vibrancy with continued financial support for fairs, festivals and events through the BC Fairs, Festivals and Events (BCFFE) Fund. The fund helps community organizations recover from ongoing challenges related to cost increases, rising costs of equipment and services, reduced revenue and sponsorships and the impact of severe weather events.

A number of events in Richmond have benefitted from this funding since it was launched in 2021, including the Steveston Salmon Festival, Richmond Maritime Festival, Richmond Cherry Blossom Festival, and a number of sport events, tournaments and community events.

CPRA’s Framework for Recreation in Canada Framework Update: March 2024

The development of the *Framework for Recreation in Canada: Pathways to Wellbeing* (the Framework) was a collaborative effort of provincial and territorial governments, the Canadian Parks and Recreation Association (CPRA), and the provincial/territorial recreation and parks associations, to create a guiding document for public recreation providers in Canada. It highlights the vital role of recreation, parks and cultural services in enhancing the health, wellbeing and resilience of communities.

Significant change has occurred since the release of the Framework in 2015. To address these changes, an update was released in June 2024 to reflect the current Canadian context and the challenges and opportunities facing the sector.

Many of these challenges and opportunities identified in the update are particularly relevant to event planning. These include:

- ✦ Climate change;
- ✦ COVID-19 Pandemic;
- ✦ Data, Knowledge, Surveillance and Monitoring;
- ✦ Demographic Changes;
- ✦ Equity, Diversity, Inclusion, Access and Belonging (EDIAB);
- ✦ Economy;
- ✦ Infrastructure and Urban Design;
- ✦ Mental, Physical and Social Health;
- ✦ Nature, Trails and Parks;
- ✦ Placemaking;
- ✦ Sustainable Development Goals;
- ✦ Social Isolation and Loneliness;
- ✦ Tourism;
- ✦ Truth and Reconciliation Commission; and
- ✦ Volunteers.

The Framework Update contains a number of strategic and operational ideas for advancing the Framework's priorities of active living, inclusion and access, connecting people and nature, supportive environments, and building recreation capacity. Many of these ideas are also reflected in the stakeholder feedback collected during the development of the Plan and have been translated into actions to support its goals.



Community Celebration Grant

The Current Event Landscape in Richmond

Role of the City in Events

The City currently plays, and will continue to play, the following roles related to events. Depending on the event, the City may play multiple roles:

Producer: The City leads all aspects of the event including developing and implementing the program, managing the budget, logistics, and volunteer management. While community groups and others may be involved, they do so in an advisory or supporting capacity.

Co-producer: The City works in partnership with one or more external organizations to co-lead all aspects of the event, including developing and implementing the program, managing the budget, logistics and volunteer management.

Funder: The City provides funding support to events through a City Grant.

Supporter/Regulator: The City supports the event through the Richmond Event Approval Coordination Team (REACT) process, including providing guidance on event considerations such as site location, safety and promotion through the Events Calendar and/or social media.

Types of Events in Richmond

For planning purposes, Richmond events are categorized as follows:

SIGNATURE EVENTS

Signature events are annual events designed to showcase and celebrate Richmond's unique identity and culture. These events have a high level of awareness across the City. The audience for signature events includes Richmond residents and visitors from Metro Vancouver and beyond. The City's role is as producer or co-producer in collaboration with one or more community partners, and the delivery of these events requires the resources of several City departments as well as specialized marketing. The potential draw and impact of signature events may make them attractive for sponsorships and/or alternative funding from other levels of government. The Steveston Salmon Festival is an example of a signature event.

COMMUNITY EVENTS

Community events are typically planned and delivered by a volunteer-led community organization or neighbourhood group, sometimes accessing funding support from the City or other levels of government. The audience for community events is typically primarily Richmond residents and to a lesser extent, visitors from Metro Vancouver. The City's role is often as a funder, supporter and/or regulator. Community events are open to the public, showcase community identity, and are often held in a City-owned venue. An example of a community event is Burkeville Days.

COMMERCIAL EVENTS

A commercial event is developed and implemented by an individual or company for commercial purposes. The audience for these varies and may have a local and/or regional draw. The City's role in commercial events is as a supporter and regulator. An example of a commercial event is the Royal Canadian International Circus.

SPORTS EVENTS

A sport event is held for the purpose of athletic competition. These events can be local, regional, national and international in nature and the audience is typically limited to participating sport teams, and friends and family members of participants. The City's role in is as a host, supporter and regulator. An example of a sport event is the Nations Cup.

While commercial and sport events are an important part of the event landscape in Richmond, recommendations related to these events are beyond the scope of this Plan.

CIVIC EVENTS

The City of Richmond has traditionally played a role in important events that bring the community together to celebrate national holidays, celebrations or historic occasions. The audience for civic events are Richmond residents. The City's role is as a co-producer or producer. Typically, these events are not only actively supported by community partners but also respond to a community need identified as a City/Council priority. An example of a co-produced civic event is Richmond Remembrance Day.

NEIGHBOURHOOD BLOCK PARTIES

A block party is a public gathering of residents who live in proximity to each other within a neighbourhood. Block parties can take place in a variety of spaces, including parks, on local streets or on private property. The audience would be residents of a small, defined area, such as a street or strata. The City's role in block parties is as a funder, supporter and/or regulator.

See Appendix 1 for a detailed list of events by type.



Steveston Salmon Festival Bike Parade

City of Richmond Signature and Community Events Plan – Development Process

"The parade was really fun and my kids enjoyed it a lot. Also, various food from local restaurants were very nice and fun to find new local shops. The pancakes were the best in my whole life and the people at the stand was so kind and friendly."

- Anonymous Steveston Salmon Festival Visitor Survey 2024

"I was deeply impressed by the way various people and organizations, including volunteer staff and shop staff, came together to make the community festival a success. We are proud to be living in this community."

- Anonymous Steveston Salmon Festival Visitor Survey 2024

Evaluation of Major Events Program 2019

The last formal evaluation of Richmond's signature events was conducted in 2019 and presented to Council in a memo titled "Evaluation of Major Events Program", dated August 27, 2019, from the Manager, Major Events and Film. The memo presented an assessment of the Children's Arts Festival, Richmond Cherry Blossom Festival, Steveston Salmon Festival, Richmond Maritime Festival, Farm Fest at Garden City Lands and Richmond World Festival.

The evaluation considered the following:

- ✦ An assessment of whether the event met its stated purpose and objective;
- ✦ Attendance and value assessment considering the festival's outcomes, relative to the event budget;
- ✦ Overall visitor satisfaction;
- ✦ Sponsorship success;
- ✦ Economic impact (using data from Tourism Richmond to assess the impact of the three largest events); and
- ✦ An assessment of opportunities for community partnerships.

The evaluation concluded that generally these events were successful. Some notable findings from this include:

- ✦ The events met their intended purposes and objectives;
- ✦ The overall visitor satisfaction was high with 69%–84% of visitors rating their experiences as very good to excellent;
- ✦ For those events that pursued sponsorship, the sponsorship program was successful with the level of sponsorship support scaled to the event budget. A total of more than \$300,000 in sponsorship revenue was raised in 2019;
- ✦ Events demonstrated a significant economic impact to the City. For example, non-Richmond residents were estimated to have spent over \$600,000 as a result of the Steveston Salmon Festival; and
- ✦ The events created significant opportunities for community partnerships.

A notable comment on the value assessment of the Richmond World Festival was that, while the mainstage performances were of high quality, the goal of showcasing cultural diversity could be achieved without this expense.

The Plan recommends gathering consistent metrics for signature, civic and community events, where possible, and applying consistent evaluation criteria for signature and civic events.

Stakeholder Engagement Process

To ensure that the new Plan meets the needs and priorities of the community over the next five years, an engagement process was launched with people and organizations that deliver events in Richmond. More than 270 community organizations and individuals were invited to:

- ✦ Provide feedback on the Guiding Principles for events, given the societal changes that have occurred since they were approved by Council in early 2020;
- ✦ Provide input on what's working well with events in Richmond; and
- ✦ Identify barriers, gaps and challenges related to hosting events in Richmond.

Input from this target group was gathered in a variety of ways to encourage as much community input as possible, including:

- ✦ A targeted survey that ran on the City's *Let's Talk Richmond* platform from September 28, 2023, to October 22, 2023;
- ✦ An initial dialogue session followed by two focus group sessions: one with City staff involved in events and the second with external stakeholders. The groups discussed the barriers, gaps and challenges related to hosting events in Richmond and shared actions and ideas for how to overcome them.

See Appendix 2 for a list of organizations that participated in the engagement process.

The online survey received 50 responses from people and organizations. The survey asked respondents to:

1. Reflect on the Guiding Principles and provide input into how these Guiding Principles can be put into action;
2. Comment on what is working well for them when creating their events;
3. Comment on what kinds of barriers and challenges they experience in event production;
4. Share ways to reduce barriers to the creation of events;
5. Share four words to describe a new multicultural event;
6. Share their experiences with City grants; and
7. Share their experiences accessing supports for their events.

A summary of the survey responses was incorporated and built upon in the dialogue session and focus groups.

The findings from the survey, dialogue session and focus group are summarized below.

What We Heard

“We live in a wonderfully diverse community and Doors Open Richmond is a great way to build bridges and understanding of our cultural differences.”

- Anonymous Doors Open Visitor Survey 2024

“We recently moved to the northern part of Steveston from overseas and were very lucky to experience such a wonderful festival right away. It was fantastic to see so many people from Richmond participating in the parade, and the heartfelt and warm announcements introducing each group were great.”

- Anonymous Steveston Salmon Festival Visitor Survey 2024

Benefits of Events

Repercussions of the pandemic have highlighted the importance of social connections to individual and community well-being, as well as the social and economic value of shared experiences that bring community members together. The stakeholder engagement process for the Plan highlights many additional benefits that events provide to Richmond residents.

Benefits of events, including those noted by stakeholders include:

- ✦ Promote social engagement and civic pride;
- ✦ Empower individuals, cultural groups and community organizations to participate in the planning, delivery, and enjoyment of events in their own community;
- ✦ Provide opportunities for local artists and performers to showcase their talents in their own community, and through larger signature events, to a regional audience;
- ✦ Provide opportunities for residents to gather and celebrate together;
- ✦ Foster cultural expression and intercultural connections;
- ✦ Provide a wide variety of volunteer opportunities;
- ✦ Provide opportunities to highlight City investment in infrastructure and programs that benefit the community;
- ✦ Create a sense of community connectedness, pride and belonging;
- ✦ Contribute to safe and caring communities.
- ✦ Educate residents about Richmond’s history and culture;
 - Provide opportunities to learn about and celebrate Richmond’s rich history, diverse communities and unique places; and
 - Create opportunities for local artists, artisans and performers to creatively share Richmond stories;
- ✦ Promote Environmental Stewardship;
 - Promote sustainable practices through the Sustainable Event Toolkit;
 - Encourage use of active transportation and transit systems; and
 - Raise awareness of sustainable practices, such as sustainable agriculture;
- ✦ Support the Local Economy;
 - Raise regional awareness of local assets, including parks and cultural spaces;
 - Provide sponsorship opportunities for local businesses;
 - Bring visitors to the community to spend their discretionary dollars at local businesses; and
 - Promote local farmers and food producers.

What is Working Well in Richmond

Stakeholders suggested that the current program of signature events reflects the Guiding Principles, including celebrating local themes that make Richmond unique as well as providing opportunities to support local artists, and celebrating the community’s diversity.

“The Richmond Cherry Blossom Festival introduces and shares the customs, tradition, and cultural richness of the cherry blossom festival as celebrated in Japan and as interpreted by the volunteering members of the local Japanese Canadian community.”

- Dr Jim Tanaka, Founding, Richmond Cherry Blossom Festival

Participants also reported that event supports provided by the City, such as grants, staff support, and the REACT application system are helpful when planning events. Additionally, the opportunity at larger events for smaller organizations to host booths and build connections between aligned organizations were indicated as highlights in the dialogue session.

Barriers to Hosting and Producing Events in Richmond

Input from the survey and dialogue sessions highlighted a number of barriers to hosting and producing events in Richmond, such as:

- ✦ Accessing appropriate venues;
- ✦ Securing sustainable funding;
- ✦ Navigating services;
- ✦ Affordable ways to promote small events;
- ✦ Transportation to and from events; and
- ✦ Finding experienced volunteers.

Reflection on Guiding Principles

Survey respondents were generally supportive of the Council-endorsed Guiding Principles.

- ✦ 96% of respondents ranked *Guiding Principle #1: Richmond events will build local capacity by prioritizing and investing in community-driven events*, as “Important”.
- ✦ 90% of respondents ranked *Guiding Principle #2: Richmond events will provide opportunities for Richmond residents and community groups to collaborate, contribute and participate* as “Important”.
- ✦ 86% of respondents ranked *Guiding Principle #3: Richmond events will maximize social connection to the community by fostering volunteerism and increasing a sense of community pride and belonging* as “Important”.
- ✦ 62% of respondents ranked *Guiding Principle #4: Richmond events will celebrate local themes and include programming that is uniquely Richmond* as important, while 34% were “Neutral”.
- ✦ 82% of respondents ranked *Guiding Principle #5: Richmond events will advance the City’s environmental sustainability goals* as “Important”.
- ✦ 92% of respondents ranked *Guiding Principle #6: Richmond events will be safe, well-organized and sustainably funded* as “Important”.
- ✦ 78% of respondents ranked *Guiding Principle #7: Richmond events will encourage and support the development of unique events with a regional draw that bring economic and community benefit, and raise the profile of Richmond* as “Important”.

Participants in the dialogue session provided additional insights about what these Guiding Principles mean to them. Following analysis of stakeholder feedback, current trends, planning context and Richmond’s strategic priorities related to events, it became evident that there is an opportunity to update the Guiding Principles to provide clarity and highlight priority focus areas as follows:

1. Build capacity of local event organizers by prioritizing and investing in community-driven events.

2. Provide opportunities for Richmond residents and community groups to collaborate, contribute and participate.
3. Maximize social connections and foster sense of community pride and belonging for both volunteers and event participants.
4. Celebrate local themes, cultural diversity, and include programming that is uniquely Richmond.
5. Advance the City's environmental sustainability and accessibility goals.
6. Ensure events are safe, well-organized and sustainably funded.
7. Encourage and support the development of unique events with a regional draw that bring economic and community benefit and raise the profile of Richmond.

Putting the Guiding Principles into Action

There was rich input from the survey and dialogue sessions regarding how these principles can be put into action over the next five years. This feedback has been summarized under each Guiding Principle below and has informed the recommended actions for the short (2025–2026), medium (2027–2028) and long (2029 onwards) term.

GUIDING PRINCIPLE #1: BUILD CAPACITY OF LOCAL EVENT ORGANIZERS BY PRIORITIZING AND INVESTING IN COMMUNITY-DRIVEN EVENTS.

1. Dedicate resources to support community event producers.
2. Support event producers through marketing and communications assistance.
3. Integrate arts and culture activities into events.

GUIDING PRINCIPLE #2: PROVIDE OPPORTUNITIES FOR RICHMOND RESIDENTS AND COMMUNITY GROUPS TO COLLABORATE, CONTRIBUTE AND PARTICIPATE.

1. Continue to support and promote collaboration among community groups through grant program processes.
2. Promote partnerships with local businesses and community associations.
3. Create opportunities for knowledge sharing.

GUIDING PRINCIPLE #3: MAXIMIZE SOCIAL CONNECTIONS BY FOSTERING VOLUNTEERISM AND INCREASING SENSE OF COMMUNITY PRIDE AND BELONGING.

1. Integrate equity, diversity and inclusion considerations into event planning and volunteer resources.
2. Support and encourage volunteer recruitment.
3. Promote the benefits of volunteerism.

GUIDING PRINCIPLE #4: CELEBRATE LOCAL THEMES, CULTURAL DIVERSITY AND INCLUDE PROGRAMMING THAT IS UNIQUELY RICHMOND.

1. Celebrate and host events in locations that are unique to Richmond.
2. Encourage partnerships and collaborations.
3. Support inclusive events.

GUIDING PRINCIPLE #5: ADVANCE THE CITY’S SUSTAINABILITY AND ACCESSIBILITY GOALS.

1. Provide training and capacity-building tools for organizations.
2. Promote benefits of sustainable event production.
3. Support sustainable transportation and accessible venues.

GUIDING PRINCIPLE #6: EVENTS ARE SAFE, WELL-ORGANIZED AND SUSTAINABLY FUNDED.

1. Require event safety initiatives through the REACT application.
2. Provide reliable and multi-year funding.

GUIDING PRINCIPLE #7: ENCOURAGE AND SUPPORT THE DEVELOPMENT OF UNIQUE EVENTS WITH A REGIONAL DRAW THAT BRING ECONOMIC AND COMMUNITY BENEFIT AND RAISE THE PROFILE OF RICHMOND.

1. Encourage partnerships i.e., non-profit organizations.
2. Increase public awareness through City-supported communications.
3. Engage local organizations when planning City-led events.

Exploring a New Multicultural Event

Richmond is a culturally diverse community and has a history of celebrating this diversity through events. In the Report to Council titled “City Event Program 2023” endorsed by Council on November 28, 2023, staff proposed considering the development of a new, uniquely Richmond, multicultural celebration that involves and truly represents residents from the diverse cultural groups who call Richmond home, and is aligned with the priorities identified in both the Cultural Harmony Plan and the Richmond Arts Strategy.

While the theme of multiculturalism is intentionally woven into many of the City’s programs and events, the scope and plan for a uniquely “Made in Richmond” multicultural celebration of cultural harmony that engages community members, cultural leaders, community service organizations, ethno-cultural and faith groups, arts and cultural organizations, and local businesses was identified as a priority to be considered as part of a five-year signature and community events plan for the City.

In order to explore this further, stakeholders who participated in the survey were invited to provide input into what a new multicultural event could look like.

When asked for four words to describe such an event, respondents contributed the following words. Words that were shared by multiple respondents appear larger in the graphic below:



Stakeholders also expressed that the City's existing signature events already celebrate Richmond, are inclusive and diverse, build community, and offer opportunities to share cultural experiences with the wider community.

In addition to the individuals and groups consulted through the stakeholder engagement process described above, staff also met with the Richmond Intercultural Advisory Committee (RIAC) and the Highway to Heaven Association to discuss the idea of a new multicultural festival for Richmond. Through these discussions, staff heard that there is an opportunity to create a new event that could incorporate the best elements of previous multicultural festivals hosted in Richmond, such as Multifest, which took place for many years at King George Park. The event should:

- ✦ Celebrate Richmond's diversity of cultures;
- ✦ Share and present a diversity of food options;
- ✦ Take place in central Richmond; and
- ✦ Provide an evening event opportunity.

Taking this stakeholder input into account, the Plan proposes that the establishment of a working group to consider a new multicultural event be prioritized as a short term action. This working group, comprised of community members/organizations representing Richmond diverse cultural communities and City staff, will be established in 2025. This group will lead the development of guiding principles and objectives for a new event and help to determine potential partners and sponsors in its first year. In 2026, the working group will work to plan a new event, including identifying key programming elements, location and dates for Council's consideration. Pending the direction of the working group, it is anticipated that a new multicultural event would launch in 2027.

Re-imagining Farm Fest at Garden City Lands

In response to ideas generated through the stakeholder engagement process, and considering the priority assigned to Focus Area 5.4, "Support agriculture and local food systems to enhance food security", in *Council Strategic Plan 2022–2026*, staff also consulted with the Richmond Food Security and Agricultural Advisory Committee about the idea of a future agricultural festival in Richmond.

Through discussions with the Agricultural Advisory Committee, staff heard that there is an opportunity to bring back a reimagined Farm Festival to Garden City Lands, in partnership with Kwantlen Polytechnic University's (KPU) Department of Sustainable Agriculture and Food Systems. This event would

provide greater opportunities to educate the public about the importance of food security and farming in Richmond, and encourage residents and visitors to explore the Garden City Lands.

Taking this input into account, this Plan proposes including a newly imagined, signature event celebrating agriculture and promoting food security as part of the annual program of events over the next five years.



Farm Fest



Farm Fest

Metrics and Evaluation Criteria for Signature and Civic Events

Based on community engagement feedback and best practices research, both qualitative and quantitative data will be collected to assess the impact of signature and civic events. Evaluation will include the following:

- ✦ Whether the event met its stated purpose and objective;
- ✦ Whether the event reached its target audience;
- ✦ Number of visitors;
- ✦ Number of volunteers and volunteer hours;
- ✦ Overall visitor satisfaction;
- ✦ Number and value of sponsorships;
- ✦ Number and value of grants;
- ✦ Economic impact (for larger events);
- ✦ Accessibility initiatives;
- ✦ Sustainability initiatives (i.e., waste diversion, sustainable transportation, etc.);
- ✦ Media reach and online engagement;
- ✦ Number of artists engaged;
- ✦ Number of community partnerships; and
- ✦ Number of community groups engaged.

Emerging Event Opportunities

The Plan provides flexibility to respond to emerging and one-time signature and civic event opportunities such as a Tall Ship visit, Richmond Celebrates FIFA Worldcup 2026 or a Truth and Reconciliation event. When opportunities present themselves to host a new signature or civic event, staff will bring forward additional information and any associated funding requests for Council's consideration. Staff will also look for opportunities to amplify one-time events through a realignment of existing events. This was done extensively during the Canada 150 event year, where existing events benefitted from the broader Canada 150 program through additional funding, in some cases, and an enhanced marketing campaign.



Neighbourhood Block Party



Culture Days



Community Celebration Grant

City of Richmond Signature and Community Events Plan 2025–2029

The City of Richmond Signature and Community Events Plan 2025–2029 proposes that the City continue to support a mix of events of varied scope and scale, with a focus on enhanced resources and programs to activate and connect communities and neighbourhoods, with an annual calendar of signature and civic events that considers emerging opportunities, in alignment with the updated Guiding Principles and evaluation criteria.

The recommendations are presented below in two categories:

1. Activate and connect communities and neighbourhoods; and
2. Signature and civic events.

Actions are presented in the short (Years 1–2), medium (Years 3–4) and long term (Year 5).

Implementation of these actions will require a collaborative effort among multiple City departments and community partners with the support of many community event organizers, local businesses and volunteers.

It is anticipated that additional resources will be required to achieve some of the recommended actions outlined in the Plan. At that time, staff will bring forward additional information and an associated funding request for Council consideration.

Activate and Connect Communities and Neighbourhoods

Events at the community and neighbourhood level can play a significant role in responding to many of the trends identified above and are valued by Richmond stakeholders who participated in the engagement process.

This Plan supports the City's ongoing role in providing programs and resources to activate and connect neighbourhoods and communities:

SHORT TERM (YEARS 1–2)

1. Continue existing City Grant Programs to support community events including Neighbourhood Block Party Program, Community Celebration Grants, Arts and Culture Assistance Grants, and Parks, Recreation and Community Events Grants.
2. Update eligibility criteria for Community Celebration Grants to reflect the updated Guiding Principles and priorities identified through the stakeholder engagement process, including:
 - Support for participatory activities reflective of the theme of connection;
 - Support free public outdoor events that highlight and celebrate the community's cultural diversity; and
 - Facilitate intercultural connections and promote intercultural understanding.

3. Review existing online tools that support community event organizers and develop plans to improve and enhance as required.
4. Review and update the Sustainable Event Toolkit and require community event organizers to demonstrate how they will implement its recommendations as part of their REACT application.
5. Develop an Inclusive and Accessible Events Guide and share with community event organizers.
6. Review event-specific grant application processes to assess:
 - Alignment with updated Guiding Principles and priorities identified in this Plan;
 - They are user-friendly and meet accessibility standards; and
 - That reporting requirements facilitate the collection of consistent data from grant recipients.
7. Streamline the event grant program by discontinuing the Supporting Food Security through Community Driven Events pandemic response grant and directing current applicants to other existing City grant programs in 2025.
8. Share grant opportunities from other levels of government with community event organizers.
9. Host annual information session/workshop for current and potential community event organizers to share resources and identify opportunities for collaboration.
10. Gather consistent metrics from community event organizers (e.g., number of events, estimated attendance).

MEDIUM TERM (YEARS 3–4)

1. Develop new and improved online tools to support community event organizers as required.
2. Develop and implement a marketing plan to promote the City’s spaces, places and resources to event organizers.
3. Explore opportunities to collaborate with Richmond Cares, Richmond Gives to enhance mentorship and volunteer support for neighbourhood and community event organizers
4. Based on review in years one and two, update event-specific grant application processes as required.
5. Require all event organizers to review and implement the Inclusive and Accessible Events Guide as part of the REACT application.
6. Explore the feasibility of a Community Event Kit for event organizers.

LONG TERM (YEAR 5)

1. Explore the development of a centralized online “Events Hub” to provide event planning resources in one place, including the Inclusive and Accessible Events Guide, the Sustainable Events Toolkit, Volunteer Management Toolkit, Sponsorship Toolkit, City Events Calendar, links to grant opportunities, etc.



Richmond Cherry Blossom Festival



Steveston Salmon Festival



Richmond Maritime Festival

2. Explore creation of a Sponsorship Toolkit to support community event organizers.
3. Research and recommend opportunities to offset REACT application administration costs.
4. Review and reflect on the success of the Plan over its life span in supporting community events. Consider action items for a new plan in light of the 2029 planning context, Council priorities and emerging opportunities.

Signature and Civic Events

Given the positive feedback received during the stakeholder engagement process, as well as exit surveys from 2019, this plan proposes that the City continue to work with community partners to deliver the following signature and civic events on an annual basis:

- ✦ Children's Arts Festival;
- ✦ Richmond Cherry Blossom Festival;
- ✦ Doors Open Richmond;
- ✦ Steveston Salmon Festival;
- ✦ Richmond Maritime Festival;
- ✦ Culture Days; and
- ✦ Remembrance Day.

In addition, stakeholder feedback supports the addition of two additional signature events that celebrate local themes and reflect the community's cultural diversity:

- ✦ A re-imagined signature event at Garden City Lands that celebrates agriculture and promotes food security, in cooperation with KPU's Department of Sustainable Agriculture; and
- ✦ A new multicultural festival.

SHORT TERM (YEARS 1–2)

1. Plan and deliver a signature event at Garden City Lands that celebrates agriculture and promotes food security, in cooperation with KPU's Department of Sustainable Agriculture.
2. Establish a working group comprised of community members/ organizations and City staff to help guide the development of a proposal for a new multicultural signature event.
3. Implement the Inclusive and Accessible Events Guide at all Signature and Civic Events.
4. Implement the updated Sustainable Events Toolkit.
5. Relaunch the City's event sponsorship program.
6. Gather consistent metrics to inform an annual evaluation of Signature and Civic events and report back to Council.
7. When considering future event opportunities apply the evaluation criteria used in the annual evaluation of Signature and Civic Events.

MEDIUM TERM (YEARS 3–4)

1. Pilot a new multicultural festival.
2. Develop a volunteer leadership development/mentorship program to ensure sustainable volunteer capacity in support of signature and civic events.

LONG TERM (YEAR 5)

1. Review and reflect on the success of the Plan over its life span in supporting signature and civic events. Consider action items for a new plan in light of the 2029 planning context, Council priorities and emerging opportunities.



Richmond Maritime Festival

Conclusion

The City of Richmond Signature and Community Events Plan 2025–2029 will guide the development and successful implementation of a mix of signature and civic events, community events and neighbourhood-level events in Richmond. The implementation of the action items identified in response to feedback and input from a range of community stakeholders will enhance the capacity of local event organizers and foster the development of increasingly more accessible, inclusive, environmentally sustainable as well as financially sustainable events that enhance community connectedness and civic pride, support social and economic well-being and contribute to a vibrant city with a strong sense of place and distinct identity.



Steveston Salmon Festival



Appendix 1: 2023 Events in Richmond

2023 City of Richmond Signature Events:

NAME OF EVENT	EVENT LEAD(S)
Children's Arts Festival	City of Richmond
Doors Open Richmond	City of Richmond and Richmond Museum Society
Richmond Cherry Blossom Festival	City of Richmond and representatives from BC Wakayama Kenjin Kai
Richmond Maritime Festival	City of Richmond, Richmond Arts Coalition and Britannia Shipyards National Historic Site Society
Steveston Salmon Festival	City of Richmond, Richmond Agricultural and Industrial Society, and Steveston Community Society
Culture Days	City of Richmond

2023 REACT Approved Community Events:

NAME OF EVENT	EVENT LEAD(S)
13th Richmond Garlic Fest	The Sharing Farm Society and City of Richmond
2023 Island City by Bike	City of Richmond
24th Anniversary Celebration Pilgrimage	Lingyen Mountain Temple (Canada)
Aspire Annual Family Picnic	Aspire Richmond
Battle of the Atlantic	195 Royal Canadian Sea Cadets Bicknell
BC Rivers Day at Tait Waterfront Park	Richmond Nature Park
Bike Parade for Back to School	Rosanna Zhong
Buddhist Charity fundraising event	Zen Shaolin Temple (Canada)
Burkeville Daze	Sea Island Community Association
Cambie's Open House Barbecue	East Richmond Community Association
Chinese New Year Dharma Events	Lingyen Mountain Temple (Canada)
Christmas Tree Chipping	City of Richmond
Coldest Night of the Year Walk	Chimo Community Services
Community BBQ	Office of MP Bains
Concerts in the Park	Richmond City Centre Community Association
Concerts in the Plaza Series	Minoru Seniors Society
Couples for Christ Family Day	Couples for Christ
Drug Overdose Awareness Day	Moms Stop the Harm
Earth Day Shred-A-Thon	City of Richmond
Family Day at the Blundell Park	Richmond Intermediate Care Society
Family Gathering	Omar Assakkali family
Grand Prix of Art	Phoenix Coastal Art Ltd.
Hamilton Night Out	Hamilton Community Association
Harrison/Jensen Block Party	Block Watch Party—California Pointe
Holi 2023	Indians in Richmond BC [IRBC]
Kwantlen Farmers Market	Kwantlen Farmers Market Society
LML CAP2 Sports Tabloid—Richmond	RCSU PAC
London Family Farm Day	London Heritage Farm Society

NAME OF EVENT	EVENT LEAD(S)
Marian Procession	Canadian Martyrs Catholic Church
Movie Night at South Arm Outdoor Pool	City of Richmond
Multicultural Helping House Society Richmond 55+users	Multicultural Helping House Society Richmond
National Indigenous Peoples Day	Richmond Nature Park
Paulik Park Spring Fling	Urban Bounty
Performances in the Plaza Series	Minoru Seniors Society
Public Menorah Lighting	The Bayit
Public Works Open House	City of Richmond
Pumpkin Drop	Richmond Firefighters Charitable Society
Raise Awareness of the Drug Overdose Crisis in Richmond	Moms Stop the Harm
Richmond Dragon Boat Festival	Canadian International Dragon Boat Festival Society
Richmond Social Network BBQ	Richmond Social Network
Richmond Yacht Club Sail Past	Richmond Yacht Club
School Carnival	Richmond Christian School
School Walkathon	St. Joseph the Worker School
Scoops n Smiles with Aman	MLA Singh Office
Sea Island Community Centre Halloween Fireworks Display	Sea Island Community Association
Solar Eclipse Viewing	Kwantlen Polytech University Farm
Minoru Halloween Fireworks Festival	City of Richmond

2023 REACT Approved Civic Event:

NAME OF EVENT	EVENT LEAD(S)
Richmond Remembrance Day	City of Richmond and Royal Canadian Legion

2023 Outdoor Commercial Events:

NAME OF EVENT	EVENT LEAD(S)
American Crown Circus	American Crown Circus, Inc.
Richmond Fusion Block Party	The Greater Vancouver Food Truck Festival
Richmond Night Market	Raymond Cheung
Royal Canadian International Circus	354401 Alberta Ltd.

2023 REACT Approved Sporting Events:

NAME OF EVENT	EVENT LEAD(S)
2023 Terry Fox Run Richmond	Terry Fox Foundation
Basketball Festival	Kobe Memory Basketball Club
CARHA Hockey World Cup	CARHA Hockey
Cricket Tournament	Phoenix Richmond Malayalee Association
Dolphin Basketball Association	Dolphin Classic Basketball Tournament
Eight Hour Relay	iRun Fitness Society

NAME OF EVENT	EVENT LEAD(S)
Elementary School Cross Country Run	James Thompson Elementary School
End of season jamboree	Richmond United Soccer Club
End of Spring Season Jamboree	Richmond United Soccer Club
Eucharistic Procession	Canadian Martyrs Catholic Church
IG Wealth Management Walk for Alzheimer's	Alzheimer Society of BC
Kigoos–Icebreaker	Richmond Kigoos Summer Swim Club
Kigoos Mock Meet	Kigoos Swim Club
Pacific Populaire	BC Randonneurs
Premier International Cup	E11even Management Inc
Premier Spring Festival	E11even Management
RASA SOCCER SUNDAY	Richmond Adult Soccer Association
Reign Cup	Vancouver Ultimate League
Reign Santa Hat Tournament	Vancouver Ultimate League
Richmond Kigoos Junior Development Meet	Kigoos Swim Club
Richmond Minor Football League	Richmond Minor Football League
Richmond PRIDE Walk	MLA Kelly Greene
Richmond Raiders Spring Flag Football Jamboree	Richmond Minor Football League
Richmond Romp Tournament	Richmond Lacrosse Association
Richmond-Vancouver Move to Cure ALS	ALS Society of BC
Ride for Refuge	Journey Home Community
Road to Freedom Challenge	Ratanak International
RSSAA Cross Country Championships	RSSAA Cross Country
Soccerfest	Coast Mountain Bus Company
Sport Tabloid Van CAP1	RCSU(Pac)
St. Paul School Annual Walkathon	St. Paul's School
Steveston Icebreaker 8K & New Balance 1K Kidsrun	Kajaks Track & Field Club
Terry Fox Run–School Event	Richmond School District #38
The Big Pirate Run	SEA2SKY EVENTS
The Big Superhero Run	SEA2SKY EVENTS
The Nations Cup	The Nations Cup Soccer Society
Thursday Coastal Challenge Series Presented by Herband Natural	Coastal Race Club
Vancouver Whitecaps FC National Combine	Vancouver Whitecaps FC
VegRun	Buddha's Light International Association

Appendix 2: List of Stakeholders

More than 150 stakeholders and 127 grant recipients were invited to participate in the survey, dialogue or focus group sessions. The following organizations participated in the stakeholder engagement process:

Event Stakeholder and Contributor List

- ✦ Britannia Shipyards National Historic Site Society
- ✦ Community Arts Council of Richmond
- ✦ Dolphin Classic Basketball Tournament Committee
- ✦ Dragon Boat BC
- ✦ East Richmond Community Association
- ✦ Grand Prix of Art
- ✦ Gulf of Georgia Cannery
- ✦ Hamilton Community Association
- ✦ Kiwanis Senior Citizens Housing
- ✦ Kwantlen Polytechnic University, Events and Communication
- ✦ London Heritage Farm Society
- ✦ Black History Month Organizers
- ✦ Minoru Seniors Society
- ✦ Richmond Agricultural and Industrial Society
- ✦ Richmond Arts Coalition
- ✦ Richmond Cares Richmond Gives
- ✦ Richmond Centre for Disability
- ✦ Richmond Community Orchestra and Chorus Association
- ✦ Richmond Delta Youth Orchestra
- ✦ Richmond Family Place
- ✦ Richmond Fire Rescue
- ✦ Richmond Highway to Heaven Association
- ✦ Richmond Intercultural Advisory Committee
- ✦ Richmond Kajacks
- ✦ Richmond Music Teachers Association (BCMT)
- ✦ Richmond Museum Society
- ✦ Richmond Nature Park Society
- ✦ Richmond Olympic Oval
- ✦ Richmond Raiders Football
- ✦ Richmond Sister Cities Advisory Committee
- ✦ Sea Island Community Association
- ✦ Sharing Farm Society
- ✦ South Arm Community Association
- ✦ Spul'u'kwuks Elementary School's PAC
- ✦ Steveston Community Society
- ✦ Steveston Historical Society
- ✦ The Arts Conservatory
- ✦ The Nations Cup of Soccer Committee
- ✦ The Philippine Flag Raising Organizers
- ✦ The Richmond Singers
- ✦ Tourism Richmond
- ✦ Urban Bounty
- ✦ UBC Boathouse
- ✦ Vanprop/Lansdowne
- ✦ Wakayama Kenjin Kai
- ✦ West Richmond Community Association



City of Richmond

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City of Richmond

Report to Committee

To: General Purposes Committee

Date: September 17, 2024

From: Claudia Jesson
Director, City Clerk's Office

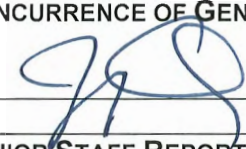


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Re: 2025 Council and Committee Meeting Schedule

Staff Recommendation

1. That the 2025 Council and Committee meeting schedule, as shown in Attachment 1 of the staff report dated September 17, 2024 from the Director, City Clerk's Office, be approved; and,
2. That the *Council Procedure Bylaw No. 7560* be varied to allow for the following revisions as detailed in the staff report titled "2025 Council and Committee Meeting Schedule" dated September 17, 2024, from the Director, City Clerk's Office, be approved:
 - a) That the Regular Council meetings (open and closed) of August 11 and August 25, 2025 be cancelled; and
 - b) That the August 18, 2025 Public Hearing be rescheduled to September 2, 2025 at 7:00 p.m. in the Council Chambers at Richmond City Hall.


 Claudia Jesson
 Director, City Clerk's Office
 (604-276-4006)
 Att. 1

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

Staff Report

Origin

Under the *Community Charter* and the *Council Procedure Bylaw No. 7560*, Council must provide for advance public notice of Council and Committee meetings and, at least once per year, advertise the availability of the Council meeting schedule. Accordingly, the 2025 Council meeting schedule is being presented at this time to provide advance notice of Council's regular meeting schedule. It should be noted that a Special Council meeting can be called with 24 hours' notice should any unusual or urgent circumstances arise outside of the usual schedule. Likewise, Council and Committee may make adjustments to the meeting schedule through the year as circumstances may necessitate.

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

Ensure that the citizenry of Richmond is well-informed and engaged about City business and decision-making.

Analysis

December Holiday Season, August Meeting Break and UBCM Conference

It has been the City's usual practice to observe a meeting break in August. In accordance with the *Council Procedure Bylaw No. 7560*, Council resolutions are required for any changes to the prescribed Council meeting schedule. Therefore, in order to accommodate an August meeting break it is recommended that the Regular Council meetings (open and closed) of August 11 and 25, 2025 be cancelled.

Following the 2024 December City Hall closure, City Hall will re-open on Thursday, January 2, 2025 and the General Purposes and Finance Committees will commence on Monday, January 6, 2025. For the December 2025 holiday season, City Hall will be closed from Thursday, December 25, 2025 and will re-open on Monday, January 5, 2026. Changes to the Committee meeting dates may also be altered at the discretion of the Chair as circumstances arise closer to the dates of the meetings and do not require a Council resolution.

A further change that staff propose to the Committee schedule is a change to the Parks, Recreation and Cultural Services Committee (PRCS) meeting that would normally fall on July 29, 2025, the day after the last Council meeting before the August meeting break. In order for Council to consider any recommendations from this meeting at the Regular Council meeting of July 28, 2025, it is proposed that the PRCS meeting be moved to the previous week, following the Public Works and Transportation Committee (PWT) on Wednesday, July 23, 2025.

In instances where there is a shortened week due to a holiday Monday, staff propose that the PWT meeting, which would otherwise fall on the Thursday, be scheduled on the Wednesday in tandem with the Planning Committee. For 2024, these double meetings would occur on February 19th, April 23rd, and May 21st. Keeping the PWT Committee meetings on Wednesdays would allow for the timely publishing and distribution of the following week's agenda package.

With regard to the August Public Hearing, in keeping with past practice, staff propose that it be rescheduled from August 18, 2025 to September 2, 2025. This change to the Public Hearing schedule minimizes the delay, due to the August meeting break, for consideration of land use applications that have been given first reading. There would be no need for a second scheduled Public Hearing during the third week of September.

In addition to the above noted adjustments, the proposed Council meeting schedule includes changes to accommodate Council members wishing to attend the UBCM Conference. The 2025 UBCM convention is scheduled for September 22 to 26, 2025 in Victoria. Accordingly, the Parks, Recreation and Cultural Services Committee (PRCS) that would normally be scheduled for September 23, 2025 would be rescheduled to take place on Wednesday, September 17, 2025, immediately following the PWT Committee meeting. It should be noted that no schedule adjustments are required for the FCM Convention, in Ottawa, Ontario, scheduled for May 29 to June 1, 2025.

Accordingly, adjustments to the meeting schedule are proposed to:

- reschedule the July PRCS meeting for July 23rd, following the PWT meeting so that Council may consider any recommendations from the PRCS meeting at the last Regular Council meeting before the August break on July 28th;
- cancel the open and closed Regular Council meetings of August 11th and 25th and the Committee meetings associated to those Council meeting cycles;
- reschedule the August 18th Public Hearing to September 2nd;
- reschedule the September 23rd PRCS to September 17th to accommodate Council members wishing to attend the UBCM Conference;
- schedule PWT meetings to be in tandem with PC on February 19th, April 23rd, and May 21st; and
- schedule the December PRCS and the PWT meetings in tandem for December 17th.

Council is requested to approve the proposed meeting schedule as presented in Attachment 1.

Financial Impact

None.

Conclusion

It is recommended that the 2025 Council and Committee meeting schedule be approved as shown in Attachment 1. The approval of the meeting schedule at this time provides Council and the public with advance notice of the meeting schedule.



