



**City Council**

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

**Tuesday, October 9, 2012  
7:00 p.m.**

Pg. #      ITEM

**MINUTES**

1. *Motion to adopt the minutes of the Regular Council Meeting held on Monday, September 24, 2012* (distributed previously).



**AGENDA ADDITIONS & DELETIONS**

**PRESENTATION**

Jane Fernyhough, Director, Arts, Culture & Heritage, and Kim Somerville, Manager, Arts Services, to present the proposed Richmond Arts Strategy.

**COMMITTEE OF THE WHOLE**

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



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3. Delegations from the floor on Agenda items.

**(PLEASE NOTE THAT FOR LEGAL REASONS, DELEGATIONS ARE NOT PERMITTED ON ZONING OR OCP AMENDMENT BYLAWS WHICH ARE TO BE ADOPTED; OR ON DEVELOPMENT PERMITS/DEVELOPMENT VARIANCE PERMITS - ITEM NO. 18.)**

4. *Motion to rise and report.*

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## RATIFICATION OF COMMITTEE ACTION

## CONSENT AGENDA

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

## CONSENT AGENDA HIGHLIGHTS

- Receipt of Committee minutes
- No. 3 Road Centre Median Railing Public Art Project
- Canada Line Elevated Guideway Terminus Public Art
- Richmond Arts Strategy Update
- Wildlife at Terra Nova Rural Park
- Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 8940
- Amendments to the 5 Year Financial Plan (2012-2016) Bylaw No. 8867
- Permissive Exemption (2013) Bylaw 8935
- Council Policy Housekeeping
- Oris Development (Kawaki) Corp. Bike Park License Agreement

5. *Motion to adopt Items 6 through 15 by general consent.*

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6. **COMMITTEE MINUTES**

*That the minutes of:*

CNCL-11      (1) *the Finance Committee meeting held on Monday, October 1, 2012;*

Council Agenda – Tuesday, October 9, 2012

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CNCL-15      (2)    *the General Purposes Committee meeting held on Monday, October 1, 2012;*

CNCL-19      (3)    *the Parks, Recreation & Cultural Services Committee meeting held on Tuesday, September 25, 2012;*

*be received for information.*



Consent  
Agenda  
Item

7.    **CONCEPT PROPOSAL FOR THE NO. 3 ROAD CENTRE MEDIAN RAILING PUBLIC ART PROJECT: BROWNGATE ROAD TO CAMBIE ROAD**

(File Ref. No. 11-7000-09-20-143) (REDMS No. 3640716)

CNCL-25

See Page **CNCL-25** for full report

PARKS, RECREATION & CULTURAL SERVICES COMMITTEE  
RECOMMENDATION

*That the concept proposal for the No. 3 Road Centre Median Railing Public Art Project: Browngate Road to Cambie Road by artist Ted Yadeta, as presented in the staff report from the Director, Arts, Culture & Heritage Services dated August 29, 2012, be approved for fabrication and installation.*



Consent  
Agenda  
Item

8.    **CANADA LINE ELEVATED GUIDEWAY TERMINUS PUBLIC ART PROJECT OPTIONS**

(File Ref. No. 11-7000-09-109) (REDMS No. 3488161 v. 4)

CNCL-29

See Page **CNCL-29** for full report

PARKS, RECREATION & CULTURAL SERVICES COMMITTEE  
RECOMMENDATION

(1)    *That the Canada Line Terminus Elevated Guideway Option A (Permanent Artwork) as outlined in the staff report dated September 4, 2012 from the Director, Arts, Culture & Heritage Services be endorsed; and*

(2)    *That staff enter into discussions with InTransit BC for the Canada Line Elevated Guideway Terminus Public Art and that staff report back at a future date with their findings and on funding options and method of artist selection.*



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Consent  
Agenda  
Item

9. **RICHMOND ARTS STRATEGY UPDATE**  
(File Ref. No.) (REDMS No. 3619296 v. 3)

CNCL-35

See Page **CNCL-35** for full report

PARKS, RECREATION & CULTURAL SERVICES COMMITTEE  
RECOMMENDATION

*That:*

- (1) *the proposed Richmond Arts Strategy 2012-2017 as attached to the staff report titled Richmond Arts Strategy Update dated August 28, 2012 from the Director, Arts, Culture and Heritage Services, be adopted; and*
- (2) *the Richmond Arts Strategy Steering Committee members be thanked for their assistance in developing the document.*



Consent  
Agenda  
Item

10. **WILDLIFE AT TERRA NOVA RURAL PARK**  
(File Ref. No.: ) (REDMS No.)

CNCL-22

See Page **CNCL-22** for details

(Parks, Recreation & Cultural Services minutes of September 25, 2012)

PARKS, RECREATION & CULTURAL SERVICES COMMITTEE  
RECOMMENDATION

*That staff provide information on the City's website, including pictures, of the wildlife at the Terra Nova Rural Park.*



Consent  
Agenda  
Item

11. **CONSOLIDATED FEES BYLAW NO. 8636, AMENDMENT BYLAW NO. 8940**  
(File Ref. No. 12-8060-20-8940) (REDMS No. 3622893)

CNCL-81

See Page **CNCL-81** for full report

FINANCE COMMITTEE RECOMMENDATION

*That the Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 8940 be introduced and given first, second and third readings.*





Council Agenda – Tuesday, October 9, 2012

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Consent  
Agenda  
Item

12. **AMENDMENTS TO THE 5 YEAR FINANCIAL PLAN (2012-2016)  
BYLAW NO. 8867**

(File Ref. No. 12-8060-20-8950) (REDMS No. 3650075)

CNCL-115

See Page **CNCL-115** for full report

FINANCE COMMITTEE RECOMMENDATION

*That the 5 Year Financial Plan (2012-2016) Bylaw No. 8867, Amendment Bylaw 8950 which would incorporate and put into effect changes previously approved by Council and administrative changes to the 2012 Capital and Operating Budgets (as summarized in Attachment 1), be introduced and given first, second and third readings.*

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Consent  
Agenda  
Item

13. **PERMISSIVE EXEMPTION (2013) BYLAW 8935**

(File Ref. No. 12-8060-20-8935) (REDMS No. 3612930)

CNCL-133

See Page **CNCL-133** for full report

FINANCE COMMITTEE RECOMMENDATION

*That the Permissive Exemption (2013) Bylaw 8935 be introduced and given first, second, and third readings.*

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Consent  
Agenda  
Item

14. **COUNCIL POLICY HOUSEKEEPING**

(File Ref. No.) (REDMS No. 3602822)

CNCL-177

See Page **CNCL-177** for full report

GENERAL PURPOSES COMMITTEE RECOMMENDATION

*That the Council Policies, as listed in Attachment 1 to the report titled "Council Policy Housekeeping" dated July 31, 2012 from the General Manager, Community Services, be rescinded.*

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Consent  
Agenda  
Item

15. **ORIS DEVELOPMENT (KAWAKI) CORP. BIKE PARK LICENSE AGREEMENT**

(File Ref. No.: ) (REDMS No. 3668097v2)

CNCL-233

See Page **CNCL-233** for full report

**GENERAL PURPOSES COMMITTEE RECOMMENDATION**

*That the City accept a license from Oris Development (Kawaki) Corp. (“Oris”) of a portion of the lands legally known and described as Lot A, Block 2, Section 18, Block 3 North, Range 6 West, New Westminster District, Plan BCP51493 being the portion formerly legally known and described as;*

- (1) Parcel Identifier No. 011-901-829, Lot 3 Block 2 Section 18 Block 3 North Range 6 West New Westminster District Plan 693;*
- (2) Parcel Identifier No. 011-901-853, Lot 4 Block 2 Section 18 Block 3 North Range 6 West New Westminster District Plan 693;*
- (3) Parcel Identifier No. 011-901-861, Lot 5 Block 2 Section 18 Block 3 North Range 6 West New Westminster District Plan 693;*

*(the three portions hereinafter referred to as the “Site”),*

*on the terms and conditions set out in this report, including, specifically that the City grant Oris both:*

- (a) a release from any claims by the City; and*
- (b) an indemnity in Oris’ favour in connection with any losses Oris may suffer,*

*all related to the use of the Site by the general public and the City for the purposes of a public bike park and a public walking trail.*



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**CONSIDERATION OF MATTERS REMOVED FROM THE  
CONSENT AGENDA**

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**NON-CONSENT AGENDA ITEMS**

## PUBLIC DELEGATIONS ON NON-AGENDA ITEMS

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

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**CNCL-235**

- (1) Shachi Kurl, Director, Provincial Affairs, BC & Yukon, Canadian Federation of Independent Business (CFIB), to speak about the CFIB's first ever Small Business Saturday Initiative to take place on Saturday, October 20, 2012. The CFIB is a non profit, non partisan business association that seeks to give independent business a greater voice in determining the laws that govern business and the country, and represents 10,000 small business owners in B.C.
- (2) Roland Hoegler to speak about the July 23, 2012 Council meeting and City Hall's security.

17. *Motion to rise and report.*

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## RATIFICATION OF COMMITTEE ACTION

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## PUBLIC ANNOUNCEMENTS AND EVENTS

## NEW BUSINESS

### BYLAWS FOR 2<sup>nd</sup> & 3<sup>rd</sup> READINGS

- CNCL-237**      Business Licence Bylaw No. 7360, Amendment **Bylaw No. 8919**  
Opposed at 1<sup>st</sup> Reading – None.

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- CNCL-241**      Business Regulation Bylaw No. 7538, Amendment **Bylaw No. 8920**  
Opposed at 1<sup>st</sup> Reading – None.

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### BYLAWS FOR ADOPTION

- CNCL-245**      Housing Agreement (10820 No. 5 Road) **Bylaw No. 8937**  
Opposed at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

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- CNCL-267**      Traffic Bylaw No. 5870, Amendment **Bylaw No. 8944**  
Opposed at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

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- CNCL-269**      Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122,  
Amendment **Bylaw No. 8949**  
Opposed at 1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

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- CNCL-271**      Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 8788**  
(4151, 4171 & 4191 No. 4 Road, RZ 10-545531)  
Opposed at 1<sup>st</sup> Reading – None.  
Opposed at 2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

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**CNCL-273**

Richmond Zoning Bylaw No. 8500, Amendment **Bylaw No. 8891**  
(10880, 10820 and 10780 No. 5 Road & 12733 Steveston Hwy, ZT 11-593771)

Opposed at 1<sup>st</sup> Reading – None.

Opposed at 2<sup>nd</sup>/3<sup>rd</sup> Readings – None.

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## DEVELOPMENT PERMIT PANEL

### 18. RECOMMENDATION

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

**CNCL-277**

**CNCL-341**

(1) *That the minutes of the Development Permit Panel meeting held on Wednesday, September 26, 2012, and the Chair's report for the Development Permit Panel meeting held on May 30, 2012 be received for information; and*

(2) *That the recommendations of the Panel to authorize the issuance of a Development Permit (DP 11-592266) for the property at 4151, 4171 and 4191 No. 4 Road, be endorsed, and the Permits so issued.*

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## ADJOURNMENT

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## Finance Committee

Date: Monday, October 1, 2012

Place: Anderson Room  
Richmond City Hall

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

Call to Order: The Chair called the meeting to order at 4:08 p.m.

## MINUTES

It was moved and seconded

*That the minutes of the meeting of the Finance Committee held on Tuesday, September 4, 2012, be adopted as circulated.*

**CARRIED**

## FINANCE AND CORPORATE SERVICES DEPARTMENT

1. **2<sup>ND</sup> QUARTER 2012 – FINANCIAL INFORMATION FOR THE RICHMOND OLYMPIC OVAL CORPORATION**  
(File Ref. No.) (REDMS No. 3653813)

Staff was requested to provide information prior to the next Council meeting scheduled to be held on Tuesday, October 9, 2012, on: (i) the number of Richmond residents who are members of the Richmond Olympic Oval; and (ii) the existing partnership between the Oval Corporation and Richmond Arenas Community Association (RACA) with regard to ice time and usage.

**Finance Committee**  
**Monday, October 1, 2012**

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It was moved and seconded

*That the report on Financial Information for the Richmond Olympic Oval Corporation for the second quarter ended June 30, 2012 from the Controller of the Richmond Olympic Oval Corporation be received for information.*

**CARRIED**

**2. CONSOLIDATED FEES BYLAW NO. 8636, AMENDMENT BYLAW NO. 8940**

(File Ref. No. 12-8060-20-8940) (REDMS No. 3622893)

Jerry Chong, Director, Finance and Ivy Wong, Manager, Revenue, were available to answer questions.

It was moved and seconded

*That the Consolidated Fee Bylaw No. 8636, Amendment Bylaw No. 8940 be introduced and given first, second and third readings.*

Prior to the question being called on the motion, staff was requested to provide further information on the usage of the funds collected through the Playing Field User Fees, prior to the next Council meeting scheduled for Tuesday, October 9, 2012.

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

**3. AMENDMENTS TO THE 5 YEAR FINANCIAL PLAN (2012-2016) BYLAW NO. 8867**

(File Ref. No. 12-8060-20-8950) (REDMS No. 3650075)

It was moved and seconded

*That the 5 Year Financial Plan (2012-2016) Bylaw No. 8867, Amendment Bylaw 8950 which would incorporate and put into effect changes previously approved by Council and administrative changes to the 2012 Capital and Operating Budgets (as summarized in Attachment 1), be introduced and given first, second and third readings.*

**CARRIED**

**4. PERMISSIVE EXEMPTION (2013) BYLAW 8935**

(File Ref. No. 12-8060-20-8935) (REDMS No. 3612930)

A brief discussion ensued about the BC Sport Agency Society's eligibility for exemption, and staff was requested to provide further information regarding the organization prior to the next Council meeting scheduled for Tuesday, October 9, 2012.



**Finance Committee**  
**Monday, October 1, 2012**

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It was moved and seconded

*That the Permissive Exemption (2013) Bylaw 8935 be introduced and given first, second, and third readings.*

**CARRIED**

**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (4:19 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Finance Committee of the Council of the City of Richmond held on Monday, October 1, 2012.

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Mayor Malcolm D. Brodie  
Chair

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Shanan Sarbjit Dhaliwal  
Executive Assistant  
City Clerk's Office





## General Purposes Committee

Date: Monday, October 1, 2012

Place: Anderson Room  
Richmond City Hall

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

Call to Order: The Chair called the meeting to order at 4:01 p.m.

### AGENDA ADDITIONS

It was moved and seconded

*That the report (dated October 1, 2012, from the Senior Manager, Parks), regarding Oris Development (Kawaki) Corp. Bike Park License Agreement, be added to the agenda as Item No. 2.*

**CARRIED**

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on Tuesday, September 17, 2012, be adopted as circulated.*

**CARRIED**

**General Purposes Committee**  
**Monday, October 1, 2012**

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**COMMUNITY SERVICES DEPARTMENT**

**1. COUNCIL POLICY HOUSEKEEPING**

(File Ref. No.: ) (REDMS No. 3602822)

A brief discussion ensued about the need for parameters and guidelines for receiving official delegations from the City of Richmond's sister cities and other locations.

It was moved and seconded

*That the Council Policies, as listed in Attachment 1 to the report titled "Council Policy Housekeeping" dated July 31, 2012 from the General Manager, Community Services, be rescinded.*

**CARRIED**

**2. ORIS DEVELOPMENT (KAWAKI) CORP. BIKE PARK LICENSE AGREEMENT**

(File Ref. No.: ) (REDMS No. 3668097v2)

It was moved and seconded

*That the City accept a license from Oris Development (Kawaki) Corp. ("Oris") of a portion of the lands legally known and described as Lot A, Block 2, Section 18, Block 3 North, Range 6 West, New Westminster District, Plan BCP51493 being the portion formerly legally known and described as;*

- (1) Parcel Identifier No. 011-901-829, Lot 3 Block 2 Section 18 Block 3 North Range 6 West New Westminster District Plan 693;*
- (2) Parcel Identifier No. 011-901-853, Lot 4 Block 2 Section 18 Block 3 North Range 6 West New Westminster District Plan 693;*
- (3) Parcel Identifier No. 011-901-861, Lot 5 Block 2 Section 18 Block 3 North Range 6 West New Westminster District Plan 693;*

*(the three portions hereinafter referred to as the "Site"),*

*on the terms and conditions set out in this report, including, specifically that the City grant Oris both:*

- (a) a release from any claims by the City; and*
- (b) an indemnity in Oris' favour in connection with any losses Oris may suffer,*

*all related to the use of the Site by the general public and the City for the purposes of a public bike park and a public walking trail.*

**CARRIED**

2.

**General Purposes Committee**  
**Monday, October 1, 2012**

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**ADJOURNMENT**

It was moved and seconded

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

**CARRIED**

Certified a true and correct copy of the  
Minutes of the meeting of the General  
Purposes Committee of the Council of the  
City of Richmond held on Monday,  
October 1, 2012.

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Mayor Malcolm D. Brodie  
Chair

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Shanan Sarbjit Dhaliwal  
Executive Assistant  
City Clerk's Office





## Parks, Recreation & Cultural Services Committee

Date: Tuesday, September 25, 2012

Place: Anderson Room  
Richmond City Hall

Present: Councillor Harold Steves, Chair  
Councillor Ken Johnston (entered at 3:35 p.m.)  
Councillor Linda Barnes  
Councillor Evelina Halsey-Brandt  
Councillor Bill McNulty

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 Parks, Recreation and Cultural Services Committee held on Tuesday, July 24, 2012, be adopted as circulated.*

CARRIED

### NEXT COMMITTEE MEETING DATE

Tuesday, October 23, 2012, (tentative date) at 4:00 p.m. in the Anderson Room

### COMMUNITY SERVICES DEPARTMENT

1. **CONCEPT PROPOSAL FOR THE NO. 3 ROAD CENTRE MEDIAN RAILING PUBLIC ART PROJECT: BROWNGATE ROAD TO CAMBIE ROAD**

(File Ref. No. 11-7000-09-20-143) (REDMS No. 3640716)

Eric Fiss, Public Art Planner, provided background information and introduced artist Ted Yadeta.

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, September 25, 2012**

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It was moved and seconded

*That the concept proposal for the No. 3 Road Centre Median Railing Public Art Project: Browngate Road to Cambie Road by artist Ted Yadeta, as presented in the staff report from the Director, Arts, Culture & Heritage Services dated August 29, 2012, be approved for fabrication and installation.*

**CARRIED**

**2. CANADA LINE ELEVATED GUIDEWAY TERMINUS PUBLIC ART PROJECT OPTIONS**

(File Ref. No. 11-7000-09-109) (REDMS No. 3488161 v. 4)

*Cllr. Johnston entered the meeting (3:35 p.m.).*

In reply to queries from Committee, Mr. Fiss provided the following information:

- staff have not been able to commence formal discussions with the various stakeholders as the City's Infrastructure Protocol Agreement was recently executed on July 23, 2012;
- as this project is high priority, staff anticipate issuing an Artist's Call in the near future; and
- there are adequate funds held in the Public Art Reserve to support this project, however staff would examine other funding sources such as sponsorship opportunities.

It was moved and seconded

*(1) That the Canada Line Terminus Elevated Guideway Option A (Permanent Artwork) as outlined in the staff report dated September 4, 2012 from the Director, Arts, Culture & Heritage Services be endorsed; and*

*(2) That staff enter into discussions with InTransit BC for the Canada Line Elevated Guideway Terminus Public Art and that staff report back at a future date with their findings and on funding options and method of artist selection.*

**CARRIED**

**3. RICHMOND ARTS STRATEGY UPDATE**

(File Ref. No.) (REDMS No. 3619296 v. 3)

Kim Somerville, Manager, Arts Services, provided background information and thanked all those involved in the preparation of the proposed Richmond Arts Strategy, in particular members of the Steering Committee.

2.



**Parks, Recreation & Cultural Services Committee**  
**Tuesday, September 25, 2012**

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In reply to queries from Committee, Ms. Somerville stated that (i) it is recommended that an endowment be created in an effort to support future arts planning, activities and special projects; (ii) the endowment would be funded from various sources, including any net revenues derived from arts programs and activities; and (iii) staff are in the process of developing an implementation plan.

It was moved and seconded

*That:*

- (1) the proposed Richmond Arts Strategy 2012-2017 as attached to the staff report titled Richmond Arts Strategy Update dated August 28, 2012 from the Director, Arts, Culture and Heritage Services, be adopted; and*
- (2) the Richmond Arts Strategy Steering Committee members be thanked for their assistance in developing the document.*

The question on the motion was not called as discussion ensued and staff was requested to provide a presentation on the proposed Richmond Arts Strategy at the next Council meeting.

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

**4. GARDEN CITY LANDS – PHASE 1 PLANNING**

(File Ref. No.) (REDMS No. 3653811)

Mike Redpath, Senior Manager, Parks, accompanied by Yvonne Stich, Park Planner, provided background information. Mr. Redpath commented on the proposed multi-phased work program, noting that this process was successfully utilized for the development of the Terra Nova Rural Park.

Discussion ensued and Committee commented that (i) this process should be completely inclusive; and (ii) soil testing should include testing for salt.

Discussion further ensued and Committee expressed that they would like to see the proposed multi-phased work program expedited.

In reply to queries from Committee, Mr. Redpath provided the following information:

- consultants would only be retained for technical matters such as hydrology, salinity detection, habitat mapping and so forth; and
- staff have copies of the Minutes of the Public Hearings and related materials in relation to the Garden City Lands.

Discussion ensued and it was suggested that signage be placed on the Lands indicating that consultation is underway.

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, September 25, 2012**

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In response to a question about implementing the proposed multi-phased work program, Cathryn Volkering Carlile, General Manager, Community Services, advised that if Committee would like to see various stages of the proposed program executed concurrently, that staff be given the opportunity to report back with implications of such a model.

It was moved and seconded

*That the Phase 1 – Inventory and Analysis of the Garden City Lands as described in the staff report titled Garden City Lands – Phase 1 Planning dated September 13, 2012 from the Senior Manager, Parks be approved.*

The question on the motion was not called as discussion ensued regarding executing various stages of the proposed multi-phased work program. As a result of the discussion, the following **referral** was introduced:

It was moved and seconded

*That the staff report titled Garden City Lands – Phase 1 Planning dated September 13, 2012 from the Senior Manager, Parks be referred back to staff to bring forward a revised process that would include the implementation of various stages of the proposed multi-phased work program concurrently, including cost implications of such an approach.*

The question on the referral motion was not called as it was noted that staff report back to the next General Purposes Committee meeting.

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

**5. MANAGER'S REPORT**

**(i) Water Covered Lot H At Imperial Landing**

The Chair commented on water covered Lot H, located in front of the Imperial Landing dike trail in Steveston Village, and its potential as a paid infill site in an effort to offset some of the costs associated with creating the lot. As a result, the following **referral** was introduced:

It was moved and seconded

*That staff consider water covered Lot H (located in front of the Imperial Landing dike trail in Steveston Village) as a paid infill site and report back.*

**CARRIED**

**(ii) Wildlife at Terra Nova Rural Park**

Discussion ensued regarding the wildlife at Terra Nova Rural Park. It was noted that information regarding these animals, including pictures, would be valuable to those utilizing the park, and could be published on the City's website. Also, it was suggested that additional interpretative signage be installed at Terra Nova Rural Park.

**Parks, Recreation & Cultural Services Committee**  
**Tuesday, September 25, 2012**

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

It was moved and seconded

*That staff provide information on the City's website, including pictures, of the wildlife at the Terra Nova Rural Park.*

**CARRIED**

**(iii) Miscellaneous Matters**

Dave Semple, General Manager, Community Services, provided an update on fire ants, noting that appropriate signage has been installed. Also, Mr. Semple spoke of a closure along the Shell Road Trail, noting that the area is very dry.

**ADJOURNMENT**

It was moved and seconded

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

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the Parks, Recreation & Cultural Services Committee of the Council of the City of Richmond held on Tuesday, September 25, 2012.

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Councillor Harold Steves  
Chair

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Hanieh Berg  
Committee Clerk





# City of Richmond

## Report to Committee

*To: PRCs Mtg. Sept. 25, 2012*

**To:** Parks, Recreation and Cultural Services  
Committee

**Date:** August 29, 2012

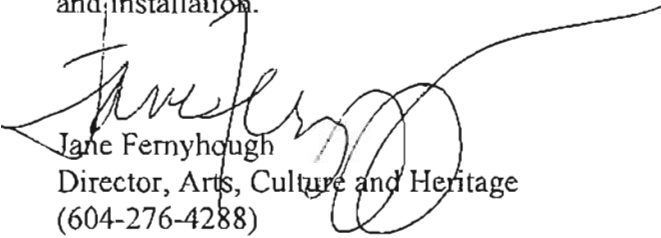
**From:** Jane Fernyhough  
Director, Arts, Culture and Heritage

**File:** 11-7000-09-20-143/Vol  
01

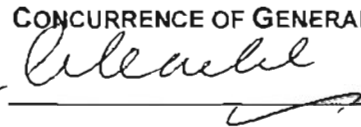

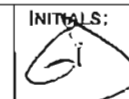
**Re:** **Concept Proposal for the No. 3 Road Centre Median Railing Public Art  
Project: Browngate Road to Cambie Road**

### Staff Recommendation

That the concept proposal for the No. 3 Road Centre Median Railing Public Art Project: Browngate Road to Cambie Road by artist Ted Yadeta, as presented in the report from the Director, Arts, Culture & Heritage Services dated August 29, 2012, be approved for fabrication and installation.

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

Att. 1

REPORT CONCURRENCE			
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>	
Budgets	<input checked="" type="checkbox"/>		
Engineering	<input checked="" type="checkbox"/>		
Public Works	<input checked="" type="checkbox"/>		
Transportation	<input checked="" type="checkbox"/>		
<b>REVIEWED BY SMT SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>REVIEWED BY CAO</b>	<b>INITIALS:</b> 

## Staff Report

### Origin

On April 10, 2012, Council endorsed the Call to Artists for the No. 3 Road Centre Median Railing Public Art Project: Browngate Road to Cambie Road, for integrating public art within the joint ICBC-City of Richmond road safety improvement project. This report brings forward the recommended concept proposal for Council approval to proceed with fabrication and installation.

The creation of public art within the No. 3 Road median contributes to Council Term Goals to advance the City's destination status and appeal, and to ensure our continued development as a vibrant cultural city.

### Analysis

#### Public Art Selection Process

In Spring 2012, through the Public Art Program, the City issued an Artist's Call to submit original two-dimensional concept sketches for a design to be added to the installed median railing on No. 3 Road, adjacent to the Aberdeen Canada Line Station. A public art Terms of Reference, describing the art opportunity, site description, themes, budget, selection process, and submission requirements was developed specifically for the contest. These Terms of Reference were reviewed and endorsed by the Public Art Advisory Committee.

In accordance with the City Public Art Program procedures for a City-initiated public art project, a three-member panel reviewed the artist submissions on June 15, 2012. The members of the selection panel included:

- Diyan Achjadi, Vancouver-based visual artist
- Viven Chiu, Richmond-based visual artist
- Joey Kwan, Promotion and Public Relations Manager, Aberdeen Centre

City staff reviewed the submissions for technical feasibility and potential transportation safety issues. Staff comments were provided to the selection panel. Following review of the submissions, the panel unanimously recommended the concept design by artist Ted Yadeta. The Public Art Advisory Committee provided an observer for the selection process and recommends Council endorse the concept proposal (**Attachment 1**).

#### Recommended Public Art Project

Ted Yadeta is a local artist living in the Hamilton neighbourhood of Richmond. He is entering his second year in the Studio Art Program at Capilano University. In response to the site, the artist proposes inserting thin aluminum panels (similar to those used for street signs) between the vertical pickets of the railing. Each panel will be a solid colour and placed in an order to convey a gradient of a colour spectrum. As a result, passengers, drivers and pedestrians can witness a transition of colour as they travel along the road, giving the viewer a subtle experience of progress and change.

Based on direction from City Traffic Operations staff, the design of the artwork will avoid using traffic colours (red, amber, green) in the vicinity of the main intersections at Browngate Road and Cambie Road to reduce any visual impairments and distraction to drivers.

Following an initial research phase by staff, it has been determined that the aluminum panels can be supplied and fabricated by a local Richmond-based company. Applying the colour to the panels will be completed either by a powder coating process or a digital printing process using adhesive vinyl, which can also be provided by Richmond-based companies. The installation of the panels will be completed by City Fleet Operations staff. The colour finish will be non-reflective to minimize glare from headlights.

### **Financial Impact**

A public art budget of \$10,000 was initially identified for this project. However, the design recommended by the panel would use more material than in the original staff estimate, which would increase the budget to a total of \$17,000. In addition to the \$10,000 allocated from the 2011 Public Art Capital Project for public art opportunities associated with City streets, parks and buildings, an additional \$7,000 will be allocated from the 2012 Public Art Capital Project in order to provide colour panels along the entire length of the railing.

A budget of \$1,500 is provided to the artist for the winning design. The cost of fabrication and installation will be managed by the City, to a maximum budget of \$15,000. The remaining \$500 in the approved budget is for selection panel expenses and honorariums. The operating budget impact (OBI) for cleaning and maintenance of the art work are included in the approved 2011 Public Art Program capital project.

### **Conclusion**

The new public safety railing on No. 3 Road between Browngate Road and Cambie Road represents an opportunity to provide public art to enhance the public realm along No. 3 Road in the vicinity of the Aberdeen Canada Line Station and neighbouring Coast Mountain bus stops.

If approved, the project will move into the detailed design phase, with a mock-up to be installed prior to final fabrication and installation, with the entire project to be completed in the fall of 2012.



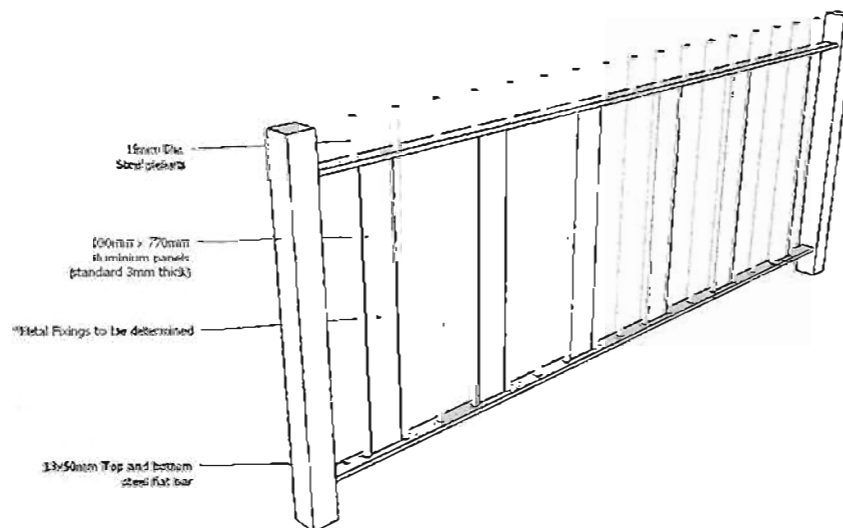
Eric Fiss  
Public Art Planner  
(604-247-4612)

EF:ef

Concept Proposal – Ted Yadeta, Artist



View of Artwork from Cambie at No 3 Road



Detail of Proposed Artwork Installation





# City of Richmond

## Report to Committee

*To: PRCS Mtg. Sept. 25, 2012*




**To:** Parks, Recreation and Cultural Services Committee      **Date:** September 4, 2012  
**From:** Jane Fernyhough  
Director, Arts, Culture & Heritage Services      **File:** 11-7000-09-20-109/Vol 01  
**Re:** Canada Line Elevated Guideway Terminus Public Art Project Options

### Staff Recommendations

1. That the Canada Line Terminus Elevated Guideway Option A (Permanent Artwork) as outlined in the staff report dated September 4, 2012 from the Director, Arts, Culture & Heritage Services be endorsed.
2. That staff enter into discussions with InTransit BC for the Canada Line Elevated Guideway Terminus Public Art and that staff report back at a future date with their findings and on funding options and method of artist selection.

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

Att. 1

REPORT CONCURRENCE			
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>	
Budgets	<input checked="" type="checkbox"/>		
Public Works	<input checked="" type="checkbox"/>		
Law	<input checked="" type="checkbox"/>		
Transportation	<input checked="" type="checkbox"/>		
<b>REVIEWED BY SMT SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>REVIEWED BY CAO</b>	<b>INITIALS:</b> 

## Staff Report

### Origin

On October 11, 2011, Council endorsed the City Centre Public Art Plan, which identifies the end of the Canada Line at Brighthouse Station as a public art opportunity for a large-scale signature artwork. Discussion ensued regarding public art along the Canada Line, and in particular at the Brighthouse Station. As a result of the discussion, the following referral was introduced:

*That staff come forward with two to three different options on how to proceed in a timely manner with the completion of the Canada Line and the installation of artwork.*

This report presents for Council's consideration options for a public art project at the end of the Canada Line, with consideration of budgets, timing and parties to be consulted.

This initiative is in line with Council Term Goals to advance the City's destination status and appeal and ensure our continued development as a livable and vibrant cultural city.

### Analysis

The Canada Line elevated guideway terminates approximately 50m south of the Richmond Brighthouse Station/Bus Mall. The current condition, with the guideway resting partially on the final support pillar, is unfinished and aesthetically unappealing.

The structure at this prominent City Centre location provides an excellent opportunity for public realm improvement, as identified in the City Centre Public Art Plan. A significant public art project would transform the current "unfinished" terminus into a creative public space and demonstrates a commitment to excellence in public works. Future developments around this location provide an opportunity to develop an urban public plaza as an extension of the Canada Line Brighthouse Station.

#### Adjacent development

Permanent artwork at this significant location needs to consider future development of the adjacent properties (**Attachment 1**). These include:

- 6188 No. 3 Road owned by South Coast BC Transportation Authority (TransLink);
- 6300 No. 3 Road, owned by the Bank of Nova Scotia; and
- 6340 No. 3 Road, owned by Sanna Enterprises Ltd;

Fairborne Homes Limited has been approved to develop the two sites at 6188 and 6300 No. 3 Road, north of the final column and adjacent to the Brighthouse Canada Line Station (Mandarin Residences). A public art contribution of \$235,000 is included with this development. The applicant's Public Art Plan allocates \$190,00 for a major artwork along the No. 3 Road façade of the Mandarin Residences, to be visible from the Brighthouse Canada Line Station; and a cash contribution of \$45,000 to the City Public Art Reserve, due prior to issuance of the Development Permit. The Plan has been reviewed and endorsed by the Public Art Advisory Committee, who

recommends that the cash portion of the contribution be applied to an artwork at the end of the line.

The final guideway support column is located on private property at the Brighthouse Square Shopping Centre at 6340 No. 3 Road (Sanna Enterprises Ltd.). There are no current plans for re-development of this site. Future development of this site will provide an opportunity for an urban public plaza as an extension of the Brighthouse Station plaza, with the public artwork a focal point. Staff will consult with the current property owner in developing proposals for public art on the support column located on the right-of-way within their property.

### Permission

On July 23, 2012, Council authorized the Mayor and City Clerk to execute on the City's behalf the City Infrastructure Protocol Agreement, dated for reference May 1, 2011, between the City of Richmond, South Coast British Columbia Transportation Authority (TransLink) and Intransit BC Limited Partnership; and the Canada Line Richmond Access Agreement Amendment No. 3, made as of August 12, 2009 between the City of Richmond and the South Coast British Columbia Transportation Authority.

Under the terms of the City Infrastructure Protocol Agreement between the City, TransLink and InTransit (the Concessionaire), the City is required to obtain the Concessionaire's approval for any City infrastructure placed within one metre or attached directly to any Canada Line infrastructure. Following Council's endorsement of the direction to be taken, a City interdepartmental team will meet with the Concessionaire to discuss the potential for a significant public artwork at this location and review the terms of agreements for permission to install an artwork at this location.

### Options

Option A (Permanent Artwork) – Recommended – Staff would meet with InTransit to review requirements to integrate an artwork with the support column and guideway. The budget for artwork at this significant location should be sufficient to allow for the creation of a robust and urban scaled work.

The City Centre Area Public Art Plan identifies a budget of \$400,000 to \$500,000 for this significant project. High quality materials would be used, and the budget could support inclusion of electronic components (digital screens, lighting, or moving parts). Staff would report back to Council on funding options, including contributions from private development, the Public Art Reserve, and sponsorship.

Proceeding with this option would allow the completed artwork to be delivered in a timely manner, with project start-up beginning in 2013.

Option B (Temporary or First Phase Artwork) – Similar to Option A in terms of logistics though with a much reduced budget. A modest budget option, of \$100,000 to \$150,000 would allow for less complexity in the artwork. This budget would be suitable for an artwork that might be removed or relocated in the future when the site re-develops, to allow for new artwork to be integrated within an urban plaza. Alternatively, this could be the first phase of a larger artwork

that would be completed when the plaza is developed. Placement of a temporary artwork could also be considered. Recent and proposed contributions from private development would be available to fund the project at this budget level.

A temporary artwork at this location could potentially exist for a considerable amount of time due to the uncertainty on the timing for redevelopment of the Sanna Brighthouse Shopping Centre property. This option would not provide the full benefits possible compared to Option A.

Option C (Defer the Artwork) – Delay the project to coincide with re-development of the Brighthouse Shopping Centre property, owned by Sanna Enterprises Ltd., which surrounds the terminus column. This would allow the work to be integrated with the design of an urban plaza and has the advantage of potentially allowing the artwork to be placed directly on the ground around the column (currently private property), therefore not requiring a connection to the Canada Line infrastructure. Staff would report back on funding options at the time the redevelopment occurs, with funds in the Public Art Reserve held for the project until a future date.

As indicated, there are no current plans to redevelop the Brighthouse Square Shopping Centre so the timeline is unknown at this time. Benefits of the introduction of public art at this location could be delayed indefinitely, and is therefore not recommended.

#### Funding sources

The type and scale of artwork for this location will be dependent on the budget. Funding for public art at the Canada Line stations has not been included in InTransit BC's scope for the Canada Line project in Richmond. Staff need to begin discussions with InTransit BC, CLCO and TransLink representatives to identify funding opportunities and participation in a public realm improvement project at this location.

The City Centre Public Art Plan identifies funding for this project from contributions to public art through the City's Private Development Public Art Program. Contributions from recent development applications for projects in the City Centre could be directed towards this project. In addition to funding from existing and future developer contributions, funding from sponsorship could also be considered. There are adequate funds held in the Public Art Reserve to support this project in addition to annual funds budgeted for community public art projects and related programming. The project would not be seeking any funding from other City sources.

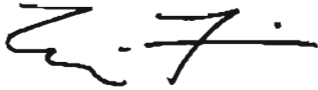
#### **Financial Impact**

There is no financial impact at this time. Subject to Council direction, a report on funding options will be brought forward at a future date.

#### **Conclusion**

The Canada Line elevated guideway termination provides an excellent opportunity for a significant public art project at this important location within the City Centre.

This report provides options for a public art project at the Canada Line terminus, and proposes discussions with InTransit BC concerning funding and permissions for the development of a public art project. Staff will report back to Council at a future date with the findings of these discussions, identify funding requirements and sources, and develop specific information on the proposed methods for artist selection

A handwritten signature in black ink, appearing to read 'Eric Fiss'.

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

EF:ef

## Canada Line Terminus Site



- a) 6188 No. 3 Road, owned by TransLink – under development
- b) 6300 No. 3 Road, owned by the Bank of Nova Scotia – under development
- c) 6340 No. 3 Road, owned by Sanna Enterprises Ltd.



Canada Line terminus guideway and support column, looking East





# City of Richmond

## Report to Committee

*To: PRCS Mtg. Sept. 25, 2012*

**To:** Parks, Recreation and Cultural Services Committee

**Date:** August 28, 2012

**From:** Jane Fernyhough  
Director, Arts, Culture & Heritage

**File:**

**Re:** Richmond Arts Strategy Update

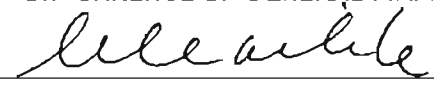


### Staff Recommendations

That:

1. The proposed Richmond Arts Strategy 2012-2017 as attached to the Richmond Arts Strategy Update report dated August 28, 2012 from the Director, Arts, Culture and Heritage Services, be adopted,
- and
2. The Richmond Arts Strategy Steering Committee members be thanked for their assistance in developing the document.

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

Att. 3

REPORT CONCURRENCE			
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>	
Parks Services	<input checked="" type="checkbox"/>		
Finance Division	<input checked="" type="checkbox"/>		
Intergovernmental Relations & Protocol Unit	<input checked="" type="checkbox"/>		
Development Applications	<input checked="" type="checkbox"/>		
Policy Planning	<input checked="" type="checkbox"/>		
<b>REVIEWED BY SMT SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>REVIEWED BY CAO</b>	<b>INITIALS:</b> 

## Staff Report

### Origin

At its meeting on July 27, 2004, Council endorsed the City's first Arts Strategy to guide actions and development to make Richmond a city with a thriving cultural life, where the opportunities for participation in the arts at all levels are accessible, where artists feel they have a place and are seen as contributing to the community, where cultural industries are welcomed and where cultural activity is visible and supported. Since 2004 much has been accomplished and Richmond's arts scene is diverse, vibrant and growing. As part of the commitment to the arts, the City undertook the process of updating the Arts Strategy (**Attachment 1**) in order to reflect today's opportunities and challenges.

The development of this strategy supports the following Council Term Goals:

- 3.2 Foster a collaborative economic development culture within the City where the City and businesses are working together to build on and seize opportunities in a faster, more efficient manner, with critical mass.
- 3.8 Develop a "stay-cation" appeal for the City and region.
- 6.1 Strengthen our presence in Victoria and Ottawa, building stronger personal relationships, particularly at the staff level, in order to be a recognizable face and to be ready to seize funding and other opportunities as they arise.
- 8.1 Continued implementation and significant progress towards achieving the City's Sustainability Framework: Vibrant Communities focus.

This report provides an overview of the strategy – both in terms of a summary of its key strategic directions and the involvement from the community in its development and seeks Council endorsement for the draft Richmond Arts Strategy 2012-2017.

### Analysis

The Richmond Arts Strategy 2012-2017 identifies the challenges and clarifies the needs, both within the arts community and in the general community, to facilitate the growth of the arts in Richmond by creating an environment and culture in the City that ensures the arts play a strong role in placemaking, community building, tourism and economic development.

The strategy calls upon the City to play a number of roles to develop and foster a community-wide approach to developing the arts: facilitator, program provider, partner, supporter, communicator and advocate in advancing the arts. Five strategic directions guide the City and its stakeholders' involvement in supporting Richmond's arts sector and ensuring a thriving and visible arts scene in Richmond:

- 1. Strengthen and support the arts community.
- 2. Increase the number of arts spaces and more effectively use existing ones.



3. Broaden the diversity of arts experiences and opportunities.
4. Expand public awareness and understanding of the arts.
5. Broaden the economic potential and contribution of the arts.

Under each of these strategic directions, a series of recommended actions are outlined, which have been vetted by the Richmond Arts Strategy Steering Committee. Opportunities will be sought to integrate the strategic directions and actions with other City policies, strategies, programs and initiatives to advance the arts in Richmond and help make the arts a primary engine for further enhancing Richmond's growth into one of the best places to live, work and play.

An implementation plan for 2012-13 is currently being developed, which outlines how arts and culture will contribute to the five strategic directions in an effort to continue to advance the arts in Richmond. Further dialogue with other City departments will be required as the implementation plan is formed as it relates to some of the strategy's recommended actions such as the integration with other City departments; the provision of affordable creation space, live/work spaces, presentation spaces; promoting increased access and use of public spaces for art; and allowing for buskers, street art, etc.

#### Community Engagement and Consultation

The Richmond Arts Strategy 2012-2017 was developed with active participation from the community in various sessions:

- **Community Meetings:** two public meetings held on May 10 and June 29, 2011, to which the community at large and the arts community in particular were invited, provided insight and input on the arts in Richmond.
- **Richmond Arts Strategy Steering Committee:** this committee, made up of an equal mix of City staff from diverse departments and representatives from the arts community, (**Attachment 2**) participated in five extended planning sessions, and have endorsed the draft Richmond Arts Strategy 2012-2017.
- **Open Houses and Survey:** the community at large was provided the opportunity to give feedback on the highlights at the open houses held on July 12, 13 and 14, 2012, at the Richmond Cultural Centre. An online survey also captured people's comments about the strategy (**Attachment 3**).

Participants' comments throughout the process are documented in the strategy regarding the opportunities and challenges in Richmond as well as their expectations for the future of the arts in Richmond.

#### **Funding Considerations**

While many of the initiatives and actions will be achieved through annual work plans and working in partnership with others, some actions will require additional funding. Additional

funding required will be sourced through various sources including sponsorships, partnering with development, grants and matching funding. It is also recommended that an endowment be created to help support future arts planning, activities and special projects and that it be funded from these various sources as well as any net revenues derived from arts programs and activities.

Efforts will also be made to work with other levels of government to increase awareness of existing funding opportunities, to leverage civic investment and to attract the investment of additional resources, financial and non-financial in support of the arts sector.

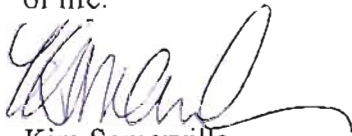
Any capital projects or increases in operating budgets will come forward for Council approval within the Council approved budget process.

### **Financial Impact**

There is no financial impact associated with Council's endorsement of this strategy.

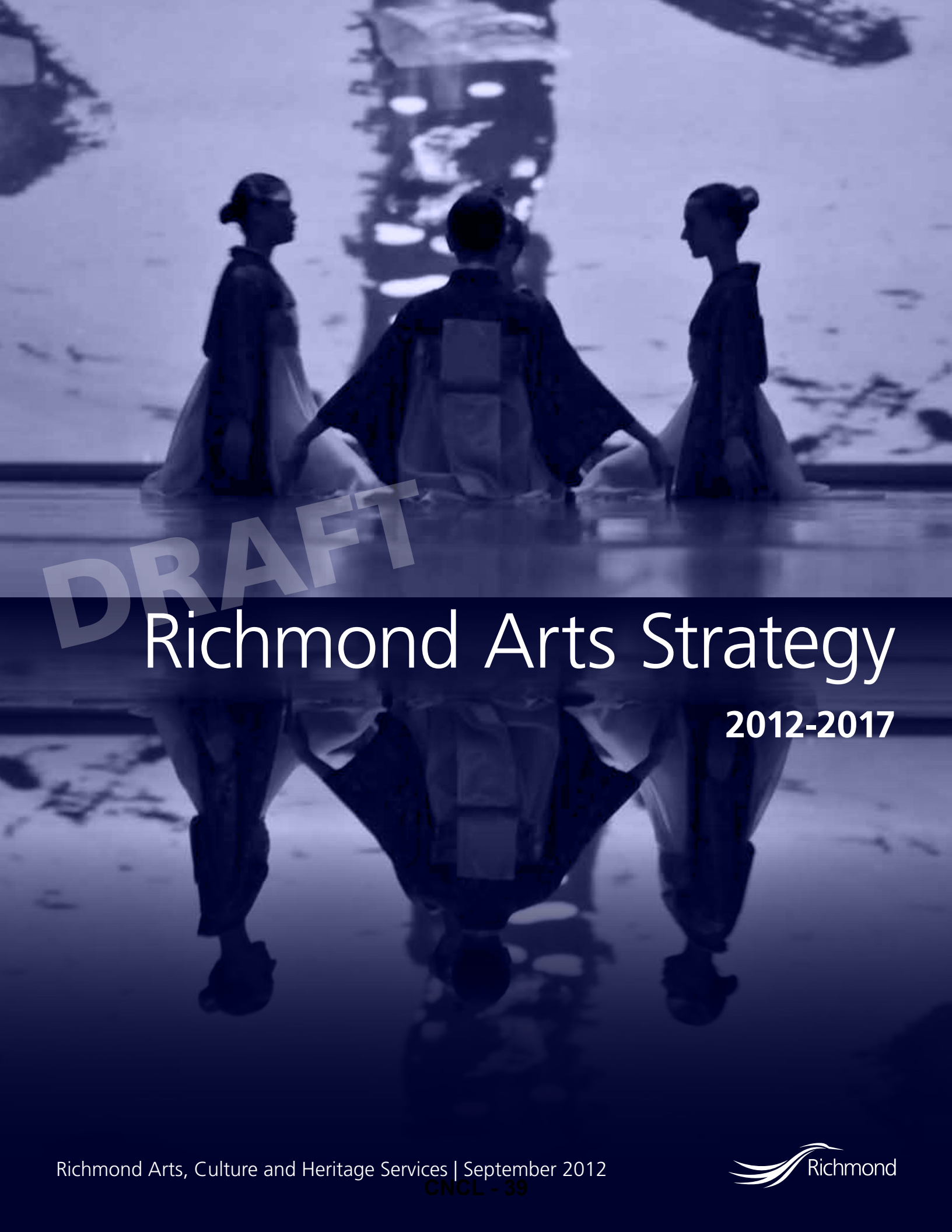
### **Conclusion**

This draft Arts Strategy, with input from the community, addresses current opportunities and challenges and equips Richmond to be an arts destination with a thriving arts community and a rich offering of festivals and events. The strategy outlines five strategic directions which act as a framework to guide actions and work plans. With leadership and support from the City, there is every reason to believe that the arts will flourish and contribute to enhancing community quality of life.



Kim Somerville  
Manager, Arts Services  
(604-247-4671)

KS:ks



# Richmond Arts Strategy

2012-2017

*"...it's important to recognize that 2010 did change forever the face of Richmond in a bold way. The Olympic Legacy isn't just the Richmond Olympic Oval and the Canada Line. On a grand scale, sculptures appeared on streets and parks...it was like Richmond grew up culturally. Or, that for once art was an integrated element in terms of a city's transformation."*

Mary Gazetas, Richmond Review, 2010

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Front Cover: Richmond Arts Centre Year End Dance Recital (2011)  
Photographer: Felix Law

Back Cover: *Tea into the Mist: A Ceremony of the Soul* (2011),  
Your Kontinent: Richmond International Film and Media Arts Festival  
Artists: Sophia Liang, Seb Nem, Oz Peta and Oliver Martin  
Photographer: Lewis Liao

# 1. Acknowledgements

The Richmond Arts Strategy Update benefitted from the active participation of a number of stakeholders and residents who participated in a number of sessions over the course of the past year. Richmond Arts, Culture and Heritage Services is appreciative of the valuable contribution these individuals made during the process.

We would also like to acknowledge the direct contributions of the following individuals for their knowledge, perspective and insight.

## Steering Committee

### Community Members

Sid Akselrod	Teacher, School District 38
Glen Andersen	Public Artist
Jean Garnett	Richmond Arts Coalition
Mark Glavina	Owner, Phoenix Coastal Art
Lorraine Jarvis	Director, Youth Honour Choir
Steve Jedreicich	Vice President of Development, Townline
Simon Johnston	Past Artistic & Executive Director, Gateway Theatre
Nancy Lee	Writer/Teacher
Rishell O'Brien	Studio Director, Defy Gravity Dance Company Inc.
Jullin O'Sheaur	Owner, Jullin Vocal Studio
Marina Szijarto	Artist
Ying Wang	President, Cinevolution Society

### City Staff

Jane Fernyhough	Director, Arts, Culture and Heritage Services
Kim Somerville (Project Lead)	Manager, Arts Services
Nan Capogna	Curator, Richmond Art Gallery
Suzanne Carter	Senior Planner/Urban Design
Camyar Chaichian	Arts Coordinator, Richmond Arts Centre
Eric Fiss	Public Art Planner
Alan Hill	Coordinator, Diversity Services
Vern Jacques	Senior Manager, Recreation Services
Liesl Jauk	Manager, Community Cultural Development
Sandi Swanigan	Manager, Major Event Development
Ted Townsend	Senior Manager, Corporate Communications
Donna Lee	Project Assistant

### Consultants

Howard Harowitz	Howard Harowitz Consulting Ltd.
Eric Vance	Eric Vance & Associates

We would also like to acknowledge LIFT Philanthropic Partners (previously 2010 Legacies Now Society) for their generous contribution to support the development of the Richmond Arts Strategy 2012–2017.

## 2. Executive Summary

The City of Richmond is updating its 2004 Arts Strategy to reflect today's opportunities and challenges and to further the City's vision to be the most appealing, livable and well-managed community in Canada. This process was led by a Steering Committee comprised of an equal mix of City staff and representatives of the arts community. Their work spanned a number of extended planning sessions, supported by input from three public meetings.

As a Venue City for the 2010 Olympic Winter Games, Richmond showcased its diverse artistic talent to local and international audiences. The Olympic effect helped elevate the arts in the community and created an increased sense of pride, identity and spirit. This legacy continues to help advance the arts and influence this new strategy. A number of City plans and strategies also guided updating of the Arts Strategy.

The purpose of the Arts Strategy is to help facilitate the growth of the arts in Richmond by creating an environment and culture in the city that ensures the arts play a strong role in placemaking, community building, tourism and economic development.

Since 2004, City Council and staff have worked with the community to help Richmond reach its creative potential. The main accomplishments are:

- Building capacity and support
- Increased experiences and opportunities
- Increased public awareness and understanding
- Broaden the contribution of the arts

A number of national, provincial and local trends and external influences have been identified, with the recognition that they will have an impact on planning, management and programming in the arts. Key trends include growth in visual and performing arts, multi-disciplinary events and community art, increased participation of businesses in their communities and the impact of technology on the arts.

Important local influences include continuing growth in Richmond, the Olympic legacy, the City's commitment to the arts and the increasing diversity of the Richmond community.

A review of opportunities and challenges related to the arts in Richmond reveals that Richmond has an opportunity to make the arts a primary engine for further enhancing Richmond's growth into one of the best places to live, work and play. The arts community has

a solid base of artists and an emerging reputation. Richmond's healthy population growth can support audience expansion, development of much-needed physical infrastructure and the formation of arts precincts.

The Arts Strategy vision is: "Richmond is an arts destination with a thriving arts community and a rich offering of festivals and events". The Strategy calls upon the City to play a number of roles: facilitator, program provider, partner, supporter, communicator and advocate in advancing the arts.

### Five strategic directions guide the Arts Strategy:

1. Strengthen and support the arts community.
2. Increase the number of art spaces and more effectively use existing ones.
3. Broaden the diversity of arts experiences and opportunities.
4. Expand public awareness and understanding of the arts.
5. Broaden the economic potential and contribution of the arts.

### Under each strategic direction, a number of actions are recommended. Examples of these include:

- Organize an annual Arts Community Forum to review the Arts Strategy and promote knowledge sharing and collaboration.
- Complete a Cultural Facilities Plan to determine the best types and balance of facilities and programming to support and meet the needs of the community.
- Create and sustain two new events that integrate the arts with Richmond's unique social, environmental, historical and economic advantages.
- Develop an Arts Marketing Plan that uses social media and traditional tools to brand the arts, build awareness, promote the benefits and create a sense of identity that differentiates Richmond from other communities.
- Ensure the arts are considered in the City's Economic Development Strategy.





Landon Mackenzie, *Neurocity (Aqua Blue)*, 2009-09, Richmond Art Gallery

Photographer: Scott Massey

Upon adoption of the Arts Strategy by Council, staff will begin to advance the strategic directions and recommended actions through annual work plans. Staff will monitor and report out on the progress and achievements on an annual basis to Council and the arts community. It is expected that the Art Strategy will be revised again in five years.

A visioning session identified what the arts in Richmond might ideally look like if the strategic directions in this strategy are achieved. That future vision includes these features:

- Richmond is an arts destination
- Great facilities and physical infrastructure
- Strong civic commitment
- Collaboration, education, integration
- Economically sustainable framework for the arts

This updated Art Strategy positions Richmond to be recognized as an arts destination with a thriving arts community and a rich offering of festivals and events. With leadership and support from the City, there is every reason to believe that the arts will flourish and continue to contribute to the community's quality of life.



### 3. Introduction

A vibrant arts community plays an important role in Richmond's aspiration to be the most appealing, livable and well-managed community in Canada.

In 2004, the City adopted the Richmond Arts Strategy, which served as the foundation for a range of civic initiatives and partnerships over the past eight years to develop, support and strengthen the arts. Much has been accomplished, and Richmond's arts scene is diverse, vibrant and growing.

As part of its continued commitment to the arts, the City has undertaken a process to update the 2004 Arts Strategy to reflect today's challenges and opportunities.

A Steering Committee was formed, comprised of an equal mix of City staff and representatives of the arts community. Their work spanned a number of extended planning sessions, supported by input from three public meetings to which the community at large and the arts community in particular were invited to provide insight and input.

This document sets out the results of their work and documents people's comments throughout the process regarding the opportunities and challenges in Richmond as well as their expectations for the Arts Strategy. The outcomes from the process are summarized into five strategic directions and recommended actions.

#### Context

In 2004, the City adopted the Arts Strategy to guide its actions and development to make Richmond a city with a thriving cultural life where the opportunities for participation in the arts at all levels are accessible, where artists feel they have a place and are seen as contributing to the community, where cultural industries are welcomed and where cultural activity is visible and supported. Since 2004, there has been a significant investment by the City to increase the capacity of arts organizations, enhance current and develop new high quality arts festivals and activities, identify and showcase Richmond's artistic talent and leverage partnerships, grants and sponsorship opportunities.

As a Venue City for the 2010 Olympic Winter Games, Richmond has created a lasting legacy by showcasing Richmond's diverse artistic talent to local and international audiences. The Olympic effect helped elevate the arts in the community and created an increased sense of pride, identity and spirit. Richmond also has a unique sense of place and geography, and a diverse community. This legacy continues to help advance the arts and influence this updated strategy.

The following City plans and strategies have also provided vision and direction related to updating the Arts Strategy:

- Parks, Recreation and Cultural Services Master Plan 2005-2015
- 2004 Richmond Arts Strategy
- 2007 Parks, Recreation and Cultural Facilities Strategic Plan
- Major Events Plan 2007-2012
- Richmond Arts and Culture Economic Impact Study 2008
- Richmond Arts and Culture Community Scan 2008
- 2009 Waterfront Strategy
- 2009 City Centre Area Plan
- 2010 Arts and Culture Plan
- 2010 Community Wellness Strategy

As this is a City Arts Strategy Update, opportunities will be sought to integrate the strategic directions and actions with other City policies, programs and initiatives.

*"The arts are a vital part of Richmond's social fabric and play a significant role in contributing to the health and vibrancy of our community."*

Councillor Evelina Halsey-Brandt,  
Richmond Review, 2012

## 4. Purpose

By investing in the arts, the Arts Strategy will help to facilitate the growth of the arts in Richmond by creating an environment and culture in the city that ensures the arts play a strong role in placemaking, community building, tourism and economic development. The strategy shall also serve to motivate and excite Richmond residents and foster a stronger connection between the City and its stakeholders in an effort to advance policies, programs and services so that the arts can thrive.

### Key deliverables associated with the plan include:

- opportunities to increase the arts experiences and spaces,
- strategies to support growth and increased awareness of the value of the arts, and
- realization of the economic opportunities.

### Mission of the Strategy

This Arts Strategy, similar to the Arts Strategy developed in 2004, helps to identify the challenges and clarify the needs both within the arts community and in the general community in order to provide a vision for the arts and five-year strategies and actions. As a result of this strategy, detailed actions and annual work plans will be created to accomplish the strategic goals.

### The mission is to:

- ensure the broadest possible access to and awareness of the City's diverse cultural assets by all segments of the Richmond community,
- stimulate and recognize talent among the City's professional and amateur artists,
- ensure the arts play a strong role in placemaking, community building, tourism and economic development,
- enhance and bring to life public spaces in order to define and create a special sense of place,
- encourage and facilitate cooperative partnerships among government and non-government entities to deliver cultural services,
- ensure policies are in place to support the arts and the promotion of arts activities,
- develop an environment where artists are welcomed, valued and supported within the community,

- enhance opportunities for training in the arts,
- enrich quality of life by celebrating and supporting the development and creation of art, and
- honour and celebrate those individuals, community organizations and corporate leaders who support the arts.

### The "Arts"

For the purposes of this strategy, "arts" is understood as the expression of human creative skill as it relates to:

- visual arts: sculpting, drawing, painting, printmaking, craft, photography and art exhibitions
- performing arts: performing, attending or producing live theatre, music and dance
- literary arts: writing, publishing and/or printing material, reading, attending poetry readings or writers festivals
- culinary arts: aesthetic and palate pleasing meal preparation including baking and pastry making, food stylists, food sculptures and teaching food preparation techniques
- media arts: film, video, new media and audio
- environmental, eco and land art: art dealing with ecological issues and/or art created in nature using natural materials
- integrated arts: artistic practice that combines two or more artistic disciplines to create a hybrid where no single form of art is dominant
- community engagement and collaboration: art that involves the work of professional artists and non-arts community members in creative relationships to give the visual arts a stronger presence

Art in everyday life creates a sense of meaning and place for citizens. It gives visitors a lasting memory and reflects the City's long-term investment in the future. An investment in the arts is an investment in the community and the economy.

*"Art is also a kind of power, which cannot only boost your imagination but also your creativity. Thank you for such a great activity."*

Frank (participant), Family Sunday Program,  
Richmond Art Gallery



Richmond Youth Dance Company (2012), Richmond Arts Centre

Photographer: GTFX

## 5. Where Are We Now?

### Accomplishments Since 2004

#### The overarching goals from the Arts Strategy adopted in 2004 were to:

- build capacity within and support for arts organizations,
- strengthen, support and enhance the artistic community,
- increase the variety and diversity of arts experiences and opportunities,
- expand public awareness and understanding of the value of the arts, and
- broaden the economic potential and contribution to the arts.