Evangel Bason
Manager, Legislative Services

Att. 1: Proposed 2025 Council and Committee Meeting Schedule

2025 MEETING SCHEDULE

JANUARY							FEBRUARY							MARCH							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
			STAT 1	2	3	4							1								1
5	6	GP FC 7	PC 8	9	10	11	2	GP FC 3	PC 4	5	6	7	8	2	GP FC 3	PC 4	5	6	7	8	
12	CO 13	CS 14	DP 15	16	17	18	9	CO 10	CS 11	DP 12	13	14	15	9	CO 10	CS 11	DP 12	13	14	15	
19	GP PH 20	PC 21	PWT 22	23	24	25	16	STAT 17	GP PH 18	PC 19	PWT 20	21	22	16	GP PH 17	PC 18	PWT 19	20	21	22	
26	CO 27	PRC 28	DP 29	30	31		23	CO 24	PRC 25	DP 26	27	28		23	CO 24	PRC 25	DP 26	27	28	29	
														30	31						
APRIL							MAY							JUNE							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
		1	2	3	4	5					1	2	3	FCM 1	GP FC 2	PC 3	4	5	6	7	
6	GP FC 7	PC 8	9	10	11	12	4	GP FC 5	PC 6	7	8	9	10	8	CO 9	CS 10	DP 11	12	13	14	
13	CO 14	CS 15	DP 16	17	STAT 18	19	11	CO 12	CS 13	DP 14	15	16	17	15	GP PH 16	PC 17	PWT 18	19	20	21	
20	STAT 21	GP PH 22	PC 23	24	25	26	18	STAT 19	GP PH 20	PC 21	22	23	24	22	CO 23	PRC 24	DP 25	26	27	28	
27	CO 28	PRC 29	DP 30				25	CO 26	PRC 27	DP 28	FCM 29	FCM 30	FCM 31	29	30						
JULY							AUGUST							SEPTEMBER							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
		STAT 1	2	3	4	5						1	2		STAT 1	GP FC PH 2	PC 3	4	5	6	
6	GP FC 7	PC 8	9	10	11	12	3	STAT 4	5	6	7	8	9	7	CO 8	CS 9	DP 10	11	12	13	
13	CO 14	CS 15	DP 16	17	18	19	10	11	12	DP 13	14	15	16	14	GP 15	PC 16	PWT PRC 17	18	19	20	
20	GP PH 21	PC 22	PWT PRC 23	24	25	26	17	18	19	20	21	22	23	21	CO UBCM 22	UBCM 23	UBCM DP 24	UBCM 25	UBCM 26	27	
27	CO 28	29	DP 30	31			24	25	26	DP 27	28	29	30	28	29	STAT 30					
							31														
OCTOBER							NOVEMBER							DECEMBER							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
			1	2	3	4							1		GP FC 1	PC 2	3	4	5	6	
5	GP FC 6	PC 7	8	9	10	11	2	GP FC 3	PC 4	5	6	7	8	7	CO 8	CS 9	DP 10	11	12	13	
12	STAT 13	CO 14	CS 15	DP 16	17	18	9	CO 10	STAT 11	CS 12	DP 13	14	15	14	GP PH 15	PC 16	PWT PRC 17	18	19	20	
19	GP PH 20	PC 21	PWT 22	23	24	25	16	GP PH 17	PC 18	PWT 19	20	21	22	21	22	23	24	STAT 25	STAT 26	27	
26	CO 27	PRC 28	DP 29	30	31		23	CO 24	PRC 25	DP 26	27	28	29	28	29	30	31	STAT JAN	2 JAN	3 JAN	
							30														

- CO Regular Council Meeting, 7:00pm
- CS Community Safety, 4:00pm
- DP Development Permit Panel, 3:30pm
- FC Finance, following 1st General Purposes meeting of each month
- GP General Purposes, 4:00pm

- PC Planning, 4:00pm
- PH Public Hearing, 7:00pm
- PRC Parks, Recreation and Cultural Services, 4:00pm
- PWT Public Works and Transportation, 4:00pm
- FCM FCM
- UBCM UBCM

Note: All meeting dates are subject to change.

* Special Council Meeting



To: General Purposes Committee **Date:** October 2, 2024
From: Martin Younis, B. Eng., M. Eng. **File:** 10-6000-01/2024-Vol 01
 Director, Facilities and Project Development
 Todd Gross
 Director, Parks Services
Re: Japanese Canadian Legacies Community Grant Opportunities

Staff Recommendations

1. That the scope of work related to the two grant applications to the Japanese Canadian Legacies Community Fund, for an aggregate total of up to \$1,500,000, be endorsed in principle by Council, as described in the report titled “Japanese Canadian Legacies Community Grant Opportunities,” dated October 2, 2024, from the Director, Facilities and Project Development and the Director, Parks Services;
2. That should the grant application(s) be successful, the Chief Administrative Officer and the Deputy Chief Administrative Officer be authorized to execute the agreement on behalf of the City of Richmond with the Steveston Community Society (SCS), for the contribution from SCS to the City for the Japanese Canadian Legacy Improvements work; and
3. That a capital budget up to \$1,500,000 for the Japanese Canadian Legacy Improvements be approved and be included in the Consolidated 5 Year Financial Plan (2025-2029).

Martin Younis, B. Eng., M. Eng.
 Director, Facilities and Project Development
 (604-204-8501)

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

Att. 2

REPORT CONCURRENCE		
ROUTED TO: Intergovernmental Relations and Protocol Unit Recreation and Sports Services Finance Department	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF DEPUTY CAO
REVIEWED BY SMT	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

This report responds to an emerging opportunity that has been brought forward by the Japanese Canadian Heritage Committee (JCHC), a standing sub-committee of the Steveston Community Society (SCS). The JCHC/SCS has requested the City's endorsement and assistance with grant funding applications to the Japanese Canadian Legacies Fund, which addresses the enduring intergenerational impact that BC government actions had on the Japanese Canadian community.

Due to the grant requirements, the City is not eligible to apply. However, Not-for-profit organizations, such as the SCS are encouraged to apply as first time applicants. The primary purpose of the JCHC is to support, provide services, and enhance Japanese Canadian or Japanese cultural activities.

The JCHC/SCS are responsible for the submission of the grant applications and administration deliverables, as well as securing the City's support for modifications to City-owned property.

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

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

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

This report supports Council's Strategic Plan 2022-2026 Focus Area #3 A Safe and Prepared Community:

Community safety and preparedness through effective planning, strategic partnerships and proactive programs.

3.4 Ensure civic infrastructure, assets and resources are effectively maintained and continue to meet the needs of the community as it grows.

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

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

4.4 Work with all levels of governments for grant and funding opportunities.

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

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

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

Background

The Japanese Canadian Legacies Fund, administered by the Japanese Canadian Legacies Society, was set up by the Province of BC to support the implementation of Japanese-Canadian legacy initiatives. The fund aims to invest in the future of the community by distributing funds to the following project categories: community projects, arts, sports, scholarships, infrastructure and intergenerational wellness.

The SCS is eligible to submit proposals for two grants of an aggregate value up to \$1,500,000 (refer to Table 1).

Table 1: Grant Funding Streams

Funding Category	Maximum Grant Opportunity	Submission Deadline	Results Announcement
Community Projects	\$500,000	October 30, 2024	December 12, 2024
Infrastructure	\$1,000,000	December 1, 2024	February 14, 2025

The SCS is interested in applying to these two funding streams, which could cover the costs related to community projects and infrastructure. These potential projects could provide a unique opportunity to educate future generations in a way that complements and enhances the existing park and facilities. Successful funding application(s) are intended to support projects that create permanent spaces where Japanese Canadian heritage is honoured and the public can gather and learn about the history of Japanese Canadians.

Analysis

Concept designs were developed to respond to the grant funding opportunities. The JCHC/SCS have reviewed these preliminary concept designs and is in support of the proposed Legacy Community and Infrastructure projects (refer to Attachments 1 and 2).

Legacy Community Projects

The purpose of Legacy Community Projects, as summarized in the Application Guidelines, “is to offer Japanese Canadian Organizations (Category 1) and Non-Japanese Canadian Organizations (Category 2) the opportunity to create tangible legacy projects that permanently share or create knowledge and help tell the story of the pre-war, wartime, and postwar experiences of Japanese Canadians from BC. These projects deliver outputs that may be experienced inside and outside of the Japanese Canadian community.”

Steveston Park Legacy Walk

This project is proposed for improvement works at the Steveston Community Park. Currently, the park features a variety of park amenities including baseball diamonds, tennis courts, lacrosse box, playground, spray park, dogs off-leash area, picnic areas, a network of pathways and plethora of park furniture, in addition to recreation and cultural facilities. Within the park, there are a number of existing Japanese-Canadian commemorative elements (e.g. the Nikkei Memorial Garden, the Steveston Martial Arts Centre, etc.) that were each constructed with their unique background and heritage values.

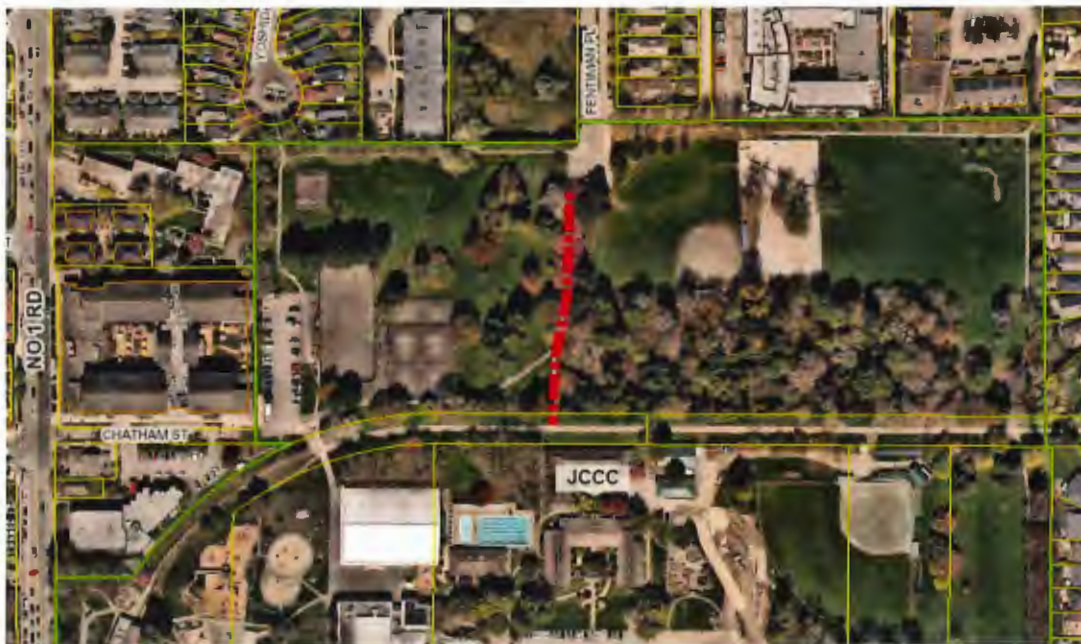
This project aims to enhance the existing pathway system to further unify these commemorative elements, provide a cohesive Japanese-Canadians' history in Richmond through a new interpretation system, and improve safety, legibility and accessibility for a key connection through the park. The majority of the proposed work focuses on improvements to the centrally located pathway that runs in the north-south direction, connecting park users between Fentiman Place (to the north) and the Steveston Martial Arts Centre (to the south).

The proposed scope of work includes:

- constructing new pathways;
- widening and improving conditions of existing pathways;
- integrating a unified palette of paving, planting, seating, lighting and wayfinding elements to the pathway network; and
- Introducing a new physical interpretative signage system with digital content.

Refer to Figure 1 for the preliminary location of the Steveston Park Legacy Walk, which will be further developed during the detailed design phase, should this grant application be successful.

Figure 1: Proposed location of the Steveston Park Legacy Walk



Infrastructure Project

This funding, as summarized in the Application Guidelines, “provides support to key building renovation or construction projects that preserve and honour the legacy of Japanese Canadians from BC who were impacted by the historic events, before, during and after World War II. This could mean key funding support for a new building, or a project that renovates an already established site.”

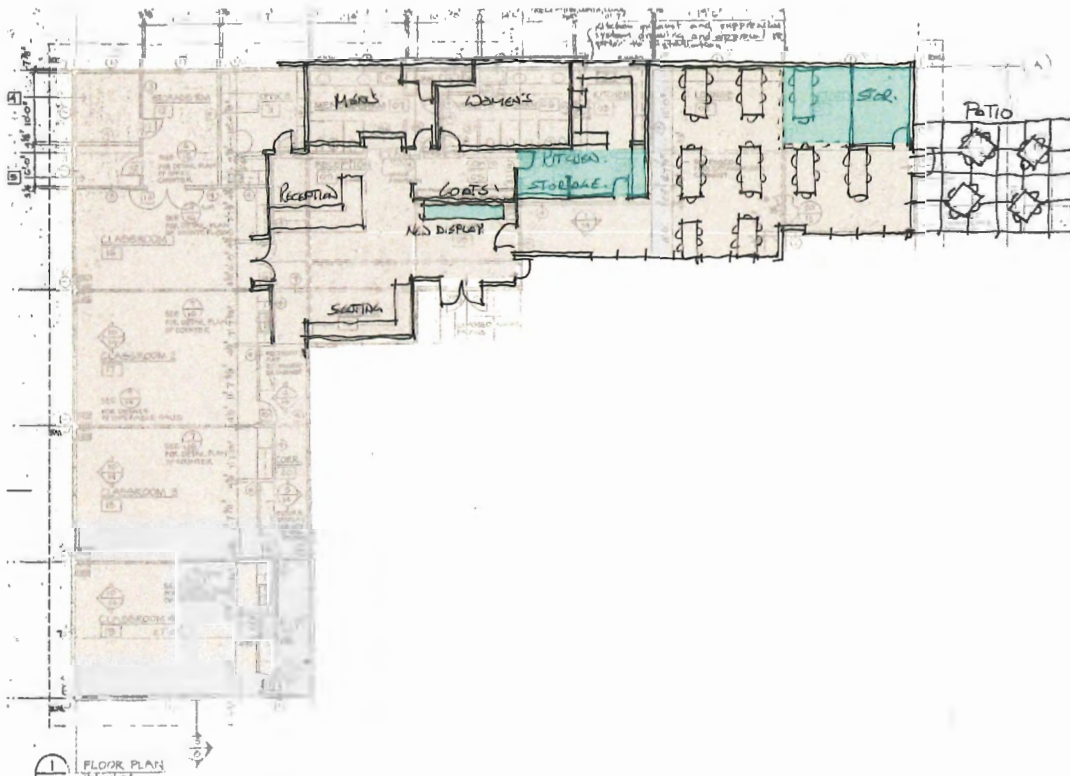
The proposed scope of work includes:

- Extended kitchen and dining area; and
- Accessible pathways from Japanese Canadian Culture Centre (JCCC) to the Steveston Martial Arts Centre.

Extended Kitchen and Dining Area

The JCCC has a 140 sq. ft. kitchen plus a dining area for approximately 25 community program participants. Adjacent storage contains program-related equipment and materials, including culturally significant items such as taiko drums and other Japanese musical instruments. The proposed work will extend the kitchen and dining area for an increased program capacity for inter-generational or education events. Refer to Figure 2 for the high-level concept design which will be further refined and assessed during the detailed design phase should the funding application be successful.

Figure 2: Preliminary Concept Design of the Japanese Canadian Cultural Centre Kitchen and Dining Area



The proposed work includes:

- enlarged kitchen to approximately 225 sq. ft.;
- new commercial refrigeration and dishwasher appliances, additional counter space and storage;
- increased dining area capacity (from approximately 25 to 45 seats);
- reorganized storage room and access door relocation;
- new flooring and lighting;
- associated HVAC upgrades; and
- new display cabinets at the entrance of the building for visually-interesting instruments.

Accessible pathways from JCCC to the Steveston Martial Arts Centre

The Japanese-inspired garden fronting the JCCC and pathway to the Steveston Martial Arts Centre (SMAC) are not easily accessible. A successful grant application provides the opportunity to improve exposure and connections for all intending to participate in programs at JCCC and SMAC.

Next Steps

Should Council approve the described scope in principle, staff will work with the SCS/JCHC to develop applications to the Japanese Canadian Legacies Fund to support costs related to the Steveston Park and JCCC enhancements. Staff will report back to Council once the City is informed of the grant funding application results.

Should the funding applications be successful, an agreement will be developed between the City and SCS which will include the following:

- Outline terms for the use of the funds to complete the projects;
- City staff will implement the projects with JCHC/SCS input;
- JCHC/SCS will provide the funding;
- City will retain ownership of improvements;
- City will be responsible for maintenance; and
- JCHC will maintain digital content.

Stakeholder and public consultation will continue during the detailed design phase.

Financial Impact

Estimated costs for all proposed scope of work, including detailed design and construction are \$1,500,000. Should the grant application(s) be successful and subject to the execution of the agreement between the City and SCS, staff recommend that a capital budget up to \$1,500,000 to Japanese Canadian Legacy Improvements be approved with funding from the external contribution, and be included in the Consolidated 5 Year Financial Plan (2025-2029).

Design development and construction will only proceed if the grant application(s) are successful and the corresponding agreement(s) between the City and SCS is executed. Should the grant application(s) be successful, but be awarded at a lesser amount, the scope of work will be scaled according to the funds received.

The City will retain ownership and be responsible for the maintenance of the resulting improvements. There is no additional equipment or space added to the facility which requires additional maintenance or funding. The estimated operating budget impact (OBI) for maintenance of the park enhancement is \$5,000. An additional level request for the operating budget impact (OBI) for maintenance of the park enhancement will be brought forward as part of a future budget process.

Conclusion

The proposed enhancement of a legacy walk interpreting the history of Japanese Canadian community members fits well within the Japanese Canadian Legacies Fund requirements. In addition, the proposed extension of the kitchen as well as improved access to and from the Japanese Canadian Cultural Centre and Steveston Martial Arts Centre offers a unique opportunity to extend programs that support Japanese Canadian history and contributions to the Steveston community.



Mile Racic
Manager,
Capital Buildings Project Development
(604-247-4655)



Jason Chan
Manager,
Parks Planning, Design and Construction
(604-233-3341)

Att. 1: Letter from SCS/JCHC re: Legacy Community Project
2: Letter from SCS/JCHC re: Infrastructure Project

MR/JC:ek



Steveston Community Society
Serving the Community of Steveston Since 1946

October 2, 2024

Attention: Todd Gross, Director, Parks Services, City of Richmond

Re: Proposed Scope of Work for Legacy Community Grant Application

To Whom It May Concern,

The purpose of this letter is to provide City of Richmond with confirmation and support of the scope of work proposed for the Japanese Canadian Legacy Community Grant application being made by Steveston Community Society and managed by the Japanese Canadian Heritage Committee. (JCHC)

The JCHC, a standing sub-committee of the Steveston Community Society, will apply for a \$500,000 Legacy Community grant and develop concept designs in consultation with HAPA Collaborative and City of Richmond staff.

With a successful grant application, the JCHC endeavours to create a legacy walk at the north park area of the Steveston Park site.

The legacy walk will include a cohesive plan enhancing the pedestrian network to connect existing Japanese Canadian commemorations and sites within the park.

The improved pathways will integrate with intuitive and immersive storytelling that may include signage, wayfinding, lighting, benches, QR codes and other enhancements that complete the Japanese Canadian storytelling experience at the Steveston site. A complementary website will also be developed with detailed information about each heritage site in support of this project.

If there are any questions, or further clarification required, please feel free to direct any inquiries to the committee through the Chair, Alan Sakai.

Yours truly,

Alan Clark, President
Steveston Community Society

Alan Sakai, Chair
Japanese Canadian Heritage Committee

4111 Moncton Street
Richmond, British Columbia
Canada V7E 3A8
7823363

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W: www.stevestoncommunitysociety.com



Steveston Community Society

Serving the Community of Steveston Since 1946

October 2, 2024

Attention: Martin Younis, Director, Facilities and Project Development, City of Richmond

Re: Proposed Scope of Work for Legacy Infrastructure Grant Application

To Whom It May Concern,

The purpose of this letter is to provide City of Richmond with confirmation and support of the intended scope of work proposed for the Japanese Canadian Legacies' Infrastructure Projects grant application being made by Steveston Community Society (Society) and managed by the Japanese Canadian Heritage Committee (JCHC), a standing committee of the Society.

The Society, through the JCHC, will apply for a \$1,000,000 Legacy Infrastructure Projects grant and develop concept designs in consultation with City of Richmond staff.

With a successful grant application, the JCHC proposes expanding the Japanese Canadian Cultural Centre (JCCC) kitchen and other related infrastructure improvements such as increasing accessibility and exposure for all intending to participate in programs and services at the JCCC.

Should there be any questions or further clarification required, please feel free to direct any inquiries to the committee through the Chair, Alan Sakai.

Yours truly,

Alan Clark, President
Steveston Community Society

A blue ink signature of Alan Clark, consisting of several overlapping, sweeping strokes.

Alan Sakai, Chair
Japanese Canadian Heritage Committee

A blue ink signature of Alan Sakai, featuring a prominent, stylized 'A' followed by a long, horizontal flourish.



To: Planning Committee **Date:** September 17, 2024
From: Lloyd Bie, P.Eng. **File:** 08-4000-01/2024-Vol
 Director, Transportation 01
Re: **Recommended Long-term Steveston Streetscape Vision 2024**

Staff Recommendations

1. That Option 2 as outlined in the report titled “Recommended Long-term Steveston Streetscape Vision 2024” dated September 17, 2024 from the Director, Transportation be endorsed for further investigation; and
2. That the development of the Recommended Long-term Steveston Streetscape Vision 2024, including Transportation Planning, Functional and Preliminary Design, be submitted for Council’s consideration in the 2025 budget process.

Lloyd Bie, P.Eng.
Director, Transportation
(604-276-4131)

Att. 3

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Engineering	<input checked="" type="checkbox"/>	
Public Works	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Policy Planning	<input checked="" type="checkbox"/>	
Development Applications	<input checked="" type="checkbox"/>	
Finance	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

At the June 14, 2021 Regular Council Meeting, the following referral motion was endorsed:

That the staff report titled “Recommended Long-Term Streetscape Visions for Bayview, Chatham, and Moncton Streets” be referred back to the Planning Committee for additional discussion.

In particular, staff were directed to investigate the potential for angled parking and to conduct additional public engagement. This report responds to this referral.

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

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

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

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

This report supports Council’s Strategic Plan 2022-2026 Focus Area #2 Strategic and Sustainable Community Growth:

Strategic and sustainable growth that supports long-term community needs and a well-planned and prosperous city.

2.4 Enhance Richmond’s robust transportation network by balancing commercial, public, private and active transportation needs.

Background

Streetscape encompasses all elements that work together to define the character, functionality and configuration of a street. Elements of the streetscape include travel lanes, parking, sidewalk, cycling infrastructure, open spaces, street finishing and street furniture.

In 2021, recommendations were presented for roadway geometry enhancements and street finishing and furnishing options based on public feedback. Council indicated support for the proposed surface treatments and elements, which include:

- Chatham Street: Simple concrete surface and an understated street furniture design similar to what has been implemented at the former Rod’s Lumber site, which acts as a backdrop to showcase heritage structures and features (Figure 1).

- Moncton Street: Simplified streetscape elements including concrete sidewalk and unit pavers in the boulevard (Figure 2), which align with the Steveston Village Conservation Strategy and give prominence to heritage resources.
- Bayview Street: Concrete sidewalks and boulevard similar to that of Chatham Street.



Figure 1: Recommended Surface Treatment - Chatham Street



Figure 2: Recommended Surface Treatment - Moncton Street

Concerns were raised regarding recommendations for roadway geometry enhancements, which included the removal of parking for improvements to the pedestrian realm and the introduction of cycling infrastructure on Chatham Street and Bayview Street. Staff were directed to further investigate options to increase or maintain parking through angled parking arrangements. Staff were also directed to conduct further public engagement regarding any proposed changes.

Analysis

Project Overview

Steveston Village is a unique area located in Richmond's waterfront that is designated as a Heritage Conservation Area. It is home to a number of historic sites, serves as an active small-craft commercial fishing port, houses a number of restaurants and businesses and is a key tourist attraction within Richmond. Due to the village's unique nature, there are also diverse user groups that visit Steveston, each with unique needs for the area's streetscape.

The Recommended Long-term Steveston Streetscape Vision 2024 project aims to define streetscape geometry options that respect and support Steveston Village's valuable heritage and balance the needs of various user groups in the area. Concepts developed through the project support existing policies, such as the Steveston Heritage Conservation Strategy and the Official Community Plan.

Through the 2021 "Recommended Long-Term Streetscape Visions for Bayview, Chatham and Moncton Street" report, there was support for the recommended surface treatments and elements. As such, the Recommended Long-term Steveston Streetscape Vision 2024 focuses on the outstanding elements of the referral, which includes the overall street geometry, particularly around parking and use of road space.

The project collected feedback through two phases of public engagement. The first phase focused on expanding staff's understanding of the demographics of interested stakeholders, transportation needs and habits of users, feedback on the existing streetscape within Steveston and priorities for improvements. Responses received during the first phase of public engagement were used to develop four streetscape concept options for further public and stakeholder consultation.

The second phase gathered feedback on the four concept options developed in phase 1. The public and stakeholders were asked to rank each option and provide feedback on the features presented. Results from the two phases of engagement are summarized in Attachment 1 and further discussed below.

Public and Stakeholder Engagement – Process Overview and Phase 1 Engagement Feedback

Public engagement was advertised through social media, Richmond News, community bulletin, LetsTalkRichmond.ca email blasts, posters and digital transit advertisements. A localized mail out sent 210 letters to businesses in the village and properties along Chatham Street. 3700 visitors were informed through the LetsTalkRichmond.ca campaign and over 300 people attended six open house sessions. A total of 944 survey responses were received by City staff, through the two phases of consultation.

As part of both Phase 1 and Phase 2, key stakeholders were directly engaged by email and phone calls for feedback. All key stakeholders who responded were supportive of the project and provided input on priority areas for improvement and their preferred options. Key stakeholders identified and engaged included:

- Steveston Merchants Association
- Tourism Richmond
- TransLink
- Richmond Heritage Commission
- London Heritage Farm Society
- Britannia Heritage Shipyard Society
- Richmond Accessibility Advisory Committee (RAAC)
- Golf of Georgia Cannery Society
- Steveston Harbour Authority
- Richmond Chamber of Commerce
- Richmond Parking Advisory Committee
- Steveston 20/20
- Steveston Community Association
- Steveston Historical Society
- Richmond Active Transportation Committee (RATC)

While the engagement was advertised to the entire City, the majority of respondents who provided feedback are residents of the Steveston neighbourhood.

During Phase 1, respondents ranked improvements to the following as their top priorities:

1. Pedestrian space
2. Active transportation
3. Green space

Many residents of the neighbourhood indicated that they walk to the village and rated safe, comfortable pedestrian facilities as more important than parking. Parking was identified as more important by businesses, tourists and visitors that visited Steveston less frequently. Amongst the identified priorities, parking ranked fifth in importance to respondents. While 29% of respondents indicated they often had difficulty finding parking in Steveston, the majority indicated the existing parking supply was sufficient, and 57% did not support increasing parking supply through angled parking options.

These engagement results were consistent with findings of the 2013 and 2017 engagements, which also identified improvements to the pedestrian realm and for active transportation were the highest priority for users.

Long-Term Steveston Streetscape Concept Options

Concept options were developed with consideration to the 2021 Council referral, the unique function and character of each street, existing Council-approved strategies and policies and results of the first phase of engagement.

A total of four concept options were presented for public and stakeholder feedback. Each option included all of Chatham, Moncton and Bayview Streets, ensuring that the design option for all streets are compatible and will function cohesively to service the village. The concept options are intended to gather higher level input, and it is acknowledged that each option encompasses a variety of features and a number of variations are possible.

While public and stakeholder feedback did not indicate a priority for increasing parking supply, the origin of the study intended on identifying potential for increasing on-street parking supply, and the 2021 referral directed staff to investigate options for angled parking. As such, all options (with the exception of Option 1 – Status Quo) increases the net on-street parking supply within the Village area through the use of angled parking.

Concept options are graphically presented in Attachment 2 and are described below.

Option 1 – Status Quo

This option involves maintaining the status quo and making few changes to the existing streetscape along Chatham, Moncton and Bayview Streets.

Chatham	<ul style="list-style-type: none"> - Travel lanes, transit facilities and parallel parking are maintained. - Approximately 88 on-street parking stalls available.
Moncton	<ul style="list-style-type: none"> - All travel lanes, parallel parking and loading zones are maintained. - Approximately 45 on-street parking stalls available.
Bayview	<ul style="list-style-type: none"> - Parking is available sporadically along the street. - Approximately 22 on-street parking stalls available. - Cyclists share the road with vehicles.

There are no capital construction costs associated beyond maintenance of existing infrastructure and minor upgrades that may be secured through re-development.

Option 2 – Concentrate Parking on Chatham Street and Improve Pedestrian Infrastructure on Moncton and Bayview Street (Shared Street on Bayview)

This option focuses on more on-street parking on Chatham Street, directing vehicular traffic to Chatham Street and making Moncton Street and Bayview Street more oriented towards pedestrians and cyclists.

Chatham	<ul style="list-style-type: none"> - Travel lane widths are reduced. - Angled parking introduced on the south side of the street; parallel parking is maintained on the north side. This results in a net increase in 40 on-street parking stalls.
Moncton	<ul style="list-style-type: none"> - Reduced travel lane widths. - Expanded sidewalk on the north side of the street. - All parking stalls and loading bays are maintained.
Bayview	<ul style="list-style-type: none"> - Converted into a shared street where pedestrians, cyclists and vehicles have equal priority for shared use of the road space. - Opportunities exist to maintain some parking, primarily accessible parking and loading spaces. - Opportunities for patios subject to separate City approvals, additional street furniture and other features for street activation.

Shared streets are a roadway design concept which re-prioritizes road space from vehicles to provide more room for pedestrians and alternate modes of transportation. Traditional barrier curbs are removed and the travel surface is maintained at the same elevation across the full road.

Research has shown that shared streets can safely encourage alternate forms of travel and offer communities more engaging public spaces. Features such as parking, planters, furniture and patios are placed strategically within the street to reduce vehicle speeds. A fully protected zone for vulnerable and accessible users can be incorporated into the design to ensure that the shared street services all users. Examples of shared streets in Halifax are included in Attachment 3 for reference.

Option 3 – Improve Cycling Connectivity on Chatham and Maintaining Balanced Parking within the Village

Option 3 enhances Chatham Street as a cycling thoroughfare by introducing a new protected bi-direction cycling facility on the street to provide east-west connectivity to the Village and Garry Point Park. Parking is maintained on each of Chatham, Moncton and Bayview Streets to provide a balanced supply throughout the Village core.

Chatham	<ul style="list-style-type: none"> - New protected cycling facility on the south side of Chatham Street. - Angled parking on one side of the street to limit impacts to on-street parking. Net loss of 9 on-street parking stalls.
Moncton	<ul style="list-style-type: none"> - Reduced travel lane widths. - Expanded sidewalk on the north side of the street. - All parking stalls and loading bays are maintained.
Bayview	<ul style="list-style-type: none"> - Parallel parking along the south side is removed, and angled parking is introduced on the north side. Increase in 15 on-street parking stalls.

Option 4 – Concentrate Parking on Chatham and Improve Pedestrian and Cycling Experience on Moncton and Bayview (One-Way Street on Moncton)

Similar to Option 2, this option concentrates parking and vehicular use on Chatham Street and prioritizes pedestrian and cyclist infrastructure on Moncton Street and Bayview Street. This option differs in that it converts Moncton Street to a one-way street.

Chatham	<ul style="list-style-type: none"> - Travel lane widths are reduced. - Angled parking introduced on the south side of the street; parallel parking is maintained on the north side. This results in a net increase in 40 on-street parking stalls.
Moncton	<ul style="list-style-type: none"> - Converted to a one-way westbound street. - Angled parking along the north side of the street, with a loss of 9 parking stalls. - Sidewalks on both sides of the street are widened.
Bayview	<ul style="list-style-type: none"> - New protected cycling facility introduced on the south side of the street. - Parallel parking maintained on the north side, with a loss of 4 on-street parking stalls. - Pedestrian realm remains generally unchanged.

A potential variant to this option is converting both Moncton Street and Bayview Street to a one-way loop. This would provide additional space to increase parking and improve the pedestrian realm on Bayview Street but would increase vehicular circulation throughout the village and reduces levels of service for vehicles.

Public and Stakeholder Feedback on Concept Options

Respondents were asked to rank the options from most desirable (#1) to least desirable (#4) and to provide written feedback on elements that they liked and disliked about each option. Figure 3 shows the number of respondents that ranked each option as most or least desirable.

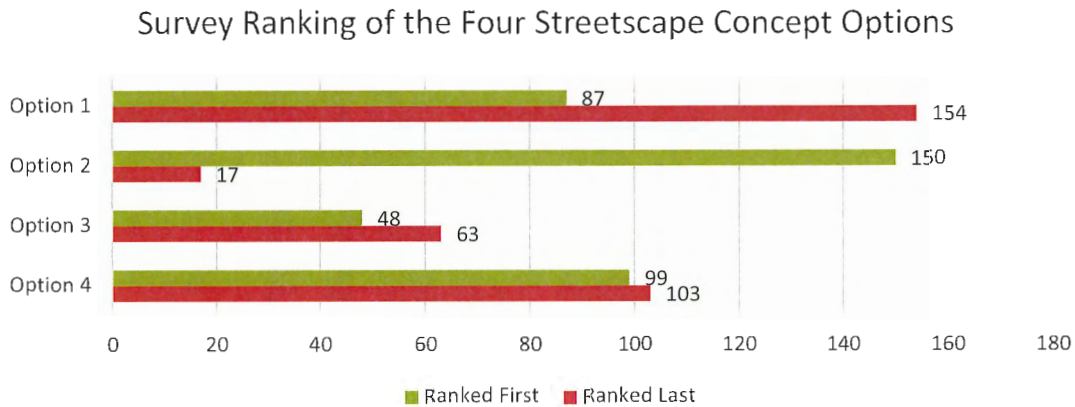


Figure 3: Survey Ranking of Concept Options

Public feedback identified Option 2 as the preferred option. The highest number of respondents ranked Option 2 as the preferred option and the least number of respondents ranked Option 2 as the least desirable option. Feedback on the shared street concept was positive, with only two respondents indicating dislike for a shared street.

A number of respondents expressed a desire to further expand the option to convert Bayview Street to a car-free zone. However, with existing lot access and the need for loading and parking, car access must be maintained.

The second highest number of respondents ranked Option 4 as the preferred option; however, a significant number are strongly opposed to a one-way street option and ranked this option as least desirable. Some concerns received through written feedback as well as discussions during open houses included:

- That it would be confusing to motorists;
- It would be similar to what was piloted during the pandemic which was not well received; and
- That it would change the look and feel of the streets too significantly.

A number of respondents preferred Option 1 (Status Quo), indicating a strong preference to minimize changes to Steveston and that changes to Steveston is not a good use of City funding. However, a majority of respondents wished to see improvements and ranked Option 1 as the least desirable.

Public feedback on specific streetscape features, including the need for bike lanes, the appropriate street to introduce cycling infrastructure, demand for more or less parking, angled parking and one-way streets is generally divided.

Recommendations and Next Steps

Public feedback indicated the greatest support for Option 2.

The option includes a number of key features, including angled parking on Chatham Street, a widened sidewalk on one side on Moncton Street and a shared street on Bayview Street. Based on the public feedback received, staff recommend that further investigation be completed to develop this preferred concept. This includes advancing concept design options for Bayview Street as a shared street, undertaking a pilot study to assess implementation of angled parking on Chatham Street and development of an implementation strategy with associated construction cost estimates. These are further discussed below. Staff anticipates that this investigation, as outlined below, can be completed at a cost of \$200,000.

Bayview Street Shared Street Design

The design of Bayview Street as a shared street will have significant impact on the look and feel of the street. Some design considerations are described below:

- **Parking:** Some respondents who were opposed to this option were concerned about the loss of parking on Bayview Street. While the current design shows no parking, with the intent of reducing vehicular traffic on Bayview Street through, there is opportunity through design to incorporate some parking. This can potentially be limited to accessible parking and loading for local businesses but can be further refined through a concept design process.
- **Street Finishing:** Shared streets are typically designed with finishing that reflects a plaza area and is welcoming to pedestrians rather than standard pavement as per a traditional roadway design. Options for various street finishing to reflect the historical character of Steveston will be assessed.
- **Place Making, Green Space and Street Furniture:** These elements can be placed throughout a shared street to help identify the street as a low-speed corridor for vehicles, and create a welcoming experience for those who walk and linger. Options can be developed for features that will be included.
- **Design Elevation:** As part of the City's dike master plan, the existing dike alignment along Bayview Street would be raised in the future to function as a secondary dike behind the Steveston Island Dike. The design of Bayview Street will consider the potential for road raising to improve flood protection while maintaining a strong interface and access to local businesses.

Staff recommend that design concepts be developed with consideration of the above and that further public consultation, including with the Richmond Heritage Commission, be conducted.

Angled Parking

While the combined concept for Option 2 is supported by the public and a number of respondents indicated support for increased parking, mixed feedback was received related to angled parking. Primary concerns included visibility and safety, cyclist safety, impacts to transit services and general impact to traffic flow.

Staff recommend that a pilot implementation of angled parking be undertaken on Chatham Street between Fourth Avenue and Sixth Avenue for a one year duration. The proposed arrangement is shown in Figure 4. Two parallel parking stalls will be removed along the north side of Chatham

Street and travel lanes will be shifted north. This would result in a net gain in parking of approximately 17 stalls.

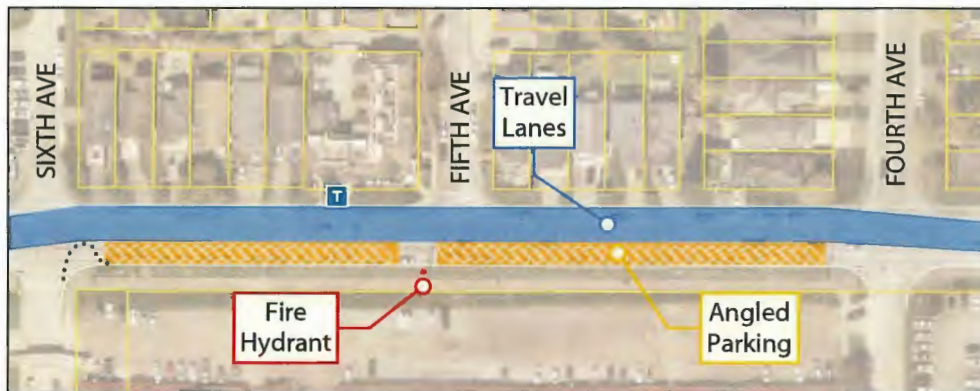


Figure 4: Angled Parking on Chatham Street between Fourth Avenue and Sixth Avenue

The proposed pilot will allow staff to monitor and address any operational impacts and gather public feedback through a trial implementation.

Financial Impact

The estimated cost for further investigation of Option 2 as the long-term streetscape vision for Chatham, Moncton and Bayview Streets is approximately \$200,000. This functional design project would explore increasing infrastructure capacity to address growth-related demands in Steveston and is eligible for Roads Development Cost Charges (DCC) program funding. Should Council endorse staff's recommendation to further investigate Option 2, it will be included as part of a capital submission, Transportation Planning, Functional and Preliminary Design, funded by the Roads DCC and Capital Reserve (Revolving Fund), for Council's consideration in the 2025 budget process.

Conclusion

Staff received direction from Council to review the long-term streetscape vision for Chatham, Moncton and Bayview Streets in Steveston, and in particular, review opportunities for angled parking and complete further public consultation on the project.

An extensive public and stakeholder consultation process was conducted through two phases to gather public and stakeholder feedback on potential changes to Chatham, Moncton and Bayview Streets. Feedback received indicated:

- Support for prioritizing pedestrian and active transportation improvements;
- Majority support for Concept Option 2, which includes angled parking on Chatham Street, narrowed travel lanes and an improved sidewalk on Moncton Street, and a shared street on Bayview Street; and
- Mixed feedback on angled parking within Steveston.

Based on feedback received, staff recommend that Option 2 be endorsed for further investigation.

September 17, 2024

- 11 -

This work will include development of conceptual design options for a shared street on Bayview Street, a pilot implementation of angled parking on Chatham Street, additional public consultation, development of cost estimates and an implementation strategy for the construction of Option 2 should it be endorsed as the Recommended Long-term Steveston Streetscape Vision. Should Council endorse staff's recommendation to further investigate Option 2, it will be brought forward for Council's consideration as part of the 2025 budget process.



Beata Ng, P.Eng.
Manager, Transportation Development and Design
(604-247-4627)

BN:cc

- Att. 1: Public and Stakeholder Engagement Summary
- 2: Steveston Streetscape Concept Options
- 3: Shared Street Samples

Steveston Streetscape Vision 2023/2024 Engagement Summary

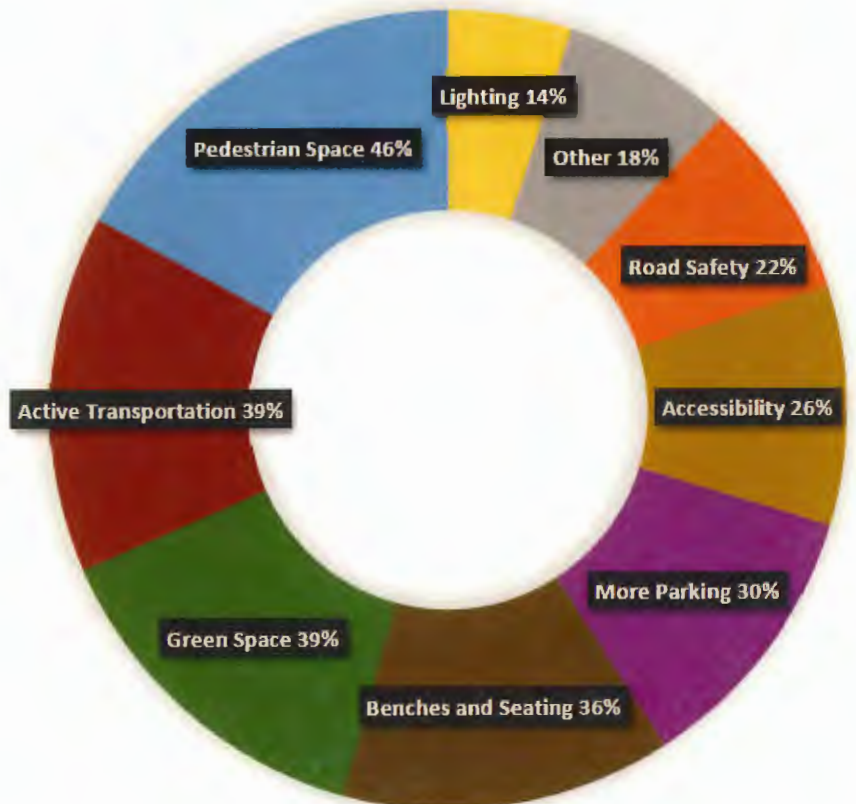
PUBLIC ENGAGEMENT STATISTICS

- 4000 Visitors
- 97% Richmond Residents
- 944 Total Surveys
- 6 Open Houses
- 81 Days on LetsTalkRichmond.ca

List of Key Stakeholders

- Steveston Merchants Association
- Tourism Richmond
- TransLink
- Richmond Heritage Commission
- Richmond Accessibility Advisory Committee (RAAC)
- Britannia Heritage Shipyard Society
- Gulf of Georgia Cannery Society
- London Heritage Farm Society
- Richmond Active Transportation Committee (RATC)
- Richmond Chamber of Commerce
- Richmond Parking Advisory Committee
- Steveston 20/20
- Steveston Community Association
- Steveston Historical Society
- Steveston Harbour Authority

Percentage of People Selecting Each Element as Priority for Improvement



Top 3 Areas for Improvement:

- 1 Pedestrian Space
- 2 Active Transportation
- 3 Green Space

Steveston Streetscape Vision 2023/2024 Engagement Summary

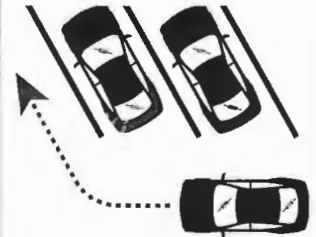
Phase 1 Responses



29%
of visitors “often
have difficulty
locating parking”



76%
do not support more paid
parking in Steveston as a
method to increase
parking availability



57%
do not support
angled parking on
Chatham Street

Public feedback includes: change paid lots to free parking, add more on-street parking, more bylaw enforcement, make the village car-free and improve transit operations



16% want to further investigate
street furniture design



Typical comments include:

- Consider heritage and historical treatments
- Add more benches and bike racks
- Remove hostile architecture (e.g. split benches)
- More garbage receptacles
- Place furniture in areas to keep clear pathways

Phase 2 Responses

Written comments include:

- A mixture of comments for (13) and against (20) one-way streets
- More comments for (14) shared streets rather than opposed (2)
- A mixture of comments for (15) and against (11) angled parking
- More comments supporting more free parking (12) rather than against (1) free parking
- A mixture of comments for (13) and against (12) bike lanes
- A number of comments supporting (10) car-free days or areas in Steveston
- A number of comments supporting minimal changes (15) to Steveston



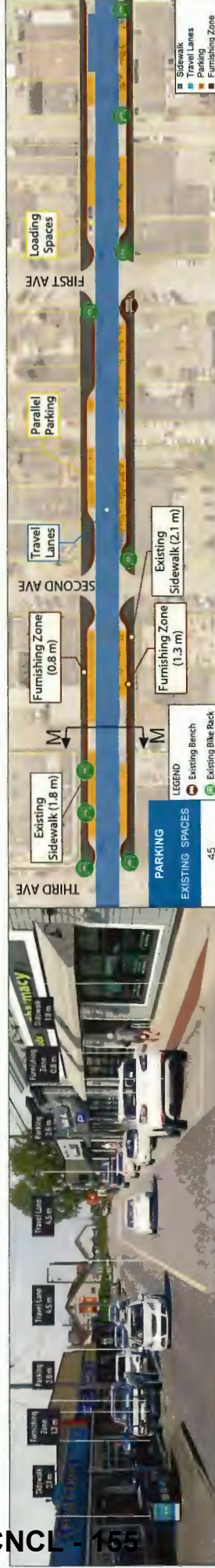
Option 1 (Status Quo)

Existing Conditions

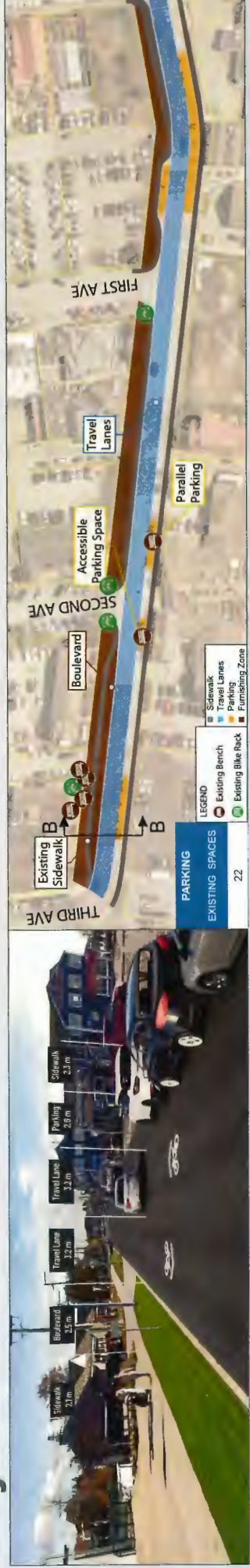
Chatham Street



Moncton Street



Bayview Street



Option 2

Concentrate Parking on Chatham and Improve Pedestrian Experience on Moncton and Bayview (Shared Street on Bayview)

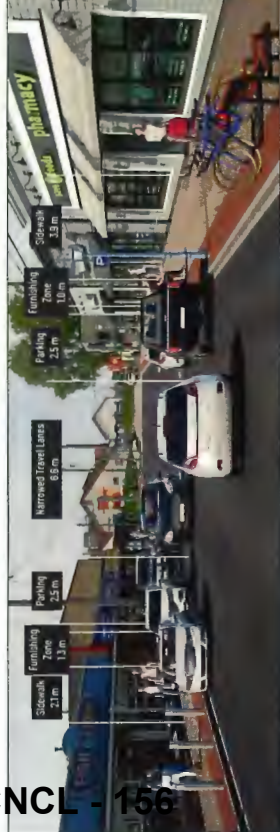
Chatham Street



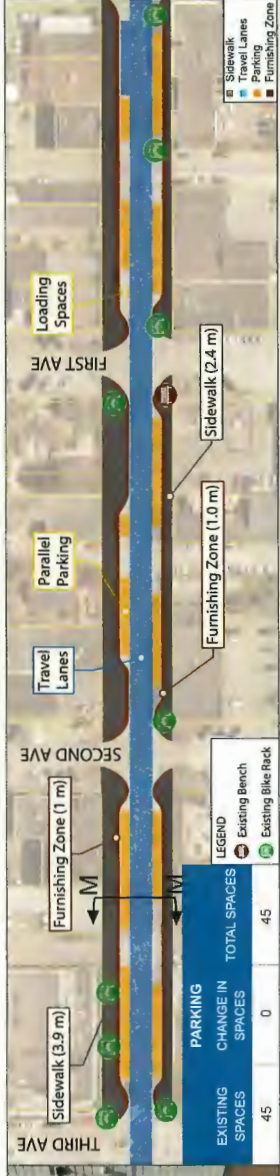
Added angled parking



Moncton Street



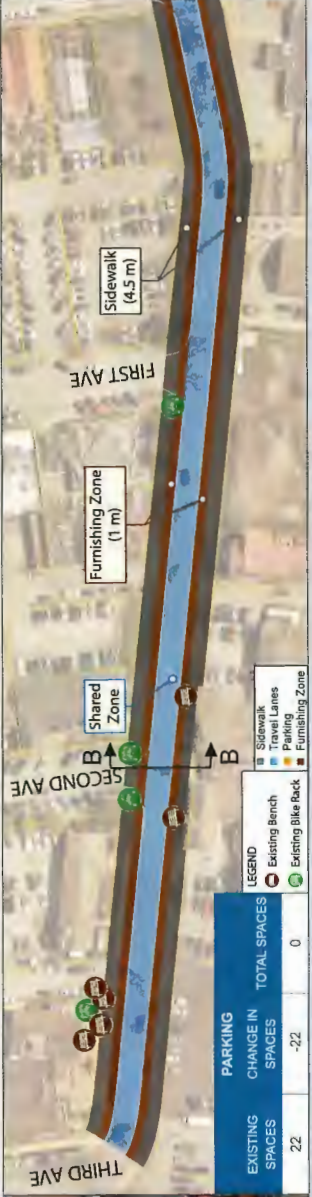
Increase pedestrian space by adjusting lane widths



Bayview Street



Shared street



Accessible parking to be accommodated.

Note that these images and cross-sections are conceptual and not intended for construction. Renderings are presented to facilitate discussion regarding the proposed road geometry. Street furniture and surface treatment shown is for discussion purposes only.

Option 3

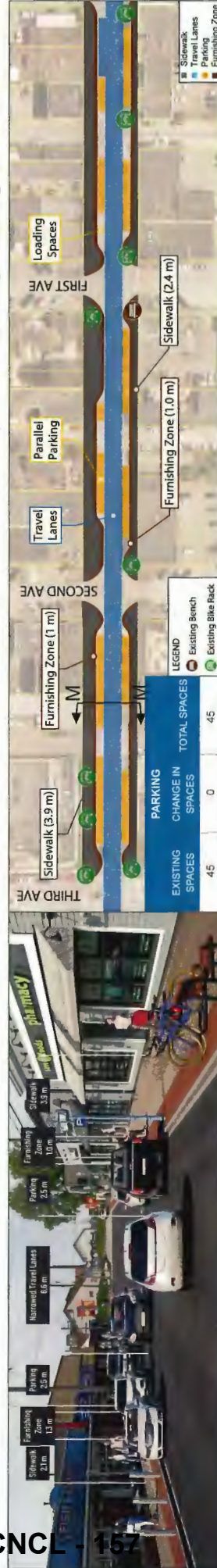
Improve Cycling Connectivity on Chatham and Moncton Streets
 Maintaining Balanced Parking within the Village

Chatham Street



New bike lane with angled parking

Moncton Street



Increase pedestrian space by adjusting lane widths

Bayview Street



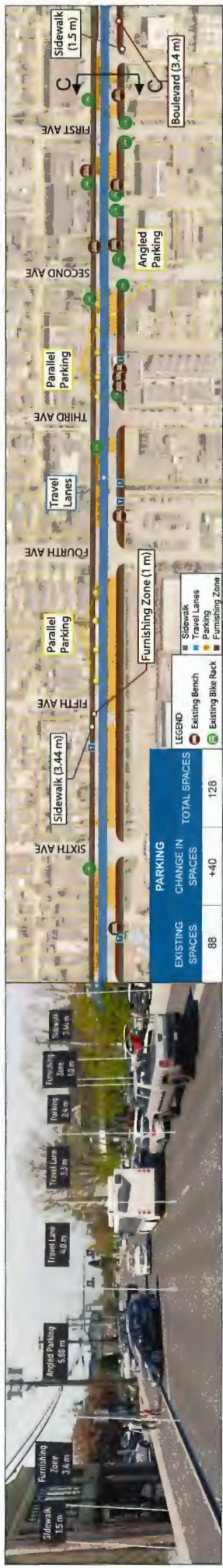
Added angled parking and improved pedestrian space

Note that these images and cross-sections are conceptual and not intended for construction. Renderings are presented to facilitate discussion regarding the proposed road geometry. Street furniture and surface treatment shown is for discussion purposes only.

Option 4

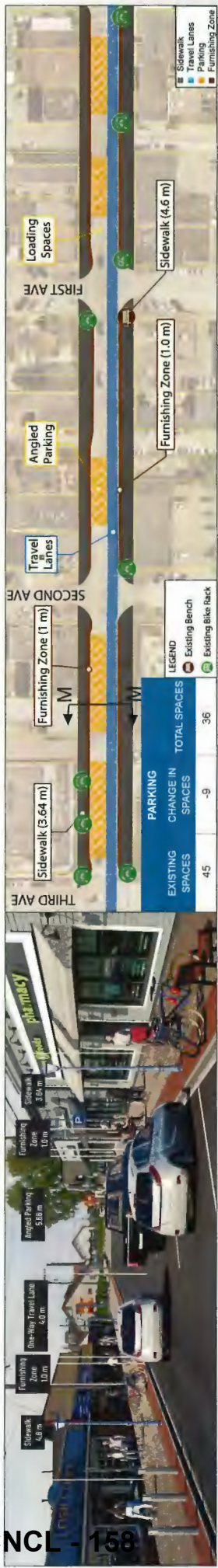
Concentrate Parking on Chatham and Improve Pedestrian and Cycling Experience on Moncton and Bayview (One-Way Street on Moncton)

Chatham Street



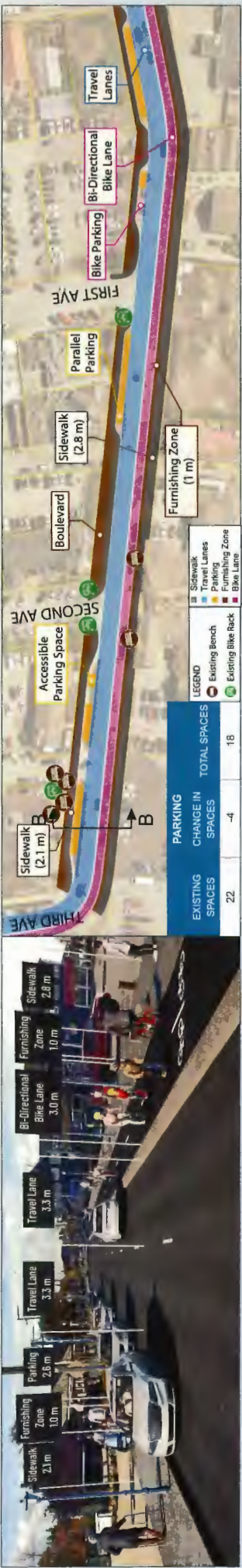
Added angled parking

Moncton Street



Convert to one-way street to increase pedestrian space on both sides

Bayview Street



New bike lanes and maintaining parking

Note that these images and cross-sections are conceptual and not intended for construction. Renderings are presented to facilitate discussion regarding the proposed road geometry. Street furniture and surface treatment shown is for discussion purposes only.

Parking Impacts

Option 2: Concentrate Parking on Chatham and Improve Pedestrian Experience on Moncton and Bayview (Shared Street on Bayview)

PROJECT CORRIDOR	EXISTING SPACES	CHANGE IN SPACES	TOTAL SPACES
Chatham Street	88	+40	128
Moncton Street	45	0	45
Bayview Street	22	-22	0
TOTAL	155	+18	173

Option 3: Improve Cycling Connectivity on Chatham and Maintaining Balanced Parking within the Village

PROJECT CORRIDOR	EXISTING SPACES	CHANGE IN SPACES	TOTAL SPACES
Chatham Street	88	-9	79
Moncton Street	45	0	45
Bayview Street	22	+15	37
TOTAL	155	+6	161

Option 4: Concentrate Parking on Chatham and Improve Pedestrian and Cycling Experience on Moncton and Bayview (One-Way Street on Moncton)

PROJECT CORRIDOR	EXISTING SPACES	CHANGE IN SPACES	TOTAL SPACES
Chatham Street	88	+40	128
Moncton Street	45	-9	36
Bayview Street	22	-4	18
TOTAL	155	+27	182



Bayview Shared Street Concept



ENCL - 160

Indicative Approach

- Simple, cohesive materiality appropriate for a shared street environment
- Build upon the cohesive, but eclectic composition of Bayview Street
- Increased accessibility and freedom of pedestrian movement
- Pedestrians, cars and cyclists become equal users of the street
- Use of unit pavers, or other identifiable paving type as a continuous level surface treatment.
- Simple, complimentary street furniture selection to include typical benches, bike racks, waste and recycling bins, bollards as necessary, and street lighting.

Relevant Precedent Examples



Indicative Approach – Pedestrian first shared street with continuous cohesive materiality. Accessible, continuous (raised) grade building to building supports organic pedestrian movement.



Pike Street, Seattle



Bear Street, Banff

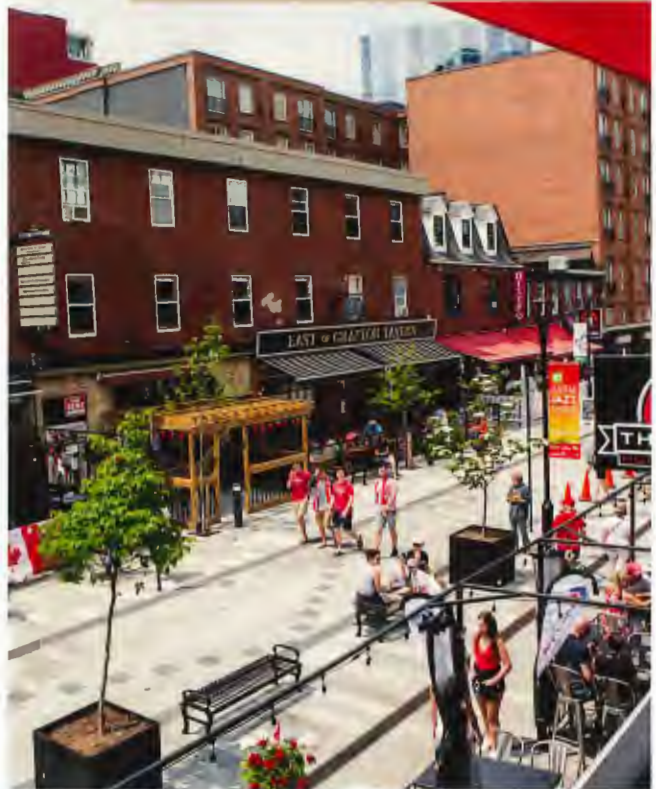
Argyle Street in Halifax, Nova Scotia

Vehicles, bicycles, and pedestrians slow down to share the road



Street furniture is used to control and direct traffic

The pedestrian realm includes the full road width with more room for gathering spaces



Tactile surfaces indicate transitions and pedestrian-only areas



Shared streets encourage walking and alternate forms of transportation



Used with permission from the City of Halifax



To: Planning Committee

Date: October 3, 2024

From: Joshua Reis
Director, Development

File: AG 23-017928

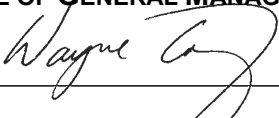
Re: Application by Pooni Group Inc. for an Agricultural Land Reserve Non-Farm Use at 4880 No. 6 Road

Staff Recommendation

That the application by Pooni Group Inc. for an Agricultural Land Reserve Non-Farm Use to permit an extension of the lease of an approximate 6.8 ha (16.8 acre) portion of 4880 No 6 Road for up to 25 years, and to permit construction of a new 1,664 m² clubhouse and driving range structure on the leased portion of the site at 4880 No. 6 Road be endorsed and forwarded to the Agricultural Land Commission.

Joshua Reis, RPP, MCIP, AICP
Director, Development
(604-247-4625)

JR:jsh
Att. 7

REPORT CONCURRENCE
CONCURRENCE OF GENERAL MANAGER 

Staff Report

Origin

Pooni Group Inc., on behalf of Kepland Homes Ltd., (Director(s) Tai Hong Ong, Kam Imm Ng) has submitted an Agricultural Land Reserve (ALR) Non-Farm Use application to permit an extension of the lease of a 6.8 ha (16.8 acre) portion of 4880 No 6 Road for up to 25 years, and to permit construction of a new 1,664 m² clubhouse and driving range structure on the leased portion of the site. Council consideration is required prior to advancing the non-farm use application to the Agricultural Land Commission (ALC). Approval from the Agricultural Land Commission (ALC) is required for a non-farm use in the ALR, as well as for a lease with a term of greater than three years. A location map and aerial photograph are provided in Attachment 1.

Background

The property (4880 No 6 Road) is split-zoned property, with the south western portion of the property zoned “Golf Course (GC)” and the remainder to the north and east being zoned “Agriculture (AG1)”. The proposed non-farm use application pertains to that portion of the site zoned “Golf Course (CG1)” the “subject area”. There is no impact to the existing farm operations located on that portion of the property zoned “Agriculture (AG1)”.

The property (4880 No 6 Road) is owned by Keplan Homes which leases the subject area to the current operator of the driving range (Launch Pad Golf Alberta Corp). The agricultural portions on site are leased to Birak Berry Farms Lts, and Garden in Gardens Greenhouse Ltd, with lease terms until August 31, 2026 and December 31, 2026.

The driving range first received Agricultural Land Commission (ALC) approval in 1984, which included a covered tee area and a single-story clubhouse. The most recent approval by the ALC took place in 2000, granting an extension of the lease term for the driving range until 2025. The portion of the site to the east of the subject area was previously unused for agriculture, but was returned to farm use as a requirement to the 2000 ALC decision.

Findings of Fact

A Development Application Data Sheet providing details about the development proposal is attached (Attachment 2).

Surrounding Development

To the North: On the same parcel, a farm operation on a parcel zoned “Agriculture (AG1)” and located in the Agricultural Land Reserve (ALR). Across Cambie Road, a farm operation on a parcel zoned “Agriculture (AG1)” and located in the ALR.

To the South: Across Highway 91, a golf course on a parcel zoned “Golf Course (GC)” and “Agriculture (AG1)” and located in the ALR.

To the East: On the same parcel, a farm operation on a parcel zoned “Agriculture (AG1)” and located in the Agricultural Land Reserve (ALR). On the adjacent parcel, a farm operation on a parcel zoned “Agriculture (AG1)” and located in the ALR.

To the West: Across No. 6 Road, a series of industrial operations on parcels zoned “Industrial Business Park (IB1)”.

Related Policies & Studies

Official Community Plan

The subject site is designated “Agriculture (AGR)” in the Official Community Plan (OCP), which includes those areas where the principal use is agriculture and food production, but may include other land uses as permitted under the *Agricultural Land Commission Act (ALCA)*. The subject area is zoned as “Golf Course (GC)”, which allows the existing and proposed driving range use. The proposed extension of the lease and the proposed new golf club and driving range structure is consistent with the OCP and previous non-farm use approvals for the subject area.

Food Security & Agricultural Advisory Committee

The proposal was reviewed and generally supported by the Food Security and Agricultural Advisory Committee (FSAAC) at its meeting held on April 25, 2024. FSAAC meeting notes (No Quorum) are provided in Attachment 3.

Floodplain Management Implementation Strategy

The proposal must meet the requirements of the Richmond Flood Plain Designation and Protection Bylaw 8204. Registration of a flood plain covenant on Title is required prior to Building Permit Issuance.

Analysis

The proposed non-farm use application seeks to permit a 25 year extension of the lease of the 6.8 ha (16.8 acre) “Golf Course (CG)” zoned portion of the property, and to permit replacement of the existing single-storey driving range facility with a new 1,664 m² (17,911 ft²) clubhouse and two-storey driving range structure and associated parking areas and walking paths (see Attachment 4).

The proposed development is generally in compliance with the “Golf Course (CG)” zone with the exception of the following variances which have been requested by the applicant:

1. to increase the permitted building height from 10.5 m to 11.4 m to facilitate the proposed clubhouse and two-storey driving range structure; and,
2. to increase the permitted height of an accessory structure from 35.0 m to 38.1 m to facilitate the proposed netting height.

Should Council endorse and forward the non-farm use application to the ALC, and should the ALC approve the application, a Development Variance Permit application is required prior to Building Permit issuance for the new structures in order to consider the proposed variances. The applicant has provided a letter acknowledging and confirming their intent to make a DVP application following endorsement by the ALC of the non-farm use application (Attachment 5).

Lease Extension

The application seeks approval to permit the lease of the subject area beyond 2025 (current approval) to 2049/2050 (specific date to be determined based on the timing of the parties entering into the new lease agreement). The proposed lease extension is between the Owner (Kepland Homes Ltd.) and the Assignee (Launch Pad Golf Alberta Corp.). Any lease for a term greater than 3 years that is for a portion of a parcel of land is considered a subdivision by the ALC and requires approval from the ALC. Any land leased for a term greater than 3 years remains part of the parent parcel and retains all restrictions on use of ALR land.

The applicant has indicated their intention to operate a driving range on-site under a new lease agreement for a 15 year term from the date of commandment, with two options to renew for an additional 5 years each, for a total of 25 years. Upon the lease's expiration, use of the subject area must be conducted in accordance with ALC Regulations and City Zoning.

The subject area is located within the ALR and is currently occupied by an existing driving range operation, which includes a single-storey clubhouse, driving range structure, netting and associated parking. There is no increase in the amount of leased land proposed to be used for the driving range operation, and the ongoing operations, as a driving range facility, do not negatively impact the use and agricultural production of the remainder of the property.

Proposed Replacement Clubhouse and Driving Range

The existing single-storey clubhouse and driving range structure is proposed be replaced with a new two-storey clubhouse structure consisting of stacked stalls (40 in total, 20 on each level). The overall footprint of the new building is slightly larger (1,664 m²) than that of the existing building (1,201 m²) an increase of 463m². Effort was made to generally align the proposed new building on the existing building footprint.

The proposed new clubhouse and driving range structure will not add to the land area used for driving range purposes and will not negatively impact the agricultural use of the rest of the property. The applicant's qualified agrologist has identified that neither on-site agriculture on the remaining lands of the parcel, nor the surrounding agriculture will be affected by the proposed changes. The Agrologist Report is found in Attachment 6.

The applicant intends to utilize the existing parking area with some modification to accommodate a new loading space and four accessible parking stalls. These stalls are proposed to be added to the existing 88 parking stalls to enhance accessibility of the subject site.

Opportunities to offset new hard surfaces of the modest increase in clubhouse footprint and parking surface with porous surface or additional landscaping will be addressed through the subsequent Development Variance Permit process.

The applicant confirms that no soil deposit is required to construct the proposed new loading area and 4 new accessible parking stalls in the existing parking area, and that there are no soil based improvements or structures proposed within the landing area of the driving range. The proposed building is slab on base, and preload may be required for stabilization in the construction process to ensure structural integrity.

No permanent structures or equipment are planned for the target area where golf balls would land that could impact the soil. Only temporary, removable targets are proposed.

The applicant is proposing the continued use of two rows of fencing with netting to prevent any golf balls from going offsite. The inner row of netting surrounding the driving range is proposed to be increased to a height of 30.5 m (100 ft). In addition, there is second row of fencing with netting along Highway 91. The netting on this outer row is proposed to be increased to a height of 38.1 m (125 ft) to ensure containment of golf balls on site.

Landscaping

The applicant confirms that no tree removal is proposed. There are a few landscape bushes in the footprint of the proposed new building. An existing hedge (three bushes in total) will be removed and relocated for a new walkway located in front of the building. As the application is not removing any bylaw sized trees, an Arborist Report and corresponding Tree Management Plan was not required for submission as part of the application but will be confirmed at the subsequent Development Variance Permit and Building Permit stages. There is some reconfiguration and addition of hardscaping, which will result in an additional approximately 66 m² of hardscape. There are no significant changes being proposed to the existing landscaping, and restitution of the landscape surrounding the new building will integrate with the existing landscaping. In total, there is 1,841 m² of dedicated landscaped area. Additional landscaping, a landscape plan and Tree Management Plan will be secured through the subsequent Development Variance Permit and Building Applications.

Lighting

The plans provided by the applicant shows that the minimum distance from a lighting fixture to No. 6 Road to the West would be 36 m. An existing boulevard of trees approximately 15 meters tall will provide a visual buffer for light spill over to Highway 91 to the south. In addition, the applicant has committed that lighting will be downward facing, Dark Sky compliant, and will follow the American National Standard Institute recommended practices for “Lighting Sports and Recreational Areas”. There is no record of lighting related complaints associated with the existing facility. A detailed lighting plan will be required as part of the Development Variance Permit application to ensure there is no undesirable intensification of lighting.

Transportation and Parking

The applicant engaged a transportation professional to prepare a Traffic Study to identify traffic generation and impacts from the proposed expansion of the clubhouse, to demonstrate compliance with the City's parking requirements and review site access and circulation. The study identified the site meets zoning requirements for parking and bike spaces, as well as confirmed a functioning site layout. In addition, four accessible parking stalls are proposed to be added to the existing 88 parking stalls to enhance accessibility of the subject site. The Traffic Study was reviewed and approved by the City's Transportation Department.

Ministry of Transportation and Infrastructure

This proposal was referred to the Ministry of Transportation and Infrastructure (MOTI) due to its adjacency to Highway 91. Confirmation has been received from MOTI indicating no objection to the proposal, provided that the outer netting height bordering Highway 91 be increased as proposed to a height of 38.1 m, and that measures are taken to reduce nuisance lighting to Highway 91. The applicant has agreed to these considerations, which are located in Attachment 7.

NAV CANADA and Transport Canada

NAV CANADA (Canada's air navigation service provider) evaluated the application to assess if any of the proposed physical structures would have an impact on air navigation and procedures. NAV CANADA indicated no objection to the proposed application. Additionally Transport Canada assessed the building structures to determine if any additional lighting or identifiers would be required to be added to the fence, netting, and other physical structures. It was concluded that no lighting or marking would be required.

Development Variance Permit

Should Council endorse and forward the non-farm use application to the ALC, and should the ALC approve the application, a Development Variance Permit application is required prior to Building Permit issuance in order to consider the proposed variances to the City's zoning bylaw for building height from 10.5 m to 11.4 m and the increase in accessory structure height from 35.0m to 38.1m to facilitate an increase in the height of the perimeter netting. A full review of the proposal will be conducted at that time and will include, but not be limited to:

- Refinement of on-site landscaping to optimize planting areas and opportunities to improve on-site permeability
- Review and refinement of the proposed lighting plan; and,
- Compliance with the City's Flood Plain Designation and Protection Bylaw 8204.

Financial Impact

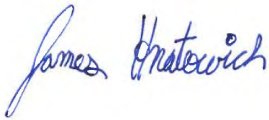
None.

Conclusion

Pooni Group Inc., on behalf of Kepland Homes Ltd., has submitted an Agricultural Land Reserve (ALR) Non-Farm Use application to permit an extension of the lease of a 6.8 ha (16.8 acre) portion of 4880 No 6 Road from 2025 for up to 25 years, and to permit construction of a new 1,664 m² clubhouse and driving range structure on the leased portion of the site.

As the intensification of use is relatively minor, and there is no anticipated impacts to the portions of land being used for agriculture, it is recommended that the proposed non-farm use application be endorsed and forwarded to the Agricultural Land Commission (ALC).

If forwarded to the ALC, the ALC will conduct a review where they may approve the proposal as submitted, approve the proposal with conditions, refuse the proposal, or refuse the proposal but allow an alternative proposal. If approved by the ALC, a subsequent Development Variance Permit from the City would then be required to consider the proposed variances to building height and permitted netting fence height.



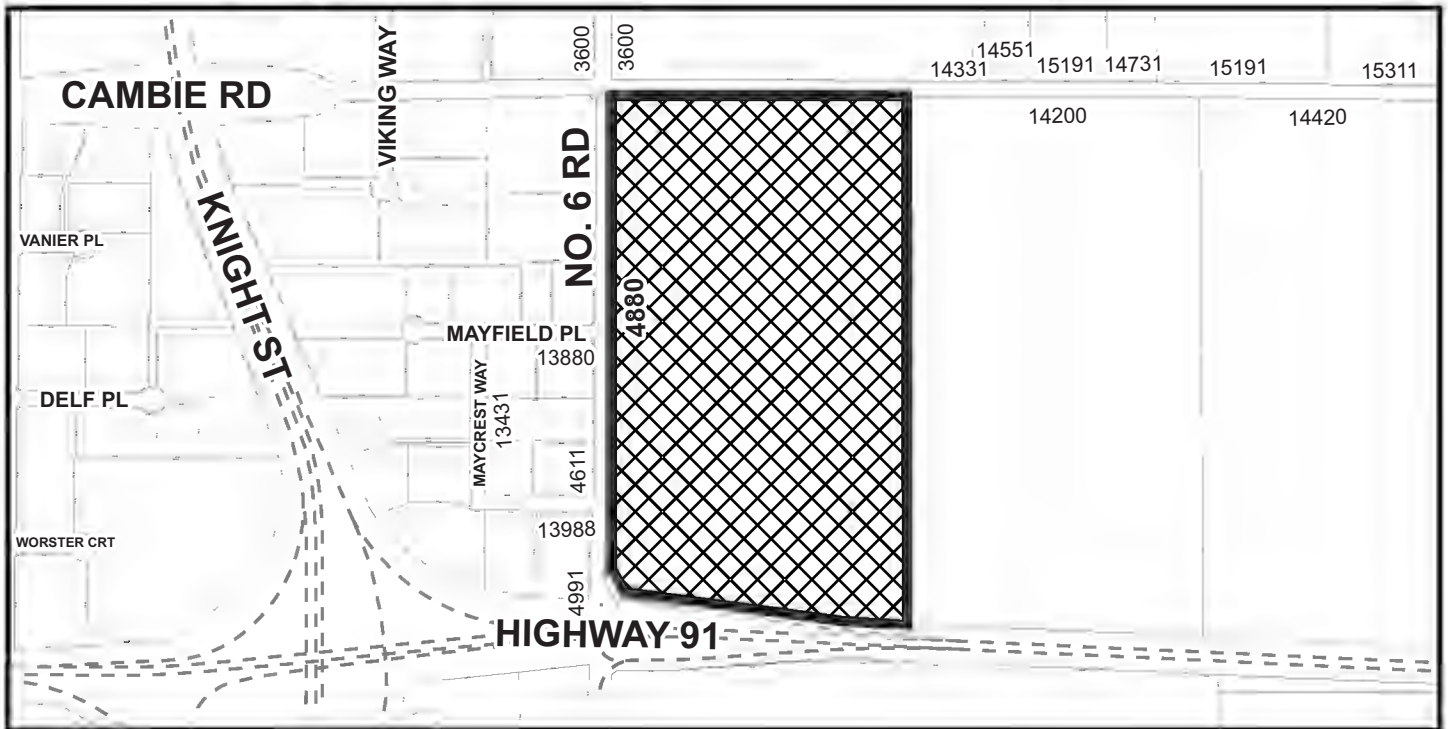
James Hnatowich
Planner 1

JSH:cas

- Att,
- 1: Location Map & Aerial Photo
 - 2: Development Application Data Sheet
 - 3: FSAAC Meeting Notes
 - 4: Applicant Drawing Set
 - 5: Letter of Commitment
 - 6: Agrologist Report
 - 7: Considerations



City of Richmond



AG 23-017928

Original Date: 05/09/23

Revision Date:

Note: Dimensions are in METRES

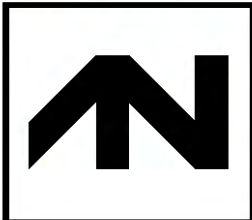


City of Richmond



**SUBJECT
PROPERTY**

4880



AG 23-017928

Original Date: 05/08/23

Revision Date:

Note: Dimensions are in METRES



AG23-017928

Attachment 2

Address: 4880 No. 6 Road, Richmond, BC V6V 1P7

Applicant: Pooni Group

Planning Area(s): East Richmond

	Existing	Proposed
Site Area (m²):	Approximately 68,032 m ²	Approximately 68,032 m ²
Land Uses:	Driving Range	Driving Range
OCP Designation:	Agriculture (AGR)	Agriculture (AGR)
Zoning:	Golf Course (GC)	Golf Course (GC)

On Future Subdivided Lots	Bylaw Requirement	Proposed	Variance
Floor Area Ratio:	0.6	0.04	none permitted
Lot Coverage (% of lot area):	No Maximum Lot Coverage	2.45%	none
Setbacks (m):	Front: Min. 6.0 m Rear: Min. 4.5 m Side: Min. 4.5 m Exterior Side: Min. 4.5 m	Front: Min. 70.72 m Rear: Min. 208.62 m Side: Min. 71.7 m Exterior Side: Min. 56.73 m	none
Height (m):	10.5 m	11.4 m	Required
Off-street Parking Spaces – Accessible	4 Stalls	4 Stalls	none
Off-street Parking Spaces – Total:	Min 67	92	none
Bicycle Parking Spaces- Class 1:	Min 2	2	none
Bicycle Parking Spaces- Class 2:	Min 3	3	none
Fencing	35 m	38.1 m	Required



**Excerpt from the Meeting Minutes of the
Food Security and Agricultural Advisory Committee (FSAAC)
No Quorum**

Held April 25, 2024, (7:00 pm)
M.2.002
Richmond City Hall

1. ALR Non-Farm Use Application at 4880 No. 6 Road

Steven De Sousa, Planner 3, Policy Planning, introduced the Agricultural Land Reserve (ALR) Non-Farm Use application at 4880 No. 6 Road, including the following comments:

- The site is located in the ALR and includes an existing driving range, which has historical approvals from the ALC;
- The purpose of the application is to alter the existing driving range, including a new clubhouse and driving range stall structure, and extend the lease beyond 2025 to 2049; and
- The site has Golf Course (GC) zoning, which allows the existing and proposed driving range use.

The applicant provided the following additional comments:

- The leased area of the site for the driving range accounts for 24% of the total area of the parent parcel and the remainder is agricultural use (berry production, field crops, pasture, hay production), which will not be impacted by the proposal;
- The proposal includes expanding to a two-storey driving range stall structure, locating the building within the existing impervious building footprint; and
- No soil fill is required to construct the proposed building and parking area, and there are no non-soil based improvements or structures proposed within the landing area of the driving range.

In response to questions from the Committee, the applicant provided the following additional comments:

- Lighting has been reviewed to minimize light spillover on adjacent properties and highways;
- The overall impervious surface area of the subject site will increase by approximately 0.7% and the overall footprint of the new building is slightly larger than that of the existing building; and
- There will be no increase in the number of parking stalls, except to accommodate required accessible parking and loading.

The committee expressed support for the proposal as there is no impact proposed to the existing farmland and farm operation.