Since 2004, City Council and staff have worked with the community to help Richmond reach its creative potential. Much has been accomplished, including but not limited to the following:

#### 1. Building Capacity and Support

- Development of the City Arts Grants Program to support Richmond artists and arts organizations
- Creation of Art at Work – a Professional Development Symposium
- Formation of the Richmond Arts Coalition, a member-driven association that supports and celebrates culture and arts activities in Richmond
- Increased profile of Arts, Culture and Heritage Services in the City's structure by creating it as a stand-alone Division in the City
- Increased complement of staffing:
  - Manager, Arts Services,
  - Manager, Cultural Development,
  - Director and Curator position at the Richmond Art Gallery,
  - Arts Programmer
  - Media Lab Facilitator,
  - Film Office Coordinator, and
  - Public Art Planner
- Development of a City Film Office to increase filming opportunities in Richmond
- Creation of the Richmond Artists Directory

#### 2. Increased Experiences and Opportunities

- Adoption of the 2010 Arts and Culture Plan and arts programming in the Richmond O Zone
- Participation in Culture Days, a free, interactive nation-wide celebration of arts and culture
- Participation in the Vancouver International Sculpture Biennale with the installation of eight artworks around the city
- Extended the delivery of Arts Services through the creation of the new Media Lab and Rooftop Garden at the Richmond Cultural Centre
- New events such as the Children's Arts Festival, Minoru Opera Series, Your Kontinent: Richmond International Film and Media Arts Festival, Resident Art Group Showcase, Salmon Row and redesign of Richmond Maritime Festival with an arts focus
- Regional, national and international exhibitions at the Richmond Art Gallery:
  - Face to Face, Wanda Koop,
  - Mask, Arthur Renwick,
  - In Transition: New Art from India with the Vancouver Biennale, and
  - Last Riot, AES+F, a partnership with the Vancouver Biennale.
- Increase inventory of public artworks in the City; Richmond Olympic Oval has the City's largest investment of public art

#### 3. Increased Public Awareness and Understanding

- Development of a six-week marketing campaign called Winter Festival of the Arts
- Increased local media coverage and national media coverage helped to elevate the arts
- Creation of a Richmond Artist Directory, an online communication tool that provides Richmond artists and arts organizations with updates about arts news and opportunities available in Richmond
- Development of the Richmond Arts Awards, which recognize artistic support and merit in the community
- Richmond Art Gallery was identified as one of the best small galleries in a survey by the international museum planning and consultation firm Lord Cultural Resources
- Artist Margaret Dragu won the Governor General's Award in Visual and Media Arts
- Richmond Chorus and Orchestra performed in New York at Carnegie Hall

- Gateway Theatre nominated for a Jessie Award, which celebrates and promotes the outstanding achievements of the Vancouver Professional Theatre Community
- Youth Honour Choir performed at ChorusFest in Ottawa accompanied by the National Arts Orchestra

#### 4. Broaden the Contribution of the Arts

- Revamped the Richmond Public Art Program's Policy Guidelines and Administration Procedures to increase voluntary contributions to the public art reserve and recognize the value of art in the public realm
- Development of relationships with community organizations such as BC Arts and Literacy Centre and Cinevolution to deliver the Children's Arts Festival and the Richmond International Film Festival

- Expanded sponsorships and partnerships – Royal Bank, TD Canada Trust, VANOC, Vancouver Biennale, Coast Capital Savings, BC Arts Council, Canada Council, BC Arts and Literacy, Richmond Review, Richmond News, Georgia Straight, SUCCESS, YVR, Richmond Foundation, Richmond Mental Health, Westin Wall Centre Hotel, Sheraton Vancouver Airport Hotel, Gulf of Georgia Cannery, Multicultural Concerns Society, Richmond Women's Resource Centre, Richmond Food Security Society, Tom Lee Music, Vancouver Opera, Richmond School Board, Kwantlen University, Emily Carr, Richmond Steel and Recycling Ltd., Vancouver Coastal Health, Gulf & Fraser Financial and Canadian Western Bank



*Salmon Row* (2011), Britannia Heritage Shipyard

Photographer: Tim Matheson



## Trends and Influences

Many national and provincial trends and external influences will have an impact on our planning, management and programming in the arts over the next five years and into the future. Local influences are also important to note as they have the potential to impact the advancement of the arts in Richmond.

### Trends

- Interest and participation in the visual and performing arts is growing, sparking construction of new facilities and changing the allocation of limited program dollars.
- Multi-disciplinary events that equally combine dance, music and design continue to develop in contrast to productions that are heavy in one discipline.
- Interest in site-specific events continues to grow, both on the part of practitioners and audiences.
- Increasing attention is being paid within the cultural field to the role of participation in the arts and the idea that there is a rich continuum of artistic practice that includes children's dance classes, amateur woodworker guilds, knitting circles, weekend painters, etc. that are as vital to the health of a community as are professional organizations.
- The arts are being used as a tool for social purpose and as a method in facilitation.
- Recent Statistics Canada figures show BC at the bottom of the list when it comes to provincial per capita arts funding. For 2009-10, province per capita spending averaged \$90 – only Ontario and BC came in under that figure, with BC last of all at \$54. BC also came in last in per capita federal arts spending, at \$53 compared to the average of \$123.
- There is increasing pressure from funding bodies to form partnerships with organizations within the community. Communities also expect to see themselves and their experiences represented within the context of exhibitions and performances – in terms of local circumstances, daily life, current issues, etc.
- The 2008 economic downturn and continuing economic uncertainty have added to the demand for low-cost services. With the private sector hesitant to spend money as readily as in the past and a decline in sponsorships and donations, more non-profits are in need of support leading to an increase in competition for available dollars.
- The recent trend in declining funding from senior levels of government is expected to continue. Government granting agencies appear to be reducing their lists of beneficiaries, tightening the screening/granting criteria and generally reducing the total funding envelope. This has, and will continue to, affect the smaller and/or start-up arts groups in particular.
- There is increasing awareness not only at the academic level but also in communities that participation in various forms of arts and culture contributes to society and helps instill self-confidence, personal well-being and community identity.
- Programming is critical to the successful transmission of ideas and issues contained in the arts world. A variety of learning opportunities from formal to informal, academic to hands-on and passive to interactive must be provided in order to accommodate the variety of education levels.
- Traditional arts (eg. crafts) are being rediscovered by the 17-30 year age group.
- According to a recent report from the Cultural Board of Canada, a dynamic cultural sector is a magnet for talent and a catalyst for economic prosperity. This is true for cities across the country, and Richmond is no exception.
- Businesses are becoming increasingly involved in their home communities through charities, sponsorships, volunteerism, resources, environment preservation and other initiatives.
- There are fewer businesses that support live performance art (eg. live music venues).
- Busy families and individuals lead to a lack of discretionary time and increased competition of choices. Many consumers are shifting from a tradition of long-term loyalties to selective consumption. Within the arts world, this trend has implications for both audience development and volunteer commitment.
- The rising use of the Internet and new digital technologies are influencing how people spend their time and provide new options for service choice.
- Technology continues to make our world a smaller place by increasing access and interaction at the global and regional levels and changing the definition of community (eg. online community) and how artists interact. Opportunities are provided for collaboration/production alliances, therefore changing the notions of how art is created and presented. Artists are increasingly producing and marketing their own works and audiences are becoming more intimately involved in producing the art they are experiencing (e.g. flash mobs).
- Social media expands communication networks and innovation but it is also putting some artists out of business (eg. live music artists).



Mr. Tony, Painting Class (2010), Richmond Arts Centre

- Interest in and awareness of cultural diversity adds breadth to the creative spectrum, effecting choices of subject matter, genres, styles and forms. Similarly, increased environmental awareness is effecting choices of materials, production methods and subject matter.

### Local Influences

- Construction in Richmond is expected to continue with increased development particularly along the Canada Line. There will be more opportunities to acquire spaces for cultural use.
- The legacy of being a Venue City for the 2010 Olympic Winter Games and the City's commitment to the arts contributes to the livability of Richmond
- The projected population growth in Richmond City Centre and the new City Centre Area Plan, which identifies an Arts and Entertainment District, provide new opportunities.
- There is increasing growing need for timely, quality and accessible City products and services. These choices must also meet the diverse and growing needs of the City's customers.
- Richmond is an increasingly diverse community with residents having various levels of abilities and income. More than half (57%) of Richmond residents are foreign born and 64% are a visible minority.

- The Canada Line contributes to increased mobility. Providing opportunity to draw Vancouver residents to Richmond and vice versa.
- Richmond's older population is increasing in numbers. By 2021, 19.6% of the population is projected to be over the age of 65. This provides an enhanced opportunity for community engagement and development as older adults are lending their expertise as volunteers.
- Major arts, cultural and sporting events that are family-friendly and have relevance to their location are becoming increasingly important to both the local community and visitors to the City.
- Increased attention is being paid across the City to the role and values of community development and capacity building. In particular, there is recognition that community members themselves are best able to identify and address their own needs. This is a central pillar to social sustainability.
- Although Richmond is a relatively wealthy population, according to Statistics Canada, approximately one third of children in the community live in low-income families, higher than the provincial average.
- Community partnerships and networking continue to be an important element in serving youth in Richmond.

*"Have you ever been inspired by a little kid before?  
I got that today."*

Youth Volunteer, Richmond Media Lab

## Opportunities and Challenges

The 2004 Arts Strategy has created a solid foundation from which the arts can grow and be positioned as an integral part of the City's ethos. Now is the time that the Arts Strategy take advantage of the opportunities that exist to make the arts a priority in Richmond's development as a great small city while also recognizing there are challenges to overcome.

### Opportunities Abound

A review of opportunities and challenges reveals that Richmond has an opportunity to make the arts one of the primary engines in city building and to drive Richmond's growth into one of the best places to live, work and play. The arts community has a solid base of artists and an emerging reputation. The City has a rich culture and physical backdrop against which to create a uniquely Richmond arts experience. Healthy population growth bodes well for audience growth, development of much-needed physical infrastructure, formation of arts precincts and the opportunity to galvanize support for expanding the role of the arts as an important contributor to the quality of life.

The following review paints a picture of what is currently impacting the arts particularly in Richmond in addition to the trends that are affecting the arts.

### Opportunities

- A number of festivals and public art programs are gaining increased traction and reputation (e.g. Vancouver Biennale), and participation is increasing across a wide spectrum. The outstanding success of the Richmond O Zone during the Winter Olympics provided an added boost to Richmond's reputation as an emerging arts destination.
- The online world continues to have a strong influence on the creative process, offering collaboration possibilities with other artists and other disciplines. New and/or dramatically altered art forms are emerging under the heading of New Media.
- Richmond has a growing pool of artistic talent that is young, diverse and welcoming to other artists. There also seems to be many Chinese artists with little exposure or connection to other artists in the community.
- Richmond's projected strong and steady population growth over the foreseeable future adds to the potential base of arts audiences, supporters and volunteers. Increasing private development also provides opportunities to expand art in the public realm.
- Private development in the City core provides interesting opportunities to incorporate new arts facilities/venues. The City Centre Area Plan has identified the development of an "arts and entertainment district", which would provide many benefits for the arts.
- The Official Community Plan has identified a number of arts-specific initiatives that integrate into the broader growth and development plans for Richmond as a whole and the City Centre in particular.
- The City is reasonably well equipped with parks and recreation facilities, possibly freeing up funds (both operating and capital) to pursue the conversion of indoor spaces into creation, exhibition, rehearsal and performance space and the development of outdoor spaces such as an outdoor theatre.
- Richmond has a number of physical features such as the waterfront and agricultural lands that can be celebrated and provide exciting opportunities to imbue the arts scene with a distinct "Richmond flavour".
- Richmond has a number of tourist attractions (eg. Steveston Village and the Richmond Olympic Oval) as well as diverse international cuisine. Opportunities exist to tap into rich cultural traditions and celebrate them across the full arts spectrum.
- The role the arts play in the livability of a city continues to gain recognition, engendering further participation and also support for civic funding.
- There is a resurgent desire for people to connect locally. This may suggest a need/opportunity to cater to smaller more intimate audiences and/or tap into existing community structures.

*"I met one family who came 3 days in a row. 1st day father, mother and 2 children. 2nd day father, mother, 2 children, grandpa and grandma. 3rd day, the same family, grandpa, grandma, neighbours and friends. You can tell everyone is happy. Thank you for allowing me to share my artworks."*

Ricky Cho, artist, Maritime Festival





Jérôme Havre, Artist Talk, *Fibred Optics* exhibition (2011), Richmond Art Gallery

## Challenges

- Artists have commented that they feel somewhat disconnected from one another and the City, and the lack of cohesion makes it difficult for them to mobilize as a group.
- More education about the benefits the arts bring to a community is needed for the arts to gain support similar to that of sport.
- Richmond's cultural diversity presents a double-edged sword: it offers a rich spectrum of cultural backgrounds, tastes and art forms on the one hand, while it also requires attention to minimize cultural barriers (communication, customs, etc.) to garner the broadest audiences possible.
- Competition for funding support is intensifying. Donors are being presented with an ever-increasing and diverse group of opportunities, not only in the arts but also in the areas of environment and social action. These same donors are becoming more interested and sophisticated in identifying the "payback" they expect from their support dollars.
- The community is constantly changing. Creating a disconnection between new immigrant artists and participants.
- Marketing techniques from the 80's and 90's continue to be used in the 21<sup>st</sup> century
- Richmond continues to lose audiences to Vancouver for more professional and diverse offerings.
- There is a need for more opportunities for professional artists in terms of professional development, creation, exhibition, rehearsal and performance spaces.
- Growth and development of the arts sector is constrained by limitations in facilities and infrastructure. Richmond has limited affordable space for creation, rehearsal, instruction and performance. Gateway Theatre consistently fields more rental requests from local arts groups than it has space available. The Richmond Art Gallery lacks adequate space for incoming exhibitions and appropriate space to house the City's Permanent Collection. The Richmond Arts Centre's programming is constrained by limited studio space, making it difficult to meet anticipated future growth and development.
- More professional quality arts experiences are needed for Tourism Richmond to expand their marketing to include food, sport and the arts.

## 6. Vision

Under the umbrella of the City of Richmond's vision statement "to be the most appealing, livable and well-managed community in Canada", the vision for the arts is:

"Richmond is an arts destination with a thriving arts community and a rich offering of festivals and events".

### Achieving this vision requires:

- great facilities and physical infrastructure,
- strong civic commitment,
- collaboration,
- education,
- integration, and
- an economically sustainable framework for the arts.

The arts are an integral aspect of the city's identity, quality of life and community wellness. With the update of the City's Arts Strategy, Richmond has the opportunity to position the arts as a pivotal element in the community's future development.

## Role of the City

The City's role is to provide leadership in creating and nurturing a thriving arts community in Richmond, which is intrinsic to the livability of the city. The Arts Strategy calls upon the City to play a number of roles to develop and foster a community-wide approach to developing the arts:

- **Facilitator** – The City encourages linkages and coordination in the community by developing policy, services and resources to advance the arts.
- **Program Provider** – The City delivers accessible arts programs and events for people of all ages.
- **Partner** – The City partners with the arts community, community organizations, other levels of government, agencies, institutions and business in the funding and delivery of arts services.
- **Supporter** – The City helps build capacity for the arts by investing in the arts.
- **Communicator** – The City promotes the arts and builds awareness of the value and the importance of the arts.
- **Advocate** – The City acts as a champion by publicly supporting the arts through policy development, financial investment, program delivery, resource development and communications.



Gateway Theatre's production of *The Forbidden Phoenix*, Book & Lyrics by Marty Chan  
Lyrics, Music & Orchestrations by Robert Walsh

Photographer: David Cooper Photography



*Watersky Garden* (2009), Janet Echelman, Richmond Oval

Photographer: Andrea Sirois



## 7. Strategic Directions and Recommended Actions

The Arts Strategy is supported by five strategic directions that will guide the City and its stakeholders' involvement in supporting Richmond's growing arts sector and ensuring a thriving and visible arts scene in Richmond.

- Strengthen and support the arts community.
- Increase the number of art spaces and more effectively use existing ones.
- Broaden the diversity of arts experiences and opportunities.
- Expand public awareness and understanding of the arts.
- Broaden the economic potential and contribution of the arts.
- Focusing on these five strategic directions will help position the City to achieve its vision "to be the most appealing, livable and well-managed community in Canada".

### 1. Strengthen and Support the Arts Community

#### Rationale

An engaged and well functioning arts community provides benefits to a city by creating a vibrant, healthy and cultural community for its citizens. Many of the artists and arts organizations that contribute to the creative life of the city need support and assistance to help them succeed. The City can enhance the ability of the arts community to provide cultural opportunities by providing leadership, resources, training and marketing support. This support helps to strengthen the infrastructure of arts organizations so they can effectively develop their own capacities.

#### Recommended Actions

1. Support arts advocacy and capacity building:
  - Host education and business training for artists and arts organizations.
  - Offer assistance with strategic planning.
  - Increase awareness of existing funding opportunities (e.g. sponsorship and donation opportunities, Municipal, Provincial and Federal grants, "non-arts" grants to support the arts).
  - Provide assistance with grant applications.
  - Ensure a cultural component is integrated into sports events over a certain size (e.g. medals, banners, opening ceremonies)

2. Increase communication
  - Increase dialogue between City Council, the arts community and City staff, in addition to the designated Council liaisons to the Richmond Public Art Advisory Committee, Gateway Theatre and Richmond Art Gallery.
  - Educate the arts community about how to access City expertise, staff and resources (e.g. who to contact).
3. Integrate with City departments:
  - Establish formal and informal processes/mechanisms to ensure the arts are integrated with City planning and business (Planning and Development, Engineering, etc).
4. Facilitate relationship building:
  - Assist in improving communication and understanding among arts organizations. Developing methods for inter-organization cooperation and partnerships, and the use of shared resources.
  - Encourage the Richmond Arts Coalition to be a "voice" for arts organizations in the community.
5. Support for children and youth:
  - Work with local schools and post-secondary institutions in the Lower Mainland to attract and retain graduates and emerging young artists by providing training, employment, connection to professional artists and volunteer opportunities in arts administration, programming and events.
  - Foster opportunities for Richmond students and emerging artists to learn about and appreciate art, and to create and display their work.
  - Develop a model to support children and youth on a continuum of participation to achievement in the art's similar to sport's "playground to podium".
  - Celebrate the accomplishments of young artists.
6. Annual Arts Community Forum:
  - Organize an annual Arts Community Forum to review and provide feedback on the Arts Strategy and to promote knowledge sharing, discuss existing barriers in the arts in Richmond and identify opportunities for groups to connect and collaborate their efforts, with or without the aid of the City.

*"Public funding of the arts is easily criticized, even when financial controls are in place and objectives are clear. I think this increased arts funding by the City will result in a stronger, more stable arts community."*



School Art Program, Richmond Art Gallery, *Navigating the Uncertainty Principle* (2009), Ingrid Koenig

## 2. Increase the Number of Art Spaces and More Effectively Use Existing Ones

### Rationale

Richmond would benefit from affordable, adequate and dedicated rehearsal, performance, production and presentation space, to promote the development of the arts and enable long-term planning. The 2007 Parks, Recreation and Cultural Services Facilities Strategic Plan ranks a new visual and performing arts centre number ten in the priority list of future facilities. Affordable live/work space is also required in the city. Expanding the number of arts facilities, particularly the addition of a dedicated multi-use arts facility to the City's amenities, would allow Richmond to augment and extend the types of services currently provided at the Cultural Centre and Gateway Theatre. Experience elsewhere has shown that by operating in close proximity, artists which support, collaborate and sustain each other further supports the growth and development of Richmond's arts community.

*"Today's presentation gave us ideas that were interesting, relevant, and suitable for our classroom. Many teachers lack art skills (and confidence) but this energizes us to share what we've learned."*

Richmond Teacher, Pro-D Day Workshop,  
Richmond Art Gallery

### Recommended Actions

1. Complete a Cultural Facilities Plan to determine the best types and balance of facilities and programming to support and meet the needs of the community.
2. Conduct an analysis of the current use of City facilities, spaces and parks for artistic activities. Develop and maintain an inventory of suitable, functional and affordable spaces available in the city to expand the arts and attract professional arts organizations and programming (e.g. schools, churches, recreation facilities, private development).
3. Foster a supportive environment for artists by facilitating access to and provision of affordable creation space, live/work space, presentation space, engagement in festivals, and distinct arts districts and cultural hubs as identified in the City Centre Area Plan.
4. Continue to identify creative use of existing space at other city facilities and pursue facility improvements to respond to and accommodate the community's changing and growing demands for cultural programming and services at the City's multidisciplinary cultural hub.
5. Ensure that City-operated arts spaces have technological resources and flexibility to accommodate emerging forms of presentation and exhibition.





Brandon Folks, Richmond Maritime Festival (2011)



### 3. Broaden the Diversity of Arts Experiences and Opportunities

#### Rationale

The arts help us to understand ourselves, express ourselves more clearly and honour the expression of others. As Richmond grows as a city and the community changes, the presence of a full spectrum of arts experiences and opportunities will enhance the vitality and creativity of the city. By supporting programming that reflects Richmond's diverse arts, culture, heritage and physical environment, and building on the success of existing activities, the City can support artists and expand the arts while enhancing the community. The City must work with arts organizations, businesses and stakeholders to continue to raise the quality of arts experiences available to the public.

#### Recommended Actions

1. Build civic connections:
  - Strengthen and foster the connection with civic recreation facilities, the local school system (public, private and post-secondary), the Richmond Public Library and community organizations to increase arts education, support emerging artists and to expose the community, particularly youth, to the arts.
  - Develop a plan to enhance the quality of arts programming and instruction in City facilities and ensure a broad range of programs and services from entry level to professional.
2. New events:
  - Create and sustain a number of events that integrate the arts with Richmond's unique social, environmental, historical and economic advantages (e.g. add or enhance at least one event within three years and a second within five years).
  - Explore existing locations such as Steveston Village, Minoru Park and Richmond Olympic Oval as anchors for new events.
  - Work with organizers/sponsors to implement new opportunities.
3. Facilitate the presence of more professional art organizations. Support opportunities for emerging young artists to connect with these organizations (eg. create a model similar to sport's playground to podium).

4. Build bridges between the arts and the broader community:

- Facilitate programs that encourage interaction between arts professionals and the community (e.g. build an "Artists in Residence" program).
- Promote increased access and use of public spaces for art.
- Encourage and support the creation of new events in public spaces.
- Streamline processes/administrative requirements (e.g. insurance, buskers, street art) for festivals and and temporary performances.

### 4. Expand Public Awareness and Understanding of the Arts

#### Rationale

Increasing greater awareness of the arts in Richmond will help cultivate wider audiences and recognize our island city as an artistic community where the arts are understood and appreciated for their contribution to a healthy creative community. Residents are more likely to participate in and support arts events and activities that are well promoted. Fostering more communication in the arts community helps artists and arts organizations feel more connected to one another, acknowledges the contributions they make to the cultural life of the city and raises their individual and collective profile.

*"This is a wonderful view of the personal impact on population control and the challenges facing an immigrant. My father fled the Nazis in 1939 and emigrated from Vienna, Austria. I too am an only child. One gets much attention for the better and for the worse, and one is an orphan at some point. Cultural mixing is both wonderful and very lovely. Thank you for this thoughtful view of personal struggles related to population and loneliness; and the inescapable connection with one's past. Wonderful work!"*

Cooperston, NY, USA, *My Big Family*, Hua Jin,  
Richmond Art Gallery

## Recommended Actions

1. Increase communication:
  - Develop strategies to strengthen communication between the City and arts organizations as well as the broader arts community.
  - Collaborate with key stakeholders in the arts sector, business sector, education sector and community to increase awareness around arts programs, services and activities in and outside of Richmond.
2. Develop an Arts Marketing Plan:
  - Expand arts literacy, brand the arts, build awareness and appreciation, promote the benefits and create a sense of identity that differentiates Richmond from other communities.
  - Consistently coordinate messaging for programs, events and activities, using both social media and traditional tools.
  - Create a central place where information about the arts in Richmond can be captured and promoted (e.g. Vancouver Max Guide, arts access map).
3. Increase the regional and national profile of Richmond's arts scene by participating in projects such as Culture Days and the Vancouver Sculpture Biennale.
4. Media support:
  - Foster and encourage added coverage of the arts in the local media.
  - Create a working group of both the local media and arts organizations to develop promotional and marketing initiatives for local artists and groups.
5. Show City support:
  - Ensure that City policies and administration position Richmond as an arts-friendly community.
  - Enhance the profile of the arts in City and other arts-related publications (e.g. "Arts Overview" in City Annual Reports).
  - Continue to showcase achievements in the arts in an annual Arts Update to Council and distribute to the arts community.

*"I appreciate the partnership and have witnessed children being empowered through the arts. The children attending this program have left with excitement in their eyes and new ideas they cannot wait to create."*

Richmond Arts Truck, Marlae, Richmond Family Place



Water #10, Jun Ren (2010)

Photographer: Dan Fairchild





*My Big Family*, Hua Jin (2011), Richmond Art Gallery

## 5. Broaden the Economic Potential and Contribution of the Arts

### Rationale

Investing in the arts is an investment in the prosperity of the city. A vibrant arts community provides employment, attracts businesses and workers, promotes tourism and enhances the livability of the community and the quality of life for its residents. Cultural industries such as film, television, video, music recording, design publishing, multimedia and broadcasting provide well-paying jobs. By attracting and supporting the creative professions and actively seeking partnerships between businesses and the arts, Richmond has the opportunity to generate creativity and innovation in its citizens and advance economic growth.

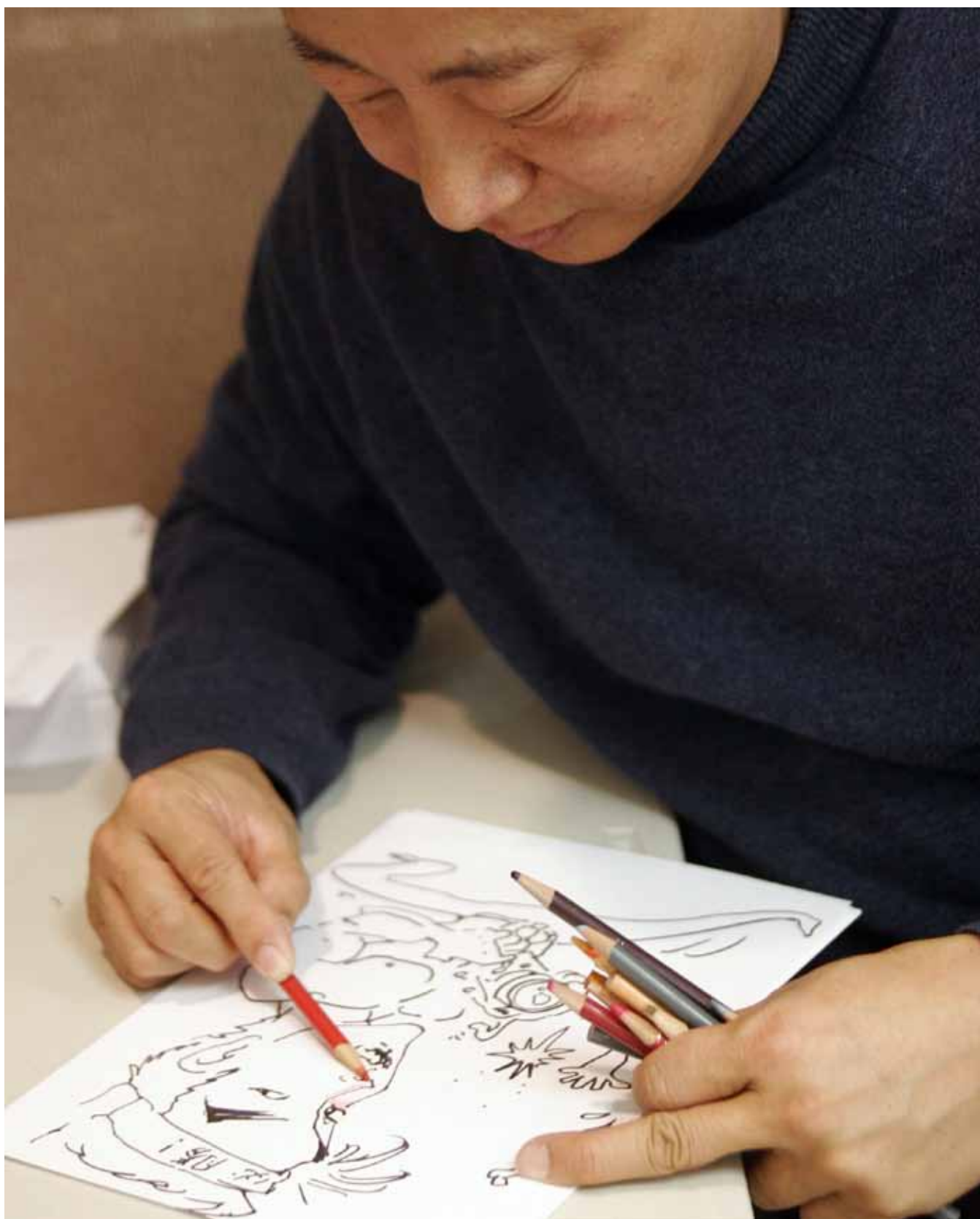
### Recommended Actions

#### 1. Foster relationships between arts and business:

- Strengthen the collaborative role of the arts and the business community in the economic growth of the city.
- Raise awareness of the ways the arts contribute to the economics of the community (e.g. creating jobs, attracting corporations and tourists, and increasing the livability of the city).
- Provide opportunities for the business community to invest in and support the arts (e.g. provide public amenities, an endowment fund, sponsorship and/or financial support, etc).
- Nurture strong arts-focused linkages

with key business organizations in Richmond, such as the Richmond Chamber of Commerce, Tourism Richmond and cultural organizations.

- Identify the marketability of our local arts and culture and develop strategies to connect with and capitalize on the city's assets.
  - Explore opportunities to collaborate with the arts community to market our products and services outside of Richmond.
2. Ensure the arts are considered in the City's Economic Development Strategy and that they play a strong role in the economic sustainability of the city.
  3. Work with other levels of government to increase awareness of existing funding opportunities, to leverage civic investment and to attract the investment of additional resources, financial and non-financial, in support of the arts sector.
  4. Monitor the City's Arts and Culture Grant program to ensure it supports and responds to the needs of individual artists and arts organizations. Encourage some organizations to leverage their support from the City's grant program to draw additional provincial and federal funds.
  5. Develop strategies to support and attract cultural industries in the city by promoting the benefits of a creative city.
  6. Create an arts endowment fund to help support future arts planning, activities and special projects.



Adult Drawing Class (2009), Richmond Arts Centre

## 8. Next Steps

The Arts Strategy is a living document that will assist the City, in partnership with the arts community, businesses and other agencies, to further develop the arts in Richmond. It is imperative that the five strategic directions outlined are carried out to advance the arts and that the document stay current through the changes and evolution of the city, particularly the arts community.

Upon adoption of the Arts Strategy by Council, staff will begin to advance the strategic directions and recommended actions through annual work plans with the intention to monitor and report out on the progress and achievements on an annual basis to Council. It is expected that in five years, the Arts Strategy will be revised again to respond to current trends and the present state of the arts in the community.

### Actions:

- Richmond Arts Strategy 2012-2017 endorsed by City Council
- Bi-annual meetings scheduled with the Arts Strategy Steering Committee to discuss progress and identify current challenges and opportunities
- Continue to explore best practices in other cities that support the development of the arts
- City to host an annual forum to engage and consult with the arts community and to review the Arts Strategy
- Arts Strategy Update summarizing progress and achievements presented annually to Council and disseminated to the arts community



*Button Beads and a Wavy Line or Two*, Freda Hopper, Textile Artist Guild of Richmond

Photographer: Gerry Boretta, Richmond Photo Club



## 9. The Future

The following comments, collected during a visioning session with the Arts Strategy Steering Committee, paint a picture of what the arts in Richmond might ideally look like if the strategic directions outlined in this document are achieved. If Richmond aspires to be an arts destination with a thriving arts community and a rich offering of festivals and events, the key will be to bridge the gap between where we are now and where we aspire to be in five years. By striving to accomplish the actions outlined in this strategy, the City and its partners in the arts can position the arts as an integral element in a thriving cultural city.

### 1. Richmond is an arts destination

Residents and visitors have access to a rich variety of arts and cultural experiences that are happening all over the city, indoors and outdoors, every night of the week. Richmond regularly showcases the rich diversity (cultures, history, etc) that makes up the city. The arts, cuisine and environment are promoted and fostered as a way to increase tourism. As such, Richmond is recognized throughout Metro Vancouver and provincially as a place to come year round for arts experiences – from the display of public art by local and international artists, and multiple festivals including an international festival of the arts, to performances by emerging and professional artists, local and national gallery exhibitions and a place where working artists strive to relocate. Richmond is known as a place that supports the arts and a place to visit to explore what's new, challenging and creative in the arts.

*"It is our great honour to inform you that the World Poetry Canada International Peace Festival, held in Richmond on May 25 and 26, 2012, was a resounding success. This was partly due to the wonderful ongoing support that your city has been able to supply us with."*

Ariadne Sawyer, President, World Poetry Reading Series Society

### 2. Great facilities and physical infrastructure

Richmond has one or more thriving arts districts/precincts that are known as a locus of activities, venues and creative space that showcase the arts. These areas provide a significant draw for Richmond and a broader client/audience base. They encompass affordable dedicated live-work space for artists to create, rehearse, display and sell their works. Public and open spaces are used effectively and creatively for festivals, public art, instruction, etc. Creativity is used to identify and convert spaces and existing facilities into arts spaces (e.g. use of unconventional spaces – warehouses). The inventory of arts spaces for rehearsal/performance, instruction and creation of art forms has increased and continues to grow. Improved access to suitable facilities provides more varied programming for organizations to increase arts programming (classes, performances). Plans and funding are approved for the construction of a major multidisciplinary facility to augment and support the arts on many levels.

### 3. Strong civic commitment

The arts are embraced in community life. Civic leaders and the community value and celebrate artistic achievement and contribution to the arts in an effort to create a vibrant and healthy community. The Richmond Arts Strategy is understood and supported by other City departments and is fully integrated with City strategies towards improving the livability of the community. City policies and procedures encourage/support artists and arts organizations. There is a noticeable increase in community satisfaction with art products and services supported by the City. Support and recognition of the arts reaches that of sports. The City's stand-alone arts grants program is well funded.

#### 4. Collaboration, education, integration

Richmond has a visibly thriving community where arts and culture are an integral aspect of Richmond's identity, and collaboration occurs on many fronts. Residents are proud and involved in the arts community. Artists and arts organizations communicate, collaborate and gather informally with each other both within and across genres.

The arts in Richmond promote broad participation, accessibility and education. They are a priority, and there is a notable increase in customer satisfaction in arts experiences. The Arts Centre is recognized provincially as a centre for arts education. Festivals include a strong and compelling education component. A growing percentage of the community, particularly youth actively participate in the arts. Cross-cultural and intergenerational projects are also well publicized and well attended. Richmond's artistic identity is woven into showcasing Richmond's natural beauty and ethnic diversity. The value placed on the arts enriches civic policy and programming.

#### 5. Economically sustainable framework for the arts

The arts continue to be financially supported by the City. Recognition and attention to new funding mechanisms such as the City Arts Grants and sponsorship help advance the arts in Richmond. Individual artists and arts organizations feel there is significant value placed on their contribution to the livability of the community, and financial support helps to build and strengthen their capacity. Creative entrepreneurs and cultural industries play a prominent role in the economic vitality of Richmond. Government and private support for the arts is in place. A sustainable healthy economic footing is foreseeable for the future. Opportunities exist for arts organizations to access financial resources leveraged from higher levels of government and funding organizations.



Xiamen Philharmonic Orchestra (2009), River Rock Theatre



*Roots of Our Future* (2011), Blake Williams, Steveston Firehall

## 10. Conclusion

The arts are an essential and integral part of our social fabric. The arts add significant value and benefits to Richmond by encouraging individual self-expression, creating a sense of community identity and pride, enhancing society understanding, providing opportunities to develop and foster new skills, and encouraging collaboration and connections.

Since the adoption of the 2004 Arts Strategy, the arts in Richmond have evolved and matured. Richmond has a unique opportunity now to elevate the arts. By building on past success, encouraging talent to thrive and applying our collective will, we can advance the City's vision and lift the arts to a level that is integral to the livability of the community.

This new and updated Arts Strategy addresses current opportunities and challenges and equips Richmond to be an arts destination with a thriving arts community and a rich offering of festivals and events. With continued leadership and support from the City, there is every reason to believe that the arts will flourish and continue to contribute to the community's quality of life.



## City of Richmond

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## Richmond Arts Strategy Highlights Survey

1. Does the vision position the arts for future growth and development in Richmond? Why or why not?
Yes as long as the current organizations are part of the mix and conversation. "New" should not just mean new festivals or organizations - City try to work with existing organizations to implement.
I believe so, because it's a well-rounded plan that supports the different levels from creation to distribution. Full cycle.
Yes, creating more awareness and strengthening the art community is a good idea. More public awareness will lead to more motivation for artists to create and the public to view works. Helping the art community grow will benefit the community overall.
It does.
Mostly - but should include a stronger reference to visual arts; i.e. Exhibitions and public art.
Yes, but should explain also the role of arts in community development, immigrant integration, intercultural dialogue.
Yes, but there definitely needs to be an increase in facilities and partnerships with the business community to assist the arts.
If the vision is properly resourced and supported, yes, but at this level of population, awareness and audience development must extend beyond Richmond's borders.
The next generation will look after future growth and development. Younger people involved earlier.
Means passive action/no responsibility. "Offering" could be more ACTION oriented i.e. Enabling/Facilitating. What is Richmond's role in achieving the vision?
Of course, the baseline for arts and culture in Vancouver is severely lacking, and a municipal program that will offer foundational support is necessary at this point. I'm particularly interested in the outreach, as support comes from education.
Yes, fairly positive strategic outlook for the arts that encompassed a broad range of artistic practices. Richmond can definitely capitalize on the fact that Vancouver is becoming too expensive for creatives to practice art and lure them in through more opportunities.
All valid points. The City should be complimented on forming separate funding for the arts in their granting process.
It is simply another written (with lots of cliché comments) statement with no bite.
Yes - because of the focus on a living community. But I want to say that the arts aren't just a present activity, they are a heritage from the past that needs to be renewed.
It sounds good but I question whether the Richmond's local government is capable or willing to execute it.
Yes.
Yes, it recognizes the necessity to engage cultural/arts organizations and the private sector in any specific plan put forward by the City.
It is a strong vision, but needs to be backed up by action. Right now, the city, along with the other suburbs of Vancouver, has a reputation of being a bedroom community. Things don't happen here, they happen elsewhere. In fact, a teenager told me the other day that not many events happen here. Richmond will need to combat that stereotype as it builds up its artistic offerings. Also be careful of buzzwords. The city has a goal of being 'liveable' but I don't see many bike lanes (paint doesn't count) or a better sidewalk network being built. I hope the arts strategy doesn't follow the same course.



## Richmond Arts Strategy Highlights Survey

No. No specifics.
Yes, we are well placed to promote more access to the arts. The population is increasing, more newcomers bring different views. We should broaden our horizons re: art, music, media, performing arts, integrated arts to encourage the whole community to participate.
The plans sound good but are somewhat indefinite
Richmond does a fantastic job of promoting art and public art. It is so gratifying to see creative and frequent calls for public art. Such a shame the wave sculpture had to leave Garry Pt that was the perfect spot for it.
The draft does highlight some of the key points during the discussions held at City Hall. However, during the meeting, most of the artists present did echo their disappointment that it took the City so long to make any changes. The last input was in 2004, it's now 2012. It's been 8 years and the operating space at the Cultural Center is very tight. Time is of the essence, the keyword is "action plan" - let's get Richmond moving.
It is written in such a way that it is difficult to not agree with. The growth needs to be in all genres of the arts and for all ages.
I believe it does - but it needs ALL the integral components.
It suggests what may be possible which, if achieved, will encourage progress towards the vision. There is, however, much to be done if this vision is to be realized, and many who must be involved in the process.
The arts are an important part of life, demanding skill from performers, and feeding the soul. I remember singing as a means for dealing with the 9/11 tragedy in the USA.

<p><b>2. Do the following 5 Strategic Actions represent the significant areas needing attention to advance the arts in Richmond?</b></p> <p><b><i>Strategic Action 1: Strengthen and Support the Arts Community</i></b></p>
Yes - through funding and initiatives that bring the community together.
Marketing is an attractive aspect and important.
Yes. This creates more potential for artists to create.
Yes, collaboration and professional development for local artists and organizations.
Yes
Definitely more dialogue between city council and arts community.
Absolutely, but relationships, awareness and partnerships should be region-wide, not strictly local.
Support artists; get young people more involved; participant and volunteer.
Yes, but could have specific mandate to build capacity!
Yes
*Most important.
Yes
Yes

## Richmond Arts Strategy Highlights Survey

Yes
It will make our community more beautiful and attractive.
Yes, this is important, especially for younger people who are thinking of being artists. They need to be shown that it is a possible career option, not just something to do for fun.
No. Not specific.
Yes, more emphasis is needed to strengthen the sector. This could mean City budget priorities but also the City modeling it's commitment to business and corporations.
No specifics here- what about the difficulties faced by groups having to deal with increased rents? Why not have a statement that rents will *not* increase? Why do groups have to go to the expense of becoming registered non-profit societies in order to apply for grants???
As a member of the longstanding Richmond Artists Guild and the Riverside Art Circle, these are two groups which definitely need support from the City. These two groups are handicapped by the lack of suitable display opportunities and the lack of a permanent gallery for local artists.
Agree - compared to the arts facilities and public arts program like Surrey, White Rock, Burnaby and Vancouver, the support and leadership role from City of Richmond is lacking. City of Richmond has to take the initiative to work with business leaders to support the arts community.
Help people band together that have the same goals. Create larger, stronger pockets of activities and they will have a better chance of surviving, getting funding, higher attendance, more advertising etc.
Yes - perhaps with encouragement to the wider community to become involved - for instance, professional expertise offered to arts boards.
This is crucial to the accomplishment of the vision, and is often set aside, particularly in difficult economic times, despite the fact that the arts contribute a great deal economically to the community.
This is probably about right as is.
<b><i>Strategic Action 2: Increase the Number of Art Spaces and More Effectively Use Existing Ones</i></b>
Depends on what this means - need more performing/rehearsal space and gallery space.
Art needs to be better integrated into the city.
Yes, we need a new, purpose-built art space that takes future growth and present needs into account.
Yes. New building for the Art Gallery.
Need new art gallery building and a screening facility (film)
Absolutely. Note - subsidy and subsidized space needs continued oversight.
Encourage people to do their thing in the right facility public to know where it is.
Yes, but could emphasize creation of spaces.
Possibly the most significant - there is a severe lack of creative spaces or "communities" for artists and experimentation.
Performing space is needed badly.
Start by using existing spaces.
Yes

## Richmond Arts Strategy Highlights Survey

This is sorely needed.
Yes
Yes, Promotion/marketing Committee. (entrepreneur, company)
This is one of the most important. A new arts facility downtown would be a big and public step to show the city's commitment. Space next to Lansdowne station would be an excellent place to establish a new public square and art facilities. I hope when that land comes up for redevelopment, this option is taken into consideration.
Be more specific.
I believe we need a performing arts venue for dance, opera, multimedia arts.
Nothing is mentioned here about the Art Gallery no longer having display times for local groups - or for art gallery members - as was done in the past as a fundraiser and great community event.
See above. I would suggest the Japanese house moved to the Steveston Post Office site would be an ideal spot for a permanent art gallery for local artists and would benefit from the foot traffic in the Steveston area.
Agree - there are hardly any city run art studios available for lease/residence program in Richmond. See City of Vancouver's recent art studios call to business to convert old warehouses/buildings in order to support artists seeking studio space for lease. Parks Vancouver has conducted several artists calls for Resident Art Program as well to incorporate artistic talents into the local community. City of Richmond should review such proposals and learn from them.
There are only 2 places that can be used right now, Gateway Theatre for visual performance practice/stage productions. However, such spaces require a fee???? Artists may find it difficult to rent the stage if the production is not for Gateway Theatre???
Cultural Center has the Performance Hall for rental, dance studios are fully occupied by children's programs like tap dancing and ballet especially from 3:30 pm onwards/weekends etc. A general review of the city's cultural program will confirm that there are hardly art spaces available at Gateway and Cultural Center. Suggestion. Why not build art studios in City's Parks for the purpose of rental/practice space. E.g. Terra Nova Park/MacLean Park should have adequate space to build a one level studio space.
Yes, we need new theatre facilities, live music venues, performance art spaces-poetry readings, live comedy, secure and accessible art exhibition spaces. Commercial spaces for music and galleries need to be addressed. Possibly subsidized or free spaces in lively areas. Areas that call out for an arts district are Steveston Village (Steveston is Richmond's ideal place to be like a LaConner Washington, Scottsdale Arizona, or Lahaina Maui area) or create a new area in the heart of #3 road, east side across from the mall/city hall. Clean up that area and with the sky train right there it could be a bustling evening entertainment/gallery area like South Granville. I also realize these areas are prime, expensive, real estate areas and may be difficult to achieve.
YES! - Our city is very poorly served by performance arts spaces. Gateway is great for theatre, but not for choral or orchestral performances. Only one church in the city can hold our Orchestra & Chorus on its stage. We need a venue where Vancouver Symphony can visit to perform, as it does in North Vancouver and Surrey. We also need a facility where Richmond ensembles can rehearse, have office space, storage for equipment, costumes etc.
This is a key achievable goal requiring first an analysis of the current use of existing spaces leading to a plan for more effective use of them, and second a commitment to invest in the development of much needed additional presentation and performing spaces which are affordable to community groups and attract visiting ones.
Space for musical performance is inadequate. Apart from one church and a casino, there is nowhere in Richmond that can support a performance by a 50-musician orchestra and 65 singers performing together. And even these spaces are less than adequate if dancers are incorporated. The Gateway theatre is a nice space, but it's acoustically dead.

## Richmond Arts Strategy Highlights Survey

<b><i>Strategic Action 3: Broaden the Diversity of Arts Experiences and Opportunities</i></b>
Support current deeply and fully before diversification.
Yes, diversity in culture, genre, forms of art, etc.
Yes, with an increasingly broad range of artists and organizations.
Yes
More events, yes!
Yes. More professional - yes. Question - could one large event be more effective than lots of little ones?
Go out to promote their own art. Close the gap.
Yes
Collaboration between disciplines a definite must!!
Yes
We need the city to invest on outdoor events and festivals.
Yes
Yes
Yes
Enhance the vitality and creativity of everyone.
Try to cooperate with Kwantlen and Trinity Western (when their campus is established) to promote student art events in the city. Have Gateway produce 'Theatre in the Park'. It should be making use of its special location. Have a Chinese arts festival in the summer. Chinese Opera, puppet shows, classical music throughout Minoru Park. Sounds great to me! Engage the Chinese community and the possibilities they can make to the City's art scene.
How? Specifics?
Definitely, with a large Asian heritage population we need to become more diverse in our arts offerings. Also more multimedia art projects to interest young people. Your Kontinent was excellent!
I don't think this can be "decreed" - it is something that just develops out of an encouraging atmosphere in the community. Otherwise, meaningless statement.
Richmond Artists Guild and Riverside Art Circle provide affordable classes and art experiences and a small amount of assistance from the City would go a long way to enhancing their contributions to the art and social life of the City.
This is debatable and requires more input and recommendations from various art groups. During the meetings, only a small portion of the arts community were present.
Yes, as above, more live venues for music of all kinds, comedy, readings, performance art. Art for all audiences and performances that appeal to all ethnicities and taste.
All of these.
This is a given in a city such as Richmond with such a wealth of diversity on which to draw.
No comments.

## Richmond Arts Strategy Highlights Survey

<b><i>Strategic Action 4: Expand Public Awareness and Understanding of the Arts</i></b>
Always a benefit- need campaign that highlights current practices.
Very important. Art should be part of everyone's lives.
Yes
Yes, people don't fully understand how enriching art is.
Yes, must create culture that values artistic experience.
Yes. Effective, cohesive marketing would be great.
Young people need to understand art. The story that goes with the art.
What about education and programming for all ages?
Need to educate people about the value of art and artistically engaged communities.
Yes
Create opportunities and people will come.
Yes
This is critical. Richmond as a community is grossly unaware of the arts that already exist here.
Yes, but there needs to be more drawing on the public awareness.
Yes
<ul style="list-style-type: none"> <li>-I think youth education has been covered quite well with the city's art program.</li> <li>-More festivals and art shows will naturally lead to an increase in public awareness.</li> <li>-Be careful of having too many events in Steveston. Don't forget, the new heart of the city is downtown. It is also easily accessible via transit for people coming from Vancouver.</li> </ul>
Try to be a little more specific.
Better way finding is needed so people can find the Cultural Centre. If they don't know where it is they can't get to the next step. The City should promote art as a community engagement vehicle. Many newcomers think "art" is for artists and no one else. Build appreciation of the arts as a mark of a civil society that art is for everybody.
Again - what about exhibition space for local artists - can't expand awareness if you can't view the art.
Agree - it's wonderful to see that the City of Richmond had organized public art talks, films etc. and invite the public to attend.
The workshops/artists talks are wonderful. Kudos to the City. Pls. keep this up, we are on the right track.
What is important is to educate the public/community the value of having art in their lives, from seeing it on the streets, experience live performances, to having original art in their homes. Teach them the value of investing in art and artistic experiences. No matter how much support the city gives to arts organizations the bottom line for the artists is to be able to support themselves with their creative endeavors -that requires sales. People need to start purchasing art! They need to be willing to pay to see shows, concerts, exhibitions.
Let's make sure there is good communication with schools in this area, and work with the school board to foster excellence in the arts in education
Citizens need to know what is available in order to attend the activities involving their special interest and those in new areas they wish to explore. Also, the proposed Arts Strategy Update to be presented to Council each year

## Richmond Arts Strategy Highlights Survey

should be disseminated to the general public and not only the arts community.
This is probably about right as is.
<b>Strategic Action 5: Broaden the Economic Potential and Contribution of the Arts</b>
Yes! This is about relationships with each organizations though - not sure what role the City would play.
This could create more interest in the art community, as it benefits the city.
Yes
Yes, the arts contribute a lot to local economies.
Yes
Help arts organizations partner with business a good idea.
Yes. Consider significant investment in planning and executing an arts district!
Community Support
I want to learn more...
Conservative politics a major barrier in the city (all levels) that prevent citizens from accepting investment in arts and culture as valid.
Yes
What brings artists to communities are affordable living conditions. This is why East Van and Portland have a vibrant arts community. Like minded people move to places where they can afford to live - artists tend to be limited in funds so may go to areas that they can survive in - would Richmond be able to accommodate this?
Yes
Yes
Set up a joint City/(Entrepreneur, company).
<ul style="list-style-type: none"> <li>-Refer back to my early comment about making the arts a viable career option for young people</li> <li>-Encourage digital art companies to locate in Richmond</li> <li>-Cooperate with the local Universities on setting up an incubation company or non-profit to help young art related companies get their start</li> </ul>
That is nice. But we need something more specific.
Market the Arts to business so they understand nothing happens without Art-no creativity, no architecture, no interesting food, etc. Our culture is our art. A "made in Richmond" marketing program to create a Richmond brand (like Chemanis has its murals and theatre).
Not dealing in specifics - how? where? what?
<p>Right now, there are no art galleries in the City of Richmond except the Richmond Art Gallery. Again, compare with other cities like White Rock and Vancouver, the City of Richmond does not create a vibrant artistic hub for artists to contribute as there are no spaces to do so. Where can a visual artist go in Richmond to exhibit or show their work except for Gateway (upstairs), City Hall and Rotunda of Cultural Center. Richmond Art Gallery is a public gallery, funded by BC Arts Council. To achieve a vibrant hub as the mission statement reflects require more than just these 3 places. The City of Richmond has to be able to attract "gallery owners" to open galleries in Richmond. Look at Granville Street, No. 4 to No. 6 Avenue and Granville Island. That is the hub!! Art gallery owners are also businessmen, there have to be benefits and the right culture to operate a gallery business in Richmond.</p> <p>Recommendation: To achieve this goal, maybe the consultants should interview gallery owners in Vancouver to</p>

## Richmond Arts Strategy Highlights Survey

find out "What would attract them to open a gallery in Richmond?" Should there be a cultural hub/adopted streets that are vibrant with artist studios to gallery owners will finally look at Richmond as a potential opportunity to operate a gallery? Why is Richmond not attracting gallery owners? These questions should be answered before we jump to pronounce that the strategy is to broaden the economic potential and contribution to the Arts.

If I'm a successful artist, I would jump right to Vancouver to discuss artistic representations by galleries in Vancouver as there are no galleries here in Richmond. To reap any economic benefits from art, Richmond needs to do more homework. Right now, this strategy is only a "thought" but a far cry from economic potential except maybe when the Tall Ships came, Steveston businesses thrived for the day.

A sound marketing plan with adequate studies should put Richmond in the right frame of mind to ensure that this strategic plan is a win-win situation for the City/the artists/community.

Partner businesses with artists, offer tax receipts, funding opportunities or other incentives to get people involved in the arts. The city needs to allocate the grant monies that are asked for if they are for worthy/important causes.

Yes

A factor often overlooked in discussions of the arts is the economic activity it generates. This action is definitely worth pursuing.

It was a pity that our choir was not used to a greater extent for the 2010 Winter Olympics.

### 3. What is your overall impression of the highlights of the DRAFT Arts Strategy? Do the highlights reflect an overview of what's happening in the arts and where we aspire to go?

Assume the whole document gives more detail of where we are and what has been achieved since the last arts strategy.

May be a little too wordy (personal taste) but it was thorough.

Hopefully this plan will be successfully implemented. I do not know exactly how the arts are doing currently, but this plan presents many ideas that would benefit the arts greatly.

By my own opinions, I think there are enough programs for children and seniors and youth. But I hope there would be more programs to let the whole family to join or let seniors play and learn with kids.

Yes, but I want to know how these strategies will be put into play.

Yes, although what about participatory art or community projects.

Yes

Largely. Events of the last few years (Olympics, Canada Line, rapid development) warrant a significant transition from grass roots to a broader spectrum of arts practice, including more professional activity.

City should do these more often. Get more opinions from younger people.

Yes. Very local and also realistic in today's crisis climate for Arts and Culture in BC. Feds and province taking less responsibility to provide/enable/facilitate arts and culture so municipalities will bear more of the burden (?)

Not enough info on how these specific strategies will be achieved, but overall a good start. Curious to know how zoning regulations and development factor into the creation or "earmarking" of cultural facilities and spaces for artists.

It has addressed the main issues.

## Richmond Arts Strategy Highlights Survey

We in Richmond are so sadly behind Vancouver and even Surrey. Other than salmon Festival which is limiting in terms of arts - there is no real arts festival for the public. Examples needed: lantern festivals; music in the park festival; public concerts; even public outdoor movies; where are- ing - these can be people "drawers", if free, people attend.
It's hard to say - It's still vague. But as for the plan I see, I approve.
Yes, but there needs to be more effective use of the natural resource of local artists.
Great vision/strategy. However, not having the information in Chinese is a major deterrent in engaging a large part of the community.
I think it's a great start that goes will with the city's goal of being a liveable tourist destination.
Not much to it. Needs more specifics.
Yes, well done, covered all the points.
Nice looking booklet that attempts to justify time and expense spent on assembling it- but no real "meat" in it and nothing specific to assist local artists.
We are slowly heading towards achieving the mission statement and goals. The directions and initiatives have to come from City Councillors. Recommendation: A more formal Richmond Arts Council should be formed to represent the local artists in Richmond and act as liaison with City Councillors and Art Groups. The model/directions adopted by city hall right now is led by the City of Richmond. Grassroot groups and art organizations are not actively engaging in an open dialogue with the City. There is a missing link in the communication process. Richmond Arts Coalition is active but cannot be seen as a formal arts council.
Hopefully the plans are to place the new facilities in an area that will integrate the people of Richmond and not segregate them more.
I think it's a very far overview. Now for some action, please!
The Arts Strategy is a clear, concise, well-considered document. Now it's time to move to action, always keeping the entire community -- legislative, artistic, financial, and economic -- involved.
It reads quite well, but I wonder whether it's realistic in terms of funding.

<b>4. Do you have any other comments or suggestions you would like to share?</b>
Wish I could have read the executive summary. I am very excited to see how the strategy is implemented in concert with organizations and artists participation.
Portland, Oregon's model of public art is very successful.
I think for the arts to be better known, they need to be better integrated into the city and people's lives. Instead of only museums and displays, art should be presented in a subtle way so that it captures the attention of everyday people. If more people are interested, more will want the art community to prosper, and art will be a bigger part of the city.
Every year I let my son join different programs at Richmond Art Centre and I discover these programs not quite attract the students from Vancouver (It is because I lived in Vancouver before). But when I join the programs in Vancouver locations (sample: VPL) I can meet friends from Richmond. Actually all Richmond projects are so educational and interesting. I enjoy to live in this area that is full of friendly atmosphere and chances to learn



## Richmond Arts Strategy Highlights Survey

different programs throughout the year. If more advertisement to attract Vancouver students and artists, then it is pretty good.
New building for Richmond Art Gallery!
New building for the Richmond Art Gallery and Film screening facilities somewhere in the city - nowhere to currently screen a film.
See the City of Mississauga's Master Cultural Plan. Well researched and informative.
Would like to learn more about plans/actions coming out of the vision.
Art is a vital component of any community and serves to engender a sharing of culture. An approbation of the senses. For young people - an understanding and (if participating a gateway) of the arts. No community should be without art/the arts.
Additional art space is welcome. I think it's important to be open to the value of all artistic expression, regardless of its public perception. I hope to see outsider art, parody, criticism and more fringe movements supported by the programs as well.
The City should pay closer attention to the drastic shift in cultural demographics in moving forward...ideas from other cities may not necessarily work if there is no audience for it, or if the artistic projects do not enrich the lives of the communities they are targeting. Other ideas: Incentives for developers to include cultural facilities in their buildings, as opposed to purely recreational; Infuse Richmond's past with present - it's agricultural history in combination with artistic practices and sustainable living; Richer art education in the K-12 level - support public education and get kids hooked on art at a young age; More festivals!! All over the city, not just tourist hotspots like Richmond; Need to create vibrant, walkable (and cycling) communities that attract local businesses and cultural innovations; Consider "experimental artists communes" look into the trend towards off grid communities and permaculture - this could be a potential tourist attraction. On a side note, we feel the Oval could have been transformed into a major cultural venue..but there is potential to use the surrounding area for other events.
Increased dialogue could be accomplished by forming an Arts Advisory Committee.
I answered 4 on 3. With respect to 3, they are fairly general ideas, nothing surprising. It will all come down to money, If no money is invested this proposal will have been futile.
Small performance venues for musicians matter - public art matters.
I think there can usefully be more identifying and collaborating of our arts legacies and natural resources (existing within the citizens). Also, I am particularly impressed by Richmond citizens leadership in media arts in collaboration with the city, e.g. Your Kontinent festival.
A solid arts strategy is one of the most important things Richmond could do to combat its image of being a bedroom community to a more lively Vancouver. Art galleries, festivals, park performances, street art, public performance spaces, pocket parks, are all things the city can do to make itself more interesting and exciting. As a resident, I'll support anything that works towards this goal.
Yes. For the amount of time and money spent, there should be more specifics.
Wayfinding signage for the Richmond Art Gallery, at the Brighthouse Sky train station (QR code on posters).
The requirement for local arts organizations to be non-profit societies excludes a number of groups from eligibility for grants by making it difficult for individuals to take up official positions within their group, due to the liability issue.
I sincerely hope that there are more planning and action taken to ensure that the strategic plans are put in motion and not just inputs/discussions/consultations. The consultation period is over, let's change gear and move.
Put the arts back in schools as a major focus and you will create a society that values it. I hope facilities and an arts district will develop soon. The city loses all its artists to more vibrant, interesting cities.

## Richmond Arts Strategy Highlights Survey

We need an area where creative people can go to connect with each other, hang out, work, teach, share ideas and inspirations. Perform, show and sell.

See Toronto's Distillery district, Chicago's art district, Bergamont Station Arts Center in Santa Monica, The Dallas Arts District, every city centre in Europe, for inspiration. Thank you.

Communication is paramount as the strategy moves ahead, and additional spaces for the presentation of the arts in all their wonderful diversity to the community are crucial.

**5. We would like to know what area of Richmond or the Lower Mainland participants are from. Please provide us with your postal code (optional)**

V6X 3P4

V7E 4X9

V7E 6M2

V7E 4X2

V5Z 1V7

V6Y 3V5

V6Y 3R2

V3B 7P2

V7C 1T4

V7E 4G1

V6Y 3Y6

V6V 3C4

V7A 4P1

V7C 4V9

V6X 0C3

V6W1B6

West

V7A 2L5

V7E2W1

V6V 2W1

V7A 2N3

V7C 2V2

Survey Responses submitted:

Online: 11

Open House: 20

## Richmond Arts Strategy Steering Committee

The Richmond Arts Strategy Update benefitted from the active participation of a number of stakeholders and residents who participated in various sessions over the course of the past nine months. We would like to acknowledge the direct contributions of the following individuals for their knowledge, perspective and insight.

### Community Members

Sid Akselrod	Teacher, SD 38
Glen Andersen	Public Artist
Jean Garnett	Richmond Arts Coalition
Mark Glavina	Owner, Phoenix Coastal Art
Lorraine Jarvis	Director, Youth Honour Choir
Steve Jedreicich	Vice President of Development, Townline
Simon Johnston	Artistic & Executive Director, Gateway Theatre
Nancy Lee	Writer/Teacher
Rishell O'Brien	Studio Director, Defy Gravity Dance Company Inc.
Jullin O'Sheaur	Owner, Jullin Vocal Studio
Marina Szijarto	Artist
Ying Wang	President, Cinevolution Society

### City Staff

Kim Somerville (Project Lead)	Manager, Arts Services
Nan Capogna	Curator, Richmond Art Gallery
Suzanne Carter	Senior Planner/Urban Design
Camyar Chaichian	Arts Coordinator, Richmond Arts Centre
Jane Fernyhough	Director, Arts, Culture and Heritage
Eric Fiss	Public Art Planner
Alan Hill	Coordinator, Diversity Services
Vern Jacques	Senior Manager, Recreation Services
Liesl Jauk	Manager, Community Cultural Development
Sandi Swanigan	Manager, Major Event Development
Ted Townsend	Senior Manager, Corporate Communications
Donna Lee	Project Assistant

### Consultants

Howard Harowitz	Howard Harowitz Consulting Ltd.
Eric Vance	Eric Vance & Associates





# City of Richmond

## Report to Committee

TO FIN - C7+1 2012

**To:** Finance Committee

**Date:** August 29, 2012

**From:** Jerry Chong  
Director, Finance

**File:** 12-8060-20-8940/Vol 01

**Re:** Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 8940

### Staff Recommendation

That the Consolidated Fee Bylaw No. 8636, Amendment Bylaw No. 8940 be introduced and given first, second and third readings.