CNCL - 175

Landscape Areas - Existing

24/01/29

Landscape Area Schedule - Existing

Name	Number	Area	Site Coverage	Area Type
Softscape	<varies>	62 819 m ²	92.34%	Exterior Area
Hardscape	<varies>	3 944 m ²	5.80%	Exterior Area
Building	A-E01	1 201 m ²	1.77%	Floor Area
Accessory	A-E02	67 m ²	0.10%	Floor Area
Approximate Site Area:	8	68 032 m ²		

Property Schedule

Area	2023 04
Site	2023 04
Address	2023 04



Landscape Areas - Option B

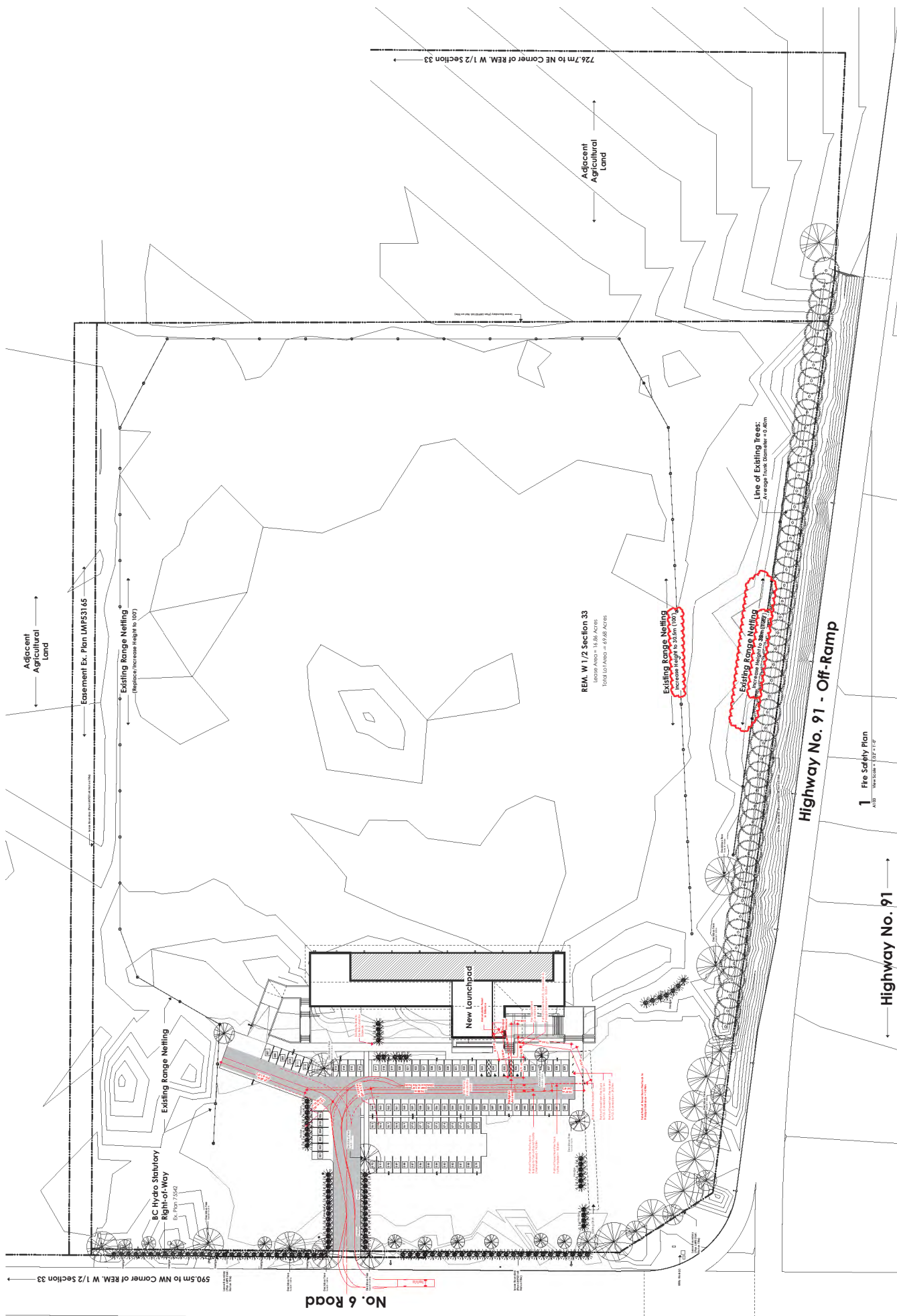
24/01/29

Landscape Area Schedule - New Construction

Name	Number	Area	Site Coverage	Area Type
Softscape	<varies>	62 341 m ²	91.44%	Exterior Area
Hardscape	2	3 985 m ²	5.84%	Exterior Area
Building	4	1 644 m ²	2.45%	Gross Building Area
Accessory / Waste	3	41 m ²	0.06%	Gross Building Area
Approximate Site Area:	10	68 032 m ²		

Property Schedule

Area	2023 04
Site	2023 04
Address	2023 04



CNCL - 180

2023-04

Project: Launchpad - Richmond
 Building 01
 24/01/29
 Revised for zoning package
 A103

NO.	DESCRIPTION	DATE	BY	CHECKED
1	ISSUED FOR PERMITTING	2023.04.01	JM	AM
2	REVISED FOR ZONING PACKAGE	2023.04.01	JM	AM



1 Fire Safety Plan
 A103 - WORKSHEET - 01 OF 11 OF

Highway No. 91

Highway No. 91 - Off-Ramp

REM, W 1/2 Section 33
 Lot Area = 16.86 Acres
 Total Lot Area = 99.68 Acres

Existing Range Netting
 Increase Height to 100'

Existing Range Netting
 Increase Height to 120'

Line of Existing Trees:
 Average Trunk Diameter = 0.40m

Existing Range Netting
 (Reduce)/Increase Height to 100'

Easement Ex. Plan IMP53165

Adjacent Agricultural Land

Existing Range Netting

BC Hydro Statutory Right-of-Way
 E.L. Part 77562

No. 6 Road

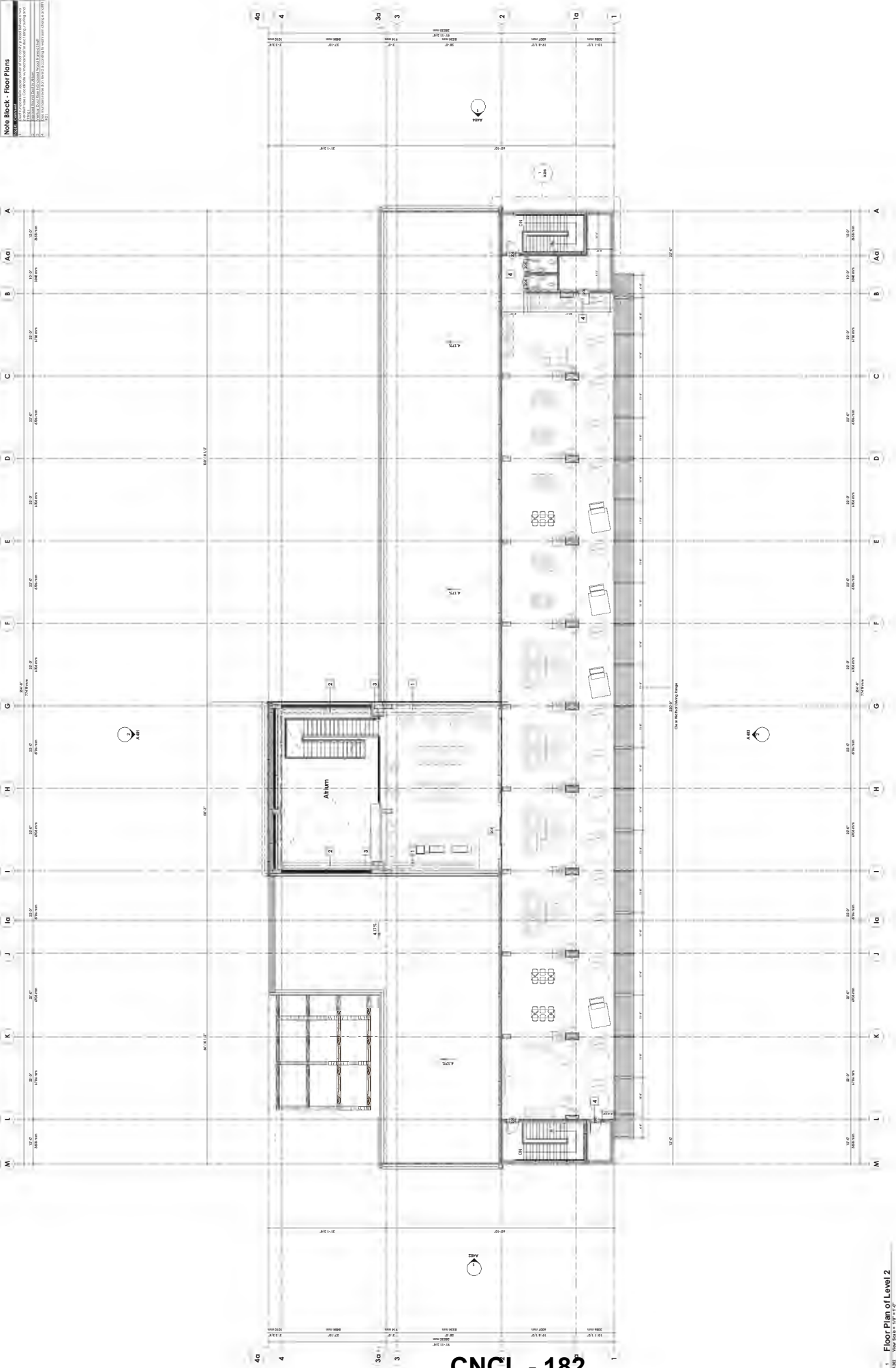
590.5m to NW Corner of REM, W 1/2 Section 33

726.7m to NE Corner of REM, W 1/2 Section 33

Adjacent Agricultural Land

Note Block - Floor Plans

1	2	3	4
1	2	3	4
1	2	3	4
1	2	3	4



1 Floor Plan of Level 2
A202 - Year 2023 - 1/28/23

DAVIGNON MARTIN
 ARCHITECTS
 1000 RIVERVIEW AVENUE, SUITE 100
 RICHMOND, BC V6X 1A6
 TEL: 604.273.8888
 WWW.DAVIGNONMARTINARCHITECTS.COM

2023-04

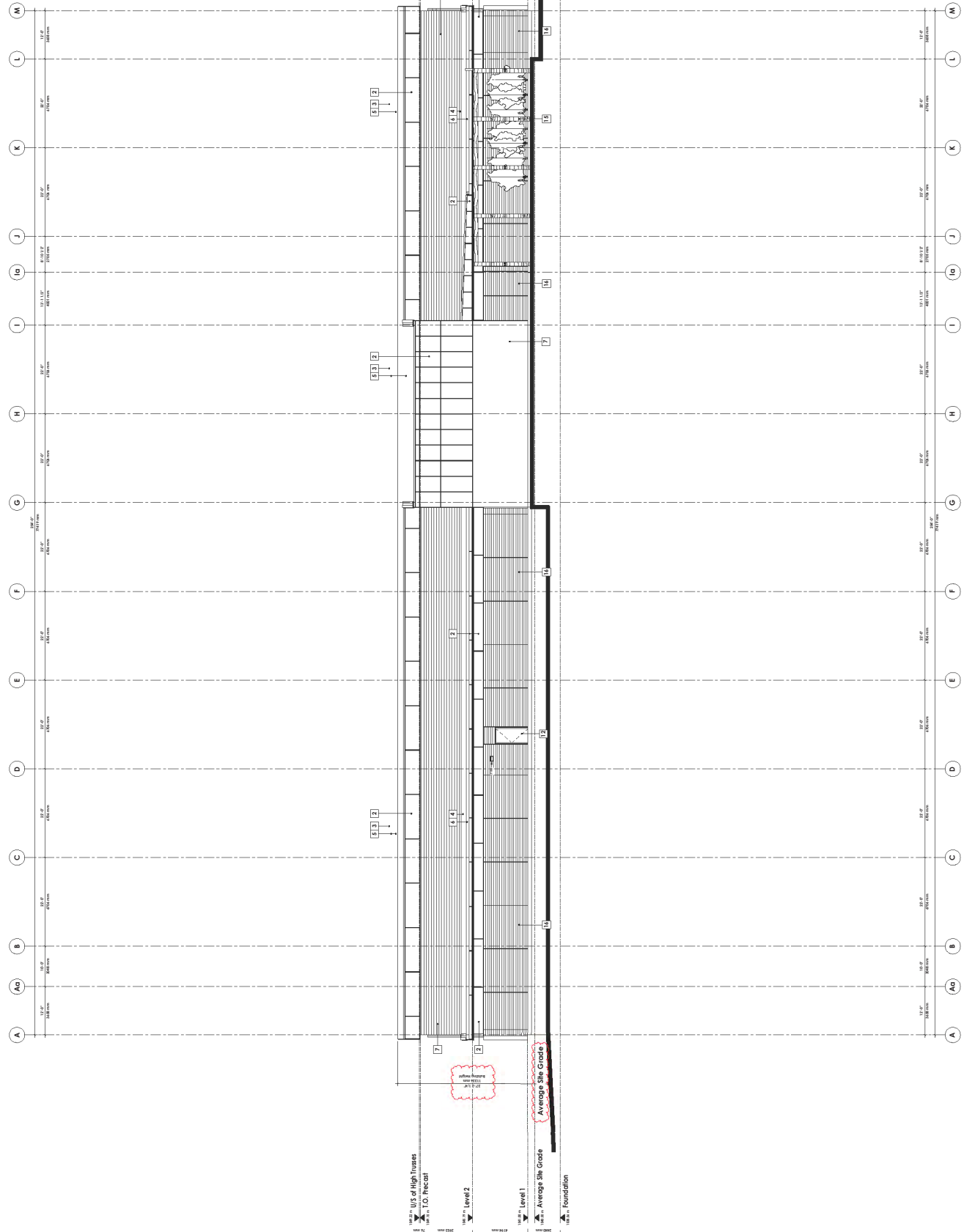
2023-04
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2023/12/19
 Issued for zoning package
 A202

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Item	Description
1	Exterior Wall Finish
2	Interior Wall Finish
3	Interior Ceiling Finish
4	Interior Floor Finish
5	Exterior Floor Finish
6	Roofing
7	Foundation
8	Structural Steel
9	Structural Concrete
10	Structural Masonry
11	Structural Wood
12	Structural Glass
13	Structural Aluminum
14	Structural Steel Decking
15	Structural Concrete Decking
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444	Structural Glass Joists
445	Structural Aluminum Joists
446	Structural Steel Beams
447	Structural Concrete Beams
448	Structural Masonry Beams
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453	Structural Concrete Columns
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458	Structural Steel Trusses
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461	Structural Wood Trusses
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464	Structural Steel Bracing
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499	Structural Aluminum Columns
500	Structural Steel Trusses



CNCL - 183

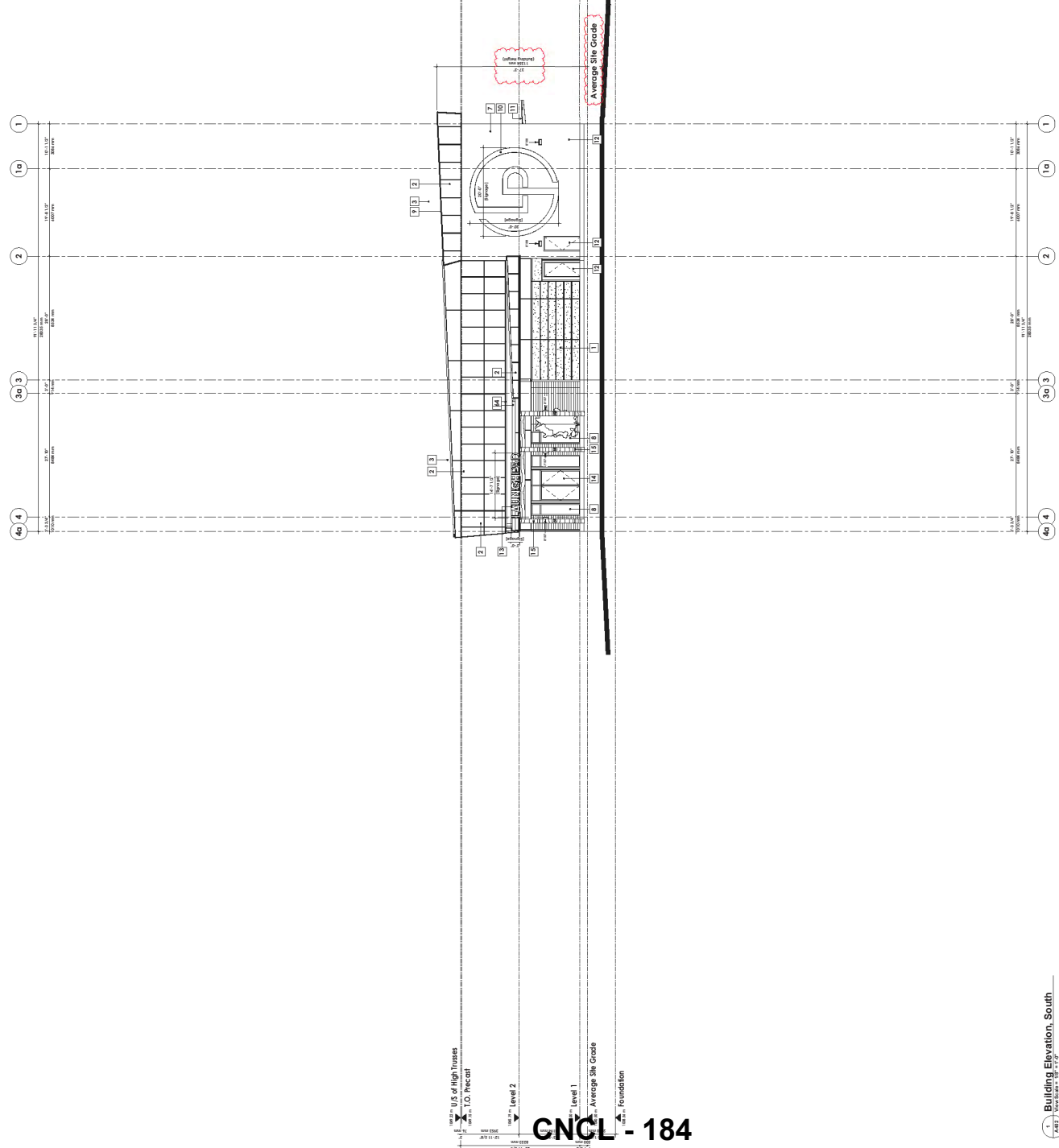
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 ARCHITECTS
 10000 RIVERCHASE DRIVE, SUITE 100
 HOUSTON, TEXAS 77036
 TEL: 281.416.1000 FAX: 281.416.1001
 WWW.JAVIGNONMARTIN.COM

2023-04
 Location: Richmond
 Building Elevation, East
 Building 01
 Project No: 2023-04
 Date: 11/14/23
 Scale: 1/4" = 1'-0"

2023-04
 Location: Richmond
 Building Elevation, East
 Building 01
 Project No: 2023-04
 Date: 11/14/23
 Scale: 1/4" = 1'-0"

2023-04
 Location: Richmond
 Building Elevation, East
 Building 01
 Project No: 2023-04
 Date: 11/14/23
 Scale: 1/4" = 1'-0"

Item	Description
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1 Building Elevation, South
 1/8" = 1'-0"

JAVIGNON MARTIN
 ARCHITECTS
 10000 W. 10th Avenue, Suite 100
 Denver, Colorado 80202
 Phone: 303.733.8800
 Fax: 303.733.8801
 www.javignonmartin.com

2023-04

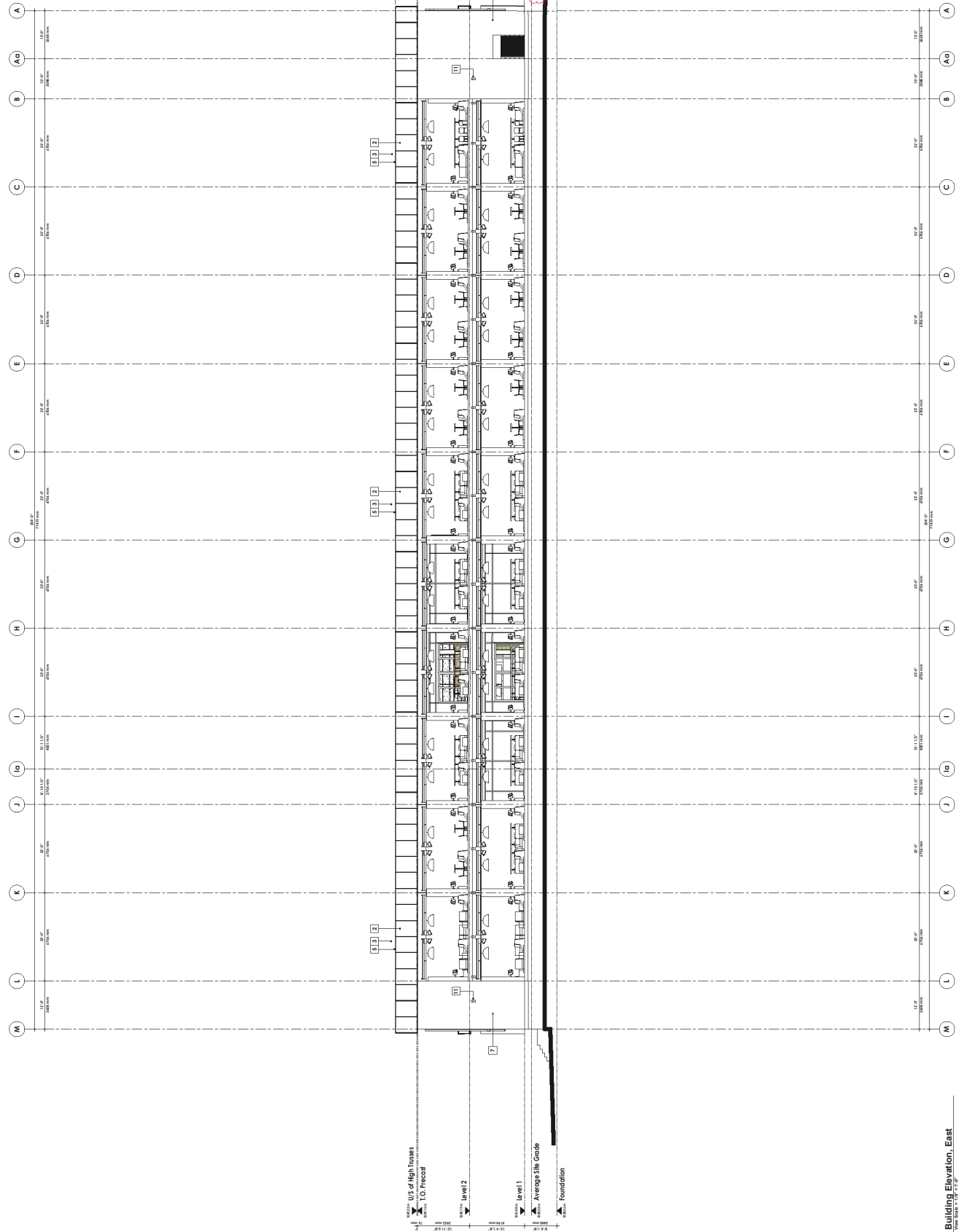
2023-04
 Launchpad - Richmond
 Building 01
 Building Elevation, North
 2023/12/19
 Issued for Permit Package
 A402

Item	Description	Quantity	Unit
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GNCL - 184

Exterior Finishes	
No.	Description
1	CONCRETE
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CNCL - 185

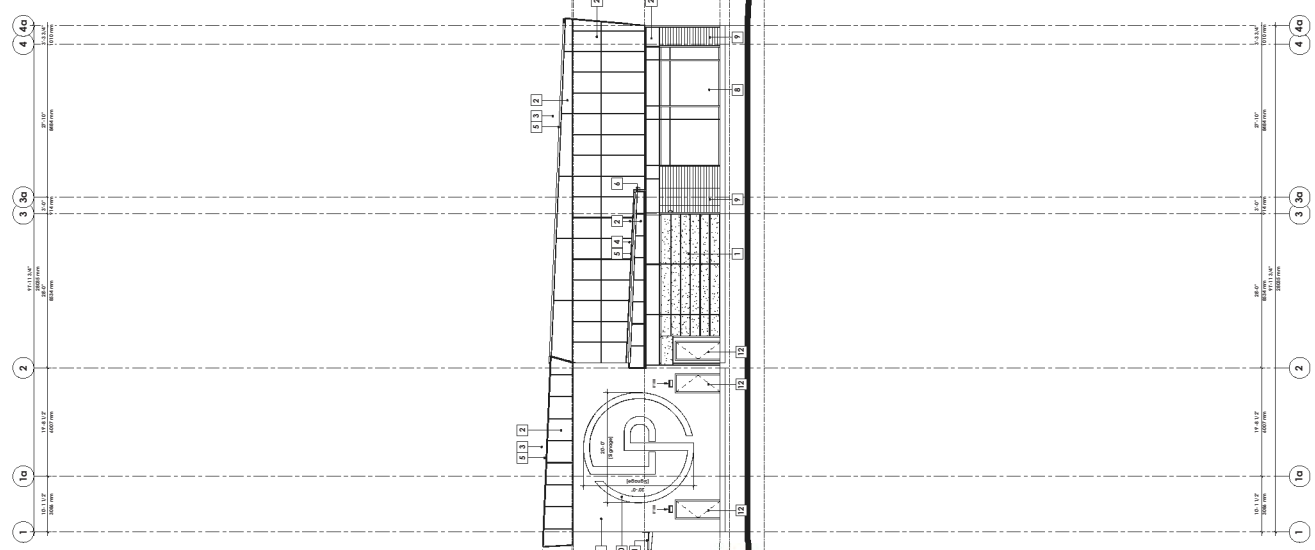
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 10000 WEST 10TH AVENUE, SUITE 100
 DENVER, COLORADO 80231
 TEL: 303.733.1100
 WWW.JAVIGNONMARTIN.COM

2023-04
 Location: Richmond
 Building Elevation, West
 Building 01
 Project No: 2023-04
 Date: 04/11/23
 Scale: 1/8" = 1'-0"

2023-04
 Building Elevation, East
 1/8" = 1'-0"

2023-04

Item	Description
1	Exterior Wall
2	Exterior Ceiling
3	Interior Wall
4	Interior Ceiling
5	Floor
6	Foundation
7	Roof
8	Staircase
9	Elevator
10	Door
11	Window
12	Handrail
13	Lighting
14	Acoustic Treatment
15	Fire Protection
16	Security
17	Accessibility
18	Energy Efficiency
19	Material Selection
20	Finish Schedule



U/S of High Rises
I/O Precast

Level 2

Level 1

Average Site Grade

Foundation

U/S of High Rises
I/O Precast

Level 2

Level 1

Average Site Grade

Foundation

CNCL - 186

Building Elevation, North

**JAVIGNON
MARTIN**

Architectural Firm

2023-04

2023-04

Sanctuary - Richmond
Building 01

2023/12/19
Issued for Permit Package

A404

Item	Description	Quantity	Unit
1	Concrete	100	cu yd
2	Rebar	500	lbs
3	Formwork	200	sq ft
4	Steel Decking	100	sq ft
5	Insulation	500	sq ft
6	Brick	1000	units
7	Window	10	units
8	Door	5	units
9	Handrail	100	ft
10	Lighting	50	ft
11	Acoustic Treatment	100	sq ft
12	Fire Protection	100	sq ft
13	Security	100	sq ft
14	Accessibility	100	sq ft
15	Energy Efficiency	100	sq ft
16	Material Selection	100	sq ft
17	Finish Schedule	100	sq ft



2023-04

2023-04



Sep 27, 2024

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

To: James Hnatowich

From: Blaire Chisholm, Pooni Group Inc.

RE: 4880 No. 6 Road AG Application (AG 23-017928) - Letter of Commitment

Dear James,

We are writing to confirm our intention to apply for a Development Variance Permit prior to the Building Permit stage for our project at 4880 No. 6 Road, Richmond, providing the application received approval from the Agricultural Land Commission (ALC). This application will specifically request variances to increase the netting height and building height higher than the current zoning bylaw permits.

We appreciate your guidance and look forward to working with the City of Richmond on this matter.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Blair Chisholm".

Blaire Chisholm



Re: Review of Non-farm use proposal ALC 67497

McTavish has reviewed the non-farm use application proposal ALC 67497 and related documentation as provided by the land owner Kepland Homes Ltd and the operator of an existing on-site driving range, Windmill Launchpad (Windmill) and their agent Pooni Group. We also reviewed available mapping such as Google Earth and the Richmond Interactive Map. No field visits were conducted for this review.

The proposal includes the upgrade of facilities of the Windmill operated Richmond Driving Range located at 4880 No 6 Road in Richmond BC. This driving range was approved for non-farm use in 1984 and has been operated by Windmill since 2001.

It appears that the proposed upgrade of the driving will not change the non-farm use status of the land on which the driving range has operated since 1984. While the parking hard surface and other hardscape may increase by 41 m², the associated use (storage and workshops) will decrease with 26 m² for a net increase which is negligible compared to the total area of the driving range. The renovated clubhouse will have a footprint increase from 1,201 m² to 1,664 m², a small increase (0.7%) as related to the total surface area of the driving range of 68,032 m². Ornamental trees and shrubs will not be affected by the proposed work. No changes will be made to fencing or site drainage. Berms will not be installed. Fill is not required.

We found that neither the on-site agriculture on the remaining land of the parcel, nor surrounding agriculture will be affected by the proposed changes to the driving range, and some of the improvements such as better shielded lights may benefit local agriculture by reducing light pollution.

Sincerely,

McTavish Resource and Management Consultants Ltd.

Per



Hubert Timmenga, PhD, P.Ag., CMC

Qualified Professional



City of
Richmond

Non-Farm Use Considerations

Development Applications Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

Address: 4880 No. 6 Road

File No.: AG23-017928

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

1. Council and Agricultural Land Commission (ALC) approval of the Non-Farm Use Application.
2. The submission and processing of a Development Variance Permit* as required, such as for netting heights and building heights completed to a level deemed acceptable by the Director of Development and/ or the Ministry of Transportation and Infrastructure (MOTI).
3. Submission of a lighting plan, identifying that lighting fixtures are pointed towards the range with visors attached to fixtures, using lighting products that are Dark Sky compliant or achieves the same objectives, and follows recommendations of RP-6-20 Recommended Practice: Lighting Sports and Recreational Areas. Lighting plan to be deemed acceptable by the Director of Development.

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.
- If the development intends to create one or more air space parcels, an [Air Space Parcel Subdivision Application](#) is required. To allow sufficient time for staff review and preparation of legal agreements, the application should be submitted at least 12 months prior to the expected occupancy of development.
- 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

(Signed copy on file)



City of Richmond

Report to Committee

To: Public Works and Transportation Committee **Date:** September 17, 2024
From: Lloyd Bie, P.Eng.
 Director, Transportation **File:** 10-6450-15-01/2024-
 Vol 01
Re: **Proposed Amendments to Traffic Bylaw 5870 for Speed Limit Reduction in Steveston**

Staff Recommendations

1. That Option 2 to reduce the posted speed limit on local roads in Steveston from 50 km/h to 30 km/h as described in the staff report titled "Proposed Amendments to Traffic Bylaw 5870 for Speed Limit Reduction in Steveston, dated September 17, 2024 from the Director, Transportation be endorsed; and
2. That Traffic Bylaw No. 5870, Amendment Bylaw No. 10607, to revise the posted speed limit be introduced and given first, second and third reading.

Lloyd Bie, P.Eng.
 Director, Transportation
 (604-276-4131)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Engineering	<input checked="" type="checkbox"/>	
Public Works	<input checked="" type="checkbox"/>	
RCMP	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

At the April 22, 2024 Council meeting, the following referral motion was moved and seconded:

To examine reducing the speed limit in the residential township of Steveston and look to see if any other calming measures are required.

This report responds to this referral.

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

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

This report supports Council's Strategic Plan 2022-2026 Focus Area #3 A Safe and Prepared Community:

Community safety and preparedness through effective planning, strategic partnerships and proactive programs.

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

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

Analysis

To assess the need and support for speed mitigation measures in the Steveston Village neighbourhood, staff undertook the following:

- Speed studies;
- Reviewed collision data; and
- Conducted a public engagement process to receive feedback from the neighbourhood.

Existing Traffic Conditions

Study Area

The Steveston Village neighbourhood is bounded by Steveston Highway, No. 1 Road, Chatham Street and Seventh Avenue (Figure 1). The roads within this study area are classified as local roads. The default speed limit in the neighbourhood is 50 km/h which is the typical speed limit throughout Richmond.



Figure 1: Steveston Neighbourhood

In April 2024, Council approved the implementation of a 30 km/h speed limit and installation of two speed humps on the section of Second Avenue between Steveston Highway and Chatham Street. All the streets to the south of the neighbourhood in Steveston Village also have a 30 km/h posted speed limit. Streets already signed with a 30 km/h speed limit were not included in the study area.

Speed Study and Collision History

Speed Study: Seventeen speed studies were conducted in July 2024 for the roads within the study area. The results indicated:

- Speeding was identified on one street. Fourth Avenue recorded 85 percent of traffic travelling at or below 59 km/h.
- No speeding issues were identified on any other roads with 85 percent of vehicles in the neighbourhood travelling at or below 46 km/h.

Collision History: The most recent five-year ICBC collision data (2019-2023) recorded 23 vehicle collisions in the study area with no incidents involving a pedestrian or cyclist. None of the collisions were related to speeding.

Neighbourhood Survey and Results

Residents were surveyed from May 13 to June 9, 2024 to seek feedback on speed limit reduction and interest in potential traffic calming measures.

The engagement process included a Let's Talk Richmond online survey and a letter mail out to 1,352 discrete addresses in the study area. A total of 578 responses (452 by mail and 126 online) were received for a 43% response rate. Results of the resident survey are summarized in Table 1.

Table 1: Steveston Area – Resident Survey Feedback

Topic	Survey Results
30 km/h Speed Limit	<ul style="list-style-type: none"> • 76% of respondents (33% of total surveys) supported reducing the existing 50 km/h posted speed limit to 30 km/h on the roads in the neighbourhood. • The responses in support of speed limit reduction were distributed throughout the neighbourhood. • Respondents expressed concerns for speeding and felt the speed limit reduction would have a positive impact. In particular, residents noted the benefit for pedestrians, especially for seniors and children walking to school as there is no sidewalk in most of the neighbourhood.
Physical Traffic Calming Measures	<ul style="list-style-type: none"> • 56% of respondents (24% of total surveys) supported traffic calming measures in the neighbourhood. • There was no majority of support for traffic calming measures by residents of any street. • Some respondents opposed to traffic calming were specifically opposed to the use of speed humps with concerns regarding its noise and impact to the bus route on Fourth Avenue.
Additional Traffic-related Feedback	<ul style="list-style-type: none"> • 17% of respondents were not in favour of any traffic calming intervention in the neighbourhood.

Speed Management Options

Speed Limit Reduction

Option 1: Status Quo

The traffic study and collision data support no operational changes to the roads in the Steveston neighbourhood. As there is a demonstrated desire of respondents (76%) to reduce vehicle speeds, staff do not recommend this option.

Option 2: 30 km/h Speed Limit (Recommended)

This option responds to the level of support (76% of respondents) for a lower speed limit in the neighbourhood. Comments received indicated support for slower vehicle speeds to improve safety for people walking and cycling.

Based on resident feedback in support of speed reduction (76 percent of respondents), staff recommend a 30 km/h posted speed limit for the entire neighbourhood. Establishing an enforceable 30 km/h speed limit requires Council approval to amend Traffic Bylaw No. 5870.

Physical Traffic Calming Measures

As no speeding issues were identified on the majority of roads in the neighbourhood, no physical traffic calming measures are recommended. The results of the neighbourhood survey indicate less support for physical traffic calming measures (56% of respondents and 24% of surveys) than the 30 km/h speed reduction. As well, there was no street in the study area that had a majority of support by respondents for traffic calming measures. The narrow roads in the neighbourhood support the recommended 30 km/h speed limit without additional measures.

Financial Impact

None. Costs associated with signage installation are approximately \$9,000 and will be accommodated within the Council approved 2024 Traffic Calming Program.

Conclusion

Staff assessed speeding and engaged with local residents on potential speed mitigation measures in the Steveston Village neighbourhood. A traffic study indicated that no operational changes are required for the streets within the neighbourhood; however, 76% of survey respondents support reducing the posted speed limit to 30 km/h. Staff recommend amendments to Traffic Bylaw No. 5870 and the installation of 30 km/h speed limit signs in the Steveston neighbourhood.

Vision Zero, TransLink's Transport 2050 plan and the BC Community Road Safety Toolkit support speed limit reductions on local roads. Research on vehicle speeds and road safety show strong correlations between lower speeds and improved safety. Speed limit reductions are also effective in reducing actual speeds for local roads.



Sonali Hingorani, P.Eng.
Manager, Transportation Planning and New Mobility
(604-276-4049)

SH:ck



Traffic Bylaw No. 5870
Amendment Bylaw No. 10607

The Council of the City of Richmond enacts as follows:

- 1. Traffic Bylaw No. 5870, as amended, is further amended by adding the following to Schedule B to Traffic Bylaw No. 5870:

“15. All roads within the Steveston neighbourhood, bounded by the west property line of Seventh Avenue, the south property line of Steveston Highway, the west property line of No. 1 Road, and north property line of Chatham Street.”

This Bylaw is cited as “Traffic Bylaw No. 5870, Amendment Bylaw No. 10607”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

Four horizontal lines for signature or date entry.

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

MAYOR

CORPORATE OFFICER



City of Richmond

Report to Committee

To: Public Works and Transportation Committee **Date:** September 18, 2024


From: Lloyd Bie, P. Eng **File:** 10-6050-01/2024-Vol 01
 Director, Transportation


Milton Chan, P. Eng
 Director, Engineering



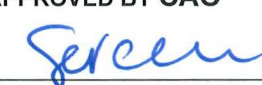
Re: **Arterial Roadway Improvement Program (2021), Top 20 Collision Prone Intersections - Implementation of Medium/Long-term Improvements (2021), and Top 20 Collision Prone Intersections - Implementation of Medium/Long-term Improvements (2022) – Project Update**

Staff Recommendations

1. That Option 1 be approved as presented in the staff report titled “Arterial Roadway Improvement Program (2021), Top 20 Collision Prone Intersections - Implementation of Medium/Long-term Improvements (2021), and Top 20 Collision Prone Intersections - Implementation of Medium/Long-term Improvements (2022) – Project Update” dated September 18, 2024, from the Director, Engineering and Director, Transportation; and
2. That the budget increase of \$3,750,000 funded by Roads Development Cost Charges (DCC) and Capital Reserve (Revolving Fund), as described in Table 4 of the attached report “Arterial Roadway Improvement Program (2021), Top 20 Collision Prone Intersections - Implementation of Medium/Long-term Improvements (2021), and Top 20 Collision Prone Intersections - Implementation of Medium/Long-term Improvements (2022) – Project Update” dated September 18, 2024, from the Director, Engineering and Director, Transportation, be included in the Consolidated 5 Year Financial Plan (2025-2029).


 Milton Chan, P. Eng
 Director, Engineering
 (604-276-4377)


 Lloyd Bie, P. Eng
 Director, Transportation
 (604-276-4131)

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

Staff Report

Origin

The following capital projects and associated scopes were previously approved by Council as part of the 2021 and 2022 Capital Budgets:

- Arterial Roadway Improvement Program (2021), including intersection improvement projects at Granville Avenue & Cooney Road, St. Edwards Drive & Cambie Road, and Westminster Highway & Garden City Road.
- Top 20 Collision Prone Intersections - Implementation of Medium/Long-term Improvements (2021) including intersection improvement projects at Cambie Road & No. 4 Road and Westminster Highway & No. 2 Road.
- Top 20 Collision Prone Intersections - Implementation of Medium/Long-term Improvements (2022) including intersection improvement projects at Westminster Highway & No. 5 Road and Alderbridge Way & No. 4 Road.

At the General Purposes Committee meeting on July 2, 2024, staff presented the report titled, Capital Project Delivery Performance. Following the project management approach outlined in the report, these three capital projects are at a state where the designs have advanced, and costing has been received based on updated estimates and on actual procurement showing higher costs. Any open and future procurement for the projects identified above has been paused to eliminate the risks of these projects going over budget.

This report provides a project update and, as a result of price escalation, provides options for Council's consideration to adjust scope and budgets as required to deliver these projects.

This report supports Council's Strategic Plan 2022-2026 Focus Area #2 Strategic and Sustainable Community Growth:

Strategic and sustainable growth that supports long-term community needs and a well-planned and prosperous city.

2.4 Enhance Richmond's robust transportation network by balancing commercial, public, private and active transportation needs.

This report supports Council's Strategic Plan 2022-2026 Focus Area #3 A Safe and Prepared Community:

Community safety and preparedness through effective planning, strategic partnerships and proactive programs.

3.2 Leverage strategic partnerships and community-based approaches for comprehensive safety services.

3.4 Ensure civic infrastructure, assets and resources are effectively maintained and continue to meet the needs of the community as it grows.

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

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

4.3 Foster community trust through open, transparent and accountable budgeting practices and processes.

4.4 Work with all levels of governments for grant and funding opportunities.

Analysis

Project Background and Funding Updates

Three Council-approved transportation-related projects, Arterial Roadway Improvement Program (2021), Top 20 Collision Prone Intersections - Implementation of Medium/Long-term Improvements (2021), and Top 20 Collision Prone Intersections - Implementation of Medium/Long-term Improvements (2022) include the upgrade of seven intersections which will improve road safety for all users.

These three projects have new or updated information available, including studies, reviewed and optimized project scopes, updated cost estimates, and market construction pricing. There have been significant cost increases due to factors such as uncertainties within the construction market, supply chain restrictions, and high levels of inflation. Staff have determined that these projects require Council approval for additional budget or changes to the project scope to proceed.

The scope and status of these three projects are shown in Table 1 below.

Table 1: Project Scope and Status

Project	Intersection	Scope	Status
Arterial Roadway Improvement Program (2021)	Granville Avenue & Cooney Road	<ul style="list-style-type: none"> Removal of a channelized right-turn island and traffic signal modifications 	<ul style="list-style-type: none"> Detailed design underway
	St. Edwards Drive & Cambie Road	<ul style="list-style-type: none"> Removal of channelized right-turn island and traffic signal modifications 	<ul style="list-style-type: none"> Detailed design completed Construction procurement in progress. Construction pricing exceeds budget. Award of contract on hold.
	Westminster Highway & Garden City Road	<ul style="list-style-type: none"> Construction of an asphalt walkway and pedestrian landing area and traffic signal modifications 	<ul style="list-style-type: none"> Detailed design completed Construction procurement in progress. Construction pricing exceeds budget. Award of contract on hold.

Table 1: Project Scope and Status

Project	Intersection	Scope	Status
Top 20 Collision Prone Intersections- Implementation of Medium/Long-term Improvements (2021)	Cambie Road & No. 4 Road	<ul style="list-style-type: none"> Addition of dedicated left-turn lanes on all four legs of the intersection. This is #13 of the City’s most collision-prone intersections. 	<ul style="list-style-type: none"> Detailed design underway Updated cost estimates exceed approved budget
	Westminster Highway & No. 2 Road	<ul style="list-style-type: none"> This is #3 of the City’s most collision-prone intersections. Removal of one channelized right-turn island, introduction of an additional westbound left-turn bay and traffic signal modifications. Project scope includes re-purposing the westbound merge lane between No. 2 Road and Lynas Lane using no-post concrete barriers to create protected bi-directional bicycle facilities. This work may be eligible for additional external funding. 	<ul style="list-style-type: none"> Detailed design underway Updated cost estimates exceed approved budget
Top 20 Collision Prone Intersections- Implementation of Medium/Long-term Improvements (2022)	Westminster Highway & No. 5 Road	<ul style="list-style-type: none"> Removal of a channelized right-turn island, removal of two right-turn merge lanes and pedestrian and cycling infrastructure improvements. This is #5 of the City’s most collision-prone intersections. 	<ul style="list-style-type: none"> Construction contract awarded
	Alderbridge Way & No. 4 Road	<ul style="list-style-type: none"> Removal of two channelized right-turn islands, traffic signal modifications and introduction of an additional westbound left turn bay. This is #4 of the City’s most collision-prone intersections. 	<ul style="list-style-type: none"> Detailed design to be completed Insufficient funds to proceed with construction

Options for Proceeding

Options for addressing the identified budget variances are presented below.

Option 1 – Increase Project Budgets with Minor Scope Modification (Recommended)

Option 1 includes:

- Increasing the project budgets for the Arterial Roadway Program (2021) and Top 20 Collision Prone Intersections - Implementation of Medium/Long-term Improvements (2021) by a total of \$3.75M, as outlined in Table 2.
- Funding the budget increase from the Roads Development Cost Charges (DCC) and Capital Reserve (Revolving Fund).

- Reducing the project scope by removing construction of the Alderbridge Way and No. 4 Road intersection from the Budget for the Top 20 Collision Prone Intersections Implementation of Medium/Long-term Improvements (2022) project. Upgrade of this intersection will be included in a capital submission for Council's consideration in a future budget process once design is further advanced and a detailed cost estimate is available.
- Pursuing external funding opportunities with TransLink and the Province of BC which could reduce required City funding for the projects.

Table 2: Option 1 - Proposed Budget Increase to Capital Projects

Project	Approved Budget	Estimated Cost	Proposed Budget Increase
Arterial Roadway Improvement Program (2021)	\$1,000,000	\$2,500,000	\$1,500,000
Top 20 Collision Prone Intersections- Implementation of Medium/Long-term Improvements (2021)	\$3,000,000	\$5,250,000	\$2,250,000
Top 20 Collision Prone Intersections- Implementation of Medium/Long-term Improvements (2022)	\$3,000,000*	\$2,475,000	N/A

*The approved budget includes an estimate for the external grant in the amount of \$525,000 associated with No. 4 Road and Alderbridge Road intersection which may be lost. If this intersection is removed from the project scope, the available funding for this project is reduced to \$2,475,000. Any excess funding will be returned to the originating funding sources upon project closure.

Option 2 – Reduce the Project Scope to Fit Within Approved Budgets

Option 2 would reduce the project scope to only include intersections that can be completed within the approved funding, taking into consideration the available budget, updated estimates, project status and priority. In this Option, the scope of the projects would be amended to include the intersections outlined in Table 3 only, with the remainder deferred to future years. Any excess funding will be returned to the originating funding sources.

Table 3: Option 2 - Revised Scope and Project Costs

Project	Approved Budget	Proposed Revised Scope	Estimated Project Cost
Arterial Roadway Improvement Program (2021)	\$1,000,000	Westminster Highway & Garden City Road	\$1,000,000
Top 20 Collision Prone Intersections- Implementation of Medium/Long-term Improvements (2021)	\$3,000,000*	Westminster Highway & No. 2 Road	\$2,300,000
Top 20 Collision Prone Intersections- Implementation of Medium/Long-term Improvements (2022)	\$3,000,000**	Westminster Highway & No. 5 Road	\$2,475,000

*The approved budget includes an estimate for the external grant in the amount of \$475,000 associated with deferred project scope that may be lost. If the project scope is deferred, the available funding for this project is reduced to \$2,525,000. Any excess funding will be returned to the originating funding sources upon project closure.

**The approved budget includes an estimate for the external grant in the amount of \$525,000 associated with deferred project scope that may be lost. If the project scope is deferred, the available funding for this project is reduced to \$2,475,000. Any excess funding will be returned to the originating funding sources upon project closure.

The following intersections will be deferred and brought forward for Council’s consideration as part of future budget processes:

- Granville Avenue & Cooney Road
- St. Edwards Drive & Cambie Road
- Cambie Road & No. 4 Road
- Alderbridge Way & No. 4 Road

External funding of \$1,305,000 that was secured for these deferred projects may be lost.

Option 3 – Cancel Projects

Option 3 is to cancel all project scope that has not yet been awarded or is complete. This option would only construct the awarded intersection at Westminster Highway & No. 5 Road and not construct the other six intersections. Staff will cancel unawarded projects and leave the intersections in their current conditions. Any approved capital funding, less expenditures that have been incurred, will be returned to its original funding sources. These intersections will be brought forward for Council’s consideration as part of future budget processes. External funding of \$1,955,000 that was secured for these projects may be lost.

Staff Recommendation

Staff recommend proceeding with Option 1. Upgrade of these intersections has been identified as high priority for improving road safety, particularly for vulnerable road users such as pedestrians and cyclists. Increasing project budgets as outlined in Option 1 will allow all projects except the Alderbridge Way and No. 4 Road intersection to be completed as planned. Detailed design of all projects is underway, with some intersections ready for construction. If Option 1 is supported, construction of these projects will begin within the next year and most projects will be completed by the end of 2025.

The existing budget has sufficient funding to complete the detailed design for the Alderbridge Way and No. 4 Road intersection. Once the design is further advanced and an updated cost estimate is available, a request for construction funding of this intersection will be brought forward for Council's consideration as part of a future budget process.

External grant funding has been secured for a number of these intersection upgrade projects. Proceeding through Option 1 will allow the City to best utilize secured grant funding and pursue opportunities for additional external funding based on the identified budget increases.

Financial Impact

Staff recommend Option 1, and that an increase to the capital projects' budgets, funded by Roads Development Cost Charges (DCC) and Capital Reserve (Revolving Fund) in the amounts as outlined in Table 4, be approved, and be included in the Consolidated 5 Year Financial Plan (2025-2029).

Temporary funding sources for \$3,750,000 from previously Council-approved projects (2023 Top 20 Collision Prone Intersections - Implementation of Medium/Long-term Improvements, 2024 Top 20 Collision Prone Intersections - Implementation of Medium/Long-term Improvements, 2022 Arterial Roadway Improvement Program, 2023 Arterial Roadway Improvement Program and 2024 Arterial Roadway Improvement Program) will be utilized for the capital projects until the budget increases can be included in the Consolidated 5 Year Financial Plan (2025-2029).

Table 4: Financial Impact – Increase to Capital Project Budget

Project	Roads DCC (94.05%)	Capital Reserve (Revolving Fund) (5.95%)	Total
Arterial Roadway Improvement Program (2021)	\$1,410,750	\$89,250	\$1,500,000
Top 20 Collision Prone Intersections- Implementation of Medium/Long-term Improvements (2021)	\$2,116,125	\$133,875	\$2,250,000
Total	\$3,526,875	\$223,125	\$3,750,000

Conclusion

The Arterial Roadway Improvement Program (2021), Top 20 Collision Prone Intersections - Implementation of Medium/Long-term Improvements (2021), and Top 20 Collision Prone Intersections - Implementation of Medium/Long-term Improvements (2022) projects are an integral part of the City’s ongoing efforts to improve intersection and road safety throughout Richmond. This infrastructure will enhance road safety for all users, reduce traffic congestion, and improve comfort and accessibility for pedestrians and cyclists.

Staff recommend Option 1, and that an increase to the capital projects' budgets, funded by Roads Development Cost Charges (DCC) and Capital Reserve (Revolving Fund) in the amounts as outlined in Table 4, be approved, and be included in the Consolidated 5 Year Financial Plan (2025-2029).



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 Transportation Development and Design
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KR:jr



City of Richmond

Report to Committee

To: Public Works and Transportation Committee **Date:** September 13 2024
From: Milton Chan, P.Eng.
 Director, Engineering **File:** 10-6000-01/2024-Vol 01
Re: **UBCM Community Emergency Preparedness Fund: 2024/25 Disaster Risk Reduction – Climate Adaptation Grant Applications**

Staff Recommendations

1. That the application(s) 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: 2024/25 Disaster Risk Reduction – Climate Adaptation Grant Applications” dated September 13, 2024 from the Director, Engineering, be endorsed;
2. That should the grant application(s) be successful, the Chief Administrative Officer and the General Manager, Engineering and Public Works, be authorized to execute funding agreements with UBCM on behalf of the City for the Drainage Pump Station Condition Assessment, Flood Protection and Rain Gauge Monitoring Stations, and Blundell Road Canal Improvement projects; and
3. That should the grant application(s) be successful, capital projects of \$150,000 for the Drainage Pump Station Condition Assessment, \$150,000 for Flood Protection and Rain Gauge Monitoring Stations, and \$5,000,000 for Blundell Road Canal Improvement be approved with 100% funding from the external grant, as outlined in the staff report titled “UBCM Community Emergency Preparedness Fund: 2024/25 Disaster Risk Reduction – Climate Adaptation Grant Applications” dated September 13, 2024 from the Director, Engineering, and be included in the Consolidated 5 Year Financial Plan (2025-2029) accordingly.

Milton Chan, P.Eng.
 Director, Engineering
 (604-276-4377)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Intergovernmental Relations	<input checked="" type="checkbox"/>	
Finance	<input checked="" type="checkbox"/>	
Public Works	<input checked="" type="checkbox"/>	
Climate and Environment	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS:	APPROVED BY CAO

Staff Report

Origin

The Community Emergency Preparedness Fund (CEPF) is a collection of provincially funded programs that are intended to enhance the resilience of communities in responding to emergencies. The Union of BC Municipalities (UBCM) is currently accepting grant applications under the Disaster Risk Reduction – Climate Adaptation (DRR-CA) funding stream of the CEPF for projects that are aimed at reducing risks from future disasters due to natural hazards and climate change-induced risks. This report responds to this grant opportunity.

Grant applications under this funding stream require a Council Resolution that indicates support for the proposed projects. The purpose of this report is to seek Council endorsement for three grant applications to the 2024/25 UBCM Disaster Risk Reduction – Climate Adaptation funding stream.

The deadline for submission of the grant applications is October 4, 2024. As such, staff have prepared and submitted applications for the projects described in this report. Should Council choose not to endorse any of these submissions, staff will contact UBCM to withdraw the application(s).

This report supports Council's Strategic Plan 2022-2026 Focus Area #3 A Safe and Prepared Community:

Community safety and preparedness through effective planning, strategic partnerships and proactive programs.

3.1 Advance proactive, sustainable, and accelerated flood protection in collaboration with other governments and agencies.

3.3 Ensure the community is collectively prepared for emergencies and potential disasters.

3.4 Ensure civic infrastructure, assets and resources are effectively maintained and continue to meet the needs of the community as it grows.

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

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

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

4.4 Work with all levels of governments for grant and funding opportunities.

Analysis

Richmond continues to invest in its extensive network of flood protection infrastructure, which is integral to protecting the health, safety, and economic viability of the City. Predicted climate change impacts on weather patterns and sea level rise reinforce the need for continual upgrades to the City’s flood protection infrastructure. The City’s Flood Protection Management Strategy and Dike Master Plans are the guiding framework for the advancement of flood protection upgrades. The Flood Protection Management Strategy identifies senior government partnerships as a top priority.

Community Emergency Preparedness Fund

Funding for the CEPF is provided by the Province of BC and is administered by UBCM. The Disaster Risk Reduction – Climate Adaptation funding stream is a part of the CEPF and is intended to support communities in reducing the risk of future disasters due to natural hazards and climate-related risks. This funding stream is comprised of three separate project categories that will be evaluated and awarded individually. Staff have identified projects that would be appropriate for each category, as summarized in Table 1. The fund can contribute 100% of the cost of eligible activities up to a maximum amount. Projects are required to be completed within two years of notification of funding approval.

Table 1 – Proposed Projects for Disaster Risk Reduction – Climate Adaptation Fund Application

Funding Category	Grant Funding Requested	Proposed Project
Category 1: Foundational Activities (Risk Mapping, Risk Assessments, Planning)	\$150,000	Drainage Pump Station Condition Assessment
Category 2: Non-structural Activities	\$150,000	Flood Protection and Rain Gauge Monitoring Stations
Category 3: Small-scale Structural Activities	\$5,000,000	Blundell Road Canal Improvement

The Drainage Pump Station Condition Assessment project (Category 1), includes the assessment of the structural and operational components of the City’s 39 drainage pump stations. This project will identify and prioritize rehabilitation, replacement, and long-term funding requirements necessary to improve the City’s drainage pump stations. Regular maintenance at pump stations is performed on an on-going basis; the scope of this project takes a proactive approach beyond regular maintenance work, in order to manage these assets effectively and plan future requirements. The results will inform the City’s capital planning process, thereby strengthening the City’s proactive flood management approach.

The Flood Protection and Rain Gauge Monitoring Stations project (Category 2), involves the procurement and installation of rain gauges and level sensors, to monitor the intensity of rainfall events and the performance of the City’s flood protection infrastructure. The proposed rain gauges and level sensors will supplement the City’s current inventory, which will help identify areas of concern during significant events, improve reliability, and decrease the cost and disruption of unplanned maintenance and emergency repairs to the City’s flood protection infrastructure. This is a

cost effective way to increase the City’s ability to prepare for, respond to, and predict extreme climate events.

The Blundell Road Canal Improvements project (Category 3), includes upgrades to the canal along the north and south side of Blundell Road between Sidaway Road and No. 6 Road. The upgrades will increase flood conveyance capacity by removing blockages along the canal and increasing the storage volume of the canal. The canal is also classified as a channelized watercourse within the City’s Riparian Management Area network. Prior to commencing, staff will obtain a qualified environmental professional to support project planning and to oversee construction, monitoring, and restoration activities. As part of the City’s ongoing asset management program, a number of canals have been identified for upgrades based on the condition of the canal, potential road safety issues due to sloughing canal banks, and flood conveyance concerns. The Blundell Road location is high priority based on field observations.

Financial Impact

Should the City be awarded the grant(s), staff recommend that the capital projects outlined in Table 2 be approved and that they be included in the Consolidated 5 Year Financial Plan (2025-2029) accordingly. There is no operating budget impact related to the capital projects.

Table 2 – Proposed Capital Projects Should the City’s Grant Application(s) be Successful

Project	Budget
Drainage Pump Station Condition Assessment	\$150,000
Flood Protection and Rain Gauge Monitoring Stations	\$150,000
Blundell Road Canal Improvement	\$5,000,000

If the City’s grant application(s) are unsuccessful, staff will submit the capital projects for Council’s consideration through the future budget process.

Conclusion

Grant funding opportunities are available through the CEPF to support municipalities and communities in reducing the risk of future disasters due to natural hazards and climate-related risks. Staff recommend that applications be submitted for the Drainage Pump Station Condition Assessment, Flood Protection and Rain Gauge Monitoring Stations, and Blundell Road Canal Improvement projects. These projects align with the grant program guidelines and support the City’s Flood Protection Management Strategy.



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Angelica Quiring, P.Eng.
Project Manager, Engineering Planning
(604-276-4026)



Permissive Property Tax Exemption (2025) Bylaw No. 10566

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 2025 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 2025 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, 2025, 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, 2025.

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 2025 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 2025 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 2025 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 2025 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 2025 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 2025 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 2025 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 10476 is hereby repealed in its entirety.
- 4.3 This Bylaw is cited as “Permissive Property Tax Exemption (2025) Bylaw No. 10566”.

FIRST READING

OCT 07 2024

SECOND READING

OCT 07 2024

THIRD READING

OCT 07 2024

ADOPTED

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

MAYOR

CORPORATE OFFICER

SCHEDULE A to BYLAW 10566

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
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
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
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	Christian & Missionary Alliance 3360 Sexsmith Rd 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 10566

<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
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	Yi-Guan Dao Fa-Yi Chong-De Association C/O I Kuan Tao (Fayi Chungder) Association #2100, 1075 West Georgia Street Vancouver, B.C. V6E 3G2
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

SCHEDULE A to BYLAW 10566

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
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
Our Saviour Lutheran Church (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
Trustees Congregation of Meeting Room 8020 No. 5 Rd Richmond BC (Meeting Room) (025-166-010) 8020 No. 5 Road	PID 016-718-739 Lot A Section 19 Block 4 North Range 5 West New Westminster District Plan 86178	Trustees Congregation of Meeting Room 8020 No. 5 Rd Richmond BC 419 Centennial Pkwy Delta BC V4L 1K9
Mennonite Church BC (Peace Mennonite Church) (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	Mennonite Church BC C/O Peace Mennonite Church 11571 Daniels Road Richmond, B.C. V6X 1M7
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	Christian & Missionary Alliance-Canada Pacific C/O North Richmond Alliance Church 9410 Granville Avenue Richmond, B.C. V6Y 1P8
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

SCHEDULE A to BYLAW 10566

<i>NAME, ROLL NO. & CIVIC ADDRESS</i>	<i>LEGAL DESCRIPTION OF PROPERTY</i>	<i>MAILING ADDRESS</i>
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 Emmanuel Church (082-265-027) 3330 – 8181 Cambie Rd	PID 018-553-273 Lot 27 Section 28 Block 5N Range 6W New Westminster District Plan LMS1162 together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form 1 or V, as appropriate.	Richmond Emmanuel Church 3380 – 8181 Cambie Rd Richmond B.C. V6X 3X9
Richmond Emmanuel Church (082-265-028) 3360 – 8181 Cambie Rd	PID 018-553-281 Lot 28 Section 28 Block 5N Range 6W New Westminster District Plan LMS1162 together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form 1 or V, as appropriate.	Richmond Emmanuel Church 3380 – 8181 Cambie Rd Richmond B.C. V6X 3X9
Richmond Emmanuel Church (082-265-029) 3380 – 8181 Cambie Rd	PID 018-553-290 Lot 29 Section 28 Block 5N Range 6W New Westminster District Plan LMS1162 together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form 1 or V, as appropriate.	Richmond Emmanuel Church 3380 – 8181 Cambie Rd Richmond B.C. V6X 3X9

SCHEDULE A to BYLAW 10566

<i>NAME, ROLL NO. & CIVIC ADDRESS</i>	<i>LEGAL DESCRIPTION OF PROPERTY</i>	<i>MAILING ADDRESS</i>
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	Evangelical Missionary Church of Canada C/O Richmond Faith Fellowship 11960 Montego Street Richmond, B.C. V6X 1H4
Richmond Pentecostal Church (060-300-000) 9300 Westminister 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 Westminister 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
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	Roman Catholic Archbishop of Vancouver St. Paul's Roman Catholic Parish 8251 St. Alban's Road Richmond, B.C. V6Y 2L2
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

SCHEDULE A to BYLAW 10566

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
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
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	SRI Sadashiva Subramaniya Swamy Temple of B.C. Foundation 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

SCHEDULE A to BYLAW 10566

<i>NAME, ROLL NO. & CIVIC ADDRESS</i>	<i>LEGAL DESCRIPTION OF PROPERTY</i>	<i>MAILING ADDRESS</i>
<p>Walford Road Gospel Church (081-608-000) 9291 Walford Street</p>	<p>PID 012-734-756 Lot 21 of Blocks 25 and 26 Section 27 Block 5 North Range 6 West New Westminster District Plan 2534</p>	<p>Holy Spirit Association For The Unification Of World Christianity 9291 Walford Street Richmond, B.C. V6X 1P3</p>
<p>West Richmond Gospel Hall (098-373-006) 5651 Francis Road</p>	<p>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</p>	<p>West Richmond Gospel Hall 5651 Francis Road Richmond, B.C. V7C 1K2</p>

SCHEDULE B to BYLAW 10566

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 Eparchy of New Westminster 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%

SCHEDULE B to BYLAW 10566

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%

Bylaw 10566
 PORTIONS OF LAND & IMPROVEMENTS
 FOR PLACE OF PUBLIC WORSHIP

SCHEDULE B to BYLAW 10566

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%

SCHEDULE B to BYLAW 10566

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
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 10566

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
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 Anglican Church (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 10566
PORTIONS OF LAND & IMPROVEMENTS
FOR PLACE OF PUBLIC WORSHIP

SCHEDULE B to BYLAW 10566

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) 6640 Blundell Road	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%
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 10566
 PORTIONS OF LAND & IMPROVEMENTS
 FOR PLACE OF PUBLIC WORSHIP

SCHEDULE B to BYLAW 10566

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
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	Science of Spirituality SKRM Inc. 9100 Van Horne Way Richmond, B.C. V6X 1W3	50% 385 m ²	50% 385 m ²	100%	0%
PID 015-725-880 Parcel "G" (Reference Plan 2870) Section 2 Block 3 North Range 6 West New Westminster District	Parcel D (Explanatory Plan 1980) Section 2 Block 3 North Range 6 West New Westminster District					

SCHEDULE B to BYLAW 10566

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
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	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%

Bylaw 10566
 PORTIONS OF LAND & IMPROVEMENTS
 FOR PLACE OF PUBLIC WORSHIP

SCHEDULE B to BYLAW 10566

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	Roman Catholic Archbishop of Vancouver 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 10566

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%
Thragu 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	Thragu 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
Thragu 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	Thragu 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 10566
 PORTIONS OF LAND & IMPROVEMENTS
 FOR PLACE OF PUBLIC WORSHIP

SCHEDULE B to BYLAW 10566

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 (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

Bylaw 10566
 PORTIONS OF LAND & IMPROVEMENTS
 FOR PLACE OF PUBLIC WORSHIP

SCHEDULE B to BYLAW 10566

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
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 Program 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 Program 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 10566

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	TENANTS MAILING ADDRESS
(064-046-009) 8151 Bennett Rd	PID 006 199 631 Lot 362 of Section 16 Block 4 North Range 6 West New Westminster District Plan 47516	That portion of the property occupied by Apostolic Pentecostal Church International	Apostolic Pentecostal Church International 8151 Bennett Rd Richmond BC V6Y 1N4
(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 10566
 CHARITABLE, PHILANTHROPIC & OTHER
 NOT-FOR-PROFIT - ELDERLY CITIZENS HOUSING
 (PROVINCIAL ASSISTANCE)

SCHEDULE D to BYLAW 10566

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 10566

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	OWNER/HOLDER'S MAILING ADDRESS
(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 NW3081	Aspire Richmond Support Society (Owner) 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 NWP9740 Suburban Block J, Section 29/30	Aspire Richmond Support Society (Owner) 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(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	Aspire Richmond Support Society (Owner) 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	Aspire Richmond Support Society (Owner) 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(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
(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

SCHEDULE E to BYLAW 10566

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	OWNER/HOLDER'S MAILING ADDRESS
(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
(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
(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
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

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

SCHEDULE F to BYLAW 10566

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 10566

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 Society of 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 Society of 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 10566

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
(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	That portion of property occupied by Riverside Children's Centre	Riverside Children's Centre Developmental Disability Association 100 – 3851 Shell Road Richmond, B.C. V6X 2W2
(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

SCHEDULE G to BYLAW 10566

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(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
(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	That portion of property occupied by Treehouse Learning Centre	Treehouse Learning Centre Aspire Richmond Support Society 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(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 10566

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	That portion of the property occupied by Girl Guides of Canada	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 10566

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

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SCHEDULE H to BYLAW 10566

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 10566

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



**Consolidated 5 Year Financial Plan (2024-2028) Bylaw No. 10515,
Amendment Bylaw No. 10604**

The Council of the City of Richmond enacts as follows:

1. Schedule "A", Schedule "B", and Schedule "C" of the Consolidated 5 Year Financial Plan (2024-2028) Bylaw No. 10515, are deleted and replaced with Schedule "A", Schedule "B", and Schedule "C" attached to and forming part of this amendment bylaw.
2. This Bylaw is cited as "**Consolidated 5 Year Financial Plan (2024-2028) Bylaw No. 10515, Amendment Bylaw No. 10604**".

FIRST READING

OCT 07 2024

SECOND READING

OCT 07 2024

THIRD READING

OCT 07 2024

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 A:
CITY OF RICHMOND
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2024-2028)
AMENDED REVENUE AND EXPENSES
(In \$000's)

	2024 Amended Budget	2025 Amended Plan	2026 Amended Plan	2027 Amended Plan	2028 Amended Plan
Revenue:					
Taxation and Levies	306,676	329,002	350,202	369,190	389,906
Utility Fees	148,459	161,525	174,620	188,412	203,477
Sales of Services	55,641	57,288	57,787	58,975	60,140
Provincial and Federal Grants	28,405	29,314	30,261	30,808	31,366
Investment Income	25,635	23,356	21,174	19,180	17,300
Other Revenue	14,962	13,442	13,645	13,884	14,129
Payments In Lieu of Taxes	14,650	15,095	15,547	16,016	16,499
Licenses and Permits	12,832	13,087	13,341	13,603	13,870
Gaming Revenue	12,500	12,500	12,500	12,500	12,500
Developer Contributed Assets	45,640	45,640	45,640	71,421	45,640
Development Cost Charges	55,445	18,145	20,117	13,655	10,814
Other Capital Funding Sources	27,486	25,094	15,155	11,400	11,400
	\$748,331	\$743,488	\$769,989	\$819,044	\$827,041
Expenses:					
Law and Community Safety	158,937	163,207	170,166	176,203	182,445
Engineering and Public Works	86,187	82,971	85,105	86,598	88,113
Parks, Recreation and Culture	85,155	77,212	79,959	81,888	83,859
Planning and Development Services	42,690	35,678	32,872	33,735	35,847
Finance and Corporate Services	35,027	33,409	34,873	35,810	36,771
Corporate Administration	11,709	11,100	11,521	11,863	12,215
Fiscal	26,696	33,372	35,955	39,019	42,244
Debt Interest	4,769	3,926	3,926	3,926	3,926
Utility Budget					
Water Utility	53,745	57,997	63,033	68,419	74,415
Sanitary Sewer Utility	48,918	53,412	58,531	64,081	70,281
Sanitation and Recycling Utility	25,905	25,681	26,338	26,962	27,601
Flood Protection Utility	20,272	20,429	20,682	20,892	21,103
Richmond Olympic Oval Corporation	20,274	20,816	21,251	21,696	22,151
Richmond Public Library	12,768	12,762	13,144	13,459	13,783
	\$633,052	\$631,972	\$657,356	\$684,551	\$714,754
Annual Surplus	\$115,279	\$111,516	\$112,633	\$134,493	\$112,287

SCHEDULE A (CONT'D):

**CITY OF RICHMOND
CONSOLIDATED 5 YEAR FINANCIAL PLAN (2024-2028)
AMENDED TRANSFERS
(In \$000's)**

	2024	2025	2026	2027	2028
	Amended	Amended	Amended	Amended	Amended
	Budget	Plan	Plan	Plan	Plan
Transfers:					
Debt Principal	9,612	3,649	3,764	3,895	4,032
Transfer To Reserves	97,079	102,127	107,374	112,831	118,473
Transfer from Reserves to fund					
Operating Reserve Programs:					
Bylaw 8206	(450)	(4,200)	(400)	(400)	(400)
Bylaw 8877	(210)	(210)	(210)	(210)	(210)
Bylaw 7812 S. 1.1.1 (a)	(2,735)	(525)	(525)	(525)	(525)
Bylaw 7812 S. 1.1.1 (d)	(50)	(50)	(50)	(50)	(50)
Bylaw 7812 S. 1.1.1 (j)	(613)	(158)	(158)	(158)	(158)
Operating Reserves – Prior Years	(4,093)	-	-	-	-
Transfer To (From) Surplus	(23,940)	14,723	15,520	16,229	16,869
Capital Expenditures - Current Year	314,534	166,885	174,622	125,350	126,529
Capital Expenditures - Prior Years	231,528	290,271	310,273	318,715	307,435
Capital Expenditures – Developer					
Contributed Assets	45,640	45,640	45,640	71,421	45,640
Capital Expenditures - Richmond Public Library	610	610	610	610	610
Capital Funding	(551,633)	(507,246)	(543,827)	(513,215)	(505,958)
Transfers/Amortization offset:	\$115,279	\$111,516	\$112,633	\$134,493	\$112,287
Balanced Budget	\$-	\$-	\$-	\$-	\$-
Tax Increase	5.62%	6.05%	5.34%	4.32%	4.55%

SCHEDULE B:

CITY OF RICHMOND

CONSOLIDATED 5 YEAR FINANCIAL PLAN

AMENDED CAPITAL PLAN FUNDING SOURCES (2024-2028)

(In \$000's)

	2024 Amended	2025	2026	2027	2028
DCC Reserves					
Drainage DCC	3,861	2,723	3,906	1,609	328
Parks Acquisition DCC	39,878	3,762	3,762	3,762	3,762
Parks Development DCC	2,888	1,288	846	959	846
Roads DCC	7,277	8,559	9,828	5,878	5,878
Sanitary DCC	104	509	79	-	-
Water DCC	1,437	1,304	1,696	1,447	-
Total DCC	\$55,445	\$18,145	\$20,117	\$13,655	\$10,814
Statutory Reserves					
Capital Building and Infrastructure	58,871	29,300	45,800	27,500	15,500
Capital Reserve	69,306	15,851	22,553	15,921	21,163
Capstan Station	-	2,000	-	-	-
Drainage Improvement	13,491	-	-	-	-
Equipment Replacement	5,026	4,225	5,705	5,467	3,108
Flood Protection BL 10403	3,238	23,456	17,440	20,715	22,203
Growing Communities Reserve Fund	21,067	17,000	-	-	-
Sanitary Sewer	8,464	6,912	6,321	3,823	550
Sanitary Sewer BL 10401	8,443	-	6,675	2,800	10,789
Water Supply BL 10402	11,807	-	9,325	2,324	17,465
Watermain Replacement	9,646	9,396	10,178	8,939	-
Total Statutory Reserves	\$209,359	\$108,140	\$123,997	\$87,489	\$90,778
Other Sources					
Enterprise Fund	490	-	-	-	-
Grant and Developer Contribution	27,486	25,094	15,155	11,400	11,400
Other Sources	16,543	13,010	12,627	10,875	11,268
Sewer Levy	350	513	215	65	221
Solid Waste and Recycling	600	300	300	300	300
Steveston Community Amenity Fund	2,600	-	550	-	-
Water Levy	1,661	1,683	1,661	1,566	1,748
Total Other Sources	\$49,730	\$40,600	\$30,508	\$24,206	\$24,937
Total Capital Program	\$314,534	\$166,885	\$174,622	\$125,350	\$126,529

SCHEDULE C:

**CITY OF RICHMOND
 CONSOLIDATED 5 YEAR FINANCIAL PLAN (2024-2028)
 AMENDED STATEMENT OF POLICIES AND OBJECTIVES**

Revenue Proportions By Funding Source

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

Objective:

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

Policies:

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

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2024.

Table 1:

Funding Source	% of Total Revenue
Property Taxes	49.5%
User Fees	23.9%
Sales of Services	9.0%
Provincial and Federal Grants	4.6%
Investment Income	4.1%
Payments in Lieu of Taxes	2.4%
Licenses and Permits	2.1%
Gaming Revenue	2.0%
Other	2.4%
Total Operating and Utility Funding Sources	100.0%

SCHEDULE C (CONT'D):

**CITY OF RICHMOND
 CONSOLIDATED 5 YEAR FINANCIAL PLAN (2024-2028)
 AMENDED STATEMENT OF POLICIES AND OBJECTIVES**

Distribution of Property Taxes

Table 2 provides the 2024 distribution of property tax revenue among the property classes.

Objective:

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

Policies:

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

Table 2: (Based on the 2024 Revised Roll figures)

Property Class	% of Tax Burden
Residential (1)	57.20%
Business (6)	32.20%
Light Industry (5)	8.62%
Others (2,3,4,8 & 9)	1.98%
Total	100.00%

Permissive Tax Exemptions

Objective:

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

Policy:

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



Development Permit Panel
Wednesday, October 9, 2024

Time: 3:30 p.m.
Place: Remote (Zoom) Meeting
Present: Wayne Craig, General Manager, Planning and Development, Chair
Roeland Zwaag, General Manager, Engineering and Public Works
Kirk Taylor, Director, Real Estate Services

The meeting was called to order at 3:30 p.m.

MINUTES

It was moved and seconded
That the minutes of the meeting of the Development Permit Panel held on September 25, 2024 be adopted.

CARRIED

1. DEVELOPMENT PERMIT 23-029476
(REDMS No. 7799954)

APPLICANT: Interface Architecture Inc.
PROPERTY LOCATION: 5800, 5840, 5860 Granville Avenue
INTENT OF PERMIT:

- 1. Permit the construction of 18 townhouse units at 5800, 5840, 5860 Granville Avenue on a site zoned "Low Density Townhouses (RTL4)"; and
2. Vary the provisions of Richmond Zoning Bylaw 8500 to:
(a) reduce the minimum exterior side yard (north yard) from 6.0 m to 4.5 m.
(b) permit an electrical closet projection of 0.6 m into the front yard (west yard).

Development Permit Panel Wednesday, October 9, 2024

Applicant's Comments

Ken Chow, Interface Architecture Inc., with the aid of a visual presentation (attached to and forming part of these minutes as Schedule 1), provided background information on the proposed development, highlighting the following:

- the proposed site layout and design of the townhouse buildings fit well with the existing surrounding housing context which predominantly consists of two-storey single-family dwellings;
- the proposed exterior cladding materials and colours for the townhouse buildings are consistent with the residential character of the proposed development;
- the adjacent single-detached dwellings to the east of the subject site have redevelopment potential for a townhouse development;
- the proposed vehicular entry to the subject site is from Granville Avenue to avoid traffic congestion on Ledway Road and is intended to provide shared access to the properties to the east should they redevelop in the future;
- the existing bus stop on Granville Avenue immediately adjacent to the north of the subject site will be retained;
- a T-shaped central drive aisle is proposed in the subject site to allow for adequate manoeuvring space for vehicles including fire and garbage trucks;
- the size of the proposed common outdoor amenity at the southeast corner of the site exceeds the minimum requirement and has the potential to be consolidated with the common outdoor amenity space of the adjacent properties to the east should they redevelop in the future;
- resident parking is provided mainly in the garages of townhouse units while some units are provided with outdoor surface parking stalls; and
- two convertible units are proposed at the two-storey duplex buildings at the rear of the subject site.

Donald Duncan, of Donald V.S. Duncan Development Consultant Landscape Architect, with the aid of another visual presentation, briefed the Panel on the main landscape features of the project, noting the following:

- existing trees that have been identified for retention include, among others, a group of on-site trees at the corner of Granville Avenue and Ledway Road, a cherry tree along Ledway Road, a tree adjacent to the subject site's driveway entry off Granville Avenue, and some trees on the adjacent property to the south;
- the proposed frontage planting consists of different types of plant materials with a variety of textures and colours to provide visual interest to pedestrians passing by;
- the proposed interior planting includes, among others, small trees and shrubs, and shade tolerant groundcovers;

Development Permit Panel

Wednesday, October 9, 2024

- the proposed common outdoor amenity includes, among others, a children’s play area with a play structure that provides multiple play opportunities, an adult seating area, a mail kiosk, and bicycle parking;
- landscaping along the rear of the site includes, among others, small trees, significant lawn areas and evergreen hedges;
- a pedestrian pathway with entry trellis is proposed off Ledway Road; and
- permeable pavers are proposed on portions of the drive aisle, including at the driveway entrance, residents’ and visitors’ surface parking stalls, and the pedestrian entry off Ledway Road.

Staff Comments

Joshua Reis, Director, Development noted that (i) the project provides two convertible units, (ii) the proposed variances are technical in nature and have been reviewed and supported by staff, and (iii) servicing and frontage works associated with the project were identified at the Rezoning Application review process and include storm sewer upgrades along Ledway Road, boulevard improvements along Granville Avenue and Ledway Road, and (iv) a Servicing Agreement is required prior to Building Permit issuance.

Panel Discussion

In reply to queries from the Panel, the applicant noted that (i) the proposed paving for the subject site includes standard asphalt and tan-coloured permeable pavers for the drive aisle, a slightly lighter tone for the permeable pavers at the pedestrian entries to the townhouse units, and broom finish concrete for the plaza area in the common outdoor amenity area, (ii) permeable paving materials are proposed for the townhouse units’ pedestrian connections to the sidewalk along Granville Avenue to identify them as private walkways, (iii) the drive aisle at the entrance to the subject site off Granville Avenue will provide shared vehicle access to neighbouring properties to the east when they redevelop in the future, (iv) a number of existing trees on the site and on neighbouring properties will be retained and protected, (v) the group of trees at the corner of Granville Avenue and Ledway Road consist primarily of cedar and will be pruned as required to maintain safety sightlines for the intersection, (vi) the size of the proposed lawn area at the corner of Granville Avenue and Ledway Road would be impacted by ground spaces occupied by existing trees, and (v) any potential drainage issues related to grading due to the retention of trees at the northwest corner would be addressed by the applicant.

As a result of the discussion on the retention of existing trees and its impact on grading at the northwest corner of the subject site, the Chair requested that should the application move forward, the landscape architect should work with the project arborist to ensure that any potential drainage issues in that area would be managed.

Development Permit Panel
Wednesday, October 9, 2024

With regard to the proposed children’s play area located at the southeast corner of the subject site, it was clarified that (i) it is intended for the private use of residents of the proposed development, (ii) should the adjacent property to the east redevelop in the future, their children’s play area could be located adjacent to the children’s play area of the subject site, and (iii) the two future adjacent children’s play areas could be potentially consolidated to create a larger children’s play area for the shared use of the two developments subject to an agreement between the future strata corporations of the two developments.

Correspondence

None.

Gallery Comments

None.

Panel Discussion

The Panel expressed support for the project, noting the applicant’s efforts to (i) retain the existing mature vegetation on the subject site and neighbouring properties, and (ii) maintain the grading along the perimeter of the site and the hedging on the adjacent properties.

Panel Decision

It was moved and seconded

That a Development Permit be issued which would:

1. *permit the construction of 18 townhouse units at 5800, 5840, 5860 Granville Avenue on a site zoned “Low Density Townhouses (RTL4)”;* and
2. *vary the provisions of Richmond Zoning Bylaw 8500 to:*
 - (a) *reduce the minimum exterior side yard (north yard) from 6.0 m to 4.5 m.*
 - (b) *permit an electrical closet projection of 0.6 m into the front yard (west yard).*

CARRIED

2. New Business

It was moved and seconded

That the Development Permit Panel meeting tentatively scheduled on Wednesday, October 23, 2024 be cancelled.

Development Permit Panel
Wednesday, October 9, 2024

3. **Date of Next Meeting: November 14, 2024**

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (4:15 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Development Permit Panel of the Council of the City of Richmond held on Wednesday, October 9, 2024.