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

Att.

REPORT CONCURRENCE			
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
Business Licences	<input checked="" type="checkbox"/>		
City Clerk	<input checked="" type="checkbox"/>		
Recreation Services	<input checked="" type="checkbox"/>		
Community Bylaws	<input checked="" type="checkbox"/>		
Fire Rescue	<input checked="" type="checkbox"/>		
RCMP	<input checked="" type="checkbox"/>		
Building Approvals	<input checked="" type="checkbox"/>		
Development Applications	<input checked="" type="checkbox"/>		
REVIEWED BY SMT SUBCOMMITTEE	INITIALS: 	REVIEWED BY CAO (DEPUTY)	INITIALS: 

## Staff Report

### Origin

As part of the City's Long Term Financial Management Strategy Policy 3707, fees and charges are adjusted annually based on projected Vancouver CPI increases.

### Analysis

The Vancouver CPI increase for 2013 is projected to be 2%. All rates in the attached amendment Bylaw No. 8940 have been adjusted for this increase with the following exceptions:

- **Schedule - Filming Applications and Fees**  
All rates in this schedule remain unchanged at the 2012 level except for fire rescue fees which reflect the cost of the new collective agreement. A separate report discussing filming application fees will be brought to Council before year end and new rates will be addressed at that time.
- **Schedule – Archives & Records**  
At the stakeholder's request, photocopying and microfilm printing fees were left unchanged at \$0.35 per page to ensure these charges do not become unaffordable for the general public. Over the last two years, due to rounding up, these fees have increased from \$0.25 per page to \$0.35, which is already much greater increase than 2%.

As in the original bylaw, all adjusted fees greater than \$100 are rounded up to the nearest \$1.00, adjusted fees less than \$100 are rounded up to the nearest \$0.25 and adjusted fees less than \$1 are rounded up to the nearest \$0.05. This will minimize the number of transactions requiring small coinage.

Aside from the proposed 2% CPI increase, the following schedules were also added to the Consolidated Fees Bylaw:

- **Schedule – Playing Field User Fees**  
This schedule is added to the Consolidated Fees Bylaw per the Council resolution of December 19, 2011.
- **Schedule – Property Tax Apportionment Fee**  
Developers often request for the re-distribution of current year taxes from the original property to the newly subdivided properties. The proposed fee of \$32 per new subdivided property created is comparable to the rates currently charged by other municipalities who offer this service. Apportionment of taxes allows for new strata unit owners to receive individual tax notices and apply for home owner grants if eligible. Many municipalities choose not to offer tax apportionments due to the amount of work involved, resulting in new property owners not receiving home owner grants in their first year of ownership. Charging for this service allows the City to provide additional customer service to those new property owners by enabling them to apply for a grant to offset their property tax.

### **Financial Impact**

The fee increases assist in offsetting cost increases which otherwise will be recovered through increases to taxation revenue. There is no financial impact resulting from this bylaw.

### **Conclusion**

That the Consolidated Fee Bylaw No. 8636, Amendment Bylaw No. 8940 be introduced and given first, second and third readings.

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

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

IW:gjn



**Consolidated Fees Bylaw No. 8636  
Amendment Bylaw No. 8940**

The Council of the City of Richmond enacts as follows:

1. The Consolidated Fees Bylaw No. 8636, as amended, is further amended:
  - a) by deleting, in their entirety, the schedules attached to Bylaw No. 8636, as amended, and substituting the schedules attached to and forming part of this bylaw;
2. This Bylaw is cited as **"Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 8940"**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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

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



**SCHEDULE – ANIMAL CONTROL REGULATION****Animal Control Regulation Bylaw No. 7932****Cat Breeding Permit Fee****Section 2.2**

<b>Description</b>	<b>Fee</b>
Cat breeding permit for three years	\$37.00

**Animal Control Regulation Bylaw No. 7932****Impoundment Fees****Section 8**

<b>Description</b>	<b>Fee</b>
<b>1st time in any calendar year</b>	
Neutered male or spayed female dog	\$42.75
Non-neutered male or unspayed female dog	\$128.00
Dangerous dog*	\$530.00
<b>2nd time in any calendar year</b>	
Neutered male or spayed female dog	\$84.75
Non-neutered male or unspayed female dog	\$266.00
Dangerous dog*	\$1,057.00
<b>3rd time and subsequent times in any calendar year</b>	
Neutered male or spayed female dog	\$266.00
Non-neutered male or unspayed female dog	\$530.00
Dangerous dog*	\$1,057.00
Bird	\$5.75
Domestic farm animal	\$63.50
<i>Impoundment fee also subject to transportation costs</i>	
Other animal	\$32.00
<i>Impoundment fee also subject to transportation costs</i>	

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

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

**Animal Control Regulation Bylaw No. 7932**  
**Maintenance Fees**  
**Section 8**

<b>Description</b>	<b>Fee</b>
Dog	\$12.75
Cat	\$12.75
Bird	\$2.75
Domestic farm animal	\$32.00
Other animal	\$10.75

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

**SCHEDULE – ARCHIVES AND RECORDS**

**Archives and Records**  
**Image Reproduction Fees**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<u>Records</u>		
Photocopying and printing of files/bylaw (First 4 pages free) <i>per page</i>	\$0.35	per page
Microfilm printing <i>per page</i>	\$0.35	per page
<u>Photograph Reproductions</u>		
Scanned image (each)	\$16.25	
CD	\$5.75	
5" x 7"	\$12.75	
8" x 10"	\$16.25	
11" x 14"	\$24.50	
16" x 20"	\$34.00	
20" x 24"	\$42.75	
Negatives*	\$16.25	
<i>*If the Archives does not have a copy negative from which to reproduce an image, an additional reproduction fee will be charged to produce which will remain the property of the City of Richmond Archives</i>	<i>*Plus</i> \$16.25	

**Archives and Records****Use Fees**

<b>Description</b>	<b>Fee</b>
<u>Publication Fee</u>	
Websites, Books, CDs, etc. (Non-Commercial)	\$16.25
Websites, Books, CDs, etc. (Commercial)	\$32.00
Exhibition Fee (Commercial)	\$53.25

**Archives and Records****Tax Searches Fees**

<b>Description</b>	<b>Fee</b>
<u>Tax Searches and Printing of Tax Records</u>	
Searches ranging from 1 to 5 years	\$27.00
Each year greater than 5 years	\$5.75

**Archives and Records****Preliminary Site Investigation**

<b>Description</b>	<b>Fee</b>
Active Records Check Survey (per civic address searched)	\$213.00

**Archives and Records****Mail Orders**

<b>Description</b>	<b>Fee</b>
Mail orders	\$5.75

*Note: Rush orders available at additional cost; discounts on reproduction fees available to students, seniors, and members of the Friends of the Richmond Archives (publication and commercial fees still apply).*

**SCHEDULE – BILLING AND RECEIVABLES****Billing and Receivables****Receivables Fees**

<b>Description</b>	<b>Fee</b>
Administrative charges for receivable projects undertaken for third parties	(20% of actual cost)
Non-Sufficient Fund (NSF) charges	\$31.50

**SCHEDULE – BOARD OF VARIANCE ESTABLISHMENT AND PROCEDURE****Board of Variance Establishment and Procedure Bylaw No. 7150****Application Fees**

Sections 3.1, 4.1

<b>Description</b>	<b>Fee</b>
Order regarding variance or exemption to relieve hardship	\$165.00
Order regarding extent of damage preventing reconstruction as non-conforming use	\$138.00

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

Section 11

<b>Description</b>	<b>Fee</b>
Additions & Accessory Buildings Single or Two Family Dwellings over 10 m2 in size; In-ground Swimming Pools & Demolitions	\$160.00
Move-Offs; Single or Two Family Dwelling Construction	\$160.00
Combined Demolition & Single or Two Family Dwelling Construction	\$160.00
Commercial; Industrial; Multi-Family; Institutional; Government Construction	\$213.00
Combined Demolition & Commercial; Industrial; Multi-family; Institutional or Government Construction	\$213.00
Each additional inspection as required	\$79.75

**SCHEDULE – BUILDING REGULATION****Building Regulation Bylaw No. 7230****Plan Processing Fees****Section 5.13**

<b>Description</b>	<b>Fee</b>
For a new one family dwelling	\$583.00
For other than a new one family dwelling (a) <i>or (b) 50% to the nearest dollar of the estimated building permit fee specified in the applicable Building Permit Fees in Subsection 5.13.6 and other Building Types to a maximum of \$10,000.00</i> <i>- whichever is greater of (a) or (b)</i>	\$66.50
For a sewage holding tank	\$133.00

**Building Regulation Bylaw No. 7230****Building Permit Fees for those buildings referred to in Subsection 5.13.6****Sections 5.2, 5.5, 5.6, 7.2**

<b>Description</b>	<b>Fee</b>
Nil to \$1,000.00 (minimum fee)	\$66.50
Exceeding \$1,000.00 up to \$100,000.00	\$66.50
<i>*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00</i> *Plus	\$10.25
Exceeding \$100,000.00 to \$300,000.00	\$1,081.25
<i>**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00</i> **Plus	\$9.75
Exceeding \$300,000.00	\$3,031.25
<i>***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00</i> ***Plus	\$7.75

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

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

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

Description	Fee
Nil to \$1,000.00 (minimum fee)	\$66.50
Exceeding \$1,000.00 up to \$100,000.00	\$66.50
<i>*per \$1,000.00 of construction value or fraction of construction exceeding \$1,000.00</i>	<i>*Plus \$10.50</i>
Exceeding \$100,000.00 to \$300,000.00	\$1,106.00
<i>**per \$1,000.00 of construction value or fraction of construction exceeding \$100,000.00</i>	<i>**Plus \$10.00</i>
Exceeding \$300,000.00	\$3,106.00
<i>***per \$1,000.00 of construction value or fraction of construction exceeding \$300,000.00</i>	<i>***Plus \$8.00</i>
<i>Note: The building permit fee is doubled where construction commenced before the building inspector issued a building permit</i>	

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

(a) one-family dwelling or two-family dwelling

(b) garage, deck, porch, interior finishing or addition to a one-family dwelling or two-family dwelling

is assessed by total floor area and deemed to be the following:

Description	Fee	Units
(i) new construction of first storey	\$1,120.00	per m <sup>2</sup>
	\$105.00	(per ft <sup>2</sup> )
(ii) new construction of second storey	\$1,032.00	per m <sup>2</sup>
	\$96.00	(per ft <sup>2</sup> )
(iii) garage	\$572.00	per m <sup>2</sup>
	\$53.50	(per ft <sup>2</sup> )
(iv) decks or porches	\$472.00	per m <sup>2</sup>
	\$44.00	(per ft <sup>2</sup> )
(v) interior finishing on existing buildings	\$528.00	per m <sup>2</sup>
	\$49.00	(per ft <sup>2</sup> )
(vi) additions	\$1,120.00	per m <sup>2</sup>
	\$105.00	(per ft <sup>2</sup> )

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

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

Description	Fee
<u>Building Design Modification Fee</u>	
Plan Review (per hour or portion thereof)	\$118.00
Building Permit Fee for Temporary Building for Occupancy	\$530.00
<u>Re-inspection Fees</u>	
(a) for the third inspection	\$79.75
(b) for the fourth inspection	\$108.00
(c) for the fifth inspection	\$213.00
<i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	
<u>Special Inspection Fees:</u>	
(a) during the City's normal business hours	\$118.00
(b) outside the City's normal business hours	\$466.00
<i>*for each hour or part thereof after the first four hours</i>	<i>*Plus</i> \$118.00
Building Permit Transfer or Assignment Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original building permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$66.50
Building Permit Extension Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original building permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$66.50
<u>Building Move Inspection Fee:</u>	
(a) within the City boundaries	\$118.00
(b) outside the City boundaries when travel is by City vehicle	\$118.00
<i>**per km travelled</i>	<i>**Plus</i> \$1.75

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



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

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

Description	Fee
Provisional Occupancy Inspection Fee (per building permit inspection visit)	\$266.00
Provisional Occupancy Notice Extension Fee	\$424.00
Building Demolition Inspection Fee for each building over 50 m <sup>2</sup> in floor area	\$417.00
Sewage Holding Tank Permit Fee	\$266.00
<u>Use of Equivalents Fees:</u>	
(a) each report containing a maximum of two separate equivalents	\$582.00
(b) for each equivalent greater than two contained in the same report	\$238.00
(c) for an amendment to an original report after the acceptance or rejection of the report	\$118.00
(d) for Air Space Parcels (treating buildings as one building)	\$2,081.00

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

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

Description	Fee	Units
Domestic Installation – <b>one family dwelling</b> (a)	\$66.50	per appliance
- <i>whichever is greater of (a) or (b)</i> (b)	\$24.50	
Domestic/Commercial/Industrial Installations – <b>two family dwellings</b> , multiple unit residential buildings, including townhouse units)		
(a) appliance input up to 29 kW	\$66.50	
(b) appliance input exceeding 29 kW	\$108.00	
<u>Special Inspection Fees:</u>		
(a) during the City's normal business hours	\$118.00	
(b) outside the City's normal business hours	\$466.00	
<i>*for each hour or part thereof after the first four hours</i> *Plus	\$118.00	

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

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

Description	Fee
<u>Re-Inspection Fee:</u>	
(a) for the third inspection	\$79.75
(b) for the fourth inspection	\$108.00
(c) for the fifth inspection	\$213.00
<i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	
For a vent and/or gas valve or furnace plenum (no appliance)	\$66.50
<u>Piping alteration – for existing appliances</u>	
First 30 metres of piping	\$66.50
Each additional 30 metres or part thereof	\$24.50
Gas permit transfer or assignment fee (a)	\$66.50
<i>or (b) a fee of 10% to the nearest dollar of the original gas permit fee</i>	
<i>- whichever is greater of (a) or (b)</i>	
Gas permit extension fee (a)	\$66.50
<i>or (b) a fee of 10% to the nearest dollar of the original gas permit fee</i>	
<i>- whichever is greater of (a) or (b)</i>	

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

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

Description	Fee	Units
<u>Plumbing</u>		
(a) installation of each plumbing fixture	\$24.50	
(b) minimum plumbing fee	\$66.50	
(c) connection of City water supply to any hydraulic equipment	\$66.50	
<u>Sprinkler &amp; Standpipes</u>		
(a) installation of any sprinkler system	\$66.50	
<i>*per additional head</i>	<i>*Plus</i> \$2.25	
(b) installation of each hydrant, standpipe, hose station,	(c) \$66.50	
hose valve, or hose cabinet used for fire fighting	(d) \$24.50	
<i>- whichever is greater of (c) or (d)</i>		per item

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

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

Description	Fee	Units
<u>Water Service</u>		
(a) for the first 30 metres of water supply service pipe to a building or structure	\$66.50	
(b) for each additional 30 metres of water supply service pipe to a building and structure	\$24.50	
<u>Sanitary &amp; Storm Sewers; Building Drains &amp; Water Distribution</u>		
(a) for the first 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$66.50	
(b) for each additional 30 metres of a sanitary sewer, and/or storm sewer, and/or building drain, or part thereof	\$24.50	
(c) for the first 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof	\$66.50	
(d) for each additional 30 metres of a rough-in installation for a water distribution system in a multiple unit non-residential building for future occupancy, or part thereof	\$24.50	
(e) for the installation of any neutralizing tank, catch basin, sump, or manhole	(f) \$66.50	per item
(g) <i>- whichever is greater of (f) or (g)</i>	\$24.50	
<u>Special Inspections</u>		
(a) during the City's normal business hours	\$118.00	
(b) outside the City's normal business hours or each hour	\$466.00	
<i>*for part thereof exceeding the first four hours</i>	<i>*Plus</i> \$118.00	
<u>Design Modification Fees</u>		
Plan review <i>Applicable to Plumbing, Sprinkler &amp; Standpipes, Water Service, and Sanitary &amp; Storm Sewers; Building Drains &amp; Water Distributions</i>	\$118.00	per hour

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

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

Description	Fee
<u>Plumbing Re-Inspection Fee</u> (a) for the third inspection (b) for the fourth inspection (c) for the fifth inspection  <i>Note: The fee for each subsequent inspection after the fifth inspection will be double the cost of each immediately previous inspection</i>	\$79.75 \$108.00 \$213.00
Plumbing Permit Transfer or Assignment Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$66.50
Plumbing Permit Extension Fee (a) <i>or (b) a fee of 10% to the nearest dollar of the original plumbing permit fee</i> <i>- whichever is greater of (a) or (b)</i>	\$66.50
Provisional Plumbing Compliance Inspection Fee (per permit visit) Provisional Plumbing Compliance Notice Extension Fee Potable Water Backflow Preventer Test Report Decal	\$133.00 \$213.00 \$21.50

**SCHEDULE – BUSINESS LICENCE****Business Licence Bylaw No. 7360****Assembly Use Group 1**

<b>Group 1 - Business Licence Fee assessed by total floor area</b> <i>Except Food Caterers which are assessed a fee in accordance with Group 3</i>		
<b>Square Metres (m<sup>2</sup>)</b>	<b>(Square Feet) (ft<sup>2</sup>)</b>	<b>Fee</b>
0.0 to 93.0	(0 to 1000)	\$153.00
93.1 to 232.5	(1001 to 2500)	\$233.00
232.6 to 465.0	(2501 to 5000)	\$403.00
465.1 to 930.0	(5001 to 10000)	\$645.00
930.1 to 1860.1	(10001 to 20000)	\$1,143.00
1860.2 to 2790.1	(20001 to 30000)	\$1,636.00
2790.2 to 3720.2	(30001 to 40000)	\$2,135.00
3720.3 to 4650.2	(40001 to 50000)	\$2,626.00
4650.3 to 5580.3	(50001 to 60000)	\$3,124.00
5580.4 and over	(60001 and over)	\$3,542.00
Food Primary Liquor Licence Fee		\$321.00
Mobile Vendors (Food) Fee (per vehicle)		\$75.00

**Business Licence Bylaw No. 7360****Assembly Use Group 2**

<b>Group 2 - Business Licence Fee assessed by Number of Seats</b>	
<b>Seats</b>	<b>Fee</b>
0 to 30	\$487.00
31 to 60	\$969.00
61 to 90	\$1,454.00
91 to 120	\$1,941.00
121 to 150	\$2,421.00
151 to 180	\$2,905.00
181 to 210	\$3,387.00
211 and over	\$3,542.00

**Business Licence Bylaw No. 7360**  
**Assembly Use Group 3**

<b>Group 3 - Business Licence Fee assessed by Number of Employees (including owners)*</b>	
<b>Employees</b>	<b>Fee</b>
0 to 5	\$124.00
6 to 10	\$208.00
11 to 15	\$300.00
16 to 25	\$445.00
26 to 50	\$645.00
51 to 100	\$931.00
101 to 200	\$1,313.00
201 to 500	\$1,897.00
501 to 1000	\$2,866.00
1001 and over	\$3,542.00

*\*For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

**Business Licence Bylaw No. 7360**  
**Residential Use**

<b>Residential Use - Business Licence Fee assessed by Number of Rental Units</b>	
<b>Units</b>	<b>Fee</b>
0 to 5	\$148.00
6 to 10	\$228.00
11 to 25	\$391.00
26 to 50	\$635.00
51 to 100	\$1,119.00
101 to 200	\$1,601.00
201 to 300	\$2,086.00
301 to 400	\$2,565.00
401 to 500	\$3,045.00
501 and over	\$3,542.00

**Business Licence Bylaw No. 7360**  
**Service Use**

<b>Service Use - Business Licence Fee assessed by Number of Employees (including owners)*</b>	
<b>Employees</b>	<b>Fee</b>
0 to 5	\$124.00
6 to 10	\$214.00
11 to 15	\$312.00
16 to 25	\$459.00
26 to 50	\$657.00
51 to 100	\$957.00
101 to 200	\$1,344.00
201 to 500	\$1,946.00
501 to 1000	\$2,930.00
1001 and over	\$3,542.00

*\*For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

**Business Licence Bylaw No. 7360**  
**Mercantile Use**

<b>Mercantile Use - Business Licence Fee assessed by total floor area</b>		
<b>Square Metres (m<sup>2</sup>)</b>	<b>(Square Feet) (ft<sup>2</sup>)</b>	<b>Fee</b>
0.0 to 93.0	(0 to 1000)	\$124.00
93.1 to 232.5	(1001 to 2500)	\$197.00
232.6 to 465.0	(2501 to 5000)	\$361.00
465.1 to 930.0	(5001 to 10000)	\$609.00
930.1 to 1860.1	(10001 to 20000)	\$1,102.00
1860.2 to 2790.1	(20001 to 30000)	\$1,602.00
2790.2 to 3720.2	(30001 to 40000)	\$2,094.00
3720.3 to 4650.2	(40001 to 50000)	\$2,586.00
4650.3 to 5580.3	(50001 to 60000)	\$3,082.00
5580.4 and over	(60001 and over)	\$3,542.00



**Business Licence Bylaw No. 7360**  
**Industrial/Manufacturing Use**

<b>Industrial/Manufacturing Use - Business Licence Fee assessed by Number of Employees (including owners)*</b>	
<b>Employees</b>	<b>Fee</b>
0 to 5	\$148.00
6 to 10	\$245.00
11 to 15	\$343.00
16 to 25	\$487.00
26 to 50	\$684.00
51 to 100	\$969.00
101 to 200	\$1,357.00
201 to 500	\$1,934.00
501 to 1000	\$2,900.00
1001 and over	\$3,542.00

*\*For the purpose of assessing a licence fee, two part-time employees are counted as one full-time employee.*

**Business Licence Bylaw No. 7360**  
**Vehicle for Hire Businesses**

<b>Description</b>	<b>Fee</b>
<u>Vehicle for Hire Business Fee</u>	
Each Vehicle for Hire applicant must pay (1) and (2)*:	
(1) Vehicle for Hire office fee	\$124.00
(2) Per vehicle licence fee*	
<i>based on the number of vehicles</i>	
CLASS "A" Taxicab	\$114.00
CLASS "B" Limousine	\$75.00
CLASS "C" Sightseeing Taxicab	\$114.00
CLASS "D" Airport Taxicab	\$114.00
CLASS "E" Private Bus	\$114.00
CLASS "I" Charter Minibus	\$114.00
CLASS "J" Rental Vehicle	
Group 1	\$14.00
Group 2	\$75.00
CLASS "K" Driver Training Vehicle	\$55.50
CLASS "M" Tow-Truck	\$114.00
CLASS "N" Taxicab for Persons with Disabilities	\$114.00
CLASS "P" Pedicab	\$114.00

**Business Licence Bylaw No. 7360**  
**Vehicle for Hire Businesses (cont.)**

<b>Description</b>	<b>Fee</b>
<i>*Notwithstanding the per-vehicle licence fees stipulated in Section 2, the maximum licence fee for any Vehicle for Hire business</i>	\$3,542.00
Transferring a Vehicle for Hire Licence within any calendar year	\$43.00
Replacing a Vehicle for Hire Licence plate or decal	\$12.50

**Business Licence Bylaw No. 7360**  
**Vending Machine Uses**

<b>Description</b>	<b>Fee</b>
<u>Vending Machine Business Licence Fee</u>	
Group 1 (per machine)	\$27.50
Group 2 (per machine)	\$38.75
Group 3 (per machine)	\$8.50
Banking Machine licence fee (per machine)	\$119.00
Amusement Machine licence fee (per machine)	\$27.50

**Business Licence Bylaw No. 7360**  
**Adult Orientated Uses**

<b>Description</b>	<b>Fee</b>
Adult entertainment establishment licence	\$3,542.00
Casino	\$5,604.00
<u>Body-painting studio</u>	
Studio licence	\$3,542.00
Each body-painting employee	\$124.00
<u>Body-rub studio</u>	
Studio licence	\$3,542.00
Each body-rub employee	\$124.00
<u>Escort service</u>	
Escort service licence	\$3,542.00
Each escort employee	\$124.00

**Business Licence Bylaw No. 7360**  
**Farmer's Market**

Description	Fee
Farmer's market licence	\$124.00

**Business Licence Bylaw No. 7360**  
**Licence Transfers, Changes and Reprints**

Description	Fee
Transferring a licence from one person to another, or for issuing a new licence because of a change in information on the face of such licence, except a change between licence categories or subcategories	\$43.00
Changing the category or subcategory of a licence (a) <i>or (b) the difference between the existing licence fee and the fee for the proposed category or subcategory - whichever is greater of (a) or (b)</i>	\$43.00
Licence reprint	\$10.50

**Business Licence Bylaw No. 7360**  
**Off-Leash Permits**

Description	Fee
Annual permit	\$105.00

**SCHEDULE – DITCH AND WATERCOURSE PROTECTION AND REGULATION**

**Ditch and Watercourse Protection and Regulation Bylaw No. 7285**  
 Sections 2.1, Section 2.2

Description	Fee
Ditch Crossing Permit Standard Width Permit Fee*	\$108.00

*\*Extended Width Inspection Fee is 4% of engineering cost estimate for the construction.*

**SCHEDULE – DOG LICENCING****Dog Licencing Bylaw No. 7138**

Sections 2.1, 2.3

<b>Description</b>	<b>Fee</b>
<u>Dog – Not neutered or spayed</u>	
Normal Fee	\$73.00
Prior to March 1st of the year for which the application is made	\$52.25
<u>Dog – Neutered or spayed</u>	
Normal Fee	\$31.50
Prior to March 1st of the year for which the application is made	\$21.00
<i>For seniors who are 65 years of age or older that have paid prior to March 1st of the year for which the application is made</i>	\$10.50
<u>Dangerous Dog – Not neutered or spayed</u>	
Normal Fee	\$261.00
Prior to March 1st of the year for which the application is made	\$209.00
<u>Dangerous Dog – Neutered or spayed</u>	
Normal Fee	\$209.00
Prior to March 1st of the year for which the application is made	\$157.00
<i>For seniors who are 65 years of age or older that have paid prior to March 1st of the year for which the application is made</i>	\$78.50
Replacement tag* <i>*Fee for a replacement tag for each dog tag lost or stolen; or for each dog licence to replace a valid dog licence from another jurisdiction</i>	\$5.50

**SCHEDULE – FILMING APPLICATION AND FEES****Filming Application and Fees Bylaw No. 8172****Administration Fees**

Section 3

<b>Description</b>	<b>Fee</b>
Application for Filming Agreement	\$102.00
Film Production Business Licence	\$121.00
Street Use Fee (100 feet/day)	\$51.00

**Filming Application and Fees Bylaw No. 8172**  
**City Parks & Heritage Sites**  
**Section 3**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<b>Major Park</b>		
<i>Per day</i>	\$765.00	
<i>Per ½ day</i>	\$510.00	
<b>Neighbourhood Park</b>		
<i>Per day</i>	\$510.00	
<i>Per ½ day</i>	\$306.00	
<b><u>Britannia Shipyard</u></b>		
Filming	\$2,040.00	per day
Preparation & Wrap	\$1,020.00	per day
Per Holding Day	\$510.00	per day
City Employee		
<i>Per regular working hour</i>	\$35.75	
<i>Per hour after 8 hours</i>	\$53.75	
<b><u>Minoru Chapel</u></b>		
Filming		
<i>October through June</i>	\$2,550.00	per day
<i>July through September</i>	\$3,060.00	per day
Preparation & Wrap	\$1,020.00	per day
Per Holding Day	\$510.00	per day
City Employee		
<i>Per regular working hour</i>	\$35.75	
<i>Per hour after 8 hours</i>	\$53.75	
<b><u>Nature Park</u></b>		
Filming	\$1,020.00	per day
Preparation & Wrap	\$510.00	per day
City Employee		
<i>Per regular working hour</i>	\$20.50	
<i>Per hour after 8 hours</i>	\$30.75	
<b><u>Gateway Theatre</u></b>		
Filming	\$2,550.00	per day
Preparation & Wrap	\$1,020.00	per day
City Employee		
<i>Per regular working hour</i>	\$33.75	
<i>Per hour after 8 hours</i>	\$51.00	

**Filming Application and Fees Bylaw No. 8172****City Parks & Heritage Sites (cont.)****Section 3**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<u>City Hall</u>		
Filming	\$2,040.00	per day
Preparation & Wrap	\$1,020.00	per day
City Employee		
<i>Per regular working hour</i>	\$20.50	
<i>Per hour after 8 hours</i>	\$30.75	

**Filming Application and Fees Bylaw No. 8172****Other Fees****Section 3**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<u>RCMP (4-hour minimum)</u>		
Per person	\$104.00	per hour
<u>Fire Rescue (4-hour minimum)</u>		
Fire Engine	\$131.00	per hour
Fire Captain	\$90.50	per hour
Firefighter (minimum 3 firefighters)	\$74.25	per hour, per person
Use of special effects	\$102.00	per day
Use of Fire Hydrant		
<i>First day</i>	\$199.00	
<i>Each additional day</i>	\$66.50	

## **SCHEDULE – FIRE PROTECTION AND LIFE SAFETY**

### **Fire Protection and Life Safety Bylaw No. 8306**

#### **Fees & Cost Recovery**

<b>Description</b>	<b>Section</b>	<b>Fee</b>	<b>Units</b>
Permit	4.1	\$21.50	
Permit Inspection, first hour	4.3	\$84.75	
Permit Inspection, subsequent hours or part thereof	4.3	\$53.25	
Attendance - open air burning without permit <i>first hour</i>	4.5.1	\$443.00	per vehicle
Attendance - open air burning without permit <i>subsequent half-hour or part thereof</i>	4.5.1	\$222.00	per vehicle
Attendance - open air burning in contravention of permit conditions <i>first hour or part thereof</i>	4.5.3	\$443.00	per vehicle
Attendance - open air burning in contravention of permit conditions <i>subsequent half-hour or part thereof</i>	4.5.3	\$222.00	per vehicle
Attendance - false alarm – contact person not arriving within 60 minutes after alarm <i>per hour or portion of hour Fire Dept standing by</i>	6.1.4 (b)	\$443.00	per vehicle
Vacant premises – securing premises	9.7.4	Actual cost	
Damaged building – securing premises	9.8.1	Actual cost	
Work done to effect compliance with order in default of owner	14.1.6	Actual cost	
Review - Fire Safety Plan any building	15.1.1 (b)		
Any building < 600 m <sup>2</sup> area		\$108.00	
Any building > 600 m <sup>2</sup> area		\$160.00	
High building, institutional		\$213.00	
Revisions (per occurrence)		\$53.25	
Inspection	15.2.1 (a)		
4 stories or less and less than 914 m <sup>2</sup> per floor		\$213.00	
4 stories or less and between 914 and 1524 m <sup>2</sup> per floor		\$319.00	
5 stories or more and between 914 and 1524 m <sup>2</sup> per floor		\$530.00	
5 stories or more and over 1524 m <sup>2</sup> per floor		\$741.00	



**Fire Protection and Life Safety Bylaw No. 8306**  
**Fees & Cost Recovery (cont.)**

<b>Description</b>	<b>Section</b>	<b>Fee</b>
Inspection or follow-up to an order <i>first hour</i>	15.2.1 (b)	\$84.75
Re-inspection or follow-up to an order <i>subsequent hours or part of hour</i>	15.2.1.(b)	\$53.25
Nuisance investigation, response & abatement	15.4.1	Actual cost
Mitigation, clean-up, transport, disposal of dangerous goods	15.4.2	Actual cost
<u>Attendance - False alarm</u>		
No false alarm reduction program in place	15.5.1	\$319.00
False alarm reduction program in place and participation	15.5.5	No charge
Caused by security alarm system	15.6.1	\$213.00
Monitoring agency not notified	15.7.1	\$213.00
Alternate solution report or application review	General	\$160.00

**SCHEDULE – FIREWORKS REGULATION**

**Fireworks Regulation Bylaw No. 7917**  
**Permit Fees**  
Section 2.1

<b>Description</b>	<b>Fee</b>
Display Permit application fee	\$108.00

**SCHEDULE – PLAYING FIELD USER FEES****Playing Field User Fees****Natural Turf Field Fees**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<u>Sand Turf (With Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$34.50	per hour
<i>Mini field</i>	\$17.25	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$27.75	per hour
<i>Mini field</i>	\$14.00	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$9.75	per hour
<i>Mini field</i>	\$5.00	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$20.75	per hour
<i>Mini field</i>	\$10.50	per hour
<u>Sand Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$25.00	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$20.00	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$7.00	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$15.00	per hour

**Playing Field User Fees****Natural Turf Field Fees (cont.)**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<u>Soil Turf (No Lights)</u>		
Commercial (all ages)		
<i>Full size</i>	\$8.50	per hour
<i>Mini field</i>	\$4.25	per hour
Private or Non-resident (all ages)		
<i>Full size</i>	\$6.75	per hour
<i>Mini field</i>	\$3.50	per hour
Richmond Youth Groups*		
<i>Full size</i>	\$2.50	per hour
<i>Mini field</i>	\$1.25	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$5.00	per hour
<i>Mini field</i>	\$2.50	per hour

*\*As per City of Richmond Policy 8701 groups must have a minimum of 60% Richmond residents to receive this rate.  
Groups may be asked to provide proof of residency.*

**Playing Field User Fees****Artificial Turf Fees**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
Richmond Youth Groups*		
<i>Full size</i>	\$21.00	per hour
<i>Mini field</i>	\$10.50	per hour
Richmond Adult Groups*		
<i>Full size</i>	\$35.25	per hour
<i>Mini field</i>	\$17.75	per hour
Commercial/Non-residents (all ages)		
<i>Full size</i>	\$52.00	per hour
<i>Mini field</i>	\$26.00	per hour

*\*As per City of Richmond Policy 8701 groups must have a minimum of 60% Richmond residents to receive this rate.  
Groups may be asked to provide proof of residency.*

**Playing Field User Fees**  
**Ball Diamonds**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
<u>Sand Turf (With Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$22.00	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$17.50	per hour
Richmond Youth Groups* <i>Full size</i>	\$6.25	per hour
Richmond Adult Groups* <i>Full size</i>	\$13.25	per hour
<u>Sand Turf (No Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$20.00	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$16.00	per hour
Richmond Youth Groups* <i>Full size</i>	\$5.75	per hour
Richmond Adult Groups* <i>Full size</i>	\$12.25	per hour
<u>Soil Turf (No Lights)</u>		
Commercial (all ages) <i>Full size</i>	\$6.00	per hour
Private or Non-resident (all ages) <i>Full size</i>	\$4.75	per hour
Richmond Youth Groups* <i>Full size</i>	\$1.75	per hour
Richmond Adult Groups* <i>Full size</i>	\$3.75	per hour

*\*As per City of Richmond Policy 8701 groups must have a minimum of 60% Richmond residents to receive this rate.  
Groups may be asked to provide proof of residency.*

**Playing Field User Fees****Track and Field Fees and Charges (Facilities at Minoru Park)**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
Training Fee - all ages Track and Field Club	\$727.00	per year
Richmond Youth Meets*	\$133.00	per meet
Richmond Adult Meets*	\$211.00	per meet
Private Group Track Meets or Special Events	\$529.00	per day
Private Group Track Meets or Special Events	\$44.25	per hour

*\*As per City of Richmond Policy 8701 groups must have a minimum of 60% Richmond residents to receive this rate.  
Groups may be asked to provide proof of residency.*

**SCHEDULE – PROPERTY TAX CERTIFICATE FEES****Property Tax Certificate Fees**

<b>Description</b>	<b>Fee</b>
Requested in person at City Hall	\$37.50
Requested through BC Online	\$32.50

**SCHEDULE – PROPERTY TAX APPORTIONMENT FEE****Property Tax Apportionment Fee**

<b>Description</b>	<b>Fee</b>
Per child folio	\$32.00

**SCHEDULE – PUBLIC HEALTH PROTECTION****Public Health Protection Bylaw No. 6989****False Alarm Fee**

## Section 3.1.3.5

<b>Description</b>	<b>Fee</b>
False alarm fee where the intentional or unintentional activation of a house alarm causes the unnecessary response of an inspector	\$108.00

**SCHEDULE – PUBLICATION FEES****Publication Fees**

<b>Description</b>	<b>Fee</b>
<u>Computer Sections Maps, 24" x 24"</u>	
Individual	\$5.25
CD	\$77.50
Custom Mapping (per hour)	\$62.50
Design Specifications (contents only)	\$96.75
Drafting Standards	\$96.75
<u>Drawing Pints (As-Builts)</u>	
A-1 Size, 24" x 36"	\$5.25
B Size, 18" x 24"	\$3.50
<u>GIS Data Requests</u>	
Service fee	\$108.00
First layer*	\$153.00
Each additional layer*	\$53.25
CD or DVD of GIS layers of Municipal works of City of Richmond	\$6,337.00
Single-Family Lot Size Policy, March 1990	\$21.50
Supplemental Specifications and Detail Drawings (contents only)	\$96.75
<u>Street Maps</u>	
Large, 36" x 57"	\$8.00
Small, 22" x 34"	\$5.25
<u>Utility Section Maps, 15" x 24"</u>	
Individual	\$3.50
CD	\$77.50

*\*Fees are multiplied by the number of sections requested.*

**SCHEDULE – RCMP DOCUMENTATION FEES****RCMP Documentation Fees**

<b>Description</b>	<b>Fee</b>	<b>Units</b>
Criminal Record Checks	\$57.50	
Criminal Record Checks - Volunteers	No Charge	
Police Certificate (including prints)	\$57.50	
Fingerprints	\$57.50	
Pardon applications/Records Clearance	\$57.50	
Name Change Applications	\$57.50	
Collision Analyst Report	\$542.00	
Field Drawing Reproduction	\$38.75	
Scale Drawing	\$110.00	
Mechanical Inspection Report	\$230.00	
Police Report and Passport Letter	\$57.50	
Insurance Claim Letter	\$57.50	
Court Ordered File Disclosure	\$57.50	
<i>*per page</i>	<i>*Plus</i> \$1.00	per page
<i>**Shipping cost</i>	<i>**Plus</i> \$7.50	
Photos 4" x 6" (per photo)	\$2.50	per photo
<i>***Shipping cost</i>	<i>***Plus</i> \$7.50	
Photos	\$1.50	each laser
Photos - Burn CD	\$18.00	
Video Reproduction	\$44.00	
Audio Tape Reproduction	\$42.00	

**SCHEDULE – RESIDENTIAL LOT (VEHICULAR) ACCESS REGULATION****Residential Lot (Vehicular) Access Regulation Bylaw No. 7222****Administration Fees****Section 2.3**

<b>Description</b>	<b>Fee</b>
<u>Driveway Crossing Application</u>	
Administration/Inspection Fee	\$79.75



**SCHEDULE – SIGN REGULATION****Sign Regulation Bylaw No. 5560****Sign Permit Fees**

<b>Description</b>	<b>Fee</b>
Application processing fee*	\$48.00
Up to 5 m <sup>2</sup>	\$48.00
5.01 m <sup>2</sup> to 15 m <sup>2</sup>	\$63.50
15.01 m <sup>2</sup> to 25 m <sup>2</sup>	\$95.00
25.01 m <sup>2</sup> to 45 m <sup>2</sup>	\$128.00
45.01 m <sup>2</sup> to 65 m <sup>2</sup>	\$170.00
65.01 m <sup>2</sup> or more	\$213.00
Permit to alter a sign or relocate a sign on the same lot	\$48.00

*\*Each applicant for a sign permit shall submit the processing fee together with his application. Upon approval of the application, this fee will be a credit towards the appropriate permit fee levied as set out in this Schedule. In cases of rejection of an application, the processing fee will not be refunded.*

**SCHEDULE – TREE PROTECTION****Tree Protection Bylaw No. 8057****Permit Fees**

Sections 4.2, 4.6

<b>Description</b>	<b>Fee</b>
Permit application fee	
To remove a hazard tree	No Fee
One (1) tree per parcel during a 12 month period	No Fee
Two (2) or more trees	\$53.25
Renewal, extension or modification of a permit	\$53.25

**SCHEDULE – VEHICLE FOR HIRE REGULATION****Vehicle For Hire Regulation Bylaw No. 6900****Permit & Inspection Fees**

Sections 3.7, 6.3

<b>Description</b>	<b>Fee</b>	<b>Units</b>
Transporting of trunks	\$5.75	per trunk
Towing permit	\$53.25	
Inspection fee for each inspection after the second inspection	\$27.00	

**SCHEDULE – WATER USE RESTRICTION****Water Use Restriction Bylaw No. 7784****Permit Fees**

Section 3.1

<b>Description</b>	<b>Fee</b>
New lawns or landscaping permit application fee	\$32.00

**SCHEDULE – WATERCOURSE PROTECTION AND CROSSING****Watercourse Protection and Crossing Bylaw No. 8441****Application Fees**

<b>Description</b>	<b>Fee</b>
<b><u>Culvert</u></b>	
Application Fee	\$313.00
City Design Option	\$1,041.00
Inspection Fee *	\$21.00
<i>*Per linear metre of culvert</i>	
<b><u>Bridge</u></b>	
Application Fee	\$105.00
Inspection Fee	\$209.00

*Note: There is no City Design Option for bridges.*



# City of Richmond

## Report to Committee

*TO FIN- Oct 1 2012*

**To:** Finance Committee

**Date:** September 10, 2012

**From:** Andrew Nazareth  
General Manager, Finance and Corporate  
Services

**File:** 03-0905-01/2012-Vol  
01


**Re:** Amendments to the 5 Year Financial Plan (2012-2016) Bylaw No. 8867

### Staff Recommendation

1. That the 5 Year Financial Plan (2012-2016) Bylaw No. 8867, Amendment Bylaw 8950 which would incorporate and put into effect changes previously approved by Council and administrative changes to the 2012 Capital and Operating Budgets (as summarized in Attachment 1), be introduced and given first, second and third readings

*A Nazareth*

Andrew Nazareth  
General Manager, Finance and Corporate Services

REPORT CONCURRENCE			
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>	
City Clerk	<input checked="" type="checkbox"/>		
Information Technology	<input checked="" type="checkbox"/>		
Real Estate Services	<input checked="" type="checkbox"/>		
Arts, Culture & Heritage	<input checked="" type="checkbox"/>		
Parks Services	<input checked="" type="checkbox"/>		
Engineering	<input checked="" type="checkbox"/>		
Facility Services	<input checked="" type="checkbox"/>		
Project Development	<input checked="" type="checkbox"/>		
Transportation	<input checked="" type="checkbox"/>		
Fire Rescue	<input checked="" type="checkbox"/>		
Policy Planning	<input checked="" type="checkbox"/>		
<b>REVIEWED BY SMT SUBCOMMITTEE</b>	<b>INITIALS:</b> <i>AE</i>	<b>REVIEWED BY CAO (DEPUTY)</b>	<b>INITIALS:</b> <i>AE</i>

## Staff Report

### Origin

The 5 Year Financial Plan (2012-2016) Bylaw No. 8867 was adopted April 23, 2012. Included in the 5 Year Financial Plan (5YFP) are the 2012 Capital and 2012 Operating Budgets.

Subsection 165(2) of the Community Charter allows for amendments of the financial plan by bylaw and Section 137(1)b directs that the power to amend or repeal must be exercised by bylaw and is subject to the same approval and other requirements, if any, as the power to adopt a new bylaw under that authority. Section 166 states that a council must undertake a process of public consultation regarding the proposed financial plan before it is adopted.

### Analysis

The 5 Year Financial Plan (2012-2016) Bylaw No. 8867 was adopted April 23, 2012. Subsequent to the adoption of the 5YFP, additional opportunities and projects have emerged. Individual staff reports detailing these amendments have been presented to Council for approval.

Also, administrative amendments resulting from additional grant funding and contributions, re-classification of costs or unexpected expenditures are presented in accordance with Policy 3001 - Budget Amendments.

The current expenditure bylaw does not include these amounts and staff recommend that these amendments to the 5YFP be approved. There is **no tax impact** for any of these amendments.

Several reports have been presented to Council detailing items that result in amendments to the 2012 5YFP. The Council approved changes (presented in order of the Council meeting date) are:

1. a. At the Council meeting on November 28, 2011, Council approved:
  - (1) *"That the submission of:*
    - (a) *road and intersection improvement projects for cost-sharing as part of the TransLink 2012 Major Road Network (MRN) Minor Capital Program,*
    - (b) *bicycle facility improvements for cost-sharing as part of the TransLink 2012 Bicycle Infrastructure Capital Cost-Sharing Program, and*
    - (c) *transit facility improvements for cost-sharing as part of the TransLink 2012 Transit-Related Road Infrastructure Program,**as described in the staff report, dated November 8, 2011, from the Director, Transportation, be endorsed;*
  - (2) *That, should the above submissions be successful and the projects receive Council approval via the annual capital budget process, the Chief Administrative Officer and General Manager, Planning and Development be authorized to execute the funding agreements and the 2012 Capital Plan and the 5-Year Financial Plan*

*(2012-2016) be updated accordingly dependant on the timing of the budget process."*

The 2012 Capital Budget will be increased by \$100,500 to recognize the scope increase related to video detection cameras funded by a TransLink grant.

- b. At the Council meeting on February 27, 2012, Council approved: *"(1) That Contract 4252Q, for the Supply and Delivery of Five Battery-Powered Ice Resurfacers, be awarded to Vimar Equipment Ltd. at a total cost of \$453,430.00, plus applicable taxes and levies; (2) That the additional required funding of \$288,738.50 be approved with funding from the Public Works Equipment Reserve and that the 2012 Capital Budget and the 5-Year Financial Plan (2012-2016) be adjusted accordingly."*

The 2012 Capital budget will be increased by \$288,739 to recognize this approved expenditure from the Public Works Equipment Reserve.

- c. At the Council meeting on March 12, 2012, Council approved: *"(1) the submission of the Railway Avenue Corridor Greenway pedestrian and bicycle facility improvement for cost-sharing as part of the TransLink 2012 Bicycle Infrastructure Capital Cost-Sharing Program, as described in the report dated January 11, 2012 from the General Manager, Parks and Recreation, be endorsed; and (2) should the above submission be successful, the Chief Administrative Officer and General Manager, Parks and Recreation be authorized to execute the funding agreements and the 2012 Capital Plan and the 5-Year Financial Plan (2012-2016) be updated accordingly to reflect the external grant dependant on the timing of the budget process."*

The 2012 Capital Budget will be increased by \$201,500 to recognize the external funding.

- d. At the Council meeting on April 10, 2012, Council approved: *"That the funds held for Thomas Kidd School/Neighbourhood Park be transferred to Woodward School/Neighbourhood Park, and be included in the 5 year Financial Plan (2012-2016)."*

This transfer of \$163,800 redistributes funds amongst the respective projects but does not increase the overall 2012 Capital Budget.

- e. At the Council meeting on April 10, 2012, Council approved: *"That staff be authorized to expend no greater than \$17,000 in order to complete a Statement of Historical Significance, Building Condition Report and Marine Survey and that funding be provided from the Council Contingency Account"* for the floating net shed at Scotch Pond.

This amendment results in allocating funding from the Council Contingency account with no net increase to the existing 2012 Operating Budget.

- f. At the Closed Council meeting on May 14, 2012, Council approved that, if necessary, up to \$35,000 from the Major Events Provision be used to include the sailing vessel Kaisci as part of the 2012 Ships to Shore Event.

This results in a \$35,000 increase to the 2012 Operating Budget funded from the Major Events Provision account.

- g. At the Council meeting on May 28, 2012, Council approved: *“(1) That the list of proposed road safety improvement projects, as described in the report, be endorsed for submission to the ICBC 2012 Road Improvement Program for consideration of cost sharing funding; and (2) That should the above applications be successful, the Chief Administrative Officer and General Manager, Planning and Development be authorized to negotiate and execute the cost-share agreements and the 2012 Capital Plan and 5-Year (2012-2016) Financial Plan be amended accordingly.”*

To date, there are four locations from this report that have been approved by ICBC for grant funding. The 2012 Capital Budget will be increased by \$11,000 to recognize the project scope increases with the other grant amounts received replacing the City's portion of funding.

- h. At the Council meeting on June 11, 2012, Council approved the following One-Time Expenditures:

*“That the December 31, 2011 surplus of \$4.556 million be appropriated as outlined in the staff report titled 2011 Surplus Appropriation (dated April 26, 2012 from the General Manager, Business and Financial Services) with the following amendments:*

*(1) That \$50,000 be taken from Item No. 12 – 2013 Capital Program, for funding of a one year temporary part-time position of a Child Care Coordinator;*

*(2) That \$167,500 be taken from Item No. 12 – 2013 Capital Program, and*

*(a) \$67,500 be appropriated to Item No. 15 – Mobile Community Safety Education Unit, as seed funding; and*

*(b) \$100,000 be appropriated to Item No. 18 – Salmon Row 2013, as seed funding;*

*(3) That \$500,000 be taken from Item No. 12 – 2013 Capital Program, and placed into Capital Building and Infrastructure Reserve; and*

*(4) That \$125,000 be taken from Item No. 12 – 2013 Capital Program, and placed in the Major Events Provision Fund.”*

The following items which include the recommendations from the report totalling \$4,556,000 will be included as amendments to the 2012 Operating Budget.

- 2012 RCMP retroactive pay increase (\$1,289,053)
  - Hollybridge Lease-City Hall North (\$89,259)
  - Fire-Rescue equipment and vehicle reserve (\$400,000)
  - Chinese language library donation (\$100,000)
  - Contaminated sites (\$250,000)
  - Funding facility infrastructure (\$275,000)
  - Processes and controls - Community Associations (\$100,000)
  - Consultant - youth strategy (\$30,000)
  - Lansdowne Greenway art project (\$150,000)
  - Consultant fees for pre-design assessments (\$85,000)
  - Child care non-capital grants (\$20,000)
  - 2013 Capital program funding (\$925,188)
  - One year temporary part-time Child Care Coordinator (\$50,000)
  - Mobile community safety education unit (\$67,500)
  - Salmon Row (\$100,000)
  - Capital Building and Infrastructure Reserve (\$500,000)
  - Major Events Provision Fund (\$125,000)
- i. At the Closed Council meeting on June 25, 2012, Council approved the use of \$1,000,000 from the Emergency Response Provision, if necessary to complete any emergency work. The 2012 Capital Budget will be amended for this increase in expenditure.
- j. At the Closed Council meeting on July 23, 2012, Council approved the scope change to an existing facility construction project. The 2012 Capital Budget will be amended and increased by \$3,580,000 to reflect the increased funding from Appropriated Surplus.
- k. At the Closed Council meeting on July 23, 2012, Council approved the acquisition of a property for \$11,900,000 plus other related costs of \$60,000. The funding for this acquisition is from existing Strategic Land Acquisition projects and the Industrial Use Reserve. The 2012 Capital Budget will be amended and increased by \$9,000,000 to reflect the increased funding from the Industrial Use Reserve.
- l. At the Closed Council meeting on July 24, 2012, Council approved the restoration of an existing heritage facility for a total of \$430,000. \$100,000 is to be transferred from the existing Development Coordinated Works project, \$200,000 from the Minor Capital provision and the remaining \$130,000 is for a contribution of in kind services. The 2012 Capital Budget will be amended and increased by \$330,000 to reflect the increased expenditure and respective funding.



During the year the original 5 Year Financial Plan Bylaw may require amendments due to additional amounts being received, re-classification of costs or unexpected expenditures. The following amendments represent administrative changes:

2. a. On June 26, 2012, the CAO announced the first phase of the corporate reorganization initiative to improve functionality and to increase the overall efficiency and effectiveness across all areas of the organization. This reorganization has no overall impact to the budget but does result in the redistribution of the expenditure budgets to align with the redefined Departments.
- b. Budget Amendment Policy 3001 states that changes to salaries be reported to Committee. The following items detail the amendments relating to salaries:
  - i. Include \$1,500,000 funded from the Fire Provision for the retroactive wage increase and transfer the wage estimates within the Law and Community Safety budget. This results in an overall \$1,500,000 increase to the 2012 Operating Budget funded from the Fire Provision account.
  - ii. Transfer \$105,988 within the Parks budget by reassigning existing positions. There is no net impact to the 2012 Operating Budget.
  - iii. Transfer \$102,100 relating to existing positions from the Energy Management section to the newly created District Energy Utility budget for the period of June to December. Increase the 2012 Operating Budget by \$55,174 for other expenses to be offset by user fee revenues.
  - iv. Include the costs of \$96,388 for a Community Energy Manager funded from BC Hydro grants.
  - v. Transfer \$72,945 within the Information and Technology budget from the existing telecommunications budget to salaries for a User/Operations Support Assistant position. There is no overall impact to the 2012 Operating Budget.
  - vi. Increase the Planning and Development budget for two additional temporary full-time (TFT) Building Inspector positions for the period of November to December. The funding for these positions of \$26,067 is from increased building permit revenue and will offset the increased expenditures.
- c. Increase the 2012 Capital Budget by \$949,106 to reflect the net settlement from a roof claim reimbursed to the Oval Legacy capital project.

- d. Include carry-forward items totalling \$373,000 from previous years' surplus appropriation to be spent in 2012:
  - OCP consulting fees (\$250,000)
  - Library Cultural Centre parkade upper level maintenance (\$70,000)
  - Windows 7 upgrade project (\$53,000)
- e. Include additional funding from the Appeal Board Provision of \$360,000 to offset the decrease in taxation revenue relating to successful property assessment appeals for various properties.
- f. Transfer the janitorial budget of \$251,442 from Facilities Management to Recreation for the three month period of September to December 2012. There is no overall impact to the 2012 Operating Budget.
- g. Transfer \$160,200 from the Energy Operating Provision to the Energy Management budget to be utilized on programs and projects eligible for BC Hydro Incentive Funding. This results in an increase of \$160,200 to the 2012 Operating Budget.
- h. Increase the scope of existing programs and projects by a total of \$159,143 to recognize additional external funding:
  - Traffic signals and operations (\$89,626) funded by ICBC, YVR and developer contributions
  - West Richmond Community Centre racquet court conversion (\$32,000) funded by the West Richmond Community Association
  - Library nostalgia kits (\$21,875) funded by federal grant
  - Williams lane upgrade (\$7,410)
  - Memorial bench (\$4,732) funded by Thompson Community Association
  - Thompson Integrated Youth Park (\$3,500) funded by the Thompson Community Association
- i. Include the capital costs for consolidating staff from City Hall West to City Hall and for unanticipated repairs to City Hall. The estimated cost of \$200,000 funded from Appropriated Surplus will be included in the 2012 Capital Budget.
- j. At the April 25, 2012 Richmond Public Library Board Meeting, it was moved that an allocation of \$110,000 from the Library's accumulated Operating Surplus be used to fund an updated strategic planning process. This item relates to the April 10, 2012 Council Meeting where it was adopted, *"That the Richmond Library Board be requested to consider \$110,000 from the Library accumulated surplus to fund the plan."*

- k. Due to late billings pertaining to the 2011 election, include \$23,200 in the 2012 Operating Budget funded from the Elections Provision.
- l. Transfer \$13,500 from the RCMP Downtown Community Police Office budget for janitorial costs to the Facilities Management budget and transfer \$15,650 for utility costs to the Rental Properties budget. There is no overall impact to the 2012 Operating Budget.

### Financial Impact

The proposed 2012 budget amendments will have **no tax impact**. Overall, there is an increase of \$15,819,988 to the 2012 Capital Budget and \$7,295,029 to the 2012 Operating Budget. Each of these annual budgets combines to form part of the 2012-2016 5YFP. The 2012-2016 5YFP schedule, capital program and funding sources can be found in **Attachments 1 - 3**.

### 2012 Capital Budget – Summary of Changes

(in \$000's)

Item	Description	Ref	Amount
<b>Capital Budget as at April 23, 2012</b>			<b>\$73,144</b>
1	Land acquisition	1(k)	9,000
2	Facility construction	1(j)	3,580
3	Emergency Response Provision	1(i)	1,000
4	Oval Legacy capital project	2(c)	949
5	Heritage facility restoration	1(l)	330
6	Ice resurfacing	1(b)	289
7	TransLink - Railway Ave. Corridor Greenway	1(c)	201
8	Office moves	2(i)	200
9	Misc. grants	2(h)	159
10	TransLink - Video detection	1(a)	101
11	ICBC - Road improvements	1(g)	11
12	Neighbourhood Park – Thomas Kidd to Woodward	1(d)	0
<b>Total amendments</b>			<b>15,820</b>
<b>Total 2012 Capital Budget including amendments</b>			<b>\$88,964</b>

## 2012 Operating Budget – Summary of Changes

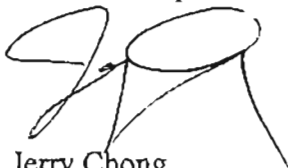
(in \$000's)

Item	Description	Ref	Amount
<b>Operating Budget as at April 23, 2012</b>			<b>\$404,031</b>
1	2011 Surplus Appropriation	1(h)	4,556
2	Fire Rescue retroactive settlement	2(b)i	1,500
3	Previous year surplus appropriation carry-forward	2(d)	373
4	Assessment appeals	2(e)	360
6	Energy Management Incentive	2(g)	160
7	Library strategic planning process	2(j)	110
8	Community Energy Manager	2(b)iv	96
9	District Energy Utility operations	2(b)iii	55
10	Ships to Shore	1(f)	35
5	Building Inspector positions	2(b)vi	26
11	Civic elections	2(k)	23
12	Corporate reorganization	2(a)	0
13	Floating Net Shed	1(e)	0
14	Downtown CPO	2(l)	0
15	Janitor transfer from Facilities Mgmt. to Recreation	2(f)	0
16	Parks position transfers	2(b)ii	0
17	User/Operations Support Assistant	2(b)v	0
<b>Total amendments</b>			<b>7,295</b>
<b>Total Operating Budget including amendments</b>			<b>\$411,326</b>

**Conclusion**

Staff recommend that Council approve the 2012 Capital and Operating Budget amendments to accommodate the expenditures within the 5 Year Financial Plan Bylaw. The proposed 2012 budget amendments will have no tax impact. Overall, there is an increase of \$15,819,988 to the 2012 Capital Budget and \$7,295,029 to the 2012 Operating Budget.

As required in Section 166 of the Community Charter staff will conduct a process of public consultation prior to the final reading on October 22, 2012.