Wayne Craig
Chair

Rustico Agawin
Committee Clerk

Schedule 1 to the Minutes of the Development Permit Panel meeting held on Wednesday, October 9, 2024

DEVELOPMENT PERMIT APPLICATION

RESUBMISSION: SEPT 17, 2024

PROPOSED 18-UNIT TOWNHOUSE DEVELOPMENT
5800 / 5840 / 5860 GRANVILLE AVENUE

RZ 21-922202 / DP 23-029476



PERSPECTIVE VIEW

CNCL - 252



CONTEXTUAL MAP



5800 GRANVILLE AVENUE ALONG GRANVILLE AVE



5800 GRANVILLE AVENUE



7801 LEDBET ROAD

5800 GRANVILLE AVE

5800 GRANVILLE AVENUE ALONG LEDBET ROAD

ZONING SUMMARY

Richmond Zoning and Development Bylaw No. 8500

• VARIANCE REQUESTED

LOT ZONING: RTLA PROPOSED (CURRENTLY: RS1E)
 USES: LOW DENSITY TOWNHOUSES
 LOT SIZE: GROSS AREA 34,046 SF = 0.78 ACRES = 3,163 M²
 CORNER CUT: 8 M² (4M x 4M)
 NET AREA: 3,155 M² (33,960 SF)

	PERMITTED / REQUIRED	PROJECT SPECIFIC (PROPOSED)
MIN. LOT SIZE	50M (W) X 35M (D)	71.9M (W) X 45.1M X 20M (D)
DENSITY (MAX)	FAR 0.60 - 0.1 AMENITY	FAR 0.60 (1891.61 M ² / 3,155 M ²) [20,361 SF / 33,960 SF]
LOT COVERAGE	40% MAX FOR BUILDINGS	35.6% (1,128.2 M ² / 3,155 M ²) [12,144 SF / 33,960 SF]
LOT IMPERMEABLE:	65% MAX NON-POROUS	57.6% (1,817.5 M ² / 3,155 M ²) * SEE L1-G2 FOR OVERLAY
	25% MIN. LIVE PLANTS	27.2% (857.8 M ² / 3,155 M ²) * SEE L1-G2 FOR OVERLAY
YARD SETBACKS		
FRONT (W) (LEADWAY)	6.0 M (19.687) MIN	6.05M (19.687)
SIDE (N) (GRANVILLE)	6.0 M (19.687) MIN	4.55M (14.96)
SEE (S)	3.0 M (9.843) MIN	6.05M (19.687)
REAR (E)	3.0 M (9.843) MIN	10.70M (35.107) AT BUILDING 5 10.70M (35.107) AT BUILDING 1
YARD PROJECTIONS:		
MAX. BUILDING HEIGHT	1.5 M MAX FRONT YARD	N/A
	1.0 M FRONT 0.4 M REAR	N/A
	1.5 M BUT NOT AT SIDE	1.63M
	BY CASE	N/A
	0.6 M MAX, BUT NOT AT FRONT	0.6 M
	MAX. 12 M 3-STORY	11.03 M - 3-STORY (BUILDING 1 & 2) 8.92 M - 2-STORY (BUILDING 3) 8.99 M - 2-STORY (BUILDING 4 & 5)
BUILDING HEIGHT MAX		
FLOOR MIN. CL.	TOP OF HABITABLE FLOOR AT 0.3 M MIN. ABOVE HIGHEST ROAD CROWN	SET FCL AT 1.03 M (3.35 FT) (ROAD CROWN IS 1.33 M)

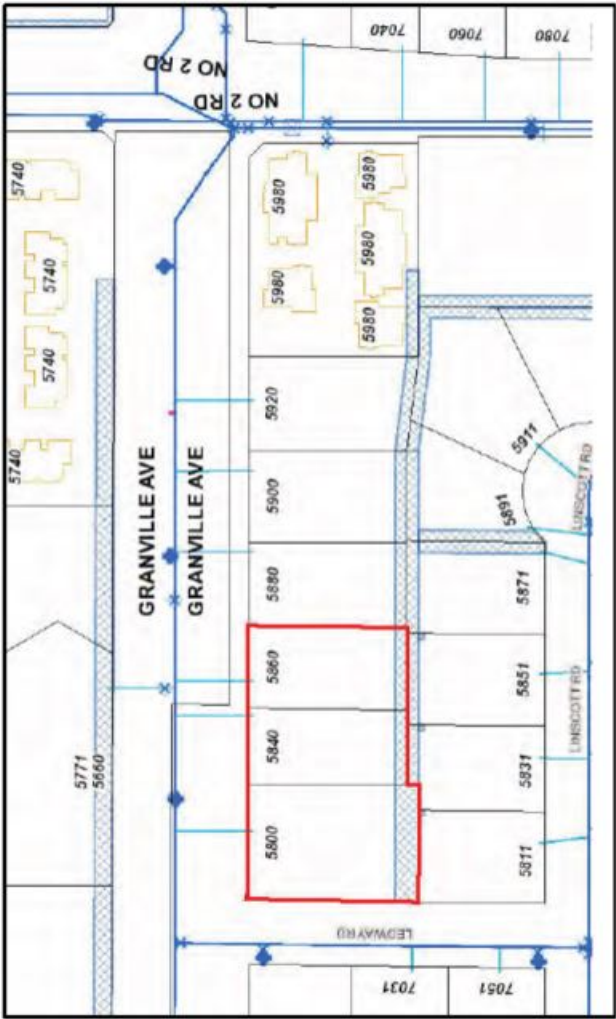
GNCL - 253

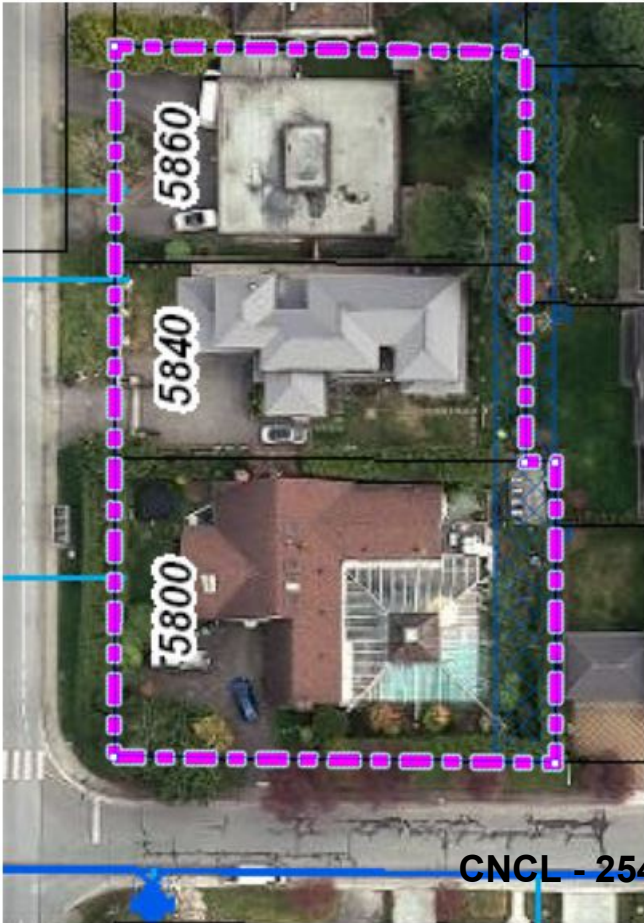


CONTEXTUAL MAP

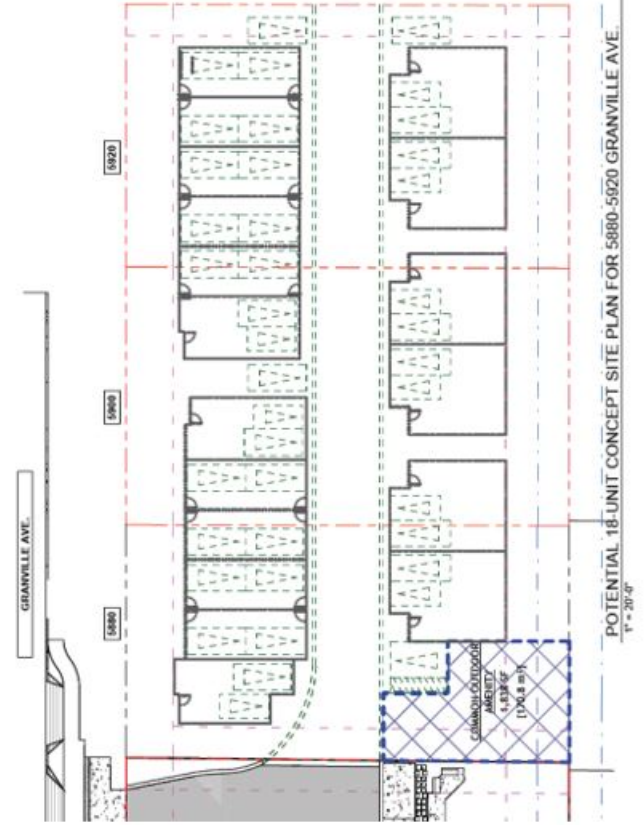


5760 GRANVILLE AVENUE ALONG GRANVILLE AVE.





CNCL - 254

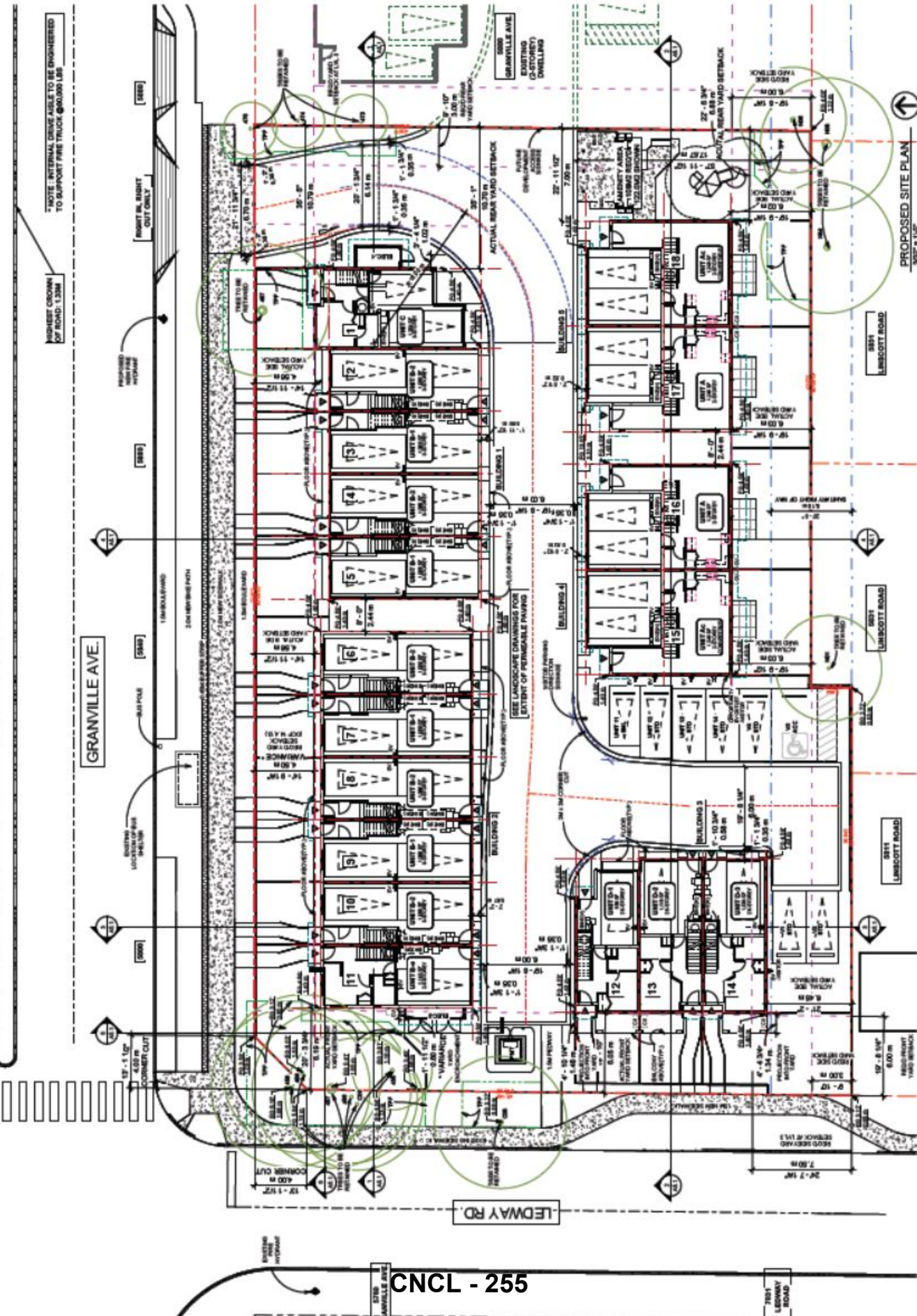


POTENTIAL 18-UNIT CONCEPT SITE PLAN FOR 5880-5920 GRANVILLE AVE.
1" = 20'-0"



7031 LEDWAY ROAD

5760 GRANVILLE AVENUE ALONG LEDWAY ROAD



PROPOSED SITE PLAN
 1/8" = 1' = 0"

*NOTE: INTERNAL DRIVE ASBLE TO BE ENGINEERED TO SUPPORT FIRE TRUCK @80,000 LBS

HIGHEST CROWN OF ROAD: 1.33M

GRANVILLE AVE

LEDWAY RD

CNCL - 255

5891 LINCOLNTON ROAD

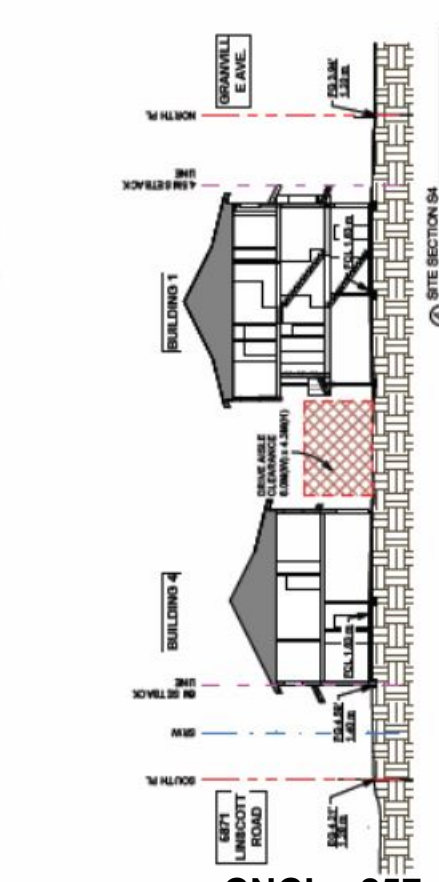
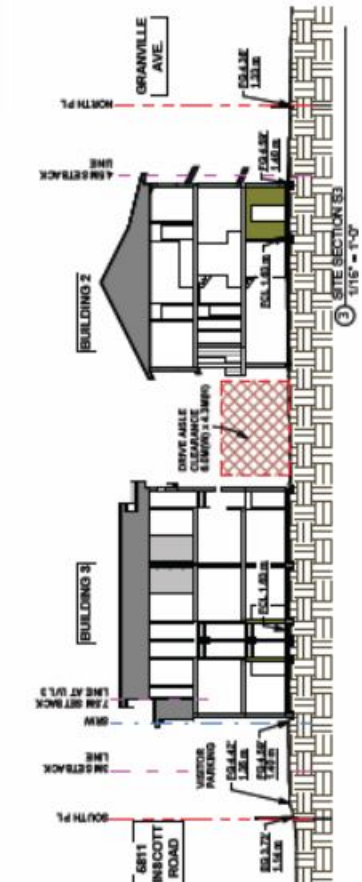
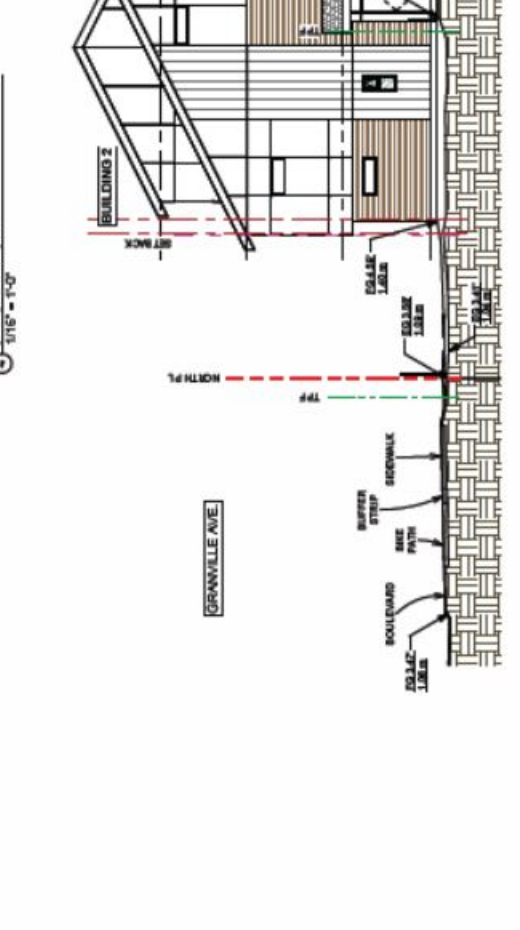
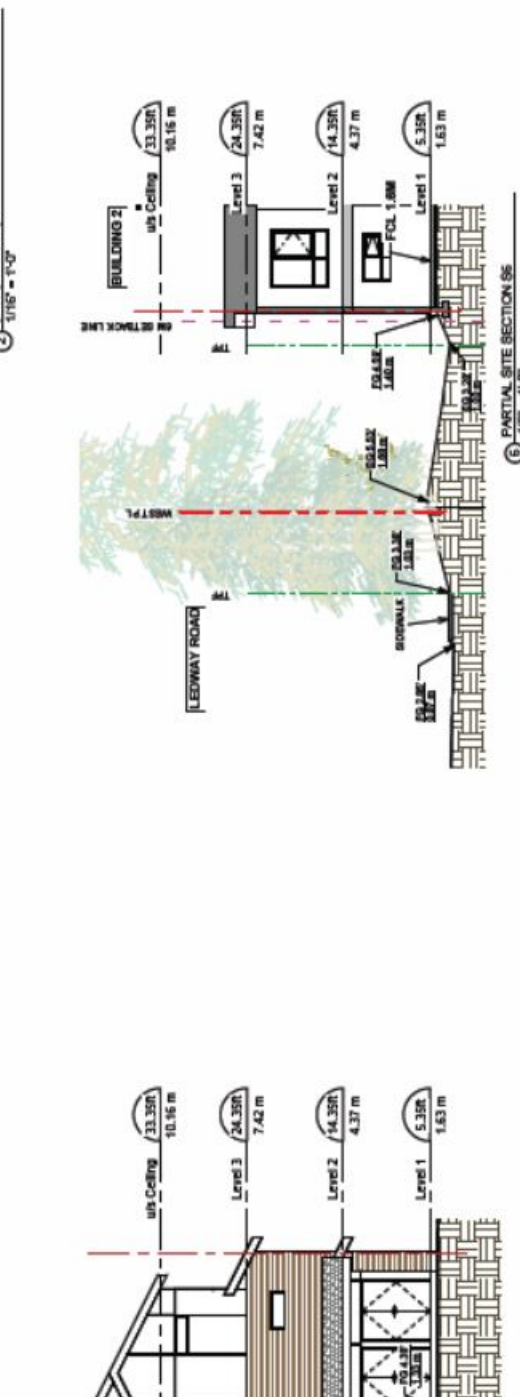
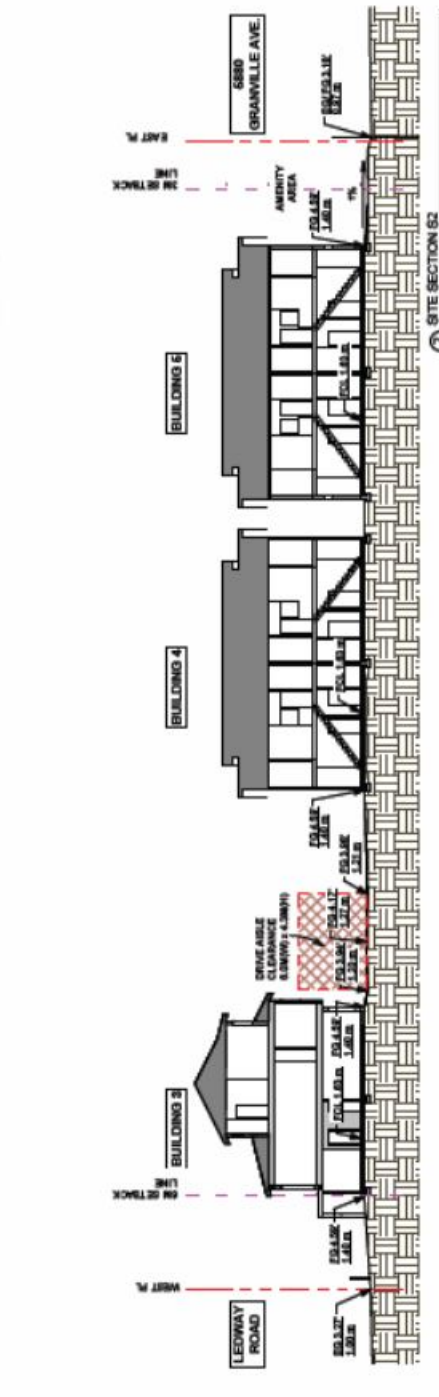
5891 LINCOLNTON ROAD

5891 LINCOLNTON ROAD

5891 LINCOLNTON ROAD

5700 GRANVILLE AVE

700 LEDWAY ROAD





STREETSCAPE ALONG GRANVILLE AVENUE

- 1** | **2A** | **3** | **14** | **4** | **5** | **6**

1 PINK CONCRETE PANEL, WOODEN BRICK, ALUMINUM PANEL BOTTOM, CONCRETE PANEL TOP

2A PINK CONCRETE PANEL, WOODEN BRICK, ALUMINUM PANEL BOTTOM, CONCRETE PANEL TOP

3 | **14** PINK CONCRETE PANEL, WOODEN BRICK, ALUMINUM PANEL BOTTOM, CONCRETE PANEL TOP

4 METAL PANELS WITH HORIZONTAL SLATS, PINK CONCRETE PANEL TOP

5 | **6** METAL PANELS WITH HORIZONTAL SLATS, PINK CONCRETE PANEL TOP

7 ALUMINUM PANEL BOTTOM, CONCRETE PANEL TOP

8 | **11** METAL PANELS WITH HORIZONTAL SLATS, PINK CONCRETE PANEL TOP

9 METAL PANELS WITH HORIZONTAL SLATS, PINK CONCRETE PANEL TOP

10 | **12** METAL PANELS WITH HORIZONTAL SLATS, PINK CONCRETE PANEL TOP

13 METAL PANELS WITH HORIZONTAL SLATS, PINK CONCRETE PANEL TOP

14 METAL PANELS WITH HORIZONTAL SLATS, PINK CONCRETE PANEL TOP



STREETSCAPE ALONG LEDWAY ROAD





PERSPECTIVE IMAGE - BIRD EYE VIEW LOOKING SOUTH-EAST



CNCL - 260

PERSPECTIVE IMAGE - BIRD EYE VIEW LOOKING NORTH-EAST



PERSPECTIVE IMAGE - BIRD EYE VIEW LOOKING SOUTH-WEST



PERSPECTIVE IMAGE - PEDESTRIAN VIEW LOOKING SOUTH-WEST



CNCL - 263

PERSPECTIVE IMAGE - PEDESTRIAN VIEW LOOKING NORTH-EAST

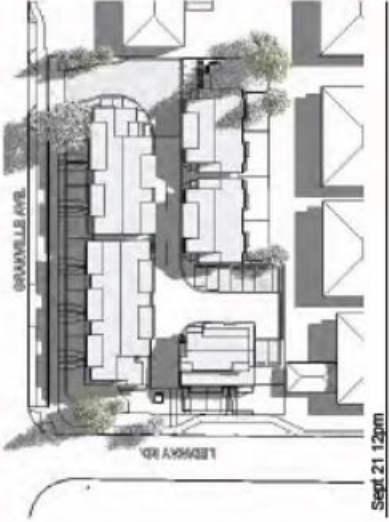


PERSPECTIVE IMAGE - PEDESTRIAN VIEW DRIVE AISLE LOOKING WEST

AUTUMN EQUINOX



Sept 21 9am



Sept 21 12pm



Sept 21 3pm

SUMMER SOLSTICE



June 21 9am



June 21 12pm



June 21 3pm

SPRING EQUINOX



March 21 9am

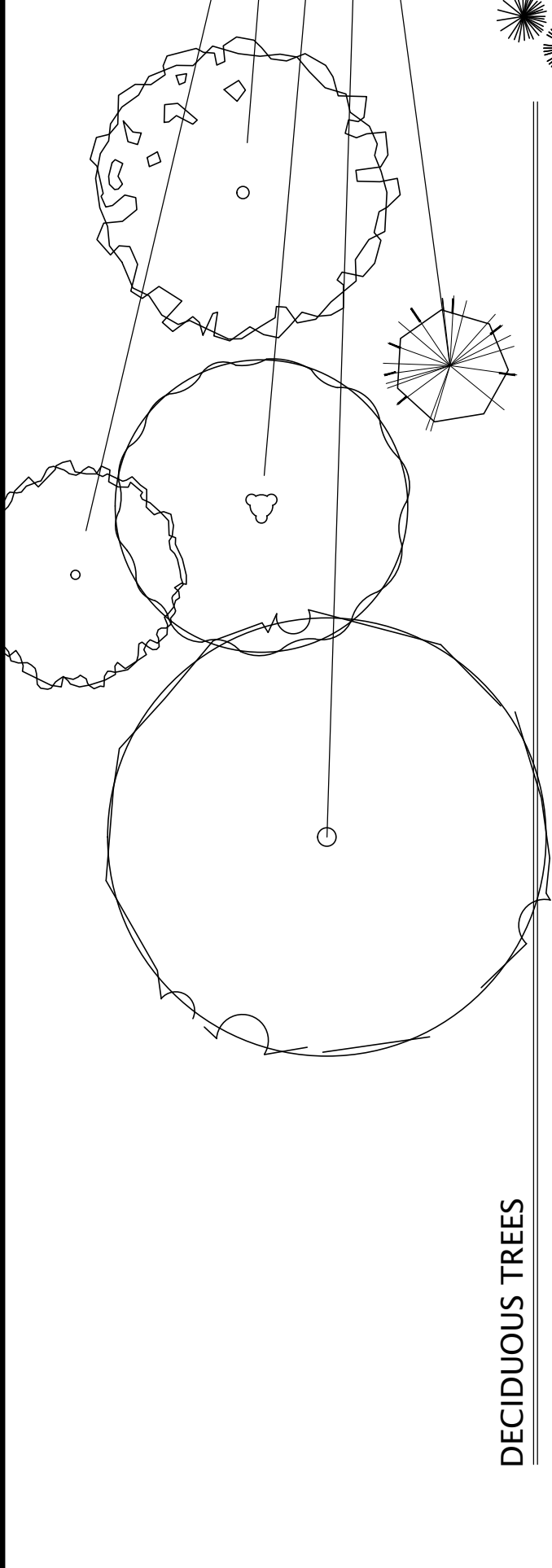


March 21 12pm



March 21 3pm

CNCL - 265



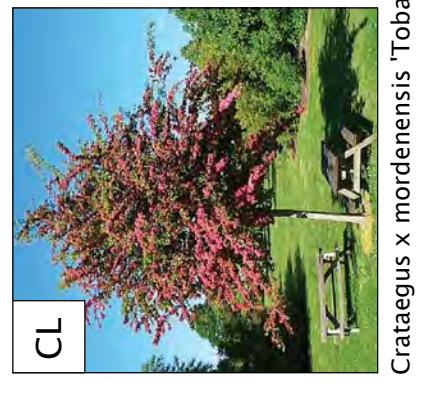
DECIDUOUS TREES



AC Acer circinatum



CN Cornus nuttallii



CL Crataegus x mordenensis 'Toba'



GT Gleditsia triacanthos

CONIFEROUS TREES



tm Taxus x media 'Hicksii'



PO Picea omorika

FERNS



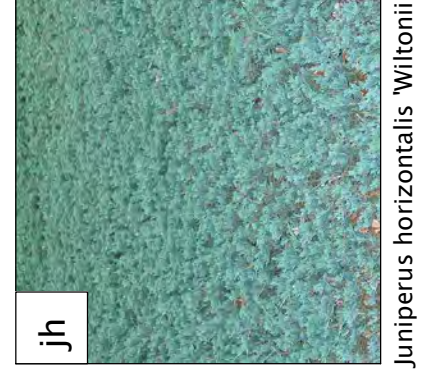
pm Polystichum munifolium

PERENNIALS



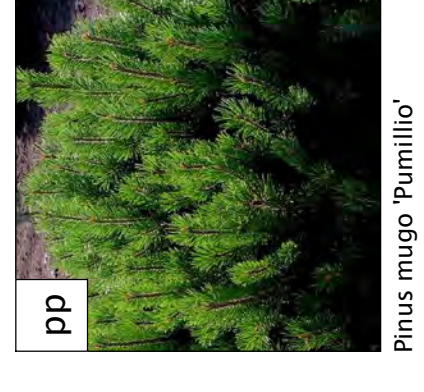
aj Ajuga reptans 'Chocolate Chip'

CONIFEROUS SHRUBS



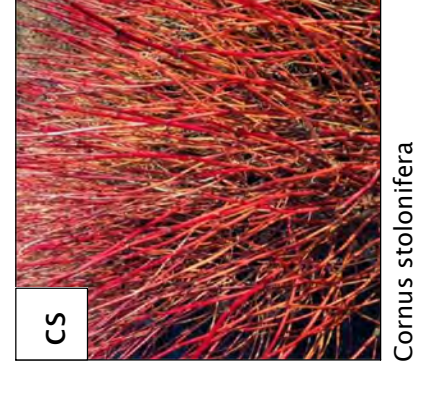
jh Juniperus horizontalis 'Wiltonii'

GROUND COVER



pp Pinus mugo 'Pumilio'

DECIDUOUS SHRUBS



cs Cornus stolonifera

PLANT LIST

CODE	QTY	SCIENTIFIC NAME	COMMON NAME	SIZE	COMMENTS	MATURE SIZE	SPACING
AC	6	Acer circinatum	Vine Maple	4m clump	8&8 min. 60cm root ball dia.	10m height 5m spread	AS SHOWN
CN	6	Cornus nuttallii	Pacific Dogwood	8cm cal	15cm standard 8&8 min. 70cm root ball dia.	10m height 9m spread	AS SHOWN
CL	4	Crataegus x mordenensis 'Toba'	Toba Hawthorn	8cm cal	15cm standard 8&8 min. 70cm root ball dia.	6m height 6m spread	AS SHOWN
GT	1	Gleditsia triacanthos	Honey Locust	8cm cal	15cm standard 8&8 min. 70cm root ball dia.	21m height 21m spread	AS SHOWN
PO	7	Picea omorika	Serbian Spruce	4.0 m ht.	Dense Tight Habit 8&8 min. 80cm root ball dia.	16m height 6m spread	AS SHOWN

CONFEROUS SHRUBS

CODE	QTY	SCIENTIFIC NAME	COMMON NAME	SIZE	COMMENTS	MATURE SIZE	SPACING
jw	8	Juniperus horizontalis 'Wiltonii'	Blue Rug Juniper	#2 pot	min. 30cm spread	120cm height 120cm spread	60cm
pp	16	Pinus mugo 'Pumilio'	Dwarf Mugo Pine	#2 pot	min. 30cm spread	125cm height 200cm spread	75cm
tm	127	Taxus x media 'Hicksii'	Hick's Yew	1.2m	min. 30cm spread use #1 pot in TPA - 28 ttl	150cm height 120cm spread	75cm
ts	32	Thuja o. 'Smaragd'	Smaragd Hedging Cedar	1.5m	min. 30cm spread	400cm height 100cm spread	75cm

BROADLEAF EVERGREEN SHRUBS

CODE	QTY	SCIENTIFIC NAME	COMMON NAME	SIZE	COMMENTS	MATURE SIZE	SPACING
ah	41	Azalea japonica 'Hino Crimson'	Crimson Japanese Azalea	#2 pot	min. 200mm height	100cm height 120cm width	75cm
au	13	Arbutus unedo 'Compacta'	Dwarf Strawberry Tree	#5 pot	min. 45cm height use #1 pot in TPA - 6 ttl	300cm height 300cm spread	100cm
gs	119	Gaultheria shallon	Salal	#1 pot	min. 20cm height	100cm height 100cm spread	65cm
sj	28	Skimmia japonica	Japanese Skimmia	#2 pot	min. 45cm height use #1 pot in TPA - 4 ttl	100cm height 130cm spread	75cm
ri	42	Rhododendron 'Impeditum'	Impeditum Rhododendron	#2 pot	min. 30cm height use #1 pot in TPA - 3 ttl	60cm height 75cm spread	75cm
vo	103	Vaccinium ovatum 'Thunderbird'	Evergreen Huckleberry	#2 pot	min. 60cm height use #1 pot in TPA - 5 ttl	180cm height 190cm spread	75cm

DECIDUOUS SHRUBS

CODE	QTY	SCIENTIFIC NAME	COMMON NAME	SIZE	COMMENTS	MATURE SIZE	SPACING
cs	18	Cornus stolonifera	Redtwig Dogwood	#1 pot	min. 50cm height heavy	300cm height 200cm spread	90cm
cc	2	Cotinus coggy. 'Royal Purple'	Smoke Tree	#5 pot	min. 60cm height heavy	200cm height 150cm width	90cm
rs	7	Ribes s. 'King Edward VII'	King Edward VII Currant	#1 pot	min. 40m height	240cm height 120cm spread	75cm

PERENNIALS

CODE	QTY	SCIENTIFIC NAME	COMMON NAME	SIZE	COMMENTS	MATURE SIZE	SPACING
aj	45	Astilbe x japonica 'Rheinland'	Rheinland False Spirea	#1 pot	min. 25cm height	55cm height 60cm spread	45cm

GROUND COVERS

CODE	QTY	SCIENTIFIC NAME	COMMON NAME	SIZE	COMMENTS	MATURE SIZE	SPACING
pm	8	Polystichum munifolium	Swordfern	#1 pot	min. 25cm height	100cm height 100cm spread	60cm
ar	586	Ajuga reptans 'Chocolate Chip'	Chocolate Bugleweed	10cm pot	min. 25cm spread 30cm O.C.	10cm height 60cm spread	30cm
la		Laurel	Shade Tolerant Blend				30cm

GENERAL NOTES

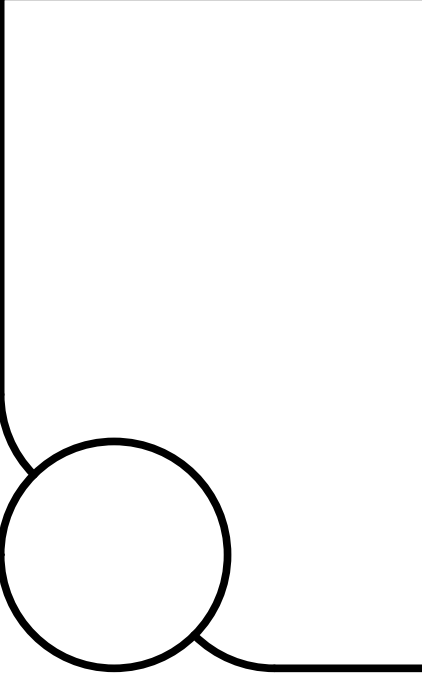
- COMPLIANCE GOVERNMENT - ALL WORK SHALL BE COMPLETED TO THE SATISFACTION OF THE CITY OF RICHMOND AND SHALL COMPLY WITH ALL REGULATIONS OF THE SWA. CONTRACTORS SHALL ENSURE COMPLIANCE OF ALL WORK PRIOR TO INSTALLATION.
- COMPLIANCE BCNTA/BCSLA - ALL MATERIAL, SHIPPING PROCEDURES, AND INSTALLATION OF LANDSCAPE ELEMENTS SHALL CONFORM TO LATEST EDITION OF BCNTA/BCSLA LANDSCAPE STANDARD AVAILABLE AT COMMENCEMENT OF WORK.
- COMPLIANCE MIICD - ALL WORKS SHALL CONFORM TO THE LATEST MIICD DETAILS AND SPECIFICATIONS AVAILABLE AT COMMENCEMENT OF WORK. THE DRAWING SET OR ATTACHED MATERIALS PROVIDED IN THE DRAWING SET OR ATTACHED MATERIALS.
- EXISTING SERVICES - REFER TO ENGINEERING DRAWINGS FOR LOCATIONS OF ALL BURIED SERVICES. CONTRACTOR IS RESPONSIBLE FOR OBTAINING AND PAYING FOR ALL UTILITIES LOCATIONS AND ANY AND ALL COSTS WHICH ARISE FROM DAMAGE TO SERVICES CAUSED BY ANY ACT OR FAILURE TO ACT OF THE CONTRACTOR.
- COORDINATION - THESE DRAWINGS SHALL BE TAKEN TO BE PART OF THE SET OF THESE DRAWINGS. ANY DISCREPANCIES BETWEEN THE ASSOCIATED BOLLIVARD WORKS, THESE DRAWINGS SHALL BE READ IN CONCERT WITH SUCH DOCUMENTATION AND WHERE CONFLICTS ARISE, THE CONTRACTOR SHALL IMMEDIATELY REPORT SUCH CONFLICTS TO THE LANDSCAPE ARCHITECT. THE WORK IS TO BE DONE IN COORDINATION WITH THE CONTRACTOR OR CONTRACTORS ENGAGED IN CONSTRUCTION OF SUCH ADJACENT WORKS.
- CONCRETE FORMS - THE CONTRACTOR SHALL COMPARE DIMENSIONS PROVIDED ON SITE CONSTRUCTION IMMEDIATELY WITH ANY CONCRETE FORMS PROVIDED BY ARCHITECT AND THE ENGINEER. ONCE COMPLETED THE CONTRACTOR SHALL CALL FOR INSPECTION OF THE FORMS PRIOR TO PLACING STEEL REINFORCEMENT. CONTACT LANDSCAPE ARCHITECT A MINIMUM OF 48 HOURS PRIOR TO DESIRED INSPECTION TIME.
- CONCRETE REINFORCEMENT - ALL CONCRETE REINFORCEMENT SHALL BE INSPECTED AND APPROVED BY THE STRUCTURAL ENGINEER PRIOR TO POURING OF CONCRETE. CONTACT STRUCTURAL ENGINEER A MINIMUM OF 48 HOURS PRIOR TO DESIRED INSPECTION TIME.
- GRADING, GENERAL - THE CONTRACTOR SHALL ESTABLISH GRADES SUCH THAT THERE IS, IN ALL AREAS, POSITIVE DRAINAGE TO AN ADJACENT DRAIN. MINIMUM SLOPES SHALL BE AS FOLLOWS:
PEDESTRIAN PAVED AREAS 1%
VEHICULAR PAVED AREAS 1%
LAWN AREAS 2%
PLANTED BEDS 5%
- GRADING, ALLOWANCES AND TOPSOIL PLACEMENT - OVERALL DEPTH OF PLANTING MEDIUM AFTER SETTLEMENT SHALL BE:
GRASS BEDS 150 MM
SHRUB BEDS 450 MM
GROUND COVER AREAS 300 MM
TREES 600 MM
N.B. ALL SOIL SHALL BE TESTED NOT MORE THAN 14 DAYS PRIOR TO INSTALLATION ON SITE. TESTING SHALL BE SPECIFIC TO THIS WORK. CONTRACTOR SHALL AMEND THE SOIL ACCORDING TO THE RECOMMENDATIONS OF THE SOILS TESTING LAB.
- GRADING, BUILDING FINISHED FLOOR & CORNER ELEVATIONS - SEE ARCHITECTURAL DRAWINGS.
- GRADING, GENERAL RETENTION WORKS - ALL RETENTION WORKS, EITHER SHOWN HERE OR REQUIRED DUE TO UNANTICIPATED CONDITIONS AT THE TIME OF CONSTRUCTION, SHALL BE SPLIT FACED ALLAN BLOCK, WITH THE EXCEPTION OF RETAINING WORKS IN THE SIDE YARD DRAINAGE AREAS SPECIFICALLY NOTED AS PRESSURE TREATED WOOD. SHOULD UNANTICIPATED RETAINING WALLS BE REQUIRED, THE LANDSCAPE ARCHITECT SHALL INFORM THE CITY IN WRITING OF THE LOCATION, HEIGHT AND EXTENT OF SUCH WALL.
- PLANT MATERIAL QUANTITIES - CONTRACTOR SHALL CONFIRM ALL PLANT MATERIAL QUANTITIES. ANY DISCREPANCIES BETWEEN THE PLANT LIST AND THE DRAWING SHALL BE REPORTED TO THE CONSULTANT. IN CASE OF DISCREPANCY CONTRACTOR SHALL INSTALL PLANT MATERIAL AS PER DRAWING. IN CIRCUMSTANCES WHERE THERE IS A DISCREPANCY BETWEEN GROUND COVER QUANTITY AND SPACING THE SPACING REQUIREMENT WILL PREVAIL.
- PLANT MATERIAL SUBSTITUTIONS - NO SUBSTITUTIONS TO PLANT LIST SHALL BE MADE BY CONTRACTOR WITHOUT PRIOR WRITTEN AUTHORIZATION FROM CONSULTANT.
- PLANT MATERIAL HEALTH - ALL PLANT MATERIALS MUST BE DISEASE FREE FROM CERTIFIED NURSERIES.
- MULCH - PLANTING AREAS SHALL BE MULCHED WITH 50 MM OF HEM/FIR BARK MULCH. THE USE OF CEDAR MULCH OR ANY MIX CONTAINING CEDAR IS NOT PERMITTED.
- IRRIGATION - AN IRRIGATION SYSTEM SHALL BE INSTALLED AS A DESIGN/BUILD BY AN ACCREDITED IRRIGATION CONTRACTOR. THE SYSTEM SHALL PROVIDE FULL COVERAGE. THE GENERAL CONTRACTOR SHALL PROVIDE SLEEVES AND CORING AS NECESSARY. A PLAN OF THE PROPOSED SYSTEM SHALL BE PROVIDED TO THE LANDSCAPE ARCHITECT FOR APPROVAL PRIOR TO INSTALLATION.
- ANY CONTINUOUS PLANTINGS HAVING THE POTENTIAL TO FORM A HEDGE-LIKE SHRUB MASS ALONG STREET FRONTAGES ARE TO BE MAINTAINED AT A MAXIMUM HEIGHT OF 1.2M.

RESIDENTIAL DEVELOPMENT
5800 GRANVILLE AVENUE
RICHMOND BC

DATE	ISSUED FOR	REV
2020-12-23	REZONING	A
2023-05-18	REZONING	B
2023-09-21	D.P.	C
2024-03-12	STREET TREES	C
2024-05-08	D.P.	D
2024-05-30	D.P.	E
2024-07-05	D.P.	F
2024-08-29	D.P.	G
2024-09-17	D.P.	H

All dimensions shall be confirmed on site and discrepancies reported immediately. Required setbacks shall govern in all cases.
This drawing has been prepared solely for the use of the CLIENT and there are no representations of any kind made by Donald V. S. Duncan to any party with whom Donald V. S. Duncan has not entered into a contract.
This drawing shall not be used for construction purposes until the seal appearing hereon is signed and dated by the Landscape Architect.