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

JC:cg

**CITY OF RICHMOND**  
**5 YEAR FINANCIAL PLAN (2012 – 2016)**  
(in 000's)

	2012	2013	2014	2015	2016
<b>Revenues</b>					
Property Taxes	168,204	175,106	182,909	190,245	197,767
Transfer from Capital Equity	44,387	45,163	46,648	46,613	46,736
Utilities	88,085	93,212	96,080	98,971	101,586
Transfer from Capital Equity	7,051	7,208	7,313	7,406	7,538
Fees and Charges	26,410	26,611	26,900	27,193	27,493
Investment Income	16,184	16,265	16,346	16,428	16,510
Grant-in-lieu	13,199	13,331	13,465	13,599	13,735
Gaming Revenue	11,148	11,168	11,196	11,229	11,263
Grants	4,369	4,174	4,237	4,300	4,365
Penalties and Interest on Taxes	990	1,000	1,010	1,020	1,030
Miscellaneous Fiscal Earnings	31,298	24,367	24,393	24,418	24,442
<b>Capital Plan</b>					
Transfer from DCC Reserve	21,366	15,682	11,872	8,055	9,079
Transfer from Other Funds and Reserves	61,463	63,948	34,478	34,013	36,897
External Contributions	6,135	3,779	114	114	114
Carryforward Prior Years	107,019	54,049	41,238	26,311	20,548
<b>TOTAL REVENUES</b>	<b>\$ 607,308</b>	<b>\$ 555,063</b>	<b>\$ 518,199</b>	<b>\$ 509,915</b>	<b>\$ 519,103</b>
<b>Expenditures</b>					
Utilities	95,136	100,420	103,394	106,377	109,123
Law and Community Safety	85,844	84,359	87,660	90,011	92,439
Engineering and Public Works	66,826	68,230	70,180	71,585	73,119
Community Services	60,359	60,962	62,896	63,969	64,922
Finance and Corporate Services	22,758	22,898	23,073	23,112	23,504
Planning and Development Services	12,746	12,798	13,133	13,465	13,727
Corporate Administration	7,442	7,563	7,687	7,813	7,941
Fiscal	24,980	24,098	25,303	28,704	29,401
Transfer to Funds: Statutory Reserves	31,124	32,807	34,557	36,386	38,289
<b>Municipal Debt</b>					
Debt Interest	2,999	2,359	1,503	-	-
Debt Principal	1,111	1,111	1,111	-	-
<b>Capital Plan</b>					
Current Year Capital Expenditures	88,964	83,409	46,464	42,182	46,090
Carryforward Prior Years	107,019	54,049	41,238	26,311	20,548
<b>TOTAL EXPENDITURES</b>	<b>\$ 607,308</b>	<b>\$ 555,063</b>	<b>\$ 518,199</b>	<b>\$ 509,915</b>	<b>\$ 519,103</b>



**CITY OF RICHMOND**  
**5 YEAR FINANCIAL PLAN**  
**CAPITAL PROGRAM (2012-2016)**  
(in \$000's)

	2012	2013	2014	2015	2016
<b>Infrastructure Program</b>					
Drainage	7,817	8,829	7,831	1,562	3,711
Infrastructure Advanced Design	950	961	905	902	885
Minor Public Works	250	250	250	250	250
Roads	9,493	11,857	7,464	6,424	6,371
Sanitary Sewer	6,856	4,647	1,400	2,983	5,374
Water Main Replacement	9,007	8,700	8,815	8,755	8,911
<b>Total Infrastructure Program</b>	<b>\$34,373</b>	<b>\$35,244</b>	<b>\$26,665</b>	<b>\$20,876</b>	<b>\$25,502</b>
<b>Building Program</b>					
<b>Total Building Program</b>	<b>\$6,963</b>	<b>\$25,650</b>	<b>\$250</b>	<b>\$250</b>	<b>\$250</b>
<b>Parks Program</b>					
Parkland Acquisition	5,803	4,500	3,500	3,500	3,500
Major Parks/Streetscapes	3,927	2,950	2,250	1,200	950
Minor Parks	612	550	450	550	550
<b>Total Parks Program</b>	<b>\$10,342</b>	<b>\$8,000</b>	<b>\$6,200</b>	<b>\$5,250</b>	<b>\$5,000</b>
<b>Land Program</b>					
<b>Total Land Program</b>	<b>\$17,850</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>
<b>Affordable Housing Program</b>					
<b>Total Affordable Housing Program</b>	<b>\$1,303</b>	<b>\$975</b>	<b>\$975</b>	<b>\$975</b>	<b>\$975</b>
<b>Equipment Program</b>					
Vehicle Equipment	3,544	2,871	2,125	4,746	3,149
Library	1,182	1,160	1,160	1,160	1,160
Fire Dept. Equipment	1,113	920	327	16	1,424
Computer Capital	2,083	1,378	1,058	1,058	1,058
Miscellaneous Equipment	674	329	0	0	0
<b>Total Equipment Program</b>	<b>\$8,596</b>	<b>\$6,658</b>	<b>\$4,670</b>	<b>\$6,980</b>	<b>\$6,791</b>
<b>Child Care Program</b>					
<b>Total Child Care Program</b>	<b>\$1,150</b>	<b>\$275</b>	<b>\$275</b>	<b>\$275</b>	<b>\$275</b>
<b>Internal Transfers/Debt Payment</b>					
<b>Total Internal Transfers/Debt Payment</b>	<b>\$8,387</b>	<b>\$1,607</b>	<b>\$2,429</b>	<b>\$2,576</b>	<b>\$2,297</b>
<b>TOTAL CAPITAL PROGRAM</b>	<b>\$88,964</b>	<b>\$83,409</b>	<b>\$46,464</b>	<b>\$42,182</b>	<b>\$46,090</b>

**CITY OF RICHMOND**  
**5 YEAR FINANCIAL PLAN**  
**CAPITAL FUNDING SOURCES (2012-2016)**  
(in 000's)

	2012	2013	2014	2015	2016
<b><u>DCC Reserves</u></b>					
Drainage	97	2,680	2,228	0	0
Parks Acquisition	10,972	4,232	3,292	3,292	3,292
Parks Development	3,174	2,492	2,398	1,411	1,176
Roads	4,554	5,152	3,954	3,340	3,275
Sanitary Sewer	2,569	1,126	0	12	1,336
Water	0	0	0	0	0
<b>Total DCC Reserves</b>	<b>\$21,366</b>	<b>\$15,682</b>	<b>\$11,872</b>	<b>\$8,055</b>	<b>\$9,079</b>
<b><u>Reserves and Other Sources</u></b>					
<b><u>Statutory Reserves</u></b>					
Affordable Housing Reserve Fund	1,333	975	975	975	975
Capital Building and Infrastructure Reserve Fund	254	7,300	0	0	0
Capital Reserve Fund	21,798	22,675	8,762	8,541	8,085
Child Care Development Reserve Fund	1,150	275	275	275	275
Drainage Improvement Reserve Fund	5,347	6,019	5,590	1,441	3,748
Equipment Replacement Reserve Fund	3,817	2,607	2,177	3,342	4,272
Leisure Facilities Reserve Fund	0	0	0	0	0
Local Improvements Reserve Fund	0	0	0	0	0
Neighbourhood Improvement Reserve Fund	428	0	17	0	0
Public Art Program Reserve Fund	503	100	100	100	100
Sanitary Sewer Reserve Fund	4,687	3,621	1,500	3,172	4,238
Watermain Replacement Reserve Fund	7,807	13,600	9,215	9,155	9,311
<b>Total Reserves</b>	<b>\$47,124</b>	<b>\$57,172</b>	<b>\$28,611</b>	<b>\$27,001</b>	<b>\$31,004</b>
<b><u>Other Sources</u></b>					
Appropriated Surplus	10,474	4,432	4,432	4,432	4,432
Enterprise	465	0	0	0	0
Utility Levy	640	1,184	275	1,420	301
Library Provision	1,160	1,160	1,160	1,160	1,160
Water Metering Provision	1,600	0	0	0	0
Grant, Developer and Comm. Contributions	6,135	3,779	114	114	114
<b>Total Other Sources</b>	<b>\$20,474</b>	<b>\$10,555</b>	<b>\$5,981</b>	<b>\$7,126</b>	<b>\$6,007</b>
<b>TOTAL CAPITAL FUNDING</b>	<b>\$88,964</b>	<b>\$83,409</b>	<b>\$46,464</b>	<b>\$42,182</b>	<b>\$46,090</b>



**5 Year Financial Plan (2012-2016) Bylaw 8867  
Amendment Bylaw 8950**

The Council of the City of Richmond enacts as follows:

1. Schedule "A", Schedule "B" and Schedule "C" of the 5 Year Financial Plan (2012-2016) Bylaw 8867, 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 **"5 Year Financial Plan (2012 - 2016) Bylaw 8867, Amendment Bylaw 8950"**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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

CITY OF RICHMOND
APPROVED for content by originating dept.

APPROVED for legality by Solicitor




**CITY OF RICHMOND**  
**5 YEAR FINANCIAL PLAN (2012 – 2016)**  
(in 000's)

	2012	2013	2014	2015	2016
<b>Revenues</b>					
Property Taxes	168,204	175,106	182,909	190,245	197,767
Transfer from Capital Equity	44,387	45,163	46,648	46,613	46,736
Utilities	88,085	93,212	96,080	98,971	101,586
Transfer from Capital Equity	7,051	7,208	7,313	7,406	7,538
Fees and Charges	26,410	26,611	26,900	27,193	27,493
Investment Income	16,184	16,265	16,346	16,428	16,510
Grant-in-lieu	13,199	13,331	13,465	13,599	13,735
Gaming Revenue	11,148	11,168	11,196	11,229	11,263
Grants	4,369	4,174	4,237	4,300	4,365
Penalties and Interest on Taxes	990	1,000	1,010	1,020	1,030
Miscellaneous Fiscal Earnings	31,298	24,367	24,393	24,418	24,442
<b>Capital Plan</b>					
Transfer from DCC Reserve	21,366	15,682	11,872	8,055	9,079
Transfer from Other Funds and Reserves	61,463	63,948	34,478	34,013	36,897
External Contributions	6,135	3,779	114	114	114
Carryforward Prior Years	107,019	54,049	41,238	26,311	20,548
<b>TOTAL REVENUES</b>	<b>\$ 607,308</b>	<b>\$ 555,063</b>	<b>\$ 518,199</b>	<b>\$ 509,915</b>	<b>\$ 519,103</b>
<b>Expenditures</b>					
Utilities	95,136	100,420	103,394	106,377	109,123
Law and Community Safety	85,844	84,359	87,660	90,011	92,439
Engineering and Public Works	66,826	68,230	70,180	71,585	73,119
Community Services	60,359	60,962	62,896	63,969	64,922
Finance and Corporate Services	22,758	22,898	23,073	23,112	23,504
Planning and Development Services	12,746	12,798	13,133	13,465	13,727
Corporate Administration	7,442	7,563	7,687	7,813	7,941
Fiscal	24,980	24,098	25,303	28,704	29,401
Transfer to Funds: Statutory Reserves	31,124	32,807	34,557	36,386	38,289
<b>Municipal Debt</b>					
Debt Interest	2,999	2,359	1,503	-	-
Debt Principal	1,111	1,111	1,111	-	-
<b>Capital Plan</b>					
Current Year Capital Expenditures	88,964	83,409	46,464	42,182	46,090
Carryforward Prior Years	107,019	54,049	41,238	26,311	20,548
<b>TOTAL EXPENDITURES</b>	<b>\$ 607,308</b>	<b>\$ 555,063</b>	<b>\$ 518,199</b>	<b>\$ 509,915</b>	<b>\$ 519,103</b>

**CITY OF RICHMOND**  
**5 YEAR FINANCIAL PLAN FUNDING SOURCES**  
**(2012 - 2016)**  
**(In 000's)**

	2012	2013	2014	2015	2016
<b>Infrastructure Program</b>					
Drainage	7,817	8,829	7,831	1,562	3,711
Infrastructure Advanced Design	950	961	905	902	885
Minor Public Works	250	250	250	250	250
Roads	9,493	11,857	7,464	6,424	6,371
Sanitary Sewer	8,856	4,647	1,400	2,983	5,374
Water Main Replacement	9,007	8,700	8,815	8,755	8,911
<b>Total Infrastructure Program</b>	<b>\$34,373</b>	<b>\$35,244</b>	<b>\$26,665</b>	<b>\$20,876</b>	<b>\$25,502</b>
<b>Building Program</b>					
<b>Total Building Program</b>	<b>\$8,963</b>	<b>\$25,650</b>	<b>\$250</b>	<b>\$250</b>	<b>\$250</b>
<b>Parks Program</b>					
Parkland Acquisition	5,803	4,500	3,500	3,500	3,500
Major Parks/Streetscapes	3,927	2,950	2,250	1,200	950
Minor Parks	612	550	450	550	550
<b>Total Parks Program</b>	<b>\$10,342</b>	<b>\$8,000</b>	<b>\$6,200</b>	<b>\$5,250</b>	<b>\$5,000</b>
<b>Land Program</b>					
<b>Total Land Program</b>	<b>\$17,850</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>
<b>Affordable Housing Program</b>					
<b>Total Affordable Housing Program</b>	<b>\$1,303</b>	<b>\$975</b>	<b>\$975</b>	<b>\$975</b>	<b>\$975</b>
<b>Equipment Program</b>					
Vehicle Equipment	3,544	2,871	2,125	4,746	3,149
Library	1,182	1,160	1,160	1,160	1,160
Fire Dept. Equipment	1,113	920	327	16	1,424
Computer Capital	2,083	1,378	1,058	1,058	1,058
Miscellaneous Equipment	674	329	0	0	0
<b>Total Equipment Program</b>	<b>\$8,596</b>	<b>\$6,658</b>	<b>\$4,670</b>	<b>\$6,980</b>	<b>\$6,791</b>
<b>Child Care Program</b>					
<b>Total Child Care Program</b>	<b>\$1,160</b>	<b>\$275</b>	<b>\$275</b>	<b>\$275</b>	<b>\$275</b>
<b>Internal Transfers/Debt Payment</b>					
<b>Total Internal Transfers/Debt Payment</b>	<b>\$8,387</b>	<b>\$1,607</b>	<b>\$2,429</b>	<b>\$2,576</b>	<b>\$2,297</b>
<b>TOTAL CAPITAL PROGRAM</b>	<b>\$88,964</b>	<b>\$83,409</b>	<b>\$46,464</b>	<b>\$42,182</b>	<b>\$46,090</b>

**City of Richmond  
2012-2016 Financial Plan  
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:**

- 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 tax rate.

Table 1:

<b>Revenue Source</b>	<b>% of Total Revenue*</b>
Property Taxes	64.1%
User Fees & Charges	10.0%
Investment Income	6.1%
Grants in Lieu of Taxes	5.0%
Gaming Revenue	4.2%
Grants	1.5%
Other Sources	9.1%
<b>Total</b>	<b>100.0%</b>

*\*Total Revenue consists of general revenues*

Table 1 shows the proportion of total general revenue proposed to be raised from each funding source in 2012.

### **Distribution of Property Taxes**

Table 2 provides the estimated 2012 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.
- Continue economic development initiatives to attract businesses to the City of Richmond.

Table 2: (based on the 2012 Preliminary Roll figures)

<b>Property Class</b>	<b>% of Tax Burden</b>
Residential (1)	52.1%
Business (6)	38.4%
Light Industry (5)	7.8%
Others (2,4,8 & 9)	1.7%
<b>Total</b>	<b>100.0%</b>

### **Permissive Tax Exemptions**

#### **Objective:**

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

#### **Policy:**

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





# City of Richmond

## Report to Committee

To FIN-02412012

To: Finance Committee

Date: September 5, 2012

From: Jerry Chong  
Director, Finance

File: 03-0925-02-01/2012-  
Vol 01


Re: Permissive Exemption (2013) Bylaw 8935

### Staff Recommendation

That the Permissive Exemption (2013) Bylaw 8935 be introduced and given first, second, and third readings.

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

Att. 3

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY SMT SUBCOMMITTEE	INITIALS: JE
REVIEWED BY CAO (DEPUTY)	INITIALS: JE

## Staff Report

### Origin

Permissive exemptions are provided to various properties in accordance with sections 220 and 224 of the Community Charter and Council Policy 3561.01. The exemption bylaw must be adopted by October 31<sup>st</sup> each year to be effective for the following year.

### Analysis

As indicated in the Permissive Tax Exemption Policy and Administrative Procedure Amendments report presented to Council on July 23<sup>rd</sup>, site visits were conducted as a part of a full review of all properties receiving permissive exemptions for 2012.

The visits resulted in a Council resolution to adopt Council Policy 3561.01 to further exempt:

- i. Halls used by the religious organization or leased to a third party for sport and wellness activities or the operation of daycares, pre-schools or out-of-school services; and
- ii. Land or halls held by the religious organization and used for fund raising events which are managed by the organizations and the funds raised are applied to the organization.

This amendment enables religious groups to continue meeting exemption requirements while providing needed services to the community and to raise funds to help support their current operations.

At the conclusion of the review, 13 properties required minor corrections to the exemption bylaw to properly reflect the taxable portions of their property. Those properties were moved from Schedule A to Schedule B of the 2013 Permissive Exemption Bylaw 8935 ("Bylaw 8935") and are listed in Appendix 1 under "Schedule Changes".

The following properties are also listed in Appendix 1 and changes have been made to Bylaw 8935 accordingly:

1. Young Israel of Richmond (7431 Francis Road) - Property was sold in 2011 but was leased back to Young Israel of Richmond for 2012. Since the property will not be tenanted to a religious group in 2013 and the property was recently rezoned for residential single family dwelling use, the property has been removed from Bylaw 8935.
2. City of Richmond (5440 Hollybridge Way) - The City will no longer be leasing this property for 2013 and property was removed from Bylaw 8935.
3. Richmond Kiwanis Senior Citizens Housing Society (6251 Minoru Blvd) - Historically, the property received a statutory exemption under 220(1)(i) of the Community Charter stating an exemption is available for "a building that was constructed after January 1, 1947 but before April 1, 1974 and this is owned and used exclusively without profit by a corporation to provide homes for elderly citizens". The City's permissive exemption further exempted any part of that property that did not receive a statutory exemption.

Given that the building at 6251 Minoru Blvd is vacant and will be demolished by the end of 2012, it will not meet any exemptions currently available. The property was removed from Bylaw 8935 and will be subject to 2013 property tax.

4. Church in Richmond (4460 Brown Road) - New religious property added to Bylaw 8935.
5. BC Sport Agency Society (6111 River Road) - Currently, the portion of 6111 River Road occupied by Richmond Oval Corporation is exempt of property tax. Any part of this property leased to a third party is subject to full property tax unless the tenant qualifies for an exemption under 224 of the Community Charter and Council Policy 3561.01. BC Sport Agency Society is a non-profit organization meeting the requirements for an exemption for 2013.

During one of the many site visits to the various exempted properties, Staff discovered a fully operational restaurant at 9160 Steveston Hwy. Discussions were held with the Temple's administrator, Mr. Wan, as the property is zoned for "assembly" use which does not allow for commercial restaurants and that portion of the property does not qualify for permissive tax exemption.

Subsequent to our discussions, Mr. Wan provided a letter (Appendix 2) proposing changes to their restaurant operations into a donations based dining hall. This change will meet our zoning bylaws since an eating area within a spiritual/social facility operated by a non-profit group is a permitted use. The proposed changes, however, does not exempt the dining hall from property taxes. A donation is required if a visitor wishes to be served food outside the free lunch period. Since there is a requirement for an exchange of funds for food, the dimensions of that eating area is deemed taxable and amended accordingly in Bylaw 8935.

As part of the review, staff also ensured that the No 5 Road backlands meet farming requirements. Warning letters were issued to organizations where it appeared that the land was not fully farmed or the land was overgrown with weeds. In all cases, the organizations contacted were able to rectify the situation by the deadline provided or was able to provide staff with a written explanation of the situation. A copy of the explanation is provided in Appendix 3.

In 2012, the property at 8160 No 5 Road owned by the Thrangu Monastery consisted of a shed used to store religious supplies for the main temple at 8140 No 5 Road. A partial permissive exemption was granted for the shed and the land it sits upon subject to the monastery farming the backlands. During the site visit, it was noted that there were 6 greenhouses amongst the overgrown weeds and 3 of the 6 had various crops ready for harvesting. The remaining greenhouses looked neglected and appeared to be a storage facility for gardening tools and empty planters.

Considering the letter provided by the representative for the Thrangu Monastery and the farming attempts made, Staff recommends that the permissive exemption for the shed is extended for 2013 and a letter sent to the Monastery advising that the remaining 3 greenhouses be fully productive in 2013.



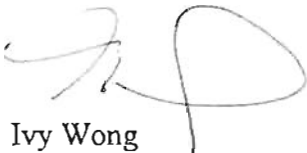
### **Financial Impact**

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

Church properties represent the largest number of permissively exempted properties and accounts for approximately \$488,054 in direct municipal taxes waived in 2012. Non-City owned properties exempted account for approximately \$280,379 in waived taxes and City owned or leased properties account for approximately \$2,642,237.

### **Conclusion**

Bylaw 8935 will provide tax exemptions in accordance with Provincial legislation and Council policy.



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

IW:gjn

ROLL NO	ORGANIZATION NAME	CIVIC ADDRESS	Schedule Changes
098-394-005	Assumption of the Blessed Virgin Mary Ukrainian Catholic Church	8700 Railway Avenue	From Schedule A To Schedule B
080-623-027	Fraserview Mennonite Brethren	11295 Mellis Drive	From Schedule A To Schedule B
024-908-040	India Cultural Centre of Canada	8600 No 5 Road	From Schedule A To Schedule B
046-195-007	International Buddhist Society	9160 Steveston Highway	From Schedule A To Schedule B
030-901-000	Ling Yen Mountain Temple	10060 No. 5 Road	From Schedule A To Schedule B
064-132-000	Parish of St. Alban's (Richmond) Church Hall	7260 St. Albans Road	From Schedule A To Schedule B
097-615-002	Parish of St. Anne's - Steveston, B.C.	4071 Francis Road	From Schedule A To Schedule B
066-062-000	Richmond Baptist Church	6640 Blundell Road	From Schedule A To Schedule B
064-438-000	Trinity Lutheran Church	7100 Granville Avenue	From Schedule A To Schedule B
082-265-059	Vancouver International Buddhist Progress Society	6680 ~ 8181 Cambie Road	From Schedule A To Schedule B
082-265-060	Vancouver International Buddhist Progress Society	6690 ~ 8181 Cambie Road	From Schedule A To Schedule B
082-304-006	Vancouver International Buddhist Progress Society	8271 Cambie Road	From Schedule A To Schedule B
025-212-021	Vedic Cultural Centre of BC	8200 No 5 Road	From Schedule A To Schedule B

ROLL NO	ORGANIZATION NAME	CIVIC ADDRESS	DELETIONS
066-281-000	Young Israel of Richmond	7431 Francis Road	From Schedule A – Property sold
057-590-000	City of Richmond	5440 Hollybridge Way	From Schedule I – Property will not be occupied by City of Richmond in 2013
059-458-077	Richmond Kiwanis Senior Citizens Housing Society	6251 Minoru Boulevard	Removed from Schedule E

ROLL NO	ORGANIZATION NAME	CIVIC ADDRESS	ADDITIONS
083-953-080	Church In Richmond	4460 Brown Road	To Schedule A – New Religious Property
057-902-800	BC Sport Agency Society	6111 River Road	To Schedule H – Non-Profit Tenant on City Property



國際佛教觀音寺  
INTERNATIONAL  
BUDDHIST SOCIETY

9100 Steeles Highway, Richmond B.C., Canada V7A 1A5  
Phone: (604) 274-2332 Fax: (604) 274-2458  
Email: temple@buddhisttemple.ca Web: www.buddhisttemple.ca

August 28, 2012

City of Richmond  
City Council

Re: Property Tax Exemption of Dining Area

Dear Honourable Council Members,

For over thirty years, the Buddhist Temple has provided **free vegetarian food** to its members and guests on a regular basis. Free lunch is served between 11:30am and 12:30pm. We have previously not received any negative comments from the City of Richmond about our food operation.

Many of our devotees who come after our free lunch period are not able to eat vegetarian food at the Temple. To accommodate their needs, we began to offer food by request. However, as providing this service required us to take on additional staff members after our free lunch hours, sustaining such an operation would not be possible without requesting our members to make a contribution for covering food and labour costs. It was during this time that we introduced a vegetarian service with listed prices to our devotees. There were no commercial, profit-making objectives associated with this operation; its main purpose was to provide a convenient and sustainable service for our members after our free lunch service had passed.

**We are not a commercial restaurant operation.** We only offer vegetarian food to devotees who come after our free lunch period for their convenience. Within the Asian Buddhist Temple community, this is a very common practice, but not all local temples have the same passion and ability to support such a service. Many Buddhist places of worship in Asia have implemented vegetarian services within their temples with list prices. Famous Buddhist sites such as the Chi Lin Temple and Miao Fa Monastery in Hong Kong, Yu Fo Temple, Jing An Temple and Long Hua Temple in Shanghai, China all have large dining areas with menu options provided to their members and visitors.

In Buddhism, we teach and encourage people to stop slaughtering animals for food. As practitioners of Buddhism, we not only observe vegetarianism, but actively encourage others to practice it. By providing a place for our members to enjoy healthy and tasty vegetarian food after our free lunch period, we are directly carrying out our mission and helping to promote the ideals of the Buddhist faith. **From a Buddhist viewpoint, the vegetarian dining area is an important place of worship for practicing the religion and philosophy. We are not a**



國際佛教觀音寺  
INTERNATIONAL  
BUDDHIST SOCIETY

1000 Steeles Avenue East, Unit 101, Richmond, BC V6X 1A5  
Phone: (604) 274-2822 Fax: (604) 274-2826  
Email: temple@buddhisttemple.ca Web: www.buddhisttemple.ca

restaurant operation and should continue to be exempt from property taxes as we have been entitled to in the past.

Taking into account all points raised by Ivy Wong, Glenn McLaughlin and Chris Tay in our discussions, we propose to make the following changes in order to dispel all doubts that we operate a restaurant service:

- 1) Remove all prices from our vegetarian food list. Food will no longer be served by payment. Instead, members and visitors will make a voluntary donation to the Buddhist Temple if they wish to be served food outside of our free lunch period.
- 2) Remove the cash register from the dining area. There will be no money being exchanged for food. Donations will only be accepted at our donation stations in the Main Hall or in specified donation boxes.
- 3) When a donation is made, a lunch coupon will be provided to the donor, which entitles him/her to vegetarian food.

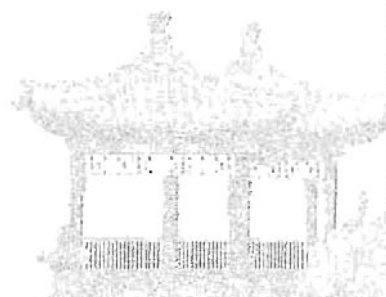
To reiterate, we have not been operating and do not intend to operate as a restaurant. There will be no exchange of money for food in the eating area. We only serve worshippers on request and are open for limited lunch service until 3pm from Wednesday to Sunday. These changes are made to completely remove all misunderstandings about our food service. Food will now only be provided by donation which will be used to maintain our kitchen operation and for charitable causes.

As the single largest Buddhist Temple in Canada and a proud recipient of the City of Richmond's Point of Pride designation, we cherish the opportunity to share the Buddhist philosophy and culture with the Canadian community, and hope the City of Richmond will continue supporting us.

If you have any further questions about our proposal, please feel free to contact me at 604-274-2822 Ext. 102 or at [richie.wan@buddhisttemple.ca](mailto:richie.wan@buddhisttemple.ca). If the above requires legal clarification, we can arrange for our legal counsel to speak with you.

Yours in the Dharma,

Richie Wan  
Administrator, International Buddhist Society



**From:** Lyle Weinstein [mailto:lyleweinstein@yahoo.com]  
**Sent:** Friday, August 31, 2012 04:10 PM  
**To:** Wong, Ivy  
**Cc:** 'Rabjor Dawa'  
**Subject:** 8140/8160 No. 5 Road

Dear Ms. Wong,

The purpose of this letter is to explain the reasoning behind leaving much of the farmland at 8160 No. 5 Road, and some of the area of 8140 No. 5 Road, filled with weeds.

The land is filled with large amounts of sand intermingled with large clumps of clay. 8140 was in better shape but at 8160, the soil was so poor that when we left it alone the first year, not even weeds would grow. Last year, some weeds grew but by the weeds to grow to their full height and depth this year, we will be allowing them to break up the clay and deposit organic matter in both the clay and the sand. This is in keeping with the Biodynamic approach to farming. On ongoing sequential flowering of weeds provides a healthy micro climate for bees to thrive. Indeed, there are many throughout the weed patch - leading to healthy and relatively complete pollination.

As you know, we are trying to create a sustainable organic orchard and farm. The first step is to improve the soil. At the end of this growing season, just as occurred with the orchard at 8140 No. 5 Road last year, these weeds will be cut down after having done their job. As we will be growing more vegetables on 8160, rather than being primarily an orchard, the weeds will be turned under with manure so that the soil will be developed for a larger, more successful planting season next year.

This year, when we cut the weeds, we will have more green manure to blend in with the food waste and brown material to create an even larger composting situation. Our current composting has enable substantial larger plantings than last year, as well as the reclaiming of several of the greenhouses back into production. We hope to continue to grow this aspect of our farm cycle each year in this way.

We do not ever intend to completely eliminate the natural weeds that grow on the land as they sustain an entire season of food for the bees, which we need for pollination. However, we will suppress the wild growth that we have allowed this year at 8160 and last year at 8140 as part of our soil reclamation activities. The micro climate maintained like this also encourages natural predators to help avoid the need to chemical pest management.

Please do note that within our weeds, we have approximately 50 blueberry plants (4 varieties), 10 hazelnut tree starts (about 1.5 - 2 feet tall), 4 arctic kiwis, a 40 foot row of raspberry canes, about 2 dozen black currants. These have survived and we expect that they will flourish next year with less competition from the weeds, and more organic matter infiltrating the clay and sand.

In addition, there are rows of multiple types of kale, squash, potatoes, peas, corn and other vegetables. For our first growing season in the greenhouses, there are rows of tomatoes, hot peppers, eggplant and cucumbers. As this is really the first real growing season for the vegetable side, these are our test plantings to see what will grow in the current quality of soil.

If further information is required, please advise. Thank you for taking the time, and being open to our traditionalist approach. It should result in higher crop quality, less water usage, and sustainability over time.

Very truly yours,

Lyle Weinstein



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**Permissive Exemption (2013) Bylaw No. 8935**

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 2013 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 2013 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.

**PART TWO: SCHOOL AND TENANTED RELIGIOUS PROPERTIES  
PERMISSIVE EXEMPTION**

- 2.1 Pursuant to Section 224(2)(h) of the Community Charter, the whole or portions of the parcels of land surrounding buildings set apart and in use as an institution of learning, and wholly in use for the purpose of furnishing the instruction accepted as equivalent to that funded in a public school, shown on Schedule C are hereby exempt from taxation for the 2013 year.
- 2.2 Notwithstanding Section 2.1 of this bylaw, no additional exemption from taxation pursuant to Section 224(2)(h) 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)(l) of the Community Charter.
- 2.3 Pursuant to Section 224(2)(g) of the Community Charter, the portions of land and improvements shown on Schedule D are hereby exempt from taxation for the 2013 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 E are hereby exempt from taxation for the 2013 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 F are hereby exempt from taxation for the 2013 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 G are hereby exempt from taxation for the 2013 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 H are hereby exempt from taxation for the 2013 year.
- 3.6 Pursuant to Section 224(2)(i) of the Community Charter, the whole or portions of land and improvements shown on Schedule I are hereby exempt from taxation for the 2013 year.
- 3.7 Pursuant to Section 224(2)(d) of the Community Charter, the whole or portions of land and improvements shown on Schedule J are hereby exempt from taxation for the 2013 year.

#### **PART FOUR: MISCELLANEOUS PROVISIONS**

- 4.1 Schedules A through J inclusive, which are attached hereto, form a part of this bylaw.
- 4.2 Permissive Exemption Bylaw 8793 is hereby repealed in its entirety.
- 4.3 This bylaw is cited as “**Permissive Exemption (2013) Bylaw 8935**”.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

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

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



## PLACE OF PUBLIC WORSHIP PROPER &amp; HALL

## SCHEDULE A to BYLAW 8935

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
<b>Bakerview Gospel Chapel</b> (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	<b>Bakerview Gospel Chapel</b> 10260 Algonquin Drive Richmond, B.C. V7A 3A4
<b>Beth Tikvah Congregation and Centre Association</b> (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	<b>Beth Tikvah Congregation and Centre Association</b> 9711 Geal Road Richmond, B.C. V7E 1R4
<b>Brighthouse United Church Hall</b> (064-046-009) 8151 Bennett Road	PID 006 199 631 Lot 362 of Section 16 Block 4 North Range 6 West New Westminster District Plan 47516	<b>Congregation of the United Church of BC</b> 8151 Bennett Road Richmond, B.C. V6Y 1N4
<b>Canadian Martyrs Parish</b> (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	<b>Roman Catholic Archbishop of Vancouver</b> 5771 Granville Avenue Richmond, B.C. V7C 1E8
<b>Christian and Missionary Alliance</b> (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	<b>North Richmond Alliance Church</b> 9140 Granville Avenue Richmond, B. C. V6X 2H8
<b>Christian Reformed Church of Richmond</b> (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	<b>Christian Reformed Church of Richmond</b> 9280 No. 2 Road Richmond, B.C. V7E 2C8

## PLACE OF PUBLIC WORSHIP PROPER &amp; HALL

## SCHEDULE A to BYLAW 8935

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
<b>Church in Richmond</b> (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	<b>Church in Richmond</b> 4460 Brown Road Richmond BC V6X 2E8
<b>Conference of The United Mennonite Churches of B.C.</b> (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	<b>Conference of Mennonites in B.C.</b> c/o Peace Mennonite Church 11571 Daniels Road Richmond, B.C. V6X 1M7
<b>Convention of Baptist Churches of B.C.</b> (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	<b>Convention of Baptist Churches of B.C.</b> 8140 Saunders Road Richmond, B.C. V7A 2A5
<b>Emmanuel Christian Community Society</b> (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	<b>Emmanuel Christian Community Society</b> 10351 No. 1 Road Richmond, B.C. V7E 1S1
<b>Fujian Evangelical Church</b> (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	<b>Fujian Evangelical Church</b> 12200 Blundell Road Richmond, B.C. V6W 1B3
<b>Gilmore Park United Church</b> (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	<b>Congregation of the Gilmore Park United Church</b> 8060 No. 1 Road Richmond, B.C. V7C 1T9
<b>I Kuan Tao (Fayi Chungder) Association</b> (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	<b>I Kuan Tao (Fayi Chungder) Association</b> #2100, 1075 West Georgia Street Vancouver, B.C. V6E 3G2

## SCHEDULE A to BYLAW 8935

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
<b>Immanuel Christian Reformed Church</b> (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	<b>Immanuel Christian Reformed Church</b> 7600 No. 4 Road Richmond, B.C. V6Y 2T5
<b>Johrei Fellowship</b> (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	<b>Johrei Fellowship Inc.</b> 10380 Odlin Road Richmond, B.C. V6X 1E2
<b>Lansdowne Congregation Jehovah's Witnesses</b> (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	<b>Trustees of the Lansdowne Congregation Jehovah's Witnesses</b> c/o Doug Ginter 43-8120 General Currie Road Richmond, B.C. V6Y 3V8
<b>Lutheran Church Hall</b> (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	<b>Our Saviour Lutheran Church of Richmond BC</b> 6340 No. 4 Road Richmond, B.C. V6Y 2S9
<b>Meeting Room</b> (025-166-010) 8020 No. 5 Road Property owner registered as Richard Lehwald	PID 016-718-739 Lot A Section 19 Block 4 North Range 5 West New Westminster District Plan 86178	<b>Meeting Room</b> Attn: Jonathan Csanyi 8845 139 Street Surrey, B.C. V3V 5X3
<b>North Richmond Alliance Church</b> (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	<b>North Richmond Alliance Church</b> 9140 Granville Avenue Richmond, B.C. V6Y 1P8
<b>Our Saviour Lutheran Church of Richmond</b> (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	<b>Our Saviour Lutheran Church of Richmond</b> 6340 No. 4 Road Richmond, B.C. V6Y 2S9

## SCHEDULE A to BYLAW 8935

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
<b>The Public School of Vancouver Archdiocese</b> (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	<b>Catholic Independent Schools of Vancouver Archdiocese</b> St. Paul's Roman Catholic Parish 8251 St. Alban's Road Richmond, B.C. V6Y 2L2
<b>Richmond (Bethel) Mennonite Church</b> (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>B.C. Conference of the Mennonite Brethren Churches</b> 10200 No. 5 Road Richmond, B.C. V7A 4E5
<b>Richmond Chinese Evangelical Free Church</b> (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	<b>Richmond Chinese Evangelical Free Church Inc.</b> 8040 No. 5 Road Richmond, B.C. V6Y 2V4
<b>Richmond Chinese Alliance Church</b> (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	<b>Christian and Missionary Alliance (Canadian Pacific District)</b> 107 – 7585 132 <sup>nd</sup> Street Surrey, B.C. V2W 1K5
<b>Richmond Faith Fellowship</b> (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	<b>Northwest Canada Conference Evangelical Church</b> 11960 Montego Street Richmond, B.C. V6X 1H4
<b>Richmond Gospel Hall</b> (098-373-006) 5651 Francis Road	PID 008-825-025 Lot 45 Except: Parcel A (Statutory Right of Way Plan LMP11165) Section 24 Block 4 North Range 7 West New Westminster District Plan 25900	<b>Congregation of the Richmond Gospel Hall</b> 5651 Francis Road Richmond, B.C. V7C 1K2

## SCHEDULE A to BYLAW 8935

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
<b>Richmond Pentecostal Church</b> (060-300-000) 9300 Westminster Highway	PID 024-957-828 Parcel C Section 10 Block 4 North Range 6 West New Westminster District Plan 48990	<b>Pentecostal Assemblies of Canada</b> 9300 Westminster Highway Richmond, B.C. V6X 1B1
<b>Richmond Presbyterian Church</b> (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	<b>Trustees of Richmond Congregation of Presbyterian Church</b> 7111 No. 2 Road Richmond, B.C. V7C 3L7
<b>Richmond Sea Island United Church</b> (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	<b>Congregation of the Richmond United Church of Canada</b> 8711 Cambie Road Richmond, B.C. V6X 1K2
<b>The Salvation Army Richmond</b> (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	<b>Governing Council of the Salvation Army Canada West</b> 8280 Gilbert Road Richmond, B.C. V7C 3W7
<b>South Arm United Church Hall</b> (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)	<b>Congregation of the South Arm United Church of Canada</b> 11051 No. 3 Road Richmond, B.C. V6X 1X3
<b>St. Edward Anglican Church</b> (081-318-001) 10111 Bird Road	PID 018-436-994 Parcel 1 Block B Section 26 Block 5 North Range 6 West New Westminster District Reference Plan LMP12276	<b>Parish of St. Edward, Bridgeport</b> 10131 Bird Road Richmond, B.C. V6X 1N4

## SCHEDULE A to BYLAW 8935

NAME, ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	MAILING ADDRESS
<b>Steveston Congregation of Jehovah's Witnesses</b> (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	<b>Steveston Congregation of Jehovah's Witnesses</b> Attn: Richard Barton 3831 Barmond Avenue Richmond, B.C. V7E 1A5
<b>Steveston United Church</b> (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	<b>Trustees of Steveston Congregation of United Church of Canada</b> 3720 Broadway Street Richmond, B.C. V7E 4Y8
<b>Subramaniya Swamy Temple</b> (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	<b>Subramaniya Swamy Temple of B.C.</b> 8840 No. 5 Road Richmond, B.C. V6Y 2V4
<b>Trinity Pacific Church</b> (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	<b>Trinity Pacific Church</b> 10011 No. 5 Road Richmond, B.C. V7A 4E4
<b>United Church Hall</b> (082-454-062) 8711 Cambie Road	PID 011-031-182 Lot 3 of Sections 27 and 28 Block 5 North Range 6 West New Westminster District Plan 4037	<b>Congregation of the Richmond United Church of Canada</b> 8711 Cambie Road Richmond, B.C. V6X 1K2
<b>Walford Road Gospel Church</b> (081-608-000) 9291 Walford Street	PID 012-734-756 Lot 21 of Blocks 25 and 26 Section 27 Block 5 North Range 6 West New Westminster District Plan 2534	<b>Holy Spirit Association For The Unification Of World Christianity</b> 9291 Walford Street Richmond, B.C. V6X 1P3

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

**SCHEDULE B to BYLAW 8935**

<b>NAME, ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PARCEL</b>	<b>MAILING ADDRESS</b>	<b>PROPORTION OF LAND EXEMPTED FROM TAXATION</b>	<b>PROPORTION OF LAND TAXABLE</b>	<b>PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION</b>	<b>PROPORTION OF IMPROVEMENT TAXABLE</b>
<b>Assumption of the Blessed Virgin Mary Ukrainian Catholic Church</b> (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	<b>Ukrainian Catholic Episcopal Corp. of MB</b> 5180 Cantrell Road Richmond, B.C. V7C 3G8	97.65% 2,031.18 m <sup>2</sup>	2.35% 48.82 m <sup>2</sup>	75.6% of Manse Building 302.59 m <sup>2</sup>  100% of Religious Hall	24.4% of Manse Building 97.64 m <sup>2</sup>
<b>Bethany Baptist Church</b> (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	<b>Bethany Baptist Church</b> 22680 Westminster Highway Richmond, B.C. V6V 1B7	42% 8,999.7 m <sup>2</sup> 2.224 acres	58% 12,427.9 m <sup>2</sup> 3.071 acres	100%	0%
<b>BC Muslim Association</b> (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	<b>BC Muslim Association</b> 12300 Blundell Road Richmond, B.C. V6W 1B3	43.6% 8,440 m <sup>2</sup> 2.086 acres	56.4% 10,903.97 m <sup>2</sup> 2.694 acres	100%	0%

## SCHEDULE B to BYLAW 8935

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
<b>Canadian Martyrs Parish</b> (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	<b>Roman Catholic Archbishop of Vancouver</b> 5771 Granville Avenue Richmond, B.C. V7C 1E8	93% 9,034.3 m <sup>2</sup> 2.23 acres	7% 680 m <sup>2</sup> 0.17 acres	100%	0%
<b>Church of Latter Day Saints</b> (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	<b>Corp. of the President of the Lethbridge Stake of the Church of Jesus Christ of Latter-Day Saints</b> 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 <sup>2</sup> 2.00 acres	9.2% 817.5 m <sup>2</sup> 0.202 acres	100%	0%



## SCHEDULE B to BYLAW 8935

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
<b>Cornerstone Evangelical Baptist Church</b> (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	<b>Cornerstone Evangelical Baptist Church of Vancouver</b> 7890 No. 5 Road Richmond, B.C. V6Y 2V2	10% 5,158.4 m <sup>2</sup>	90% 46,426.6 m <sup>2</sup>	100%	0%
<b>Dharma Drum Mountain Buddhist Association</b> (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	<b>Dharma Drum Mountain Buddhist Association</b> 8240 No. 5 Road Richmond, B.C. V6Y 2V4	34.8% 3,384 m <sup>2</sup> 0.836 acres	65.2% 6,333 m <sup>2</sup> 1.565 acres	71.8% 729.75 m <sup>2</sup>	28.2% 286.33 m <sup>2</sup>
<b>Fraserview Mennonite Brethren</b> (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	<b>BC Conference of the Mennonite Brethren Churches</b> 11295 Mellis Drive Richmond, B.C. V5X 4K2	71.7% 8,077 m <sup>2</sup> 1.996 acres	28.3% 3,180.3 m <sup>2</sup> 0.794 acres	100%	0%

## SCHEDULE B to BYLAW 8935

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
<b>Gilmore Park United Church</b> (097-837-001) 8060 No. 1 Road (Site Area 2.14 acres - including 8060 No. 1 Road)	PID 024-570-541 Strata Lot 1 Section 23 Block 4 North Range 7 West NWD Strata Plan LMS3968	<b>Congregation of the Gilmore Park United Church</b> 8060 No. 1 Road Richmond, B. C. V7C 1T9	36% 3,116.7 m <sup>2</sup> 0.77 acres	64% 5,543.6 m <sup>2</sup> 1.37 acres	100%	0%
<b>India Cultural Centre of Canada</b> (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	<b>India Cultural Centre of Canada</b> 8600 No 5 Road Richmond, B.C. V6Y 2V4	43.9% 21,778.93 m <sup>2</sup>	56.1% 27,828.07 m <sup>2</sup>	Remaining portion of Building	100% of Manse 103.87 m <sup>2</sup>
<b>International Buddhist Society</b> (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	<b>International Buddhist Society</b> 9160 Steveston Highway Richmond, B.C. V7A 1M5	36.5% 16,458.69 m <sup>2</sup>	63.5% 28,622.31 m <sup>2</sup>	83.2% of remaining hall 3,132.4 m <sup>2</sup>  0% of farm buildings	16.8% of hall used for Manse and dining 632.0 m <sup>2</sup>  100% of farm buildings

## SCHEDULE B to BYLAW 8935

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
<b>Ling Yen Mountain Temple</b> (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	<b>Ling Yen Mountain Temple</b> 10060 No. 5 Road Richmond, B.C. V7A 4C5	27.7% 5,502.6 m <sup>2</sup> 1.36 acres	72.3% 14,391.7 m <sup>2</sup> 3.556 acres	50.6% 1,199.3 m <sup>2</sup>	49.4% 1,171.8 m <sup>2</sup>
<b>Nanaksar-Gurdwara-Gursikh Temple</b> (002-822-001) 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	<b>Nanaksar-Gurdwara-Gursikh Temple</b> 18691 Westminster Highway Richmond, B.C. V6V 1B1	16% 9,619.5 m <sup>2</sup> 2.377 acres	84% 50,597.7 m <sup>2</sup> 12.503 acres	86.9% of Manse 2,925.05 m <sup>2</sup>  100% of Religious Hall	13.1% of Manse 441.29 m <sup>2</sup>
<b>Parish of St. Alban's (Richmond)</b> (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	<b>Parish of St. Alban's (Richmond)</b> 7260 St. Alban's Road Richmond, B.C. V6Y 2K3	91.6% 4,464.1 m <sup>2</sup>	8.4% 406.9 m <sup>2</sup>	0% of Manse  100% of Religious Hall	100% of Manse 83.6 m <sup>2</sup>

## SCHEDULE B to BYLAW 8935

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
<b>Parish of St. Anne's - Steveston, B.C.</b> (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	<b>Parish of St. Anne's</b> 4071 Francis Road Richmond, B.C. V7C 1J8	99.2% 3,067.86 m <sup>2</sup>	0.8% 24.14 m <sup>2</sup>	97.8% 1,090.66 m <sup>2</sup>	2.2% 24.14 m <sup>2</sup>
<b>Peace Evangelical Church</b> (025-231-041) 8280 No. 5 Road Manse	PID004-099-303 Lot 24 Section 19 Block 4 North Range 5 West New Westminster District Plan	<b>Peace Evangelical Church</b> 8280 No. 5 Road Richmond, B.C. V6Y 2V4	34.4% 3,614.3 m <sup>2</sup> 0.893 acres	65.6% 6,892.7 m <sup>2</sup> 1.703 acres	80.3% 715.7 m <sup>2</sup>	19.7% 175.3 m <sup>2</sup>
<b>Richmond Alliance Church</b> (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	<b>Christian and Missionary Alliance (Canadian Pacific District)</b> 11371 No. 3 Road Richmond, B.C. V7A 1X3	80% 8,077.5 m <sup>2</sup> 1.996 acres	20% 2,030.5 m <sup>2</sup> 0.504 acres	100%	0%
<b>Richmond Baptist Church</b> (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	<b>Richmond Baptist Church</b> 6640 Blundell Road Richmond, B.C. V7C 1H8	57% 1,151.4 m <sup>2</sup>	43% 868.6 m <sup>2</sup>	0% of Manse	100% of Manse 106.84 m <sup>2</sup>

## SCHEDULE B to BYLAW 8935

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
<b>Richmond Baptist Church</b> (066-062-000) 6560 Blundell Road Manse and Parking	PID 033-732-193 Section 19 Block 4 North Range 6 West New Westminster District Plan 71422 Parcel A	<b>Richmond Baptist Church</b> 6640 Blundell Road Richmond, B.C. V7C 1H8	Remaining portion of land	Land under manse	0% of Manse  100% of Religious Hall	100% of Manse
<b>Richmond Faith Fellowship</b> (085-780-002) 11960 Montego Street Manse	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	<b>Northwest Canada Conference Evangelical Church</b> 11960 Montego Street Richmond, B.C. V6X 1H4	See Schedule A Page 4	See Schedule A Page 4	0%	100%
<b>Richmond Pentecostal Church</b> (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	<b>Pentecostal Assemblies of Canada</b> 9260 Westminster Highway. Richmond, B.C. V6X 1B1	30% Paved parking area behind building 652.2 m <sup>2</sup>	70% Non- parking area 1,521.8 m <sup>2</sup>	0%	100%
<b>Richmond Pentecostal Church</b> (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	<b>Pentecostal Assemblies of Canada</b> 9300 Westminster Highway Richmond, B.C. V6X 1B1	58.7% 8,093.7 m <sup>2</sup> 2 acres	51.3% 5,690.3 m <sup>2</sup> 1.4 acres	100%	0%

## SCHEDULE B to BYLAW 8935

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

## SCHEDULE B to BYLAW 8935

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
<b>The Shia Muslim Community of British Columbia</b> (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	<b>The Shia Muslim Community of British Columbia</b> 8580 No. 5 Road Richmond, B.C. V6Y 2V4	38.1% 15,117.2 m <sup>2</sup> 3.736 acres	61.9% 24,512.8 m <sup>2</sup> 6.064 acres	100%	0%
<b>South Arm United Church</b> {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)	<b>Congregation of the South Arm United Church of Canada</b> 11051 No. 3 Road Richmond, B.C. V7A 1X3	31.6% 8,093.7 m <sup>2</sup> 2 acres	68.4% 17,496.3 m <sup>2</sup> 4.42 acres	100%	0%
<b>St. Gregory Armenian Apostolic Church of BC</b> (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	<b>Armenian Apostolic Church of British Columbia</b> 13780 Westminster Highway Richmond, B.C. V6V 1A2	95% 2,505.15 m <sup>2</sup>	5% 131.85 m <sup>2</sup>	100%	0%

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

**SCHEDULE B to BYLAW 8935**

<b>NAME, ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PARCEL</b>	<b>MAILING ADDRESS</b>	<b>PROPORTION OF LAND EXEMPTED FROM TAXATION</b>	<b>PROPORTION OF LAND TAXABLE</b>	<b>PROPORTION OF IMPROVEMENTS EXEMPTED FROM TAXATION</b>	<b>PROPORTION OF IMPROVEMENT TAXABLE</b>
<b>St. Joseph The Worker Parish</b> (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	<b>Roman Catholic Archbishop of Vancouver</b> St. Joseph the Worker Parish 4451 Williams Road Richmond, B.C. V7E 1J7	38.8% (School portion exempted under Schedule C) 9,397.07 m <sup>2</sup> 2.32 acres	61.2% 14,838.13 m <sup>2</sup> 3.67 acres	60% 635.4 m <sup>2</sup>	40% 423.6 m <sup>2</sup>
<b>St. Monica's Parish</b> (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	<b>Roman Catholic Archbishop of Vancouver</b> 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 <sup>2</sup> 1.17 acres	Note: The land under the manse is exempt; the manse itself is not exempt. 26.65% 1,723.67 m <sup>2</sup> 0.43 acres	0% of Manse  100% of Religious Hall	100% of Manse 196.8 m <sup>2</sup>
<b>St. Paul's Roman Catholic Parish</b> (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	<b>Catholic Independent Schools of Vancouver Archdiocese</b> St. Paul's Roman Catholic Parish 8251 St. Alban's Road Richmond, B.C. V6Y 2L2	52.5% 10,112.8 m <sup>2</sup> 2.5 acres	47.5% 9,133.2 m <sup>2</sup> 2.27 acres	100%	0%



Bylaw 8935  
PORTIONS OF LAND & IMPROVEMENTS  
FOR PLACE OF PUBLIC WORSHIP

SCHEDULE B to BYLAW 8935

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
<b>Steveston Buddhist Temple</b> (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	<b>Steveston Buddhist Temple</b> 4360 Garry Street Richmond, B.C. V7E 2V2	44.15% 8,093.7 m <sup>2</sup> 2 acres	55.85% 10,238.56 m <sup>2</sup> 2.53 acres	100%	0%
<b>Thrangun Monastery Association</b> (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	<b>Thrangun Monastery Association</b> 8140 No. 5 Road Richmond, B.C. V6Y 2V4	0% of land beneath the dormitory 59.55% 11,421.8 m <sup>2</sup> 2.82 acres	100% of land beneath the dormitory 40.45% 7,759.2 m <sup>2</sup> 1.92 acres	76.3% 2,060.1 m <sup>2</sup>	23.7% 639 m <sup>2</sup>
<b>Thrangun Monastery Association</b> (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	<b>Thrangun Monastery Association</b> 8140 No. 5 Road Richmond, B.C. V6Y 2V4	59.55% 11,421.8 m <sup>2</sup> 2.82 acres	40.45% 7,759.2 m <sup>2</sup> 1.92 acres	100% of the shed used to store religious artefacts	0%

## SCHEDULE B to BYLAW 8935

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
<b>Towers Baptist Church</b> (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	<b>New Wineskins Society</b> 10311 Albion Road Richmond, B.C. V7A 3E5	78.9% 7,002.4 m <sup>2</sup> 1.73 acres	21.1% 1,872.6 m <sup>2</sup> 0.418 acres	0% of Manse  100% of Religious Hall	100% Manse 162.6 m <sup>2</sup>
<b>Trinity Lutheran Church Hall</b> (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	<b>Trinity Lutheran Church – Richmond</b> 7100 Granville Avenue Richmond, B.C. V6Y 1N8	86.9% 6,000.52	13.1% Manse 891.68 m <sup>2</sup> Hall 11.8 m <sup>2</sup>	0% of Manse  98.7% of Religious Hall 1,853.5 m <sup>2</sup>	100% of Manse 142.5 m <sup>2</sup>  1.3% of Religious Hall 23.5 m <sup>2</sup>
<b>Vancouver International Buddhist Progress Society</b> (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	<b>Vancouver International Buddhist Progress Society</b> 6680 – 8181 Cambie Road Richmond, B.C. V6X 1J8	45% 1,378.35 m <sup>2</sup> 0.34 acres	55% 1,684.65 m <sup>2</sup> 0.417 acres	N/A	N/A

## SCHEDULE B to BYLAW 8935

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
<b>Vancouver International Buddhist Progress Society (082-265-059) 6680 – 8181 Cambie Road Manse</b>	PID 018-553-591 Strata Lot 59 Section 28 Block 5 North Range 6 West New Westminster District Plan Strata Plan LMS1162	<b>Vancouver International Buddhist Progress Society 6680 – 8181 Cambie Road Richmond, B.C. V6X 1J8</b>	89.45% 1,182.05 m <sup>2</sup>	11.55% 139.4 m <sup>2</sup>	0% of Manse Remaining Religious Hall	100% Manse 139.4 m <sup>2</sup>
<b>Vancouver International Buddhist Progress Society (082-265-060) 6690 – 8181 Cambie Road</b>	PID 018-553-605 Strata Lot 60 Section 28 Block 5 North Range 6 West New Westminster District Plan Strata Plan LMS1162	<b>Vancouver International Buddhist Progress Society 6680 – 8181 Cambie Road Richmond, B.C. V6X 1J8</b>	Included in Above Calculation	Included in Above Calculation	Included in Above Calculation	Included in Above Calculation
<b>Vedic Cultural Society of BC (025-212-021) 8200 No 5 Road</b>	PID 011-053-551 South Half Lot 3 Block A Section 19 Block 4 North Range 5 West New Westminster District Plan 4090	<b>Vedic Cultural Society of BC 8200 No 5 Road Richmond, B.C. V6Y 2V4</b>	88% 8,883.6 m <sup>2</sup>	12% 1,211.4 m <sup>2</sup>	99.1% 2,144.6 m <sup>2</sup>	0.9% 18.9 m <sup>2</sup>

**SCHEDULE C to BYLAW 8935**

<b>NAME, ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PROPERTY</b>	<b>MAILING ADDRESS</b>	<b>PROPORTION OF LAND EXEMPTED FROM TAXATION</b>	<b>PROPORTION OF LAND TAXABLE</b>
<b>Choice School For Gifted Children</b> (001-870-000) 20451 Westminster Highway (Site area: 0.35 ha (0.862 acres))	PID 003-934-268 Lot 78 Section 4 Block 4 North Range 4 West New Westminster District Plan 1593	<b>Choice School For Gifted Children</b> 20451 Westminster Highway Richmond, B.C. V6V 1B1	100% 3,552 m <sup>2</sup> 0.862 acres	0%
<b>Choice School For Gifted Children</b> (001-871-004) 20411 Westminster Highway	PID 003-937-160 Lot 79 Section 4 Block 4 North Range 4 West New Westminster District Plan 1593	<b>Choice School For Gifted Children</b> 20451 Westminster Highway Richmond, B.C. V6V 1B3	100% 3,422 m <sup>2</sup> 0.846 acres	0%
<b>Cornerstone Christian Academy School</b> (024-279-000) 12011 Blundell Road (Site area: 11,104 square feet)	PID 002-555-310 South Half of the South West Quarter Section 18 Block 4 North Range 5 West New Westminster District Except Firstly: Part Dedicated Road on Plan NWP87640 Secondly: Parcel E (Bylaw LMP4874) Thirdly: Parcel F (Bylaw Plan MP12615) Fourthly: Part on SR W Plan 21735	<b>Cornerstone Evangelical Baptist Church of Vancouver</b> 2642 45th Avenue East Vancouver, B.C. V5R 3C1	100% (School portion: 2% of total property) 1,031.6 m <sup>2</sup>	0%

**SCHEDULE C to BYLAW 8935**

<b>NAME, ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PROPERTY</b>	<b>MAILING ADDRESS</b>	<b>PROPORTION OF LAND EXEMPTED FROM TAXATION</b>	<b>PROPORTION OF LAND TAXABLE</b>
<b>Muslim School of B.C.</b> (025-243-080) 12300 Blundell Road (Site area: 1.09 ha (2.69 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	<b>B.C. Muslim Association</b> 12300 Blundell Road Richmond, B.C. V6W 1B3	100% (56.4% of total property) 10,903.97 m <sup>2</sup> 2.694 acres	0%
<b>Richmond Christian School</b> (099-076-081) 5240 Woodwards Road (Site area: 0.971 ha (2.4 acres))	PID 002-145-057 Lot 137 Except: Part Subdivided by Plan 70297 Section 25 Block 4 North Range 7 West New Westminster District Plan 56073	<b>Richmond Christian School Association</b> 5240 Woodwards Road Richmond, B.C. V7E 1H1	100% 9,751 m <sup>2</sup> 2.4 acres	0%
<b>Richmond Christian School</b> (030-887-000) 10260 No. 5 Road (Site area: 2.23 ha (5.52 acres))	PID 027-072-657 Section 31 Block 4 North Range 5 West New Westminster District Plan BCP 30119	<b>Richmond Christian School Association</b> 10260 No. 5 Road Richmond, B.C. V7A 4E5	47.4% 10,598.5 m <sup>2</sup> 2.616 acres	52.6% 11,755.5 m <sup>2</sup> 2.904 acres

**SCHEDULE C to BYLAW 8935**

<b>NAME, ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PROPERTY</b>	<b>MAILING ADDRESS</b>	<b>PROPORTION OF LAND EXEMPTED FROM TAXATION</b>	<b>PROPORTION OF LAND TAXABLE</b>
<b>Richmond Jewish Day School</b> (025-151-060) 8760 No. 5 Road (Site area: 0.95 ha (2.349 acres))	PID 000-676-811 Lot 3 Except: Firstly, Parcel "A" (Reference Plan 8809) Secondly; Parcel "B" (Explanatory Plan 10524), Section 19 Block 4 North Range 5 West New Westminster District Plan 5239	<b>Richmond Jewish Day School Society of B.C. Inc.</b> 8760 No. 5 Road Richmond, B.C. V6Y 2V4	56.8% 5,396.7 m <sup>2</sup> 1.334 acres	43.2% 4,104.3 m <sup>2</sup> 1.015 acres
<b>St. Joseph the Worker School</b> (099-300-034) 4451 Williams Road (Site area: [3.346 ha (8.268 acres)] 1.319 ha (3.26 acres) and 2.0235 ha (5.00 acres))	PID 010-887-725 Parcel "C" (Explanatory Plan 8670) Lots 3 and 4 Except: Part Subdivided by Plan 30525; Section 26 Block 4 North Range 7 West New Westminster District Plan 3139	<b>Roman Catholic Archbishop of Vancouver</b> St. Joseph's Parish 4451 Williams Road Richmond, B.C. V7E 1J7	100% (additional to Schedule B) 9,198.8 m <sup>2</sup> 2.27 acres	0% (Fully exempt for school portion)

**SCHEDULE D to BYLAW 8935**

<b>ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PROPERTY</b>	<b>PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION</b>	<b>TENANTS MAILING ADDRESS</b>
(057-573-004) 7900 Alderbridge Way	PID 000 658 766 Lot 39 Section 5 Block 4 North Range 6 West New Westminster District Plan 34152	That portion of the property occupied by the Ismaili Jamatkhamma and Centre	<b>The Ismaili Jamatkhamma and Centre</b> 4010 Canada Way Burnaby, B.C. V5G 1G8
(057-614-000) 200 – 7451 Elmbridge Way	PID 007-501-129 Lot 87 Section 5 Block 4 North Range 6 West New Westminster Plan 36964	That portion of the property occupied by the Richmond Emmanuel Church	<b>Richmond Emmanuel Church</b> 200 – 7451 Elmbridge Way Richmond, B.C. V6X 1B8
(136-467-527) 3211 Grant McConachie Way	PID 009-025-103 Lot 58 Sections 14, 15, 16, 17, 20, 21, 23 and 29 Block 5 North Range 7 West New Westminster District Plan 29409	That portion of the property occupied by Vancouver Airport Chaplaincy	<b>Vancouver Airport Chaplaincy</b> C2154 - 3211 Grant McConachie Way Richmond, B.C. V7B 0A4

Bylaw 8935  
CHARITABLE, PHILANTHROPIC & OTHER  
NOT-FOR-PROFIT - ELDERLY CITIZENS HOUSING  
(PROVINCIAL ASSISTANCE)

SCHEDULE E to BYLAW 8935

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
(087-360-001) 11771 Fentiman Place	PID 016 621 662 Lot "A" Section 2 Block 3 North Range 7 West NWD Plan 87236 OIC #644	Richmond Health Services Society (Inc. No. 367175) 11771 Fentiman Place Richmond, B.C. V7E 3M4



**SCHEDULE F to BYLAW 8935**

<b>ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PROPERTY</b>	<b>OWNER/HOLDER'S MAILING ADDRESS</b>
(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	<b>Cook Road Children's Centre</b> Society of Richmond Children's Centres 110 – 6100 Bowling Green Road Richmond, B.C. V6Y 4G2
(058-885-000) 6531 Azure Road	PID 003 680 100 Lot 525 Section 7 Block 4 North Range 6 West NWD Plan 25611	<b>Development Disabilities Association</b> 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	<b>Development Disabilities Association</b> 100 – 3851 Shell Road Richmond, B.C. V6X 2W2
(094-391-000) 7611 Langton Road	PID 004 700 368 Lot 11 Section 13 Block 4 North Range 7 West NWD Plan 19107	<b>Development Disabilities Association</b> 100 – 3851 Shell Road Richmond, B.C. V6X 2W2
(099-371-000) 4811 Williams Road	PID 004 864 077 Lot 4 Section 26 Block 4 North Range 7 West NWD Plan 17824	<b>Greater Vancouver Community Service Society</b> Attention: Mary Norris 500 – 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	<b>Pinegrove Place</b> Mennonite Care Home Society of Richmond 11331 Mellis Drive Richmond, B.C. V6X 1L8

**SCHEDULE F to BYLAW 8935**

<b>ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PROPERTY</b>	<b>OWNER/HOLDER'S MAILING ADDRESS</b>
(099-561-000) 9580 Pendleton Road	PID 003 751 678 Lot 450 Section 26 Block 4 North Range 7 West NWD Plan 66281	<b>Richmond Society for Community Living</b> 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(064-762-037) 303 – 7560 Moffatt Road	PID 014-890-305 Strata Lot 37 Section 17 Block 4 North Range 6 West New Westminster District Strata Plan NW3081	<b>Richmond Society for Community Living</b> 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(087-058-109) 9 – 11020 No. 1 Road	PID 013-396-901 Strata Lot 9 Section 2 Block 3 North Range 7 West New Westminster District Strata Plan NW2952	<b>Richmond Society for Community Living</b> 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(103-370-125) 5635 Steveston Highway	PID 004-866-029 Lot 910 Section 36 Block 4 North Range 7 West New Westminster District Plan 56866	<b>Richmond Society for Community Living</b> 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	<b>Richmond Society for Community Living</b> 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(090-515-105) 5862 Dover Crescent	PID 023-648-058 Strata Lot 105 Section 1 Block 4 North Range 7 West New Westminster District Strata Plan LMS2643	<b>Riverside Children's Centre</b> Developmental Disability Association 100 – 3851 Shell Road Richmond, B.C. V6X 2W2

**SCHEDULE F to BYLAW 8935**

<b>ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PROPERTY</b>	<b>OWNER/HOLDER'S MAILING ADDRESS</b>
(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	<b>Rosewood Manor</b> Richmond Intermediate Care Society 6260 Blundell Road Richmond, B.C. V7C 5C4
(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	<b>Terra Nova Children's Centre</b> 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	<b>Treehouse Learning Centre</b> Richmond Society for Community Living 170 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5

Bylaw 8935  
CHARITABLE, PHILANTHROPIC & OTHER  
NOT-FOR-PROFIT – ELDERLY CITIZENS HOUSING

SCHEDULE G to BYLAW 8935

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 H to BYLAW

ROLL NO. & CIVIC ADDRESS	LEGAL DESCRIPTION OF PROPERTY	PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION	OWNER/HOLDER (MAILING ADDRESS)
(056-610-001) 8911 Westminster Highway	PID 017 240 107 Lot 1 Sections 3 and 4 Block 4 North Range 6 West NWD Plan LMP 00069	100%	<b>Canadian Mental Health Association</b> 7351 Elmbridge Way Richmond, B.C. V6X 1B8
(064-810-001) 7000 Minoru Boulevard	PID 018 489 613 Lot 1 Section 17 Block 4 North Range 6 West NWD Plan LMP 12593	100%	<b>Richmond Caring Place</b> 140 – 7000 Minoru Boulevard Richmond, B.C. V6Y 3Z5
(057-572-000) Unit 100 – 5671 No. 3 Road	PID 003-698-009 Lot 34 Section 5 Block 4 North Range 6 West Plan 32827	That portion of the property occupied by the Richmond Centre for Disabilities	<b>Richmond Centre for Disabilities</b> 100 – 5671 No. 3 Road Richmond, B.C. V6X 2C7
(067-813-000) 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	<b>Richmond Family Place</b> 8660 Ash Street Richmond, B.C. V6Y 2S3
(057-902-800) 6111 River Road	PID 027-090-434 Lot 8 Section 6 Block 4 North Range 6 West Plan BCP30383	That portion of the property occupied by the BC Sport Agency Society	<b>BC Sport Agency Society</b>

**SCHEDULE I to BYLAW**

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	<b>Girl Guides of Canada</b> 4780 Blundell Road Richmond, B.C. V7C 1G9
(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	<b>Navy League of Canada National Council</b> c/o Richmond/Delta Branch Box 43130 Richmond, B.C. V6Y 3Y3
(054-767-404) 11851 Westminster Highway	PID 013 096 435 Section 1 Block 4 North Range 6 West Except: Firstly: Part Shown on Plan 4772, Secondly: Part on Highway Plan 21735, Thirdly: Part on SRW Plan 54042 New Westminster District	That portion of the property occupied by Richmond Kinsmen Club	<b>Richmond Kinsmen Club</b> 6911 No. 3 Road Richmond, B.C. V6Y 2C1
(059-477-003) 6133 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	<b>Richmond Lawn Bowling Club</b> 7321 Westminster Highway Richmond, B.C. V6X 1A3

SCHEDULE I to BYLAW

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	<b>Richmond Rod and Gun Club</b> 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	<b>Richmond Tennis Club</b> 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	<b>Richmond Winter Club</b> 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	<b>Scotch Pond Heritage Cooperative</b> 3811 Moncton Street Richmond, B.C. V7E 3A0

CNCL - 1174

**SCHEDULE J to BYLAW**

<b>ROLL NO. &amp; CIVIC ADDRESS</b>	<b>LEGAL DESCRIPTION OF PROPERTY</b>	<b>PORTION OF LAND AND IMPROVEMENT EXEMPTED FROM TAXATION</b>	<b>OWNER/HOLDER (MAILING ADDRESS)</b>
(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	<b>Richmond Public Library</b> 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	<b>Richmond Public Library</b> Ironwood Branch 11688 Steveston Highway, Unit 8200 Richmond, B.C. V7A 1N6
(031-968-086) 14140 Triangle Road	PID 023-510-692 Lot 2 Section 33 Block 4 North Range 5 West NWD Plan LMP29486	That portion of the property occupied by City of Richmond	<b>City of Richmond</b> 6911 No. 3 Road Richmond, B.C. V6Y 2C1
(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	<b>City of Richmond</b> 6911 No. 3 Road Richmond, B.C. V6Y 2C1
(057-902-800) 6111 River Road	PID 027-090-434 Lot 8 Section 6 Block 4 North Range 6 West Plan BCP30383	That portion of the property occupied by Richmond Oval Corporation	<b>City of Richmond</b> 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 Richmond Animal Protection Society	<b>City of Richmond</b> 6911 No. 3 Road Richmond, B.C. V6Y 2C1







# City of Richmond

## Report to Committee

TO GP-01 1 2012

**To:** General Purposes Committee  
**From:** Cathryn Volkering Carlile  
General Manager, Community Services  
**Re:** Council Policy Housekeeping

**Date:** July 31, 2012  
**File:** 99-Community  
Services/2012-Vol 01

### Staff Recommendation

That the Council Policies, as listed in Attachment 1 to the report titled "Council Policy Housekeeping" dated July 31, 2012 from the General Manager, Community Services, be rescinded.