Consultants
Architectural:
Arboret:
Civil:
Structural:
Mechanical:
Electrical:



DV SD Donald V. S. Duncan
DEVELOPMENT CONSULTANT
LANDSCAPE ARCHITECT
603 - 270 Eleventh Street
New Westminster BC
Canada V3M 6N9
778-791-4323
dvsduncan@gmail.com

RICHMOND FILE #
DP 23-029476

Project Leader
DVS Duncan
Drawn
DVS Duncan
Revision

Residential Development
5800 Granville (Granville & Ledway)
Richmond BC

Prepared for:
HorizonDevelopmentWest
6831 Gamba Drive
Richmond BC V7C 2G4

NOTES & SYMBOLS

Check Scale (may be photo reduced)
0 10mm
0 1inch

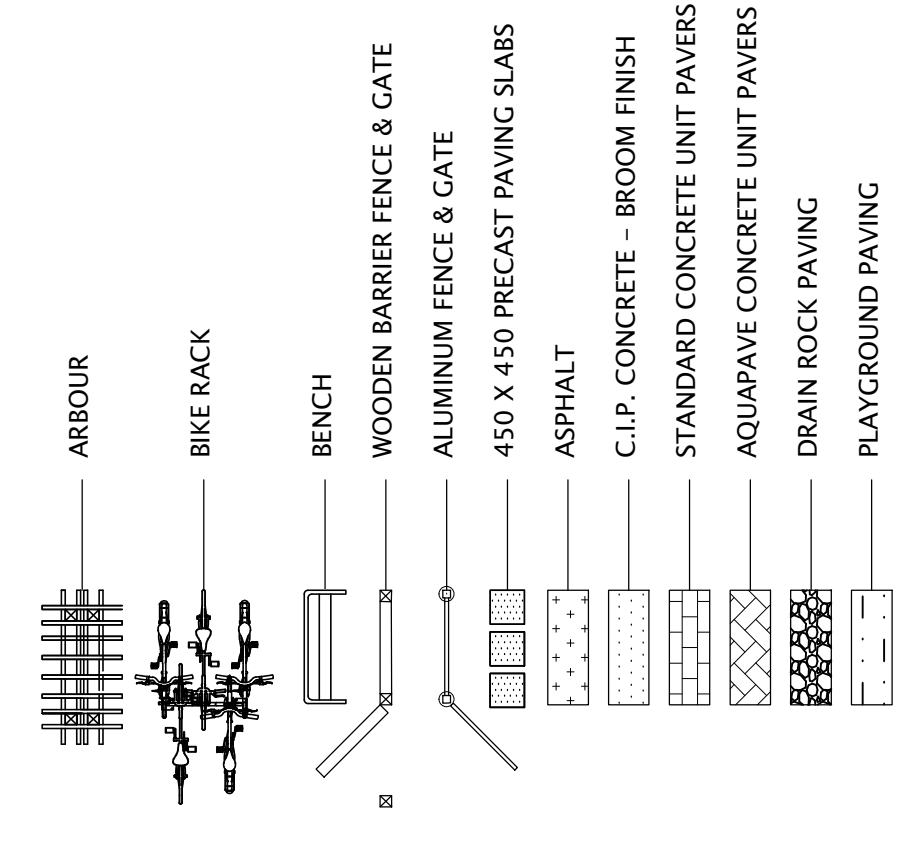
Project No. 20-0089

Drawing No. LO-01

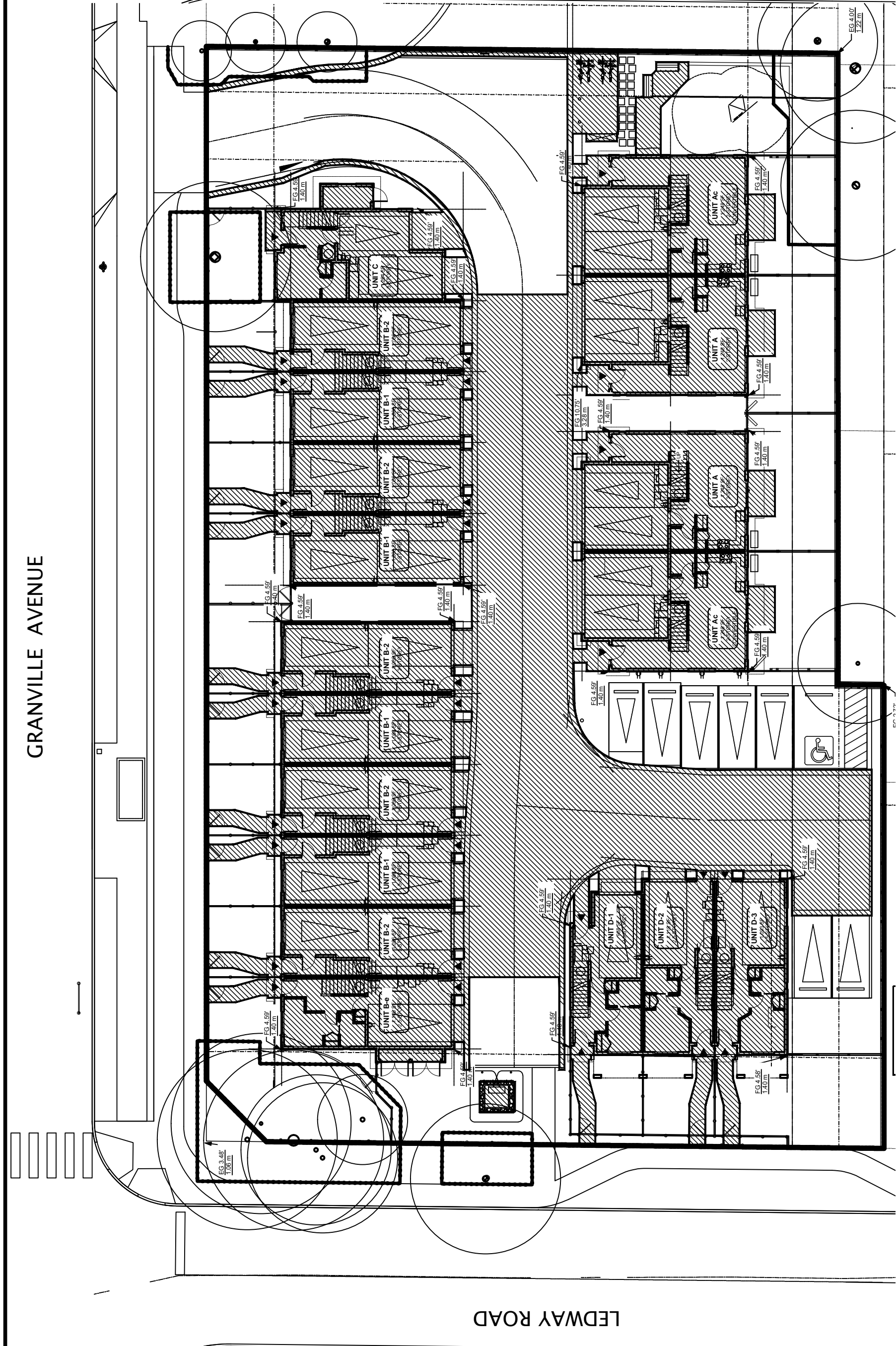
DRAWING INDEX

- LO-01 NOTES & SYMBOLS
- L1-02 LANDSCAPE AREAS
- L2-01 HARD LANDSCAPE PLAN
- L4-01 PLANTING PLAN
- L5-01 SOFT LANDSCAPE DETAILS
- L5-02 HARD LANDSCAPE DETAILS
- L5-03 HARD LANDSCAPE DETAILS
- L5-04 PLAY EQUIPMENT DETAILS

HARD LANDSCAPE KEY

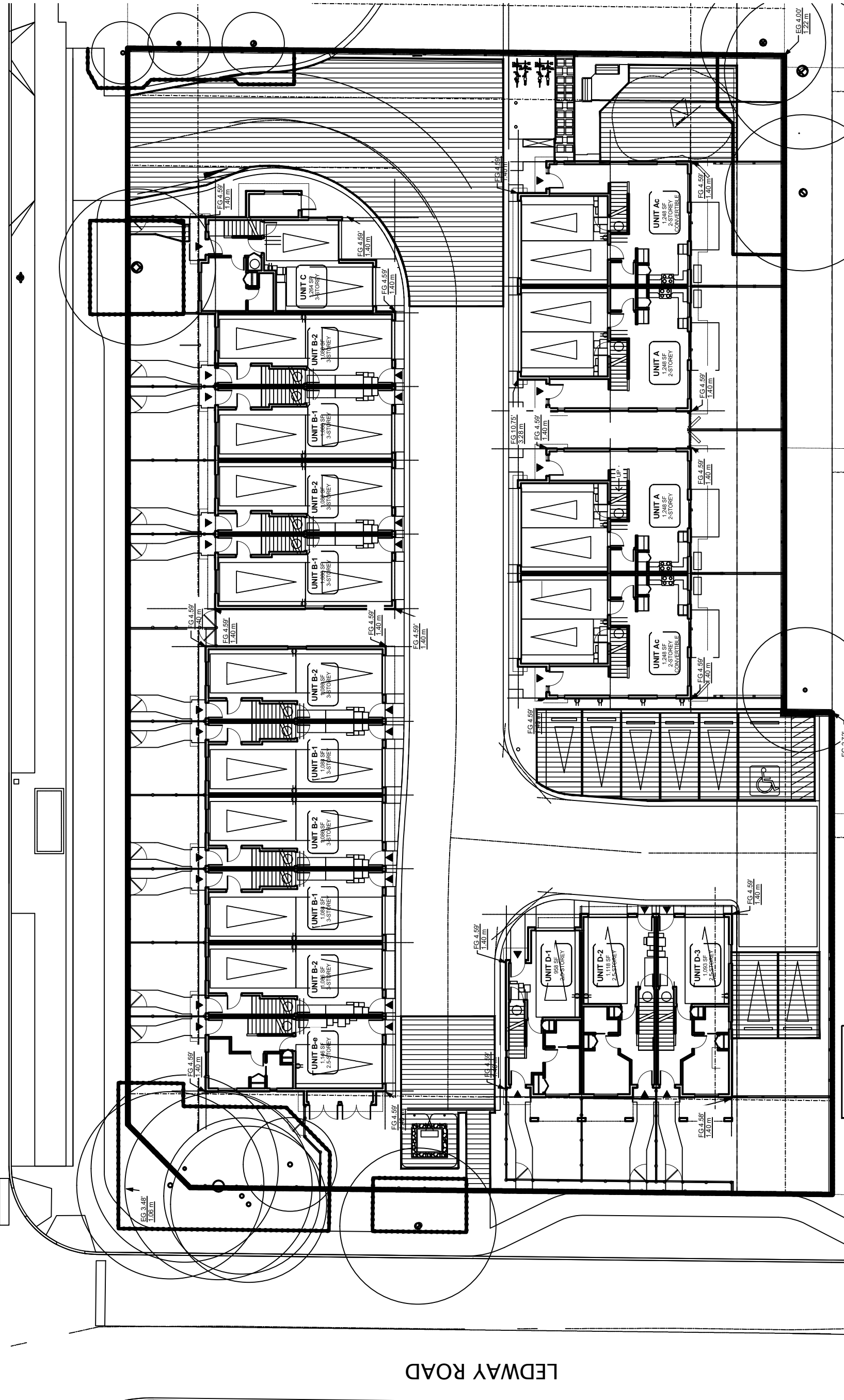


GRANVILLE AVENUE



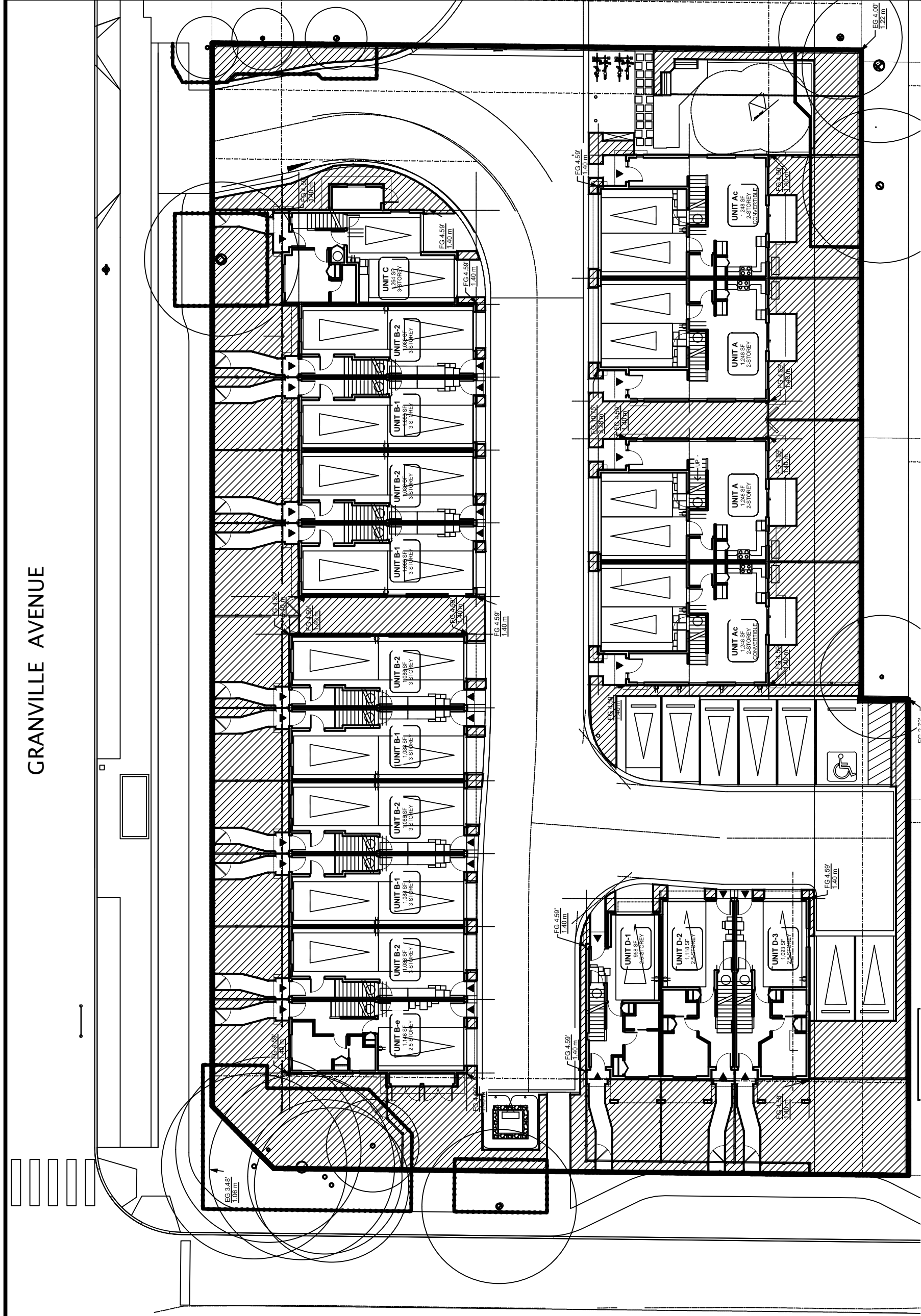
02 IMPERVIOUS AREAS
L1-02 SCALE 1:250

GRANVILLE AVENUE



01 PERMEABLE PAVING
L1-02 SCALE 1:250

GRANVILLE AVENUE



01 LIVING PLANT AREA
L1-02 SCALE 1:250

AREAS	AMOUNT	ACTUAL %	REQUIRE %
LOT AREA	3,154.7 m ²		
IMPERVIOUS	1,817.5 m ²	57.6 %	65.0 % MAX
PERMEABLE PAVING	479.4 m ²	15.2 %	
LIVING PLANT	857.8 m ²	27.2 %	25.0% MIN
ALL PERMEABLE (PAVING + LIVING)	1,289.8 m ²	40.9 %	35.0 % MIN

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2024-03-12	STREET TREES	C
2024-05-08	D.P.	D
2024-05-30	D.P.	E
2024-07-05	D.P.	F
2024-08-29	D.P.	G
2024-09-17	D.P.	H

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Arboret:
Civil:
Structural:
Mechanical:
Electrical:

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RICHMOND FILE #
DP 23-029476

H Project Leader
DVS Duncan

Drawn
DVS Duncan

Revision
DVS Duncan

Residential Development
5800 Granville (Granville & Ledway)
Richmond BC

Prepared for:
HorizonDevelopmentWest
6831 Gamba Drive
Richmond BC V7C 2G4

Drawing Title
**PERVIOUS / IMPERVIOUS
AREA PLAN**

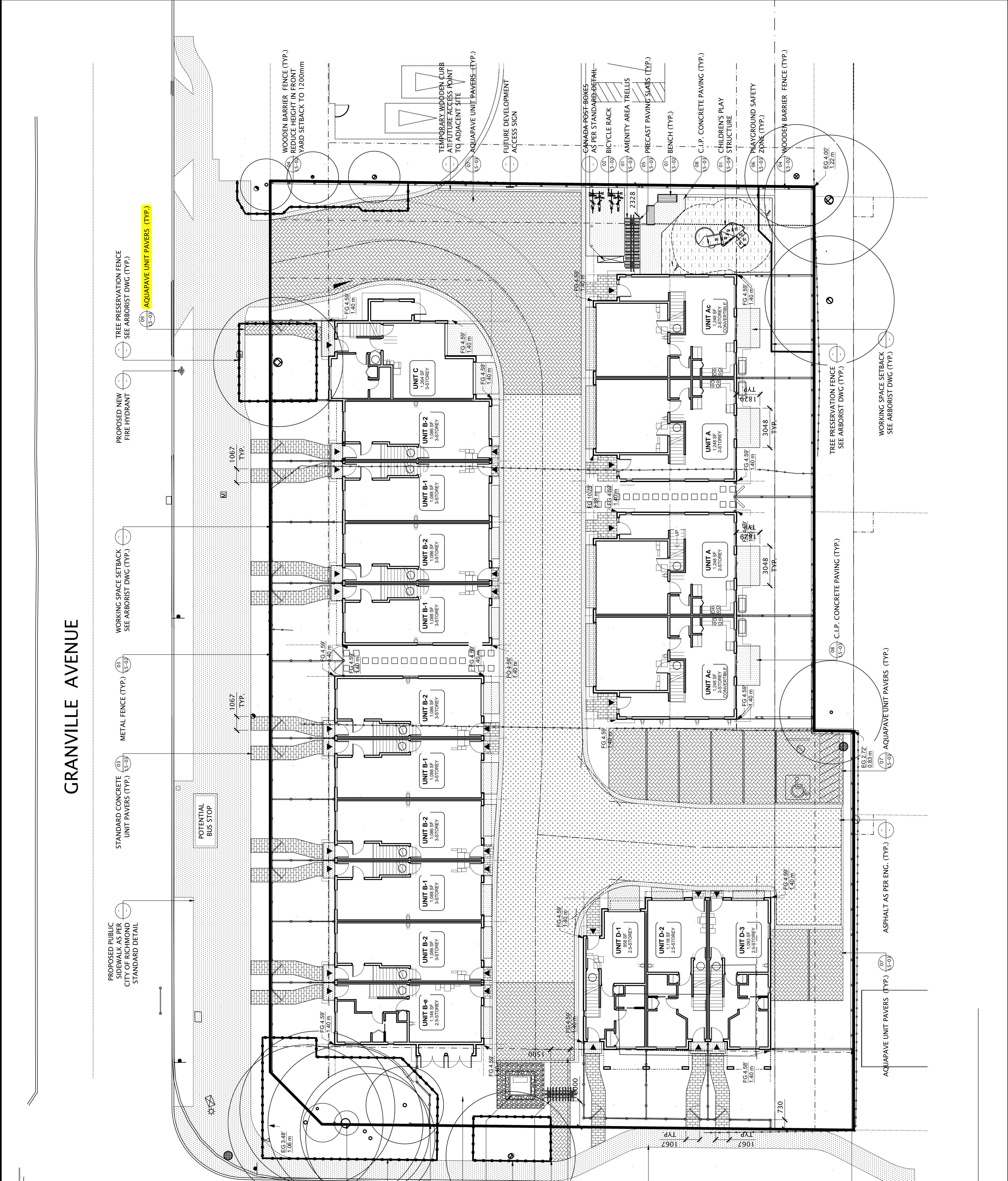
Check Scale (may be photo reduced)
0 10mm
1inch

Project No. 20-0089

Drawing No. L1-02

HARD LANDSCAPE KEY

- ARBOUR
- BIKE RACK
- BENCH
- WOODEN BARRIER FENCE & GATE
- ALUMINUM FENCE & GATE
- 450 X 450 PRECAST PAVING SLABS
- ASPHALT
- C.I.P. CONCRETE - BROOM FINISH
- STANDARD CONCRETE UNIT PAVERS
- AQUAPAVE CONCRETE UNIT PAVERS
- DRAIN ROCK PAVING
- PLAYGROUND PAVING
- PROPOSED NEW FIRE HYDRANT
- PRESERVED TREE (TYP.)
- TREE PRESERVATION FENCE SEE ARBORIST DWG (TYP.)
- METAL FENCE (TYP.)
- WORKING SPACE SETBACK SEE ARBORIST DWG (TYP.)
- BC HYDRO TRANSFORMER
- TREE PRESERVATION FENCE SEE ARBORIST DWG (TYP.)
- ENTRY TRELLIS
- AQUAPAVE UNIT PAVERS (TYP.)
- AQUAPAVE UNIT PAVERS (TYP.)
- PROPOSED PUBLIC SIDEWALK AS PER CITY OF RICHMOND STANDARD DETAIL
- WOODEN BARRIER FENCE (TYP.) REDUCE HEIGHT IN FRONT YARD SETBACK TO 1200mm



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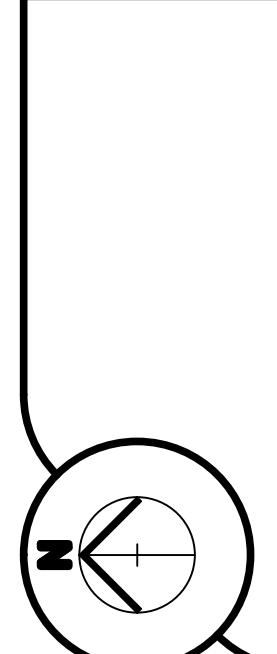
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DVS/Duncan
Drawn
DVS/Duncan
Revision

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Richmond BC

Prepared for:
HorizonDevelopmentWest
6831 Gamba Drive
Richmond BC V7C 2G4

Drawing Title
HARD LANDSCAPE PLAN

Check Scale (may be photo reduced)
0 10mm
0 1inch

Project No. 20-0089
Drawing No. L2-01

01
L2-01

HARD LANDSCAPE PLAN
SCALE 1:150

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2024-09-17	D.P.	H

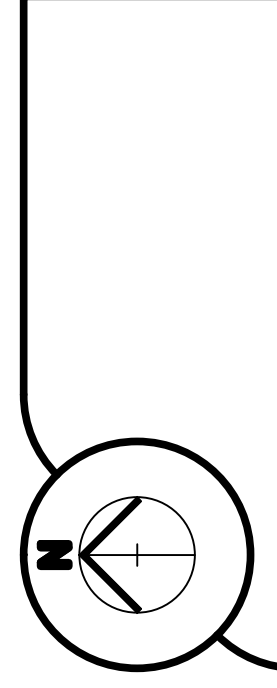
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Drawn
Revision DVS/Duncan

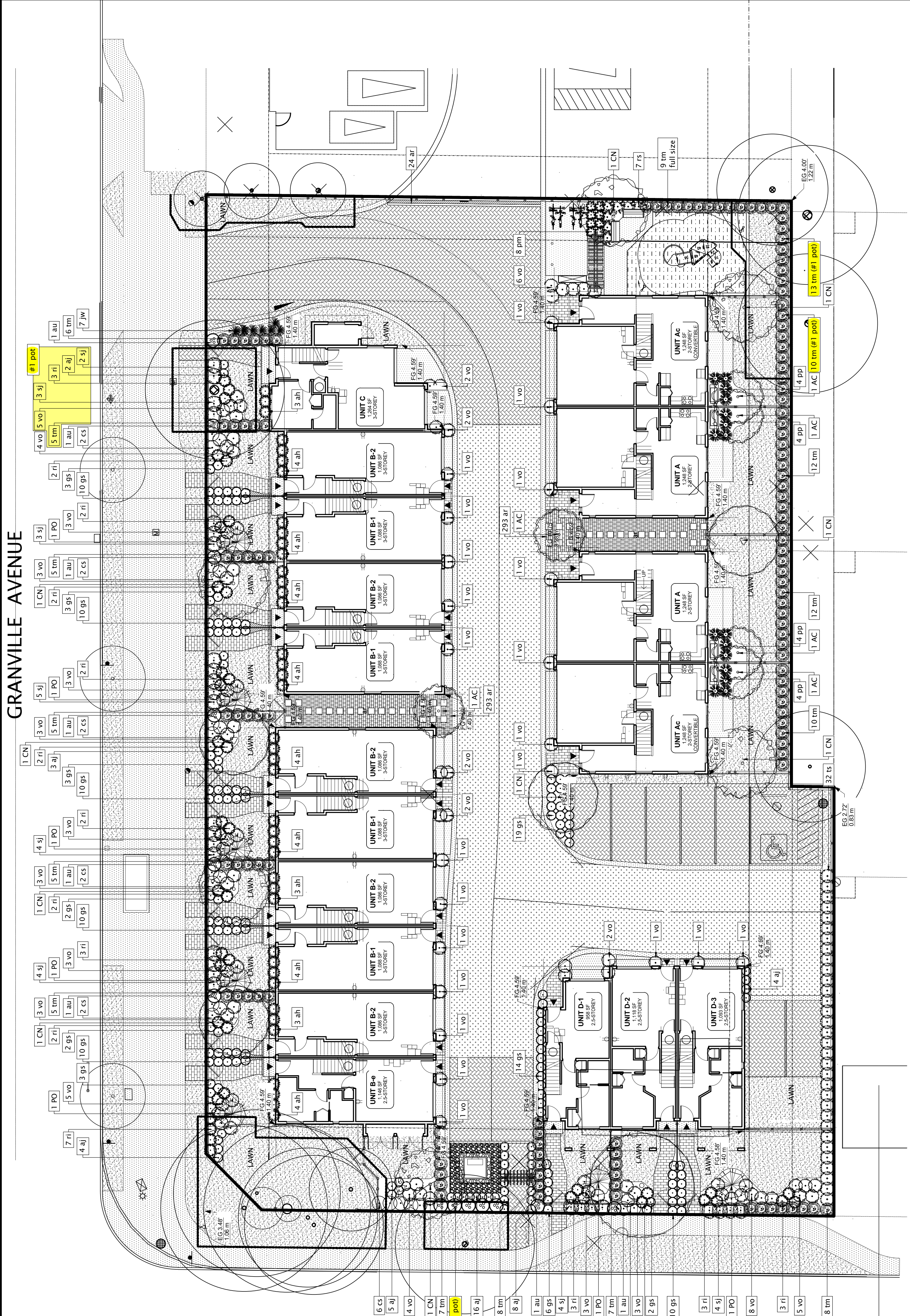
Residential Development
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Richmond BC V7C 2G4

Drawing Title
PLANTING PLAN

Check Scale (may be photo reduced)
0 10mm
1 inch

Project No. 20-0089
Drawing No. L4-01



CODE	QTY	SCIENTIFIC NAME	COMMON NAME	SIZE	COMMENTS	MATURE SIZE	SPACING
ROADSIDE EVERGREEN SHRUBS							
ah	41	Asplenium japonicum 'Vino Rosso'	Common Japanese Asplenium	#2 pot	min. 200mm height	100cm height	75cm
ai	13	Abutilon striatum 'Compact'	Dwarf Striped Abutilon	#5 pot	min. 45cm height	100cm height	100cm
gs	119	Callitriche sibirica	Siberian Callitriche	#1 pot	min. 100mm height	120cm height	100cm
ri	28	Skimmia japonica	Japanese Skimmia	#2 pot	min. 100mm height	150cm height	65cm
vo	103	Vaccinium ovatum 'Thundervault'	Evergreen Huckleberry	#2 pot	min. 100mm height	180cm height	75cm
DECIDUOUS SHRUBS							
ts	1	Juniperus horizontalis 'Wiltoni'	Blue Rug Juniper	#2 pot	min. 100mm height	150cm height	60cm
pm	16	Rhus typhina 'Wormhole'	Dwarf Magnolia Pine	#2 pot	min. 100mm height	250cm height	75cm
ts	127	Taxus x media 'Hickory'	Hickory Yew	#1 pot	min. 100mm height	300cm height	90cm
ts	32	Thuja x 'Smirnov'	Smirnov Hedging Cedar	1.5m	min. 100mm height	150cm height	75cm

CODE	QTY	SCIENTIFIC NAME	COMMON NAME	SIZE	COMMENTS	MATURE SIZE	SPACING
ROADSIDE EVERGREEN SHRUBS							
ah	41	Asplenium japonicum 'Vino Rosso'	Common Japanese Asplenium	#2 pot	min. 200mm height	100cm height	75cm
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gs	119	Callitriche sibirica	Siberian Callitriche	#1 pot	min. 100mm height	120cm height	100cm
ri	28	Skimmia japonica	Japanese Skimmia	#2 pot	min. 100mm height	150cm height	65cm
vo	103	Vaccinium ovatum 'Thundervault'	Evergreen Huckleberry	#2 pot	min. 100mm height	180cm height	75cm
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pm	16	Rhus typhina 'Wormhole'	Dwarf Magnolia Pine	#2 pot	min. 100mm height	250cm height	75cm
ts	127	Taxus x media 'Hickory'	Hickory Yew	#1 pot	min. 100mm height	300cm height	90cm
ts	32	Thuja x 'Smirnov'	Smirnov Hedging Cedar	1.5m	min. 100mm height	150cm height	75cm

01 PLANTING PLAN
L4-01
SCALE 1:150

LEDWAY ROAD

GRANVILLE AVENUE

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Drawn
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Drawing Title
DETAILS

Check Scale (may be photo reduced)
0 10mm
1 inch

Project No. 20-0089

Drawing No. L5-01

IN TREE PROTECTION AREAS ADJUST PLANTING LOCATIONS & USE POCKET PLANTING TO AVOID ROOTS - ONLY #1 POT OR EQUIVALENT TO BE PLANTED IN TPA'S

PRUNE ONLY DEAD, BROKEN, OR DISEASED LIMBS TO MAINTAIN NATURAL FORM OF SHRUB.

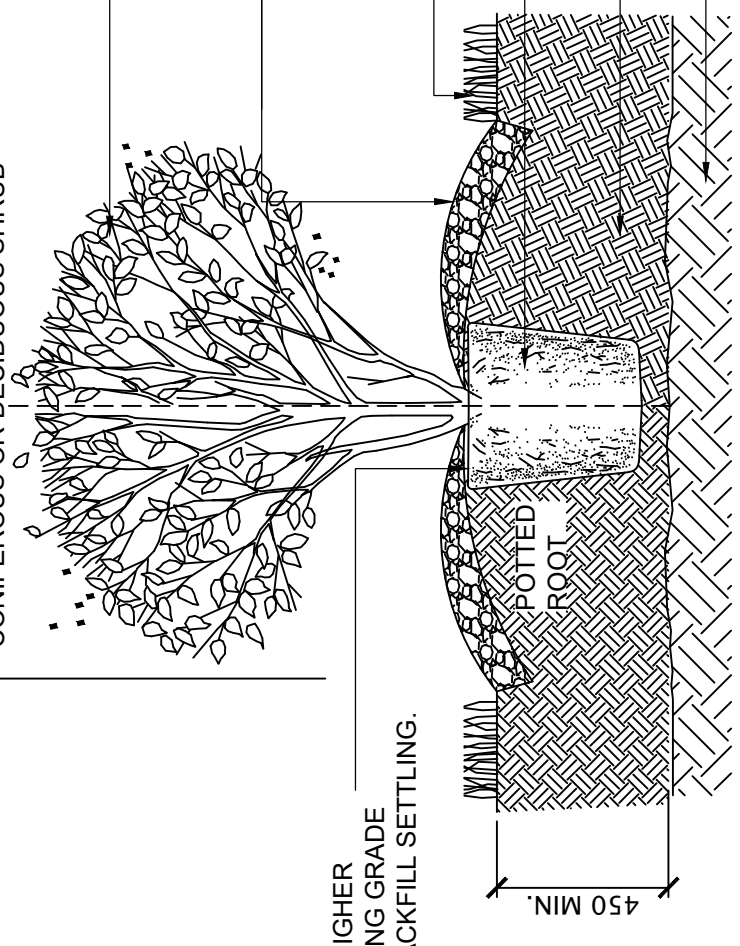
75mm MIN. DEPTH BARK MULCH OR APPROVED EQUAL. TAPER MULCH TO BASE OF SHRUB.

REESTABLISH ANY DAMAGED SEED / SOD.

REMOVE CONTAINER AND LOOSEN ROOTS OF POTBOUND PLANTS BY SCORING OR PULLING.

450mm MIN. DEPTH LIGHTLY COMPACTED TOPSOIL REFER TO TOP SOIL SPECS.

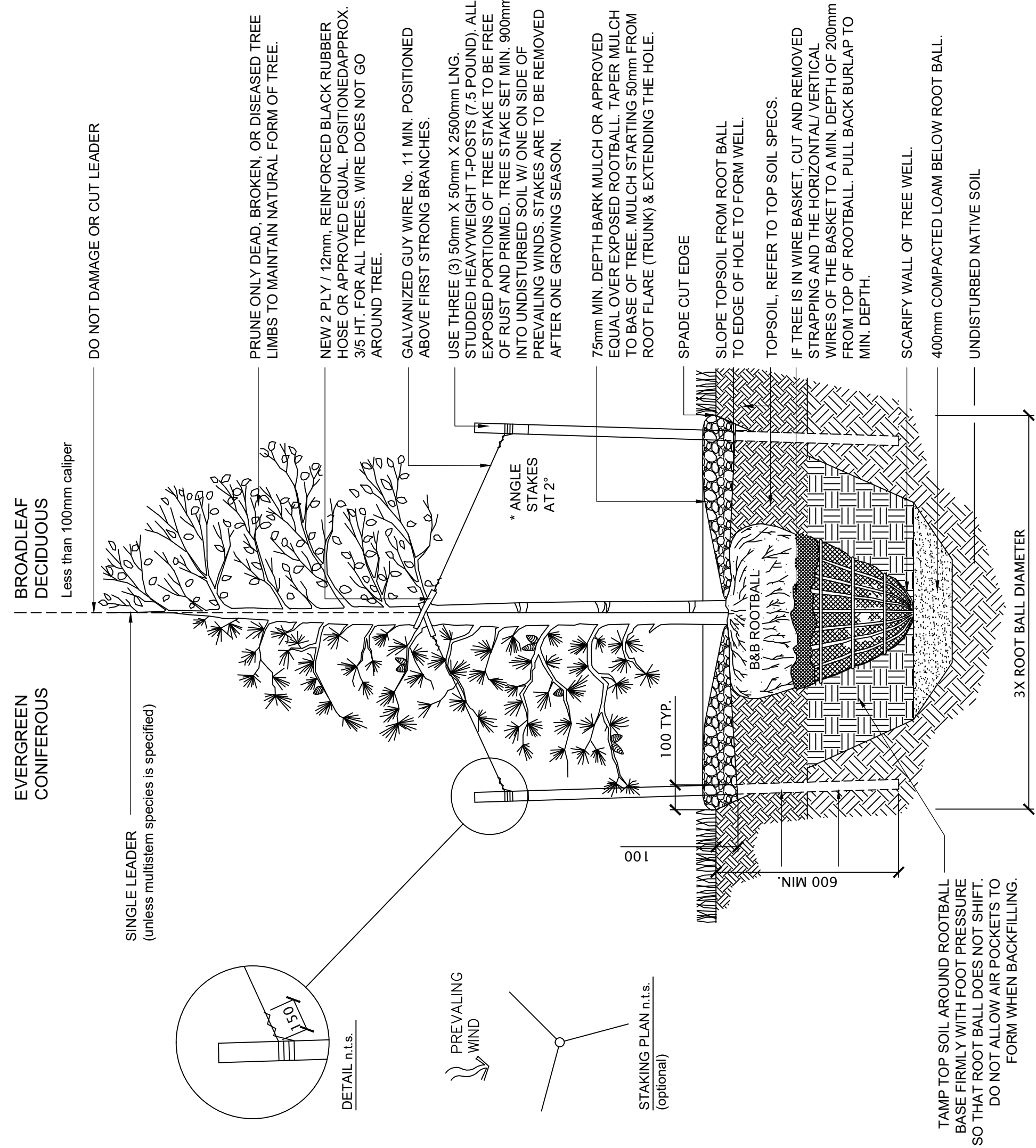
UNDISTURBED NATIVE SOIL



01 TYPICAL SHRUB INSTALLATION

SCALE 1:20

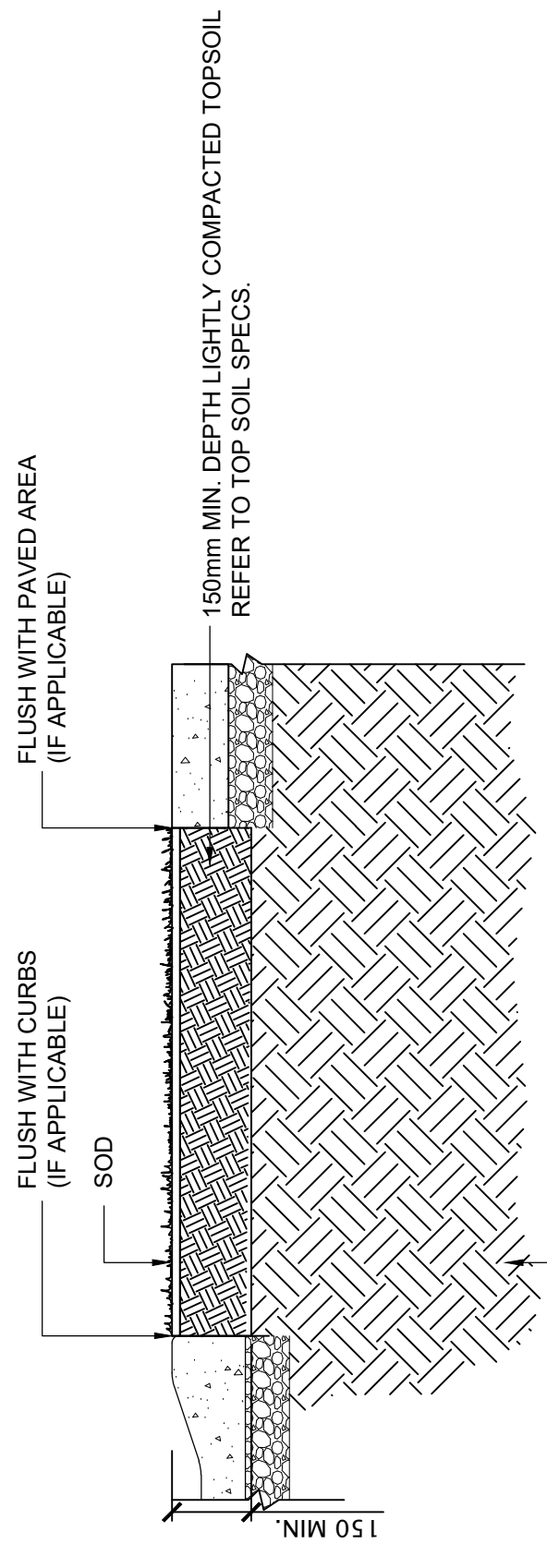
L5-01



02 TYPICAL TREE INSTALLATION

SCALE 1:20

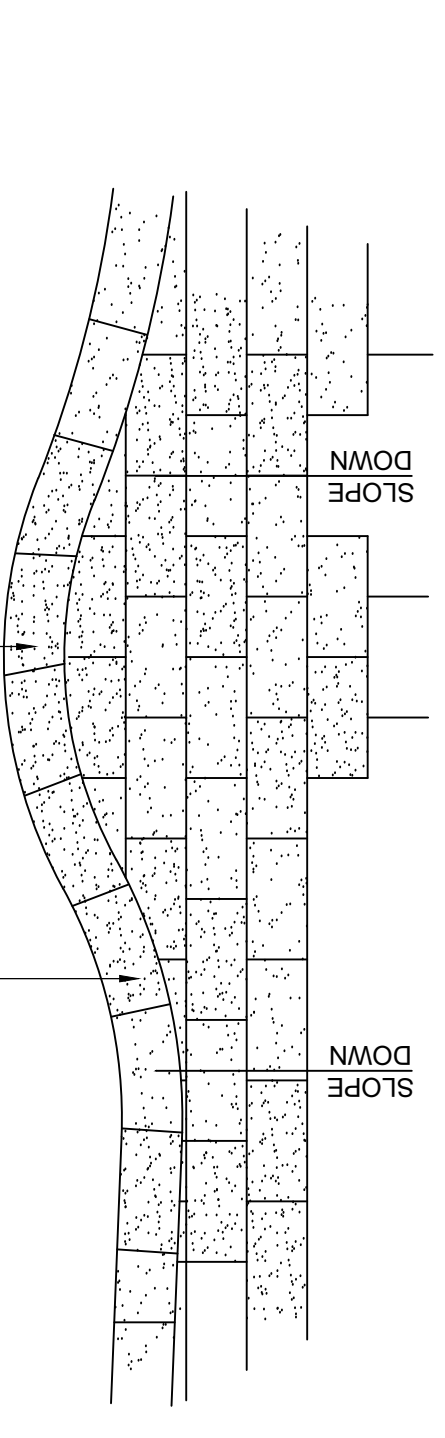
L5-01



SECTION THROUGH SOD

SOD TO BE LAID CLOSELY PACKED TOGETHER. JOINTS IN ADJACENT ROWS SHALL BE STAGGERED

FULL ROW OF SOD TO BE USED FOR PERIMETER OF SODDED AREA

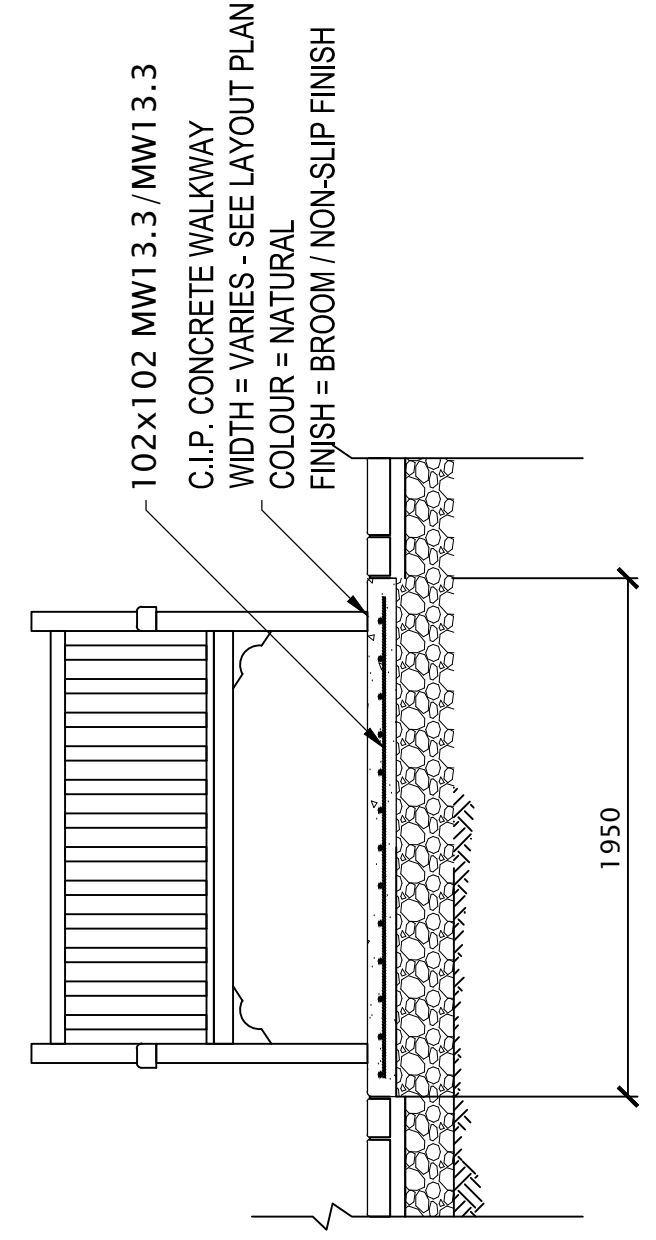
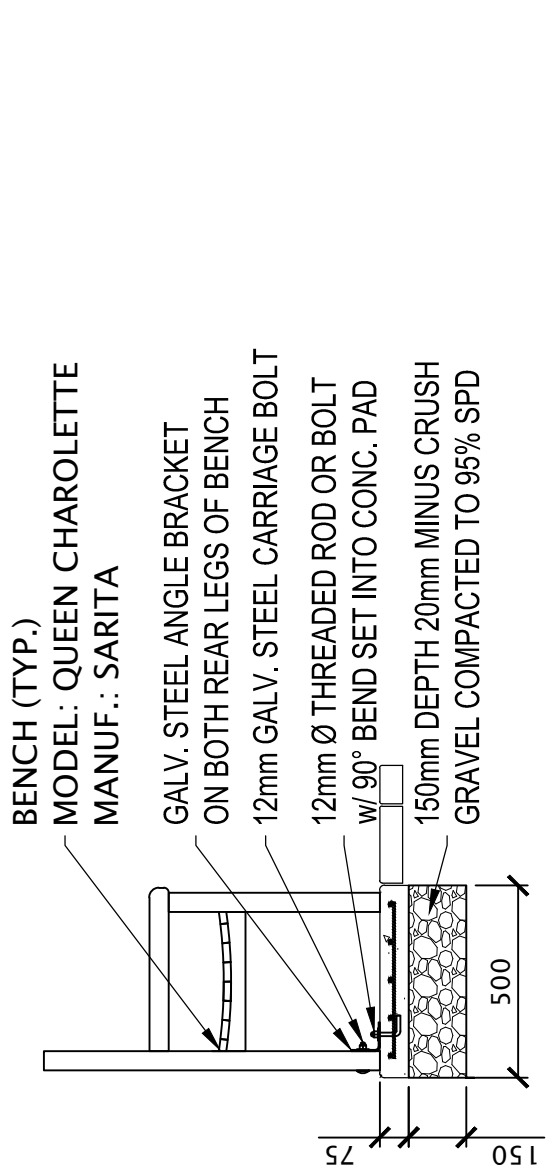