Cathryn Volkering Carlile  
General Manager, Community Services  
(604-276-4068)

Att. 2

REPORT CONCURRENCE			
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>	
City Clerk	<input checked="" type="checkbox"/>		
Finance Division	<input checked="" type="checkbox"/>		
Real Estate Services	<input checked="" type="checkbox"/>		
Community Safety	<input checked="" type="checkbox"/>		
Arts, Culture & Heritage	<input checked="" type="checkbox"/>		
Parks Services	<input checked="" type="checkbox"/>		
Engineering	<input checked="" type="checkbox"/>		
Public Works	<input checked="" type="checkbox"/>		
Fire Rescue	<input checked="" type="checkbox"/>		
Law	<input checked="" type="checkbox"/>		
Development Applications	<input checked="" type="checkbox"/>		
Policy Planning	<input checked="" type="checkbox"/>		
Human Resources	<input checked="" type="checkbox"/>		
<b>REVIEWED BY SMT SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>REVIEWED BY CAO (DEPUTY)</b>	<b>INITIALS:</b> 

## **Staff Report**

### **Origin**

In January 2012, the CAO established a Senior Management Policy and Procedure Sub Committee with a mandate to monitor and review City policies and procedures, to ensure policies are not impediments to providing high quality customer service, to ensure policies and procedures are current and relevant, and that policies and procedures are consistently applied throughout the organization.

This report deals with the rescinding of policies that are redundant and/or not relevant.

### **Analysis**

The City of Richmond has 255 Council adopted policies covering various aspects of City business including:

- Administration
- Buildings Properties and Equipment
- Finance
- Health and Social Services
- Land and Land Use Planning
- Personnel
- Public Works and Related Services
- Recreation and Cultural Services
- Regulatory and Protective Services
- Single Family Lot Size

Council Policies are different from Bylaws. Council has authority to regulate, prohibit or impose through establishing bylaws in business areas as outlined in the Community Charter. Council Policies express the philosophy of City Council and provide a framework for City staff to carry out administrative and operational matters. They distinguish between the policy-setting function of Council, and the policy implementation function of City staff (Administrative Procedures); ensure consistent operating practices on matters which occur on a regular basis and prevent inconsistent decision making on issues where fairness and equity are important considerations.

Staff has reviewed all 255 adopted City Council policies and has identified 41 policies that could be rescinded for a variety of reasons. The table attached outlines the policies and the rationale for recommending rescinding (Attachment 1). Each policy recommended to be rescinded is also attached (Attachment 2).

The next phase of the Policy Review process will be for staff to bring policy revisions and amendments to Council for consideration routinely until the remaining policies are updated and current.

### **Financial Impact**

There is no financial impact.

## Policies Recommended for Rescinding

## Attachment 1

Policy	Title	Adopted by Council or Amended Date	Explanation
1007	Servicing Agreements – Execution of Agreements	Nov 23, 2003	Now covered under the Subdivision & Development Bylaw 8751
1008	Victim Assistance Program – Execution of Agreement	May 14, 1990	Inconsistent with current approved Council Direction
1010	Chinese Delegations	May 13, 1994	Inconsistent with Sister City program, outdated
1303	Carnivals, Fairs Circuses – Approvals	Sept 26, 1983	Outdated, all requests for events are managed through Parks and Recreation
2000	Capital Building Projects – Pre Qualifications	April 23, 1990	Not required, addressed in Policy 3104
2005	Minor Land Acquisitions – Approval Procedure	Mar 25, 1991	Outdated, no longer valid
2007	Acquisition of Property by the City – Report Requirements	Dec 14, 1992	Administrative, not relevant
2015	City Owned Residential Property – Non Conforming Uses	Dec 14, 1992	Administrative, not relevant
2301	Sloughs – Acquisition of Title	Feb 21, 1966	Outdated, covered in Section 34 of the Charter.
2302	Land Sales and Leasing	April 14, 1977	Outdated, all authority to lease or dispose of City Land is Council's.
3004	Utility and Latecomer Charges – Advising Property Owners	Sept 24, 1990	Not required, administrative
3007	Richmond Community Business Partnership Program – Administration and Funding	April 13, 1992	Program no longer exists
3009	Sanitary Sewerage Areas – Provision of Service and Funding	Nov 23, 1987	Outdated, not relevant
3012	Approval of Council Expenses – Conventions, Sister City Visits, City Business	May 24, 1994	Approved in operating budgets, redundant
3400	Ground Lease Revenues – Brighthouse Industrial Estates	June 23, 1980	Outdated, not relevant
3563	Development Agreements – Cash In Lieu of	Nov 27, 1978	Not relevant, covered in Development Applications
3567	Cheques Charged Back to the City	May 11/1987	Not relevant

Policy	Title	Adopted by Council or Amended Date	Explanation
3706	Casino Funding Guidelines	June 12, 2000	Not relevant, covered in Grant Policy 3712
3706.1	Casino Funding Procedures	June 11, 2000	Not relevant, covered in Grant Policy 3712
4400	Cooperative Housing	May 29, 1984	Outdated, not relevant
5014	Rezoning Applications – Neighbourhood Commercial Districts	Aug 25, 1985	Not relevant, addressed in zoning bylaw 8500
5018	Burkeville Residential Presence	Oct 14, 1975	Not relevant
5024	Marina Study 1975	April 12, 1976	Not relevant, summary of recommendations not a policy
5027	Fraser River Estuary Management	Nov 22, 1982	"A Living Working River, The Estuary Management Plan for the Fraser River, 2003 ", which Council endorsed on November 8th 2004.
5028	Area Planning Program- Planning Process	Jan 8, 1984	Outlines a process, each AP adopted by Council and City has well established planning processes.
5029	Official Community Plan – Planning Process	Jan 9, 1984	Outlines a process, OCP process adopted by Council and City has well established planning process
5030	Economic Development Strategy	May 26, 1986	Outdated, new council strategy in place.
6003	Superannuation option for Job Sharing	Jan 25, 1993	Replaced in Job Sharing Administrative Procedure
6005	Superannuation – Exempt Employee Probation Period Purchase	Feb 12, 1996	Not current, buy back period is 5 years, exempt staff no longer have probationary period.
6005.1	Superannuation – Exempt Employee Probation Period Purchase – Administrative Procedure	Aug 1996	Not current, exempt no longer have probationary period.
6500	Advertising Vacancies for Senior Positions	Nov 14, 1978	Not relevant
6706	Staff Complement Changes	April 14, 1998	Not current, CAO authority and Employment Review Sub Committee review
6707.01	Purchase of Flowers by the City	Not dated	Covered in Policy 6006
7010	Crosswalk Signs	Mar 11, 1974	Not relevant
7014	Developments – Access near Major Intersections	Feb 22, 1982	Bylaw repealed, policy not relevant
7702	Trees – Preservation and Removal	Sept 22, 1986	Replaced by Tree Bylaw 8057
8700	Richmond Arts Centre – Sales	June 1994	Community Arts Council no longer a partner, not relevant

9010	Building Permits – Buildings Constructed within Richmond by High School Students	June 20, 1970	Not relevant or required
9011	Secondary Dwelling Unit – Deferred Demolition	Dec 8, 1980	Redundant, in Building Regulation Bylaw 7230
9014	Public Service Requests – Fire Rescue	April 1995	Redundant, in Fire Establishment Bylaw 4987
9302	Neighbourhood Pubs – Hours of Operation	June 22, 1981	Not required, Provincial jurisdiction.

**City of Richmond****Policy Manual**

Page 1 of 1

Adopted by Council: Sept. 14/92

**POLICY 1007.**Amended by Council: November 24<sup>th</sup>, 2003

File Ref: 4105-00

**SERVICING AGREEMENTS – EXECUTION OF AGREEMENTS****POLICY 1007:**

It is Council policy that:

Standard Servicing Agreements which are authorized under the Local Government Act between private developers and the City as specified in Subdivision Bylaw No. 6530, may be executed by the Mayor and City Clerk without further reference to Council. These contracts pertain to the installation of any or all of the following services:

- (a) Highways, including lanes, walkways, emergency access, sidewalks, curbs and gutters, as required
- (b) Street lights
- (c) Storm water collection systems
- (d) Water distribution systems
- (e) Sanitary sewage collection systems
- (f) Electrical power, telephone, and gas distribution systems

This policy applies to the execution of standard Servicing Agreements which,

1. are in substantial compliance with the form of Agreement shown as Schedule "E" of Subdivision Bylaw No. 6530; and
2. have been authorized for execution in writing by the Manager, Engineering Planning or designate, the Manager, Development Applications or designate and the City Solicitor or designate.

Any agreement not satisfying all of these criteria will be presented to Council for approval.

(City Clerk's Office)

**Reason for proposed rescission:**

Inconsistent with current approved Council Direction

**City of Richmond****Policy Manual**

Page 1 of 1

Adopted by Council: May 14/90

**POLICY 1008**

File Ref: 0150-00

**VICTIM ASSISTANCE PROGRAM - EXECUTION OF AGREEMENT****POLICY 1008:**

It is Council policy that:

The Mayor and City Clerk be authorized on behalf of Council to execute the agreement with the Ministry of Solicitor General to jointly fund a Victim/Witness Service with the RCMP in Richmond, where:

1. There is no change to the funding component for the Program from the Provincial Government, and
2. Funds for the Program have been provided within the annual City budget.

(Treasury Department)

112956



**Reason for proposed rescission:**

Inconsistent with Sister City program, outdated

**City of Richmond****Policy Manual**

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Adopted by Council: June 13/94

**POLICY 1010**

File Ref: 0135-00

**CHINESE DELEGATIONS****POLICY 1010:**

It is Council policy that:

1. The City will accommodate official delegations from China related to trade and commerce.
2. The City will decline any involvement in government-to-government assistance or exchange programs which require municipal funding support.

(City Administrator's Office)

112980

**Reason for proposed rescission:**

Outdated, all requests for events are managed through Parks and Recreation

**City of Richmond****Policy Manual**

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Adopted by Council: Sept 26/83

**POLICY 1303**

File Ref: 7400-00

**CARNIVALS, FAIRS, CIRCUSES -- APPROVALS****POLICY 1303:**

It is Council policy that:

**1. Timing**

A minimum of 15 days spacing is required between carnivals.

**2. Priority**

The City Clerk is responsible for the overall processing of applications, subject to the following:

- a) The Steveston Salmon Festival and the South Arm Days Festival shall have priority over all other applicants and will be recognized as annual events so long as they maintain their present scheduling.
- b) The priority between other applicants is determined by the date upon which the first written request is received by the City Clerk's Office.

**3. Business Licence**

- a) A business licence is not required for a carnival or event where the entire proceeds, above actual expenses, are devoted to a charitable purpose.
- b) A business licence is required when there is a sharing arrangement with other than a non-profit organization for the profits. Applications must be submitted to Permits and Licences Department at least five days prior to the event.

**4. Use of City Land**

- a) Land owned by the City may be used only for carnivals sponsored by Richmond volunteer non-profit organizations.
- b) Rental rate for City property shall be set by the Land Agent.
- c) The applicant will be required to enter into an agreement with the City for the use of City land.

**5. Insurance, Regulations**

Applicants must provide proof that they hold a liability insurance policy for not less than \$1 million, naming the City as an additional insured. The applicant, and operator when necessary, shall also satisfy all other requirements, regulations and bylaws relative to the holding of carnivals and such events.

(City Clerk's Office)

113034

**Reason for proposed rescission:**  
Not required, addressed in Policy 3104



## City of Richmond

## Policy Manual

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Adopted by Council: April 23/90

**POLICY 2000**

File Ref: 0970-00

**CAPITAL BUILDING PROJECTS - PRE-QUALIFICATIONS**

### **POLICY 2000:**

It is Council policy that:

All general contractors be pre-qualified for major capital building projects funded or administered by the City of Richmond through an administrative process in coordination with City staff, the City Law Department and consultants engaged to undertake City building projects.

(Public Works Division)

113072

**Reason for proposed rescission:**

Outdated, no longer valid

**City of Richmond****Policy Manual**

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Adopted by Council: Mar. 25/91

POLICY 2005

File Ref: 2275-00

**MINOR LAND ACQUISITIONS – APPROVAL PROCEDURE****POLICY 2005:**

It is Council policy that:

Approval of the final negotiated cost of minor land acquisitions which are \$10,000 or less per acquisition, shall be undertaken administratively by the Director of Civic Properties and the City Engineer, provided the following criteria have been satisfied:

1. Council has approved a project to carry out certain public works, and that funding, including land acquisition costs for the project, is included in the capital budget;
2. A Land Acquisition Bylaw for specific acquisitions within that project, which will identify the properties affected and the area of land to be acquired, has been adopted;

Council members shall be informed by memorandum of all minor acquisitions handled in the above manner.

Acquisitions costing more than \$10,000 shall be referred to the Finance and Administration Committee of Council.

Acquisitions of a controversial nature, where there is difficulty in concluding negotiations satisfactorily, shall be referred by either the Director of Civic Properties or the City Engineer to the Finance and Administration Committee of Council.

(Civic Properties Department)

113078

**Reason for proposed rescission:**

Administrative, not relevant

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Adopted by Council: Dec. 14/92

POLICY 2007

File Ref: 2275-00

**ACQUISITION OF PROPERTY BY THE CITY – REPORT REQUIREMENTS****POLICY 2007:**

It is Council policy that:

All reports to Council on property acquisition must include comprehensive details of:

- proposed use of the building or land;
- required changes in zoning of land or building, and details on any building construction or renovation to accommodate the proposed use;
- financial implications of any upgrade or renovation costs to accommodate the proposed use.

(Parks &amp; Leisure Services)

113097

**Reason for proposed rescission:**

Administrative, not relevant

**City of Richmond****Policy Manual**

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Adopted by Council: Dec. 14/92

**POLICY 2015**

File Ref: 2045-00

**CITY-OWNED RESIDENTIAL PROPERTY – NON-CONFORMING USES****POLICY 2015:**

It is Council policy that:

All future property acquisition reports shall include comprehensive details of:

- (a) proposed use of the building/land;
- (b) required changes in zoning and building construction to accommodate the proposed use;
- (c) financial implications of upgrade/renovation costs to accommodate the proposed use.

(Administration)

113112

**Reason for proposed rescission:**Outdated, covered in Section 34 of the *Community Charter***City of Richmond****Policy Manual**

Page 1 of 1

Adopted by Council: Feb. 21/66

POLICY 2301

File Ref: 2275-00

SLOUGHS – ACQUISITION OF TITLE

**POLICY 2301:**

It is Council policy that:

The City of Richmond acquire title to sloughs which form an integral part of the City drainage system.

Section 589(2) of the Municipal Act gives Council the right to appropriate slough land without compensation.

(Planning Department)

113118

**Reason for proposed rescission:**

Outdated, all authority to lease or dispose of City land is Council's

**City of Richmond****Policy Manual**

Page 1 of 1

Adopted by Council: Apr. 14/77

**POLICY 2302**

File Ref: 2290-00

**LAND SALES AND LEASING****POLICY 2302:**

It is Council policy that:

The following shall apply to all land sales and leases of property owned by the City:

1. Council will consider for sale or lease any property which is redundant, or was developed for the purpose of sale.
2. All offers for sale or lease of property shall be brought to an "In Camera" meeting of Council.
3. The City will not pay a real estate commission on any land sale or lease.
4. Anyone leasing or purchasing property in the City will be responsible for paying all connection fees to City services.

The Land Agent is authorized to sign rental agreements of minor properties on behalf of the City.

(Law Department)

113119



**Reason for proposed rescission:**

Not required, administrative

**City of Richmond****Policy Manual**

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Adopted by Council: Sept. 24/90

**POLICY 3004**

File Ref: 0930-00

**UTILITY LATECOMER CHARGES - ADVISING PROPERTY OWNER****POLICY 3004:**

It is Council policy that:

Affected property owners shall be notified of the date and location of the Public Works and Services Committee meeting at which the imposition of utility latecomer charges will be considered.

(Engineering Department)

113135



# City of Richmond

# Policy Manual

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Adopted by Council: Apr. 13/92

POLICY 3007

File Ref: 4150-00

**RICHMOND COMMUNITY BUSINESS PARTNERSHIP PROGRAM –  
ADMINISTRATION AND FUNDING**

## POLICY 3007:

It is Council policy that:

The following shall apply to the administration and criteria for funding services/projects under the Richmond Community Business Partnership Program (RCBPP):

### 1. Eligibility of Projects and Services

Services and projects deemed eligible for funding should contribute to the City's economic and business development. Such activities may include: provision of information to businesses, and investors, promotion of Richmond and its businesses, business development programs and others.

### 2. Eligibility of Agencies

Eligible organizations must be non-profit societies as determined by the Society Act of B.C.

### 3. Accountability and Cost Effectiveness

A partnership implies that each party is accountable to the other. As the City will provide funding for specific projects/services, the agencies delivering them, must provide an accounting of how they expend the funding provided by the City. This accounting should prove that the funds are being expended in a cost-effective manner.

### 4. Continuity with Other Services Provided by Richmond

It would be in the best interests of the City to enter into partnerships where it is demonstrated that the partnership will improve the level of continuity and coordination in delivering products and services to the public.

### 5. Richmond Basis

The delivery of projects/services must be related directly to the City.

### 6. Process for Negotiating the RCBP Program

- a) The RCBPP budget is established in the provisional budget.
- b) The Manager of Economic Development negotiates with eligible agencies.

**Reason for proposed rescission:**

Program no longer exists

**City of Richmond****Policy Manual**

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Adopted by Council: Apr. 13/92

POLICY 3007

File Ref: 4150-00

**RICHMOND COMMUNITY BUSINESS PARTNERSHIP PROGRAM –  
ADMINISTRATION AND FUNDING**

- c) A staff report recommends each partnership agreement and is presented to an "In Camera" meeting of the Finance and Administration Committee.
- d) The agencies are advised of the Finance and Administration Committee recommendation.
- e) If the agencies agree with the recommendation of the Finance and Administration Committee, it will be forwarded to a regular meeting of Council for consideration. If the agencies do not agree with the recommendation of the Finance and Administration Committee, they will be given an opportunity to present their position to an "In Camera" meeting of the Finance and Administration Committee, and the subsequent Committee recommendation will go to a regular meeting of Council for final consideration.
- f) Council adopts a resolution setting the final terms of the partnership, and funds are dispersed accordingly.

(Finance Division)

113382

**Reason for proposed rescission:**

Outdated, not relevant

**City of Richmond****Policy Manual**

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Adopted by Council: Nov. 23/87

**POLICY 3009**

File Ref: 0930-00

**SANITARY SEWERAGE AREAS – PROVISION OF SERVICE AND FUNDING****POLICY 3009:**

It is Council policy that:

The capital debt cost of providing sewer facilities be applied as follows:

1. All debt servicing costs shall be recovered by the application of a common sewer levy rate to all sewerage areas in Richmond;
2. The Hamilton sanitary sewerage area shall be assessed a surcharge of 5% per year for 20 years;
3. Properties joining the remaining City sewerage areas shall be assessed a 5% surcharge on the sewer levy for a period of 20 years.

(Engineering Department)

113393

**Reason for proposed rescission:**

Approved in operating budgets, redundant

**City of Richmond****Policy Manual**

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Adopted by Council: May 24/94

POLICY 3012

File Ref: 0105-00

APPROVAL OF COUNCIL EXPENSES - CONVENTIONS, SISTER CITY VISITS,  
CITY BUSINESS**POLICY 3012:**

It is Council policy that:

In January of each year, separate amounts shall be included in the provisional operating budget of the City, to cover expenses:

1. *for the members of Council:*
  - (a) At the Federation of Canadian Municipalities annual convention;
  - (b) At the Union of B.C. Municipalities annual convention;
  - (c) On visits to either of Richmond's sister cities;
2. *for the Mayor*, as the Chief Executive Officer of the City, to undertake City business anywhere within the Province of British Columbia;
3. *for Councillors*, to undertake City business anywhere in the Greater Vancouver Regional District.

Unless the amounts in the final operating budget for the above items are reduced to cause an insufficiency of funds after expenses have been incurred or event attendance arrangements have been made, no further formal approval from Council shall be required.

The reimbursement of expenses to, or costs paid on behalf of, a member of Council engaged in City business as specified in this policy, shall be in accordance with the "Council Indemnity and Expense Bylaw". Any expenses incurred by a member of Council, other than as permitted in this policy, and for which reimbursement or prepayment is sought, shall be submitted to Council for approval (through the Finance and Administration Committee).

(City Clerk's Office)

113384

**Reason for proposed rescission:**

Outdated, not relevant

**City of Richmond****Policy Manual**

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Adopted by Council: June 23/80

POLICY 3400

File Ref: 1075-00

GROUND LEASE REVENUES – BRIGHOUSE INDUSTRIAL ESTATES

**POLICY 3400:**

It is Council policy that:

Revenues and expenditures relating to ground leases in the Brighthouse Industrial Estate are to be included as current revenues and expenditures, and appropriate steps taken to transfer the net revenues from these ground leases to the Capital Reserve Fund at the end of each financial year.

(Treasury Department)

113532

**Reason for proposed rescission:**

Not relevant, covered in Development Applications

**City of Richmond****Policy Manual**

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Adopted by Council: Nov. 27/78

**POLICY 3563**

File Ref: 0960-00

**DEVELOPMENT AGREEMENTS – CASH IN LIEU OF****POLICY 3563:**

It is Council policy that:

A developer who is required to enter into a development agreement, relative to a subdivision, rezoning or issuance of a building permit, may, with the approval of the City Engineer, have the work done by City forces if he deposits with the City funds sufficient to cover the cost of the works required.

In such case it will not be necessary to enter into a development agreement.

(Engineering Department)

113548

Reason for proposed rescission:

Not relevant



## City of Richmond

## Policy Manual

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Adopted by Council: May 11/87

POLICY 3567

File Ref: 0960-00

**CHEQUES CHARGED BACK TO THE CITY**

### POLICY 3567:

It is Council policy that:

A fee shall be collected on all items charged back to the City through the banking system and the City Treasurer be instructed to set and periodically review the amount of that fee.

(Treasury Department)

113554





## City of Richmond

## Policy Manual

Page 1 of 1

Adopted by Council: June 12, 2000

POLICY 3706

File Ref: 1085-00

CASINO FUNDING GUIDELINES

### POLICY 3706:

It is Council policy that:

Applications for casino funds can be made by Council or as a result of applications from the community. All community applications must be for *new* community programs, projects or events.

Casino funding may be designated for expenditure in or add to a statutory reserve fund. Funds need not be fully allocated in a period received.

#### Casino Funding Focus Areas:

Casino funds should be targeted to the following focus areas:

- Youth
- Seniors
- Policing in the Community
- Childcare Reserve Fund
- Preventative, alternative and/or educational programs relating to addictive behaviour which could include:
  - I. Drug abuse
  - II. Alcoholism
  - III. Gambling
  - IV. Smoking

Not all organizations meeting the City of Richmond's Casino Funding Program guidelines will automatically receive funding.



## City of Richmond

## Policy Manual

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Adopted by Council: September 11, 2000

ADMINISTRATIVE  
PROCEDURE 3706.01

File Ref: 1085-00

CASINO FUNDING PROCEDURES

### ADMINISTRATIVE PROCEDURES 3706.01:



### City of Richmond CASINO FUNDING APPLICATION

#### INSTRUCTIONS:

Please read these instructions before completing the application form

1. City Casino Funding Application forms are available at the Information Counter at City Hall.
2. Complete the form and send the *original plus three copies* to the Information Counter at City Hall by the stated deadline.
3. All Documents mentioned in the application must be submitted including:
  - A list of the organization's Board of Directors, Officers and key employees such as the Executive Director.
  - Budget for the program etc for which the funding is requested and last audited financial statement.
4. Submissions, which do not contain the above information, will be considered incomplete and will not be accepted. Submissions should be on letter-size paper and single-sided. If you have specific questions regarding your application, please contact Anne Stevens at 276-4273.
5. Return completed Casino Funding Application Form and enclosures by \_\_\_\_\_ to:  
  
Richmond City Hall  
Information Counter  
(City Casino Funding Applications)  
6911 No. 3 Road, Richmond, BC V6Y 2C1
6. Upon receipt of your application, a member of the Review Committee may contact you to review its details.
7. Decisions regarding funding allocations within the City Casino Funding Program rest with Richmond City Council.
8. Following Council decision, applicants will receive notification of Council's decision pertaining to their application.

**City of Richmond****Policy Manual**

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Adopted by Council: September 11, 2000

**ADMINISTRATIVE  
PROCEDURE 3706.01**

File Ref: 1085-00

**CASINO FUNDING PROCEDURES****RICHMOND CASINO FUNDING PROCEDURES****A. GENERAL PRINCIPLES**

Gambling is a source of individual and social problems. Managing the negative impacts of gambling is crucial to ensure a positive and healthy community.

Richmond City Council has received funding from gambling revenues and wishes to devote those funds in part to new community-based programs, projects, and events. Applications within the designated focus areas will be considered.

Use of casino funds can be determined by Council or as a result of applications from the Richmond Community. Not all organizations meeting the guidelines will automatically receive funding.

Applications from Richmond based non-profit and/or registered charitable groups are eligible for Casino Funding on the basis that they fill a void within the community and

- Offer a new project, program or event which is directed to a preventative, alternative and/or educational; program relating to addictive behaviour which could include:
  - drug abuse
  - alcoholism
  - gambling
  - smoking
- Offer a new program or event which involves Youth or Seniors;
- Offer a new program or event relating to policing in the community.

All Community applications must be for **NEW** Community programs, projects or events. Expenditures for casino funds can be made by Council or as a result of applications from the Community. Approval of funding by the City for any particular program or project does not ensure that future funding requests will be approved.

**B. CASINO FUNDING GUIDELINES**

Expenditures for casino funds can be made by Council or as a result of applications from the community. All community applications must be for **new** community programs, projects or events.

Casino funding may be designated for expenditure in or added to a statutory reserve fund. Funds need not be fully allocated in a period received.

**Casino Funding Focus Areas:**

Casino funds should be targeted to the following focus areas:

**Reason for proposed rescission:**

Not relevant, covered in Grant Policy 3712

**City of Richmond****Policy Manual**

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Adopted by Council: September 11, 2000

**ADMINISTRATIVE  
PROCEDURE 3706.01**

File Ref: 1085-00

**CASINO FUNDING PROCEDURES**

- Youth
- Seniors
- Policing in the Community
- Childcare Reserve Fund
- Preventative, alternative and/or educational programs relating to addictive behaviour which could include:

- I. Drug abuse
- II. Alcoholism
- III. Gambling
- IV. Smoking

Not all organizations meeting the City of Richmond's Casino Funding Program guidelines will automatically receive funding.

**C. EXCLUSIONS FROM ELIGIBILITY FOR CASINO FUNDING:**

- Applications from individuals;
- Activities which are restricted to participation solely by people of specific religious or ethnic groups;
- Annual fund-raising campaigns, form letter requests or telephone campaigns;
- Debt retirement;
- Expenses related to attendance at seminars, workshops, symposiums, or conferences;
- Agencies which primarily fund other organizations;
- Salaries for personnel or equipment not dedicated solely to programs projects or event being funded

**D. REVIEW CONSIDERATIONS**

Not all organizations meeting the criteria will automatically receive funding. Allocations are dependent on the funding available.

In reviewing applications and preparing recommendations for allocations, Council may give primary consideration to the following factors:

- Basic eligibility and demonstrated organizational efficiency, effectiveness and stability;

**Reason for proposed rescission:**

Not relevant, covered in Grant Policy 3712

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Adopted by Council: September 11, 2000

**ADMINISTRATIVE  
PROCEDURE 3706.01**

File Ref: 1085-00

**CASINO FUNDING PROCEDURES**

- How well the organization fits within the general principles and focus areas for casino funding;
- Numbers of Richmond residents served;
- Quality of service;
- Financial need of the organization;
- Community interaction;
- Role and number of volunteers;
- Use of existing community services and facilities;
- Local input into governance;
- Addressing a unique need in the community.



## City of Richmond

## Policy Manual

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Adopted by Council: September 11, 2000

ADMINISTRATIVE  
PROCEDURE 3706.01

File Ref: 1085-00

CASINO FUNDING PROCEDURES



### City of Richmond CASINO FUNDING APPLICATION FORM

Complete and return the original plus three copies by \_\_\_\_\_ to, Richmond City Hall, 6911 No. 3 Road Richmond, BC V6Y 2C1 INFORMATION COUNTER

#### 1. IDENTIFICATION OF APPLICANT

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

Mailing Address: (Street, City, Postal Code) \_\_\_\_\_

Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact's Phone No. \_\_\_\_\_

#### 2. ORGANIZATION

- A. Board of Directors etc. - Attach a sheet listing names, positions and addresses of all the board members and officers and key employees such as the executive director.
- B. Describe briefly the history of the organization, its effectiveness of operation, quality of service and financial need.
- C. Describe the number and role of volunteers for the organization as well as its interaction with the community.

**Reason for proposed rescission:**

Not relevant, covered in Grant Policy 3712

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Adopted by Council: September 11, 2000

ADMINISTRATIVE  
PROCEDURE 3706.01

File Ref: 1085-00

**CASINO FUNDING PROCEDURES****3. FUNDING INFORMATION**

A. Amount of funding requested: \$ \_\_\_\_\_

B. Describe in detail how the funding would be used based on the stated guidelines.

C. Describe how the funding to the organization benefits Richmond residents.

D. How many Richmond residents will be served by this program:

E. Describe the unique nature of your request in comparison to other projects/programs/events in the community. How will you use existing community services and facilities?

F. Describe in detail the criteria the Organization will use to evaluate the success of this project, programs, etc.



**Reason for proposed rescission:**

Not relevant, covered in Grant Policy 3712

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Adopted by Council: September 11, 2000

**ADMINISTRATIVE  
PROCEDURE 3706.01**

File Ref: 1085-00

**CASINO FUNDING PROCEDURES****4. FINANCIAL OVERVIEW**

Provide a detailed budget for this program, project or event as well as your last audited financial statement.

**CHECKLIST REMINDER**

Please ensure your application includes the following:

- X List of Board of Directors, officers and key employees such as executive director
- X Project Budget
- X Audited Financial Statement

**PLEASE DO NOT ATTACH BULKY PACKAGES**



**Reason for proposed rescission:**

Outdated, not relevant



## City of Richmond

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Adopted by Council: May 29/84

**POLICY 4400**

File Ref: 4057-00

**COOPERATIVE HOUSING**

### **POLICY 4400:**

It is Council policy that:

Council is in favour of the Cooperative Housing Program, and it is the aim of Council to:

Encourage the Federal Government and Opposition Parties to renew, improve and expand the Cooperative Housing Program, and to oppose program cutbacks.

(Planning Department)

113650

**Reason for proposed rescission:**

Not relevant, addressed in Zoning Bylaw 8500

**City of Richmond****Policy Manual**

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Adopted by Council: Aug. 25/85

POLICY 5014

File Ref: 4105-00

REZONING APPLICATIONS – NEIGHBOURHOOD COMMERCIAL DISTRICTS

**POLICY 5014:**

It is Council policy that:

Rezoning applications for Neighbourhood Commercial Districts must be supported with adequate trade area studies to help Council assess the potential impacts arising from a rezoning.

Trade area studies must include:

1. A map showing the expected trade area for anticipated commercial facilities, in particular convenience retail outlets, together with the location of all other commercial development within one-half mile of the proposed commercial development; and
2. The population of households within the trade area/s shown in the map; and
3. The number of households within the trade area/s shown in the map; and
4. The vacancy rate of commercial floorspace within one-half mile of the proposed commercial development; and
5. The distance of the proposed commercial development from the following intersections:
  - a) Westminster Highway and No. 3 Road
  - b) Moncton Street and No. 1 Road.

(Urban Development Division)



## City of Richmond

## Policy Manual

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Adopted by Council: Oct. 14/75

POLICY 5018

File Ref: 4045-00

BURKEVILLE – RESIDENTIAL PRESENCE

### POLICY 5018:

It is Council policy that:

Council supports a continued residential presence on Sea Island.

1. Homes in Burkeville are sound and fill a gap in the housing market.
2. Consideration be given to upgrade City services.
3. No further land in Burkeville be sold to the Ministry of Transport.
4. Multiple family housing should not be encouraged in Burkeville.

(Urban Development Division)

**Reason for proposed rescission:**

Not relevant, summary of recommendations not a policy

**City of Richmond****Policy Manual**

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Adopted by Council: Apr. 12/76

**POLICY 5024**

File Ref: 4060-00

**MARINA STUDY - 1975****POLICY 5024:**

The Richmond Marina Study 1975 is adopted as Council policy.

Following is a summary of recommendations:

**1. Locational Criteria for Marinas**

The Middle Arm of the Fraser, upstream of the Dinsmore Bridge, should be considered the prime marina area in Richmond for immediate development.

**2. Regulations Governing Marina Design**

Two "marina zones" should be created. In addition, the regulations should include the following:

a) **Control of the type of structures** permitted on floats, (to exclude commercial uses except for supplies and to exclude industrial uses, and to include only uses which are clearly accessory to the marina. Fuel should be sold only in a manner approved by the Fire Marshal.)

b) **Landscaping** shall be required for the land area of all marinas.

c) **Parking** shall be on the basis of one space for every two moorage spaces where the marina is adjacent to an industrial zone.

Parking may be located off-site within 500 ft. of the marina but only where the parking lot is owned by the marina owner, or an association of marina owners. Up to one-half of the above parking requirements may be shared by written agreement with adjacent owners of industrial or commercial properties, as long as their parking requirements can also be met.

d) **A public walkway** of at least 9 ft. width shall be provided on top of the dyke along the waterfront depending on site conditions and depending on the location of the dyke. This may also be increased to 12 ft. and double as access for City service vehicles.

A public walkway shall be provided along the frontage of the Marina; such walkway may be increased to 12 ft. and also serve as a service road for City vehicles.

e) **Floating boat shelters** shall be regulated so as to be constructed in groups of between three and five, of uniform height and width per group, adequately spaced, not more than 18 ft. high by 48 ft. long, to NBC standards and occupying not more than 10% of the water lot

**Reason for proposed rescission:**

Not relevant, summary of recommendations not a policy

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Adopted by Council: Apr. 12/76

POLICY 5024

File Ref: 4060-00

MARINA STUDY - 1975

- f) Storage of boats in the parking area may be permitted between October 1st and March 31st of the following year.

- g) Setbacks shall be 20 ft. front yard and at least 10 ft. on one side yard.

**Note:** these regulations would apply only to new marinas. Existing marinas would remain non-conforming uses in the zones where they are situated until they cease operation or are brought into conformity.

### 3. Floating Homes - Houseboats and Float Houses

#### a) Summary of Proposed Recommendations and Requirements for Live-Aboards

- i) Live-aboards should be encouraged only as part of a "live-aboard community", comprehensively planned.

- ii) Live-aboard communities should locate in Richmond subject to the following criteria:

- within 1/2 - 1 mile of a local shopping centre;
- within 1/2 mile of a park and elementary school;
- accessible to public transit;
- adjacent to compatible on-shore land uses, preferably residential;
- where possible, located and developed in conjunction with on-shore residential development;
- not within areas severely impacted by aircraft noise as defined in various Airport Planning Committee reports;
- the location should allow for adequate on-shore facilities and parking.

- iii) Live-aboard communities should follow the design guidelines below:

- aesthetic coordination of live-aboard units;
- proper planning of pedestrian routes and support facilities;
- proper landscaping for the upland;
- provision for adequate automobile parking;
- provision for garbage disposal and laundry facilities;
- provision for indoor and outdoor social/recreational space.

- iv) Live-aboard communities should be serviced to proper City standards.

**Reason for proposed rescission:**

Not relevant, summary of recommendations not a policy

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Adopted by Council: Apr. 12/76

POLICY 5024

File Ref: 4060-00

MARINA STUDY - 1975

- v) Live-aboard units should meet the requirements of the National Building Code as determined by the Chief Building Inspector. A revision to Section 12(5) of the Building Bylaw will be required to permit approved, seaworthy structures outside the dykes, subject to the NBC.

All boat shelters are to be to National Building Code standards.

- vi) Live-aboard communities should meet the requirements of the Marina zone and conform to any other requirements set out by the Medical Health Officer.

- b) **Taxation of Floating Homes**

Float homes contribute their fair share of taxes because each marina is assessed based on the value of structures attached to the marina.

- c) **Specific Locations for Live-Aboards**

- i) The Middle Arm of the Fraser River is NOT suitable for floating homes or houseboats for two reasons: (a) the airport noise impact is severe in this area, and (b) the adjacent area is an industrial area lacking in amenities important to residential neighbourhoods.
- ii) As a general policy, areas adjacent to established or developing residential areas along the river will be planned, wherever possible, so as to integrate future "live-aboard communities".
- iii) The Annacis Channel area is considered suitable for comprehensively planned floating communities.

(Urban Development Division).

113709

**Reason for proposed rescission:**

"A Living Working River, The Estuary Management Plan for the Fraser River, 2003," which Council endorsed on November 8, 2004



## City of Richmond

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Adopted by Council: Nov. 22/82

**POLICY 5027**

File Ref: 6125-00

**FRASER RIVER ESTUARY MANGEMENT**

**POLICY 5027:**

It is Council policy that:

Council:

1. Endorses and supports the vision, policies and issues expressed in the report entitled "A Proposed Management Program for the Fraser River Estuary Study, Phase II."
2. Amends the Linked Management System (in the Phase II report) to include City representation on the Policy Committee.
3. Supports and authorizes staff participation in the activity programs.
4. Allows Urban Development staff to take a predominant role in formulating area plans as participants in key and lead agency groups.

(Urban Development Division)



**Reason for proposed rescission:**

Outlines a process, each Area Plan adopted by Council and City has well established planning processes



## City of Richmond

## Policy Manual

Page 1 of 2	Adopted by Council: Jan. 9/84	POLICY 5028
File Ref: 4045-00	AREA PLANNING PROGRAM – PLANNING PROCESS	

**POLICY 5028:**

It is Council policy that:

Council supports the Area Planning Program to carry out overall community planning goals, objectives and policies on an "area-specific" basis and to provide a framework for planning at the local level which will recognize the unique characteristics of different parts of the community.

It is the aim of Council that the Area Planning Program meets the following objectives:

1. To advise Council on the means of implementing Official Community Plan Goals on an area-specific basis that will maintain a balanced community development program for managed growth.
2. To work with area citizens in developing local needs and goals, as well as participation in the Area Planning Process.
3. To work with other Corporate departments and government agencies in the preparation of area plans.
4. To assist all government agencies in the City in developing and implementing their own activities which relate to the Area Planning Process.
5. To establish a policy basis for the coordinated, long-range approach among affected agencies for the provision of facilities and services specific to the local area.
6. To make planning information available to assist citizens to better understand the basis for public and private planning decisions and encourage their participation in the Area Planning Process.
7. To serve as a general planning framework for the area to be compatible with the overall Official Community Plan.
8. To recognize the social and economic effects of physical planning policies and decisions on local areas.

In order to facilitate the Area Planning Process, it is the aim of Council that the following committees will participate in the Area Planning function:

1. Staff Steering and Coordinating Committee
2. Area Planning Citizen's Advisory Committee, if part of the approved Terms of Reference for the Area Plan



**Reason for proposed rescission:**

Outlines a process, each Area Plan adopted by Council and City has well established planning processes

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Adopted by Council: Jan. 9/84

POLICY 5028

File Ref: 4045-00

AREA PLANNING PROGRAM - PLANNING PROCESS

3. Advisory Planning Commission
4. Planning and Development Services Committee of Council

(Planning Department)

113/25

**Reason for proposed rescission:**

Outlines a process, OCP process adopted by Council and City has well established planning processes



# City of Richmond

# Policy Manual

Page 1 of 1

Adopted by Council: Jan. 9/84

POLICY 5029

File Ref: 4045-00

OFFICIAL COMMUNITY PLAN – PLANNING PROCESS

**POLICY 5029:**

It is Council policy that:

Council places a high priority on implementing and reviewing the Official Community Plan.

It is the aim of Council that the Official Community Plan will provide the overall framework for accomplishing the following planning objectives:

1. To advise Council on the means of implementing community goals through Council objectives and policies on a priority basis that will maintain a balanced community development program for managed growth.
2. To work with citizens in developing community needs and goals, as well as participating in the Community Planning Process.
3. To liaise with other Corporate departments in preparing, initiating and reviewing the Official Community Plan.
4. To cooperate with and coordinate other government agencies in the City in developing and implementing their own activities which relate to the public planning process.
5. To establish a policy basis for a coordinated, long-range approach among affected agencies for the provision of facilities and services needed in the City.
6. To make planning information available to assist citizens to better understand the basis for public and private planning decisions and encourage their participation in the planning process.
7. To serve as a general planning framework to be augmented when necessary with more specific needs of the City.
8. To recognize the social and economic effects of physical planning policies and decisions.

In order to assure staff and community involvement and participation, it is the aim of Council to involve the following committees in the planning process for implementing and reviewing the Official Community Plan:

1. Staff Steering and Coordinating Policy Committee
2. Advisory Planning Commission
3. Planning and Development Services Committee of Council

(Planning Department)

113728

**Reason for proposed rescission:**

Outdated, new Council strategy in place

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Adopted by Council: May 26/86

POLICY 5030

File Ref: 4150-00

**ECONOMIC DEVELOPMENT STRATEGY****POLICY 5030:**

Council adopts the Economic Development Strategy (The Coriolis Consulting Corp.) as a Council Policy statement and commits it to implementation. In so doing, Council will ensure that the appropriate Corporate policies and programs reflect the attitudes and actions proposed by the strategy.

The main objectives of Richmond's Economic Development Strategy are to:

1. Maintain Richmond's economic diversity by:
  - a) encouraging development in those sectors with growth prospects;
  - b) bolstering those sectors which are stable or face some risk of decline.
2. Attempt to maintain Richmond's shares of regional light industrial, retail/service and residential growth by:
  - a) ensuring that there are adequate supplies of land for a wide range of types of development;
  - b) ensuring adequate accessibility and services, within the financial capability of the City.
3. Maximize the efficiency and reasonableness of the land use and development regulatory procedure.
4. Establish an effective Economic Development organization responsible for promotion, information services and encouraging/ aiding prospective development opportunities.
5. Enhance Richmond's profile and image as a place to develop, to visit and to live.

(Economic Development)



## City of Richmond

## Policy Manual

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Adopted by Council: Jan. 25/93

**POLICY 6003**

File Ref: 1450-00

**SUPERANNUATION OPTION FOR JOB SHARING**

### **POLICY 6003:**

It is Council policy that:

City employees who are non-contributors to the Municipal Superannuation Plan shall be given the opportunity to join the plan if they occupy a Council-approved, regular full-time position which is under a job-sharing arrangement, on the understanding that:

1. the eligibility period will be based on calendar months; and
2. the pension plan contributions will be pro-rated, based on the number of hours worked.

(Personnel Department)

113778

**Reason for proposed rescission:**

Not current, buy back period is 5 years; exempt staff no longer have probationary period

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Adopted by I/C Council: Feb. 12/96

POLICY 6005

File Ref: 1450-00

SUPERANNUATION – EXEMPT EMPLOYEE PROBATIONARY PERIOD PURCHASE

**POLICY 6005:**

It is Council policy that:

The City will contribute up to 50% of the Superannuation Plan probationary period pension buy-back for all exempt employees, provided they have completed 10 years' service with the City by the date of the employee request, until such policy is no longer required due to the elimination of the probationary period.

(Deputy City Administrator)

113782

**Reason for proposed rescission:**

Not current, exempt no longer have probationary period

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Aug/96

**ADMINISTRATIVE  
PROCEDURE 6005.01**

File Ref: 1450-00

**SUPERANNUATION – EXEMPT EMPLOYEE PROBATIONARY PERIOD PURCHASE****ADMINISTRATIVE PROCEDURE 6005.01:**

The following conditions shall apply, and process be followed, in the implementation of the purchase by an exempt City employee, of their portion of their Superannuation Fund probationary period of service.

1. An application to purchase a Superannuation Fund probationary period of service, whether served with the City of Richmond or another qualified employer as defined in the Superannuation Plan, shall be made in writing to the Finance & Corporate Services Administrator by the employee in question, either:

- (a) while the employee is currently employed in, and has been permanently assigned to, an exempt position;

OR

- (b) within sixty (60) days of any of the following:

- (i) retirement;
    - (ii) termination of employment;
    - (iii) voluntary cessation of employment;
    - (iv) being assigned to a position within a bargaining unit; or
    - (v) being placed on long term disability.

from a permanent exempt position, provided the employee has completed 10 years of service with the City (including the Public Library Board and the Gateway Theatre Board).

2. For the purposes of clause 1, such period of employment:

- (a) need not have been continuous;
  - (b) may include a part year(s) of service on a pro-rated basis; and
  - (c) may include permanent part-time service on a pro-rated basis,

provided the total person years of service meets the necessary requirement.

(Human Resources)

Reason for proposed rescission:

Not relevant



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Adopted by Council: Nov. 14/78

POLICY 6500

File Ref: 1810-00

ADVERTISING VACANCIES FOR SENIOR POSITIONS

### POLICY 6500:

It is Council policy that:

The filling of vacancies for the positions of City Administrator, Department Head and Deputy Department Head (or positions of comparable level), be processed as follows:

1. Positions must be considered as open competition.
2. Positions must be concurrently posted internally and advertised externally.

(Personnel Department)

113833 / 1810-00

**Reason for proposed rescission:**

Not current, CAO authority and Employment Review Subcommittee review

**City of Richmond****Policy Manual**

Page 1 of 1

Adopted by Council: April 14/98

POLICY 6706

File Ref: 1810-00

**STAFF COMPLEMENT CHANGES (POSITION COMPLEMENT CONTROL)****POLICY 6706:**

It is Council Policy that:

1. Each Division Administrator, with the concurrence of the City Administrator, be authorized to fill vacant positions where:
  - (a) the position is an approved existing or reclassified position in the City's Position Complement Control (maintained in Human Resources Department);
  - (b) adequate funding is available within approved budget levels;
  - (c) the Division Administrator has determined that the position meets the requirements of a needs test, designed to ensure that it conforms to current organization development and efficiency program requirements.
2. Staff be authorized to eliminate vacant positions from the Position Complement Control which have been determined to be redundant.
3. Each Division Administrator be directed to provide the appropriate Committee of Council with bi-monthly updates on all activity regarding the filling or elimination of vacant positions within their respective divisions.

(City Administrator)



**Reason for proposed rescission:**

Covered in Policy 6006

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**ADMINISTRATIVE  
PROCEDURE**File Ref: 0050-01 60 **PURCHASE OF FLOWERS BY THE CITY****6707.01****ADMINISTRATIVE PROCEDURE:**

Flowers will be sent by the City of Richmond only in the case of death of an employee, their spouse or their child.

**LINE DEPARTMENT**

- Contacts the Administrative Assistant - Personnel at 276-4147 as soon as informed of the death. Provides details as to:

who died

whether the family is in town and, if not, when they will return

**PERSONNEL**

- Makes arrangements with the florist.
- Notifies the Mayor's Office and the Councillor's Office of the death.

(Personnel Department)

**Reason for proposed rescission:**

Not relevant

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Adopted by Council: Mar. 11/74

**POLICY 7010**

File Ref: 6450-00

**CROSSWALKS - SIGNS****POLICY 7010:**

It is Council policy that:

The City will sign all marked and posted crosswalks as Pedestrian Crosswalks. The prevailing use of the crosswalk will be identified by advance warning signs.

(Engineering Department)

113911 / 6450-00

**Reason for proposed rescission:**

Bylaw repealed, policy not relevant

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Adopted by Council: Feb. 22/82

**POLICY 7014**

File Ref: 6350-00

**DEVELOPMENTS – ACCESS NEAR MAJOR INTERSECTIONS****POLICY 7014:**

It is Council policy that:

Major intersections for Richmond are identified in Bylaw 4704, "A Bylaw to Control Access Near Major Intersections", and the development policy implications resulting from the Bylaw are as follows:

1. Where the frontage of a development is less than 70 m, all vehicular access off major and local arterials within 70 m of the real or imaginary stop line on the approach to a "major intersection" shall be "right turns only".
2. For sites located at a major intersection of two roads of different hierarchical ranks, vehicular access should be on the lower-ranked road. The roads hierarchy is ranked as follows:
  - a) Provincial and Federal Highways
  - b) Major Arterial Road
  - c) Local Arterial Road
  - d) Collector Street
3. Consolidation of lands at major intersections should be encouraged, and subdivision of lands should be discouraged to lessen the number of accesses.
4. Where redevelopment occurs at a major intersection, the City should investigate and negotiate with the land owners to minimize the number of access points to the road network.

(Engineering Department)

113920 / 6350-00



## City of Richmond

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Adopted by Council: Sept. 22/86

POLICY 7702

File Ref: 6550-00

TREES – PRESERVATION AND REMOVAL

### POLICY 7702:

It is Council policy that:

1. Council encourages the preservation of trees on City property wherever possible, including rights-of-way and highways;
2. Tree removal requests be decided individually, against the following criteria:
  - a) the tree is diseased;
  - b) the tree is damaging or in conflict with utilities;
  - c) the tree is in conflict with necessary new construction works;
  - d) the tree creates a hazardous or dangerous situation;
  - e) the tree is damaging private property;
  - f) the tree has heritage, environmental, or other values supporting preservation.
3. Authorization for resolving tree removal requests be given to:
  - the City Engineer, for removal on road rights-of-way;
  - the Director of Parks & Leisure Services, for removal within City Parks;
  - the Director of Planning, for removal on City property other than road rights-of-way or parks.

If the scope of work for tree removal is of a major proportion, the request is to be submitted to the appropriate Standing Committee for recommendation to Council.

(Engineering Department)

**Reason for proposed rescission:**

Community Arts Council no longer a partner, not relevant

**City of Richmond****Policy Manual**

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Adopted by Council: June 11/84 Amended: June 27/94

**POLICY 8700**

File Ref: 7025-00

**RICHMOND ART CENTRE - SALES****POLICY 8700:**

It is Council policy that:

1. The Community Arts Council is allowed to sell items of art to the public at the Richmond Arts Centre.
2. Insurance protection against loss or damage from any cause whatsoever is the responsibility of the Community Arts Council or the individual or group wishing to exhibit work.

(Community Services Division)

**Reason for proposed rescission:**

Not relevant or required



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Adopted by Council: June 22/70

**POLICY 9010**

File Ref: 8350-00

**BUILDING PERMITS – BUILDINGS CONSTRUCTED WITHIN RICHMOND BY HIGH SCHOOL STUDENTS**

### **POLICY 9010:**

It is Council policy that:

1. All required permit fees shall apply when any building constructed by students as part of the Richmond School District Education Program is relocated in Richmond.
2. The building will require inspections by the Permits & Licences Department to ensure conformity with construction codes and City bylaws.
3. The inspection fee for moving the building will not be required when it has been constructed for use by the School Board or City; the fee will, however, be required if the building has been contracted for non-public use and will be relocated within Richmond.

(Permits & Licences Department)

114330 / 8350-00



## City of Richmond

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Adopted by Council: Dec. 8/80

**POLICY 9011**

File Ref: 8350-00

**SECONDARY DWELLING UNIT - DEFERRED DEMOLITION OR CONVERSION**

### **POLICY 9011:**

It is Council policy that:

An owner wishing to live in an existing dwelling, while constructing another dwelling on the same lot, shall enter into a Restrictive Covenant Agreement with the City, undertaking to either:

1. Remove the existing dwelling upon completion of the new dwelling; or
2. Convert the existing dwelling to a non-residential use.

The Restrictive Covenant shall be registered against the property land title and discharged from the land title upon satisfactory completion of such demolition or conversion.

(Permits & Licences Department)

114333 / 8350-00



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Adopted by Council: April 24/95

**POLICY 9014**

File Ref: 5170-00

**PUBLIC SERVICE REQUESTS: FIRE RESCUE**

### **POLICY 9014:**

It is Council policy that:

The Richmond Fire-Rescue Department will respond to public service requests, provided that such requests meet any of the following criteria:

1. Assistance where there is a potential threat to life and safety or damage to taxpayers' property;
2. Assistance where incidents require specialty equipment, personnel expertise, or services not provided by another City agency or the private sector;
3. Non-emergency responses will only occur when apparatus and manpower are not required for a higher-priority emergency situation, and private sector assistance is not available.

(Special Services Division)



**Reason for proposed rescission:**

Not required, Provincial Jurisdiction

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Adopted by Council: June 22/81

POLICY 9302

File Ref: 8275-00

NEIGHBOURHOOD PUBS - HOURS OF OPERATION

**POLICY 9302:**

It is Council policy that:

Pub closing hours in Richmond are midnight, with the exception of Friday and Saturday nights, when they may remain open one hour longer (i.e., 1 a.m. Saturday and 1 a.m. Sunday).

(Planning Department)

114344 / 8275-00



# City of Richmond

## Report to Committee

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**To:** General Purposes Committee **Date:** October 1, 2012

**From:** Mike Redpath **File:**  
Senior Manager, Parks

**Re:** Oris Development (Kawaki) Corp. Bike Park License Agreement

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### Staff Recommendation

1. That the City accept a license from Oris Development (Kawaki) Corp. ("Oris") of a portion of the lands legally known and described as Lot A, Block 2, Section 18, Block 3 North, Range 6 West, New Westminster District, Plan BCP51493 being the portion formerly legally known and described as;

- (i) Parcel Identifier No. 011-901-829, Lot 3 Block 2 Section 18 Block 3 North Range 6 West New Westminster District Plan 693;
- (ii) Parcel Identifier No. 011-901-853, Lot 4 Block 2 Section 18 Block 3 North Range 6 West New Westminster District Plan 693;
- (iii) Parcel Identifier No. 011-901-861, Lot 5 Block 2 Section 18 Block 3 North Range 6 West New Westminster District Plan 693;

(the three portions hereinafter referred to as the "Site"),

on the terms and conditions set out in this report, including, specifically that the City grant Oris both:

- (a) a release from any claims by the City; and
- (b) an indemnity in Oris' favour in connection with any losses Oris may suffer,

all related to the use of the Site by the general public and the City for the purposes of a public bike park and a public walking trail.

Mike Redpath  
Senior Manager, Parks  
(604-247-4942)

REPORT CONCURRENCE			
ROUTED TO: Risk Management Law	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
	<input checked="" type="checkbox"/>		
REVIEWED BY SMT SUBCOMMITTEE	INITIALS: JE	REVIEWED BY CAO (DEPUTY)	INITIALS: JE

## Staff Report

### Origin

The City sold the Site to Oris Development (Kawaki) Corp. on September 21<sup>st</sup>, 2012. The Site has now been consolidated with other lands to form a larger development site. The City would like to continue to use the Site for the purposes of a public bike park and a public trail until such time as an alternate acceptable site is ready for use. In the meantime, the City has requested that Oris grant the City a temporary license of the Site. Oris has generously agreed to do so at no fee but requires that the City grant a release and indemnity in favour of Oris to protect Oris in the event of any loss sustained by Oris due to the Site being used for the permitted purposes.

As the grant of an indemnity and release represents an unfunded contingent liability, express City Council approval is required.

### Background

The material terms of the proposed licence in favour of the City are:

1. duration: 6 months or such longer period as the parties may agree
2. early termination: either side by one month notice
3. license fee: nil.
4. indemnity and release in favour of Oris
5. permitted use: as a public bike park and as a public walkway
6. permitted improvements: bike park and walkway installations
7. the addition of Oris as an additional insured on the City's liability policy with respect to the proposed uses of the Site.

The process to select a new site for the replacement bike park, including assessing candidate sites is underway. A report to Committee detailing the community process is anticipated in October 2012 after which detailed programming and design will commence, with construction scheduled for the spring of 2013.

### Financial Impact

It is anticipated that there will be no financial impact to the acceptance of the proposed license.

### Conclusion

Approval of this report will permit continued community use of the bike park and public trail currently located at the Kawaki site.



Mike Redpath  
Senior Manager, Parks

**CFIB**  
CANADIAN FEDERATION  
OF INDEPENDENT BUSINESS  
*Powered by Entrepreneurs.*

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## Small Business Saturday

### October 20, 2012

Presentation to Richmond Council  
October 9th, 2012

Shachi Kurl, Director of Provincial Affairs, BC & Yukon

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

**CFIB**

## Who is CFIB?

- ▶ Non-profit business association
- ▶ 109,000 members in Canada
- ▶ 10,000 members in BC ...and growing!
- ▶ One member one vote
- ▶ Non-partisan

[www.cfib.ca](http://www.cfib.ca) *Powered by Entrepreneurs.*

**CFIB**

## Facts about Small Business in BC

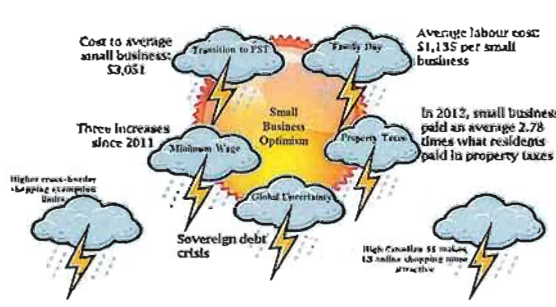
- ▶ More than 80% have fewer than five employees
- ▶ Small businesses represent one-third of BC's GDP
- ▶ Small businesses employ 56% of BC's private sector workforce
- ▶ Small business owners protect jobs, even during a recession:
  - ▶ In 2008, small business reduced employment levels by only 0.5%
  - ▶ By contrast big business reduced employment levels by 6.8%
- ▶ 96% of small businesses give to charitable or community causes.