PLAN VIEW OF SOD LAYOUT AND EDGING
NOT TO SCALE

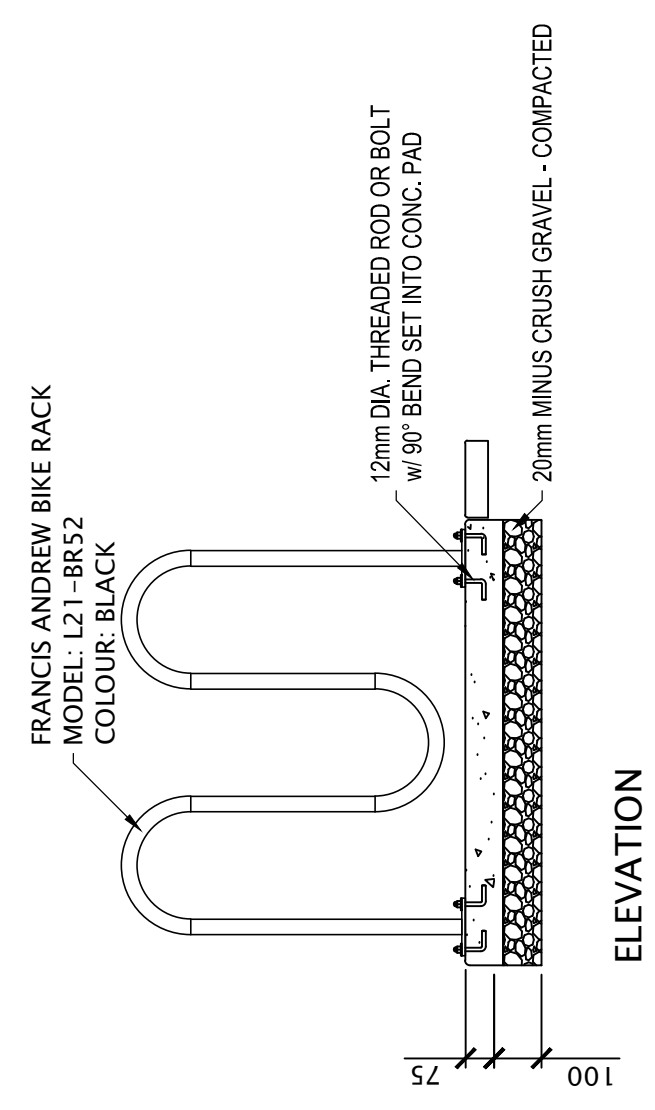
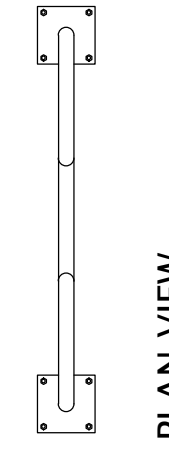
03 TYPICAL LAWN INSTALLATION

SCALE 1:20

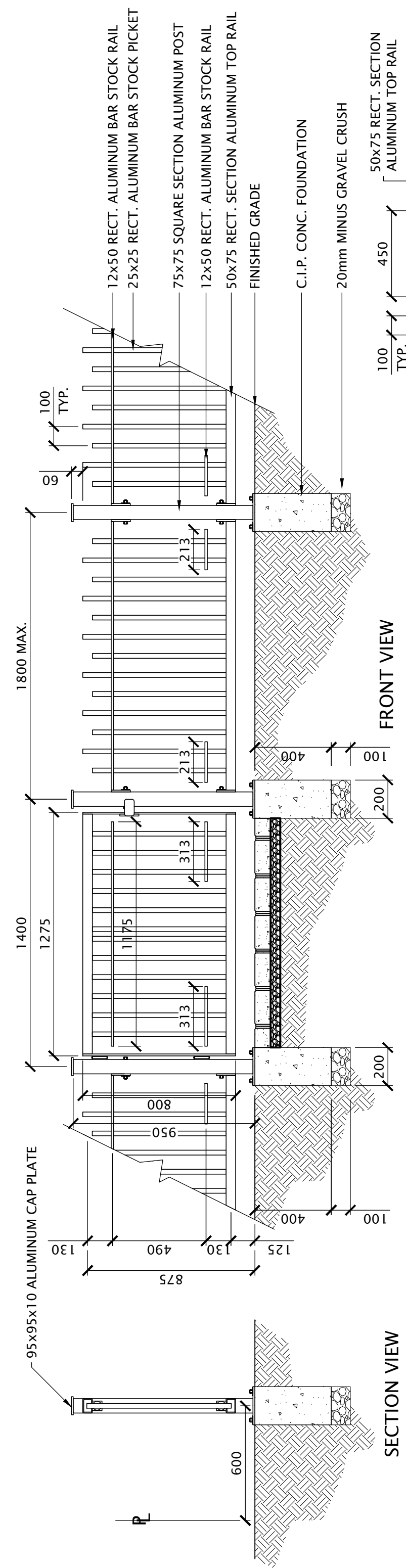
L5-01



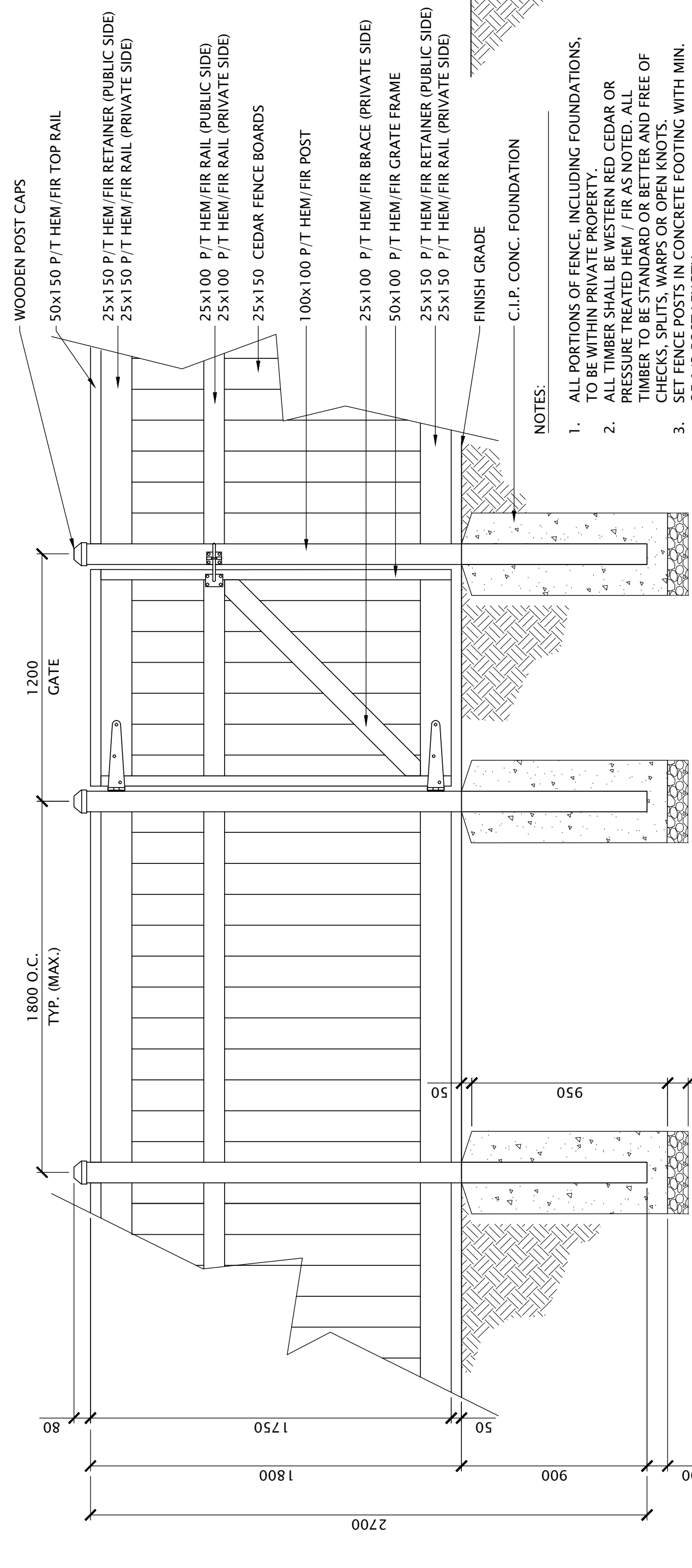
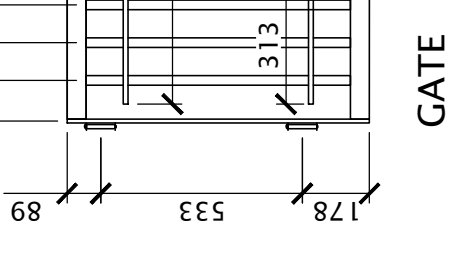
01 BENCH INSTALLATION
 SCALE 1:20



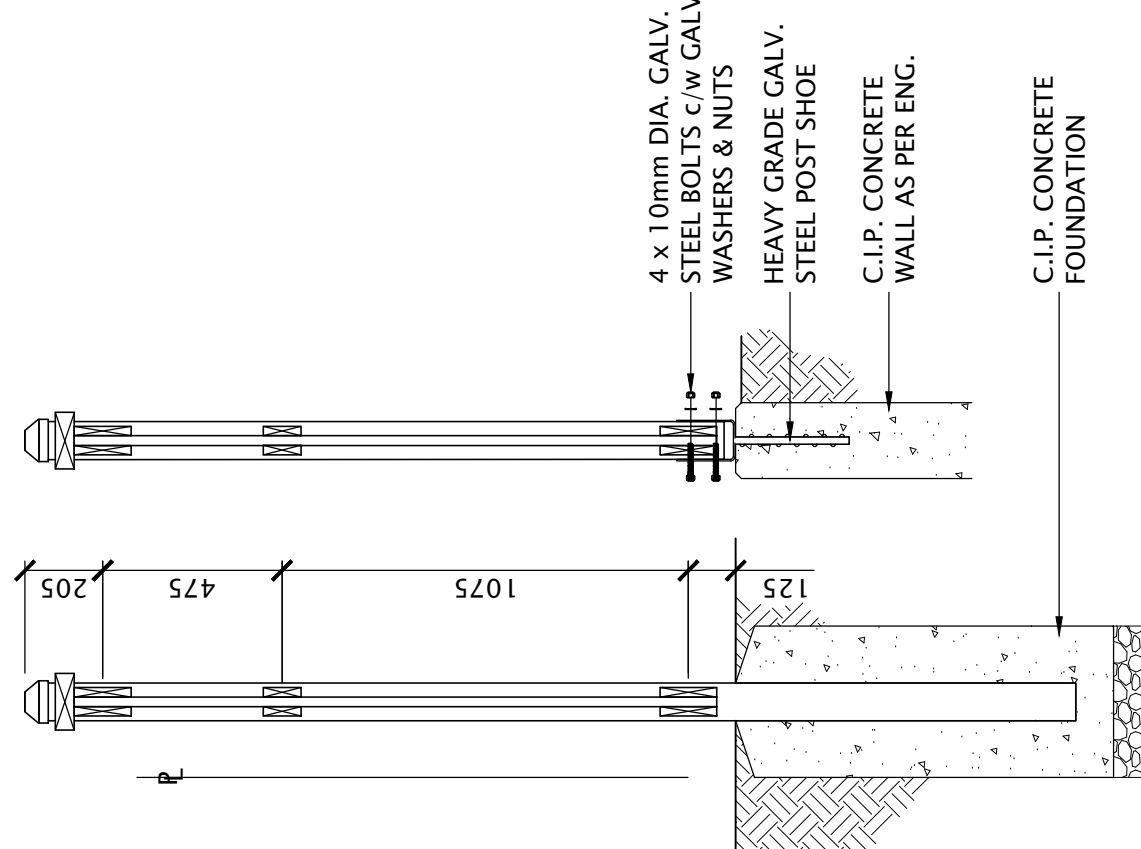
02 BICYCLE RACK INSTALLATION
 SCALE 1:20



03 METAL FENCE
 SCALE 1:20



04 WOODEN BARRIER FENCE
 SCALE 1:20



- NOTES:
1. ALL PORTIONS OF FENCE, INCLUDING FOUNDATIONS, TO BE WITHIN PRIVATE PROPERTY.
 2. ALL TIMBER SHALL BE WESTERN RED CEDAR OR PRESSURE TREATED HEM / FIR AS NOTED. ALL TIMBER TO BE STANDARD OR BETTER AND FREE OF CHECKS, SPLITS, WARPS OR OPEN KNOTS.
 3. SET FENCE POSTS IN CONCRETE FOOTING WITH MIN. OF 1/3 POST LENGTH.
 4. POST HOLES TO HAVE 400mm DIA.
 5. ENTRY TO BE OUT-SWING GATE COMPLETE WITH LATCH.
 6. ALL HARDWARE AND METAL FIXTURES TO BE HOT DIPPED GALVANIZED.
 7. FENCE TO BE UNSTAINED/UNPAINTED.

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Drawing Title
DETAILS

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 0 10mm
 0 1inch

Project No. **20-0089**
 Drawing No. **L5-02**

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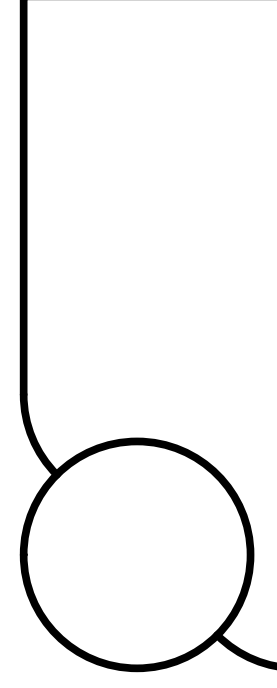
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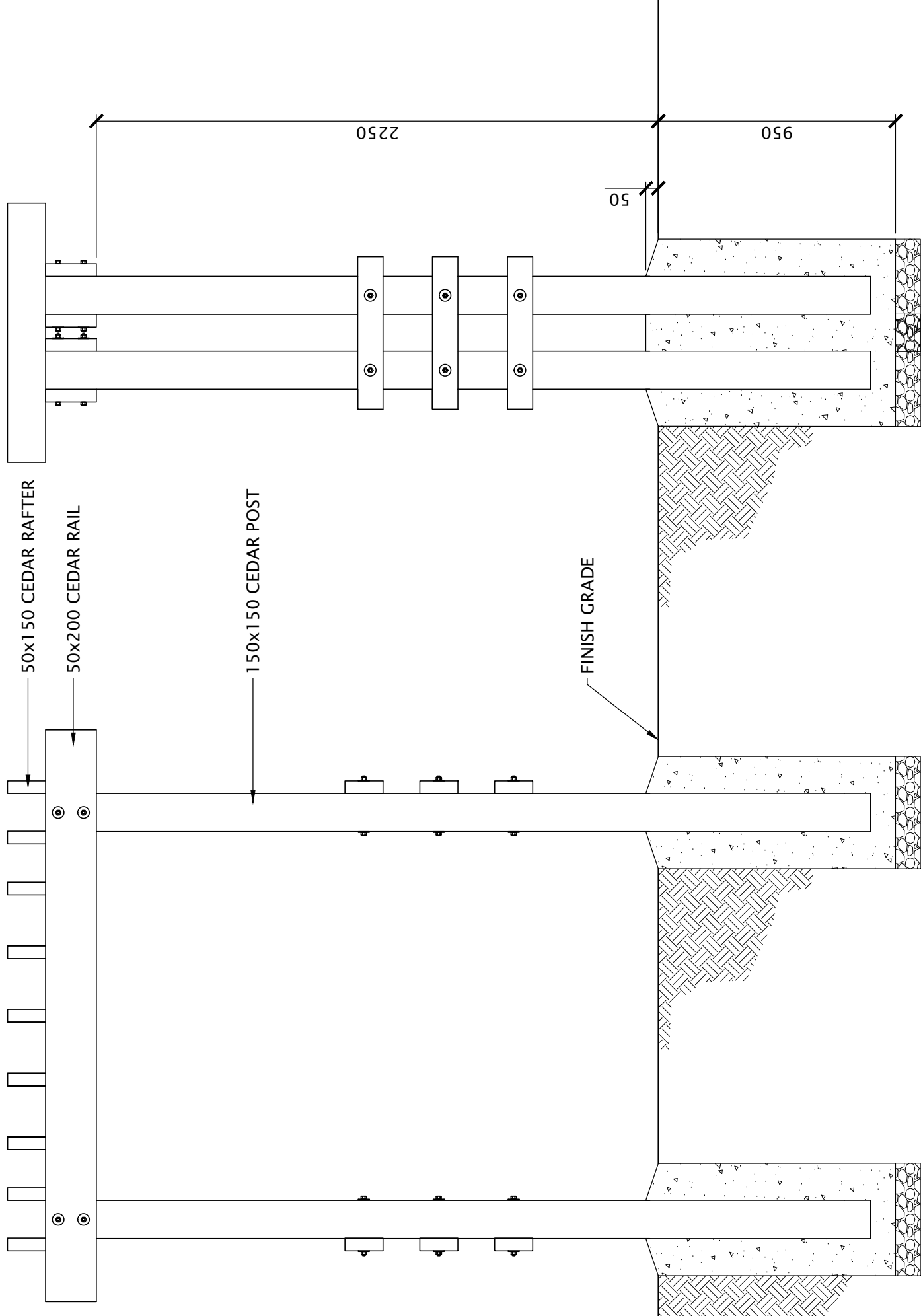
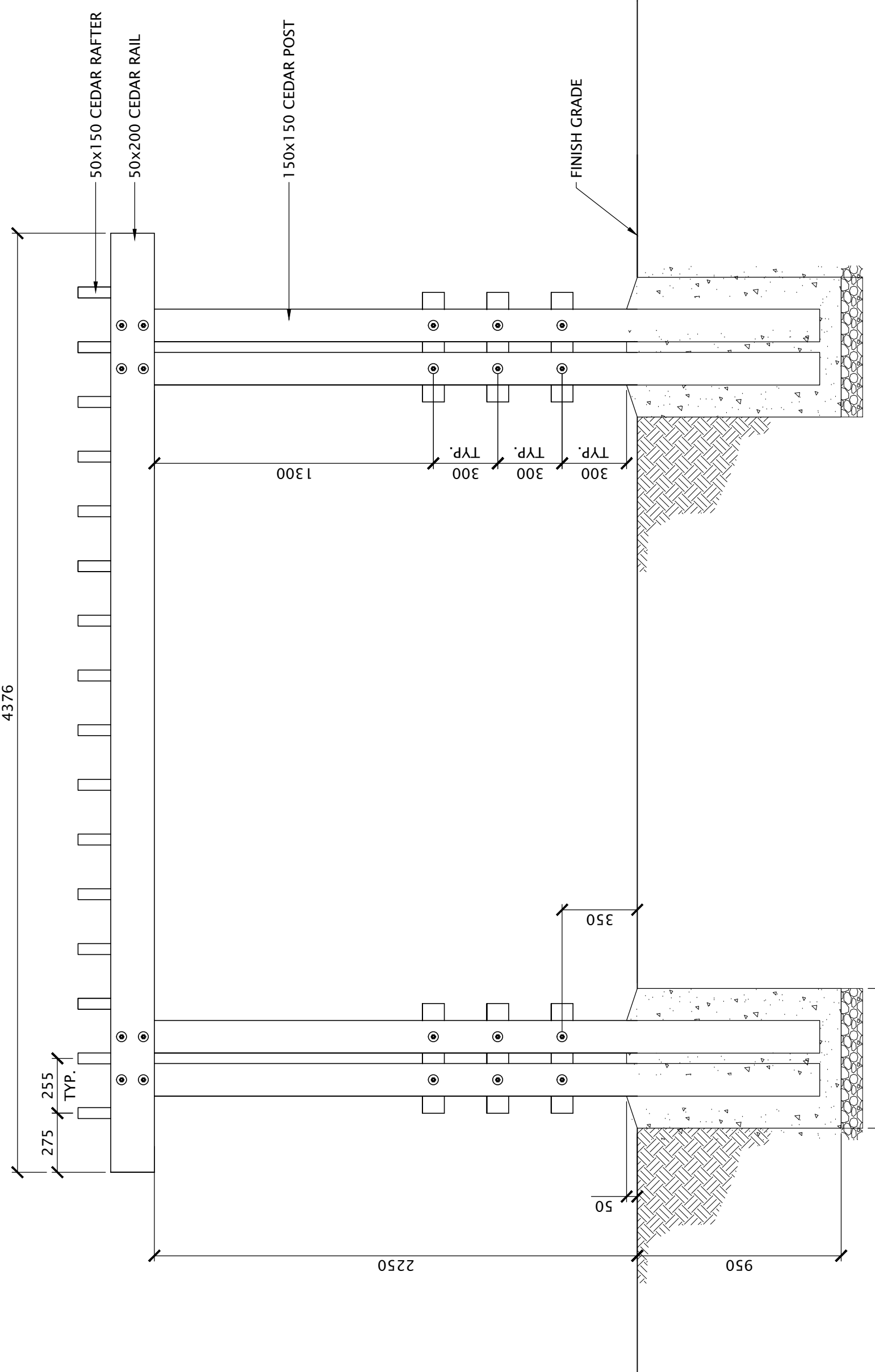
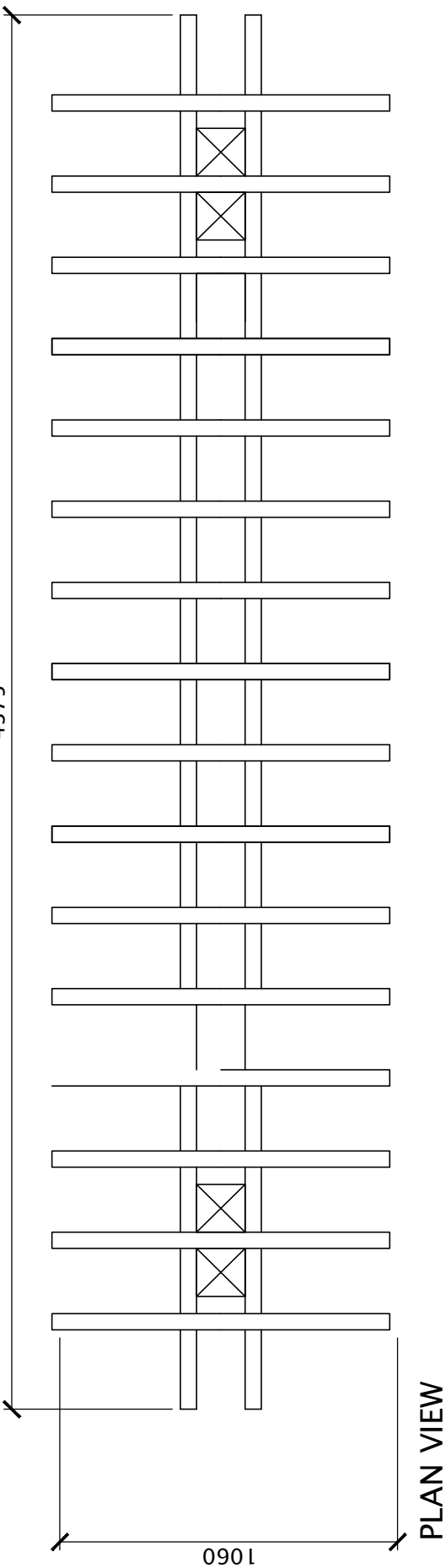
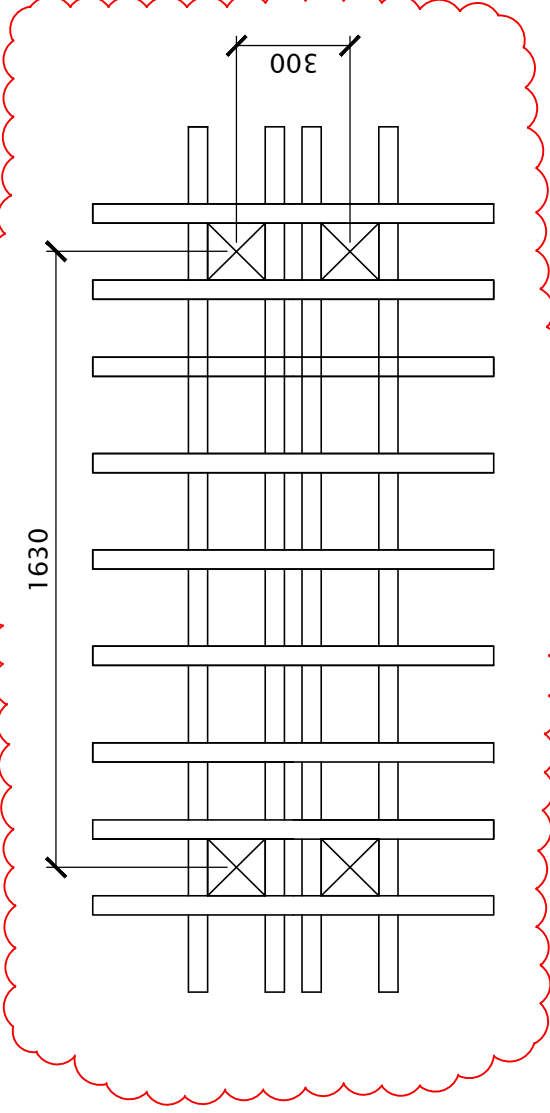
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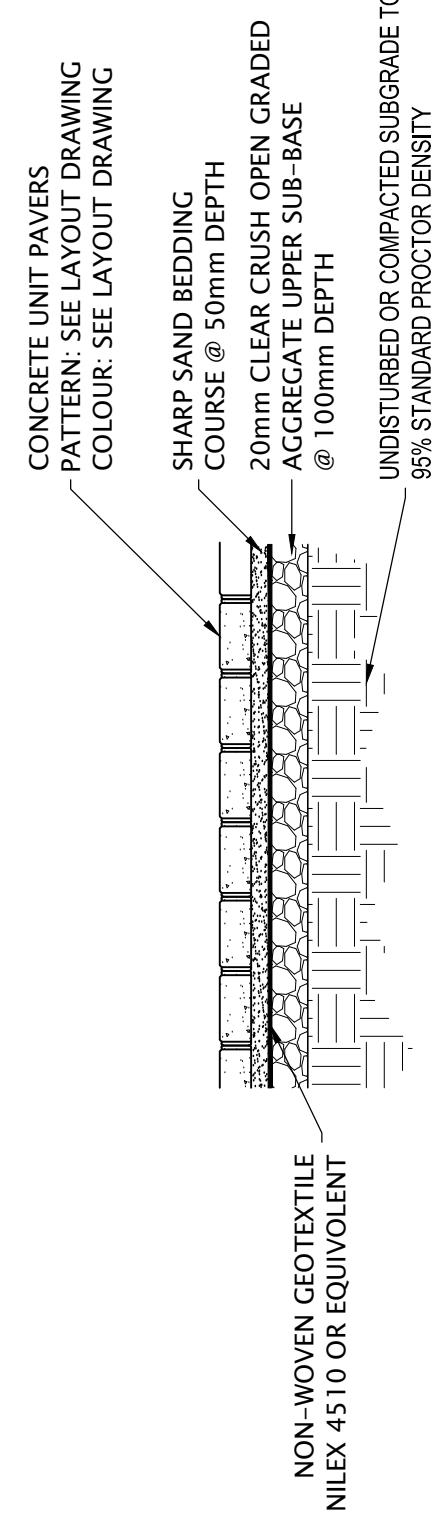
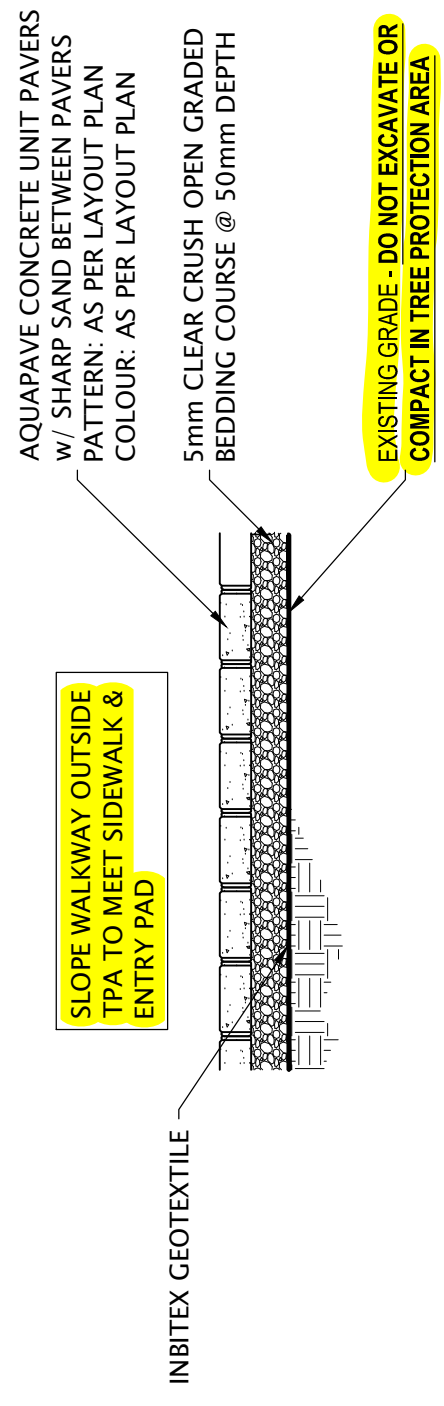
Check Scale (may be photo reduced)
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Project No. **20-0089**
Drawing No. **L5-03**



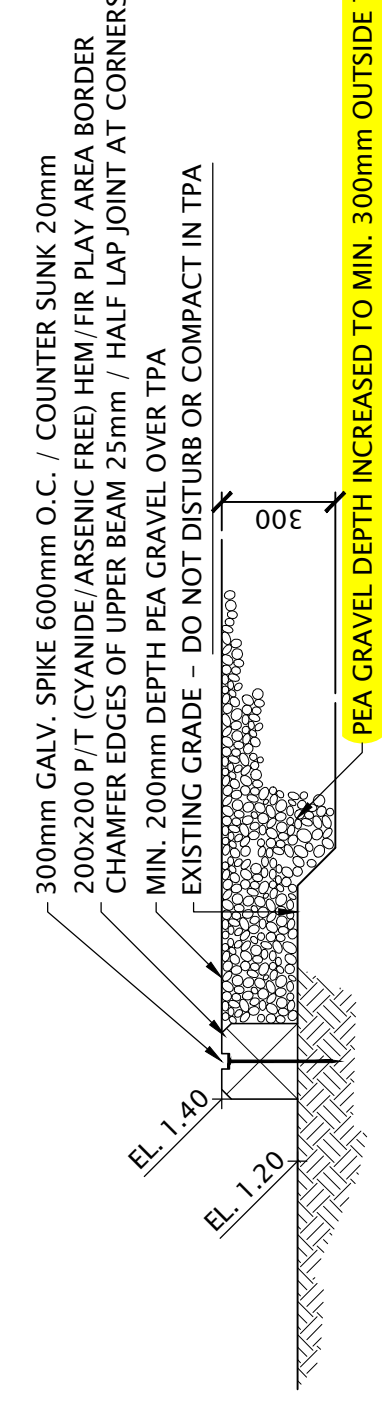
01 AMENITY AREA TRELLIS
SCALE 1:20
L5-03

02 ENTRY TRELLIS
SCALE 1:20
L5-03

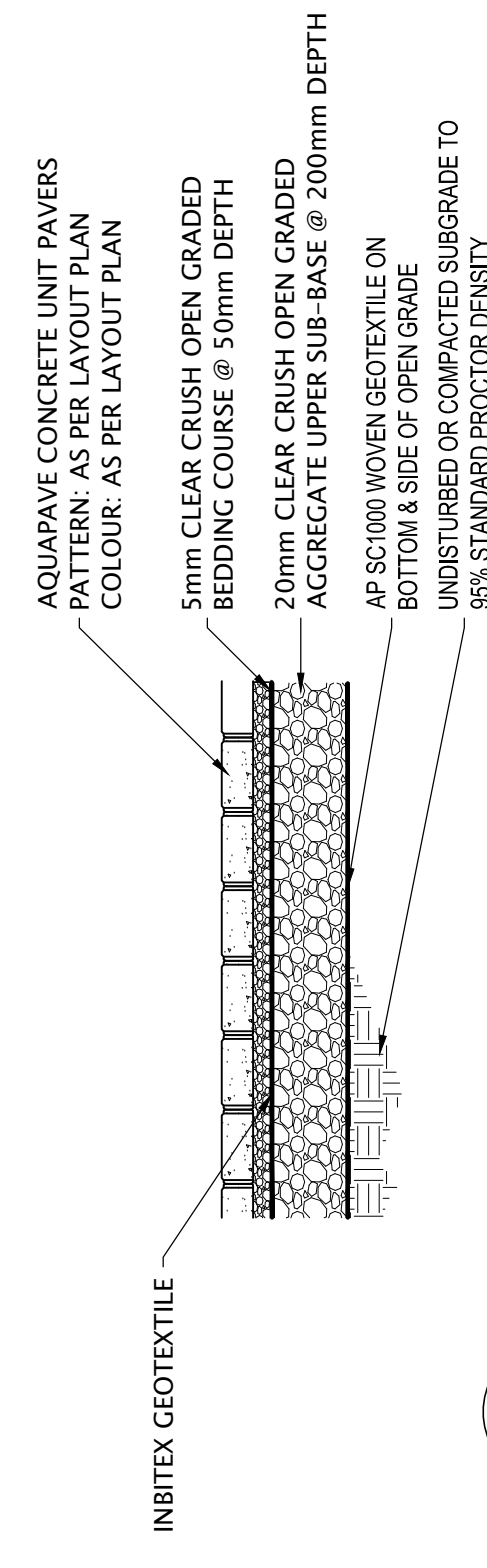


09 PEDESTIAN PERMEABLE PAVER INSTALLATION
SCALE 1:20
L5-03

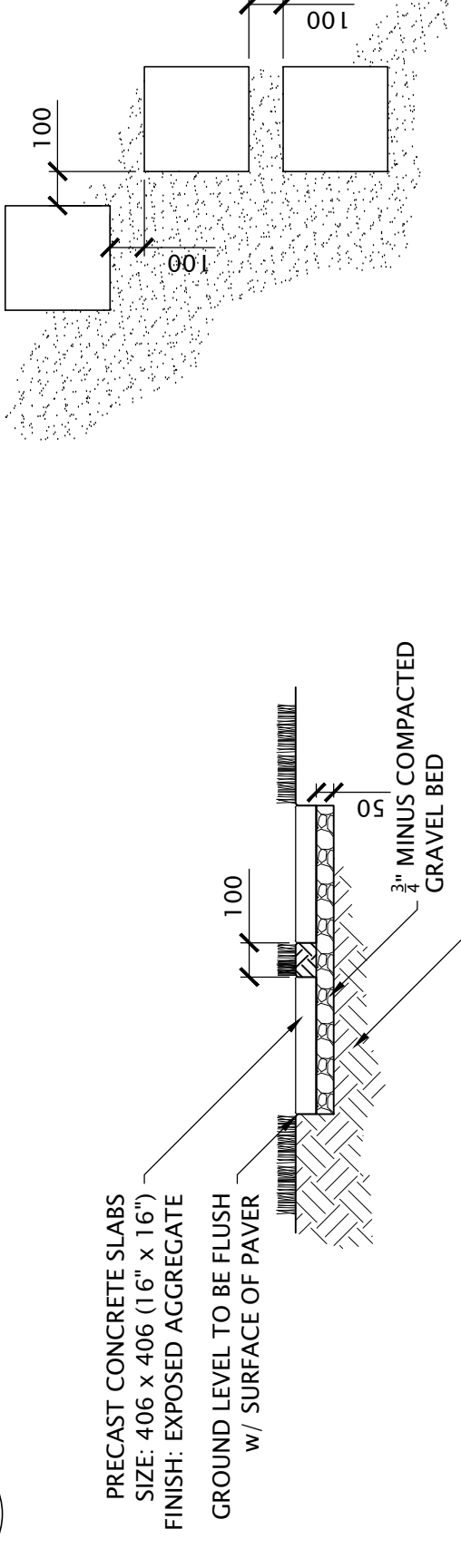
04 STANDARD PAVER INSTALLATION
SCALE 1:20
L5-03



06 PLAYGROUND SAFETY ZONE
SCALE 1:20
L5-03



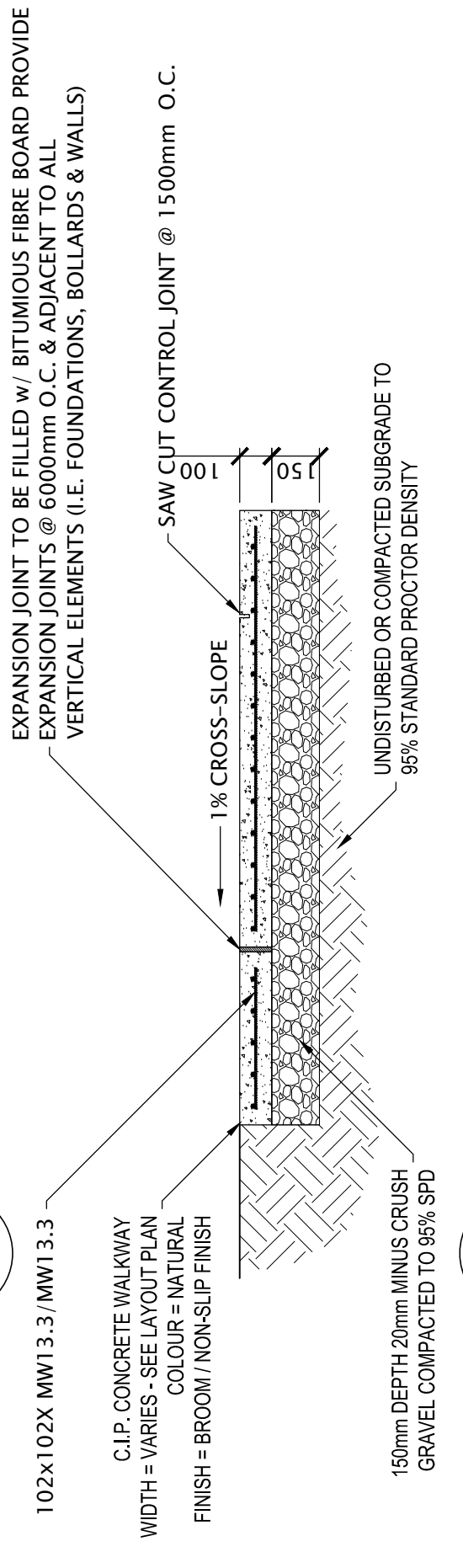
07 AQUAPAVE INSTALLATION
SCALE 1:20
L5-03



SECTION / IN LAWN AREA

PLAN VIEW / TYPICAL SPACING

05 PAVING SLAB INSTALLATION
SCALE 1:20
L5-03



08 PEDESTIAN C.I.P. CONCRETE PAVING INSTALLATION
SCALE 1:20
L5-03