Source: BC Statistics 2011 BC Small Business Profile and CFIB Research Report

[www.cfib.ca](http://www.cfib.ca) *Powered by Entrepreneurs.*

**CFIB**

## Climate for Small Businesses in BC



[www.cfib.ca](http://www.cfib.ca) *Powered by Entrepreneurs.*

**CFIB**

## Small Business Saturday



- ▶ What is it?
  - ▶ A day to promote and support small business
- ▶ When is it?
  - ▶ Saturday, October 20, 2012
  - ▶ End of Small Business Week 2012
- ▶ Visit [www.shopsmallbiz.ca](http://www.shopsmallbiz.ca) for more details

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**CFIB**

## Small Business Saturday



- ▶ Get involved!
  - ▶ "Like" [Facebook.com/shopsmallbiz](https://www.facebook.com/shopsmallbiz)
  - ▶ Post comments on why small business is important
  - ▶ Follow @shopsmallbiz on Twitter
  - ▶ Retweet messages about Small Business Saturday.
  - ▶ Use the hashtag: #smallbizsaturday
  - ▶ Include a story or advertisement in your next newsletter; we have samples ready

www.cfib.ca Powered by Entrepreneurs.

**CFIB**

## Small Business Saturday



- ▶ Other ways to get involved!
  - ▶ Put up posters at City Hall or on your website - we have PDF and JPEG options available
  - ▶ Commit to shop at a small business on October 20<sup>th</sup>
  - ▶ Allow us to use your names as proud supporters of Small Business Saturday
  - ▶ Endorse Small Business Saturday with a media event, a video or a news release

www.cfib.ca Powered by Entrepreneurs.

**CFIB**

Thank you for this opportunity.  
Questions?

Contact: [shachi.kurl@cfib.ca](mailto:shachi.kurl@cfib.ca)  
604-684-5325

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**Business Licence Bylaw No 7360,  
Amendment Bylaw No. 8919**

The Council of the City of Richmond enacts as follows:

1) **Business Licence Bylaw No. 7360**, as amended, is further amended:

a) at PART TWO: SPECIAL BUSINESS LICENCE APPLICATION REQUIREMENTS by adding the following after section 2.1.30:

**“2.1.31 Metal Dealer or Recycler**

2.1.31.1 A **metal dealer or recycler** must provide, to the **Licence Inspector** when applying for a licence, a copy of a registration issued pursuant to the *Metal Dealers and Recyclers Act*, S.B.C. 2012, c. 22, as amended or replaced from time to time.

2.1.31.2 Upon each renewal of the registration referred to in section 2.1.31.1, a **metal dealer or recycler** must provide a copy of the renewal registration to the **Licence Inspector** within thirty (30) days of renewal.

2.1.31.3 A **metal dealer or recycler** must promptly notify the **Licence Inspector** in writing if its Provincial registration or renewal registration is suspended or cancelled for any reason.

b) at section 3.6 by deleting the paragraph relating to **Scrap Metal Dealer** in its entirety and substituting the following, in alphabetical order:

**“Metal Dealer or Recycler**, which means a “metal dealer or recycler” under the *Metal Dealers and Recyclers Act*, S.B.C. 2012, c. 22, as amended or replaced from time to time.”

c) at section 3.6 by deleting the paragraph relating to **Second Hand Dealer** in its entirety and substituting the following:

**“Second Hand Dealer**, which means a person who carries on the business of purchasing, selling, procuring or offering for sale used or second-hand items whether on a wholesale or retail basis, or who operates the premises of a second-hand dealer, and includes, without limitation:

- (a) an auto wrecker who carries on the business of purchasing automobiles and automobile parts and components for the purpose of reselling as parts or components for reuse or as junk;
- (b) a junk dealer;
- (c) a person who keeps a store, shop, or other place of business for the purpose of carrying on a second-hand dealer operation; and
- (d) a person who, while licensed or required to be licensed for any business other than the businesses referred to in this Bylaw, purchase or store second-hand items either as a principal or as an agent;
- (e) a person who carries on the business of retailing or wholesaling used property limited to
  - (i) antiques;
  - (ii) used books, papers, magazines, vinyl records or long-playing records;
  - (iii) used clothing, footwear, costume jewellery, knickknacks, used furniture or houseware items such as dishes, pots, pans, cooking utensils and cutlery,

but does not include:

- (f) a person who deals in recyclable materials for the sole purpose of recycling to avoid waste, such as bottles, cans, plastics, glass, cardboard, paper or other recyclable materials;
- (g) a person who holds a valid licence issued by the Province of British Columbia to deal in used motor vehicles; or
- (h) a metal dealer or recycler.

- d) by deleting section 2.2 in its entirety;
- e) at sections 1.6, 2.1.21.3(a)(iii), 2.1.21.4(a)(iii), 2.4.1(f)(iii) and (iv), section 3.8 in the reference to **Home Occupation**, and section 7.1 in the definition of **BED & BREAKFAST ESTABLISHMENT**, by deleting the words "**Zoning and Development Bylaw**" and substituting with "**Zoning Bylaw**"; and
- f) at section 7.1, by deleting the definition of **ZONING AND DEVELOPMENT BYLAW** in its entirety and substituting the following:

**"ZONING BYLAW** means Richmond Zoning Bylaw 8500, as it may be amended or replaced from time to time.

- 2) Sections 1(a) to (c) of this Bylaw come into force and effect on January 23, 2013.

3) This Bylaw is cited as "Business Licence Bylaw No. 7360, Amendment Bylaw No. 8919".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

JUL 23 2012

CITY OF RICHMOND
APPROVED for content by originating dept 
APPROVED for legality by Solicitor 

\_\_\_\_\_  
MAYOR

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







**Business Regulation Bylaw No 7538,  
Amendment Bylaw No. 8920**

The Council of the City of Richmond enacts as follows:

1) **Business Regulation Bylaw No. 7538**, as amended, is further amended:

- a) by deleting the title for Part Nineteen and substituting the following and making the corresponding change to the Table of Contents:

**“PART NINETEEN: SECOND HAND DEALER AND PAWN BROKER  
REGULATION”**

- b) at section 19.1 by deleting the definitions of **JUNK**, **SCRAP METAL** and **SECOND-HAND ITEM** and substituting the following, in alphabetical order:

**“JUNK** means used or old **property** including scrap rubber, rubber tires, metal, bottles, glass, broken glass, paper, sacks, wire, ropes, rags, machinery, or waste, and property of similar nature commonly found in a junk shop.

**REGULATED METAL** means a “regulated metal” under the *Metal Dealers and Recyclers Act*, S.B.C. 2012, c. 22, as amended or replaced from time to time.

**SECOND-HAND ITEM** means any good, chattel, ware, merchandise, article or thing that is **purchased**, sold, procured, offered for sale, or taken in **pawn**, except **regulated metal**.”

- c) by deleting paragraphs 19.2(b)(viii) and (ix) in their entirety;
- d) at paragraph 19.4(b) by deleting the reference to “6900 Minoru Boulevard” and substituting “11411 No. 5 Road”;
- e) at paragraph 19.9 by adding the following after (d):
- “(e) **purchase, sell, keep or take in pawn any regulated metal.**”
- f) by deleting paragraphs 19.11(a) and (b) and substituting the following:

“(a) other than in relation to a **purchase of junk**:

- (i) at least 30 days after the date that a transaction has been recorded electronically in accordance with this Part, or
  - (ii) at least 45 days after the date that a transaction has been recorded manually in accordance with this Part;
- (b) in relation to a purchase of **junk**:
  - (i) at least 7 days after the date that a transaction has been recorded electronically in accordance with this Part, or
  - (ii) at least 21 days after the date that a transaction has been recorded manually in accordance with this Part; or
- g) by deleting paragraph 19.12(a) and substituting the following:
  - “(a) a purchase of a **second-hand item**, including without limitation, **junk**, from another **second-hand dealer** or **junk dealer** who apparently has complied with section 19.10 and 19.11 of this Bylaw, or, if in another jurisdiction, any lawful requirements applicable to that **second-hand dealer**,”
- h) by deleting paragraph 19.12(c) and substituting the following:
  - “(c) a purchase of **junk** from another **junk dealer**, or manufacturer, wholesale dealer, or distributor, any of whom carry on business under a valid licence, where the **junk dealer** has been invoiced for payment by a date later than the periods established in section 19.11 (b) of this Bylaw; or”
- i) at PART TWENTY-SIX: INTERPRETATION by deleting the definition of **SECOND HAND ITEMS** in its entirety; and
- j) at PART TWENTY-SIX: INTERPRETATION by deleting the definitions of **SCRAP METAL DEALER** and **SECOND HAND DEALER** and substituting the following, in alphabetical order:

<b>“METAL DEALER OR RECYCLER</b>	means a “metal dealer or recycler” under the <i>Metal Dealers and Recyclers Act</i> , S.B.C. 2012, c. 22, as amended or replaced from time to time
<b>SECOND HAND DEALER</b>	means a person who carries on the business of <b>purchasing</b> , selling, procuring or offering for sale used or <b>second-hand items</b> whether on a wholesale or retail basis, or who operates the premises of a <b>second-hand dealer</b> , and includes, without limitation:

- (a) an auto wrecker who carries on the business of **purchasing** automobiles and automobile parts and components for the purpose of reselling as parts or components for reuse or as junk;
- (b) a **junk dealer**;
- (c) a person who keeps a store, shop, or other place of business for the purpose of carrying on a **second-hand dealer** operation; and
- (d) a person who, while licensed or required to be licensed for any business other than the businesses referred to in this Bylaw, **purchase** or store **second-hand items** either as a principal or as an agent;
- (e) a person who carries on the business of retailing or wholesaling used property limited to
  - (i) antiques;
  - (ii) used books, papers, magazines, vinyl records or long-playing records;
  - (iii) used clothing, footwear, costume jewellery, knickknacks, used furniture or houseware items such as dishes, pots, pans, cooking utensils and cutlery,

but does not include:

- (f) a person who deals in recyclable materials for the sole purpose of recycling to avoid waste, such as bottles, cans, plastics, glass, cardboard, paper or other recyclable materials;
- (g) a person who holds a valid licence issued by the Province of British Columbia to deal in used motor vehicles; or
- (h) a **metal dealer or recycler**."

2) This Bylaw is cited as "**Business Regulation Bylaw No. 7538, Amendment Bylaw No. 8920**".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

\_\_\_\_\_  
MAYOR

JUL 23 2012

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

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



**Housing Agreement (10820 No. 5 Road) Bylaw No. 8937**

The Council of the City of Richmond enacts as follows:

1. The Mayor and City Clerk for the City of Richmond are authorized to execute and deliver a housing agreement, substantially in the form set out as Schedule A to this Bylaw, with the owner of the land legally described as:

PID: 028-631-561

Lot C Section 31 Block 4 North Range 5 West  
NWD EPP 12978

2. This Bylaw is cited as "**Housing Agreement (10820 No. 5 Road) Bylaw No. 8937**".

FIRST READING

SEP 24 2012

SECOND READING

SEP 24 2012

THIRD READING

SEP 24 2012

ADOPTED



\_\_\_\_\_  
MAYOR

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

Schedule A

To Housing Agreement (0864227 B.C. Ltd.- Townline Group of Companies) Bylaw No. 8937

HOUSING AGREEMENT BETWEEN 0864227 B.C. Ltd.- TOWNLINE GROUP OF  
COMPANIES AND CITY OF RICHMOND IN RELATION TO 10800 NO. 5 ROAD

**HOUSING AGREEMENT**  
**(Section 905 *Local Government Act*)**

**THIS AGREEMENT** is dated for reference the 8th day of August, 2012.

**BETWEEN:**

**0864227 B.C. LTD., (Inc. No. 0864227),**  
a company duly incorporated under the laws of the Province of British  
Columbia and having its registered office at 120 – 13575 Commerce  
Parkway, Richmond, British Columbia, V6V 2L1

(the “Owner” as more fully defined in section 1.1 of this  
Agreement)

**AND:**

**CITY OF RICHMOND,**  
a municipal corporation pursuant to the *Local Government Act* and  
having its offices at 6911 No. 3 Road, Richmond, British  
Columbia, V6Y 2C1

(the “City” as more fully defined in section 1.1 of this Agreement)

**WHEREAS:**

- A. Section 905 of the *Local Government Act* permits the City to enter into and, by legal notation on title, note on title to lands, housing agreements which may include, without limitation, conditions in respect to the form of tenure of housing units, availability of housing units to classes of persons, administration of housing units and rent which may be charged for housing units;
- B. The Owner is the owner of the Lands (as hereinafter defined); and
- C. The Owner and the City wish to enter into this Agreement (as herein defined) to provide for affordable housing on the terms and conditions set out in this Agreement,



In consideration of \$10.00 and other good and valuable consideration (the receipt and sufficiency of which is acknowledged by both parties), and in consideration of the promises exchanged below, the Owner and the City covenant and agree as follows:

## ARTICLE 1 DEFINITIONS AND INTERPRETATION

1.1 In this Agreement the following words have the following meanings:

- (a) **"Affordable Housing Unit"** means a Dwelling Unit or Dwelling Units designated as such in accordance with a building permit and/or development permit issued by the City and/or, if applicable, in accordance with any rezoning consideration applicable to the development on the Lands and includes, without limiting the generality of the foregoing, the Dwelling Unit charged by this Agreement;
- (b) **"Agreement"** means this agreement together with all schedules, attachments and priority agreements attached hereto;
- (c) **"City"** means the City of Richmond;
- (d) **"CPI"** means the All-Items Consumer Price Index for Vancouver, B.C. published from time to time by Statistics Canada, or its successor in function;
- (e) **"Daily Amount"** means \$100.00 per day as of January 1, 2009 adjusted annually thereafter by adding thereto an amount calculated by multiplying \$100.00 by the percentage change in the CPI since January 1, 2009, to January 1 of the year that a written notice is delivered to the Owner by the City pursuant to section 6.1 of this Agreement. In the absence of obvious error or mistake, any calculation by the City of the Daily Amount in any particular year shall be final and conclusive;
- (f) **"Dwelling Unit"** means a residential dwelling unit or units located or to be located on the Lands whether those dwelling units are lots, strata lots or parcels, or parts or portions thereof, and includes single family detached dwellings, duplexes, townhouses, auxiliary residential dwelling units, rental apartments and strata lots in a building strata plan and includes, where the context permits, an Affordable Housing Unit;
- (g) **"Eligible Tenant"** means a Family having a cumulative annual income of:
  - (i) in respect to a bachelor unit, \$33,500 or less;
  - (ii) in respect to a one bedroom unit, \$37,000 or less;
  - (iii) in respect to a two bedroom unit, \$45,500 or less; or
  - (iv) in respect to a three or more bedroom unit, \$55,000 or less

provided that, commencing July 1, 2012, the annual incomes set-out above shall, in each year thereafter, be adjusted, plus or minus, by adding or subtracting therefrom, as the case may be, an amount calculated that is equal to the Core Need Income Threshold data and/or other applicable data produced by Canada Mortgage Housing Corporation in the years when such data is released. In the event that, in applying the values set-out above, the rental increase is at any time greater than the rental increase permitted by the *Residential Tenancy Act*, then the increase will be reduced to the maximum amount permitted by the *Residential Tenancy Act*. In the absence of obvious error or mistake, any calculation by the City of an Eligible Tenant's permitted income in any particular year shall be final and conclusive;

- (h) **"Family"** means:
  - (i) a person;
  - (ii) two or more persons related by blood, marriage or adoption; or
  - (iii) a group of not more than 6 persons who are not related by blood, marriage or adoption
- (i) **"Housing Covenant"** means the agreements, covenants and charges granted by the Owner to the City (which includes covenants pursuant to section 219 of the *Land Title Act*) charging the Lands registered on \_\_\_\_ day of \_\_\_\_\_, 201\_, under number \_\_\_\_\_;
- (j) **"Interpretation Act"** means the *Interpretation Act*, R.S.B.C. 1996, Chapter 238, together with all amendments thereto and replacements thereof;
- (k) **"Land Title Act"** means the *Land Title Act*, R.S.B.C. 1996, Chapter 250, together with all amendments thereto and replacements thereof;
- (l) **"Lands"** means the following lands and premises situate in the City of Richmond and, including a building or a portion of a building, into which said land is Subdivided:  
  
 PID: 028-631-561  
 Lot C Section 31 Block 4 North Range 5 West NWD Plan EPP12978
- (m) **"Local Government Act"** means the *Local Government Act*, R.S.B.C. 1996, Chapter 323, together with all amendments thereto and replacements thereof;
- (n) **"LTO"** means the New Westminster Land Title Office or its successor;
- (o) **"Owner"** means the party described on page 1 of this Agreement as the Owner and any subsequent owner of the Lands or of any part into which the Lands are Subdivided, and includes any person who is a registered owner in fee simple of an Affordable Housing Unit from time to time;

(p) **"Permitted Rent"** means no greater than:

- (i) \$837.00 a month for a bachelor unit;
- (ii) \$925.00 a month for a one bedroom unit;
- (iii) \$1,137.00 a month for a two bedroom unit; and
- (iv) \$1,375.00 a month for a three (or more) bedroom unit,

provided that, commencing July 1, 2012, the rents set-out above shall, in each year thereafter, be adjusted, plus or minus, by adding or subtracting therefrom, as the case may be, an amount calculated that is equal to the Core Need Income Threshold data and/or other applicable data produced by Canada Mortgage Housing Corporation in the years when such data is released. In the event that, in applying the values set-out above, the rental increase is at any time greater than the rental increase permitted by the *Residential Tenancy Act*, then the increase will be reduced to the maximum amount permitted by the *Residential Tenancy Act*. In the absence of obvious error or mistake, any calculation by the City of the Permitted Rent in any particular year shall be final and conclusive;

(q) **"Real Estate Development Marketing Act"** means the *Real Estate Development Marketing Act*, S.B.C. 2004, Chapter 41, together with all amendments thereto and replacements thereof;

(r) **"Residential Tenancy Act"** means the *Residential Tenancy Act*, S.B.C. 2002, Chapter 78, together with all amendments thereto and replacements thereof;

(s) **"Strata Property Act"** means the *Strata Property Act* S.B.C. 1998, Chapter 43, together with all amendments thereto and replacements thereof;

(t) **"Subdivide"** means to divide, apportion, consolidate or subdivide the Lands, or the ownership or right to possession or occupation of the Lands into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of "cooperative interests" or "shared interest in land" as defined in the *Real Estate Development Marketing Act*;

(u) **"Tenancy Agreement"** means a tenancy agreement, lease, license or other agreement granting rights to occupy an Affordable Housing Unit; and

(v) **"Tenant"** means an occupant of an Affordable Housing Unit by way of a Tenancy Agreement.

1.2 In this Agreement:

- (a) reference to the singular includes a reference to the plural, and *vice versa*, unless the context requires otherwise;
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (e) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided;
- (f) the provisions of section 25 of the *Interpretation Act* with respect to the calculation of time apply;
- (g) time is of the essence;
- (h) all provisions are to be interpreted as always speaking;
- (i) reference to a "party" is a reference to a party to this Agreement and to that party's respective successors, assigns, trustees, administrators and receivers. Wherever the context so requires, reference to a "party" also includes an Eligible Tenant, agent, officer and invitee of the party;
- (j) reference to a "day", "month", "quarter" or "year" is a reference to a calendar day, calendar month, calendar quarter or calendar year, as the case may be, unless otherwise expressly provided; and
- (k) where the word "including" is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word "including".

## ARTICLE 2

### USE AND OCCUPANCY OF AFFORDABLE HOUSING UNITS

- 2.1 The Owner agrees that each Affordable Housing Unit may only be used as a permanent residence occupied by one Eligible Tenant. An Affordable Housing Unit must not be occupied by the Owner, the Owner's family members (unless the Owner's family members qualify as Eligible Tenants), or any tenant or guest of the Owner, other than an Eligible Tenant.
- 2.2 Within 30 days after receiving notice from the City, the Owner must, in respect of each Affordable Housing Unit, provide to the City a statutory declaration, substantially in the

form (with, in the City Solicitor's discretion, such further amendments or additions as deemed necessary) attached as Appendix A, sworn by the Owner, containing all of the information required to complete the statutory declaration. The City may request such statutory declaration in respect to each Affordable Housing Unit no more than once in any calendar year; provided, however, notwithstanding that the Owner may have already provided such statutory declaration in the particular calendar year, the City may request and the Owner shall provide to the City such further statutory declarations as requested by the City in respect to an Affordable Housing Unit if, in the City's absolute determination, the City believes that the Owner is in breach of any of its obligations under this Agreement.

- 2.3 The Owner hereby irrevocably authorizes the City to make such inquiries as it considers necessary in order to confirm that the Owner is complying with this Agreement.

### ARTICLE 3 DISPOSITION AND ACQUISITION OF AFFORDABLE HOUSING UNITS

- 3.1 The Owner will not permit an Affordable Housing Unit Tenancy Agreement to be subleased or assigned.
- 3.2 If this Housing Agreement encumbers more than one Affordable Housing Unit, then the Owner may not, without the prior written consent of the City Solicitor, sell or transfer less than five (5) Affordable Housing Units in a single or related series of transactions with the result that when the purchaser or transferee of the Affordable Housing Units becomes the owner, the purchaser or transferee will be the legal and beneficial owner of not less than five (5) Affordable Housing Units.
- 3.3 The Owner must not rent, lease, license or otherwise permit occupancy of any Affordable Housing Unit except to an Eligible Tenant and except in accordance with the following additional conditions:
- (a) the Affordable Housing Unit will be used or occupied only pursuant to a Tenancy Agreement;
  - (b) the monthly rent payable for the Affordable Housing Unit will not exceed the Permitted Rent applicable to that class of Affordable Housing Unit;
  - (c) the Owner will not require the Tenant or any permitted occupant to pay any strata fees, strata property contingency reserve fees or any extra charges or fees for use of any common property, limited common property, or other common areas, facilities or amenities, or for sanitary sewer, storm sewer, water, other utilities, property or similar tax; provided, however, if the Affordable Housing Unit is a strata unit and the following costs are not part of strata or similar fees, an Owner may charge the Tenant the Owner's cost, if any, of providing cablevision, telephone, other telecommunications, gas, or electricity fees, charges or rates;
  - (d) the Owner will attach a copy of this Agreement to every Tenancy Agreement;

- (e) the Owner will include in the Tenancy Agreement a clause requiring the Tenant and each permitted occupant of the Affordable Housing Unit to comply with this Agreement;
- (f) the Owner will include in the Tenancy Agreement a clause entitling the Owner to terminate the Tenancy Agreement if:
  - (i) an Affordable Housing Unit is occupied by a person or persons other than an Eligible Tenant;
  - (ii) the annual income of an Eligible Tenant rises above the applicable maximum amount specified in section 1.1(g) of this Agreement;
  - (iii) the Affordable Housing Unit is occupied by more than the number of people the City's building inspector determines can reside in the Affordable Housing Unit given the number and size of bedrooms in the Affordable Housing Unit and in light of any relevant standards set by the City in any bylaws of the City;
  - (iv) the Affordable Housing Unit remains vacant for three consecutive months or longer, notwithstanding the timely payment of rent; and/or
  - (v) the Tenant subleases the Affordable Housing Unit or assigns the Tenancy Agreement in whole or in part,

and in the case of each breach, the Owner hereby agrees with the City to forthwith provide to the Tenant a notice of termination. Except for section 3.3(f)(ii) of this Agreement [*Termination of Tenancy Agreement if Annual Income of Tenant rises above amount prescribed in section 1.1(g) of this Agreement*], the notice of termination shall provide that the termination of the tenancy shall be effective 30 days following the date of the notice of termination. In respect to section 3.3(f)(ii) of this Agreement, termination shall be effective on the day that is six (6) months following the date that the Owner provided the notice of termination to the Tenant;

- (g) the Tenancy Agreement will identify all occupants of the Affordable Housing Unit and will stipulate that anyone not identified in the Tenancy Agreement will be prohibited from residing at the Affordable Housing Unit for more than 30 consecutive days or more than 45 days total in any calendar year; and
- (h) the Owner will forthwith deliver a certified true copy of the Tenancy Agreement to the City upon demand.

3.4 If the Owner has terminated the Tenancy Agreement, then the Owner shall use best efforts to cause the Tenant and all other persons that may be in occupation of the Affordable Housing Unit to vacate the Affordable Housing Unit on or before the effective date of termination.

#### **ARTICLE 4 DEMOLITION OF AFFORDABLE HOUSING UNIT**

- 4.1 The Owner will not demolish an Affordable Housing Unit unless:
- (a) the Owner has obtained the written opinion of a professional engineer or architect who is at arm's length to the Owner that it is no longer reasonable or practical to repair or replace any structural component of the Affordable Housing Unit, and the Owner has delivered to the City a copy of the engineer's or architect's report; or
  - (b) the Affordable Housing Unit is damaged or destroyed, to the extent of 40% or more of its value above its foundations, as determined by the City in its sole discretion,

and, in each case, a demolition permit for the Affordable Housing Unit has been issued by the City and the Affordable Housing Unit has been demolished under that permit.

Following demolition, the Owner will use and occupy any replacement Dwelling Unit in compliance with this Agreement and the Housing Covenant both of which will apply to any replacement Dwelling Unit to the same extent and in the same manner as those agreements apply to the original Dwelling Unit, and the Dwelling Unit must be approved by the City as an Affordable Housing Unit in accordance with this Agreement.

#### **ARTICLE 5 STRATA CORPORATION BYLAWS**

- 5.1 This Agreement will be binding upon all strata corporations created upon the strata title Subdivision of the Lands or any Subdivided parcel of the Lands.
- 5.2 Any strata corporation bylaw which prevents, restricts or abridges the right to use the Affordable Housing Units as rental accommodation will have no force and effect.
- 5.3 No strata corporation shall pass any bylaws preventing, restricting or abridging the use of the Affordable Housing Units as rental accommodation.
- 5.4 No strata corporation shall pass any bylaw or approve any levies which would result in only the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit (and not include all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units) paying any extra charges or fees for the use of any common property, limited common property or other common areas, facilities, or amenities of the strata corporation.
- 5.5 The strata corporation shall not pass any bylaw or make any rule which would restrict the Owner or the Tenant or any other permitted occupant of an Affordable Housing Unit from using and enjoying any common property, limited common property or other common areas, facilities or amenities of the strata corporation except on the same basis that governs

the use and enjoyment of any common property, limited common property or other common areas, facilities or amenities of the strata corporation by all the owners, tenants, or any other permitted occupants of all the strata lots in the applicable strata plan which are not Affordable Housing Units.

## ARTICLE 6 DEFAULT AND REMEDIES

- 6.1 The Owner agrees that, in addition to any other remedies available to the City under this Agreement or the Housing Covenant or at law or in equity, if an Affordable Housing Unit is used or occupied in breach of this Agreement or rented at a rate in excess of the Permitted Rent or the Owner is otherwise in breach of any of its obligations under this Agreement or the Housing Covenant, the Owner will pay the Daily Amount to the City for every day that the breach continues after forty-five (45) days written notice from the City to the Owner stating the particulars of the breach. For greater certainty, the City is not entitled to give written notice with respect to any breach of the Agreement until any applicable cure period, if any, has expired. The Daily Amount is due and payable five (5) business days following receipt by the Owner of an invoice from the City for the same.
- 6.2 The Owner acknowledges and agrees that a default by the Owner of any of its promises, covenants, representations or warranties set-out in the Housing Covenant shall also constitute a default under this Agreement.

## ARTICLE 7 MISCELLANEOUS

### 7.1 Housing Agreement

The Owner acknowledges and agrees that:

- (a) this Agreement includes a housing agreement entered into under section 905 of the *Local Government Act*;
- (b) where an Affordable Housing Unit is a separate legal parcel the City may file notice of this Agreement in the LTO against the title to the Affordable Housing Unit and, in the case of a strata corporation, may note this Agreement on the common property sheet; and
- (c) where the Lands have not yet been Subdivided to create the separate parcels to be charged by this Agreement, the City may file a notice of this Agreement in the LTO against the title to the Lands. If this Agreement is filed in the LTO as a notice under section 905 of the *Local Government Act* prior to the Lands having been Subdivided, and it is the intention that this Agreement is, once separate legal parcels are created and/or the Lands are subdivided, to charge and secure only the legal parcels or Subdivided Lands which contain the Affordable Housing Units, then the City Solicitor shall be entitled, without further City Council approval, authorization or bylaw, to partially discharge this Agreement accordingly. The



Owner acknowledges and agrees that notwithstanding a partial discharge of this Agreement, this Agreement shall be and remain in full force and effect and, but for the partial discharge, otherwise unamended. Further, the Owner acknowledges and agrees that in the event that the Affordable Housing Unit is in a strata corporation, this Agreement shall remain noted on the strata corporation's common property sheet.

## 7.2 **Modification**

Subject to section 7.1 of this Agreement, this Agreement may be modified or amended from time to time, by consent of the Owner and a bylaw duly passed by the Council of the City and thereafter if it is signed by the City and the Owner.

## 7.3 **Management**

The Owner covenants and agrees that it will furnish good and efficient management of the Affordable Housing Units and will permit representatives of the City to inspect the Affordable Housing Units at any reasonable time, subject to the notice provisions in the *Residential Tenancy Act*. The Owner further covenants and agrees that it will maintain the Affordable Housing Units in a good state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Lands. Notwithstanding the foregoing, the Owner acknowledges and agrees that the City, in its absolute discretion, may require the Owner, at the Owner's expense, to hire a person or company with the skill and expertise to manage the Affordable Housing Units.

## 7.4 **Indemnity**

The Owner will indemnify and save harmless the City and each of its elected officials, officers, directors, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:

- (a) any negligent act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom at law the Owner is responsible relating to this Agreement;
- (b) the construction, maintenance, repair, ownership, lease, license, operation, management or financing of the Lands or any Affordable Housing Unit or the enforcement of any Tenancy Agreement; and/or
- (c) without limitation, any legal or equitable wrong on the part of the Owner or any breach of this Agreement by the Owner.

## 7.5 **Release**

The Owner hereby releases and forever discharges the City and each of its elected officials, officers, directors, and agents, and its and their heirs, executors, administrators,

personal representatives, successors and assigns, from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of or which would or could not occur but for the:

- (a) construction, maintenance, repair, ownership, lease, license, operation or management of the Lands or any Affordable Housing Unit under this Agreement; and/or
- (b) the exercise by the City of any of its rights under this Agreement or an enactment.

#### **7.6 Survival**

The obligations of the Owner set out in this Agreement will survive termination or discharge of this Agreement.

#### **7.7 Priority**

The Owner will do everything necessary, at the Owner's expense, to ensure that this Agreement, if required by the City Solicitor, will be noted against title to the Lands in priority to all financial charges and encumbrances which may have been registered or are pending registration against title to the Lands save and except those specifically approved in advance in writing by the City Solicitor or in favour of the City, and that a notice under section 905(5) of the *Local Government Act* will be filed on the title to the Lands.

#### **7.8 City's Powers Unaffected**

This Agreement does not:

- (a) affect or limit the discretion, rights, duties or powers of the City under any enactment or at common law, including in relation to the use or subdivision of the Lands;
- (b) impose on the City any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement;
- (c) affect or limit any enactment relating to the use or subdivision of the Lands; or
- (d) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Lands.

#### **7.9 Agreement for Benefit of City Only**

The Owner and the City agree that:

- (a) this Agreement is entered into only for the benefit of the City;
- (b) this Agreement is not intended to protect the interests of the Owner, any Tenant, or any future owner, lessee, occupier or user of the Lands or the building or any portion thereof, including any Affordable Housing Unit; and

- (c) the City may at any time execute a release and discharge of this Agreement, without liability to anyone for doing so, and without obtaining the consent of the Owner.

#### **7.10 No Public Law Duty**

Where the City is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the Owner agrees that the City is under no public law duty of fairness or natural justice in that regard and agrees that the City may do any of those things in the same manner as if it were a private party and not a public body.

#### **7.11 Notice**

Any notice required to be served or given to a party herein pursuant to this Agreement will be sufficiently served or given if delivered, to the postal address of the Owner set out in the records at the LTO, and in the case of the City addressed:

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

And to: City Solicitor  
City of Richmond  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

or to the most recent postal address provided in a written notice given by each of the parties to the other. Any notice which is delivered is to be considered to have been given on the first day after it is dispatched for delivery.

#### **7.12 Enuring Effect**

This Agreement will extend to and be binding upon and enure to the benefit of the parties hereto and their respective successors and permitted assigns.

#### **7.13 Severability**

If any provision of this Agreement is found to be invalid or unenforceable, such provision or any part thereof will be severed from this Agreement and the resultant remainder of this Agreement will remain in full force and effect.

#### **7.14 Waiver**

All remedies of the City will be cumulative and may be exercised by the City in any order or concurrently in case of any breach and each remedy may be exercised any number of times with respect to each breach. Waiver of or delay in the City exercising

any or all remedies will not prevent the later exercise of any remedy for the same breach or any similar or different breach.

#### **7.15 Sole Agreement**

This Agreement, and any documents signed by the Owners contemplated by this Agreement (including, without limitation, the Housing Covenant), represent the whole agreement between the City and the Owner respecting the use and occupation of the Affordable Housing Units, and there are no warranties, representations, conditions or collateral agreements made by the City except as set forth in this Agreement. In the event of any conflict between this Agreement and the Housing Covenant, this Agreement shall, to the extent necessary to resolve such conflict, prevail.

#### **7.16 Further Assurance**

Upon request by the City the Owner will forthwith do such acts and execute such documents as may be reasonably necessary in the opinion of the City to give effect to this Agreement.

#### **7.17 Covenant Runs with the Lands**

This Agreement burdens and runs with the Lands and every parcel into which it is Subdivided in perpetuity. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its personal administrators, successors and assigns, and all persons who after the date of this Agreement, acquire an interest in the Lands.

#### **7.18 Equitable Remedies**

The Owner acknowledges and agrees that damages would be an inadequate remedy for the City for any breach of this Agreement and that the public interest strongly favours specific performance, injunctive relief (mandatory or otherwise), or other equitable relief, as the only adequate remedy for a default under this Agreement.

#### **7.19 No Joint Venture**

Nothing in this Agreement will constitute the Owner as the agent, joint venturer, or partner of the City or give the Owner any authority to bind the City in any way.

#### **7.20 Applicable Law**

Unless the context otherwise requires, the laws of British Columbia (including, without limitation, the *Residential Tenancy Act*) will apply to this Agreement and all statutes referred to herein are enactments of the Province of British Columbia.

**7.21 Deed and Contract**

By executing and delivering this Agreement the Owner intends to create both a contract and a deed executed and delivered under seal.

**7.22 Joint and Several**

If the Owner is comprised of more than one person, firm or body corporate, then the covenants, agreements and obligations of the Owner shall be joint and several.

**7.23 Limitation on Owner's Obligations**

The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands provided however that notwithstanding that the Owner is no longer the registered owner of the Lands, the Owner will remain liable for breaches of this Agreement that occurred while the Owner was the registered owner of the Lands.

**IN WITNESS WHEREOF** the parties hereto have executed this Agreement as of the day and year first above written.

**0864227 B.C. LTD.**

by its authorized signatory(ies):

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

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

**CITY OF RICHMOND**

by its authorized signatory(ies):

Per: \_\_\_\_\_  
Malcolm D. Brodie, Mayor

Per: \_\_\_\_\_  
David Weber, Corporate Officer

CITY OF RICHMOND
APPROVED for content by originating dept.
APPROVED for legality by Solicitor
DATE OF COUNCIL APPROVAL

## Appendix A to Housing Agreement

## STATUTORY DECLARATION

CANADA	)	IN THE MATTER OF A
	)	HOUSING AGREEMENT WITH
PROVINCE OF BRITISH COLUMBIA	)	THE CITY OF RICHMOND
	)	("Housing Agreement")

TO WIT:

I, \_\_\_\_\_ of \_\_\_\_\_, British Columbia, do solemnly declare that:

1. I am the owner or authorized signatory of the owner of \_\_\_\_\_ (the "Affordable Housing Unit"), and make this declaration to the best of my personal knowledge.
2. This declaration is made pursuant to the Housing Agreement in respect of the Affordable Housing Unit.
3. For the period from \_\_\_\_\_ to \_\_\_\_\_ the Affordable Housing Unit was occupied only by the Eligible Tenants (as defined in the Housing Agreement) whose names and current addresses and whose employer's names and current addresses appear below:

*[Names, addresses and phone numbers of Eligible Tenants and their employer(s)]*

4. The rent charged each month for the Affordable Housing Unit is as follows:
  - (a) the monthly rent on the date 365 days before this date of this statutory declaration: \$\_\_\_\_\_ per month;
  - (b) the rent on the date of this statutory declaration: \$\_\_\_\_\_; and
  - (c) the proposed or actual rent that will be payable on the date that is 90 days after the date of this statutory declaration: \$\_\_\_\_\_.
5. I acknowledge and agree to comply with the Owner's obligations under the Housing Agreement, and other charges in favour of the City noted or registered in the Land Title Office against the land on which the Affordable Housing Unit is situated and confirm that the Owner has complied with the Owner's obligations under the Housing Agreement.

A Commissioner for Taking Affidavits in the  
Province of British Columbia

DECLARANT

## PRIORITY AGREEMENT

In respect to a Housing Agreement (the "Housing Agreement") made pursuant to section 905 of the *Local Government Act* between the City of Richmond and **0864227 B.C. LTD.** (the "Owner") in respect to the lands and premises legally known and described as:

PID: 028-631-561

Lot C Section 31 Block 4 North Range 5 West NWD Plan EPP12978

(the "Lands")

**PARALLEL LEGION SDN BHD** (the "Chargeholder") is the holder of a Mortgage and Assignment of Rents encumbering the Lands which Mortgage and Assignment of Rents were registered in the Lower Mainland LTO under numbers BB331040, as modified by CA2697080, and BB331041, respectively ("the Bank Charges").

The Chargeholder, being the holder of the Bank Charges, by signing below, in consideration of the payment of Ten Dollars (\$10.00) and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged and agreed to by the Chargeholder), hereby consents to the granting of the covenants in the Housing Agreement by the Owner and hereby covenants that the Housing Agreement shall bind the Bank Charges in the Lands and shall rank in priority upon the Lands over the Bank Charges as if the Housing Agreement had been signed, sealed and delivered and noted on title to the Lands prior to the Bank Charges and prior to the advance of any monies pursuant to the Bank Charges. The grant of priority is irrevocable, unqualified and without reservation or limitation.

**PARALLEL LEGION SDN BHD**

by its authorized signatory(ies):

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

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



## PRIORITY AGREEMENT

In respect to a Housing Agreement (the "Housing Agreement") made pursuant to section 905 of the *Local Government Act* between the City of Richmond and **0864227 B.C. LTD.** (the "Owner") in respect to the lands and premises legally known and described as:

PID: 028-631-561

Lot C Section 31 Block 4 North Range 5 West NWD Plan EPP12978

(the "Lands")

**TA DEVELOPMENT ONE (CANADA) LTD.** (the "Chargeholder") is the holder of a Mortgage and Assignment of Rents encumbering the Lands which Mortgage and Assignment of Rents were registered in the Lower Mainland LTO under numbers BB1134744 and BB1134745, respectively ("the Bank Charges").

The Chargeholder, being the holder of the Bank Charges, by signing below, in consideration of the payment of Ten Dollars (\$10.00) and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged and agreed to by the Chargeholder), hereby consents to the granting of the covenants in the Housing Agreement by the Owner and hereby covenants that the Housing Agreement shall bind the Bank Charges in the Lands and shall rank in priority upon the Lands over the Bank Charges as if the Housing Agreement had been signed, sealed and delivered and noted on title to the Lands prior to the Bank Charges and prior to the advance of any monies pursuant to the Bank Charges. The grant of priority is irrevocable, unqualified and without reservation or limitation.

**TA DEVELOPMENT ONE (CANADA) LTD.**

by its authorized signatory(ies):

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

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

## PRIORITY AGREEMENT

In respect to a Housing Agreement (the "Housing Agreement") made pursuant to section 905 of the *Local Government Act* between the City of Richmond and **0864227 B.C. LTD.** (the "Owner") in respect to the lands and premises legally known and described as:

PID: 028-631-561

Lot C Section 31 Block 4 North Range 5 West NWD Plan EPP12978

(the "Lands")

**HSBC BANK CANADA** and **CANADIAN WESTERN BANK** (together, the "Chargeholder") is the holder of a Mortgage and Assignment of Rents encumbering the Lands which Mortgage and Assignment of Rents were registered in the Lower Mainland LTO under numbers CA2578488 and CA2578489, respectively ("the Bank Charges").

The Chargeholder, being the holder of the Bank Charges, by signing below, in consideration of the payment of Ten Dollars (\$10.00) and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged and agreed to by the Chargeholder), hereby consents to the granting of the covenants in the Housing Agreement by the Owner and hereby covenants that the Housing Agreement shall bind the Bank Charges in the Lands and shall rank in priority upon the Lands over the Bank Charges as if the Housing Agreement had been signed, sealed and delivered and noted on title to the Lands prior to the Bank Charges and prior to the advance of any monies pursuant to the Bank Charges. The grant of priority is irrevocable, unqualified and without reservation or limitation.

### **HSBC BANK CANADA**

by its authorized signatory(ies):

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

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

### **CANADIAN WESTERN BANK**

by its authorized signatory(ies):

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

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





**Traffic Bylaw No. 5870, Amendment Bylaw No. 8944**

The Council of the City of Richmond enacts as follows:

1. Traffic Bylaw No. 5870, as amended, is further amended at Section 1.2 by adding the following definitions to Section 1.2, after the definition of "**CURB**":

**DIRECTOR OF  
TRANSPORTATION**

means the Director of Transportation in the Planning and Development Department of the City and includes a person designated as an alternate.

2. Traffic Bylaw No. 5870, as amended, is further amended at Section 1.2 by adding the following definitions to Section 1.2, after the definition of "**RICHMOND OVAL**":

**SHARED VEHICLE**

means a **vehicle** that is owned and operated by a **shared vehicle organization**.

**SHARED VEHICLE  
ORGANIZATION**

means an entity approved by the **Director of Transportation** that provides its members, for a fee, a car-sharing service whereby such members have access to a fleet of **shared vehicles** which they may reserve for use on an hourly basis.

**SHARED VEHICLE  
DECAL**

means a colour-coded plastic sticker issued by the **City** to a **shared vehicle organization** that is affixed to the lower, driver side of the windshield of a **shared vehicle**.

3. Traffic Bylaw No. 5870, as amended, is further amended by adding the following after 12B:

**SHARED VEHICLE PARKING**

12C.1 The **City** may designate any **street** or part of the **street** for the reserved **parking** only of **shared vehicles** by posting on the **street** signs indicating a prohibition on **parking** except for a **shared vehicle** owned by the **shared vehicle organization** described on the **street** sign.

12C.2 A person may park a **shared vehicle** on any such **street** or part of the **street** as designated in 12C.1 under the following conditions:

- (a) the **shared vehicle** has a properly located and current **shared vehicle decal**;

- (b) the name of the **shared vehicle organization** on the **shared vehicle decal** corresponds with the name of the **shared vehicle organization** described on the **street** sign; and
- (c) the **shared vehicle** complies with all other parking restrictions that apply in that area.

12C.3 The general allocation of **shared vehicle parking** spaces on the **street** will be based on the following:

- (a) on a first-come, first-served basis; and
- (b) at high demand locations, spaces will be allocated to the **shared vehicle organizations** by way of a lottery draw on the basis of rules the **Director of Transportation** considers just and equitable in the circumstances.

12C.4 The annual fee for a permit authorizing the use of a **shared vehicle parking** space under Section 12C.1 for each **shared vehicle** is \$300 plus applicable taxes.

4. This Bylaw is cited as "**Traffic Bylaw No. 5870, Amendment Bylaw No. 8944**".

FIRST READING

SEP 24 2012

SECOND READING

SEP 24 2012

THIRD READING

SEP 24 2012

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept.
VW
APPROVED for legality by Solicitor
DC

MAYOR

CORPORATE OFFICER



**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122,  
Amendment Bylaw No. 8949**

The Council of the City of Richmond enacts as follows:

1. Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, as amended, is further amended by adding to the end of the table in Schedule A of Bylaw No. 8122 the content of the table in Schedule A attached to and forming part of this bylaw.
2. This Bylaw is cited as “**Notice of Bylaw Violation Dispute Adjudication Bylaw No. 8122, Amendment Bylaw No. 8949**”.

FIRST READING

SEP 24 2012

SECOND READING

SEP 24 2012

THIRD READING

SEP 24 2012

ADOPTED

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

\_\_\_\_\_  
MAYOR

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

## SCHEDULE A TO BYLAW NO. 8949

## SCHEDULE A TO BYLAW NO. 8122

## Designated Bylaw Contraventions and Corresponding Penalties

A1 Bylaw	A2 Description of Contravention	A3 Section	A4 Compliance Agreement Available	A5 Penalty	A6 Early Payment Option	A7 Late Payment Amount	A8 Compliance Agreement Discount
	Period of Time from Receipt (inclusive)		n/a	29 to 60 days	1 to 28 days	61 days or more	n/a
Traffic Bylaw No. 5870 (1992)	Parking without displaying a valid shared vehicle decal	12C.2	No	\$70.00	\$45.00	\$95.00	n/a



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 8788 (RZ 10-545531)  
4151, 4171 AND 4191 NO. 4 ROAD**

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

1. The Zoning Map of the City of Richmond, which accompanies and forms part of Richmond Zoning Bylaw 8500, is amended by repealing the existing zoning designation of the following area and by designating it **TOWN HOUSING (ZT67) – ALEXANDRA NEIGHBOURHOOD (WEST CAMBIE)**.

P.I.D. 003-605-680

Lot "A" Section 34 Block 5 North Range 6 West New Westminster District Plan 13444

P.I.D. 004-342-925

Lot "B" Section 34 Block 5 North Range 6 West New Westminster District Plan 13444

P.I.D. 003-874-044

Lot "C" Section 34 Block 5 North Range 6 West New Westminster District Plan 13444

2. This Bylaw may be cited as "**Richmond Zoning Bylaw 8500, Amendment Bylaw 8788**".

FIRST READING

JUL 25 2011

A PUBLIC HEARING WAS HELD ON

SEP 07 2011

SECOND READING

SEP 07 2011

THIRD READING

SEP 07 2011

MINISTRY OF TRANSPORTATION AND  
INFRASTRUCTURE APPROVAL

OCT 19 2011

DEVELOPMENT REQUIREMENTS SATISFIED

OCT 03 2012

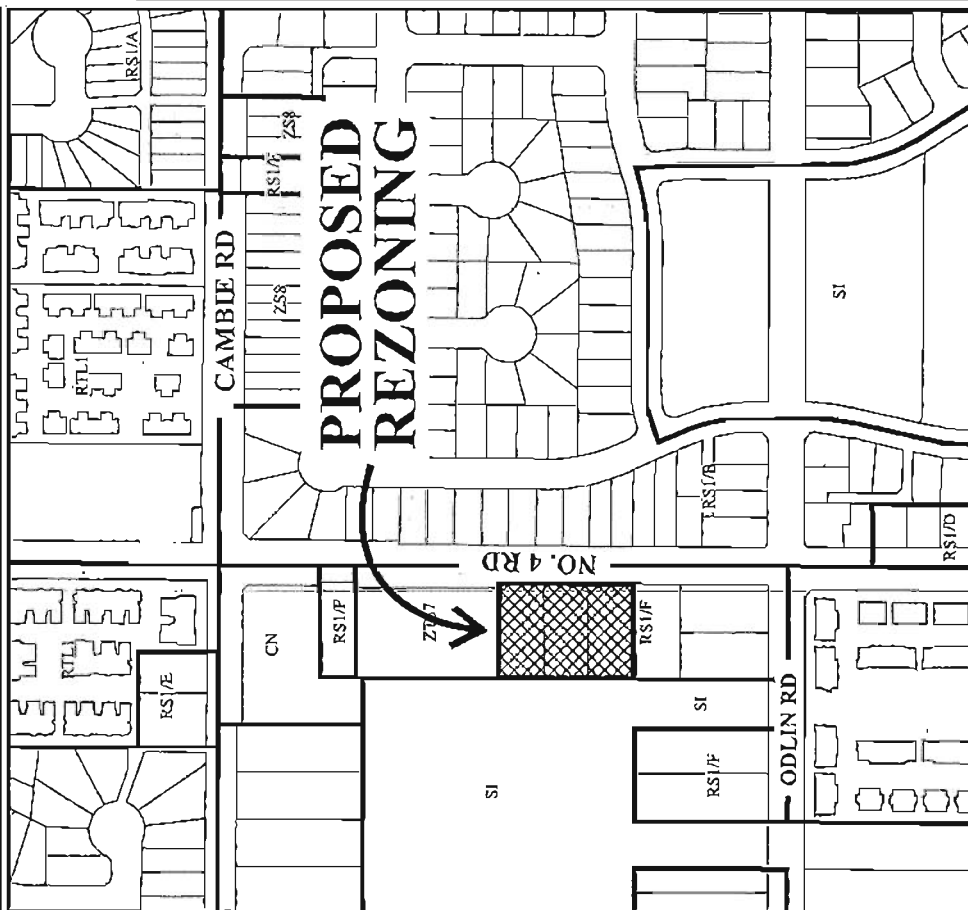
ADOPTED



\_\_\_\_\_  
MAYOR

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





26.84	4211	26.83	NO. 4 RD	14.64	4280	28.47
26.49	26.82			12.24	48.8	54
53.31	53.31	53.31	53.31	53.31	53.31	53.31
25.84	41.91	25.34	41.71	25.34	41.51	25.34
25.84	41.71	25.34	41.51	25.34	41.31	25.34
25.84	41.51	25.34	41.31	25.34	41.11	25.34
25.84	41.31	25.34	41.11	25.34	40.91	25.34
25.84	41.11	25.34	40.91	25.34	40.71	25.34
25.84	40.91	25.34	40.71	25.34	40.51	25.34
25.84	40.71	25.34	40.51	25.34	40.31	25.34
25.84	40.51	25.34	40.31	25.34	40.11	25.34
25.84	40.31	25.34	40.11	25.34	39.91	25.34
25.84	40.11	25.34	39.91	25.34	39.71	25.34
25.84	40.01	25.34	39.61	25.34	39.41	25.34
25.84	39.91	25.34	39.31	25.34	39.11	25.34
25.84	39.81	25.34	39.11	25.34	38.91	25.34
25.84	39.71	25.34	38.91	25.34	38.71	25.34
25.84	39.61	25.34	38.61	25.34	38.41	25.34
25.84	39.51	25.34	38.31	25.34	38.11	25.34
25.84	39.41	25.34	38.01	25.34	37.81	25.34
25.84	39.31	25.34	37.71	25.34	37.51	25.34
25.84	39.21	25.34	37.41	25.34	37.21	25.34
25.84	39.11	25.34	37.11	25.34	36.91	25.34
25.84	39.01	25.34	36.81	25.34	36.61	25.34
25.84	38.91	25.34	36.51	25.34	36.31	25.34
25.84	38.81	25.34	36.21	25.34	36.01	25.34
25.84	38.71	25.34	35.91	25.34	35.71	25.34
25.84	38.61	25.34	35.61	25.34	35.41	25.34
25.84	38.51	25.34	35.31	25.34	35.11	25.34
25.84	38.41	25.34	35.01	25.34	34.81	25.34
25.84	38.31	25.34	34.71	25.34	34.51	25.34
25.84	38.21	25.34	34.41	25.34	34.21	25.34
25.84	38.11	25.34	34.11	25.34	33.91	25.34
25.84	38.01	25.34	33.81	25.34	33.61	25.34
25.84	37.91	25.34	33.51	25.34	33.31	25.34
25.84	37.81	25.34	33.21	25.34	33.01	25.34
25.84	37.71	25.34	32.91	25.34	32.71	25.34
25.84	37.61	25.34	32.61	25.34	32.41	25.34
25.84	37.51	25.34	32.31	25.34	32.11	25.34
25.84	37.41	25.34	32.01	25.34	31.81	25.34
25.84	37.31	25.34	31.71	25.34	31.51	25.34
25.84	37.21	25.34	31.41	25.34	31.21	25.34
25.84	37.11	25.34	31.11	25.34	30.91	25.34
25.84	37.01	25.34	30.81	25.34	30.61	25.34
25.84	36.91	25.34	30.51	25.34	30.31	25.34
25.84	36.81	25.34	30.21	25.34	30.01	25.34
25.84	36.71	25.34	29.91	25.34	29.71	25.34
25.84	36.61	25.34	29.61	25.34	29.41	25.34
25.84	36.51	25.34	29.31	25.34	29.11	25.34

RZ 10-545531

Original Date: 09/23/10

Revision Date:

**Note:** Dimensions are in METRES



**Richmond Zoning Bylaw 8500  
Amendment Bylaw 8891 (ZT 11-593771)  
10880, 10820 AND 10780 NO. 5 ROAD AND 12733 STEVESTON  
HIGHWAY**

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

1. Richmond Zoning Bylaw 8500 is amended by:
  - i. Repealing section 20.18.4.4 and 20.18.4.5 (Permitted Density) and replacing it with:

**"20.18.4 Permitted Density**

    4. The total **floor area** used for:
      - a) **Commercial use** within the area bounded by Highway 99, Steveston Highway, No. 5 Road and the **Agricultural Land Reserve** shall not exceed 9,000.0 m<sup>2</sup>;
      - b) **Residential use** within the area bounded by Highway 99, Steveston Highway, No. 5 Road and the **Agricultural Land Reserve** shall not exceed 53,511.0 m<sup>2</sup>.
    5. For the purpose of Section 20.18.4, **floor area ratio** shall be calculated based on the area bounded by Highway 99, Steveston Highway, No. 5 Road and the **Agricultural Land Reserve**, regardless of **subdivision**."
  - ii. Repealing section 20.18.7.1 (Permitted Heights) and replacing it with:

**"20.18.7 Permitted Heights**

    1. The maximum **height** is:
      - a) For **buildings**: 20.0 m, but containing not more than 5 **storeys** over a parking **structure**, except that:
        - i) For **buildings** located more than 90.0 m from No. 5 Road: 25.0 m, but not containing more than 6 **storeys** over a parking **structure**."

2. This Bylaw may be cited as **“Richmond Zoning Bylaw 8500, Amendment Bylaw 8891”**.

FIRST READING

APR 23 2012

PUBLIC HEARING

MAY 22 2012

SECOND READING

MAY 22 2012

THIRD READING

MAY 22 2012

OTHER REQUIREMENTS SATISFIED

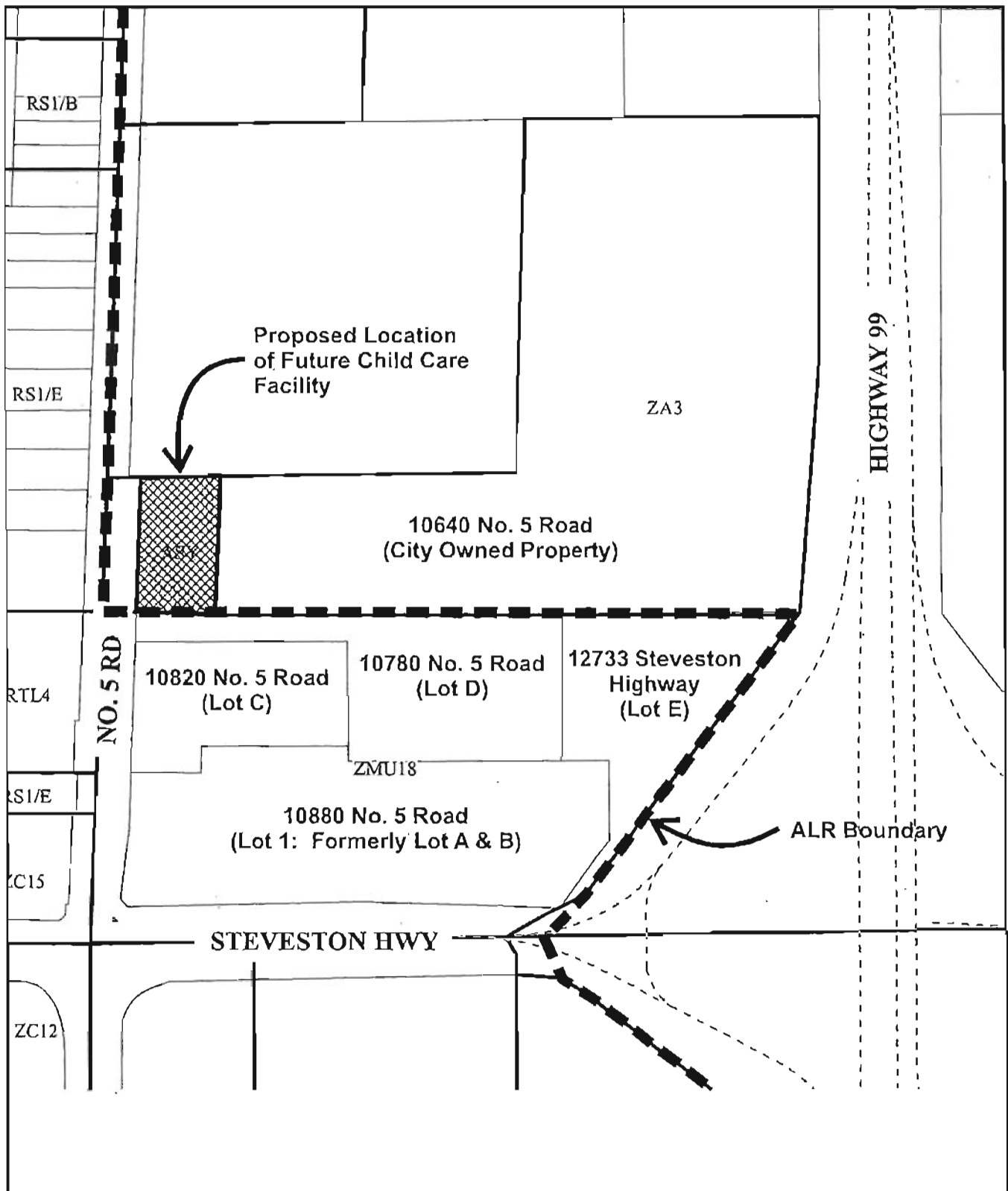
OCT 03 2012

ADOPTED



\_\_\_\_\_  
MAYOR

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



## The Gardens Development Lands

Original Date: 03/28/12

Revision Date: 03/29/12

Note: Dimensions are in METRES





**Development Permit Panel  
Wednesday, September 26, 2012**

Time: 3:30 p.m.  
Place: Council Chambers  
Richmond City Hall  
Present: Joe Erceg, Chair  
Dave Semple, General Manager, Community Services  
John Irving, Director of Engineering

The meeting was called to order at 3:30 p.m.

**1. Minutes**

It was moved and seconded

*That the minutes of the meeting of the Development Permit Panel held on Wednesday, August 22, 2012, be adopted.*

**CARRIED**

**2. Development Permit 12-597695**

(File Ref. No.: DP 12-597695) (REDMS No. 3845372)

APPLICANT: Am-Pri Construction Ltd.

PROPERTY LOCATION: 7691, 7711 and 7731 Bridge Street

INTENT OF PERMIT:

1. Permit the construction of 34 Townhouse Units at 7691, 7711 and 7731 Bridge Street on a site zoned "Medium Density Townhouses (RTM2)"; and
2. Vary the provisions of Richmond Zoning Bylaw 8500 to:
  - a) reduce the required side yard setback along the south property line from 3.0 metres to 1.50 metres for Building 7 to enable the retention of a mature tree on the Bridge Street frontage of the site; and
  - b) permit resident parking to be provided in a tandem parking configuration for all 34 units.

## Development Permit Panel

### Tuesday, September 26, 2012

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#### Applicant's Comments

Taizo Yamamoto, Yamamoto Architects Inc., provided the following information regarding the proposed development of 34 townhouse units on Bridge Street, north of Blundell Road, near No. 4 Road:

- there are townhouse residences to the east, to the south, and to the west of the subject site, and to the north of the subject site is a single-family home;
- originally the northern edge of the property was to become part of Keefer Street, but was changed into a six-metre wide public walkway right-of-way that is at the northern edge of the property, creating two frontages, and which will connect Bridge Street to Armstrong Street to the west with future development to the north;
- the five townhouse units facing Bridge Street have gated front yards and are oriented to create a "rowhouse" feeling;
- to accommodate trees, and the outdoor amenity space, the setback in the northeast corner exceeds the distance required by the zoning bylaw, and to accommodate trees in the southwest corner of the subject site, the setback exceeds the distance required by the zoning bylaw;
- the requested variance to reduce the required side yard setback in the southeast corner of the site from 3.0 metres to 1.50 metres would enable the retention of the tree on the Bridge Street frontage;
- the 22 townhouse unit development to the south of the subject site also has a 1.5-metre setback for one of the buildings in the middle of the site;
- in response to suggestions by the Advisory Design Panel, the public walkway was redesigned to achieve a more "meandering" appearance, the number of pavers on site has been increased, and to reduce the massing and the overlook, a side window has been eliminated, and the second level of the proposed townhouse units have been stepped back;
- the addition of coniferous trees will provide screening, and enhance privacy, between the subject site and neighbouring lots;
- a more shallow, or lower, pitch roof is in keeping with the character of the roofs in the area;
- materials include brick at the base of the elevations for units fronting Bridge Street and the public walkway; with painted Hardi-plank panels as a middle and top feature of the facades;
- sustainability features include low flow fixtures and high efficiency appliances;
- there is one convertible unit with all units providing aging-in-place features, such as backing for the future installation of grab-bars; and

## Development Permit Panel

### Tuesday, September 26, 2012

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- residents can short-cut through the site by taking advantage of a pedestrian connection.

Amit Sandhu, CEO, Ampri Group/Am-Pri Construction Ltd., addressed the Panel and advised that he was aware of correspondence (attached to these Minutes as Schedule 1) submitted by Barbara To, AA Property Management Ltd., Agent for the Owners of Strata Plan BCS 4241 – Newbury, located at 7771 Bridge Street, to the south of the subject site.

Mr. Sandhu submitted a letter, and timeline of events, to the Panel (attached to these Minutes as Schedule 2) in response to Ms. To's correspondence. Mr. Sandhu then advised that he had received a call from Ms. To on September 4, 2012, to address the issue of damage caused at 7771 Bridge Street as a result of pre-loading on the subject site, and that he had emailed Ms. To to explain that, due to natural settlement and contraction of wood building materials, deficiencies can arise in the first year after construction. He recommended that she contact both the developer and also the warranty provider. Mr. Sandhu then listed various dates in September 2012 on which the applicant addressed the matters that Ms. To brought forward.

Mr. Sandhu concluded his remarks by stating that: (i) Am-Pri would take the necessary steps to determine where the responsibility of the defects at 7771 Bridge Street falls; (ii) Mr. Nick Poon had agreed that the developer would fix the shifted pavers; and (iii) Am-Pri had offered to patch the concrete gaps.

Masa Ito, Ito and Associates Landscape Architects, addressed the Panel and responded to the Chair's queries regarding tree retention on the subject site. Mr. Ito explained that:

- four trees are being retained on the subject site; two other on-site trees will be relocated from the southeast and northwest corners of the site, to the centre of the subject site;
- to protect the root systems of the trees, before construction begins, a protective barrier will be placed around the retained trees; and
- at the conclusion of the construction phase, the landscape contractor will do additional planting, and will provide additional soil around the landscape elements to enhance the health of the trees.

Discussion continued, due to further queries from the Panel, and Mr. Ito and Mr. Yamamoto provided the following advice:

- the development presents a front yard character to the public walkway and to the Bridge Street frontage;
- the public pedestrian walkway is to be illuminated during evening hours;
- the proposed tree protection barriers are effective and prevent the need for storage of trees during the preloading and construction phases, and a tree well is not necessary on this site;
- the grade of the subject site is approximately the same as the grade of the site to the south; and



## Development Permit Panel

### Tuesday, September 26, 2012

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- eventually, the public walkway will be City property, and will be maintained by the City.

#### Staff Comments

Wayne Craig, Director of Development, advised that the public walkway along the north property line is part of a City Servicing Agreement and that the intent is for the City to provide greater pedestrian access in the neighbourhood.

In response to a query from the Chair, Mr. Craig noted that the site to the north of the subject site is intended for the development of new single-family lots fronting onto Bridge and Armstrong Streets.

Mr. Craig added that the applicant had, on September 26, 2012, submitted a revised landscape plan, and the revised plan includes two new trees adjacent to the south side of Building No. 7.

#### Gallery Comments

Jeanne Chen, President, Strata Council, Strata Plan BCS 4241 (Newbury), 7771 Bridge Street, addressed the Panel regarding the damages to her strata complex as a result of the pre-loading activities by Am-Pri Construction. Ms. Chen distributed copies of her statement, a fence assessment report, and photographs (attached to these Minutes as Schedule 3).

Ms. Chen described: (i) that the foundation and structure of the perimeter fences at the north property lines had been compromised; (ii) the lawns, concrete slabs and tiles on the ground facing the perimeter fences have settled; and (iii) that there have been interior damages to units #1, 3, 4, and 6.

Ms. Chen advised that the owners at 7771 Bridge Street agree that the property foundation and structure have been damaged, and that they are concerned for their safety.

Johnny, resident of a home adjacent to the subject site, stated that: (i) construction on the subject site starts at 7:00 a.m., thereby disrupting his sleep; (ii) two interior doors in his home no longer close as a result of the damage done by construction activities on the subject site; (iii) stucco flakes from his ceilings are shaken loose by the construction; and (iv) he was dismayed that construction took place on Saturdays.

The Chair advised the delegate that the City's noise bylaw defines the allowable hours of construction and that if he wished Johnny could call the Director of Development directly regarding: (i) hours of construction; and (ii) noise levels from construction sites, and ask that the City look into the issues.

## Development Permit Panel

### Tuesday, September 26, 2012

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#### Correspondence

Barbara To, AA Property Management Ltd., Agent for the Owners of Strata Plan BCS 4241 – Newbury, located at 7771 Bridge Street (Schedule 1)

Amit Sandhu, Ampri Group (Schedule 2)

Jeanne Chen, Strata Plan BCS 4241 – Newbury, Located at 7771 Bridge Street (Schedule 3)

In relation to the correspondence from Ms. To (Schedule 1) Mr. Craig advised that the Strata Council and Strata owners, in addition to concerns regarding potential damage from pre-load activities, also stated their opposition to the requested reduction of the required side yard setback along the south property line from 3.0 metres to 1.50 metres for Building 7.

The Chair invited Mr. Sandhu to address the Panel for a second time, and Mr. Sandhu said that representatives of his development company: (i) advise new homeowners, who take possession of new residential units, that in the first year after the completion of construction, there may be minor settlement issues; and (ii) conduct a review and check for any deficiencies, after a one year period, and if necessary, undertake any repairs. Mr. Sandhu added that he had requested that Ms. To explain this to the residents of buildings at 7771 Bridge Street.

Further, Mr. Sandhu stated that Am-Pri had sent a crew to patch gaps in the curbs at 7771 Bridge Street, but that if there were problems with construction of the buildings at 7771 Bridge Street, he questioned the integrity of those buildings and suggested that they be reviewed by the buildings' structural engineer.

A brief discussion ensued between the Chair and Mr. Sandhu, and Mr. Sandhu advised that: (i) Am-Pri did not acknowledge that cracks in the curbs at 7771 Bridge Street were the result of activity on the subject site, but that Am-Pri nonetheless undertook to patch the gaps out of goodwill; and (ii) Am-Pri has undertaken repairs to the fencing.

The Chair advised that the dispute between Am-Pri and residents of buildings at 7771 Bridge Street is a civil matter, and for that reason it is beyond the scope of the Development Permit Panel, or the City of Richmond, to propose a solution.

The Chair noted that delegate Ms. Chen had expressed concern that she, and other residents of buildings at 7771 Bridge Street, had been unable to communicate with Mr. Sandhu or anyone affiliated with Am-Pri, and when asked by the Chair if Mr. Sandhu would be willing to be contacted by Ms. Chen and other residents who live near the subject site, Mr. Sandhu stated that he was available by telephone.

The Chair then reiterated that the Panel and the City would not become involved in any civil matter, but that the Panel could ask the applicant to make himself available to residents of buildings at 7771 Bridge Street, in order to try to resolve the matter. He added that it was possible that problems on the interior of their residences might be due to reasons other than activity on the subject site.

## Development Permit Panel

### Tuesday, September 26, 2012

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The Chair, in addressing Mr. Sandu, stated that the Panel expected Mr. Sandhu to: (i) meet with concerned neighbours; and (ii) provide feedback of the meeting through City staff, to the Panel.

#### Panel Discussion

There were positive remarks regarding the applicant's effort to retain trees on site, the amenity area, the public walkway, and the integration of the project into the neighbourhood.

Comments were made regarding the Panel's desire that the applicant be a good neighbour and address concerns raised by residents at 7771 Bridge Street.

#### Panel Decision

It was moved and seconded

*That a Development Permit be issued which would:*

1. *Permit the construction of 34 Townhouse Units at 7691, 7711 and 7731 Bridge Street on a site zoned "Medium Density Townhouses (RTM2)"; and*
2. *Vary the provisions of Richmond Zoning Bylaw 8500 to:*
  - a) *reduce the required side yard setback along the south property line from 3.0 metres to 1.50 meters for Building 7 to enable the retention of a mature tree on the Bridge Street frontage of the site; and*
  - b) *permit resident parking to be provided in a tandem parking configuration for all 34 units.*

**CARRIED**

The Chair directed staff to report to the Panel on the outcome of the discussion Mr. Sandhu was to have with residents at 7771 Bridge Street.

#### 3. Development Permit 12-615424

(File Ref. No.: DP 12-615424) (REDMS No. 3644532)

APPLICANT: Onni Contracting Ltd.

PROPERTY LOCATION: 7731 and 7771 Alderbridge Way

INTENT OF PERMIT:

1. Permit the construction of a 659-unit project in four (4), six-storey wood frame buildings over two (2) concrete parking structures located at 7731 and 7771 Alderbridge Way;
2. Vary the provision of Richmond Zoning Bylaw 8500 to:

## Development Permit Panel

### Tuesday, September 26, 2012

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- a) reduce the required exterior side yard setbacks for portions of partially below-grade parking structures on the proposed Lots 1 and 2 from 3.0 metres to 0.0 metres respectively along Cedarbridge Way and Gilbert Road;
- b) reduce the required interior side yard setback for limited portions of partially-below grade parking structures from 1.5 metres to 0.0 metres along the west property line of the proposed Lot 1 and the east property line of the proposed Lot 2;
- c) reduce the required visitor parking from 0.20 spaces/dwelling unit to 0.15 spaces/dwelling unit for the development as a whole; and
- d) relax the requirement for the provision of on-site loading spaces for two (2) WB-17 loading spaces.

#### **Applicant's Comments**

Eric Hughes, Development Department, Onni Contracting Ltd., spoke on behalf of the applicant regarding the proposal to develop four, six-storey buildings, over two concrete parking structures on a site near the Olympic Oval. He stated that the project encompasses 620,000 square feet, and includes 659 units, 48 of them affordable housing units, and that 528 the proposed units meet universal guidelines.

Mr. Hughes mentioned that Onni is making a voluntary contribution to Richmond's Public Art Program, including a cash contribution for a public art piece at the City-owned corner lot at Gilbert Road and the New River Road.

With regard to a timeline for the proposed development, Mr. Hughes noted that the Planning Committee had considered the staff report regarding the site's rezoning, the project had been discussed by the Advisory Design Panel on two separate occasions, the project had been considered at the May, 2012 and June 2012 Public Hearings, and that after approval of a development permit, Onni hoped to launch sales of the proposed residential units in the autumn of 2012.

Mr. Hughes described the wood frame structures as different from surrounding concrete towers, and said that Onni desired to bring a variety of housing stock to the Lansdowne neighbourhood.

He said that the architect's design has a 'concrete feel' and includes design features such as a terrace on the upper floor and aluminum window systems.

Mr. Hughes concluded his remarks by saying that the applicant had worked with staff to refine the project and that upon completion the project, "Riva", would set a benchmark for six-storey wood frame development projects in the Lower Mainland.

Taizo Yamamoto, Yamamoto Architects Inc. provided the following details regarding the proposed development:

## Development Permit Panel

### Tuesday, September 26, 2012

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- two greenways are to be provided with pedestrian paths: (i) one runs from the east to the west boundaries of the development, crossing Cedarbridge Way in the centre of the development site; and (ii) one extends from the north to the south on the west side and intersects the west end of the east-west greenway;
- there are four buildings on four quadrants, and each building is arranged around a courtyard, thereby providing semi-public space within each building, while allowing for the maximum amount of sunlight into the courtyards; three buildings are oriented west, while one is oriented north, facing the Fraser River;
- a main challenge is that Alderbridge Way's current elevation is lower than that of the New River Road, resulting in: (i) a 2.6 metre geodectic elevation; and (ii) a 2.5 metre grade difference between Alderbridge Way and the first floor of the adjoining units;
- one solution to the issues that arise from the grade difference is a set pattern around the perimeter of the site realized by a continuous street wall, complete with railings mounted on the face of the wall, or post-mounted, so that there is no additional height requirement;
- there is access to the sidewalk from all ground floor units, with some units having steps up, splitting to individual units;
- along the Alderbridge Way frontage, Buildings 1 and 4 have setbacks that are in excess of those required by the zoning bylaw, and the sidewalk is well within the generous setback;
- Cedarbridge Way will slope up gradually to achieve a 4.0 metre elevation that creates level access through the centre of the subject site, with terraced planters located between the unit patios and the street level;
- the on-site greenway slopes up to a height of 4.0 metres and is level with all at-grade units and lobbies;
- the four lobbies are situated such that they create a "node", which serves as the project's public realm;
- there is one parkade under Buildings 1 and 2, with a second parkade under Buildings 3 and 4; each of the four buildings has its own parkade entrance and visitor parking area; the reduction of parking spaces from 0.20 spaces per dwelling unit to 0.15 spaces per dwelling unit has been worked out with the City's Transportation staff;
- the current lane that runs north/south at the western property line will eventually be turned into a greenway;
- in Building 1 there is a shared ground floor indoor amenity space that includes an indoor swimming pool that will open up on a large common courtyard patio; small meeting rooms will be a feature of both Buildings 3 and 4;

## Development Permit Panel

### Tuesday, September 26, 2012

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- the central lobby design, as well as the secondary lobbies, create the opportunity to introduce a “store front” element, with full glazing from ceiling to floor, to provide more emphasis, and a more iconic character;
- the architectural goal was to form a distinctive and modern wood-frame project, with a heavier base for each building, clad in panels, with materials chosen to allow hidden fasteners to create a more solid appearance;
- work was done to differentiate the appearance of the buildings, in terms of massing and material treatment, to ensure a lack of conformity;
- some secondary balconies in Building 1 have been removed since the first design iteration, so that the elements read strongly and create a break in the building’s facade;
- the vertical corner element in Building 2 has the appearance of a concrete and glass tower;
- elements were created for the exterior of Building 3 in order for it to respond better to the existing buildings on Cedarbridge Way;
- Building 4 was designed to create more diversity throughout its streetscape;
- Onni has committed to achieving LEED silver equivalent criteria;
- sustainability features include permeable pavers in the pedestrian pathway areas, and the use of low flow fixtures; and
- the plan is to be ready to connect with a future district energy utility.

David Stoyko, Sharp and Diamond Landscape Architecture Inc., addressed the Panel and briefly described the project’s landscape scheme:

- water features and a variety of gardens in the building’s courtyards will create attractive transitions from the semi-private courtyards to the public streets;
- landscape elements will be applied to the on-site walkways, and individual garden plots will be featured;
- the stepped patio and landscaped terraces help reduce the appearance of grade differences;
- the street walls on Alderbridge Way and New River Road create attractive greenway edges;
- each of the four central courtyards provide a high level of amenity space available to all residents, with generous private terraces, creating a mix of spaces;
- individual buildings feature slightly different amenities, including flex space, a children’s play space, and gardening plots; and
- generally, the landscape materials include ones that relate to the river environment, connect with the river, and provide seasonal colour.

## Development Permit Panel

### Tuesday, September 26, 2012

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#### Panel Discussion

Discussion ensued between the Chair and Mr. Yamamoto, and in particular regarding how the project is in conflict with its parking scheme. In response to that comment, and queries from the Chair, Mr. Yamamoto provided the following advice for clarification:

- due to the lower grade of Alderbridge Way, the rest of the development has been designed to be relative to the grade of Alderbridge Way, with lowered patios and stepped walls; and
- the water table on the subject site impacted the parkades, and if the two parkades were lowered: (i) the privacy of the patios sited on the New River Road would be compromised; and (ii) the parkades would have to be “tanked”, something that is not proposed in the design scheme; the “River Green” project has tanked parkades, but that project is concrete, not wood-frame, as is “Riva”;

Discussion continued among the Panel, Mr. Yamamoto and Mr. Hughes. In response to Panel queries the delegates provided the following information:

- the public art component for the prominent corner at Gilbert Road and the New River Road was discussed with the City’s public art staff and it was determined that the design for the art component would: (i) be undertaken with the City; and (ii) come at a later date;
- the interim treatment of a parched block, with a concrete wall, is planned if the requested variance to reduce the required interior side yard setback for limited portions of the partially-below grade parking structure along the west property line of the proposed Lot 1 and the east property line of the proposed Lot 2 is granted;
- in terms of the 25% reduction in visitor parking spaces, the request to vary the required visitor parking from 0.20 spaces per dwelling unit to 0.15 spaces per dwelling unit for the development as a whole was informed by the intent to provide the 0.15 spaces, even during the rezoning process;
- there are 192 proposed tandem parking spaces on the site;
- due to the connectivity of Alderbridge Way the “ramp up” and “ramp down” design element remains constant: and the private courtyards as well as the water feature will soften the appearance of the ramp elements;
- the private courtyards as well as the waterfall feature, will soften the interface between the subject site and the roadway; and
- the orientation of the buildings’ individual courtyards is such that they will receive the maximum amount of sunlight; and the relatively short height of six stories will also enhance the quantity of sunlight in the courtyards.

## Development Permit Panel

### Tuesday, September 26, 2012

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#### Staff Comments

Mr. Craig drew attention to: (i) the substantial indoor amenity space in Building 1 and noted that it would be part of the first phase of construction; and (ii) the two small amenity spaces in Buildings 3 and 4.

Mr. Craig added that the project was designed to meet the noise mitigation standards set out in the City's Official Community Plan, in relation to aircraft noise.

In response to a query regarding the lack of comment from the City's Parks staff on the Gilbert Road greenway, Mr. Craig advised that only a portion of the greenway is adjacent to the proposed project, and that staff's desire is to look at the entire length of the Gilbert Road greenway. Mr. Craig added that there is no timeline for this.

#### Gallery Comments

Gordon Walker, CTC Group, advised that he owns the property to the west of the subject site. Mr. Walker supports Onni's "Riva" project but stated concern about the requested variance along the west property line. Mr. Walker stated that his company is in the process of examining its site for development, and was concerned that if the "Riva" parkade was to rise to 8.2 feet, as he understood from the staff report, his company's building and Onni's building would butt up against one another.

Mr. Walker suggested that the applicant meet with the principals of CTC Group to: (i) explain what Onni's proposed development will look like; and (ii) how the proposed development would impact CTC Group's property.

The Chair queried the applicant regarding the proposed height of the street wall. In response Mr. Hughes advised that City staff requested a 10 metre-wide north-south link, and that the design scheme proposes a 5 metre wide right-of-way, with the other 5 metres being added at the time of future development of the property to the west of the subject site.

When the Chair stated that the street wall's height was approximately 8 feet, Mr. Walker advised that that height would have an impact on what CTC Group could develop on their site in the future, and that it should not be assumed that CTC Group's future development would "match" what Onni proposes to do on the subject site.

The Chair directed the applicant to meet with Mr. Walker and the principals of CTC Group for discussions, and to apply the City's area plan guidelines to that discussion.

#### Correspondence

None.



## Development Permit Panel

### Tuesday, September 26, 2012

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#### Panel Discussion

The Chair complimented many of the features in the proposed design scheme, but raised some concerns. He remarked that the parkade, despite being partially below-grade, dominated the streetscape, and due to this, the project was inconsistent with the City's desired "eyes on the street" casual surveillance of public streets.

The Chair then stated that he would like the applicant to revisit the treatment, particularly for the Alderbridge Way frontage, to determine whether something more can be done. He said that he would like staff to: (i) prepare more information on the northwest corner of the subject site, as well as the plan and timeline for the City's Parks and Transportation departments to work within the adjacent Gilbert Road allowance; and (ii) examine the effect of the disproportionate 25% reduction in visitor parking.

The Chair added that he also wanted the applicant and staff to work together to provide more information regarding the interface with the property to the west of the subject site.

There was general agreement that the Panel supported the Chair's suggestion to refer the application back to staff, to explore the areas outlined by the Chair, and that the application should be brought back for consideration at the Wednesday, October 10, 2012 meeting of the Development Permit Panel.

#### Panel Decision

It was moved and seconded

*That Onni Contracting Ltd.'s DP 12-615424 (7731 and 7771 Alderbridge Way) be referred back to staff, and brought forward for consideration by the Development Permit Panel at its October 10, 2012 meeting, to be held at 3:30 p.m. in the Council Chambers, City Hall, in order for:*

- 1. The applicant to revisit the treatment, in relation to the parkade and other elements, for the Alderbridge Way frontage, and determine whether something more could be done;*
- 2. Staff to prepare more information regarding:*
  - (a) the northwest corner of the subject site; and*
  - (b) the plan and timeline for the City's Parks and Transportation plans within the adjacent Gilbert Road allowance;*
- 3. Staff to examine the effect of the disproportionate 25% reduction in visitor parking on the development; and*
- 4. The applicant and staff to provide more information regarding the interface with the property to the west of the subject site.*

CARRIED

**Development Permit Panel**  
**Tuesday, September 26, 2012**

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**4. New Business**

**5. Date Of Next Meeting: Wednesday, October 10, 2012**

**6. Adjournment**

It was moved and seconded

*That the meeting be adjourned at 5:01 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, September 26, 2012.

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Joe Erceg  
Chair

---

Sheila Johnston  
Committee Clerk



Schedule 1 to the Minutes of  
the Development Permit  
Panel Meeting of Wednesday,  
September 26, 2012.

September 24, 2012

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

<b>To Development Permit Panel</b>
Date: <u>SEPT. 26, 2012</u>
Item # <u>2</u>
Re: <u>DP 12-597695</u>

**BY HAND**

CITY OF RICHMOND  
INFO CENTRE

SEP 25 2012

Attn: David Johnson  
Planning & Development Dept

Dear David,

Re: **Damage On Our Property Due To Adjacent Site Construction**  
**BCS 4241 – Newbury**  
**7771 Bridge Street, Richmond, BC**

We are the Strata Agent acting for and on behalf of the Owners, Strata Plan BCS 4241 – Newbury located at 7771 Bridge Street, Richmond.

A Notice of Application for the Development Permit DP12-597695 from City of Richmond regarding AM-Pri Construction Ltd's development was received.

As the current pre-loading has already caused damage(s) on our property, we would like to relay the dispute from the Strata Council and the Strata Owners for the item - a) reduce the required side yard setback along the south property line from 3.0 meters to 1.50 meters.

To assess the damage(s) on the said property as well as to support the dispute to reduce the setback from 3.0 meters to 1.50 meters, enclosed is the Inspection Report by GeoPacific Consultant Ltd

The report confirms damages to the adjoining property line of Newbury and the Am-Pri's construction location at 7691, 7711 and 7731 Bridge Street. The strata council is concerned with the continued damages and safety to the affected units and common property at the Newbury North property line.

Attached are some pictures of the patched work to repair the damages outside Unit # 4 and Unit 6. It is believed that this patched work was done by the related developer.

The Strata Council would like to bring this matter to your attention, as the related developer has not discussed with the Strata Council or the Strata Agent the proper way to address these damage(s), which would make the Strata Council and the owners worry once the construction is commenced.

Thank you for your attention in this matter.

Yours truly,  
AA PROPERTY MANAGEMENT LTD.  
Agent for the Owners BCS 4241

Per: Barbara To  
c.c.: Council  
Encl: as stated

Strata Plan BCS 4241  
c/o AA Property Management Ltd.  
#150-8600 Cambie Road  
Richmond, B.C.  
V6X 4J9

September 20, 2012  
File: 10792

Attention: Barbara To

**Re: Damage Assessment Report- Newbury Townhouse Development**  
**7771 Bridge Street, Richmond, BC**

## **1.0 INTRODUCTION**

On September 17<sup>th</sup>, 2012 GeoPacific Consultants Ltd. conducted a condition assessment of the Newbury Townhouse Complex at 7771 Bridge Street in Richmond, for which we were the original geotechnical engineer on record. The review was undertaken to determine the impact of neighbouring construction activities on the subject property and document visible damage within 15m of the complex's north property line. The review was based on visual inspection alone. The following summarizes the general condition of the Newbury townhouse development in the vicinity of the north property line, as well as photographs of any defects or deficiencies noted.

## **2.0 BACKGROUND**

On November 4<sup>th</sup>, 2009, GeoPacific Consultants Ltd. conducted a geotechnical investigation for the original development of the Newbury Complex. Soil conditions consisted of thin layers of variable fills and up to 1.6m of peat overlying up to 2.5m of firm to soft clay and silt. The clay and silt was underlain by Fraser River Channel Fill Sediments. Site preparation for the development included the stripping of fills and peat, and the consolidation of clays under the loading of grading fills. Residents of some of the effected units have indicated that no defects or damage were visible in their units until preload was placed on the adjacent property to the north, in about March of 2012.

At the time of our site review, the preload consisted of a combination of sloped and lock block retained sand fill placed to heights ranging from 0.3m to 2.5m above grade, based on visual observation. The sloped boundaries of the preload fill extended directly against the Newbury Complex's northern property line. In May of 2012, residents of the Newbury Complex noticed ground settlements and resulting damage to both interior and exterior structures and roads within approximately 6.0m of the northern property line. The most significant of which were located within 1.0m to 3.0m of the preload boundary. Furthermore, settlements were most prevalent around units 4 and 6, where the adjacent preload was the highest.

Approximate preload location and dimensions at the time of our review is provided on drawing 10792-01, following this report.

### 3.0 CONDTION REVIEW

#### 3.1 Interior Damage – Unit 6

Damage to the interior of unit 6 was noted on the north wall of the first floor. Damage consisted of minor hairline cracks in wall paint (photos 1, 3, & 9), separation of floorboards and cabinets from floors and walls respectively (photos 2, 4, 5, & 6), and propagation of existing shrinkage cracks in the garage floor slab (photos 7 & 8). In general, cracks ranged from less than 1mm to 3mm in aperture.

Similar damage has been reported in units 1 and 4. However, GeoPacific was unable to access these units at the time of our site review and therefore cannot confirm this.

#### 3.2 Exterior Damage – Units 1, 4, and 6

Considerable ground movements and resulting impacts on serviceability of exterior structures were noticed along the north sides of units 1, 4, and 6. These included separations of fence sections up to 20mm wide (photos 10 & 11), movements of fence gates up to 55mm (photos 13, 21, & 23), stress cracks in soil up to 25mm wide running parallel to and at a distance of approximately 1.0m from the preload boundary (photos 12, 14, & 22), separation of paving bricks up to 30mm (photos 14 to 20, & 26), and settlements (<30mm) and cracks (<15mm) in concrete curbs (photos 16, 17, 18, & 25)

The majority of exterior damage was found to be located within 1.0m to 3.0m of the north fence extending along the property line. Damage was most prevalent around units 4 and 6, where the neighbouring preload was approximately 2.0m above grade

#### 3.3 Summary

Table 1 provides a list of photographs taken on the property outlining areas of observed damage both inside and outside the home. The numbered photographs and photograph locations are attached to this letter for reference.

**Table 1. List of Existing Damage at the Photograph Locations at 7771 Bridge Street, Richmond, BC**

Photo #	Location of Damage	Comments
1	Unit 6 interior-kitchen	Cracks in wall tile (<1mm)
2	Unit 6 interior-kitchen	Separation of cabinet from wall (<2mm)
3	Unit 6 interior-dining room	Crack in wall paint (<1mm)
4	Unit 6 interior- dining room	Window sill crack (<2mm)
5	Unit 6 interior- dining room	Separation of floor board from floor (<2mm)
6	Unit 6 interior- dining room	Window sill crack (<1mm)
7	Unit 6 interior- garage	Cracks in slab-on-grade (<5mm)
8	Unit 6 interior- garage	Cracks in slab-on-grade (<5mm)

9	Unit 6 interior- garage	Crack in wall paint (<1mm)
10	Unit 6 exterior	Fence section separation (<20mm)
11	Unit 6 exterior	Fence section separation (<20mm)
12	Unit 6 exterior	Soil stress crack (<25mm)
13	Unit 6 exterior	Movement of fence door (<55mm)
14	Unit 6 exterior	Soil crack and paving stone separation (<30mm)
15	Unit 6 exterior	Paving stone separation (<30mm)
16	Unit 6 exterior	Paving stone separation and curb settlement (<30mm)
17	Unit 6 exterior	Curb settlement (<30mm)
18	Unit 4 exterior	Paving stone separation and curb settlement (<30mm)
19	Unit 4 exterior	Paving stone separation (<30mm)
20	Unit 4 exterior	Paving stone separation (<30mm)
21	Unit 4 exterior	Movement of fence door (<30mm)
22	Unit 4 exterior	Soil stress crack (<20mm)
23	Unit 4 exterior	Movement of fence door (<10mm)
24	Unit 1 exterior	Crack in concrete curb (<15mm)
25	Unit 1 exterior	Example of non-damaged paving brick
26	Unit 1 exterior	Paving stone separation (<20mm)

#### 4.0 CONCLUSIONS

Based on our review of site conditions and existing geotechnical documentation, it is our opinion that the preloading activities on the neighbouring property have caused compression of the soils on the Newbury complex, resulting in ground settlement as well as lateral displacement of the ground on the Newbury complex. This movement has resulted in cosmetic damage and serviceability issues within approximately 4.0m of the northern property line. The majority of the settlements are concentrated 1.0m to 3.0m from the preload boundary and are proportional to the adjacent preload height. That is, settlements more significant near areas with higher preload heights. We expect settling to continue, at a decreasing rate, for the full duration of preloading. Specific ground movements on the Newbury property can be monitored with the use of survey pins spanning the northern portion of the complex.



We are pleased to be of assistance to you on this project and we trust that our comments are sufficient for your current purposes. If you would like further details or would like clarification of any of the above, please do not hesitate to call.

For:  
GeoPacific Consultants Ltd.

Michael Mains, EIT  
Junior Geotechnical Engineer

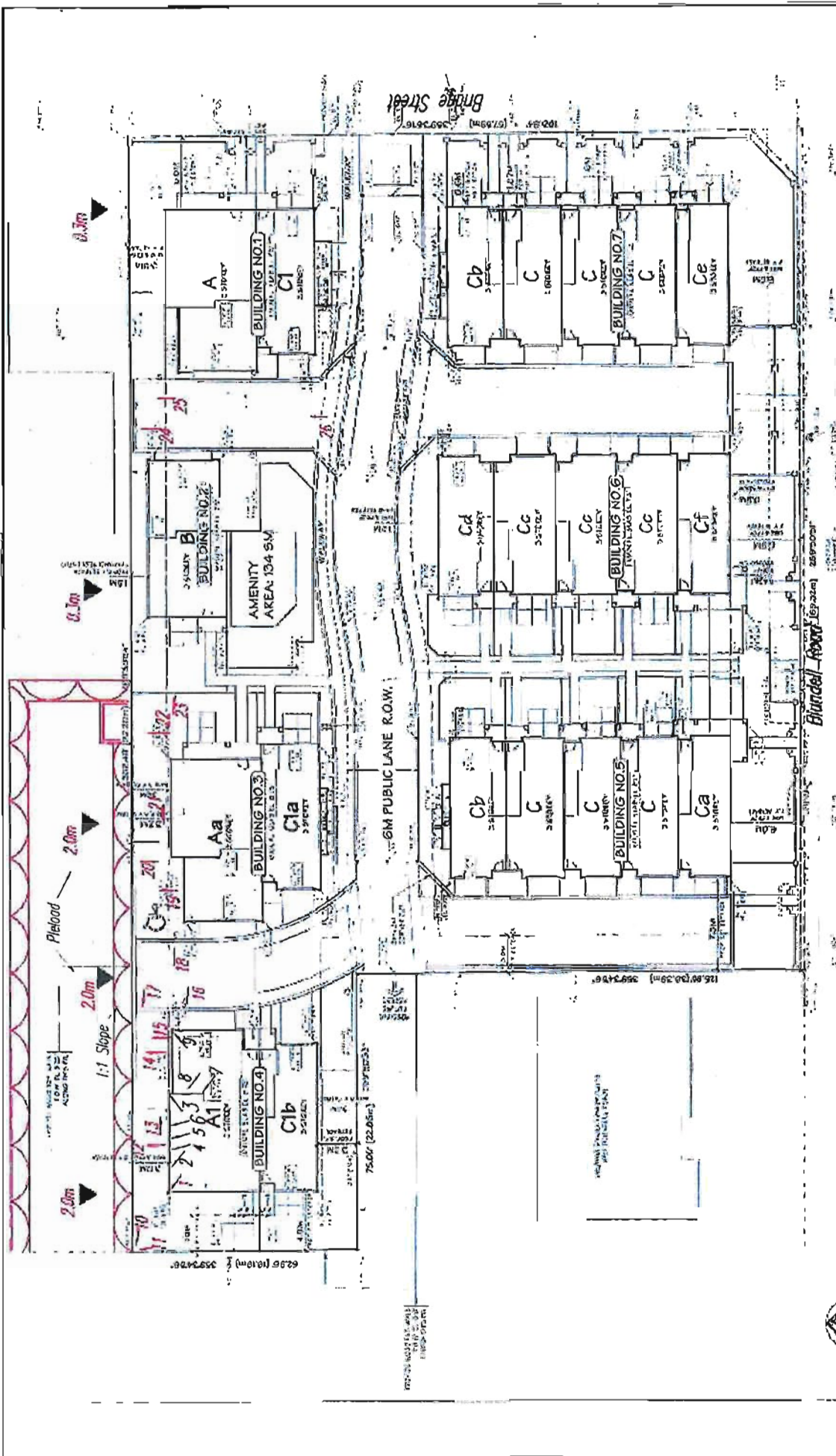
Reviewed By:



Matt Kokan, M.a.Sc., P.Eng.  
Principal

Sept 20, 2012.





Legend:  
 ▲ Approximate Prebid Height  
 1- Photo No. 1  
 Photo Locations are Approximate



PREPARED BY: DATE: 10/18/2012 DRAWN BY:	PROJECT NO.: 10792 PROJECT NAME: Hendbury 7771 Bridge Street, Richmond, BC Photo Locations and Approximate Prebid Heights	DATE: September 18, 2012 SCALE: AS SHOWN DRAWN BY:	SHEET NO.: 10792-01 TOTAL SHEETS: 10792-01
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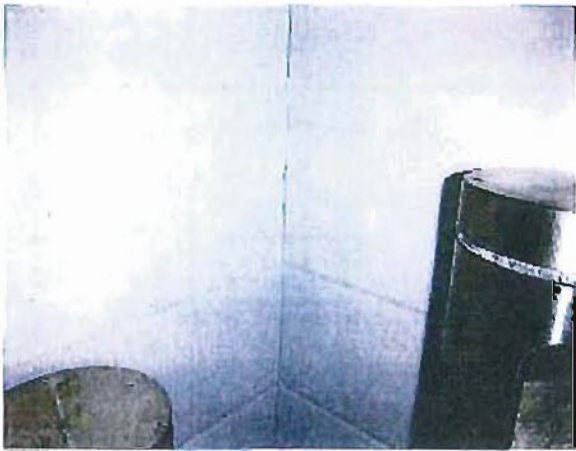


Photo No.01

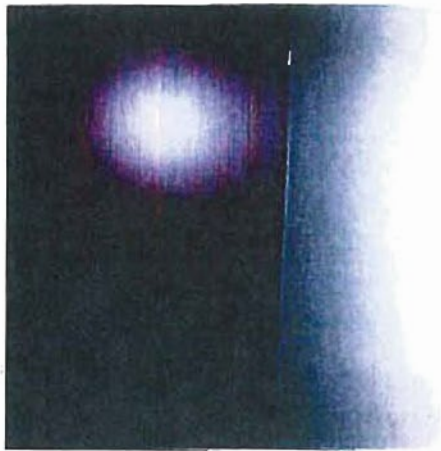


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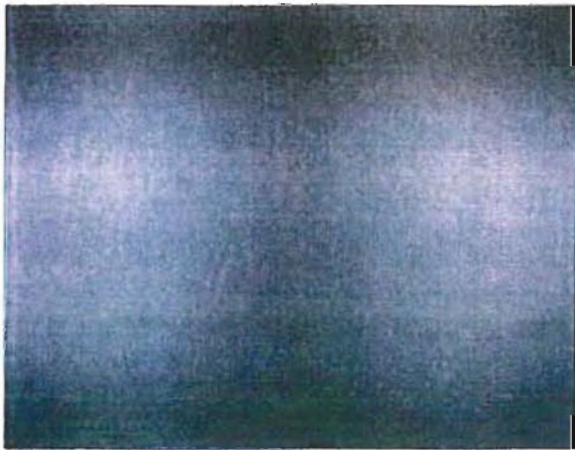


Photo No.03



Photo No.04

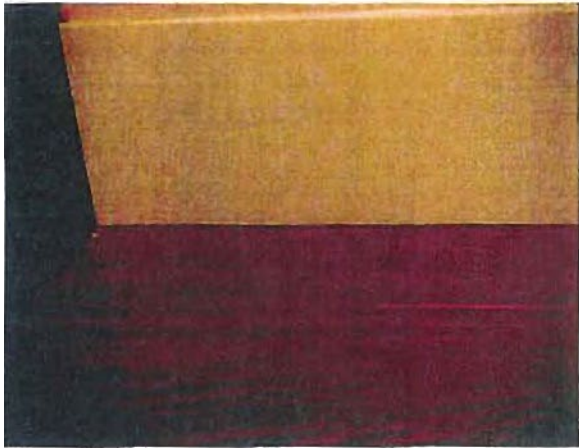


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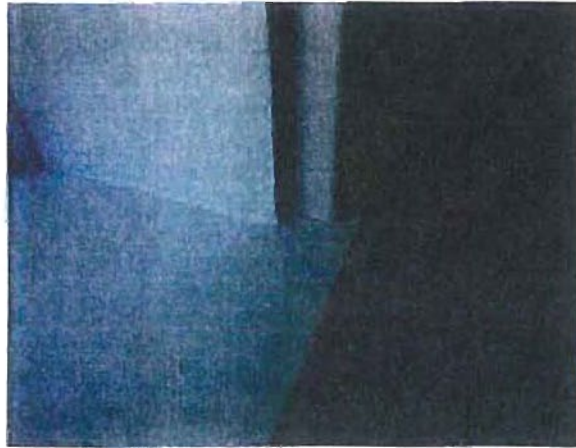


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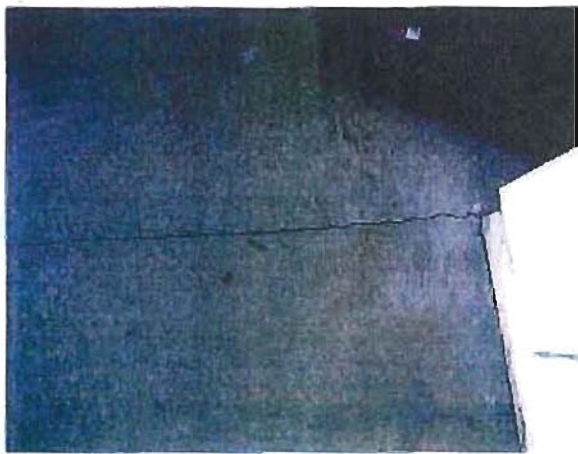


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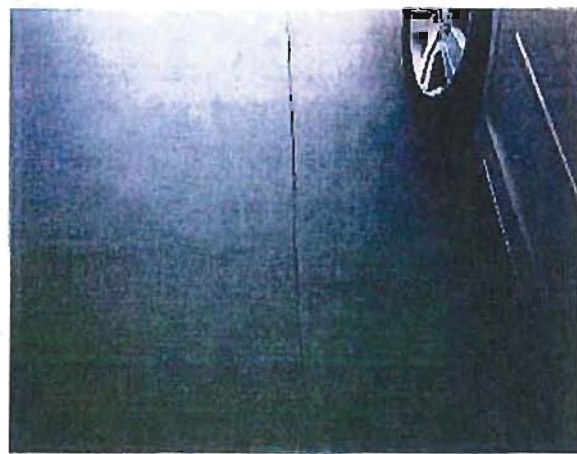


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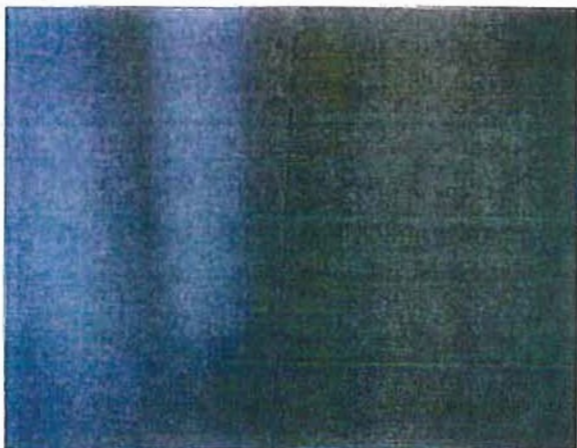


Photo No.09



Photo No.10



Photo No.11



Photo No.12



Photo No.13



Photo No.14

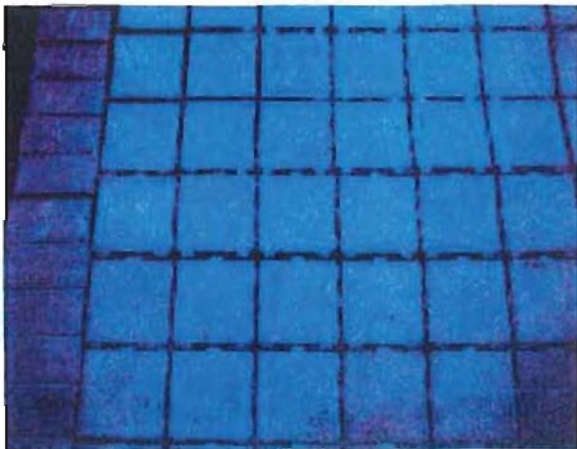


Photo No.15



Photo No.16



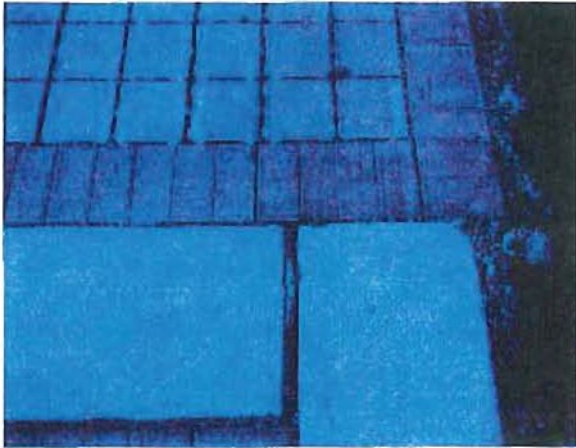


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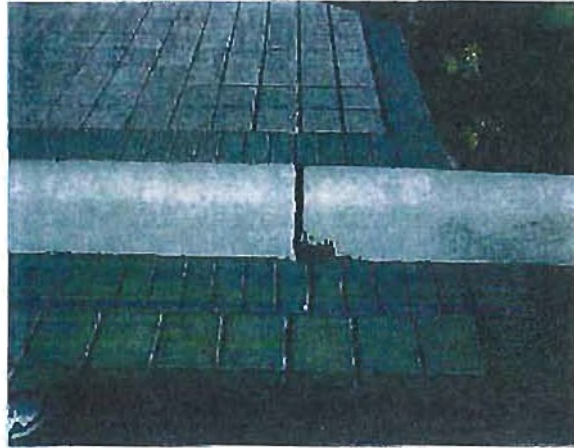


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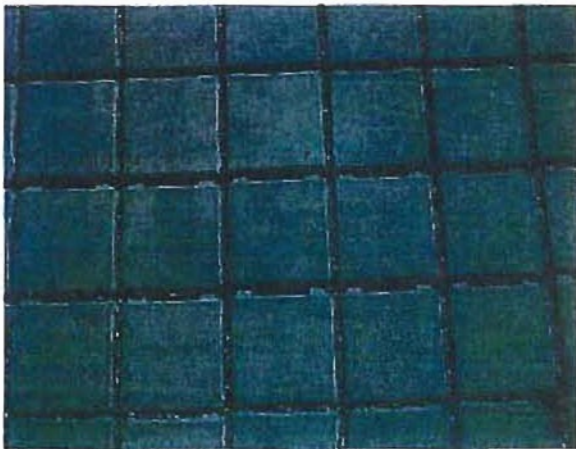


Photo No.19



Photo No.20

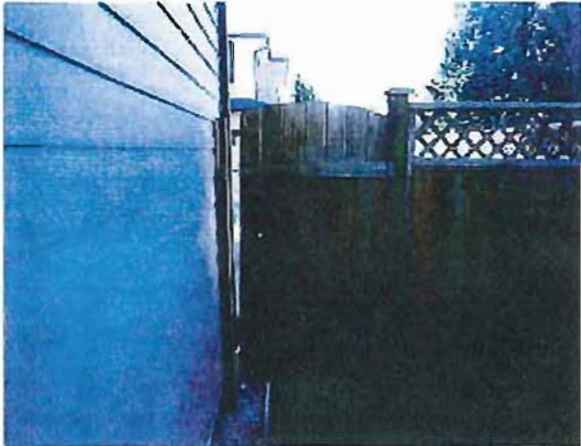


Photo No.21



Photo No.22



Photo No.23



Photo No.24



Photo No.25

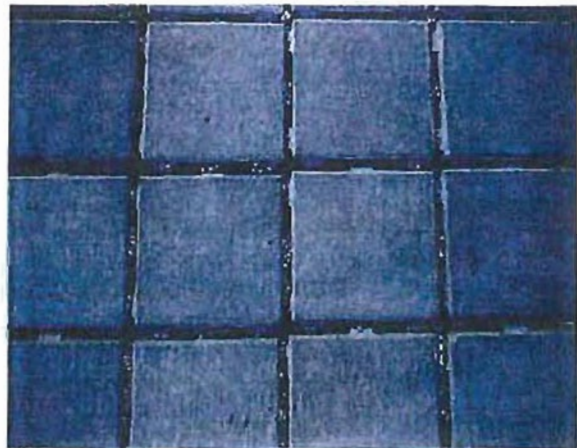
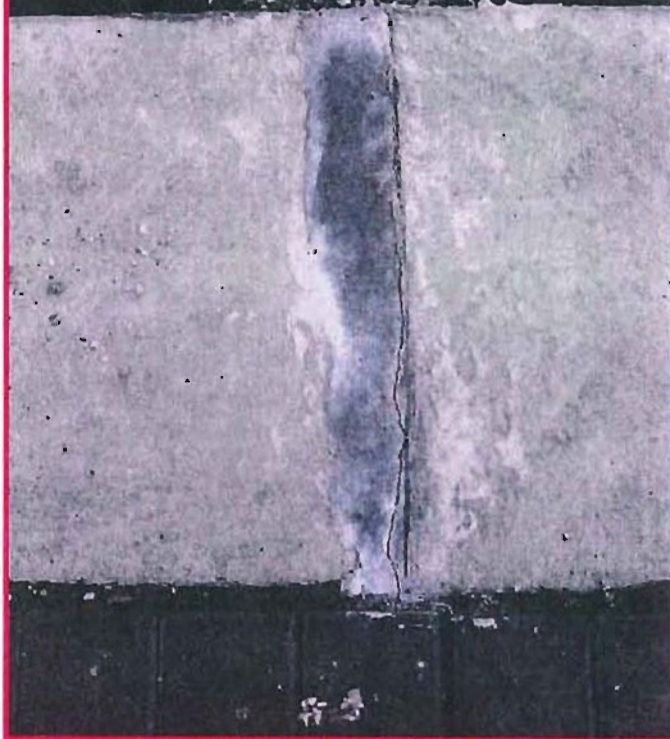


Photo No.26



Unit #6 - 9/22/12



Unit #4 - 9/22/12





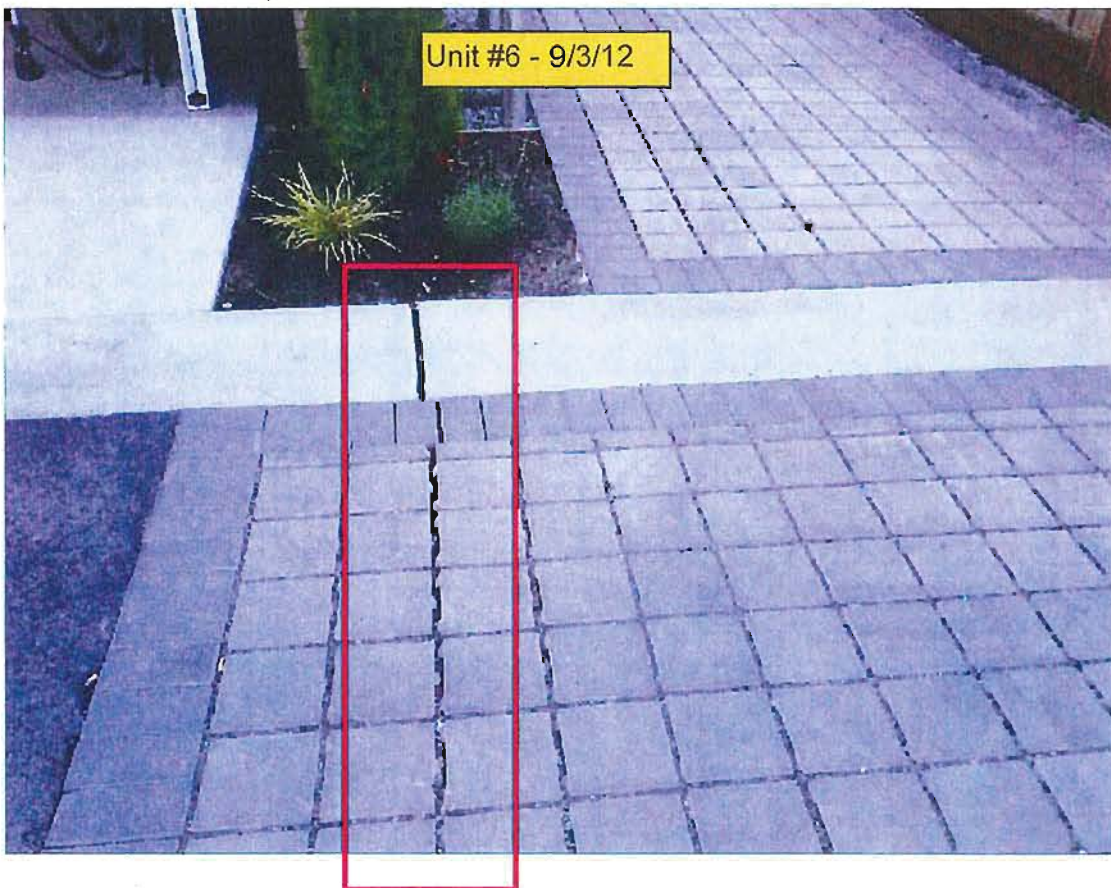
CNCL - 305



Unit #06



Unit #6 - 9/3/12



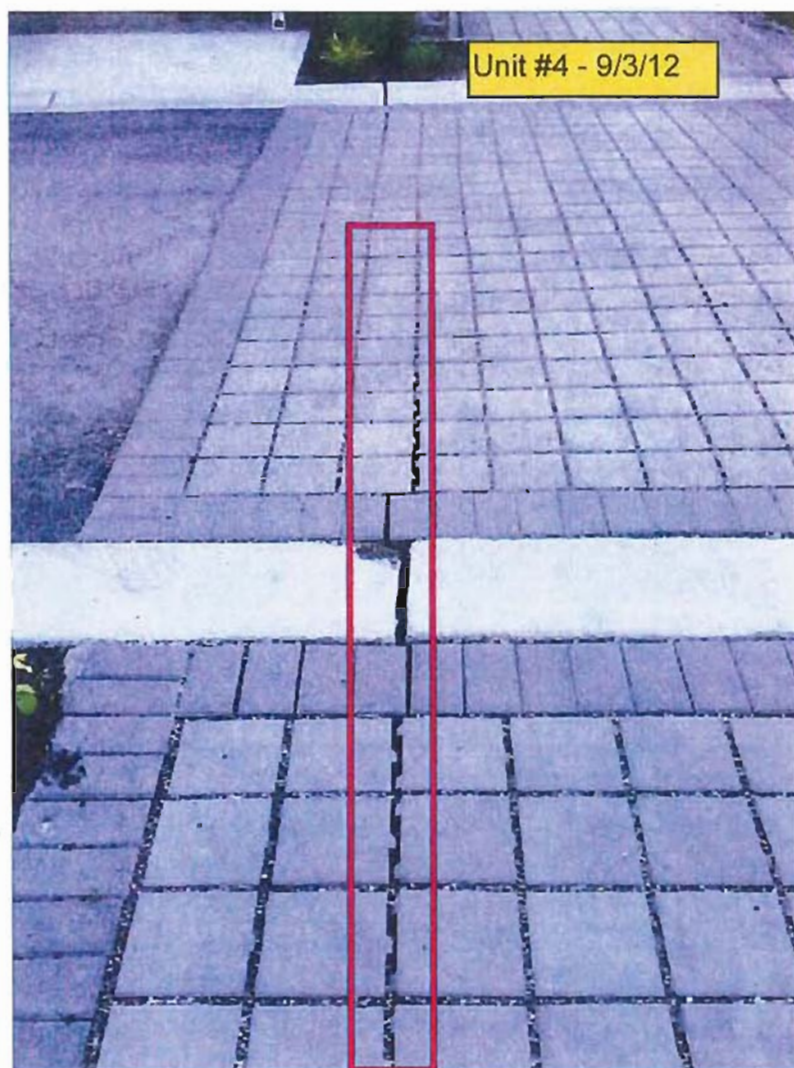




Unit #04



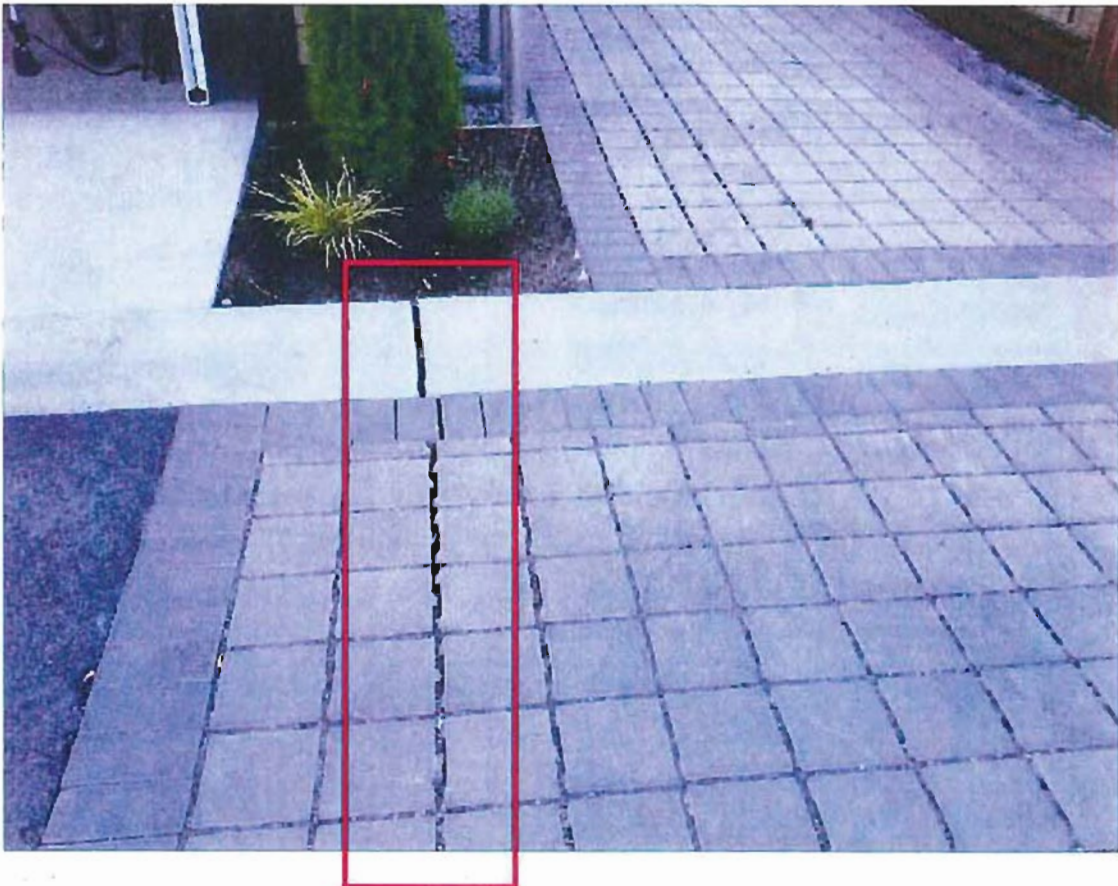
CNCL - 308





photos taken  
on 9/3/12.

Unit #06

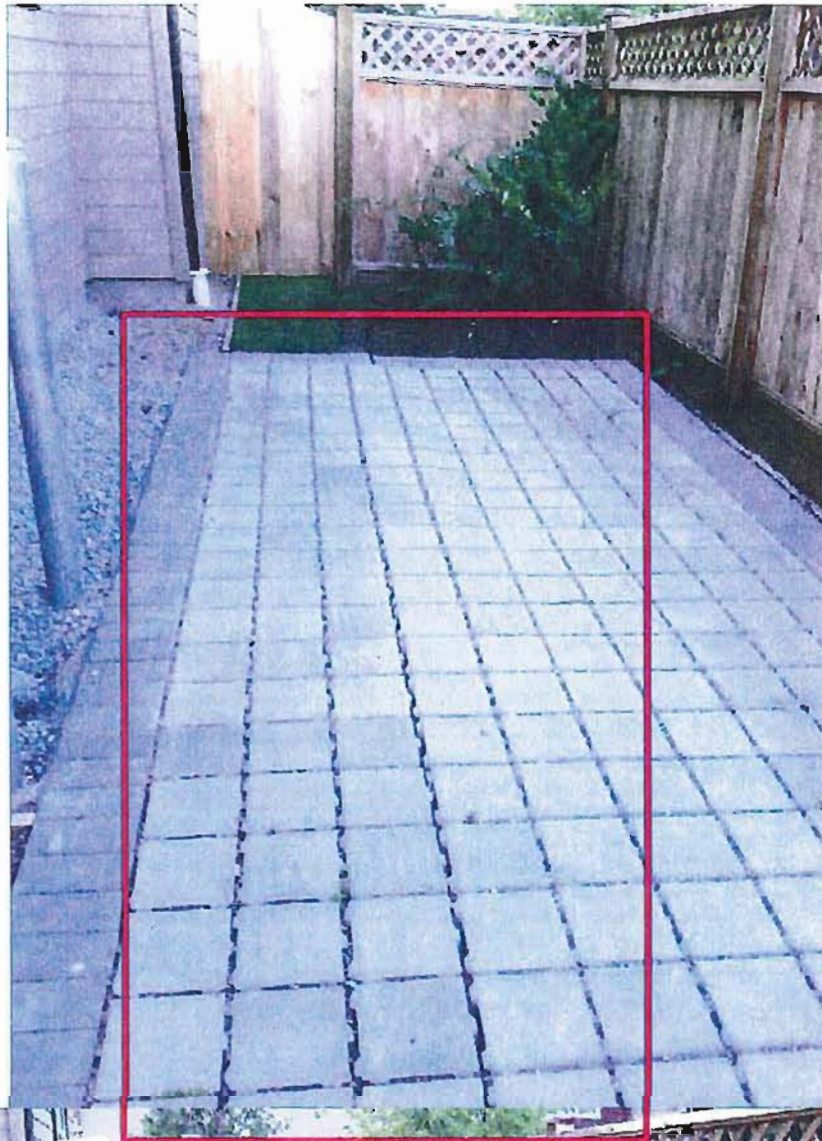


CNCL - 310



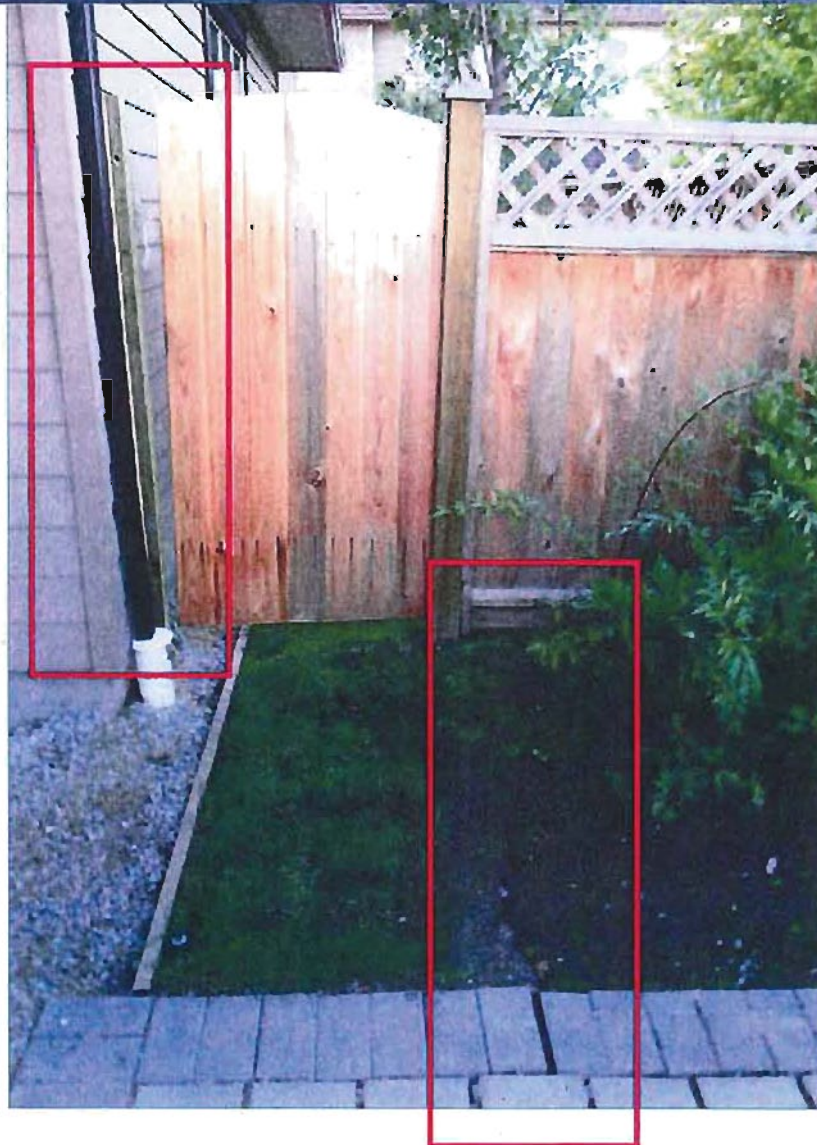
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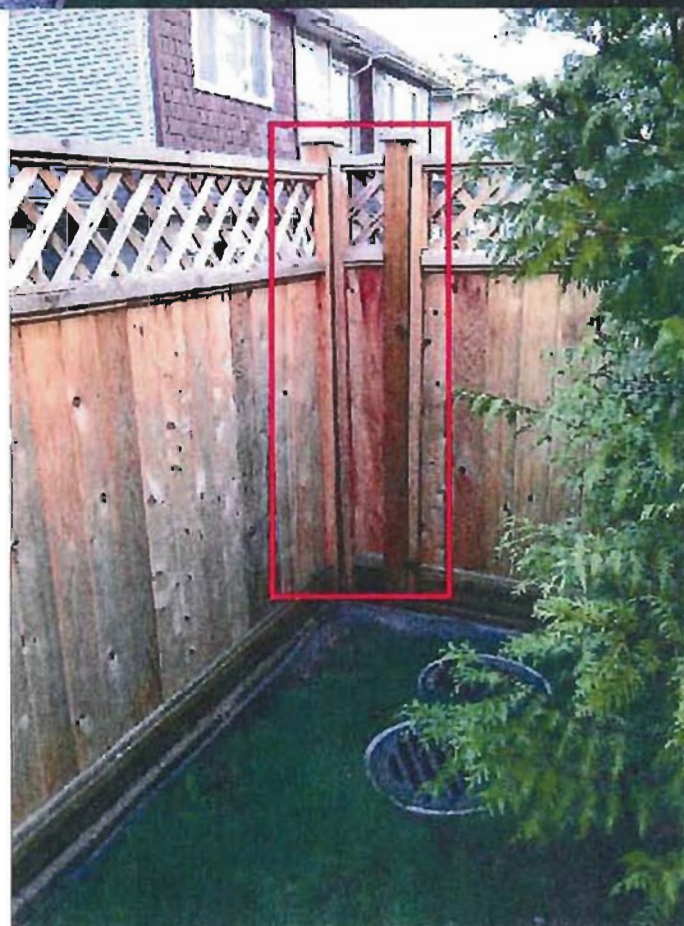


CNCL - 312



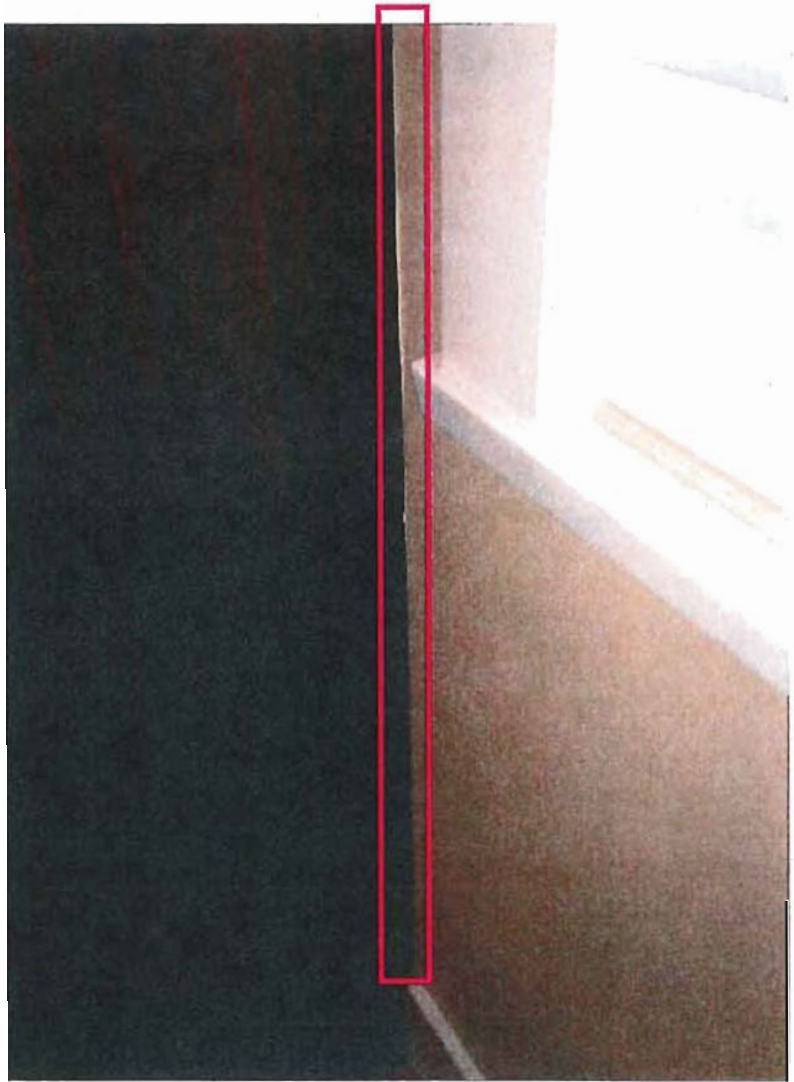


CNCL - 313

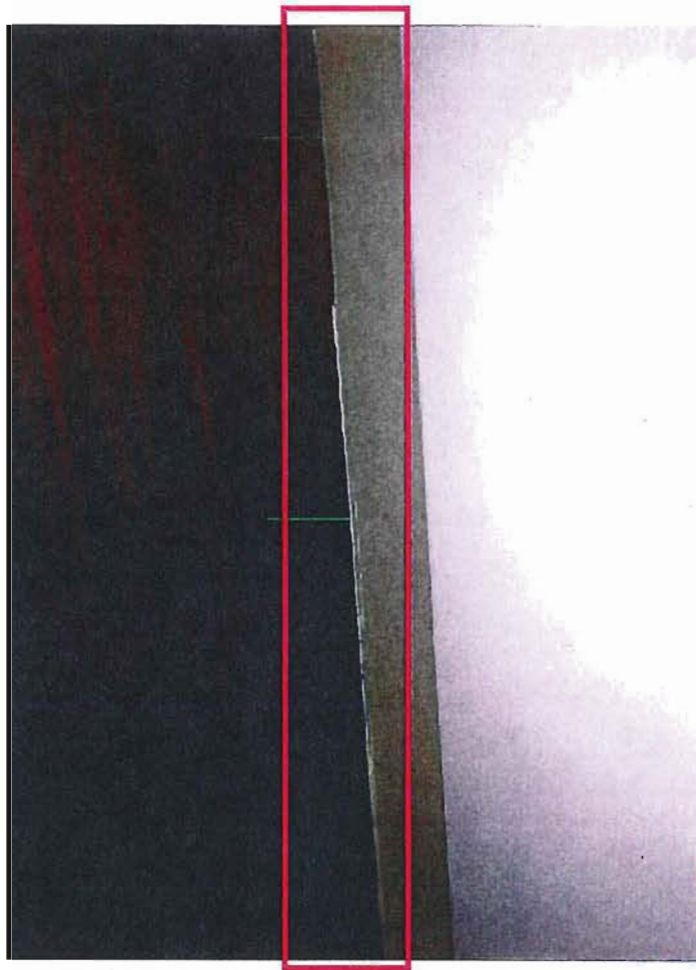




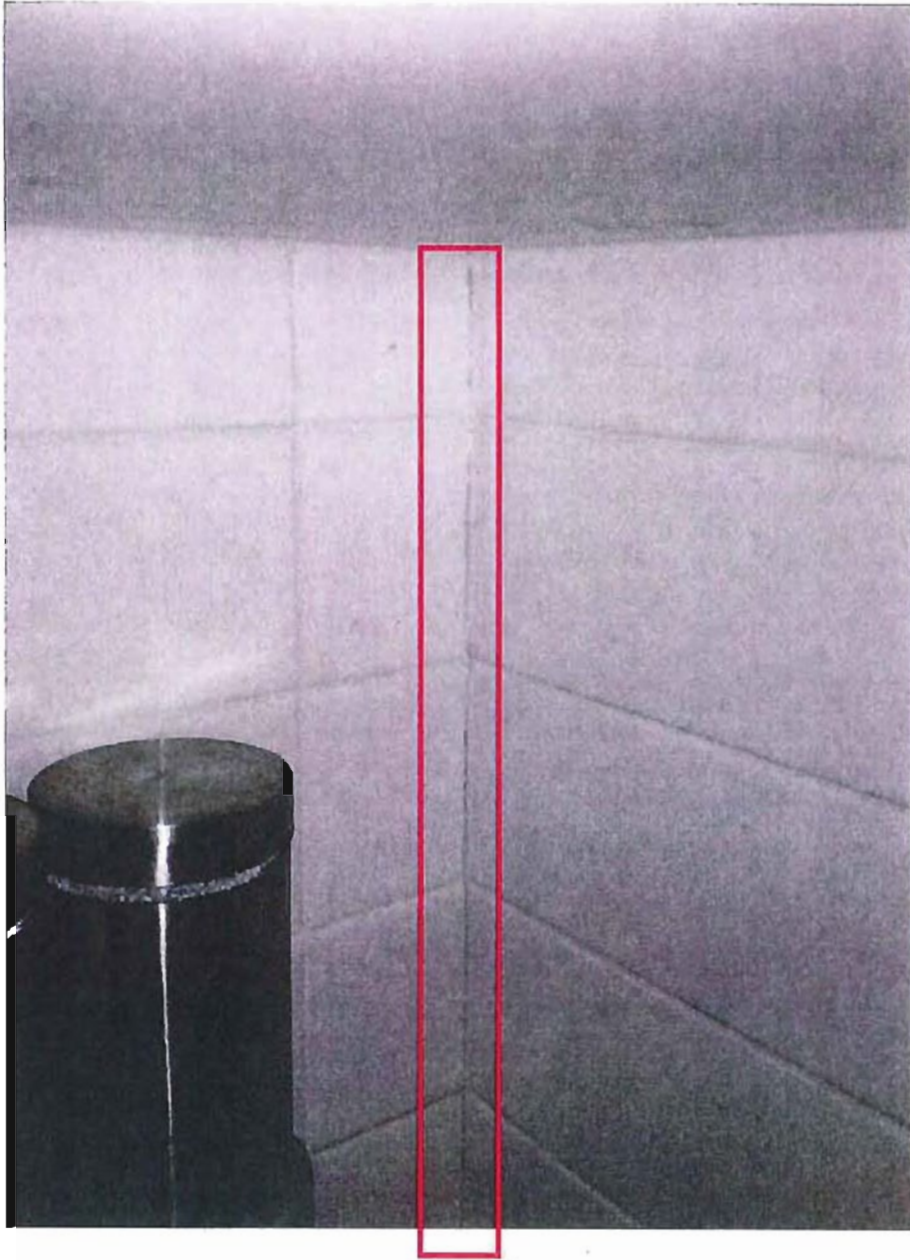








CNCL - 317



CNCL - 318

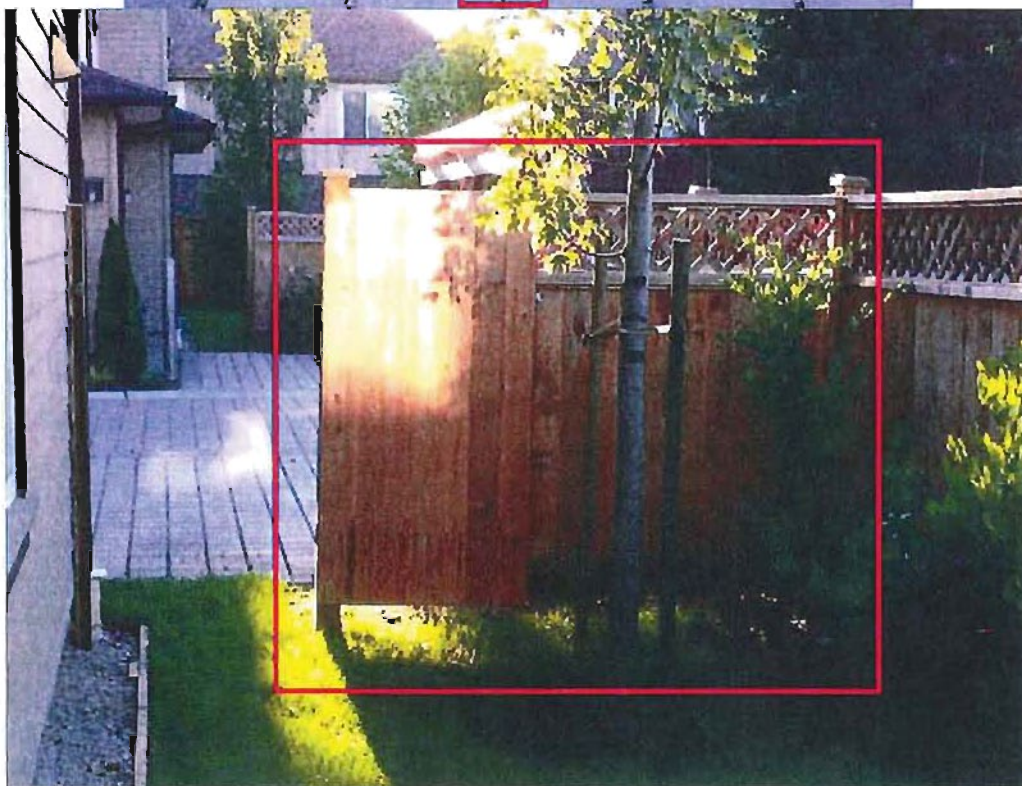
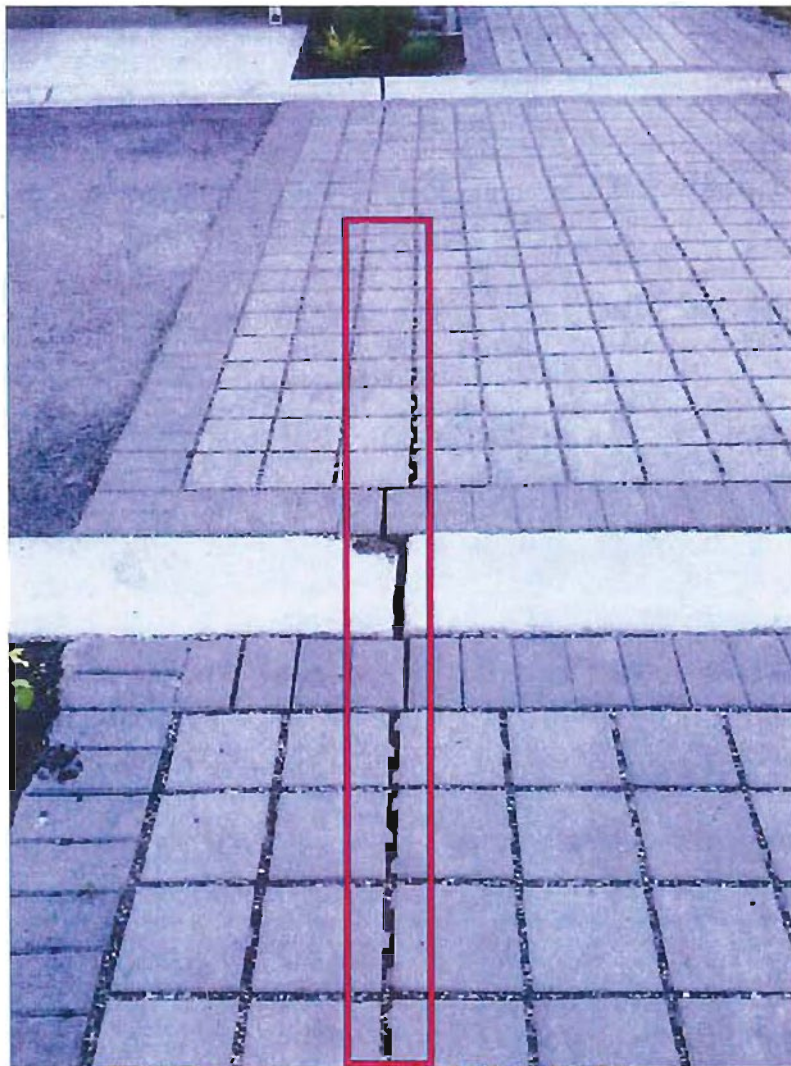


Unit #04



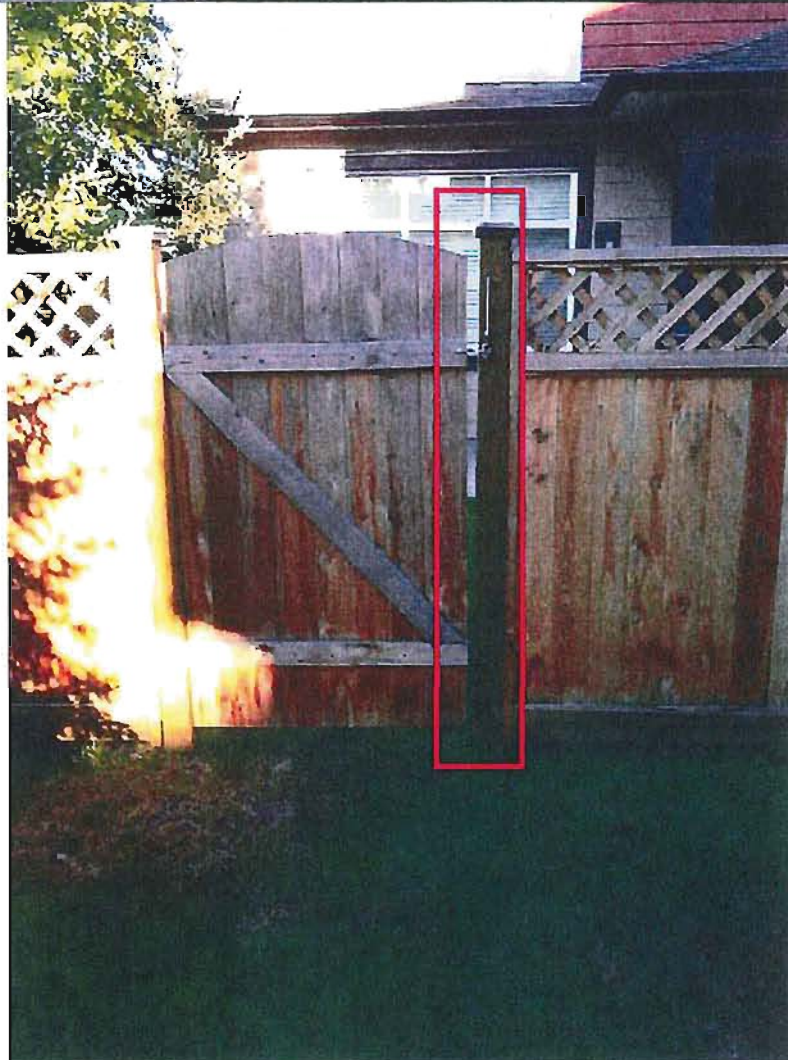
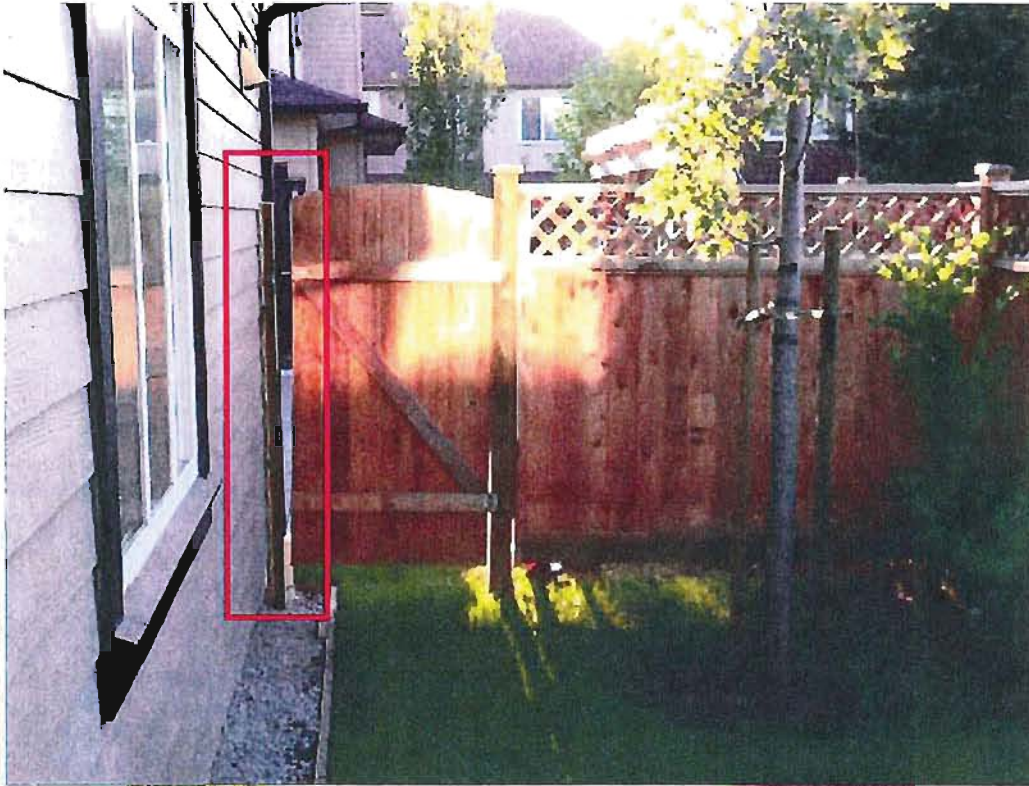
CNCL - 319





CNCL - 320

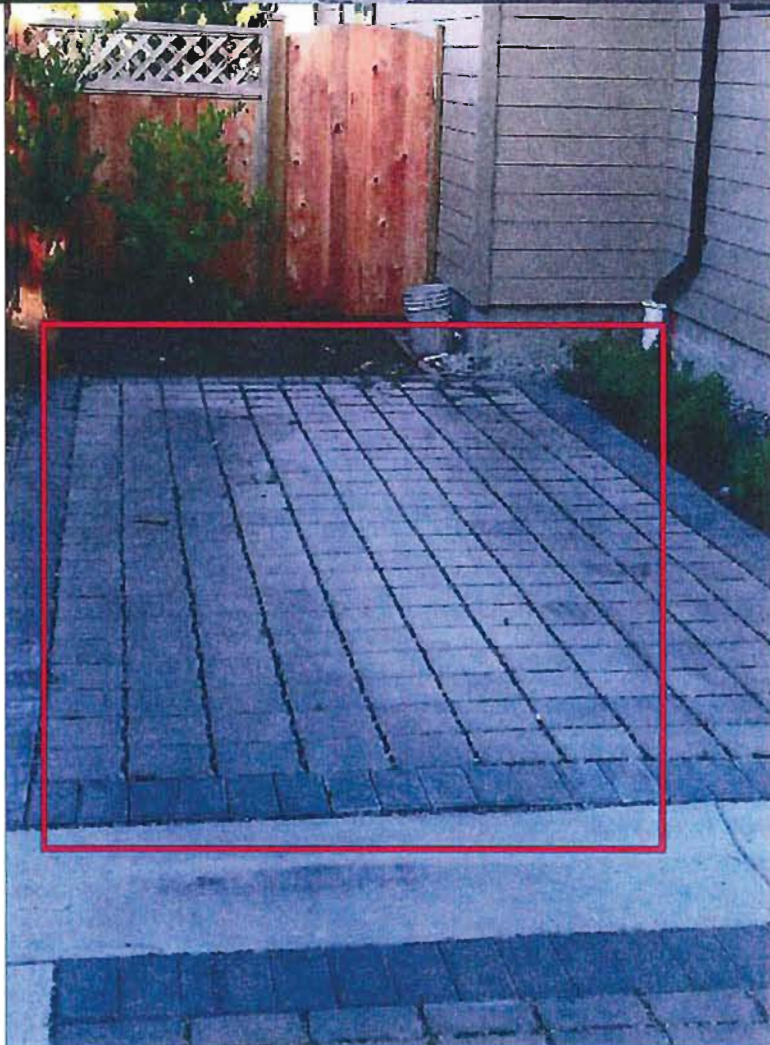




CNCL - 321



Unit #01





CNCL - 323







Prepared for City of Richmond  
Development Permit Panel  
September 26<sup>th</sup>, 2012

This letter and timeline of events has been written in response to Barbara To's (Strata Agent representing BCS 4241 – Newbury at 7771 Bridge Street) letter to the City of Richmond dated September 24<sup>th</sup>.

#### Table of events pertaining to issues at Newbury

**September 4<sup>th</sup>:** Barbara To called me to address the issue, followed by an email outlining the concerns of residents at Newbury.

**September 4<sup>th</sup>:** I emailed Barbara and explained that due to natural settlement and contraction of wood building materials of a new development like Newbury, deficiencies will definitely arise and should be brought to the attention of their Developer and Warranty Provider as is due process for such issues.

**September 12<sup>th</sup>:** Barbara sends Ampri another letter stating the Strata Council would like to hire their own Geotechnical Engineers for a review.

**September 13<sup>th</sup>:** I emailed Barbara to ask for a site meeting with her, a representative from the Strata Council and their builder Nick Poon. In this letter I mentioned that we would bring along our Geotechnical Engineer. We received no response or correspondence after this email. I followed up with a call to Barbara to confirm receipt of the email and request but did not receive a response from Barbara or the Strata Council.

**September 14<sup>th</sup>:** Ampri President Param Sandhu visits Newbury with Edward Yip of Earthbitat Geotechnical Engineering to review damages. The pair knocked on doors of affected units but no one was able to let them in to assess interior deficiencies. Note: Newbury's Geotechnical Engineer also wasn't able to assess interior deficiencies.

**September 17<sup>th</sup>:** After no response from the Strata Manager or Council, Param Sandhu contacted the developer of Newbury himself to arrange a site visit that same day. The pair met with Newbury's landscaper, who agreed to rectify any issues with the gates at Newbury. At this time, Param asked Nick Poon if he would like Ampri's concrete placers to patch the gaps in the curbs at Newbury. He agreed and we sent our crew to patch these gaps out of goodwill for the neighboring property. During this meeting, Newbury's developer also agreed to fix the deficiencies in the paving stones on his site.

**September 24<sup>th</sup>:** Barbara sends a letter to City Hall to ask for assistance in this matter. To this point, we believe both the Strata Agent nor the Strata Council or homeowners at Newbury have contacted their developer or warranty provider.

Being neighbors to this development we intend to grow a healthy working relationship throughout the duration of construction. We believe that a communication gap has led to the acceleration of this matter due to the poor handling of this issue by the Strata Agent. We have carried out all of our site preparation in accordance with City Bylaws and building codes. We are working well within our limits and use standard equipment for the required work. We would question the integrity of Newbury's construction if the interior defects over and above those caused by new building settlement issues were attributed to our work. With all this said, we will take the necessary steps to determine where the responsibility of interior defects falls.

Prepared by Amit Sandhu, CEO – Ampri Group – [asandhu@ampri.ca](mailto:asandhu@ampri.ca)

**Schedule 3 to the Minutes of  
the Development Permit  
Panel Meeting of Wednesday,  
September 26, 2012.**

Good afternoon, ladies and gentlemen, City of Richmond Council members.  
My name is Jeanne Chen. I am the Council President for Strata Plan BCS  
4241 (Newbury) located at 7771 Bridge Street, Richmond BC. We are the Owners  
neighboring the developing site at 7691, 7711 and 7731 Bridge Street.

Today, I am presenting one of many concerns by the Owners of Newbury **"to dispute"** the request from AM-Pri Construction Ltd. to vary the provisions of Richmond Zoning Bylaw 8500, specifically item A: to reduce the required side yard setback along the south property line from 3.0 meters to 1.50 meters.

The pre-loading activities by the Developer, Am-Pri Construction, has already caused substantial damages to our complex's North Property lines - the foundation and structure of our perimeter fences at the North Property lines have been compromised; the grass lawns, the concrete slabs & tiles on the ground directly facing the perimeter fences have settled noticeably; the damages inside the units # 1, 3, 4, and 6 have been reported, and are still ongoing...

We have submitted an inspection report for City of Richmond Council member's review. This report was prepared by a professional Geo-engineer – GeoPacific Consultant Ltd. attesting to the damages caused by the pre-loading activities by the neighboring Developer. We have also included some pictures of damages to our common area and pictures of damages to the insides of some of those units. Moreover, some of those Owners whose units are directly affected are here today in person to testify to those damages. We are also submitting a report last minute from Premium Fence Company that explains how the structure & foundation for our perimeter fences at the North Property lines have been severely compromised. The Technician was able to physically move the fence at certain areas, making it wobble side to side.

All the Owners are in agreement that our property foundation and structure have already been damaged. If the setback line is too close, we are very concerned that the damages will continue to escalate and worsen. Furthermore, we are concerned about our safety, and the safety of the children and the elderly. These damages and settling of the grounds are safety and tripping hazards, not to mention potential liability lawsuits. The fallout from these damages and the resulting consequences are still ongoing and yet to be determined.

Richmond is the best place to live. We love our community, its members, and its elected officials. We are building our homes here, we moved in with our dreams. All of these are based on the confidence and trust to the City and the Council members who are sitting here today. Personally, I have been a 16 years Richmond resident, and I still am. I have never thought of moving out of Richmond, because I have seen the improvements of Richmond and its continued progress by all the hard work done by the City Council members. I still believe City Council members are listening to residents' concerns, and are addressing the issues.

Thank you,



## FENCE ASSESSMENT REPORT

BCS 4241 Newbury  
7771 Bridge Street  
Richmond, BC

Attention: Jeanne Chen

The north perimeter fence is crooked due to excavation and preloading on the neighboring property to the north of Newbury. The fence consists of posts set in the ground 8 feet apart with a prefabricated cedar fence panel fastened between them. Although not easily visible, there is also a 2-3 foot high timber wall installed between these posts below ground level. The purpose of this wall was probably to retain the north neighbor's soil while excavation, preloading and construction was proceeding on Newbury buildings. Now that the earth is currently being disturbed on the other (north) side of the wall, its integrity or stability has been compromised to the extent that I could shake the fence back and forth about 10 to 12 inches in certain areas.

The solution to this problem is to have the developer (Am-Pri Construction Ltd) straighten and brace the fence until the final landscaping on the neighboring property is completed. The cost to address this problem now is negligible compared to the cost of straightening a fence with a crooked foundation after the timber wall is completely hidden from both sides by paving, gardens, etc. It is difficult to evaluate what such a cost would be and whether an entire new fence would not be more efficient.

Here at Premium Fence we are more than willing to be of any further assistance. Please send any questions or concerns to [clint@premiumfence.ca](mailto:clint@premiumfence.ca) or call: 604 576 9910 ext 304

Prepared by:  
Clint Hunte



Strata Plan BCS 4241  
c/o AA Property Management Ltd.  
#150-8600 Cambie Road  
Richmond, B.C.  
V6X 4J9

September 20, 2012  
File: 10792

Attention: Barbara To

**Re: Damage Assessment Report- Newbury Townhouse Development**  
**7771 Bridge Street, Richmond, BC**

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At the time of our site review, the preload consisted of a combination of sloped and lock block retained sand fill placed to heights ranging from 0.3m to 2.5m above grade, based on visual observation. The sloped boundaries of the preload fill extended directly against the Newbury Complex's northern property line. In May of 2012, residents of the Newbury Complex noticed ground settlements and resulting damage to both interior and exterior structures and roads within approximately 6.0m of the northern property line. The most significant of which were located within 1.0m to 3.0m of the preload boundary. Furthermore, settlements were most prevalent around units 4 and 6, where the adjacent preload was the highest.

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### 3.0 CONDITION REVIEW

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#### 3.2 Exterior Damage – Units 1, 4, and 6

Considerable ground movements and resulting impacts on serviceability of exterior structures were noticed along the north sides of units 1, 4, and 6. These included separations of fence sections up to 20mm wide (photos 10 & 11), movements of fence gates up to 55mm (photos 13, 21, & 23), stress cracks in soil up to 25mm wide running parallel to and at a distance of approximately 1.0m from the preload boundary (photos 12, 14, & 22), separation of paving bricks up to 30mm (photos 14 to 20, & 26), and settlements (<30mm) and cracks (<15mm) in concrete curbs (photos 16, 17, 18, & 25)

The majority of exterior damage was found to be located within 1.0m to 3.0m of the north fence extending along the property line. Damage was most prevalent around units 4 and 6, where the neighbouring preload was approximately 2.0m above grade

#### 3.3 Summary

Table 1 provides a list of photographs taken on the property outlining areas of observed damage both inside and outside the home. The numbered photographs and photograph locations are attached to this letter for reference.

**Table 1. List of Existing Damage at the Photograph Locations at 7771 Bridge Street, Richmond, BC**

Photo #	Location	Description of Damage
1	Unit 6 interior-kitchen	Cracks in wall tile (<1mm)
2	Unit 6 interior-kitchen	Separation of cabinet from wall (<2mm)
3	Unit 6 interior-dining room	Crack in wall paint (<1mm)
4	Unit 6 interior- dining room	Window sill crack (<2mm)
5	Unit 6 interior- dining room	Separation of floor board from floor (<2mm)
6	Unit 6 interior- dining room	Window sill crack (<1mm)
7	Unit 6 interior- garage	Cracks in slab-on-grade (<5mm)
8	Unit 6 interior- garage	Cracks in slab-on-grade (<5mm)

9	Unit 6 interior- garage	Crack in wall paint (<1mm)
10	Unit 6 exterior	Fence section separation (<20mm)
11	Unit 6 exterior	Fence section separation (<20mm)
12	Unit 6 exterior	Soil stress crack (<25mm)
13	Unit 6 exterior	Movement of fence door (<55mm)
14	Unit 6 exterior	Soil crack and paving stone separation (<30mm)
15	Unit 6 exterior	Paving stone separation (<30mm)
16	Unit 6 exterior	Paving stone separation and curb settlement (<30mm)
17	Unit 6 exterior	Curb settlement (<30mm)
18	Unit 4 exterior	Paving stone separation and curb settlement (<30mm)
19	Unit 4 exterior	Paving stone separation (<30mm)
20	Unit 4 exterior	Paving stone separation (<30mm)
21	Unit 4 exterior	Movement of fence door (<30mm)
22	Unit 4 exterior	Soil stress crack (<20mm)
23	Unit 4 exterior	Movement of fence door (<10mm)
24	Unit 1 exterior	Crack in concrete curb (<15mm)
25	Unit 1 exterior	Example of non-damaged paving brick
26	Unit 1 exterior	Paving stone separation (<20mm)

#### 4.0 CONCLUSIONS

Based on our review of site conditions and existing geotechnical documentation, it is our opinion that the preloading activities on the neighbouring property have caused compression of the soils on the Newbury complex, resulting in ground settlement as well as lateral displacement of the ground on the Newbury complex. This movement has resulted in cosmetic damage and serviceability issues within approximately 4.0m of the northern property line. The majority of the settlements are concentrated 1.0m to 3.0m from the preload boundary and are proportional to the adjacent preload height. That is, settlements more significant near areas with higher preload heights. We expect settling to continue, at a decreasing rate, for the full duration of preloading. Specific ground movements on the Newbury property can be monitored with the use of survey pins spanning the northern portion of the complex.

We are pleased to be of assistance to you on this project and we trust that our comments are sufficient for your current purposes. If you would like further details or would like clarification of any of the above, please do not hesitate to call.

For:  
GeoPacific Consultants Ltd.

Michael Mains, EIT  
Junior Geotechnical Engineer

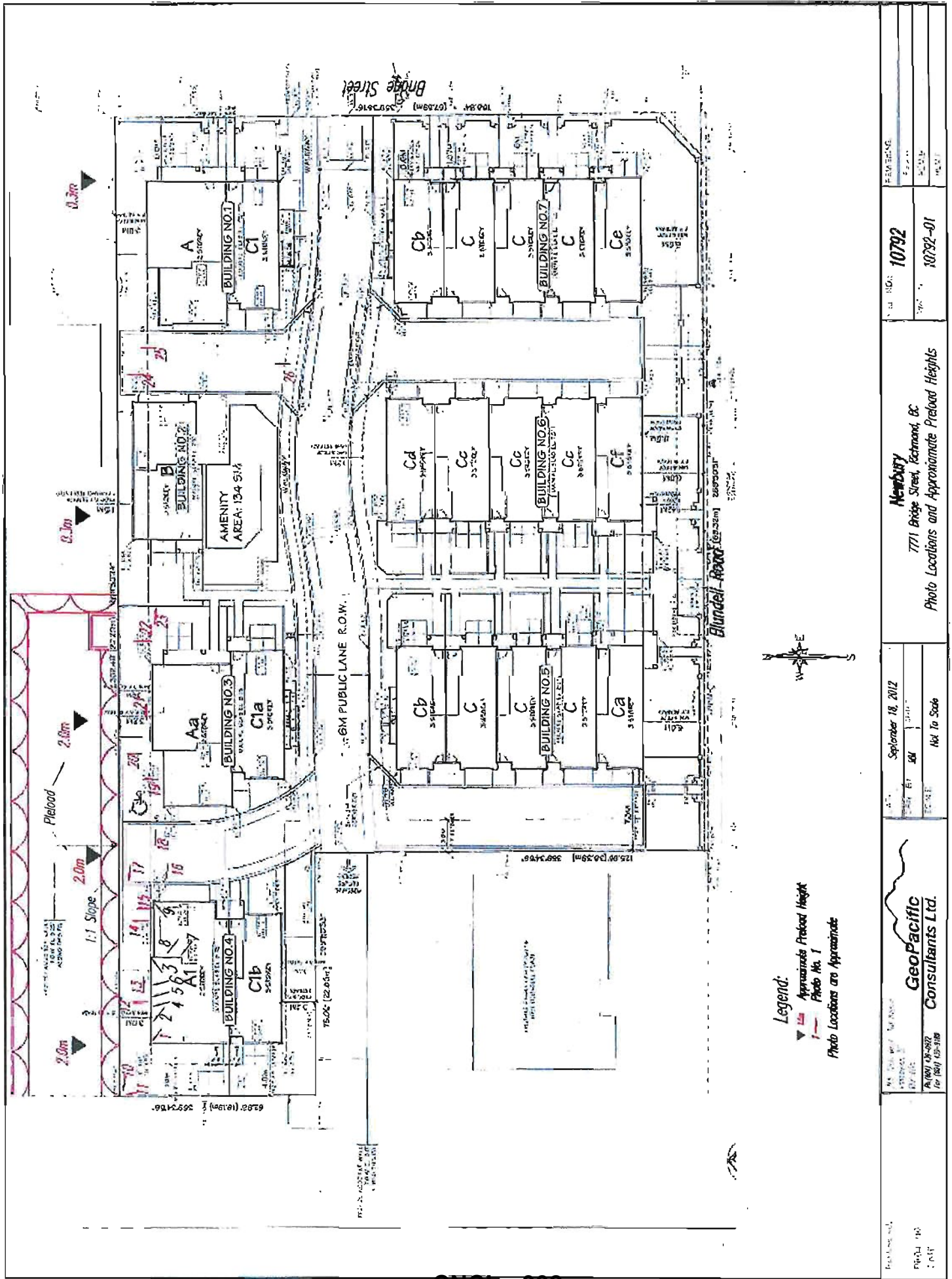
Reviewed By:



Matt Kokan, M.a.Sc., P.Eng.  
Principal

*Sept 20, 2012.*





Legend:  
 ▲ Approximate Plood Height  
 --- Photo No. 1  
 Photo Locations are Approximate

Project No. 10792-01	Project Name Newbury 7771 Bridge Street, Richmond, BC Photo Locations and Approximate Plood Heights	Date September 18, 2012		Scale Not To Scale	Revision 10792-01
		Drawn By JUN	Checked By JUN		
Geopacific Consultants Ltd.					
A/001 13-002 For 1001 105-110					

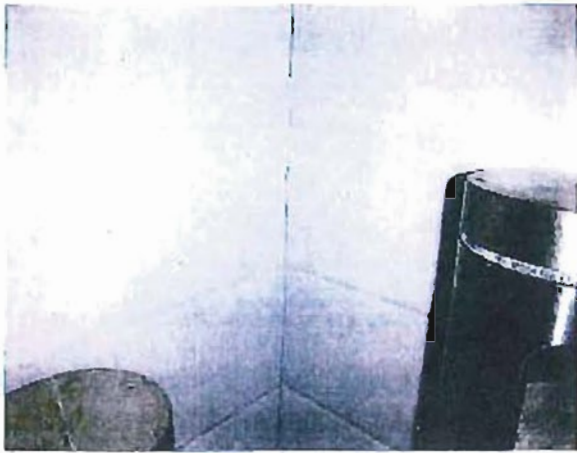


Photo No.01



Photo No.02

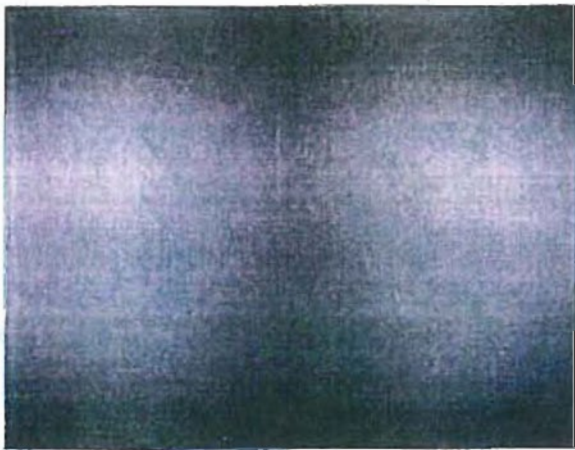


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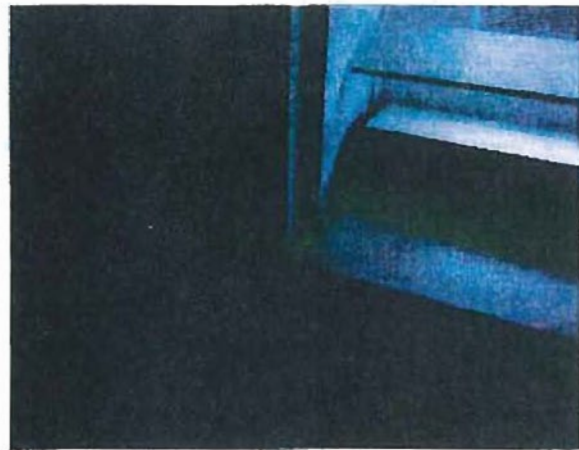


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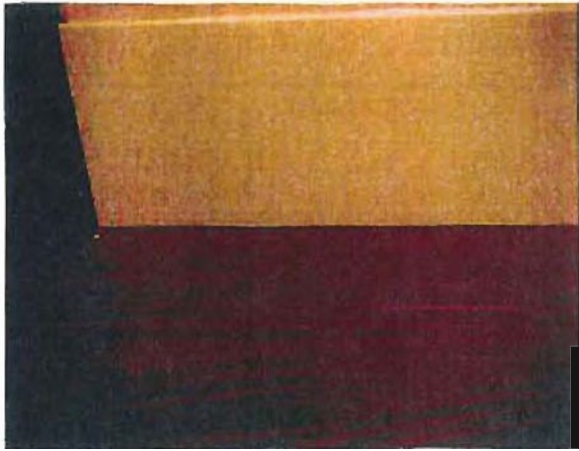


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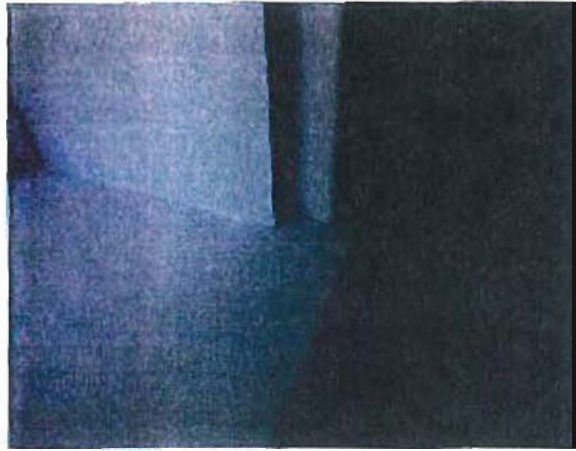


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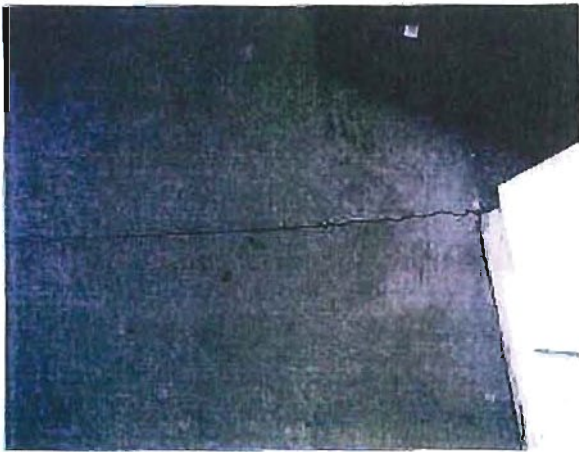


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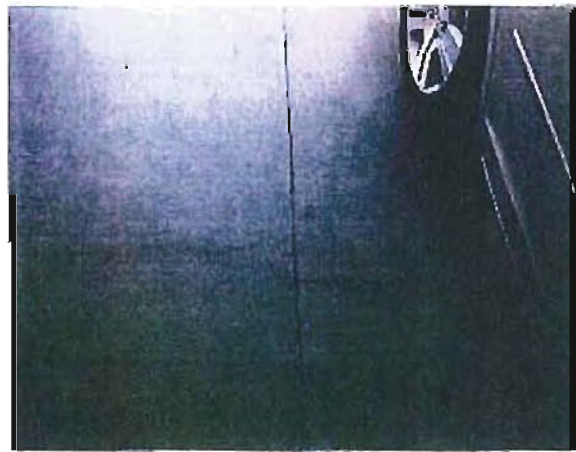


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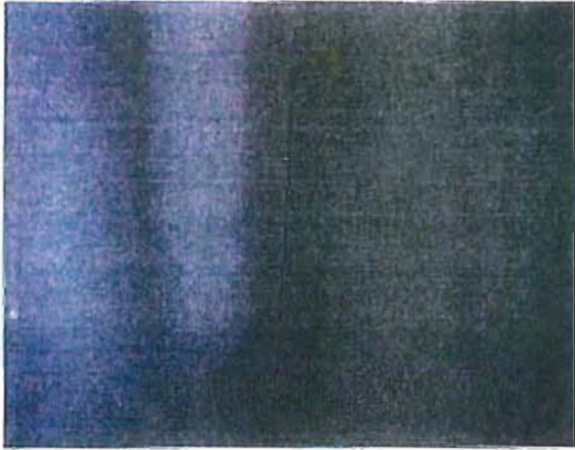


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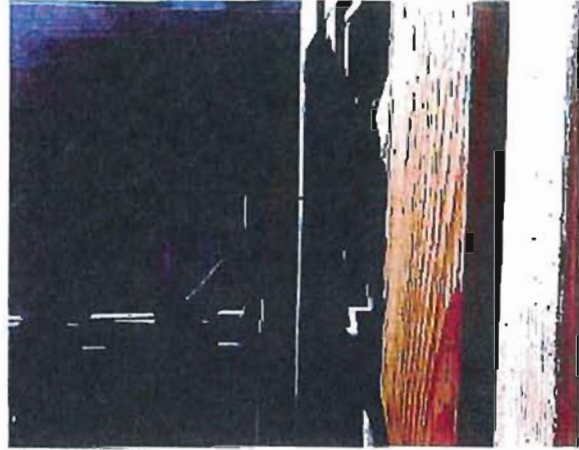


Photo No.10



Photo No.11



Photo No.12



Photo No.13

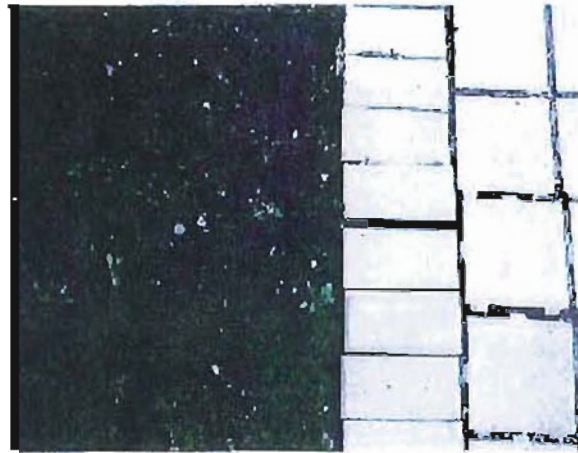


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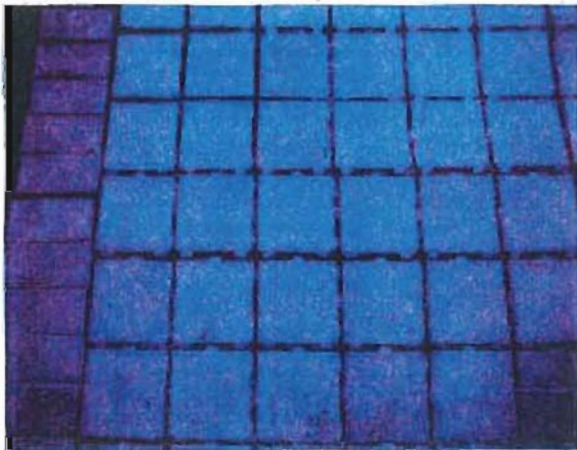


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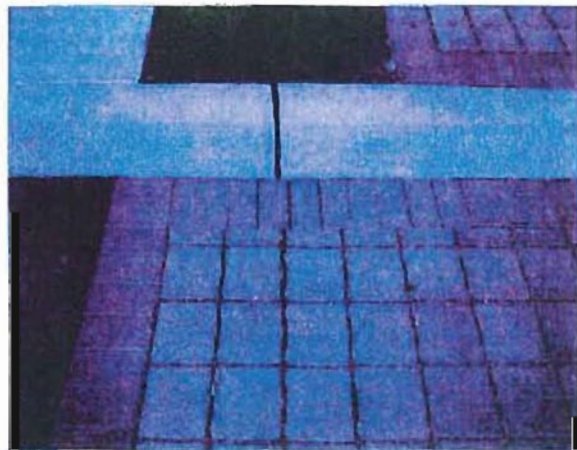


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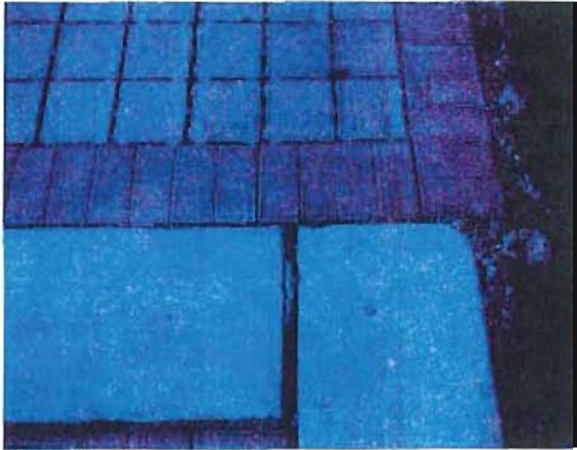


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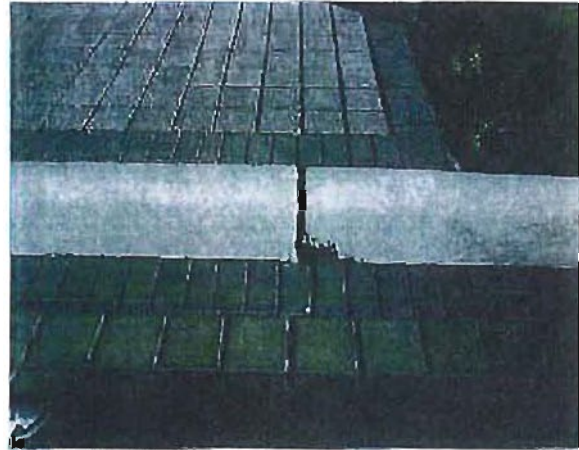


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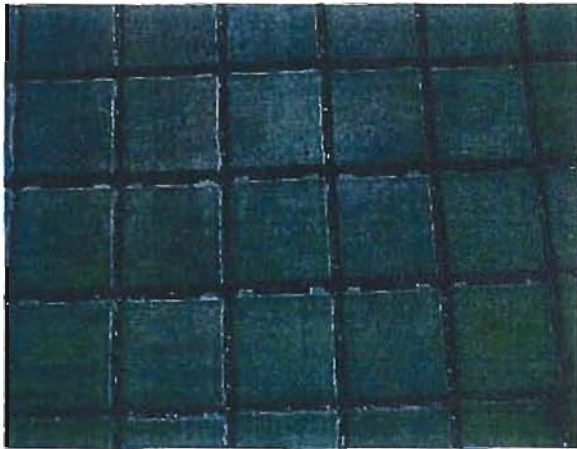


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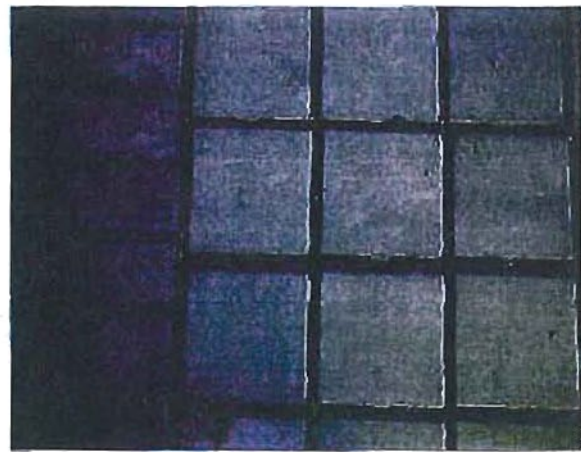


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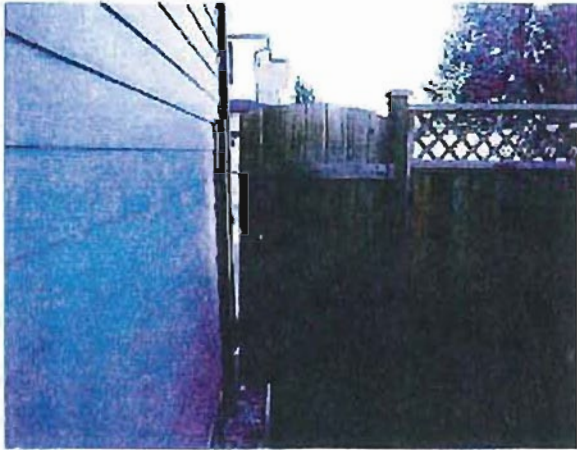


Photo No.21



Photo No.22



Photo No.23

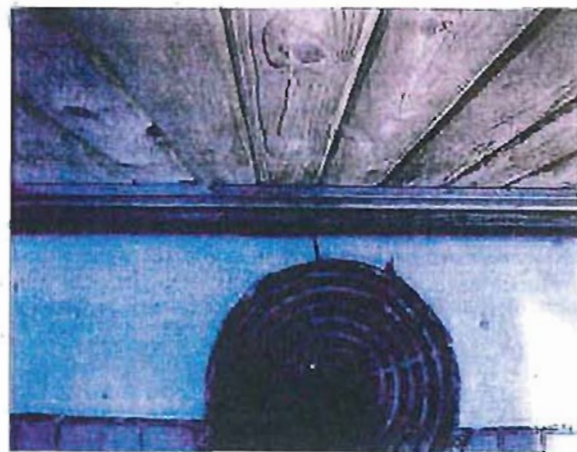


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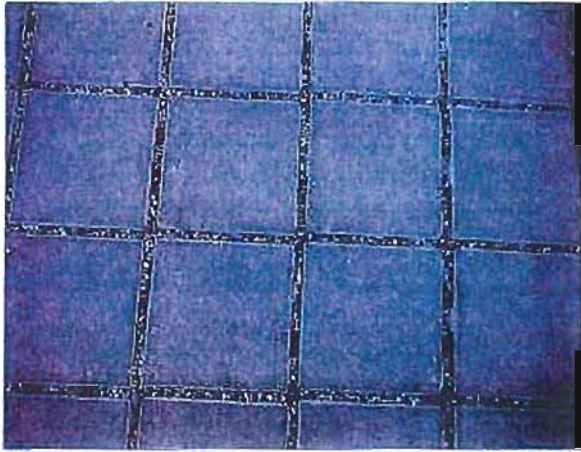


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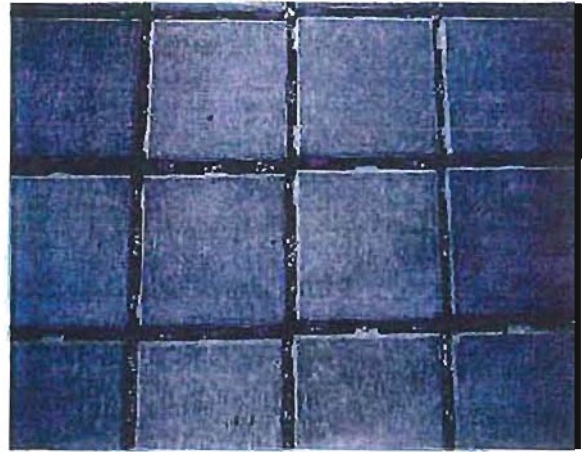


Photo No.26





# City of Richmond

## Report to Council

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**To:** Richmond City Council

**Date:** October 3, 2012

**From:** Joe Erceg  
Chair, Development Permit Panel

**File:** 01-0100-20-DPER1-  
01/2012-Vol 01

**Re:** Development Permit Panel Meeting Held on May 30, 2012

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### Staff Recommendation

That the recommendations of the Panel to authorize the issuance of:

- i) a Development Permit (DP 11-592266) for the property at 4151, 4171 and 4191 No. 4 Road;  
be endorsed, and the Permit so issued.

Joe Erceg  
Chair, Development Permit Panel

SB:blg



### Panel Report

The Development Permit Panel considered the following item at its meeting held on May 30, 2012.

DP 11-592266 – Kraftsmen Holdings Ltd. – 4151, 4171 and 4191 No. 4 Road  
(May 30, 2012)

The Panel considered a Development Permit application to permit the construction of 25 three-storey townhouse units on a site zoned Town Housing (ZT67). Variances are included in the proposal to reduce the minimum lot size and to reduce the north side yard setback for a garbage and recycling enclosure.

The architect, Taizo Yamamoto, of Yamamoto Architecture Inc., provided a brief presentation, including:

- The proposed architectural form reflects the adjacent development, to the north, to create a strong streetscape along No. 4 Road;
- The three-building fronting No. 4 Road feature steps up to the yard and steps up to the front entries, thus creating some animation and some vertical articulation of the units;
- The neighbouring school is allowing a footpath connection from the subject site, through a locked gate, allowing residents to access the school and use the school field and play equipment;
- The outdoor amenity space features play equipment including a “mushroom” type table with stools, and a climbing structure;
- Permeable pavers will cover a large portion of the site to create textural interest and to distinctly indicate the site’s entry;
- There is one (1) detached convertible unit and all units having aging-in-place features;
- Central air conditioning is incorporated, due to aircraft noise, and residents will have cooling and heating without having to open windows; and
- The proposed colour palette includes greys, with “punch out” colour applied to entry doors.

In response to Panel discussion, staff, Mr. Yamamoto and landscape architect, Marlene Messer, of PMG Landscape Architects Inc., provided the following information:

- One (1) of the retained trees is located on the adjacent property to the south, and the other is located on the adjacent property to the west;
- The applicant will ask the School District for permission to install stone pavers on the school property to connect to the existing walkway to the school;
- Access to the subject site is completely on the site to the north. The single shared driveway access is sufficient and was part of the overall plan when the site to the north was under discussion;
- The survey conducted by the arborist indicated the sidewalk elevation, and the proposed change in grade precluded the likely survival of the on-site trees;

- The architectural character is similar to the neighbouring townhouse development to the north, but reverse gables, stripped of decorative brackets, is one way to distinguish the two (2) sites; and
- The school playground is approximately 60 m northwest of the subject site.

Staff supported the Development Permit application and the requested variances. Staff advised that there were 52 bylaw-sized trees on-site, and the three (3) in good condition, were unlikely to survive the change in grade. Planting 46 replacement trees on-site is proposed, including four (4) large trees.

Neighbouring residents Shing Tak Mak, Alvin Cheung, and Mr. Kwong, addressed the Panel and expressed the following concerns:

- The existing driveway is inadequate to be shared with the proposed townhouse units;
- The variance to reduce the minimum lot size would result in increasing the density to higher than the existing townhouse development;
- The variance to reduce the north side yard setback would bring the proposed garbage collection space too close to neighbouring residents, who would be adversely impacted by garbage smells;
- Garbage was collected from individual units at the neighbouring townhouse development, avoiding the issue of garbage smells, and this was recommended for the proposal as well.

Correspondence was submitted to Panel objecting to the Development Permit application from residents in 19 units of the neighbouring townhouse development.

In response to queries regarding garbage collection, Mr. Yamamoto advised that: door-to-door collection could be considered and the proposed location was chosen to minimize truck travel.

In response to concerns raised and Panel queries, staff provided the following information:

- In response to construction hour concerns raised at the September, 2011 Public Hearing, a Construction Parking and Traffic Management Plan was submitted by the applicant, and approved by the Transportation Department;
- Council can, through the rezoning process, address density, but the Development Permit Panel does not have the ability to change density;
- The difference in density between the two (2) sites is very small, due to the different lot sizes, and the proposed site may appear more dense due to the provision of the driveway;
- Both the subject site and the neighbouring site to the north are zoned the same, with similar variances;
- The garbage and recycling enclosure has a roof and doors, and the same design as the enclosure in the development directly north of the subject site; and
- The requested variance would allow the garbage and recycling enclosure to encroach into the north side yard, and the two (2) buildings are approximately 10 m apart.

The Chair explained that, in terms of density, the difference in density was so small as to be unnoticeable. He added that the developer of the site where the delegates live, sought, and received, almost the same lot size variance the applicant is seeking. The floor area ratio is the same.

The Chair remarked that the proposed development is laid out well, and that the concerns of density, are beyond the scope of the Panel. He noted that the proposed garage and recycling enclosure arrangement is a common one throughout the City, and that this common arrangement is not problematic at other locations.

The Panel expressed support for the proposed development.

The Panel recommends the Permit be issued.